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 **Vrydag, 21 Junie 2024** 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 **Friday, 21 June 2024** at **10:00**.

Raadslede en amptenare / Councillors and officials		
Councillor TE Abrahams (Executive Mayor)	Alderman K Adams	Councillor WJ Alexander
Councillor P Daniels	Councillor S de Bruin	Councillor GJ Franse
Councillor JP Fredericks	Councillor AL Gili	Councillor LA Hardnek
Councillor GG Laban	Councillor JS Mouton	Councillor MJ Ndaba
Councillor JF Nel (Executive Deputy Mayor)	Councillor N Nogcinisa	Councillor N Phatsoane
Councillor KA Robyn	Alderman HJ Smit	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
Chief Internal Audit Executive	Manager: Projects and Performance	Manager: Administration
IDP Manager	Manager: Legal Services	Manager: Communication and Marketing
Chief Administrative Officer	Committee Clerk	Interpreter

TER INLIGTING / FOR INFORMATION

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 M de Villiers E-mail: manager@cerescbi.co.za		

COUNCILLOR EM SIDEGO
SPEAKER

12·06·24

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A G E N D A

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

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)

An *Application for leave of absence* form is attached as **annexure 2.1**.

NOTED

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**.

NOTED

2.3 Consideration of application for leave of absence: Special Council meeting 14 December 2023 (3/1/2/1)

An application for leave of absence from the meeting was received from Councillor AL Gili.

Council unanimously resolved on 14 December 2023 that all applications for leave of absence from the meeting will be held in abeyance until the next meeting.

The attendance register of the Special Council meeting, held on 14 December 2023, is attached as **annexure 2.3**.

RECOMMENDED

For consideration of applications for leave of absence from the Special Council meeting, held on 14 December 2023.

2.4 Consideration of applications for leave of absence: Council meeting 16 May 2024 (3/1/2/1)

Applications for leave of absence from the meeting were received from Councillors GG Laban, J Zalie, IL Swartz and WJ Alexander.

Council unanimously resolved on 16 May 2024 that the Speaker will consider approval of the applications for leave of absence from the meeting, received from Councillors GG Laban, J Zalie, IL Swartz and WJ Alexander, at the next Council meeting on condition that written apologies be submitted.

RECOMMENDED

For consideration.

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 Phatsoane	2 June
❖ Alderman K Adams	5 June
❖ Ms C Swartz	17 June
❖ Mr J Robyn	17 June
❖ Ms E Smit	29 June
❖ Ms M Abrahams	30 June

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 Sake deur die Munisipale Bestuurder geopper

4. MINUTES / NOTULES

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

4.2 Approval of minutes: February until November 2022 (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)**.

Council resolved on 30 March 2022:

(a) that the approval of the minutes of the Council meeting, held on 23 February 2022, be held in abeyance.

(b) that the correctness of the minutes be investigated in respect of the removal of the words of the Speaker: "The motion cannot carry."

(c) that the Municipal Manager appoints an independent investigator in terms of the Municipal Supply Chain processes.

Council resolved on 28 March 2023:

(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.

RECOMMENDED

That the following minutes be approved and signed by the Chairpersons of the respective meetings:

(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.

4.3 Approval of minutes: 2023 until 2024 (3/1/2/3)

The following minutes are attached:

(a) Council meeting, held on 30 May 2023: **Annexure 4.3(a)**.

(b) Special Council meeting, held on 6 June 2023: **Annexure 4.3(b)**.

(c) Special Council meeting, held on 24 July 2023: **Annexure 4.3(c)**.

(d) Council meeting, held on 25 August 2023: **Annexure 4.3(d)**.

(e) Special Council meeting, held on 17 October 2023: **Annexure 4.3(e)**.

(f) Special Council meeting, held on 24 October 2023: **Annexure 4.3(f)**.

(g) Special Council meeting, held on 14 December 2023: **Annexure 4.3(g)**.

(h) Special Council meeting, held on 20 December 2023: **Annexure 4.3(h)**.

(i) Council meeting, held on 24 January 2024: **Annexure 4.3(i)**.

(j) Council meeting, held on 23 February 2024: **Annexure 4.3(j)**.

(k) Special Council meeting, held on 20 March 2024: **Annexure 4.3(k)**.

(l) Special Council meeting, held on 27 March 2024: **Annexure 4.3(l)**.

(m) Council meeting, held on 12 April 2024: **Annexure 4.3(m)**.

(n) Special Council meeting, held on 18 April 2024: **Annexure 4.3(n)**.

(o) Council meeting, held on 16 May 2024: **Annexure 4.3(o)**.

RECOMMENDED

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

(a) Council meeting, held on 30 May 2023.
(b) Special Council meeting, held on 6 June 2023.
(c) Special Council meeting, held on 24 July 2023.
(d) Council meeting, held on 25 August 2023.
(e) Special Council meeting, held on 17 October 2023.
(f) Special Council meeting, held on 24 October 2023.
(g) Special Council meeting, held on 14 December 2023.
(h) Special Council meeting, held on 20 December 2023.
(i) Council meeting, held on 24 January 2024.
(j) Council meeting, held on 23 February 2024.
(k) Special Council meeting, held on 20 March 2024.

(l) Special Council meeting, held on 27 March 2024.
(m) Council meeting, held on 12 April 2024.
(n) Special Council meeting, held on 18 April 2024.
(o) Council meeting, held on 16 May 2024.

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

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
4.3.1	17/3/2	8.2.2 of 24-01-2024 Proposed position of waste transfer stations	Technical Services	That proposed positions of waste transfer stations at erf 8714, Bella Vista & Erf 1, PA Hamlet be held in abeyance for PPP.	Work-in-progress	21 August 2024
4.3.2	16/P	8.2.3 of 24-01-2024 Witzenberg Municipality: Local Integrated Transport Plan: 2022 until 2027	Technical Services	Matter be held in abeyance in order for MM to obtain all details and proof of PPP from CWDM.	Work-in-progress	21 August 2024

RECOMMENDED

that notice be taken of the outstanding matters.

AANBEVEEL

dat kennis geneem word van die uitstaande sake.

ISIPHAKAMISO

Imiba angashukuxwanga ithathelwe ingqalelo.

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

5.1 Notice of motion: Practical work experience for students (4/2/6/2)

An email from the Witzenberg Party, dated 9 May 2024, is attached as **annexure 5.1**.

RECOMMENDED

that notice be taken of the correspondence from the Witzenberg Party.

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

(b) Committee for Housing Matters, held on 29 March 2023: **Annexure 7.1(b)**.

(c) Committee for Local Economic Development, held on 18 April 2023: **Annexure 7.1(c)**.

(d) Committee for Corporate and Financial Services, held on 20 April 2023: **Annexure 7.1(d)**.

(e) Committee for Community Development, held on 20 April 2023: **Annexure 7.1(e)**.

(f) Committee for Housing Matters, held on 16 May 2023: **Annexure 7.1(f)**.

(g) Committee for Housing Matters, held on 15 August 2023: **Annexure 7.1(g)**.

(h) Executive Mayoral Committee, held on 23 August 2023: **Annexure 7.1(h)**.

(i) Committee for Corporate and Financial Services, held on 19 September 2023: **Annexure 7.1(i)**.

(j) Committee for Local Economic Development and Tourism, held on 19 September 2023: **Annexure 7.1(j)**.

(k) Committee for Technical Services, held on 21 September 2023: **Annexure 7.1(k)**.

(l) Committee for Housing Matters, held on 28 September 2023: **Annexure 7.1(l)**.

(m) Committee for Corporate and Financial Services, held on 21 November 2023: **Annexure 7.1(m)**.

(n) Committee for Technical Services, held on 23 November 2023: **Annexure 7.1(n)**.

(o) Executive Mayoral Committee, held on 18 December 2023: **Annexure 7.1(o)**.

(p) Executive Mayoral Committee, held on 22 January 2024: **Annexure 7.1(p)**.

(q) Council workshop meeting, held on 23 January 2024: **Annexure 7.1(q)**.

(r) Committee for Technical Services, held on 13 February 2024: **Annexure 7.1(r)**.

(s) Committee for Corporate and Financial Services, held on 20 February 2024: **Annexure 7.1(s)**.

(t) Council workshop meeting, held on 22 February 2024: **Annexure 7.1(t)**.

(u) Council workshop meeting, held on 25 March 2024: **Annexure 7.1(u)**.

RECOMMENDED

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

AANBEVEEL

dat kennis geneem word van die notules van die komitee- en werkswinkelvergaderings en genoemde aanvaar word.

7.2 Approval of minutes: Executive Mayoral Committee meeting 14 November 2023 (3/1/2/3)

The minutes of the Executive Mayoral Committee meeting, held on 14 November 2023, are attached as **annexure 7.2**.

The Executive Mayoral Committee resolved on 22 January 2024 that the minutes of the Executive Mayoral Committee meeting, held on 14 November 2023, be referred to Council for approval as none of the current Executive Mayoral Committee members had attended the abovementioned meeting.

RECOMMENDED

that the minutes of the Executive Mayoral Committee meeting, held on 14 November 2023, be approved and signed by the Chairperson.

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktoraat Finansies / Directorate Finance

8.1.1 Section 71 Monthly Budget Statement Report of Directorate Finance: April 2024 (9/1/2/2)

The Section 71 Monthly Budget Statement Report of the Directorate Finance for April 2024 is attached as **annexure 8.1.1**.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(i) that notice be taken of the Section 71 Monthly Budget Statement Report of the Directorate Finance for April 2024.

(ii) that the Section 71 Monthly Budget Statement Report of the Directorate Finance for April 2024 be referred to the Portfolio Committee for Corporate and Financial Services, the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee to take notice or to advise Council if deemed necessary.

8.1.2 Annual Financial Statements 2022/2023 – 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 2022/2023 (after COMAF's) are attached as **annexure 8.1.2**.

The Performance, Risk and Audit Committee resolved on 13 December 2023:

(a) that the Performance, Risk and Audit Committee takes notice of the Annual Financial Statements for 2022/2023 (after COMAF's) and accepts same.

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

that notice be taken of the Annual Financial Statements for 2022/2023 (after COMAF's) and same be considered.

RECOMMENDED

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

that notice be taken of the Annual Financial Statements for 2022/2023 (after COMAF's) and same be considered.

8.1.3 Finance: Adjustment budget 2023/2024 (5/1/1/22)

The following documents are attached:

(a) Memorandum from Director: Finance, dated 13 June 2024: **Annexure 8.1.3(a)**.

(b) Adjustment budget 2023/2024: **Annexure 8.1.3(b)**.

(c) Budget schedules 2023/2024: **Annexure 8.1.3(c)**.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

That the adjustment budget of Witzenberg Municipality for the financial year 2023/2024 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.

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

8.2.1 Partnership agreement between Witzenberg Municipality and Essen Municipality for the multi-annual programme "Youth Sports and Waste Management": January 2024 until December 2026 (10/2/3)

Memorandum from Director: Technical Services, dated 23 January 2024:

"**1. Purpose**

To inform and obtain approval from Council for the suggested framework of the partnership agreement between the Municipality of Essen and Witzenberg Municipality.

2. Background

Within this framework Essen and Witzenberg are partners in the multi-annual programme 'Youth Sports and Waste Management' as one of the actions that realise the municipal plans of action to broaden and intensify the existing city-to-city link, mentioned in the Essen policy and management cycle (BBC) and mentioned in the Witzenberg IDP. The programme is indirectly funded by the Flemish Government through the approval of the BBC of Essen.

3. Discussion

The documented proposal is attached as **annexure 8.2.1** and contains:

Section 1: General provisions
Section 2: Partnership Statement
Section 3: Monitoring and evaluation
Section 4: Funding and budgeting
Section 5: Provisions regarding the sustainability of the programme
Section 6: Final provisions."

The Executive Mayoral Committee resolved on 19 February 2024 to recommend to Council that notice be taken of the attached submission and approval be granted for it to be signed off.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the attached submission and approval be granted for it to be signed off.

8.2.2 Essential services: Water supply: Approval of water safety plans (16/2/P)

Memorandum from Senior Manager: Water and Sewerage, dated 23 January 2024:

"**A. Purpose**

The purpose of this memorandum is to recommend to Council the approval of the updated Water Safety Plans for Witzenberg municipal area, including the towns of Ceres, Tulbagh, Wolseley, Prince Alfred's Hamlet and Op-die-Berg.

B. Discussion

- A Water Safety Plan (WSP) is a systematic approach that comprehensively assesses and manages risks throughout the water supply system. The WSP process covers all aspects of the water supply system, from catchment to consumer, and was developed by the World Health Organization (WHO) and International Water Association (IWA) (WHO 2009).
- In South Africa the national regulator, the Department of Water and Sanitation (DWS), requires all Water Service Authorities (WSA's) to develop and implement a WSP as described in the South African National Standard for drinking water quality (SANS 241). Drinking water quality is regulated via the DWS Blue Drop Certification process which also assesses the quality of the WSP.
- Provision of water services operates in a highly regulated environment consisting of interrelated and independent national Acts, including the National Water Act (Act 36 of 1998) and the Water Services Act (Act 108 of 1997). Compliance to these acts is a necessity.
- Climate change is expected to introduce changes in temporal and spatial distribution of climate and weather related events, as well as an increase in severe climate and weather related events such as droughts, floods, storms etc. This is expected to bring about challenges to water resources as well as the ability of water utilities to provide adequate safe drinking water to consumers. The updated WSP now includes consideration of climate change and the need for climate resilience to help ensure continued sustainability of safe drinking water under current and future climate conditions.

C. Attachments

(a) Water Safety Plan Ceres: **Annexure 8.2.2(a)**.
(b) Water Safety Plan Tulbagh: **Annexure 8.2.2(b)**.
(c) Water Safety Plan Wolseley: **Annexure 8.2.2(c)**.
(d) Water Safety Plan Prince Alfred's Hamlet: **Annexure 8.2.2(d)**.
(e) Water Safety Plan Op-die-Berg: **Annexure 8.2.2(e)**."

The Committee for Technical Services resolved on 13 February 2024 to recommend to the Executive Mayoral Committee and Council:

(a) that notice be taken of the Water Safety Plans submitted.

(b that Council approves the Water Safety Plans for the following towns for implementation and execution:

(i) Ceres Water Safety Plan
(ii) Tulbagh Water Safety Plan
(iii) Wolseley Water Safety Plan
(iv) Prince Alfred's Hamlet Water Safety Plan
(v) Op-die-Berg Water Safety Plan

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the Water Safety Plans submitted.

(b that Council approves the Water Safety Plans for the following towns for implementation and execution:

(i) Ceres Water Safety Plan
(ii) Tulbagh Water Safety Plan
(iii) Wolseley Water Safety Plan
(iv) Prince Alfred's Hamlet Water Safety Plan
(v) Op-die-Berg Water Safety Plan

8.2.3 Approval of Waste Water Risk Abatement Plans (W2RAP) (16/2/4)

Memorandum from Senior Manager: Water and Sewerage, dated 23 January 2024:

"**A. Purpose**

The purpose of this memorandum is to recommend to Council the approval of the updated Waste Water Risk Abatement Plans (W2RAP) for Witzenberg municipal area, including the towns of Ceres, Tulbagh, Wolseley and Op-die-Berg.

B. Discussion

- A W2RAP (Waste Water Risk Abatement Plan) provides a systematic approach towards assessing, managing, and monitoring risks throughout the sewage system. The development of the W2RAP in South Africa was undertaken collectively by DWS (Department of Water Affairs) and WRC

(Water Research Commission). The W2RAP process covers all aspects from sanitation generation (e.g. toilet) to the waste's final use for agricultural purposes and/or disposal thereof. The W2RAP focuses on public health and natural resource protection and addresses the most eminent hazards, risks and controls that may apply along the value chain.

- DWS integrates risk analysis as part of the audit process with the aim of quantifying, prioritising and managing the risks to ensure targeted regulation of high-risk municipalities. The W2RAP is the tool whereby risks are identified and corrected, following a similar process of the reputed WSP (Water Safety Plan) (DWS, GreenDrop2022).
- The act of providing basic sanitation services is a basic right according to the Water Services Act 1997 and it is necessary to ensure that the environment is not harmful to the health and wellbeing of those living in and around it.
- Climate change is expected to introduce changes in temporal and spatial distribution of climate and weather related events as well as an increase in severe climate and weather related events (such as floods, droughts, storms, etc.). Witzenberg experiences cool wet winters while during the summertime it is quite the opposite as they have hot dry summers. The biggest implication with the summer weather is that there is a decreased water availability during this season. Consequently the W2RAP process has evolved and now also includes consideration of climate change and the need for climate resilience. The inclusion of climate resilience into the W2RAP process helps ensure continued sustainability of treating effluent and discharging into the receiving environment under current and future climate conditions.

C. Attachments

(a) Ceres W2RAP: **Annexure 8.2.3(a).**
(b) Tulbagh W2RAP: **Annexure 8.2.3(b).**
(c) Wolseley W2RAP: **Annexure 8.2.3(c).**
(d) Op-die-Berg W2RAP: **Annexure 8.2.3(d).**"

The Committee for Technical Services resolved on 13 February 2024 to recommend to the Executive Mayoral Committee and Council:

(a) that notice be taken of the Waste Water Risk Abatement Plans submitted.

(b) that Council approves the Waste Water Risk Abatement Plans as submitted for implementation and execution as follows:

(i) Ceres W2RAP
(ii) Tulbagh W2RAP
(iii) Wolseley W2RAP
(iv) Op-die-Berg W2RAP

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the Waste Water Risk Abatement Plans submitted.

(b) that Council approves the Waste Water Risk Abatement Plans as submitted for implementation and execution as follows:

(i) Ceres W2RAP
(ii) Tulbagh W2RAP
(iii) Wolseley W2RAP
(iv) Op-die-Berg W2RAP

8.2.4 Lease of erf 23, Tulbagh to Tulbagh Recycling (7/1/4/1 & 17/19/1)

A memorandum from the Director: Technical Services, dated 24 May 2023, is attached as **annexure 8.2.4**.

The Executive Mayoral Committee resolved on 14 November 2023 that the matter in respect of the lease of erf 23, Tulbagh to Tulbagh Recycling be held in abeyance until the next meeting and that the Director: Technical Services determines whether other parties are interested.

Follow-up report from the Director: Technical Services, dated 15 February 2024:

"**Background**

The abovementioned item from the Executive Mayoral Committee meeting, held on 14 November 2023.

Discussion

Investigation into whether there are other parties interested, had the following outcome:

There were no parties that indicated an interest, but the following persons are enthusiastic and promote recycling in Tulbagh, on their respective platforms, i.e:

Charlotte Steyn – Care 4 Tulbagh
Rev. Dawid Botha – Church / Community Leader

Recommendation

That further consideration be given to grant permission for the applicant to lease a portion of erf 23, Tulbagh to Tulbagh Recycling, as per the initial memorandum from the Director: Technical Services, dated 24 May 2023."

The Committee for Technical Services resolved on 9 April 2024 to recommend to the Executive Mayoral Committee and Council:

that a portion of erf 23, Tulbagh, as indicated on the attached report, be leased to Jan Lambert for a period of five years on the following conditions:

(i) That a departure application be submitted by the tenant for the use of the property zoned as authority, for the purposes of a recycling facility.

(ii) Lease will be "voetstoots", leased as it is.

(iii) Security will be for the account of the lessee.

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

(v) Public participation process to be followed. Advertise for public comment and/or objections.

(vi) Should the second part of the premises not have an electrical installation, an electrical contractor should be appointed by the tenant to do the electrical installation and issue a Certificate of Compliance after the completion of electrical work.

(vii) The applicant will be responsible for the costs of any electrical upgrading, including electrical installation if required.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that a portion of erf 23, Tulbagh, as indicated on the attached report, be leased to Jan Lambert for a period of five years on the following conditions:

(i) That a departure application be submitted by the tenant for the use of the property zoned as authority, for the purposes of a recycling facility.

(ii) Lease will be "voetstoots", leased as it is.

(iii) Security will be for the account of the lessee.

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

(v) Public participation process to be followed. Advertise for public comment and/or objections.

(vi) Should the second part of the premises not have an electrical installation, an electrical contractor should be appointed by the tenant to do the electrical installation and issue a Certificate of Compliance after the completion of electrical work.

(vii) The applicant will be responsible for the costs of any electrical upgrading, including electrical installation if required.

8.2.5 Replacement of sewer network: Fabriek Street, Ceres: Pipe cracking: Additional work order
(8/2/10/4)

The following documents are attached:

(a) Memorandum from Director: Technical Services, dated 7 February 2024: **Annexure 8.2.5(a)**.

(b) Letter from Trenchless Technologies, dated 7 February 2024: **Annexure 8.2.5(b)**.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the Accounting Officer approves additional works to the amount of R536 074-01 (excl. VAT).

8.2.6 Construction and refunding of external services: Ceres Mall: Erf 9602, Ceres
(15/4/2/325)

The following documents are attached:

(a) Memorandum from Director: Technical Services, dated 15 May 2024: **Annexure 8.2.6(a)**.

(b) Letter from NAD, dated 8 April 2024: **Annexure 8.2.6(b)**.

(c) Rezoning approval: **Annexure 8.2.6(c)**.

(d) Detail of DC calculation: **Annexure 8.2.6(d)**.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that the developer, NAD Property Income Fund, install all external bulk services, as per the approval letter dated 18 December 2023.

(b) that the value of the external bulk services will be set off against the applicable development charges.

(c) that a separate services agreement be drawn up to deal with installation of bulk services by the developer.

(d) that a property rates credit be allowed against erf 9602, Ceres to NAD Property Income Fund equal to the amount of the external bulk services (R5 452 268-20 (incl. VAT), to be constructed by the developer.

8.2.7 Pine Valley informal settlement: Request for supply of municipal services
(17/4/1/2/2/2)

A memorandum from the Director: Technical Services, dated 12 April 2024, is attached as **annexure 8.2.7**.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

As this is such a large scale and costly project the following is proposed:

(i) Application for funding from the Provincial Housing Department, as this is a function of the provincial department, for a UISP upgrade (Upgrade of informal settlements).

(ii) The UISP programme facilitates the structured upgrading of informal settlements. It applies to in situ upgrading of informal settlements as well as where communities are to be relocated for a variety of reasons. The programme entails extensive community consultation and participation, emergency basic services provision, permanent services provision and security of tenure.

8.2.8 Request: Lease of municipal water allocation from Koekedouw irrigation scheme: Nduli Pig Farming (16/2/1/3/2)

A letter from PALS, dated 8 March 2024, is attached as **annexure 8.2.8**.

Memorandum from the Senior Manager: Water and Sewerage, dated 29 February 2024:

"**1. Purpose**

The purpose of this memorandum is to inform the Municipal Manager regarding the above request from PALS for the usage of the Municipal water allocation for Vredebes farm, from the Koekedouw irrigation scheme.

2. Discussion

Witzenberg Municipality currently has an allocation of 15 ha irrigation water out of the Koekedouw irrigation scheme. This water is allocated to Vredebes farm for agricultural purposes. The farm has been rezoned and is currently developed as a low cost housing project. As this water is classified for agricultural use, the municipality has no use for it as we do not foresee any future farming activities on the land to which the water is allocated. Currently the municipality is paying for the allocation although not used as it is registered in the name of the municipality.

PALS has submitted a request to use a portion of the municipal allocation to Vredebes for their new pig farming initiative with the local Nduli Pig Farming Pty. (Ltd). This project entails the formalization of the existing pig farming activities into a commercial pig farming business and including the planting of cash crops and feed for the animals. For this they need water and the portion of land earmarked for the project does not have any water rights. The request from the Nduli Pig Farming Pty. (Ltd) is the allocation of 7.5 ha water of the municipal allocation of 15 ha water for Vredebes to their project. Further to the above the Nduli Pig Farming Pty (Ltd) also enquired regarding the cost of service connections (water and sewer) to the property earmarked for their project.

3. Financial impact

Current cost to the municipality for the 15 ha water allocation is R33 750.00 (excluding VAT) per annum.

If the request is approved the Nduli Pig Farming Pty (Ltd) will be responsible for the cost of 7.5 ha water allocated to them, thus reducing expenditure for the municipality.

Cost of service connections:

- Water: R84 110.00 – 130m to nearest municipal point.
- Sewer: On-site (septic tank) – cost for applicant"

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

That the request/application of the Nduli Pig Farming be considered and approved, based on the following conditions:

(i) that the Nduli Pig Farming Pty. (Ltd) be responsible for the cost associated with the allocation of 7.5 ha water to their project.

(ii) that the Nduli Pig Farming Pty. (Ltd) install a meter at own cost at the connection point to their property.

(iii) that the Nduli Pig Farming Pty. (Ltd) be responsible for all costs associated with the installation of service connections to their property.

(iv) that during periods of drought or severe water shortages, the allocation to the Nduli Pig Farming Pty (Ltd) will be subject to restrictions as implemented, notwithstanding any agreement in place.

(v) that a service level agreement be drawn up between Nduli Pig Farming Pty. (Ltd) and Witzenberg Municipality for the lease of 7.5 ha of the allotted 15 ha water of Witzenberg Municipality that is allocated to Vredebes Farm.

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

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

Council resolved on 30 September 2020:

(a) that five streets of the Vredebes housing project, as indicated in colour on annexure 8.3.7(c) of the agenda, be named.

(b) that flora names in terms of Council's policy be used as a criteria and the following names be approved as the official street names for the relevant streets in Vredebes: Protea, Viooltjie, Aalwyn, Polygala and Babrina.

(c) that the naming of the remainder of the streets in the housing project be workshopped by Council.

The following documents are attached:

(a) Memorandum from Manager: Housing with the proposed street names, dated 4 October 2019: **Annexure 8.3.1(a)**.

(b) Policy: Naming and renaming of streets: **Annexure 8.3.1(b)**.

(c) Street map of the Vredebes Housing Project: **Annexure 8.3.1(c)**.

Council unanimously resolved on 25 November 2020 that the matter in respect of the approval of street names for the Vredebes Housing Project be held in abeyance until the next meeting.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

For consideration of street names for the Vredebes Housing Project.

8.3.2 Op-die-Berg informal trader premises (17/18/1)

A memorandum from the Acting Manager: Socio-Economic Development, dated 8 August 2023, is attached as **annexure 8.3.2(a)**.

The Committee for Local Economic Development and Tourism resolved on 19 September 2023:

(a) that the Committee for Local Economic Development and Tourism provides inputs pertaining to the moving of the informal trader demarcated stands closer to shops where the business market is located (approximately 20 to 25 meters to the right of where the current stands are demarcated).

(b) that the Committee for Local Economic Development advise the Acting Manager: Socio-Economic Development which of the following municipal departments, namely Town Planning; Water and Sewerage; Streets and Storm Water must do an investigation to determine whether the recommendation supra (a) can be implemented.

(c) that the Acting Manager: Socio-Economic Development submits a report on supra (a) and (b) after the investigation has been done to the Committee for a recommendation to the Executive Mayoral Committee and Council.

A memorandum from the Acting Manager: Socio-Economic Development, dated 3 November 2023, is attached as **annexure 8.3.2(b)**.

The Committee for Local Economic Development and Tourism resolved on 11 April 2024:

(a) that the Committee for Local Economic Development and Tourism takes notice of the inputs received from the various municipal departments.

(b) that the Committee for Local Economic Development and Tourism recommends to the Executive Mayoral Committee and Council:

that the application for the movement of the informal traders demarcated stand closer to the shops, where the business market is located, be considered.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the application for the relocation of the informal traders demarcated stands closer to the shops, where the business market is located, be considered.

8.3.3 Skoonvlei and Prince Alfred's Hamlet Business Hubs request for waiver of rental (7/1/4/1)

A memorandum from the Acting Manager: Socio-Economic Development, dated 5 April 2024, is attached as **annexure 8.3.3**.

The Committee for Local Economic Development and Tourism resolved on 11 April 2024 to recommend to the Executive Mayoral Committee and Council:

(a) that the rent of new businesses moving into the two business hubs be waived for the first six (6) months.

(b) that the rent of the current lessees be waived for six (6) months (either by way of writing off of existing bad rental debt or by waiving six (6) months future rent).

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that the rent of new businesses moving into the two business hubs be waived for the first six (6) months.

(b) that the rent of the current lessees be waived for six (6) months [either by way of the writing off of existing bad rental debt or by waiving six (6) months' future rent].

8.3.4 Tulbagh Feeding Scheme proposal (7/1/4/1)

A memorandum from the Acting Manager: Socio-Economic Development, dated 7 June 2024, is attached as **annexure 8.3.4**.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) That Council considers the approval of the proposal.

(b) That, in the event of approval, Council considers the leasing of the building and the northwest corner of the waste division depot as "voetstoots" for a period of three (3) years, with the option of renewal for an additional three (3) years on discretion of Council.

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

(d) That the fair market value for rent is not applicable due to the economic and community value that are received in exchange for the lease of the asset [MFMA Section 14.2(a)]. Council to consider exemption of rental charges, on condition that the building is rented as it is and that the lessee carries out all maintenance work to the building, including fencing and changes needed for the development and repair of the severely vandalised building. All other costs related to the transaction will be for the account of the lessee, including municipal services.

8.3.5 Establishing of Local Drug Action Committee (LDAC) (12/1/2/11)

A memorandum from the Acting Manager: Socio-Economic Development, dated 10 June 2024, is attached as **annexure 8.3.5**.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the establishment of a Local Drug Action Committee be considered for approval.

8.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

8.4.1 Witzenberg Municipality: Language Policy 2023 - 2026 (02/P)

The Witzenberg Municipality Language Policy for 2023 until 2026 is attached as **annexure 8.4.1**.

The Committee for Corporate and Financial Services resolved on 21 November 2023 to recommend to the Executive Mayoral Committee and Council that the Committee for Corporate and Financial Services takes notice of the Witzenberg Municipality Language Policy 2023-2026 and, after consideration, recommend to Council that the policy be considered and thereafter be approved and accepted.

The Executive Mayoral Committee resolved on 19 February 2024 to recommend to Council that the Witzenberg Language Policy 2023 – 2026, after consideration, be approved and accepted.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Language Policy 2023 – 2026, after consideration, be approved and accepted.

8.4.2 Political structure: Council's committee system: Municipal Public Accounts Committee (MPAC) (03/3/1/1)

Council resolved on 20 December 2023:

That the composition of the Municipal Public Accounts Committee be amended and established as follows:

(i) Councillor LA Hardnek (Witzenberg Party): Chairperson
(ii) Councillor N Nogcinisa (ANC)
(iii) Councillor AL Gili (ANC)
(iv) Councillor JF Nel (ICOSA)
(v) Alderman JJ Visagie (DA)

Councillor AL Gili requested at the Council meeting of 24 January 2024 that he be removed from the Municipal Public Accounts Committee.

Councillor JF Nel has been elected as Executive Deputy Mayor on 18 April 2024, making him ineligible for serving on the Municipal Public Accounts Committee.

RECOMMENDED

For consideration.

8.4.3 Council: Conferment of Alderman and Alderlady status: Councillors Dirk Swart and Elizabeth Sidego (3/P)

A memorandum from the Manager: Administration, dated 12 June 2024, is attached as **annexure 8.4.3**.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that in terms of the Witzenberg Municipal Council Policy, conferment of Alderman/Alderlady status be awarded to Councillors Dirk Swart and Elizabeth Sidego respectively.

(b) that the two Councillors be granted the benefits in terms of Council's policy, associated with the conferment of Alderman/Alderlady status.

8.4.4 Council matters: Council recess for winter break 2024 (3/1/2/3)

RECOMMENDED

(a) that the recess period of Council for the 2024 winter break will be from 24 June 2024 until 5 July 2024.

(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 Executive Deputy Mayor will be on standby during the recess period.

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

Verwysing / Reference: 3/1/2/1/

MUNISIPALITEIT WITZENBERG MUNICIPALITY

AANSOEK OM VERLOF TOT AFWESIGHEID / APPLICATION FOR LEAVE OF ABSENCE

(Moet by kantoor van Munisipale Bestuurder ingedien word voor aanvang van vergadering / Must be handed in at office of Municipal Manager before commencement of meeting)

Naam van raadslid / Name of councillor: _____

Ek doen hiermee aansoek om verlof tot afwesigheid van / I hereby apply for leave of absence from:

VERGADERING / WERKSWINKEL / FORUM **MEETING / WORKSHOP / FORUM**	**DATUM / DATE**
Rede vir afwesigheid / Reason for absence:	

_____ _____

DATUM / DATE **HANDTEKENING / SIGNATURE**

Ref: 3/2/1

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

CONFIDENTIALITY AND CONFLICT OF INTEREST DECLARATION

Council meeting, held on Friday, 21 June 2024

I, the undersigned, hereby declare:

- That as a Councillor and a participant of this meeting, I shall maintain strict confidentiality in respect of any information of a confidential nature to which I may become privy at meetings of the Witzenberg Council and shall only disclose such information as may become necessary or required for the proper performance of my duties and functions.
- That as a Councillor and a participant of this meeting, I shall declare any conflict of interest that may arise at every meeting and remove myself from any proceedings, in relation to that matter, giving rise to that conflict.

COUNCILLORS

Surname	Initials	Signature
Abrahams	TE	
Adams	K	
Alexander	WJ	
Daniels	P	
De Bruin	S	
Franse	GJ	
Fredericks	JP	
Gili	AL	
Hardnek	LA	
Laban	GG	

Surname	Initials	Signature
Mouton	JS	
Ndaba	MJ	
Nel	JF	
Nogcinisa	N	
Phatsoane	N	
Robyn	KA	
Sidego	EM	
Smit	HJ	
Swart	D	
Swartz	IL	
Visagie	JJ	
Yisa	K	
Zalie	J	

Reference: 3/1/2/1

WITZENBERG
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ATTENDANCE REGISTER

SPECIAL COUNCIL MEETING, HELD ON THURSDAY, 14 DECEMBER 2023 AT 09:00 IN THE TOWN HALL, VOORTREKKER STREET, CERES

COUNCILLORS

Surname	Initials	Signature
Councillor Abrahams	TE	
Alderman Adams	K	
Councillor Alexander	WJ	
Councillor Daniels	P	
Councillor De Bruin	S	
Councillor Franse	GJ	
Councillor Fredericks	JP	
Councillor Gili	AL	APOLOGY
Councillor Hardnek	LA	
Councillor Heradien	P	
Councillor Laban	GG	
Councillor Mouton	JS	

Surname	Initials	Signature
Councillor Ndaba	MJ	
Councillor Nogcinisa	N	
Councillor Phatsoane	N	
Councillor Robyn	KA	
Councillor Sidego	EM	
Alderman Smit	HJ	
Councillor Swart	D	
Councillor Swartz	IL	
Alderman Visagie	JJ	
Councillor Yisa	K	
Councillor Zalie	J	

OFFICIALS

Name	Position	Signature
Nasson D	Municipal Manager	
Kritzinger HJ	Director: Finance	
Lintnaar E	Acting Director: Technical Services	
Mpeluza M	Director: Corporate Services	
Nieuwenhuis L	Manager: Legal Services	
Hendricks R	Manager: Communication and Marketing	
Wessels CG	Manager: Administration	
Arendse-Smith M	Chief Administrative Officer	
Titus C	Committee Clerk	
Prins MJ	Word Processor Operator	
Pieterse J	Senior ICT Officer	
Njokweni M	Interpreter	
S-KOLKOTA	Deputy Director: Finance	

OTHER REPRESENTATIVES

Name	Company / Business / Department	Signature
Dr Andreas Kuersten	WCG: DLG	
Msizi Sigqasa	WESTERN CAPE DEPARTMENT OF LOCAL G	
Dean O'Neill	MM OM	

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON WEDNESDAY, 23 FEBRUARY 2022 AT 10:00

PRESENT

Councillors

Councillor JS Mouton (Speaker) (ANC)
Alderman HJ Smit (Executive Mayor) (DA)
Councillor FE Klazen (Deputy Executive Mayor) (GOOD)
Alderman K Adams (DA)
Councillor S de Bruin (DA)
Councillor GJ Franse (DA)
Alderman BC Klaasen (DA)
Councillor EM Sidego (DA)
Councillor D Swart (DA)
Alderman JJ Visagie (DA)
Councillor AL Gili (ANC)
Councillor MJ Ndaba (ANC)
Councillor N Nogcinisa (ANC)
Councillor N Phatsoane (ANC)
Councillor K Yisa (ANC)
Councillor J Zalie (ANC)
Councillor J Cloete (PA)
Councillor JP Fredericks (FFP)
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)
Mr A Hofmeester (Manager: IDP)
Mr CG Wessels (Manager: Administration)
Ms R Hendricks (Manager: Communication and Marketing)
Ms M Arendse-Smith (Chief Administrative Officer)
Mr C Titus (Committee Clerk)
Ms MJ Prins (Word Processor Operator)
Mr R Rhode (ICT Administrator)
Mr J Pieterse (Senior ICT Officer)

1. OPENING AND WELCOME

The Speaker welcomed everyone after which she requested Councillor GJ Franse to open the meeting with a prayer.

The Speaker requested Council to stand for a moment of silence in honour of the relative of Councillor N Phatsoane who had drowned at the Pine Forest Resort as well as all loved ones who had passed on.

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)

None

NOTED

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

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

NOTED

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

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

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

- Ms N Ndaba 3 February
- Councillor E Sidego 16 February
- Mr M Hardnek 18 February
- Alderman H Smit 25 February

NOTED

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

(a) The Speaker informed Council that the serial killer of three (3) women in Wolseley had been found guilty. She thanked Councillor J Zalie for attending to the media.

(b) The Speaker informed Council in respect of the bad situation at Ceres Secondary School, Ceres where overcrowded classes and a lack of adequate classrooms are experienced.

NOTED

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

The Executive Mayor, Alderman HJ Smit, conveyed condolences on behalf of Council to the family of the child who had drowned in the swimming pool at the Pine Forest Resort, Ceres.

NOTED

3.4 Matters raised by the Municipal Manager

(a) The Municipal Manager informed Council that a police inquest is undertaken to determine what has happened that a child drowned at the Pine Forest Resort. The municipality is also busy with an independent investigation.

(b) The Municipal Manager informed Council that the Western Cape Government is still busy with a procurement process to make available the legislation libraries to all Councillors. It will be distributed as soon as received.

NOTED

4. MINUTES

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

(a) Minutes of Special Council meeting 15 December 2021

Item 6.3.2: Appointment of Section 80 Committees by Council

The name of Councillor AL Gili has been omitted as a committee member for the Committee for Technical Services.

The table to be changed to read:

Name of committee	Chairperson	Committee members
Committee for Housing Matters	Councillor EM Sidego	Councillor S de Bruin Councillor MJ Ndaba Councillor IL Swartz
Committee for Technical Services	Councillor K Robyn	Councillor D Swart Councillor GJ Franse Councillor AL Gili
Committee for Corporate and Financial Services	Councillor FE Klazen	Councillor J Zalie Councillor JJ Cloete Councillor P Heradien Councillor C Lottering
Committee for Community Development	Councillor JP Fredericks	Councillor K Yisa Alderman K Adams Councillor LA Hardnek
Committee for Local Economic Development and Tourism	Alderman JJ Visagie	Councillor GG Laban Councillor N Nogcinisa Councillor N Phatsoane

(b) Minutes of Special Council meeting 7 February 2022

Item 3.1: Motion: Request for urgent meeting to table a motion of no confidence and to request the removal of the Speaker from office

Paragraph 5: Last sentence

That the sentence which reads "The motion cannot carry" be removed.

NOTED

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

The following minutes are attached:

(a) Special Council meeting, held on 15 December 2021: **Annexure 4.2(a)**.

(b) Council meeting, held on 26 January 2022: **Annexure 4.2(b)**.

(c) Special Council meeting, held on 7 February 2022: **Annexure 4.2(c)**.

UNANIMOUSLY RESOLVED

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

(i) Special Council meeting, held on 15 December 2021 (as amended).
(ii) Council meeting, held on 26 January 2022.
(iii) Special Council meeting, held on 7 February 2022 (as amended).

EENPARIG BESLUIT

Dat die volgende notules goedgekeur en deur die Speaker onderteken word:

(i) Spesiale Raadsvergadering, gehou op 15 Desember 2021 (soos gewysig).

(ii) Raadsvergadering, gehou op 26 Januarie 2022.

(iii) Spesiale Raadsvergadering, gehou op 7 Februarie 2022 (soos gewysig).

5. MOTIONS AND NOTICE OF SUGGESTIONS

5.1 Motion: Compilation of Council: Mayoral Committee (3/1/1/4)

A letter from Councillor P Heradien (ICOSA), dated 7 December 2021, is attached as **annexure 5.1**.

Council unanimously resolved on 26 January 2022 that the matter in respect of the motion "Compilation of Council: Mayoral Committee" be held in abeyance and the applicable letter be translated to English.

Councillor P Heradien mentioned that the purpose of the motion was to investigate whether the Executive Mayor has appointed an MPAC Chairperson with a remuneration.

Alderman BC Klaasen proposed and Alderman JJ Visagie seconded that the motion be removed from the agenda.

Councillor P Heradien proposed and Councillor N Nogcinisa seconded that the motion stays on the agenda.

The Speaker informed Council that she had investigated the matter of receiving a remuneration and confirmed that Councillor LA Hardnek did not receive any remuneration.

The Speaker brought the matter to a vote and the outcomes were:

In favour of removal of motion:	12 votes
In favour that motion stays on agenda:	8 votes
Number of votes abstained	1 vote
Total	21 votes

Council resolved by majority of votes that the motion in respect of the compilation of Council be removed from the agenda.

RESOLVED

that the motion in respect of the compilation of Council: Mayoral Committee be removed from the agenda.

BESLUIT

dat die mosie rakende die samestelling van die Raad: Burgemeesterskomitee van die agenda verwyder word.

5.2 Motion: Request for urgent meeting to table a motion of no confidence and to request the removal of the Speaker from office (3/2/2)

The following documents are attached:

(a) Motion from the DA coalition, dated 26 January 2022: **Annexure 5.2(a)**.

(b) Letter from Councillor IL Swartz, dated 6 February 2022: **Annexure 5.2(b)**.

The Speaker informed Council that the matter in respect of a request for an urgent meeting to table a motion of no confidence and to request the removal of the Speaker from office be moved to item 9 on the agenda.

Alderman BC Klaasen responded that the matter must be dealt with since it is not an urgent matter. The Speaker also signed the agenda off and thus accepted the compilation of the items.

Councillor MJ Ndaba, on behalf of the ANC component, requested a caucus break from 10:55 until 11:12. Councillor Ndaba informed Council after the break that the ANC had accepted the moving of the item as indicated.

Alderman BC Klaasen, on behalf of the DA coalition, requested a caucus break from 11:13 until 11:19. Alderman Klaasen informed Council after the break that the Speaker is not complying with the Rules of Order for meetings. The Speaker breached her oath of office by misleading Council by indicating that she did not sign off the agenda. The DA coalition put thus on record that they do not have confidence in the Speaker and that the actions of the Speaker bring the office of Speaker at Witzenberg Municipality in disrepute. The Speaker indicated that the Municipal Manager had signed off the agenda, but it is clearly the Speaker self who had signed off the agenda. As such Council was misled.

The Speaker mentioned that she indeed signed off the agenda and did not deny it.

After enquires from Councillor GG Laban as well as Secretariat the Speaker mentioned that she made a ruling that the motion has been removed from the agenda.

NOTED

5.3 Election of a Speaker (03/1/1/4)

The Speaker made a ruling that the matter Election of a Speaker be removed from the agenda.

NOTED

5.4 Motion: Removal of Executive Mayor of Witzenberg municipal Council (3/2/2)

A letter from Councillor MJ Ndaba, dated 15 February 2022, is attached as **annexure 5.4**.

The Speaker read a letter/motion received from Councillor MJ Ndaba on behalf of the ANC component regarding the removal of the Executive Mayor.

Alderman JJ Visagie proposed and Councillor D Swart seconded that the motion be removed from the agenda, because the DA coalition has full confidence in the Executive Mayor.

Councillor MJ Ndaba proposed and Councillor AL Gili seconded that the motion not be removed from the agenda.

The ANC component requested a caucus beak from 11:42 until 11:48 and requested the Speaker after the break to bring the matter to vote. The outcomes of the voting were:

Votes in favour that matter stays on agenda:	9
Votes in favour that matter be removed	12
Votes abstained from voting	1
Total	22 votes

The Speaker ruled that the matter be removed from the agenda.

RESOLVED

that the matter in respect of the Motion: Removal of Executive Mayor of Witzenberg municipal Council be removed from the agenda.

BESLUIT

dat die aangeleentheid rakende die Mosie: Verwydering van Uitvoerende Burgemeester van Witzenberg munisipale Raad van die agenda verwyder word.

5.5 Election of Executive Mayor (03/1/1/4)

This matter was removed from the agenda.

NOTED

5.6 Motion: Removal of Deputy Executive Mayor of Witzenberg municipal Council (3/2/2)

A letter from Councillor MJ Ndaba, dated 15 February 2022, is attached as **annexure 5.6**.

Councillor D Swart proposed and Alderman BC Klaasen seconded that the motion be removed from the agenda.

Councillor AL Gili proposed and Councillor MJ Ndaba seconded that the motion stays on the agenda.

The Speaker brought the matter to a vote and the outcomes were:

Votes in favour to remove item:	12
Votes in favour that item stays on agenda:	9
Votes abstained from voting	1
Total	22 votes

RESOLVED

that the matter in respect of the Motion: Removal of Deputy Executive Mayor of Witzenberg municipal Council be removed from the agenda.

BESLUIT

dat die aangeleentheid rakende die Mosie: Verwydering van Uitvoerende Onderburgemeester van die Witzenberg munisipale Raad van die agenda verwyder word.

5.7 Election of Deputy Executive Mayor (03/1/1/4)

This matter was removed from the agenda.

NOTED

6. INTERVIEWS WITH DELEGATIONS

None.

NOTED

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

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

The minutes of the following meetings are attached:

(a) Executive Mayoral Committee meeting, held on 27 July 2021: **Annexure 7.1(a)**.

(b) Performance, Risk and Audit Committee meeting, held on 30 July 2021: **Annexure 7.1(b)**.

(c) Special Performance, Risk and Audit Committee meeting, held on 20 August 2021: **Annexure 7.1(c)**.

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.

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktoraat Finansies / Directorate Finance

8.1.1 Proposed revisions to Service Delivery and Budget Implementation Plan 2021/2022 as per Section 54(1)(C) of Municipal Finance Management Act (5/1/5/14)

A memorandum from the Manager: Projects and Performance, dated 1 February 2022, is attached as **annexure 8.1.1**.

UNANIMOUSLY RESOLVED

that notice be taken of the proposed revisions to the 2021/2022 Service Delivery and Budget Implementation Plan as per Section 54(1)(C) of the Municipal Finance Management Act and, after consideration, same be approved and accepted.

EENPARIG BESLUIT

dat kennis geneem word van die voorgestelde hersiening van die 2021/2022 Dienslewerings- en Begrotingsimplementeringsplan ingevolge Artikel 54(1)(C) van die Wet op Munisipale Finansiële Bestuur en genoemde, na oorweging, goedgekeur en aanvaar word.

8.1.2 Finance: Adjustment budget 2021/2022 to 2023/2024 (5/1/1/20)

The following documents are attached:

(a) Memorandum from Director: Finance, dated 16 February 2022: **Annexure 8.1.2(a)**.

(b) Adjustment budget 2021/2022 to 2023/2024: **Annexure 8.1.2(b)**.

UNANIMOUSLY RESOLVED

that the adjustment budget of Witzenberg Municipality for the financial year 2021/2022 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.

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

8.2.1 Spatial Development Framework: Ceres Priority Focus Area 1 / Ruimtelike Ontwikkelingsraamwerk: Ceres Prioriteitsfokusarea 1 (15/04/P)

The following documents are attached:

(a) Memorandum from the Senior Manager: Town Planning and Building Control, dated 10 March 2021: **Annexure 8.2.1(a)**.

(b) Draft of the plan for Spatial Development Framework: Ceres Priority Focus Area 1, dated 1 December 2020: **Annexure 8.2.1(b)**.

UNANIMOUSLY RESOLVED

that the matter in respect of the Spatial Development Framework: Ceres Priority Focus Area 1 be held in abeyance for clarification reasons until the next meeting.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die Ruimtelike Ontwikkelingsraamwerk: Ceres Prioriteitsfokusarea 1 oorstaan vir uitklaring tot die volgende vergadering.

8.2.2 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 8.2.2(a)**.

(b) Review and Strategic Input report: **Annexure 8.2.2(b)**.

UNANIMOUSLY RESOLVED

That the matter "Small Scale Embedded Generation (SSEG) Policy: Methodology, allowable limit and motivation of renewable tariff" be held in abeyance and be workshopped by Council.

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

8.3.1 Presentation: Vredebes Incremental Housing
Voorlegging: Vredebes Inkrementele Behuising
(17/04/1/1/1)

Ms Karen Siebrits from Messrs ASLA made a presentation in respect of incremental housing, which is attached as **annexure 8.3.1(a)**.

Messrs Devco and ASLA, represented by Mr Pierre Blaauw and Ms Karen Siebrits, made a presentation in respect of the Vredebes Incremental Housing, attached as **annexure 8.3.1(b)**.

UNANIMOUSLY RESOLVED

that the matter in respect of the Vredebes Incremental Housing be held in abeyance until the next meeting.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die Vredebes Inkrementele Behuising oorstaan tot 'n volgende vergadering.

8.3.2 Housing: Witzenberg Municipality: Housing Administration Policy/
Behuising: Munisipaliteit Witzenberg: Behuisingsadministrasie Beleid
(17/4/P)

The Housing Administration Policy for Witzenberg Municipality, received from the Municipal Manager, dated 18 February 2020, is attached as **annexure 8.3.2**.

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

dat die aangeleentheid aangaande die Behuisingsadministrasiebeleid tot die volgende vergadering oorstaan.

8.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

8.4.1 Appointment of Section 79 Committees by Council / Aanstelling van Artikel 79 Komitees deur die Raad (03/3/1/1)

UNANIMOUSLY RESOLVED

(a) that a Municipal Public Accounts Committee (MPAC) be established.

(b) that the Municipal Public Accounts Committee consists of the following members:

(i) Councillor LA Hardnek (WP): Chairperson
(ii) Councillor GJ Franse (DA)
(iii) Councillor J Cloete (PA)
(iv) Councillor IL Swartz (EFF)
(v) Councillor K Yisa (ANC)

EENPARIG BESLUIT

(a) dat 'n Munisipale Publieke Rekeninge Komitee gestig word.

(b) dat die Munisipale Publieke Rekeninge Komitee uit die volgende lede bestaan:

(i) Raadslid LA Hardnek (WP): Voorsitter
(ii) Raadslid GJ Franse (DA)
(iii) Raadslid J Cloete (PA)
(iv) Raadslid IL Swartz (EFF)
(v) Raadslid K Yisa (ANC)

8.4.2 Council's representatives on outside bodies / Raad se verteenwoordigers op buite-organisasies (3/1/1/5)

A list of outside bodies for which Council must appoint representatives, is attached as **annexure 8.4.2**.

UNANIMOUSLY RESOLVED

that the matter in respect of Council's representatives on outside bodies be held in abeyance until the next meeting and that all political parties submit their members' names for the respective bodies.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die Raad se verteenwoordigers op buite-organisasies tot die volgende vergadering oorstaan en dat alle politieke partye hul lede se name vir die onderskeie liggame indien.

8.4.3 Proposed establishment of Ward Committees: 2022 until 2027 / Voorgestelde stigting van Wykskomitees: 2022 tot 2027 (3/3/1/5)

A report from the Manager: Integrated Development Planning, dated 25 November 2021, is attached as **annexure 8.4.3**.

UNANIMOUSLY RESOLVED

(a) that the Municipal Manager informs the MEC for Local Government that the establishment of Ward Committees for Witzenberg Municipality will run late.

(b) that the Office of the Speaker will determine the date by when Ward Committees must be established and communicates same with the Ward Councillors.

BESLUIT

(a) dat die Munisipale Bestuurder die LUR vir Plaaslike Regering in kennis stel dat die stigting van Wykskomitees vir Munisipaliteit Witzenberg laat sal wees.

(b) dat die Kantoor van die Speaker die datum waarop Wykskomitees gestig moet wees, vasstel en dienooreenkomstig aan Wyksraadslede meedeel.

8.4.4 Proposed Council meeting program: January until June 2022 Voorgestelde Raadsvergaderingsprogram: Januarie tot Junie 2022 (3/1/2/3)

The Council meeting program and meeting schedule for January until June 2022 is attached as **annexure 8.4.4(a)**. The Western Cape Government meetings calendar for 2022 is attached as **annexure 8.4.4(b)**.

UNANIMOUSLY RESOLVED

that the proposed Council meeting program for January until June 2022 be approved.

EENPARIG BESLUIT

dat die voorgestelde vergaderingsprogram van die Raad vir Januarie tot Junie 2022 goedgekeur word.

8.4.5 Rules of order for conducting of meetings Ordereëls vir die hou van vergaderings (1/3/1/25)

The By-law on the Rules of Order regulating the conduct of meetings of the Witzenberg Municipality is attached as **annexure 8.4.5**.

UNANIMOUSLY RESOLVED

that the matter in respect of the Rules of order for the conducting of meetings be held in abeyance and be workshopped by Council.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die Ordereëls vir die hou van vergaderings tot die volgende vergadering oorstaan en op 'n werkswinkel deur die Raad bespreek word.

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

9.1 SALGA National Conference: 2 until 4 March 2022 SALGA Nasionale Konferensie: 2 tot 4 Maart 2022 (12/1/1/11)

A circular from SALGA, dated 14 February 2022, is attached as **annexure 9.1**.

UNANIMOUSLY RESOLVED

that Councillor JS Mouton, Alderman HJ Smit and Councillor FE Klazen be mandated to represent Witzenberg Municipality at the SALGA National Conference from 2 until 4 March 2022.

EENPARIG BESLUIT

dat raadslid JS Mouton, raadsheer HJ Smit en raadslid FE Klazen gemagtig word om Munisipaliteit Witzenberg vanaf 2 tot 4 Maart 2022 op die SALGA Nasionale Konferensie te verteenwoordig.

10. FORMAL AND STATUTORY MATTERS
FORMELE EN STATUTêRE AANGELEENTHEDE

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

None

NOTED

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS

None

NOTED

12. ADJOURNMENT / VERDAGING

The meeting adjourned at 13:36.
Die vergadering verdaag om 13:36.

Approved on _____ with / without amendments.

_____
COUNCILLOR JS MOUTON
SPEAKER

/MJ Prins

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON WEDNESDAY, 26 OCTOBER 2022 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 N Phatsoane (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)
Mr R Rhode (ICT Administrator)
Mr J Pieterse (Senior ICT Officer)
Mr M Njokweni (Interpreter)
Ms MJ Prins (Word Processor Operator)

1. OPENING AND WELCOME

The Speaker welcomed everyone present and thereafter requested Councillor AL Gili to open the meeting with a prayer.

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

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

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

An *Application for leave of absence* form is attached as **annexure 2.1**.

There were no applications for leave of absence.

NOTED / AANGETEKEN / IGQALIWE

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

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

The Confidentiality and Conflict of Interest Declaration was in the process of being signed when the meeting was adjourned due to chaos. However, all Councillors verbally declared that none had any interest to declare.

NOTED / AANGETEKEN / IGQALIWE

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

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

Council's congratulations were conveyed by Councillor JP Fredericks to the following Councillors and spouses on their birthdays:

- Councillor J Mouton 8 September
- Ms C Laban 12 September
- Ms L Smit (Visagie) 24 September
- Councillor D Swart 30 September

- ❖ Mr C Klazen 10 October
- ❖ Councillor L Hardnek 19 October
- ❖ Ms K Swart 20 October

NOTED / AANGETEKEN / IGQALIWE

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

(a) The Speaker informed Council that load shedding was scheduled for 12:00. If the meeting was not finished by then it would be postponed.

(b) The Speaker informed Ward Councillors that a complaint was lodged that some Councillors had completed and submitted only attendance registers, but no minutes of the Ward Committee meetings. The matter, if found guilty to the practice, can have serious consequences for a Councillor.

NOTED / AANGETEKEN / IGQALIWE

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

(a) The Executive Mayor expressed best wishes to all matriculants in the Witzenberg municipal area with their final examinations.

(b) The Executive Mayor expressed condolences to the family of Lorenzo Fransman (15), a grade 7 learner at Mooi-Uitsig Primary School, Bella Vista, Ceres who had committed suicide.

(c) The Executive Mayor gave a follow-up report in respect of the Mayoral visit to Essen, Belgium. The report is attached as **annexure 3.3**.

NOTED / AANGETEKEN / IGQALIWE

3.4 Matters raised by the Municipal Manager

The Municipal Manager informed Council that the Public Participation Process in drafting of Council's reviewed Integrated Development Plan and Budget 2023/2024 will be held from Wednesday, 2 November 2022 until Tuesday, 15 November 2022 in all towns.

NOTED / AANGETEKEN / IGQALIWE

4. MINUTES

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

This item was not discussed.

NOTED / AANGETEKEN / IGQALIWE

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

This item was not discussed.

NOTED / AANGETEKEN / IGQALIWE

4.3 Outstanding matters (3/3/2)

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
4.3.1	17/7/5	Item 11.4 of 24-08-2022 Complaint against Witzenberg Mun: Non-compliance of PSIRA	Corporate Services	That the matter be held in abeyance pending reports from PSIRA.		31-10-2022

UNANIMOUSLY RESOLVED

that notice be taken of the outstanding matter.

EENPARIG BESLUIT

dat kennis geneem word van die uitstaande saak.

The Speaker announced that the following items will be discussed later:

Item 4 Minutes
Item 4.1 Corrections to the minutes
Item 4.2 Approval of minutes
Item 5 Motions and notice of suggestions
Item 5.1 Motion: Correctness of minutes of Council meeting 23 March 2022
Item 6 Interviews

5. MOTIONS AND NOTICE OF SUGGESTIONS

This item was not discussed.

NOTED / AANGETEKEN / IGQALIWE

6. INTERVIEWS WITH DELEGATIONS

This item was not discussed.

NOTED / AANGETEKEN / IGQALIWE

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

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

A discussion followed, which lasted for a long time and became chaotic, in respect of the placement of item 7.1(a) in the agenda.

The Speaker adjourned the meeting due to the chaos.

NOTED / AANGETEKEN / IGQALIWE

8. ADJOURNMENT

The meeting adjourned at 10:32.

Approved on _____ with / without amendments.

_____
COUNCILLOR EM SIDEGO
CHAIRPERSON

MJ Prins

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY (CONTINUATION OF 26 OCTOBER 2022), HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON WEDNESDAY, 9 NOVEMBER 2022 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 MJ Ndaba (ANC)
Councillor N Nogcinisa (ANC)
Councillor N Phatsoane (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 CJ Titus (Committee Clerk)
Ms MJ Prins (Word Processor Operator)
Mr R Rhode (ICT Administrator)
Mr J Pieterse (Senior ICT Officer)
Mr M Njokweni (Interpreter)

1. OPENING AND WELCOME

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

The Speaker announced that the meeting is a continuation of the meeting held on 26 October 2022 and that the matters will be dealt with from item 4 on the agenda.

NOTED

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

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

An *Application for leave of absence* form is attached as **annexure 2.1**.

There were no applications for leave of absence.

NOTED / AANGETEKEN / IGQALIWE

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

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

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

NOTED / AANGETEKEN / IGQALIWE

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

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

This item was dealt with at the meeting of 26 October 2022.

NOTED / AANGETEKEN / IGQALIWE

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

(a) The Speaker mentioned that she had notice that three (3) Portfolio Committee meetings were not held during October 2022 due to the lack of a quorum. The Speaker requested Councillors to attend Council meetings at all times.

(b) The Speaker informed Council that a Whippery System will be in place in future at Council meetings to streamline meetings.

NOTED / AANGETEKEN / IGQALIWE

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

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

3.4 Matters raised by the Municipal Manager

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

4. MINUTES

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

Councillor AL Gili enquired with regard to the approval of the minutes of the Council meeting held on 30 March 2022. The Municipal Manager clarified the matter, on which the said Councillor enquired why the minutes of 23 February 2022 are not approved. The Speaker responded that Councillor Gili had submitted a motion at the previous meeting in respect of the matter of corrections to the applicable minutes. Council also workshopped the minutes of 23 February 2022, but still the matter goes forward and back. Councillor N Phatsoane joined the discussion in support of Councillor Gili.

Councillor Gili mentioned that he had requested a sound recording and photocopies of the minutes of 30 March 2022 and was requested to pay for it. A lengthy discussion, which included Councillors P Heradien, K Yisa and Alderman BC Klaasen, followed on the matter.

Councillor Gili referred to matters in item 5.1: Motion in respect of verbatim words of the former Speaker, Councillor J Mouton, i.e. "The motion cannot carry" and mentioned that the minutes of the meeting are incorrect. The Speaker advised that Council will listen to the recordings of the minutes again. A loud discussion took place between the Speaker and Councillors A Gili and K Yisa in respect of the correctness of the minutes.

Alderman JJ Visagie proposed and Alderman K Adams seconded that Council workshop the applicable minutes by sound recording and resolve on the correctness thereof. Councillors MJ Ndaba and N Phatsoane mentioned that although some minutes are approved by Council there are still matters outstanding which must be attended to i.e. the matter of an investigation. Councillor Phatsoane proposed that matters under investigation must be put on Outstanding Matters and cannot disappear due to minutes be approved. No seconder was available.

Councillor AL Gili proposed and Councillor MJ Ndaba seconded that the meeting continue with the matter of the correction of the minutes.

Councillor AL Gili requested that a secret ballot be held, which was declined by the Speaker. Councillors J Mouton and A Gili requested that a vote by hands not be held.

The Speaker called for a vote in respect of a workshop being held and the outcomes were 12 votes.

The following Councillors mentioned that they abstain from voting:

- Councillor P Heradien (ICOSA)
- Councillor J Cloete (PA)
- Councillor IL Swartz (EFF)
- Councillor GG Laban (Witzenberg Aksie)

On request of the Speaker for a vote on the proposal that the meeting continue with the matter of the correction of minutes, the ANC abstained to vote.

On grounds of the majority vote the Speaker declared that the matter was dealt with.

RESOLVED

that the matter in respect of the corrections to the following minutes be held in abeyance and be workshopped by Council:

(i) Council meeting, held on 23 February 2022.
(ii) Special Council meeting, held on 23 March 2022.
(iii) Special Council meeting, held on 24 May 2022.
(iv) Special Council meeting, held on 30 May 2022.
(v) Special Council meeting, held on 22 June 2022.
(vi) Special Council meeting, held on 10 August 2022.

(vii) Council meeting, held on 24 August 2022.
(viii) Special Council meeting, held on 23 September 2022.

BESLUIT

dat die aangeleentheid rakende die regstelling van die volgende notules oorstaan en deur die Raad op 'n werkswinkel behandel word:

(i) Raadsvergadering, gehou op 23 Februarie 2022.
(ii) Spesiale Raadsvergadering, gehou op 23 Maart 2022.
(iii) Spesiale Raadsvergadering, gehou op 24 Mei 2022.
(iv) Spesiale Raadsvergadering, gehou op 30 Mei 2022.
(v) Spesiale Raadsvergadering, gehou op 22 Junie 2022.
(vi) Spesiale Raadsvergadering, gehou op 10 Augustus 2022.
(vii) Raadsvergadering, gehou op 24 Augustus 2022.
(viii) Spesiale Raadsvergadering, gehou op 23 September 2022.

ISIGQIBO

Ukuba lomba urhoxiswe ngenxa yezilungiso zalemizuzu ilandelayo kwaye ucweywe liBhunga:

(i) Intlanganiso yeBhunga ebibanjwe ngomhla wama 23 kweyoMdumba 2022.

(ii) Intlanganiso ekhethekileyo eyayibanjwe ngomhla wama 23 kweyoKwindla 2022.

(iii) Intlanganiso ekhethekileyo eyayibanjwe ngomhla wama 24 kwekaCanzibe 2022.

(iv) Intlanganiso ekhathekileyo yeBhunga eyayibanjwe ngomhla wama 30 kwekaCanzibe 2022.

(v) Intlanganiso ekhethekileyo yeBhunga eyayibanjwe ngomhla wama 22 kweyeSilimela 2022.

(vi) Intlanganiso yeBhunga ekhethekileyo eyayibanjwe ngomhla we 10 kweyeThupha 2022.

(vii) Intlanganiso yeBhunga eyayibanjwe ngomhla wama 24 kweyeThupha 2022.

(viii) Intlanganiso yeBhunga ekhathekileyo eyayibanjwe ngomhla wama 23 kweyoMsintsi 2022.

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) Special Council meeting, held on 23 March 2022: **Annexure 4.2(b)**.

(c) Special Council meeting, held on 24 May 2022: **Annexure 4.2(c)**.

(d) Special Council meeting, held on 30 May 2022: **Annexure 4.2(d)**.

(e) Special Council meeting, held on 22 June 2022: **Annexure 4.2(e)**.

(f) Special Council meeting, held on 10 August 2022: **Annexure 4.2(f)**.

(g) Council meeting, held on 24 August 2022: **Annexure 4.2(g)**.

(h) Special Council meeting, held on 23 September 2022: **Annexure 4.2(h)**.

RESOLVED

that the matter in respect of the approval of the following minutes be held in abeyance until after the workshop about the correction of the minutes:

(i) Council meeting, held on 23 February 2022.
(ii) Special Council meeting, held on 23 March 2022.
(iii) Special Council meeting, held on 24 May 2022.
(iv) Special Council meeting, held on 30 May 2022.
(v) Special Council meeting, held on 22 June 2022.
(vi) Special Council meeting, held on 10 August 2022.
(vii) Council meeting, held on 24 August 2022.
(viii) Special Council meeting, held on 23 September 2022.

BESLUIT

dat die aangeleentheid rakende die goedkeuring van die volgende notules oorstaan tot na afloop van die werkswinkel rakende die regstelling van die notules:

(i) Raadsvergadering, gehou op 23 Februarie 2022.
(ii) Spesiale Raadsvergadering, gehou op 23 Maart 2022.
(iii) Spesiale Raadsvergadering, gehou op 24 Mei 2022.
(iv) Spesiale Raadsvergadering, gehou op 30 Mei 2022.
(v) Spesiale Raadsvergadering, gehou op 22 Junie 2022.
(vi) Spesiale Raadsvergadering, gehou op 10 Augustus 2022.
(vii) Raadsvergadering, gehou op 24 Augustus 2022.
(viii) Spesiale Raadsvergadering, gehou op 23 September 2022.

ISIGQIBO

Ukuba lomba urhoxiswe ngenxa yezilungiso zalemizuzu ilandelayo kwaye ucweywe liBhunga:

(i) Intlanganiso yeBhunga ebibanjwe ngomhla wama 23 kweyoMdumba 2022.

(ii) Intlanganiso ekhethekileyo eyayibanjwe ngomhla wama 23 kweyoKwindla 2022.

(iii) Intlanganiso ekhethekileyo eyayibanjwe ngomhla wama 24 kwekaCanzibe 2022.

(iv) Intlanganiso ekhathekileyo yeBhunga eyayibanjwe ngomhla wama 30 kwekaCanzibe 2022.

(v) Intlanganiso ekhethekileyo yeBhunga eyayibanjwe ngomhla wama 22 kweyeSilimela 2022.

(vi) Intlanganiso yeBhunga ekhethekileyo eyayibanjwe ngomhla we 10 kweyeThupha 2022.

(vii) Intlanganiso yeBhunga eyayibanjwe ngomhla wama 24 kweyeThupha 2022

(viii) Intlanganiso yeBhunga ekhathekileyo eyayibanjwe ngomhla wama 23 kweyoMsintsi 2022

4.3 Outstanding matters (3/3/2)

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
4.3.1	17/7/5	Item 11.4 of 24-08-2022 Complaint against Witzenberg Mun: Non-compliance of PSIRA	Corporate Services	That the matter be held in abeyance pending reports from PSIRA.		31-10-2022

4.3.1 Complaint against Witzenberg Municipality: Non-compliance of PSIRA

The Municipal Manager mentioned that he will follow up on the matter to obtain an answer from PSIRA.

UNANIMOUSLY RESOLVED

that notice be taken of the outstanding matter.

EENPARIG BESLUIT

dat kennis geneem word van die uitstaande saak.

ISIGQIBO SABUCALA

Ukuba kugqalwe imiba engashukuxwanga.

5. MOTIONS AND NOTICE OF SUGGESTIONS

5.1 Motion: Correctness of minutes of Council meeting 23 March 2022 (3/1/2/3)

A motion from the ANC coalition, dated 18 October 2022, is attached as **annexure 5.1**.

UNANIMOUSLY RESOLVED

that the matter in respect of the correctness of the minutes of the Council meeting held on 23 March 2022 be held in abeyance and be workshopped by Council.

EENPARIG BESLUIT

dat die aangeleentheid rakende die korrektheid van die notule van die Raadsvergadering gehou op 23 Maart 2022 oorstaan en deur die Raad op 'n werkswinkel behandel word.

ISIGQIBO SABUCALA

Ukuba imizuzu yentlanganiso yeBhunga ibibanjwe ngomhla wama 23 kweyoKwindla 2022 ilungiswe kwaye irhoxiselwe uCweyo lweBhunga.

6. INTERVIEWS WITH DELEGATIONS

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

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

The minutes of the following meetings are attached:

(a) Committee for Housing Matters, held on 21 September 2021: **Annexure 7.1(a)**.

(b) Committee for Housing Matters, held on 30 September 2021: **Annexure 7.1(b)**.

(c) Committee for Housing Matters, held on 7 April 2022: **Annexure 7.1(c)**.

(d) Executive Mayoral Committee meeting, held on 26 May 2022: **Annexure 7.1(d)**.

(e) Executive Mayoral Committee meeting, held on 20 June 2022: **Annexure 7.1(e)**.

Alderman JJ Visagie proposed and Alderman K Adams seconded that the recommendation in the agenda be accepted.

The following recommendation was tabled to the meeting:

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

Councillor P Heradien objected against the acceptance of the following minutes:

(a) Committee for Housing Matters, held on 21 September 2021 and
(b) Committee for Housing Matters, held on 30 September 2021.

His reason being that both meetings were held in the previous term.

Councillor AL Gili requested a caucus break on behalf of the ANC from 11:48 until 11:58.

After the caucus break Councillor Gili reported that the ANC coalition had requested that the said committee minutes supra be workshopped.

The Speaker postponed the meeting due to the load shedding and no resolution was taken on the matter.

NOTED / AANGETEKEN / IGQALIWE

8. ADJOURNMENT

The meeting adjourned at 12:10 and will commence on 29 November 2022 at 10:00 in the Town Hall, Ceres.

Approved on _____ with / without amendments.

_____
COUNCILLOR EM SIDEGO
SPEAKER

MJ Prins

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY (CONTINUATION OF 9 NOVEMBER 2022), HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON TUESDAY, 29 NOVEMBER 2022 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 MJ Ndaba (ANC)
Councillor N Nogcinisa (ANC)
Councillor K Yisa (ANC)
Councillor J Zalie (ANC)
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 M Mpeluza (Director: Corporate Services)
Mr A Hofmeester (Manager: IDP)
Ms L Nieuwenhuis (Manager: Legal Services)
Ms R Hendricks (Manager: Communication and Marketing)
Mr CG Wessels (Manager: Administration)
Ms M Arendse-Smith (Chief Administrative Officer)
Mr R Rhode (ICT Administrator)
Mr J Pieterse (Senior ICT Officer)
Mr C Titus (Committee Clerk)
Mr M Njokweni (Interpreter)
Ms MJ Prins (Word Processor Operator)

1. OPENING AND WELCOME

The Speaker welcomed everyone present and requested Alderman BC Klaasen 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)

An *Application for leave of absence* form is attached as **annexure 2.1**.

(a) Applications for leave of absence from the meeting were received from Councillors JJ Cloete and N Phatsoane, both for being hospitalised.

(b) Apologies for absence from the meeting were received from the Director: Technical Services and the Manager: Projects and Performance.

UNANIMOUSLY RESOLVED

(a) that the applications for leave of absence from the meeting, received from Councillors JJ Cloete and N Phatsoane, be approved and accepted.

(b) that notice be taken of the apologies for absence from the meeting, received from the Director: Technical Services and the Manager: Projects and Performance, and same be accepted.

EENPARIG BESLUIT

(a) dat die aansoeke om verlof tot afwesigheid van die vergadering, ontvang vanaf raadslede JJ Cloete en N Phatsoane, goedgekeur en aanvaar word.

(b) dat kennis geneem word van die verskonings vir afwesigheid van die vergadering, ontvang vanaf die Direkteur: Tegniese Dienste en die Bestuurder: Projekte en Prestasie, en genoemde aanvaar word.

ISIGQIBO SABUCALA

(a) Ukuba isicelo sekhefu lokungazimasi intlanganiso sika Ceba uJJ Cloete kunye no-N Phatsoane, siphunyezwe kwaye samnkelwe.

(b) Ukuba isingxengxezo sokungazimasi intlanganiso soMlawuli: kwezoBuchwepheshe kunye noMphathi: kwezeProjekithi nendlela yokusebenza, nazo zamnkelwe.

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

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

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)

This item has been dealt with at the meeting of 26 October 2022.

NOTED / AANGETEKEN / IGQALIWE

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

(a) Speaker conveyed condolences on behalf of Council to Councillor N Nogcinisa and her family with the passing of her father and pray for comfort during their time of bereavement.

(b) Speaker informed Council of the hospitalisation of Councillor J Cloete and that she and the Executive Mayor had visited the Councillor whilst in hospital.

(c) Speaker informed Council that the *16 Days of Activism for no Violence against Women and Children* campaign commenced on 25 November 2022 and continues until 10 December 2022.

(d) Speaker mentioned that the Training Policy had been workshopped and Councillors are to make appointments with Speaker in order to complete their respective Personal Development Plans.

NOTED

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

(a) Executive Mayor, on behalf of Council, wished both Councillor Cloete and Councillor Phatsoane a speedy recovery from their ill-health.

(b) Executive Mayor informed Council that the Bella Vista Rugby Club will be playing in the Boland Rugby Union Top 12 tournament this weekend and that Council wishes them well for the game.

NOTED

3.4 Matters raised by the Municipal Manager

None

NOTED

4. MINUTES

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

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) Special Council meeting, held on 23 March 2022: **Annexure 4.2(b)**.

(c) Special Council meeting, held on 24 May 2022: **Annexure 4.2(c)**.

(d) Special Council meeting, held on 30 May 2022: **Annexure 4.2(d)**.

(e) Special Council meeting, held on 22 June 2022: **Annexure 4.2(e)**.

(f) Special Council meeting, held on 10 August 2022: **Annexure 4.2(f)**.

(g) Council meeting, held on 24 August 2022: **Annexure 4.2(g)**.

(h) Special Council meeting, held on 23 September 2022: **Annexure 4.2(h)**.

RESOLVED

(a) that the approval of the minutes of the Council meeting, held on 23 February 2022, be held in abeyance and be workshopped by Council.

(b) That the following minutes be approved and signed by the Speaker:

(i) Special Council meeting, held on 23 March 2022.
(ii) Special Council meeting, held on 24 May 2022.
(iii) Special Council meeting, held on 30 May 2022.
(iv) Special Council meeting, held on 22 June 2022.
(v) Special Council meeting, held on 10 August 2022.
(vi) Council meeting, held on 24 August 2022.
(vii) Special Council meeting, held on 23 September 2022.

4.3 Outstanding matters (3/3/2)

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
4.3.1	17/7/5	Item 11.4 of 24-08-2022 Complaint against Witzenberg Mun: Non-compliance of PSIRA	Corporate Services	That the matter be held in abeyance pending reports from PSIRA.		31-10-2022

This item has been dealt with at the meeting of 9 November 2022.

NOTED / AANGETEKEN / IGQALIWE

5. MOTIONS AND NOTICE OF SUGGESTIONS

5.1 Motion: Correctness of minutes of Council meeting 23 March 2022 (3/1/2/3)

A motion from the ANC coalition, dated 18 October 2022, is attached as **annexure 5.1**.

The Speaker informed the meeting that the correctness of the minutes can be made, but the Speaker cannot make a ruling for an investigation. The matter must be tabled to Council and Council must make a decision on the matter.

RESOLVED

(a) that notice be taken of the motion regarding the correctness of the minutes of the Council meeting held on 23 March 2022 and that the minutes be amended to include the following:

"I need to ask the MM to excuse himself as the legal advisor for today due to an incident that occurred in my office last week and I also request Liza-Mari to be my legal advisor only for today, and as the Speaker of this Council I want to ask a full investigation on the matter that occurred in my office, I will inform the Council on a later stage on this matter, but for now I do not want to compromise the process of the investigation on this matter."

(b) that the request for investigation into what transpired in the office of the former Speaker be tabled before Council for further deliberations.

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) Committee for Housing Matters, held on 21 September 2021: **Annexure 7.1(a)**.

(b) Committee for Housing Matters, held on 30 September 2021: **Annexure 7.1(b)**.

(c) Committee for Housing Matters, held on 7 April 2022: **Annexure 7.1(c)**.

(d) Executive Mayoral Committee meeting, held on 26 May 2022: **Annexure 7.1(d)**.

(e) Executive Mayoral Committee meeting, held on 20 June 2022: **Annexure 7.1(e)**.

The following recommendation was tabled to Council:

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

The Speaker informed the meeting that item 7.1 had been dealt with at the meeting of 9 November 2022.

RESOLVED

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

BESLUIT

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

ISIGQIBO

Ukuba kugqalwe imizuzu yeeNtlanganiso zeKomiti kwaye yamnkelwe.

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktoraat Finansies / Directorate Finance

8.1.1 Witzenberg Municipality: Municipal Public Accounts (MPAC): Annual Work Plan 2022/2023 (2/2/2)

The Head: Internal Audit submitted the Municipal Public Accounts Committee (MPAC): Annual Work Plan for 2022/2023, attached as **annexure 8.1.1**. The following matter was highlighted:

- The Municipal Public Accounts Committee requested that the outstanding matter in respect of the Koekedouw Dam Irrigation Project be submitted to the Municipal Public Accounts Committee at the next meeting.

The Municipal Public Accounts Committee resolved on 9 June 2022 to recommend to Council that notice be taken of the MPAC Annual Work Plan for 2022/2023 and same be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the MPAC Annual Work Plan for 2022/2023 and same be accepted.

8.1.2 Witzenberg Whistleblowing Policy (2/12/P)

The Whistleblowing Policy for Witzenberg Municipality is attached as **annexure 8.1.2**.

The Performance, Risk and Audit Committee resolved on 24 June 2022 to recommend to Council:

(a) that notice be taken of the Witzenberg Whistleblowing Policy and, after consideration, same be approved.

(b) that the municipality approaches other municipalities to determine their experience and evaluation to outsource fraud and corruption hotlines.

(c) that the Head: Internal Audit performs an analysis on the National Fraud and Corruption Hotline to determine the benefit for the municipality.

The following recommendation was tabled to Council:

(a) that notice be taken of the Witzenberg Whistleblowing Policy and, after consideration, same be approved.

(b) that the municipality approaches other municipalities to determine their experience and evaluation to outsource fraud and corruption hotlines.

(c) that the Head: Internal Audit performs an analysis on the National Fraud and Corruption Hotline to determine the benefit for the municipality.

UNANIMOUSLY RESOLVED

that the matter regarding the Witzenberg Whistleblowing Policy be held in abeyance to be workshopped by Council.

8.1.3 Witzenberg Fraud and Corruption Prevention Policy and Response Plan (2/12/P)

The Fraud and Corruption Prevention Policy and Response Plan for Witzenberg Municipality is attached as **annexure 8.1.3**.

The Performance, Risk and Audit Committee resolved on 24 June 2022 to recommend to Council that notice be taken of the Witzenberg Fraud and Corruption Prevention Policy and Response Plan and, after consideration, same be approved.

UNANIMOUSLY RESOLVED

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

8.1.4 Witzenberg Fraud and Corruption Prevention Strategy (2/12/P)

The Fraud and Corruption Prevention Strategy for Witzenberg Municipality is attached as **annexure 8.1.4**.

The Performance, Risk and Audit Committee resolved on 24 June 2022 to recommend to Council that notice be taken of the Witzenberg Fraud and Corruption Prevention Strategy and, after consideration, same be approved.

UNANIMOUSLY RESOLVED

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

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

8.2.1 Padsluiting: Huis Disa, Tulbagh
Closure of road: Disa Home, Tulbagh
(16/4/2)

A memorandum from the Manager: Town Planning and Building Control, dated 26 May 2022, is attached as **annexure 8.2.1**.

The Executive Mayoral Committee resolved on 24 October 2022 to recommend to Council that the 11.02 meter (34 feet) wide road, located along Huis Disa's northern boundary as shown in Figure 1, is not required for basic service delivery and may be closed, subject to the formal town planning process which involves public advertising.

Councillor AL Gili proposed and Councillor JS Mouton seconded that the matter be held in abeyance.

Councillor JP Fredericks proposed and Alderman K Adams seconded that the recommendation as in the Council agenda be accepted.

The Speaker called for a vote and the outcomes were:

• Matter held in abeyance	9 votes
• In favour of recommendation	12 votes
• Councillors abstained	2 votes
TOTAL	23 votes

RESOLVED

that the 11.02 meter (34 feet) wide road, located along Huis Disa's northern boundary as shown in Figure 1, is not required for basic service delivery and may be closed, subject to the formal town planning process which involves public advertising.

BESLUIT

dat die pad met wydte 11.02 meter (34 voet), geleë langs Huis Disa se noordgrens soos aangetoon deur Figuur 1, nie benodig word vir basiese dienslewering nie en gesluit kan word, onderhewig aan die formele stadsbeplanningsproses wat publieke advertering insluit.

ISIGQIBO

Ukuba imitsi/mitha engu 11.02 (imitsi engama 34) ububanzi bendlela, ezinzecebukuhle kwindlu iDisa kumantla nanjengokuba kudakanciwe ku (Figure 1) kwaye ayifuni unikezelo lweenkonzo kwaye ingavalwa,kambe oku kuyaku-xhomekake kwinkqubo yezicwangciso zeDolphu ezisemthethweni equka uku-Papashwa kuwonkewonke.

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

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

Council resolved per item 8.3.1 of 28 January 2020:

(a) that Council takes notice of the approved funding application from Witzenberg Municipality for the development of an SMME Small Business HUB in the Schoonvlei industrial area located in Bella Vista, Ceres.

(b) that Council, after consideration, approved to develop a Small Business HUB in Schoonvlei industrial area on erf 2622 on the corner of Bank and Forel Streets, Bella Vista, Ceres.

Report from Municipal Manager, dated 19 October 2022:

"**Background**

The subdivision of erf 2622, Schoonvlei, Ceres was approved subject to certain conditions. In terms of Council's policy on the contribution of bulk levies (development charge per service) any potential buyer will have to pay the bulk contribution cost as set out in **annexure 8.3.1(a)**. The minimum cost in terms of the industrial zoning of the erf will be R681 578-07 per unit. This excludes the market related cost of the erf. The market related cost of the subdivided erven is attached as **annexure 8.3.1(b)**. When Council deliberated on the matter the idea was to empower the previously disadvantaged sector of our community who has not benefited from any land acquisition in the past. Council also wanted to cater for the small business people within the Schoonvlei industrial park. The payment of the development cost makes it economically unviable and unaffordable for any small business person to purchase the property from Council. Council is requested to consider to waive the development charges for upcoming and small business entrepreneurs from the previously disadvantaged communities.

Legal implications

These subdivided erven is not required for basic service delivery as envisaged by Section 40 of the Municipal Finance Management Act. The property will be sold in terms of Council's Supply Chain Policy to meet the requirement of the constitution of being fair, transparent and equitable.

Financial implications

Council will not receive any development charges income in terms of Council's policy if the cost is waived. If the property is sold it will be sold at market related price and Council's income will be from the services delivered at the erven as well as future rates."

The Executive Mayoral Committee resolved on 24 October 2022 to recommend to Council that the matter in respect of the proposed erf 2622 for Schoonvlei Small Medium Micro Business HUB, corner of Bank and Forel Street, Bella Vista, Ceres be held in abeyance and further information be obtained.

UNANIMOUSLY RESOLVED

that the matter in respect of the proposed erf 2622 for Schoonvlei Small Medium Micro Business HUB, corner of Bank and Forel Street, Bella Vista, Ceres be held in abeyance and further information be obtained.

EENPARIG BESLUIT

dat die aangeleentheid rakende die voorgestelde erf 2622 vir Schoonvlei Klein Medium Mikro Besigheidsentrum, hoek van Bank- en Forelstraat, Bella Vista, Ceres oorstaan en dat verdere inligting bekom word.

ISIGQIBO SABUCALA

Ukuba umba ophathelene nendawo (erf 2622) kulungiselelwa amashishini asakhasayo eSchoonvlei, kwidolo leBhanki kunye nesiTalato iForel Street, Bella Vista, Ceres koko iinkcukacha ezithe vetshe zide zifumaneke.

8.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

8.4.1 Witzenberg Municipality Training and Development Policy (4/4/P)

The Training and Development Policy for Witzenberg Municipality is attached as **annexure 8.4.1**.

The Executive Mayoral Committee resolved on 24 October 2022 to recommend to Council that the Witzenberg Training and Development Policy, after consideration, be approved and accepted subject to the decision taken at the Council workshop.

UNANIMOUSLY RESOLVED

that the Witzenberg Training and Development Policy, after consideration, be approved and accepted.

EENPARIG BESLUIT

dat die Witzenberg Opleiding- en Ontwikkelingsbeleid, na oorweging, goedgekeur en aanvaar word.

ISIPHAKAMISO

Ukuba umgaqo-nkqubo woqeqesho noPhuhliso,emveni kokuba uthathelwe ingqalelo,uphunyezwe kwaye wamnkelwe.

8.4.2 Publication of Class 1 Municipal Boundary Re-determinations (3/1/1/2)

Circular 3/2022 from the Municipal Demarcation Board, dated 4 October 2022, is attached as **annexure 8.4.2**.

UNANIMOUSLY RESOLVED

that notice be taken of the contents of the circular from the Demarcation Board.

EENPARIG BESLUIT

dat kennis geneem word van die inhoud van die omsendskrywe vanaf die Afbakeningsraad.

ISIGQIBO SABUCALA

Ukuba kugqalwe umxholo wesaziso malunga neBhodi yosiko mida.

8.4.3 Council matters: Chronological order of losing the Mayoral chain (3/R & 6/1/R)

Report from Manager: Administration, dated 12 October 2022:

"**1. Purpose**

To inform the Executive Mayoral Committee and Council that the Mayoral chain has been lost and the current police investigation in this regard.

2. Discussion and deliberation

Herewith a chronological account of how the Mayoral chain was lost and the current police investigation into the matter.

2.1 On Friday, 4 December 2020, Alderman BC Klaasen, at that time Executive Mayor of Witzenberg Municipality, pitched at 16:00 at the office of the Department Administration.

2.2 The Mayoral Chain was locked in the safe.

2.3 All staff members present were ready to leave the office since it was the end of the working day and the week.

2.4 Alderman Klaasen stood in the middle of the door opening and nobody could exit the room.

2.5 Alderman Klaasen was visibly in a hurry and also mentioned that he was in a hurry and had come to fetch the Mayoral chain.

2.6 The Manager: Administration was aware that the Mayor had to make a speech at the St Andrews Anglican Church in Ceres on Sunday, 6 December 2020.

The reasons for this knowledge were:

2.6.1 As a member of the said church the Manager: Administration knew that it was the 160 year's celebration of the church that weekend.

2.6.2 The Manager: Administration was also aware that the Mayoral speech for this event had been prepared by the Department Communication.

2.7 The Manager: Administration handed over the Mayoral chain to the Mayor in the presence of the following officials, who witnessed the handover:

(a) Mariaan Prins
(b) Elana Lewis
(c) Christo Titus
(d) Wilma Roode

(e) Lulama Ngwane

2.8 Alderman Klaasen mentioned that the chain would be returned on Monday, 7 December 2020.

2.9 The chain was not returned as promised, which was not found strange, because over many years it was sometimes kept by various Mayors of the municipality in the office of the Executive Mayor. Alderman Klaasen also did this from time to time.

2.10 Since January 2021, and thereafter, it was noted by the Manager: Administration that the Mayor was not wearing the chain at official functions.

2.11 Alderman Klaasen never requested the chain from Department Administration again after Friday, 4 December 2020 and the Manager: Administration assumed that he preferred not to wear the chain.

2.12 During February 2021 the Manager: Administration enquired from the Mayor, as well as his personal assistant, about the chain.

2.13 The Mayor mentioned in an aggressive way that the chain had already been returned to the Department Administration. However, neither the Mayor nor his assistant could indicate who had returned the chain and who had received it at Department Administration.

2.14 The Manager: Administration started searching after and enquiring about the chain at several sites and with several employees who could possibly have information about the whereabouts of the chain. All offices in the Department Administration, the safe as well as the offices of the Council component, which include the office of the Mayor, were thoroughly searched. However, the chain could not be found.

2.15 The assistance of Alderman Klaasen was again requested to also have a look at his home, but the effort for support was in vain and he responded in anger.

2.16 The Manager: Administration informed the Municipal Manager about the missing chain and requested him to discuss the matter with Alderman Klaasen.

2.17 The Municipal Manager afterwards informed the Manager: Administration that his discussion with Alderman Klaasen was unsuccessful.

2.18 The Local Government Election was scheduled for 3 November 2021 and the logistics for a new incoming Council were made.

2.19 On instruction of the Municipal Manager a much cheaper chain was purchased in October 2021 to avoid embarrassment with the inauguration of the newly elected Mayor.

2.20 Proper supply chain processes were followed.

2.21 By the end of February 2022 the Manager: Administration was confidentially informed by a former employee of Council that the mayoral chain ended up in Durban and was not returned to Ceres.

2.22 This allegation was regarded as a rumour and hearsay, because there was always the believe that the chain was misplaced and will be found eventually.

2.23 Several efforts were made by the Manager: Administration and the Municipal Manager to obtain an affidavit from the said employee, but without any success.

2.24 On 22 September 2022 an affidavit was made with the South African Police Services that the chain was possibly stolen and a case for theft was opened.

2.25 The police investigation is currently ongoing and further affidavits were obtained.

2.26 Outcomes of the investigation are awaited."

The Executive Mayoral Committee resolved on 24 October 2022 to recommend to Council:

(a) that an independent investigator be appointed in respect of the matter.

(b) that the inputs of Alderman BC Klaasen in respect of the missing Mayoral chain be tested.

(c) that during discussions of the matter by Council, Alderman B Klaasen be excused from the deliberations.

Council P Daniels proposed and Alderman K Adams seconded that recommendations (a) and (b) of the Executive Mayoral Committee be accepted and that (c) be declined.

Alderman BC Klaasen requested that it be minuted that at a meeting held between himself, the Speaker and the Executive Mayor he informed the said Councillors that the Mayoral chain was missing. Alderman Klaasen requested that an independent investigator be appointed to investigate the matter.

Councillor P Heradien, on behalf of ICOSA, raised concern that the Councillor implicated in the matter requested and independent investigator and mentioned that it is rather the prerogative of Council.

Councillor G Laban enquired from Speaker clarity on what and how Council will deal with the matter.

Councillor JS Mouton enquired in respect of the outcomes of the SAPS report. The Speaker responded that the police had investigated the whereabouts of the chain and not any specific person.

UNANIMOUSLY RESOLVED

that notice be taken of the matter in respect of the chronological order of losing the Mayoral chain and that a full report on the matter be tabled to Council.

8.4.4 Lease of old Post Office building: Tulbagh (Busy Bee) (7/1/4/1)

A development proposal for Tulbagh Tourism and De Oude Kerk Volksmuseum is attached as **annexure 8.4.4(a)**.

Council unanimously resolved on 24 August 2022 that the matter in respect of the old Post Office building in Tulbagh (Busy Bee) be held in abeyance to obtain further information and after that be submitted to Council.

A further proposal for the usage of the Busy Bee building was also received from the Tulbagh Community Development Forum, attached as **annexure 8.4.4(b)**.

The Executive Mayoral Committee resolved on 24 October 2022 to recommend to Council that the old Post Office building, Tulbagh (Busy Bee) be leased to Tulbagh Tourism and De Oude Kerk Volksmuseum.

UNANIMOUSLY RESOLVED

that the old Post Office building, Tulbagh (Busy Bee) be leased to Tulbagh Tourism and De Oude Kerk Volksmuseum.

EENPARIG BESLUIT

dat die ou Poskantoorgebou, Tulbagh (Busy Bee) aan Tulbagh Toerisme en De Oude Kerk Volksmuseum verhuur word.

ISIGQIBO SABUCALA

Ekubeni isakhiwo sasePosini eTulbagh(Busy bee) sidluliselwe kwiCandelo lezoKhenketho eTulbagh naseDe Oude Kerk Volksmuseum.

8.4.5 Performance, Risk and Audit Committee: Appointment of members (5/14/4)

A memorandum from the Head: Internal Audit, dated 19 October 2022, is attached as **annexure 8.4.5**.

The Executive Mayoral Committee resolved on 24 October 2022 to recommend to Council:

(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

UNANIMOUSLY RESOLVED

(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

EENPARIG BESLUIT

(a) dat waardering uitgespreek word teenoor mnr. S Redelinghuys vir die ses jaar wat hy op die Prestasie-, Risiko- en Ouditkomitee gedien het en vir die bydraes wat hy gemaak het.

(b) dat die aanstelling van mnr. J George vir 'n verdere termyn van een jaar goedgekeur word.

(c) dat die volgende drie lede aangestel word:

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

ISIGQIBO SABUCALA

(a) Ukuba kuboniswe umbulelo kuMnu S Redelinghuys kwiminyaka emithandathu athe wayisebenza kwikomiti yopicotho lendlela yokusebenza kunye nobungozi,kwanegxathu athe walithatha.

(b) Ukuba uMnu J George aphinde aqashwe kangangonyaka omnye.

(c) Ukuba lamalungu alandelayo mathathu aqashwe:

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

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

9.1 Essential services: Water situation Witzenberg (16/2/1/1/1)

A memorandum from the Director: Technical Services, dated 24 October 2022, is attached as **annexure 9.1**.

UNANIMOUSLY RESOLVED

(a) Water supply Tulbagh

(i) that notice be taken that Level 2 water restrictions are in place since 22 April 2022.

(ii) that notice be taken that the projected (red line as per usage and future projections graph) based on past consumption figures and inflow, indicates a possibility that the dam may reach 14 % by end June 2023.

(iii) the minimum operating level (dotted blue line as per usage and future projections graph) is at 10 %, meaning we cannot supply any water to the community, once the dam level reaches 10 % .

(iv) That notice be taken that the dam level as on 21 October 2022 was at 75 % .

(v) That notice be taken of the drought mitigation measures that are being implemented to secure the medium and long term water availability in Tulbagh.

(b) Water supply Ceres, Nduli, Bella Vista and Prince Alfred's Hamlet (excluding Tulbagh)

(i) that notice be taken that no water restrictions are applicable and normal water supply applies.

(ii) that notice be taken that the projected (red line as per usage and future projections graph) based on past consumption figures and inflow indicates a possibility that the dam may reach 13 % by end June 2023 and a possibility of water restrictions by December 2022.

(iii) that notice be taken that the minimum operating level (dotted blue line as per usage and future projections graph) is at 10 %, meaning we cannot supply any water to the community once the dam level reaches 10 % .

(iv) that notice be taken that the dam level as on 21 October 2022 was at 70,2 % .

(v) that notice be taken of the drought mitigation measures that are being implemented to secure the medium and long term water availability in Ceres, Nduli, Bella Vista, Prince Alfred's Hamlet and other towns.

9.2 Determination of upper limits of salaries, allowances and benefits of Councillors according to Government Gazette no. 47437 (5/11/1)

The following documents are attached:

(a) Councillor's details: **Annexure 9.2(a)**.

(b) Government Gazette no. 47437 of 2 November 2022 (Amendment): **Annexure 9.2(b)**.

(c) Government Gazette no. 46470 of 2 June 2022 (Original): **Annexure 9.2(c)**.

Memorandum from the Director: Finance, dated 8 November 2022:

"**1. Purpose**

The purpose of this report is to submit Government Gazette No 47437 dated 2 November 2022 "Remuneration of Public Office Bearers Act, 1998 (Act no 20 of 1998): Amendment of determination of upper limits of salaries, allowances and benefits of different members of municipal councils" for Council's consideration and resolution on the levels of remuneration that will apply in the Witzenberg Municipality.

2. Discussion

The Government Gazette is attached to this report with the watermark *Amendment* as well as the original Gazette with the watermark *Original Gazette*.

2.1 Grading of the municipality

The grading of the municipality is not affected.

2.2 Upper limits of remuneration

The upper limits of a Grade 4 municipality are not affected.

2.3 Upper limits of cell phone allowance

The following paragraph has been added:

'A councillor may, in addition to the annual total remuneration packages provided for in terms of items 5 and 8 respectively, be paid an allowance on the use of data bundles not exceeding R300.00 per month.'

2.4 Date of implementation

According to the Government Gazette No 46470 the effective date is 1 July 2021.

2.5 Affordability

Provision was made for an increase in Councillor allowances in the 2021/2022 operating budget with the result that the provision in the original budget for the increase is sufficient.

Annexure 9.2(a) sets out the increase as well as the affordability of the increases.

2.6 Concurrence of the Provincial Minister for Local Government

The Councillor allowances may only be implemented once the concurrence of the Provincial Minister for Local Government has been obtained."

The Municipal Manager informed the meeting that Councillors are entitled to data allowance and that the deductions made will be repaid to Councillors. It is also noted that the pay-outs will be retrospective from 1 July 2021 to date.

UNANIMOUSLY RESOLVED

That in respect of the determination of upper limits of salaries, allowances and benefits of different members of municipal Councils:

(a) That Council notes the content of Government Gazette no. 46470.

(b) That sufficient funds are available to set the upward salary adjustment of Councillors with effect from 1 July 2021.

(c) That Council approves the data allowances for Councillors as determined in Government Gazette no. 47437 in the amount of R300-00 per month.

(d) That the increase of total remuneration be approved retrospectively from 1 July 2021 subject to the concurrence of the Provincial Minister for Local Government.

(e) That the Provincial Minister for Local Government notes that Council has not implemented the latest upward data allowance adjustment as yet.

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

11.1 Various questions to Executive Mayor (3/R)

A letter from Councillor A Gili, dated 23 March 2022, is attached as **annexure 11.1(a)**.

Response by Executive Mayor, dated 19 October 2022:

"Further to the questions raised by Councillor Gili, I wish to respond thereto in the same sequence as set out in the letter:

1. The DA coalition was never involved in the appointment of any service provider of the municipality. All service providers are appointed in terms of Council's Supply Chain Policy. Exception is taken to the Councillor's reference of being a white apartheid beneficiary and the authorisation of any potential use of live ammunition for machine and shotguns. This allegation is defamatory and will possible options of criminal and civil liability action be considered and pursued.

2. The Council was extensively briefed on the situation in Prince Alfred's Hamlet. The issue of work permits for farmers was raised in a previous meeting where the Chief Whip of the ANC confirmed that the farmers were not anymore allowed to obtain work permits for seasonal workers outside of the boundaries of South Africa. That was further confirmed by the Department of Labour in a session with the Councillors and public in the Ceres town hall.

3. The service provider, Mafoko Company, was never paid to kill any citizen. A copy of the tender documentation is attached as **annexure 11.1(b)**. When the service provider was initially appointed they leased their own accommodation for which the municipality was invoiced. Management negotiated with the company to accommodate the service provider in two of the older unused and dilapidated buildings in the Pine Forest Resort to reduce the expenses for the municipality. Part of the agreement was also to assist with the security in the resort.

4. The land invasions continued all over Prince Alfred's Hamlet, Wolseley and Tulbagh. Councillor must provide proof of the Municipal Manager having a private army. This allegation is defamatory.

5. The Councillors must provide information about any unlawful action of the Municipal Manager as referred to. This allegation is defamatory.

6. This matter is still subject to police investigation and no evidence has been presented to the municipality to suggest that the firearms were stolen at a municipal facility. The Firearm Weapon Act is clear on the safety and storage of firearms."

Councillor G Laban posed follow-up questions to the Executive Mayor after which the Speaker informed Council that all follow-up questions are to be submitted in writing to the Speaker.

UNANIMOUSLY RESOLVED

that notice be taken of the response of the Executive Mayor to the questions.

EENPARIG BESLUIT

dat kennis geneem word van die kommentaar van die Uitvoerende Burgemeester op die vrae.

12. COUNCIL-IN-COMMITTEE

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON TUESDAY, 30 MAY 2023 AT 10:00

PRESENT

Councillors

Councillor EM Sidego (Speaker) (DA)
Alderman HJ Smit (Executive Mayor) (DA)
Alderman K Adams (DA)
Alderman JJ Cloete (Patriotic Alliance)
Councillor P Daniels (DA)
Councillor S de Bruin (DA)
Councillor G Franse (DA)
Councillor JP Fredericks (Freedom Front Plus)
Councillor AL Gili (ANC)
Councillor LA Hardnek (Witzenberg Party) (Attended virtually)
Alderman BC Klaasen (DA)
Councillor GG Laban (Witzenberg Aksie)
Councillor JS Mouton (ANC)
Councillor MJ Ndaba (ANC)
Councillor N Phatsoane (ANC)
Councillor D Swart (DA)
Councillor IL Swartz (EFF)
Alderman JJ Visagie (DA)
Councillor K Yisa (ANC)
Councillor J Zalie (ANC)

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr J Barnard (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Mr J Kolkota (Deputy Director: Finance)
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 CJ Titus (Committee Clerk)
Ms MJ Prins (Word Processor Operator)
Mr R Rhode (ICT Administrator)
Mr J Pieterse (Senior ICT Officer)
Mr M Njokweni (Interpreter)
Ms Z Lalapi (Intern: Communications)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Speaker welcomed everyone present and requested Pastor Tom Jooste 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 Aansoeke om verlof tot afwesigheid, indien enige (3/1/2/1)

An application for leave of absence from the meeting was received from Councillor N Nogcinisa.

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

dat die aansoek om verlof tot afwesigheid, ontvang vanaf raadslid N Nogcinisa, aanvaar en goedgekeur word.

ISIGQIBO SABUCALA

Ukuba isicelo sokungazimasi intlanganiso sikaCeba uN Nogcinisa siphunyezwe kwaye samnkelwe.

2.2 Confidentiality and Conflict of Interest Declaration Vertroulikheid en Botsing van Belange Verklaring (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 MEDEDELINGS, AANKONDIGINGS OF SAKE GEOPPER

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

Councillor S de Bruin conveyed Council's congratulations 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)

The Speaker informed the meeting of the following:

(a) Condolences conveyed to Councillor J Mouton and family with the passing of her sister-in-law.

(b) The Speaker mentioned the tragic accident in Tulbagh where three people lost their lives and others were hospitalised. She expressed Council's best wishes.

A moment of silence was held in memory of the recent lives lost.

(c) The celebration of Africa Day on 25 May 2023. An opportunity to celebrate African diversity and success and to highlight the cultural and economic potential that exists on the African continent.

NOTED

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

The Executive Mayor informed the meeting of an engagement held at the Premier's office regarding the electricity crisis in Witzenberg municipal area and hope to be assisted in this regard.

NOTED

3.4 Matters raised by the Municipal Manager
Sake deur die Munisipale Bestuurder geopper

None

NOTED

4. MINUTES / NOTULES

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

(a) Councillor A Gili requested that Council resolution 8.1.2(a) of 28 March 2023, which reads as follows:

"(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."

be amended and changed to read:

"(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 Alderman JJ Visagie."

(b) Councillor A Gili requested that Council resolution 8.1.7(b) of 28 March 2023, which reads as follows:

"(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)"

be amended and changed to read:

"(a) that Council established an Ad hoc Committee to investigate 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)"

NOTED

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**.

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

dat die notule van die Raadsvergadering gehou op 28 Maart 2023, soos gewysig, goedgekeur en deur die Speaker onderteken word.

ISIGQIBO SABUCALA

Ukuba imizuzu yentlanganiso yeBhunga eyayibanjwe ngomhla wama28 kwekayoKwindla 2023 iphunyezwe kwaye ityikitywe nguSomlomo.

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		Not necessary.	Not necessary.

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		Not necessary.	Not necessary.
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.		1 August 2023

UNANIMOUSLY RESOLVED

(a) Spatial Development Framework: Ceres Priority Focus Area 1

that the item be removed from the agenda pending further information.

(b) Proposed erf 2622 for Schoonvlei SMME Business HUB: C/o Bank and Forel Streets, Bella Vista, Ceres

that the item be removed from the agenda pending further information.

(c) Disappearance of Mayoral chain

that the Municipal Manager do a follow-up with the South African Police Services on the progress of the investigation.

ISIGQIBO SABUCALA

(a) Isikhokhelo sophuhliso lweendawo,ibesesiphambili eCeres 1 ukuba lomba ukhutshwe kwi-agenda ukuze kuqokelelwe iinkcukacha ezithe vetshe.

(b) Isiza esichongiweyo 2622 eSchoovlei,kwindawo yoshishino.C/o iBhanki naseForel Street,eBella Vista;Ceres,ukuba lomba uguzulwe kwi-agenda kude kufumaneke iinkcukacha ezithe vetshe.

(c) Ukulahleka kweKhonco/tsheyina likaSodolophu,ukuba uMlawuli-Masipala adlane indlebe neCandelo lesiPolisa malunga neziphumo zophando.

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

None

NOTED

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)**.

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 yeeNtlanganiso zeKomiti kwaye yamnkelwe.

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.

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

dat die notule van die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme se vergadering, gehou op 18 Augustus 2021, goedgekeur word.

ISIGQIBO SABUCALA

Ukuba imizuzu yentlanganiso yeKomiti yesebe lezoPhuhliso lomnotho wengingqi nezoKhenketho eyayibanjwe ngomhla we-18 kweyeThupha 2023 iphunyzwe.

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktoraat Finansies / Directorate Finance

8.1.1 Finance: Budget 2023/2024 and 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)**.

(f) Memorandum from Director: Finance, dated 24 May 2023: **Annexure 8.1.1(f)**.

The Executive Mayoral Committee resolved on 24 May 2023 to recommend 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.

(j) that the inclusion of additional items in the budget for 2023/2024, i.e. grants from the Cape Winelands District Municipality and provision for alternative energy, be approved.

The Executive Mayor submitted the Draft Budget for 2023/2024 and the Draft Amended IDP for 2023/2024 and made his annual budget speech, which is attached as **annexure 8.1.1(g)**.

The ANC coalition complained that the Mayor's speech was delivered in Afrikaans and that an English translation was only distributed after the speech. The Speaker granted Council an opportunity of seven minutes from 09:35 until 09:42 to read the English version.

Councillor K Yisa complained about the procedure that Speaker had followed to distribute the English version after the speech and not prior to the speech.

Councillors N Phatsoane and JS Mouton complained that the Mayor was not fit for the position, because the Mayoral speech was only one page. Thus it was an embarrassment.

Alderman JJ Visagie applauded the Speaker on how she was handling the meeting and congratulated the Executive Mayor with his budget speech. The Alderman mentioned that the Council meetings are being held in three languages and that the matters of the communities must have preference and not the complaints of the ANC.

Alderman HJ Smit proposed and Alderman JJ Visagie seconded that the budget be approved. No counter proposal was submitted.

UNANIMOUSLY RESOLVED

(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.

(j) that the inclusion of additional items in the budget for 2023/2024, i.e. grants from the Cape Winelands District Municipality and provision for alternative energy, be approved.

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.

Councillor AL Gili proposed and Councillor JS Mouton seconded the total removal of the pre-payment water meters.

Councillor P Daniels proposed and Alderman K Adams seconded that the matter be held in abeyance to be workshopped by Council again.

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

Proposal		**Number of votes**
1.	Total removal of the pre-payment water meters	7
2.	Matter be held in abeyance to be workshopped by Council again	13
3.	Councillors abstained	0
4.	Councillors absent	2
TOTAL		**22**

The Speaker declared the majority vote as that the matter be held in abeyance.

The following recommendation was tabled to Council:

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.

RESOLVED

that the matter in respect of the implementation of the Debt Collection and Credit Control Policy be held in abeyance and be workshopped by Council again.

BESLUIT

dat die aangeleentheid rakende die inwerkingstelling van die beleid ten opsigte van Skuldinvordering en Kredietbeheer oorstaan en deur die Raad op 'n werkswinkel behandel word.

ISIGQIBO SABUCALA

Ukuba umba ophathelene nokuqokelelwa kwamatyala kunye noMgaqo nkqubo wokulawulwa kwamatyala urhoxiswe kwaye ucweywe kwakhona liBhunga.

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**.

The Executive Mayoral Committee resolved on 24 May 2023 to recommend 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.

UNANIMOUSLY RESOLVED

(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.

EENPARIG BESLUIT

(a) dat kennis geneem word van die Kwartaallikse Artikel 52(d) Begrotingsverslag vir die 3de kwartaal van 2022/2023.

(b) dat die bogenoemde verslag supra (a) verwys word na die Prestasie-, Risiko en Oudikomitee sowel as die Munisipale Publieke Rekeninge Komitee vir hul aanbevelings aan die Raad.

ISIGQIBO SABUCALA

(a) Ukuba kugqalwe ingxelo yohlahlolwabiwomali lwarhoqo ngeKota(leCandelo 52(d)) kwenziwe ingxelo kwiKota yesithathu 2022/2023.

(b) Ukuba ingxelo yesupra ithiwe thaca phambi kweKomiti yoPicotho lwendlela yokusebenza kunye nomgcipheko kunye neKomiti ejongene nee-akhawunti zoluntu kuMasipala ukuze benze iziphakamiso eziya kwiBhunga.

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.

The Executive Mayoral Committee resolved on 24 May 2023 to recommend 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.

UNANIMOUSLY RESOLVED

(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 and same be accepted.

EENPARIG BESLUIT

(a) dat kennis geneem word dat die Artikel 71 Maandelikse begrotingsverslae vir Julie en Augustus 2021 reeds aan die Raad voorgelê en aanvaar is op 6 Desember 2022.

(b) dat kennis geneem word van die Artikel 71 Maandelikse begrotingsverslae van die Direktoraat Finansies vir Junie, September, Oktober, November, Desember 2022 en Januarie en Februarie 2023 en genoemde aanvaar word.

ISIGQIBO SABUCALA

(a) Ukuba kugqalwe iCendelo lama71 eliphathelene nengxelo yarhoqo ngenyanga yohlahlolwabiwomali,ingxelo zenyanga yeKhala neyeThupha 2022 sele zithiwe thaca phambi kweBhunga kwaye zamnkelwa ngomhla wesi-6 kweyoMnga 2022.

(b) Ukuba kugqalwe iCandelo 71 lengxelo yarhoqo ngenyanga ingxelo esuka kuMlawuli kwezeMali kweyeSilimela,eyoMsintsi,eyeDwarha,eyeNkanga,eyoMnga 2022 neyoMqungu,eyoMdumba 2023 kwaye yamnkelwe.

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**.

The Executive Mayoral Committee resolved on 24 May 2023 to recommend 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.

UNANIMOUSLY RESOLVED

(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.

EENPARIG BESLUIT

(a) dat kennis geneem word van die Kwartaallikse Voorsieningskanaalbestuursverslag ingevolge Paragraaf 7(4), geëindig op 31 Maart 2023.

(b) dat die bogenoemde verslag supra (a) beskikbaar gestel word aan die publiek ingevolge Artikel 21A van die Munisipale Stelselswet (Wet no. 32 van 2000) nadat dit aan die Raad voorgelê is.

ISIGQIBO SABUCALA

(a) Ukuba kugqalwe ingxelo yarhoqo ngeKota yecandelo loLawulo lwezentengiso ekumhlathi 7(4) ephelelwe ngomhla wama 30 kweyoKwindla 2023.

(b) ukuba ingxelo yesupra(a) ivumeleke kuwonkewonke ngokwecandelo 21A lomthetho i(sytems act kaMasipala) (mthetho 32 ka2000) emveni kokuba ithiwe thaca phambi kweBhunga.

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**.

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

dat kennis geneem word van die Tweede Halfjaarlikse verslag van die Prestasie-, Risiko- en Ouditkomitee oor Prestasiebestuur vir 2021/2022.

ISIGQIBO SABUCALA

Ukuba kugqalwe ingxelo yonyaka yoPicotho lwendlela yokusebenza kunye nomgcipheko kunye neKomiti yoLawulo lwendlela yokusebenza ka2021/2022.

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**.

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

dat kennis geneem word van die Eerste Halfjaarlikse verslag van die Prestasie-, Risiko- en Ouditkomitee oor Prestasiebestuur vir 2022/2023.

ISIGQIBO SABUCALA

Ukuba kugqalwe ingxelo yonyaka yoPicotho lwendlela yokusebenza kunye noMngcipheko neKomiti yoPicotho loLawulo lwendlela yokusebenza ka 2021/2022.

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.

UNANIMOUSLY RESOLVED

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.

EENPARIG BESLUIT

dat die Raad, na oorweging, die Kwartaallikse Begrotingsverslag ingevolge Artikel 52(d) vir die eerste kwartaal van 2022/2023 na die Munisipale Publieke Rekeninge Komitee verwys vir oorweging en 'n aanbeveling aan die Raad.

ISIGQIBO SABUCALA

Ukuba iBhunga emveni kokuthathela ingqalelo,lithumele lengxelo yarhoqo ngekota yohlahlolwabiwomali kwiCandelo lee-Akhawunti zoluntu ngokweCandelo 52(d) kwiKota yokuqala ka2022/2023,ukuze iphunyezwe liBhunga.

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.

UNANIMOUSLY RESOLVED

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.

EENPARIG BESLUIT

dat die Raad, na oorweging, die Kwartaallikse Begrotingsverslag ingevolge Artikel 52(d) vir die tweede kwartaal van 2022/2023 na die Munisipale Publieke Rekeninge Komitee verwys vir oorweging en 'n aanbeveling aan die Raad.

ISIGQIBO SABUCALA

Ukuba iBhunga emveni kokuthathela ingqalelo,lithumele lengxelo yarhoqo ngekota yohlahlolwabiwomali kwiCandelo lee-Akhawunti zoluntu ngokweCandelo 52(d) kwiKota yesibini ka2022/2023,ukuze iphunyezwe liBhunga.

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.

The following recommendation was tabled to Council:

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.

UNANIMOUSLY RESOLVED

that the matter relating to the proposed waste transfer stations be held in abeyance for inputs from the community.

EENPARIG BESLUIT

dat die aangeleentheid met betrekking tot die voorgestelde afval-oorlaaistasies oorstaan vir insette vanaf die die gemeenskap.

ISIGQIBO SABUCALA

Ukuba umba omalunga nesikhululo sokulahlwa kwenkunkuma urhoxiswe ukwenzela ukuba uluntu luphawule ngawo.

8.2.2 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.

Councillor A Gili conveyed and emphasised that the plans reflected in the Draft Integrated Waste Management Plan must be executed as stipulated.

RESOLVED

that the Integrated Waste Management Plan (IWMP) for Witzenberg Municipality be approved.

BESLUIT

dat die Geïntegreerde Afvalbestuursplan vir Munisipaliteit Witzenberg goedgekeur word.

ISIGQIBO

Ukuba isicwangciso soLawulo lwenkunkuma (IWMP) salapha eWitzenberg siphunyezwe.

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.

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 regular feedback regarding the feasibility bridging study for the Breede-Berg (Michell's Pass) Water Transfer Scheme be provided to Council.

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.

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.

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.

Councillor P Daniels conveyed to the meeting that the Local Integrated Transport Plan for 2022 until 2027 is not a true reflection of what is occurring in the community.

Councillor A Gili enquired about the public participation process after which the Municipal Manager informed that the public participation process had been dealt with by the Cape Winelands District Municipality. The Municipal Manager will, however, follow up on the matter and provide feedback to Councillor Gili.

The following recommendation was tabled to Council:

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.

RESOLVED

that the matter regarding the Local Integrated Transport Plan for 2022 until 2027 be held in abeyance until the next meeting.

BESLUIT

dat die aangeleentheid aangaande die Plaaslike Geïntegreerde Vervoerplan vir 2022 tot 2027 oorstaan tot die volgende vergadering.

ISIGQIBO

Ukuba umba omalunga nesicwangciso sezoThutho ukususka ngonyaka ka 2022 ukuya ku2027 urhoxiselwe intlanganiso elandelayo.

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**.

The Executive Mayoral Committee resolved on 24 May 2023 to recommend to Council that notice be taken of the report regarding the Waverenskroon Dam.

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

dat kennis geneem word van die verslag aangaande die Waverenskroon Dam.

ISIGQIBO SABUCALA

Ukuba kugqalwe ingxelo ephathelene nedami lamanzi iWaverenskroon 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.

UNANIMOUSLY RESOLVED

(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.

(c) that a Public Participation Process be followed with regard to the Environmental Impact Assessment (EIA) to obtain inputs and the matter after that be tabled to Council again.

(d) that Council does an in loco inspection at the site to be fully informed.

EENPARIG BESLUIT

(a) dat kennis geneem word van die ondersoek na 'n streeksbegraafplaas in Ceres.

(b) dat kennis geneem word dat 'n aansoek vir befondsing vir die ontwikkeling van infrastruktuur van die beoogde begraafplaas reeds by MIG geregistreer is.

(c) dat 'n Openbare Deelnameproses gevolg word om insette te verkry en die aangeleentheid daarna weer aan die Raad voorgelê word.

(d) dat die Raad 'n ter plaatse inspeksie by die terrein doen ten einde volledig ingelig te wees.

ISIGQIBO SABUCALA

(a) Ukuba kugqalwe umba omalunga nokuphandwa kwemangcwaba eNqila eCeres.

(b) Ukuba kugwalwe isicelo kunye nenxaso-mali ngokuphathelene nokuphuhliswa kwendawo ezakusetyenziswa njengamangcwaba kambe sele ibhalisiwe yi MIG.

(c) Ukuba kubekho inqubo yoquko loluntu malunga nohlolo lomthelela kokusiNgqongileyo ukuze kucholacholwe izimvo zoluntu emveni koko ithiwe theca phambi kweBhunga kwakhona.

(d) Ukuba iBhunga lenze uhlolo kulendawo ukuze babenolwazi oluphangaleleyothat .

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

(a) that the Witzenberg Municipality: Disaster Management Framework be approved by Council.

(b) that the matter with regard to damaged, faulty and unusable vehicles of the Department Fire Services be referred to the Portfolio Committee for Community Development for discussion and a report to Council.

ISIGQIBO SABUCALA

(a) Ukuba isiKhokhelo soLawulo lweeNtlekele loMasipala waseWitzenberg liphunyezwe liBhunga.

(b) Ukuba umba ophathelene neziThuthi zeSebe lokucima umlilo ezimoshakeleyo lomba usiwe kwiKomiti ejomgene nemiba yoPhuhliso loLuntu,ukuze kubenesisombululo esinesihlahla,emveni koko kwenziwe ingxelo eya kwiBhunga.

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.

The Executive Mayoral Committee resolved on 24 May 2023 to recommend to Council that the initiative be supported and that the land for the initiative be made available in the various areas.

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

dat die Raad die inisiatief goedkeur en dat grond vir die inisiatief beskikbaar gestel word in die verskillende areas.

ISIGQIBO SABUCALA

Ukuba iBhunga liphumeze inyathelo lokuba kubekho indawo apho kuzakwenziwa khona eziqubo koko ezindawo zibekhona kwingingqi zonke.

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.

UNANIMOUSLY RESOLVED

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.

EENPARIG BESLUIT

dat die hersiene Kommunikasie Strategie vir die tydperk 2023 tot 2026 goedgekeur en aanvaar word deur die Raad as 'n kommunikasie bloudruk vir alle korporatiewe kommunikasiebehoeftes.

ISIGQIBO SABUCALA

Ukuba ibuciko bonxibelelwano emabuhlaziywe kunyaka ka2023 ukya ku2026 iphunyezwe liBhunga nnjengomthetho wezonxibelelwano ngokuphathelene neemfuno zoNxibelelwano olumanyanisiweyo.

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)**.

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 se vergaderings.

ISIGQIBO SABUCALA

Ukuba kugqalwe iziphumo zesishwankathelo semizuzu yeeNtlanganiso zika (SALGA Working group).

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.

The Executive Mayoral Committee resolved on 24 May 2023 to recommend 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.

UNANIMOUSLY RESOLVED

(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 2549, 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)].

The Executive Mayoral Committee resolved on 24 May 2023 to recommend 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)].

(d) that a Public Participation Process be followed for any objections.

UNANIMOUSLY RESOLVED

(a) that Council approved 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)].

(d) that a Public Participation Process be followed for any objections.

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."

The Executive Mayoral Committee resolved on 24 May 2023 to recommend 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.

UNANIMOUSLY RESOLVED

(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

None

NOTED

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)

None

NOTED

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

11.1 Councillor AL Gili enquired for the reasons in respect of the absence of the Deputy Executive Mayor at the Council meeting.

11.2 Alderman JJ Visagie welcomed, on behalf of Council, Ms Wendy Philander-Kaiser, member of the Western Cape Provincial Legislature for the DA and constituency head of Witzenberg DA at the Council meeting.

11.3 Councillor K Yisa enquired with regard to the working procedures of the Sport Forum.

NOTED

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

MINUTES OF THE SPECIAL COUNCIL MEETING, HELD ON TUESDAY, 6 JUNE 2023 AT 09:00 IN THE TOWN HALL, VOORTREKKER STREET, CERES

PRESENT

Councillors

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

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr M Mpeluza (Director: Corporate Services)
Mr J Kolkota (Deputy Director: Finance)
Ms L Nieuwenhuis (Manager: Legal Services)
Ms R Hendricks (Manager: Communication and Marketing)
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)

1. OPENING AND WELCOME

The Speaker welcomed everyone present and requested Councillor L Hardnek to open the meeting with prayer.

A special welcome was extended to Councillor K Robyn, the newly elected representative of GOOD to Council.

The Speaker, on behalf of Council, conveyed heartfelt condolences to Councillor J Cloete with the passing of his father and all those who had lost loved ones during this time.

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)

None

NOTED

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. RESERVED POWERS

3.1 Council matters: Council recess for winter break 2023 (3/1/2/3)

The following recommendation was tabled to Council:

(a) that the recess period of Council for the 2023 winter break will be from 26 June 2023 until 17 July 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.

RESOLVED

that the item related to Council's recess for winter 2023 be held in abeyance.

Councillor P Heradien joined the meeting at 09:14.

3.2. Election of Deputy Executive Mayor (03/1/1/4)

The procedures set out in Schedule 3 of the Structures Act apply to the election of an Executive Mayor and Deputy Executive Mayor and read as follows:

"**Act No 117, 1998 LOCAL GOVERNMENT : MUNICIPAL STRUCTURES ACT, 1998**

SCHEDULE 3

The election of a Mayor and Deputy Mayor takes place when the Executive Committee is elected or when it is necessary to fill a vacancy.

Election of municipal office-bearers

Application

1. The procedure set out in this Schedule applies whenever a municipal Council meets to elect a Speaker, an Executive Mayor, an Executive Deputy Mayor, a Mayor or Deputy Mayor.

LEGAL BACKGROUND

In terms of Section 27(1)(c) of the Local Government : Municipal Structures Act, 1998 (Act 117 of 1998) a Councillor vacates office during a term of office if that Councillor was elected from a party list referred to in Schedule 1 or 2 and ceases to be a member of the relevant party.

Councillor FE Klazen was elected as the Deputy Executive Mayor of Council and vacated the office when her membership to her political party was terminated.

Section 55(2) of the aforesaid Act requires Council in the event of a vacancy in the office of Executive Mayor or Executive Deputy Mayor to fill the vacancy when necessary.

The procedures set out in Schedule 3 applies to the election of an Executive Mayor and Executive Deputy Mayor.

Nominations

2. The person presiding at a meeting to which this schedule applies must call for the nomination of candidates at the meeting.

Formal requirements

3. (1) A nomination must be made on the form determined by the Municipal Manager.

(2) The form on which a nomination is made must be signed by two members of the municipal Council.

(3) A person who is nominated must indicate acceptance of the nomination by signing either the nomination form or any other form of written confirmation.

Announcement of names of candidates

4. At a meeting to which this Schedule applies, the person presiding must announce the names of the persons who have been nominated as candidates, but may not permit any debate.

Single candidate

5. If only one candidate is nominated, the person presiding must declare that candidate elected.

Election procedure

6. If more than one candidate is nominated –

(a) a vote must be taken at the meeting by secret ballot;

(b) each Councillor present at the meeting may cast one vote; and

(c) the person presiding must declare elected the candidate who receives a majority of the votes

Elimination procedure

7. (1) If no candidate receives a majority of the votes, the candidate who receives the lowest number of votes must be eliminated and a further vote taken on the remaining candidates in accordance with Item 6. This procedure must be repeated until a candidate receives a majority of the votes.

(2) When applying sub item (1), if two or more candidates each have the lowest number of votes, a separate vote must be taken on those candidates, and repeated as often as may be necessary to determine which candidate is to be eliminated.

Further meetings

8. (1) If only two candidates are nominated, or if only two candidates remain after an elimination procedure has been applied, and those two candidates receive the same number of votes, a further meeting must be held within seven days at a time determined by the person presiding.

(2) If a further meeting is held in terms of sub item (1), the procedure prescribed in this Schedule must be applied at that meeting as if it were the first meeting for the election in question.

(3) If at the further meeting held in terms of sub item (1) only two candidates are nominated, or if only two candidates remain after an elimination procedure has been applied, and those two candidates receive the same number of votes, the person presiding at such meeting must determine by lot who of the two candidates will hold the office for which the election has taken place."

The prescribed nomination form is attached as **annexure 3.2**.

Councillor Ndaba raised concerns regarding the notice period of the Special Council meeting as the agendas were not received 48 hours prior to the meeting.

Speaker responded that in terms of the By-Law on the Rules of Order for the Meetings of the Witzenberg Council and its Committees in conjunction with the Interpretation Act 33 of 1957, "days" refer calendar days which includes weekends.

The receipt of agendas was received in good time, within 48 hours and as per the Rules of Order.

The Speaker called for nominations for the election of a Deputy Executive Mayor.

Alderman R Visagie (DA) nominated Councillor G Laban (Witzenberg Action) and the nomination was accepted.

Councillor M Ndaba (ANC) nominated Councillor P Heradien (ICOSA) and the nomination was accepted.

Councillor A Gili (ANC) nominated Alderman K Adams (DA), where after the nomination was declined.

The outcomes of the voting process were as follows:

• In favour of Councillor GG Laban:	11 votes
• In favour of Councillor P Heradien:	11 votes
• Abstain:	1 vote
Total	23 votes

The Speaker announced that the voting process resulted in a tie and that in terms of Section 8 of Schedule 3 of the Municipal Structures Act 117 of 1998:

"if only two candidates are nominated, or if only two candidates remain after an elimination procedure has been applied, and those two candidates receive the same number of votes, a further meeting must be held within seven days at a time determined by the person presiding."

The Speaker therefore ruled that the meeting be adjourned and that proceedings will continue on 13 June 2023.

RESOLVED

That in terms of Section 8 of Schedule 3 of the Municipal Structures Act 117 of 1998, a further meeting be held within seven days and that the proceedings will continue on 13 June 2023.

3.3 Inauguration of Deputy Executive Mayor by Speaker (3/1/1/4)

This item was not dealt with.

NOTED

3.4 Acceptance speech by Deputy Executive Mayor (3/1/1/4)

This item was not dealt with.

NOTED

4. ADJOURNMENT

The meeting adjourned at 10:36.

Approved on _____ with / without amendments.

_____
COUNCILLOR EM SIDEGO
SPEAKER

MINUTES OF THE SPECIAL COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON MONDAY, 24 JULY 2023 AT 09:00

PRESENT

Councillors

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

Officials

Mr. D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr J Barnard (Director: Technical Services)
Ms L Nieuwenhuis (Manager: Legal Services)
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)

Other attendees

Mr O Ndesi (Deputy Director: Department of Local Government)
Mr K Makan (Department of Local Government)
Ms W Philander (Provincial Legislature)
Mr P Merran (Provincial Legislature)

1. OPENING AND WELCOME

The Speaker welcomed everyone present and requested Councillor T Abrahams to open the meeting with prayer.

A special welcome was extended to Councillor T Abrahams, who has recently been elected to Council; Ms W Philander and Mr P Merran from the Provincial Legislature, as well as Mr Ndesi and Mr Makan from the Department of Local Government.

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)

None

NOTED

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

Alderman JJ Visagie, on behalf of the DA alliance, requested a caucus break from 09:10 until 09:40.

Councillor JP Fredericks, on behalf of the DA alliance, requested a caucus break from 09:40 until 10:20.

Councillor L Hardnek, on behalf of the DA alliance, requested a caucus break from 10:20 until 11:07.

3. RESERVED POWERS

3.1 Election of Deputy Executive Mayor (03/1/1/4)

The procedures set out in Schedule 3 of the Structures Act apply to the election of an Executive Mayor and Deputy Executive Mayor and read as follows:

"**Act No 117, 1998 LOCAL GOVERNMENT : MUNICIPAL STRUCTURES ACT, 1998**

SCHEDULE 3

The election of a Mayor and Deputy Mayor takes place when the Executive Committee is elected or when it is necessary to fill a vacancy.

Election of municipal office-bearers

Application

1. *The procedure set out in this Schedule applies whenever a municipal Council meets to elect a Speaker, an Executive Mayor, an Executive Deputy Mayor, a Mayor or Deputy Mayor.*

LEGAL BACKGROUND

In terms of Section 27(1)(c) of the Local Government : Municipal Structures Act, 1998 (Act 117 of 1998) a Councillor vacates office during a term of office if that Councillor was elected from a party list referred to in Schedule 1 or 2 and ceases to be a member of the relevant party.

Councillor FE Klazen was elected as the Deputy Executive Mayor of Council and vacated the office when her membership to her political party was terminated.

Section 55(2) of the aforesaid Act requires Council in the event of a vacancy in the office of Executive Mayor or Executive Deputy Mayor to fill the vacancy when necessary.

The procedures set out in Schedule 3 applies to the election of an Executive Mayor and Executive Deputy Mayor.

Nominations

2. *The person presiding at a meeting to which this schedule applies must call for the nomination of candidates at the meeting.*

Formal requirements

3. (1) A nomination must be made on the form determined by the Municipal Manager.

(2) The form on which a nomination is made must be signed by two members of the municipal Council.

(3) A person who is nominated must indicate acceptance of the nomination by signing either the nomination form or any other form of written confirmation.

Announcement of names of candidates

4. At a meeting to which this Schedule applies, the person presiding must announce the names of the persons who have been nominated as candidates, but may not permit any debate.

Single candidate

5. If only one candidate is nominated, the person presiding must declare that candidate elected.

Election procedure

6. If more than one candidate is nominated –

(a) a vote must be taken at the meeting by secret ballot;

(b) each Councillor present at the meeting may cast one vote; and

(c) the person presiding must declare elected the candidate who receives a majority of the votes

Elimination procedure

7. (1) If no candidate receives a majority of the votes, the candidate who receives the lowest number of votes must be eliminated and a further vote taken on the remaining candidates in accordance with Item 6. This procedure must be repeated until a candidate receives a majority of the votes.

(2) When applying sub item (1), if two or more candidates each have the lowest number of votes, a separate vote must be taken on those candidates, and repeated as often as may be necessary to determine which candidate is to be eliminated.

Further meetings

8. (1) If only two candidates are nominated, or if only two candidates remain after an elimination procedure has been applied, and those two candidates receive the same number of votes, a further meeting must be held within seven days at a time determined by the person presiding.

(2) If a further meeting is held in terms of sub item (1), the procedure prescribed in this Schedule must be applied at that meeting as if it were the first meeting for the election in question.

(3) If at the further meeting held in terms of sub item (1) only two candidates are nominated, or if only two candidates remain after an elimination procedure has been applied, and those two candidates receive the same number of votes, the person presiding at such meeting must determine by lot who of the two candidates will hold the office for which the election has taken place."

The prescribed nomination form is attached as **annexure 3.1**.

The Speaker called for nominations for a Deputy Executive Mayor.

Councillor AL Gili, on behalf of the ANC alliance, nominated Councillor GG Laban.

Councillor P Daniels, on behalf of the DA alliance, nominated Alderman K Adams. Alderman Adams declined the nomination.

Councillor P Daniels requested a caucus break in order to prepare a new nomination. A lengthy debate followed between Councillors and Speaker with regard to the matter. The ANC alliance was of the opinion that nominations had closed and that the nomination of Councillor Laban was uncontested. The DA alliance argued that the Speaker did not close the nominations.

The Speaker granted a caucus break from 11:12 until 11:30 after which Speaker informed Council that there was an unsigned nomination form for Councillor P Heradien for the position of Deputy Executive Mayor. Councillor Heradien declined the nomination.

RESOLVED

that Councillor GG Laban be elected as the Deputy Executive Mayor of Witzenberg Municipality after an uncontested election.

3.2 Inauguration of Deputy Executive Mayor by Speaker (3/1/1/4)

The Speaker congratulated the newly elected Deputy Executive Mayor and bestowed the Political robe to him.

NOTED

3.3 Acceptance speech by Deputy Executive Mayor (3/1/1/4)

An acceptance speech was delivered by the Deputy Executive Mayor, Councillor G Laban as follows:

"Firstly I would like to give thanks to my lovely wife as well as my executive committee.

To all present, the current Speaker and coalition partners, this is the day that the people have been waiting for, for so long.

I had to reduce myself from my emotions to take an informed decision, to the benefit of Witzenberg.

I am the newly elected Deputy Mayor, whether you like it or not, and will preside over the affairs of this Municipality and over the Administration and request everyone in Administration to please adjust themselves to this new reality. The sooner, the better.

This is a moment for me, after being in Council for eight years. Today is the day.

To the ordinary people out there, I want to say that change is coming.

Thank you."

NOTED.

4. ADDITIONAL ITEMS

4.1 Motion: No confidence and request for removal of Speaker from office (3/2/2)

A motion, dated 14 June 2023, is attached as **annexure 4.1**.

The Speaker mentioned that Councillor G Laban had withdrawn his signature from the motion of no confidence and request for the removal of Speaker from office by means of an email. The motion is therefore only for information for Council.

The Speaker commended with the meeting to the next item on the agenda while various Councillors from the ANC coalition loudly complained and protested against the decision.

The Speaker mentioned that due to the withdrawal of Councillor G Laban, the following items are also only for information:

Item 4.2: Withdrawal from motion
Item 4.3: Election of a Speaker

The Speaker mentioned that the motion of no confidence in the Speaker and removal from office is for information and invalid.

Item 4.4: Handing over the chair to the Speaker

Item is for information.

Item 4.5: Motion: No confidence and removal of Executive Mayor from office

Item is for information

Item 4.6: Withdrawal from motion

Item is for information.

Item 4.7: Election of Executive Mayor

Item is for information.

Councillor A Gili argued that Councillor Laban cannot withdraw from the motion by email. The Councillor is present in the meeting and must withdraw in the meeting.

Alderman JJ Visagie was of the opinion that the decision and the process followed by Speaker are legal. Although Councillor Laban had signed the motion, he withdrew his signature from the list of Councillors who had signed the motion. The process and decision are therefore legal.

The Speaker mentioned that it consequently meant that the motion was only for information. With the withdrawal of the signature of Councillor Laban there was not a majority of Councillors who had signed the motion.

Councillor Gili responded that the purpose of the motion was to call for a meeting. Councillor Laban had signed the motion and withdrew afterwards. The meeting must therefore proceed to attend to the withdrawal of Councillor Laban. The purpose of the meeting was all about the motion.

Councillor K Yisa argued that in terms of the Rules of Order for Council meetings of Witzenberg Municipality, a Councillor must withdraw in a meeting from a motion. The Councillor mentioned that the opinion of Alderman J Visagie that the decision and process which the Speaker had followed were legal, is indeed invalid and therefore not legal. Councillor Yisa challenged that Alderman Visagie must come forward and proof his opinion.

Alderman J Visagie mentioned that he had referred to clause 11 in the Rules of Order. Note from Secretariat: Due to much noise the recording became inaudible.

Councillor MJ Ndaba mentioned that Councillor Laban withdrew from the motion that he had signed. His withdrawal was, however, with an email that was not signed. All the signatures were still on the list. The meeting was now the place where the Councillor had to withdraw.

Councillor Laban mentioned that he wanted to see his withdrawal set aside and reinstated his signature on the motion.

Alderman JJ Visagie requested a caucus break of twenty minutes on behalf of the DA alliance.

Various Councillors from the ANC coalition loudly requested for Speaker a vote on the request for a caucus break in terms of majority and democracy. Councillor A Gili mentioned that the DA caucus is playing for time and is in the minority.

Loud arguments followed between the two coalitions with regard to who is in the majority.

The Speaker allowed a caucus break from 11:45 until 11:55.

After the caucus break the Speaker mentioned that the motions of no confidence in the Speaker and Executive Mayor were in terms of Section 29 of the Municipal Structures Act (No. 117 of 1998) and on request of the majority of Councillors that the Speaker should call such a meeting. However, Councillor G Laban, in the meantime, withdrew from the motion and consequently the motion did not have a majority of Councillors anymore. Therefore the two items were only on the agenda for information of Council.

The Speaker adjourned the meeting.

5. ADJOURNMENT

The meeting adjourned at 12:04.

Approved on _____ with / without amendments.

_____
COUNCILLOR EM SIDEGO
SPEAKER

/MJ Prins

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON FRIDAY, 25 AUGUST 2023 AT 10:00

PRESENT

Councillors

Councillor EM Sidego (DA) (Speaker)
Alderman HJ Smit (DA) (Executive Mayor)
Councillor GG Laban (Witzenberg Aksie) (Deputy Executive Mayor)
Councillor TE Abrahams (DA)
Alderman K Adams (DA)
Councillor JJ Cloete (PA)
Councillor P Daniels (DA)
Councillor S de Bruin (DA)
Councillor GJ Franse (DA)
Councillor JP Fredericks (FFP)
Councillor AL Gili (ANC)
Councillor L Hardnek (Witzenberg Party)
Councillor P Heradien (ICOSA)
Councillor JS Mouton (ANC)
Councillor MJ Ndaba (ANC)
Councillor N Nogcinisa (ANC)
Councillor N Phatsoane (ANC)
Councillor KA Robyn (GOOD)
Councillor D Swart (DA)
Councillor IL Swartz (EFF)
Alderman JJ Visagie (DA)
Councillor K Yisa (ANC)
Councillor J Zalie (ANC)

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr J Barnard (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Ms N Oerson (Chief Executive Internal Auditor)
Ms L Nieuwenhuis (Manager: Legal Services)
Ms R Hendricks (Manager: Communication and Marketing)
Mr CG Wessels (Manager: Administration)
Ms M Arendse-Smith (Chief Administrative Officer)
Mr C Titus (Committee Clerk)
Mr J Pieterse (Senior ICT Officer)
Mr M Njokweni (Interpreter)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Speaker welcomed everyone after which she requested Imam Muller to open the meeting with a prayer.

NOTED

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

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

None

NOTED

2.2 Confidentiality and Conflict of Interest Declaration Vertroulikheid en Botsing van Belange Verklaring (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 MEDEDELINGS, AANKONDIGINGS OF SAKE GEOPPER

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

Councillor GG Laban conveyed on behalf of Council congratulations to the following Councillors and spouses on their birthdays:

- Councillor N Phatsoane 2 June
- Alderman K Adams 5 June
- Mr J Robyn 17 June
- Ms C Swartz 17 June
- Ms E Smit 29 June
- Ms M Abrahams 30 June
- Councillor J Fredericks 13 July
- Councillor I Swartz 15 July

- ❖ Councillor K Yisa 7 August
- ❖ Councillor P Heradien 28 August

NOTED.

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

The Speaker conveyed best wishes for Women's Month to all the women and ladies of the Witzenberg area.

NOTED

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

The Executive Mayor conveyed best wishes for Women's Month to all the women and ladies of the Witzenberg area.

NOTED

3.4 Matters raised by the Municipal Manager Sake deur die Munisipale Bestuurder geopper

None

NOTED

4. MINUTES / NOTULES

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

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
1	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.		1 August 2023

A long discussion was held on the matter about the disappearance of the Mayoral chain with inputs from various Councillors. Concerns were raised about the delay in the investigation by the South African Police Services as well as the continuous change of investigators working on the case. A request for the establishment of an internal ad hoc committee to investigate the matter was declined after consideration of Treasury Regulations 12(5) and (7) which states:

"When it appears that the state has suffered losses or damages through criminal acts or possible criminal acts, the matter **must** be reported, in writing, to the accounting officer and the South African Police Service."

UNANIMOUSLY RESOLVED

(a) that the Municipal Manager writes a letter to the commander of the South African Police Services of Ceres and requests that the matter about the disappearance of the Mayoral chain be prioritised.

(b) that the Municipal Manager, after receiving response from the South African Police Services on supra (a), submits a report to Council for consideration.

(c) that the Municipal Manager submits a report on the outstanding matter in respect of Jimmy van Wyk Security Services.

EENPARIG BESLUIT

(a) dat die Munisipale Bestuurder 'n brief aan die bevelvoerder van die Suid-Afrikaanse Polisiediens van Ceres skryf met die versoek dat die aangeleentheid rondom die verdwyning van die Burgemeestersketting prioriteit geniet.

(b) dat die Munisipale Bestuurder, nadat terugvoer omtrent supra (a) vanaf die Suid-Afrikaanse Polisiediens ontvang is, 'n verslag aan die Raad voorlê vir oorweging.

(c) dat die Munisipale Bestuurder 'n verslag voorlê rakende die uitstaande aangeleentheid ten opsigte van Jimmy van Wyk Sekuriteitsdienste.

Councillor P Heradien attended the meeting from 13:05.

The Speaker requested a caucus break with the party whips from 13:04 until 13:23 to discuss the influence on the meeting of the possible closure of Michells Pass due to heavy rain and damage to the road.

Council decided to resolve the remaining items as follows:

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

Dealt with under item 9.2.

NOTED

6. INTERVIEWS WITH DELEGATIONS
ONDERHOUDE MET AFVAARDIGINGS

None

NOTED

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

None

NOTED

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktoraat Finansies / Directorate Finance

8.1.1 Finance: Writing off of interest and arrears: Household debt and other irrecoverable outstanding amounts (5/12/1/3)

Memorandum from Director: Finance, dated 13 June 2023:

"**Purpose**

The purpose of this report is for council to consider the writing off of household's debt and other irrecoverable arrear debt.

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.

The Council adopted a Credit Control and Debt Collection Policy on 28 May 2009 per item 8.1.2(c). Amendments to this policy were approved at subsequent Council meetings.

The relevant portion is:

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 authorise 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 has 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 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 Any debtors whose amounts are written off may be listed with the Credit Bureau and may not be permitted to enter future service contracts with the Council.

Discussion

An analysis was done on the outstanding debt, and it was found that the following debts are irrecoverable:

Indigents	R28,343,187.83
Prescribed debt	129,853,263.04
TOTAL	**R158 196 450.87**

Debt becomes prescribed if no movement took place for a period of three years.

The Chief Financial Officer is convinced that the recovery of the debt would be uneconomical as stated in 26.15 of the Credit Control and Debt Collection Policy.

Financial implications

The current provision of bad debt, excluding traffic fines, is R346 355,725.00 at the end of May 2023. This provision will be debited with the amount of R158 196 450.87. The provision has already been created prior to this financial year."

UNANIMOUSLY RESOLVED

(a) that the irrecoverable arrears to the value of R158 196 450.87 be written off.

(b) That the Municipality's Credit Control and Debt Collection Policy be implemented in respect of all debt incurred after the write-off even if the household is indigent.

8.1.2 Approval of long-term contract: End-to-end voice over internet protocol and unified communication solution (Telephone system) (8/2/20/13)

The following documents are attached:

(a) Memorandum from Director: Finance, dated 11 July 2023: **Annexure 8.1.2(a)**.

(b) Advertisement and cost benefit analysis: **Annexure 8.1.2(b)**.

The Executive Mayoral Committee resolved on 23 August 2023 to recommend to Council that Council approves the long-term contract for the supply, delivery installation, commissioning, and maintenance of an end-to-end voice over internet protocol and unified communication solution, including cabling, networking and connectivity, for Witzenberg Municipality for a period of five years in terms of Section 33 of the Municipal Finance Management Act.

UNANIMOUSLY RESOLVED

that the matter regarding the long-term contract for the supply, delivery installation, commissioning, and maintenance of an end-to-end voice over internet protocol and unified communication solution be held in abeyance until the next meeting.

8.1.3 Finance: Asset Loss Policy (6/1/P)

Memorandum from Director: Finance, dated 30 June 2023:

"**1. Purpose**

The purpose of this report is to submit a draft Asset Loss Policy to Council for consideration. The draft policy is attached as **annexure 8.1.3**.

2. Legal framework

The legal framework for this policy is:

- 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)
- Generally Recognized Accounting Practice

3. Discussion

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."

UNANIMOUSLY RESOLVED

That the Asset Loss Policy be approved.

8.1.4 Quarterly Budget Statement [Section 52(d)] Report: 4th Quarter 2022/2023 (1 April 2023 to 30 June 2023) (9/1/1 & 9/1/2/2)

The Quarterly Budget Statement [Section 52(d)] Report for the 4th Quarter of 2022/2023 is attached as **annexure 8.1.4**.

UNANIMOUSLY RESOLVED

(a) that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the 4th 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.

8.1.5 Review of IDP and Budget Process Plan for 2024/2025 (02/02/1)

In terms of Section 28 of the Municipal Systems Act (Act 32 of 2000), Council must adopt an IDP and Budget Process Plan. The Municipal Finance Management Act (Act 56 of 2003) further stipulates that at least ten months before the start of the budget year, the Executive Mayor should table a time schedule outlining key deadlines in respect of the IDP/Budgetary process.

Section 29 of the Municipal Systems Act (Act 32 of 2000), specifies that such a Process Plan must include:

- Programs that set out timeframes for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation with:
  - Local communities, both in terms of needs and priorities as well as consultation during development;
  - Organs of state, traditional authorities, and other role-players in the drafting process; and
- Binding plans and planning requirements, i.e. policy and legislation.

National Treasury has provided further guidance by the issuing of MFMA Circular 10. That circular provides specific guidance with regard to six distinct steps in compilation of the IDP and the annual Budget. The table below highlights these steps, with a brief description of each step:

Steps		Process
1	**Planning**	Schedule dates, establish consultation forums, review previous processes
2	**Strategi-zing**	Review IDP, set service delivery objectives for next 3 years, consult on tariffs, indigents, credit control, free basic services etc., and consider local-, provincial- and national issues, the previous year's performance and current economic and demographic trends etc.
3	**Preparing**	Prepare Budget, revenue and expenditure projections; draft Budget policies; consult and consider local-, provincial- and national priorities
4	**Tabling**	Table draft Budget, draft IDP and Budget-related policies before council; consult and consider local-, provincial- and national inputs or responses
5	**Approving**	Council approves the IDP, the Budget and related policies
6	**Finalising**	Publish the IDP, Budget and approve the SDBIP and performance targets

In capturing the above steps, this IDP & Budget Process Plan seeks to address, *inter alia*, the:

- Identification of areas requiring additional attention in terms of legislative requirements, proper planning processes and sound financial management;
- Inclusion of the most current Census and own statistical data;
- Consideration and review of any other relevant and new information;
- Addressing comments received from the various role-players;
- Factor-in the shortcomings and weaknesses identified through self-assessment;
- Preparation and review of sector plans and its alignment with the IDP;
- Preparation and review of the Performance Management System (PMS);
- Updating of the 5-year Financial Plan; and
- Finalisation of the annual Budget and IDP in terms of the relevant legislation.

Pursuant to the above statutory requirements, an IDP and Budget Process Plan for the 2024/2025 cycle for review/amendment is attached as **annexure 8.1.5**.

UNANIMOUSLY RESOLVED

(a) that the Reviewed IDP and Budget Process Plan for 2024/2025 be approved.

(b) that in the event of any changes with regard to the dates of the Process Plan, the Municipal Manager be mandated to change same after consultation with the Executive Mayor.

8.1.6 Finance: Adjustment budget 2023/2024 to 2025/2026 (5/1/1/22)

The following documents are attached:

(a) Memorandum from Director: Finance, dated 14 August 2023: **Annexure 8.1.6(a)**.

(b) Adjustment budget 2023/2024 to 2025/2026: **Annexure 8.1.6(b)**.

UNANIMOUSLY RESOLVED

that the adjustment budget of Witzenberg Municipality for the financial year 2023/2024, as set out in the budget documents, be approved on condition that expenditure may only be incurred once approval has been obtained from National or Provincial Treasury in respect of roll-over funding and once the Memorandums of Agreements are in place with the partnering organisations:

(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.

8.1.7 Service Delivery and Budget Implementation Plan (SDBIP): 2023/2024 (5/1/5/16)

The Top Layer Service Delivery and Budget Implementation Plan for 2023/2024, as approved by the Executive Mayor, is attached as **annexure 8.1.7**.

UNANIMOUSLY RESOLVED

that notice be taken of the Top Layer Service Delivery and Budget Implementation Plan (SDIP) for 2023/2024.

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 15 August 2023, is attached as **annexure 8.2.1**.

Council unanimously resolved on 30 May 2023 that the matter relating to the proposed waste transfer stations be held in abeyance for inputs from the community.

The following recommendation was tabled to Council:

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 3 (erf 683). No rezoning application necessary as the zoning is presently "Authority use".

(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 (sourcing of quotations etc.) for the rezoning of the said erven.

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

UNANIMOUSLY RESOLVED

that the matter regarding the proposed positions of waste transfer stations be held in abeyance until the next meeting.

8.2.2 Lease of erf 23, Tulbagh to Tulbagh Recycling (7/1/4/1 & 17/19/1)

A memorandum from the Director: Technical Services, dated 24 May 2023, is attached as **annexure 8.2.2**.

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

That a portion of erf 23, Tulbagh, as indicated on the attached report, be leased to Jan Lambert for a period of five years on the following conditions:

(i) That a departure application be submitted by the tenant for the use of the property zoned as authority, for the purposes of a recycling facility.

(ii) Lease will be "voetstoots", leased as it is.

(iii) Security will be for the account of the lessee.

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

(v) Public participation process to be followed. Advertise for public comment and/or objections.

(vi) Should the second part of the premises not have an electrical installation, an electrical contractor should be appointed by the tenant to do the electrical installation and issue a COC after the completion of electrical work.

(vii) The applicant will be responsible for the costs of any electrical upgrading, including electrical installation if required.

UNANIMOUSLY RESOLVED

that the matter regarding the lease of erf 23, Tulbagh be held in abeyance until the next meeting.

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

8.3.1 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 8.3.1**.

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 April 2023 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 the yearly rental amount be determined.

(c) 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.

(d) that Vrolike Vinkies Crèche is liable to pay for municipal services and that they are responsible to maintain the building.

(e) that Vrolike Vinkies Crèche is responsible for own security measures, such as alarms, guards, burglar bars etc.

(f) 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 following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to 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 the yearly rental amount be determined.

(c) 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.

(d) that Vrolike Vinkies Crèche is liable to pay for municipal services and that they are responsible to maintain the building.

(e) that Vrolike Vinkies Crèche is responsible for own security measures, such as alarms, guards, burglar bars etc.

(f) 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.

UNANIMOUSLY RESOLVED

that the matter regarding the renewal of the lease agreement with Vrolike Vinkies Enrichment and Development Centre be held in abeyance until the next meeting.

8.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

None.

NOTED

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

9.1 Witzenberg Municipal Council meeting 21 June 2023 (3/1/2/P)

A letter from the MEC for Local Government: Western Cape, dated 3 August 2023, is attached as **annexure 9.1**.

UNANIMOUSLY RESOLVED

that Council takes notice of the letter from the MEC for Local Government: Western Cape, dated 3 August 2023, in respect of the Witzenberg Municipal Council meeting, held on 21 June 2023, and same be accepted.

9.2 Motion: No-confidence in Speaker and Mayor (3/2/2)

A motion from Councillors AL Gili and MJ Ndaba, dated 16 August 2023, is attached as **annexure 9.2**.

UNANIMOUSLY RESOLVED

that the motion be held in abeyance until the next meeting.

9.3 Determination of upper limits of salaries, allowance and benefits of Councillors according to Government Gazette no. 49142 (5/11/1)

Report from Acting Director: Finance, dated 21 August 2023:

"**1. Purpose**

The purpose of this report is to submit Government Gazette No 49142 dated 18 August 2023 "Remuneration of Public Office Bearers Act, 1998 (Act no 20 of 1998): Determination of upper limits of salaries, allowances and benefits of different members of municipal councils" for Council's consideration and resolution on the levels of remuneration that will apply in the Witzenberg Municipality.

2. Purpose

Government Gazette no. 49142, dated 18 August 2023, is attached as **annexure 9.3(a)**.

2.1 Grading of the municipality

The grading of the municipality is not affected.

2.2 Upper limits of remuneration

The upper limits of a grade 4 municipality are not affected.

2.3 Upper limits of cell phone allowances

The following paragraph has been added:

'A councillor may, in addition to the annual total remuneration packages provided for in terms of items 5 and 8 respectively, be paid an allowance on the use of data bundles not exceeding R317.00 per month.'

2.4 Date of implementation

According to the Government Gazette No 49142 the effective date is 1 July 2022.

2.5 Affordability

Provision was made for an increase in councillor allowances in the 2022/2023 operating budget with the result that the provision in the original budget for the increase is sufficient.

Annexure 9.3(b) sets out the increase as well as the affordability of the increases.

2.6 Concurrence of the Provincial Minister for Local Government

The councillor allowances may only be implemented once the concurrence of the Provincial Minister for Local Government has been obtained."

UNANIMOUSLY RESOLVED

That in respect of the determination of upper limits of salaries, allowances and benefits of different members of municipal Councils:

(i) That Council notes the content of Government Gazette no. 49142.

(ii) That sufficient funds are available to set the upward salary adjustment of councillors with effect from1 July 2022.

(iii) That Council approves the data allowances for councillors as determined in Government Gazette no. 49142 in the amount of R317.00 per month.

(iv) That the increase of total remuneration be approved retrospectively from 1 July 2022 subject to the concurrence of the Provincial Minister for Local Government.

(v) That the Provincial Minister for Local Government notes that Council has not implemented the latest upward data allowance adjustment as yet.

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)

None

NOTED

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

None

NOTED

12. ADJOURNMENT / VERDAGING

The meeting adjourned at 13:30.

Approved on _____ with / without amendments.

_____
COUNCILLOR EM SIDEGO
SPEAKER

/MJ Prins

MINUTES OF THE SPECIAL COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON TUESDAY, 17 OCTOBER 2023 AT 09:00

PRESENT

Councillors

Councillor P Heradien (Speaker) (ICOSA)
Councillor KA Robyn (Executive Mayor) (GOOD)
Councillor GG Laban (Executive Deputy Mayor) (Witzenberg Aksie)
Councillor TE Abrahams (DA)
Alderman K Adams (DA)
Councillor WJ Alexander (Patriotic Alliance)
Councillor P Daniels (DA)
Councillor S de Bruin (DA)
Councillor GJ Franse (DA)
Councillor JP Fredericks (FF Plus)
Councillor AL Gili (ANC)
Councillor LA Hardnek (Witzenberg Party)
Councillor JS Mouton (ANC)
Councillor MJ Ndaba (ANC)
Councillor N Nogcinisa (ANC)
Councillor N Phatsoane (ANC)
Councillor EM Sidego (DA) (Speaker) (Until item 4.1)
Alderman HJ Smit (DA) (Executive Mayor) (Until item 4.3)
Councillor D Swart (DA)
Councillor IL Swartz (EFF)
Alderman JJ Visagie (DA)
Councillor K Yisa (ANC)
Councillor J Zalie (ANC)

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)
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)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Speaker (Councillor E Sidego) welcomed everyone and requested Councillor TE Abrahams to open the meeting with a prayer.

The Speaker thanked former Councillor J Cloete of the Patriotic Alliance for his service during his period on the Council. She also welcomed to Council the newly elected Councillor W Alexander (PA), who replaces former Councillor J Cloete.

NOTED

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)

None

NOTED

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

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

NOTED

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

3.1 Request for withdrawal of motion of no confidence in Speaker and Mayor
(3/2/2)

A request, dated 6 October 2023, for the withdrawal of the motion of no confidence in the Speaker and Mayor, submitted on 16 August 2023, is attached as **annexure 3.1**.

Alderman JJ Visagie proposed that the motion of no confidence in the Speaker and Mayor, submitted on 16 August 2023, not be withdrawn.

Councillor AL Gili proposed, and clarified with reasons, that the motion be withdrawn.

The Speaker called for a vote on the matter and the outcomes were:

• In favour not to withdraw	10 votes
• In favour to withdraw	12 votes
• Abstained	1 vote
Total	23 votes

RESOLVED

that the motion of no confidence in the Speaker and Mayor, submitted on 16 August 2023, be withdrawn.

3.2 Request for withdrawal of all motions submitted by majority of Councillors (3/2/2)

A request, dated 6 October 2023, for the withdrawal of all motions submitted by the majority of Councillors before 2 October 2023 is attached as **annexure 3.2**.

UNANIMOUSLY RESOLVED

that all motions submitted by the majority of Councillors before 2 October 2023 be withdrawn.

3.3 Motion: No confidence and removal of Speaker from office (3/2/2)

A request, dated 6 October 2023, for an urgent meeting to table a motion of no confidence and the removal of the Speaker from office is attached as **annexure 3.3**.

Alderman JJ Visagie proposed and Alderman HJ Smit seconded that the motion not be accepted.

Councillor AL Gili proposed that the motion in terms of Section 29 of the Local Government Structures Act (Act 117 of 1998) and in terms of Section 18(2) when the majority of Councillors request the Speaker in writing to convene a Council meeting, the Speaker must convene a meeting at a time set out in the request.

RESOLVED

that the motion of no confidence and removal of the Speaker from office be accepted.

Items 4.1 and 4.2 were dealt with at this stage.

3.4 Motion: No confidence and removal of Executive Mayor from office (3/2/2)

A request, dated 6 October 2023, for an urgent meeting to table a motion of no confidence and the removal of the Executive Mayor from office is attached as **annexure 3.4**.

UNANIMOUSLY RESOLVED

that the motion of no confidence and removal of the Executive Mayor from office be accepted.

4. RESERVED POWERS

4.1 Election of a Speaker (3/1/1/4)

The Speaker called for nominations.

Alderman JJ Visagie proposed Councillor EM Sidego.

Councillor KA Robyn proposed Councillor P Heradien.

The Speaker called for a vote and the outcomes were:

• In favour of Councillor P Heradien	12 votes
• In favour of Councillor E Sidego	10 votes
• Spoiled ballot papier	1
Total	23 votes

RESOLVED

that Councillor P Heradien was democratically elected as the Speaker of Witzenberg Municipality by a majority of votes.

4.2 Handing over the chair to the Speaker (3/1/1/4)

Councillor E Sidego handed over the chair to Councillor P Heradien.

The Speaker's address to the public and Council is attached as **annexure 4.2**.

The following Councillors conveyed congratulations to the Speaker on his election:

- Councillor MJ Ndaba on behalf of the ANC
- Councillor WJ Alexander on behalf of the Patriotic Alliance
- Councillor KA Robyn on behalf of GOOD
- Alderman JJ Visagie on behalf of the DA
- Councillor LA Hardnek on behalf of the Witzenberg Party
- Councillor IL Swartz on behalf of the EFF

NOTED

4.3 Election of Executive Mayor (3/1/1/4)

The Speaker called for nominations.

Councillor AL Gili proposed Councillor KA Robyn.

There were no further nominations.

The Speaker declared in terms of Schedule 3, Section 5 of the Local Government: Municipal Structures Act (Act no. 117 of 1998) and Regulations that if only one candidate is nominated, the person presiding must declare that candidate being elected.

Councillor KA Robyn was thus uncontested democratically elected as the Executive Mayor of Witzenberg Municipality.

RESOLVED

that Councillor KA Robyn was uncontested democratically elected as the Executive Mayor of Witzenberg Municipality.

4.4 Acceptance speech by the Executive Mayor (03/1/1/4)

The acceptance speech of the Executive Mayor is attached as **annexure 4.4**.

The Executive Mayor said that the following Councillors are considered to be appointed as members of the Executive Mayoral Committee:

- Councillor WJ Alexander
- Councillor IL Swartz
- Councillor JS Mouton
- Councillor AL Gili
- Councillor K Yisa

The following Councillors conveyed congratulations to the Executive Mayor on her election:

- Councillor WJ Alexander on behalf of the Patriotic Alliance
- Councillor N Phatsoane on behalf of the ANC
- Councillor IL Swartz on behalf of the EFF
- Councillor LA Hardnek on behalf of the Witzenberg Party
- Alderman JJ Visagie on behalf of the DA alliance

NOTED

5. OTHER MATTERS

The Speaker requested a five minute caucus break to discuss the way forward with Council with the Executive Mayor and Executive Deputy Mayor.

After the caucus break the Speaker announced that a Special Council meeting will be held in the Town Hall, Voortrekker Street, Ceres on Monday, 23 October 2023 at 10:00.

NOTED

6. ADJOURNMENT / VERDAGING

The meeting adjourned at 10:43.

Approved on _____ with / without amendments.

_____
COUNCILLOR P HERADIEN
SPEAKER

/MJ Prins

MINUTES OF THE SPECIAL COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON TUESDAY, 24 OCTOBER 2023 AT 10:00

PRESENT

Councillors

Councillor P Heradien (ICOSA) (Speaker)
Councillor KA Robyn (GOOD) (Executive Mayor)
Councillor GG Laban (Executive Deputy Mayor) (Witzenberg Aksie)
Councillor TE Abrahams (DA)
Alderman K Adams (DA)
Councillor WJ Alexander (PA)
Councillor P Daniels (DA)
Councillor S de Bruin (DA)
Councillor GJ Franse (DA)
Councillor JP Fredericks (FF Plus)
Councillor AL Gili (ANC)
Councillor LA Hardnek (Witzenberg Party)
Councillor JS Mouton (ANC)
Councillor MJ Ndaba (ANC)
Councillor N Nogcinisa (ANC)
Councillor N Phatsoane (ANC)
Councillor EM Sidego (DA)
Alderman HJ Smit (DA)
Councillor D Swart (DA)
Councillor IL Swartz (EFF)
Alderman JJ Visagie (DA)
Councillor K Yisa (ANC)
Councillor J Zalie (ANC)

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Ms K Dingilizwe (on behalf of Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Mr J Kolkota (Deputy Director: Finance)
Ms N Oerson (Chief Executive Internal Auditor)
Ms L Nieuwenhuis (Manager: Legal Services)
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)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Speaker welcomed everyone present and requested Councillor P Daniels after that to open the meeting with a prayer.

NOTED

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

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

Councillor S de Bruin rendered an apology for being late due to a meeting at her work place, but will attend as soon as possible.

NOTED

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

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

NOTED

3. MATTERS RAISED BY THE SPEAKER

3.1 Matters raised by the Speaker

The Speaker shared an inspirational and motivational Thought of the Day with Council with the theme and motto of working together for the benefit of the communities and never to be selfish.

NOTED

3.2 Matters raised by the Executive Mayor

(a) The Executive Mayor conveyed sympathy to the family of Grayline Louw, a 14-year old child from Vredebes, Ceres, who drowned over the weekend.

(b) The Executive Mayor encouraged all residents to save water, especially during the summer season.

(c) The Executive Mayor announced the composition of the Mayoral Committee in terms of Section 60(2) of the Municipal Structures Act (117 of 1998) as follow:

(i) Councillor GG Laban (Deputy Executive Mayor) (Committee for Community Development)

(ii) Councillor IL Swartz (Committee for Housing Matters and Human Settlements)

(iii) Councillor WJ Alexander (Committee for Corporate and Financial Services)

(iv) Councillor JS Mouton (Committee for Technical Services)

(v) Councillor J Zalie (Committee for Local Economic Development and Tourism)

(vi) Councillor LA Hardnek (ex officio) (Chairperson: Municipal Public Accounts Committee)

NOTED

4. RESERVED POWERS

4.1 Section 79 and 80 Committees: Appointment of Executive Mayoral Committee / Chairpersons of Portfolio Committees (03/3/1/1)

A copy of Council's committee system is attached as **annexure 4.1**.

There has been a change in the political dispensation of Council and Council needs to appoint the members of the joint Section 79 and 80 Committees. The Executive Mayor is responsible for the appointment of the Chairpersons of the Section 79 and 80 Committees.

UNANIMOUSLY RESOLVED

(a) that the Chairpersons of the Portfolio Committees are:

(i) Councillor GG Laban (Deputy Executive Mayor) (Committee for Community Development)

(ii) Councillor IL Swartz (Committee for Housing Matters and Human Settlements)

(iii) Councillor WJ Alexander (Committee for Corporate and Financial Services)

(iv) Councillor JS Mouton (Committee for Technical Services)

(v) Councillor J Zalie (Committee for Local Economic Development and Tourism)

(vi) Councillor LA Hardnek (ex officio) (Chairperson: Municipal Public Accounts Committee)

(b) that the members of all the Portfolio Committees be announced at a later stage.

(c) that the Party Political Whips be requested that their respective nominees supra (b) be submitted to the Speaker.

(d) that all other Section 79 Committees also be completed at a later stage, i.e. Local Labour Forum etc.

Councillor P Daniels on behalf of the DA congratulated the newly appointed Portfolio Committee Chairpersons and wished them success.

4.2 Section 79 Committee: Composition of Municipal Public Accounts Committee (03/3/1/1)

Background

Council appointed the following members on the Municipal Public Accounts Committee as per Council resolution, dated 23 February 2022:

(i) Councillor LA Hardnek (WP): Chairperson
(ii) Councillor GJ Franse (DA)
(iii) Councillor J Cloete (PA)
(iv) Councillor IL Swartz (EFF)
(v) Councillor K Yisa (ANC)

Councillor JJ Cloete has resigned and has since been replaced by Councillor W Alexander. Councillor IL Swartz is also automatically disqualified to be a member of the Municipal Public Accounts Committee after the announcement of the Executive Mayor that Councillor Swartz has been appointed as a member of the Executive Mayoral Committee.

A copy of the Municipal Public Accounts Committee Charter is attached as **annexure 4.2**.

Councillor WJ Warrick proposed the following changes to the current Municipal Public Accounts Committee:

(a) that Councillor N Nogcinisa replaces former Councillor JJ Cloete.
(b) that Councillor AL Gili replaces Councillor K Yisa.
(c) that Councillor TE Abrahams replaced Councillor IL Swartz.

Alderman J Visagie raised objection against the proposal of Councillor TE Abrahams on grounds that the DA will decide themselves on their nominee and proposed Councillor EM Sidego.

Councillor WJ Alexander withdrew the proposal for Councillor TE Abrahams. All proposals were unanimously accepted.

UNANIMOUSLY RESOLVED

that the Municipal Public Accounts Committee will consist of:

(i) Councillor LA Hardnek (Witzenberg Party) (Chairperson)
(ii) Councillor N Nogcinisa (ANC)
(iii) Councillor AL Gili (ANC)
(iv) Councillor EM Sidego (DA)
(v) Councillor GJ Franse (DA)

Councillor Hardnek thanked Council for the confidence in her as Chairperson of the Municipal Public Accounts Committee.

Councillor N Phatsoane requested a caucus break on behalf of the ANC alliance from 10:35 until 10:55.

4.3 Establishment of Ad hoc Committee: Possible unauthorised expenditure: Rehabilitation of landfill site (3/R)

Council resolution 8.1.7 of 28 March 2023 is attached as **annexure 4.3**.

Council unanimously resolved on 28 March 2023:

(a) that Council established an Ad hoc Committee to investigate 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 P Heradien has since been elected as the Speaker of Council. In terms of the Structures Act: Roles and responsibilities of Speaker, the Speaker is not eligible to be a member of the abovementioned committee.

Councillor GG Laban mentioned that due to the election of Councillor P Heradien as Speaker a vacancy exists on the Ad hoc Committee which investigates the possible unauthorised, irregular or fruitless and wasteful expenditure with regard to the rehabilitation of the landfill site.

Councillor N Phatsoane accepted her nomination seconded by Councillor K Yisa.

Councillor GG Laban requested that the Ad hoc Committee determines a date to discuss all possible unauthorised, irregular or fruitless and wasteful expenditure. After this a long discussion followed on the matter with comments and inputs from various Councillors.

Councillor TE Abrahams mentioned that the purpose of the Ad hoc Committee was in terms of the Council resolution to investigate unauthorised, irregular or fruitless and wasteful expenditure with regard to the landfill site. The purpose of the resolution cannot be changed.

Councillor AL Gili was of the opinion that at a meeting Council was informed that there were unauthorised expenditures and Council resolved that all such unauthorised expenditures be investigated and not only the matter of the landfill site.

Councillor Abrahams mentioned that in the agenda Council dealt with the landfill site and not all matters of unauthorised expenditure.

Alderman Visagie confirmed that everyone in the DA alliance was in support of Councillor Abrahams.

Councillor Gili expressed concern that the DA alliance did not support investigation of all unauthorised expenditure, but only certain matters. On behalf of the ANC alliance the Councillor requested that the report which was submitted to National Treasury in respect of this matter be submitted to Council.

Councillor MJ Ndaba responded that everyone in the ANC alliance had requested that all unauthorised expenditure be investigated.

Councillor D Swart mentioned that if all unauthorised expenditures will be investigated, he removes himself from the Ad hoc Committee, because it fails the purpose for the establishment of the committee in terms of the Council resolution.

Alderman JJ Visagie argued that if other unauthorised expenditures must be investigated, then such an agenda item must be submitted to Council for discussion.

The Speaker requested a caucus break from 11:11 until 11:27 to consult the matter with the Chief Whips of the ANC and DA alliances.

After the caucus break Councillor MJ Ndaba proposed and Councillor GG Laban seconded that the Ad hoc Committee be authorised to investigate all unauthorised expenditure and submit a report to Council.

Alderman JJ Visagie proposed and Alderman K Adams seconded that only the unauthorised expenditure of the landfill site be investigated.

The Speaker called for a vote on the matter and the outcomes were:

Proposal	Votes in favour
(a) Only expenditure of landfill site	10 votes
(b) All unauthorised expenditures	12 votes
(c) Absentees	1 vote
Total votes	23

The Speaker declared in favour of the majority of votes that the Ad hoc Committee investigates all unauthorised expenditures.

RESOLVED

(a) that Councillor N Phatsoane be nominated to serve as a member of the Ad hoc Committee to investigate the possible unauthorised, irregular or fruitless and wasteful expenditure with regard to such expenditures and also replaced the newly elected Speaker, Councillor P Heradien.

(b) that the established Ad hoc Committee be authorised by Council to investigate all unauthorised, irregular or fruitless and wasteful expenditure in the municipality and submits a report to Council.

4.4 Council's representatives on outside bodies (3/1/1/5)

The following documents are attached:

(a) E-mail from the Department of Health: Cape Winelands District Office, dated 12 September 2023: **Annexure 4.4(a)**.

(b) Provincial Gazette Extraordinary, dated 5 July 2016: **Annexure 4.4(b)**.

(c) Nomination form: **Annexure 4.4(c)**.

(d) Council's representatives on outside bodies: **Annexure 4.4(d)**.

Councillor JS Mouton requested a caucus break from 11:40 until 11:55 for discussions with the ANC alliance.

UNANIMOUSLY RESOLVED

(a) that the following Councillors will represent the municipality on the SALGA Working Groups:

(i) Economic Development and Job Creation: Councillor J Zalie

(ii) Development Planning and Rural Development: Councillor J Zalie

(iii) Public Transport and Roads: Councillor J Mouton

(iv) Environmental Management and Climate Resilience: Executive Deputy Mayor, Councillor G Laban

(v) Municipal Capabilities and Institutional Resilience: Councillor W Alexander

(vi) Municipal Finance and Fiscal Policy: Councillor W Alexander

(vii) Electricity and Energy and Public Works: Councillor J Mouton

(viii) Water and Sanitation: Councillor J Mouton

(ix) Community Development and Security: Executive Deputy Mayor, Councillor G Laban

(x) Health: Executive Deputy Mayor, Councillor G Laban

(xi) Emergency Services and Disaster Management: Executive Mayor, Councillor K Robyn
Executive Deputy Mayor, Councillor G Laban (Secundi)

(xii) Governance and Intergovernmental Relations: Executive Mayor, Councillor K Robyn
Executive Deputy Mayor, Councillor G Laban (Secundi)

(b) that nominations for all other outstanding bodies and SALGA Working Groups be held in abeyance until the next meeting.

4.5 Municipal Cost Containment Policy (5/P)

The following documents are attached:

(a) Cost Containment Policy: **Annexure 4.5(a)**.
(b) Cost Containment Regulations: **Annexure 4.5(b)**.
(c) National Treasury MFMA Circular no. 97: **Annexure 4.5(c)**.

Council unanimously resolved on 11 December 2019 that the Municipal Cost Containment Policy Framework, after consideration, be approved, but that the policy framework be amended in future if necessary. A copy of the Government Gazette No 49142 dated 18 August 2023 "Remuneration of Public Office Bearers Act, 1998 (Act no 20 of 1998): Determination of upper limits of salaries, allowances and benefits of different members of municipal councils" is attached as **annexure 4.5(d)**, setting out the benefits that Councillors are entitled to.

UNANIMOUSLY RESOLVED

(a) that the matter in respect of the Municipal Cost Containment Policy be held in abeyance to be workshopped by Council and after that be tabled to Council again.

(b) that the matter in respect of Powers and Functions of the Speaker and Executive Mayor, related to the Organogram, also be workshopped by Council and after that be tabled to Council.

4.6 Approval of long-term contract: End-to-end voice over internet protocol and unified communication solution (Telephone system) (8/2/20/13)

The following documents are attached:

(a) Memorandum from Director: Finance, dated 20 October 2023: **Annexure 4.6(a)**.

(b) Advertisement and cost benefit analysis: **Annexure 4.6(b)**.

(c) Proposed contract **(Confidential)**: **Annexure 4.6(c)**.

UNANIMOUSLY RESOLVED

that Council approves the long-term contract for the supply, delivery installation, commissioning, and maintenance of an end-to-end voice over internet protocol and unified communication solution, including cabling, networking and connectivity for Witzenberg municipality for a period of five years, in terms of Section 33 of the Municipal Finance Management Act and authorises the Municipal Manager to sign the contract on behalf of the municipality.

4.7 Representatives on Cape Winelands District Municipality (3/1/1/5)

The election of the Witzenberg Municipal representatives to the Cape Winelands District Municipality was conducted by the IEC in terms of Schedule 2 of the Municipal Structures Act. In terms of the outcome of the elections the Democratic Alliance obtained two seats and the ANC one seat. Alderman K Adams and Councillor D Swart were elected as the DA representatives and Councillor N Phatsoane as the representative for the ANC.

The following documents are attached:

(a) Copy of the Council minutes of 22 November 2021: **Annexure 4.7(a)**.

(b) Directive for the election of representatives to the CWDM: **Annexure 4.7(b)**.

The newly elected Executive Mayor requested that the item be tabled to get clarity on whether the seats allocated to the parties can be changed.

A letter will be sent to the Provincial Electoral Officer to obtain clarity and will be tabled to Council at the meeting.

UNANIMOUSLY RESOLVED

that the matter in respect of representatives on the Cape Winelands District Municipality be held in abeyance pending a letter from the Independent Electoral Officer to obtain clarity.

5. ADJOURNMENT / VERDAGING

The meeting adjourned at 12:19.

Approved on _____ with / without amendments.

_____
COUNCILLOR P HERADIEN
SPEAKER

MINUTES OF THE SPECIAL COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON THURSDAY, 14 DECEMBER 2023 AT 09:00

PRESENT

Councillor EM Sidego (DA) (Speaker)
Councillor TE Abrahams (DA) (Executive Mayor)
Councillor GG Laban (Witzenberg Aksie) (Executive Deputy Mayor)
Alderman K Adams (DA)
Councillor P Daniels (DA)
Councillor S de Bruin (DA)
Councillor GJ Franse (DA)
Councillor JP Fredericks (FF Plus)
Councillor LA Hardnek (Witzenberg Party)
Alderman HJ Smit
Councillor D Swart
Alderman JJ Visagie

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr J Kolkota (Deputy Director: Finance)
Mr M Mpeluza (Director: Corporate Services)
Ms L Nieuwenhuis (Manager: Properties and Legal Services)
Mr CG Wessels (Manager: Administration)
Ms M Arendse-Smith (Chief Administrative Officer)
Mr CJ Titus (Committee Clerk)
Ms M Prins (Word Processor Operator)
Mr J Pieterse (Senior ICT Officer)
Mr M Njokweni (Interpreter)

Other attendees

Mr D O'Neill (Municipal Manager: Overstrand Municipality)
(Designated by Minister to chair meeting)

Dr A Karsten (Department of Local Government: Western Cape Government)

Mr M Sigasa (Department of Local Government: Western Cape Government)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson, Mr Dean O'Neill, opened the meeting and informed Council that he had been designated by Minister Anton Bredell, MEC for Local Government: Western Cape, to chair the meeting. The letter from Minister Bredell is attached as **annexure 1**.

NOTED

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

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

An application for leave of absence from the meeting was received from Councillor AL Gili.

UNANIMOUSLY RESOLVED

that all applications for leave of absence from the meeting will be held in abeyance until the next meeting.

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. MOTIONS AND NOTICE OF SUGGESTIONS

3.1 Request for withdrawal of motion of no confidence in Speaker and Executive Mayor (3/2/2)

A letter dated 11 December 2023, requesting the withdrawal of all motions submitted before 11 December 2023, is attached as **annexure 3.1**.

UNANIMOUSLY RESOLVED

that the request for the withdrawal of all motions, submitted before 11 December 2023, be approved and accepted.

3.2 Motion: No confidence and removal of Speaker from office (3/2/2)

A request, dated 11 December 2023, for an urgent meeting to table a motion of no confidence and the removal of the Speaker from office is attached as **annexure 3.2**.

UNANIMOUSLY RESOLVED

that the motion of no confidence and the removal of the Speaker from office be approved and accepted.

3.3 Election of a Speaker (3/1/1/4)

Alderman JJ Visagie proposed and Councillor P Daniels seconded that Councillor EM Sidego be elected as the Speaker of Witzenberg Municipality.

There were no further nominations.

UNANIMOUSLY RESOLVED

that Councillor EM Sidego unopposed be elected as the Speaker of Witzenberg Municipality.

3.4 Acceptance speech by the Speaker (03/1/1/4)

The Speaker delivered an acceptance speech which is attached as **annexure 3.4**.

NOTED

3.5 Handing over the chair to the Speaker (3/1/1/4)

The Speaker took over the chair to preside over the meeting.

NOTED

3.6 Motion: No confidence and removal of Executive Mayor from office (3/2/2)

A request, dated 11 December 2023, for an urgent meeting to table a motion of no confidence and the removal of the Executive Mayor from office is attached as **annexure 3.6**.

UNANIMOUSLY RESOLVED

that the motion of no confidence and the removal of the Executive Mayor from office be approved and accepted.

3.7 Election of Executive Mayor (3/1/1/4)

Alderman JJ Visagie proposed and Councillor P Daniels seconded that Councillor TE Abrahams be elected as the Executive Mayor of Witzenberg Municipality.

There were no further nominations.

UNANIMOUSLY RESOLVED

that Councillor TE Abrahams unopposed be elected as the Executive Mayor of Witzenberg Municipality.

3.8 Acceptance speech by the Executive Mayor (03/1/1/4)

The Executive Mayor delivered an acceptance speech which is attached as **annexure 3.8**.

NOTED

4. OTHER MATTERS

The Speaker announced that the Council meeting scheduled for 14 December 2023 at 14:00, has been cancelled.

The next Council meeting will be held in the Town Hall, Voortrekker Street, Ceres on Wednesday, 20 December 2023 at 10:00.

NOTED

5. ADJOURNMENT

The meeting adjourned at 09:30.

Approved on _____ with / without amendments.

_____
COUNCILLOR EM SIDEGO
SPEAKER

MJ Prins

MINUTES OF THE SPECIAL COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON WEDNESDAY, 20 DECEMBER 2023 AT 09:00

PRESENT

Councillors

Councillor EM Sidego (DA) (Speaker)
Councillor TE Abrahams (DA) (Executive Mayor)
Councillor GG Laban (Witzenberg Aksie) (Executive Deputy Mayor)
Alderman K Adams (DA)
Councillor WJ Alexander (Patriotic Alliance)
Councillor P Daniels (DA)
Councillor S de Bruin (DA)
Councillor GJ Franse (DA)
Councillor JP Fredericks (FF Plus)
Councillor P Hardnek (Witzenberg Party)
Councillor JF Nel (ICOSA)
Alderman HJ Smit (DA)
Councillor D Swart (DA)
Alderman JJ Visagie (DA)

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr E Lintnaar (Acting Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Ms L Nieuwenhuis (Manager: Legal Services)
Mr G Louw (Head: Internal Audit)
Ms R Hendricks (Manager: Communication and Marketing)
Mr CG Wessels (Manager: Administration)
Ms M Arendse-Smith (Chief Administrative Officer)
Mr C Titus (Committee Clerk)
Mr J Pieterse (Senior ICT Officer)
Mr M Njokweni (Interpreter)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

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

The Speaker welcomed in particular Councillor JF Nel, the newly appointed Council member for ICOSA. The Speaker also thanked the former Councillor P Heradien for his services rendered as a Councillor.

NOTED

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

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

An application for leave of absence from the meeting was received from Councillor K Yisa.

UNANIMOUSLY RESOLVED

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

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

(a) The Speaker congratulated the Municipal Manager on his birthday and expressed God's blessings upon his life and best wishes for him and his family during the festive season.

(b) The Speaker thanked Mr G Louw, the Head of Internal Audit, on his retirement for services rendered during his time at Witzenberg Municipality. She wished him well. The Municipal Manager gave a background of the history of Mr Louw at Witzenberg Municipality and his excellent performance since his appointment in 2012. The Municipal Manager expressed his gratitude for services rendered to the municipality with excellence.

(c) The Speaker welcomed Councillor JF Nel as a member of Council for ICOSA.

NOTED

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

(a) The Executive Mayor expressed his gratitude towards the Municipal Manager, the Administration, the coalition partners of the DA, the DA Councillors and members of the public for rendering support and assistance to the municipality.

(b) The Executive Mayor wished everybody a blessed festive season.

NOTED

3.3 Matters raised by the Municipal Manager

(a) The Municipal Manager thanked the Speaker and Council for their kind words on his birthday and the expression of God's blessing on him and his family for the festive season.

(b) The Municipal Manager mentioned that he will distribute all emergency numbers to all Councillors for use during the recess period, if necessary.

(c) The Municipal Manager mentioned that he will be available until 3 January 2024 and after that will be on leave for a few days.

(d) The Municipal Manager expressed his best wishes to Council for the festive season. He mentioned with concern that since 2021 the Council did not really take hands. He wished Council well in this regard and that 2024 will be a year of great achievements and working together.

NOTED

4. RESERVED POWERS

4.1 Draft Annual Report 2022/2023 (9/1/1)

Memorandum from Director: Finance, dated 28 November 2023:

"**1. Purpose**

The purpose of this report is to table the draft unaudited Annual Report for 2022/2023 to Council.

2. Legal framework

In terms of Section 127(2) of the Municipal Finance Management Act (Act 56 of 2003), the mayor of a municipality must, within seven months after the end of a financial year, table in the municipal council the annual report of the municipality and of any municipal entity under the municipality's sole or shared control. In terms of the Municipal Finance Management Act Council must adopt the final Audit Report within two months after the tabling of the Annual Report. The Annual Report will now be advertised for public comments.

In terms of Council's delegations, the Municipal Public Accounts Committee is the oversight committee which must compile an oversight report for consideration by Council before the Annual Report is adopted. The Annual Report includes the audited Financial Statements as well as the Audit Report of the Auditor-general of South Africa.

3. Discussion

The draft annual report for 2022/2023 is attached as **annexure 4.1**."

UNANIMOUSLY RESOLVED

(a) that notice be taken of the Draft Witzenberg Municipality Annual Report for 2022/2023.

(b) that a Public Participation Process be followed as prescribed by law.

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

(d) that the following schedule for consideration of the report be adopted:

(i) Advertisement in local newspaper on or before 15 December 2023.

(ii) The Municipal Public Accounts Committee compiles an oversight report on the Draft Annual Report on or before 17 January 2024.

(iii) Council considers approval of the Annual Report and oversight report on or before 25 January 2024.

4.2. Announcement of appointment of members of Executive Mayoral Committee by the Executive Mayor (03/1/1/4)

The members of the Executive Mayoral Committee will be announced by the Executive Mayor.

UNANIMOUSLY RESOLVED

That notice be taken of the appointment of the Executive Mayoral Committee as follows:

(a) Councillor GG Laban: Portfolio for Community Development

(b) Councillor JP Fredericks: Portfolio for Corporate and Financial Services

(c) Councillor P Daniels: Portfolio for Local Economic Development and Tourism

(d) Alderman HJ Smit: Portfolio for Technical Services

(e) Alderman K Adams: Portfolio for Housing Matters

(f) Ex officio members:

(i) Councillor EM Sidego (Speaker)

(ii) Councillor LA Hardnek (Chairperson of the Municipal Public Accounts Committee)

4.3 Council matters: Council recess for festive season 2023/2024 (3/1/2/3)

The Executive Mayoral Committee resolved on 18 December 2023 to recommend to Council:

(a) that the recess period of Council for the 2023/2024 festive season will be from 21 December 2023 until 12 January 2024.

(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 Executive Deputy Mayor will be on standby during the recess period.

UNANIMOUSLY RESOLVED

(a) that the recess period of Council for the 2023/2024 festive season will be from 21 December 2023 until 12 January 2024.

(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 Executive Deputy Mayor will be on standby during the recess period.

4.4 Reconnection of electricity over the festive season (5/12/1/R)

A memorandum from the Director: Finance, dated 28 November 2023, is attached as **annexure 4.4**.

The Executive Mayoral Committee resolved on 18 December 2023 to recommend to Council:

(a) that all residents have access to electricity and that no credit control measures be implemented for the period 21 December 2023 until 3 January 2024.

(b) Consumers whose electricity are disconnected because of tampering with their meters are excluded from this resolution.

(c) that the 30 % auxiliary be implemented for all consumers with prepayment electricity meters whose accounts are in arrears.

(d) that conventional consumers pay a deposit of R1 000-00 as their electricity is supplied in advance.

UNANIMOUSLY RESOLVED

(a) that all residents have access to electricity and that no credit control measures be implemented for the period 21 December 2023 until 3 January 2024.

(b) Consumers whose electricity are disconnected because of tampering with their meters are excluded from this resolution.

(c) that the 30 % auxiliary be implemented for all consumers with prepayment electricity meters whose accounts are in arrears.

(d) that conventional consumers pay a deposit of R1 000-00 as their electricity is supplied in advance.

4.5 Proposed Council meeting program: January until June 2024 (3/1/2/3)

Memorandum from Manager: Administration, dated 5 December 2023:

"**1. Purpose**

To obtain the approval of the Executive Mayoral Committee as well as Council for the proposed Council meeting program for January until June 2024.

2. For decision

Council.

3. Executive summary

The Council meeting program and meeting schedule for January until June 2024 is attached as **annexure 4.5**. It is recommended that the attached program for the period January until June 2024 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. SALGA indicated that due to the National and Provincial elections during the first semester of 2024, they are unable to plan any SALGA Working Group meetings during this period. Dates will be made available after the elections. The Council meeting program takes the position of SALGA into consideration and includes meeting dates from January until June 2024. The meeting dates for July until December 2024 will be tabled after the elections.

Council is requested to approve the meeting program for January until June 2024. 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 June 2024. This exceeds the minimum requirement of one meeting per quarter as prescribed.

All legislative and policy requirements are complied with."

The Executive Mayoral Committee resolved on 18 December 2023 to recommend to Council that the proposed Council meeting program for January until June 2024 be approved.

UNANIMOUSLY RESOLVED

that the proposed Council meeting program for January until June 2024 be approved.

5. URGENT MATTERS

5.1 Alienation, subdivision and consolidation of a portion of erf 2622, Schoonvlei industrial area, Ceres (LED project) (7/1/4/2)

Council unanimously resolved per item 8.3.1 of 29 November 2022 that the matter in respect of the proposed erf 2622 for Schoonvlei Small Medium Micro Business HUB, corner of Bank and Forel Street, Bella Vista, Ceres be held in abeyance and further information be obtained.

Report from Municipal Manager, dated 14 December 2023:

"**Background**

The subdivision of erf 2622, Schoonvlei, Ceres was approved subject to certain conditions. In terms of Council's policy on the contribution of bulk levies (development charge per service) any potential buyer will have to pay the bulk contribution cost as set out in **annexure 5.1(a)**. The minimum cost in terms of the industrial zoning of the erf will be R681 578-07 per unit. This excludes the market related cost of the erf. The market related cost of the subdivided erven is attached as **annexure 5.1(b)**. When Council deliberated on the matter the idea was to empower the previously disadvantaged sector of our community who has not benefited from any land acquisition in the past. Council also wanted to cater for the small business people within the Schoonvlei industrial park. The payment of the development cost makes it economically unviable and unaffordable for any small business person to purchase the property from Council. Council is requested to consider to waive the development charges for upcoming and small business entrepreneurs from the previously disadvantaged communities.

LED project

Two local business men, Messrs Michael van Schalkwyk and Jerome Adrian Januarie, from the previously disadvantaged community are leasing buildings from one of the owners of property in the Schoonvlei industrial area for purposes of packing shed facilities. Both are trading with fruit and vegetables under their own name and style with a gross profit of between R2.5 million to R7.00 million per annum. Messrs Van Schalkwyk and Januarie are in the process of registering their legal entities (private company). In total the two businesses are employing approximately 50 people in off-season and close to 150 during peak season time. The two business men came to the municipality and advised that they are about to be evicted and were in fear of having to close their businesses.

The municipality has earmarked Schoonvlei as an area where Council wants to see local business people thriving and emancipated from the previous apartheid regime. The high development cost is making it extremely difficult to sell property in Schoonvlei that has been set aside for the previously disadvantaged community. The Local Economic Development Policy of Council has as its object the creation of job opportunities and the empowerment of our communities. If the two businesses are not assisted they might lose their income and also the job opportunities that they are creating.
There are no other industrial land available where they can be accommodated. During an interview both business men indicated that their requirements in terms of land are more or less the same. The gentlemen want to erect a small store, with a steel structure, with the option of extending same in future. The land must be enough to cater for the loading of fruit cartons with a truck and trailer. The potential land identified is marked X on the registered subdivision plan of Riding & Watt. The portions G, I and J will have to be consolidated, but will bring it in line with the size of portion H of the said plan.

Municipal services

All the municipal service delivery sections have provided their inputs as per the email from the Senior Manager: Properties and Legal Services, attached as **annexure 5.1(c)**.

Legal implications

These subdivided erven is not required for basic service delivery as envisaged by Section 40 of the Municipal Finance Management Act. Council's intention to sell the property to Messrs Van Schalkwyk and Januarie will be advertised in the local newspaper to make the process open and transparent and to meet the requirements of the Constitution.

Financial implications

Council will not receive any development charges income in terms of Council's policy if the cost is waived. If the property is sold it will be sold at market related price and Council's income will be from the services delivered at the erven as well as future rates."

The Municipal Manager tabled the matter *Alienation, subdivision and consolidation of a portion of erf 2622, Schoonvlei industrial area, Ceres (LED project)* at the Executive Mayoral Committee meeting of 18 December 2023.

The following were highlighted:

- That land is made available to the disadvantaged community, because no one has ownership of land in the Schoonvlei industrial area.
- That the land is subdivided in portions and registered by the Land Surveyor.
- The property is adjacent to the municipal HUB and approximately 8 000 hectares in size.

- Two disadvantaged business entrepreneurs are interested and lease property, but due to huge costs are not in a position to pay and have received notice to vacate the property.
- A process of deviation will be followed to ensure that the land is sold to them directly.
- The Executive Mayor and Executive Deputy Mayor will consult with the MEC for Rural Development to assist with capital and/or infrastructure.
- The property is not required for minimum basic municipal services.
- None of the relevant departments have any objections except the Department Electricity, but they have indicated to request the minimum capacity.
- With regard to water and sanitation, only connection fees are needed.
- The matter is regarded as urgent, because the entrepreneurs can be left stranded during January 2024 if they receive notice to vacate. However, if Council approves the development, the interested business men can consult with financial institutions to ensure that funding is available.

The Executive Mayoral Committee resolved on 18 December 2023 to recommend to Council:

(a) that portions G, I, J and H of erf 2622, Schoonvlei industrial area, Ceres, as set out in the registered subdivision plan, as prepared by Land Surveyor Riding and Watt, are not required for basic municipal services as per the Municipal Finance Management Act.

(b) that portions G, I and J be consolidated and that the process of the consolidation be for the account of the purchaser.

(c) that the to be registered new erf (consolidation of G, I and J) and H be alienated to Messrs Januarie and Van Schalkwyk at market related price.

(d) that the new erf be offered to Mr Januarie and the portion H be offered to Mr Van Schalkwyk.

(e) that the Executive Mayor and Executive Deputy Mayor be mandated to engage with the provincial MEC for provincial infrastructure and public services with the view of seeking financial assistance to subsidise the development cost of the area.

(f) that the Municipal Manager be mandated to sign all the relevant documentation necessary to effect the transfer of the properties.

(g) that all cost incidental to the sale and transfer of the property will be for the purchasers.

(h) that the alienated land not be sold for a market related price, but at a selling price of R100-00 per square metre and that portions G, I, J and H be consolidated.

(i) that Council's intention of selling the property be advertised in the local newspaper to obtain objections, if any.

UNANIMOUSLY RESOLVED

(a) that portions G, I, J and H of erf 2622, Schoonvlei industrial area, Ceres, as set out in the registered subdivision plan, as prepared by Land Surveyor Riding and Watt, are not required for basic municipal services as per the Municipal Finance Management Act.

(b) that portions G, I and J be consolidated and that the process of the consolidation be for the account of the purchaser.

(c) that the to be registered new erf (consolidation of G, I and J) and H be alienated to Messrs Januarie and Van Schalkwyk at market related price.

(d) that the new erf be offered to Mr Januarie and the portion H be offered to Mr Van Schalkwyk.

(e) that the Executive Mayor and Executive Deputy Mayor be mandated to engage with the provincial MEC for provincial infrastructure and public services with the view of seeking financial assistance to subsidise the development cost of the area.

(f) that the Municipal Manager be mandated to sign all the relevant documentation necessary to effect the transfer of the properties.

(g) that all cost incidental to the sale and transfer of the property will be for the purchasers.

(h) that the alienated land not be sold for a market related price, but at a selling price of R100-00 per square metre and that portions G, I, J and H be consolidated.

(i) that Council's intention of selling the property be advertised in the local newspaper to obtain objections, if any.

5.2 Section 79 Committee: Composition of Municipal Public Accounts Committee (3/3/1/1)

Council unanimously resolved on 24 October 2023 that the Municipal Public Accounts Committee will consist of:

(i) Councillor LA Hardnek (Witzenberg Party) (Chairperson)
(ii) Councillor N Nogcinisa (ANC)
(iii) Councillor AL Gili (ANC)
(iv) Councillor EM Sidego (DA)

(v) Councillor GJ Franse (DA)

A Municipal Public Accounts Committee is scheduled for 15 January 2024 to consider the Annual Report and to make recommendations to Council in terms of Council's Policy, the MPAC Charter and Section 79(a) of the Municipal Structures Act.

Councillor Sidego has since the meeting of 24 October 2023 been elected as the Speaker of Council, which makes the Councillor ineligible as a member of the Municipal Public Accounts Committee. Councillor G Franse has also indicated that she does not want to be a member of the MPAC anymore. The Municipal Public Accounts Committee consists of five members and Council is requested to appoint two further members to the Committee.

UNANIMOUSLY RESOLVED

That the composition of the Municipal Public Accounts Committee be amended and established as follows:

(i) Councillor LA Hardnek (Witzenberg Party): Chairperson
(ii) Councillor N Nogcinisa (ANC)
(iii) Councillor AL Gili (ANC)
(iv) Councillor JF Nel (ICOSA)
(v) Alderman JJ Visagie (DA)

6. ADJOURNMENT

The meeting adjourned at 09:48.

Approved on _____ with / without amendments.

_____
COUNCILLOR EM SIDEGO
SPEAKER

/MJ Prins

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON WEDNESDAY, 24 JANUARY 2024 AT 10:00

PRESENT

Councillors

Councillor EM Sidego (Speaker) (DA)
Councillor TE Abrahams (Executive Mayor) (DA)
Councillor GG Laban (Executive Deputy Mayor) (Witzenberg Aksie)
Alderman K Adams (DA)
Councillor WJ Alexander (PA)
Councillor P Daniels (DA)
Councillor S de Bruin (DA)
Councillor GJ Franse (DA)
Councillor JP Fredericks (FF Plus)
Councillor AL Gili (ANC)
Councillor LA Hardnek (Witzenberg Party)
Councillor JS Mouton (ANC)
Councillor JF Nel (ICOSA)
Councillor N Nogcinisa (ANC)
Councillor N Phatsoane (ANC)
Councillor KA Robyn (GOOD)
Alderman HJ Smit (DA)
Councillor D Swart (DA)
Councillor IL Swartz (EFF)
Alderman JJ Visagie (DA)
Councillor K Yisa (ANC)

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr J Barnard (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Ms N Oerson (Chief Internal Audit Executive)
Ms M Nieuwenhuis (Manager: Legal Services)
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)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

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

NOTED

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

2.1 Consideration of application for leave of absence Aansoeke om verlof tot afwesigheid (3/1/2/1)

An application for leave of absence from the meeting was received from Councillor J Zalie due to the visit of Gift of the Givers to Ward 7 to assist and support after the devastating fire.

UNANIMOUSLY RESOLVED

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

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

(a) The Confidentiality and Conflict of Interest Declaration was duly signed by all Councillors.

(b) Councillor TE Abrahams declared a conflict of interest with regard to item 8.1.19 (Finance: Writing off of interest and arrears: Welfare organisations) in respect of Pieter Strauss Home for the Aged.

(c) Councillor L Hardnek declared a conflict of interest with regard to item 8.1.19 (Finance: Writing off of interest and arrears: Welfare organisations) in respect of HM Beets Bewaarskool.

NOTED

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

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

(a) The Speaker conveyed Council's congratulations to the following spouses of Councillors on their birthdays:

- Mr K de Bruin 15 January
- Ms F Adams 24 January

(b) Councillor J Mouton expressed condolences to the family of Noluthandi Venesia (Thandi), Mlomzale, a girl from Wolseley, who was brutally killed.

Councillor Mouton also thanked the Executive Mayor for his assistance during the passing of her cousin and uncle, Mr Joseph (Boetie) Booysen.

NOTED.

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

(a) The Speaker thanked the Executive Mayor and Executive Deputy Mayor for rendering services during the festive season and wished all Councillors and the Administration a blessed 2024.

(b) The Speaker congratulated all successful matriculants of the class of 2023 in the Witzenberg area, especially the Tulbagh High School which increased in performance noteworthy.

(c) The Speaker mentioned that she will call a meeting with all Ward Councillors to discuss Ward committees.

(d) The Speaker thanked all Councillors who had visited schools with the opening to wish them well.

NOTED

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

(a) The Executive Mayor welcomed back Council, the Administration and members of the public after the festive season and expressed to all a blessed and prosperous 2024.

(b) The Executive Mayor mentioned that a huge backlog is experienced in the municipality and that Councillors must accept that more meetings per day will be called.

(c) The Executive Mayor announced that after a meeting with the DA alliance it was decided that all Mayoral Committee members will resume duties at 08:30. If a member is not in the Ceres office it will be assumed that such member is in his/her Ward office and work until the end of the day.

(d) The Executive Mayor reported that during the festive season no murder cases were experienced, but fires at Pieter Strauss Home for the Aged in Ceres and the dumping site in Prince Alfred's Hamlet.

(e) The Executive Mayor mentioned that the municipality must at all times be disaster ready and must increase their stock of materials and food to assist the victims involved in the disasters.

(f) The Executive Mayor requested that Administration attend to public members who light fires and inform such in good time.

(g) The Executive Mayor congratulated all successful matriculants and encouraged those who were not so successful.

(h) The Executive Mayor requested all Councillors to ensure that they sign the attendance register of Council meetings.

(i) The Executive Mayor requested Council to complete the SASRIA and Declaration of Interest forms without delay.

(j) The Executive Mayor expressed condolences to the Reddy family whose two-year old boy had drowned and also to Alderman J Visagie with the passing of his nephew.

(k) Councillor A Gili expressed gratitude to the Executive Mayor for attending to matters in Nduli and areas elsewhere which were previously neglected by Mayors. The communication is especially noteworthy.

NOTED

3.4 Matters raised by the Municipal Manager
Sake deur die Munisipale Bestuurder geopper

(a) The Municipal Manager mentioned that serious electricity problems are experienced at the power station and the transformer in Bon Chretien Street. An information letter will be distributed.

(b) The Municipal Manager reported that the fire at Kluitjieskraal plantation in Wolseley is under control, but that smoke is still present.

(c) Councillors K Robyn and W Alexander reported that residents in Bella Vista, Ceres are dissatisfied with the supply of electricity and that they angrily confront Councillors at their homes.

(d) Councillor J Mouton complimented the Director: Technical Services on his availability and rendering services when necessary. Councillor A Gili was of the opinion that preference is given to white areas, but not similar in non-white areas.

NOTED

4. MINUTES / NOTULES

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

UNANIMOUSLY RESOLVED

that consideration of corrections to the minutes be held in abeyance until the next meeting.

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)**.

Council resolved on 28 March 2023:

(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.

The following minutes are further attached:

(e) Council meeting, held on 30 May 2023: **Annexure 4.2(e)**.

(f) Special Council meeting, held on 6 June 2023: **Annexure 4.2(f)**.

(g) Special Council meeting, held on 24 July 2023: **Annexure 4.2(g)**.

(h) Council meeting, held on 25 August 2023: **Annexure 4.2(h)**.

(i) Special Council meeting, held on 17 October 2023: **Annexure 4.2(i)**.

(j) Special Council meeting, held on 24 October 2023: **Annexure 4.2(j)**.

(k) Special Council meeting, held on 14 December 2023: **Annexure 4.2(k)**.

(l) Special Council meeting, held on 20 December 2023: **Annexure 4.2(l)**.

The following recommendation was tabled to Council:

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

(a) Council meeting, held on 23 February 2022.
(b) Council meeting, held on 26 October 2022.
(c) Council meeting, held on 9 November 2022.
(d) Council meeting, held on 29 November 2022.
(e) Council meeting, held on 30 May 2023.
(f) Special Council meeting, held on 6 June 2023.
(g) Special Council meeting, held on 24 July 2023.
(h) Council meeting, held on 25 August 2023.
(i) Special Council meeting, held on 17 October 2023.
(j) Special Council meeting, held on 24 October 2023.
(k) Special Council meeting, held on 14 December 2023.
(l) Special Council meeting, held on 20 December 2023.

UNANIMOUSLY RESOLVED

that the approval of the minutes be held in abeyance until the next meeting.

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

None

NOTED

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 following minutes are attached:

(a) Committee for Technical Services, held on 15 September 2021: **Annexure 7.1(a)**.

(b) Committee for Technical Services, held on 5 April 2022: **Annexure 7.1(b)**.

(c) Municipal Public Accounts Committee, held on 10 November 2022: **Annexure 7.1(c)**.

(d) Municipal Public Accounts Committee, held on 17 January 2023: **Annexure 7.1(d)**.

(e) Committee for Technical Services, held on 14 March 2023: **Annexure 7.1(e)**.

(f) Executive Mayoral Committee, held on 27 March 2023: **Annexure 7.1(f)**.

(g) Committee for Technical Services, held on 18 April 2023: **Annexure 7.1(g)**.

(h) Performance, Risk and Audit Committee, held on 24 April 2023: **Annexure 7.1(h)**.

(i) Executive Mayoral Committee, held on 24 May 2023: **Annexure 7.1(i)**.

(j) Performance, Risk and Audit Committee, held on 28 July 2023: **Annexure 7.1(j)**.

(k) Performance, Risk and Audit Committee, held on 18 August 2023: **Annexure 7.1(k)**.

(l) Municipal Public Accounts Committee, held on 31 August 2023: **Annexure 7.1(l)**.

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.

7.2 Approval of minutes: Executive Mayoral Committee meeting 23 August 2023 (3/1/2/3)

The minutes of the Executive Mayoral Committee meeting, held on 23 August 2023, are attached as **annexure 7.2**.

The Executive Mayoral Committee resolved on 14 November 2023 that the minutes of the Executive Mayoral Committee meeting, held on 23 August 2023, be referred to Council for approval as none of the current Executive Mayoral Committee members had attended the abovementioned meeting.

UNANIMOUSLY RESOLVED

that the minutes of the Executive Mayoral Committee meeting, held on 23 August 2023, be approved and signed by the Chairperson.

EENPARIG BESLUIT

dat die notule van die Uitvoerende Burgemeesterskomitee-vergadering, gehou op 23 Augustus 2023, goedgekeur en deur die Voorsitter onderteken word.

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktoraat Finansies / Directorate Finance

8.1.1 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 8.1.1**.

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.

A lengthy discussion, in which various Councillors took part, was held on the matter.

UNANIMOUSLY RESOLVED

(a) that the matter in respect of the implementation of the Debt Collection and Credit Control Policy be held in abeyance.

(b) that Council determines dates for the public participation meetings and after that a workshop for further deliberation.

8.1.2 Performance, Risk and Audit Committee Charter with effect from 1 July 2023 (5/14/4)

The Performance, Risk and Audit Committee Charter with effect from 1 July 2023 is attached as **annexure 8.1.2**.

The Performance, Risk and Audit Committee resolved on 28 July 2023:

(a) That notice be taken of the Performance, Risk and Audit Committee Charter with effect from 1 July 2023.

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

that the Performance, Risk and Audit Committee Charter with effect from 1 July 2023, after consideration, be approved.

UNANIMOUSLY RESOLVED

that the Performance, Risk and Audit Committee Charter with effect from 1 July 2023, after consideration, be approved.

8.1.3 Municipal Public Accounts Committee (MPAC) Charter / Munisipale Publieke Komitee (MPAC) Handves / Ikomiti kaMasispala yee-akhawunti zoluntu (MPAC)
(3/3/P)

The following documents are attached:

(a) MPAC Charter alignment with Section 79A: **Annexure 8.1.3(a)**.
(b) Extract from Guide and Toolkit for MPAC's: **Annexure 8.1.3(b)**.
(c) MPAC Charter 2022: **Annexure 8.1.3(c)**.

The Municipal Public Accounts Committee resolved on 31 August 2023 to recommend to Council that notice be taken of the Municipal Public Accounts Committee (MPAC) Charter and, after consideration, same be approved and accepted.

UNANIMOUSLY RESOLVED

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

8.1.4 Annual Report, Financial Statements and Oversight Report: 2022/2023
(9/1/1)

The Municipal Finance Management Act (Section 129(1)) states that:

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

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

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

The following documents are attached:

(a) MPAC Oversight Report on Annual Report 2022/2023: **Annexure 8.1.4(a)**.

(b) Annual Report 2022/2023: **Annexure 8.1.4(b)**.

(c) MPAC checklist for considering 2022/2023 Annual Report: **Annexure 8.1.4(c)**.

The Municipal Public Accounts Committee resolved on 15 January 2024:

(a) that the MPAC considered and finalised the MPAC Oversight Report during the meeting and submitted the signed report to the Municipal Manager for attachment to the final 2022/2023 Annual Report.

(b) that the Municipal Public Accounts Committee recommends to Council:

(i) that Council takes notice of the MPAC Oversight Report in the Annual Report 2022/2023 and, after consideration, accepts same.

(ii) that, having fully considered the 2022/2023 Annual Report of the Witzenberg Municipality, it is recommended that Council adopts the 2022/2023 Oversight Report and approves the 2022/2023 Annual Report without reservations.

(c) that the cross-reference numbering of the agenda pack be more user friendly.

UNANIMOUSLY RESOLVED

(a) that, after consideration, the MPAC Oversight Report of the 2022/2023 Annual Report is adopted.

(b) that, having fully considered the 2022/2023 Annual Report of the Witzenberg Municipality, Council approves the 2022/2023 Annual Report without reservations.

8.1.5 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 8.1.5**.

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.

Council unanimously resolved on 30 May 2023 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.

The Municipal Public Accounts Committee resolved on 31 August 2023 to recommend to Council that the Quarterly Budget Statement [Section 52(d)] Report for the 1st Quarter of 2022/2023 be approved and accepted by Council.

UNANIMOUSLY RESOLVED

that the Quarterly Budget Statement [Section 52(d)] Report for the 1st Quarter of 2022/2023 be approved and accepted by Council.

8.1.6 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 8.1.6**."

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.

Council unanimously resolved on 30 May 2023 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.

The Municipal Public Accounts Committee resolved on 31 August 2023 to recommend to Council that the Quarterly Budget Statement [Section 52(d)] Report for the 2ndt Quarter of 2022/2023 be approved and accepted by Council.

UNANIMOUSLY RESOLVED

that the Quarterly Budget Statement [Section 52(d)] Report for the 2nd Quarter of 2022/2023 be approved and accepted by Council.

8.1.7 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 8.1.7**.

Council unanimously resolved on 30 May 2023:

(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.

The Performance, Risk and Audit Committee resolved on 28 July 2023 to recommend to Council that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the third quarter of 2022/2023 and, after consideration, same be approved.

The Municipal Public Accounts Committee resolved on 31 August 2023 to recommend to Council that the Quarterly Budget Statement [Section 52(d)] Report for the 3rd Quarter of 2022/2023 be approved and accepted by Council.

UNANIMOUSLY RESOLVED

that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the third quarter of 2022/2023 and, after consideration, same be approved and accepted.

8.1.8 Section 71 Monthly Budget Statement Reports of Directorate Finance: March, April, May, June, July, August, September, October, November and December 2023 (9/1/2/2)

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

(a) March 2023: **Annexure 8.1.8(a)**
(b) April 2023: **Annexure 8.1.8(b)**
(c) May 2023: **Annexure 8.1.8(c)**
(d) June 2023: **Annexure 8.1.8(d)**
(e) July 2023: **Annexure 8.1.8(e)**
(f) August 2023: **Annexure 8.1.8(f)**
(g) September 2023: **Annexure 8.1.8(g)**
(h) October 2023: **Annexure 8.1.8(h)**
(i) November 2023: **Annexure 8.1.8(i)**
(j) December 2023: **Annexure 8.1.8(j)**

The Performance, Risk and Audit Committee resolved on 28 July 2023:

(a) that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for March, April and May 2023.

(b) that the Performance, Risk and Audit Committee recommends the Section 71 Monthly Budget Statement Reports of the Directorate Finance for March, April and May 2023 to Council for consideration.

The Committee for Corporate and Financial resolved on 19 September 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 March, April, May, June and July 2023 and same be accepted.

The Executive Mayoral Committee resolved on 14 November 2023 to recommend to Council that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for March, April, May, June and July 2023 and, after consideration, same be accepted.

The Performance, Risk and Audit Committee resolved on 3 November 2023 to recommend to Council that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for June, July, August and September 2023 and, after consideration, same be accepted.

The Committee for Corporate and Financial Services resolved on 21 November 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 August and September 2023 and same be accepted.

The Executive Mayoral Committee resolved on 22 January 2024 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 and December 2023 and, after consideration, same be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for March, April, May, June, July, August, September, October, November and December 2023 and, after consideration, same be accepted.

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

A memorandum from the Manager: Supply Chain, dated 4 April 2023, is attached as **annexure 8.1.9**.

The Committee for Corporate and Financial Services resolved on 19 September 2023 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 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.

The Executive Mayoral Committee resolved on 14 November 2023 to recommend 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.

UNANIMOUSLY RESOLVED

(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.

8.1.10 Banking services: Consideration of facility agreement (8/2/19/71)

The following documents are attached:

(a) Memorandum from Director: Finance: **Annexure 8.1.10(a)**.
(b) Addendum to facility agreement: **Annexure 8.1.10(b)**.

The Executive Mayoral Committee resolved on 14 November 2023 to recommend to Council:

(i) that the municipality enters negotiations with FIRSTRAND BANK LIMITED (Reg. No. 1929/001225/06) acting through its First National Bank Public Sector Banking division ("the Bank"), regarding the granting of facilities by the Bank to the Municipality, subject to the terms and conditions as set forth in the facility agreement and the Addendum from the Bank and subject to the terms and conditions of the Bank. The municipality furthermore authorises the execution of all additional schedules and annexures, including subordination and security agreements as the Bank may require from time to time.

The municipality may negotiate as per (a) above up to a maximum capital exposure of R1 700 000-00 (One Million Seven Hundred Thousand Rand).

(ii) that the municipality furthermore resolves that any amendment to the facility will only be affected following a resolution by the municipality authorising such amendments.

(iii) that the municipality declares and states that it has complied with, in so far as it relates to the facilities referred to in paragraph (a) supra, with the relevant provisions of the Local Government: Municipal Finances Management Act of 2003.

(iv) that draft copies of the aforementioned documents were tabled at the meeting and the terms and conditions thereof approved.

(v) that Messrs D Nasson and HJ Kritzinger, in their capacities as Accounting Officer and Chief Financial Officer of Witzenberg Municipality, be authorised and empowered to sign all documents and do all things necessary to give effect to the above on behalf of the municipality.

UNANIMOUSLY RESOLVED

(a) that the municipality enters negotiations with FIRSTRAND BANK LIMITED (Reg. No. 1929/001225/06) acting through its First National Bank Public Sector Banking division ("the Bank"), regarding the granting of facilities by the Bank to the Municipality, subject to the terms and conditions as set forth in the facility agreement and the Addendum from the Bank and subject to the terms and conditions of the Bank. The municipality furthermore authorises the execution of all additional schedules and annexures, including subordination and security agreements as the Bank may require from time to time.

The municipality may negotiate as per (a) above up to a maximum capital exposure of R1 700 000-00 (One Million Seven Hundred Thousand Rand).

(b) that the municipality furthermore resolves that any amendment to the facility will only be affected following a resolution by the municipality authorising such amendments.

(c) that the municipality declares and states that it has complied with, in so far as it relates to the facilities referred to in paragraph (a) supra, with the relevant provisions of the Local Government: Municipal Finances Management Act of 2003.

(d) that draft copies of the aforementioned documents were tabled at the meeting and the terms and conditions thereof approved.

(e) that Messrs D Nasson and HJ Kritzinger, in their capacities as Accounting Officer and Chief Financial Officer of Witzenberg Municipality, be authorised and empowered to sign all documents and do all things necessary to give effect to the above on behalf of the municipality.

8.1.11 Quarterly Budget Statement [Section 52(d)] Report: 1st Quarter 2023/2024 (1 July 2023 until 30 September 2023) (9/1/1 & 9/1/2/2)

The Quarterly Budget Statement [Section 52(d)] Report for the 1st Quarter of 2023/2024 is attached as **annexure 8.1.11**.

The Executive Mayoral Committee resolved on 14 November 2023 to recommend to Council:

(a) that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the 1st Quarter of 2023/2024.

(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.

UNANIMOUSLY RESOLVED

(a) that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the 1st Quarter of 2023/2024.

(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.

8.1.12 Mid-year Budget Statement and Performance Assessment (Section 72) Report 2023/2024: 1 July 2023 until 31 December 2023 (9/1/1 & 5/1/5/16)

The following memorandum, dated 17 January 2024, 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 2023 to 31 December 2023 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 2023 until 31 December 2023 is attached as **annexure 8.1.12**."

The Executive Mayoral Committee resolved on 22 January 2024 to recommend to Council:

(a) that notice be taken of the Mid-year Budget Statement and Performance Assessment (Section 72) Report for the period 1 July 2023 until 31 December 2023.

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

UNANIMOUSLY RESOLVED

(a) that notice be taken of the Mid-year Budget Statement and Performance Assessment (Section 72) Report for the period 1 July 2023 until 31 December 2023.

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

8.1.13 MPAC Annual Work Plan: 2023/2024 (2/1/2)

The Municipal Public Accounts Committee Annual Work Plan for July 2023 until June 2024 is attached as **annexure 8.1.13**.

The Municipal Public Accounts Committee resolved on 9 November 2023 to recommend to Council that the MPAC Work Plan for 2023/2024 be approved by Council.

UNANIMOUSLY RESOLVED

that the Municipal Public Accounts Committee Work Plan for 2023/2024 be approved.

8.1.14 Writing off of interest and arrears: Household debt and other irrecoverable outstanding amounts (5/12/1/3)

A memorandum from the Director: Finance, dated 27 October 2023, is attached as **annexure 8.1.14(a)**.

The Performance, Risk and Audit Committee resolved on 17 November 2023 to recommend to Council:

(a) that prescribed debt to the value of R129,853,263.04 be written off.

(b) that the indigent debt to the value of R43,765,510.01 be written off.

(c) that the debt that was not recoverable in terms of Section 118(1) of the Municipal Systems Act to the value of R233,510.36 be written off.

(d) that any interest or new debits raised on indigent accounts as per Section 2 and debt to be written off in terms of paragraph 118 of the Municipal Systems Act be written off as well.

(e) that the Municipality's Credit Control and Debt Collection Policy be implemented in respect of all debt incurred after the write-off even if the household is indigent.

An updated memorandum from the Director: Finance, dated 17 January 2024, is attached as **annexure 8.1.14(b)**.

An updated document indicating debt per town, as on 17 January 2024, is attached as **annexure 8.1.14(c)**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) That prescribed debt to the value of R129 853 263-04 be written off.

(b) That the indigent debt to the value of R47 535 655-38 be written off.

(c) That the debt that was not recoverable in terms of Section 118(1) of the Municipal Systems Act to the value of R233 510-36 be written off.

(d) That any interest or new debits raised on indigent accounts as per Section 2 and debt to be written off in terms of paragraph 118 of the Municipal Systems Act be written off as well.

(e) That the Municipality's Credit Control and Debt Collection Policy be implemented in respect of all debt incurred after the write-off even if the household is indigent.

The Executive Mayoral Committee resolved on 22 January 2024 to recommend to Council that notice be taken of the writing off of interest and arrears of household debt and other irrecoverable outstanding amounts and that same be workshopped, after which the matter be tabled to Council for consideration.

UNANIMOUSLY RESOLVED

that the writing off of interest and arrears of household debt and other irrecoverable outstanding amounts be held in abeyance.

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

A memorandum from the Manager: Supply Chain, dated 4 January 2024, is attached as **annexure 8.1.15**.

The Executive Mayoral Committee resolved on 22 January 2024 to recommend to Council:

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

UNANIMOUSLY RESOLVED

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

8.1.16 Quarterly inventory count: Municipal stores, Drommedaris Street, Ceres: 30 November 2023 (6/1/1)

A memorandum from the Manager: Supply Chain, dated 7 December 2023, is attached as **annexure 8.1.16**.

The Executive Mayoral Committee resolved on 22 January 2024 to recommend to Council:

(a) that cognisance be taken of the stock count of 30 November 2023.

(b) that Council authorises the writing off of stock shortages as per table 3.2 to the value of R3 802-21 (excluding VAT).

UNANIMOUSLY RESOLVED

(a) that cognisance be taken of the stock count of 30 November 2023.

(b) that Council authorises the writing off of stock shortages as per table 3.2 to the value of R3 802-21 (excluding VAT).

8.1.17 Quarterly Budget Statement [Section 52(d)] Report: 2nd Quarter 2023/2024 (1 October 2023 until 31 December 2023) (9/1/1 & 9/1/2/2)

The Quarterly Budget Statement [Section 52(d)] Report for the 2nd Quarter of 2023/2024 is attached as **annexure 8.1.17**.

The Executive Mayoral Committee resolved on 22 January 2024 to recommend to Council:

(a) that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the 2nd Quarter of 2023/2024.

(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.

UNANIMOUSLY RESOLVED

(a) that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the 2nd Quarter of 2023/2024.

(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.

8.1.18 Draft Witzenberg Performance Management Policy Framework (5/1/5/16)

The Municipal System Act (MSA), 2000 requires municipalities to establish a performance management system. In addition, Regulation 7(1) of the Local Government: Municipal Planning and Performance Management Regulations, 2001 states that "A Municipality's Performance Management System entails a framework that describes and represents how the municipality's cycle and processes of performance planning, monitoring, measurement, review, reporting and improvement will be conducted, organised and managed, including determining the roles of the different role players."

This draft Performance Management Policy Framework (**annexure 8.1.18**) is a revision of the document approved by Council in 2018. The main changes relate to the incorporation of the published Municipal Staff Regulations and Guidelines as well as revised operating procedures.

The Executive Mayoral Committee resolved on 22 January 2024 to recommend to Council:

(a) that notice be taken of the Draft Witzenberg Performance Management Policy Framework.

(b) that the Draft Witzenberg Performance Management Policy Framework conditionally be approved subject to being workshopped by Council.

UNANIMOUSLY RESOLVED

that the Draft Witzenberg Performance Management Policy Framework be held in abeyance.

8.1.19 Finance: Writing off of interest and arrears: Welfare organisations (5/12/1/3)

A memorandum from the Director: Finance, dated 17 January 2024, is attached as **annexure 8.1.19**.

The Executive Mayoral Committee resolved on 22 January 2024 to recommend to Council:

(a) that an amount of R60 000-00 be written off from the account of Pieter Strauss Home for the Aged and that the possibility of a prepaid electricity meter be investigated.

(b) that an amount of R147 235-51 be written off from the account of HM Beets Bewaarskool and that the possibility of a prepaid electricity meter be investigated.

(c) that an amount of R99 182-90 be written off from the account of the Verenigde Gereformeerde Kerk Tulbagh.

(d) that the writing off of interest and arrears of welfare organisations will be a once-off and will not be entertained in future. Welfare organisations must ensure that their monthly municipal accounts be paid.

Councillors TE Abrahams and L Hardnek left the meeting for the duration of discussion of the item due to conflict of interest in the matter.

Councillor J Mouton proposed and Councillor D Swart seconded that the matter be approved as recommended in the agenda.

Councillor A Gili proposed and Councillor IL Swartz seconded that the matter be held in abeyance due to the applications not reflecting in the agendas for proper consideration.

The Speaker called for a vote and the outcomes were:

Votes in favour of the recommendation:	10
Votes in favour of item being held in abeyance:	5
Votes abstained	6
Absent and apologies	2
Total	23

The Speaker ruled in favour of the majority vote.

RESOLVED

(a) That an amount of R60 000-00 be written off from the account of Pieter Strauss Home for the Aged and that the possibility of a prepaid electricity meter be investigated.

(b) That an amount of R147 235-51 be written off from the account of HM Beets Bewaarskool and that the possibility of a prepaid electricity meter be investigated.

(c) That an amount of R99 182-90 be written off from the account of the Verenigde Gereformeerde Kerk Tulbagh.

(d) that the writing off of interest and arrears of welfare organisations will be a once-off and will not be entertained in future. Welfare organisations must ensure that their monthly municipal accounts be paid.

8.1.20 Quarterly Budget Statement [Section 52(d)] Report: 4th Quarter 2022/2023 (1 April 2023 to 30 June 2023) (9/1/1 & 9/1/2/2)

The Quarterly Budget Statement [Section 52(d)] Report for the 4th Quarter of 2022/2023 is attached as **annexure 8.1.20**.

Council unanimously resolved on 25 August 2023:

(a) that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the 4th 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.

The Performance, Risk and Audit Committee resolved on 3 November 2023:

(a) That notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the 4th Quarter of 2022/2023.

(b) 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 4th Quarter of 2022/2023 and, after consideration, same be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the 4th Quarter of 2022/2023 and, after consideration, same be accepted.

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

8.2.1 Request for use of municipal borehole at Die Eiland swimming pool, Ceres (16/2/3)

Report from Manager: Water and Sewerage, dated 29 March 2023:

"**Purpose**

The purpose of this memorandum is to inform the Municipal Manager regarding the above request from Ceres Secondary School and to obtain permission for the request.

Discussion

Ceres Secondary, a local high school within Ceres, has applied for the use of the municipal borehole at Die Eiland swimming pool. The first request was submitted in 2008. The motivation at that stage was for irrigation purposes and to upgrade the landscaping at the school. Due to funding constraints at the time the school did not go ahead with their request.

In 2021 the school contacted the Municipality again regarding the use of the borehole. This was followed up with a meeting in 2022.

The motivation for the use of the borehole has changed. The school indicated that they are now teaching a new subject from beginning 2023, Agriculture Technology. Part of this subject is practical evaluation which will include actual farming practices at the school. The borehole will primarily be used for irrigation of planted crops and tunnels.

In order to cut cost and also save clean potable water, the school has opted for the use of the borehole for purposes mentioned, if approved. It should be noted that Ceres Secondary School is a "no fees" school who is totally reliant on government funding for all operation and maintenance cost.

It should also be noted that the municipality has not used the borehole in the last 20 years, and that no existing infrastructure is in place to connect the borehole to our existing network.

Financial impact

None."

Councillor TE Abrahams requested to be excused from the discussion of this item. Councillor Abrahams was excused from 15:40 until 15:50.

Councillor JS Mouton enquired whether the school has the necessary funds if the recommendation below is approved by Council. The Senior Manager: Water and Sewerage responded that the school will obtain funding from the Provincial Government once Council has approved.

The Committee for Technical Services resolved on 21 September 2023 to recommend to the Executive Mayoral Committee and Council:

That the request / application of the school be considered and approved based on the following conditions:

(i) The school is responsible for all the cost associated with the testing and equipping of the existing borehole.

(ii) The school installs a pre-paid electricity meter at own cost at the borehole and take responsibility for the cost of electricity during operation of the borehole.

(iii) The school will be responsible to construct a connection pipeline from the borehole to their premises at own cost, and according to municipal specifications.

(iv) The school will take full responsibility for maintenance of the borehole during period of lease agreement.

(v) During periods of drought or severe water shortages, use of the borehole will revert back to the municipality, notwithstanding any agreement in place.

(vi) The municipality cannot guarantee a minimum yield from the borehole. Yield tests will have to be done by the school at own cost.

(vii) That a Service Level Agreement be drawn up between Ceres Secondary School and Witzenberg Municipality for the use of the borehole at Die Eiland swimming pool.

The Executive Mayoral Committee resolved on 14 November 2023 to recommend to Council:

That the request / application of the school be considered and approved based on the following conditions:

(i) The school is responsible for all the cost associated with the testing and equipping of the existing borehole.

(ii) The school installs a pre-paid electricity meter at own cost at the borehole and take responsibility for the cost of electricity during operation of the borehole.

(iii) The school will be responsible to construct a connection pipeline from the borehole to their premises at own cost, and according to municipal specifications.

(iv) The school will take full responsibility for maintenance of the borehole during period of lease agreement.

(v) During periods of drought or severe water shortages, use of the borehole will revert back to the municipality, notwithstanding any agreement in place.

(vi) The municipality cannot guarantee a minimum yield from the borehole. Yield tests will have to be done by the school at own cost.

(vii) That a Service Level Agreement be drawn up between Ceres Secondary School and Witzenberg Municipality for the use of the borehole at Die Eiland swimming pool.

UNANIMOUSLY RESOLVED

That the request / application of the school be approved based on the following conditions:

(i) The school is responsible for all the cost associated with the testing and equipping of the existing borehole.

(ii) The school installs a pre-paid electricity meter at own cost at the borehole and take responsibility for the cost of electricity during operation of the borehole.

(iii) The school will be responsible to construct a connection pipeline from the borehole to their premises at own cost, and according to municipal specifications.

(iv) The school will take full responsibility for maintenance of the borehole during period of lease agreement.

(v) During periods of drought or severe water shortages, use of the borehole will revert back to the municipality, notwithstanding any agreement in place.

(vi) The municipality cannot guarantee a minimum yield from the borehole. Yield tests will have to be done by the school at own cost.

(vii) That a Service Level Agreement be drawn up between Ceres Secondary School and Witzenberg Municipality for the use of the borehole at Die Eiland swimming pool.

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

A memorandum from the Director: Technical Services, dated 15 August 2023, is attached as **annexure 8.2.2**.

Council unanimously resolved on 30 May 2023 that the matter relating to the proposed waste transfer stations be held in abeyance for inputs from the community.

The Executive Mayoral Committee resolved on 14 November 2023 to recommend to Council:

(a) that erf 683, Tulbagh (option 3) be approved for the development and construction of a waste drop-off/transfer station as the zoning is presently "Authority use".

(b) That the proposed positions of waste transfer stations at:

(i) Bella Vista: Option 3: Erf 8714 and
(ii) Prince Alfred's Hamlet: Option 2: Erf 1

be held in abeyance until the next meeting.

(c) That notice be taken that the erven in Bella Vista, Ceres and Prince Alfred's Hamlet have to be rezoned to "Authority use".

UNANIMOUSLY RESOLVED

(a) that erf 683, Tulbagh (option 3) be approved for the development and construction of a waste drop-off/transfer station as the zoning is presently "Authority use".

(b) That the proposed positions of waste transfer stations at:

(i) Bella Vista: Option 3: Erf 8714 and
(ii) Prince Alfred's Hamlet: Option 2: Erf 1

be held in abeyance and that a Public Participation Process be followed after which the matter be tabled to Council again for a resolution.

(c) That notice be taken that the erven in Bella Vista, Ceres and Prince Alfred's Hamlet have to be rezoned to "Authority use".

8.2.3 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 8.2.3(a)**.

(b) Integrated Transport Plan 2022 – 2027: **Annexure 8.2.3(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.

Councillor P Daniels conveyed to the meeting that the Local Integrated Transport Plan for 2022 until 2027 is not a true reflection of what is occurring in the community.

Councillor A Gili enquired about the public participation process after which the Municipal Manager informed that the public participation process had been dealt with by the Cape Winelands District Municipality. The Municipal Manager will, however, follow up on the matter and provide feedback to Councillor Gili.

Councillor A Gili raised an objection that the Cape Winelands District Municipality had done the Public Participation Process, but that Witzenberg Municipality must approve the matter.

The municipality will obtain all details and proof from Cape Winelands District Municipality and submit same at the Council workshop meeting.

UNANIMOUSLY RESOLVED

that the matter regarding the Local Integrated Transport Plan for 2022 until 2027 be held in abeyance in order for the Municipal Manager to obtain all details and proof of the Public Participation Process from the Cape Winelands District Municipality and submit same to a Council workshop meeting for a decision.

8.2.4 Report: Damage caused to infrastructure by heavy rainfall
(16/2/1/1/1)

A report from the Director: Technical Services, dated 24 October 2023, is attached as **annexure 8.2.4**.

Councillor P Heradien mentioned that the matter also be tabled to Council as heavy rainfall was unforeseeable.

The Committee for Technical Services resolved on 23 November 2023 to recommend to the Executive Mayoral Committee and Council that notice be taken of damage caused to infrastructure by heavy rainfall during June 2023.

The Executive Mayoral Committee resolved on 22 January 2024 to recommend to Council that notice be taken of damage caused to infrastructure by heavy rainfall during June 2023.

UNANIMOUSLY RESOLVED

that notice be taken of damage caused to infrastructure by heavy rainfall during June 2023.

8.2.5 Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services (15/04/P)

The following documents are attached:

(a) Memorandum from the Director: Technical Services, dated 3 February 2021: **Annexure 8.2.5(a)**.

(b) Policy document regarding the Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services, Version 2 of 28 January 2021: **Annexure 8.2.5(b)**.

Council unanimously resolved on 24 February 2021 that the status quo of the current policy be maintained and that the amended Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services, Version 2 of 28 January 2021, after consideration, not be approved by Council.

The Director: Technical Services requested that the matter be tabled again as the Directorate Technical Services continues to have many problems with it.

The Committee enquired about the reasons for the previous Council not approving the matter.

The Director: Technical Services mentioned the following:

- that the previous Council believed that the poor of poor does not benefit, especially in respect of rezoning and building plans.
- that the Directorate Technical Services receives many applications from applicants with the wrong specifications due to not obtaining a professional land surveyor or architect etc., resulting in non-approval of applications.

A Committee member enquired whether Indigent households are exempted in respect of rezoning. If not, a special condition must be built in the Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services.

The Senior Town Planner informed the meeting that most applications are for RDP house shops without having the correct building plans.

A Committee member reported that all areas in Witzenberg have accelerating economic growth and are expanding on a massive scale.

The Committee for Technical Services resolved on 23 November 2023 to recommend to the Executive Mayoral Committee and Council that the amended Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services, Version 2 of 28 January 2021, be approved by Council.

The Executive Mayoral Committee resolved on 22 January 2024 to recommend to Council that the amended Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services, Version 2 of 28 January 2021, be approved by Council.

UNANIMOUSLY RESOLVED

that the amended Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services, Version 2 of 28 January 2021, be approved by Council.

8.2.6 Request to return unspent conditional Integrated National Electrification Programme (INEP) Grant (16/3/3/1/1)

Memorandum from the Senior Manager: Electro-Technical Services, dated 10 October 2023:

"**Purpose**

The purpose of this report is to request Council to approve the returning of unspent conditional INEP funds granted for the Ceres Vredebes Phase H (IRDP) Phase 2 to Department of Mineral Resource and Energy (DMRE).

Background

The DMRE approved R3 900 000,00 in the 2023/2024 financial year for the electrification of 205 households under the Ceres Vredebes Phase H(IRDP) Phase 2 project. To date the first approved R900 000,00 remains unspent due to lack of RDP houses construction on site. One of the grant conditions refers to appointment of the service provider by end of September 2023, which has since passed and with no appointment.

Clause 6.16 of the signed Memorandum of Agreement states that 'Ensure that houses are already built and occupied before electrification project can commence. Where houses are not in existence or unoccupied, the Department will not be liable for theft and vandalism of the electrification infrastructure thereof.'

With that said, returning of these funds will therefore afford Council sufficient time to resolve issues prohibiting the success of this project. The re-application process of the INEP funds will then be initiated once the housing construction dates are formally communicated.

Supporting documents attached

(a) Memorandum of Agreement signed by Council for the R3 900 000,00 funds: **Annexure 8.2.6(a)**.

(b) Confirmation of cash flow transfer report on the R900 000 transferred by DMRE to date: **Annexure 8.2.6(b)**."

The Committee for Technical Services resolved on 23 November 2023 to recommend to the Executive Mayoral Committee and Council:

(a) that notice be taken of the contents of the memorandum.

(b) that the request to return the Integrated National Electrification Programme (INEP) Grant funds of R3 900 000,00 be supported.

The Executive Mayoral Committee resolved on 22 January 2024 to recommend to Council:

(a) that notice be taken of the contents of the memorandum.

(b) that the request to return the Integrated National Electrification Programme (INEP) Grant funds of R3 900 000,00 be supported.

UNANIMOUSLY RESOLVED

(a) that notice be taken of the contents of the memorandum.

(b) that the request to return the Integrated National Electrification Programme (INEP) Grant funds of R3 900 000,00 be supported.

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

8.3.1 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 8.3.1**.

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 April 2023 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 the yearly rental amount be determined.

(c) 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.

(d) that Vrolike Vinkies Crèche is liable to pay for municipal services and that they are responsible to maintain the building.

(e) that Vrolike Vinkies Crèche is responsible for own security measures, such as alarms, guards, burglar bars etc.

(f) 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 14 November 2023 to recommend to 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 the yearly rental amount be determined.

(c) 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.

(d) that Vrolike Vinkies Crèche is liable to pay for municipal services and that they are responsible to maintain the building.

(e) that Vrolike Vinkies Crèche is responsible for own security measures, such as alarms, guards, burglar bars etc.

(f) that the building will stay the property of the municipality after the lease agreement has expired and/or is cancelled.

(g) that the Municipal Manager be authorised to sign the lease agreement on behalf of the Council.

UNANIMOUSLY RESOLVED

(a) that Council approves the lease of erf 2019 to Vrolike Vinkies Enrichment and Development Centre for a period of two (2) years.

(b) that the yearly rental amount be determined.

(c) 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.

(d) that Vrolike Vinkies Crèche is liable to pay for municipal services and that they are responsible to maintain the building.

(e) that Vrolike Vinkies Crèche is responsible for own security measures, such as alarms, guards, burglar bars etc.

(f) that the building will stay the property of the municipality after the lease agreement has expired and/or is cancelled.

(g) that the Municipal Manager be authorised to sign the lease agreement on behalf of the Council.

8.3.2 Housing: Changes in the Department of Human Settlements Infrastructure Policy (17/4/P)

A memorandum from the Manager: Housing, dated 8 June 2023, is attached as **annexure 8.3.2**.

The Committee for Housing Matters resolved on 28 September 2023 to recommend to the Executive Mayoral Committee and Council that notice be taken of the Housing Policy: Changes of Human Settlements Infrastructure Policy and same be accepted.

The Executive Mayoral Committee resolved on 14 November 2023 to recommend to Council that notice be taken of the changes in the Infrastructure Policy of the Department of Human Settlements and that the matter be discussed at a Council workshop.

UNANIMOUSLY RESOLVED

that notice be taken of the changes in the Infrastructure Policy of the Department of Human Settlements.

8.3.3 Dunlop Business in a Box Initiative (7/1/4/1)

A memorandum from the Acting Manager: Socio-Economic Development, dated 17 August 2023, is attached as **annexure 8.3.3**.

The Chairperson enquired whether the project was only permitted to be on municipal land or whether private property could also be utilised.

The Acting Manager: Socio-Economic Development responded that it would be best that interested parties contact the project initiators for assistance in this regard.

The Committee for Local Economic Development and Tourism resolved on 19 September 2023 to recommend to the Executive Mayoral Committee and Council:

(a) that the Executive Mayoral Committee and Council determine which of the indicated land could be identified and earmarked for Dunlop Business in a Box Initiative.

(b) that the municipality engages with Dunlop's Business in a Box Initiative on the possibility to start with one to two pilot sites that can be rolled out to other areas afterwards.

The Executive Mayoral Committee resolved on 14 November 2023 to recommend to Council that a representative of Dunlop will visit all towns in the Witzenberg area and identify a suitable site for the development.

UNANIMOUSLY RESOLVED

that a representative of Dunlop will visit all towns in the Witzenberg area and identify a suitable site for the development.

8.3.4 Housing: Municipal Policy for Human Settlement Beneficiary Selection of Ownership-based Projects (17/4/P)

A memorandum in respect of the Municipal Policy for Human Settlement Beneficiary Selection of Ownership-Based Projects, received from the Manager: Housing, is attached as **annexure 8.3.4**.

The Committee for Housing Matters resolved on 28 September 2023 to recommend to the Executive Mayoral Committee and Council that the Municipal Policy for Human Settlement, Beneficiary Selection of Ownership-based Projects be approved and adopted by Council.

The Executive Mayoral Committee resolved on 14 November 2023 to recommend to Council that the Municipal Policy for Human Settlement, Beneficiary Selection of Ownership-based Projects be approved and adopted by Council.

UNANIMOUSLY RESOLVED

that the matter in respect of the Municipal Policy for Human Settlement, Beneficiary Selection of Ownership-based Projects be held in abeyance until the next meeting.

8.3.5 Farm evictions: Witzenberg area (12/1/2/2)

A letter from the Witzenberg Justice Coalition, dated 21 September 2023, is attached as **annexure 8.3.5**.

A meeting between the abovementioned organisation and Witzenberg Municipality was held on 21 September 2023.

The Executive Mayoral Committee resolved on 14 November 2023 to recommend to Council that the Municipal Manager, in terms of the matter Farm evictions: Witzenberg area, be instructed to arrange discussions with all the relevant organisations to determine further action.

UNANIMOUSLY RESOLVED

(a) that the Municipal Manager, in terms of the matter Farm evictions: Witzenberg area, be instructed to arrange discussions with all the relevant organisations to determine further action.

(b) that an Ad hoc committee be established for purposes of (a) supra, consisting of:

(i) Councillor TE Abrahams (Leader)
(ii) The municipal Committee for Housing Matters
(iii) Councillor JP Fredericks
(iv) Councillor L Hardnek
(v) Councillor K Robyn
(vi) Councillor J Nel
(vii) Councillor W Alexander
(viii) Councillor A Gili
(ix) Councillor I Swartz
(x) Councillor G Laban

8.3.6 Implementation of subsidised human settlement projects: Tulbagh and Prince Alfred's Hamlet (17/4/R)

A memorandum from the Manager: Projects and Performance, dated 28 November 2023, is attached as **annexure 8.3.6**.

The Executive Mayoral Committee resolved on 22 January 2024 to recommend to Council:

(a) that the Municipal Manager, as a matter of urgency, activates a plan to prioritise the implementation of subsidised human settlement projects at Tulbagh, Prince Alfred's Hamlet and Wolseley.

(b) that the plan of activation includes short and long term priorities.

(c) that the plan supra (a) and (b) in the case of Prince Alfred's Hamlet preference be given to the short term priorities such as the health condition in the river.

(d) that the Municipal Manager embarks on a process to obtain capital for the project.

(e) that the matter be addressed in the Adjustment Budget 2023/2024 and the short term priorities of Prince Alfred's Hamlet get attention.

UNANIMOUSLY RESOLVED

(a) that the Municipal Manager, as a matter of urgency, activates a plan to prioritise the implementation of subsidised human settlement projects at Tulbagh, Prince Alfred's Hamlet and Wolseley.

(b) that the plan of activation includes short and long term priorities.

(c) that the plan supra (a) and (b) in the case of Prince Alfred's Hamlet preference be given to the short term priorities such as the health condition in the river.

(d) that the Municipal Manager embarks on a process to obtain capital for the project.

(e) that the matter be addressed in the Adjustment Budget 2023/2024 and the short term priorities of Prince Alfred's Hamlet get attention.

8.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

8.4.1 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) Provincial Working Group on Human Settlement & Urban Agenda: **Annexure 8.4.1(a)**.

(b) Joint Provincial Working Group on Public Transport and Roads & Environmental Management Climate and Resilience: **Annexure 8.4.1(b)**.

(c) Provincial Working Group on Municipal Capabilities & Institutional Resilience: **Annexure 8.4.1(c)**.

(d) Provincial Working Group on Governance and Intergovernmental Relations: **Annexure 8.4.1(d)**.

(e) Provincial Working Group on Municipal Finance and Fiscal Policy: **Annexure 8.4.1(e)**.

(f) Provincial Working Group on Municipal Digital Solutions: **Annexure 8.4.1(f)**.

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.

8.4.2 Municipal Demarcation Board: Municipal Boundary Re-determination process Batch 1 and Batch 2 (3/1/1/2)

Circular 3 of 2023 from the Municipal Demarcation Board, dated 4 August 2023, is attached as **annexure 8.4.2**.

UNANIMOUSLY RESOLVED

that notice be taken of the outcomes of the Municipal Boundary Re-determination process Batch 1 and Batch 2.

8.4.3 Council's representatives on outside bodies (3/1/1/5)

The following documents are attached:

(a) E-mail from the Department of Health: Cape Winelands District Office, dated 12 September 2023: **Annexure 8.4.3(a)**.

(b) Provincial Gazette Extraordinary, dated 5 July 2016: **Annexure 8.4.3(b)**.

(c) Nomination form: **Annexure 8.4.3(c)**.

(d) Council's representatives on outside bodies: **Annexure 8.4.3(d)**.

The Executive Mayoral Committee resolved on 14 November 2023 to recommend to Council that Council's representatives on the Clinic Committees and other outstanding bodies be appointed.

UNANIMOUSLY RESOLVED

that the status quo of Council's representatives on the Clinic Committees be maintained.

8.4.4 Political structure: Council's committee system (03/3/1/1)

A copy of Council's committee system is attached as **annexure 8.4.4**.

The Executive Mayoral Committee resolved on 22 January 2024 that the Executive Mayor will meet with the whips of the various political parties during the Council workshop and finalise the committee system and submit same to Council for approval and acceptance.

UNANIMOUSLY RESOLVED

(a) that Council's committee system is finalised by the Executive Mayor.

(b) that Councillor A Gili, on own request, be removed from the Municipal Public Accounts Committee.

8.4.5 Annual Risk Assessment Report: 2023 (2/12/1)

The Annual Risk Assessment Report for 2023, dated October 2023, is attached as **annexure 8.4.5**.

The Performance, Risk and Audit Committee resolved on 3 November 2023:

(a) that the Risk Titles be rephrased that read:

(i) Money collected late for depositing to the bank.
(ii) Money not collected daily.

(b) that the Performance, Risk and Audit Committee took notice of the Annual Risk Assessment Report for 2023.

(c) 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 2023 and, after consideration, same be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the Performance, Risk and Audit Committee's Annual Risk Assessment Report for 2023 and, after consideration, same be accepted.

8.4.6 Performance, Risk and Audit Committee: 2nd Bi-Annual Report on Performance Management: 2022/2023 (5/14/4)

The Second Bi-Annual Report of the Performance, Risk and Audit Committee on Performance Management for 2022/2023, dated October 2023, is attached as **annexure 8.4.6**.

The Performance, Risk and Audit Committee resolved on 17 November 2023 that the Performance, Risk and Audit Committee takes notice of the Second Bi-Annual Report of the Performance, Risk and Audit Committee on Performance Management for 2022/2023 and forwards same to the Municipal Manager for tabling to Council and to be accepted after consideration.

UNANIMOUSLY RESOLVED

that notice be taken of the Second Bi-Annual Report of the Performance, Risk and Audit Committee on Performance Management for 2022/2023 and, after consideration, same be accepted.

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

9.1 Amendments to Preferential Procurement Policy (8/1/P & 5/1/1/22)

A memorandum from the Director: Finance, dated 24 January 2024, is attached as **annexure 9.1**.

UNANIMOUSLY RESOLVED

that the proposed amendments to the Preferential Procurement Policy be approved, with application from 1 February 2024.

9.2 Proposed amendments to Supply Chain Management Policy (8/1/P & 5/1/1/22)

The following documents are attached:

(a) Memorandum from Director: Finance, dated 24 January 2024: **Annexure 9.2(a)**.

(b) Government Gazette no. 4198 of 14 December 2023: **Annexure 9.2(b)**.

UNANIMOUSLY RESOLVED

that the proposed amendments to the Supply Chain Management Policy be approved, with application from date of approval.

9.3 Council affairs: Requesting MEC for Local Government in the Province to amend the Section 12 Notice of Witzenberg to allow the Chairperson of MPAC to be a fulltime position (3/3/1/1)

Report from Municipal Manager, dated 24 January 2024:

"**Purpose**

To ask Council to request the MEC for Local Government to amend the Section 12 Notice of Witzenberg to allow the Chairperson of Municipal Public Accounts Committee to be a fulltime position.

Deliberation

The amended Structures Act that became effective as from 1 November 2021, has placed additional responsibilities on the Municipal Public Accounts Committee Chairperson. In the past the Municipal Public Accounts Committee was limited to scrutinise the annual report and also Section 52 Reports. After the amendment of the Structures Act all internal audit reports are now being referred to Municipal Public Accounts Committee after it has been viewed and dealt with by the Performance, Risk and Audit Committee. The municipality has achieved its 11th clean audit report and it is critical and imperative that the oversight committee performs at maximum capacity with the emphasis on quality outputs. It is important that the Chairperson of the Municipal Public Accounts Committee is appointed fulltime. Only the MEC can approve of same and must amend the Section 12 establishment Notice of the municipality. The Section 12 Notice only provides for six fulltime positions.

Financial implication

The financial impact on the municipality between a fulltime and part-time Chairperson is approximately R300 000. This year the municipality will have to adjust its budget with R150 000 and from 1 July 2024 with the amount as promulgated in the regulation for the upper limits of political office bearers.

Legal implication

The Structures Act is applicable. The payment of remuneration as a fulltime Councillor may only be implemented once the Section 16(3) process has been completed and the final Section 12 Notice has been published in the Provincial Gazette. The concurrence of the MEC for Local Government must be obtained in terms of the determination of Upper Limits of the salaries, allowances and benefits of municipal Councillors as promulgated in Government Gazette 3807, GG49142, dated 18 August 2023."

UNANIMOUSLY RESOLVED

that Council approves that the MEC for Local Government: Western Cape be requested to amend the Section 12 Notice of Witzenberg Municipality to allow the Chairperson of the Municipal Public Accounts Committee to be a fulltime position.

10. FORMAL AND STATUTORY MATTERS
FORMELE EN STATUTêRE SAKE

None / Geen

NOTED / AANGETEKEN

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

The Speaker informed Council to submit all questions six days before the Council meeting.

NOTED

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

These items are dealt with in the confidential agenda.

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON FRIDAY, 23 FEBRUARY 2024 AT 10:00

PRESENT

Councillors

Councillor EM Sidego (Speaker) (DA)
Councillors TE Abrahams (Executive Mayor) (DA)
Alderman K Adams (DA)
Councillor P Daniels (DA)
Councillor S de Bruin (DA)
Councillor GJ Franse (DA)
Councillor JP Fredericks (FF Plus)
Councillor LA Hardnek (Witzenberg Party)
Councillor JF Nel (ICOSA)
Alderman HJ Smit (DA)
Councillor D Swart (DA)
Alderman JJ Visagie (DA)

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr J Barnard (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Mr J Kolkota (Deputy Director: Finance)
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 CJ Titus (Committee Clerk)
Ms MJ Prins (Word Processor Operator)
Mr J Pieterse (Senior ICT Officer)
Mr M Njokweni (Interpreter)

Other attendees

Mr M de Villiers (Manager: Ceres Business Initiative)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Speaker welcomed everyone present and requested Councillor JF Nel to open the meeting with prayer.

The Speaker announced that the order of the agenda was amended and that item 8.1.9 would be discussed first.

NOTED

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)

Applications for leave of absence from the meeting were received from:

(a) Councillor AL Gili (another appointment)
(b) Councillor N Nogcinisa (illness)
(c) Councillor N Phatsoane (illness)
(d) Councillor K Yisa
(e) Councillor G Laban (another appointment)

Council did not resolve on the matter.

Councillor JF Nel requested to be excused from the meeting after the discussion of item 8.1.9. Approval was granted by the Speaker.

NOTED

8.1.9 Finance: Adjustment budget 2023/2024 to 2025/2026 (5/1/1/22)

The following documents are attached:

(a) Memorandum from Director: Finance, dated 15 February 2024: **Annexure 8.1.9(a)**.

(b) Adjustment budget 2023/2024 to 2025/2026: **Annexure 8.1.9(b)**.

(c) Budget schedules 2023/2024 to 2025/2026: **Annexure 8.1.9(c)**.

The Executive Mayoral Committee resolved on 19 February 2024 to recommend to Council:

That the adjustment budget of Witzenberg Municipality for the financial year 2023/2024 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.

The Executive Mayor tabled the Adjustment Budget for 2023/2024 to 2025/2026 and highlighted the matters as discussed and clarified in the Council workshop meeting. The speech of the Executive Mayor is attached as **annexure 8.1.9(d)**.

UNANIMOUSLY RESOLVED

That the adjustment budget of Witzenberg Municipality for the financial year 2023/2024 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.

Councillor JF Nel left the meeting at 10:22.

3. ADJOURNMENT

The Speaker announced that there was no longer a quorum present and adjourned the proceedings at 10:22 for 30 minutes until a quorum will be present again.

The Speaker adjourned the meeting at 10:52 in terms of Regulation 12(5) of the Witzenberg Municipality By-law on the Rules of Order for the meetings of the Witzenberg Council and its Committees.

Approved on _____ with / without amendments.

_____
COUNCILLOR EM SIDEGO
SPEAKER

/MJ Prins

MINUTES OF THE SPECIAL COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON WEDNESDAY, 20 MARCH 2024 AT 10:00

PRESENT

Councillors

Councillor EM Sidego (DA) (Speaker)
Councillor TE Abrahams (DA) (Executive Mayor)
Councillor GG Laban (Witzenberg Aksie) (Executive Deputy Mayor)
Alderman K Adams (DA)
Councillor P Daniels (DA)
Councillor S de Bruin (DA)
Councillor G Franse (DA)
Councillor JP Fredericks (FF Plus)
Councillor AL Gili (ANC)
Councillor LA Hardnek (Witzenberg Party)
Councillor JS Mouton (ANC)
Councillor MJ Ndaba (ANC)
Councillor JF Nel (ICOSA)
Councillor N Nogcinisa (ANC)
Councillor N Phatsoane (ANC)
Councillor KA Robyn (GOOD)
Alderman HJ Smit (DA)
Councillor D Swart (DA)
Councillor IL Swartz (EFF)
Alderman J Visagie (DA)
Councillor K Yisa (ANC)
Councillor J Zalie (ANC)

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr J Barnard (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Mr J Kolkota (Deputy Director: Finance)
Ms L Nieuwenhuis (Senior Manager: Legal Services)
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)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Speaker welcomed everyone present after which she requested Councillor L Hardnek to open the meeting with a prayer.

NOTED

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

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

None

NOTED

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

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

NOTED

3. MOTIONS AND NOTICE OF SUGGESTIONS

3.1 Request for withdrawal of all motions submitted to Council before 11 March 2024 (3/2/2)

A letter dated 11 March 2024, requesting the withdrawal of all motions submitted before 11 March 2024, is attached as **annexure 3.1**.

UNANIMOUSLY RESOLVED

that all motions submitted to Council before 11 March 2024 be withdrawn.

Councillor AL Gili requested on behalf of the ANC alliance a caucus break of 15 minutes from 10:08 until 10:24.

Councillor IL Swartz requested on behalf of the ANC alliance a caucus break of 20 minutes from 10:25.

Notwithstanding several efforts made by the Speaker and Secretariat after 20 minutes to let the alliance return to the meeting, all was in vain.

4. ADJOURNMENT

The Speaker adjourned the meeting at 11:02 due to a lack of a quorum.

Approved on _____ with/without amendments.

_____
COUNCILLOR EM SIDEGO
SPEAKER

/MJ Prins

MINUTES OF THE SPECIAL COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON WEDNESDAY, 27 MARCH 2024 AT 10:00

PRESENT

Councillors

Councillor EM Sidego (DA) (Speaker)
Councillor TE Abrahams (DA) (Executive Mayor)
Alderman K Adams (DA)
Councillor P Daniels (DA)
Councillor S de Bruin (DA)
Councillor GJ Franse (DA)
Councillor JP Fredericks (FF Plus)
Councillor LA Hardnek (Witzenberg Party)
Councillor JF Nel (ICOSA)
Alderman HJ Smit (DA)
Councillor D Swart (DA)
Alderman JJ Visagie (DA)

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr J Barnard (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Mr J Kolkota (Deputy Director: Finance)
Ms N Oerson (Chief Internal Audit Executive)
Ms L Nieuwenhuis (Senior 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)

Other attendees

Mr M de Villiers (Ceres Business Initiative)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

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

NOTED

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

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

Applications for leave of absence from the meeting were received from the following Councillors:

(i) Councillor GG Laban (Party political matters)
(ii) Councillor MJ Ndaba (Family matters)
(iii) Councillor N Nogcinisa (Family matters)
(iv) Councillor N Phatsoane (Family matters)
(v) Councillor J Zalie (Party political matters)

UNANIMOUSLY RESOLVED

that the applications for leave of absence from the meeting, received from the following Councillors, be approved and accepted:

(i) Councillor GG Laban (Party political matters)
(ii) Councillor MJ Ndaba (Family matters)
(iii) Councillor N Nogcinisa (Family matters)
(iv) Councillor N Phatsoane (Family matters)
(v) Councillor J Zalie (Party political matters)

The Speaker announced that item 8.1.1 (Draft Budget, Draft Review IDP and Draft Top Layer SDBIP for 2024/2025) will be discussed first.

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktoraat Finansies / Directorate Finance

8.1.1 Finance: Draft Budget 2024/2025, Draft Review IDP 2024/2025 and Draft Top Layer SDBIP 2024/2025 (5/1/1/23; 2/2/1 & 5/1/5/17)

The following memorandum, dated 20 March 2024, was received from the Director: Finance:

"1. Purpose

The purpose of this report is to table the Draft Budget 2024/2025, Draft Review IDP 2024/2025 and Draft Top Layer SDBIP 2024/2025 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 2024/2025: **Annexure 8.1.1(a)**.

(b) Draft Review IDP 2024/2025: **Annexure 8.1.1(b)**.

(c) Draft Budget: 2024/2025 – 2026/2027: **Annexure 8.1.1(c)**.

(d) Draft Budget Related Policies: 2024/2025: **Annexure 8.1.1(d)**.

(e) Draft Budget Schedules: 2024/2025 – 2026/2027: **Annexure 8.1.1(e)**.

UNANIMOUSLY RESOLVED

(a) that Council takes notice of the Draft Budget, the Draft Review IDP and the Draft Top Layer SDBIP of the Witzenberg Municipality for the financial year 2024/2025 and the indicative budget for the two years 2025/2026 and 2026/2027 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.

Councillor J Nel rendered an apology, which was approved by the Speaker, and he left the meeting at 10:30.

The Speaker announced a break of one (1) hour from 10:30 until 11:30.

9. ADJOURNMENT

The Speaker adjourned the meeting at 11:34 due to lack of a quorum.

Approved on _____ with / without amendments.

_____
COUNCILLOR EM SIDEGO
SPEAKER

/MJ Prins

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD HYBRID (MICROSOFT TEAMS) AND IN THE TOWN HALL, VOORTREKKER STREET, CERES ON FRIDAY, 12 APRIL 2024 AT 10:00

PRESENT

Councillors

Councillor EM Sidego (Speaker) (DA)
Councillor TE Abrahams (Executive Mayor) (DA)
Alderman K Adams (DA)
Councillor WJ Alexander (PA)
Councillor P Daniels (DA)
Councillor S de Bruin (DA)
Councillor GJ Franse (DA)
Councillor JP Fredericks (FF Plus)
Councillor AL Gili (ANC)
Councillor LA Hardnek (Witzenberg Party)
Councillor J Mouton (ANC)
Councillor MJ Ndaba (ANC)
Councillor JF Nel (ICOSA)
Councillor N Nogcinisa (ANC)
Councillor N Phatsoane (ANC)
Councillor KA Robyn (GOOD)
Alderman HJ Smit (DA)
Councillor D Swart (DA)
Councillor IL Swartz (EFF)
Alderman JJ Visagie (DA)
Councillor K Yisa (ANC) (Virtual attendance)
Councillor J Zalie (ANC)

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 (Senior Manager: Legal Services)
Mr A Hofmeester (Manager: IDP)
Ms R Hendricks (Manager: Communication and Marketing)
Ms CJ Mackenzie (Manager: Housing)
Mr CG Wessels (Manager: Administration)
Ms M Arendse-Smith (Chief Administrative Officer)
Mr CJ Titus (Committee Clerk)
Ms MJ Prins (Word Processor Operator)
Mr J Pieterse (Senior ICT Officer)
Mr M Njokweni (Interpreter)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Speaker welcomed everyone present and requested Councillor J Zalie after that to open the meeting with a prayer.

NOTED

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

2.1 Consideration of application for leave of absence, if any Aansoeke 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 GG Laban.

UNANIMOUSLY RESOLVED

that the application for leave of absence from the meeting, received from the Deputy Executive Mayor, Councillor GG Laban, be approved and accepted.

2.2 Confidentiality and Conflict of Interest Declaration Vertroulikheid en Botsing van Belange Verklaring (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 MEDEDELINGS, AANKONDIGINGS OF SAKE GEOPPER

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

Councillor D Swart conveyed Council's congratulations to the following Councillors and spouses on their birthdays:

- Mrs N Ndaba 3 February
- Councillor E Sidego 16 February
- Mr M Hardnek 18 February
- Mrs 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

The Speaker expressed, on behalf of Council, congratulations to Councillor W Alexander for celebrating his birthday on 12th April.

Councillor JS Mouton expressed wishes to the Muslim community on their celebrations for Eid Mubarak.

NOTED.

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

(a) The Speaker requested a standing moment of silence for people of the Witzenberg community who had passed on:

- Young soccer player from Nduli, Asakhe Mvikelwa
- Mr Steven Booysen from Ceres
- Mr Bennie Jacobs and
- All others in the community who had passed on

(b) The Speaker expressed congratulations to the Municipal Manager, Senior Management and all staff members of the municipality for being awarded a position under the Top Ten municipalities in South Africa.

(c) The Speaker requested the Manager: Administration to schedule a meeting between herself and all Ward Councillors to discuss ward committee matters.

(d) The Speaker requested the Manager: Administration to schedule a meeting between herself and all female Councillors to discuss women's days.

NOTED

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

(a) The Executive Mayor reminded Council that the IDP/Budget 2024/2025 meetings had started and requested that Ward Councillors attend their meetings and that all other PR Councillors put in an effort to attend the meetings as well.

(b) The Executive Mayor informed Council that the municipality had hosted a successful soccer tournament during the Easter weekend. This is done to honour the agreement between local soccer and the Witzenberg Municipality. The Executive Mayor congratulated the soccer management, players and sponsors for a quality event. He congratulated the team of Prince Alfred's Hamlet who had won the League championship of the tournament.

(c) The Executive Mayor mentioned that the Management Team for soccer in the Witzenberg area are doing quite well and as the Mayor, he supported their dreams for soccer. They submit a five-year plan for soccer and hope that in the five years to come to produce a Bafana team player.

The Executive Mayor informed Council that during the Boys under 15 match, the soccer player Asakhe Mvikelwa from Nduli passed on. The municipality supported the family with funeral arrangements and Councillor K Yisa will represent Council and the municipality at the funeral in the Eastern Cape.

(d) The Executive Mayor referred to the Council agenda of the day and mentioned the backlog which had built up over time. The approval of the items is important in order to put Administration in a position to do their work and especially to support the outside bodies.

(e) The Executive Mayor mentioned that innovation was always part of his repertoire or management style and that he was testing at this meeting the "Voice of the community". The Witzenberg Rural Development Centre, consisting of a group of women, will address Council after the meeting in respect of community matters. Specific criteria for the address was agreed upon with the leaders and furthermore had the Executive Mayor liaised with the DA caucus as well as the opposition alliance to listen carefully to the input of the Witzenberg Rural Development Centre and the women. Secretariat was requested to record the proceedings for further use afterwards.

Councillor AL Gili expressed concern, but also support for the statements of the Executive Mayor. He mentioned that in respect of the inputs given by NGO's/organisations, it is good but also warned that it could open a can of worms. These people need to know and understand the municipal policies, for example the Credit Control Policy. Council needs to reach out to the community before they address Council at a meeting. He complimented the Executive Mayor on the other side with efforts such as his soccer initiatives. In the past, it was only sports such as rugby that benefited.

NOTED

3.4 Matters raised by the Municipal Manager
Sake deur die Munisipale Bestuurder geopper

None

NOTED

4. MINUTES / NOTULES

None

NOTED

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

None

NOTED

6. INTERVIEWS WITH DELEGATIONS
ONDERHOUDE MET AFVAARDIGINGS

None

NOTED

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

None

NOTED

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktoraat Finansies / Directorate Finance

8.1.1 Writing off of interest and arrears: Household debt and other irrecoverable outstanding amounts (5/12/1/3)

A memorandum from the Director: Finance, dated 27 October 2023, is attached as **annexure 8.1.1(a)**.

The Performance, Risk and Audit Committee resolved on 17 November 2023 to recommend to Council:

(a) that prescribed debt to the value of R129,853,263.04 be written off.

(b) that the indigent debt to the value of R43,765,510.01 be written off.

(c) that the debt that was not recoverable in terms of Section 118(1) of the Municipal Systems Act to the value of R233,510.36 be written off.

(d) that any interest or new debits raised on indigent accounts as per Section 2 and debt to be written off in terms of paragraph 118 of the Municipal Systems Act be written off as well.

(e) that the Municipality's Credit Control and Debt Collection Policy be implemented in respect of all debt incurred after the write-off even if the household is indigent.

An updated memorandum from the Director: Finance, dated 17 January 2024, is attached as **annexure 8.1.1(b)**.

An updated document indicating debt per town, as on 17 January 2024, is attached as **annexure 8.1.1(c)**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) That prescribed debt to the value of R129 853 263-04 be written off.

(b) That the indigent debt to the value of R47 535 655-38 be written off.

(c) That the debt that was not recoverable in terms of Section 118(1) of the Municipal Systems Act to the value of R233 510-36 be written off.

(d) That any interest or new debits raised on indigent accounts as per Section 2 and debt to be written off in terms of paragraph 118 of the Municipal Systems Act be written off as well.

(e) That the Municipality's Credit Control and Debt Collection Policy be implemented in respect of all debt incurred after the write-off even if the household is indigent.

The Executive Mayoral Committee resolved on 22 January 2024 that notice be taken of the writing off of interest and arrears of household debt and other irrecoverable outstanding amounts and that same be workshopped, after which the matter be tabled to Council for consideration.

Council unanimously resolved on 24 January 2024 that the writing off of interest and arrears of household debt and other irrecoverable outstanding amounts be held in abeyance.

A lengthy discussion was held in respect of the matter. The Executive Mayor explained the difference between prescribed debt and indigent debt and the recommendations received from AGSA in terms of writing off and the negative impact the arrears have on the municipality.

Councillor TE Abrahams proposed and Alderman K Adams seconded that the recommendations as stated in the agenda, be accepted.

Councillor AL Gili proposed and Councillor JS Mouton seconded that the matter be held in abeyance and that the municipality's Credit Control and Debt Collection Policy be taken through a public participation process.

The Speaker put the matter to a vote and the outcomes were:

Proposal	**Votes**
In favour of the agenda recommendations	12
Abstained	10
Absent	1
Total Councillors	23

The Speaker ruled in favour of the majority votes i.e. in favour of the recommendations in the agenda.

RESOLVED

(a) That prescribed debt to the value of R129 853 263-04 be written off.

(b) That the indigent debt to the value of R47 535 655-38 be written off.

(c) That the debt that was not recoverable in terms of Section 118(1) of the Municipal Systems Act to the value of R233 510-36 be written off.

(d) That any interest or new debits raised on indigent accounts as per Section 2 and debt to be written off in terms of paragraph 118 of the Municipal Systems Act be written off as well.

(e) That the Municipality's Credit Control and Debt Collection Policy be implemented in respect of all debt incurred after the write-off even if the household is indigent.

8.1.2 Witzenberg Performance Management Policy Framework (5/1/5/16)

The Municipal System Act (MSA), 2000 requires municipalities to establish a performance management system. In addition, Regulation 7(1) of the Local Government: Municipal Planning and Performance Management Regulations, 2001 states that "A Municipality's Performance Management System entails a framework that describes and represents how the municipality's cycle and processes of performance planning, monitoring, measurement, review, reporting and improvement will be conducted, organised and managed, including determining the roles of the different role players."

This draft Performance Management Policy Framework **[annexure 8.1.2(a)]** is a revision of the document approved by Council in 2018. The main changes relate to the incorporation of the published Municipal Staff Regulations and Guidelines as well as revised operating procedures.

The Executive Mayoral Committee resolved on 22 January 2024 to recommend to Council:

(a) that notice be taken of the Draft Witzenberg Performance Management Policy Framework.

(b) that the Draft Witzenberg Performance Management Policy Framework conditionally be approved subject to being workshopped by Council.

Council unanimously resolved on 24 January 2024 that the Draft Witzenberg Performance Management Policy Framework be held in abeyance.

The Executive Summary of the individual Performance Management implementation, as included in the staff regulations, is attached as **annexure 8.1.2(b)**.

UNANIMOUSLY RESOLVED

that the Witzenberg Performance Management Policy Framework be approved.

8.1.3 Section 71 Monthly Budget Statement Reports of Directorate Finance: January and February 2024
(9/1/2/2)

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

(a) January 2024: **Annexure 8.1.3(a)**.
(b) February 2024: **Annexure 8.1.3(b)**.

The Executive Mayoral Committee resolved on 19 February 2024 to recommend to Council:

(i) that notice be taken of the Section 71 Monthly Budget Statement Report of the Directorate Finance for January 2024.

(ii) that the Section 71 Monthly Budget Statement Report of the Directorate Finance for January 2024 be referred to the Portfolio Committee for Corporate and Financial Services, the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee to take notice or to advise Council if deemed necessary.

UNANIMOUSLY RESOLVED

(a) that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for January and February 2024.

(b) that the Section 71 Monthly Budget Statement Reports of the Directorate Finance for January and February 2024 be referred to the Portfolio Committee for Corporate and Financial Services, the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee to take notice or to advise Council if deemed necessary.

8.1.4 Proposed revisions to Service Delivery and Budget Implementation Plan 2023/2024 as per Section 54(1)(C) of Municipal Finance Management Act and relevant Senior Managers' Performance Contracts
(5/1/5/16)

A memorandum from the Manager: Projects and Performance, dated 15 January 2024, is attached as **annexure 8.1.4**.

The Executive Mayoral Committee resolved on 19 February 2024 to recommend to Council that the adjustments as proposed by the Manager: Projects and Performance, dated 15 January 2024, be approved.

UNANIMOUSLY RESOLVED

that the adjustments as proposed by the Manager: Projects and Performance, dated 15 January 2024, be approved.

8.1.5 Nomination of members to Valuation Appeal Board (5/2/5/1)

Memorandum from Director: Finance, dated 14 February 2024:

"**1. Purpose**

To recommend to Council to nominate members to the Witzenberg Valuation Appeal Board as well as the nomination for the position of Chairperson to the said committee for consideration by the MEC for Local Government Western Cape in terms of Section 56 of the Local Government Municipal Property Rates Act of 2004 (hereinafter referred to as the said Act).

2. Deliberation

The MEC for Local Government must, by Notice in the Provincial Gazette, establish as many Valuation Appeal Boards in the Province as may be necessary. In terms of Section 58 of the Act the Appeal Board will consist of a Chairperson, who must be a person with legal qualifications and sufficient experience in the administration of justice and not fewer than two (2) and not more than four (4) other members with sufficient knowledge of or experience in the valuation of property, of which at least one must be a professional valuer registered in terms of the Property Valuers Profession Act.
Section 59 regulates the criteria of persons that are being disqualified from being members of an Appeal Board.

Section 60 of the said Act stipulates that the term of office of an Appeal Board is four (4) years, but current members are eligible to be reappointed if they avail themselves to serve a new term. The term of office for members of the Witzenberg Valuation Appeal Board expired on 30 November 2023.

The members confirmed their availability to be reappointed, namely Advocate Pierre van Tonder, the Chairperson, and the other members, Ms Cecilia Hall, Advocate Mandla Mdludlu and Mr Pierre-Jean Gerber.

Advocate Mdludlu also indicated his availability to be appointed as an alternate Chairperson. This is a position he holds at various municipalities and he does meet the criteria and experience to hold such position.

3. Financial implication

Due provision has been made for the remuneration of the members of the Valuation Appeal Board. The members will be remunerated per actual sitting and in accordance with the conditions of appointment and the directions of the MEC for Local Government Western Cape.

4. Legal implication

The appointment of the Chairperson and members of the Valuation Appeal Board is governed by the Municipal Property Rates Act No. 6 of 2004, as amended. The MEC for Local Government Environmental Affairs and Development Planning is the responsible authority that must appoint the Chairperson as well as the members of the Valuation Appeal Board.

Council may only nominate candidates as members of the Valuation Appeal Board."

The Executive Mayoral Committee resolved on 19 February 2024 to recommend to Council:

That the following persons be nominated as members of the Valuation Appeal Board:

(i) Advocate Pierre van Tonder (Chairperson)
(ii) Ms Cecilia Hall (Member/Valuer)
(iii) Mr Mandla Mdludlu (Member/Alternative Chairperson)
(iv) Mr Pierre-Jean Gerber (Member/Valuer)

The term of office is four (4) years.

UNANIMOUSLY RESOLVED

that the following persons be nominated as members of the Valuation Appeal Board:

(i) Advocate Pierre van Tonder (Chairperson)
(ii) Ms Cecilia Hall (Member/Valuer)
(iii) Mr Mandla Mdludlu (Member/Alternative Chairperson)
(iv) Mr Pierre-Jean Gerber (Member/Valuer)

The term of office is four (4) years.

8.1.6 Supply Chain Management: Paragraph 7(4) Quarterly Report ending 30 September 2023: Implementation of Supply Chain Management Policy
(9/1/2/2)

A memorandum from the Manager: Supply Chain, dated 3 October 2023, is attached as **annexure 8.1.6**.

The Committee for Corporate and Financial Services resolved on 13 February 2024 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 September 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.

UNANIMOUSLY RESOLVED

(a) that notice be taken of the Supply Chain Management: Paragraph 7(4) Quarterly Report ending 30 September 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.

8.1.7 Consideration of approval of long-term contract: Extending current agreement with Solvem Consulting
(5/8/3)

The following documents are attached:

(a) Memorandum from Director: Finance, dated 8 August 2023: **Annexure 8.1.7(a)**.

(b) Advertisement: **Annexure 8.1.7(b)**.

(c) Due Diligence report: **Annexure 8.1.7(c)**.

(d) Master Service Agreement: **Annexure 8.1.7(d)**.

The Executive Mayoral Committee resolved on 19 February 2024 to recommend to Council:

That Council approves the long-term contract for the provision of an integrated financial management and internal control system for Local Government and to extend the current contract with Solvem Consulting (Pty) Ltd (including SAMRAS +), for a period of 5 (five) years with an option to extend for a further 5 (five) years, including current and future enhancements for Witzenberg Municipality, as required in terms of Sections 33 and 116 of the Municipal Finance Management Act.

UNANIMOUSLY RESOLVED

that Council approves the long-term contract for the provision of an integrated financial management and internal control system for Local Government and to extend the current contract with Solvem Consulting (Pty) Ltd (including SAMRAS +), for a period of 5 (five) years with an option to extend for a further 5 (five) years, including current and future enhancements for Witzenberg Municipality, as required in terms of Sections 33 and 116 of the Municipal Finance Management Act.

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

None

NOTED

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

None

NOTED

8.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

8.4.1 Council's representatives on SALGA Working Groups (3/1/1/5)

Council unanimously resolved on 24 October 2023:

(a) that the following Councillors will represent the municipality on the SALGA Working Groups:

(i) Economic Development and Job Creation: Councillor J Zalie

(ii) Development Planning and Rural Development: Councillor J Zalie

(iii) Public Transport and Roads: Councillor J Mouton

(iv) Environmental Management and Climate Resilience: Executive Deputy Mayor, Councillor G Laban

(v) Municipal Capabilities and Institutional Resilience: Councillor W Alexander

(vi) Municipal Finance and Fiscal Policy: Councillor W Alexander

(vii) Electricity and Energy and Public Works: Councillor J Mouton

(viii) Water and Sanitation: Councillor J Mouton

(ix) Community Development and Security: Executive Deputy Mayor, Councillor G Laban

(x) Health: Executive Deputy Mayor, Councillor G Laban

(xi) Emergency Services and Disaster Management: Executive Mayor, Councillor K Robyn
Executive Deputy Mayor, Councillor G Laban (Secundi)

(xii) Governance and Intergovernmental Relations: Executive Mayor, Councillor K Robyn
Executive Deputy Mayor, Councillor G Laban (Secundi)

(b) that nominations for all other outstanding bodies and SALGA Working Groups be held in abeyance until the next meeting.

The Executive Mayoral Committee resolved on 14 November 2023 to recommend to Council:

that representatives for the following SALGA Working Groups be accepted:

(i) Human Settlements and Urban Agenda
(ii) Municipal Digital Solutions

A new political dispensation came into being on 14 December 2023 and the Executive Mayor, Councillor T Abrahams, has now recommended the following changes of representation on the SALGA Working Groups:

(i) Economic Development and Job Creation

- Representative: Councillor P Daniels
- Secundi: Councillor N Nogcinisa

(ii) Development Planning and Rural Development

- Representative: Councillor P Daniels
- Secundi: Alderman H Smit

(iii) Public Transport and Roads

- Representative: Alderman H Smit
- Secundi: Councillor J Mouton

(iv) Environmental Management and Climate Resilience

- Representative: Councillor JF Nel
- Secundi: Councillor J Mouton

(v) Municipal Capabilities and Institutional Resilience

- Representative: Councillor J Fredericks
- Secundi: Alderman H Smit

(vi) Municipal Finance and Fiscal Policy

- Representative: Councillor J Fredericks
- Secundi: Councillor W Alexander

(vii) Electricity and Energy and Public Works

- Representative: Alderman H Smit
- Secundi: Councillor J Mouton

(viii) Water and Sanitation

- Representative: Alderman H Smit
- Secundi: Councillor J Mouton

(ix) Community Development and Security

- Representative: Councillor JF Nel
- Secundi: Councillor K Yisa

(x) Health

- Representative: Alderman K Adams
- Secundi: Councillor JF Nel

(xi) Emergency Services and Disaster Management

- Representative: Councillor T Abrahams
- Secundi: Councillor JF Nel

(xii) Governance and Intergovernmental Relations

- Representative: Councillor E Sidego
- Secundi: Councillor A Gili

(xiii) Human Settlements and Urban Agenda

- Representative: Alderman K Adams
- Secundi: Councillor A Gili

(xiv) Municipal Digital Solutions

- Representative: Councillor P Daniels
- Secundi: Councillor J Fredericks

UNANIMOUSLY RESOLVED

that Council's representatives on the SALGA Working Groups as recommended by the Executive Mayor, be accepted.

8.4.2 Council's representatives on Clinic Committees (3/1/1/5)

The following documents are attached:

(a) E-mail from the Department of Health: Cape Winelands District Office, dated 12 September 2023: **Annexure 8.4.2(a)**.

(b) Provincial Gazette Extraordinary, dated 5 July 2016: **Annexure 8.4.2(b)**.

(c) Council's representatives on outside bodies: **Annexure 8.4.2(c)**.

(d) Council's representatives on Clinic Committees: **Annexure 8.4.2(d)**.

The Executive Mayoral Committee resolved on 19 February 2024 to recommend to Council that the Executive Mayor will serve an updated list of Council's representatives on outside bodies, the Section 79 Committees and the SALGA Working Groups at the Council meeting.

UNANIMOUSLY RESOLVED

that Council's representatives on the Clinic Committees be accepted.

8.4.3 Appointment of Performance, Risk and Audit Committee member (5/14/4)

Memorandum from Chief Internal Audit Executive, dated 30 January 2024:

"Purpose

MFMA Section 166(5) states the members of an audit committee must be appointed by the Council of the municipality. The Committee must meet quarterly.

The purpose of this communication is for the Executive Mayoral Committee and Council to consider the extension of the term of office of the Chairperson.

Deliberation

The composition and term of office of the Performance, Risk and Audit Committee members are currently as follows:

Position	Name	Term
Chairperson	Mr Jonathan George	2nd 3-year term, extension of 1 year
Member	Mr JJ Swarts	1st 3-year term
Member	Ms Connie M Fagan	2nd 3-year term
Member	Ms J Lapoorta	1st 3-year term

It is best practice to maintain independent members and ensure continuity and stability within the Performance Risk and Audit Committee. To maintain independence, it is best practice that members should be appointed for a 3-year term with an option to extend the appointment for a future 3 years after which a 2-year cooling-off period should be applied.

The municipality has recently appointed a new Chief Internal Audit Executive and a new Manager: Internal Audit bringing about a significant change in the senior management of the Internal Audit Department. As the Chief Internal Audit Executive reports functionally to the Performance Risk and Audit Committee, the Chairperson of the PRAC plays a significant role in the work of the Internal Audit Department. As the leadership of the Internal Audit Department is new, established leadership is required on a functional basis to ensure that the Internal Audit Department is not compromised and is able to function effectively.

Mr J George has served on the PRAC for two terms and his term was extended during the previous financial year to ensure stability within the PRAC with the appointment of new members. Therefore, Mr J George has significant experience dealing with the Witzenberg Municipality and guiding its Internal Audit Department and would be of benefit to the new leadership of the Internal Audit Department.

To maintain the stability of the Internal Audit Department and provide guidance to its new leadership, it is recommended that Mr J George is appointed, as an interim measure, for a further year to ensure stability in the Internal Audit Department and the committee."

The Executive Mayoral Committee resolved on 19 February 2024 to recommend to Council that the appointment of Mr J George on the Performance, Risk and Audit Committee for a further one-year term be approved.

UNANIMOUSLY RESOLVED

that the appointment of Mr J George on the Performance, Risk and Audit Committee for a further one-year term be approved.

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

9.1 Petition: Vredebes (17/4/1/1/2/4)

A petition from Nduli residents, dated 17 March 2024, is attached as **annexure 9.1**.

UNANIMOUSLY RESOLVED

that a meeting for all Councillors will be held in the Town Hall, Voortrekker Street, Ceres on Tuesday, 16 April 2024 at 10:00 to discuss the Vredebes petition in respect of housing matters.

Councillor K Yisa, who attended the meeting virtually, requested to leave the meeting at 12:10, which request was approved by the Speaker.

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)

None

NOTED

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

None

NOTED

12. COUNCIL-in-COMMITTEE

These items are dealt with in the confidential minutes.

MINUTES OF THE SPECIAL COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON THURSDAY, 18 APRIL 2024 AT 09:00

PRESENT

Councillors

Councillor EM Sidego (DA) (Speaker)
Councillor TE Abrahams (DA) (Executive Mayor)
Councillor JF Nel (ICOSA) (Executive Deputy Mayor)
Alderman K Adams (DA)
Councillor P Daniels (DA)
Councillor S de Bruin (DA)
Councillor GJ Franse (DA)
Councillor JP Fredericks (FF Plus)
Councillor LA Hardnek (Witzenberg Party)
Alderman HJ Smit (DA)
Councillor D Swart (DA)
Alderman JJ Visagie (DA)

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr J Barnard (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Mr J Kolkota (Deputy Director: Finance)
Ms L Nieuwenhuis (Senior Manager: Legal Services)
Mr CG Wessels (Manager: Administration)
Ms M Arendse-Smith (Chief Administrative Officer)
Mr CJ Titus (Committee Clerk)
Ms MJ Prins (Word Processor Operator)
Mr J Pieterse (Senior ICT Officer)
Mr M Njokweni (Interpreter)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Speaker welcomed everyone present and requested the Executive Mayor, Councillor TE Abrahams, to open the meeting with a prayer.

NOTED

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

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

Applications for leave of absence from the meeting were received from:

(a) Executive Deputy Mayor, Councillor GG Laban (Witzenberg Aksie) due to party political matters

(b) Councillor JP Zalie (ANC) due to his sister-in-law being seriously ill and in hospital.

UNANIMOUSLY RESOLVED

that the applications for leave of absence from the meeting, received from the Executive Deputy Mayor, Councillor GG Laban, and Councillor JP Zalie, be approved and accepted.

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

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

NOTED

3. MOTIONS AND NOTICE OF SUGGESTIONS

3.1 Motion: No confidence and removal of Deputy Executive Mayor from office
(3/2/2)

A request, dated 8 April 2024, for an urgent meeting to table a motion of no confidence and the removal of the Deputy Executive Mayor from office is attached as **annexure 3.1**.

UNANIMOUSLY RESOLVED

that the Executive Deputy Mayor, Councillor GG Laban, be removed from office.

4. ELECTION OF DEPUTY EXECUTIVE MAYOR

4.1 Election of Executive Deputy Mayor (03/1/1/4)

Councillor P Daniels proposed and Alderman JJ Visagie seconded that Councillor JF Nel be elected as the Executive Deputy Mayor of Witzenberg Municipality.

There were no further nominations and the Speaker declared Councillor JF Nel as unopposed and duly elected unanimously as the Executive Deputy Mayor of Witzenberg Municipality.

UNANIMOUSLY RESOLVED

that Councillor JF Nel was elected as the Executive Deputy Mayor of Witzenberg Municipality.

4.2 Acceptance speech by Deputy Executive Mayor (3/1/1/4)

The Executive Deputy Mayor, Councillor JF Nel, delivered an acceptance speech, which is attached as **annexure 4.2**.

The following Councillors congratulated the Executive Deputy Mayor on his election:

(a) The Speaker, Councillor E Sidego on behalf of Council

(b) Councillor L Hardnek on behalf of the Witzenberg Party

(c) Councillor J Fredericks on behalf of the Freedom Front Plus

(d) The Executive Mayor, Councillor T Abrahams, on behalf of the Democratic Alliance

NOTED

5. ADJOURNMENT

The meeting adjourned at 09:55.

Approved on _____ with / without amendments.

_____
COUNCILLOR EM SIDEGO
SPEAKER

/MJ Prins

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON THURSDAY, 16 MAY 2024 AT 10:00

PRESENT

Councillors

Councillor EM Sidego (DA) (Speaker)
Councillor TE Abrahams (DA) (Executive Mayor)
Councillor JF Nel (ICOSA) (Executive Deputy Mayor)
Alderman K Adams (DA)
Councillor P Daniels (DA)
Councillor S de Bruin (DA)
Councillor GJ Franse (DA)
Councillor JP Fredericks (FF Plus)
Councillor AL Gili (ANC)
Councillor LA Hardnek (Witzenberg Party)
Councillor JS Mouton (ANC)
Councillor N Nogcinisa (ANC)
Councillor N Phatsoane (ANC)
Alderman HJ Smit (DA)
Councillor D Swart (DA)
Alderman JJ Visagie (DA)
Councillor K Yisa (ANC)

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr J Barnard (Director: Technical Services)
Ms N Oerson (Chief Internal Audit Executive)
Ms L Nieuwenhuis (Senior Manager: Legal Services)
Mr A Hofmeester (Manager: IDP)
Ms R Hendricks (Manager: Communication and Marketing)
Mr CG Wessels (Manager: Administration)
Mr CJ Titus (Committee Clerk)
Ms MJ Prins (Word Processor Operator)
Mr J Pieterse (Senior ICT Officer)
Mr M Njokweni (Interpreter)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

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

NOTED

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

2.1 Consideration of application for leave of absence
Aansoeke om verlof tot afwesigheid
(3/1/2/1)

Applications for leave of absence from the meeting were received from Councillors GG Laban, J Zalie, IL Swartz and WJ Alexander.

UNANIMOUSLY RESOLVED

that the Speaker will consider approval of the applications for leave of absence from the meeting, received from Councillors GG Laban, J Zalie, IL Swartz and WJ Alexander, at the next Council meeting on condition that written apologies be submitted.

EENPARIG BESLUIT

dat die Speaker die aansoeke om verlof tot afwesigheid, ontvang vanaf raadslede GG Laban, J Zalie, IL Swartz en WJ Alexander, by die volgende Raadsvergadering sal oorweeg op voorwaarde dat skriftelike verskonings ingedien word.

2.2 Confidentiality and Conflict of Interest Declaration
Vertroulikheid en Botsing van Belange Verklaring
(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
MEDEDELINGS, AANKONDIGINGS OF SAKE GEOPPER

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

Councillor LA Hardnek conveyed congratulations on behalf of Council to the following Councillors on their birthdays:

- Councillor N Nogcinisa 6 April
- Councillor P Daniels 8 April
- Councillor W Alexander 12 April

NOTED.

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

(a) The Speaker conveyed best wishes to al mothers on the past Mother's Day, held on Sunday, 12 May 2024.

(b) The Speaker mentioned that the planned and scheduled meeting with al female Councillors, which was postponed, will be held after the Provincial and National elections 2024.

(c) The Speaker referred to the planned and scheduled meeting with all Ward Councillors, which was postponed and will be held after the Provincial and National elections.

(d) The Speaker extended condolences to the family of the late Councillor Gerrit Fredericks of Cape Winelands District Municipality who passed on due to illness and also the passing on of a learner at Tulbagh High School on Mother's Day. The Speaker expressed condolences to all families in the Witzenberg area who had experienced the passing of loved ones.

NOTED

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

(a) The Executive Mayor expressed, on behalf of Council, deepest sympathy and condolences to the bereaved family of the late Councillor Gerrit Fredericks of Cape Winelands District Municipality who passed on and wished the family a speedy emotional recovery.

(b) The Executive Mayor referred to the tragic collapsing of a building in George and conveyed, on behalf of Council, condolences to the families of the workers who passed on.

(c) The Executive Mayor congratulated Adriaan Wildschutt on his performance in athletics and the award received from High School Bella Vista. Adriaan is the new world record holder for indoor 10 000 meters and is therefore a member of the South African athletics team for the Olympic Games in Paris during August 2024.

(d) The Executive Mayor congratulated Pietie and Suretha Deetlefs on their prestigious performance at the recent South African Masters Athletics Tournament.

(e) The Executive Mayor wished, on behalf of Council, all political parties a fair and successful campaign with the Provincial and National Elections to be held on 29 May 2024.

NOTED

3.4 Matters raised by the Municipal Manager
Sake deur die Munisipale Bestuurder geopper

None

NOTED

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4. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

4.1 Direktoraat Finansies / Directorate Finance

4.1.1 Finance: Budget 2024/2025 and Reviewed IDP 2024/2025 (5/1/1/23 & 2/2/1)

Memorandum from Director: Finance, dated 8 May 2024:

"**1. Purpose**

The purpose of this report is to table the Draft Budget 2024/2025 and the Draft Reviewed IDP 2024/2025 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 4.1.1(a)**.

(b) Draft Reviewed IDP 2024/2025: **Annexure 4.1.1(b)**.

(c) Draft Budget: 2024/2025 – 2026/2027: **Annexure 4.1.1(c)**.

(d) Draft Budget Related Policies: 2024/2025: **Annexure 4.1.1(d)**.

(e) Draft Budget Schedules: 2024/2025 – 2026/2027: **Annexure 4.1.1(e)**.

The Executive Mayor, Councillor TE Abrahams, submitted the Draft Budget 2024/2025 and Draft Reviewed IDP 2024/2025 and rendered the budget speech, attached as **annexure 4.1.1(f)**.

The Executive Mayor, Councillor TE Abrahams, proposed that the recommendations in the agenda be accepted, seconded by Alderman K Adams.

Councillor K Yisa objected against the Draft Budget 2024/2025 on grounds that the budget was not workshopped. The Speaker differed from the Councillor and mentioned that a workshop was held.

Councillor AL Gili mentioned that a workshop was held and that it was decided that the budget 2024/2025 would be taken to the communities for public participation and inputs. That was not done and thus Council does not know what the inputs of the communities are. The matters of Nduli for the budget is therefore not addressed, i.e. the restoration of the library and offices for the Councillors.

Councillor AL Gili proposed that the budget be objected, seconded by Councillor N Phatsoane.

The Speaker called for a vote and the outcomes were:

In favour of recommendations for budget	12
Objection against budget	5
Absent	2
Apologies	4
TOTAL	23

The Speaker declared the outcomes in favour of the majority votes.

RESOLVED

(a) That the annual budget of Witzenberg Municipality for the financial year 2024/2025; and indicative for the two projected years 2025/2026 and 2026/2027, 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 4.1.1(c) and any other municipal tax reflected in annexure 4.1.1(c) are imposed for the budget year 2024/2025.

(c) Tariffs and charges reflected in annexure 4.1.1(c) are approved for the budget year 2024/2025.

(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 2024/2025.

(e) The measurable performance objectives for each vote reflected in SA8 are approved for the budget year 2024/2025.

(f) That the new amended budget related policies be approved with implementation as from 1 July 2024:

(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.

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

(i) that the Reviewed Integrated Development Plan (IDP) for 2024/2025 be adopted.

4.1.2 Quarterly Budget Statement [Section 52(d)] Report: 3rd Quarter 2023/2024 (January until March 2024) (9/1/1 & 9/1/2/2)

The Quarterly Budget Statement [Section 52(d)] Report for the 3rd Quarter of 2023/2024 is attached as **annexure 4.1.2**.

UNANIMOUSLY RESOLVED

(a) that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the 3rd Quarter of 2023/2024.

(b) that the report supra (a) be referred to the Portfolio Committee for Corporate and Financial Services, the Performance, Risk and Audit Committee as well as the Municipal Public Accounts Committee to take notice or to advise Council if deemed necessary.

4.1.3 Section 71 Monthly Budget Statement Report of Directorate Finance: March 2024 (9/1/2/2)

The Section 71 Monthly Budget Statement Report of the Directorate Finance for March 2024 is attached as **annexure 4.1.3**.

UNANIMOUSLY RESOLVED

(a) that notice be taken of the Section 71 Monthly Budget Statement Report of the Directorate Finance for March 2024.

(b) that the Section 71 Monthly Budget Statement Report of the Directorate Finance for March 2024 be referred to the Portfolio Committee for Corporate and Financial Services, the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee to take notice or to advise Council if deemed necessary.

4.1.4 Rebates granted during 2022/2023 financial year (5/12/1/7)

Memorandum from Director: Finance, dated 2 February 2024:

"**1. Purpose**

To table before Council a list of all exemptions, rebates and reductions, as prescribed by the Local Government Municipal Property Rates Act Section 15(3)(a) of 2004: 'The Municipal Manager must annually table in the Council of the municipality a list of all exemptions, rebates and reductions granted by the municipality during the previous financial year'.

2. Background

In terms of Subsection 15(1) of the Municipal Property Rates Act (No. 6 of 2004) a municipality may in terms of the criteria set out in its Rates Policy:

(a) Exempt a specific category of owners of properties, or the owners of a specific category of properties, from payment of a rate levied on their property; or

(b) Grant to a specific category of owners of properties, or to the owners of a specific category of properties, a rebate on or a reduction in the rates payable in respect of their properties.

Subsection 15(3) notes that the Municipal Manager must annually table in the Council of the municipality a list of all exemptions, rebates and reductions granted by the municipality in terms of subsection 15(1) during the previous financial year.

The Council grants exemption on the first R120 000 property value of the following categories of property owners:

- Residential property
- Residential informal property
- Business/Commercial property
- Industrial property

In addition, Council also grants 50 % rebate to qualifying pensioners (persons older than 60 years old) on residential property rates.

3. Legislature framework

- Municipal Rates Policy
- Municipal Property Rates Act (No. 6 of 2004)

4. Financial implication

The total revenue forgone in respect of exemptions, reductions and rebates for the 2022/23 financial year in respect of property rates amounts to R10 418 986-44."

The Executive Mayoral Committee resolved on 19 February 2024 to recommend to Council that notice be taken of the list of exemptions, rebates and reductions granted by the municipality during the 2022/2023 financial year.

On a question of Councillor AL Gili for reasons of the rebates the Chief Financial Officer clarified that the matter originated from a Council resolution in the previous budget for grants exemption on the first R120 000 property value for categories of property owners. In addition that Council also grants 50 % rebate to qualifying pensioners (persons older than 60 years) on residential property.

UNANIMOUSLY RESOLVED

that notice be taken of the exemptions, rebates and reductions granted by the municipality during the 2022/2023 financial year.

4.2 Direktoraat Tegniese Dienste / Directorate Technical Services

None

NOTED

4.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

None

NOTED

4.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

4.4.1 Council meeting program: June until December 2024 (3/1/2/3)

Memorandum from Manager: Administration, dated 6 May 2024:

"**1. Purpose**

To obtain the approval of the Executive Mayoral Committee as well as Council for the proposed Council meeting program for June until December 2024.

2. For decision

Council.

3. Executive summary

The Council meeting program and meeting schedule for January until June 2024 was approved by Council and advertised in the local newspaper. Due to the national and provincial elections on 29 May 2024 a Council meeting program for only six months was planned. It is recommended that the attached program (**annexure 4.4.1**) for the period June until December 2024 be approved.

The Council meeting program of the Witzenberg Municipality has been synchronised with the meeting dates of the Cape Winelands District Municipality and with the SALGA Working Group meetings. The program 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 June until December 2024 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 second month and 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 for this schedule are planned for every month except for September and November 2024 and this exceeds the minimum requirement of one meeting per quarter as prescribed.

All legislative and policy requirements are complied with."

UNANIMOUSLY RESOLVED

that the Council meeting program for June until December 2024 be approved.

4.4.2 Amendment of Section 12 Notice of Witzenberg Municipality to allow Chairperson of MPAC to be full-time position (3/3/1/1)

Memorandum from Director: Finance, dated 6 May 2024:

"**1. Purpose**

To submit approval obtained from the MEC for Local Government that the Municipal Public Accounts Committee (MPAC) Chairperson be a full-time position.

2. Discussion

2.1 MPAC Chairperson

Council resolved on 24 January 2024 to request the MEC for Local Government to amend the Section 12 Notice of Witzenberg to allow the Chairperson of the Municipal Public Accounts Committee to be a full-time position.

The following documents are attached:

(a) Required approval, dated 6 May 2024: **Annexure 4.4.2(a)**.
(b) Relevant Government Gazette: **Annexure 4.4.2(b)**.

2.2 Grading of the municipality

The grading of Witzenberg Municipality is Grade 4.

2.3 Upper limits of remuneration

The upper limits of the remuneration of a part-time Chairperson of Municipal Public Accounts Committee (MPAC) are R399 846-00 while the remuneration for a full-time Chairperson of MPAC is R695 712-00.

2.4 Date of implementation

According to the letter received from the MEC, the effective date is 26 April 2024, or any other date thereafter as determined by the municipal Council.

2.5 Affordability

Provision was made for an increase in Councillor allowances in the 2023/2024 operating budget with the result that the provision in the original budget for the increase is sufficient.

2.6 Concurrence of the Provincial Minister for Local Government

The Councillor allowances may only be implemented once the concurrence of the Provincial Minister for Local Government has been obtained."

UNANIMOUSLY RESOLVED

That in respect of the determination of upper limits of salaries, allowances, and benefits of the Municipal Public Accounts Committee Chairperson:

(a) That Council notes the content of Provincial Gazette no. 8913.

(b) That sufficient funds are available to set the upward salary adjustment of the Municipal Public Accounts Committee Chairperson with effect from 26 April 2024.

(c) That Council approves the salary for the Municipal Public Accounts Committee Chairperson in the amount of R695 712-00 per annum.

(d) That the increase of total remuneration be approved retrospectively from 1 May 2024 subject to the concurrence of the Provincial Minister for Local Government.

(e) That the Provincial Minister for Local Government notes that Council has not implemented the adjustment in the remuneration of the Municipal Public Accounts Committee Chairperson allowance adjustment yet.

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

None

NOTED

6. FORMAL AND STATUTORY MATTERS
FORMELE EN STATUTêRE SAKE

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

None

NOTED

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

None

NOTED

8. ADJOURNMENT

The meeting adjourned at 11:05.

Approved on _____ with / without amendments.

_____
COUNCILLOR EM SIDEGO
SPEAKER

/MJ Prins

Meagan De Leeuw

From: Lea Hardnek
Sent: Tuesday, 14 May 2024 14:27
To: Meagan De Leeuw
Subject: Fwd: Mosie om in die raad voor te lees

Get Outlook for Android

From: Jacob Rooi <rooi.jacob@gmail.com>
Sent: Thursday, May 9, 2024 12:57:40 PM
To: Lilly Hardnek <lillyshiring@gmail.com>; Lea Hardnek <lhardnek@witzenberg.gov.za>; Jenny Van Wyk <jennyvanwyk15@gmail.com>
Subject: Mosie om in die raad voor te lees

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

CAUTION: This email originated from outside of the Witzenberg Organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Beste Lilly
Ek sien daar is volgende week wel raadsvergadering, ek het die agenda ontvang. Kan jy so gou moontlik die Speaker inlig oor die volgende mosie, wat ek jou versoek om in die raad voor te lees? Dankie, Jacob.

Notice of Motion:

I, on behalf of the Witzenberg Party (WP), give notice that I shall move

That the Council

Notes growing concern in the country regarding youth unemployment, which is often described as a 'ticking time bomb';

Expresses our deep concern for our students in the Witzenberg who require practical work experience as part of their studies and seek placement to finish their qualification;

Believes that the administration should go out of their way to accommodate and budget for the maximum intake. Some students are willing to do it for free as they have access to digital devices and some community members have offered to provide fold-up tables to be used as desks if needed.

The WP urges the administration to further investigate how more students of the Witzenberg municipality can be accommodated.

Thank you, Speaker.

Jacob Rooi
0834603687
@jacobrooi2
rooi.jacob@gmail.com

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 linkonzo 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 20 April 2023.

_____

COUNCILLOR / RAADSLID / UCEBA FE KLAZEN
CHAIRPERSON / VOORSITTER / USIHLALO

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 WEDNESDAY, 29 MARCH 2023 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR BEHUISINGSAANGELEENTHEDE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP WOENSDAG, 29 MAART 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 29 KWEYOKWINDLA 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 N Phatsoane (ANC)
Councillor / Raadslid / uCeba IL Swart (EFF)

Non-Committee Member / Nie-Komiteelid / Ongelolungu

Councillor / Raadslid / uCeba E Sidego (Speaker)
Councillor / Raadslid / uCeba LA Hardnek
Councillor / Raadslid / uCeba K Yisa
Councillor / Raadslid / uCeba P Daniels

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 P Daniels to open the meeting with prayer.

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

NOTED / AANGETEKEN

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

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

3. NOTULES

3.1 Matters / Corrections from the minutes / Imiba / 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 23 February 2023, are attached as **annexure 3.2**.

Die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 23 Februarie 2023, word ingebind as **bylae 3.2**.

Imizuzu yentlanganiso engemiba yeKomiti yoLwakhiwo,eyayibanjwe ngomhla wama 23 kweyoMdumba 2023 iqhotyoshelwe apha(annexure 3.2)

RESOLVED

that the minutes of the meeting of the Committee for Housing Matters, held on 23 February 2023, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou *op 23 Februarie 2023 goedgekeur en deur die Voorsitter onderteken word.*

ISIGQIBO

Ukuba imizuzu yentlanganiso yeKomiti yemiba yezoLwakhiwo, eyayibanjwe ngomhla wama 23 kweyoMdumba 2023 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

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: February 2023 / Maandverslag van die Afdeling Behuising: Februarie 2023 / lingxelo zarhoqo ngenyanga zeCandelo lolwakhiwo: KweyeDwarha/kweyeNkanga: kweyoMnga
(9/1/2/4)

The monthly report of the Section Housing for February 2023 is attached as **annexure 6.1**.

Die maandverslag van die Afdeling Behuising vir Februarie 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 February 2023 and same be accepted.

BESLUIT

dat die Komitee vir Behuisingsaangeleenthede kennis neem van die inhoud van die maandverslag van die Afdeling Behuising vir Februarie 2023 en dat die verslag aanvaar word.

ISIGQIBO

Ukuba iKomiti yeMiba yezoLwakhiwo igqale ingxelo yarhoqo ngenyanga yeCandelo loLwakhiwo lwenyanga yoMdumba 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/ Awekho

NOTED / AANGETEKEN / IGQALIWE

Councillor K Yisa joined the meeting at 10h12.

MINUTES OF THE MEETING OF THE COMMITTEE FOR LOCAL ECONOMIC DEVELOPMENT AND TOURISM OF THE WITZENBERG MUNICIPALITY, HELD ON THURSDAY, 18 APRIL 2023 AT 14:00 IN THE TOWN HALL, 50 VOORTREKKER STREET, CERES

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR PLAASLIKE EKONOMIESE ONTWIKKELING EN TOERISME VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DINSDAG, 18 APRIL 2023 OM 14:00 IN DIE STADSAAL, 50 VOORTREKKER STREET, CERES

IMIZUZU UENTLANGANISO YEKOMITI YEZOPHUHLISO LOMNOTHO WENGINGQI NEZOKHENKETHO KAMASIPALA WASEWITZENBERG,EYAYIBANJWE NGOMHLA WE-18 KWEKATSHAZIMPUNZI 2023 NGO-14:00 KWIHOLO YASEDOLOPHINI , 50 VOORTREKKERS STREET,ECERES

PRESENT / TEENWOORDIG / ABABEZIMASILE

Committee Members / Komiteelede / Amalungu eKomiti

Alderman / Raadsheer BC Klaasen (Chairperson / Voorsitter / Usihlalo) (DA)
Councillor / Raadslid G Laban (WA)
Councillor / Raadslid N Nogcinisa (ANC)
Councillor / Raadslid M Ndaba

Other Councillors / Ander Raadslede /Ooceba

Councillor / Raadslid / Uceba E Sidego (Speaker/uSomlomo)

Officials / Amptenare / Amagosa

Mr / Mnr D Nasson (Municipal Manager / Munisipale Bestuurder)
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 Wessels (Manager: Administration / Bestuurder: Administrasie)
Mr / Mnr C Titus (Committee Clerk / Komitee Klerk)
Mr / Mnr M Njokweni (Interpreter / Tolk)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING / UKUVULWA NOLWAMNKELO

The Chairperson welcomed everyone present and requested the Acting Manager: Socio-Economic Development to open the meeting with prayer.

Die Voorsitter verwelkom almal teenwoordig en versoek die Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling om die vergadering met gebed te open.

NOTED / AANGETEKEN / IGQALIWE

2. CONSIDERATION OF APPLICATION FOR LEAVE OF ABSENCE, IF ANY / OORWEGING VAN AANSOEKE OM VERLOF TOT AFWESIGHEID, INDIEN ENIGE / UKUTHATHELWA INGQALELO KWEZICELO ZEKHEFU LOKUNGABIKHO EMSEBENZINI, UKUBA KUYIMFUNEKO (3/1/2/1)

An apology for leave of absence from the meeting was received from Director: Corporate Services.

'n Verskonings vir afwesigheid van die vergadering is ontvang vanaf die Direkteur: Korporatiewe Dienste.

Isingxengxezo sokungazimasi intlanganiso koMlawuli: Iinkonzo eziManyanisiweyo

RESOLVED

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

BESLUIT

dat kennis geneem word van die verskoning vir afwesigheid van die vergadering, ontvang vanaf die Direkteur: Korporatiewe Dienste en dat dit aanvaar word.

ISIGQIBO

Ukuba kugqalwe isingxengxezo sokungazimasi intlanganiso soMlawuli: Iinkonzo eziManyanisiweyo kwaye samnkelwe.

3. MINUTES / NOTULES / IMIZUZU

3.1 Approval of minutes / Goedkeuring van Notules / Ukuphunyezwa kweMizuzu (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 3.1**.

Die notule van die vergadering van die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme, gehou op 18 Augustus 2021, word ingebind as **bylae 3.1**.

Imizuzu yentlanganiso yeKomiti yoPhuhliso loMnotho weNgingqi nezoKhenketho, eyayibanjwe ngomhla we-18 kweyeThupha 2021, iqhotyoshelwe **kwiSihlomelo 3.1**

RESOLVED

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.

BESLUIT

Om by die Raad aan te beveel:

dat kennis geneem word van die notule van die vergadering van die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme, gehou op 18 Augustus 2021, en dat dit deur die Raad goedgekeur word soos voorgelê.

ISIGQIBO

Kwenziwe isiphakamiso esiyakwiBhunga:

Ukuba kugqalwe imizuzu yentlanganiso yeKomiti yezoPhuhliso loMnotho weNgingqi nezoKhenketho,eyayibanjwe ngomhla we-18 kweyeThupha 2021, ifakwe kwiBunga ukuze liyiphumeze.

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY THE CHAIRPERSON / VERKLARINGS, MEDEDELINGS OF SAKE INGEDIEN DEUR DIE VOORSITTER / INGXELO, NEZIBHENGEZO OKANYE IMIBA ETHE YADAKANCWA NGUSIHLALO

NONE / GEEN / AZIKHO

NOTED / AANGETEKEN / IGQALIWE

Councillor G Laban joined the meeting at 14h12.

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES / UDLIWANONDLEBE NEGQIZA

5.1 Presentation: Dunlop's Business in a box initiative / Voorlegging: Dunlop's Besigheid in 'n boks inisiatief / Ulwandlalo-ntetho: Iphulo loshishino luka Dunlop (17/19/1)

A presentation received from Dunlop in respect if Dunlop's Business in a box initiative is attached as **annexure 5.1.**

'n Voorlegging ontvang van Dunlop ten opsigte van Dunlop's Besigheid inisiatief word aangeheg as **bylae 5.1.**

Ulwandlalo-ntetho lukaDunlop,eliphulo loshishino lukaDunlop luqhotyoshelwe **kwiSihlomelo 5.1.**

The Acting Manager: Socio Economic Development informed the Committee that the representative of Dunlop was unable to attend the meeting and therefore, the Acting Manager: Socio Economic Development will attend to the presentation.

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

RESOLVED

To recommend to the Executive Mayoral Committee and Council

that the Committee for Local Economic Development and Tourism supports the initiative and that the land for the initiative be made available in the various areas.

BESLUIT

Om by die Uitvoerende Burgemeesterskomitee en Raad aan te beveel:

dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme die inisiatief ondersteun en dat die grond vir die inisiatief in die verskillende areas beskikbaar gestel word.

ISIGQIBO

Ukuba kwenziwe isiphakamiso esiya kwikomiti kaSodolophu kunye neBhunga:

Ukuba iKomiti yezoPhuhliso loMnotho weNgingqi nezoKhanketho lixhase eliphulo kwaye kujongwe nomhlaba apho kuzakwenzelwa khona eliphulo kwiingingqi ezohlukeneyo.

5.2 PRESENTATION: LAST HOPE SMALL SCALE FARMERS / AANBIEDING: LAASTE HOOP KLEIN SKAALSE BOERDERY / ULWANDLALO-NTETHO: LE-LAST HOPE (AMAFAMA ASAKHASAYO) (15/2/2/R)

A letter received from Last Hope Small Scale Farmers is attached as **annexure 5.2.**

'n Brief ontvang vanaf Laaste Hoop Klein Skaalse Boerdery word aangeheg as **bylae 5.2.**

A presentation was made by Mr Waterboer, Chairperson of the Last Hope Small Scale Farming who informed the Committee of the concerns and challenges faced by the Small Scale Farmers.

Furthermore, that the mandate received from the Small Scale Farmers was to request for assistance from the municipality for a piece of land, namely Deelville, as it is not being utilised and is near town.
It is also noted that there are organisations that are willing to assist, but not while at the current location.

RESOLVED

(a) that the Committee for Local Economic Development and Tourism takes notice of the presentation in respect of Messrs Last Hope Small Scale Farmers.

(b) that a comprehensive report be compiled by the Manager: Legal Services with regards to availing land for the Small Scale Farmers and be submitted to the Committee for Local Economic Development and Tourism.

BESLUIT

(a) dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme kennis neem van die voorlegging ten opsigte van Laaste Hoop Klein Skaalse Boerdery.

(b) dat 'n omvattende verslag rakende die beskikbaarstelling van grond aan die Klein Skaalse Boerdery deur die Bestuurder: Regsdienste saamgestel en aan die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme voorgelê word.

ISIGQIBO

(a) Ukuba iKomiti yoPhuhliso loMnotho wenGingqi lithathele ingqalelo olulwandlalo-ntetho lwalaMafama asakhasayo abizwa ngokuba (Last hope Small Scale Farmers).

(b) Ukuba ingxelo equlunqwe nguMphathi: Wenkonzo zoMthetho malunga nomhlaba apho iLast hope small Scale farmers izakusebenzela khona ifakwe kwiKomiti yezoPhuhliso loMnotho weNgingqi nezoKhenketho.

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS / AMAGUNYA AGUNYAZISIWEYO

6.1 Outstanding matters / imiba engaqukunjelwanga (3/3/2)

Number / Nommer /Nani	File reference number Lêerverwysingsnommer/isikhombisi	Item number and date of meeting / Itemnommer en datum van vergadering/ Umhla wentlanganiso kunye nomba	Title of item / Onderwerp van item/isihloko somba	Resolution Besluit/isigqibo	Responsibility Verantwoordelikheid/uxanduva	Target date Teikendatum/Umhla wentlanganiso
6.1.1	9/1/2/4	Item 6.2 of the 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	18 April 2023

Item 3.3 of the committe meeting held on 18 August 2021 refers:

the Committee for Local Economic Development and Tourism resolved on 18 August 2021 that

(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.

The Municipal Manager informed the meeting that the matter relating to the Op-die-Berg Honey Bee Co-op has been stagnated and that all attempts to assist were unseccesful.

RESOLVED

that the outstanding matter relating the Honey Bee Co-op be removed from the agenda.

BESLUIT

dat die uitstaande aangeleentheid met betrekking tot die Honey Bee Co-op van die agenda verwyder word.

ISIPHAKAMISO

Ukuba umba ongekashukuxwa ngokuphathelene ne(Honey Bee Co-op) ukhutshwe kwi-agenda.

6.2.1 Monthly reports: Section Local Economic and Rural Development: July, August, September, October, November, December 2021; January, February, March, April and May 2022 / Maandverslae: Afdeling Plaaslike Ekonomiese en Landelike Ontwikkeling: Julie, Augustus, September, Oktober, November, Desember 2021; Januarie, Februarie, Maart, April en Mei 2022

Ingxelo yarhoqo ngenyanga: yeCandelo lezoPhuhliso loMnotho weNgingqi namaPhandle: kweyeKhala, kweyoMsintsi, kweyeDwarha, kweyeNkanga, neyoMnga 202; eyoMqungu, eyoMdumba, eyoKwindla, ekaTshazimpunzi kunye nekaCanzibe 2022
(17/19/1)

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.

Ezingxelo zilandelayo zeCandelo lezoPhuhliso loMnotho weNgingqi namaPhandle ziqhotyoshelwe:

(a)	July / Julie 2021	**Annexure / Bylae 6.2.1(a)**
(b)	August / Augustus 2021	**Annexure / Bylae 6.2.1(b)**
(c)	September 2021	**Annexure / Bylae 6.2.1(c)**
(d)	October / Oktober 2021	**Annexure / Bylae 6.2.1(d)**
(e)	November 2021	**Annexure / Bylae 6.2.1(e)**
(f)	December / Desember 2021	**Annexure / Bylae 6.2.1(f)**
(g)	January / Januarie 2022	**Annexure / Bylae 6.2.1(g)**
(h)	February / Februarie 2022	**Annexure / Bylae 6.2.1(h)**
(i)	March / Maart 2022	**Annexure / Bylae 6.2.1(i)**
(j)	April 2022	**Annexure / Bylae 6.2.1(j)**
(k)	May / Mei 2022	**Annexure / Bylae 6.2.1(k)**

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 July, August, September, October, November, December 2021, January, February, March, April and May 2022 and same be approved and 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 Julie, Augustus, September, Oktober, November, Desember 2021; Januarie, Februarie, Maart, April en Mei 2022 en dat die verslae aanvaar en goedgekeur word.

ISIGQIBO

Ukuba iKomiti yezoPhuhliso loMnotho weNgingqi nezoKhenketho igqale,emveni kokuthathela ingqalelo,komxholo weengxelo zarhoqo ngenyanga zeCandelo loPhuhliso loMnotho weNgingqi nezoKhenketho kwinyanga yeKhala , eyeThupha, eyoMsintsi, eyedwarha, eyeNkanga, eyoMnga 2021; eyoMqungu, eyoMdumba, eyoKwindla, ekaTshazimpunzi kunye nekaCanzibe 2022 iphunyezwe kwaye yamnkelwe.

6.2.2 Monthly reports: Section Local Economic and Rural Development: June, July, August, September, October, November, December 2022, January and February 2023 / Maandverslae: Afdeling Plaaslike Ekonomiese en Landelike Ontwikkeling: Junie, Julie, Augustus, September, Oktober, November, Desember 2022; Januarie en Februarie 2023 / lingxelo zarhoqo ngenyanga: kweyeSilimela, eyeKhala, eyeThupha, eyoMsintsi, eyeDwarha, eyeNkanga, neyoMnga 2022; eyoMqungu neyoMdumba 2023 (17/19/1)

(a)	June / Junie 2022	**Annexure / Bylae 6.2.2(a)**
(b)	July / Julie 2022	**Annexure / Bylae 6.2.2(b)**
(c)	August / Augustus 2022	**Annexure / Bylae 6.2.2(c)**
(d)	September 2022	**Annexure / Bylae 6.2.2(d)**
(e)	October / Oktober 2022	**Annexure / Bylae 6.2.2(e)**
(f)	November 2022	**Annexure / Bylae 6.2.2 (f)**
(g)	December / Desember 2022	**Annexure / Bylae 6.2.2 (g)**
(h)	January / Januarie 2023	**Annexure / Bylae 6.2.2 (h)**
(i)	February / Februarie 2023	**Annexure / Bylae 6.2.2 (i)**

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 June, July, August, September, October, November, December 2022, January and February 2023 and same be accepted and approved.

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 Junie, Julie, Augustus, September, Oktober, November, Desember 2022, Januarie en Februarie 2023 en dat die verslae aanvaar en goedgekeur word.

ISIGQIBO

Ukuba iKomiti yezoPhuhliso loMnotho weNgingqi nezoKhenketho ligqale ,emveni kokuthathela ingqalelo, kweengxelo zarhoqo ngenyanga zeCandelo lezophuhliso loMnotho weNgingqi namaPhandle kweyeSilimela, eyeKhala, eyeThupha, eyoMsintsi, eyeDwarha, eyeNkanga, neyoMnga 2022, eyoMqungu kunye neyoMqungu 2023 yamnkelwe kwaye iphunyezwe.

6.3.1 Monthly reports: Section Tourism: July, August, September, October, November, December 2021, January, February, March, April and May 2022 / Maandverslae: Afdeling Toerisme: Julie, Augustus, September, Oktober, November, Desember 2021, Januarie, Februarie, Maart, April en Mei 2022/ lingxelo zarhoqo ngenyanga: zecandelo lezoKhenketho: kweyeKhala, eyeThupha,eyoMsintsi, eyeDwarha,eyeNkanga kunye neyoMnga 2021, eyoMqungu, eyoMdumba, eyoKwindla, ekaTshazimpunzi nekaCanzibe 2022
(9/1/2/1)

The following monthly reports of the Section Tourism are attached:

Die volgende maandverslae van die Afdeling Toerisme word ingebind:

Ezingxelo zarhoqo ngenyanga zilandelayo ziqhotyoshelwe apha kwezizihlomelo:

(a)	July / Julie 2021	**Annexure / Bylae 6.3.1(a)**
(b)	August / Augustus 2021	**Annexure / Bylae 6.3.1(b)**
(c)	September 2021	**Annexure / Bylae 6.3.1(c)**
(d)	October / Oktober 2021	**Annexure / Bylae 6.3.1(d)**
(e)	November 2021	**Annexure / Bylae 6.3.1(e)**
(f)	December / Desember 2021; January / Januarie 2022	**Annexure / Bylae 6.3.1(f)**
(g)	February / Februarie 2022	**Annexure / Bylae 6.3.1(g)**
(h)	March / Maart 2022	**Annexure / Bylae 6.3.1(h)**
(i)	April 2022	**Annexure / Bylae 6.3.1(i)**
(j)	May / Mei 2022	**Annexure / Bylae 6.3.1(j)**

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 July, August, September, October, November, December 2021, January, February, March, April and May 2022 and same be approved and accepted.

BESLUIT

Om by die Uitvoerende Burgemeesterskomitee en Raad aan te beveel:

dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme kennis neem, na oorweging, van die inhoud van die maandverslae van die Afdeling Toerisme vir Julie, Augustus, September, Oktober, November, Desember 2021, Januarie, Februarie, Maart, April en Mei 2022 en dat die verslae aanvaar en goedgekeur word.

ISIGQIBO

Ukuba iKomiti yoPhuhliso loMnotho weNgingqi nezoKhenketho ligqale ,emveni kokuthathela ingqalelo,kweengxelo zarhoqo ngenyanga zecandelo lezoKhenketho kweyeKhala, eyeThupha, eyeMsintsi, eyeDwarha, eyeNkanga, eyoMnga 2012, eyoMqungu, eyoMdumba, eyoKwindla, ekaTshazimpunzi nekaCanzibe 2022 iphunyezwe kwaye yamnkelwe.

6.3.2 Monthly reports: Section Tourism: June, July, August, September, October, November, December 2022, January and February 2023 / Maandverslae: Afdeling Toerisme: Junie, Julie, Augustus, September, Oktober, November, Desember 2022, Januarie en Februarie 2023/ lingxelo zarhoqo ngenyanga: zeyeSilimela, ekaCanzibe, eyeThupha, eyoMsintsi, eyeDwarha, eyeNkanga, eyoMnga 2022, eyoMqungu kunye neyoMdumba 2023

(a)	June / Junie 2022	**Annexure / Bylae 6.3.2(a)**
(b)	July / Julie 2022	**Annexure / Bylae 6.3.2(b)**
(c)	August / Augustus 2022	**Annexure / Bylae 6.3.2(c)**
(d)	September 2022	**Annexure / Bylae 6.3.2(d)**
(e)	October / Oktober 2022	**Annexure / Bylae 6.3.2(e)**
(f)	November 2022	**Annexure / Bylae 6.3.2(f)**
(g)	December / Desember 2022	**Annexure / Bylae 6.3.2(g)**
(h)	January / Januarie 2023	**Annexure / Bylae 6.3.2(h)**
(i)	February / Februarie 2023	**Annexure / Bylae 6.3.2(i)**

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 June, July, August, September, October, November, December 2022, January and February 2023 and same be approved and 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 Junie, Julie, Augustus, September, Oktober, November, Desember, Januarie en Februarie 2023 en dat die verslae aanvaar en goedgekeur word.

ISIGQIBO

Ukuba iKomiti yoPhuhliso lomnotho weNgingqi nezoKhenketho ligqale, emveni kokuthathela ingqalelo, kweengxelo zarhoqo ngenyanga zecandelo lezoKhenketho kweyeSilimela, eyeKhala, eyeThupha, eyoMsintsi, eyeDwarha, eyeNkanga, eyoMnga 2022; eyoMqungu neyoMdumba 2023 yamnkelwe kwaye iphunyezwe.

6.4 Risk Management Report: Committee for Local Economic Development and Tourism / Risiko Bestuur Verslag: Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme / Ukulawulwa kobungozi: Ingxelo yeKomiti ejongene nobungozi kwezoPhuhliso loMnotho wengingqi kunye noKhenketho (9/1/2/2)

This is a quarterly report / Hierdie is 'n kwartaallikse verslag / Le yingxelo yarhoqo ngeKota.

None / Geen / ayikho

NOTED / AANGETEKEN / IGQALIWE

**6.5 Projects Matrix: Local Economic Development: Witzenberg area / Projekte Matriks: Plaaslike Ekonomiese Ontwikkeling: Witzenberg-area / Iprojekithi ye(Matrix): Uphuhliso loMnotho weNgingqi: Kwingingqi yaseWitzenberg / iProjekithi ye(Matrix)
(17/19/1)**

This is a standing item on the agenda**.**

The Projects Matrix for Witzenberg is attached as **annexure 6.5**.

Die Projekte Matriks vir Witzenberg word aangeheg as **bylae 6.5**.

The committee decided at 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

RESOLVED

That the item relating to the Local Economic Development Project Matrix for Witzenberg be removed from the agenda.

BESLUIT

Dat die item rakende Plaaslike Ekonomiese Ontwikkeling Projekte Matriks van die agenda verwyder word.

ISIGQIBO

Ukuba inqaku eliphathelene noPhuhliso loMnotho weNgingqi lweProjekithi ye(Matrix) yalapha eWitzenberg likhutshwe kwi-agenda.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE/ AMAGUNYA

7.1 Lease of a unit: Prince Alfred's Hamlet Small Business Hub / Huur van 'n eenheid: Prince Alfred's Hamlet Small Business Hub / Ukuqashwa kwendawo: kwindawo yamashishini asakhasayo ePrince Alfred Hamlet (7/1/4/1)

A memorandum received from the Acting Manager: Socio-Economic Development, dated 29 November 2021, is attached as **annexure 7.1**.

'n Memorandum ontvang vanaf die Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling, gedateer 29 November 2021, word aangeheg as **bylae 7.1**

Imemorandamu kuMphathi oliBambela: kwezoPhuhliso loMnotho weNgingqi,yangomhla wama-29 kweyeNkanga 2021 iqhotyoshelwe **kwesisihlomelo 7.1.**

RESOLVED

that the Acting Manager: Socio-Economic Development be mandated to deal with the Lease of a unit: Prince Alfred's Hamlet Small Business Hub in terms of the Supply Chain procedures.

BESLUIT

dat die Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling die mandaat kry om die huur van 'n eenheid: Prince Alfred's Hamlet Small Business Hub te hanteer in terme van die Voorsieningskanaal prosedures.

ISIGQIBO

Ukuba uMphathi oliBambela: kwezoPhuhliso loMnotho wengingqi ayalelwe ukuba ashukuxe umba ophathelene nokuqashiswa kwendawo yoshishino lwamashishini asakhasayo eHamlet ngokuthi kulandelwe imibandela yeCandelo lezentengiso kuMasipala.

7.2 Replacement of lessees for Skoonvlei Business HUB: Lease of units / Vervanging van huurders vir Skoonvlei Besigheid HUB: Huur van eenhede / Ukufakwa kwabanye abaqashi kwindawo yoshishino eSkoonvlei: Isivumelwano sekuqasha indawo (7/1/4/1)

Memorandum from the Acting Manager: Socio-Economic Development, dated 28 July 2022:

"**1. Premise/Mhlahlandlela**

Witzenberg Municipality has constructed a 10-unit Small Business Centre in the Skoonvlei industrial area, Bella Vista, Ceres on the corner of Forel and Bank Streets. The business centre will contain nine single units (approximately 3 m x 6 m) and one double unit (approximately 3 m x 12 m). The units comprise of converted containers and will be suitable for office based (8), tuck shop (1) or light industrial (1) businesses.

Ten container units were allocated to successful entrepreneurs by Council in 2021.

In 2022 a total of six container units have become vacant. The vacant units are the six meter container office units (4 units in total), 1 tuck shop container unit and 1 x 12 meter unit.

The lease of the Skoonvlei Small Business HUB units has been advertised in February 2022 and again in March 2022.

2. Evaluation of applications / Ukuhlolwa kwezicelo

A total of four applications was received and is available for evaluation, namely:

(i) Branden Cycle Shop (Pty) Ltd

This application was already submitted in the original call for proposals in 2021, but ten entrepreneurs had already been allocated the containers with him being the eleventh applicant.

(ii) Ezebee Extreme Clothing and Catering

This application was submitted in 2021, but was late for the first application process. The application was included in this item as the applicant is still interested in renting a container unit.

(iii) Labchem Cleaning Solutions (Pty) Ltd

(iv) Shikinah Kingdom Centre NPC

Assessment sheet and copies of applications are attached as **annexure 7.2**."

RESOLVED

that the Acting Manager: Socio-Economic Development be mandated to deal with the Lease of a unit: Prince Alfred's Hamlet Small Business Hub in terms of the Supply Chain procedures.

BESLUIT

dat die Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling die mandaat kry om die huur van 'n eenheid: Prince Alfred's Hamlet Small Business Hub te hanteer in terme van die Voorsieningskanaal prosedures.

ISIGQIBO

Ukuba uMphathi oliBambela: kwezoPhuhliso lomnotho weNgingqi ayalelwe ukuba ashukuxe umba ophathelene nokuqashiswa kwendawo yokushishina amashishini asakhasayo eseHamlet ngokuthi kulandelwe imibandela yeCandelo lezentengiso kwaMasipala.

7.3 Replacement of lessees for Skoonvlei Business HUB: Lease of units (7/1/4/1)

A memorandum received from the Acting Manager: Socio-Economic Development, dated 3 March 2023, is attached as **annexure 7.3**.

'n Memorandum ontvang vanaf die Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling, gedateer 3 Maart 2023, word aangeheg as **bylae 7.3.**

Imemorandamu esuka kuMphathi olibambela: kwezoPhuhliso loMnotho weNgingqi,yangomhla wesi-3 kweyokwindla 2023 iqhotyoshelwe **kwisihlomelo sesi-7.3.**

RESOLVED

that the Acting Manager: Socio-Economic Development be mandated to deal with the Lease of a unit: Prince Alfred's Hamlet Small Business Hub in terms of the Supply Chain procedures.

BESLUIT

dat die Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling die mandaat kry om die huur van 'n eenheid: Prince Alfred's Hamlet Small Business Hub te hanteer in terme van die Voorsieningskanaal prosedures.

ISIGQIBO

Ukuba uMphathi oliBambela: kwezoPhuhliso loMnotho weNgingqi ayalelwe ukuba ashukuxe umba ophathelene nokuqashiswa kwendawo yoshishino lwamashishini asakhasayo eHamlet kwaye kulandelwe imibandela yecandelo lezentengiso kuMasipala.

7.4 Replacement of lessees for Prince Alfred's Hamlet Small Business Hub: Lease of Unit (7/1/4/1)

A memorandum received from the Acting Manager: Socio-Economic Development, dated 3 March 2023, is attached as **annexure 7.4**.

'n Memorandum ontvang vanaf die Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling, gedateer 3 Maart 2023, word aangeheg as **bylae 7.4.**

Imemorandamu esuka kuMphathi oliBambela: kwezoPhuhliso loMnotho weNgingqi ,eyangomhla wesi-3 kweyoKwindla 2023 iqhotyoshelwe **kwisihlomelo sesi-7.4.**

RESOLVED

that the Acting Manager: Socio-Economic Development be mandated to deal with the Lease of a unit: Prince Alfred's Hamlet Small Business Hub in terms of the Supply Chain procedures.

BESLUIT

dat die Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling die mandaat kry om die huur van 'n eenheid: Prince Alfred's Hamlet Small Business Hub te hanteer in terme van die Voorsieningskanaal prosedures.

ISIGQIBO

Ukuba uMphathi oliBambela : kwezoPhuhliso loMnotho weNgingqi ayalelwe ukuba ashukuxe umba ophathelene nendawo yoshishino lwamashishini asakhasayo eHamlet kwaye kulandelwe imibandela yecandelo lezeNtengiso kuMasipala.

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA / DRINGENDE SAKE INGEDIEN NA AFSENDING VAN DIE AGENDA / IMIBA ENGXAMISEKILEYO ITHE YAFAKWA EMVENI KOKUBA KUXOXIWE AGENDA

None / Geen / ayikho

NOTED / AANGETEKEN / IGQALIWE

9. ADJOURNMENT / VERDAGING / CHITHAKALA / PHUMA

The meeting adjourned at 14h57 / Die vergadering verdaag om 14h57/intlanganiso ichitheke ngo 14h45

Approved on / Goedgekeur op/ Ipasiswe ngo 19-09-2023.

_____
**ALDERMAN / RAADSHEER BC KLAAZEN
CHAIRPERSON / VOORSITTER/ USIHLALO**

/esl

MINUTES OF THE MEETING OF THE COMMITTEE FOR CORPORATE AND FINANCIAL SERVICES OF THE WITZENBERG MUNICIPALITY, HELD ON THURSDAY, 20 APRIL 2023 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 APRIL 2023 OM 14:00 IN DIE RAADSAAL, VOORTREKKERSTRAAT 50, CERES.

IMIZUZU YENTLANGANISO YEKOMITI YEZENKONZO EZIMANYANEYO NEZEMALI KAMASIPALA WASEWITZENBERG, EYAYIBANJWE NGOMHLA WE 20 KWEKATSHAZIMPUNZI 2023 NGOLWESINE NGENTSIMBI YESI: 14:00 KWIGUMBI LENTLANGANISO ZEBHUNGA, 50 VOORTREKKERS

Councillors / Raadslede / ooCeba

JP Fredericks (Chairperson) (FFP)
JJ Cloete (PA)
D Swart (DA)

Officials / Amptenare / Amagosa

Mr / Mnr D Nasson (Municipal Manager / Munisipale Bestuurder)
Mr / Mnr HJ Kritzinger (Director: Finance / Direkteur: Finansies)
Mr / Mnr J Kolkota (Deputy Director: Finance / Adjunk Direkteur: Finansies)
Ms / Me I Barnard (Acting Director: Corporate Services / Waarnemende Direkteur: Korporatiewe Dienste)
Mr / Mnr M Frieslaar (manager: Supply Chain / Bestuurder: Voorsieningskanaal)
Mr / Mnr W Mars (Manager: Financial Administration / Bestuurder: Finansiëke 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)
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)

Minutes: Committee for Corporate and Financial Services:
Notule: Komitee vir Korporatiewe en Finansiële Dienste:
20 April 2023

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1. OPENING AND WELCOME / OPENING EN VERWELKOMING / UKUVULWA NOLWAMNKELO

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

Die Voorsitter verwelkom almal teenwoordig en versoek Raadslid J Cloete om met gebed te open.

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)

(a) An application for leave of absence from the meeting was received from Councillor J Zalie (ANC) due to hospitalization.

Aansoek om verlof tot afwesigheid van die vergadering was ontvang vanaf Raadslid J Zalie (ANC) weens hospitalisering.

(b) Apologies for leave of absence from the meeting were received from the Director: Corporate Services and Chief: Traffic and Law Enforcement Services.

Verskonings vir afwesigheid van die vergadering is ontvang vanaf die Direkteur: Korporatiewe Dienste en Hoof Verkeer en Wetstoepassings Dienste.

RESOLVED

(a) that the application for leave of absence from the meeting received from Councillor J Zalie (ANC) due to hospilization, be approved and accepted.

(b) that notice be taken of the apologies for absence from the meeting received from the Director: Corporate Services and Chief: Traffic and Law Enforcement Services

BESLUIT

(a) dat die aansoek om verlof tot afwesigheid van die vergadering ontvang vanaf Raadslid J Zalie (ANC) weens hospitalisering, goedgekeur en aanvaar word.

(b) dat kennis geneem word van die verskonings vir afwesigheid van die vergadering, ontvang vanaf die Direkteur: Korporatiewe Dienste en Hoof Verkeer en Wetstoepassings Dienste.

ISIGQIBO

(a) Ukuba isingxengxezo esimalunga noCeba uJ Zalie(ANC) sokubasesiBhedlele kwakhe siphunyezwe kwaye samnkelwe.

(b) Ukuba isingxengxezo sokungazimasi intlanganiso koMlawuli sigqalwe: Iinkonzo ezimanyanisiweyo

3. MINUTES / NOTULES/IMIZUZU

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

For consideration of any discussions and / or corrections of the minutes.

Ter oorweging van besprekings en / of regstellings van die notule.

Ukuthathelwa ingqalelo kweengxoxo / Izilungiso zemizuzu.

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 17 November 2022, are attached as **annexure 3.2**.

Die notule van 'n vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou op 17 November 2022, word ingebind as **bylae 3.2**.

Imizuzu yentlanganiso yeeNkonzo eZimanyanisiweyo nezeMali ,eyayibanjwe ngomhla wama 17 kweyeNkanga 2022 iqhotyoshelwe kwi**(Annexure 3.2).**

RESOLVED

that the minutes of the meeting of the Committee for Corporate and Financial Services, held on 17 November 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 17 November 2022, goedgekeur en deur die Voorsitter onderteken word.

ISIGQIBO

Ukuba imizuzu yentlanganiso yeKomiti yeeNkonzo ezimanyanisiweyo nezeMali eyayibanjwe ngomhla wama 17 kweyeNkanga 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	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	that the matter be held in abeyance to obtain further information.	Manager: Legal Services	15 June 2023
6.2	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 due to the collapse of the project, the matter be removed from outstanding matters.		
6.3	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	15 June 2023

RESOLVED

that notice be taken of the feedback regarding the outstanding matters.

BESLUIT

dat kennis geneem word van die terugvoering rakende die uitstaande aangeleenthede.

ISIGQIBO

Ukuba kugqalwe ingxelo yemiba engashukuxwanga.

6.2 Monthly reports: Directorate: Corporate Services: October, November, December 2022, January and February 2023 / Maandverslae: Direktoraat: Korporatiewe Dienste: Oktober, November, Desember 2022, Januarie en Februarie 2023 / Ingxelo yarhoqo ngenyanga: uLawulo: Iinkonzo ezimanyanisiweyo: eyeDwarha, eyeNkanga, eyoMnga 2022, eyoMqungu kunye neyoMdumba 2023 (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:

Ingxelo yarhoqo ngenyanga yoLawulo: Iinkonzo ezimanyanisiweyo iqhotyoshelwe:

(a)	October / Oktober 2022	**Annexure / Bylae 6.2(a)**
(b)	November 2022	**Annexure / Bylae 6.2(b)**
(c)	December / Desember 2022	**Annexure / Bylae 6.2(c)**
(d)	January / Januarie 2023	**Annexure / Bylae 6.2(d)**
(e)	February / Februarie 2023	**Annexure / Bylae 6.2(e)**

RESOLVED

that the Committee for Corporate and Financial Services, after consideration, takes notice of the content of the monthly reports of the Directorate: Corporate Services for October, November, December 2022, January and February 2023 and same be accepted.

BESLUIT

dat die Komitee vir Korporatiewe en Finansiële Dienste, na oorweging, kennis neem van die inhoud van die maandverslae van die Direktoraat: Korporatiewe Dienste vir Oktober, November, Desember 2022, Januarie en Februarie 2023 en dat die verslae aanvaar word.

ISIGQIBO

Ukuba iKomiti yeeNkonzo ezimanyaneyo nezeMali, emveni kokuthathela ingqalelo,kugqalwe ingxelo yarhoqo ngenyanga yoLawulo: Iinkozo eziManyanisiweyo kweyeDwarha, eyeNkanga, eyoMnga 2022 eyoMqungu kunye neyoMdumba 2023 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.

None / Geen / 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: October, November, December 2022, January and February 2023 / Artikel 71 Maandelikse Begrotingsverslae van die Direktoraat Finansies: Oktober, November, Desember 2022, Januarie en Februarie 2023 / Icandelo 71 lengxelo yohlahlolwabiwomali yarhoqo nganyanga yoLawulo lwezeMali: kweyeDwarha, eyeNkanga, eyoMnga 2022 ,eyoMqungu kunye neyoMdumba 2023
(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)	October / Oktober 2022	**Annexure / Bylae 7.1(a)**
(b)	November 2022	**Annexure / Bylae 7.1(b)**
(c)	December / Desember 2022	**Annexure / Bylae 7.1(c)**
(d)	January / Januarie 2023	**Annexure / Bylae 7.1(d)**
(e)	February / Februarie 2023	**Annexure / Bylae 7.1e)**

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, 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.

BESLUIT

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

dat die Komitee vir Korporatiewe en Finansiële Dienste, na oorweging, kennis neem van die inhoud van die Artikel 71 Maandelikse Begrotingsverslae van die Direktoraat Finansies vir Oktober, November, Desember 2022, Januarie en Februarie 2023 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 yeCandelo lama 71 kweyeDwarha, eyeNkanga, eyoMnga 2022, neyoMqungu kunye neyoMdumba 2023, yamnkelwe ize iphunyezwe.

7.2 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)

Item 8.1 of the Committee meeting for Corporate and Financial Services held on 17 November 2022 refers.

A memorandum from the Manager: Legal Services, dated 13 September 2022, is attached as **annexure 7.2**.

'n Memorandum ontvang van die Bestuurder: Regsdienste, gedateer 13 September 2022, word ingebind as **bylae 7.2**.

Imemorandamu esuka kuMphathi:kwiiNkonzo zoMthetho,yangomhla we-13 kweyoMsintsi 2022 iqhotyoshelwe **kwisihlomelo 7.2**

The Committee for Corporate and Financial Services resolved on 17 November 2022 that:

(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.

RESOLVED

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

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

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

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

b) 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.

BESLUIT

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

a) i) dat 'n gedeelte van erf 85, Op-die-Berg verruil word vir 'n gedeelte van erf 417/0, Op-die-Berg.

ii) dat die onderverdeling en hersonering van erf 85, Op-die-Berg, vir die rekening van die Nederduitse Gereformeerde Kerk toegeken word.

iii) dat die oordrag van erf 85, Op-die-Berg vir die rekening van die Nederduitse Gereformeerde Kerk toegeken word, ten voordeel van die munisipaliteit vir ontwikkeling van besigheids erwe in die afwesigheid van alternatiewe grond.

b) dat die oordrag van 'n gedeelte van erf 417/0, Op-die-Berg vir die rekening van die munisipaliteit is asook die onderverdeling en hersonering van erf 417/0, Op-die- Berg.

ISIGQIBO

Ukuba iKomiti yeeNkonzo eziManynisisweyo nezemali yenze isiphakamiso esiya kwiBhunga neKomiti kaSodolophu:

(a) (i) Ukuba isiza u85 sitshintshelwe kwisiza 417/0.

(ii) Ukuba isiza 85 akuyomfuneko ukuba sihambisane nothetho wokuLawulwa kweMali kaMasipla (MFMA).

(iii) Ukuba esisiza u85 sifakwe phantsi kwe-akhawunti yeCawe yaDatshi.

(iv) Ukuba ukufakwa kwe-akhawunti yesiza u85 kwiCawe yamaDatshi ngenxa yemiba ephathelene nezophuhliso lwamashishini nomhlaba ngenxa yokunqongophala komhlaba/indawo yokuhlala.

(b) Ukuba isiqendu sesiza 417/0 sifakwe phantsi kwe-akhawunti kaMasipala nalapho sizakuthi sitshintshelwe khona sibephantsi kwe-akhawunti kaMasipala.

7.3 Application for Extension of Liquor Trading Hours in terms of Section 6 of Witzenberg Municipality Amended-Bylaw on Liquor Trading Days and Hours - 2016
(14/1/1)

A memorandum from the Manager: Legal Services, dated 14 March 2023, is attached as **annexure 7.3**.

'n Memorandum ontvang van die Bestuurder: Regsdienste, gedateer 14 March 2023, word ingebind as **bylae**

Imemorandamu esuka kuMphathi:kwiiNkonzo zoMthetho ,yangomhla we-14 kwekaTshazimpunzi iqhotyoshelwe **kwisihlomelo 7.3**.

RESOLVED

(a) that the application of the Ceres Golf Club for extension of liquor trading hours in terms of Section 6 of Witzenberg Municipality amended By-Law on Liquor Trading Days and Hours-2016, be approved as follows:

- *Monday – Sunday from 08h00 until 00h00*

(b) that if any complaints are received from the pubic, specifically in respect of the trading hours of Ceres Golf Club, the municipality will consult with the applicant as the determination of trading hours are the priority of Council.

BESLUIT

(a) dat die aansoek van Ceres Golfklub vir die verlenging van drankhandelure ingevolge Artikel 6 van Munisipaliteit Witzenberg gewysigde Verordening op Drankhandeldae en –ure 2016 soos volg goedgekeur word:

- *Maandag – Sondag vanaf 08h00 tot 00h00*

(b) dat indien klagtes vanaf die publiek ontvang word, spesifiek oor die handelsure van Ceres Golfklub die munisipaliteit met die aansoeker konsulteer aangesien die vasstelling van handelsure die Raad se proriteit is.

ISIGQIBO

(a) Ukuba isicelo esifakwe libhunga lebala leGalufa laseCeres lokwandiswa kwexesha lokuthengiswa kotywala ngokuphathelene noMthetho kaMasipala weeYure neemini-2016 zokuthengiswa kotywla ibengumba ophambili kwiBhunga.

- *NgoMvulo-NgeCawe ukusuka 08h00-00h00*

(b) Ukuba kuthe kwakho izikhalazo ezisuka kubahlali malunga nokuthengiswa kotywala ebaleni uMasipala uyakuthi aqhagamishelane nebenzi zicelo ngokwesigqibo seBhunga.

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 Purchase Erf 2459, Ceres (7/1/4/1)

A memorandum from the Manager: Legal Services, dated 13 April 2023, is attached as **annexure 8.1**.

'n Memorandum ontvang van die Bestuurder: Regsdienste, gedateer 13 April 2023, word ingebind as **bylae**

Imemorandamu esuka kuMphathi: kwiiNkonzo zoMthetho,yomhla we-13 kwekaTshazimpunzi 2023 iqhotyoshelwe **kwisihlomelo 8.1**.

RESOLVED

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 Artikel 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 Artikel 14.2(b)]

BESLUIT

Om aan die Uitvoerende Burgemeesterskomitee en Raad aan te beveel:

(a) dat oorweging gegee word aan die vervreemding van munisipale eiendom, erf 2549, Ceres ten gunste van Johan Mostert Trust.

(b) dat in terme van Artikel 14.2 van die Munisipale Finansiële Bestuurswet (56 van 2003), erf 2549, Ceres nie benodig word vir minimum vlak van basiese munisipale dienste nie. [MFMA Artikel 14.2(a)]

(c) dat in terme van Artikel 14.2 van die Munisipale Finansiële Bestuurswet (56 van 2003), erf 2549, Ceres verkoop word teen 'n markverwante prys verkoop word. [MFMA Artikel 14.2(b)]

ISIGQIBO

Kwenziwe isiphakamiso esiya kwiKomiti kaSodolophu neBhunga:

(a) Ukuba kuthathelwe ingqalelo malunga nesiza sikaMasipala ,u2549,eCeres sinikwe iJohan Mostert Trust.

(b) NgokweCandelo 14.2 loMthetho wokuLawulwa kwezeMali kuMasipala umthetho(56 ka 2003),isiza 2549,eCeres ayomfuneko ukuba kunikezelwe ngeenkonzo ezingundoqo.(MFMA icandelo 14.2(a))

(c) NgokweCandelo 14.2 lomthetho wokuLawulwa kwezemali kuMasipala umthetho(56 ka 2003), isiza 2549, eCeres sithengiswe ngamaxabiso asemthethweni ngokwe(MFAM icandelo 14.2(a))

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 FOR THE COMMITTEE FOR COMMUNITY DEVELOPMENT OF THE WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON THURSDAY, 20 APRIL 2023 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR GEMEENSKAPSONTWIKKELING VAN DIE MUNISIPALITEIT WITZENBERG GEHOU OP DONDERDAG, 20 APRIL 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 L Hardnek (WP)

Non- Committee members

Alderman K Adams

Officials / Amptenare/Amagosa

Mr / Mnr D Nasson (Municipal Manager / Munisipale: Bestuurder)
Ms / Me I Barnard (Acting Director: Corporate Services / Waarnemende Direkteur: Korporatiewe Dienste)
Ms / Me J Stuurman (Manager: Libraries / Bestuurder: Biblioteke)
Ms / Me A Lamprecht-Vertue (Manager: Disaster Management and Fire Services / Bestuurder: Rampbestuur en Brandweerdienste)
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)

Other representatives / Ander verteenwoordigers

Lieutenant-Colonel / Luitenant-Kolonel V Groenewald (South African Police Services / Suid-Afrikaanse Polisiediens, Tulbagh)
Warrant Officer / Adjudant-Offisier M Africa (South African Police Services / Suid-Afrikaanse Polisiediens, Ceres)
Captain / Kaptein DC Faro (South African Police Services / Suid-Afrikaanse Polisiediens, Wolseley)
Warrant Officer / Adjudant-Offisier JP Robyn (South African Police Services / Suid-Afrikaanse Polisiediens, Prince Alfred's Hamlet)
Ms / Me A Coetzee (Vrolike Vinkies Enrichment and Development Centre / Vrolike Vinkies Sentrum vir Verryking en Ontwikkeling Sentrum)
Ms / Me N Saunders (Department of Health / Departement van Gesondheid)
Ms / Me F Prins (Vrolike Vinkies Enrichment and Development Centre / Vrolike Vinkies Sentrum vir Verryking en Ontwikkeling Sentrum)
Ms / Me C Botha (Manager: Night Shelter / Bestuurder: Nagskuiling)

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 verwelkom almal teenwoordig en versoek Raadslid P Daniels om die vergadering met gebed te open.

NOTED / AANGETEKEN

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

None / Geen

NOTED / AANGETEKEN

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 16 March 2023, are attached as **annexure 3.2**.

Die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 16 Maart 2023, word ingebind as **bylae 3.2**.

RESOLVED

that the minutes of the meeting of the Committee for Community Development, held on 16 March 2023 be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 16 Maart 2023, 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

None / Geen

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES / UDLIWANONDLEBE NEGQIZA

5.1 Community Services: Monthly Report: The Haven Night Shelter: March 2023 / Gemeenskapsdienste: Maandverslag: Die Haven Nagskuiling: Maart 2023 linkonzo zoLuntu: Ingxelo yarhoqo ngenyanga: Ixobongwana lokuhlala abangenandawo (The haven night shelter eyoKwindla 2023
(17/16/3/1)

The monthly report of the Haven Night Shelter for March 2023 is attached as **annexure 5.1**.

Die maandverslag van die Haven Nagskuiling vir Maart 2023 word ingebind as **bylae 5.1**.

Ms Botha reported the following

- that the Department: Health subsidises the Haven Night shelter per bed and that the shelter needs the bed to be occupied by a client.
- that 70% of the clients are locals who have homes.
- that the Haven Nightshelter has an admission policy.

Councillor L Hardnek enquired with regard to a homeless woman who roams the streets.

Ms Botha responded that the woman refuses to be helped.

The Municipal Manager mentioned that an application must be submitted to Department: Social Development to force the woman to receive medical assistance.

The Municipal Manager furthermore mentioned that the churches with soup kitchens should serve soup at the Night shelter and that the municipality should manage same.

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the content of the monthly report of the Haven Night Shelter for March 2023 and that same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslag van die Haven Nagskuiling vir Maart 2023 en dat die verslag aanvaar word.

5.2 Presentation: Vrolike Vinkies Enrichment and Development Centre, Ceres / Aanbieding: Vrolike Vinkies Sentrum vir Verryking en Ontwikkeling Sentrum
(7/1/4/1)

A power point presentation was made by Ms Andeline Coetzee, Chief Executive Officer of Vrolike Vinkies Enrichment and Development Centre in respect of the financial statement attached as **annexure 5.2.**

'n *Powerpoint presentation* was gedoen deur Me Andeline Coetzee, Hoof Uitvoerende Beampte van die Vrolike Vinkies Sentrum vir Verryking en Ontwikkeling Sentrum ten opsigte van die Finansielê state is aangeheg as **bylae 5.2**

Ms A Coetzee, Chief Executive Officer of Vrolike Vinkies Enrichment and Development Centre requested that the building be donated to Vrolike Vinkies Enrichment and Development Centre or a long lease agreement.

A Committee member requested that Vrolike Vinkies Enrichment and Development Centre submit the correct figures in respect of their income and expenditure.

Chairperson enquired whether parents pay school fees. Ms A Coetzee mentioned that parents pay school fees but not the disabled children.

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the content of the presentation made by Ms Coetzee and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die voorlegging gelewer deur Ms Coetzee en dat dit aanvaar word.

5.3 South African Police Services (SAPS) / Suid-Afrikaanse Polisiediens (SAPD) (17/07/1/R)

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

Die verslae van die Suid-Afrikaanse Polisiediens is mondeling gelewer.

(a) Ceres

Warrant Officer M Africa from the South African Police Services (SAPS) on behalf of Colonel K Dyers (SAPS) requested assistance from the municipality with by-laws on the following matters:

- Illegal gambling on weekends
- Illegal taxi ranks

Warrant Officer M Africa enquired whether it is possible to advertise safety tips in the municipal newsletter.

Municipal Manager mentioned that Colonel K Dyers (SAPS) should put her request in writing and forward same for inclusion in the municipal newsletter to the Municipal Manager.

Municipal Manager informed the meeting that the Acting Chief: Traffic and Law Enforcement Services will liaise with SAPS regarding the illegal gambling and illegal taxi ranks on weekends.

Warrant Officer M Africa (SAPS) reported the following:

- Planned project at the Haven Night Shelter in conjunction with Public Order Police Services Boland (POPS) and Anti-Gang Unit (AGU) Worcester led by Colonel W Smith.

(b) Prince Alfred's Hamlet

Warrant Officer JP Robyn, South African Police Services (SAPS) reported the following:

- people crossing the main road to the landfill site in Prince Alfred Hamlet is a matter of concern.

- stray animals roaming the streets and the town.

The Municipal Manager reported the following:

- Council approved the funding for the fencing of the landfill site in Prince Alfred Hamlet.

- that the municipality is in process to advertise and appoint a contractor which will be on site by mid- June 2023.

- that two(2) security guards was appointed to patrol the landfill site at night and that Law Enforcement Officers patrol during the day.

- SAPS to assist municipality to arrest people burning rumble and waste at the landfill site.

- that a meeting will be held with small farmers in respect of animals roaming the street and public areas.

- an item will be tabled to Council with regard to the impounding of animals
- that the municipality does not have land available for the above.

(c) Wolseley

Captain DC Faro, South African Police Services (SAPS) requested that the municipality assist with Municipal Traffic Wardens in Wolseley.

Municipal Manager informed the meeting that only eight (8) additional Traffic Wardens were appointed and that same will assist (SAPS) Wolseley.

(d) Tulbagh

Colonel F Groenewald, South African Police Services(SAPS) Tulbagh reported the following challenges:

- street children roaming in Van der Stel Street, Tulbagh requesting money from the community especially at Spar and that Traffic wardens return to assist with this problem.

The Municipal Manager mentioned the following:

- that only eight (8) Traffic wardens was appointed as the training and selection process is tough.
- that for the interim, Law Enforcement Officers will be instructed to patrol the hotspots where these children are operating.

Colonel F Groenewald (SAPS) Tulbagh reported the following:

- that the community is complaining about service delivery, vandalism and the state of the Tulbagh.
- that the municipality assist with the illegal taxi operators.

Municipal Manager reported the following:

- That SAPS Tulbagh assist the municipality with the impoundment of illegal taxis.
- That a correspondence was received from the Provincial Taxi Registrar requesting Law Enforcement Agencies to act vigorously against illegal taxi operators.
- SAPS to assist the Municipality with illegal shop owners in the Witzenberg area.

The Municipal Manager requested that SAPS Tulbagh assist the Municipality in respect of Council intention to implement water shedding.

RESOLVED

(a) that notice be taken of the verbal reports of the South African Police Services and same be accepted.

(c) that the South African Police Services in conjunction with the Witzenberg Municipality and others host wellness awareness campaigns at all schools in respect of alcohol, drugs abuse and sexual exploitation.

(b) that the Section: Administration writes a letter to Ceres Provincial Hospital inviting them to attend the meeting of the Committee for Community Development.

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 report of the Section Socio-Economic Development for February 2023 / Maandverslag van die Afdeling Sosio-Ekonomiese Ontwikkeling vir Februarie 2023 / Ingxelo yarhoqo ngenyanga yeCandelo loPhuhliso loMnotho woLuntu kweyoMdumba 2023 (17/16/1/)

The monthly report of the Section Socio-Economic Development for February 2023 is attached as **annexure 6.2.**

Die maandverslag van die Afdeling Sosio-Ekonomiese Ontwikkeling word ingebind as **bylae 6.2**.

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the content of the monthly report of the Section Socio-Economic Development for February 2023 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslag van die Afdeling Sosio-Ekonomiese Ontwikkeling vir Februarie 2023 en dat die verslag aanvaar word.

6.3 Monthly report of the Section Libraries for February 2023 / Maandverslag van die Afdeling Biblioteke vir Februarie 2023 / Ingxelo yarhoqo ngenyanga yeCandelo lamaThala eeNcwadi kweyoMdumba 2023
(17/6/5)

The monthly report of the Section Libraries for February 2023 is attached as **annexure 6.3**.

Die maandverslag van die Afdeling Biblioteke vir Februarie 2023 word ingebind as **bylae 6.3**

RESOLVED

(a) that the Committee for Community Development, after consideration, takes notice of the content of the monthly report of the Section Libraries for Februarie 2023 and same be accepted.

(b) that the Municipal Manager writes a letter to the Provincial Library Services and request for funding for a new library for Ward 2, Breërivier, Wolseley.

(c) that the Municipal Manager table a report at the next meeting in respect of Supra(b).

BESLUIT

(a) dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslag van die Afdeling Biblioteke vir Februarie 2023 en dat die verslag aanvaar word.

(b) dat die Munisipale Bestuurder 'n skrywe rig aan Provinsiale Biblioteekdienste vir befondsing vir 'n nuwe biblioteek in Wyk 2, Breërivier, Wolseley.

(c) dat die Munisipale Bestuurder 'n verslag ten opsigte van Supra (b) voorlê by die eerskomende vergadering.

6.4 Monthly report of the Section Amenities and Environment for February 2023 / Maandverslag van die Afdeling Geriewe en Omgewing vir Februarie 2023 / Ingxelo yarhoqo ngenyanga yeCandela loLonwabo nokusiNgqongileyo kweyoMdumba 2023.
(17/5/2/)

The monthly report of the Section Amenities and Environment for February 2023 is attached as **annexure 6.4**.

Die maandverslag van die Afdeling Geriewe en Omgewing vir Februarie 2023 word ingebind as **bylae 6.4**.

A Committee member requested that the Montana netball facility in Wolseley be upgraded as it is not on standard, to allow the netball team to play games at home.

The Municipal Manager informed the meeting that no provision was made in the budget for the upgrading of the Montana netball court in Wolseley.

RESOLVED

(a) that the Committee for Community Development, after consideration, takes notice of the content of the monthly report of the Section Amenities and Environment for February 2023 and same be accepted.

(b) that the Manager: Amenities and Environment do a cost analysis in respect of the upgrading of the Montana netball court in Wolseley.

BESLUIT

(a) dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslag van die Afdeling Geriewe en Omgewing vir Februarie 2023 en dat die verslag aanvaar word.

(b) dat die Bestuurder: Geriewe en Omgewing 'n koste-analise maak ten opsigte van die opgradering van die Montana-netbalbaan in Wolseley.

6.5 Monthly report of the Section Resorts and Swimming Pools for February 2023 / Maandverslag van die Afdeling Oorde en Swembaddens vir Februarie 2023 / Ingxelo yarhoqo ngenyanga yeCandelo lweNdawo zokuhlala eziqashiswayo namaQula okudada kweyoMdumba 2023 (17/10/4)

The monthly report of the Section Resorts and Swimming Pools for February 2023 is attached as **annexure 6.5**.

Die maandverslae van die Afdeling Oorde en Swembaddens vir Februarie 2023 word ingebind as **bylae 6.5**.

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the content of the monthly report of the Section Resorts and Swimming Pools for February 2023 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslag van die Afdeling Oorde en Swembaddens vir Februarie 2023 en dat die verslag aanvaar word.

6.6 Monthly report: Section Disaster and Emergency Management and Fire Services for February 2023 / Maandverslag: Afdeling Ramp- en Noodbestuur en Brandweerdienste vir Februarie 2023 / Ingxelo yarhoqo ngenyanga: iCandelo leNtlekele nokuLawulwa kwezingxamisekileyo kunye neeNkonzo zoMlilo kweyoMdumba 2023
(17/7/2/)

The monthly report of the Section Disaster and Emergency Management and Fire Services for February 2023 is attached as **annexure 6.6**.

Die maandverslag van die Afdeling Ramp- en Noodbestuur en Brandweerdienste vir Februarie 2023 word ingebind as **bylae 6.6**.

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the content of the monthly report of the Section Disaster and Emergency Management and Fire Services for February 2023 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslag van die Afdeling Ramp- en Noodbestuur en Brandweerdienste vir Februarie 2023 en dat die verslag aanvaar word.

6.7 Monthly report: Section Traffic Services for Februarie 2023 / Maandverslag: Afdeling Verkeersdienste vir February 2023 / Ingxelo yarhoqo ngenyanga: Icandelo leeNkonzo zezithuthi kweyoMdumba 2023
(9/1/2/1)

The monthly report of the Section Traffic Services for February 2023 is attached as **annexure 6.7**.

Die maandverslag van die Afdeling Verkeersdienste vir Februarie 2023 word ingebind as **bylae 6.7**.

RESOLVED

(a) that the Committee for Community Development, after consideration, takes notice of the content of the monthly report of the Section Traffic Services for February 2023 and same be accepted.

(b) that the Municipal Manager liaise with the Department: Transport and Public Works in respect of Electronic National Administration Traffic Information System (ENATIS) to be made available for traffic services for other municipal offices in towns such as Tulbagh and Wolseley.

BESLUIT

(a) dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslag van die Afdeling Verkeersdienste vir Februarie 2023 en dat die verslag aanvaar word.

(b) dat die Munisipale Bestuurder met die Departement: Vervoer en Openbare Werke skakel ten opsigte van die (ENATIS) Elektroniese Nationale Administratiewe Verkeer Inligting Stelsel beskikbaar te stel vir verkeersdienste in ander munisipale kantore in dorpe soos Tulbagh en Wolseley.

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 Fire and Rescue Services, Fire Safety and Prevention Capacity Assessment conducted by the Department of Cooperative
(17/7/2/1)

Item 7.2 of the Committee for Community Development held on 16 March 2023, refers.

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 7.1**.

The Committee for Community Develoment resolved on 16 March 2023 that 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.

RESOLVED

that notice be taken of the Report: Witzenberg Fire and Rescue Services, Fire Safety and Prevention Capacity Assessment conducted by the Department of Cooperative Governance.

BESLUIT

dat kennis geneem word van die Verslag: Witzenberg Brand en Reddingsdienste en Voorkoming Kapasiteit Assessering gedoen deur die Departement van Samewerkende Regering.

7.2 Renewal of lease agreement: Vrolike Vinkies Enrichment and Development Centre, Ceres (7/1/4/1)

The following item refers.

Item 7.3.2 of the Executive Mayoral Committee held on 28 November refers.

Item 7.3 of the Committee for Community Development held on 26 March 2023.

A letter from Vrolike Vinkies Enrichment and Development Centre, dated 28 July 2022, is attached as **annexure 7.2.**

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.

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.

The Committee for Community Development resolved on 16 March 2023 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.

RESOLVED

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 the yearly rental amount be determined.

(c) 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.

(d) that Vrolike Vinkies Crèche is liable to pay for municipal services and that they are responsible to maintain the building.

(e) that Vrolike Vinkies Crèche is responsible for own security measures, such as alarms, guards, burglar bars etc.

(f) 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.

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

8.1 Community Services: Report: The Haven Night Shelter / Gemeenskapsdienste: Verslag: Die Haven Nagskuiling / Iinkonzo zoLuntu: Ingxelo ye-Heaven Night Shelter (17/16/3/1)

A report received from the Social Worker, Ms M Muller, requested by the Committee for Community Development in respect of the Haven Nightshelter is attached as **annexure 8.**1.

'n Verslag ontvang vanaf die Maatskaplik Werker, Me M Muller, soos versoek deur die Komitee vir Gemeenskapsontwikkeling rakende die Haven Nagskuiling word ingebind as **bylae 8.1**.

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the content of the report of the Haven Nightshelter and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die verslag van die Haven Nagskuiling en dat die verslag aanvaar word.

9. ADJOURNMENT / VERDAGING/UKUPHUMA / UKUCHITHWA

The meeting adjourned at 11:43 / Die vergadering verdaag om 11:43

Approved on 20 November 2023.

_____

COUNCILLOR / RAADSLID / UCEBA FE KLAZEN
CHAIRPERSON / VOORSITTER / USIHLALO

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 TUESDAY, 16 MAY 2023 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR BEHUISINGSAANGELEENTHEDE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DINSDAG, 16 MEI 2023 OM 10:00 IN DIE STADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES
PRESENT / TEENWOORDIG / ABABEZIMASILE

Committee Members / Komiteelede / Amalungu eKomiti

Alderman / Raadsheer / Igqala lezoPolitiko K Adams (Chairperson / Voorsitter) (DA)
Councillor / Raadslid / uCeba N Phatsoane (ANC)
Councillor / Raadslid / uCeba IL Swart (EFF)

Non-Committee Member / Nie-Komiteelid / Ongelolungu

Councillor / Raadslid / uCeba E Sidego (DA)
Councillor / Raadslid / uCeba P Daniels (DA)

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)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING / UKUVULWA NOLWAMNKELO

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 te open met gebed.

NOTED / AANGETEKEN

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

(a) An application for leave of absence from the meeting was received from Councillor S de Bruin.

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

(a) 'n Aansoek om verlof tot afwesigheid van die vergadering is ontvang vanaf Raadslid S de Bruin.

(b) 'n Verskoning vir afwesigheid van die vergadering was ontvang vanaf die Munisipale Bestuurder.

RESOLVED

a) that the application for leave of absence from the meeting received from Councillor S de Bruin be approved and accepted..

b) that notice be taken of the apology for leave of absence from the meeting received from the Municipal Manager and same be accepted.

BESLUIT

a) dat die aansoek om verlof van die vergadering ontvang vanaf Raadslid S de Bruin goedgekeur en aanvaar word.

b) dat kennis geneem word van die verskoning vir afwesigheid van die vergadering ontvang vanaf die Munisipale Bestuurder en dat dit aanvaar word.

3. NOTULES

3.1 Matters / Corrections from the minutes / Imiba / Izilungiso zemizuzu

For consideration of any discussions and / or corrections of the minutes.

Ter oorweging van besprekings en / of regstellings van die notule.

Ukuthathelwa ingqalelo kwazo zonke iingxoxo /ukulungiswa kwemizuzu

NONE / GEEN

NOTED / AANGETEKEN / IGQALIWE

3.2 Approval of minutes / Goedkeuring van notules / Ukuphunyezwa kwemizuzu (3/1/2/3)

The following minutes are attached:

(a) Committee for Housing Matters, held on 29 March 2023: **Annexure 3.2(a)**.

(b) Committee for Housing Matters with Maple Park tenants, held on 24 April 2023: **Annexure 3.2(b)**.

Die volgende notule/verslag word aangeheg:

(a) Komitee vir Behuisingsaangeleenthede, gehou op 29 March 2023: **Bylae 3.2(a)**.

(b) Komitee vir Behuisingsaangeleenthede met Maple Park-huurders, gehou op 24 April 2023: **Bylae 3.2(b)**.

RESOLVED

(a) that the minutes of the meeting of the Committee for Housing Matters, held on 29 March 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 Maple Park tenants, held on 24 April 2023.

BESLUIT

(a) dat die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 29 Maart, goedgekeur en deur die Voorsitter onderteken word.

(b) dat kennis geneem word van die verslag van die Komitee vir Behuisingsaangeleenthede se vergadering met die Maple Park-huurders op 24 April 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 THE 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

5.1 Housing: Presentation: Planned Tulbagh Gap Housing Project for employees of Twee Jonge Gezellen Farm / Behuising: Aanbieding: Beplande Tulbagh GAP Behuising Projek vir Werknemers van Twee Jonge Gezellen Plaas
(17/04/1/1/1)

A verbal presentation in respect of the planned Tulbagh GAP Housing Project for employers of Twee Jonge Gezellen Farm was made by the appointed representatives of Twee Jonge Gezellen.

Councillor E Sidego enquired as to what is expected from the municipality where after Mr Meyer stated that an indication is needed as to available properties and to what extent the properties are developed.

The Manager: Housing informed the meeting that a list of questions were received from Mr Bezuidenhout, which included those posed at the meeting, and was returned to sender.

The Chairperson indicated that due process must be followed and the respective departments will be included where needed.

A meeting will then be arranged between Witzenberg Municipality and Twee Jonge Gezellen Farm for further discussions.

RESOLVED

(a) that the Committee for Housing Matters, after consideration, takes notice of the content of the presentation made by Mr Bezuidenhout and same be accepted.

(b) that the Manager: Housing obtain inputs from the relevant departments in respect of the planned Tulbagh GAP Housing Project.

(c) that a meeting be arranged between Witzenberg Municipality and Twee Jonge Gezellen Farm.

BESLUIT

(a) dat die Komitee vir Behuisingsaangeleenthede, na oorweging, kennis neem van die inhoud van die aanbieding gelewer deur Mnr Bezuidenhout en dat dit aanvaar word.

(b) dat die Bestuurder: Behuising insette van die betrokke departemente verkry ten opsigte van die beplande Tulbagh GAP-behuisingsprojek.

(c) dat 'n vergadering tussen Witzenberg Municipaliteit en Twee Jonge Gezellen Farm gereël word.

Councillor N Phatsoane requested to be excused from the meeting at 10h45 due to other engagements.

The Chairperson informed the meeting that the meeting will continue but due to a lack of quorum, no resolutions can be taken.

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS / AMAGUNYA ABAWAXAKATHISIWEYO

6.1 Monthly report of the Section Housing: March 2023 / Maandverslag van die Afdeling Behuising: Maart 2023 / Iingxelo zarhoqo ngenyanga zeCandelo lolwakhiwo: KweyeDwarha/kweyeNkanga: kweyoMnga
(9/1/2/4)

The monthly report of the Section Housing for March 2023 is attached as **annexure 6.1**.

Die maandverslag van die Afdeling Behuising vir Maart 2023 word ingebind as **bylae 6.1**.

RESOLVED

that the matter relating to the monthly report of the Section Housing for March 2023, be held in abeyance.

BESLUIT

dat die aangeleentheid rakende die maandverslag van die Afdeling Behuising vir Maart 2023 oorstaan tot die volgende vergadering.

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

MINUTES OF THE MEETING OF THE COMMITTEE FOR HOUSING MATTERS OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON TUESDAY, 15 AUGUST 2023 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR BEHUISINGSAANGELEENTHEDE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DINSDAG, 15 AUGUSTUS 2023 OM 10:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES.

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 GG Laban (WA) (Executive Deputy Mayor)
Councillor / Raadslid / uCeba L Hardnek (WP)

Officials/ AmaGosa

Mr / Mnr / Mnu D Nasson (Municipal Manager / Munisipale Bestuurder /uMlawuli-Masipala)
Ms / Me / Nkosk C Mackenzie (Manager: Housing / Bestuurder: Behuising / uMphathi:kwezoKhiwo)
Mr / Mnr / Mnu T Plaatjies (Senior Housing Officer / Senior Behuisingsbeampte / iGosa eliyintloko kwezolwaKhiwo)
Ms / Me / Nkosk D Thomas (Housing Officer / Behuisingsbeampte / iGosa kweLwakhiwo)
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/iToliki/uMguquleli)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING / UKUVULWA NOLWAMNKELO

The Chairperson welcomed everyone present and requested the Manager: Housing to open the meeting with prayer.

Die Voorsitter heet almal teenwoordig welkom en versoek die Bestuurder: Behuising om die vergadering met gebed te open.

NOTED / AANGETEKEN

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

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY THE CHAIRPERSON / VERKLARINGS, MEDEDELINGS OF SAKE INGEDIEN DEUR DIE VOORSITTER / INGXELO, IZIBHENGEZO OKANYE IMIBA ETHE YAPHAKANYISWA NGUSIHLALO

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

4. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES / UDLIWANONDLEBE NEGQIZA

4.1 Housing: Presentation: Proposal for Relocation of the Nduli residents residing in the road reserve / Behuising: Aanbieding: Voorstel vir Hervestiging van die Nduli inwoners wat die padreserwe bewoon / Isiphakamiso solwandlalo-ntetho malunga nokufuduswa kwabantu baseNduli abahlala endleleni. (17/04/1/1/2/4)

A presentation in respect of a proposal for the relocation of the Nduli residents residing in the road reserve was made by Mr S January from the Housing Development Agency, attached as **annexure 4.1.**

The Municipal Manager informed the meeting that the Provincial Department: Infrastructure will be providing funds for 150 top-structures, which will be utilised for the relocation of the Nduli residence residing in the road reserve as well as other qualifying beneficiaries who are part of the integrated waiting list. Furthermore, that if the matter of the road reserve does not get dealt with, the municipality risks loosing out on a big project related to the upgrading of the road.

Incremental housing is currently off the table until Province finalises their policies and obtains approval to proceed with Vredebes Phase H.

Councillor N Phatsoane joined the meeting at 10h10.

The presenter informed the committee that the Housing Development Agency (HDA) is currently looking at land that is underdeveloped as land owned by Department of Public Works is mostly developed.

Councillor L Hardnek joined the meeting at 10h17.

The Chairperson enquired whether the process of the remuneration study and allocation of a house to the main applicant would not create problems as the applicant will no longer be on the waiting list for the house he actually wanted. The presenter responded that there is a difficult choice to be made by applicants but that all persons residing on the road reserve must be relocated, otherwise the relocation exercise will be fruitless.

Councillor N Phatsoane raised a concern regarding the foreigners residing on the road reserve and enquired as to how the foreigners would be dealt with.

The Presenter responded that the Department of Infrastructure's policy regarding this matter is quite clear in that foreigners do not qualify for assistance. If the foreigner however has a South African wife/partner, the application will be made in that person's name.

The Manager: Housing enquired whether the Department of Infrastructure could appoint a service provider to do the remuneration study and that the study be done first as it is the most crucial information required.
Mr Klaassen, from the Department of Infrastructure, requested that a formal request be submitted to their planning section.

Ms Siebrits, a representative from ASLA, indicated that ASLA also does the required research as part of their duties, if appointed.

The Chairperson, in a point of clarity, emphasized that the 150 top-structures is part of a Witzenberg project and not a Nduli project.

RESOLVED

(a) that the Committee for Housing Matters, after consideration, takes notice of the content of the presentation made by the Housing Development Agency and committee is in agreement with the building of the 150 top-structures.

(b) that the Manager: Housing engage with the Municipal Manager regarding supra (a) and the way forward.

BESLUIT

(a) dat die Komitee vir Behuisingsaangeleenthede, na oorweging, kennis neem van die inhoud van die aanbieding gelewer deur die Behuisingsontwikkelingsagentskap en dat die komitee te vinde is vir die bou van 150 formele huise.

(b) dat die Bestuurder: Behuising die Munisipale Bestuurder nader met betrekking tot supra (a) en die pad vorentoe.

ISIGQIBO

(a) Ikomiti yemiba yezoLwakhiwo ,emveni kokuthathela ingqalelo,igqale ulwandlalontetha ebelisenziwa yi-Arhente yezoPhuhliso lwezoLwakhiwo , ikomiti inqwala intloko malunga nolwakhiwo lwezindlu ezibalelwa kuma150.

(b) uMphathi kwezoLwakhiwo ukuba adlane indlebe noMlawuli-Masipala ngokuphathelene nesupra kunye nomhlahlandlela.

5. ADJOURNMENT / VERDAGING /UKUPHUMA / UKUCHITHWA

The meeting adjourned at 11h50 / Die vergadering verdaag om 11h50

Approved on / Goedgekeur op _____.

_____
CHAIRPERSON
ALDERMAN K ADAMS

/ms

MINUTES OF THE EXECUTIVE MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON WEDNESDAY, 23 AUGUST 2023 AT 12:00

PRESENT

Executive Mayoral Committee

Alderman HJ Smit (Executive Mayor) (Chairperson)
Councillor GG Laban (Executive Deputy Mayor)
Alderman K Adams
Councillor P Daniels
Councillor JP Fredericks
Alderman JJ Visagie

Councillors not on Executive Mayoral Committee

Councillor EM Sidego (Speaker) (ex officio)
Councillor L Hardnek (Chairperson MPAC)

Officials

Mr D Nasson (Municipal Manager)
Mr J Barnard (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Mr J Kolkota (Acting Director: Finance)
Ms N Oerson (Chief Executive Internal Auditor)
Mr A Hofmeester (Manager: IDP)
Mr CG Wessels (Manager: Administration)
Ms M Arendse-Smith (Chief Administrative Officer)
Mr R Rhode (ICT Administrator)
Mr J Titus (Committee Clerk)
Mr M Njokweni (Interpreter)

Other attendees

Mr Hannes van Schalkwyk (Ceres Business Initiative)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Executive Mayor welcomed everyone present and mentioned especially:

(a) Councillor GG Laban, newly elected Executive Deputy Mayor and Chairperson of the Portfolio Committee for Community Development

(b) Councillor P Daniels, newly appointed Chairperson of the Portfolio Committee for Local Economic Development and Tourism; and

(c) Chief Executive Internal Auditor, Ms Natasha Oerson

After that the Director: Corporate Services opened the meeting with a prayer.

NOTED

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

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

RESOLVED

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

3. MINUTES / NOTULES

3.1 Corrections to the minutes / Regstellings aan die notules

None / Geen

NOTED / AANGETEKEN

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

The minutes of the Executive Mayoral Committee meeting, held on 24 May 2023, are attached as **annexure 3.2**.

RESOLVED

that the minutes of the Executive Mayoral Committee meeting, held on 24 May 2023, be approved and signed by the Executive Mayor.

BESLUIT

dat die notule van die Uitvoerende Burgemeesterskomitee vergadering, gehou op 24 Mei 2023, 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. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

5.1 Directorate Finance / Direktoraat Finansies

5.1.1 Approval of long-term contract: End-to-end voice over internet protocol and unified communication solution (Telephone system) (8/2/20/13)

The following documents are attached:

(a) Memorandum from Director: Finance, dated 11 July 2023: **Annexure 5.1.1(a)**.

(b) Advertisement and cost benefit analysis: **Annexure 5.1.1(b)**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that Council approves the long-term contract for the supply, delivery installation, commissioning, and maintenance of an end-to-end voice over internet protocol and unified communication solution, including cabling, networking and connectivity, for Witzenberg Municipality for a period of five years in terms of Section 33 of the Municipal Finance Management Act.

6. ADJOURNMENT / VERDAGING

The meeting adjourned at 12:30.

Approved on 24 January 2024 without amendments.

_____

ALDERMAN HJ SMIT
EXECUTIVE MAYOR

/MJ Prins

MINUTES OF THE MEETING OF THE COMMITTEE FOR CORPORATE AND FINANCIAL SERVICES OF THE WITZENBERG MUNICIPALITY, HELD ON TUESDAY, 19 SEPTEMBER 2023 AT 10:00 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 DINSDAG, 19 SEPTEMBER 2023 OM 10:00 IN DIE RAADSAAL, VOORTREKKERSTRAAT 50, CERES.

IMIZUZU YENTLANGANISO YEKOMITI YEZENKONZO EZIMANYANEYO NEZEMALI KAMASIPALA WASEWITZENBERG, EYAYIBANJWE NGOMHLA WE 19 KWEYOMSINTSI 2023 NGOLWESINE NGENTSIMBI YESI: 10:00 KWIGUMBI LENTLANGANISO ZEBHUNGA, 50 VOORTREKKERS

Councillors / Raadslede / ooCeba

JP Fredericks (Chariperson) (FFP)
D Swart (DA)
J Zalie (ANC)

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)
Mr / Mnr J Kolkota (Deputy Director: Finance / Adjunk Direkteur: Finansies)
Ms / Me I Barnard (Senior Manager: Human Resources / Senior Bestuurder: Menslike Hulpbronne)
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)
Ms / Me L Nieuwenhuis (Manager: Legal Services / Bestuurder: Regsdienste)
Ms / Me M Arendse-Smith (Chief Administrative Officer / Hoof Administratiewe Beampte)
Mr / Mnr M Njokweni (Translator / Interpreter / Tolk)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING / UKUVULWA NOLWAMNKELO

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

Die Voorsitter verwelkom almal teenwoordig en versoek die Direkteur: Korporatiewe Dienste om die vergadering te open met 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)

An apology for leave of absence from the meeting was received from the Manager: Supply Chain.

'n Verskoning vir afwesigheid van die vergadering is ontvang vanaf die Bestuurder: Voorsieningskanaal.

RESOLVED

that notice be taken of the apology for absence from the meeting received from the Manager: Supply Chain.

BESLUIT

dat kennis geneem word van die verskoning ontvang vanaf die Bestuurder: Voorsieningskanaal.

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 April 2023, are attached as **annexure 3.2**.

Die notule van 'n vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou op 20 April 2023, word ingebind as **bylae 3.2**.

Imizuzu yentlanganiso yeeNkonzo eZimanyanisiweyo nezeMali, eyayibanjwe ngomhla wama 20 kwekaTshazimpunzi 2023 iqhotyoshelwe kwi**(Annexure 3.2).**

RESOLVED

that the minutes of the meeting of the Committee for Corporate and Financial Services, held on 20 April 2023, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou 20 April 2023, goedgekeur en deur die Voorsitter onderteken word.

ISIPHAKAMISO

ukuba imizuzu yentlanganiso yeKomiti yeeNkonzo ezimanyanisiweyo nezeMali eyayibanjwe ngomhla wama 20 kwekaTshazimpunzi 2023, 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

The Chairperson, on behalf of Council and the Committee for Corporate and Financial Services, conveyed condolences to Director: Corporate Services with the passing of his sister.

NOTED / AANGETEKEN

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	that the matter be held in abeyance to obtain further information.	Manager: Legal Services	21 November 2023
6.1.2	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	21 November 2023

6.1.1 Request to purchase portion of erf 414, Wolseley

The Municipal Manager informed the committee that if Council decides to sell erf 414, Wolseley, and in light of the recent flooding which encroaches on the said erf, the flooding could lead to potential liability and damage for Council. Thus, Council should carefully consider the disposal of the additional land.

6.1.2 Council's immovable property: Request to purchase erf 3607, Bella Vista, Ceres

The Municipal Manager indicated that after an engagement with Eskom, the status-quo remains the same as Eskom is awaiting approval in terms of Environmental approval for the second phase.

With reference to the additional electricity capacity in terms of capacitators, the goal posts have shifted, and the Municipality is awaiting further information in this regard. Eskom is however considering assisting the Municipalities with big batteries where additional electricity is needed but more information in this regard is awaited.

RESOLVED

6*.1.1 Request to purchase portion of erf 414, Wolseley*

that the item regarding the request to purchase portion of erf 414, Wolseley be held in abeyance for amendments and resubmission to the committee by the Manager: Legal Services.

6.1.2 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.

BESLUIT

6.1.1 Versoek om 'n gedeelte van erf 414, Wolseley te koop

dat die aangeleentheid rakende die aankoop van erf 414, Wolseley oorstaan vir wysigings en herindiening vir die komitee deur die Bestuurder: Regsdienste.

6.1.2 Raad se ontroerende eiendomme: Versoek om erf 3607, Bella Vista, Ceres te koop

(a) dat die aangeleentheid rakende die versoek om erf 3607, Bella Vista, Ceres te koop oorstaan om duidelikheid te bekom rakende elektrisiteit verskaffing.

(b) dat die item op uitstaande sake geplaas word nadat terugvoering ontvang is vanaf EVKOM.

ISIGQIBO

6.1.1 Isicelo sokuthenga isiza 414 esiseWolsely

Ukuba inqaku elingokuthengwa kwesiza 414 esiseWolsely sirhoxiselwe intlanganiso elandelayo ukuze kuhlonyelwe kwaye siphinde sifakwe kwiKomiti nguMphathi:kwiiNkonzo zomthetho.

6.1.2 Impahla zeBhunga:Isicelo sokuthengwa kwesiza 3607,esiseBella Vista eCeres

(a) Ukuba umba ophethelene nokuthengwa kwesiza u3607 esiseBella Vista sirhoxiswe ukuze kufunyanwe ingcaciso malunga nokufakwa kombane kulendawo.

(b) Ukuba lomba ubekwe ingca kude kufumaneke iinkcikacha malunga nombane ku-Eskom.

**6.2 Monthly reports: Directorate: Corporate Services: March, April, May, June and July 2023 / Maandverslae: Direktoraat: Korporatiewe Dienste: Maart, April, Mei, Junie en Julie 2023 / Ingxelo yarhoqo ngenyanga: uLawulo: linkonzo ezimanyanisiweyo: kweyoKwindla, kwekaTshazimpunzi, ekaCanzibe kunye eyeSilimela kunye neyeKhala 2023
(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:

Ingxelo yarhoqo ngenyanga yoLawulo: linkonzo ezimanyanisiweyo iqhotyoshelwe:

(a)	March / Maart 2023	**Annexure / Bylae 6.2(a)**
(b)	April 2023	**Annexure / Bylae 6.2(b)**
(c)	May / Mei 2023	**Annexure / Bylae 6.2(c)**
(d)	June / Junie 2023	**Annexure / Bylae 6.2(d)**
(e)	July / Julie 2023	**Annexure / Bylae 6.2(e)**

RESOLVED

that the Committee for Corporate and Financial Services, after consideration, takes notice of the content of the monthly reports of the Directorate: Corporate Services for March, April, May, June and July 2023 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 van die Direktoraat: Korporatiewe Dienste vir Maart, April, Mei, Junie en Julie 2023 en dat die verslae goedgekeur en aanvaar word.

ISIPHAKAMISO

Ukuba iKomiti yeeNkonzo ezimanyaneyo nezeMali, emveni kokuthathela ingqalelo,kugqalwe ingxelo yarhoqo ngenyanga yoLawulo: linkozo eziManyanisiweyo kweyoKwindla, kwekaTshazimpunzi, ekaCanzibe eyeSilimela kunye neyeKhala 2023 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.

None / Geen / 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: March, April, May, June and July 2023 / Artikel 71 Maandelikse Begrotingsverslae van die Direktoraat Finansies: Maart, April, Mei, Junie en Julie 2023 / Icandelo 71 lengxelo yohlahlolwabiwomali yarhoqo nganyanga yoLawulo lwezeMali: kweyoKwindla, ekaTshazimpunzi, ekaCanzibe, kunye neyeSilimela 2023 (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)	March / Maart 2023	**Annexure / Bylae 7.1(a)**
(b)	April 2023	**Annexure / Bylae 7.1(b)**
(c)	May / Mei 2023	**Annexure / Bylae 7.1(c)**
(d)	June / Junie 2023	**Annexure / Bylae 7.1(d)**
(e)	July / Julie 2023	**Annexure / Bylae 7.1(e)**

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, after consideration, takes notice of the content of the Section 71 Monthly Budget Statement Reports of the Directorate Finance March, April, May, June and July 2023 and same be accepted.

BESLUIT

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

dat die Komitee vir Korporatiewe en Finansiële Dienste, na oorweging, kennis neem van die inhoud van die Artikel 71 Maandelikse Begrotingsverslae van die Direktoraat Finansies vir Maart, April, Mei, Junie en Julie 2023 dat die verslae 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 eyoKwindla, ekaTshazimpunzi, ekaCanzibe neyeSilimela kunye neyeKhala 2023, yamnkelwe ize iphunyezwe.

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

A memorandum from the Manager: Supply Chain, dated 4 April 2023, is attached as **annexure 7.2**.

n Memorandum ontvang vanaf die Bestuurder: Voorsieningskanaal, gedateer 4 April 2023, word ingebind as **bylae 7.2**.

Imemorandamu esuka kuMlawuli: ezentengiso kuMasipala, ngomhla wesi-04 kwekaTshazimpunzi 2023, iqhotyoshelwe **kusihlomelo 7.2.**

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 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.

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 31 Maart 2023.

(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 ezimanyanisiweyo neeNkonzo zezeMali yenze isiphakamiso esiya kwiKomiti kaSodolophu neBhunga:

(a) Ukuba kugqalwe ingxelo ephathelene nomhlathi wesi-07(4) woLawulo lwezeNtengiso kuMasipala yarhoqo ngekota yona iphela ngomhla wama-31 kweyoKwindla 2023.

(b) Ukuba ingxelo ye-supra ivuleleke elunwtini ukuba liyihle amahlungwane ngokomthetho wokulaWulwa kwaMaqumrhu weCandelo 21a kuMasipala (Uthetho 32 ka 2000) emveni kokuba ithiwe thaca phambi kwebhunga.

**7.3 Application for Sunday Liquor Trading off consumption
(14/1/1)**

A memorandum from the Manager: Legal Services, dated 23 August 2023, is attached as **annexure 7.3**.

'n Memorandum ontvang van die Bestuurder: Regsdienste, gedateer 23 Augustus 2023, word ingebind as **bylae 7.3**.

Imemorandamu esuka kuMphathi: iiNkonzo zezoMthetho

In addition to the information contained in the memorandum, the committee was informed that it appears the the applicant is not running the business in compliance with the by-laws.

The Municipal Manager indicated that a follow-up will be made in this regard, as this is not permitted in terms of the By-Law on Liquor Trading.

RESOLVED

(a) that the Manager: Legal Services investigate whether the applicant, Mr Wanza is in compliance with the By-Law on Liquor Trading.

(b) that the application for Sundays Liquor Trading off-consumption be declined.

BESLUIT

(a) dat the Bestuurder: Regsdienste ondersoek instel om te bepaal of die aansoeker, Mnr Wanza die Verordering van Drank handelsure na kom.

(b) dat die aansoek vir Sondae drank handel vir buite gebruik afgekeur word.

ISIGQIBO

(a) Ukuba uMphathi: kwiinkonzo zoMthetho enze uphando malunga noMnu Wanza ukuba ingaba isicelo sakhe sokuthengisa utywala siyahambelana nomthetho kaMasipala wokuthengiswa kotywala na.

(b) Ukuba isicelo sokuthengiswa kotywala ngecawa sikhatywe.

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

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

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 LOCAL ECONOMIC DEVELOPMENT AND TOURISM OF THE WITZENBERG MUNICIPALITY, HELD ON TUESDAY, 19 SEPTEMBER 2023 AT 14:00 IN THE COUNCIL CHAMBERS, 50 VOORTREKKER STREET, CERES

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR PLAASLIKE EKONOMIESE ONTWIKKELING EN TOERISME VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DINSDAG, 19 SEPTEMBER 2023 OM 14:00 IN DIE RAADSAAL, 50 VOORTREKKER STREET, CERES

IMIZUZU UENTLANGANISO YEKOMITI YEZOPHUHLISO LOMNOTHO WENGINGQI NEZOKHENKETHO KAMASIPALA WASEWITZENBERG, EYAYIBANJWE NGOMHLA WE-19 KWEKATSHAZIMPUNZI 2023 NGO-14:00 KWIHOLO YASEDOLOPHINI , 50 VOORTREKKERS STREET,ECERES

PRESENT / TEENWOORDIG / ABABEZIMASILE

Committee Members / Komiteelede / Amalungu eKomiti

Councillor / Raadslid / uCeba P Daniels (Chairperson / Voorsitter / Usihlalo) (DA)
Councillor / Raadslid / uCeba S de Bruin (DA)
Councillor / Raadslid / uCeba N Nogcinisa (ANC)

Other Councillors / Ander Raadslede /Ooceba

Councillor / Raadslid / Uceba E Sidego (Speaker / uSomlomo)

Officials / Amptenare / Amagosa

Mr / Mnr / Mnu M Mpeluza (Director: Corporate Services / Direkteur: Korporatiewe Dienste)
Ms / Me / Nks R Hendricks (Manager: Communication and Marketing / Bestuurder: Kommunikasie en Bemarking)
Mr / Mnr / Mnu R Fick (Acting Manager: Socio-Economic Development / Waarnemende Bestuurder: Sosio-Ekonomiese
Ontwikkeling)
Mr / Mnr / Mnu M Njokweni (Interpreter / Tolk)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING / UKUVULWA NOLWAMNKELO

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

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

NOTED / AANGETEKEN / IGQALIWE

2. CONSIDERATION OF APPLICATION FOR LEAVE OF ABSENCE, IF ANY / OORWEGING VAN AANSOEKE OM VERLOF TOT AFWESIGHEID, INDIEN ENIGE / UKUTHATHELWA INGQALELO KWEZICELO ZEKHEFU LOKUNGABIKHO EMSEBENZINI, UKUBA KUYIMFUNEKO (3/1/2/1)

(a) An application for leave of absence from the meeting was received from Councillor M Ndaba.
(b) An apology for absence from the meeting was received from the Municipal Manager.

(a) 'n Aansoek om verlof tot afwesigheid van die vergadering is ontvang vanaf die Raadslid M Ndaba.
(b) 'n Verskoning vir afwesigheid van die vergadering is ontvang vanaf die Munisipale Bestuurder.

RESOLVED

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

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

BESLUIT

(a) dat die aansoek om verlof tot afwesigheid van die vergadering, ontvang vanaf Raadslid M Ndaba goedgekeur en aanvaar word.

(b) dat kennis geneem word van die verskoning vir afwesigheid van die vergadering, ontvang vanaf die Munisipale Bestuurder aanvaar word.

ISIGQIBO

(a) Ukuba isicelo sokungazimasi intlanganiso sikaCeba uM Ndaba siphunyezwe kwaye samkelwe.

(b) Ukuba isicelo esisuka kuMalwuli-Masipala sokungazimasi ntlanganiso siphunyezwe kwaye samkelwe.

3. MINUTES / NOTULES

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

The minutes of the meeting of the Committee for Local Economic Development and Tourism, held on 18 April 2023, are attached as **annexure 3.2**.

Die notule van die vergadering van die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme, gehou op 18 April 2023, word ingebind as **bylae 3.2**.

RESOLVED

that notice be taken of the minutes of the meeting of the Committee for Local Economic Development and Tourism, held on 18 April 2023, be approved and signed by the Chairperson.

BESLUIT

dat kennis geneem word van die notule van die vergadering van die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme, gehou op 18 April 2023, goedgekeur en deur die Voorsitter onderteken word.

ISIGQIBO

Kuthathelwe ingqalelo imizuzu yentlanganiso yeKomiti yeCandelo loPhuhliso lezoQoqosho nezokhenketho eyayibanjwe ngomhla we-18 kwekaTshazimpunzi 2023 ize ithiwe thaca kwiBhunga ukuze liyiphumeze.

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY THE CHAIRPERSON / VERKLARINGS, MEDEDELINGS OF SAKE INGEDIEN DEUR DIE VOORSITTER / INGXELO, NEZIBHENGEZO OKANYE IMIBA ETHE YADAKANCWA NGUSIHLALO

None / Geen / Ayikho

NOTED / AANGETEKEN / GQALIWE

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES / UDLIWANONDLEBE NEGQIZA

Presentation: National Department of Agriculture, Land Reform and Rural Developments' Directorate: Economic Development and Enterprise Development / Aanbieding: Nasionale Department van Landbou, Grondhervorming en Landelike Ontwikkeling se Direktoraat: Ekonomiese Ontwikkeling en Enterprise Ontwikkeling
(17/19/P)

A presentation in respect of the current projects funded by the National Department of Agriculture, Land Reform and Rural Developments' Directorate: Economic Development and Enterprise Development was made and is attached as **annexure 5**

'n Aanbieding rakende die huidige projekte wat befonds word deur die Nasionale Department van Landbou, Grondhervorming en Landelike Ontwikkeling se Direktoraat: Ekonomiese Ontwikkeling en Enterprise Ontwikkeling is gedoen en word aangeheg as **bylae 5.**

The following enquiries were raised:

- What the possibility would be of Department of Rural Development acquiring land for the small farmers.
- The reasons for Tulbagh not having a Community Garden project as Nduli and Bella Vista were included in the project? Was there any land acquired for that purpose?
- Can the Department of Rural Development assist the Pig Farmers with funding as Council supplied the land.

The following feedback was received:

- That for the acquisition of land, a process must be followed and engagements be held with the District Manager.
- Department of Rural Development was involved with the Pig Farmers as the project was approved for R5 million after the Municipality took the initiative to assist the farmers with land.

RESOLVED

that the Committee for Local Economic Development and Tourism, after consideration, takes notice of the content of the presentation made by the National Department of Agriculture, Land Reform and Rural Developments' Directorate: Economic Development and Enterprise Development and same be accepted.

BESLUIT

dat die Komitee vir Behuisingsaangeleenthede, na oorweging, kennis neem van die inhoud van die aanbieding gelewer deur die Nasionale Department van Landbou, Grondhervorming en Landelike Ontwikkeling se Direktoraat: Ekonomiese Ontwikkeling en Enterprise Ontwikkeling en dat dit aanvaar word.

ISIGQIBO

Ukuba Ikomiti yezoPhuhliso lwezoqoqosho lwengingqi nezoKhenketho emveni kuthathela ingqalelo igqale ulwandlalo ntetho elwandlalwe liSebe lezoLimo likazwelonke,lisenziwa nguMlawuli wezoPhuhliso lwmaPhandle nokubuyiswa kwemihlaba,samkelwe.

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS / AMAGUNYA AGUNYAZISIWEYO

6.1 Outstanding matters / imiba engaqukunjelwanga (3/3/2)

None / Geen / Ayikho

NOTED / AANGETEKEN / GQALIWE

6.2. Monthly reports: Section Local Economic and Rural Development: March, April, May, June and July 2023 / Maandverslae: Afdeling Plaaslike Ekonomiese en Landelike Ontwikkeling: Maart, April, Mei, Junie en Julie 2023 / Ingxelo yarhoqo ngenyanga: Icandelo lezoPhuhliso lwezoQoqosho lwengingqi kunye nezoKhenketho: kweyoKwindla, ekaTshazimpunzi, ekaCanzibe kunye neyeSilimela kunye neyeKhala 2023 (17/19/1)

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)	March / Maart 2023	**Annexure / Bylae 6.2.(a)**
(b)	April 2023	**Annexure / Bylae 6.2.(b)**
(c)	May / Mei 2023	**Annexure / Bylae 6.2.(c)**
(d)	June / Junie 2023	**Annexure / Bylae 6.2.(d)**
(e)	July / Julie 2023	**Annexure / Bylae 6.2.(e)**

RESOLVED

that the Committee for Local Economic Development and Tourism, after consideration, takes notice of the content of the monthly reports of the Section Local Economic and Rural Development for March, April, May, June and July 2023 and same be approved and accepted.

BESLUIT

dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme, na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Plaaslike Ekonomiese en Landelike Ontwikkeling vir Maart, April, Mei, Junie en Julie 2023 en dat die verslae goedgekeur en aanvaar word.

ISIGQIBO

Ukuba iKomiti yezoQoqoqsho lweNgingqi nezoKhenketho ithathele ingqalelo ingxelo yarhoqo ngenyanga yeCandelo lezoPhuhliso lweNgingqi naMaphandle kweyoKwindla, ekaTshazimpunzi, ekaCanzibe eyeSilimela kunye neyeKhala 2023 emveni kokuthathelwa ingqalelo iphunyezwe.

6.3 Monthly reports: Section Tourism: March, April, May, June and July 2023 / Maandverslae: Afdeling Toerisme: Maart, April, Mei, Junie en Julie 2023 / lingxelo zarhoqo ngenyanga: zecandelo lezoKhenketho: kweyeKhala, eyeThupha, eyoMsintsi, eyeDwarha, eyeNkanga kunye neyoMnga eyoMqungu, eyoMdumba, eyoKwindla, ekaTshazimpunzi nekaCanzibe eyeSilimela kunye neyeKhala 2023 (9/1/2/1)

The following monthly reports of the Section Tourism are attached:

Die volgende maandverslae van die Afdeling Toerisme word ingebind:

Ezingxelo zarhoqo ngenyanga zilandelayo ziqhotyoshelwe apha kwezizihlomelo:

(a)	March / Maart 2023	**Annexure / Bylae 6.3.(a)**
(b)	April 2023	**Annexure / Bylae 6.3.(b)**
(c)	May / Mei 2023	**Annexure / Bylae 6.3.(c)**
(d)	June / Junie 2023	**Annexure / Bylae 6.3.(d)**
(e)	July / Julie 2023	**Annexure / Bylae 6.3.(e)**

RESOLVED

that the Committee for Local Economic Development and Tourism, after consideration, takes notice of the content of the monthly reports of the Section Tourism for March, April, May, June and July 2023 and same be approved and accepted.

BESLUIT

dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme, na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Toerisme vir Maart, April, Mei, Junie en Julie 2023 en dat die verslae goedgekeur en aanvaar word.

ISIGQIBO

Ukuba iKomiti yoPhuhliso loMnotho weNgingqi nezoKhenketho ligqale ,emveni kokuthathela ingqalelo,kweengxelo zarhoqo ngenyanga zecandelo lezoKhenketho kweyoKwindla, ekaTshazimpunzi ekaCanzibe eyeSilimelaneyeKhala 2023 iphunyezwe kwaye yamnkelwe.

6.4 Risk Management Report: Committee for Local Economic Development and Tourism / Risiko Bestuur Verslag: Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme / Ukulawulwa kobungozi: Ingxelo yeKomiti ejongene nobungozi kwezoPhuhliso loMnotho wengingqi kunye noKhenketho (9/1/2/2)

This is a quarterly report / Hierdie is 'n kwartaallikse verslag / Le yingxelo yarhoqo ngeKota.

None / Geen / ayikho

NOTED / AANGETEKEN / IGQALIWE

**6.5 Op-die-Berg Informal Trader Premises
(17/18/2)**

A memorandum received from the Acting Manager: Socio-Economic Development, dated 8 August 2023, is attached as **annexure 6.5**.

'n Memorandum ontvang vanaf die Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkkeling, gedateer 8 August 2023, word aangeheg as **bylae 6.5**

RESOLVED

(a) that the Committee for Local Economic Development and Tourism provides inputs pertaining to the moving of the informal trader demarcated stands closer to shops where the business market is located (approximately 20 to 25 meters to the right of where the current stands are demarcated).

(b) that the Committee for Local Economic Development advise the Acting Manager: Socio-Economic Development which of the following municipal departments, namely Town Planning; Water and Sewerage; Street and Stormwater, must do an investigation to determine whether the recommendation supra (a) can be implemented.

(c) that the Acting Manager: Socio-Economic Development submits a report on supra (a) and (b), after the investigation has been done to the Committee for a recommendation to the Executive Mayoral Committee and Council.

BESLUIT

(a) dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme insette lewer oor die verskuiwing van die afgebakende staanplekke vir informele handelaars, nader aan die winkels waar die besigheidskern is (ongeveer 20 tot 25 meter regs of waar die huidige staanplekke tans afgebaken word).

(b) dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling die Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling adviseer ten opsigte van watter munisipale departemente, naamlik Stadsbeplanning en Boubeheer; Water en Riolering en Strate en Stormwater, 'n ondersoek moet doen om te bepaal of die aanbeveling supra (a) geïmplementeer kan word.

(c) dat die Waarnemende Bestuurder: Sosio-ekonomiese Ontwikkeling 'n verslag oor supra (a) en (b), na ondersoek aan die Komitee voorlê vir 'n aanbeveling aan die Uitvoerende Burgemeesterskomitee en Raad.

ISIGQIBO

(a) *Ukuba iKomiti yoPhuhliso lwezoQoqosho lwengingqi nezoKhenketho ekufudusweni kwabo bashishina ngokungemthetho cebukuhle ecaleni kwevenkile esemthethweni (umgama uqikelelwe kwimitsi engama 20-25 ngasekunene apho khona izitendi zoshishino zimiswe khona)*

(b) Ukuba iKomiti yoPhuhliso lwezoQoqosho lwengingqi nezokhenketho icebise uMphathi olibambela kwelicandelo ukuba amasebe kaMasipala angenza iphando lokuba lomba ungentla uphunyezwa na.

(c) Ukuba uMphathi olibambela kwiCandelo loPhunhliso lwezoQoqosho lwengingqi nezoKhenketho afake ingxelo ephathelene ne-supra(a) kunye no(b) kwiKomiti ukuze lomba undluliselwe kwiKomiti kaSodolophu kunye neBhunga ukuze iBhunga lenze isiphakamiso.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

7.1 FEEDBACK ON PRESENTATION: LAST HOPE SMALL SCALE FARMERS / TERUGVOERING OP AANBIEDING: LAASTE HOOP KLEIN SKAALSE BOERDERY / ULWANDLALO-NTETHO: LE-LAST HOPE (AMAFAMA ASAKHASAYO)
(15/2/2/R)

A memorandum received from the Manager: Legal Services, dated 31 May 2023, is attached as **annexure 7.1**.

'n Memorandum ontvang vanaf die Bestuurder: Regsdienste, gedateer 31 Mei 2023, word aangeheg as **bylae 7.1**

RESOLVED

that the Committee for Local Economic Development and Tourism, after consideration, takes notice of the report indicating that the municipality does not have land available and therefore unable to avail land to Last Hope Small Scale Farmers.

BESLUIT

dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme, na oorweging, kennis neem van die verslag dat die munisipaliteit nie oor grond beskik nie en dus nie in 'n posisie is om grond aan Laaste Hoop Klein Skaalse Boerdery beskikbaar te stel nie.

ISIGQIBO

Ukuba iKomiti yezoPhuhliso lwezoQoqosho lwengingqi nezoKhenketho emveni kokuthathela ingqalelo ligqale ingxelo edakanca ukuba umasipala akanawo umhlaba koko iLast Hope Farmers ayinakho ukufumana umhlaba.

7.2 Dunlop Business in a Box Initiative
(7/1/4/1)

A memorandum received from the Manager: Legal Services, dated 17 August 2023, is attached as **annexure 7.2**.

'n Memorandum ontvang vanaf die Bestuurder: Regsdienste, gedateer 17 Augustus 2023, word aangeheg as **bylae 7.2.**

The Chairperson enquired whether the project is only permitted to be on municipal land or whether private property can also be utilised.

The Acting Manager: Socio-Economic Development responded that it would be best that interested parties contact the project initiators for assistance in this regard.

RESOLVED

To recommend to the Executive Mayoral Committee and Council:

(a) that the Exeecutive Mayoral Committee and Council determine which of the indicated land could be identified and earmarked for Dunlop Business in a Box Initiative.

(b) that the municipality engage with Dunlop's Business in a Box Initiative for the possibility to start with one to two pilot sites, that can be rolled out to other areas afterwards.

BESLUIT

Om by die Uitvoerende Burgemeesterskomitee en Raad aan te beveel:

(a) dat die komitee vir Uitvoerende Burgemeesterskomitee en Raad bepaal watter van die geidentifiseerde grond geoormerk kan word vir Dunlop Business in a Box Initiative.

(b) dat die munisipaliteit in gesprek tree met Dunlop Business in a Box Initiative vir die moontlikheid om met een tot twee loodspersele te begin, wat daarna na ander gebiede uitgerol kan word.

ISIGQIBO

Ukuba kwenziwe isiphakamiso esiya kwiKomiti kaSodolophu kunye neBhunga:

(a) Ukuba iKomiti kaSodolophu kunye neBhunga lidakance ukuba ngowuphi umhlaba ozakuthi unikwe iDunlop ukuze ivule ishishini kuwo.

(b) Ukuba uMasipala athethathethane neDunlop ukuba iqale ivule amashishini ayingabula zigcawu amabini anokuthi avulwe kwezinye zeengingqi zalapha eWitzenberg.

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA / DRINGENDE SAKE INGEDIEN NA AFSENDING VAN DIE AGENDA / IMIBA ENGXAMISEKILEYO ITHE YAFAKWA EMVENI KOKUBA KUXOXIWE AGENDA

None / Geen / Ayikho

NOTED / AANGETEKEN / GQALIWE

9. ADJOURNMENT / VERDAGING / CHITHAKALA / PHUMA

The meeting adjourned at 15h15 / Die verdaag om 15h15

Approved on / Goedgekeur op / Ipasiswe ngo 11-04-2024.

_____

COUNCILLOR / RAADSLID P DANIELS
CHAIRPERSON / VOORSITTER

MINUTES OF THE MEETING OF THE COMMITTEE FOR TECHNICAL SERVICES OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON THURSDAY, 21 SEPTEMBER 2023 AT 14:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR TEGNIESE DIENSTE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 21 SEPTEMBER 2023 OM 14:00 IN DIE STADSAAL, VOORTREKKERSTRAAT, CERES

PRESENT / TEENWOORDIG

Councillors

Alderman / Raadsheer JJ Visagie (Chairperson / Voorsitter) (DA)
Councillor / Raadslid TE Abrahams (DA)
Councillor / Raadslid AL Gili (ANC)
Councillor / Raadslid J Mouton (ANC)

Councillor not on committee

Councillor / Raadslid G Franse (DA)

Officials

Mr / Mnr J Barnard (Director: Technical Services / Direkteur: Tegniese Dienste)
Mr / Mnr J Jacobs (Senior Superintendent: Solid Waste and Cleansing Services / Senior Superintendent: Vaste Afval- en Reinigingsdienste)
Mr / Mnr E Lintnaar (Senior Manager: Streets and Storm Water / Senior Bestuurder: Strate en Stormwater)
Mr / Mnr N Jacobs (Senior Manager: Water and Sewerage
Mr / Mnr R van der Merwe (Senior Town Planner / Senior Stadsbeplanner)
Ms / Me M Arendse-Smith (Chief Administrative Officer / Senior Administratiewe Beampte)
Mr / Mnr C Titus (Committee Clerk / Komiteeklerk)
Mr / Mnr M Njokweni (Interpreter / Tolk)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING / ULWAMKELO NOKUVULWA

The Chairperson welcomed everyone present, especially the newly elected member, Councillor TE Abrahams.

Councillor TE Abrahams replaced Councillor G Franse on the Committee for Technical Services.

The Chairperson thanked and expressed his gratitude to Councillor G Franse for her valuable inputs and recommendations made as a member of the Committee for Technical Services and wished her well as newly appointed member of the Committee for Community Development.

NOTED / AANGETEKEN/GQALIWE

2. CONSIDERATION OF APPLICATION FOR LEAVE OF ABSENCE, IF ANY
OORWEGING VAN AANSOEKE OM VERLOF TOT AFWESIGHEID, INDIEN ENIGE
INGQALELO MALUNGA NOKUNGAZIMASI INTLANGANISO,UKUBA SIKHONA ISINGXENGXEZO
(3/1/2/1)

Apologies for absence from the meeting were received from the Senior Manager: Town Planning and Building Control, the Senior Manager: Electro-technical Services and the Manager: Fleet and Mechanical Workshop.

RESOLVED

that notice be taken of the apologies for absence from the meeting, received from the Senior Manager: Town Planning and Building Control, the Senior Manager: Electro-technical Services and the Manager: Fleet and Mechanical Workshop.

ISIGQIBO

Kuthathelwe ingqalelo yesingxengxezo sokungazimasi intlanganiso soMlawuli oyiNtloko kwiCandelo leziCwangciso zeDolophu nokulawulwa kwezakhiwo,Umpahthi oyiNtloko kwiiNkonzo zoBuchwepheshe noMphathi weezenqwelo nokukhandwa.

3. MINUTES / NOTULES / IMIZUZU

3.1 Matters / Corrections from the minutes / Ukulungiswa kwemizuzu

Corrections to minutes of 18 April 2023

Item 1

That the following corrections be done:

That the sentence which reads:

"The Chairperson announced that a pre-meeting with the committee members took place prior to the scheduled meeting where it was decided that the meeting of the Committee for Technical Services be postponed until further notice due to unforeseen circumstances".

be replaced to read:

"That due to the Director: Technical Services and Municipal Manager attending another meeting and items to be discussed which fall in their ambit and also the Chairperson attending to personal matters, the meeting be postponed."

NOTED / AANGETEKEN / IGQALIWE

3.2 Approval of minutes / Goedkeuring van notules / Ukuphunyezwa kwemizuzu (3/1/2/3)

The following minutes are attached:

(a) Meeting of Committee for Technical Services, held on 15 September 2021: **Annexure 3.2(a)**.

(b) Meeting of Committee for Technical Services, held on 5 April 2022: **Annexure 3.2(b)**.

The Committee for Technical Services resolved on 14 March 2023 that the following minutes be held in abeyance until the next meeting to obtain inputs from the previous committee members:

(a) Meeting of Committee for Technical Services, held on 15 September 2021.
(b) Meeting of Committee for Technical Services, held on 5 April 2022.

The following minutes are further attached:

(c) Meeting of Committee for Technical Services, held on 14 March 2023: **Annexure 3.2(c)**.

(d) Meeting of Committee for Technical Services, held on 18 April 2023: **Annexure 3.2(d)**.

RESOLVED

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

(i) Committee for Technical Services meeting, held on 15 September 2021.

(ii) Committee for Technical Services meeting, held on 5 April 2022.

(iii) Committee for Technical Services meeting, held on 14 March 2023.

(iv) Committee for Technical Services meeting, held on 18 April 2023, as amended.

BESLUIT

dat die volgende notules goedgekeur en deur die Voorsitter onderteken word:

(i) Vergadering van Komitee vir Tegniese Dienste, gehou op 15 September 2021.

(ii) Vergadering van Komitee vir Tegniese Dienste, gehou op 5 April 2022.

(iii) Vergadering van Komitee vir Tegniese Dienste, gehou op 14 Maart 2023.

(iv) Vergadering van Komitee vir Tegniese Dienste, gehou op 18 April 2023, soos gewysig.

ISIGQIBO

Ukuba lemizuzu ilandelayo ityikitywe ngusihlalo:

(i) Intkanganiso yeeNkonzo zoBuchwepheshe eyayibanjwe ngomhla we-15 kweyoMsintsi 2021.

(ii) Intlanganiso yeeNkonzo zoBuchwepheshe eyayibanjwe ngomhla wesi-05 kweyoMsintsi 2022.

(iii) Intlanganiso yeeNkonzo zoBuchwepheshe eyayibanjwe ngomhla we14 kweyoMsintsi 2023

(iv) Intlanganiso yeeNkonzo zoBuchwepheshe eyayibanjwe ngomhla we-18 kwekaTshazimpunzi 2023.

3.3 Outstanding matters / Uitstaande sake / Imiba engekashukuxwa (3/3/2)

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
1	16/3/3/1/1	7.2 of 14-03-2023 Electricity: Eselfontein Boerdery	Technical Services	Matter referred to Senior Manager Electro-Technical Services for further information.		23 November 2023

The Director: Technical Services reported that more investigations need to be done and that an item will be tabled at the next meeting.

RESOLVED

that notice be taken of the outstanding matter.

BESLUIT

dat kennis geneem word van die uitstaande saak.

ISIGQIBO

Ukuba kugqalwe imiba engekashukuxwa.

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY CHAIRPERSON VERKLARINGS, MEDEDELINGS OF SAKE INGEDIEN DEUR DIE VOORSITTER IZIBHENGEZO OKANYE IMIBA EPHAKANYISWE NGUSIHLALO

The Chairperson requested the Director: Technical Services to submit the monthly reports of the Directorate Technical Services timeously to the Committee members.

NOTED

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES UDLIWANONDLEBE NEGQIZA

None / Alukho

NOTED/GQALIWE

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS / AMAGUNYA

6.1 Risk Management / Risikobestuur / Ulawulo lomngcipheko (9/1/2/2)

This is a quarterly item on the agenda / Hierdie is 'n kwartaallikse item op die agenda.

NOTED / AANGETEKEN / IGQALIWE

6.2 Monthly reports of the Electrical Department: January until July 2023 Maandverslae van die Departement Elektrisiteit: Januarie tot Julie 2023 Ingxelo yarhoqo ngenyanga yeSebe lezombane kweyoMqungu ukuya kweyeKhala 2023 (09/1/2/3)

The following monthly reports of the Electrical Department are attached:

Die volgende maandverslae van die Departement Elektrisiteit word ingebind:

(a)	January / Januarie 2023	**Annexure / Bylae 6.2(a)**
(b)	February / Februarie 2023	**Annexure / Bylae 6.2(b)**
(c)	March / Maart 2023	**Annexure / Bylae 6.2(c)**
(d)	April 2023	**Annexure / Bylae 6.2(d)**
(e)	May 2023 / Mei 2023	**Annexure / Bylae 6.2(e)**
(f)	June / Junie 2023	**Annexure / Bylae 6.2(f)**
(g)	July / Julie 2023	**Annexure / Bylae 6.2(g)**

Councillor AL Gili requested and mentioned the following:

- that the disconnection of illegal electricity meters in Nduli also needs to be reflected in the monthly reports of the Electrical Department as requested by the Committee in previous meetings.

- That the report of the Control room in respect of electricity matters also be added to the report of the Electrical Department.

- Non-inclusion of monthly reports for August 2023 of all departments.

RESOLVED

(a) that the disconnection of illegal electricity meters in Nduli be included in the monthly reports of the Electrical Department.

(b) that the report of the Control room in respect of electricity matters e.g. number of callouts and complaints received also be added to the monthly report of the Electrical Department.

(c) that the Committee for Technical Services, after consideration, takes notice of the content of the monthly reports of the Electrical Department for January, February, March, April, May, June and July 2023 and that same be approved and accepted.

BESLUIT

(a) dat die afsny van onwettige elektrisiteitsmeters in Nduli vervat word in die maandelike verslag van die Afdeling Elektristeit.

(b) dat die verslag vanaf die Beheerkamer rakende elektrisiteitsaangeleenthede bv. getal uitroepe, klagtes ontvang ens. ook in die maandelikse verslag vervat word.

(c) dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Elektrisiteit vir Januarie, Februarie, Maart, April, Mei, Junie en Julie 2023 en dat die verslae goedgekeur en aanvaar word.

ISIGQIBO

(a) Ukuba ukuqhawulwa kwintambo zombane eNduli kuqukwe kwingxelo yarhoqo ngenyanga yeCandelo lezoMbane.

(b) Ukuba ingxelo engegumbi lezoqhagamishelwano ephathelene neminxeba ingenayo yezikhalazo nayo ifakwe kwingxelo yarhoqo ngenyanga yeCandelo lezoMbane.

(c) Ukuba iKomiti yeeNkonzo zoBuchwepheshe ,ithathe ingqalelo emveni kokugqala ingxelo yarhoqo ngenyanga yeCandelo lezombane kwinynga yoMqungu ukuya kweyeKhala 2023,kwaye yamkelwe ukuze iphunyezwe.

6.3 Monthly reports of the Department Town Planning and Building Control: March 2022 until June 2023
Maandverslae van die Afdeling Stadsbeplanning en Boubeheer: Maart 2022 tot Junie 2023
Ingxelo yarhoqo ngenyanga yeSebe lezicwangciso zeDolophu nokuLawulwa kwezaKhiwo kweyoKwindla 2022 ukuya kweyeSilimela 2023 (09/1/2/3)

The following monthly reports of the Department Town Planning and Building Control are attached:

Die volgende maandverslae van die Afdeling Stadsbeplanning en Boubeheer word ingebind:

(a)	March / Maart 2022	**Annexure / Bylae 6.3(a)**
(b)	April 2022	**Annexure / Bylae 6.3(b)**
(c)	May / Mei 2022	**Annexure / Bylae 6.3(c)**
(d)	June / Junie 2022	**Annexure / Bylae 6.3(d)**
(e)	July / Julie 2022	**Annexure / Bylae 6.3(e)**
(f)	August / Augustus 2022	**Annexure / Bylae 6.3(f)**
(g)	September 2022	**Annexure / Bylae 6.3(g)**
(h)	October / Oktober 222	**Annexure / Bylae 6.3(h)**
(i)	November 2022	**Annexure / Bylae 6.3(i)**
(j)	December / Desember 2022	**Annexure / Bylae 6.3(j)**
(k)	January / Januarie 2023	**Annexure / Bylae 6.3(k)**
(l)	February / Februarie 2023	**Annexure / Bylae 6.3(l)**
(m)	March / Maart 2023	**Annexure / Bylae 6.3(m)**
(n)	April 2023	**Annexure / Bylae 6.3(n)**
(o)	May / Mei 2023	**Annexure / Bylae 6.3(o)**
(p)	June / Junie 2023	**Annexure / Bylae 6.3(p)**

RESOLVED

that the Committee for Technical Services, after consideration, takes notice of the content of the monthly reports of the Department Town Planning and Building Control for March, April, May, June, July, August, September, October, November, December 2022 and January, February, March, April, May and June 2023 and that same be approved and accepted.

BESLUIT

dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die maandverslae van die Departement Stadsbeplanning en Boubeheer vir Maart, April, Mei, Junie, Julie, Augustus, September, Oktober, November, Desember 2022 en Januarie, Februarie, Maart, April, Mei en Junie 2023 en dat die verslae goedgekeur en aanvaar word.

ISIGQIBO

Ukuba iKomiti yeeNkonzo zoBuchwepheshe emveni kokuthatha ingqalelo igqale ingxelo yarhoqo ngenyanga yeSebe leziCwangciso zeDolophu noLawulo lwezakhiwo kwinyanga yoKwindla 2022 ukuya kweyeSilimela 2023 oku kuphunyzwe ukuze kwamkelwe.

6.4 Monthly reports of the Department Water and Sewerage: March 2022 until July 2023
Maandverslae van die Departement Water en Riolering: Maart 2022 tot Julie 2023
Ingxelo yarhoqo ngenyanga yeSebe laManzi nemibhobho yelindle kweyoKwindla 2022 ukuya kweyeKhala 2023
(09/1/2/3)

The following monthly reports of the Department Water and Sewerage are attached:

Die volgende maandverslae van die Departement Water en Riolering word ingebind:

(a)	March / Maart 2022	**Annexure / Bylae 6.4(a)**
(b)	April 2022	**Annexure / Bylae 6.4(b)**
(c)	May / Mei 2022	**Annexure / Bylae 6.4(c)**
(d)	June / Junie 2022	**Annexure / Bylae 6.4(d)**
(e)	July / Julie 2022	**Annexure / Bylae 6.4(e)**
(f)	August / Augustus 2022	**Annexure / Bylae 6.4(f)**
(g)	September 2022	**Annexure / Bylae 6.4(g)**
(h)	October / Oktober 2022	**Annexure / Bylae 6.4(h)**
(i)	November 2022	**Annexure / Bylae 6.4(i)**
(j)	December / Desember 2022	**Annexure / Bylae 6.4(j)**
(k)	January / Januarie 2023	**Annexure / Bylae 6.4(k)**
(l)	February / Februarie 2023	**Annexure / Bylae 6.4(l)**
(m)	March / Maart 2023	**Annexure / Bylae 6.4(m)**
(n)	April 2023	**Annexure / Bylae 6.4(n)**
(o)	May / Mei 2023	**Annexure / Bylae 6.4(o)**
(p)	June / Junie 2023	**Annexure / Bylae 6.4(p)**
(q)	July / Julie 2023	**Annexure / Bylae 6.4(q)**

Councillor TE Abrahams requested and mentioned the following:

- Senior Manager: Water and Sewerage to focus on challenges regarding the quality of water.
- Prevention of contamination of water, especially in informal settlements near the water source and that the Blue Drop status be maintained.

RESOLVED

(a) that the Senior Manager: Water and Sewerage focuses on challenges regarding the quality of water to maintain the Blue Drop status.

(b) that the Committee for Technical Services, after consideration, takes notice of the monthly reports of the Department Water and Sewerage for March, April, May, June, July, August, September, October, November, December 2022 and January, February, March, April, May, June and July 2023 and that same be approved and accepted.

BESLUIT

(a) Dat die Senior Bestuurder: Water en Riolering fokus op uitdagings rakende die kwaliteit van water om die Bloudruppel status te behou.

(b) dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die maandverslae van die Departement Water en Riolering vir Maart, April, Mei, Junie, Julie, Augustus, September, Oktober, November, Desember 2022 en Januarie, Februarie, Maart, April, Mei, Junie en Julie 2023 en dat die verslae goedgekeur en aanvaar word.

ISIGQIBO

(a) Ukuba uMphathi kwezogutyulo namanzi athathele ingqalelo ucoceko lwamanzi ukuze sihlale kwisicoco esasisinikiwe samanzi acocekileyo se(Blue Drop).

(b) Ukuba iKomiti yeeNkonzo zoBuchwepheshe ,emveni kokuthatha ingqalelo igqale ingxelo yarhoqo ngenyanga yeSebe laManzi neMibhobho yelindle kweyoKwindla 2022 ukuya kweyeKhala 2023 iphunyezwe kwaye yamkelwe.

6.5 Monthly reports of the Department Streets and Storm Water: March 2022 until July 2023
Maandverslae van die Departement Strate en Stormwater: Maart 2022 tot Julie 2023
Ingxelo yarhoqo ngenyanga yeSebe leziTalato nempuphuma kweyoKwindla 2022 ukuya kweyeKhala 2023
(09/1/2/3)

The following monthly reports of the Department Streets and Storm Water are attached:

Die volgende maandverslae van die Departement Strate en Stormwater word aangeheg:

(a)	March / Maart 2022	**Annexure/Bylae 6.5(a)**
(b)	April 2022	**Annexure/Bylae 6.5(b)**
(c)	May / Mei 2022	**Annexure/Bylae 6.5(c)**
(d)	June / Junie 2022	**Annexure/Bylae 6.5(d)**
(e)	July / Julie 2022	**Annexure/Bylae 6.5(e)**
(f)	August / Augustus 2022	**Annexure/Bylae 6.5(f)**
(g)	September 2022	**Annexure/Bylae 6.5(g)**
(h)	October / Oktober 2022	**Annexure/Bylae 6.5(h)**
(i)	November & Dec / Des 2022	**Annexure/Bylae 6.5(i)**
(j)	January / Januarie 2023	**Annexure/Bylae 6.5(j)**
(k)	February / Februarie 2023	**Annexure / Bylae 6.5(k)**
(l)	March / Maart 2023	**Annexure / Bylae 6.5(l)**
(m)	April 2023	**Annexure / Bylae 6.5(m)**
(n)	May / Mei 2023	**Annexure / Bylae 6.5(n)**
(o)	June / Junie 2023	**Annexure / Bylae 6.5(o)**
(p)	July / Julie 2023	**Annexure / Bylae 6.5(p)**

RESOLVED

that the Committee for Technical Services, after consideration, takes notice of the content of the monthly reports of the Department Streets and Storm Water for March, April, May, June, July, August, September, October, November, December 2022 and January, February, March, April, May, June and July 2023 and that same be approved and accepted.

BESLUIT

dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die inhoud van die maandverslae van die Departement Strate en Stormwater vir Maart, April, Mei, Junie, Julie, Augustus, September, Oktober, November, Desember 2022 en Januarie, Februarie, Maart, April, Mei en Julie 2023 en dat die verslae goedgekeur en aanvaar word.

ISIGQIBO

Ukuba iKomiti yeeNkonzo zoBuchwepheshe emveni kokuthatha ingqalelo igqale ingxelo yarhoqo ngenyanga yeSebe leziTalato neeMpuphuma kweyoKwindla 2022 ukya kweyeKhala 2023 iphunyezwe ukuze yamkelwe.

6.6 Monthly reports of the Department Solid Waste and Cleansing Services: March 2022 until July 2023
Maandverslae van die Departement Vaste Afval- en Reinigingsdienste: Maart 2022 tot Julie 2023
Ingxelo yarhoqo ngenyanga yeSebe leNkunkuma noCoceko kweyoKwindla 2022 ukuya kweyeKhala 2023
(09/1/2/3)

The following monthly reports of the Department Solid Waste and Cleansing Services are attached:

Die volgende maandverslae van die Departement Vaste Afval- en Reinigingsdienste word aangeheg:

(a)	March / Maart 2022	**Annexure / Bylae 6.6(a)**
(b)	April 2022	**Annexure / Bylae 6.6(b)**
(c)	May / Mei 2022	**Annexure / Bylae 6.6(c)**
(d)	June / Junie 2022	**Annexure / Bylae 6.6(d)**
(e)	July / Julie 2022	**Annexure / Bylae 6.6(e)**
(f)	August / Augustus 2022	**Annexure / Bylae 6.6(f)**
(g)	September 2022	**Annexure / Bylae 6.6(g)**
(h)	October / Oktober 2022	**Annexure / Bylae 6.6(h)**
(i)	November & Dec / Des 2022	**Annexure / Bylae 6.6(i)**
(j)	January / Januarie 2023	**Annexure / Bylae 6.6(j)**
(k)	February / Februarie 2023	**Annexure / Bylae 6.6(k)**
(l)	March / Maart 2023	**Annexure / Bylae 6.6(l)**
(m)	April 2023	**Annexure / Bylae 6.6(m)**
(n)	May 2023 / Mei 2023	**Annexure / Bylae 6.6(n)**
(o)	June 2023 / Junie 2023	**Annexure / Bylae 6.6(o)**
(p)	July 2023 / Julie 2023	**Annexure / Bylae 6.6(p)**

Councillor TE Abrahams requested that the Committee for Technical Services submits two motions in respect of illegal dumping and the state of municipal vehicles which hampers service delivery.

RESOLVED

(a) that the Committee for Technical Services tables an urgent motion to Council in respect of illegal dumping in the Witzenberg area.

(b) that the Committee for Technical Services, after consideration, takes notice of the content of the monthly reports of the Department Solid Waste and Cleansing Services for March, April, May, June, July, August, September, October, November, December 2022 and January, February, March, April, May, June and July 2023 and that same be approved and accepted.

BESLUIT

(a) dat die Komitee vir Tegniese Dienste 'n dringende mosie aan die Raad voorlê ten opsigte van onwettige vullisstorting in die Witzenberg-area.

(b) dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die inhoud van die maandverslae van die Departement Vaste Afval- en Reinigingsdienste vir Maart, April, Mei, Junie, Julie, Augustus, September, Oktober, November, Desember 2022 en Januarie, Februarie, Maart, April, Mei, Junie en Julie 2023 en dat die verslae goedgekeur en aanvaar word.

ISIGQIBO

(b) Ukuba iKomiti yezoBuchwepheshe ifake isiphakamiso kwiBhunga esimalunga nokulahlwa kwenkunkuma kwiindawo ezingekho mthethweni

(b) Ukuba iKomiti yeeNkonzo zoBuchwepheshe emveni kokuthatha ingqalelo igqale ingxelo yarhoqo ngenyanga yeSebe leNkunkuma nococeko kweyoKwindla 2022 ukuya kweyeKhala 2023 iphunyezwe kwaye yamkelwe.

6.7 Monthly reports of the Department Fleet and Mechanical Workshop: January 2022 until July 2023
Maandverslae van die Departement Vloot en Meganiese Werkswinkel: Januarie 2022 tot Julie 2023
Ingxelo yarhoqo ngenyanga yeSebe lweeNqwelo noCweyo lukhanda imitshini kwinyanga yoMqungu 2022 ukuya kweyeKhala 2023
(09/1/2/3)

The following monthly reports of the Department Fleet and Mechanical Workshop are attached:

Die volgende maandverslae van die Departement Vloot en Meganiese Werkswinkel word aangeheg:

(a)	January / Januarie 2022	**Annexure / Bylae 6.7(a)**
(b)	February / Februarie 2022	**Annexure / Bylae 6.7(b)**
(c)	March / Maart 2022	**Annexure / Bylae 6.7(c)**
(d)	April 2022	**Annexure / Bylae 6.7(d)**
(e)	May / Mei 2022	**Annexure / Bylae 6.7(e)**
(f)	June / Junie 2022	**Annexure / Bylae 6.7(f)**
(g)	July / Julie 2022	**Annexure / Bylae 6.7(g)**
(h)	August / Augustus 2022	**Annexure / Bylae 6.7(h)**
(i)	September 2022	**Annexure / Bylae 6.7(i)**
(j)	October 2022	**Annexure / Bylae 6.7(j)**
(k)	November & Dec / Des 2022	**Annexure / Bylae 6.7(k)**
(l)	January / Januarie 2023	**Annexure / Bylae 6.7(l)**
(m)	February / Februarie 2023	**Annexure / Bylae 6.7(m)**
(n)	March / Maart 2023	**Annexure / Bylae 6.7(n)**
(o)	April 2023	**Annexure / Bylae 6.7(o)**
(p)	May / Mei 2023	**Annexure / Bylae 6.7(p)**
(q)	June / Junie 2023	**Annexure / Bylae 6.7(q)**
(r)	July / Julie 2023	**Annexure / Bylae 6.7(r)**

RESOLVED

(a) that the Committee for Technical Services tables an urgent motion to Council in respect of the maintenance and poor state of the municipal fleet that is hampering service delivery.

(b) that the Committee for Technical Services, after consideration, takes notice of the content of the monthly reports of the Department Fleet and Mechanical Workshop for January, February, March, April, May, June, July, August, September, October, November, December 2022 and January, February, March, April, May, June and July 2023 and that same be approved and accepted.

BESLUIT

(a) dat die Komitee vir Tegniese Dienste 'n dringende mosie aan die Raad voorlê ten opsigte van die instandhouding en toestand van die munisipale vloot wat dienslewering belemmer.

(b) dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die maandverslae van die Departement Vloot en Meganiese Werkswinkel vir Januarie, Februarie, Maart, April, Mei, Junie, Julie, Augustus, September, Oktober, November, Desember 2022 en Januarie, Februarie, Maart, April, Mei, Junie en Julie 2023 en dat die verslae goedgekeur en aanvaar word.

ISIGQIBO

(a) Ukuba iKomiti yezoBuchwepheshe ifake isiphakamiso esiya kwiBhunga malunga nokukhandwa kweenqwelo ezimoshakeleyo nezingekho kwisimo esisiso ukuba zikhandwe.

(b) Ukuba iKomiti yeeNkonzo zoBuchwepheshe emveni kokuthatha iingqalelo igqale ingxelo yarhoqo ngenyanga yeSebe leeNqwelo nocweyo lokuKhanda imitshini lwenyanga yoMqungu, yoMdumba, yoKwindla, kaTshazimpunzi,Canzibe, yeSilimela, eyeKhala, eyeThupha,eyoMsintsi, eyeDwarha,eyeNkanga, eyoMnga 2022 ukuya kweyoMqungu eyoMdumba, eyoKwindla, ekaTshazimpunzi, ekaCanzibe, eyeSilimela, neyeKhala 2023 iphunyzwe kwaye yamkelwe.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE / AMAGUNYA

7.1 Ceres CBD: Establishment of an Aesthetics Advisory Committee (15/4/P)

Memorandum from Manager: Town Planning and Building Control, dated 15 March 2022:

"**Purpose**

To seek Council's approval to establish an Aesthetics Committee for the Ceres central business area in Voortrekker Street.

Background

The Ceres CBD aesthetics manual was approved by Council on 13 December 2016. The resolution reads as follows:

'UNANIMOUSLY RESOLVED

(a) that the Ceres CBD (Central Business District) Aesthetics Manual: Edition 1: November 2016 be approved and accepted by Council.

(b) that the establishment of a Ceres Central Business District Aesthetics Committee not be approved.

(c) that matters in respect of Ceres central business district aesthetics be delegated to the Committee for Technical Services.'

The approved aesthetics manual is attached as **annexure 7.1(a)**.

The main purpose of the Advisory Committees is to provide a local focus and local knowledge in respect of aesthetical matters.

There is no statutory duty for a municipality to operate or facilitate Advisory Committees, nor is there national guidance on how these should be organised, operated or on the composition of their membership. Advisory Committees are independent of the Council.

The work of the Advisory Committees focuses on commenting upon town planning and building plan applications. In determining applications in the CBD officials can benefit from the local knowledge that can be gained from the observations and comments provided by the Advisory Committee. The Advisory Committees also comment on municipal proposals within the CBD for public works (other than general maintenance) to the roads, public open spaces and other Council managed space.

Terms of Reference

A proposed Terms of Reference is attached as **annexure 7.1(b)**."

The Committee for Technical Services resolved on 14 March 2023 that the matter in respect of the Ceres CBD: Establishment of an Aesthetics Advisory Committee be held in abeyance until the next meeting.

The Director: Technical Services provided background in respect of the matter and mentioned that Council first needs to approve before a Public Participation Process be followed.

Councillor JS Mouton enquired whether consultants will be appointed or the local community be utilised.

The Director: Technical Services mentioned that local people with the necessary skills and qualifications will be appointed without remuneration.

Councillor AL Gili raised his concern that this committee will have delegated powers when application is received and what about cultural diversities which government requires?

The Director: Technical Services highlighted the following

- that the manual was only developed for the Ceres CDB and that the Advisory Committee will only look at the Ceres town. These experts provide expert advice which the Director: Technical Services may reject or approve.

A committee member enquired why the Advisory Committee may give advice on capital projects as mentioned on page 507 of the agenda.

The Director: Technical Services explained what capital projects entails on which the Advisory Committee may advise.

A committee member was of the opinion and expressed dissatisfaction in respect of the Directorate Technical Services shifting their responsibilities to the Aesthetics Advisory Committee. The Committee requested that the matter regarding the CBD Ceres: Establishment of Aesthetics Advisory Committee be held in abeyance.

RESOLVED

(a) that the matter in respect of the Ceres CBD: Establishment of an Aesthetics Advisory Committee be held in abeyance to obtain more information.

(b) that the concerns of the Committee for Technical Services are noted.

ISIGQIBO

(a) *Ukuba imiba ephathelene weKomiti yabaCebisi malunga nombindi-dolophu waseCeres irhoxiswe ukuze kucholacolwe iinkcukacha ezithe vetshe.*

(b) Ukuba amakhwiniba aphakanyiswe yiKomiti yezoBuchwepheshe athathelwe ingqalelo.

7.2 Tulbagh conservation area: Establishment of Advisory Committee (12/1/2/13)

A memorandum from the Manager: Town Planning and Building Control, dated 23 February 2023, is attached as **annexure 7.2**.

The Committee for Technical Services resolved on 14 March 2023 that the matter in respect of the Tulbagh conservation area: Establishment of Advisory Committee be held in abeyance until the next meeting pending a Public Participation Process.

The Committee requested that the matter be held in abeyance until the next meeting to obtain more information.

RESOLVED

(a) that the matter in respect of the Tulbagh conservation area: Establishment of Advisory Committee be held in abeyance to obtain more information.

(b) that the concerns of the Committee for Technical Services are noted.

ISIGQIBO

(a) Ukuba umba ophathelene neKomiti yabacebisi ngokuphathelene noMyezo oseTulbagh urhoxiswe ukuba kuqokelelwe inkcukacha ezithe vetshe.

(b) Ukuba izikhalazo eziphakanyiswe yiKomiti yezoBuchwephashe zigqalwe.

7.3 Request for use of municipal borehole at Die Eiland swimming pool, Ceres (16/2/3)

Report from Manager: Water and Sewerage, dated 29 March 2023:

"**Purpose**

The purpose of this memorandum is to inform the Municipal Manager regarding the above request from Ceres Secondary School and to obtain permission for the request.

Discussion

Ceres Secondary, a local high school within Ceres, has applied for the use of the municipal borehole at Die Eiland swimming pool. The first request was submitted in 2008. The motivation at that stage was for irrigation purposes and to upgrade the landscaping at the school. Due to funding constraints at the time the school did not go ahead with their request.

In 2021 the school contacted the Municipality again regarding the use of the borehole. This was followed up with a meeting in 2022.

The motivation for the use of the borehole has changed. The school indicated that they are now teaching a new subject from beginning 2023, Agriculture Technology. Part of this subject is practical evaluation which will include actual farming practices at the school. The borehole will primarily be used for irrigation of planted crops and tunnels.

In order to cut cost and also save clean potable water, the school has opted for the use of the borehole for purposes mentioned, if approved. It should be noted that Ceres Secondary School is a "no fees" school who is totally reliant on government funding for all operation and maintenance cost.

It should also be noted that the municipality has not used the borehole in the last 20 years, and that no existing infrastructure is in place to connect the borehole to our existing network.

Financial impact

None."

Councillor TE Abrahams requested to be excused from the discussion of this item. Councillor Abrahams was excused from 15:40 until 15:50.

Councillor JS Mouton enquired whether the school has the necessary funds if the recommendation below is approved by Council. The Senior Manager: Water and Sewerage responded that the school will obtain funding from the Provincial Government once Council has approved.

RESOLVED

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

That the request / application of the school be considered and approved based on the following conditions:

(i) The school is responsible for all the cost associated with the testing and equipping of the existing borehole.

(ii) The school installs a pre-paid electricity meter at own cost at the borehole and take responsibility for the cost of electricity during operation of the borehole.

(iii) The school will be responsible to construct a connection pipeline from the borehole to their premises at own cost, and according to municipal specifications.

(iv) The school will take full responsibility for maintenance of the borehole during period of lease agreement.

(v) During periods of drought or severe water shortages, use of the borehole will revert back to the municipality, notwithstanding any agreement in place.

(vi) The municipality cannot guarantee a minimum yield from the borehole. Yield tests will have to be done by the school at own cost.

(vii) That a Service Level Agreement be drawn up between Ceres Secondary School and Witzenberg Municipality for the use of the borehole at Die Eiland swimming pool.

ISIGQIBO

Ukuba iKomiti yeeNkonzo zoBuchwepheshe yenze isiphakamiso esiya kwiKomiti kaSodolophu kunye neBhunga:

Ukuba isicelo esisuka esikolweni siphunyezwe kambe kugqalwe lamabakala alandelayo:

(i) Isikolo siyakuba noxanduva oluphathelene namaxabiso kunye nokuvavanywa kwemithombo enguzenzele yamanzi.

(ii) isikolo sithathe uxanduva ngokuphathelene nentlawulo yeemitha yombane kunye nemithombo yamanzi enguzenzele.

(iii) Isikolo sithathe uxanduva lwentlawulo lokufaka imibhobho yamanzi esuka kumthombo onguzenzele wamanzi ukuya phakathi eyadini yesikolo koko balandele imigqaliselo esuka kuMasipala.

(iv) Isikolo kufuneka sithathe uxanduva lokunonophela lemithombo enguzenzele kwixesha elimisiweyo lwesivumelwano

(v) Ngelixa lembalela okanye xa kunqongophele amanzi lemithombo yamanzi iyakuthi ibuyele kuMasipala,nokuba bekukho isivumelwano esithile.

(vi) Umasipala akanakho ukuqinisekisa malunga nokhuseleko oluphathelene nalomthombo onguzenzele isikolo siyakuthi senze uphando ngokwaso kwaye intlawulo iyakuphuma kuso.

(vii) Kufuneka kwenziwe isivumelwano phakathi kukaMasipala neSikolo samabanga aphakamileyo saseCeres malunga nokusetyenziswa komthombo onguzenzele wamanzi ose Eiland kwiqula lokudada.

7.4 Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services (15/04/P)

The following documents are attached:

(a) Memorandum from the Director: Technical Services, dated 3 February 2021: **Annexure 7.4(a)**.

(b) Policy document regarding the Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services, Version 2 of 28 January 2021: **Annexure 7.4(b)**.

Council unanimously resolved on 24 February 2021 that the status quo of the current policy be maintained and that the amended Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services, Version 2 of 28 January 2021, after consideration, not be approved by Council.

The Director: Technical Services requested that the matter be tabled again as the Directorate Technical Services continues to have many problems with it.

The Committee enquired about the reasons for previous for the previous Council not approving the matter.

The Director: Technical Services mentioned the following:

- that the previous Council believed that the poor of poor does not benefit, especially in respect of rezoning and building plans.
- that the Directorate Technical Services receives many applications from applicants with the wrong specifications due to not obtaining a professional land surveyor or architect etc., resulting in non-approval of applications.

A Committee member enquired whether Indigent households are exempted in respect of rezoning. If not, a special condition must be built in the Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services.

The Senior Town Planner informed the meeting that most applications are for RDP house shops without having the correct building plans.

A Committee member reported that all areas in Witzenberg have accelerating economic growth and are expanding on a massive scale.

RESOLVED

that the matter in respect of the amended Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services, Version 2 of 28 January 2021, be held in abeyance to obtain more information.

ISIGQIBO

Ukuba ukuhlonyelwa kwemigqaliselo ephathelene neZicwangciso zokusetyenziswa kweemihlaba kunye nokuPhuhliswa kwezaKhiwo, Injineli kwezoLwakhiwo nezombane,kwibakala lesi-2 ngomhla wama 28 kweyoMqungu 2021 kuphunyezwe liBhunga.

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA
DRINGENDE SAKE NA AFSENDING VAN DIE AGENDA
IMIBA ENGXAMISEKILEYO EMVENI KOKUDAKANCWA KWE-AGENDA

None

NOTED

9. QUESTIONS / REMARKS RAISED BY COMMITTEE MEMBERS
VRAE / OPMERKINGS GEOPPER DEUR KOMITEELEDE
IMIBUZO/UKUHOMLA / UKUPHAKANYISWE YIKOMITI
(15/4/R & 16/2/1/1/1)

A committee member enquired regarding available land since 2011 in the Witzenberg area. The Chairperson requested that the Director: Technical Services tables the Land Audit report at the next meeting.

The Chairperson mentioned that reports be submitted well in advance to provide the Committee with adequate time to prepare for meetings.

The Chairperson requested that the Director: Technical Services tables a report at the next meeting in respect of the water situation experienced in Wolseley during the heavy rain and flooding that occurred in June 2023.

RESOLVED

(a) that the Director: Technical Services tables a comprehensive report in respect of damages to infrastructure and the water situation caused by the heavy rainfall in the Witzenberg area during June 2023.

(b) that the Director: Technical Services tables a report at the next meeting in respect of the availability of land in the Witzenberg area.

ISIGQIBO

(a) Ukuba uMlawuli:weCandelo lezoBuchwepheshe athi theca etafileni ingxelo emalunga nokumoshakala kwezakhiwo zophuhlisho kunye nobume bemicimbi yamanzi ethe yabangelwa zizantyantyala zamanzi emvulo apha eWitzenberg kwinyanga yeSilimela 2023.

(b) Ukuba uMlawuli:kwiCandelo lezoBuchwepheshe enze ingxelo amalunga nomhlaba okhoyo apha eWitzenberg kwintlanganiso elandelayo.

10. ADJOURNMENT / VERDAGING / UKUCHITHWA

The meeting adjourned at 16:20. / Die vergadering verdaag om 16:20.

Approved on 13 February 2024 without amendments.

_____

ALDERMAN JJ VISAGIE
CHAIRPERSON

/CJ Titus

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, 28 SEPTEMBER 2023 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR BEHUISINGSAANGELEENTHEDE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 28 SEPTEMBER 2023 OM 10:00 IN DIE STADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG / ABABEZIMASILE

Committee Members / Komiteelede / Amalungu eKomiti

Alderman / Raadsheer / Igqala lezoPolitiko K Adams (Chairperson / Voorsitter) (DA)
Councillor / Raadslid / uCeba N Phatsoane (ANC)
Councillor / Raadslid / uCeba W Alexander (PA)

Non-Committee Member / Nie-Komiteelid / Ongelolungu

Executive Deputy Mayor / Uitvoerende Onderburgemeester G Laban (WA)
Councillor / Raadslid / uCeba L Hardnek (WP)

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)

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.

A special welcome was extended to Councillor W Alexander, who recently joined Council and became a member of the Housing Committee.

NOTED / AANGETEKEN/IGQALIWE

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

An application for leave of absence from the meeting was received from Councillor IL Swartz.

'n Aansoek om verlof tot afwesigheid van die vergadering is ontvang vanaf Raadslid IL Swartz.

RESOLVED

that the application for leave of absence from the meeting, received from Councillor IL Swartz, not be accepted and approved.

BESLUIT

dat die aansoek om verlof tot afwesigheid van die vergadering, ontvang vanaf Raadslid IL Swartz, nie goedgekeur en aanvaar word nie.

ISIGQIBO

Ukuba isicelo sokungazimasi intlanganiso esisuka kuCeba u-IL Swartz singamkelwa kwaye singaphunyezwa.

3. NOTULES

3.1 Matters / Corrections from the minutes / Imiba / Izilungiso zemizuzu

RESOLVED

That the matter be held in abeyance for the inputs of the relevant Councillors.

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 16 May 2023, are attached as **annexure 3.2**.

Die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 16 Mei 2023, word ingebind as **bylae 3.2**.

Imizuzu yentlanganiso engemiba yeKomiti yoLwakhiwo,eyayibanjwe ngomhla wama 16 kwekaCanzibe 2023 iqhotyoshelwe apha(**kwisihlomelo 3.2**)

RESOLVED

that the minutes of the meeting of the Committee for Housing Matters, held on 16 May 2023, be held in abeyance until the next meeting.

BESLUIT

dat die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 16 Mei 2023, oorstaan tot die eerskomende vergadering.

ISIGQIBO

Ukuba imizuzu yentlanganiso yeKomiti yezoLwakhiwo yangomhla we-16 kwekaCanzibe 2023 ingaphunyezwa ntonje irhoxiselwe intlanganiso elandelayo.

3.3 Outstanding matters / Uitstaande sake / Imiba engakashukuxwa (3/3/2)

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY THE 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 reports of the Section Housing: April, May, June, July and August 2023 / Maandverslae van die Afdeling Behuising: April, Mei, Junie, Julie en Augustus 2023 / lingxelo zarhoqo ngenyanga zeCandelo lolwakhiwo: 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:

(a)	April 2023	**Annexure / Bylae 06-01(a)**
(b)	May / Mei 2023	**Annexure / Bylae 06-01(b)**
(c)	June / Junie 2023	**Annexure / Bylae 06-01(c)**
(d)	July / Julie 2023	**Annexure / Bylae 06-01(d)**

(e) August / Augustus 2023 **Annexure / Bylae 06-01(e)**

RESOLVED

that the Committee for Housing Matters takes notice of the content of the monthly reports of the Section Housing for April, May, June, July and August 2023 and same be approved and accepted.

BESLUIT

dat die Komitee vir Behuisingsaangeleenthede kennis neem van die inhoud van die maandverslae van die Afdeling Behuising vir April, Mei, Junie, Julie en Augustus 2023 en dat die verslae goedgekeur en aanvaar word.

ISIGQIBO

Ukuba iKomiti yeMiba yezoLwakhiwo igqale ingxelo yarhoqo ngenyanga yeCandelo loLwakhiwo kweyo Kwindla,Canzibe,Silimela,eyeKhala kunye neyeThupha 2023 kwaye yamnkelwe.

6.2 Risk Management Report: Department Housing / Risiko Bestuursverslag: Departement Behuising / Ukulawulwa kobungozi: Isebe lezoLwakhiwo
(2/12/1)

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

6.3. Housing Policy: Changes in the Department of Human Settlements Infrastructure Policy / Behuisingsbeleid: Veranderinge in die Departement van Menslike Nedersettings se Infrastruktuur Beleid
(17/4/P)

A memorandum in respect of the Housing Policy: Changes in the Department of Human Settlements Infrastructure Policy, received from the Manager: Housing is attached as **annexure 6.3**.

'n Memorandum rakende die Behuisingsbeleid: Veranderinge in die Departement van Menslike Nedersettings se Infrastruktuur Beleid is ontvang vanaf die Bestuurder: Behuisng word ingebind as **bylae 6.3**.

RESOLVED

To recommend to the Executive Mayoral Committee and Council:

that notice be taken of the Housing Policy: Changes of Human Settlements Infrastructure Policy and same be accepted.

BESLUIT

Om by die Uitvoerende Burgemeesterskomitee en Raad aan te beveel:

dat kennis geneem word van die Behuisingsbeleid: Veranderinge in die Departement van Menslike Nedersettings se Infrastruktuur Beleid en aanvaar word.

ISIGQIBO

Ukuba iKomiti yemiba yezoLwakhiwo igqale umgaqo-nkqubo wezoLwakhiwo:Utshintsho kuMgaqo-nkqubo wezokuHlaliswa koLuntu.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE/AMAGUNYA

7.1 Housing: Municipal Policy for Human Settlement Beneficiary Selection of Ownership-based Projects (17/4/P)

A memorandum in respect of the Municipal Policy for Human Settlement Beneficiary Selection of Ownership-Based Projects, received from the Manager: Housing, is attached as **annexure 7.1**.

'n Memorandum rakende die Munisipale Beleid vir Menselike Nedersettings Begunstigde Seleksie van Eienaarskap-gebaseerde Projekte, ontvang vanaf die Bestuurder: Behuising, word ingebind as **bylae 7.1**.

Kufumaneke imemorandamu yoMgaqo-nkqubo kaMasipala wecandelo lokuchongwa kwabaxhamli kwezoKuhlaliswa koLuntu:Lomgaqo-nkqubo uqhotyoshelwe **kwesishlomelo 7.1.**

RESOLVED

To recommend to the Executive Mayoral Committee and Council:

that the Municipal Policy for Human Settlement, Beneficiary Selection of Ownership-based Projects be approved and adopted by Council.

BESLUIT

Om by die Uitvoerende Burgemeesterskomitee en Raad aan te beveel:

dat die Munisipale Beleid vir Menslike Nedersetting, Keuring van Begunstigde vir Eienaarskap-gebaseerde Projekte deur die Raad goedgekeur en aanvaar word.

ISIGQIBO

Kwenziwe isiphakamiso esiya kwiKomiti kaSodolophu kunye neBhunga:

Ukuba uMgaqo-nkqubo kaMasipala wezokuHlaliswa koLuntu,ukuchongwa kwabanelungelo lwezindlu kunye nabanini(kwiprojekithi) iphunyezwe kwaye ibesemthethweni.

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE 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

MINUTES OF THE MEETING OF THE COMMITTEE FOR CORPORATE AND FINANCIAL SERVICES OF THE WITZENBERG MUNICIPALITY, HELD ON TUESDAY, 21 NOVEMBER 2023 AT 10:00 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 DINSDAG, 21 NOVEMBER 2023 OM 10:00 IN DIE RAADSAAL, VOORTREKKERSTRAAT 50, CERES.

IMIZUZU YENTLANGANISO YEKOMITI YEZENKONZO EZIMANYANEYO NEZEMALI KAMASIPALA WASEWITZENBERG, EYAYIBANJWE NGOMHLA WE 21 KWEYENKANGA 2023 NGOLWESINE NGENTSIMBI YESI: 10:00 KWIGUMBI LENTLANGANISO ZEBHUNGA, 50 VOORTREKKERS

Councillors / Raadslede / ooCeba

W Alexander (Chariperson) (PA)
JP Fredericks (FFP)
A Gili (ANC)
M Ndaba (ANC)

Officials / Amptenare / Amagosa

Mr / Mnr D Nasson (Municipal Manager / Munisipale Bestuurder)
Mr / Mnr HJ Kritzinger (Director: Finance / Direkteur: Finansies)
Ms / Me I Barnard (Senior Manager: Human Resources / Senior Bestuurder: Menslike Hulpbronne)
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 M Njokweni (Translator / Interpreter / Tolk)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING / UKUVULWA NOLWAMNKELO

The Chairperson welcomed everyone present and opened the meeting with prayer.

Die Voorsitter verwelkom almal teenwoordig en open die vergadering met gebed.

NOTED / AANGETEKEN / GQALIWE

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)

An application for leave of absence from the meeting was received from Councillor A Gili.

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 Councillor A Gili be approved and accepted.

(b) that the apology for absence from the meeting, received from the Director: Corporate Services be accepted.

ISIGQIBO

(a) ukuba isicelo sokungazimasi ntlanganiso kukaCeba u-A Gili siphunyezwe kwaye samnkelwe.

(b) Ukuba isingxengxezo soMlawuli weeNkonzo ezimanyanisiweyo sokungazimasi ntanganiso samnkelwe.

3. MINUTES / NOTULES/IMIZUZU

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

For consideration of any discussions and / or corrections of the minutes.

Ter oorweging van besprekings en / of regstellings van die notule.

Ukuthathelwa ingqalelo kweengxoxo / Izilungiso zemizuzu.

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 19 September 2023, are attached as **annexure 3.2**.

Die notule van 'n vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou op 19 September 2023, word ingebind as **bylae 3.2**.

Imizuzu yentlanganiso yeeNkonzo eZimanyanisiweyo nezeMali, eyayibanjwe ngomhla wama 19 Eyomsintsi 2023 iqhotyoshelwe kwi**(Annexure 3.2).**

RESOLVED

that the minutes of the meeting of the Committee for Corporate and Financial Services, held on 19 September 2023, be referred to Council for approval.

BESLUIT

dat die notule van die vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou 19 September 2023, na die raad verwys word vir goedkeuring.

ISIGQIBO

Ukuba imizuzu yentlanganiso yeKomiti yeeNkonzo ezimanyanisiweyo nezeMali eyayibanjwe ngomhla wama 19 Eyomsintsi 2023, 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

The Chairperson conveyed his gratitude to the Municipal Manager for the leadership and guidance provided during this time, as well as to the Director: Finance for his assistance and teachings with an open heart and open-door.

A special word of thanx was extended to the former Chairperson, Councillor JP Fredericks for the manner in which Corporate and Financial Services Committee has been dealt with.

Usihlalo uye wadimbaza amazwi ombulelo kuMlawuli Masipala ngubuNkokheli kunye nomhlahlandlela athe wamnika wona kwelilixa, nakuMlawuli: kwezeMali kumnqwanqwada ndentliziyo enganamathanda.

Umbulelo okhethekileyo kowayesiya enguSihlalo kuleKomiti uCeba JP Fredericks ngohlabo leKomiti ithe yazenza ngayo izinto kunye nokumnqwanqwada malunga nokulawulwa kweKomiti.

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	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	that the matter be held in abeyance to obtain further information.	Manager: Legal Services	27 February 2023
6.3	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	27 February 2023

RESOLVE

that the outstanding matters be held in abeyance to obtain more information regarding the items..

BESLUIT

dat die uitstaande aangeleenthede oorstaan om meer inligting aangaande die items te bekom.

ISIGQIBO

Ukuba kugqalwe umba ongashukuxwanga uze urhoxiselwe intlanganiso elandelayo ukuze kucholacholwe iinkcukacha ezithe vetshe.

6.2 Monthly reports: Directorate: Corporate Services: August and September 2023 / Maandverslae: Direktoraat: Korporatiewe Dienste: Augustus en September / Ingxelo yarhoqo ngenyanga: uLawulo: Iinkonzo ezimanyanisiweyo: kweyeThupha neyoMsintsi 2023 (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:

Ingxelo yarhoqo ngenyanga yoLawulo: Iinkonzo ezimanyanisiweyo iqhotyoshelwe:

(a)	August / Augustus 2023	**Annexure / Bylae 6.2(a)**
(b)	September 2023	**Annexure / Bylae 6.2(b)**

Councillor M Ndaba enquired about the costs of the gazebos seen in the reports and whether it could be used for Council projects.

The Municipal Manager indicated that the branded gazebos are the property of the municipality and used at various functions, such as Imbizos as it serves as advertising for the municipality. The Manager: Marketing and Communcations can be contacted for the usage of the gazebos.

RESOLVED

that the Committee for Corporate and Financial Services, after consideration, takes notice of the content of the monthly reports of the Directorate: Corporate Services for August and September 2023 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 van die Direktoraat: Korporatiewe Dienste vir Augustus en September 2023 en dat die verslae goedgeker en aanvaar word.

ISIQGIBO

Ukuba iKomiti yeeNkonzo ezimanyaneyo nezeMali, emveni kokuthathela ingqalelo,kugqalwe ingxelo yarhoqo ngenyanga yoLawulo: Iinkozo eziManyanisiweyo kwayeThupha neyoMsintsi 2023 kwaye yamnkelwe.

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

None / Geen / 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: August and September 2023 / Artikel 71 Maandelikse Begrotingsverslae van die Direktoraat Finansies: Augustus en September 2023 / Icandelo 71 lengxelo yohlahlolwabiwomali yarhoqo nganyanga yoLawulo lwezeMali: kweyeThupha neyoMsintsi 2023
(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)	August / Augustus 2023	**Annexure / Bylae 7.1(a)**
(b)	September 2023	**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, after consideration, takes notice of the content of the Section 71 Monthly Budget Statement Reports of the Directorate Finance August and September 2023 and same be accepted.

BESLUIT

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

dat die Komitee vir Korporatiewe en Finansiële Dienste, na oorweging, kennis neem van die inhoud van die Artikel 71 Maandelikse Begrotingsverslae van die Direktoraat Finansies vir Augustus and September 2023 dat die verslae 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 yomthetho wama 71 yoLawulo lwezeMali kweyeThupha neyoMsintsi 2023, yamnkelwe.

**7.2 Witzenberg Municipality: Language Policy 2023 - 2026 / Munisipaliteit Witzenberg: Taalbeleid 2023-2026 / uMasipala waseWitzenberg:Umgaqo-Nkqubo wolwimi ka2023-2026.
(02/P)**

The Witzenberg Municipality Language Policy 2023-2026 is attached as **annexure 7.2.**

Die Witzenberg Munisipalites Taalbeleid 2023-2026 word ingebind as **bylae 7.2**.

Umgaqo Nkubo kaMasipala waseWitzenberg ka2023-2026 wolwimi uqhotyoshelwe **kwisihlomelo 7.2.**

A Committee member raised concerns regarding certain communications only being in English as not all residents in Wolseley understand English, which disadvantages the residents at critical times.

RESOLVED

To recommend to Council:

that the Committee for Corporate and Financial Services takes notice of the Witzenberg Municipality Language Policy 2023-2026 and, after consideration, recommend to Council that the policy be considered and thereafter be approved and accepted.

BESLUIT

Om by die Raad aan te beveel:

dat die Komitee vir Korporatiewe en Finansiële Dienste kennis neem van die Witzenberg Munisipaliteit se Taalbeleid 2023-2026 en, na oorweging, by die Raad aanbeveel dat die beleid oorweeg word en daarna goedgekeur en aanvaar word.

ISIGQIBO

Kwenziwe isiphakamiso esiya kwiBhunga:

Ukuba iKomiti yeeNkonzo eziManyanisiweyo nezeMali igqale uMgaqo-Nkqubo kaMasipala waseWitzenberg wolwimi 2023-2026 emveni kokuwuthathela ingqalelo, wenze isiphakamiso esiya kwiBhunga ukuze iBhunga liwuphumeze kwaye liwamnkele.

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

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

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 TECHNICAL SERVICES OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON THURSDAY, 23 NOVEMBER 2023 AT 14:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR TEGNIESE DIENSTE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 23 NOVEMBER 2023 OM 14:00 IN DIE STADSAAL, VOORTREKKERSTRAAT, CERES

PRESENT / TEENWOORDIG

Councillors

Councillor / Raadslid J Mouton (ANC) (Chairperson)
Councillor / Raadslid TE Abrahams (DA)
Councillor / Raadslid K Yisa (ANC)

Non-Committee members

Councillor / Raadslid K Robyn (Good) (Executive Mayor)
Councillor / Raadslid P Heradien (ICOSA) (Speaker)
Councillor / Raadslid W Alexander (PA)

Officials

Mr / Mnr J Barnard (Director: Technical Services / Direkteur: Tegniese Dienste)
Mr / Mnr E Lintnaar (Senior Manager: Streets and Storm Water / Senior Bestuurder: Strate en Stormwater)
Mr / Mnr N Jacobs (Senior Manager: Water and Sewerage / Senior Bestuurder: Water en Riolering
Mr / Mnr H Taljaard (Senior Manager: Town Planning and Building Control / Senior Bestuurder: Stadsbeplanning and Boubeheer)
Ms/Me K Dingilizwe Senior Manager: Electro-Technical Services / Senior Bestuurder: Elektrotegniese Dienste
Ms / Me P Claasen (Senior Manager: Solid Waste and Cleansing Services / Senior Bestuurder: Vaste Afval- en Reinigingsdienste)
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 conveyed a special welcome to the newly appointed Senior Manager: Solid Waste and Cleansing Services, Ms P Claasen.

NOTED

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

Applications for leave of absence from the meeting were received from Alderman JJ Visagie (DA) and Councillor AL Gili (ANC).

Apologies for absence from the meeting were received from the Municipal Manager; Manager: Administration and Chief Administrative Officer.

RESOLVED

(a) that the applications for leave of absence from the meeting, received from Alderman JJ Visagie (DA) and Councillor AL Gili (ANC), be approved and accepted.

(b) that notice be taken of the apologies for absence from the meeting, received from the Municipal Manager, Manager: Administration and Chief Administrative Officer.

3. MINUTES / NOTULES/IMIZUZU

3.1 Matters / Corrections from the minutes

The Chairperson mentioned that the minutes of 21 September 2023 will be held in abeyance until the next meeting as Councillor A Gili had informed her that the minutes are not a true reflection of the meeting.

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 Technical Services, held on 21 September 2023, are attached as **annexure 3.2**.

Die notule van die vergadering van die Komitee vir Tegniese Dienste, gehou op 21 September 2023, word ingebind as **bylae 3.2**.

Imizuzu yentlanganiso yeKomiti yeCandelo lezobuchwepheshe eyayibanjwe ngomhla wama21 kweyoMsintsi 2023 iqhotyoshelwe **kwiSihlomelo 3.2.**

RESOLVED

that the minutes of the meeting of the Committee for Technical Services, held on 21 September 2023, be held in abeyance until the next meeting.

BESLUIT

dat die notule van die vergadering van die Komitee vir Tegniese Dienste, gehou op 21 September 2023, oorstaan tot die eerskomende vergadering.

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

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
1	16/3/3/1/1	7.2 of 14-03-2023 Electricity: Eselfontein Boerdery	Technical Services	Matter referred to Senior Manager Electro-Technical Services for further information.		29 February 2024

RESOLVED

(a) that the matter in respect of Electricity: Eselfontein Boerdery be held in abeyance until the next meeting.

(b) that the Senior Manager: Electro-Technical Services tables a comprehensive report in respect of supra (a) at the next meeting.

BESLUIT

(a) dat die aangeleentheid ten opsigte van Elektrisiteit: Eselfontein Boerdery oorstaan tot die eerskomende vergadering.

(b) dat die Senior Bestuurder: Elektrotegniese Dienste 'n volledige verslag supra (a) ter tafel lê by die eerskomende vergadering.

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY CHAIRPERSON / VERKLARINGS, MEDEDELINGS OF SAKE INGEDIEN DEUR DIE VOORSITTER/INGXELO,IZIBHENGEZO OKANYE IMIBA EPHAKANYISWE NGUSIHLALO.

The Chairperson announced the following:

- The Head: Internal Audit will be retiring at the end of December 2023.
- The Superintendent: Solid Waste and Cleansing Services resigned and that his last day at the municipality will be on 30 November 2023.

The Chairperson further enquired as to why the Superintendent: Solid Waste and Cleansing Services is not attending committee meetings. The Director: Technical Services informed the meeting that the Senior Manager: Solid Waste and Cleansing Services had replaced the Senior Superintendent: Solid Waste and Cleansing Services to attend meetings.

Furthermore, the following announcements in respect of the Essen, Belgium visitation to Witzenberg Municipality:

- That the Belgium and Witzenberg Municipality program took place from Friday, 17 November until 22 November 2023 and commenced with breakfast at Manleys Wine Estate.

The following institutions were visited during the Essen Municipality visitation:

- Mooi-Uitsig Primary School.
- Pieter Strauss Home for the elderly
- Ceres Fruit Processors, Ceres.
- Tulbagh Crèche.
- Youth Centre, Tulbagh.
- Waveren School in Tulbagh.
- The farm of Councillor TE Abrahams.
- Management Program (MRF).
- Playground in Rand Street, Ceres.
- Die Boord, Wolseley

The Director: Technical Services provides background information in respect of the working relationship between Witzenberg Municipality and Essen, Belgium namely:

- Essen Municipality and Witzenberg Municipality have an international agreement since 2002.
- Funding was sourced from Belgium, Flemish Government for various projects.
- Waste Management has been the focus point for the last 5 years.
- Youth development and training.

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES/UDLIWANO NDLEBE NEGQIZA

None

NOTED

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS/AMAGUNYA

6.1 Risk Management Report: Directorate Technical Services (9/1/2/2)

None / Geen

NOTED / AANGETEKEN/GQALIWE

6.2 Monthly reports of the Electrical Department: August, September and October 2023
Maandverslae van die Departement Elektrisiteit: Augustus, September en Oktober 2023
Ingxelo yarhoqo ngenyanga yeCandelo lezombane: kweyeThupha 2023 neyoMsintsi 2023.
(09/1/2/3)

The following monthly reports of the Electrical Department are attached:

Die volgende maandverslae van die Departement Elektrisiteit word ingebind:

Ezingxelo zarhoqo ngenyanga zilandelayo zeCandelo lezombane ziqhotyoshelwe kwezizihhlomelo zilandelayo:

(a)	August / Augustus 2023	**Annexure / Bylae / Isihlomelo 6.2(a)**
(b)	September 2023	**Annexure / Bylae/ Isihlomelo 6.2(b)**
(c)	October / Oktober 2023	**Annexure / Bylae / Isihlomelo 6.2(c)**

The Senior Manager: Electro-Technical Services reported the following:

- Challenges experienced relating to old cherry pickers which are regularly in the mechanical workshop.

Councillor TE Abrahams stated that provision must be made in the new budget for the replacement of fleet for Technical Services for purposes of service delivery.

RESOLVED

that the Committee for Technical Services, after consideration, takes notice of the content of the monthly reports of the Electrical Department for August, September and October 2023 and that same be accepted.

BESLUIT

dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Elektrisiteit vir Augustus, September en Oktober 2023 en dat die verslae aanvaar word.

6.3 Monthly reports of the Department Town Planning and Building Control: July, August, September and October 2023
Maandverslae van die Departement Stadsbeplanning en Boubeheer: Julie, Augustus, September en Oktober2023
(09/1/2/3)

The following monthly reports of the Department Town Planning and Building Control are attached:

Die volgende maandverslae van die Departement Stadsbeplanning en Boubeheer word ingebind:

(a)	July / Julie 2023	**Annexure / Bylae 6.3(a)**
(b)	August / Augustus	**Annexure / Bylae 6.3(b)**
(c)	September 2023	**Annexure / Bylae 6.3(c)**
(d)	October / Oktober 2023	**Annexure / Bylae 6.3(d)**

The Senior Manager: Planning and Building Control provided background in respect of what the Section: Town Planning and Building Control entails.

Councillor TE Abrahams enquired the reasons why many building plans were received, but less approved in the monthly report.

The Senior Manager: Planning and Building Control reported that the refusals are referred to the applicants to make the necessary adjustments.

Councillor TE Abrahams enquired about renewable energy benefits for the community which are approved or implemented, but not indicated in the report. Councillors and community members must be involved in the developments.

The Senior Manager: Town Planning and Building Control reported that renewable energy and socio-economic upliftment is a national government initiative. That the municipality only deals with the technical aspects and not socio-economic upliftment.

Councillor TE Abrahams requested that the Director: Technical Services, in consultation with the Municipal Manager and Directors, discusses the matter of renewable energy projects for Council and that the community be involved in future developments.

RESOLVED

that the Committee for Technical Services, after consideration, takes notice of the content of the monthly reports of the Department Town Planning and Building Control for July, August, September and October 2023 and that same be accepted.

BESLUIT

dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die inhoud van die maandverslae van die Departement Stadsbeplanning en Boubeheer vir Julie, Augustus, September en Oktober 2023 en dat die verslae aanvaar word.

6.4 Monthly reports of the Department Water and Sewerage: August, September and October 2023
Maandverslae van die Departement Water en Riolering: Augustus, September en Oktober 2023

The following monthly reports of the Department Water and Sewerage are attached:

Die volgende maandverslae van die Departement Water en Riolering word ingebind:

(a)	August / Augustus 2023	**Annexure / Bylae 6.4(a)**
(b)	September 2023	**Annexure / Bylae 6.4(b)**
(c)	October / Oktober 2023	**Annexure / Bylae 6.4(c)**

The Senior: Manager: Water and Sewerage reported the following:

- Ceres Koekedouw Dam 100 % .
- Tulbagh Dam 97 % .
- New Waverenkroon Dam 66 % .
- Dam at pump station is complete. Only the construction of powerlines needs to be completed.
- Pipe bursts, in terms of the SDBIP, must be repaired within 24 hours.
- There were 12 major pipe bursts in Ceres during October 2023.
- Quality of water was 100 % compliant.
- Sewerage blockages in Ceres were the highest in comparison with Tulbagh and Wolseley.
- Maintenance of roads on the main lines is done monthly and cleansed with high pressure jets.

Councillor TE Abrahams mentioned the following:

- that old pipelines in Ceres are a concern as well as overtime and urges the Section: Water and Sewerage to stock enough materials in order to repair pipes timeously.
- that sewerage blockages must be repaired immediately.
- that the water in the reservoir be tested unofficially.
- that newsletters be distributed to the community to use water sparingly.

Councillor K Yisa mentioned the following:

- Wolseley pipe bursts are a matter of concern.
- Regular sewerage blockages are a matter of concern in Nduli and need to be repaired and attended to regularly.

RESOLVED

that the Committee for Technical Services, after consideration, takes notice of the content of the monthly reports of the Department Water and Sewerage for August, September and October 2023 and that same be accepted.

BESLUIT

dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die inhoud van die maandverslae van die Departement Water en Riolering vir Augustus, September en Oktober 2023 en dat die verslae aanvaar word.

6.5 Monthly reports of the Department Streets and Storm Water: August, September and October 2023
Maandverslae van die Departement Strate en Stormwater: Augustus, September en Oktober 2023

The following monthly reports of the Department Streets and Storm Water are attached:

Die volgende maandverslae van die Departement Strate en Stormwater word ingebind:

(a)	August 2023 / Augustus 2023	**Annexure / Bylae 6.5(a)**
(b)	September 2023	**Annexure / Bylae 6.5(b)**
(c)	October / Oktober 2023	**Annexure / Bylae 6.5(c)**

The Senior Manager: Streets and Storm Water highlighted the following:

- Over 1 000 potholes were repaired in Wolseley and Tulbagh.
- Pipe bursts result in surfaces having to be repaired regularly.
- In Ceres more than 1 800 potholes were repaired.
- Backlogs related to maintenance of roads.
- Van Breda Bridge in Ceres will be completed by the end of March 2024.

Councillor TE Abrahams mentioned the following:

- That the roads in Witzenberg are in a poor condition due to budget constraints.
- The Director: Technical Services mentioned that the municipality should still lobby for funding from National and Provincial Government.
- Provincial Government delegated its powers and functions to the Cape Winelands District Municipality for the maintenance of road infrastructure.
- That the Director: Technical Services contacts Cape Winelands District Municipality (CWDM) in respect of the above.

RESOLVED

(a) that the Committee for Technical Services, after consideration, takes notice of the content of the monthly reports of the Department Streets and Storm Water for August, September and October 2023 and that same be accepted.

(b) that the Director: Technical Services contacts the Cape Winelands District Municipality (CWDM) with regard to the maintenance of road infrastructure.

BESLUIT

(a) dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die inhoud van die maandverslae van die Departement Strate en Stormwater vir Augustus, September en Oktober 2023 en dat die verslae aanvaar word.

(b) dat die Direkteur: Tegniese Dienste die Kaapse Wynland Distriksmunisipaleit (KWDM) skakel met betrekking tot die instandhouding van padinfrastruktuur.

6.6 Monthly reports of the Department Solid Waste and Cleansing Services: August, September and October 2023
Maandverslae van die Departement Vaste Afval- en Reinigingsdienste: Augustus, September en Oktober 2023

The following monthly reports of the Department Solid Waste and Cleansing Services are attached:

Die volgende maandverslae van die Departement Vaste Afval- en Reinigingsdienste word ingebind:

(a)	August 2023 / Augustus 2023	**Annexure / Bylae 6.6(a)**
(b)	September 2023	**Annexure / Bylae 6.6(b)**
(c)	October / Oktober 2023	**Annexure / Bylae 6.6(c)**

Councillor K Yisa mentioned the following:

- that the residents of Mooiblom, Nduli do not receive black and green bags.
- that the illegal dumping in Nduli is getting out of hand.

- that the monthly report is not a true reflection of what transpires in the community.
- illegal dumping at the back of Nduli library was attended to, but never fully cleaned.
- the old Council offices opposite the clinic have become a dumping site.
- the sport grounds and community hall are also dirty.

The Senior Manager: Solid Waste and Cleansing Services reported the following in respect of their services:

- refuse removal in all towns.
- distribution of black bags and green bags.
- cleaning of open spaces and emptying of skips.
- cleaning of streets in residential and CBD during office hours and after hours.
- providing and cleaning of public toilets.
- landfill sites.
- that the comment of Councillor K Yisa regarding the credibility of the report is noted and will be rectified in future.

The Chairperson mentioned the following:

- illegal dumping sites in ward 7, Wolseley.
- sewerage problem in informal areas in ward 7, Wolseley.
- clean water running through informal areas and roads from taps and pipes.
- open ditches remain a matter of concern where refuse is dump illegally.

Councillor K Yisa mentioned the following:

- that the report was not a true reflection as it mentioned that two EPWP teams are monitoring and cleaning illegal dumping twice a week.
- Law Enforcement officials are not enforcing By-laws.

Councillor TE Abrahams enquired about the regional landfill site. The Director: Technical Services mentioned that the previous incumbent of the position compiled the report.

Councillor TE Abrahams mentioned that waste will be transferred to a landfill site in the Cape Winelands outside the boundaries of Witzenberg. He requested that an item be tabled in future with regard to the implications for Witzenberg to transport waste to the new envisaged regional landfill facility.

RESOLVED

(a) that the Committee for Technical Services, after consideration, takes notice of the content of the monthly reports of the Department Solid Waste and Cleansing Services for August, September and October 2023 and that same be accepted.

(b) that the Senior Manager: Solid Waste and Cleansing Services, in conjunction with the Director: Technical Services, attends to the solid waste challenges such as illegal dumping and other related problems in Wards 1, 7 and 12 as soon as possible.

BESLUIT

(a) dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die inhoud van die maandverslae van die Departement Vaste Afval- en Reinigingsdienste vir Augustus, September en Oktober 2023 en dat die verslae aanvaar word.

(b) Dat die Senior Bestuurder: Vaste Afval- en Reinigingsdienste, in samewerking met die Direkteur: Tegniese Dienste, aandag skenk aan uitdagings ten opsigte van vaste afval soos die onwettige stortings en ander soortgelyke probleme in wyke 1, 7 en 12.

6.7 Monthly reports of the Department Fleet and Mechanical Workshop: August, September and October 2023
Maandverslae van die Departement Vloot en Meganiese Werkswinkel: Augustus, September en Oktober 2023

The following monthly reports of the Department Fleet and Mechanical Workshop are attached:

Die volgende maandverslae van die Departement Vloot en Meganiese Werkswinkel word ingebind:

(a)	August / Augustus 2023	**Annexure / Bylae 6.7(a)**
(b)	September 2023	**Annexure / Bylae 6.7(b)**
(c)	October / Oktober 2023	**Annexure / Bylae 6.7(c)**

The Manager: Fleet and Mechanical reported that 1 out of 4 cherry pickers are at the workshop for three months at a time. Nissan sent a letter to inform the municipality that they do not manufacture certain parts due to the age of the cherry picker.

Councillor K Yisa enquired whether the old fleet could be auctioned to generate income. The Manager: Fleet and Mechanical Workshop informed the meeting that the Section Supply Chain will organise the auction and the matter will be tabled to Council for consideration.

RESOLVED

that the Committee for Technical Services, after consideration, takes notice of the content of the monthly reports of the Department Fleet and Mechanical Workshop for August, September and October 2023 and that same be accepted.

BESLUIT

dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die inhoud van die maandverslae van die Departement Vloot en Meganiese Werkswinkel vir Augustus, September en Oktober 2023 en dat die verslae aanvaar word.

6.8 Report: Damage caused to infrastructure by heavy rainfall (16/2/1/1/1)

A report from the Director: Technical Services, dated 24 October 2023, is attached as **annexure 6.8**.

Councillor P Heradien mentioned that the matter also be tabled to Council as heavy rainfall was unforeseeable.

RESOLVED

To recommend to the Executive Mayoral Committee and Council:

that notice be taken of damage caused to infrastructure by heavy rainfall during June 2023.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

7.1 Ceres CBD: Establishment of an Aesthetics Advisory Committee (15/4/P)

Memorandum from Manager: Town Planning and Building Control, dated 15 March 2022:

"**Purpose**

To seek Council's approval to establish an Aesthetics Committee for the Ceres central business area in Voortrekker Street.

Background

The Ceres CBD aesthetics manual was approved by Council on 13 December 2016. The resolution reads as follows:

'UNANIMOUSLY RESOLVED

(a) that the Ceres CBD (Central Business District) Aesthetics Manual: Edition 1: November 2016 be approved and accepted by Council.

(b) that the establishment of a Ceres Central Business District Aesthetics Committee not be approved.

(c) that matters in respect of Ceres central business district aesthetics be delegated to the Committee for Technical Services.'

The approved aesthetics manual is attached as **annexure 7.1(a)**.

The main purpose of the Advisory Committees is to provide a local focus and local knowledge in respect of aesthetical matters.

There is no statutory duty for a municipality to operate or facilitate Advisory Committees, nor is there national guidance on how these should be organised, operated or on the composition of their membership. Advisory Committees are independent of the Council.

The work of the Advisory Committees focuses on commenting upon town planning and building plan applications. In determining applications in the CBD officials can benefit from the local knowledge that can be gained from the observations and comments provided by the Advisory Committee. The Advisory Committees also comment on municipal proposals within the CBD for public works (other than general maintenance) to the roads, public open spaces and other Council managed space.

Terms of Reference

A proposed Terms of Reference is attached as **annexure 7.1(b)**."

The Committee for Technical Services resolved on 14 March 2023 that the matter in respect of the Ceres CBD: Establishment of an Aesthetics Advisory Committee be held in abeyance until the next meeting.

The Director: Technical Services provided a background in respect of the matter and mentioned that Council first needs to approve before a Public Participation Process be followed.

Councillor JS Mouton enquired whether consultants will be appointed or whether the local community be utilised.

The Director: Technical Services mentioned that local people with the necessary skills and qualifications will be appointed without remuneration.

Councillor AL Gili raised his concern that the committee will have delegated powers when application are received and enquired about cultural diversities which government requires?

The Director: Technical Services highlighted the following:

- that the manual was only developed for the Ceres CDB and that the Advisory Committee will only look at the Ceres town. These experts provide expert advice which the Director: Technical Services may reject or approve.

A committee member enquired why the Advisory Committee may give advice on capital projects as mentioned on page 507 of the agenda.

The Director: Technical Services explained what capital projects entails for which the Advisory Committee may advise on.

A committee member expressed dissatisfaction in respect of the Directorate Technical Services shifting their responsibilities to the Aesthetics Advisory Committee. The Committee requested that the matter regarding the CBD Ceres: Establishment of Aesthetics Advisory Committee be held in abeyance.

The Committee for Technical Services resolved on 21 September 2023:

(a) that the matter in respect of the Ceres CBD: Establishment of an Aesthetics Advisory Committee be held in abeyance to obtain more information.

(b) that the concerns of the Committee for Technical Services are noted.

The Senior Manager: Town Planning and Building Control mentioned the following:

- that the establishment of a Ceres CBD Aesthetics Advisory Committee was advertised in the local newspaper and that only two applications were received.
- three committee members are there for needed to constitute a meeting.

RESOLVED

that the matter in respect of the establishment of a Ceres CBD Aesthetics Advisory Committee be removed from the agenda.

7.2 Tulbagh conservation area: Establishment of Advisory Committee (12/1/2/13)

A memorandum from the Manager: Town Planning and Building Control, dated 23 February 2023, is attached as **annexure 7.2**.

The Committee for Technical Services resolved on 14 March 2023 that the matter in respect of the Tulbagh conservation area: Establishment of Advisory Committee be held in abeyance until the next meeting pending a Public Participation Process.

The Committee requested that the matter be held in abeyance until the next meeting to obtain more information.

The Committee for Technical Services resolved on 21 September 2023:

(a) that the matter in respect of the Tulbagh conservation area: Establishment of Advisory Committee be held in abeyance to obtain more information.

(a) that the concerns of the Committee for Technical Services are noted.

Senior Manager: Town Planning and Building Control informed the meeting about the following:

- that the Tulbagh conservation area: Establishment of Advisory Committee was advertised in the local newspaper.
- that three applications were received late for the inclusion of the agenda which meet the required criteria. The Committee requested that the matter be held in abeyance.

RESOLVED

that the establishment of a Tulbagh Conservation Area Advisory Committee be held in abeyance until the next meeting.

7.3 Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services (15/04/P)

The following documents are attached:

(a) Memorandum from the Director: Technical Services, dated 3 February 2021: **Annexure 7.3(a)**.

(b) Policy document regarding the Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services, Version 2 of 28 January 2021: **Annexure 7.3(b)**.

Council unanimously resolved on 24 February 2021 that the status quo of the current policy be maintained and that the amended Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services, Version 2 of 28 January 2021, after consideration, not be approved by Council.

The Director: Technical Services requested that the matter be tabled again as the Directorate Technical Services continues to have many problems with it.

The Committee enquired about the reasons for previous for the previous Council not approving the matter.

The Director: Technical Services mentioned the following:

- that the previous Council believed that the poor of poor does not benefit, especially in respect of rezoning and building plans.
- that the Directorate Technical Services receives many applications from applicants with the wrong specifications due to not obtaining a professional land surveyor or architect etc., resulting in non-approval of applications.

A Committee member enquired whether Indigent households are exempted in respect of rezoning. If not, a special condition must be built in the Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services.

The Senior Town Planner informed the meeting that most applications are for RDP house shops without having the correct building plans.

A Committee member reported that all areas in Witzenberg have accelerating economic growth and are expanding on a massive scale.

The Committee for Technical Services resolved on 21 September 2023 that the matter in respect of the amended Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services, Version 2 of 28 January 2021, be held in abeyance to obtain more information.

RESOLVED

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

that the amended Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services, Version 2 of 28 January 2021, be approved by Council.

7.4 Electricity: Request to adopt wheeling of electricity as a service in Witzenberg Municipality (16/3/3/1/1)

The following documents are attached:

(a) Memorandum from Senior Manager: Electro-Technical Services: **Annexure 7.4(a)**.

(b) Enpower Trading proposal for Pepsico: **Annexure 7.4(b)**.

(c) Wheeling guideline for Witzenberg Municipality: **Annexure 7.4(c)**.

(d) SALGA status report on wheeling in SA municipalities: **Annexure 7.4(d)**.

(e) Attendance register of Enpower Trading workshop: **Annexure 7.4(e)**.

Councillor TE Abrahams enquired whether the municipality would produce revenue if council adopted the wheeling of electricity concept.

The Senior Manager: Electro-Technical Services mentioned the following:

- that wheeling has different scenarios such as intra wheeling which Witzenberg will adopt and that Council will generate income.
- that the generator will be on the municipal network and Council will apply its own tariffs and that all expenditures towards infrastructure will be recovered.

RESOLVED

(a) that the Chairperson engages with the Speaker whether the matter be tabled to Council or be workshopped prior the Council meeting.

(b) that the Chairperson informs the committee members of the outcomes of supra (a) engagement.

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

8.1 Request to return unspent conditional Integrated National Electrification Programme (INEP) Grant (16/3/3/1/1)

Memorandum from the Senior Manager: Electro-Technical Services, dated 10 October 2023:

"**Purpose**

The purpose of this report is to request Council to approve the returning of unspent conditional INEP funds granted for the Ceres Vredebes Phase H (IRDP) Phase 2 to Department of Mineral Resource and Energy (DMRE).

Background

The DMRE approved R3 900 000,00 in the 2023/2024 financial year for the electrification of 205 households under the Ceres Vredebes Phase H(IRDP) Phase 2 project. To date the first approved R900 000,00 remains unspent due to lack of RDP houses construction on site. One of the grant conditions refers to appointment of the service provider by end of September 2023, which has since passed and with no appointment. Clause 6.16 of the signed Memorandum of Agreement states that 'Ensure that houses are already built and occupied before electrification project can commence. Where houses are not in existence or unoccupied, the Department will not be liable for theft and vandalism of the electrification infrastructure thereof.'

With that said, returning of these funds will therefore afford Council sufficient time to resolve issues prohibiting the success of this project. The re-application process of the INEP funds will then be initiated once the housing construction dates are formally communicated.

Supporting documents attached

(a) Memorandum of Agreement signed by Council for the R3 900 000,00 funds: **Annexure 8.1(a)**.

(b) Confirmation of cash flow transfer report on the R900 000 transferred by DMRE to date: **Annexure 8.1(b)**."

RESOLVED

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

(a) that notice be taken of the contents of the memorandum.

(b) that the request to return the Integrated National Electrification Programme (INEP) Grant funds of R3 900 000,00 be supported.

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

Councillor K Yisa informed the meeting that the new electricity prepaid meters show blank after load shedding and then go into tampering mode, although the meter was not tampered with.

Director: Technical Services mentioned that he was not aware of the above and requested that Councillor K Yisa visits his office in respect of the new electricity prepaid meters.

NOTED

10. ADJOURNMENT / VERDAGING

The meeting adjourned at 17:23. / Die vergadering verdaag om 17:23.

Approved on 13 February 2024 without amendments.

_____
COUNCILLOR J MOUTON
CHAIRPERSON

/CJ Titus

MINUTES OF THE EXECUTIVE MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON MONDAY, 18 DECEMBER 2023 AT 14:00

PRESENT

Executive Mayoral Committee

Councillor TE Abrahams (Executive Mayor)
Councillor GG Laban (Executive Deputy Mayor)
Alderman K Adams
Councillor P Daniels
Councillor JP Fredericks
Alderman HJ Smit

Councillor not on Executive Mayoral Committee

Councillor EM Sidego (Speaker) (Ex officio)

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr E Lintnaar (Acting Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Ms L Nieuwenhuis (Manager: Properties and Legal Services)
Mr CG Wessels (Manager: Administration)
Ms M Arendse-Smith (Chief Administrative Officer)
Mr C Titus (Committee Clerk)
Mr M Njokweni (Interpreter)

Other attendees

Mr H van Schalkwyk (Ceres Business Initiative)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

Die Uitvoerende Burgemeester open die vergadering met gebed en verwelkom daarna al die teenwoordiges, by name die Munisipale Bestuurder en administratiewe personeel, Ceres Besigheidsinisiatief, die Speaker, Uitvoerende Onderburgemeester en lede van die Uitvoerende Burgemeesterskomitee.

AANGETEKEN

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 Councillor LA Hardnek (Witzenberg Party).

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

RESOLVED

(a) that the application for leave of absence from the meeting, received from Councillor LA Hardnek (Witzenberg Party), be approved and accepted.

(b) that notice be taken of the apologies for absence from the meeting, received from the Director: Technical Services and Deputy Director: Finance, and same be accepted.

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

(a) The Executive Mayor mentioned that the Mayoral and municipal message for the festive season was done by the former Mayor and published in the local newspaper.

(b) The Executive Mayor announced that the Mayoral and municipal message for New Year's wishes to the residents of Witzenberg as well as the congratulations to successful matriculants will be prepared by the Mayor's office and published.

(c) The Executive Mayor mentioned that the Drive Alive Campaign will be held on Wednesday, 18 December 2023. Councillors were requested to attend the event.

(d) The Executive Mayor mentioned that Ms Patricia de Lille, the Minister of Tourism will visit Wolwekloof on Tuesday, 19 December 2023 for the handover of Wolwekloof to Cape Nature. The Executive Mayor and Municipal Manager have been invited as well as fifteen (15) public members from the Witzenberg area. The fifteen members are elected by Ward Councillors of the GOOD, DA and ANC political alliance.

(e) The Executive Mayor made a presentation in respect of governance and highlighted the following:

- Governance consists of:

  - ❖ Corporate governance
  - ❖ Global governance
  - ❖ Good governance and
  - ❖ Modern governance

The purpose of the presentation is to concentrate on good governance as the essence of local government.

- Good governance is:

  - ❖ A system of rules that directs/control a municipality.

- Good governance is a process of:

  - ❖ Laws
  - ❖ Powers and
  - ❖ Social norms.

- Good governance is:

  - ❖ A framework of who can decide
  - ❖ Who has the authority
  - ❖ Who is accountable
  - ❖ How to behave (professionalism of Councillors and officials)

- Good governance is embedded in the principles:

  - ❖ Leadership
  - ❖ Integrity
  - ❖ Accountability
  - ❖ Transparency
  - ❖ Trust and
  - ❖ Mentorship

NOTED

4. RESERVED POWERS

4.1 Alienation, subdivision and consolidation of a portion of erf 2622, Schoonvlei industrial area, Ceres (LED project) (7/1/4/2)

Council unanimously resolved per item 8.3.1 of 29 November 2022 that the matter in respect of the proposed erf 2622 for Schoonvlei Small Medium Micro Business HUB, corner of Bank and Forel Street, Bella Vista, Ceres be held in abeyance and further information be obtained.

Report from Municipal Manager, dated 14 December 2023:

"**Background**

The subdivision of erf 2622, Schoonvlei, Ceres was approved subject to certain conditions. In terms of Council's policy on the contribution of bulk levies (development charge per service) any potential buyer will have to pay the bulk contribution cost as set out in **annexure 4.1(a)**. The minimum cost in terms of the industrial zoning of the erf will be R681 578-07 per unit. This excludes the market related cost of the erf. The market related cost of the subdivided erven is attached as **annexure 4.1(b)**. When Council deliberated on the matter the idea was to empower the previously disadvantaged sector of our community who has not benefited from any land acquisition in the past. Council also wanted to cater for the small business people within the Schoonvlei industrial park. The payment of the development cost makes it economically unviable and unaffordable for any small business person to purchase the property from Council. Council is requested to consider to waive the development charges for upcoming and small business entrepreneurs from the previously disadvantaged communities.

LED project

Two local business men, Messrs Michael van Schalkwyk and Jerome Adrian Januarie, from the previously disadvantaged community are leasing buildings from one of the owners of property in the Schoonvlei industrial area for purposes of packing shed facilities. Both are trading with fruit and vegetables under their own name and style with a gross profit of between R2.5 million to R7.00 million per annum. Messrs Van Schalkwyk and Januarie are in the process of registering their legal entities (private company). In total the two businesses are employing approximately 50 people in off-season and close to 150 during peak season time. The two business men came to the municipality and advised that they are about to be evicted and were in fear of having to close their businesses. The municipality has earmarked Schoonvlei as an area where Council wants to see local business people thriving and emancipated from the previous apartheid regime. The high development cost is making it extremely difficult to sell property in Schoonvlei that has been set aside for the previously disadvantaged community. The Local Economic Development Policy of Council has as its object the creation of job opportunities and the empowerment of our communities. If the two businesses are not assisted they might lose their income and also the job opportunities that they are creating.

There are no other industrial land available where they can be accommodated. During an interview both business men indicated that their requirements in terms of land are more or less the same. The gentlemen want to erect a small store, with a steel structure, with the option of extending same in future. The land must be enough to cater for the loading of fruit cartons with a truck and trailer. The potential land identified is marked X on the registered subdivision plan of Riding & Watt. The portions G, I and J will have to be consolidated, but will bring it in line with the size of portion H of the said plan.

Municipal services

All the municipal service delivery sections have provided their inputs as per the email from the Senior Manager: Properties and Legal Services, attached as **annexure 4.1(c)**.

Legal implications

These subdivided erven is not required for basic service delivery as envisaged by Section 40 of the Municipal Finance Management Act. Council's intention to sell the property to Messrs Van Schalkwyk and Januarie will be advertised in the local newspaper to make the process open and transparent and to meet the requirements of the Constitution.

Financial implications

Council will not receive any development charges income in terms of Council's policy if the cost is waived. If the property is sold it will be sold at market related price and Council's income will be from the services delivered at the erven as well as future rates."

The Municipal Manager tabled the matter *Alienation, subdivision and consolidation of a portion of erf 2622, Schoonvlei industrial area, Ceres (LED project)*.

The following were highlighted:

- That land is made available to the disadvantaged community, because no one has ownership of land in the Schoonvlei industrial area.
- That the land is subdivided in portions and registered by the Land Surveyor.
- The property is adjacent to the municipal HUB and approximately 8 000 hectares in size.
- Two disadvantaged business entrepreneurs are interested and lease property, but due to huge costs are not in a position to pay and have received notice to vacate the property.
- A process of deviation will be followed to ensure that the land is sold to them directly.
- The Executive Mayor and Executive Deputy Mayor will consult with the MEC for Rural Development to assist with capital and/or infrastructure.
- The property is not required for minimum basic municipal services.

- None of the relevant departments have any objections except the Department Electricity, but they have indicated to request the minimum capacity.
- With regard to water and sanitation, only connection fees are needed.
- The matter is regarded as urgent, because the entrepreneurs can be left stranded during January 2024 if they receive notice to vacate. However, if Council approves the development, the interested business men can consult with financial institutions to ensure that funding is available.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that portions G, I, J and H of erf 2622, Schoonvlei industrial area, Ceres, as set out in the registered subdivision plan, as prepared by Land Surveyor Riding and Watt, are not required for basic municipal services as per the Municipal Finance Management Act.

(b) that portions G, I and J be consolidated and that the process of the consolidation be for the account of the purchaser.

(c) that the to be registered new erf (consolidation of G, I and J) and H be alienated to Messrs Januarie and Van Schalkwyk at market related price.

(d) that the new erf be offered to Mr Januarie and the portion H be offered to Mr Van Schalkwyk.

(e) that the Executive Mayor and Executive Deputy Mayor be mandated to engage with the provincial MEC for provincial infrastructure and public services with the view of seeking financial assistance to subsidise the development cost of the area.

(f) that the Municipal Manager be mandated to sign all the relevant documentation necessary to effect the transfer of the properties.

(g) that all cost incidental to the sale and transfer of the property will be for the purchasers.

(h) that the alienated land not be sold for a market related price, but at a selling price of R100-00 per square metre and that portions G, I, J and H be consolidated.

(i) that Council's intention of selling the property be advertised in the local newspaper to obtain objections, if any.

4.2 Council matters: Council recess for festive season 2023/2024 (3/1/2/3)

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that the recess period of Council for the 2023/2024 festive season will be from 21 December 2023 until 12 January 2024.

(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 Executive Deputy Mayor will be on standby during the recess period.

4.3 Reconnection of electricity over the festive season (5/12/1/R)

A memorandum from the Director: Finance, dated 28 November 2023, is attached as **annexure 4.3**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that all residents have access to electricity and that no credit control measures be implemented for the period 21 December 2023 until 3 January 2024.

(b) Consumers whose electricity are disconnected because of tampering with their meters are excluded from this resolution.

(c) that the 30 % auxiliary be implemented for all consumers with prepayment electricity meters whose accounts are in arrears.

(d) that conventional consumers pay a deposit of R1 000-00 as their electricity is supplied in advance.

4.4 Proposed Council meeting program: January until June 2024 (3/1/2/3)

Memorandum from Manager: Administration, dated 5 December 2023:

"**1. Purpose**

To obtain the approval of the Executive Mayoral Committee as well as Council for the proposed Council meeting program for January until June 2024.

2. For decision

Council.

3. Executive summary

The Council meeting program and meeting schedule for January until June 2024 is attached as **annexure 4.4**. It is recommended that the attached program for the period January until June 2024 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. SALGA indicated that due to the National and Provincial elections during the first semester of 2024, they are unable to plan any SALGA Working Group meetings during this period. Dates will be made available after the elections. The Council meeting program takes the position of SALGA into consideration and includes meeting dates from January until June 2024. The meeting dates for July until December 2024 will be tabled after the elections.

Council is requested to approve the meeting program for January until June 2024. 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 June 2024. 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 June 2024 be approved.

5. ADJOURNMENT

The meeting adjourned at 15:16.

Approved on 22 January 2024 without amendments.

_____

COUNCILLOR TE ABRAHAMS
EXECUTIVE MAYOR

/MJ Prins

MINUTES OF THE EXECUTIVE MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON MONDAY, 22 JANUARY 2024 AT 11:00

Executive Mayoral Committee

Councillor TE Abrahams (Executive Mayor)
Councillor GG Laban (Executive Deputy Mayor)
Alderman K Adams
Councillor P Daniels
Councillor JP Fredericks
Alderman HJ Smit

Councillors not on Executive Mayoral Committee

Councillor EM Sidego (ex officio) (Speaker)
Councillor LA Hardnek (ex officio) (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 J Kolkota (Deputy Director: Finance)
Ms N Oerson (Chief Internal Audit Executive)
Mr A Hofmeester (Manager: IDP)
Mr CG Wessels (Manager: Administration)
Ms M Arendse-Smith (Chief Administrative Officer)
Mr C Titus (Committee Clerk)

Other attendees

Mr M de Villiers (Manager: Ceres Business Initiative)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and conveyed well wishes for a prosperous 2024 to all.

A special welcome was extended to the newly appointed Manager of Ceres Business Initiative, after which Councillor P Daniels was requested to open the meeting with prayer.

NOTED

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

None

NOTED

3. MINUTES / NOTULES

3.1 Corrections to the minutes / Regstellings aan die notules

None / Geen

NOTED / AANGETEKEN

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

The following minutes are attached:

(a) Executive Mayoral Committee meeting, held on 14 November 2023: **Annexure 3.2(a)**.

(b) Executive Mayoral Committee meeting, held on 18 December 2023: **Annexure 3.2(b)**.

RESOLVED

(a) that the minutes of the Executive Mayoral Committee meeting, held on 14 November 2023, be referred to Council for approval as none of the current Executive Mayoral Committee members had attended the abovementioned meeting.

(b) that the minutes of the Executive Mayoral Committee meeting, held on 18 December 2023, be approved and signed by the Executive Mayor.

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

The following matters were raised by the Chairperson:

(i) The Chairperson mentioned and recalled that the Executive Deputy Mayor had previously highlighted the current backlog experienced with regard to service delivery. It is therefore requested that the backlog be attended to in a responsible and accountable manner.

(ii) Councillors must prepare themselves for a very tight schedule for some time where three to four meetings could be scheduled per day.

(iii) After consultations with Mayoral Committee members, it has been decided that full-time Councillors are to be at the office at 08:30 daily.

(iv) That in terms of safety data during the festive period, very little information had been communicated to the Executive Mayor nor the Executive Deputy Mayor. Thus, obtained information from the public is a matter of concern and indicates a lack of communication.

The following incidents are noted:

- Fire occurred at the Prince Alfred's Hamlet dumping site the day before Christmas, but thankfully was extinguished the same day.
- Fire broke out at Pieter Strauss Home for the Aged, which left many elderly without the bare necessities. The extent of the assistance required is thus an indication that the municipality must at all times be equipped and ready to assist at such times.

(v) Heartfelt congratulation to all those matriculants who have successfully passed their exams, especially the top achievers. Those who have not been so fortunate must not lose hope, but be motivated to pursue and continue and not give up.

(vi) Heartfelt condolences to the Reddy family who tragically lost their son in a drowning incident this past weekend.

(vii) Councillors are reminded of the Council workshop on 23 January 2024 and that the caucus meeting will take place at 08:30 on the said day. Another caucus will be held after the Council workshop meeting to discuss the Council agenda.

NOTED

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFVAARDIGINGS

None

NOTED

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

None

NOTED

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

7.1 Directorate Finance / Direktoraat Finansies

7.1.1 Section 71 Monthly Budget Statement Reports of Directorate Finance: August, September, October, November and December 2023 (9/1/2/2)

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

(a) August 2023: **Annexure 7.1.1(a)**
(b) September 2023: **Annexure 7.1.1(b)**
(c) October 2023: **Annexure 7.1.1(c)**
(d) November 2023: **Annexure 7.1.1(d)**
(e) December 2023: **Annexure 7.1.1(e)**

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for August, September, October, November and December 2023 and, after consideration, same be accepted.

7.1.2 Mid-year Budget Statement and Performance Assessment (Section 72) Report 2023/2024: 1 July 2023 until 31 December 2023 (9/1/1 & 5/1/5/16)

The following memorandum, dated 17 January 2024, 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 2023 to 31 December 2023 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 2023 until 31 December 2023 is attached as **annexure 7.1.2**."

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the Mid-year Budget Statement and Performance Assessment (Section 72) Report for the period 1 July 2023 until 31 December 2023.

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

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

A memorandum from the Manager: Supply Chain, dated 4 January 2024, is attached as **annexure 7.1.3**.

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 31 December 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.

A caucus break was held from 12:05 until 12:15.

7.1.4 Quarterly inventory count: Municipal stores, Drommedaris Street, Ceres: 30 November 2023 (6/1/1)

A memorandum from the Manager: Supply Chain, dated 7 December 2023, is attached as **annexure 7.1.4**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that cognisance be taken of the stock count of 30 November 2023.

(b) that Council authorises the writing off of stock shortages as per table 3.2 to the value of R3 802-21 (excluding VAT).

7.1.5 Quarterly Budget Statement [Section 52(d)] Report: 2nd Quarter 2023/2024 (1 October 2023 until 31 December 2023) (9/1/1 & 9/1/2/2)

The Quarterly Budget Statement [Section 52(d)] Report for the 2nd Quarter of 2023/2024 is attached as **annexure 7.1.5**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the 2nd Quarter of 2023/2024.

(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.

7.1.6 Draft Witzenberg Performance Management Policy Framework (5/1/5/16)

The Municipal System Act (MSA), 2000 requires municipalities to establish a performance management system. In addition, Regulation 7(1) of the Local Government: Municipal Planning and Performance Management Regulations, 2001 states that "A Municipality's Performance Management System entails a framework that describes and represents how the municipality's cycle and processes of performance planning, monitoring, measurement, review, reporting and improvement will be conducted, organised and managed, including determining the roles of the different role players."

This draft Performance Management Policy Framework (**annexure 7.1.6**) is a revision of the document approved by Council in 2018. The main changes relate to the incorporation of the published Municipal Staff Regulations and Guidelines as well as revised operating procedures.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the Draft Witzenberg Performance Management Policy Framework.

(b) that the Draft Witzenberg Performance Management Policy Framework conditionally be approved subject to being workshopped by Council.

7.1.7 Finance: Writing off of interest and arrears: Welfare organisations (5/12/1/3)

A memorandum from the Director: Finance, dated 17 January 2024, is attached as **annexure 7.1.7**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that an amount of R60 000-00 be written off from the account of Pieter Strauss Home for the Aged and that the possibility of a prepaid electricity meter be investigated.

(b) that an amount of R147 235-51 be written off from the account of HM Beets Bewaarskool and that the possibility of a prepaid electricity meter be investigated.

(c) that an amount of R99 182-90 be written off from the account of the Verenigde Gereformeerde Kerk Tulbagh.

(d) that the writing off of interest and arrears of welfare organisations will be a once-off and will not be entertained in future. Welfare organisations must ensure that their monthly municipal accounts be paid.

7.1.8 Writing off of interest and arrears: Household debt and other irrecoverable outstanding amounts (5/12/1/3)

A memorandum from the Director: Finance, dated 27 October 2023, is attached as **annexure 7.1.8(a)**.

The Performance, Risk and Audit Committee resolved on 17 November 2023 to recommend to Council:

(a) that prescribed debt to the value of R129,853,263.04 be written off.

(b) that the indigent debt to the value of R43,765,510.01 be written off.

(c) that the debt that was not recoverable in terms of Section 118(1) of the Municipal Systems Act to the value of R233,510.36 be written off.

(d) that any interest or new debits raised on indigent accounts as per Section 2 and debt to be written off in terms of paragraph 118 of the Municipal Systems Act be written off as well.

(e) that the Municipality's Credit Control and Debt Collection Policy be implemented in respect of all debt incurred after the write-off even if the household is indigent.

An updated memorandum from the Director: Finance, dated 17 January 2024, is attached as **annexure 7.1.8(b)**.

An updated document indicating debt per town, as on 17 January 2024, is attached as **annexure 7.1.8(c)**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) That prescribed debt to the value of R129 853 263-04 be written off.

(b) That the indigent debt to the value of R47 535 655-38 be written off.

(c) That the debt that was not recoverable in terms of Section 118(1) of the Municipal Systems Act to the value of R233 510-36 be written off.

(d) That any interest or new debits raised on indigent accounts as per Section 2 and debt to be written off in terms of paragraph 118 of the Municipal Systems Act be written off as well.

(e) That the Municipality's Credit Control and Debt Collection Policy be implemented in respect of all debt incurred after the write-off even if the household is indigent.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the writing off of interest and arrears of household debt and other irrecoverable outstanding amounts and that same be workshopped, after which the matter be tabled to Council for consideration.

7.2 Directorate Technical Services / Direktoraat Tegniese Dienste

7.2.1 Report: Damage caused to infrastructure by heavy rainfall (16/2/1/1/1)

A report from the Director: Technical Services, dated 24 October 2023, is attached as **annexure 7.2.1**.

Councillor P Heradien mentioned that the matter also be tabled to Council as heavy rainfall was unforeseeable.

The Committee for Technical Services resolved on 23 November 2023 to recommend to the Executive Mayoral Committee and Council that notice be taken of damage caused to infrastructure by heavy rainfall during June 2023.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of damage caused to infrastructure by heavy rainfall during June 2023.

7.2.2 Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services (15/04/P)

The following documents are attached:

(a) Memorandum from the Director: Technical Services, dated 3 February 2021: **Annexure 7.2.2(a)**.

(b) Policy document regarding the Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services, Version 2 of 28 January 2021: **Annexure 7.2.2(b)**.

Council unanimously resolved on 24 February 2021 that the status quo of the current policy be maintained and that the amended Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services, Version 2 of 28 January 2021, after consideration, not be approved by Council.

The Director: Technical Services requested that the matter be tabled again as the Directorate Technical Services continues to have many problems with it.

The Committee enquired about the reasons for the previous Council not approving the matter.

The Director: Technical Services mentioned the following:

- that the previous Council believed that the poor of poor does not benefit, especially in respect of rezoning and building plans.
- that the Directorate Technical Services receives many applications from applicants with the wrong specifications due to not obtaining a professional land surveyor or architect etc., resulting in non-approval of applications.

A Committee member enquired whether Indigent households are exempted in respect of rezoning. If not, a special condition must be built in the Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services.

The Senior Town Planner informed the meeting that most applications are for RDP house shops without having the correct building plans.

A Committee member reported that all areas in Witzenberg have accelerating economic growth and are expanding on a massive scale.

The Committee for Technical Services resolved on 23 November 2023 to recommend to the Executive Mayoral Committee and Council that the amended Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services, Version 2 of 28 January 2021, be approved by Council.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the amended Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services, Version 2 of 28 January 2021, be approved by Council.

7.2.3 Request to return unspent conditional Integrated National Electrification Programme (INEP) Grant (16/3/3/1/1)

Memorandum from the Senior Manager: Electro-Technical Services, dated 10 October 2023:

"**Purpose**

The purpose of this report is to request Council to approve the returning of unspent conditional INEP funds granted for the Ceres Vredebes Phase H (IRDP) Phase 2 to Department of Mineral Resource and Energy (DMRE).

Background

The DMRE approved R3 900 000,00 in the 2023/2024 financial year for the electrification of 205 households under the Ceres Vredebes Phase H(IRDP) Phase 2 project. To date the first approved R900 000,00 remains unspent due to lack of RDP houses construction on site. One of the grant conditions refers to appointment of the service provider by end of September 2023, which has since passed and with no appointment. Clause 6.16 of the signed Memorandum of Agreement states that 'Ensure that houses are already built and occupied before electrification project can commence. Where houses are not in existence or unoccupied, the Department will not be liable for theft and vandalism of the electrification infrastructure thereof.'

With that said, returning of these funds will therefore afford Council sufficient time to resolve issues prohibiting the success of this project. The re-application process of the INEP funds will then be initiated once the housing construction dates are formally communicated.

Supporting documents attached:

(a) Memorandum of Agreement signed by Council for the R3 900 000,00 funds: **Annexure 7.2.3(a)**.

(b) Confirmation of cash flow transfer report on the R900 000 transferred by DMRE to date: **Annexure 7.2.3(b)**."

The Committee for Technical Services resolved on 23 November 2023 to recommend to the Executive Mayoral Committee and Council:

(a) that notice be taken of the contents of the memorandum.

(b) that the request to return the Integrated National Electrification Programme (INEP) Grant funds of R3 900 000,00 be supported.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the contents of the memorandum.

(b) that the request to return the Integrated National Electrification Programme (INEP) Grant funds of R3 900 000,00 be supported.

7.3 Directorate Community Services / Direktoraat Gemeenskapsdienste

7.3.1 Implementation of subsidised human settlement projects: Tulbagh and Prince Alfred's Hamlet (17/4/R)

A memorandum from the Manager: Projects and Performance, dated 28 November 2023, is attached as **annexure 7.3.1**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that the Municipal Manager, as a matter of urgency, activates a plan to prioritise the implementation of subsidised human settlement projects at Tulbagh, Prince Alfred's Hamlet and Wolseley.

(b) that the plan of activation includes short and long term priorities.

(c) that the plan supra (a) and (b) in the case of Prince Alfred's Hamlet preference be given to the short term priorities such as the health condition in the river.

(d) that the Municipal Manager embarks on a process to obtain capital for the project.

(e) that the matter be addressed in the Adjustment Budget 2023/2024 and the short term priorities of Prince Alfred's Hamlet get attention.

7.4 Directorate Corporate Services / Direktoraat Korporatiewe Dienste

7.4.1 Political structure: Council's committee system (03/3/1/1)

A copy of Council's committee system is attached as **annexure 7.4.1**.

RESOLVED

that the Executive Mayor will meet with the whips of the various political parties during the Council workshop and finalise the committee system and submit same to Council for approval and acceptance.

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

None

NOTED

9. FORMAL AND STATUTORY MATTERS
FORMELE EN STATUTêRE SAKE

None

NOTED

10. ADJOURNMENT / VERDAGING

The meeting adjourned at 13:45.

Approved on 19 February 2024 without amendments.

_____

COUNCILLOR TE ABRAHAMS
EXECUTIVE MAYOR

/MJ Prins

MINUTES OF THE COUNCIL WORKSHOP MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON TUESDAY, 22 JANUARY 2024 AT 10:00.

PRESENT

Councillors

Councillor EM Sidego (Speaker) (DA)
Councillor T Abrahams (Executive Mayor) (DA)
Councillor GG Laban (Deputy Executive Mayor (WA)
Councillor S de Bruin (DA)
Councillor P Daniels (DA)
Councillor D Swart (DA)
Alderman HJ Smit (DA)
Alderman K Adams (DA)
Alderman JJ Visagie (DA)
Councillor JP Fredericks (FF Plus)
Councillor L Hardnek (WP)
Councillor N Phatsoane (ANC)
Councillor JS Mouton (ANC)
Councillor N Nogcinisa (ANC)
Councillor AL Gili (ANC)
Councillor K Yisa (ANC)
Councillor J Zalie (ANC)
Councillor J Nel (ICOSA)
Councillor K Robyn (GOOD)
Councillor I Swartz (EEF)

Officials

Mr D Nasson (Municipal Manager)
Mr M Mpeluza (Director: Corporate Services)
Mr J Barnard (Director: Technical Services)
Mr HJ Kritzinger (Director: Finance)
Mr J Kolkota (Deputy Director: Finance)
Ms I Barnard (Senior Manager: Human Resources)
Mr CG Wessels (Manager: Administration)
Ms M Arendse-Smith (Chief Administration Officer)
Mr J Pieterse (Senior ITC Officer)
Mr CJ Titus (Committee Clerk)
Mr M Njokweni (Interpreter)

1. OPENING AND WELCOME/OPENING EN VERWELKOMING

The Speaker welcomed everyone present and requested Councillor J Nel to open the meeting with prayer.

NOTED / AANGETEKEN

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

Application for leave of absence from the meeting were received from Councillor MJ Ndaba (ANC) and Councillor GJ Franse (DA).

RESOLVED

That the applications for leave of absence from the meeting received from Councillor MJ Ndaba (ANC) and Councillor GJ Franse (DA) be approved and accepted.

3. MATTERS TO BE WORKSHOPPED AANGELEENTHEDE WAT GEWERKSWINKEL MOET WORD

3.1. Implementation of Debt Collection and Credit Control Policy / Implimentering van Skuld Invordering en Krediet Beheer Beleid (5/12/P)

The Director: Finance made a presentation in respect of the Implementation of Debt Collection and Credit Control Policy attached as **annexure 3.1.**

Councillor J Zalie left the meeting at 10:58 with the approval of the Speaker.

Alderman K Adams requested that Indigent Officers visit the old age Indigent households at home in order to encourage them to re-apply for indigent.

The Director: Finance mentioned that notices are send to indigent households to re-apply for indigent. The Municipal Manager mentioned that only an affidavit is needed indicating that the circumstances have not changed as the necessary documents is already at the municipal offices.

Councillor A Gili requested that information be forward via sms to indigent households to re-apply for indigent.

Councillor J Mouton mentioned the following:

- that indigent households apply for indigent, but administration was unable to find the documents.
- That old age households do not have access to cell phones to receive sms's.

The Municipal Manager mentioned the following:

- that new technology will be implemented to assist indigent households' applications to be done indigent quickly
- that the plan is to assist indigent paperless.

A councillor mentioned that Indigent Officers must handle old age indigent people with respect and dignity.

The Municipal Manager respond the following:

- that Councillors must report indigent officers' behaviour for his attention.
- that ward councillors must encourage indigent households to apply for indigents.

The Speaker mentioned that consumers at Op-die-Berg and Prince Alfred Hamlet don't see the need to re-apply or to apply for indigent as they know their electricity will not be disconnected.

Councillor K Robyn requested EPWP to be employed to assist indigent households to apply for indigent.

Councillor A Gili reported the following:

- that water leaks must be investigated as the poor households cannot afford to pay for a Plumber to repair leakages.
- that the foreign nationals are a matter of concern especially in informal areas.
- That a meeting be held with agricultural sector to request theme not to employ illegal immigrants.

Councillor N Phatsoane requested that people need to be educated to pay their municipal accounts.

On a question from of Councillor J Mouton the Municipal Manager mentioned that the amount was minimal, but Council changed the amount to be marketed related at R 4 000.00. Councillor Mouton enquired further whether the houses were upgraded. The Municipal Manager advise that the matter be dealt with the correct relevant information.

The Speaker called a refreshment break from 13:30 until 14:00.

The Director: Finance mentioned the following:

- That Council can consider as an option smart water management device.
- that Council can consider for those who install smart water management devices can receive incentives on their accounts.
- that if needed as a last option and final steps that legal procedures be followed.
- that households can still come and make arrangements to pay their municipal accounts.

The Executive Mayor quoted from the systems act that the duty of Council with regard to the collection of all revenue and to put measures in place to adhere to the above. That the Indigent households can be excluded from the measures.

The Director: Finance clarify the implementation of the 30% Auxiliary by saying that if the cut of electricity during the festive season will be done on condition that the 30% Auxiliary be implemented.

RESOLVED

That notice be taken of the presentation in respect of the Implementation of Debt Collection and Credit Control Policy and that the matter be referred to Council for a resolution.

3.2 Writing off of interest and arrears: Household debt and other irrecoverable outstanding amounts (5/12/1/3)

A memorandum from the Director: Finance, dated 27 October 2023, is attached as **annexure 3.2 (a).**
A document, indicating debt per town, is attached as **annexure 3.2 (b).**

RESOLVED

That the debt as discussed be written off by Council.

3.3 Annual Report, Financial Statements and Oversight Report: 2022/2023 (9/1/1)

The Draft Annual Report, Financial Statements and Oversight Report: 2022/2023 is attached as **annexure 3.3.**

The Director: Finance made a presentation in respect of the Draft Annual Report, Financial Statements and Oversight Report: 2022/2023.

The Speaker enquired whether the Auditor General will visit the municipality to make a presentation in respect of the clean audit.
Director: Finance informed the meeting that it may be arranged but they will report basically the same as the presentation.

The Executive Mayor congratulated the Director: Finance and team for their hard work by obtaining a clean audit for the municipality.

The Director: Finance humbly thanked the Executive Mayor but mentioned that it was made possible by the Municipal Manager and other Departments such Technical Services and the grace of the heavenly father.

Councillor A Gili enquired whether there was a Public Participation Process for any comments in respect of the Annual Report and whether it was published in the local the local newspaper.

Director: Finance informed the meeting that the local newspaper was already closed for the festive season therefor it was published in the Burger as well as the municipal website for any comments.

The Executive Mayor mentioned the following:

- that communication is crucial, and that ward together with PR Councillors must effectively communicate with the community in respect of service delivery.
- that the performance of the municipality for next (6) months must be monitored and rectified if needed for the 2024 / 2025 financial year in respect of service delivery.

- that the unemployment rate of 10.1 per cent in 2021 is not a true reflection in the witzenberg the percentage is much higher as indicated in the Annual Report.
- that IDP engagement are the number one vehicle for the municipality in terms of service delivery.

Councillor J Mouton mentioned that the public don't attend IDP meetings therefor valuable inputs cannot be obtained. Councillor Phatsoane mentioned that that the community cannot afford to buy newspapers especially the Burger.

RESOLVED

That notice be taken of the Annual Report, Financial Statements and Oversight Report: 2022/2023 and that same be approved and accepted.

3.4 Draft Witzenberg Performance Management Framework (5/1/5/16)

The Municipal System Act (MSA), 2000 requires municipalities to establish a performance management system. In addition, Regulation 7(1) of the Local Government: Municipal Planning and Performance Management Regulations, 2001 states that "A Municipality's Performance Management System entails a framework that describes and represents how the municipality's cycle and processes of performance planning, monitoring, measurement, review, reporting and improvement will be conducted, organised and managed, including determining the roles of the different role players."

This draft Performance Management Policy Framework (annexure 3.4) is a revision of the document approved by Council in 2018. The main changes relate to the incorporation of the published Municipal Staff Regulations and Guidelines as well as revised operating procedures.

RESOLVED

That the Senior Manager: Projects and Performance amend the Draft Witzenberg Performance Management Framework before the end of the financial year and submit to Council for approval.

4. ADJOURNMENT/VERDAGING

The meeting adjourned at 15:35.

MINUTES OF THE MEETING OF THE COMMITTEE FOR TECHNICAL SERVICES OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON TUESDAY, 13 FEBRUARY 2024 AT 14:00

PRESENT

Councillors

Alderman HJ Smit (Chairperson)
Councillor AL Gili
Councillor J Mouton
Councillor JF Nel

Non-committee members

Councillor LA Hardnek

Officials

Mr J Barnard (Director: Technical Services)
Mr H Taljaard (Senior Manager: Town Planning and Building Control)
Mr N Jacobs (Senior Manager: Water and Sewerage)
Mr E Lintnaar (Senior Manager: Streets and Storm Water)
Ms K Dingilizwe (Senior Manager: Electro-Technical Services)
Mr O Gatyene (Senior Manager: Fleet and Mechanical Workshop)
Ms P Claasen (Senior Manager: Solid Waste and Cleansing Services)
Mr C Titus (Committee Clerk)
Mr M Njokweni (Interpreter)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING/ULWAMNKELO

The Chairperson welcomed everyone present and requested Councillor J Nel to open the meeting with prayer.

NOTED/IGQALIWE

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

None / Geen / Ayikho

NOTED/AANGETEKEN/IGQALIWE

3. MINUTES / NOTULES/IMIZUZU

3.1 Matters / Corrections from the minutes / Imiba/Izilungiso zemizuzu

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

3.2 Approval of minutes / Goedkeuring van notules/Ukuphunyezwa kwemizuzu (3/1/2/3)

The following minutes are attached:

(a) Committee for Technical Services meeting, held on 21 September 2023: **Annexure 3.2(a)**.

(b) Committee for Technical Services meeting, held on 23 November 2023: **Annexure 3.2(b)**.

RESOLVED

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

(a) Committee for Technical Services meeting, held on 21 September 2023.
(b) Committee for Technical Services meeting, held on 23 November 2023.

BESLUIT

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

(a) Vergadering van Komitee vir Tegniese Dienste, gehou op 21 September 2023.
(b) Vergadering van Komitee vir Tegniese Dienste, gehou op 23 November 2023.

ISIGQIBO

Ukuba Ikomiti iphumeze lemizuzu kwaye ityikitywe nguSihlalo:

(a) Intlanganiso yeNkonzo zoBuchwepheshe eyayibanjwe ngomhla wama 21 kweyoMsintsi 2023.

(b) Intlanganiso yeeNkonzo zoBuchwepheshe,eyayibanjwe ngomhla wma 23 kweyeNkanga 2023

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

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
1	16/3/3/1/1	7.2 of 14-03-2023 Electricity: Eselfontein Boerdery	Technical Services	Matter referred to Senior Manager Electro-Technical Services for further information.		9 April 2024

RESOLVED

that notice be taken of the outstanding matter.

BESLUIT

dat kennis geneem word van die uitstaande saak.

ISIGQIBO

Ukuba kugqalwe imiba engashukuxwanga

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY CHAIRPERSON VERKLARINGS/ MEDEDELINGS OF SAKE INGEDIEN DEUR DIE VOORSITTER/ IZIBHENGEZO, INTETHO OKANYE IMIBA EPHAKANYISWE NGUSIHLALO

None / Geen / Azikho

NOTED / AANGETEKEN / IGQALIWE

5. INTERVIEWS WITH DELEGATIONS ONDERHOUDE MET AFGEVAARDIGDES UDLIWANO NDLEBE NEGQIZA

None / Geen / Alukho

NOTED / AANGETEKEN / IGQALIWE

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS/AMAGUNYA

6.1 Risk Management Report/Ingxelo yoLawulo lomngcipheko (9/1/2/2)

None / Geen / Awekho

NOTED / AANGETEKEN / IGQALIWE

6.2 Monthly reports of the Electrical Department: November and December 2023
Maandverslae van die Departement Elektrisiteit: November en Desember 2023
Ingxelo yarhoqo ngenyanga yeSebe lezoMbane: kweyeNkanga neyoMnga 2023
(09/1/2/3)

The following monthly reports of the Electrical Department are attached:

Die volgende maandverslae van die Departement Elektrisiteit word ingebind:

Ezingxelo zarhoqo ngenyanga zilandelayo zeSebe lezoMbane ziqhotyoshelwe kwezizihlomelo zilandelayo:

(a) November / kweyeNkanga 2023: **Annexure / Bylae/Isihlomelo 6.2(a)**.

(b) December / Desember / kweyoMnga 2023:
Annexure / Bylae / Isihlomelo 6.2(b).

The Senior Manager: Technical Services reported the following:

- That the availability of cherry pickers are still a matter of concern.
- Insufficient budget for fleet as the current fleet is old and most of the time at the workshop.

Councillor A Gili mentioned that the streetlights in Witzenberg, especially in hotspot areas where crimes are committed, are a matter of concern and that the matter will be raised at the Council meeting.

Councillor J Mouton requested that the trees on the corner of Maritz and Zulch Street, Ceres be trimmed as the leaves and branches are covering the street lights, obstructing visibility.

RESOLVED

(a) that the Committee for Technical Services, after consideration, takes notice of the content of the monthly reports of the Electrical Department for November and December 2023 and that same be accepted.

(b) that the Director: Technical Services liaises with the Manager: Amenities and Environment with regard to the trimming of trees on the corner of Maritz and Zulch Streets, Ceres as branches are hanging over the street lights.

(c) that the Senior Manager: Electro-Technical Services in future includes renewable energy applications in the monthly report of the Electrical Department, especially the project at the farm Eselfontein, Ceres.

BESLUIT

(a) dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Elektrisiteit vir November en Desember 2023 en dat die verslae aanvaar word.

(b) dat die Direkteur: Tegniese Dienste met die Bestuurder: Geriewe en Omgewing skakel in verband met die snoei van bome op die hoek van Maritz- en Zulchstraat, Ceres, waarvan die takke oor die straatligte hang.

(c) dat die Senior Bestuurder: Elektrotegniese Dienste in die vervolg aansoeke vir hernubare energie in die maandverslag van die Departement Elektrisiteit insluit, veral die projek op die plaas Eselfontein, Ceres.

ISIGQIBO

(a) Ukuba iKomiti yeeNkonzo zoBuchwepheshe,emveni kokuthatha ingqalelo,igqale ingxelo yarhoqo ngenyanga yeSebe lezoMbane kweyoNkanga kunye neyoMnga 2023, ukuze yamnkelwe.

(b) Ukuba uMlawuli:kwezoBuchwepheshe aqhakamishelane noMphathi kwezokusiNgqongileyo noLonwabo ngokuphathelene nokuchetywa kwemithi ekoneni kwiSitalato esibizwa ngokuba yiMaritz naseZulch,eCeres njengokuba amagqabi ejinga phezukwezibane

(c) Ukuba uMphathi oyontloko:kwiCandelo lezoBuchwepheshe aquke nesicelo sombane onguzenzele kwiingxelo zakhe zeSebe lezoMbane,ingakumbi iprojekithi yase Eselfontein eCeres.

6.3 Monthly reports of the Department Town Planning and Building Control: November and December 2023
Maandverslae van die Departement Stadsbeplanning en Boubeheer: November en Desember 2023
Ingxelo yarhoqo ngenyanga yeSebe leziCwangciso zeDolophu kunye noLawulo lwezakhiwo kweyeNkanga kunye neyoMnga 2023
(9/1/2/3)

The following monthly reports of the Department Town Planning and Building Control are attached:

Die volgende maandverslae van die Departement Stadsbeplanning en Boubeheer word ingebind:

Ezingxelo zarhoqo ngenyanga zeSebe lezicwengciso zeDolophu kunye noLawulo lwezakhiwo ziqhotyoshelwe apha:

(a) November / kweyeNkanga 2023: **Annexure / Bylae / Isihlomelo 6.3(a)**.

(b) December / Desember 2023 / kweyoMnga: **Annexure / Bylae /Isihlomelo 6.3(b)**.

Councillor A Gili enquired whether information such as the location of properties and details of applicants for building plans may be added to the monthly report of the Department Town Planning and Building Control. The Senior Manager: Town Planning and Building Control responded that the location of properties and details of the applicants for building plans will be included in the monthly report in future.

RESOLVED

(a) that the Committee for Technical Services, after consideration, takes notice of the content of the monthly reports of the Department Town Planning and Building Control for November and December 2023 and that same be accepted.

(b) that the Section Town Planning and Building Control in future includes the location of properties and details of the applicants for building plans in the monthly report.

BESLUIT

(a) dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die inhoud van die maandverslae van die Departement Stadsbeplanning en Boubeheer vir November en Desember 2023 en dat die verslae aanvaar word.

(b) dat die Afdeling Stadsbeplanning en Boubeheer in die toekoms die ligging van eiendomme en besonderhede van die applikante van bouplanne in die maandverslag insluit.

ISIGQIBO

(a) Ukuba iKomiti yeeNkono zoBuchwepheshe ,emveni kokuthatha ingqalelo,igqale ingxelo yarhoqo ngenyanga yeSebe leziCwangciso zeDolophu kunye noLawulo lwezaKhiwo kweyeNkanga kunye neyoMnga 2023, kwaye yamnkelwe.

(b) Ukuba icandelo :leziCwangciso zeDolophu kunye noLawulo lwezakhiwo,kuqukwe iinkcukacha zabo benze ezicelo kambe baqukwe kwixesha elizayo.

6.4 Monthly reports of the Department Water and Sewerage: November and December 2023
Maandverslae van die Departement Water en Riolering: November en Desember 2023
Ingxelo yarhoqo ngenyanga yeSebe laManzi nemibhobho yeLindle:kweyeNkanga neyoMnga 2023
(9/1/2/3)

The following monthly reports of the Department Water and Sewerage are attached:

Die volgende maandverslae van die Departement Water en Riolering word ingebind:

Ezingxelo zilandelayo zarhoqo ngenyanga zeSebe laManzi neMibhobho yeLindle ziqhotyoshelwe apha:

(a) November / kweyeNkanga 2023: **Annexure / Bylae / Isihlomelo 6.4(a)**.

(b) Desember / December 2023 / kweyoMnga: **Annexure / Bylae /Isihlomelo 6.4(b)**.

The Senior Manager: Water and Sewerage reported that challenges were experienced during 2023 with the main sewerage pump stations which were vandalised, resulting in the pumps not being operational for two days.

Councillor A Gili requested that open manholes in all areas be covered to prevent injuries and claims against Council.

Councillor J Mouton reported that complaints regarding the sewerage pump near the playground in Rand Street, Ceres were received from the community, as it is not operating and resulting in an unpleasant smell hanging in the air.

Councillor J Mouton enquired the status quo of item 6.4 of the minutes of the committee meeting, held on 23 November 2023.

The Senior Manager: Water and Sewerage reported as follows:

- Water pipes are stocked at Supply Chain Management.
- That there is a pipe replacement program which is reported on a quarterly basis and includes areas where pipes need to be replaced and the estimated cost of that.

- The quality of water is tested daily by an independent Service Provider.
- Sewerage blockages are immediately cleaned by using high pressure jet trucks.

The Director: Technical Services reported that funding was requested two years ago from the Department Rural Development to replace the old pipes in Nduli, Ceres. The tender was advertised and has closed, but the Department informed the municipality that funding was no longer available.

RESOLVED

(a) that the Committee for Technical Services, after consideration, takes notice of the content of the monthly reports of the Department Water and Sewerage for November and December 2023 and that same be accepted.

(b) that an inspection in loco be carried out by the Committee for Technical Services at problematic areas within Witzenberg, such as Nduli (Ceres), Pine Valley (Wolseley) and other areas of concern.

BESLUIT

(a) dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die inhoud van die maandverslae van die Departement Water en Riolering vir November en Desember 2023 en dat die verslae aanvaar word.

(b) dat 'n terplaatse inspeksie deur die Komitee vir Tegniese Dienste uitgevoer word in probleemareas binne Witzenberg, soos Nduli (Ceres), Pine Valley (Wolseley) en ander areas wat kommer wek.

ISIGQIBO

(a) Ukuba iKomiti yeeNkonzo zoBuchwepheshe emveni kokuthatha ingqalelo, igqale iingxelo zarhoqo ngenyanga zeSebe lezaManzi kunye neMibhobho yeLindle kweyeNkanga kunye neyoMnga 2023, kwaye yamnkelwe.

(b) Ukuba umba ophathelene ukuhlolwa kweenqwelo kulawulwe yiKomiti echophele imiba yezoBuchwepheshe kwiingingqi zaseWitzeneberg ezifana neNduli(eCeres),Pine valley (Wolsely) kunye nezinye ingingqi ezingxaki ezikumila kunje.

6.5 Monthly reports of the Department Streets and Storm Water: November and December 2023
Maandverslae van die Departement Strate en Stormwater: November en Desember 2023
Ingxelo yarhoqo ngenyanga yeCandelo leziTalato neMpuphuma:kweyeNkanga neyoMnga 2023
(9/1/2/3)

The following monthly reports of the Department Streets and Storm Water are attached:

Die volgende maandverslae van die Departement Strate en Stormwater word ingebind:

Ezingxelo zarhoqo ngenyanga zilandelayo zeSebe lezitalato neeMpuphuma iqhotyoshelwe apha:

(a) November / kweyeNkanga 2023: **Annexure / Bylae / Isihlomelo 6.5(a)**.

(b) December / Desember / kweyoMnga 2023: **Annexure / Bylae / Isihlomelo 6.5(b)**.

Councillor J Mouton raised the following concerns:

- Whether the upgrading of the Van Breda Bridge will be completed in March 2024, as scheduled.
- Limited budget available for the maintenance of roads and repairs of potholes.
- That the contract for the completion of the Van Breda Bridge terminates end of March 2024, which could be extended with two months should there be any delays such as bad weather etc.
- That resealing and patching are done by internal employees when pipe bursts occur.

RESOLVED

that the Committee for Technical Services, after consideration, takes notice of the content of the monthly reports of the Department Streets and Storm Water for November and December 2023 and that same be accepted.

BESLUIT

dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die inhoud van die maandverslae van die Departement Strate en Stormwater vir November en Desember 2023 en dat die verslae aanvaar word.

ISIGQIBO

Ukuba iKomiti yeeNkonzo zoBuchwepheshe ,emveni kokuthatha ingqalelo,igqale iingxelo zarhoqo ngenyanga zeSebe leziTalato neeMpuphuma zaManzi kweyeNkanga neyoMnga 2023,kwaye yamnkelwe.

6.6 Monthly reports of the Department Solid Waste and Cleansing Services: November and December 2023
Maandverslae van die Departement Vaste Afval en Reinigingsdienste: November en Desember 2023
Iingxelo zarhoqo ngenyanga zeSebe leNkunkuma neeNkonzo zoCoceko kweyeNkanga neyoMnga 2023
(9/1/2/3)

The following monthly reports of the Department Solid Waste and Cleansing Services are attached:

Die volgende maandverslae van die Departement Vaste Afval en Reinigingsdienste word ingebind:

Ezingxelo zilandelayo zarhoqo ngenyanga zeSebe lezeNkunkuma neMpuphuma zaManzi ziqhotyoshelwe apha:

(a) November / kweyeNkanga 2023: **Annexure / Bylae /Isihlomelo 6.6(a)**.

(b) December / Desember / kweyoMnga 2023: **Annexure / Bylae /Isihlomelo 6.6(b)**.

Councillor A Gili enquired which department is responsible for the cleaning of graveyards and why only certain graveyards are cleaned.

The Director: Technical Services replied that the cleaning of graveyards is the responsibility of the Department Amenities and Environment.

The Senior Manager: Solid Waste and Cleansing Services mentioned that the municipality is in the process of installing fencing at the landfill site in Prince Alfred's Hamlet.

RESOLVED

that the Committee for Technical Services, after consideration, takes notice of the content of the monthly reports of the Department Solid Waste and Cleansing Services for November and December 2023 and that same be accepted.

BESLUIT

dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die inhoud van die maandverslae van die Departement Vaste Afval en Reinigingsdienste vir November en Desember 2023 en dat die verslae aanvaar word.

ISIGQIBO

Ukuba iKomiti yeeNkonzo zoBuchwepheshe,emveni kokuthatha ingqalelo,igqale iingxelo zarhoqo ngenyanga zeSebe lezeNkunkuma neeMpuphuma zaManzi kweyeNkanga neyoMnga 2023, kwaye yamnkelwe.

6.7 Monthly reports of the Department Fleet and Mechanical Workshop: November and December 2023
Maandverslae van die Departement Vloot en Meganiese Werkswinkel: November en Desember 2023
Iingxelo zarhoqo ngenyanga zeSebe lezeNqwelo necandelo labaKhandi kweyeNkanga kunye neyoMnga 2023.
(9/1/2/3)

The following monthly reports of the Department Fleet and Mechanical Workshop are attached:

Die volgende maandverslae van die Departement Vloot en Meganiese Werkswinkel word ingebind:

Ezingxelo zarhoqo ngenyanga zilandelayo zeSebe lezeNqwelo necandelo labaKhandi ziqhotyoshelwe apha:

(a) November / kweyeNkanga 2023: **Annexure / Bylae / Isihlomelo 6.7(a)**.

(b) December / Desember / kweyoMnga 2023: **Annexure / Bylae / Isihlomelo 6.7(b)**.

RESOLVED

that the Committee for Technical Services, after consideration, takes notice of the content of the monthly reports of the Department Fleet and Mechanical Workshop for November and December 2023 and that same be accepted.

BESLUIT

dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die inhoud van die maandverslae van die Departement Vloot en Meganiese Werkswinkel vir November en Desember 2023 en dat die verslae aanvaar word.

ISIGQIBO

Ukuba iKomiti yeeNkonzo zoBuchwepheshe ,emveni kokuthatha ingqalelo;igqale iingxelo zarhoqo ngenyanga zeSebe leeNqwelo necandelo labaKhandi kweyeNkanga neyoMnga 2023.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE/AMAGUNYA

7.1 Tulbagh conservation area: Establishment of Advisory Committee (12/1/2/13)

A memorandum from the Manager: Town Planning and Building Control, dated 23 February 2023, is attached as **annexure 7.1**.

The Committee for Technical Services resolved on 14 March 2023 that the matter in respect of the Tulbagh conservation area: Establishment of Advisory Committee be held in abeyance until the next meeting pending a Public Participation Process.

The Committee requested that the matter be held in abeyance until the next meeting to obtain more information.

The Committee for Technical Services resolved on 21 September 2023:

(a) that the matter in respect of the Tulbagh conservation area: Establishment of Advisory Committee be held in abeyance to obtain more information.

(b) that the concerns of the Committee for Technical Services are noted.

The Senior Manager: Town Planning and Building Control informed the meeting regarding the following:

- that the Tulbagh conservation area: Establishment of Advisory Committee was advertised in the local newspaper.
- that three applications, which meet the required criteria, were received late for the inclusion of the agenda and therefore the Committee requested that the matter be held in abeyance.

The Committee for Technical Services resolved on 23 November 2023 that the establishment of a Tulbagh Conservation Area Advisory Committee be held in abeyance until the next meeting.

RESOLVED

that the establishment of a Tulbagh Conservation Area Advisory Committee be held in abeyance until the next meeting.

BESLUIT

dat die instelling van 'n Bewaringsgebied Advieskomitee vir Tulbagh oorstaan tot die volgende vergadering.

ISIGQIBO

Ukuba ukusungulwa kweKomiti yaseTulbagh ebizwa ngokuba yiKomiti yokucebisa malunga nengingqi,irhoxiselwe intlanganiso elandelayo.

7.2 Essential services: Water supply: Approval of water safety plans (16/2/P)

Memorandum from Senior Manager: Water and Sewerage, dated 23 January 2024:

"**A. Purpose**

The purpose of this memorandum is to recommend to Council the approval of the updated Water Safety Plans for Witzenberg municipal area, including the towns of Ceres, Tulbagh, Wolseley, Prince Alfred's Hamlet and Op-die-Berg.

B. Discussion

- A Water Safety Plan (WSP) is a systematic approach that comprehensively assesses and manages risks throughout the water supply system. The WSP process covers all aspects of the water supply system, from catchment to consumer, and was developed by the World Health Organization (WHO) and International Water Association (IWA) (WHO 2009).
- In South Africa the national regulator, the Department of Water and Sanitation (DWS), requires all Water Service Authorities (WSA's) to develop and implement a WSP as described in the South African National Standard for drinking water quality (SANS 241). Drinking water quality is regulated via the DWS Blue Drop Certification process which also assesses the quality of the WSP.
- Provision of water services operates in a highly regulated environment consisting of interrelated and independent national Acts, including the National Water Act (Act 36 of 1998) and the Water Services Act (Act 108 of 1997). Compliance to these acts is a necessity.
- Climate change is expected to introduce changes in temporal and spatial distribution of climate and weather related events, as well as an increase in severe climate and weather related events such as droughts, floods, storms etc. This is expected to bring about challenges to water resources as well as the ability of water utilities to provide adequate safe drinking water to consumers. The updated WSP now includes consideration of climate change and the need for climate resilience to help ensure continued sustainability of safe drinking water under current and future climate conditions.

C. Attachments

(a) Water Safety Plan Ceres: **Annexure 7.2(a)**.
(b) Water Safety Plan Tulbagh: **Annexure 7.2(b)**.
(c) Water Safety Plan Wolseley: **Annexure 7.2(c)**.
(d) Water Safety Plan Prince Alfred's Hamlet: **Annexure 7.2(d)**.
(e) Water Safety Plan Op-die-Berg: **Annexure 7.2(e)**."

RESOLVED

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

(a) that notice be taken of the Water Safety Plans submitted.

(b that Council approves the Water Safety Plans for the following towns for implementation and execution:

(i) Ceres Water Safety Plan
(ii) Tulbagh Water Safety Plan
(iii) Wolseley Water Safety Plan
(iv) Prince Alfred's Hamlet Water Safety Plan
(v) Op-die-Berg Water Safety Plan

ISIGQIBO

Ukuba iKomiti yeeNkonzo zoBuchwepheshe yenze isiphakamiso esiya kwiKomiti kaSodolophu:

(a) ukuba isaziso sesicwangciso sokulondolozwa kwamanzi sifakwe/

(b) Ukuba iBhunga liphumeze izicwangciso zokulondolozwa kwamanzi kweziDolophu zilandelayo

(i) Izicwangciso zokulondolozwa kwamanzi eCeres
(ii) Izicwangciso zokulondlozwa kwaManzi eTulbagh
(iii) Izicwangciso zokulondolozwa kwamanzi eWolseley
(iv) Izicwangciso zokuLondolwazwa kwamanzi eHamlet
(v) Izicwangciso zokulondolwazwa kwamanzi e-Op-die-Berg

7.3 Approval of Waste Water Risk Abatement Plans (W2RAP) (16/2/4)

Memorandum from Senior Manager: Water and Sewerage, dated 23 January 2024:

"**A. Purpose**

The purpose of this memorandum is to recommend to Council the approval of the updated Waste Water Risk Abatement Plans (W2RAP) for Witzenberg municipal area, including the towns of Ceres, Tulbagh, Wolseley and Op-die-Berg.

B. Discussion

- A W2RAP (Waste Water Risk Abatement Plan) provides a systematic approach towards assessing, managing, and monitoring risks throughout the sewage system. The development of the W2RAP in South Africa was undertaken collectively by DWS (Department of Water Affairs) and WRC (Water Research Commission). The W2RAP process covers all aspects from sanitation generation (e.g. toilet) to the waste's final use for agricultural purposes and/or disposal thereof. The W2RAP focuses on public health and natural resource protection and addresses the most eminent hazards, risks and controls that may apply along the value chain.
- DWS integrates risk analysis as part of the audit process with the aim of quantifying, prioritising and managing the risks to ensure targeted regulation of high-risk municipalities. The W2RAP is the tool whereby risks are identified and corrected, following a similar process of the reputed WSP (Water Safety Plan) (DWS, GreenDrop2022).
- The act of providing basic sanitation services is a basic right according to the Water Services Act 1997 and it is necessary to ensure that the environment is not harmful to the health and wellbeing of those living in and around it.
- Climate change is expected to introduce changes in temporal and spatial distribution of climate and weather related events as well as an increase in severe climate and weather related events (such as floods, droughts, storms, etc.). Witzenberg experiences cool wet winters while during the summertime it is quite the opposite as they have hot dry summers. The biggest implication with the summer weather is that there is a decreased water availability during this season. Consequently the W2RAP process has evolved and now also includes consideration of climate change and the need for climate resilience. The inclusion of climate resilience into the W2RAP process helps ensure continued sustainability of treating effluent and discharging into the receiving environment under current and future climate conditions.

C. Attachments

(a) Ceres W2RAP: **Annexure 7.3(a).**
(b) Tulbagh W2RAP: **Annexure 7.3(b).**
(c) Wolseley W2RAP: **Annexure 7.3(c).**
(d) Op-die-Berg W2RAP: **Annexure 7.3(d).**"

RESOLVED

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

(a) that notice be taken of the Waste Water Risk Abatement Plans submitted.

(b) that Council approves the Waste Water Risk Abatement Plans as submitted for implementation and execution as follows:

(i) Ceres W2RAP
(ii) Tulbagh W2RAP
(iii) Wolseley W2RAP
(iv) Op-die-Berg W2RAP

ISIGQIBO

Ukuba iKomiti yeeNkonzo zoBuchwepheshe yenze isiphakamiso esiya kwiKomiti kaSolophu neBhunga:

(a) Ukuba kugqalwe izicwangciso ngokuphathelene athi abesemngciphekweni wokumoshwa ukuba ifakwe.

(b) Ukuba iBhunga liphumeze ezizicwangciso zingomngcipheko wamanzi nanje ngokuba besele zifakiwe ngokweziDolophu zilandelayo:

(i) Ceres W2RAP
(ii) Tulbagh W2RAP
(iii) Wolseley W2RAP
(iv) Op-die-Berg W2RAP

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA DRINGENDE SAKE NA AFSENDING VAN DIE AGENDA IMIBA ENGXAMISEKILEYO EMVENI KOKUXOXWA KWAQAKU AKWI-AGENDA

None / Geen / Ayikho

NOTED / AANGETEKEN/GQALIWE

9. QUESTIONS / REMARKS RAISED BY COMMITTEE MEMBERS VRAE / OPMERKINGS GEOPPER DEUR KOMITEELEDE IMIBUZO/EPHAKANYISWE YIKOMITI

None / Geen / Ayikho

NOTED / AANGETEKEN/GQALIWE

10. ADJOURNMENT / VERDAGING / YACHITHALA

The meeting adjourned at 15:57.
Die vergadering verdaag om 15:57.
Intlanganiso ichithakale ngo 15:57

Approved on 9 April 2024 without amendments.

_____

ALDERMAN HJ SMIT
CHAIRPERSON

/MJ Prins

MINUTES OF THE MEETING OF THE COMMITTEE FOR CORPORATE AND FINANCIAL SERVICES OF THE WITZENBERG MUNICIPALITY, HELD ON TUESDAY, 20 FEBRUARY 2024 AT 10:00 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 DINSDAG, 20 FEBRUARY 2024 OM 10:00 IN DIE RAADSAAL, VOORTREKKERSTRAAT 50, CERES.

IMIZUZU YENTLANGANISO YEKOMITI YEZENKONZO EZIMANYANEYO NEZEMALI KAMASIPALA WASEWITZENBERG, EYAYIBANJWE NGOMHLA WAMA 20 KWEYOMDUMBA 2024 NGOLWESINE NGENTSIMBI YESI: 10:00 KWIGUMBI LENTLANGANISO ZEBHUNGA, 50 VOORTREKKERS

Councillors / Raadslede / ooCeba

JP Fredericks (Chariperson) (FFP)
D Swart (DA)
WJ Alexander (PA)

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)
Mr / Mnr A Hofmeester (Manager: IDP / Bestuurder: GOP)
Ms / Me I Barnard (Senior Manager: Human Resources / Senior Bestuurder: Menslike Hulpbronne)
Ms / Me C Stevens (Manager: Income / Bestuurder: Inkomste)
Ms / Me R Hendricks (Manager: Marketing and Communication / Bestuurder: Bemarking en Kommunikasie)
Mr / Mnr M Frieslaar (Manager: Supply Chain / Bestuurder: Voorsieningskanaal)
Mr / Mnr A Hofmeester (Manager: IDP / Bestuurder: GOP)
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 C Titus (Committee Clerk / Komiteeklerk)
Mr / Mnr M Njokweni (Translator / Interpreter / Tolk)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING / UKUVULWA NOLWAMNKELO

The Chairperson welcomed everyone present and requested Councillor D Swart to open the meeting with prayer, after which best wishes were conveyed for the year ahead.

Die Voorsitter verwelkom almal teenwoordig en versoek Raadslid D Swart om die vergadering te open met gebed, waarna hy voorspoed vir die jaar toewens.

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)

(a) An application for leave of absence from the meeting was received from Councillor N Nogcinisa.

Aansoek om verlof tot afwesigheid van die vergadering was ontvang vanaf Raadslid N Nogcinisa.

(b) Apologies for absence from the meeting were received from the Director: Corporate Services; Deputy Director: Finance and Manager: Financial Administration.

Verskoning vir afwesigheid van die vergadering is ontvang vanaf die Direkteur: Korporatiewe Dienste, Adjunk Direkteur: Finansies en Bestuurder: Finansiële Administrasie.

RESOLVED

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

(b) that notice be taken of the apologies for absence from the meeting received from the Director: Corporate Services; Deputy Director: Finance and Manager: Financial Administration and same be accepted.

BESLUIT

(a) dat die aansoek om verlof tot afwesigheid van die vergadering ontvang vanaf Raadslid N Nogcinisa goedgekeur en aanvaar word.

(b) dat kennis geneem word van die verskonings vir afwesigheid van die vergadering, ontvang vanaf die Direkteur: Korporatiewe Dienste, Adjunk Direkteur: Finansies en Bestuurder: Finansiële Administrasie.

ISIGQIBO

(a) Ukuba isicelo sokungazimasi intlanganiso esisuka kuCeba uNogcinisa samnkelwe kwaye siphunyezwe.

(b) ukuba kugqalwe isingxengxezo sokungazimasi intlanganiso soMlawuli weeNkonzo ezimanyanisiweyo;kunye noSekele kwezeMali oku kwamnkelwe

3. MINUTES / NOTULES/IMIZUZU

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

None / Noted.

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 21 November 2023, are attached as **annexure 3.2**.

Die notule van 'n vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou op 21 November, word ingebind as **bylae 3.2**.

Imizuzu yentlanganiso yeeNkonzo eZimanyanisiweyo nezeMali, eyayibanjwe ngomhla wama 21 *kweyeNkanga* 2023 iqhotyoshelwe kwi**(Annexure 3.2).**

RESOLVED

that the minutes of the meeting of the Committee for Corporate and Financial Services, held on 21 November 2023, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou 21 November 2023, goedgekeur en deur die Voorsitter onderteken word.

ISIQGIBI

Ukuba imizuzu yentlanganiso yeKomiti yeeNkonzo ezimanyanisiweyo nezeMali eyayibanjwe ngomhla wama 21 kweyeNkanga 2023*, 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

The Chairperson conveyed his gratitude to all officials for their hard work and sacrifices, noting that despite the occasional insults, what is done does not go unnoticed. Special thank you to the Municipal Manager for attending the meeting despite a busy schedule.

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	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	that the matter be held in abeyance to obtain further information.	Manager: Legal Services	Removed from the agenda
6.3	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	Removed from the agenda

6.1 The Municipal Manager requested that the item temporarily be removed from outstanding matters and further informed the meeting that a portion of erf 414, Wolseley is situated close to the river, which raises concerns. Complaints have also been received from the community regarding the untidiness of the erf but noted that it is unfortunately out of the Municipality's control.

6.3 The meeting was informed that the problem with Eskom and the provision of electricity still exists and requested that that the matter temporarily be removed from the agenda.

Councillor D Swart noted the feedback from the Municipal Manager on both outstanding matters and requested that the affected persons be informed by letter of the status-quo.

RESOLVED

(*a) that item 6.1 and 6.3 temporarily be removed from outstanding matters.*

(b) that Manager: Legal Services inform all affected parties by letter of the status-quo.

BESLUIT

(a) dat item 6.1 en 6.3 tydelik verwyder word vanaf die uitstaande items

(b) dat die Bestuurder: Regsdienste alle betrokke partye per brief in kennis stel rakende die status-quo.

ISIGQIBO

(a) Ukuba inqaku 6.1 kunye no6.3 bakhutshwe okwexeshana kwimiba engekashukuxwa.

(b) Ukuba uMlawuli: kwezoMthetho abhale incwadi malunga ngesimo nokuqhubekeyo kwelilixa.

6.2 Monthly reports: Directorate: Corporate Services: October, November and December 2023 / Maandverslae: Direktoraat: Korporatiewe Dienste: Oktober, November en Desember 2023 / Ingxelo yarhoqo ngenyanga: uLawulo: linkonzo ezimanyanisiweyo: kweyeDwarha, kweyeNkanga kunye neyoMnga 2023
(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:

Ingxelo yarhoqo ngenyanga yoLawulo: linkonzo ezimanyanisiweyo iqhotyoshelwe:

(a)	October / Oktober 2023	**Annexure / Bylae 6.2(a)**
(b)	November 2023	**Annexure / Bylae 6.2(b)**
(c)	December / Desember 2023	**Annexure / Bylae 6.2(c)**

RESOLVED

that the Committee for Corporate and Financial Services, after consideration, takes notice of the content of the monthly reports of the Directorate: Corporate Services for October, November and December 2023 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 van die Direktoraat: Korporatiewe Dienste vir Oktober, November en Desember 2023 en dat die verslae goedgekeur en aanvaar word.

ISIGQIBO

Ukuba iKomiti yeeNkonzo ezimanyaneyo nezeMali, emveni kokuthathela ingqalelo,kugqalwe ingxelo yarhoqo ngenyanga yoLawulo: linkozo eziManyanisiweyo kweyeDwarha, kweyeNkanga kunye neyoMnga 2023 kwaye iphunyezwe ukuze 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: October, November, and December 2023 / Artikel 71 Maandelikse Begrotingsverslae van die Direktoraat Finansies: Oktober, November en Desember 2023 / Icandelo 71 lengxelo yohlahlolwabiwomali yarhoqo nganyanga yoLawulo lwezeMali: kweyeDwarha, kweyeNkanga kunye neyoMnga 2023 (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)	October / Oktober 2023	**Annexure / Bylae 7.1(a)**
(b)	November 2023	**Annexure / Bylae 7.1(b)**
(c)	December / Desember 2023	**Annexure / Bylae 7.1(c)**

Council resolved on 24 January 2024 that the Section 71 Monthly Budget Statement Reports of Directorate Finance for October, November, and December 2023 be approved and accepted.

RESOLVED

(a) 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 and December 2023 and same be accepted.

(b) that after consideration and when deemed necessary, the Committee for Corporate and Financial Services recommends to the Executive Mayoral Committee and Council.

BESLUIT

(a) dat die Komitee vir Korporatiewe en Finansiële Dienste, na oorweging, kennis neem van die inhoud van die Artikel 71 Maandelikse Begrotingsverslae van die Direktoraat Finansies vir Oktober, November en Desember 2023 en dat dit aanvaar word.

(b) dat die Komitee vir Korporatiewe en Finansiële Dienste na oorweging en wanneer dit nodig geag word, by die Uitvoerende Burgemeesterskomitee en die Raad aanbeveel.

ISIGQIBO

(a) ukuba iKomiti yeeNkonzo ezimanyanisiweyo nezeMali,emveni kokuthatha ingqalelo,igqale iCandelo lama71 lengxelo yarhoqo ngenyanga engohlahlolwabiwomali lolawulo lwezemali kweyeDwarha eyeNkanga neyoMnga 2023, ukuze yamnkelwe

(b) emveni kokuthatha ingqalelo xa kuyimfuneko,iKomiti yeeNkonzo ezimanyanisiweyo nezeMali yenze isiphakamiso esiya kwiKomiti kaSodolophu kunye neBhunga.

7.2 Supply Chain Management: Paragraph 7(4) Quarterly Report ending 30 September 2023: Implementation of Supply Chain Management Policy (9/1/2/2)

A memorandum from the Manager: Supply Chain, dated 3 October 2023, is attached as **annexure 7.2**.

n Memorandum ontvang vanaf die Bestuurder: Voorsieningskanaal, gedateer 3 Oktober 2023, word ingebind as **bylae 7.2**.

Imemorandamu esuka kuMlawuli: ezentengiso kuMasipala ,ngomhla wesi-03 kwekaTshazimpunzi 2023, iqhotyoshelwe **kusihlomelo 7.2**

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 September 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.

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 September 2023.

(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.

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

9. COMMITTEE FOR CORPORATE AND FINANCIAL SERVICES-IN-COMMITTEE / KOMITEE VIR KORPORATIEWE EN FINANSIëLE DIENSTE IN-KOMITEE / IKOMITI YEENKONZO EZIMANYANISIWEYO NEZEMALI-IKOMITIs

MINUTES OF THE COUNCIL WORKSHOP MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON THURSDAY, 22 FEBRUARY 2024 AT 10:00.

PRESENT

Councillors

Councillor EM Sidego (Speaker) (DA)
Councillor T Abrahams (Executive Mayor) (DA)
Councillor GG Laban (Deputy Executive Mayor (WA)
Councillor P Daniels (DA)
Councillor G Franse (DA)
Alderman HJ Smit (DA)
Alderman K Adams (DA)
Councillor JP Fredericks (FF Plus)
Councillor L Hardnek (WP)
Councillor N Phatsoane (ANC)
Councillor JS Mouton (ANC)
Councillor AL Gili (ANC)
Councillor K Yisa (ANC)
Councillor J Nel (ICOSA)
Councillor K Robyn (GOOD)
Councillor I Swartz (EEF)
Councillor W Alexander (PA)

Officials

Mr D Nasson (Municipal Manager)
Mr M Mpeluza (Director: Corporate Services)
Mr J Barnard (Director: Technical Services)
Mr HJ Kritzinger (Director: Finance)
Ms L Nieuwenhuis (Senior Manager: Legal Services)
Mr CG Wessels (Manager: Administration)
Ms M Arendse-Smith (Chief Administration Officer)
Mr J Pieterse (Senior ITC Officer)
Mr CJ Titus (Committee Clerk)
Mr M Njokweni (Interpreter)

1. OPENING AND WELCOME/OPENING EN VERWELKOMING

The Speaker welcomed everyone present and requested Councillor J Mouton to open the meeting with prayer.

NOTED / AANGETEKEN

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

Applications for leave of absence from the meeting were received from Councillors MJ Ndaba (ANC); N Nogcinisa (ANC); S De Bruin (DA); D Swart (DA) and Alderman JJ Visagie (DA).

RESOLVED

That the applications for leave of absence from the meeting received from Councillors MJ Ndaba (ANC); N Nogcinisa (ANC); S De Bruin (DA); D Swart (DA) and Alderman JJ Visagie (DA) be approved and accepted.

3. MATTERS TO BE WORKSHOPPED AANGELEENTHEDE WAT GEWERKSWINKEL MOET WORD

3.1. Adjustment Budget 2023 / 2024

The Director: Finance made a presentation The Draft Adjustment Budget 2023 / 2024 is attached as **annexure 3.1.**

The following questions was raised by the Councillors:

The Executive Mayor enquired whether the subtraction of the amount of R 56 600 will be removed from the budget of the Housing Project at Vredebes.

Answers from Director: Finances

That the OPEX subtraction of R56 600 for the Vredebes Housing Project was taken back by the Department: Housing and Infrastructure as the latter transferred R 30 000 000 to the Project.

The Municipal Manager requested the Director: Finance to follow up in respect of the above-mentioned amount as the estimated cost of the project is approximately R 36 600 000.

Councillor AL Gili enquired the following:

- whether sufficient electricity is available for the Vredebes Housing Project.
- whether there is any reviews and amendments of the original housing waiting list?
- Ward Councillors should be included in decisions of the Committee for Housing Matters relating to the beneficiaries of the Housing Waiting List.

The Speaker enquired from Councillor AL Gili if the enquiry is related to the housing allocation criteria and subsidies.

Councillor AL Gili noted that the previous Council did not approve the current Housing waiting list for the Vredebes Housing Project.

The Speaker mentioned that Council must provide alternative accommodation for the 309 evictees of the Bella Vista Housing Project; Eiland Holiday Resort tenants; Trichardt Street tenants and other evictees illegally occupying Council property.

After many deliberations and debates in respect of Vredebes Housing Project it was decided that a meeting be held with all relevent role players and ward councillors in due course.

The Executive Deputy Mayor informed the meeting that he requested the minutes of the Committee for Housing Matters but have not received any to date. Therefore, he will not approve the Adjustment Budget 2023 / 2024.

The Executive Mayor conveyed the following:

- that a meeting with Councillors in respect of Housing Matters is essential.
- Reasons must be provided to beneficiaries as to why their names were removed from the housing waiting list.
- that Council cannot be held at ransom due to unresolved housing matters and that important housing matters be addressed with urgency.
- that military veterans do not want to participate in receiving RDP Houses as houses are not up to standard in their opinion and prefer living in a military complex in quality houses.

Councillor J Mouton enquired about the status of the upgrading of the Nduli Library for the children of Nduli as they do not have access to information.

The Director: Finance reported that the repair and upgrade of the Nduli are in the process of being finalised.

The Speaker enquired about the funding in the adjustment budget for the provision of mini substations which needs to be replaced or repaired:

The Director: Finance reported the following:

- that the mini substations at Vredebes were vandalised and damage due to loadshedding.
- that the municipality over budgeted for the Breda Bridge as it will be completed end of April 2024, which will be a saving for the municipality.

The Speaker requested that all roads within the Witzenberg District be resealed and repaired whereafter the Director: Technical Services responded that the maintenance of all roads is quite expensive and that the municipality can only repair in terms of the available budget.

Councillor N Phatsoane mentioned that Council wasted money with the road upgrade of Nduli as the contractor did not completed a standard road.

The Municipal Manager informed the meeting that a few mini substations were removed and placed at the municipal stores, and that others were vandalised.

Furthermore, that the road as mentioned by Councillor N Phatsoane will be upgraded by the Department: Transport and Public Works.

The Director: Technical Services mentioned the following:

- that the municipality has a road asset management ring system which monitor the status of the road which must be attended to as soon as possible.
- the maintenance, repairing and upgrade of roads will cost Council in amount of 30 million rand which the municipality cannot afford.

Councillor GG Laban informed the meeting that the roads in Prince Alfred Hamlet needs to be fixed and repaired especially in Protea Avenue.

Councillor AL Gili informed the meeting that Council must not only attend to main roads only but also streets and requested that speedhumps be erected in Nduli, Ceres as drivers are illegally race in streets.

Councillor K Robyn reported the following in Wiehahn Street and Roux Street, Prince Alfred Hamlet which needed to be attended to namely:

- that paving's needs to be erected before houses as water runs into houses during heavy rainfalls which caused damage to furniture, carpets etc.
- that the sewerage system must be attended to by the municipality in Prince Alfred Hamlet.

The Director: Finance reported the following:

- that the Section: Human Resources received additional funding received from Government for Bursaries for qualifying learners in the adjustment Budget.
- that additional funding is needed to procure digger equipment for the Tulbagh cemetery as the soil is very hard.

The Municipal Manager mentioned that adjustments need to be made as the main budget don’t have enough funds.

Councillor J Mouton informed the meeting that land is needed for graveyards as same is already full in all towns.

Councillor N Phatsoane reported that the streetlight at the Eiland Holiday Resort is not operational since last year and need to be repaired.

The Director: Finance informed the meeting the following:

- the Ceres mini substation needs to be upgraded, and that municipality will not take up a loan.
- waste transfers loan already approved which will be used to upgrade the Ceres mini substation which feed electricity to the Ceres town, Skoonvlei Indistrial area and Bella Vista.

The Director: Technical Services mentioned that no parts are available for the Ceres substation due same already older than 50 years and spares not available anymore.

The Municipal Manager stressed and mentioned the following:

- that the already overloading of the current mini substation will have dire consequences or might explode if not upgraded or replaced.

- ESKOM will replace the mini substation behind the Pine Forest Holiday which will cost 21 million rand.

Councillor N Phatsoane enquired why the maintenance of the Eiland Holiday Resort is not included in the budget as flooding was experienced during the last year June heavy rainfall.

The Municipal Manager will investigate whether there are reports of flooding at the Eiland Holiday Resort as he was not aware of any floodings.

Councillor K Yisa enquired about the status quo of the Nduli Library. T

the Municipal Manager reported the following:

- that the upgrading of the of Nduli Library is underway and the municipality considered whether to appoint a consultant or quantity surveyor to curb overspending.
- the municipality also awaited the transfer of the 1.5 million rand from the Perdekraal East Windfarm to commence with the upgrading of the Nduli Library.

Councillor I Swartz enquired regarding the history of recently upgraded bridge such as who named the Van Breda Bridge and whether it cannot be renamed. The Municipal Manager will follow up the history of the Van Breda bridge.

Councillor J Nel reported that the Eiland Holiday Resort is 50 years under the flood line which are a risk, and that Council should make decision in respect of the future of the resort.

RESOLVED

To recommend to Council:

That notice be taken the Adjustment Budget 2023 / 2024 and that same be approved and accepted.

3.2. Draft Witzenberg Performance Management Framework (5/1/5/16)

The Municipal System Act (MSA), 2000 requires municipalities to establish a performance management system. In addition, Regulation 7(1) of the Local Government: Municipal Planning and Performance Management Regulations, 2001 states that "A Municipality's Performance Management System entails a framework that describes and represents how the municipality's cycle and processes of

performance planning, monitoring, measurement, review, reporting and improvement will be conducted, organised and managed, including determining the roles of the different role players."

This draft Performance Management Policy Framework (**annexure 3.3**) is a revision of the document approved by Council in 2018. The main changes relate to the incorporation of the published Municipal Staff Regulations and Guidelines as well as revised operating procedures.

A presentation was made by the Municipal Manager about the Witzenberg Performance Management Framework, attached as **annexure 3.2.**

The Municipal Manager requested that the sentence that reads: **"A performance related reward is at the discretion of the municipality; and may be awarded to a staff member. A municipality may not spend more than 1.5% of its annual salary and wage bill for staff performance rewards"** be removed until further notice.

The Executive Mayor mentioned that supervisors will need a lot of training to implement the regulations successfully. The Municipal Manager mentioned that the implementation will motivate and encourage employees to lift productivity.

Councillor J Mouton enquired whether there is a plan in place if supervisor give an unlawful instruction to employees and how will employees be protected.

The Municipal Manager mentioned the following:

- that there is a grievance procedure; policies such as Whistle Blowing Policy etc. to protect employees.
- that it is stated in every employee's job description that if a reasonable instruction are given by the employer an employee shall obey such an instruction after which a grievance process may be followed.

- **RESOLVED**

To recommend to Council:

That notice be taken of the Draft Witzenberg Performance Management Framework and that same be approved and accepted.

3.3. Approval of minutes (3/1/2/3)

The following minutes to be workshopped is **attached as 3.1.**

(a) Council meeting, held on 23 February 2022.
(b) Council meeting, held on 26 October 2022.
(c) Council meeting, held on 9 November 2022.
(d) Council meeting, held on 29 November 2022.
(e) Council meeting, held on 30 May 2023.
(f) Special Council meeting, held on 6 June 2023.

(g) Special Council meeting, held on 24 July 2023.
(h) Council meeting, held on 25 August 2023.
(i) Special Council meeting, held on 17 October 2023.
(j) Special Council meeting, held on 24 October 2023.

Council held a lengthy discussion with regard to the corrections and approvals of the outstanding Council meeting minutes and it was resolved.

UNANIMOUSLY RESOLVED

(a) That the following minutes of Council be approved and signed by the Speaker:

(i) Special Council meeting, held on 6 June 2023.

(ii) Special Council meeting, held on 24 July 2023.

(iii) Special Council meeting, held on 17 October 2023.

(iv) Special Council meeting, held on 24 October 2023.

(v) Special Council meeting, held on 14 December 2023.

(vi) Special Council meeting, held on 20 December 2023.

(b) that the following Council meeting minutes be held in abeyance for further deliberations:

(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.

(v) Council meeting, held on 30 May 2023.

(vii) Council meeting, held on 25 August 2023.

(c) that the Council meeting minutes held on 30 March 2022 be added to the list of outstanding minutes be added in the next meeting agenda.

4. ADJOURNMENT/VERDAGING

The meeting adjourned at 13:55.

MINUTES OF THE COUNCIL WORKSHOP MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON MONDAY, 25 MARCH 2024 AT 10:00.

PRESENT

Councillors

Councillor EM Sidego (Speaker) (DA)
Councillor T Abrahams (Executive Mayor) (DA)
Councillor GG Laban (Deputy Executive Mayor (WA)
Alderman HJ Smit (DA)
Alderman K Adams (DA)
Councillor JP Fredericks (FF Plus)
Councillor L Hardnek (WP)
Councillor N Phatsoane (ANC)
Councillor AL Gili (ANC)
Councillor K Yisa (ANC)
Councillor J Zalie (ANC)
Councillor J Nel (ICOSA)
Councillor K Robyn (GOOD)
Councillor I Swartz (EEF)
Councillor W Alexander (PA)

Officials

Mr D Nasson (Municipal Manager)
Mr M Mpeluza (Director: Corporate Services)
Mr J Barnard (Director: Technical Services)
Mr HJ Kritzinger (Director: Finance)
Mr J Kolkata (Deputy Director: Finance)
Mr M Green (Senior Manager: Protection Services)
Mr CG Wessels (Manager: Administration)
Ms M Arendse-Smith (Chief Administration Officer)
Mr R Rhode (Senior ITC Officer)
Mr M Njokweni (Interpreter)

1. OPENING AND WELCOME/OPENING EN VERWELKOMING

The Speaker welcomed everyone present and requested Councillor K Robyn to open the meeting with prayer.

NOTED

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

Applications for leave of absence from the meeting were received from Councillors P Daniels (DA); S De Bruin (DA); G Franse (DA); A Gili (ANC); J Mouton (ANC); D Swart (DA); M Ndaba (ANC); K Yisa (ANC) and Alderman JJ Visagie (DA).

RESOLVED

That the applications for leave of absence from the meeting received from Councillors P Daniels (DA); S De Bruin (DA); G Franse (DA); A Gili (ANC); J Mouton (ANC); D Swart (DA); M Ndaba (ANC); K Yisa (ANC) and Alderman JJ Visagie (DA) be approved and accepted.

3. MATTERS TO BE WORKSHOPPED AANGELEENTHEDE WAT GEWERKSWINKEL MOET WORD

3.1 Finance: Draft Budget 2024/2025, Draft Review IDP 2024/2025 and Draft Top Layer SDBIP 2024/2025 (5/1/1/23;2/2/1 & 5/1/5/17)

The Director: Finance made a presentation in respect of the Finance: Draft Budget 2024/2025, Draft Review IDP 2024/2025 and Draft Top Layer SDBIP 2024/2025 is attached as **annexure 3.1.**

RESOLVED

To recommend to the Executive Mayoral Committee and Council:

that Council take notice of the Finance: Draft Budget 2024/2025, Draft Review IDP 2024/2025 and Draft Top Layer SDBIP 2024/2025 and after consideration be referred to Council for approval and acceptance.

3.2 Registration of a third taxi association (17/14/1)

The matter was not dealt with.

NOTED.

4. ADJOURNMENT/VERDAGING

The meeting adjourned at 11:57

MINUTES OF THE EXECUTIVE MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON TUESDAY, 14 NOVEMBER 2023 AT 09:00

PRESENT

Executive Mayoral Committee

Councillor KA Robyn (Executive Mayor)
Councillor GG Laban (Executive Deputy Mayor)
Councillor W Alexander
Councillor JS Mouton
Councillor IL Swartz
Councillor J Zalie

Councillors not on Executive Mayoral Committee

Alderman K Adams

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)
Mr H Taljaard (Manager: Town Planning and Building Control)
Mr CG Wessels (Manager: Administration)
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 and opened the meeting with prayer.

NOTED

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

(a) Applications for leave of absence from the meeting were received from Councillors P Heradien and L Hardnek (ad hoc members) as both were attending SALGA meetings.

(b) An apology for absence from the meeting was received from the Deputy Director: Finance who was attending an AGSA meeting.

RESOLVED

(a) that the applications for leave of absence from the meeting, received from Councillors P Heradien and L Hardnek (ad hoc members) be approved and accepted.

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

3. MINUTES / NOTULES

3.1 Corrections to the minutes / Regstellings aan die notules

For consideration of any discussions and/or corrections to the minutes.
Ter oorweging van enige bespreking en/of regstellings van die notules.

NOTED / AANGETEKEN

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

The minutes of the Executive Mayoral Committee meeting, held on 23 August 2023, are attached as **annexure 3.2**.

RESOLVED

that the minutes of the Executive Mayoral Committee meeting, held on 23 August 2023, be referred to Council for approval as none of the current Executive Mayoral Committee members had attended the abovementioned meeting.

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

(a) The Executive Mayor mentioned that she had moved items 7.4.1 (Council's representatives on SALGA Working Groups) and 7.4.2 (Council's representatives on outside bodies) forward and will, in terms of her delegations, announce the names of the applicable Councillors after the meeting. The Executive Mayoral Committee agreed that the names will be taken up in the minutes.

(b) The Executive Mayor requested all Councillors and officials to attend the meeting in good time in future.

NOTED

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFVAARDIGINGS

None

NOTED

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

6.1 Appeal: Erf 2461, Tulbagh: Application for rezoning and subdivision to develop a residential estate (15/4/2/41)

A memorandum from the Director: Technical Services, dated 1 November 2023, is attached as **annexure 6.1**.

The Senior Manager: Town Planning and Building Control tabled the matter and a lengthy discussion was held. The following matters were highlighted:

- The Witzenberg Planning Tribunal had approved the application for rezoning and subdivision to develop a residential estate on erf 2461, Tulbagh.
- Mr Anthony Silberberg and Prof Jacques Steyn (Care4Tulbagh) appealed against the decision of the tribunal.
- The applicable reasons for the approval of the tribunal and the arguments of the appeal against it were discussed in detail.
- The Executive Mayoral Committee unanimously decided that the appeal against the decision of the tribunal be dismissed and that the application for the rezoning and subdivision of erf 2461, Tulbagh be approved. Furthermore that the development of the project starts in the next five (5) years.

RESOLVED

(a) that the appeal of Mr Anthony Silberberg and Prof Jacques Steyn against the decision of the Witzenberg Planning Tribunal to approve the application for rezoning and subdivision to develop a residential estate on erf 2461, Tulbagh be dismissed and the decision of the tribunal be maintained.

(b) that the application for the rezoning and subdivision of erf 2461, Tulbagh be approved.

(c) that the development of the project must start in the next five (5) years.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

7.1 Directorate Finance / Direktoraat Finansies

7.1.1 Section 71 Monthly Budget Statement Reports of Directorate Finance: March, April, May, June and July 2023 (9/1/2/2)

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

(a) March 2023: **Annexure 7.1.1(a)**
(b) April 2023: **Annexure 7.1.1(b)**
(c) May 2023: **Annexure 7.1.1(c)**
(d) June 2023: **Annexure 7.1.1(d)**
(e) July 2023: **Annexure 7.1.1(e)**

The Performance, Risk and Audit Committee resolved on 28 July 2023:

(a) that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for March , April and May 2023.

(b) that the Performance, Risk and Audit Committee recommends the Section 71 Monthly Budget Statement Reports of the Directorate Finance for March , April and May 2023 to Council for consideration.

The Committee for Corporate and Financial resolved on 19 September 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 March, April, May, June and July 2023 and same be accepted.

The Chief Financial Officer tabled the Section 71 Monthly Budget Statement Reports for March, April, May, June and July 2023. The following matters were highlighted:

- That the matter of debt collection be attended to by means of a Council workshop meeting.
- That outstanding debt is high and that the Performance, Risk and Audit Committee will make a recommendation to Council.
- That AGSA had repeatedly referred to the high outstanding debt.
- MIG expenditure is good.
- Councillor G Laban mentioned that it was requested that outstanding debt be broken up for all areas in the Witzenberg and not only parts thereof. The purpose is to determine who can pay and who not. The Executive Mayoral Committee will make a submission to the Directorate Finance before a writing off of debt will be approved.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for March, April, May, June and July 2023 and, after consideration, same be accepted.

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

A memorandum from the Manager: Supply Chain, dated 4 April 2023, is attached as **annexure 7.1.2**.

The Committee for Corporate and Financial Services resolved on 19 September 2023 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 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.

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 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.

7.1.3 Banking services: Consideration of facility agreement (8/2/19/71)

The following documents are attached:

(a) Memorandum from Director: Finance: **Annexure 7.1.3(a)**.
(b) Addendum to facility agreement: **Annexure 7.1.3(b)**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(i) that the municipality enters negotiations with FIRSTRAND BANK LIMITED (Reg. No. 1929/001225/06) acting through its First National Bank Public Sector Banking division ("the Bank"), regarding the granting of facilities by the Bank to the Municipality, subject to the terms and conditions as set forth in the facility agreement and the Addendum from the Bank and subject to the terms and conditions of the Bank. The municipality furthermore authorises the execution of all additional schedules and annexures, including subordination and security agreements as the Bank may require from time to time.

The municipality may negotiate as per (a) above up to a maximum capital exposure of R1 700 000-00 (One Million Seven Hundred Thousand Rand).

(ii) that the municipality furthermore resolves that any amendment to the facility will only be affected following a resolution by the municipality authorising such amendments.

(iii) that the municipality declares and states that it has complied with, in so far as it relates to the facilities referred to in paragraph (a) supra, with the relevant provisions of the Local Government: Municipal Finances Management Act of 2003.

(iv) that draft copies of the aforementioned documents were tabled at the meeting and the terms and conditions thereof approved.

(v) that Messrs D Nasson and HJ Kritzinger, in their capacities as Accounting Officer and Chief Financial Officer of Witzenberg Municipality, be authorised and empowered to sign all documents and do all things necessary to give effect to the above on behalf of the municipality.

7.1.4 Quarterly Budget Statement [Section 52(d)] Report: 1st Quarter 2023/2024 (1 July 2023 until 30 September 2023) (9/1/1 & 9/1/2/2)

The Quarterly Budget Statement [Section 52(d)] Report for the 1st Quarter of 2023/2024 is attached as **annexure 7.1.4**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the 1st Quarter of 2023/2024.

(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.

7.2 Directorate Technical Services / Direktoraat Tegniese Dienste

7.2.1 Pigeon Society Clubhouse: Erf 496, Stamper Street, Wolseley (15/4/R)

Memorandum from Senior Manager: Town Planning and Building Control, dated 21 August 2023:

"**Background**

The old clubhouse previously used by the Wolseley Pigeon Society is in a state of disrepair and is no longer fit for occupation.

Reasoning

Photos (attached as **annexure 7.2.1**), taken during a site visit conducted by the Building Control Officer and Town Planner on 23 May 2023, show the state of the building.

There is free access to the building with no control over what happens there. The site visit confirmed that it has become a dumping place and could act as hiding place for vagrants.

Concerned residents previously complained about the state of the building and views it as dangerous and a nuisance.

In terms of the National Building Regulations there rests a duty on the local authority to order the demolition of dilapidated buildings.

Because the building is owned by the municipality, the Council as landowner needs to consent to the demolition."

The Executive Mayoral Committee decided that the Director: Technical Services obtains quotations for reparations to the building and the safeguarding thereof to determine the cost for maintaining the building.

The Executive Mayoral Committee will make a recommendation after that.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the Pigeon Society clubhouse located on erf 496, Stamper Street, Wolseley, is not needed to provide a minimum level of service and can be demolished.

RESOLVED

(a) that the matter of the Pigeon Society Clubhouse: Erf 496, Stamper Street, Wolseley be held in abeyance until the next meeting.

(b) that the Director: Technical Services obtains quotations for reparations and safeguarding of the building to determine the cost for maintaining the building.

7.2.2 Request for use of municipal borehole at Die Eiland swimming pool, Ceres (16/2/3)

Report from Manager: Water and Sewerage, dated 29 March 2023:

"**Purpose**

The purpose of this memorandum is to inform the Municipal Manager regarding the above request from Ceres Secondary School and to obtain permission for the request.

Discussion

Ceres Secondary, a local high school within Ceres, has applied for the use of the municipal borehole at Die Eiland swimming pool. The first request was submitted in 2008. The motivation at that stage was for irrigation purposes and to upgrade the landscaping at the school. Due to funding constraints at the time the school did not go ahead with their request.

In 2021 the school contacted the Municipality again regarding the use of the borehole. This was followed up with a meeting in 2022.

The motivation for the use of the borehole has changed. The school indicated that they are now teaching a new subject from beginning 2023, Agriculture Technology. Part of this subject is practical evaluation which will include actual farming practices at the school. The borehole will primarily be used for irrigation of planted crops and tunnels.

In order to cut cost and also save clean potable water, the school has opted for the use of the borehole for purposes mentioned, if approved. It should be noted that Ceres Secondary School is a "no fees" school who is totally reliant on government funding for all operation and maintenance cost.

It should also be noted that the municipality has not used the borehole in the last 20 years, and that no existing infrastructure is in place to connect the borehole to our existing network.

Financial impact

None."

Councillor JS Mouton enquired whether the school has the necessary funds if the recommendation below is approved by Council. The Senior Manager: Water and Sewerage responded that the school will obtain funding from the Provincial Government once Council has approved.

The Committee for Technical Services resolved on 21 September 2023 to recommend to the Executive Mayoral Committee and Council:

That the request / application of the school be considered and approved based on the following conditions:

(i) The school is responsible for all the cost associated with the testing and equipping of the existing borehole.

(ii) The school installs a pre-paid electricity meter at own cost at the borehole and take responsibility for the cost of electricity during operation of the borehole.

(iii) The school will be responsible to construct a connection pipeline from the borehole to their premises at own cost, and according to municipal specifications.

(iv) The school will take full responsibility for maintenance of the borehole during period of lease agreement.

(v) During periods of drought or severe water shortages, use of the borehole will revert back to the municipality, notwithstanding any agreement in place.

(vi) The municipality cannot guarantee a minimum yield from the borehole. Yield tests will have to be done by the school at own cost.

(vii) That a Service Level Agreement be drawn up between Ceres Secondary School and Witzenberg Municipality for the use of the borehole at Die Eiland swimming pool.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

That the request / application of the school be considered and approved based on the following conditions:

(i) The school is responsible for all the cost associated with the testing and equipping of the existing borehole.

(ii) The school installs a pre-paid electricity meter at own cost at the borehole and take responsibility for the cost of electricity during operation of the borehole.

(iii) The school will be responsible to construct a connection pipeline from the borehole to their premises at own cost, and according to municipal specifications.

(iv) The school will take full responsibility for maintenance of the borehole during period of lease agreement.

(v) During periods of drought or severe water shortages, use of the borehole will revert back to the municipality, notwithstanding any agreement in place.

(vi) The municipality cannot guarantee a minimum yield from the borehole. Yield tests will have to be done by the school at own cost.

(vii) That a Service Level Agreement be drawn up between Ceres Secondary School and Witzenberg Municipality for the use of the borehole at Die Eiland swimming pool.

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

A memorandum from the Director: Technical Services, dated 15 August 2023, is attached as **annexure 7.2.3**.

Council unanimously resolved on 30 May 2023 that the matter relating to the proposed waste transfer stations be held in abeyance for inputs from the community.

The following recommendation was tabled to the Executive Mayoral Committee:

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 3 (erf 683). No rezoning application necessary as the zoning is presently "Authority use".

(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 (sourcing of quotations etc.) for the rezoning of the said erven.

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

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that erf 683, Tulbagh (option 3) be approved for the development and construction of a waste drop-off/transfer station as the zoning is presently "Authority use".

(b) That the proposed positions of waste transfer stations at:

(i) Bella Vista: Option 3: Erf 8714 and
(ii) Prince Alfred's Hamlet: Option 2: Erf 1

be held in abeyance until the next meeting.

(c) That notice be taken that the erven in Bella Vista, Ceres and Prince Alfred's Hamlet have to be rezoned to "Authority use".

7.2.4 Lease of erf 23, Tulbagh to Tulbagh Recycling (7/1/4/1 & 17/19/1)

A memorandum from the Director: Technical Services, dated 24 May 2023, is attached as **annexure 7.2.4**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

That a portion of erf 23, Tulbagh, as indicated on the attached report, be leased to Jan Lambert for a period of five years on the following conditions:

(i) That a departure application be submitted by the tenant for the use of the property zoned as authority, for the purposes of a recycling facility.

(ii) Lease will be "voetstoots", leased as it is.

(iii) Security will be for the account of the lessee.

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

(v) Public participation process to be followed. Advertise for public comment and/or objections.

(vi) Should the second part of the premises not have an electrical installation, an electrical contractor should be appointed by the tenant to do the electrical installation and issue a COC after the completion of electrical work.

(vii) The applicant will be responsible for the costs of any electrical upgrading, including electrical installation if required.

RESOLVED

that the matter in respect of the lease of erf 23, Tulbagh to Tulbagh Recycling be held in abeyance until the next meeting and that the Director: Technical Services determines whether other parties are interested.

7.3 Directorate Community Services / Direktoraat Gemeenskapsdienste

7.3.1 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 7.3.1**.

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 April 2023 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 the yearly rental amount be determined.

(c) 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.

(d) that Vrolike Vinkies Crèche is liable to pay for municipal services and that they are responsible to maintain the building.

(e) that Vrolike Vinkies Crèche is responsible for own security measures, such as alarms, guards, burglar bars etc.

(f) 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 Executive Mayoral Committee recommends to 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 the yearly rental amount be determined.

(c) 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.

(d) that Vrolike Vinkies Crèche is liable to pay for municipal services and that they are responsible to maintain the building.

(e) that Vrolike Vinkies Crèche is responsible for own security measures, such as alarms, guards, burglar bars etc.

(f) 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 Housing: Changes in the Department of Human Settlements Infrastructure Policy
(17/4/P)

A memorandum from the Manager: Housing, dated 8 June 2023, is attached as **annexure 7.3.2**.

The Committee for Housing Matters resolved on 28 September 2023 to recommend to the Executive Mayoral Committee and Council that notice be taken of the Housing Policy: Changes of Human Settlements Infrastructure Policy and same be accepted.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Housing Policy: Changes of Human Settlements Infrastructure Policy and same be accepted.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the changes in the Infrastructure Policy of the Department of Human Settlements and that the matter be discussed at a Council workshop.

7.3.3 Dunlop Business in a Box Initiative (7/1/4/1)

A memorandum from the Acting Manager: Socio-Economic Development, dated 17 August 2023, is attached as **annexure 7.3.3**.

The Chairperson enquired whether the project was only permitted to be on municipal land or whether private property could also be utilised.

The Acting Manager: Socio-Economic Development responded that it would be best that interested parties contact the project initiators for assistance in this regard.

The Committee for Local Economic Development and Tourism resolved on 19 September 2023 to recommend to the Executive Mayoral Committee and Council:

(a) that the Executive Mayoral Committee and Council determine which of the indicated land could be identified and earmarked for Dunlop Business in a Box Initiative.

(b) that the municipality engages with Dunlop's Business in a Box Initiative on the possibility to start with one to two pilot sites that can be rolled out to other areas afterwards.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that the Executive Mayoral Committee and Council determine which of the indicated land could be identified and earmarked for Dunlop Business in a Box Initiative.

(b) that the municipality engages with Dunlop's Business in a Box Initiative on the possibility to start with one to two pilot sites that can be rolled out to other areas afterwards.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that a representative of Dunlop will visit all towns in the Witzenberg area and identify a suitable site for the development.

7.3.4 Housing: Municipal Policy for Human Settlement Beneficiary Selection of Ownership-based Projects (17/4/P)

A memorandum in respect of the Municipal Policy for Human Settlement Beneficiary Selection of Ownership-Based Projects, received from the Manager: Housing, is attached as **annexure 7.3.4**.

The Committee for Housing Matters resolved on 28 September 2023 to recommend to the Executive Mayoral Committee and Council that the Municipal Policy for Human Settlement, Beneficiary Selection of Ownership-based Projects be approved and adopted by Council.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the Municipal Policy for Human Settlement, Beneficiary Selection of Ownership-based Projects be approved and adopted by Council.

7.3.5 Farm evictions: Witzenberg area (12/1/2/2)

A letter from the Witzenberg Justice Coalition, dated 21 September 2023, is attached as **annexure 7.3.5**.

The petition was handed over to the Chairperson of the Committee for Housing Matters at the time, Alderman K Adams, and the Municipal Manager.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the Municipal Manager, in terms of the matter Farm evictions: Witzenberg area, be instructed to arrange discussions with all the relevant organisations to determine further action.

7.4 Directorate Corporate Services / Direktoraat Korporatiewe Dienste

7.4.1 Council's representatives on SALGA Working Groups (3/1/1/5)

Council unanimously resolved on 24 October 2023:

(a) that the following Councillors will represent the municipality on the SALGA Working Groups:

(i) Economic Development and Job Creation: Councillor J Zalie

(ii) Development Planning and Rural Development: Councillor J Zalie

(iii) Public Transport and Roads: Councillor J Mouton

(iv) Environmental Management and Climate Resilience: Executive Deputy Mayor, Councillor G Laban

(v) Municipal Capabilities and Institutional Resilience: Councillor W Alexander

(vi) Municipal Finance and Fiscal Policy: Councillor W Alexander

(vii) Electricity and Energy and Public Works: Councillor J Mouton

(viii) Water and Sanitation: Councillor J Mouton

(ix) Community Development and Security: Executive Deputy Mayor, Councillor G Laban

(x) Health: Executive Deputy Mayor, Councillor G Laban

(xi) Emergency Services and Disaster Management: Executive Mayor, Councillor K Robyn
Executive Deputy Mayor, Councillor G Laban (Secundi)

(xii) Governance and Intergovernmental Relations: Executive Mayor, Councillor K Robyn
Executive Deputy Mayor, Councillor G Laban (Secundi)

(b) that nominations for all other outstanding bodies and SALGA Working Groups be held in abeyance until the next meeting.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that representatives for the following SALGA Working Groups be accepted:

(i) Human Settlements and Urban Agenda
(ii) Municipal Digital Solutions

7.4.2 Council's representatives on outside bodies (3/1/1/5)

The following documents are attached:

(a) E-mail from the Department of Health: Cape Winelands District Office, dated 12 September 2023: **Annexure 7.4.2(a)**.

(b) Provincial Gazette Extraordinary, dated 5 July 2016: **Annexure 7.4.2(b)**.

(c) Nomination form: **Annexure 7.4.2(c)**.

(d) Council's representatives on outside bodies: **Annexure 7.4.2(d)**.

Council unanimously resolved on 24 October 2023 that nominations for outstanding bodies be held in abeyance until the next meeting.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that Council's representatives on the Clinic Committees and other outstanding bodies be appointed.

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

None

NOTED

9. FORMAL AND STATUTORY MATTERS
FORMELE EN STATUTêRE SAKE

None

NOTED

10. ADJOURNMENT / VERDAGING

The meeting adjourned at 10:13.

Approved on _____ with / without amendments.

_____
COUNCILLOR KA ROBYN
EXECUTIVE MAYOR

/MJ Prins

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

Monthly Budget Statement Report Section 71 for April 2024

Financial data is in respect of the period 1 July 2023 to 30 April 2024

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 monthly billing was also done as scheduled and during this process 20 462 accounts amounting to R452.9 million was printed and distributed to consumers. The prepaid electricity sales amounted to R7.04 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 2.069 million in comparison to the prior month figure of R2.033 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.

As an additional credit control mechanism the auxiliary of 30% was implemented from 20 December 2023. For April 2024 an amount of R599 412 was recovered on this basis.

The municipality issued orders to the value of R50.2 million of which R561 thousand was in terms of deviations.

The municipality currently has R85 million in its primary bank account and R150 million on investment. The bank balance at the end of the previous month was R120 million and R150 million on investment.

The calculated cost coverage ratio of the municipality as at the end of April 2024 is 2,88 months.

A BURGEMEESTERS VERSLAG

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

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 20 462 rekeninge ten bedrae van R52.9 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R7.04 miljoen en was R5.2 miljoen vir dieselfde maand gedurende die vorige finansiele jaar.

Die deernis subsidies vir die maand beloop R 2.069 miljoen in vergelyking met die vorige maand syfer van R2.033 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.

As 'n addisionele kredietbeheer meganisme is 'n aftrekking van 30% op alle voorafbetaalde kragaankope ten opsigte van agterstallige skuld vanaf 20 Desember 2023 geimplementeer. Vir die maand van April 2024 is 'n bedrag van R599 412 op hierdie wyse ingevorder.

Bestellings ter waarde van R50.2 miljoen uitgereik, waarvan R561 duisend ten opsigte van afwykings is.

Die munisipaliteit het R85 miljoen in die primêre bankrekening met R150 miljoen op belegging. Die bankbalans aan die einde van die vorige maand was R120 miljoen met R150 miljoen op belegging.

Die berekende koste dekking verhouding van die munisipaliteit soos aan die einde van April 2024 is 2,88 maande.

B RECOMMENDATION

It is recommended that council take cognisance of the monthly financial report and supporting documents of March 2024.

B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Maart 2024.

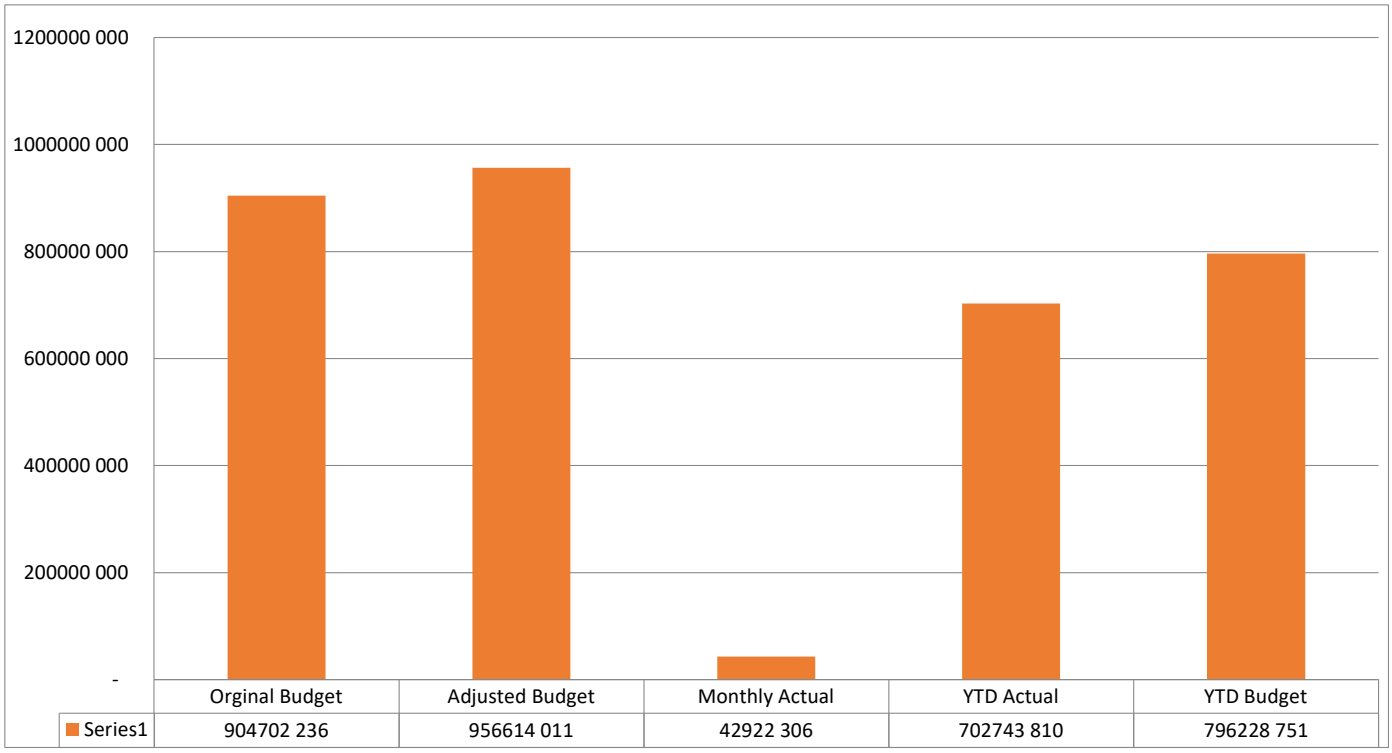
C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiele inligting:

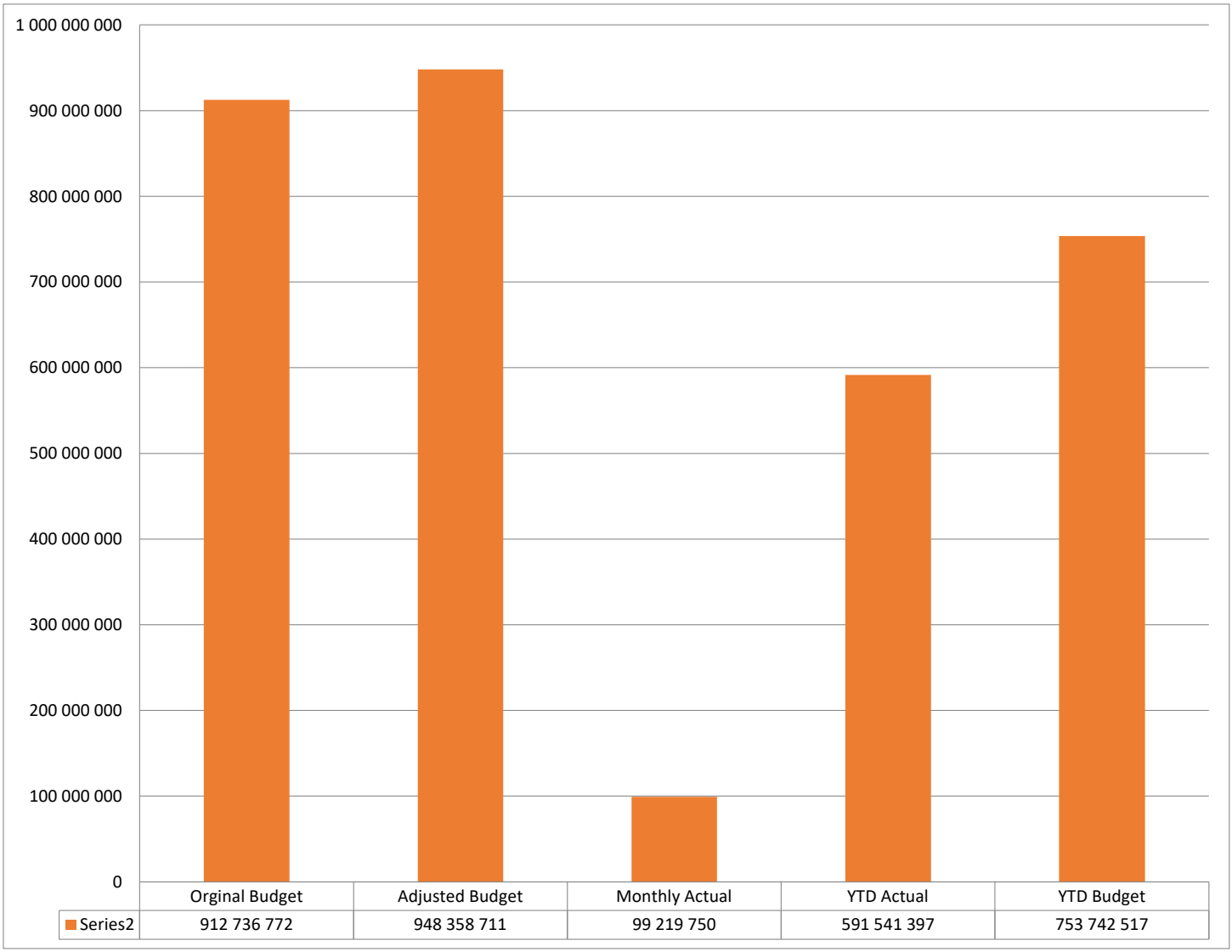
TOTAL OPERATIONAL REVENUE R'000



For the period 1 July 2023 to 30 April 2024, 73.46% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2023 tot 30 April2024, is 73.46% van die begrote operasionele inkomste gehef.

TOTAL OPERATIONAL EXPENDITURE R'000



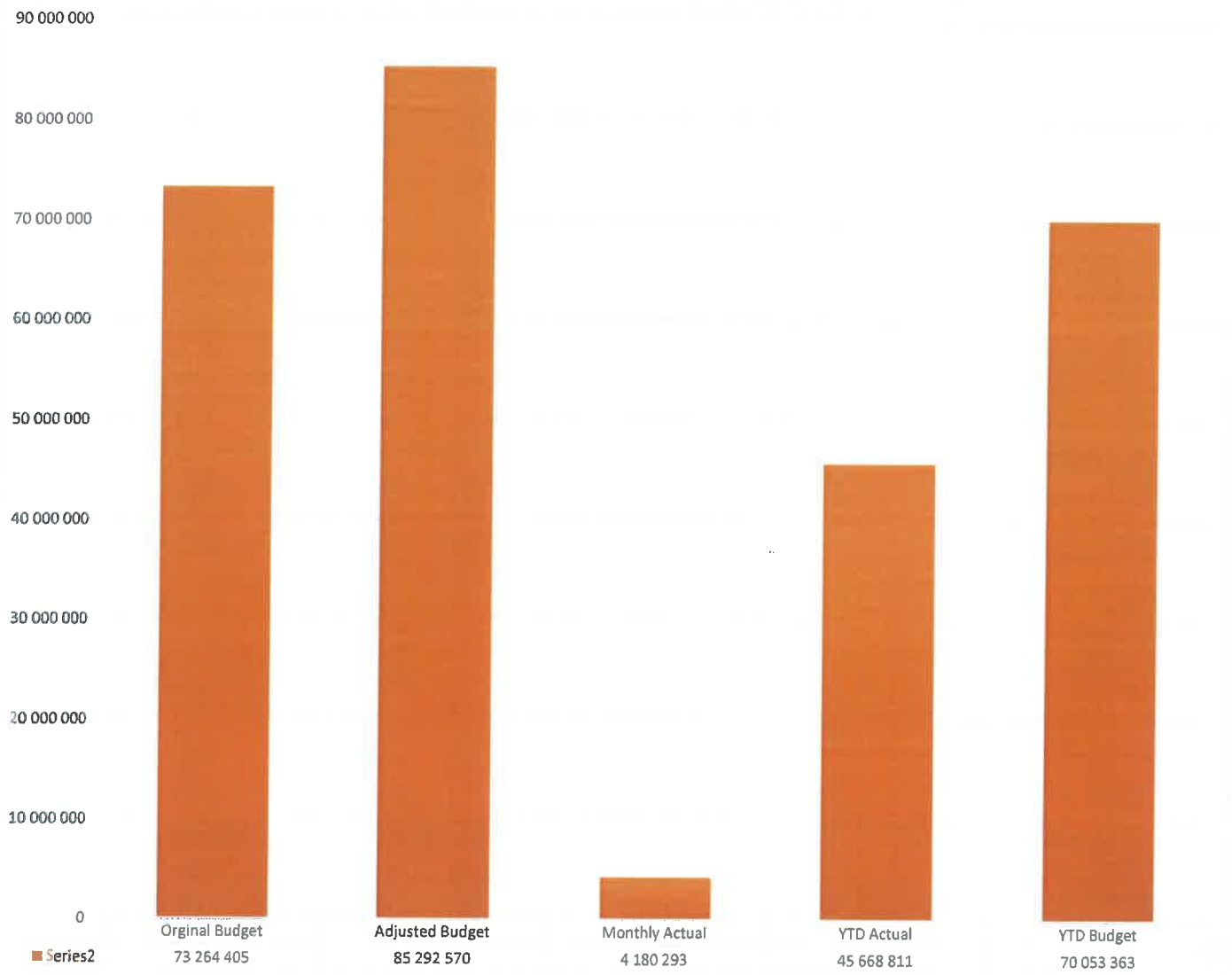
For the period 1 July 2023 to 30 April 2024, 62.38% of the budgeted operational expenditure was incurred.

Please refer to Supporting Table SC1 for explanations regarding expendiure variances.

Vir die periode 1 Julie 2023 tot 30 April 2024, is 62.38% van die begrote operasionele uitgawes aangegaan.

Verwys asb na "Supporting Table SC1" vir stawende redes met betrekking tot spandering afwykings.

CAPITAL EXPENDITURE R'000



For the period 1 July 2023 to 31 April 2024, 53.54% of the budgeted capital expenditure was incurred.

Please refer to Supporting Table SC1 for explanations regarding expenditure variances.

Vir die periode 1 Julie 2023 tot 30 April 2024, is 53.54% van die begrote kapitale uitgawes aangegaan.

Verwys asb na "Supporting Table SC1" vir stawende redes met betrekking tot spandering afwykings.

COUNCILLOR TREVOR ABRAHAMS
EXECUTIVE MAYOR

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M10 April

Description	2022/23	Budget Year 2023/24							
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	98,157	105,353	105,353	3,802	89,129	87,795	1,334	2%	105,353
Service charges	437,257	516,476	531,476	29,202	385,083	442,813	(57,730)	-13%	531,476
Investment revenue	14,390	12,444	21,127	1,815	19,244	17,606	1,638	9%	21,127
Transfers and subsidies - Operational	142,534	158,793	187,180	2,780	148,174	155,920	(7,746)	-5%	187,180
Other own revenue	70,693	64,715	64,736	5,323	61,113	53,916	7,197	13%	64,736
Total Revenue (excluding capital transfers and contributions)	763,033	857,781	909,873	42,922	702,744	758,051	(55,307)	-7%	909,873
Employee costs	217,107	257,116	261,109	20,954	201,290	217,590	(16,301)	-7%	261,109
Remuneration of Councillors	10,766	11,983	11,983	925	9,550	9,986	(436)	-4%	11,983
Depreciation and amortisation	33,070	54,369	54,369	–	3	45,307	(45,304)	-100%	54,369
Interest	9,895	9,535	9,535	–	–	7,946	(7,946)	-100%	9,535
Inventory consumed and bulk purchases	298,464	379,057	384,608	35,062	243,455	284,010	(40,555)	-14%	384,608
Transfers and subsidies	2,208	8,918	32,772	15,656	20,317	27,298	(6,981)	-26%	32,772
Other expenditure	139,050	191,760	193,983	26,622	116,927	161,605	(44,678)	-28%	193,983
Total Expenditure	710,561	912,737	948,359	99,220	591,541	753,743	(162,201)	-22%	948,359
Surplus/(Deficit)	52,471	(54,955)	(38,486)	(56,297)	111,202	4,308	106,894	2481%	(38,486)
Transfers and subsidies - capital (monetary allocations)	65,766	46,921	46,741	–	0	38,178	(38,178)	-100%	46,741
Transfers and subsidies - capital (in-kind)	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	118,237	(8,035)	8,255	(56,297)	111,203	42,486	68,717	162%	8,255
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	118,237	(8,035)	8,255	(56,297)	111,203	42,486	68,717	162%	8,255
Capital expenditure & funds sources									
Capital expenditure	(12,706)	73,264	85,347	4,180	45,718	70,098	(24,380)	-35%	85,347
Capital transfers recognised	65,693	47,342	37,953	261	27,888	30,883	(2,995)	-10%	37,953
Borrowing	–	9,000	10,518	1,095	4,465	8,765	(4,300)	-49%	10,518
Internally generated funds	21,496	16,923	36,823	2,824	13,316	30,406	(17,090)	-56%	36,823
Total sources of capital funds	87,190	73,264	85,293	4,180	45,669	70,053	(24,385)	-35%	85,293
Financial position									
Total current assets	348,272	296,094	360,790		459,823				360,790
Total non current assets	1,076,395	1,185,439	1,107,373		1,092,073				1,107,373
Total current liabilities	162,213	154,205	204,059		189,707				204,059
Total non current liabilities	116,632	304,136	134,427		125,122				134,427
Community wealth/Equity	1,144,418	1,023,192	1,129,196		1,237,067				1,129,196
Cash flows									
Net cash from (used) operating	536,667	(176,815)	71,824	(9,823)	57,444	58,049	605	1%	875,766
Net cash from (used) investing	(51,537)	(68,014)	(76,095)	(5,976)	(48,555)	62,389	110,944	178%	76,095
Net cash from (used) financing	24,635	–	–	25	257	–	(257)		–
Cash/cash equivalents at the month/year end	652,507	(17,539)	222,530	–	235,948	347,240	111,292	32%	1,178,663

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	53,138	6,070	5,587	4,946	4,818	4,807	33,650	311,309	424,325
Creditors Age Analysis									
Total Creditors	4,472	8,218	1,114	300	1,937	1,029	9,252	–	26,321

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - M10 April

Description	Ref	2022/23	Budget Year 2023/24							
R thousands	1	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Revenue - Functional										
Governance and administration		132,757	136,529	145,348	5,820	118,080	121,103	(3,023)	-2%	145,348
Executive and council		33	31	287	3	22	218	(196)	-90%	287
Finance and administration		132,724	136,498	145,061	5,818	118,057	120,885	(2,827)	-2%	145,061
Internal audit		–	–	–	–	–	–	–		–
Community and public safety		162,177	180,091	206,497	3,666	171,931	172,064	(133)	0%	206,497
Community and social services		135,409	149,753	150,530	1,267	147,449	125,441	22,008	18%	150,530
Sport and recreation		13,311	6,956	7,541	439	5,817	6,284	(468)	-7%	7,541
Public safety		13,168	17,193	17,392	1,933	18,392	14,477	3,915	27%	17,392
Housing		289	6,189	31,034	27	274	25,862	(25,588)	-99%	31,034
Health		–	–	–	–	–	–	–		–
Economic and environmental services		38,923	45,791	47,394	131	1,399	38,968	(37,569)	-96%	47,394
Planning and development		3,863	3,097	3,442	124	1,390	2,758	(1,369)	-50%	3,442
Road transport		34,568	42,683	42,035	7	9	34,613	(34,604)	-100%	42,035
Environmental protection		491	10	1,917	–	–	1,597	(1,597)	-100%	1,917
Trading services		494,830	542,009	557,093	33,305	411,234	463,870	(52,636)	-11%	557,093
Energy sources		314,721	400,702	397,311	41,970	295,999	330,948	(34,948)	-11%	397,311
Water management		75,496	63,463	64,163	5,673	52,100	53,472	(1,372)	-3%	64,163
Waste water management		63,893	38,364	54,939	(2,645)	42,365	45,651	(3,286)	-7%	54,939
Waste management		40,720	39,480	40,680	(11,693)	20,770	33,800	(13,030)	-39%	40,680
Other	4	111	283	283	–	100	223	(123)	-55%	283
Total Revenue - Functional	2	828,798	904,702	956,614	42,922	702,744	796,229	(93,484)	-12%	956,614
Expenditure - Functional										
Governance and administration		116,623	161,851	162,383	11,946	101,993	135,318	(33,326)	-25%	162,383
Executive and council		28,044	29,907	29,951	2,073	21,791	24,959	(3,168)	-13%	29,951
Finance and administration		86,060	128,942	129,430	9,619	76,721	107,857	(31,136)	-29%	129,430
Internal audit		2,518	3,002	3,002	254	3,480	2,502	978	39%	3,002
Community and public safety		104,035	135,513	160,611	24,487	105,799	133,763	(27,964)	-21%	160,611
Community and social services		27,275	32,794	34,488	2,367	23,502	28,660	(5,159)	-18%	34,488
Sport and recreation		33,574	40,127	39,716	2,899	28,431	33,097	(4,666)	-14%	39,716
Public safety		38,367	50,926	50,642	3,341	31,442	42,201	(10,760)	-25%	50,642
Housing		4,820	11,667	35,765	15,880	22,424	29,804	(7,380)	-25%	35,765
Health		–	–	–	–	–	–	–		–
Economic and environmental services		41,089	44,187	47,891	2,452	26,472	39,905	(13,434)	-34%	47,891
Planning and development		12,190	14,566	15,029	1,155	10,870	12,524	(1,654)	-13%	15,029
Road transport		27,483	28,202	28,134	1,107	13,612	23,445	(9,833)	-42%	28,134
Environmental protection		1,416	1,419	4,728	191	1,990	3,936	(1,946)	-49%	4,728
Trading services		447,908	570,032	576,320	60,058	356,176	443,807	(87,631)	-20%	576,320
Energy sources		316,120	403,519	405,387	35,322	251,842	301,415	(49,573)	-16%	405,387
Water management		53,258	51,024	54,110	1,698	30,119	45,041	(14,922)	-33%	54,110
Waste water management		47,299	44,548	44,719	20,496	43,879	37,265	6,614	18%	44,719
Waste management		31,231	70,941	72,104	2,542	30,336	60,087	(29,750)	-50%	72,104
Other		907	1,154	1,154	276	1,102	949	153	16%	1,154
Total Expenditure - Functional	3	710,561	912,737	948,359	99,220	591,541	753,743	(162,201)	-22%	948,359
Surplus/ (Deficit) for the year		118,237	(8,035)	8,255	(56,297)	111,203	42,486	68,717	162%	8,255

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - M10 April

Description	Ref	2022/23	Budget Year 2023/24							
R thousands	1	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		132,757	136,529	145,348	5,820	118,080	121,103	(3,023)	-2%	145,348
Executive and council		33	31	287	3	22	218	(196)	(0)	287
Mayor and Council		33	31	31	3	22	26	(4)	(0)	31
Municipal Manager, Town Secretary and Chief		–	–	256	–	–	192	(192)	(0)	256
Finance and administration		132,724	136,498	145,061	5,818	118,057	120,885	(2,827)	(0)	145,061
Administrative and Corporate Support		0	10	10	–	0	9	(8)	(0)	10
Finance		132,298	135,762	144,324	5,715	117,594	120,271	(2,677)	(0)	144,324
Human Resources		374	639	639	103	418	533	(115)	(0)	639
Marketing, Customer Relations, Publicity and Media		–	5	5	–	–	4	(4)	(0)	5
Supply Chain Management		52	82	82	0	46	68	(22)	(0)	82
Community and public safety		162,177	180,091	206,497	3,666	171,931	172,064	(133)	(0)	206,497
Community and social services		135,409	149,753	150,530	1,267	147,449	125,441	22,008	0	150,530
Aged Care		124,226	139,300	139,108	405	138,083	115,923	22,160	0	139,108
Cemeteries, Funeral Parlours and Crematoriums		178	254	254	9	120	211	(91)	(0)	254
Community Halls and Facilities		310	400	400	17	270	334	(63)	(0)	400
Libraries and Archives		10,695	9,799	10,768	836	8,976	8,973	2	0	10,768
Sport and recreation		13,311	6,956	7,541	439	5,817	6,284	(468)	(0)	7,541
Recreational Facilities		6,908	6,900	6,900	409	5,695	5,750	(55)	(0)	6,900
Sports Grounds and Stadiums		6,403	55	640	30	121	534	(412)	(0)	640
Public safety		13,168	17,193	17,392	1,933	18,392	14,477	3,915	0	17,392
Civil Defence		65	–	199	–	–	149	(149)	(0)	199
Fire Fighting and Protection		29	864	864	1	13	720	(706)	(0)	864
Police Forces, Traffic and Street Parking Control		13,074	16,330	16,330	1,932	18,379	13,608	4,771	0	16,330
Housing		289	6,189	31,034	27	274	25,862	(25,588)	(0)	31,034
Housing		289	6,189	31,034	27	274	25,862	(25,588)	(0)	31,034
Economic and environmental services		38,923	45,791	47,394	131	1,399	38,968	(37,569)	(0)	47,394
Planning and development		3,863	3,097	3,442	124	1,390	2,758	(1,369)	(0)	3,442
Economic Development/Planning		513	283	310	–	–	175	(175)	(0)	310
Town Planning, Building Regulations and		2,313	1,818	1,818	124	1,390	1,515	(125)	(0)	1,818
Project Management Unit		1,037	997	1,314	–	–	1,068	(1,068)	(0)	1,314
Road transport		34,568	42,683	42,035	7	9	34,613	(34,604)	(0)	42,035
Roads		34,568	42,683	42,035	7	9	34,613	(34,604)	(0)	42,035
Environmental protection		491	10	1,917	–	–	1,597	(1,597)	(0)	1,917
Biodiversity and Landscape		491	10	1,917	–	–	1,597	(1,597)	(0)	1,917
Trading services		494,830	542,009	557,093	33,305	411,234	463,870	(52,636)	(0)	557,093
Energy sources		314,721	400,702	397,311	41,970	295,999	330,948	(34,948)	(0)	397,311
Electricity		314,721	400,702	397,311	41,970	295,999	330,948	(34,948)	(0)	397,311
Water management		75,496	63,463	64,163	5,673	52,100	53,472	(1,372)	(0)	64,163
Water Distribution		74,872	63,463	64,163	5,673	52,100	53,472	(1,372)	(0)	64,163

Description R thousands	Ref 1	2022/23 Audited Outcome	Budget Year 2023/24 Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Water Storage		623	–	–	–	–	–	–		–
Waste water management		63,893	38,364	54,939	(2,645)	42,365	45,651	(3,286)	(0)	54,939
Public Toilets		812	–	–	–	–	–	–		–
Sewerage		55,127	38,364	54,939	(2,645)	42,365	45,651	(3,286)	(0)	54,939
Waste Water Treatment		7,955	–	–	–	–	–	–		–
Waste management		40,720	39,480	40,680	(11,693)	20,770	33,800	(13,030)	(0)	40,680
Solid Waste Removal		40,720	39,480	40,680	(11,693)	20,770	33,800	(13,030)	(0)	40,680
Other		111	283	283	–	100	223	(123)	(0)	283
Licensing and Regulation		111	133	133	–	100	111	(11)	(0)	133
Tourism		–	150	150	–	–	113	(113)	(0)	150
Total Revenue - Functional	2	828,798	904,702	956,614	42,922	702,744	796,229	(93,484)	(0)	956,614
Expenditure - Functional										
Municipal governance and administration		116,623	161,851	162,383	11,946	101,993	135,318	(33,326)	(0)	162,383
Executive and council		28,044	29,907	29,951	2,073	21,791	24,959	(3,168)	(0)	29,951
Mayor and Council		17,235	18,348	18,354	1,184	12,293	15,295	(3,002)	(0)	18,354
Municipal Manager, Town Secretary and Chief		10,809	11,559	11,598	890	9,499	9,665	(166)	(0)	11,598
Finance and administration		86,060	128,942	129,430	9,619	76,721	107,857	(31,136)	(0)	129,430
Administrative and Corporate Support		12,432	16,959	15,288	1,320	10,517	12,740	(2,223)	(0)	15,288
Asset Management		57	51	38	20	186	32	154	0	38
Finance		33,159	49,370	51,980	2,170	28,127	43,316	(15,190)	(0)	51,980
Fleet Management		4,299	4,209	4,182	300	2,891	3,485	(594)	(0)	4,182
Human Resources		13,932	32,405	32,651	4,277	18,245	27,209	(8,965)	(0)	32,651
Information Technology		4,553	5,379	5,368	170	3,397	4,473	(1,076)	(0)	5,368
Legal Services		1,533	2,820	2,905	182	1,947	2,421	(474)	(0)	2,905
Marketing, Customer Relations, Publicity and Media		4,172	4,780	4,738	353	3,292	3,948	(656)	(0)	4,738
Property Services		2,709	1,768	1,768	53	514	1,474	(960)	(0)	1,768
Supply Chain Management		7,721	9,249	9,004	730	6,944	7,504	(559)	(0)	9,004
Valuation Service		1,493	1,951	1,506	43	661	1,255	(594)	(0)	1,506
Internal audit		2,518	3,002	3,002	254	3,480	2,502	978	0	3,002
Governance Function		2,518	3,002	3,002	254	3,480	2,502	978	0	3,002
Community and public safety		104,035	135,513	160,611	24,487	105,799	133,763	(27,964)	(0)	160,611
Community and social services		27,275	32,794	34,488	2,367	23,502	28,660	(5,159)	(0)	34,488
Aged Care		5,630	9,181	8,978	528	5,216	7,482	(2,265)	(0)	8,978
Cemeteries, Funeral Parlours and Crematoriums		3,925	4,569	4,428	307	3,129	3,690	(562)	(0)	4,428
Child Care Facilities		5	87	95	–	–	79	(79)	(0)	95
Community Halls and Facilities		6,260	7,288	8,071	568	5,540	6,646	(1,106)	(0)	8,071
Disaster Management		49	72	72	(1)	4	60	(57)	(0)	72
Education		–	5	1	–	–	1	(1)	(0)	1
Libraries and Archives		11,405	11,592	12,842	965	9,613	10,702	(1,089)	(0)	12,842
Sport and recreation		33,574	40,127	39,716	2,899	28,431	33,097	(4,666)	(0)	39,716
Community Parks (including Nurseries)		10,624	12,920	12,918	935	8,564	10,765	(2,201)	(0)	12,918

Description R thousands	Ref 1	2022/23 Audited Outcome	Budget Year 2023/24 Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Recreational Facilities		15,616	18,164	17,937	1,395	13,795	14,947	(1,153)	(0)	17,937
Sports Grounds and Stadiums		7,333	9,043	8,861	569	6,072	7,384	(1,312)	(0)	8,861
Public safety		38,367	50,926	50,642	3,341	31,442	42,201	(10,760)	(0)	50,642
Fire Fighting and Protection		9,867	12,008	12,005	849	8,233	10,004	(1,772)	(0)	12,005
Police Forces, Traffic and Street Parking Control		28,500	38,918	38,636	2,492	23,209	32,197	(8,988)	(0)	38,636
Housing		4,820	11,667	35,765	15,880	22,424	29,804	(7,380)	(0)	35,765
Housing		4,766	11,614	35,722	15,880	22,410	29,768	(7,359)	(0)	35,722
Informal Settlements		54	53	43	1	15	36	(21)	(0)	43
Economic and environmental services		41,089	44,187	47,891	2,452	26,472	39,905	(13,434)	(0)	47,891
Planning and development		12,190	14,566	15,029	1,155	10,870	12,524	(1,654)	(0)	15,029
Corporate Wide Strategic Planning (IDPs, LEDs)		2,341	3,133	3,216	211	2,260	2,680	(420)	(0)	3,216
Economic Development/Planning		1,975	2,177	2,803	140	1,445	2,336	(891)	(0)	2,803
Town Planning, Building Regulations and		5,246	6,225	5,978	510	4,745	4,982	(237)	(0)	5,978
Project Management Unit		2,628	3,032	3,032	293	2,420	2,527	(107)	(0)	3,032
Road transport		27,483	28,202	28,134	1,107	13,612	23,445	(9,833)	(0)	28,134
Roads		27,483	28,202	28,134	1,107	13,612	23,445	(9,833)	(0)	28,134
Environmental protection		1,416	1,419	4,728	191	1,990	3,936	(1,946)	(0)	4,728
Biodiversity and Landscape		1,416	1,229	4,678	191	1,975	3,894	(1,920)	(0)	4,678
Pollution Control		–	190	50	–	15	42	(27)	(0)	50
Trading services		447,908	570,032	576,320	60,058	356,176	443,807	(87,631)	(0)	576,320
Energy sources		316,120	403,519	405,387	35,322	251,842	301,415	(49,573)	(0)	405,387
Electricity		312,681	399,364	400,915	35,246	249,411	297,688	(48,277)	(0)	400,915
Street Lighting and Signal Systems		3,438	4,155	4,472	76	2,430	3,726	(1,296)	(0)	4,472
Water management		53,258	51,024	54,110	1,698	30,119	45,041	(14,922)	(0)	54,110
Water Treatment		199	231	231	12	174	193	(19)	(0)	231
Water Distribution		50,318	46,494	49,824	1,655	27,995	41,470	(13,474)	(0)	49,824
Water Storage		2,741	4,300	4,054	30	1,950	3,379	(1,429)	(0)	4,054
Waste water management		47,299	44,548	44,719	20,496	43,879	37,265	6,614	0	44,719
Public Toilets		1,681	1,924	1,978	123	1,305	1,648	(343)	(0)	1,978
Sewerage		37,932	33,820	35,353	19,990	38,491	29,461	9,030	0	35,353
Storm Water Management		7,685	8,789	7,386	383	4,081	6,155	(2,075)	(0)	7,386
Waste Water Treatment		0	14	1	–	3	1	2	0	1
Waste management		31,231	70,941	72,104	2,542	30,336	60,087	(29,750)	(0)	72,104
Solid Waste Disposal (Landfill Sites)		(11,759)	30,827	30,252	387	2,268	25,210	(22,943)	(0)	30,252
Solid Waste Removal		42,945	40,065	41,803	2,153	28,041	34,836	(6,795)	(0)	41,803
Street Cleaning		45	49	49	2	28	41	(13)	(0)	49
Other		907	1,154	1,154	276	1,102	949	153	0	1,154
Licensing and Regulation		7	56	56	2	4	46	(42)	(0)	56
Tourism		900	1,098	1,098	274	1,098	902	195	0	1,098
Total Expenditure - Functional	3	710,561	912,737	948,359	99,220	591,541	753,743	(162,201)	(0)	948,359
Surplus/ (Deficit) for the year		118,237	(8,035)	8,255	(56,297)	111,203	42,486	68,717	0	8,255

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - M10 April

Vote Description R thousands	Ref	2022/23 Audited Outcome	Budget Year 2023/24 Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Revenue by Vote	1									
Vote 1 - Financial Services		131,023	133,121	141,684	5,902	115,846	118,070	(2,224)	-1.9%	141,684
Vote 2 - Community Services		150,347	164,312	192,453	1,329	153,473	160,294	(6,822)	-4.3%	192,453
Vote 3 - Corporate Services		13,547	17,166	17,364	2,037	18,819	14,441	4,378	30.3%	17,364
Vote 4 - Technical Services		532,342	588,653	603,345	33,594	413,974	501,976	(88,002)	-17.5%	603,345
Vote 5 - Municipal Manager		1,667	1,451	1,768	60	633	1,447	(814)	-56.3%	1,768
Total Revenue by Vote	2	828,926	904,702	956,614	42,922	702,744	796,229	(93,484)	-11.7%	956,614
Expenditure by Vote	1									
Vote 1 - Financial Services		43,645	62,909	62,885	2,964	36,038	52,402	(16,364)	-31.2%	62,885
Vote 2 - Community Services		79,604	101,160	130,673	22,370	86,513	108,810	(22,296)	-20.5%	130,673
Vote 3 - Corporate Services		84,590	121,674	119,928	10,322	74,465	99,924	(25,459)	-25.5%	119,928
Vote 4 - Technical Services		487,280	610,926	618,637	62,342	380,951	479,077	(98,127)	-20.5%	618,637
Vote 5 - Municipal Manager		13,289	16,067	16,235	1,221	13,574	13,529	45	0.3%	16,235
Total Expenditure by Vote	2	708,408	912,737	948,359	99,220	591,541	753,743	(162,201)	-21.5%	948,359
Surplus/ (Deficit) for the year	2	120,517	(8,035)	8,255	(56,297)	111,203	42,486	68,717	161.7%	8,255

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - A - M10 April

Vote Description R thousand	Ref	2022/23 Audited Outcome	Budget Year 2023/24 Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Revenue by Vote	1									
Vote 1 - Financial Services		131,023	133,121	141,684	5,902	115,846	118,070	(2,224)	-2%	141,684
1.2 - Income		98,611	105,563	105,563	3,664	88,952	87,970	983	1%	105,563
1.3 - Financial Administrastion		32,362	27,206	35,768	2,238	26,849	29,807	(2,958)	-10%	35,768
1.4 - Credit Control		(2)	270	270	–	(1)	225	(226)	-100%	270
1.5 - Supply Chain & Expenditure		52	82	82	0	46	68	(22)	-33%	82
Vote 2 - Community Services		150,347	164,312	192,453	1,329	153,473	160,294	(6,822)	-4%	192,453
2.2 - Cemetries		178	254	254	9	120	211	(91)	-43%	254
2.3 - Housing		482	6,269	31,114	(378)	50	25,929	(25,878)	-100%	31,114
2.4 - Libraries		10,788	10,025	10,994	838	9,072	9,161	(89)	-1%	10,994
2.5 - Resorts & Swimmng Pools		6,542	6,900	6,900	409	5,695	5,750	(55)	-1%	6,900
2.6 - Social Services		124,226	139,300	139,108	405	138,083	115,923	22,160	19%	139,108
2.7 - Fire Services & Disaster Management		29	864	864	1	13	720	(706)	-98%	864
2.8 - Environment & Licencing		603	143	2,049	–	100	1,708	(1,608)	-94%	2,049
2.9 - Community Halls and Amenities		6,985	275	860	45	338	717	(378)	-53%	860
2.10 - Local Economic Development		513	283	310	–	–	175	(175)	-100%	310
Vote 3 - Corporate Services		13,547	17,166	17,364	2,037	18,819	14,441	4,378	30%	17,364
3.2 - Human Resources		374	639	639	103	418	533	(115)	-22%	639
3.3 - Administration		0	10	10	–	0	9	(8)	-96%	10
3.5 - Marketing & Communication		–	5	5	–	–	4	(4)	-100%	5
3.7 - Traffic and Protection Services		13,139	16,330	16,529	1,932	18,379	13,757	4,621	34%	16,529
3.8 - Tourism		–	150	150	–	–	113	(113)	-100%	150
3.9 - Council Cost		33	31	31	3	22	26	(4)	-14%	31
Vote 4 - Technical Services		532,342	588,653	603,345	33,594	413,974	501,976	(88,002)	-18%	603,345
4.1 - Director: Technical Services		–	–	256	–	–	192	(192)	-100%	256
4.2 - Electro Technical Services		315,576	402,787	399,396	42,137	297,467	332,685	(35,218)	-11%	399,396
4.3 - Water Storage & Distribution		75,496	63,463	64,163	5,673	52,100	53,472	(1,372)	-3%	64,163
4.4 - Waste Water Management		63,082	38,729	55,304	(2,645)	42,365	45,955	(3,590)	-8%	55,304
4.5 - Waste Management		40,720	39,410	40,610	(11,693)	20,727	33,742	(13,015)	-39%	40,610
4.6 - Roads		34,568	42,683	42,035	7	9	34,613	(34,604)	-100%	42,035
4.8 - Town Planning & Building Control		2,090	1,580	1,580	116	1,306	1,317	(11)	-1%	1,580
4.9 - Public Toilets		812	–	–	–	–	–	–		–
Vote 5 - Municipal Manager		1,667	1,451	1,768	60	633	1,447	(814)	-56%	1,768
5.2 - Performance & Project Management		1,037	997	1,314	–	–	1,068	(1,068)	-100%	1,314
5.3 - Property & Legal Services		630	454	454	60	633	378	254	67%	454
Total Revenue by Vote	2	828,926	904,702	956,614	42,922	702,744	796,229	(93,484)	-12%	956,614
Expenditure by Vote	1							–		
Vote 1 - Financial Services		43,645	62,909	62,885	2,964	36,038	52,402	(16,364)	-31%	62,885
1.1 - Direcrtor: Finance		2,157	2,287	2,302	180	1,854	1,918	(65)	-3%	2,302
1.2 - Income		11,507	23,231	22,706	506	8,606	18,922	(10,316)	-55%	22,706
1.3 - Financial Administrastion		13,177	16,751	16,573	609	9,829	13,810	(3,981)	-29%	16,573
1.4 - Credit Control		9,045	11,364	12,272	922	8,694	10,226	(1,532)	-15%	12,272
1.5 - Supply Chain & Expenditure		7,758	9,276	9,031	747	7,055	7,526	(471)	-6%	9,031
Vote 2 - Community Services		79,604	101,160	130,673	22,370	86,513	108,810	(22,296)	-20%	130,673
2.1 - Director: Community Services		341	396	396	43	466	330	136	41%	396
2.2 - Cemetries		3,925	4,489	4,418	327	3,101	3,682	(581)	-16%	4,418
2.3 - Housing		4,801	11,667	35,765	15,880	22,424	29,804	(7,380)	-25%	35,765
2.4 - Libraries		13,988	15,093	16,103	1,181	11,540	13,420	(1,879)	-14%	16,103
2.5 - Resorts & Swimmng Pools		13,007	14,662	14,676	1,178	11,868	12,230	(362)	-3%	14,676
2.6 - Social Services		5,635	9,272	8,918	511	5,120	7,431	(2,311)	-31%	8,918
2.7 - Fire Services & Disaster Management		9,917	12,081	12,078	848	8,236	10,065	(1,829)	-18%	12,078
2.8 - Environment & Licencing		1,422	1,474	4,704	173	1,970	3,916	(1,946)	-50%	4,704
2.9 - Community Halls and Amenities		24,593	29,849	30,657	2,072	20,247	25,467	(5,220)	-20%	30,657
2.10 - Local Economic Development		1,975	2,177	2,960	156	1,542	2,466	(924)	-37%	2,960
Vote 3 - Corporate Services		84,590	121,674	119,928	10,322	74,465	99,924	(25,459)	-25%	119,928
3.1 - Director: Corporate Services		2,277	2,613	2,613	192	1,820	2,178	(358)	-16%	2,613
3.2 - Human Resources		13,949	32,405	32,651	4,283	18,307	27,209	(8,902)	-33%	32,651
3.3 - Administration		12,482	17,594	15,922	1,321	10,538	13,265	(2,727)	-21%	15,922
3.4 - Information Technology		4,553	5,378	5,368	170	3,397	4,473	(1,076)	-24%	5,368
3.5 - Marketing & Communication		4,172	4,781	4,738	353	3,292	3,948	(656)	-17%	4,738
3.6 - Thusong Centre		523	541	548	53	511	457	54	12%	548
3.7 - Traffic and Protection Services		28,500	38,918	38,636	2,492	23,209	32,197	(8,988)	-28%	38,636
3.8 - Tourism		900	1,098	1,098	274	1,098	902	195	22%	1,098
3.9 - Council Cost		17,235	18,348	18,354	1,184	12,293	15,295	(3,002)	-20%	18,354
Vote 4 - Technical Services		487,280	610,926	618,637	62,342	380,951	479,077	(98,127)	-20%	618,637
4.1 - Director: Technical Services		2,317	2,311	2,335	198	1,923	1,946	(23)	-1%	2,335
4.2 - Electro Technical Services		311,782	398,930	401,199	34,929	247,736	298,348	(50,612)	-17%	401,199
4.3 - Water Storage & Distribution		53,258	51,425	54,110	1,698	30,119	45,041	(14,922)	-33%	54,110
4.4 - Waste Water Management		41,937	37,970	39,490	20,383	42,586	32,490	10,096	31%	39,490
4.5 - Waste Management		31,140	70,941	72,104	2,542	30,336	60,087	(29,750)	-50%	72,104
4.6 - Roads		27,328	28,202	28,134	1,107	13,612	23,445	(9,833)	-42%	28,134
4.7 - Storm Water Management		8,292	8,789	9,128	551	5,698	7,607	(1,909)	-25%	9,128
4.8 - Town Planning & Building Control		5,246	6,225	5,978	510	4,745	4,982	(237)	-5%	5,978
4.9 - Public Toilets		1,681	1,924	1,978	123	1,305	1,648	(343)	-21%	1,978
4.10 - Mechanical Workshop		4,299	4,209	4,182	300	2,891	3,485	(594)	-17%	4,182

Vote Description R thousand	Ref	2022/23 Audited Outcome	Budget Year 2023/24 Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Vote 5 - Municipal Manager		13,289	16,067	16,235	1,221	13,574	13,529	45	0%	16,235
5.1 - Municipal Manager		4,243	3,961	3,961	281	3,467	3,301	166	5%	3,961
5.2 - Performance & Project Management		2,628	3,032	3,032	293	2,420	2,527	(107)	-4%	3,032
5.3 - Property & Legal Services		1,558	2,939	3,024	182	1,947	2,520	(573)	-23%	3,024
5.4 - Internal Audit		2,518	3,002	3,002	254	3,480	2,502	978	39%	3,002
5.5 - IDP		2,341	3,133	3,216	211	2,260	2,680	(420)	-16%	3,216
Total Expenditure by Vote	2	708,408	912,737	948,359	99,220	591,541	753,743	(162,201)	(0)	948,359
Surplus/ (Deficit) for the year	2	120,517	(8,035)	8,255	(56,297)	111,203	42,486	68,717	0	8,255

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M10 April

Description	Ref	2022/23	Budget Year 2023/24							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Revenue										
Exchange Revenue		497,283	568,519	592,203	33,999	442,622	493,418	(50,796)	-10%	592,203
Service charges - Electricity		311,865	399,102	399,102	40,355	295,255	332,441	(37,185)	-11%	399,102
Service charges - Water		45,356	53,000	53,000	4,610	40,773	44,227	(3,455)	-8%	53,000
Service charges - Waste Water Management		48,851	33,059	48,059	(3,320)	35,612	40,049	(4,438)	-11%	48,059
Service charges - Waste management		31,185	31,315	31,315	(12,443)	13,443	26,096	(12,653)	-48%	31,315
Sale of Goods and Rendering of Services		5,460	5,272	5,272	433	4,443	4,394	49	1%	5,272
Agency services		4,611	4,461	4,461	227	4,016	3,718	298	8%	4,461
Interest		–	10	10	–	–	9	(9)	-100%	10
Interest earned from Receivables		22,715	23,503	23,503	2,400	25,246	19,586	5,660	29%	23,503
Interest earned from Current and Non Current Assets		14,390	12,444	21,127	1,815	19,244	17,606	1,638	9%	21,127
Rent on Land		–	26	26	–	–	22	(22)	-100%	26
Rental from Fixed Assets		4,786	4,648	4,648	(64)	3,829	3,873	(44)	-1%	4,648
Operational Revenue		8,063	1,679	1,679	(15)	761	1,399	(637)	-46%	1,679
Non-Exchange Revenue		265,750	289,262	317,670	8,924	260,122	264,632	(4,511)	-2%	317,670
Property rates		98,157	105,353	105,353	3,802	89,129	87,795	1,334	2%	105,353
Surcharges and Taxes		9,980	7,290	7,311	11	2,337	6,062	(3,725)	-61%	7,311
Fines, penalties and forfeits		8,487	11,194	11,194	1,638	13,656	9,328	4,328	46%	11,194
Licence and permits		1,145	2,327	2,327	71	902	1,939	(1,037)	-53%	2,327
Transfer and subsidies - Operational		142,534	158,793	187,180	2,780	148,174	155,920	(7,746)	-5%	187,180
Interest		2,822	3,566	3,566	359	3,454	2,972	482	16%	3,566
Operational Revenue		2,625	739	739	262	2,470	616	1,854	301%	739
Total Revenue (excluding capital transfers and contributions)		763,033	857,781	909,873	42,922	702,744	758,051	(55,307)	-7%	909,873
Expenditure By Type										
Employee related costs		217,107	257,116	261,109	20,954	201,290	217,590	(16,301)	-7%	261,109
Remuneration of councillors		10,766	11,983	11,983	925	9,550	9,986	(436)	-4%	11,983
Bulk purchases - electricity		279,960	360,544	360,143	33,474	224,646	263,728	(39,082)	-15%	360,143
Inventory consumed		18,504	18,512	24,465	1,588	18,809	20,282	(1,473)	-7%	24,465
Debt impairment		57,793	64,475	64,475	–	21,427	53,729	(32,302)	-60%	64,475
Depreciation and amortisation		33,070	54,369	54,369	–	3	45,307	(45,304)	-100%	54,369
Interest		9,895	9,535	9,535	–	–	7,946	(7,946)	-100%	9,535
Contracted services		50,689	64,652	66,914	3,387	38,547	55,715	(17,167)	-31%	66,914
Transfers and subsidies		2,208	8,918	32,772	15,656	20,317	27,298	(6,981)	-26%	32,772
Irrecoverable debts written off		9,576	–	–	18,681	18,813	–	18,813		–
Operational costs		20,154	56,396	56,357	4,555	38,140	46,964	(8,824)	-19%	56,357
Losses on Disposal of Assets		838	–	–	–	–	–	–		–
Other Losses		–	6,237	6,237	–	–	5,198	(5,198)	-100%	6,237
Total Expenditure		710,561	912,737	948,359	99,220	591,541	753,743	(162,201)	-22%	948,359
Surplus/(Deficit)		52,471	(54,955)	(38,486)	(56,297)	111,202	4,308	106,894	0	(38,486)
Transfers and subsidies - capital (monetary allocations)		65,766	46,921	46,741	–	0	38,178	(38,178)	(0)	46,741
Surplus/(Deficit) after capital transfers & contributions		118,237	(8,035)	8,255	(56,297)	111,203	42,486			8,255
Surplus/(Deficit) after income tax		118,237	(8,035)	8,255	(56,297)	111,203	42,486			8,255
Share of Surplus/Deficit attributable to Joint Venture		–	–	–	–	–	–			–
Share of Surplus/Deficit attributable to Minorities		–	–	–	–	–	–			–
Surplus/(Deficit) attributable to municipality		118,237	(8,035)	8,255	(56,297)	111,203	42,486			8,255
Share of Surplus/Deficit attributable to Associate		–	–	–	–	–	–			–
Intercompany/Parent subsidiary transactions		–	–	–	–	–	–			–
Surplus/ (Deficit) for the year		118,237	(8,035)	8,255	(56,297)	111,203	42,486			8,255

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - M10 April

Vote Description	Ref	2022/23	Budget Year 2023/24							
R thousands	1	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Multi-Year expenditure appropriation	2									
Vote 1 - Financial Services		(99,895)	–	–	–	–	–	–		–
Vote 2 - Community Services		–	857	859	–	–	716	(716)	-100%	859
Vote 4 - Technical Services		53,369	31,613	39,313	3,031	20,661	32,463	(11,802)	-36%	39,313
Total Capital Multi-year expenditure	4,7	(46,526)	32,470	40,173	3,031	20,661	33,180	(12,518)	-38%	40,173
Single Year expenditure appropriation	2									
Vote 1 - Financial Services		179	180	432	258	421	360	61	17%	432
Vote 2 - Community Services		7,397	3,758	4,335	68	2,651	3,529	(878)	-25%	4,335
Vote 3 - Corporate Services		691	850	1,716	254	455	1,393	(938)	-67%	1,716
Vote 4 - Technical Services		25,554	36,007	38,690	570	21,529	31,636	(10,108)	-32%	38,690
Total Capital single-year expenditure	4	33,821	40,795	45,174	1,149	25,057	36,919	(11,862)	-32%	45,174
Total Capital Expenditure	3	(12,706)	73,264	85,347	4,180	45,718	70,098	(24,380)	-35%	85,347

Vote Description R thousands	Ref 1	2022/23 Audited Outcome	Budget Year 2023/24 Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Capital Expenditure - Functional Classification										
Governance and administration		(97,286)	2,180	6,151	321	2,028	5,102	(3,075)	-60%	6,151
Executive and council		409	–	107	5	63	89	(26)	-29%	107
Finance and administration		(97,695)	2,180	6,043	316	1,964	5,013	(3,049)	-61%	6,043
Community and public safety		7,086	5,064	4,963	250	2,891	4,121	(1,230)	-30%	4,963
Community and social services		160	2,000	58	–	–	48	(48)	-100%	58
Sport and recreation		6,870	858	3,091	24	2,407	2,576	(169)	-7%	3,091
Public safety		57	1,707	1,682	226	352	1,387	(1,036)	-75%	1,682
Housing		–	500	132	–	132	110	22	20%	132
Economic and environmental services		45,050	26,023	29,301	1,475	15,408	23,947	(8,539)	-36%	29,301
Planning and development		–	400	900	8	53	667	(614)	-92%	900
Road transport		45,050	25,623	28,401	1,466	15,356	23,280	(7,924)	-34%	28,401
Trading services		32,444	39,997	44,932	2,135	25,391	36,928	(11,537)	-31%	44,932
Energy sources		4,827	6,491	14,912	1,202	4,574	12,130	(7,557)	-62%	14,912
Water management		14,903	19,358	11,097	319	8,764	9,264	(500)	-5%	11,097
Waste water management		12,517	100	4,510	–	600	3,645	(3,044)	-84%	4,510
Waste management		197	14,048	14,413	613	11,454	11,889	(435)	-4%	14,413
Total Capital Expenditure - Functional Classification	3	(12,706)	73,264	85,347	4,180	45,718	70,098	(24,380)	-35%	85,347
Funded by:										
National Government		41,976	25,175	20,557	58	15,204	17,131	(1,927)	-11%	20,557
Provincial Government		22,759	21,566	15,166	–	11,603	12,530	(927)	-7%	15,166
District Municipality		762	600	1,973	204	932	1,030	(98)	-10%	1,973
Transfers and subsidies - capital (monetary allocations) (Nat / Prov Departm Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporatons, Higher Educ Institutions)		197	–	256	–	150	192	(43)	-22%	256
Transfers recognised - capital		65,693	47,342	37,953	261	27,888	30,883	(2,995)	-10%	37,953
Borrowing	6	–	9,000	10,518	1,095	4,465	8,765	(4,300)	-49%	10,518
Internally generated funds		21,496	16,923	36,823	2,824	13,316	30,406	(17,090)	-56%	36,823
Total Capital Funding	7	87,190	73,264	85,293	4,180	45,669	70,053	(24,385)	-35%	85,293

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - A - M10 April

Vote Description R thousand	Ref	2022/23 Audited Outcome	Budget Year 2023/24 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	1									
Vote 1 - Financial Services		(99,895)	–	–	–	–	–	–		–
1.3 - Financial Administrastion		(99,895)	–	–	–	–	–	–		–
Vote 2 - Community Services		–	857	859	–	–	716	(716)	-100%	859
2.7 - Fire Services & Disaster Management		–	857	859	–	–	716	(716)	-100%	859
Vote 4 - Technical Services		53,369	31,613	39,313	3,031	20,661	32,463	(11,802)	-36%	39,313
4.2 - Electro Technical Services		4,236	1,100	11,318	1,202	2,453	9,349	(6,895)	-74%	11,318
4.3 - Water Storage & Distribution		13,838	–	3,013	203	3,013	2,511	502	20%	3,013
4.4 - Waste Water Management		7,955	–	3,810	–	–	3,061	(3,061)	-100%	3,810
4.5 - Waste Management		–	6,000	2,282	179	320	1,801	(1,481)	-82%	2,282
4.6 - Roads		27,340	24,513	18,890	1,447	14,875	15,742	(866)	-6%	18,890
Total multi-year capital expenditure		(46,526)	32,470	40,173	3,031	20,661	33,180	(12,518)	-38%	40,173
Capital expenditure - Municipal Vote										
Expenditue of single-year capital appropriation	1									
Vote 1 - Financial Services		179	180	432	258	421	360	61	17%	432
1.3 - Financial Administrastion		179	180	432	258	421	360	61	17%	432
Vote 2 - Community Services		7,397	3,758	4,335	68	2,651	3,529	(878)	-25%	4,335
2.1 - Director: Community Services		137	–	131	35	39	109	(70)	-64%	131
2.3 - Housing		–	500	132	–	132	110	22	20%	132
2.4 - Libraries		124	2,000	58	–	–	48	(48)	-100%	58
2.8 - Environment & Licencing		–	–	24	–	21	20	1	3%	24
2.9 - Community Halls and Amenities		7,136	858	3,091	24	2,407	2,576	(169)	-7%	3,091
2.10 - Local Economic Development		–	400	900	8	53	667	(614)	-92%	900
Vote 3 - Corporate Services		691	850	1,716	254	455	1,393	(938)	-67%	1,716
3.1 - Director: Corporate Services		194	–	158	5	81	132	(51)	-39%	158
3.2 - Human Resources		–	–	615	–	–	490	(490)	-100%	615
3.4 - Information Technology		441	–	–	–	–	–	–		–
3.5 - Marketing & Communication		–	–	120	23	23	100	(77)	-77%	120
3.7 - Traffic and Protection Services		57	850	823	226	352	671	(320)	-48%	823
Vote 4 - Technical Services		25,554	36,007	38,690	570	21,529	31,636	(10,108)	-32%	38,690
4.1 - Director: Technical Services		79	–	39	–	7	33	(25)	-78%	39
4.2 - Electro Technical Services		591	5,391	3,594	–	2,120	2,782	(661)	-24%	3,594
4.3 - Water Storage & Distribution		1,065	19,358	8,060	116	5,730	6,733	(1,003)	-15%	8,060
4.4 - Waste Water Management		3,278	100	700	–	600	583	17	3%	700
4.5 - Waste Management		197	8,048	12,131	435	11,134	10,088	1,046	10%	12,131
4.6 - Roads		17,710	1,110	9,511	19	480	7,538	(7,058)	-94%	9,511
4.9 - Public Toilets		1,284	–	–	–	–	–	–		–
4.10 - Mechanical Workshop		1,350	2,000	4,655	–	1,457	3,879	(2,423)	-62%	4,655
Total single-year capital expenditure		33,821	40,795	45,174	1,149	25,057	36,919	(11,862)	(0)	45,174
Total Capital Expenditure		(12,706)	73,264	85,347	4,180	45,718	70,098	(24,380)	(0)	85,347

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M10 April

Description	Ref	2022/23	Budget Year 2023/24			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD Actual	Full Year Forecast
R thousands	1					
ASSETS						
Current assets						
Cash and cash equivalents		226,802	199,597	219,371	235,063	219,371
Trade and other receivables from exchange transactions		77,124	44,957	74,512	104,493	74,512
Receivables from non-exchange transactions		10,131	45,608	39,219	23,099	39,219
Inventory		11,534	4,484	7,213	19,654	7,213
VAT		20,971	996	18,766	73,279	18,766
Other current assets		1,709	453	1,709	4,235	1,709
Total current assets		348,272	296,094	360,790	459,823	360,790
Non current assets						
Investment property		42,093	41,358	41,352	42,089	41,352
Property, plant and equipment		1,031,712	1,141,746	1,063,094	1,047,395	1,063,094
Heritage assets		550	550	550	550	550
Intangible assets		2,039	1,785	2,377	2,039	2,377
Total non current assets		1,076,395	1,185,439	1,107,373	1,092,073	1,107,373
TOTAL ASSETS		1,424,667	1,481,533	1,468,163	1,551,896	1,468,163
LIABILITIES						
Current liabilities						
Financial liabilities		36	2,050	669	36	669
Consumer deposits		12,158	11,549	12,158	12,796	12,158
Trade and other payables from exchange transactions		103,355	93,087	106,916	24,644	106,916
Trade and other payables from non-exchange transactions		6,977	6,092	(354)	59,497	(354)
Provision		30,618	37,979	39,772	26,355	39,772
VAT		9,070	3,449	44,898	66,380	44,898
Total current liabilities		162,213	154,205	204,059	189,707	204,059
Non current liabilities						
Financial liabilities		492	9,475	(1,154)	490	(1,154)
Provision		58,839	194,575	67,950	58,838	67,950
Other non-current liabilities		57,301	100,085	67,631	65,794	67,631
Total non current liabilities		116,632	304,136	134,427	125,122	134,427
TOTAL LIABILITIES		278,845	458,341	338,486	314,829	338,486
NET ASSETS	2	1,145,822	1,023,192	1,129,677	1,237,067	1,129,677
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		1,131,879	1,010,653	1,116,656	1,224,527	1,116,656
Reserves and funds		12,540	12,540	12,540	12,540	12,540
TOTAL COMMUNITY WEALTH/EQUITY	2	1,144,418	1,023,192	1,129,196	1,237,067	1,129,196

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

Description	Ref	2022/23	Budget Year 2023/24							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands	1									
CASH FLOW FROM OPERATING ACTIVITIES										
Receipts										
Property rates		2,754	91,170	91,170	7,068	85,522	75,975	9,547	13%	91,170
Service charges		766,796	453,490	552,123	46,726	371,834	460,102	(88,268)	-19%	552,123
Other revenue		16,318	16,342	32,320	649	9,010	26,934	(17,923)	-67%	32,320
Transfers and Subsidies - Operational		99,341	156,768	183,104	15,092	192,690	151,283	41,407	27%	183,104
Transfers and Subsidies - Capital		100,181	55,289	50,797	–	4,745	41,831	(37,086)	-89%	50,797
Interest		7,939	33,583	48,207	685	10,419	40,172	(29,753)	-74%	48,207
Dividends		–	–	–	–	–	–	–		–
Payments										
Suppliers and employees		(456,662)	(983,456)	(885,897)	(64,387)	(596,450)	(738,247)	(141,797)	19%	(81,955)
Interest		–	–	–	–	–	–	–		–
Transfers and Subsidies		–	–	–	(15,656)	(20,326)	–	20,326	0%	–
NET CASH FROM/(USED) OPERATING ACTIVITIES		536,667	(176,815)	71,824	(9,823)	57,444	58,049	605	1%	875,766
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE		–	–	–	–	–	–	–		–
Decrease (increase) in non-current receivables		–	–	–	–	–	–	–		–
Decrease (increase) in non-current investments		–	–	–	–	–	–	–		–
Payments										
Capital assets		(51,537)	(68,014)	(76,095)	(5,976)	(48,555)	62,389	110,944	178%	76,095
NET CASH FROM/(USED) INVESTING ACTIVITIES		(51,537)	(68,014)	(76,095)	(5,976)	(48,555)	62,389	110,944	178%	76,095
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		–	–	–	–	–	–	–		–
Borrowing long term/refinancing		–	–	–	–	–	–	–		–
Increase (decrease) in consumer deposits		24,635	–	–	25	257	–	257	0%	–
Payments										
Repayment of borrowing		–	–	–	–	–	–	–		–
NET CASH FROM/(USED) FINANCING ACTIVITIES		24,635	–	–	25	257	–	(257)	0%	–
NET INCREASE/ (DECREASE) IN CASH HELD		509,765	(244,829)	(4,271)	(15,774)	9,146	120,438			951,861
Cash/cash equivalents at beginning:		142,742	227,290	226,802		226,802	226,802			226,802
Cash/cash equivalents at month/year end:		652,507	(17,539)	222,530		235,948	347,240			1,178,663

WC022 Witzenberg - Supporting Table SC1 Material variance explanations - M10 April

Ref	Description R thousands	Variance	Reasons for material deviations	Remedial or corrective steps/remarks
1	Revenue			
	Service charges - Electricity	(37,185)	Correction in terms of debt write off journal to be processed in May 2024.	
	Service charges - Water	(3,455)	Correction in terms of debt write off journal to be processed in May 2024.	
	Service charges - Waste Water Management	(4,438)	Correction in terms of debt write off journal to be processed in May 2024.	
	Service charges - Waste management	(12,653)	Correction in terms of debt write off journal to be processed in May 2024.	
	Sale of Goods and Rendering of Services	49	Immaterial Variance	
	Agency services	298	Immaterial Variance	
	Interest	(9)	Immaterial Variance	
	Interest earned from Receivables	5,660	Increase due to increase in outstanding accounts.	
	Interest earned from Current and Non Current A	1,638	Immaterial Variance	
	Dividends	–	Immaterial Variance	
	Rent on Land	(22)	Immaterial Variance	
	Rental from Fixed Assets	(44)	Immaterial Variance	
	Licence and permits	–	Immaterial Variance	
	Operational Revenue	(637)	Immaterial Variance	
	Non-Exchange Revenue			
	Property rates	1,334	Immaterial Variance	
	Surcharges and Taxes	(3,725)	Dependant on grant expenditure.	
	Fines, penalties and forfeits	4,328	Fines revenue more than anticipated.	
	Licence and permits	(1,037)	Immaterial Variance	
	Transfer and subsidies - Operational	(7,746)	Outstanding revenue recognition in terms of operational grants to be processed.	
	Interest	482	Immaterial Variance	
	Fuel Levy	–	Immaterial Variance	
	Operational Revenue	1,854	Immaterial Variance	
	Gains on disposal of Assets	–	Immaterial Variance	
	Other Gains	–	Immaterial Variance	
	Discontinued Operations	–	Immaterial Variance	
2	Expenditure By Type			
	Employee related costs	(16,301)	Vacancies to be filled during the financial year	
	Remuneration of councillors	(436)	Immaterial Variance	
	Bulk purchases - electricity	(39,082)	Most recent Eskom account not received at the reporting date and thus still to be recognised against the available budget.	
	Inventory consumed	(1,473)	Immaterial Variance	
	Debt impairment	(32,302)	Provision to be adjusted in line with financial statements.	
	Depreciation and amortisation	(45,304)	Depreciation run performed on an annual basis	
	Interest	(7,946)	No loans taken up and finance charges related to landfill sites and employee related benefits levied on annual basis.	
	Contracted services	(17,167)	Low spending on Hygiene Services and other contracted services.	
	Transfers and subsidies	(6,981)	Roll out of Top Strucutures in process.	
	Irrecoverable debts written off	18,813	Irrecoverable debts written off during April 2024 in terms of council resolution.	
	Operational costs	(8,824)	Operational costs less than expected. Anticipated to increase throughout the year.	
	Losses on Disposal of Assets	–	Immaterial Variance	
	Other Losses	(5,198)	Gains and losses on actuarial assessments recognised on an annual basis.	
3	Capital Expenditure			
	Total Capital Expenditure	(24,385)	Low spending observed. Expectation is that spending will increase up until year-end.	
4	Financial Position			
5	Cash Flow			
6	Measureable performance			
7	Municipal Entities			

WC022 Witzenberg - Supporting Table SC2 Monthly Budget Statement - performance indicators - M10 April

Description of financial indicator	Basis of calculation	Ref	2022/23	Budget Year 2023/24			
			Audited Outcome	Original Budget	Adjusted Budget	YearTD Actual	Full Year Forecast
Borrowing Management							
Capital Charges to Operating Expenditure	Interest & principal paid/Operating Expenditure		1.4%	7.0%	6.7%	0.0%	2.3%
Borrowed funding of 'own' capital expenditure	Borrowings/Capital expenditure excl. transfers and grants		0.0%	12.3%	12.3%	9.8%	12.3%
Safety of Capital							
Debt to Equity	Loans, Accounts Payable, Overdraft & Tax Provision/ Funds & Reserves		9.1%	10.2%	9.4%	2.0%	9.4%
Gearing	Long Term Borrowing/ Funds & Reserves		3.9%	75.6%	-9.2%	3.9%	-9.2%
Liquidity							
Current Ratio	Current assets/current liabilities	1	214.7%	192.0%	176.8%	242.4%	176.8%
Liquidity Ratio	Monetary Assets/Current Liabilities		0.0%	0.0%	0.0%	0.0%	0.0%
Revenue Management							
Annual Debtors Collection Rate (Payment Level %)	Last 12 Mths Receipts/ Last 12 Mths Billing						
Outstanding Debtors to Revenue	Total Outstanding Debtors to Annual Revenue		11.4%	10.6%	12.5%	18.2%	12.5%
Longstanding Debtors Recovered	Debtors > 12 Mths Recovered/Total Debtors > 12 Months Old		0.0%	0.0%	0.0%	0.0%	0.0%
Creditors Management							
Creditors System Efficiency	% of Creditors Paid Within Terms (within MFMA s 65(e))		100.0%	100.0%	100.0%	100.0%	100.0%
Funding of Provisions							
Percentage Of Provisions Not Funded	Unfunded Provisions/Total Provisions						
Other Indicators							
Electricity Distribution Losses	% Volume (units purchased and generated less units sold)/units purchased and generated	2	10.3%	0.0%	0.0%	0.0%	0.0%
Water Distribution Losses	% Volume (units purchased and own source less units sold)/Total units purchased and own source	2	8.7%	0.0%	0.0%	0.0%	0.0%
Employee costs	Employee costs/Total Revenue - capital revenue		28.5%	30.0%	28.7%	28.6%	28.7%
Repairs & Maintenance	R&M/Total Revenue - capital revenue		0.0%	0.0%	0.0%	0.0%	0.0%
Interest & Depreciation	I&D/Total Revenue - capital revenue		5.6%	7.4%	7.0%	0.0%	2.4%
IDP regulation financial viability indicators							
i. Debt coverage	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year)						
ii. O/S Service Debtors to Revenue	Total outstanding service debtors/annual revenue received for services						
iii. Cost coverage	(Available cash + Investments)/monthly fixed operational expenditure						

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M10 April

Description	NT Code	Budget Year 2023/24											
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	Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts i.t.o Council Policy
Debtors Age Analysis By Income Source													
Trade and Other Receivables from Exchange Transactions - Water	1200	9,741	2,014	1,829	1,453	1,385	1,496	7,927	87,561	113,407	99,823	–	–
Trade and Other Receivables from Exchange Transactions - Electricity	1300	30,136	655	566	388	281	260	1,825	7,337	41,448	10,092	–	–
Receivables from Non-exchange Transactions - Property Rates	1400	5,498	713	638	598	648	475	9,056	24,763	42,388	35,539	–	–
Receivables from Exchange Transactions - Waste Water Management	1500	6,546	1,236	1,192	1,155	1,116	1,091	6,122	50,157	68,614	59,640	–	–
Receivables from Exchange Transactions - Waste Management	1600	7,000	1,202	1,142	1,098	1,083	1,143	5,694	49,463	67,826	58,482	–	–
Receivables from Exchange Transactions - Property Rental Debtors	1700	87	11	11	11	31	11	63	1,377	1,602	1,492	–	–
Interest on Arrear Debtor Accounts	1810	1,097	136	176	210	247	290	2,830	88,957	93,943	92,534	–	–
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820	–	–	–	–	–	–	–	–	–	–	–	–
Other	1900	(6,967)	103	33	33	28	41	132	1,694	(4,903)	1,928	–	–
Total By Income Source	2000	53,138	6,070	5,587	4,946	4,818	4,807	33,650	311,309	424,325	359,530	–	–
2022/23 - totals only										–	–		
Debtors Age Analysis By Customer Group													
Organs of State	2200	1,311	345	320	295	182	120	826	6,428	9,829	7,852	–	–
Commercial	2300	25,436	564	529	426	413	501	5,150	22,354	55,373	28,844	–	–
Households	2400	25,893	4,962	4,531	4,046	4,042	3,983	26,112	273,183	346,752	311,366	–	–
Other	2500	497	198	207	179	181	202	1,562	9,344	12,371	11,468	–	–
Total By Customer Group	2600	53,138	6,070	5,587	4,946	4,818	4,807	33,650	311,309	424,325	359,530	–	–

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M10 April

Description R thousands	NT Code	Budget Year 2023/24									Prior year totals for chart (same period)
		0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total	
Creditors Age Analysis By Customer Type											
Bulk Electricity	0100	–	–	–	–	–	–	–	–	–	–
Bulk Water	0200	–	–	–	–	–	–	–	–	–	–
PAYE deductions	0300	–	–	–	–	–	–	–	–	–	–
VAT (output less input)	0400	–	–	–	–	–	–	–	–	–	–
Pensions / Retirement deductions	0500	–	–	–	–	–	–	–	–	–	–
Loan repayments	0600	–	–	–	–	–	–	–	–	–	–
Trade Creditors	0700	4,472	8,218	1,114	300	1,901	1,029	9,252	–	26,285	–
Auditor General	0800	–	–	–	–	36	–	–	–	36	–
Other	0900	–	–	–	–	–	–	–	–	–	–
Total By Customer Type	1000	4,472	8,218	1,114	300	1,937	1,029	9,252	–	26,321	–

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M10 April

Investments by maturity Name of institution & investment ID	Ref	Period of Investment	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
R thousands		Yrs/Months												
Municipality														
ABSA		4 Months	Call Investment	Yes	Yes	Yes	No	No	24/06/2024	45,000	–		–	45,000
Nedbank Ltd		3 Months	Call Investment	Yes	Yes	Yes	No	No	24/05/2024	30,000	–		–	30,000
Standard Bank		4 Months	Call Investment	Yes	Yes	Yes	No	No	24/06/2024	45,000	–		–	45,000
First Rand Bank		3 Months	Call Investment	Yes	Yes	Yes	No	No	24/05/2024	30,000	–		–	30,000
-		–								–	–		–	–
-		–								–	–		–	–
-		–								–	–		–	–
-		–								–	–		–	–
-		–								–	–		–	–
-		–								–	–		–	–
Municipality sub-total										150,000	–		–	150,000
Entities														
-		–	–						–	–	–		–	–
-		–	–						–	–	–		–	–
-		–	–						–	–	–		–	–
-		–	–						–	–	–		–	–
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-		–	–						–	–	–		–	–
-		–	–						–	–	–		–	–
-		–	–						–	–	–		–	–
Entities sub-total										–	–		–	–
TOTAL INVESTMENTS AND INTEREST	2									150,000	–		–	150,000

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M10 April

Description R thousands	Ref	2022/23	Budget Year 2023/24							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
RECEIPTS:	1,2									
Operating Transfers and Grants										
National Government:		3,830	4,989	4,797	–	4,797	2,706	2,091	77.3%	4,797
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		2,237	3,439	3,247	–	3,247	2,706	541	20.0%	3,247
Local Government Financial Management Grant [Schedule 5B]		1,550	1,550	1,550	–	1,550	–	1,550		1,550
Water Services Infrastructure Grant		43	–	–	–	–	–	–		–
Provincial Government:		14,066	15,900	42,014	15,091	26,361	35,012	(8,651)	-24.7%	42,014
Specify (Add grant description)		700	–	–	–	–	–	–		–
Specify (Add grant description)		10,517	9,773	11,187	(1)	10,742	9,322	1,420	15.2%	11,187
Specify (Add grant description)		131	132	132	–	132	110	22	20.0%	132
Specify (Add grant description)		2,018	245	245	–	245	204	41	20.0%	245
Specify (Add grant description)		200	–	–	–	–	–	–		–
Specify (Add grant description)		500	–	–	–	–	–	–		–
Specify (Add grant description)		–	150	450	–	150	375	(225)	-60.0%	450
Specify (Add grant description)		–	5,600	30,000	15,092	15,092	25,000	(9,908)	-39.6%	30,000
District Municipality:		–	150	150	–	150	113	38	33.3%	150
Specify (Add grant description)		–	150	150	–	150	113	38	33.3%	150
Other grant providers:		3,050	–	414	–	1,715	345	1,370	396.8%	414
Foreign Government and International Organisations		1,350	–	–	–	408	–	408		–
Private Enterprises		1,700	–	414	–	1,307	345	961	278.6%	414
Total Operating Transfers and Grants	5	20,946	21,039	47,375	15,091	33,023	38,175	(5,153)	-13.5%	47,375
Capital Transfers and Grants										
National Government:		56,031	29,951	25,209	–	25,209	21,008	4,202	20.0%	25,209
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		–	3,900	900	–	900	750	150	20.0%	900
Municipal Infrastructure Grant [Schedule 5B]		25,091	26,051	24,309	–	24,309	20,258	4,052	20.0%	24,309
Regional Bulk Infrastructure Grant (Schedule 5B)		19,239	–	–	–	–	–	–		–
Water Services Infrastructure Grant [Schedule 5B]		11,701	–	–	–	–	–	–		–
Provincial Government:		27,101	24,738	24,988	–	16,007	20,823	(4,817)	-23.1%	24,988
Specify (Add grant description)		500	200	200	–	200	167	33	20.0%	200
Specify (Add grant description)		1,029	1,408	1,658	–	1,235	1,382	(147)	-10.6%	1,658
Specify (Add grant description)		475	–	–	–	–	–	–		–
Specify (Add grant description)		400	–	–	–	–	–	–		–
Specify (Add grant description)		24,696	23,130	23,130	–	14,572	19,275	(4,703)	-24.4%	23,130
District Municipality:		1,560	600	600	–	–	–	–		600
Specify (Add grant description)		1,500	600	600	–	–	–	–		600
Specify (Add grant description)		60	–	–	–	–	–	–		–
Other grant providers:		–	–	–	–	–	–	–		–
Total Capital Transfers and Grants	5	84,692	55,289	50,797	–	41,216	41,831	(615)	-1.5%	50,797
TOTAL RECEIPTS OF TRANSFERS & GRANTS	5	105,637	76,328	98,172	15,091	74,238	80,006	(5,768)	-7.2%	98,172

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M10 April

Description	Ref	2022/23	Budget Year 2023/24							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
EXPENDITURE										
Operating expenditure of Transfers and Grants										
National Government:		4,273	(5,986)	(5,794)	421	3,630	(4,828)	8,458	-175.2%	(5,794)
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		2,318	(3,439)	(3,247)	405	2,350	(2,706)	5,056	-186.9%	(3,247)
Local Government Financial Management Grant [Schedule 5B]		1,550	(1,550)	(1,550)	17	1,280	(1,292)	2,571	-199.1%	(1,550)
Neighbourhood Development Partnership Grant		(549)	–	–	–	–	–	–		–
Municipal Infrastructure Grant [Schedule 5B]		954	(997)	(997)	–	–	(831)	831	-100.0%	(997)
Water Services Infrastructure Grant		(0)	–	–	–	–	–	–		–
Provincial Government:		12,862	(15,900)	(42,714)	829	8,949	(35,537)	44,486	-125.2%	(42,714)
Specify (Add grant description)		–	–	(700)	–	–	(525)	525	-100.0%	(700)
Specify (Add grant description)		10,641	(9,773)	(11,187)	829	8,933	(9,322)	18,256	-195.8%	(11,187)
Specify (Add grant description)		273	(132)	(132)	–	16	(110)	126	-114.6%	(132)
Specify (Add grant description)		1,948	(245)	(245)	–	–	(204)	204	-100.0%	(245)
Specify (Add grant description)		–	(150)	(450)	–	–	(375)	375	-100.0%	(450)
Specify (Add grant description)		–	(5,600)	(30,000)	–	–	(25,000)	25,000	-100.0%	(30,000)
District Municipality:		–	(150)	(150)	–	–	(113)	113	-100.0%	(150)
Specify (Add grant description)		–	(150)	(150)	–	–	(113)	113	-100.0%	(150)
Other grant providers:		3,920	(1,028)	(3,219)	–	–	(2,661)	2,661	-100.0%	(3,219)
Foreign Government and International Organisations		3,420	(1,028)	(1,312)	–	–	(1,072)	1,072	-100.0%	(1,312)
Private Enterprises		500	–	(1,906)	–	–	(1,588)	1,588	-100.0%	(1,906)
Total operating expenditure of Transfers and Grants:		21,054	(23,064)	(51,877)	1,250	12,579	(43,138)	55,717	-129.2%	(51,877)
National Government:		49,017	(32,467)	(27,919)	9	1,229	(23,266)	24,495	-105.3%	(27,919)
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		778	(3,391)	–	–	–	–	–		–
Municipal Infrastructure Grant [Schedule 5B]		23,069	(29,076)	(27,919)	9	1,229	(23,266)	24,495	-105.3%	(27,919)
Regional Bulk Infrastructure Grant (Schedule 5B)		16,027	–	–	–	–	–	–		–
Water Services Infrastructure Grant [Schedule 5B]		9,143	–	–	–	–	–	–		–
Provincial Government:		25,707	(21,143)	(23,708)	–	974	(19,599)	20,573	-105.0%	(23,708)
Specify (Add grant description)		394	(174)	(174)	–	–	(145)	145	-100.0%	(174)
Specify (Add grant description)		1,029	(857)	(1,530)	–	–	(1,275)	1,275	-100.0%	(1,530)
Specify (Add grant description)		–	–	(475)	–	–	(356)	356	-100.0%	(475)
Specify (Add grant description)		83	–	(317)	–	–	(238)	238	-100.0%	(317)
Specify (Add grant description)		–	–	(1,100)	–	–	(825)	825	-100.0%	(1,100)
Specify (Add grant description)		24,201	(20,113)	(20,113)	–	974	(16,761)	17,734	-105.8%	(20,113)
District Municipality:		877	(600)	(1,999)	–	–	(1,049)	1,049	-100.0%	(1,999)
Specify (Add grant description)		812	(600)	(600)	–	–	–	–		(600)
Specify (Add grant description)		–	–	(1,200)	–	–	(900)	900	-100.0%	(1,200)
Specify (Add grant description)		65	–	–	–	(9)	–	(9)		–
Specify (Add grant description)		–	–	(199)	–	9	(149)	158	-105.7%	(199)
Total capital expenditure of Transfers and Grants		75,601	(54,211)	(53,626)	9	2,203	(43,914)	46,117	-105.0%	(53,626)
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		96,655	(77,275)	(105,503)	1,259	14,782	(87,053)	101,835	-117.0%	(105,503)

WC022 Witzenberg - Supporting Table SC7(2) Monthly Budget Statement - Expenditure against approved rollovers - M10 April

Description R thousands	Ref	Budget Year 2023/24				
		Approved Rollover 2022/23	Monthly Actual	YearTD Actual	YTD Variance	YTD Variance %
EXPENDITURE						
Operating expenditure of Approved Roll-overs						
TOTAL EXPENDITURE OF APPROVED ROLL-OVERS		–	–	–	–	

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M10 April

Summary of Employee and Councillor remuneration R thousands	Ref	2022/23 Audited Outcome	Budget Year 2023/24 Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
	1	A	B	C						D
Councillors (Political Office Bearers plus Other)										
Basic Salaries and Wages		8,319	9,277	9,277	731	7,502	7,730	(229)	-3%	9,277
Pension and UIF Contributions		1,384	1,524	1,524	111	1,112	1,270	(158)	-12%	1,524
Medical Aid Contributions		87	87	87	–	54	73	(19)	-26%	87
Motor Vehicle Allowance		–	0	0	–	–	–	–		0
Cellphone Allowance		975	1,095	1,095	83	882	913	(30)	-3%	1,095
Other benefits and allowances		–	0	0	–	–	–	–		0
Sub Total - Councillors		10,766	11,983	11,983	925	9,550	9,986	(436)	-4%	11,983
% increase	4		11.3%	11.3%						11.3%
Senior Managers of the Municipality	3									
Basic Salaries and Wages		4,125	4,652	4,652	320	3,199	3,876	(677)	-17%	4,652
Pension and UIF Contributions		345	378	378	30	295	315	(19)	-6%	378
Medical Aid Contributions		60	9	9	–	–	7	(7)	-100%	9
Performance Bonus		789	850	850	65	648	709	(61)	-9%	850
Motor Vehicle Allowance		991	1,008	1,008	421	1,130	840	290	35%	1,008
Cellphone Allowance		365	369	369	24	233	307	(74)	-24%	369
Housing Allowances		281	320	320	–	33	267	(234)	-88%	320
Other benefits and allowances		53	60	60	4	43	50	(7)	-14%	60
Sub Total - Senior Managers of Municipality		7,009	7,645	7,645	865	5,582	6,371	(788)	-12%	7,645
% increase	4		9.1%	9.1%						9.1%
Other Municipal Staff										
Basic Salaries and Wages		128,082	144,937	148,896	11,759	117,540	124,080	(6,540)	-5%	148,896
Pension and UIF Contributions		21,491	23,543	23,594	1,931	19,321	19,661	(340)	-2%	23,594
Medical Aid Contributions		8,879	9,946	9,946	841	8,121	8,289	(168)	-2%	9,946
Overtime		24,002	27,018	27,001	1,856	19,776	22,501	(2,725)	-12%	27,001
Performance Bonus		9,750	11,347	11,347	896	8,942	9,456	(514)	-5%	11,347
Motor Vehicle Allowance		6,366	7,331	7,331	586	5,626	6,109	(483)	-8%	7,331
Cellphone Allowance		608	786	786	68	657	655	2	0%	786
Housing Allowances		1,172	1,350	1,350	98	980	1,125	(145)	-13%	1,350
Other benefits and allowances		6,279	7,135	7,135	542	5,696	5,945	(250)	-4%	7,135
Payments in lieu of leave		1,893	3,501	3,501	560	(471)	2,917	(3,388)	-116%	3,501
Long service awards		963	1,095	1,095	76	761	913	(152)	-17%	1,095
Post-retirement benefit obligations	2	613	11,483	11,483	876	8,758	9,569	(811)	-8%	11,483
Sub Total - Other Municipal Staff		210,099	249,471	253,464	20,089	195,707	211,220	(15,513)	-7%	253,464
% increase	4		18.7%	20.6%						20.6%
Total Parent Municipality		227,874	269,099	273,092	21,879	210,839	227,576	(16,737)	-7%	273,092
Unpaid salary, allowances & benefits in arrears:										
Board Members of Entities										
Sub Total - Executive members Board	2	–	–	–	–	–	–	–		–
% increase	4									
Senior Managers of Entities										
Sub Total - Senior Managers of Entities		–	–	–	–	–	–	–		–
% increase	4									
Other Staff of Entities										
Sub Total - Other Staff of Entities		–	–	–	–	–	–	–		–
% increase	4									
Total Municipal Entities		–	–	–	–	–	–	–		–
TOTAL SALARY, ALLOWANCES & BENEFITS		227,874	269,099	273,092	21,879	210,839	227,576	(16,737)	-7%	273,092
% increase	4		18.1%	19.8%						19.8%
TOTAL MANAGERS AND STAFF		217,107	257,116	261,109	20,954	201,290	217,590	(16,301)	-7%	261,109

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - M10 April

Description	Ref	Budget Year 2023/24												2023/24 Medium Term Revenue & Expenditure Framework		
R thousands	1	July Outcome	August Budget	September Budget	October Budget	November Budget	December Budget	January Budget	February Budget	March Budget	April Budget	May Budget	June Budget	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Cash Receipts By Source																
Property rates		198	7,597	7,597	7,597	7,597	7,597	7,597	7,597	7,597	7,597	7,597	14,997	91,170	101,135	108,088
Service charges - electricity revenue		42,040	37,866	37,866	37,866	37,866	37,866	37,866	37,866	37,866	37,866	37,866	33,692	454,392	427,309	495,051
Service charges - water revenue		82	3,555	3,555	3,555	3,555	3,555	3,555	3,555	3,555	3,555	3,555	7,029	42,665	45,080	47,495
Service charges - Waste Water Management		90	2,439	2,439	2,439	2,439	2,439	2,439	2,439	2,439	2,439	2,439	4,787	29,262	16,143	15,883
Service charges - Waste Mangement		51	2,150	2,150	2,150	2,150	2,150	2,150	2,150	2,150	2,150	2,150	4,250	25,803	24,831	28,346
Rental of facilities and equipment		228	0	0	0	0	0	0	0	0	0	0	(227)	5	5	6
Interest earned - external investments		1,479	3,719	3,719	3,719	3,719	3,719	3,719	3,719	3,719	3,719	3,719	5,959	44,630	31,506	33,082
Interest earned - outstanding debtors		–	298	298	298	298	298	298	298	298	298	298	596	3,576	3,755	3,943
Fines, penalties and forfeits		0	365	365	365	365	365	365	365	365	365	365	730	4,380	4,469	4,693
Licences and permits		232	203	203	203	203	203	203	203	203	203	203	174	2,436	2,558	2,685
Agency services		253	363	363	363	363	363	363	363	363	363	363	472	4,353	4,570	4,799
Transfers and Subsidies - Operational		56,554	15,117	15,155	15,117	15,117	15,155	15,117	15,117	15,155	15,117	15,117	(24,732)	183,104	164,082	184,039
Other revenue		259	1,762	1,762	1,762	1,762	1,762	1,762	1,762	1,762	1,762	1,762	3,265	21,146	5,426	5,698
Cash Receipts by Source		101,467	75,435	75,473	75,435	75,435	75,473	75,435	75,435	75,473	75,435	75,435	50,991	906,924	830,870	933,808
Other Cash Flows by Source													–			
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		900	4,183	4,183	4,183	4,183	4,183	4,183	4,183	4,183	4,183	4,183	8,066	50,797	29,447	30,536
Short term loans		–	(228)	(228)	(228)	(228)	(228)	(228)	(228)	(228)	(228)	(228)	(457)	(2,740)	(2,740)	(2,740)
Increase (decrease) in consumer deposits		(46)	–	–	–	–	–	–	–	–	–	–	46	–	–	–
Total Cash Receipts by Source		102,321	79,390	79,428	79,390	79,390	79,428	79,390	79,390	79,428	79,390	79,390	58,647	954,981	857,577	961,604
Cash Payments by Type													–			
Employee related costs		8,289	34,461	34,461	34,461	34,461	34,461	34,461	34,461	34,461	34,461	34,461	60,633	413,534	374,020	400,305
Bulk purchases - Electricity		490	34,552	34,552	34,552	34,552	34,552	34,552	34,552	34,552	34,552	34,552	68,615	414,626	474,670	562,737
Acquisitions - water & other inventory		861	154	154	154	154	154	154	154	154	154	154	(552)	1,853	1,937	2,028
Contracted services		5,454	4,657	4,657	4,657	4,657	4,657	4,657	4,657	4,657	4,657	4,657	3,860	55,883	58,677	61,611
Transfers and subsidies - other		1,461	–	–	–	–	–	–	–	–	–	–	(1,461)	–	–	–
Cash Payments by Type		16,555	73,825	73,825	73,825	73,825	73,825	73,825	73,825	73,825	73,825	73,825	131,095	885,897	909,305	1,026,681
Other Cash Flows/Payments by Type																
Other Cash Flows/Payments		–	–	–	–	–	–	–	–	–	–	–	–	–	98,418	113,315
Total Cash Payments by Type		16,555	73,825	73,825	73,825	73,825	73,825	73,825	73,825	73,825	73,825	73,825	131,095	885,897	1,007,723	1,139,995
NET INCREASE/(DECREASE) IN CASH HELD		85,766	5,565	5,603	5,565	5,565	5,603	5,565	5,565	5,603	5,565	5,565	(72,448)	69,084	(150,146)	(178,392)
Cash/cash equivalents at the month/year beginning:		–	85,766	91,331	96,934	102,500	108,065	113,668	119,233	124,798	130,401	135,967	141,532	–	69,084	(81,062)
Cash/cash equivalents at the month/year end:		85,766	91,331	96,934	102,500	108,065	113,668	119,233	124,798	130,401	135,967	141,532	69,084	69,084	(81,062)	(259,453)

WC022 Witzenberg - NOT REQUIRED - municipality does not have entities or this is the parent municipality's budget - M10 April

Description	Ref	2022/23	Budget Year 2023/24							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands	1									
Revenue										
Exchange Revenue										

WC022 Witzenberg - NOT REQUIRED - municipality does not have entities or this is the parent municipality's budget - M10 April

Description	Ref	2022/23	Budget Year 2023/24							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Revenue By Municipal Entity										
Insert name of municipal entity		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
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		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
Total Operating Revenue	1	–	–	–	–	–	–	–		–
Expenditure By Municipal Entity										
Insert name of municipal entity		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
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		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
Total Operating Expenditure	2	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the yr/period		–	–	–	–	–	–	–		–
Capital Expenditure By Municipal Entity										
Insert name of municipal entity		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
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Total Capital Expenditure	3	–	–	–	–	–	–	–		–

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M10 April

Month	2022/23	Budget Year 2023/24							
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	6,124	4,756	6,470	216	216	6,470	6,254	96.7%	0%
August	5,634	5,056	6,470	5,739	5,955	12,940	6,985	54.0%	8%
September	7,586	12,354	8,178	4,059	10,014	21,118	11,104	52.6%	14%
October	10,705	7,230	6,644	5,014	15,028	27,762	12,734	45.9%	21%
November	4,630	10,169	6,470	7,537	22,566	34,232	11,666	34.1%	31%
December	3,105	7,306	8,178	6,153	28,719	42,410	13,691	32.3%	39%
January	2,769	4,456	6,470	1,226	29,944	48,880	18,936	38.7%	41%
February	7,201	3,979	6,470	4,783	34,728	55,350	20,623	37.3%	47%
March	7,658	4,286	8,278	6,810	41,538	63,628	22,091	34.7%	57%
April	4,467	3,056	6,470	4,180	45,718	70,098	24,380	34.8%	62%
May	8,435	3,472	6,470	–	45,718	76,568	30,851	40.3%	62%
June	(81,020)	7,144	8,778	–	45,718	85,347	39,629	46.4%	62%
Total Capital expenditure	(12,706)	73,264	85,347	45,718					

WC022 Witzenberg - Supporting Table SC13a Monthly Budget Statement - capital expenditure on new assets by asset class - M10 April

Description	Ref	2022/23	Budget Year 2023/24							
R thousands	1	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Capital expenditure on new assets by Asset Class/Sub-class										
Infrastructure		(67,420)	32,085	19,743	875	12,778	16,273	(3,495)	-21.5%	19,743
Roads Infrastructure		15,725	436	0	–	–	–	–		0
Roads		15,725	436	0	–	–	–	–		0
Storm water Infrastructure		–	–	–	–	–	–	–		–
Electrical Infrastructure		591	3,391	1,037	–	–	864	(864)	-100.0%	1,037
MV Networks		591	3,391	1,037	–	–	864	(864)	-100.0%	1,037
Water Supply Infrastructure		14,875	19,258	10,773	261	8,654	8,977	(324)	-3.6%	10,773
Dams and Weirs		13,388	–	3,013	203	3,013	2,511	502	20.0%	3,013
Reservoirs		623	5,381	5,478	58	4,991	4,565	426	9.3%	5,478
Bulk Mains		863	13,876	2,282	–	650	1,901	(1,252)	-65.8%	2,282
Sanitation Infrastructure		1,284	–	957	–	–	717	(717)	-100.0%	957
Toilet Facilities		1,284	–	957	–	–	717	(717)	-100.0%	957
Solid Waste Infrastructure		(99,895)	9,000	6,976	613	4,124	5,714	(1,589)	-27.8%	6,976
Landfill Sites		–	3,000	4,695	435	3,804	3,912	(108)	-2.8%	4,695
Waste Drop-off Points		–	6,000	2,282	179	320	1,801	(1,481)	-82.2%	2,282
Waste Separation Facilities		(99,895)	–	–	–	–	–	–		–
Rail Infrastructure		–	–	–	–	–	–	–		–
Coastal Infrastructure		–	–	–	–	–	–	–		–
Information and Communication Infrastructure		–	–	–	–	–	–	–		–
Community Assets		584	2,100	158	–	–	48	(48)	-100.0%	158
Community Facilities		–	2,100	158	–	–	48	(48)	-100.0%	158
Libraries		–	2,000	58	–	–	48	(48)	-100.0%	58
Markets		–	100	100	–	–	–	–		100
Sport and Recreation Facilities		584	–	–	–	–	–	–		–
Outdoor Facilities		584	–	–	–	–	–	–		–
Heritage assets		–	–	–	–	–	–	–		–
Investment properties		–	–	–	–	–	–	–		–
Revenue Generating		–	–	–	–	–	–	–		–
Non-revenue Generating		–	–	–	–	–	–	–		–
Other assets		–	1,350	782	201	333	652	(319)	-48.9%	782
Operational Buildings		–	850	650	201	201	542	(341)	-62.9%	650
Training Centres		–	850	650	201	201	542	(341)	-62.9%	650
Housing		–	500	132	–	132	110	22	20.0%	132
Social Housing		–	500	132	–	132	110	22	20.0%	132
Biological or Cultivated Assets		–	–	–	–	–	–	–		–
Intangible Assets		–	–	615	–	–	490	(490)	-100.0%	615
Licences and Rights		–	–	615	–	–	490	(490)	-100.0%	615
Computer Software and Applications		–	–	615	–	–	490	(490)	-100.0%	615
Computer Equipment		653	50	595	283	535	482	54	11.2%	595
Computer Equipment		653	50	595	283	535	482	54	11.2%	595
Furniture and Office Equipment		320	130	714	63	336	574	(238)	-41.5%	714
Furniture and Office Equipment		320	130	714	63	336	574	(238)	-41.5%	714
Machinery and Equipment		306	2,857	6,737	60	2,224	5,366	(3,143)	-58.6%	6,737
Machinery and Equipment		306	2,857	6,737	60	2,224	5,366	(3,143)	-58.6%	6,737
Transport Assets		1,543	7,048	11,835	–	8,637	9,863	(1,226)	-12.4%	11,835
Transport Assets		1,543	7,048	11,835	–	8,637	9,863	(1,226)	-12.4%	11,835
Land		–	–	–	–	–	–	–		–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–		–
Living resources		–	–	–	–	–	–	–		–
Mature		–	–	–	–	–	–	–		–
Immature		–	–	–	–	–	–	–		–
Total Capital Expenditure on new assets	1	(64,013)	45,620	41,179	1,481	24,842	33,746	8,904	26.4%	41,179

WC022 Witzenberg - Supporting Table SC13b Monthly Budget Statement - capital expenditure on renewal of existing assets by asset class - M10 April

Description	Ref	2022/23	Budget Year 2023/24							
R thousands	1	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Capital expenditure on renewal of existing assets by Asset Class/Sub-class										
Infrastructure		5,216	200	10,517	42	651	8,781	(8,130)	-92.6%	10,517
Roads Infrastructure		1,985	–	8,717	–	–	7,264	(7,264)	-100.0%	8,717
Roads		1,985	–	8,717	–	–	7,264	(7,264)	-100.0%	8,717
Storm water Infrastructure		–	–	–	–	–	–	–		–
Electrical Infrastructure		–	–	1,000	–	–	833	(833)	-100.0%	1,000
MV Networks		–	–	1,000	–	–	833	(833)	-100.0%	1,000
Water Supply Infrastructure		28	100	100	42	51	100	(49)	-49.3%	100
Distribution		28	100	100	42	51	100	(49)	-49.3%	100
Sanitation Infrastructure		3,203	100	700	–	600	583	17	2.9%	700
Reticulation		3,203	100	700	–	600	583	17	2.9%	700
Solid Waste Infrastructure		–	–	–	–	–	–	–		–
Rail Infrastructure		–	–	–	–	–	–	–		–
Coastal Infrastructure		–	–	–	–	–	–	–		–
Information and Communication Infrastructure		–	–	–	–	–	–	–		–
Community Assets		–	–	–	–	–	–	–		–
Community Facilities		–	–	–	–	–	–	–		–
Sport and Recreation Facilities		–	–	–	–	–	–	–		–
Heritage assets		–	–	–	–	–	–	–		–
Investment properties		–	–	–	–	–	–	–		–
Revenue Generating		–	–	–	–	–	–	–		–
Non-revenue Generating		–	–	–	–	–	–	–		–
Other assets		–	–	–	–	–	–	–		–
Operational Buildings		–	–	–	–	–	–	–		–
Housing		–	–	–	–	–	–	–		–
Biological or Cultivated Assets		–	–	–	–	–	–	–		–
Intangible Assets		–	–	–	–	–	–	–		–
Licences and Rights		–	–	–	–	–	–	–		–
Computer Equipment		–	–	–	–	–	–	–		–
Furniture and Office Equipment		–	–	–	–	–	–	–		–
Machinery and Equipment		–	–	–	–	–	–	–		–
Transport Assets		–	–	–	–	–	–	–		–
Land		–	–	–	–	–	–	–		–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–		–
Living resources		–	–	–	–	–	–	–		–
Mature		–	–	–	–	–	–	–		–
Immature		–	–	–	–	–	–	–		–
Total Capital Expenditure on renewal of existing assets	1	5,216	200	10,517	42	651	8,781	8,130	92.6%	10,517

WC022 Witzenberg - Supporting Table SC13c Monthly Budget Statement - expenditure on repairs and maintenance by asset class - M10 April

Description	Ref	2022/23	Budget Year 2023/24							
R thousands	1	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Repairs and maintenance expenditure by Asset Class/Sub-class										
Infrastructure		23,064	24,264	23,352	577	12,714	19,460	(6,746)	-34.7%	23,352
Roads Infrastructure		11,903	12,404	12,065	247	5,417	10,054	(4,637)	-46.1%	12,065
Roads		11,204	11,561	10,936	186	4,525	9,113	(4,588)	-50.3%	10,936
Road Furniture		699	843	1,130	61	892	941	(50)	-5.3%	1,130
Storm water Infrastructure		1,554	1,766	400	9	261	333	(73)	-21.8%	400
Storm water Conveyance		1,554	1,766	400	9	261	333	(73)	-21.8%	400
Electrical Infrastructure		1,503	2,269	2,298	160	1,203	1,915	(712)	-37.2%	2,298
HV Substations		–	31	14	–	–	12	(12)	-100.0%	14
MV Substations		784	982	981	–	462	818	(356)	-43.6%	981
MV Switching Stations		–	0	0	–	–	0	(0)	-100.0%	0
MV Networks		644	691	737	50	342	614	(272)	-44.3%	737
LV Networks		75	565	565	109	399	471	(71)	-15.2%	565
Water Supply Infrastructure		3,021	2,324	2,748	–	1,553	2,290	(737)	-32.2%	2,748
Dams and Weirs		1,031	1,035	1,383	–	543	1,153	(610)	-52.9%	1,383
Boreholes		1,357	380	380	–	347	317	31	9.8%	380
Pump Stations		54	56	56	–	56	47	9	18.7%	56
Water Treatment Works		107	113	314	–	107	261	(155)	-59.1%	314
Bulk Mains		296	505	380	–	316	317	(1)	-0.2%	380
Distribution		106	111	111	–	111	93	18	19.2%	111
Distribution Points		70	124	124	–	74	103	(29)	-28.2%	124
Sanitation Infrastructure		5,083	5,502	5,841	161	4,281	4,868	(586)	-12.0%	5,841
Reticulation		1,579	2,450	2,733	70	1,931	2,277	(347)	-15.2%	2,733
Waste Water Treatment Works		3,394	2,990	2,988	83	2,280	2,490	(210)	-8.4%	2,988
Toilet Facilities		110	62	120	8	70	100	(30)	-29.9%	120
Solid Waste Infrastructure		–	–	–	–	–	–	–		–
Rail Infrastructure		–	–	–	–	–	–	–		–
Coastal Infrastructure		–	–	–	–	–	–	–		–
Information and Communication Infrastructure		–	–	–	–	–	–	–		–
Community Assets		515	733	1,065	8	297	887	(591)	-66.5%	1,065
Community Facilities		353	494	661	8	172	551	(379)	-68.8%	661
Halls		141	161	161	4	64	134	(70)	-52.5%	161
Crèches		46	144	114	–	1	95	(94)	-98.7%	114
Libraries		29	30	30	–	2	25	(23)	-93.0%	30
Cemeteries/Crematoria		35	39	236	3	37	196	(159)	-80.9%	236
Public Ablution Facilities		–	44	44	–	–	37	(37)	-100.0%	44
Markets		100	77	77	–	68	64	4	5.9%	77
Sport and Recreation Facilities		162	240	403	–	125	336	(211)	-62.9%	403
Indoor Facilities		101	148	75	–	75	62	12	19.8%	75
Outdoor Facilities		62	92	329	–	50	274	(224)	-81.7%	329
Heritage assets		–	–	–	–	–	–	–		–
Investment properties		–	–	–	–	–	–	–		–
Revenue Generating		–	–	–	–	–	–	–		–
Non-revenue Generating		–	–	–	–	–	–	–		–
Other assets		524	1,103	1,118	85	480	932	(452)	-48.5%	1,118
Operational Buildings		310	880	668	9	165	557	(392)	-70.4%	668
Municipal Offices		310	880	668	9	165	557	(392)	-70.4%	668
Housing		215	224	450	76	315	375	(60)	-15.9%	450
Social Housing		215	224	450	76	315	375	(60)	-15.9%	450
Biological or Cultivated Assets		–	–	–	–	–	–	–		–
Intangible Assets		–	–	–	–	–	–	–		–
Licences and Rights		–	–	–	–	–	–	–		–
Computer Equipment		160	184	174	3	81	145	(64)	-44.4%	174
Computer Equipment		160	184	174	3	81	145	(64)	-44.4%	174
Furniture and Office Equipment		10	58	33	–	0	28	(28)	-99.5%	33
Furniture and Office Equipment		10	58	33	–	0	28	(28)	-99.5%	33
Machinery and Equipment		103	300	255	3	82	213	(131)	-61.4%	255
Machinery and Equipment		103	300	255	3	82	213	(131)	-61.4%	255
Transport Assets		2,664	2,699	3,868	207	2,445	3,224	(778)	-24.1%	3,868
Transport Assets		2,664	2,699	3,868	207	2,445	3,224	(778)	-24.1%	3,868
Land		–	–	–	–	–	–	–		–

Description	Ref	2022/23	Budget Year 2023/24							
R thousands	1	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–		–
Living resources		–	–	–	–	–	–	–		–
Mature		–	–	–	–	–	–	–		–
Immature		–	–	–	–	–	–	–		–
Total Repairs and Maintenance Expenditure	1	27,039	29,343	29,866	882	16,099	24,888	8,789	35.3%	29,866

WC022 Witzenberg - Supporting Table SC13d Monthly Budget Statement - depreciation by asset class - M10 April

Description	Ref	2022/23	Budget Year 2023/24							
R thousands	1	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Depreciation by Asset Class/Sub-class										
Infrastructure		22,428	38,394	38,394	–	–	31,995	(31,995)	-100.0%	38,394
Roads Infrastructure		5,952	4,758	4,758	–	–	3,965	(3,965)	-100.0%	4,758
Roads		5,952	558	558	–	–	465	(465)	-100.0%	558
Road Structures		–	2,100	2,100	–	–	1,750	(1,750)	-100.0%	2,100
Road Furniture		–	2,100	2,100	–	–	1,750	(1,750)	-100.0%	2,100
Storm water Infrastructure		2,422	2,091	2,091	–	–	1,743	(1,743)	-100.0%	2,091
Drainage Collection		2,422	507	507	–	–	422	(422)	-100.0%	507
Storm water Conveyance		–	1,077	1,077	–	–	898	(898)	-100.0%	1,077
Attenuation		–	507	507	–	–	422	(422)	-100.0%	507
Electrical Infrastructure		3,484	3,912	3,912	–	–	3,260	(3,260)	-100.0%	3,912
HV Substations		–	474	474	–	–	395	(395)	-100.0%	474
HV Switching Station		–	474	474	–	–	395	(395)	-100.0%	474
HV Transmission Conductors		–	474	474	–	–	395	(395)	-100.0%	474
MV Substations		–	474	474	–	–	395	(395)	-100.0%	474
MV Switching Stations		–	474	474	–	–	395	(395)	-100.0%	474
MV Networks		3,165	591	591	–	–	493	(493)	-100.0%	591
LV Networks		319	474	474	–	–	395	(395)	-100.0%	474
Capital Spares		–	474	474	–	–	395	(395)	-100.0%	474
Water Supply Infrastructure		5,385	5,434	5,434	–	–	4,529	(4,529)	-100.0%	5,434
Dams and Weirs		–	407	407	–	–	339	(339)	-100.0%	407
Boreholes		72	407	407	–	–	339	(339)	-100.0%	407
Reservoirs		833	407	407	–	–	339	(339)	-100.0%	407
Pump Stations		104	407	407	–	–	339	(339)	-100.0%	407
Water Treatment Works		–	407	407	–	–	339	(339)	-100.0%	407
Bulk Mains		–	100	100	–	–	83	(83)	-100.0%	100
Distribution		4,377	1,100	1,100	–	–	917	(917)	-100.0%	1,100
Distribution Points		–	1,100	1,100	–	–	917	(917)	-100.0%	1,100
PRV Stations		–	1,100	1,100	–	–	917	(917)	-100.0%	1,100
Sanitation Infrastructure		5,002	5,559	5,559	–	–	4,632	(4,632)	-100.0%	5,559
Pump Station		231	100	100	–	–	83	(83)	-100.0%	100
Reticulation		136	1,200	1,200	–	–	1,000	(1,000)	-100.0%	1,200
Waste Water Treatment Works		3,939	1,200	1,200	–	–	1,000	(1,000)	-100.0%	1,200
Outfall Sewers		–	1,200	1,200	–	–	1,000	(1,000)	-100.0%	1,200
Toilet Facilities		–	1,859	1,859	–	–	1,549	(1,549)	-100.0%	1,859
Capital Spares		695	–	–	–	–	–	–		–
Solid Waste Infrastructure		22	16,640	16,640	–	–	13,867	(13,867)	-100.0%	16,640
Landfill Sites		–	15,000	15,000	–	–	12,500	(12,500)	-100.0%	15,000
Waste Transfer Stations		–	328	328	–	–	273	(273)	-100.0%	328
Waste Processing Facilities		–	328	328	–	–	273	(273)	-100.0%	328
Waste Drop-off Points		22	328	328	–	–	273	(273)	-100.0%	328
Waste Separation Facilities		–	328	328	–	–	273	(273)	-100.0%	328
Electricity Generation Facilities		–	328	328	–	–	273	(273)	-100.0%	328
Rail Infrastructure		–	–	–	–	–	–	–		–
Coastal Infrastructure		–	–	–	–	–	–	–		–
Information and Communication Infrastructure		161	–	–	–	–	–	–		–
Data Centres		161	–	–	–	–	–	–		–
Community Assets		2,683	3,527	3,527	–	–	2,939	(2,939)	-100.0%	3,527
Community Facilities		1,017	2,079	2,079	–	–	1,732	(1,732)	-100.0%	2,079
Halls		–	1,422	1,422	–	–	1,185	(1,185)	-100.0%	1,422
Centres		304	–	–	–	–	–	–		–
Fire/Ambulance Stations		12	–	–	–	–	–	–		–
Libraries		199	385	385	–	–	321	(321)	-100.0%	385
Cemeteries/Crematoria		5	13	13	–	–	10	(10)	-100.0%	13
Public Open Space		7	260	260	–	–	216	(216)	-100.0%	260
Public Ablution Facilities		407	–	–	–	–	–	–		–
Markets		83	–	–	–	–	–	–		–
Airports		1	–	–	–	–	–	–		–
Sport and Recreation Facilities		1,666	1,448	1,448	–	–	1,206	(1,206)	-100.0%	1,448
Outdoor Facilities		1,666	1,448	1,448	–	–	1,206	(1,206)	-100.0%	1,448
Heritage assets		–	–	–	–	–	–	–		–
								–		
Investment properties		749	742	742	–	–	618	(618)	-100.0%	742
Revenue Generating		468	371	371	–	–	309	(309)	-100.0%	371
Improved Property		468	185	185	–	–	155	(155)	-100.0%	185
Unimproved Property		–	185	185	–	–	155	(155)	-100.0%	185
Non-revenue Generating		281	371	371	–	–	309	(309)	-100.0%	371

Description	Ref	2022/23	Budget Year 2023/24							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands	1									
Improved Property		281	185	185	–	–	155	(155)	-100.0%	185
Unimproved Property		–	185	185	–	–	155	(155)	-100.0%	185
Other assets		2,187	–	–	–	–	–	–		–
Operational Buildings		2,187	–	–	–	–	–	–		–
Municipal Offices		2,138	–	–	–	–	–	–		–
Workshops		49	–	–	–	–	–	–		–
Housing		–	–	–	–	–	–	–		–
Biological or Cultivated Assets		–	–	–	–	–	–	–		–
Intangible Assets		74	278	278	–	–	232	(232)	-100.0%	278
Licences and Rights		74	278	278	–	–	232	(232)	-100.0%	278
Water Rights		–	17	17	–	–	14	(14)	-100.0%	17
Computer Software and Applications		74	261	261	–	–	217	(217)	-100.0%	261
Computer Equipment		376	2,373	2,373	–	–	1,977	(1,977)	-100.0%	2,373
Computer Equipment		376	2,373	2,373	–	–	1,977	(1,977)	-100.0%	2,373
Furniture and Office Equipment		677	630	630	–	–	525	(525)	-100.0%	630
Furniture and Office Equipment		677	630	630	–	–	525	(525)	-100.0%	630
Machinery and Equipment		1,905	1,505	1,505	–	3	1,254	(1,251)	-99.7%	1,505
Machinery and Equipment		1,905	1,505	1,505	–	3	1,254	(1,251)	-99.7%	1,505
Transport Assets		1,993	6,921	6,921	–	–	5,767	(5,767)	-100.0%	6,921
Transport Assets		1,993	6,921	6,921	–	–	5,767	(5,767)	-100.0%	6,921
Land		–	–	–	–	–	–	–		–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–		–
Living resources		–	–	–	–	–	–	–		–
Mature		–	–	–	–	–	–	–		–
Immature		–	–	–	–	–	–	–		–
Total Depreciation	1	33,070	54,369	54,369	–	3	45,307	45,304	100.0%	54,369

WC022 Witzenberg - Supporting Table SC13e Monthly Budget Statement - capital expenditure on upgrading of existing assets by asset class - M10 April

Description	Ref	2022/23	Budget Year 2023/24							
R thousands	1	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Capital expenditure on upgrading of existing assets by Asset Class/Sub-class										
Infrastructure		39,607	26,287	29,882	2,649	17,789	24,431	(6,641)	-27.2%	29,882
Roads Infrastructure		27,340	25,187	19,564	1,447	15,336	15,916	(580)	-3.6%	19,564
Roads		–	–	200	–	–	167	(167)	-100.0%	200
Road Structures		27,340	25,187	19,364	1,447	15,336	15,749	(413)	-2.6%	19,364
Storm water Infrastructure		–	–	–	–	–	–	–		–
Electrical Infrastructure		4,236	1,100	10,318	1,202	2,453	8,515	(6,062)	-71.2%	10,318
HV Substations		–	–	4,918	660	660	4,099	(3,438)	-83.9%	4,918
HV Transmission Conductors		–	1,000	1,000	420	585	750	(165)	-22.0%	1,000
MV Substations		950	–	1,500	122	1,023	1,250	(227)	-18.2%	1,500
MV Networks		2,236	100	1,900	–	185	1,583	(1,398)	-88.3%	1,900
LV Networks		1,050	–	1,000	–	–	833	(833)	-100.0%	1,000
Water Supply Infrastructure		–	–	–	–	–	–	–		–
Sanitation Infrastructure		8,030	–	–	–	–	–	–		–
Waste Water Treatment Works		8,030	–	–	–	–	–	–		–
Solid Waste Infrastructure		–	–	–	–	–	–	–		–
Rail Infrastructure		–	–	–	–	–	–	–		–
Coastal Infrastructure		–	–	–	–	–	–	–		–
Information and Communication Infrastructure		–	–	–	–	–	–	–		–
Community Assets		6,485	1,158	3,768	8	2,435	3,140	(705)	-22.4%	3,768
Community Facilities		–	300	800	8	53	667	(614)	-92.1%	800
Markets		–	300	800	8	53	667	(614)	-92.1%	800
Sport and Recreation Facilities		6,485	858	2,968	–	2,383	2,473	(91)	-3.7%	2,968
Outdoor Facilities		6,485	858	2,968	–	2,383	2,473	(91)	-3.7%	2,968
Heritage assets		–	–	–	–	–	–	–		–
								–		
Investment properties		–	–	–	–	–	–	–		–
Revenue Generating		–	–	–	–	–	–	–		–
Non-revenue Generating		–	–	–	–	–	–	–		–
Other assets		–	–	–	–	–	–	–		–
Operational Buildings		–	–	–	–	–	–	–		–
Housing		–	–	–	–	–	–	–		–
Biological or Cultivated Assets		–	–	–	–	–	–	–		–
Intangible Assets		–	–	–	–	–	–	–		–
Licences and Rights		–	–	–	–	–	–	–		–
Computer Equipment		–	–	–	–	–	–	–		–
Furniture and Office Equipment		–	–	–	–	–	–	–		–
Machinery and Equipment		–	–	–	–	–	–	–		–
Transport Assets		–	–	–	–	–	–	–		–
Land		–	–	–	–	–	–	–		–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–		–
Living resources		–	–	–	–	–	–	–		–
Mature		–	–	–	–	–	–	–		–
Immature		–	–	–	–	–	–	–		–
Total Capital Expenditure on upgrading of existing assets	1	46,092	27,445	33,650	2,657	20,225	27,571	7,346	26.6%	33,650

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
08/2/21/61	Construction of roof stands for Informal traders at Wolseley Municipal Offices	15-May-2024
08/2/21/77	Supply, delivery and off-loading of UG Pvc pipes & fittings (store items)	09-May-2024

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:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/21/02	Construction of Tierhokskloof Bulk water pipeline	01-Feb-2024	25-Mar-2024 Referred back	N Jacobs
08/2/21/24	Appointment Of Contractors For Maintenance, Repair And Replacement Of General Electrical Infrastructure And Wiring Of Premises For Witzenberg Municipality	22-Feb-2024	20-Mar-2024	M Grove
08/2/21/25	Construction Of New 3 Ml Tulbagh Reservoir, Tulbagh	09-Feb-2024	12-Mar-2024 03-Apr-2024 Referred back	N Jacobs
08/2/21/27	Supply, Upgrade and Replacement of Water Networks In The Witzenberg Area	23-Feb-2024	25-Apr-2024	N Jabobs
08/2/21/30	Supply And Delivery Of Herbicide To Witzenberg Municipality	15-Mar-2024	23-Apr-2024	H Truter
08/2/21/38	Streets And Stormwater Maintenance In Witzenberg Municipal Area	15-Mar-2024	Awaiting	E Lintnaar
08/2/21/39	Clearing of +-150 HA alien vegetation in the Witzenberg area	05-Apr-2024	29-Apr-2024	H Truter
08/2/21/41	Printing, supply and delivery of a Corporate Newsletter to Witzenberg Municipality	12-Apr-2024	16-Apr-2024	R Hendricks
08/2/21/54	Actuarial valuation of employee benefits in terms of GRAP 25	11-Apr-2024	16-Apr-2024	W Mars
08/2/21/55	Determination of the Rehabilitation costs for waste disposal sites in the Witzenberg municipal area	11-Apr-2024	16-Apr-2024	W Mars
08/2/21/57	Financial Statements Software package	11-Apr-2024	16-Apr-2024 Referred back	W Mars
08/2/21/68	Pruning of Trees in Witzenberg Municipality	29-Apr-2024	Awaiting	H Truter
08/2/21/71	Supply, delivery and offloading of cleaning chemicals	15-Apr-2024	29-Apr-2024 Referred back	M Frieslaar

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 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

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
08/2/21/13	Supply and delivery of two new petrol driven vibratory tamper trench rammers (Re-Advertisement)	14-Mar-2024	22-Apr-2024	E Lintnaar
08/2/21/28	Supply and delivery of testing equipment for water and wastewater treatment (Re-Advertisement)	15-Mar-2024	23-Apr-2024	N Jabobs
08/2/21/40	Supply And Delivery Of Wheelie Bins	04-Mar-2024	11-Apr-2024 Referred back	P Claasen
08/2/21/46	Upgrading of vehicle testing equipment (Re-advertisement)	15-Apr-2024	18-Apr-2024	MJ Green
08/2/21/59	Supply, delivery and off-loading of toilet paper and paper handtowels	19-Mar-2024	08-Apr-2024	MG Frieslaar
08/2/21/62	Supply, delivery and offloading of lubricants	27-Mar-2024	19-Apr-2024 Referred back	O Gatyene / M Frieslaar
08/2/21/63	Supply, delivery and offloading of PVC adaptors and CI short collars complete (store items)	22-Mar-2024	22-Apr-2024 Referred back	MG Frieslaar
08/2/21/66	Supply and delivery of two chlorine gas transport trailers	25-Mar-2024	Awaiting	N Jabobs

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
08/2/19/39	Supply and delivery of electricity metering and related equipment (Line 11 & 13)	18-Aug-2022	16-Mar-2023 19-Oct-2023	15-May-2023 Referred back
08/2/20/10	Invitation for Long Term Borrowings	06-Oct-2022	08-Dec-2022	21-Dec-2022
08/2/21/32	Supply And Delivery Of Material For Building Project In Tulbagh	08-Feb-2024	20-Mar-2024 25-Apr-2024	-

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 April 2024:

3.2.1.4 Tenders toegeken

Die volgende tenders was toegeken deur die Tender Toekenningskomitee gedurende April 2024:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Estimated Value (incl. VAT)
08/2/21/14	15-Apr-2024	Envirocon Training (Pty) Ltd	Appointment of service providers for various training programmes for a 3 year period: Supervisory/ Management Skills	Bidder scored highest total points	R400 000.00
		Tshireletso Multi skills and Training	Apply Advanced Driving Skills: Defensive Driving & Skidpan Car Control		R1 343 064.00
		Effective Human Intervention	Joint And Terminate A Range Of 11-33kv Cables In A Range Of Settings (MV XLPE And PILC Cable Joint And Termination Training)		R400 000.00
08/2/21/14	15-Apr-2024	Konica Minolta South Africa	Supply, delivery, installation and maintenance of Photocopy machines	Bidder scored highest total points	Based on rates with estimated value of R 1 200 000.00 (Incl. VAT)

No bids were awarded by the Accounting Officer during the month of April 2024.

Geen tenders was toegeken deur die Rekenpligtige Beampte gedurende April 2024 nie.

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

The following bids were cancelled during April

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

Die volgende tenders was gekanselleer gedurende

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/21/14	15-Apr-2024	Appointment of service providers for various training programmes for a 3 year period: Regulation 21 Of The Fire Arms Control Act	No bids received
		Examiner Of Drivers License Grade F, L, D, C, B & A	No bids received
		Plumbing Skills Programme	Cancelled

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 April 2024:

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

Die volgende geskrewe prys kwotasies was goedgekeur gedurende April 2024:

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
182513	08/04/2024	Sondlo and Knopp Advertising	Advertisement of Various Posts	Lowest responsive quotation	R 10 372.99 (Incl. VAT)	Chief Financial Officer
182527	09/04/2024	Autacs Signs CC	Supply and Marking of Traffic Vehicles	Lowest responsive quotation	R 28 226.93 (Incl. VAT)	Chief Financial Officer
182540	10/04/2024	Waltons Office Furniture	Supply and Delivery of Office Chairs	Lowest responsive quotation	R 26 306.25 (Incl. VAT)	Chief Financial Officer
182615	15/04/2024	Sekunja Holdings	Repair faulty Air conditioner and fitment of new Air conditioner	Only responsive quotation	R 29 820.00 (Incl. VAT)	Chief Financial Officer
182653	17/04/2024	Eric Taxi Transport	Transport for employees from Ceres/Wolseley to Goodwood 18/04/2024 – 19/04/2024	Only responsive quotation	R 4 000.00 (Incl. VAT)	Chief Financial Officer
182717	22/04/2024	Global IT Parkers (Pty) Ltd	Supply and Delivery of SSL EV Certificate	Only responsive quotation	R 3 744.00 (Incl. VAT)	Acting Chief Financial Officer
182823	30/04/2024	Waltons Office Furniture	Supply and Delivery of Steel Seeting	Lowest responsive quotation	R 26 392.50 (Incl. VAT)	Chief Financial Officer
182831	30/04/2024	Sondlo and Knopp Advertising	Advertisement of Various Bids	Lowest responsive quotation	R 14 192.33 (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 April 2024:

3.2.1.7 Formele Geskrewe Prys Kwotasies

Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur ’n amptenaar wat in terme van ’n sub-afvaardiging vir die maand van April 2024:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount (Incl. VAT)	Official acting i.t.o sub delegation
08/2/21/58	12-Apr-2024	E – Amava Hydraulics & Spring Works (PTY) Ltd	Inspection and load testing of lifting equipment including 6 monthly inspection	Only responsive bidder	R 190 897.50	Director: Technical Services
08/2/21/64	29-Apr-2024	Valiphi Cleaning Professionals (Pty) Ltd	Supply, delivery and offloading of Cement	Bidder scored highest points	R 86 400 .00	Director: Financial Services

3.2.1.8 Appeals

No appeals were lodged or dealt with by the Accounting Officer during the month of April 2024.

3.2.1.8 Appèlle

Geen appèlle is ontvang of was hanteer deur die Rekenpligtige beampte gedurende April 2024 nie.

3.2.1.9 Deviations

The following table contains the actuals against approved deviations by the Accounting Officer for the month of April 2024 which totals R 561 892:

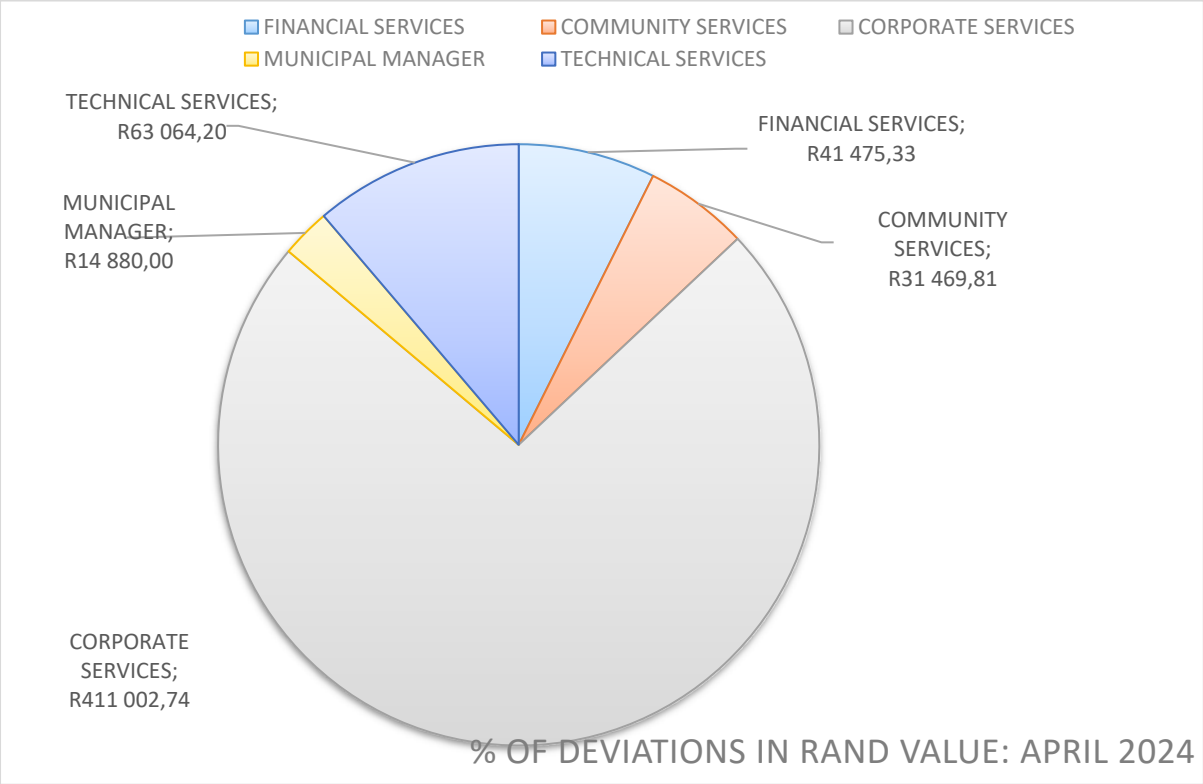
3.2.1.9 Afwykings

Die volgende tabel bevat die werklike uitgawes teen goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van April 2024 wat beloop op die totaal van R 561 892:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
05-Apr-24	Witzenberg Herald	Publish Notice: IDP and Budget 2024/25 review public participation	Single Supplier	182488	14 880,00
11-Apr-24	Greenline Aluminium (PTY) Ltd	Replacing of damaged door at Pinevalley Hall	Emergency	182570	26 263,47
12-Apr-24	Ceres Veterinary Hospital CC	Euthanising of injured baboons	Emergency	182607	5 206,34
17-Apr-24	Solvem Consulting (PTY) Ltd	Training on leave module	Impractical	182664	41 475,33
17-Apr-24	Witzenberg Herald	Publish Notice: Eskom maintenance - 23 Apr 2024	Single Supplier	182666	3 224,00
23-Apr-24	Telkom SA (SOC Ltd)	Telephone Services	Single Supplier	182729	400 000,00
25-Apr-24	Drager South Africa (PTY) Ltd	Service & calibration of Alco test devices	Single Supplier	182779	11 002,74
26-Apr-24	AL Abbott & Ass (PTY) Ltd	Monitoring of Drinking water Quality	Impractical	182784	59 840,20

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
February 2024	R 1 479 837	R 24 659 685	6.00%
March 2024	R 528 817	R 30 044 225	1.76%
April 2024	R 561 892	R 50 268 403	1.11%

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	Feb 2024	Mar 2024	Apr 2024
Value of inventory at hand	R 17 277 739	R 19 805 918	R 18 900 652.01
Turnover rate of total value of inventory	1.46	1.30	1.38
Date of latest stores reconciliation	30 Apr 2024		
Date of last stock count	14 Mar 2024		
Date of next stock count	26 Jun 2024		

Percentage spent on Capital Expenditure for the period ended: 30 April 2024

	Financial Services	Corporate Services	Community Services	Municipal Manager	Technical Services	Total
Budget	432,238	1,716,421	5,329,371	-	77,868,540	85,346,570
Actual	421,102	455,386	2,651,449	-	42,190,006	45,717,942
Percentage	**97.42%**	**26.53%**	**49.75%**		**54.18%**	**53.57%**

HJ Kritzinger
CFO

Date
07/05/2024

Signature:

Percentage spent on Preventative and corrective planned Maintenance Expenditure for the period ended: 30 April 2024

01*	Financial Services	Corporate Services	Community Services	Technical Services	Total
Total Budget	40,218	567,606	1,671,869	21,217,676	23,497,369
Less Repairs & Maintenance on Vehicles	40,218	368,631	978,131	2,481,459	3,868,439
Budget to be used for Measurement (A)	-	198,975	693,738	18,736,217	19,628,930
Total Actual	23,528	321,910	749,333	10,016,100	11,110,871
Less Repairs & Maintenance on Vehicles	23,528	227,417	552,335	1,641,917	2,445,196
Actuals to be used for measurement (B)	-	94,494	196,998	8,374,183	8,665,675
Percentage		**47.49%**	**28.40%**	**44.70%**	**44.15%**

HJ Kritzinger
CFO

Date
07/05/2024

Signature:

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 2023 (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 2024	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	45	1 550 000	-	(1 279 763)	-	270 282	270 282	-	1 550 000	-
Municipal infrastructure Grant	1 068 126	24 309 000	(1 068 126)	-	(16 432 805)	7 876 195	7 876 195	-	26 051 000	1 742 000
Regional Bulk Infrastructure Grant (DWAF)	1 051 722	-	(1 051 722)	-	-	-	-	-		
Integrated National Electricity Program	(777 641)	900 000	-	-	-	122 359	122 359	-	3 900 000	3 000 000
Equitable share	-	135 729 000	-	(135 729 000)	-	-	-	-	135 729 000	-
Department of Rural Development	471 155	-	-	-	-	471 155	471 155	-		-
Expanded Public Works Programme	(80 676)	3 247 000	-	(2 350 142)	-	816 182	816 182	-	3 439 000	192 000
Neighbourhood Development Plan	548 976	-	-	-	-	548 976	548 976	-		-
Water Service Infrastructure Grant	2 558 224	-	(2 558 224)	-	-	-	-	-		-
Municipal Water Infrastructure	43 158	-	-	-	-	43 158				
Provincial Government Grants										
Library services	(123 938)	10 742 000	-	(8 933 232)	-	1 684 830	1 684 830	-	9 773 000	(969 000)
CDW	(10 019)	132 000	-	(16 083)	-	105 898	105 898	-	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	559 867	245 000	(559 867)	-	-	245 000	245 000	-	245 000	-
Human Settlement Development	-	-	-	-	-	-	-	-		-
Fire Service Capacity Building Grant	-	985 000	-	-	-	985 000	985 000	-	985 000	-
Capacity Building (Internship)	250 000	-	(14 600)	-	-	235 400	235 400	-		-
Municipal Infrastructure	(206 126)	-	-	-	-	(206 126)	-	206 126		-
Financial Management Support	200 000	150 000	-	-	-	350 000	350 000	-	150 000	-
Maintenance and Construction of Transport Infrastructure	(6 883 633)	14 571 538	-	-	(12 576 946)	(4 889 041)	-	4 889 041	23 130 000	8 558 462
Local Government Support Grant	-	-	-	-	-	-	-	-		-
Regional Social Econimical Program	106 402	200 000	(106 402)	-	-	200 000	200 000	-	200 000	-
Local Government Employment Grant	-	-	-	-	-	-	-	-		-
Municipal Service Delivery & Capacity Building	1 100 000	-	-	-	-	1 100 000	1 100 000	-		-
Informal Settlements Upgrading Partnership Grant: Provinces (Beneficiar	-	15 091 924	-	-	-	15 091 924	15 091 924	-	5 600 000	(9 491 924)
Sport and Recreation	352	250 000	-	-	-	250 352	250 352	-	423 000	173 000
Municipal Energy Resilience Fund	-	-	-	-	-	-	-	-		-
Electronic Case Management Intervention	316 758	-	-	-	-	316 758	316 758	-		-
Loadshedding	475 000	-	-	-	-	475 000	475 000	-		-
Water Resilience	700 000	-	-	-	-	700 000	700 000			-
Municipal Service Delivery	-	-	-	-	-	-	-			-
	-									
District Municipality	-									
Parks and recreation	300 001	-	-	-	-	300 001	300 001	-		-
Sanitation Infrastructure	(25 090)	-	-	-	(460 692)	(485 782)	-	485 782		-
Planning and Development	100 000	-	-	-	-	100 000	100 000	-		-
Infrastructure	1 999 999	-	-	-	-	1 999 999	1 999 999	-		-
Covid 19	1 969 326	-	-	-	-	1 969 326	1 969 326	-		-
Safety Project	(5 189)	-	-	-	(150 876)	(156 065)	-	156 065		-
OPEX Tourism	-	150 000	-	-	-	150 000	150 000	-		(150 000)
	-									
Other	-									
Table Mountain - Clearing Alien Vegetation	-	-	-	-	-	-	-	-		-
Development Bank of South Africa	-	-	-	-	-	-	-	-		-
Nedbank	785 403	476 273	-	-	(9 041)	1 252 635	1 252 635	-		
Perdekraal Wind Farm	414 101	830 300	-	-	(29 490)	1 214 911	1 214 911	-		
	-									-
Public Contributions	-									-
Essen Belgium	1 116 990	408 082	-	-	(149 749)	1 375 323	1 375 323	-		(408 082)
China - Water meters	-	-	-	-	-	-	-	-		-
Total	**6 976 864**	**209 967 117**	**(5 358 941)**	**(148 308 220)**	**(29 809 600)**	**33 467 220**	**40 207 573**	**6 783 511**	**211 307 000**	**2 646 456**

Revenue in respect of Capital grants only recognised when Capitalisation of related Capital Grant Expenditure is processed. VAT portion recognised on a monthly basis. **33 467 220**

Insurance Report - April 2024

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	1	2	4	7
Motor Accident	1	3	5	12	21
Public Liability	2	1	2	11	16
Glass	0	0	0	0	0
Money loss	0	0	0	0	0
	3	5	9	27	44

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
Haywood R Elec Serv. (Five YO Boy burned at Pumpstation)	R 1,210,000
TP injury after fall on pavement	R 1,000,000

High Value Property Loss/Damage and Motor Accident Claims

Claim Description	Value
CT 14428 Trailer broke causing damage to enjin	R 40,000
Water pipe burst at municipal office ODB	R 75,770

Claims Movement for the Month : April

	Property Loss/damage	Motor Accident	Public Liability	Glass	Money loss
Opening Balance	9	21	17	2	0
New Claims	0	3	1	0	0
Claims Closed	2	3	2	2	0
Closing Balance	7	21	16	0	0

Cash Flow Forecast

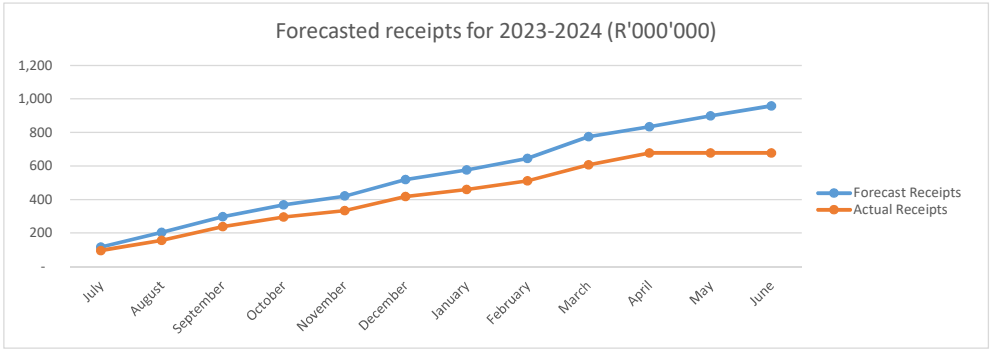
Current commitments against cash

Cash Book Balance plus Investments	R 235,947,940
Total Commitments	(R226,250,198)
Unspent Grants	(R40,207,573)
Outstanding orders	(R50,483,063)
Eskom Account	(R34,368,503)
Consumer Deposits	(R12,897,898)
Provision for Rehabilitation	(R17,112,817)
Manual Creditors	328,966
Payables & Accruals	(R40,891,660)
Provision Current Employee Benefits	(R30,617,652)
Uncommitted Cash Balance	R 9,697,742

The estimated cost coverage ratio is as follow

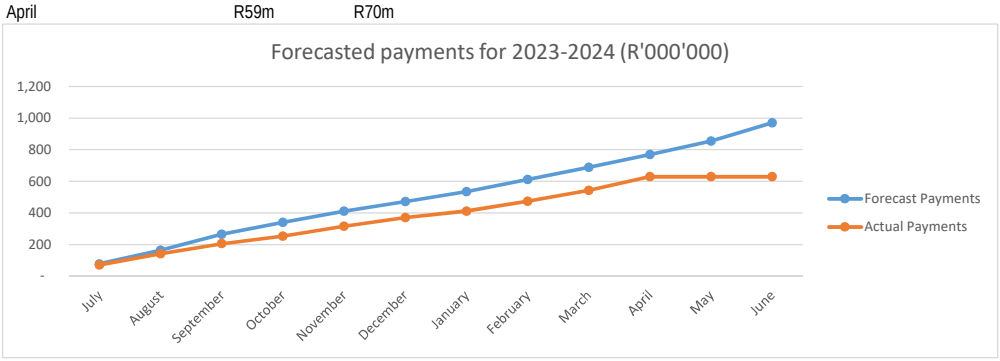
	Current
Cash and Cash Equivalents	R 235,947,940
Less Unspent Grants	R 40,207,573
Estimated Average fixed cost per month	R 67,915,940
Ratio	2.88

The ratio indicates that the municipality has sufficient cash available to cover its fixed cost for the next 2,88 months.The the acceptable norm is 3 months



It is estimated that cash receipts will amount to R896 m for the 2023-2024 Financial Year
The performance of actual receipts against projected receipts for the month can be summarised as follow

Month	Projected Receitps	Actual Receipts
February	R70m	R52m
March	R129m	R96m
April	R59m	R70m



It is estimated that cash payments will amount to R890 m for the 2023-2024 Financial Year
The performance of actual payments against projected payments for the month can be summarised as follow

Month	Projected Payments	Actual payments
February	R76m	R63m
March	R77m	R70m
April	R81m	R86m

OVERTIME & STANDBY REPORT APRIL 2024

OVERTIME	YTD 2023/24	YTD vs Budget %	Adjusted Budget	Original Budget	Projected	Projected Saving / (Shortfall)	Actual 2022/23
Administration	10,835	67.0%	16,171	16,171	13,003	3,168	14,971
Cemetries	137,726	99.3%	138,701	138,701	165,271	-26,570	131,178
Community Halls And Facilities	277,680	86.5%	320,946	320,946	333,216	-12,270	316,360
Council Cost	0		0	0	0	0	0
Electricity*	1,979,901	71.3%	2,775,482	2,775,482	2,375,882	399,600	2,467,348
Enviromental Protection	0		0	0	0	0	0
Fire Protection Sevices	14,669	29.5%	49,697	49,697	17,602	32,095	21,582
Housing: Administration	0	0.0%	2,741	2,741	0	2,741	1,606
Human Resources	0		0	0	0	0	0
IDP	4,007	27.1%	14,780	14,780	4,808	9,972	8,242
Information Tecnology	0		0	0	0	0	0
Internal Audit	0		0	0	0	0	0
L E D	0		0	0	0	0	0
Library Services*	0	0.0%	3,362	3,362	0	3,362	4,328
Marketing & Communications	352,217	73.9%	476,453	476,453	422,661	53,792	455,715
Mechanical Workshop	255,196	79.3%	321,995	321,995	306,235	15,760	309,852
Parks	172,250	74.0%	232,639	232,639	206,700	25,939	173,450
Performance Management	0		0	0	0	0	0
Pine Forest*	574,935	94.7%	606,814	606,814	689,922	-83,108	572,230
Project Management	0		0	0	0	0	0
Property & Legal Services	0		0	0	0	0	0
Public Toilets	99,561	88.0%	113,133	113,133	119,474	-6,341	119,480
Recreational Land	223,929	85.5%	261,905	261,905	268,714	-6,809	222,884
Roads	253,577	66.4%	381,739	381,739	304,292	77,447	318,028
Sewerage	2,385,187	81.4%	2,929,261	2,929,261	2,862,224	67,037	2,904,691
Social & Welfare Services	2,034	73.0%	2,786	2,786	2,441	345	2,970
Solid Waste*	1,847,989	77.0%	2,400,062	2,400,062	2,217,587	182,475	2,075,397
Stormwater Management	200,756	85.3%	235,440	235,440	240,907	-5,467	235,748
Supply Chain Management	81,539	123.9%	65,792	65,792	97,847	-32,055	68,007
Swimming Pools	86,388	70.9%	121,904	121,904	103,666	18,238	112,668
Thusong Centre	0		0	0	0	0	0
Town Secretary	185	11.2%	1,651	1,651	223	1,428	968
Traffic	3,625,669	74.5%	4,865,055	4,865,055	4,350,803	514,252	3,956,019
Treasury*	151,449	103.4%	146,458	146,458	181,739	-35,281	160,749
Vehicle Licensing & Testing	290,411	79.9%	363,692	363,692	348,493	15,199	236,903
Water Distribution	1,843,312	84.5%	2,182,275	2,182,275	2,211,974	-29,699	2,064,327
TOTAL OVERTIME	**14,871,402**	**78.1%**	**19,030,934**	**19,030,934**	**17,845,683**	**1,185,251**	**16,955,701**

STANDBY	YTD 2023/24	YTD vs Budget %	Adjusted Budget	Original Budget	Projected	Projected Saving / (Shortfall)	Actual 2022/23
Administration	12,388	116.8%	10,604	36,054	14,865	-4,261	29,808
Cemetries	79,355	53.8%	147,575	147,575	95,226	52,349	114,775
Community Halls And Facilities	109,481	52.7%	207,804	207,804	131,377	76,427	176,995
Council Cost	0		0	0	0	0	0
Electricity*	427,902	53.2%	803,803	803,803	513,482	290,321	693,290
Enviromental Protection	0		0	0	0	0	0
Fire Protection Sevices	793,087	78.7%	1,007,454	1,007,454	951,705	55,749	916,162
Housing: Administration	14,848	57.3%	25,904	25,904	17,817	8,087	15,181
Human Resources	0		0	0	0	0	0
IDP	0		0	0	0	0	0
Information Tecnology	47,732	54.6%	87,451	87,451	57,278	30,173	74,161
Internal Audit	0		0	0	0	0	0
L E D	0		0	0	0	0	0
Library Services	2,993		0	0	3,592	-3,592	0
Marketing & Communications	0		0	0	0	0	0
Mechanical Workshop	116,945	47.3%	247,462	247,462	140,334	107,128	209,641
Parks	169,523	61.0%	277,833	277,833	203,427	74,406	221,828
Performance Management	0		0	0	0	0	0
Pine Forest*	103,710	52.2%	198,507	198,507	124,452	74,055	159,731
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	160,162	72.7%	220,237	220,237	192,194	28,043	181,345
Roads	276,619	39.2%	705,515	705,515	331,942	373,573	553,151
Sewerage	490,360	51.1%	959,114	959,114	588,432	370,682	822,088
Social & Welfare Services	0		0	0	0	0	0
Solid Waste*	100,621	55.4%	181,510	181,510	120,745	60,765	161,739
Stormwater Management	177,912	42.2%	421,336	421,336	213,495	207,841	342,768
Supply Chain Management	46,168	44.1%	104,665	104,665	55,401	49,264	84,235
Swimming Pools	6,650	36.2%	18,374	18,374	7,980	10,394	11,175
Thusong Centre	0		0	0	0	0	0
Town Secretary	0		0	0	0	0	0
Traffic	1,176,285	83.6%	1,407,107	1,407,107	1,411,542	-4,435	1,328,440
Treasury*	52,594	42.9%	122,606	122,606	63,112	59,494	98,738
Vehicle Licensing & Testing	130,123	67.8%	191,801	191,801	156,148	35,653	160,492
Water Distribution	402,981	48.3%	833,803	833,803	483,577	350,226	690,384
TOTAL STANDBY	**4,898,437**	**59.9%**	**8,180,465**	**8,205,915**	**5,878,125**	**2,302,340**	**7,046,126**

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 April 2024 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: 14/05/2024

2023

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

Annual Financial Statements

30 June 2023

AUDITOR-GENERAL SOUTH AFRICA

Johan Jansen van Rensburg – 30 November 2023

WC022 – WITZENBERG MUNICIPALITY

UN-AUDITED - 2023/11/30

WITZENBERG MUNICIPALITY

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2023

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AUDITOR-GENERAL
SOUTH AFRICA

Johan Jansen van Rensburg – 30 November 2023

WITZENBERG MUNICIPALITY

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2023

GENERAL INFORMATION

NATURE OF BUSINESS

Witzenberg Municipality is a local municipality performing the functions as set out in Part B of Schedules 4 & 5 of the Constitution of the Republic of South Africa. (Act No. 108 of 1996)

COUNTRY OF ORIGIN AND LEGAL FORM

South African Category B Municipality (Local Municipality) as defined by the Municipal Structures Act. (Act no 117 of 1998), with demarcation code WC 022

JURISDICTION

The Witzenberg Municipality includes the following areas:

Ceres
Op-die-Berg
Prince Alfred's Hamlet
Tulbagh
Wolseley

MUNICIPAL MANAGER

D Nasson

CHIEF FINANCIAL OFFICER

HJ Kritzinger

REGISTERED OFFICE

50 Voortrekker Street, Ceres, 6835

AUDITORS

Auditor-General South Africa

PRINCIPAL BANKERS

ABSA Bank
Standard Bank, Ceres
First National Bank

RELEVANT LEGISLATION

The Constitution of the Republic of South Africa
Municipal Finance Management Act (Act no 56 of 2003)
Division of Revenue Act
The Income Tax Act
Value Added Tax Act (Act no 89 of 1991)
Municipal Structures Act (Act no 117 of 1998)
Municipal Systems Act (Act no 32 of 2000)
Municipal Systems Amendment Act (Act no 7 of 2011)
Municipal Planning and Performance Management Regulations
Water Services Act (Act no 108 of 1997)
Housing Act (Act no 107 of 1997)
Municipal Property Rates Act (Act no 6 of 2004), as amended
Electricity Act (Act no 41 of 1987)
Skills Development Levies Act (Act no 9 of 1999)
Employment Equity Act (Act no 55 of 1998)
Unemployment Insurance Act (Act no 30 of 1966)
Basic Conditions of Employment Act (Act no 75 of 1997)
Supply Chain Management Regulations, 2005
Collective Agreements
Municipal Regulations on Standard Chart of Accounts
Municipal Budget and Reporting Regulations
SALBC Leave Regulations
Remuneration of Public Office Bearers Act
Workman's Compensation Act

AUDITOR-GENERAL SOUTH AFRICA

Johan Jansen van Rensburg – 30 November 2023

WITZENBERG MUNICIPALITY

COUNCILLORS OF THE WITZENBERG MUNICIPALITY

Position	Surname	Party	Seat type	Date From	Date To
Executive Mayor	Alderman Smit, HJ *	DA	Ward 5	22/11/2021	
Deputy Executive Mayor	Klazen FE	GOOD	PR	26/01/2022	15/05/2023
Speaker	Sidego, EM *	DA	Ward 11	24/05/2022	
Mayoral Committee Member	Alderman Visagie, JJ *	DA	Ward 4	02/12/2021	
Mayoral Committee Member	Fredericks JP	VF+	PR	02/12/2021	
Mayoral Committee Member	Alderman Klaasen, BC	DA	PR	01/02/2022	
Mayoral Committee Member	Alderman Adams, K *	DA	Ward 6	10/06/2022	
MPAC Chairperson	Hardnek LA	WP	PR	23/02/2022	
Ordinary Councillor	Laban, G *	WA	PR		
Ordinary Councillor	Herandien, P *	ICOSA	PR		
Ordinary Councillor	Phatsoane, N *	ANC	PR	09/11/2021	
Ordinary Councillor	Swart, D *	DA	Ward 3		
Ordinary Councillor	MJ Ndaba	ANC	Ward 9	09/11/2021	
Ordinary Councillor	Mouton JS	ANC	PR	24/05/2022	
Ordinary Councillor	Gili AL	ANC	Ward 1	09/11/2021	
Ordinary Councillor	Zalie J	ANC	Ward 7	09/11/2021	
Ordinary Councillor	Yisa K	ANC	Ward 12	09/11/2021	
Ordinary Councillor	Nogcinisa N	ANC	PR	09/11/2021	
Ordinary Councillor	Franse GW	DA	Ward 8	09/11/2021	
Ordinary Councillor	De Bruin S	DA	Ward 10	09/11/2021	
Ordinary Councillor	Swartz IL	EFF	PR	09/11/2021	
Ordinary Councillor	Cloete JJ	PA	PR	09/11/2021	
Ordinary Councillor	Daniels, P	DA	Ward 2	21/04/2022	

Councillors indicated with an * were re-elected during the November 2021 elections

APPROVAL OF FINANCIAL STATEMENTS

I am responsible for the preparation of these annual financial statements, in terms of Section 126 (1) of the Municipal Finance Management Act and which I have signed on behalf of the Municipality.

I certify that the salaries, allowances and benefits of Councillors as disclosed in the notes of these annual financial statements are within the upper limits of the framework envisaged in Section 219 of the Constitution, read with the Remuneration of Public Officer Bearers Act and the Minister of Provincial and Local Government's determination in accordance with this Act.

D NASSON
Accounting Officer

Date

AUDITOR-GENERAL SOUTH AFRICA

Johan Jansen van Rensburg – 30 November 2023

WITZENBERG MUNICIPALITY

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2023

	Notes	2023 R	Restated 2022 R
ASSETS			
Current Assets		**359,772,011**	**276,314,269**
Cash and Cash Equivalents	**2**	226,801,723	144,879,638
Trade and other Receivables from Exchange Transactions	**3**	81,514,811	91,950,528
Receivables from non-exchange transactions	**4**	19,423,931	13,689,932
Inventory	**5**	11,534,198	9,035,225
Unpaid Conditional Government Grants and Receipts	**6**	9,158,809	10,816,494
Statutory Receivables: VAT	**7**	11,338,540	5,942,453
Non-Current Assets		**1,076,394,854**	**1,053,538,053**
Property, Plant and Equipment	**8**	1,031,639,722	1,008,032,933
Intangible Assets	**9**	2,111,695	2,113,032
Investment Property	**10**	42,093,437	42,842,088
Heritage assets	**11**	550,000	550,000
Total Assets		**1,436,166,865**	**1,329,852,322**
LIABILITIES			
Current Liabilities		**162,793,521**	**120,616,817**
Trade and Other Payables Exchange Transactions	**12**	103,354,461	61,869,335
Consumer Deposits	**13**	12,158,284	11,548,609
Current Employee benefits	**14**	30,617,652	27,705,126
Unspent Conditional Government Grants and Receipts	**6**	13,819,180	14,410,793
Unspent Public Contributions	**15**	2,316,495	3,186,213
Current Portion of Borrowings	**16**	527,449	1,896,741
Non-Current Liabilities		**116,165,437**	**170,264,937**
Borrowings	**16**	-	527,449
Non-Current Provisions	**17**	48,748,187	98,533,020
Employee benefits	**18**	67,417,250	71,204,468
Total Liabilities		**278,958,958**	**290,881,754**
Net Assets		**1,157,207,907**	**1,038,970,568**
Capital Replacement Reserve	**19**	12,539,508	12,539,508
Accumulated Surplus		1,144,668,399	1,026,431,060
Total Net Assets and Liabilities		**1,436,166,865**	**1,329,852,322**

AUDITOR-GENERAL SOUTH AFRICA

Johan Jansen van Rensburg – 30 November 2023

WITZENBERG MUNICIPALITY

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2023

	Notes	2022/2023 (Actual) R	2021/2022 (Restated) R	2021/2022 Correction of error R	2021/2022 (Previously reported) R
REVENUE					
Revenue from Non-exchange Transactions		**331,993,802**	**302,229,541**	**2,736,310**	**299,493,231**
Taxation Revenue		**103,712,511**	**93,864,715**	**2,736,310**	**91,128,405**
Property rates	**20**	98,265,912	88,812,979	-	88,812,979
Property Rates - penalties imposed and collection charges		2,821,620	2,315,426	-	2,315,426
Availability Charges		2,624,979	2,736,310	2,736,310	-
Transfer Revenue		**228,281,291**	**208,364,826**	**-**	**208,364,826**
Fines, Penalties and Forfeits		8,856,622	9,670,067	-	9,670,067
Licences or Permits		1,145,124	1,198,303	-	1,198,303
Surcharges and Taxes		9,979,512	9,082,954	-	9,082,954
Government Grants and Subsidies - Capital	**21**	67,591,713	66,276,090	-	66,276,090
Government Grants and Subsidies - Operating	**21**	137,288,708	120,675,951	-	120,675,951
Public Contributions and Donations		3,419,612	1,461,461	-	1,461,461
Revenue from Exchange Transactions		**531,872,069**	**489,123,298**	**922,297**	**488,201,001**
Service Charges	**22**	437,257,041	435,704,414	922,297	434,782,117
Rental from Fixed Assets		4,785,785	4,604,001	-	4,604,001
Interest earned - External investments		14,390,399	5,580,245	-	5,580,245
Interest Income on Overdue Accounts		22,715,389	14,935,260	-	14,935,260
Agency Services	**23**	4,611,149	4,414,566	-	4,414,566
Operational Revenue	**24**	7,578,291	2,652,042	-	2,652,042
Sales of Goods and Rendering of services	**25**	5,836,475	5,413,919	-	5,413,919
Gain on disposal of assets		-	7,176,709	-	7,176,709
Reversal of impairment loss	**36**	-	-	-	-
Gain on Adjustment of Provision		24,802,484	-	-	-
Inventories: Reversal of write-down		-	-	-	-
Gain on Actuarial Valuations	**18**	9,895,056	8,642,142	-	8,642,142
Total Revenue		**863,865,871**	**791,352,839**	**3,658,607**	**787,694,232**
EXPENDITURE					
Employee related costs	**26**	220,603,453	206,346,744	-	206,346,744
Remuneration of Councillors	**27**	11,067,396	10,475,781	-	10,475,781
Impairment	**28**	54,996,576	35,729,032	(543,388)	36,272,420
Inventory Consumed		18,504,210	14,448,761	-	14,448,761
Depreciation and Amortisation	**29**	31,903,173	38,324,340	-	38,324,340
Finance Charges	**30**	18,295,958	13,913,745	(1,231,700)	15,145,445
Bulk Purchases	**31**	279,960,011	285,708,344	-	285,708,344
Contracted Services	**32**	50,689,001	33,781,763	-	33,781,763
Transfers and Subsidies: Operational Expenditure	**33**	2,207,898	2,183,334	-	2,183,334
Construction Cost		-	430,900	-	430,900
Operational Cost	**34**	44,381,132	37,076,590	-	37,076,590
Rent on Land		43,479	40,635	-	40,635
Operating Leases		1,024,885	951,111	-	951,111
Bad Debts Written Off		9,945,876	14,710,875	-	14,710,875
Loss on disposal of assets		838,215	-	-	-
Impairment loss	**35**	1,167,269	2,370,024	-	2,370,024
Loss on Adjustment of Provision		-	-	-	-
Inventories: Write-down		-	-	-	-
Loss on Actuarial Valuations	**18**	-	-	-	-
Total Expenditure		**745,628,532**	**696,491,979**	**(1,775,088)**	**698,267,067**
NET SURPLUS / (LOSS) FOR THE YEAR		**118,237,339**	**94,860,860**	**5,433,695**	**89,427,165**

AUDITOR-GENERAL SOUTH AFRICA

Johan Jansen van Rensburg – 30 November 2023

WITZENBERG MUNICIPALITY

STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED 30 JUNE 2023

	Notes	Capital Replacement Reserve	Accumulated Surplus/(Deficit)	Total
		R	R	R
Balance at 1 JULY 2021		**10,442,209**	**936,046,478**	**946,488,687**
Correction of error	**36.06**	-	(2,378,979)	(2,378,979)
Restated Balance at 1 JULY 2021		**10,442,209**	**933,667,499**	**944,109,708**
Transfers to/from Accumulated		11,462,047	(11,462,047)	-
Property, Plant and Equipment purchased		(9,364,748)	9,364,748	-
Net Surplus for the year previously reported		-	89,427,165	89,427,165
Correction of error			5,433,695	5,433,695
Balance at 30 JUNE 2022		**12,539,508**	**1,026,431,060**	**1,038,970,568**
Transfers to/from Accumulated		-	-	-
Property, Plant and Equipment purchased		-	-	-
Net Surplus for the year		-	118,237,339	118,237,339
Balance at 30 JUNE 2023		**12,539,508**	**1,144,668,399**	**1,157,207,907**

AUDITOR-GENERAL SOUTH AFRICA

Johan Jansen van Rensburg – 30 November 2023

WITZENBERG MUNICIPALITY

CASH FLOW STATEMENT FOR THE YEAR ENDED 30 JUNE 2023

	Notes	2022/2023 R	Restated 2021/2022 R
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts			
Property Rates and other Taxes		100,948,577	92,225,613
Sales of goods and services		416,447,675	418,952,497
Government Grants		208,496,387	168,683,527
Interest		32,945,425	12,737,236
Payments			
Employee and Councillor costs		(230,378,983)	(215,374,661)
Suppliers		(368,893,451)	(379,922,901)
Finance charges		(140,627)	(226,009)
Cash generated by operations	**38**	**159,425,004**	**97,075,301**
CASH FLOW FROM INVESTING ACTIVITIES			
Purchase of Property, Plant and Equipment	**8**	(85,185,097)	(68,376,818)
Purchase of Intangible Assets	**9**	(72,384)	-
Proceeds on Disposal of Property, Plant and Equipment		8,549,738	(0)
Net Cash from Investing Activities		**(76,707,743)**	**(68,376,819)**
CASH FLOW FROM FINANCING ACTIVITIES			
Loans repaid		(1,404,850)	(1,370,072)
Increase in Consumer Deposits		609,675	2,246,014
Net Cash from Financing Activities		**(795,175)**	**875,942**
NET INCREASE/(DECREASE) IN CASH AND CASH EQUIVALENTS		**81,922,085**	**29,574,425**
Cash and Cash Equivalents at the beginning of the year		144,879,638	115,305,213
Cash and Cash Equivalents at the end of the year	**2**	226,801,723	144,879,638
NET INCREASE/(DECREASE) IN CASH AND CASH EQUIVALENTS		**81,922,085**	**29,574,425**

AUDITOR-GENERAL SOUTH AFRICA

Johan Jansen van Rensburg – 30 November 2023

WITZENBERG MUNICIPALITY

REPORTABLE SEGMENTS FOR THE YEAR ENDED 30 JUNE 2023

	Community and public safety	Economic and environmental services	Trading Services	Governance and Administration	Total
Segment Revenue	R	R	R	R	R
External revenue from non-exchange transactions	149,265,223	37,982,650	31,098,789	110,825,519	329,172,181
External revenue from exchange transactions	7,447,370	6,752,714	441,895,725	3,972,931	460,068,741
Interest revenue	103,259	-	22,493,452	17,330,697	39,927,408
Revenue from transactions with other segments	-	-	0	-	0
Total Revenue	156,815,852	44,735,364	495,487,965	132,129,148	829,168,329
Segment Expenditure					
Employee related costs	75,633,861	29,262,312	55,982,698	60,986,580	221,865,452
Remuneration of Councillors	-	-	-	11,320,701	11,320,701
Bulk Purchases	9,310	-	279,950,701	-	279,960,011
Depreciation and Amortisation	4,888,191	8,270,599	14,923,015	3,821,368	31,903,173
Impairment and Bad debt	4,992,731	-	55,391,281	4,558,441	64,942,453
Other Expenditure	13,440,637	17,181,890	57,697,932	45,310,799	133,631,259
Internal charges	6,713,506	123,736	-9,473,519	2,636,277	0
Total Expenditure	105,678,235	54,838,538	454,472,109	128,634,166	743,623,049
Gains & Losses	-	-	23,823,573	8,868,483	32,692,056
Surplus/deficit for the year	**51,137,617**	**(10,103,174)**	**64,839,429**	**12,363,465**	**118,237,337**

REPORTABLE SEGMENTS FOR THE YEAR ENDED 30 JUNE 2022

	Community and public safety	Economic and environmental services	Trading Services	Governance and Administration	Total
Segment Revenue	R	R	R	R	R
External revenue from non-exchange transactions	137,294,013	14,510,955	48,738,234	99,370,913	299,914,115
External revenue from exchange transactions	7,409,680	6,000,532	435,882,410	3,496,322	452,788,943
Interest revenue	156,535	-	14,722,732	7,951,664	22,830,931
Revenue from transactions with other segments	42,547	-	21,591,264	-	21,633,811
Total Revenue	144,902,775	20,511,487	520,934,639	110,818,899	797,167,800
Segment Expenditure					
Employee related costs	71,335,868	28,415,510	50,679,846	55,915,521	206,346,745
Remuneration of Councillors	-	-	-	10,475,781	10,475,781
Bulk Purchases	7,500	-	285,700,844	-	285,708,344
Depreciation and Amortisation	3,972,797	7,634,849	23,683,486	3,033,207	38,324,340
Impairment and Bad debt	4,147,300	-	39,801,721	6,490,887	50,439,907
Other Expenditure	12,559,335	10,718,598	40,581,088	38,967,815	102,826,837
Internal charges	7,123,665	132,161	11,898,503	2,479,482	21,633,811
Total Expenditure	99,146,466	46,901,118	452,345,487	117,362,693	715,755,765
Gains & Losses	-6,346	-	-1,055,801	14,510,974	13,448,828
Surplus/deficit for the year	**45,749,963**	**(26,389,631)**	**67,533,351**	**7,967,180**	**94,860,863**

For management purposes, the municipality is organised and operates in four key functional segments (or business units). To this end, management monitors the operating results of these business units for the purpose of making decisions about resource allocations and assessment of performance. Revenues and expenditures relating to these business units are allocated at a transactional level.

The four key business units comprise of:

- Community and public safety which includes community and social services, sport and recreation, public safety and housing services.
- Economic and environmental services which includes planning and development, road transport and environmental protection services.
- Trading services which includes energy sources, water management, waste water management and waste management services.
- Governance and administration which includes executive and council, finance and administration and internal audit.

The grouping of these segments is consistent with the functional classification of government activities which considers the nature of the services, the beneficiaries of such services and the fees charged for the services rendered (if any).

Management does not monitor financial performance geographically and does not at present have reliable separate financial information.

AUDITOR-GENERAL
SOUTH AFRICA

WITZENBERG MUNICIPALITY

STATEMENT OF COMPARISON OF BUDGET AND ACTUAL AMOUNTS FOR THE YEAR ENDED 30 JUNE 2023

	Actual 2022/2023 R	Approved budget 2022/2023 R	Adjustments 2022/2023 R	Final budget 2022/2023 R	Difference between final budget and actual	Actual 2021/2022 R
ASSETS						
Current Assets	**359,772,011**	**242,916,352**	**20,324,822**	**263,241,174**	**37%**	**276,314,269**
Cash	226,801,723	143,632,111	35,154,790	178,786,901	27%	144,879,638
Call investment deposits	-	-	930,702	930,702	-100%	-
Consumer debtors	100,938,741	63,768,973	(15,198,315)	48,570,658	108%	105,640,459
Other debtors	20,497,349	26,033,879	-	26,033,879	-21%	16,758,947
Current portion of long-term receivables	-	-	-	-		-
Inventory	11,534,198	9,481,389	(562,355)	8,919,034	29%	9,035,225
Non-Current Assets	**1,076,394,854**	**1,124,459,737**	**(4,881,965)**	**1,119,577,772**	**-4%**	**1,053,538,053**
Investments	-	9,382	-	9,382	-100%	-
Investment Property	42,093,437	41,945,794	-	41,945,794	0%	42,842,088
Property, Plant and Equipment	1,031,639,722	1,081,628,241	(5,229,791)	1,076,398,450	-4%	1,008,032,933
Intangible Assets	2,111,695	326,320	347,826	674,146	213%	2,113,032
Other non-current assets	550,000	550,000	-	550,000	0%	550,000
Total Assets	**1,436,166,865**	**1,367,376,089**	**15,442,857**	**1,382,818,946**	**4%**	**1,329,852,322**
LIABILITIES						
Current Liabilities	**162,793,521**	**137,549,423**	**(393,667)**	**137,155,756**	**19%**	**120,616,817**
Borrowings	527,449	610,734	-	610,734	-14%	1,896,741
Consumer Deposits	12,158,284	8,731,990	-	8,731,990	39%	11,548,609
Trade and Other Payable Exchange Transactions	119,490,136	99,286,167	(393,667)	98,892,500	21%	79,466,341
Provisions	30,617,652	28,920,532	-	28,920,532	6%	27,705,126
Non-Current Liabilities	**116,165,437**	**260,296,202**	**4,584,087**	**264,880,289**	**-56%**	**170,264,937**
Borrowings	-	12,219,962	-	12,219,962	-100%	527,449
Provisions	116,165,437	248,076,240	4,584,087	252,660,327	-54%	169,737,488
Total Liabilities	**278,958,958**	**397,845,625**	**4,190,420**	**402,036,045**	**-31%**	**290,881,754**
Net Assets	**1,157,207,907**	**969,530,464**	**11,252,437**	**980,782,901**	**18%**	**1,038,970,568**
Accumulated Surplus	1,144,668,399	959,088,255	11,252,437	970,340,692	18%	1,026,431,060
Reserve	12,539,508	10,442,209	-	10,442,209	20%	12,539,508
Total Net Assets and Liabilities	**1,436,166,865**	**1,367,376,089**	**15,442,857**	**1,382,818,946**	**4%**	**1,329,852,322**

The MSCOA chart of accounts are used for all financial transactions. The compilation of budget information from the MSCOA data strings continues to remain a challenge. The adjustments as per the above report is mainly in respect of corrections made to the budgeted statement of financial position.

AUDITOR-GENERAL SOUTH AFRICA

Johan Jansen van Rensburg – 30 November 2023

WITZENBERG MUNICIPALITY

STATEMENT OF COMPARISON OF BUDGET AND ACTUAL AMOUNTS FOR THE YEAR ENDED 30 JUNE 2023

	Actual 2022/2023 R	Approved budget 2022/2023 R	Adjustments 2022/2023 R	Final budget 2022/2023 R	Difference between final budget and actual	Actual 2021/2022 R
Operating Revenue						
Property rates	98,265,912	95,739,270	(147,000)	95,592,270	3%	88,812,979
Service charges - electricity revenue	312,719,443	336,625,400	-	336,625,400	-7%	326,063,309
Service charges - water revenue	46,027,574	48,907,175	-	48,907,175	-6%	45,339,817
Service charges - sanitation revenue	49,643,073	31,703,322	-	31,703,322	57%	35,325,523
Service charges - refuse revenue	31,491,930	30,235,865	-	30,235,865	4%	28,975,765
Rental from Fixed Assets	4,785,785	3,415,880	-	3,415,880	40%	4,604,001
Interest earned - External investments	14,390,399	5,089,002	1,158,436	6,247,438	130%	5,580,245
Interest Income on Overdue Accounts	25,537,009	9,110,584	13,046,606	22,157,190	15%	17,250,686
Fines, Penalties and Forfeits	8,856,622	11,137,237	1	11,137,238	-20%	9,670,067
Licences or Permits	1,145,124	2,216,358	-	2,216,358	-48%	1,198,303
Agency Services	4,611,149	4,248,720	-	4,248,720	9%	4,414,566
Transfers and Subsidies	150,687,832	150,990,692	(5,300,222)	145,690,470	3%	131,220,366
Other revenue	13,414,766	15,608,968	3,837,405	19,446,373	-31%	8,065,961
Gains	34,697,540	-	-	-	0%	15,818,851
Total Revenue (excluding capital transfers and contributions)	**796,274,159**	**745,028,473**	**12,595,226**	**757,623,699**	**5%**	**722,340,440**
Operating Expenditure by Nature						
Employee related costs	229,004,252	248,234,101	(6,210,979)	242,023,122	5%	206,346,744
Remuneration of Councillors	11,067,396	12,215,735	(333,138)	11,882,597	7%	10,475,781
Impairment	54,996,576	46,031,366	13,698,314	59,729,680	8%	35,729,032
Depreciation and Amortisation	31,903,173	39,588,569	13,226,200	52,814,769	40%	38,324,340
Finance Charges	9,895,157	9,079,768	4,584,087	13,663,855	28%	13,913,745
Bulk Purchases	279,960,011	314,410,729	(305,000)	314,105,729	11%	285,708,344
Other materials	18,504,210	16,153,873	3,879,502	20,033,375	8%	14,448,761
Contracted Services	50,689,001	52,776,013	3,171,128	55,947,141	9%	33,781,763
Transfers and Subsidies: Operational Expenditure	2,207,898	1,543,081	744,669	2,287,750	3%	2,183,334
Other Expenditure	55,395,373	1,213,037	1,504,895	2,717,932	-1938%	53,210,111
Losses	2,005,484	1,226	-	1,226	-163479%	2,370,024
Total expenditure	**745,628,533**	**741,247,498**	**33,959,678**	**775,207,176**	**4%**	**696,491,979**
Surplus/(Deficit)	**50,645,626**	**3,780,975**	**(21,364,452)**	**(17,583,477)**	**-388%**	**25,848,461**
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)	67,591,713	55,582,869	29,790,936	85,373,805	21%	66,276,090
Surplus/ (Deficit) for the year	**118,237,339**	**59,363,844**	**8,426,484**	**67,790,328**	**74%**	**92,124,551**
Operating expenditure by vote						
Budget and Treasury Office	45,650,259	51,032,910	5,044,192	56,077,102	19%	43,188,267
Civil services	164,976,650	161,264,045	40,317,259	201,581,304	18%	158,054,960
Community and social services	31,267,804	37,956,023	689,152	38,645,175	19%	30,070,461
Corporate Services	56,195,216	73,677,449	(12,915,622)	60,761,827	8%	49,823,645
Electro Technical Services	312,103,692	349,657,854	(3,795,522)	345,862,332	10%	312,116,280
Executive and Council	25,841,435	28,313,945	583,331	28,897,276	11%	21,841,617
Housing	4,819,898	17,171,558	(5,259,688)	11,911,870	60%	4,947,451
Planning	7,873,971	8,069,424	(107,958)	7,961,466	1%	7,353,346
Public Safety	38,786,220	42,227,263	2,865,336	45,092,599	14%	36,528,511
Sport and recreation	33,310,904	30,114,194	3,549,105	33,663,299	1%	30,197,417
Total operating expenditure by vote	**720,826,049**	**799,484,665**	**30,969,585**	**830,454,250**	**13%**	**694,121,955**

AUDITOR-GENERAL SOUTH AFRICA

Johan Jansen van Rensburg – 30 November 2023

WITZENBERG MUNICIPALITY

STATEMENT OF COMPARISON OF BUDGET AND ACTUAL AMOUNTS FOR THE YEAR ENDED 30 JUNE 2023

	Actual 2022/2023 R	Approved budget 2022/2023 R	Adjustments 2022/2023 R	Final budget 2022/2023 R	Difference between final budget and actual	Actual 2021/2022 R
Capital expenditure by vote						
Budget and Treasury Office	179,064	180,000	(936)	179,064	0%	1,604,057
Civil services	72,745,337	73,137,068	10,969,959	84,107,027	14%	56,761,628
Community and social services	296,879	372,000	9,041	381,041	22%	735,636
Corporate Services	1,984,615	1,710,000	645,777	2,355,777	16%	1,745,535
Electro Technical Services	4,827,445	4,000,000	1,238,639	5,238,639	8%	9,573,284
Executive and Council	-	-	-	-	-	-
Planning	-	-	-	-	-	-
Public Safety	56,686	-	229,565	229,565	75%	240,000
Sport and recreation	7,099,644	8,754,305	(271,644)	8,482,661	16%	3,083,912
Total capital expenditure	**87,189,670**	**88,153,373**	**12,820,401**	**100,973,774**	**14%**	**73,744,052**
CASH FLOW FROM OPERATING ACTIVITIES						
Receipts						
Property Rates and other Taxes	100,948,577	94,278,161	-	94,278,161	7%	92,225,613
Service charges	416,447,675	484,809,966	-	484,809,966	-14%	418,952,497
Other revenue						
Government Grants	208,496,387	212,401,000	26,186,210	238,587,210	-13%	168,683,527
Interest	32,945,425	14,199,586	13,274,340	27,473,926	20%	12,737,236
Payments						
Suppliers and employees	(599,272,434)	(731,653,616)	-	(731,653,616)	18%	(595,297,562)
Finance charges	(140,627)	-	-	-	-	(226,009)
NET CASH FROM/(USED) OPERATING ACTIVITIES	**159,425,004**	**74,035,097**	**39,460,550**	**113,495,647**	**-40%**	**97,075,301**
CASH FLOWS FROM INVESTING ACTIVITIES						
Receipts						
Proceeds on disposal of PPE	8,549,738	-	4,412,275	4,412,275	-94%	(0)
Payments						
Capital assets	(85,257,481)	(92,143,373)	(8,518,035)	(100,661,408)	15%	(68,376,818)
NET CASH FROM/(USED) INVESTING ACTIVITIES	**(76,707,743)**	**(92,143,373)**	**(4,105,760)**	**(96,249,133)**	**20%**	**(68,376,819)**
CASH FLOWS FROM FINANCING ACTIVITIES						
Receipts						
Borrowing long term/refinancing	0	10,000,000	-	10,000,000	100%	–
Increase (decrease) in consumer deposits	609,675	-	-	-	-	2,246,014
Payments						
Repayment of borrowing	(1,404,850)	(1,000,000)	-	(1,000,000)	-40%	(1,370,072)
NET CASH FROM/(USED) FINANCING ACTIVITIES	**(795,175)**	**9,000,000**	**-**	**9,000,000**	**109%**	**875,942**

AUDITOR-GENERAL SOUTH AFRICA

Johan Jansen van Rensburg – 30 November 2023

Explanation of Material Statement of Financial Position Variances			**2022/2023**
Cash	27%	Conservative aproach to Cash Flow budgeting	
Consumer Debtors	108%	Increase in demand for municipal services.	
Other Debtors	-21%	Absence of contractor for trafic fine management	
Property, Plant and Equipment	-4%	Underspending of Capital Budget and restatement of capitlized restorration cost.	
Trade and Other Payable Exchange Transactions	21%	Effective management of Grants received and Payables and Accruals	
Borrowings	-100%	Budgeted loans not taken up in current financial year.	
Provisions	-54%	Unexpected increase in expected rehabilitation cost of landfill sites	

Explanation of Material Cash Flow Statement Variances		
Receipts- Government Grant	-13%	Expenditure not incurred for all grant funding received.
Payments- Capital Assets	15%	Underspending of Capital Budget
Financing activities	109%	Budgeted loans not taken up in current financial year.

Reconciliation of budget deficit with the surplus in the statement of financial performance

Net surplus per the statement of financial performance		118,237,339
Adjusted for:		
Property rates	Increase due to interim valuations	(2,673,642)
Interest Income on Overdue Accounts	Incrase in outstanding debt.	(3,379,819)
Fines, Penalties and Forfeits	Decrease due to the withdrawl of the contractor	2,280,616
Government Grants and Subsidies - Capital	Expenditure not incurred for all grant funding received.	17,782,092
Government Grants and Subsidies - Operating	Conservative budgeting for expenditure	(4,997,362)
Service Charges	Decreased sale of services due to loadshedding	7,589,741
Employee related costs	Vacansies not filled	(13,018,870)
Impairment	Less trafic fines issued	(4,733,104)
Depreciation and Amortisation	Depreciation less than expected due to slow capital spending	(20,911,596)
Finance Charges	Adjustment in Provisions	(3,768,698)
Bulk Purchases	Bulk purchases less than expected due to load shedding	(34,145,718)
Contracted Services	Contracted Services less than budget.	(5,258,140)
Transfers and Subsidies: Operational Expenditure	Expenditure incurred less than budget	(79,852)
Other Expenditure	Allocation received - Top structures to be buildt when approved by Province	52,677,441
Gain / (loss)	Unforseen adjustment in Provision and surplus on land sold	(34,697,540)
Other Items		(3,112,562)
Surplus/ (Deficit) for the year		**67,790,328**

Explanation of Material Cash Flow Variances		
Property Rates and other Taxes	7%	Implementation of new general valuation resulting in increased revenue
Service charges	-14%	Reinstatement of credit control measures as lockdown restrictions were eased
Interest	20%	Council resolved to levy interest on accounts as lockdown restrictions
Suppliers and employees	18%	Budget for payments to suppliers and employees was to conservative

The budget is approved on an accrual basis by vote classification as required by the Municipal Finance Management Act. The basis used for this comparison is by nature classification as required by General Recognised Accounting Practices. The approved budget covers the same period as the financial statements, from 1 July to 30 June.

The budget and accounting bases are the same; both are on the accrual basis. The financial statements are prepared using a classification on the nature of expenses in the statement of financial performance.

The changes between the approved and final budget are a consequence of reallocations within the budget and and of other factors allowable in terms of the Municipal Finance Management Act

AUDITOR-GENERAL SOUTH AFRICA

Johan Jansen van Rensburg – 30 November 2023

1. ACCOUNTING PRINCIPLES AND POLICIES APPLIED IN THE FINANCIAL STATEMENTS

1.1. BASIS OF PREPARATION

The annual financial statements have been prepared on an accrual basis of accounting and are in accordance with historical cost convention unless specified otherwise.

The annual financial statements have been prepared in accordance with the effective standards of Generally Recognised Accounting Practices (GRAP), including any interpretations issued by the Accounting Standards Board (ASB) in accordance with Section 122(3) of the Municipal Finance Management Act, (Act No 56 of 2003).

The standards are summarised as follows:

Accounting policies for material transactions, events or conditions not covered by the above GRAP have been developed in accordance with paragraphs 8, 10 and 11 of GRAP 3.

A summary of the significant accounting policies, which have been consistently applied except where an exemption has been granted, are disclosed below.

Assets, liabilities, revenue and expenses have not been offset except when offsetting is permitted or required by a Standard of GRAP.

The accounting policies applied are consistent with those used to present the previous year's financial statements, unless explicitly stated. The details of any changes in accounting policies are explained in the relevant notes to the Financial Statements.

1.2. PRESENTATION CURRENCY

Amounts reflected in the financial statements are in South African Rand and at actual values. No financial values are given in an abbreviated display format. No foreign exchange transactions are included in the statements.

1.3. GOING CONCERN ASSUMPTION

These annual financial statements have been prepared on a going concern basis.

1.4. COMPARATIVE INFORMATION

When the presentation or classification of items in the annual financial statements is amended, prior period comparative amounts are restated, unless a standard of GRAP does not require the restatements of comparative information. The nature and reason for the reclassification is disclosed. Where material accounting errors have been identified in the current year, the correction is made retrospectively as far as is practicable, and the prior year comparatives are restated accordingly. Where there has been a change in accounting policy in the current year, the adjustment is made retrospectively as far as is practicable, and the prior year comparatives are restated accordingly.

1.5. MATERIALITY

Material omissions or misstatements of items are material if they could, individually or collectively, influence the decision or assessments of users made on the basis of the financial statements. Materiality depends on the nature or size of the omission or misstatements judged in the surrounding circumstances. The nature or size of the information item, or a combination of both, could be the determining factor. In general, materiality is determined as 1% of total expenditure.

1.6. RESERVES

Capital Replacement Reserve (CRR)

In order to finance the provision of infrastructure and other items of property, plant and equipment from internal sources, amounts are transferred from the accumulated surplus / (deficit) to the CRR. The cash in the CRR can only be utilized to finance items of property, plant and equipment. The CRR is reduced and the accumulated surplus / (Deficit) are credited by a corresponding amount when the amounts in the CRR are utilized.

AUDITOR-GENERAL SOUTH AFRICA

Johan Jansen van Rensburg – 30 November 2023

1.7. LEASES

1.7.1. Municipality as Lessee

Leases are classified as finance leases where substantially all the risks and rewards associated with ownership of an asset are transferred to the Municipality. Property, plant and equipment or intangible assets subject to finance lease agreements are initially recognised at the lower of the asset's fair value and the present value of the minimum lease payments. The corresponding liabilities are initially recognised at the inception of the lease and are measured as the sum of the minimum lease payments due in terms of the lease agreement, discounted for the effect of interest. In discounting the lease payments, the Municipality uses the interest rate that exactly discounts the lease payments and unguaranteed residual value to the fair value of the asset plus any direct costs incurred.

Subsequent to initial recognition, the leased assets are accounted for in accordance with the stated accounting policies applicable to property, plant and equipment or intangibles. The lease liability is reduced by the lease payments, which are allocated between the lease finance cost and the capital repayment using the effective interest rate method. Lease finance costs are expensed when incurred. The accounting policies relating to de-recognition of financial instruments are applied to lease payables.

Operating leases are those leases that do not fall within the scope of the above definition. Operating lease rentals are recognised on a straight-line basis over the term of the relevant lease.

1.7.2. Municipality as Lessor

Under a finance lease, the Municipality recognises the lease payments to be received in terms of a lease agreement as an asset (receivable). The receivable is calculated as the sum of all the minimum lease payments to be received, plus any unguaranteed residual accruing to the Municipality, discounted at the interest rate implicit in the lease. The receivable is reduced by the capital portion of the lease instalments received, with the interest portion being recognised as interest revenue on a time proportionate basis. The accounting policies relating to de-recognition and impairment of financial instruments are applied to lease receivables.

Operating leases are those leases that do not fall within the scope of the above definition. Operating lease rentals are recognised on a straight-line basis over the term of the relevant lease.

1.8. UNSPENT CONDITIONAL GOVERNMENT GRANTS AND RECEIPTS

Conditional government grants are subject to specific conditions. If these specific conditions are not met, the monies received are repayable.

Unspent conditional grants are financial liabilities that are separately reflected on the Statement of Financial Position. They represent unspent government grants, subsidies and contributions from the public.

This liability always has to be cash-backed. The following provisions are set for the creation and utilisation of this creditor:

- Unspent conditional grants are recognised as a liability when the grant is received.
- When grant conditions are met an amount equal to the conditions met are transferred to revenue in the Statement of Financial Performance.
- The cash which backs up the creditor is invested as individual investment or part of the general investments of the Municipality until it is utilised.
- Interest earned on the investment is treated in accordance with grant conditions. If it is payable to the funder it is recorded as part of the creditor. If it is the Municipality's interest it is recognised as interest earned in the Statement of Financial Performance.

1.9. UNPAID CONDITIONAL GOVERNMENT GRANTS AND RECEIPTS

Unpaid conditional grants are assets in terms of the Framework that are separately reflected on the Statement of Financial Position. The asset is recognised when the Economic Entity has an enforceable right to receive the grant or if it is virtually certain that it will be received based on that grant conditions have been met. They represent unpaid government grants, subsidies and contributions from the public.

The following provisions are set for the creation and utilisation of the grant is receivables:

- Unpaid conditional grants are recognised as an asset when the grant is receivable.

1.10. PROVISIONS

1.10.1. GENERAL PROVISIONS

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Provisions are recognised when the Municipality has a present legal or constructive obligation as a result of past events, it is possible that an outflow of resource embodying economic benefits will be required to settle the obligation and a reliable estimate of the provision can be made. Provisions are reviewed at reporting date and adjusted to reflect the current best estimate. Where the effect is material, non-current provisions are discounted to their present value using a discount rate that reflects the market's current assessment of the time value of money, adjusted for risks specific to the liability (for example in the case of obligations for the rehabilitation of land).

The Municipality does not recognise a contingent liability or contingent asset. A contingent liability is disclosed unless the possibility of an outflow of resources embodying economic benefits is remote. A contingent asset is disclosed where an inflow of economic benefits is possible.

Future events that may affect the amount required to settle an obligation are reflected in the amount of a provision where there is sufficient objective evidence that they will occur. Gains from the expected disposal of assets are not taken into account in measuring a provision. Provisions are not recognised for future operating losses. The present obligation under an onerous contract is recognised and measured as a provision.

A provision for restructuring costs is recognised only when the following criteria over and above the recognition criteria of a provision have been met:

(a) The Municipality has a detailed formal plan for the restructuring identifying at least:

- the business or part of a business concerned;
- the principal locations affected;
- the location, function and approximate number of employees who will be compensated for terminating their services;
- the expenditures that will be undertaken; and
- when the plan will be implemented.

(b) The Municipality has raised a valid expectation in those affected that it will carry out the restructuring by starting to implement that plan or announcing its main features to those affected by it.

The amount recognised as a provision shall be the best estimate of the expenditure required to settle the present obligation at the reporting date.

Provisions shall be reviewed at each reporting date and adjusted to reflect the current best estimate. If it is no longer probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation, the provision shall be reversed.

1.10.2. REHABILITATION OF LANDFILL SITES PROVISIONS

Provision is made in terms of the licensing stipulations of the landfill sites, for the estimated cost of rehabilitating waste sites. The provision has been determined on the basis of a recent independent study. The cost factors derived from the study by a firm of consulting engineers have discounted to present value at prime interest rate.

1.11. EMPLOYEE BENEFITS

1.11.1. Post-Retirement Medical obligations

The Municipality provides post-retirement medical benefits by subsidizing the medical aid contributions of certain retired staff according to the rules of the medical aid funds. Council pays 70% as contribution and the remaining 30% are paid by the members. The entitlement to these benefits is usually conditional on the employee remaining in service up to retirement age and the completion of a minimum service period. The present value of the defined benefit liability is actuarially determined in accordance with GRAP 25 – Employee benefits (using a discount rate applicable to high quality government bonds). The plan is unfunded.

These contributions are charged to the Statement of Financial Performance when employees have rendered the service entitling them to the contribution. The liability was calculated by means of the projected unit credit actuarial valuation method. The liability in respect of current pensioners is regarded as fully accrued, and is therefore not split between a past (or accrued) and future in-service element. The liability is recognised at the fair value of the obligation. Payments made by the Municipality are set-off against the liability, including notional interest, resulting from the valuation by the actuaries and are charged against the Statement of Financial Performance as employee benefits upon valuation.

Actuarial gains and losses arising from the experience adjustments and changes in actuarial assumptions, is charged or credited to the Statement of Financial Performance in the period that it occurs. These obligations are valued periodically by independent qualified actuaries.

1.11.2. Long Service awards

Long service awards are provided to employees who achieve certain pre-determined milestones of service within the Municipality. The Municipality's obligation under these plans is valued by independent qualified actuaries periodically and the corresponding liability is raised. Payments are set-off against the liability, including notional interest, resulting from the valuation by the actuaries and are charged against the Statement of Financial Performance as employee benefits upon valuation. Defined benefit plans are post-employment plans other than defined contribution plans.

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Actuarial gains and losses arising from the experience adjustments and changes in actuarial assumptions, is charged or credited to the Statement of Financial Performance in the period that it occurs. These obligations are valued periodically by independent qualified actuaries.

1.11.3. Accrued Leave Pay

Liabilities for annual leave are recognised as they accrue to employees. The liability is based on the total amount of leave days due to employees at year end and also on the total remuneration package of the employee.

1.11.4. Staff Bonuses

Liabilities for staff bonuses are recognised as they accrue to employees. The liability at year end is based on bonus accrued at year end for each employee.

1.11.5. Performance bonuses

A provision, in respect of the liability relating to the anticipated costs of performance bonuses payable to Section 57 employees, is maintained. Municipal entities' performance bonus provisions are based on the employment contract stipulations as well as previous performance bonus payment trends.

1.11.6. Pension and retirement fund obligations

The Municipality provides retirement benefits for its employees and councillors. Defined contribution plans are post-employment benefit plans under which an entity pays fixed contributions into a separate entity (a fund) and will have no legal or constructive obligation to pay further contributions if the fund does not hold sufficient assets to pay all employee benefits relating to employee service in the current and prior periods. The contributions to fund obligations for the payment of retirement benefits are charged against income in the year they become payable. Defined benefit plans are post-employment benefit plans other than defined contribution plans. The defined benefit funds, which are administered on a provincial basis, are actuarially valued tri-annually on the projected unit credit method basis. Deficits identified are recovered through lump sum payments or increased future contributions on a proportional basis to all participating municipalities. The contributions and lump sum payments are charged against income in the year they become payable. Sufficient information is not available to use defined benefit accounting for a multi-employer plan. As a result, defined benefit plans have been accounted for as if they were defined contribution plans.

1.11.7. Ex gratia Gratuities

Ex gratia gratuities are provided to employees that were not previously members of a pension fund. The Municipality's obligation under these plans is valued by independent qualified actuaries and the corresponding liability is raised. Payments made by the Municipality are set-off against the liability, including notional interest, resulting from the valuation by the actuaries and are charged against the Statement of Financial Performance as employee benefits upon valuation. Defined benefit plans are post-employment plans other than defined contribution plans.

Actuarial gains and losses arising from the experience adjustments and changes in actuarial assumptions, is charged or credited to the Statement of Financial Performance in the period that it occurs. These obligations are valued periodically by independent qualified actuaries.

1.12. PROPERTY, PLANT AND EQUIPMENT

1.12.1. Initial Recognition

Property, plant and equipment are tangible non-current assets (including infrastructure assets) that are held for use in the production or supply of goods or services, rental to others, or for administrative purposes, and are expected to be used during more than one year. Items of property, plant and equipment are initially recognised as assets on acquisition date and are initially recorded at cost. The cost of an item of property, plant and equipment is the purchase price and other costs attributable to bring the asset to the location and condition necessary for it to be capable of operating in the manner intended by the municipality. Trade discounts and rebates are deducted in arriving at the cost. The cost also includes the necessary costs of dismantling and removing the asset and restoring the site on which it is located.

When significant components of an item of property, plant and equipment have different useful lives, they are accounted for as separate items (major components) of property, plant and equipment.

Where an asset is acquired by the municipality for no or nominal consideration (i.e. a non-exchange transaction), the cost is deemed to be equal to the fair value of that asset on the date acquired.

Where an item of property, plant and equipment is acquired in exchange for a non-monetary asset or monetary assets, or a combination of monetary and non-monetary assets, the assets acquired is initially measured at fair value (the cost). It the acquired item's fair value was not determinable, it's deemed cost is the carrying amount of the asset(s) given up.

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Major spare parts and servicing equipment qualify as property, plant and equipment when the municipality expects to use them during more than one period. Similarly, if the major spare parts and servicing equipment can be used only in connection with an item of property, plant and equipment, they are accounted for as property, plant and equipment.

1.12.2. Subsequent Measurement – Cost Model

Subsequent to initial recognition, items of property, plant and equipment are measured at cost less accumulated depreciation and impairment losses. Land is not depreciated as it is deemed to have an indefinite useful life.

Where the municipality replaces parts of an asset, it derecognises the part of the asset being replaced and capitalises the new component. Subsequent expenditure incurred on an asset is capitalised when it increases the capacity or future economic benefits associated with the asset.

1.12.3. Depreciation and Impairment

Depreciation is calculated on the depreciable amount, using the straight-line method over the estimated useful lives of the assets. Depreciation of an asset begins when it is available for use, i.e. when it is in the location and condition necessary for it to be capable of operating in the manner intended by management. Components of assets that are significant in relation to the whole asset and that have different useful lives are depreciated separately. The estimated useful lives, residual values and depreciation method are reviewed at each year end, with the effect of any changes in estimate accounted for on a prospective basis. The annual depreciation rates are based on the following estimated useful lives:

	Years		***Years***
Infrastructure		**Other**	
Roads and Paving	5-100	Airports	20
Electricity	4-46	Buildings	30-100
Water	15-150	Computer equipment	3-30
Sanitation	10-75	Furniture and equipment	3-30
Other	10-15	Landfill sites	10-15
		Markets	30
Community		Other	3-30
Recreational Facilities	5-30	Other vehicles	2-67
Sport fields & Stadia	10-20	Plant and Equipment	3-32
Halls	5-100	Specialist vehicles	6-38
Libraries	10-30		
Parks and gardens	10-30		
Other assets	5-30		
Cemeteries	5-30		
Finance lease assets			
Office equipment	3-5		

Property, plant and equipment are reviewed at each reporting date for any indication of impairment. If any such indication exists, the asset's recoverable amount is estimated. The impairment charged to the Statement of Financial Performance is the excess of the carrying value over the recoverable amount.

An impairment is reversed only to the extent that the asset's carrying amount does not exceed the carrying amount that would have been determined had no impairment been recognised. A reversal of impairment is recognised in the Statement of Financial Performance.

1.12.4. De-recognition

Items of property, plant and equipment are derecognised when the asset is disposed or when there are no further economic benefits or service potential expected from the use of the asset. The gain or loss arising on the disposal or retirement of an item of property, plant and equipment is determined as the difference between the sales proceeds and the carrying value and is recognised in the Statement of Financial Performance.

1.12.5. Land and Buildings and Other Assets – application of deemed cost (Directive 7)

The Municipality opted to take advantage of the transitional arrangement as contained in Directive 7 of the Accounting Standards Board, issued in December 2009. The Municipality applied deemed cost where the acquisition cost of an asset could not be determined. The municipality updated the Land and Buildings acquired before 30 June 2008 to the fair value as determined by an independent valuator. For Other Assets the depreciation replacement cost method was used to establish the deemed cost as on 1 July 2008.

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1.13. INTANGIBLE ASSETS

1.13.1. *Initial Recognition*

An intangible asset is an identifiable non-monetary asset without physical substance.

An asset meets the identifiable criterion in the definition of an intangible asset when it:

is separable, i.e. is capable of being separated or divided from the entity and sold, transferred, licensed, rented or exchanged, either individually or together with a related contract, asset or liability; or arises from contractual rights (including rights arising from binding arrangements) or other legal rights (excluding rights granted by statute), regardless of whether those rights are transferable or separable from the entity or from other rights and obligations.

The municipality recognises an intangible asset in its Statement of Financial Position only when it is probable that the expected future economic benefits or service potential that are attributable to the asset will flow to the municipality and the cost or fair value of the asset can be measured reliably.

Internally generated intangible assets are subject to strict recognition criteria before they are capitalised. Research expenditure is never capitalised, while development expenditure is only capitalised to the extent that:

the municipality intends to complete the intangible asset for use or sale;
it is technically feasible to complete the intangible asset;
the municipality has the resources to complete the project; and
it is probable that the municipality will receive future economic benefits or service potential.

Intangible assets are initially recognised at cost.

Where an intangible asset is acquired by the municipality for no or nominal consideration (i.e. a non-exchange transaction), the cost is deemed to be equal to the fair value of that asset on the date acquired.

Where an intangible asset is acquired in exchange for a non-monetary asset or monetary assets, or a combination of monetary and non-monetary assets, the asset acquired is initially measured at fair value (the cost). If the acquired item's fair value was not determinable, it's deemed cost is the carrying amount of the asset(s) given up.

1.13.2. Subsequent Measurement – Cost Model

Intangible assets are subsequently carried at cost less accumulated amortisation and impairments. The cost of an intangible asset is amortised over the useful life where that useful life is finite. Where the useful life is indefinite, the asset is not amortised but is subject to an annual impairment test.

1.13.3. Amortisation and Impairment

Amortisation is charged so as to write off the cost or valuation of intangible assets over their estimated useful lives using the straight line method. Amortisation of an asset begins when it is available for use, i.e. when it is in the condition necessary for it to be capable of operating in the manner intended by management. Components of assets that are significant in relation to the whole asset and that have different useful lives are amortised separately. The estimated useful lives, residual values and amortisation method are reviewed at each year end, with the effect of any changes in estimate accounted for on a prospective basis. The annual amortisation rates are based on the following estimated useful lives:

Intangible Assets	**Years**
Computer Software	5
Computer Software Licenses	5

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1.13.4. De-recognition

Intangible assets are derecognised when the asset is disposed or when there are no further economic benefits or service potential expected from the use of the asset. The gain or loss arising on the disposal or retirement of an intangible asset is determined as the difference between the sales proceeds and the carrying value and is recognised in the Statement of Financial Performance.

1.14. INVESTMENT PROPERTY

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1.14.1. Initial Recognition

Investment property shall be recognised as an asset when and only when:

- it is probable that the future economic benefits or service potential that are associated with the investment property will flow to the entity, and
- the cost or fair value of the investment property can be measured reliably.

Investment property includes property (land or a building, or part of a building, or both land and buildings held under a finance lease) held to earn rentals and/or for capital appreciation, rather than held to meet service delivery objectives, the production or supply of goods or services, or the sale of an asset in the ordinary course of operations.

At initial recognition, the municipality measures investment property at cost including transaction costs once it meets the definition of investment property. However, where an investment property was acquired through a non-exchange transaction (i.e. where it acquired the investment property for no or a nominal value), its cost is its fair value as at the date of acquisition.

Transfers are made to or from investment property only when there is a change in use. For a transfer from investment property to owner occupied property, the deemed cost for subsequent accounting is the fair value at the date of change in use. If owner occupied property becomes an investment property, the municipality accounts for such property in accordance with the policy stated under property, plant and equipment up to the date of change in use.

The cost of self-constructed investment property is the cost at date of completion.

1.14.2. Subsequent Measurement – Cost Model

Subsequent to initial recognition, items of investment property are measured at cost less accumulated depreciation and impairment losses. Land is not depreciated as it is deemed to have an indefinite useful life.

1.14.3. Depreciation and Impairment

Depreciation is calculated on the depreciable amount, using the straight-line method over the estimated useful lives of the assets. Depreciation of an asset begins when it is available for use, i.e. when it is in the location and condition necessary for it to be capable of operating in the manner intended by management. Components of assets that are significant in relation to the whole asset and that have different useful lives are depreciated separately. The estimated useful lives, residual values and depreciation method are reviewed at each year end, with the effect of any changes in estimate accounted for on a prospective basis.

Investment Property	**Years**
Buildings	99 - 100

1.14.4. De-recognition

Investment property is derecognised when it is disposed or when there are no further economic benefits expected from the use of the investment property. The gain or loss arising on the disposal or retirement of an item of investment property is determined as the difference between the sales proceeds and the carrying value and is recognised in the Statement of Financial Performance.

1.15. HERITAGE ASSETS

1.15.1. Initial Recognition

Heritage assets are assets that have a cultural, environmental, historical, natural, scientific, technological or artistic significance and are held indefinitely for the benefit of present and future generations.

A heritage asset shall be recognised as an asset if, and only if:

- it is probable that future economic benefits or service potential associated with the asset will flow to the entity, and
- the cost or fair value of the asset can be measured reliably.

An asset that has met the recognition requirement criteria for heritage assets shall be measured at its cost if such an asset has been acquired through an exchange transaction.

Where a heritage asset has been acquired through a non-exchange transaction, its cost shall be measured at its fair value as at the date of acquisition.

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1.15.2. *Subsequent Measurement*

Heritage assets are not depreciated based on their nature however the municipality assesses at each reporting date whether there is a need for impairment.
The class of heritage assets are carried at its cost less any accumulated impairment losses.

1.15.3. *Impairment*

Where the carrying amount of an item of heritage asset is greater than the estimated recoverable amount (or recoverable service amount), it is written down immediately to its recoverable amount (or recoverable service amount) and an impairment loss is charged to the Statement of Financial Performance.

Where items of heritage asset have been impaired, the carrying value is adjusted by the impairment loss, which is recognised as an expense in the Statement of Financial Performance in the period that the impairment is identified.

An impairment is reversed only to the extent that the asset's carrying amount does not exceed the carrying amount that would have been determined had no impairment been recognised. A reversal of the impairment is recognised in the Statement of Financial Performance.

1.15.4. De-recognition

The carrying amount of a heritage asset is derecognised:

- on disposal, or
- when no future economic benefits or service potential are expected from its use or disposal.

The gain or loss arising from de-recognition of a heritage asset shall be determined as the difference between the net disposal proceeds, if any, and the carrying amount of the heritage asset. Such difference is recognised in surplus or deficit when the heritage asset is derecognised.

1.16. IMPAIRMENT OF NON-FINANCIAL ASSETS

1.16.1. Cash-generating assets

Cash-generating assets are assets held with the primary objective of generating a commercial return.

The Municipality assesses at each reporting date whether there is an indication that an asset may be impaired. If any indication exists, or when annual impairment testing for an asset is required, the municipality estimates the asset's recoverable amount.

An asset's recoverable amount is the higher of an asset's or cash-generating units (CGU) fair value less costs to sell and its value in use and is determined for an individual asset, unless the asset does not generate cash inflows that are largely independent of those from other assets or groups of assets. Where the carrying amount of an asset or CGU exceeds its recoverable amount, the asset is considered impaired and is written down to its recoverable amount. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset. In determining fair value less costs to sell, an appropriate valuation model is used. Impairment losses are recognised in the Statement of Financial Performance in those expense categories consistent with the function of the impaired asset.

An assessment is made at each reporting date as to whether there is any indication that previously recognised impairment losses may no longer exist or may have decreased. If such indication exists, the Municipality estimates the asset's or cash-generating unit's recoverable amount. A previously recognised impairment loss is reversed only if there has been a change in the assumptions used to determine the asset's recoverable amount since the last impairment loss was recognised. The reversal is limited so that the carrying amount of the asset does not exceed its recoverable amount, nor exceed the carrying amount that would have been determined, net of depreciation, had no impairment loss been recognised for the asset in prior years. Such reversal is recognised in the Statement of Financial Performance.

1.16.2. Non-cash-generating assets

Non-cash-generating assets are assets other than cash-generating assets.

The Municipality assesses at each reporting date whether there is an indication that an asset may be impaired. If any indication exists, or when annual impairment testing for an asset is required, the Municipality estimates the asset's recoverable service amount.

An asset's recoverable service amount is the higher of a non-cash-generating asset's fair value less costs to sell and its value in use. If the recoverable service amount of an asset is less than its carrying amount, the carrying amount of the asset is reduced to its recoverable service amount. That reduction is an impairment loss recorded in the Statement of Financial Performance.

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The value in use of a non-cash-generating asset is the present value of the asset's remaining service potential. The present value of the remaining service potential of the asset is determined using any one of the following approaches:

Depreciation replacement cost approach - the present value of the remaining service potential of an asset is determined as the depreciated replacement cost of the asset. The replacement cost of an asset is the cost to replace the asset's gross service potential. This cost is depreciated to reflect the asset in its used condition. An asset may be replaced either through reproduction (replication) of the existing asset or through replacement of its gross service potential. The depreciated replacement cost is measured as the reproduction or replacement cost of the asset, whichever is lower, less accumulated depreciation calculated on the basis of such cost, to reflect the already consumed or expired service potential of the asset.

Fair value less costs to sell is the amount obtainable from the sale of an asset in an arm's length transaction between knowledgeable, willing parties, less the costs of disposal.

The Municipality assesses at each reporting date whether there is any indication that an impairment loss recognised in prior periods for an asset may no longer exist or may have decreased. If any such indication exists, the Municipality estimates the recoverable service amount of that asset.

An impairment loss recognised in prior periods for an asset is reversed if there has been a change in the estimates used to determine the asset's recoverable service amount since the last impairment loss was recognised. If this is the case, the carrying amount of the asset is increased to its recoverable service amount. The increased carrying amount of an asset attributable to a reversal of an impairment loss does not exceed the carrying amount that would have been determined (net of depreciation or amortisation) had no impairment loss been recognised for the asset in prior periods. Such a reversal of an impairment loss is recognised in the Statement of Financial Performance.

1.17. COMMITMENTS

Commitments are future payments and expenditure to be incurred on contracts that have been entered into at the reporting date and where there are unperformed obligations. The commitments would include both capital and operating items.

Committed expenditure approved and contracted for at reporting date is where the expenditure has been approved and the contract has been awarded.

Committed expenditure approved but not yet contracted for at reporting date is where the expenditure has been approved but the contract has yet to be awarded or is awaiting finalisation.

1.18. INVENTORIES

1.18.1. Initial Recognition

Inventories comprise current assets held for sale, consumption or distribution during the ordinary course of business. Inventories are initially recognised at cost. Cost generally refers to the purchase price, plus non-recoverable taxes, transport costs and any other costs in bringing the inventories to their current location and condition. Where inventory is manufactured, constructed or produced, the cost includes the cost of labour, materials and overheads used during the manufacturing process.

Where inventory is acquired by the Municipality for no or nominal consideration (i.e. a non-exchange transaction), the cost is deemed to be equal to the fair value of the item on the date acquired.

The cost of purified water comprises cost of conversion and other cost incurred in bringing the inventory to their present location and condition.

Housing inventory is low cost houses still in process of construction or completed and not yet transferred. These houses are entirely funded by the National Department of Human Settlements, through the Western Cape Department of Human Settlements.

In terms of GRAP standards a municipality can either be regarded to be the "developer", "principal" or "agent when executing the delivery of houses.

When the municipality is acting as the "developer" or "principal" all costs are recognized as inventory up to the point of transfer to the allocated beneficiaries, where after the cost is expensed through the statement of financial performance.

When the municipality is acting as the "agent all transfers received by the Western Cape Department of Human Settlements is recorded initially as a liability in the statement of financial position. Any payments or costs pertaining to human settlement housing activities are debited against the liability.

1.18.2. Subsequent Measurement

Inventories, consisting of consumable stores, raw materials, work-in-progress and finished goods, are valued at the lower of cost and net realisable value unless they are to be distributed at no or nominal charge, in which case they are measured at the lower of cost and current replacement cost. Redundant and slow-moving inventories are identified and written down in this way. Differences arising on the valuation of inventory are recognised in the Statement of Financial Performance in the year in which they arose. The amount of any reversal of any write-down of inventories arising from an

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increase in net realisable value or current replacement cost is recognised as a reduction in the amount of inventories recognised as an expense in the period in which the reversal occurs.

The carrying amount of inventories is recognised as an expense in the period that the inventory was sold, distributed, written off or consumed, unless that cost qualifies for capitalisation to the cost of another asset.

In general, the basis of allocating cost to inventory items is the weighted average method.

Cost of land held for sale is assigned by using specific identification of their individual costs.

1.19. BORROWING COSTS

Borrowing costs directly attributable to the acquisition, construction or production of qualifying assets are capitalised to the cost of that asset unless it is inappropriate to do so. The Municipality ceases the capitalisation of borrowing costs when substantially all the activities to prepare the asset for its intended use or sale are complete. It is considered inappropriate to capitalise borrowing costs where the link between the funds borrowed and the capital asset acquired cannot be adequately established. Borrowing costs incurred other than on qualifying assets are recognised as an expense in the Statement of Financial Performance when incurred.

1.20. FINANCIAL INSTRUMENTS

Financial instruments recognised on the Statement of Financial Position include receivables (both from exchange transactions and non-exchange transactions), cash and cash equivalents, annuity loans and payables (both from exchange transactions and non-exchange transactions).

1.20.1. Initial Recognition

Financial instruments are initially recognised when the Municipality becomes a party to the contractual provisions of the instrument at fair value plus, in the case of a financial asset or financial liability not at fair value, transaction costs that are directly attributable to the acquisition or issue of the financial asset or financial liability

1.20.2. Subsequent Measurement

Financial Assets are categorised according to their nature as either financial assets at fair value, financial assets at amortised cost or financial assets at cost. , Financial Liabilities are categorised as either at fair value, financial liabilities at cost or financial liabilities carried at amortised cost (”other”). The subsequent measurement of financial assets and liabilities depends on this categorisation.

1.20.2.1. Receivables

Receivables are classified as loans and receivables, and are subsequently measured at amortised cost using the effective interest rate method.

For amounts due from debtors carried at amortised cost, the Municipality first assesses whether objective evidence of impairment exists individually for financial assets that are individually significant, or collectively for financial assets that are not individually significant. Objective evidence of impairment includes significant financial difficulties of the debtor, probability that the debtor will enter bankruptcy or financial reorganisation and default or delinquency in payments (more than 90 days overdue). If the Municipality determines that no objective evidence of impairment exists for an individually assessed financial asset, whether significant or not, it includes the asset in a group of financial assets with similar credit risk characteristics and collectively assesses them for impairment. Assets that are individually assessed for impairment and for which an impairment loss is, or continues to be, recognised are not included in a collective assessment of impairment.

If there is objective evidence that an impairment loss has been incurred, the amount of the loss is measured as the difference between the asset’s carrying amount and the present value of estimated future cash flows (excluding future expected credit losses that have not yet been incurred). The carrying amount of the asset is reduced through the use of an allowance account and the amount of the loss is recognised in the Statement of Financial Performance. Interest income continues to be accrued on the outstanding amount based on the interest rate of the asset. Loans together with the associated allowance are written off when there is no realistic prospect of future recovery and all collateral has been realised or has been transferred to the municipality. If, in a subsequent year, the amount of the estimated impairment loss increases or decreases because of an event occurring after the impairment was recognised, the previously recognised impairment loss is increased or reduced by adjusting the allowance account. If a future write-off is later recovered, the recovery is recognised in the Statement of Financial Performance.

The present value of the estimated future cash flows is discounted at the financial asset’s original effective interest rate, if material. If a loan has a variable interest rate, the discount rate for measuring any impairment loss is the current effective interest rate.

1.20.2.2. Payables and Annuity Loans

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Financial liabilities consist of payables and annuity loans. They are categorised as financial liabilities held at amortised cost, are initially recognised at fair value and subsequently measured at amortised cost using an effective interest rate, which is the initial carrying amount, less repayments, plus interest.

1.20.2.3. Cash and Cash Equivalents

Cash includes cash on hand (including petty cash) and cash with banks. Cash equivalents are short-term highly liquid investments, readily convertible into known amounts of cash that are held with registered banking institutions with maturities of three months or less and are subject to an insignificant risk of change in value. For the purposes of the cash flow statement, cash and cash equivalents comprise cash on hand, highly liquid deposits and net of bank overdrafts. The Municipality categorises cash and cash equivalents as financial assets carried at amortised cost.

Bank overdrafts are recorded based on the facility utilised. Finance charges on bank overdraft are expensed as incurred. Amounts owing in respect of bank overdrafts are categorised as financial liabilities: other financial liabilities carried at amortised cost.

1.20.2.4. Non-Current Investments

Financial instruments, which include, investments in municipal entities and fixed deposits invested in registered commercial banks, are stated at amortised cost.

Where investments have been impaired, the carrying value is adjusted by the impairment loss, which is recognised as an expense in the period that the impairment is identified.

On disposal of an investment, the difference between the net disposal proceeds and the carrying amount is charged or credited to the Statement of Financial Performance.

The carrying amounts of such investments are reduced to recognise any decline, other than a temporary decline, in the value of individual investments.

1.20.3. De-recognition of Financial Instruments

1.20.3.1. Financial Assets

A financial asset (or, where applicable a part of a financial asset or part of a group of similar financial assets) is derecognised when:

the rights to receive cash flows from the asset have expired; or
the Municipality has transferred its rights to receive cash flows from the asset or has assumed an obligation to pay the received cash flows in full without material delay to a third party under a 'pass-through' arrangement; and either (a) the Municipality has transferred substantially all the risks and rewards of the asset, or (b) the Municipality has neither transferred nor retained substantially all the risks and rewards of the asset, but has transferred control of the asset.

When the Municipality has transferred its rights to receive cash flows from an asset or has entered into a pass-through arrangement, and has neither transferred nor retained substantially all the risks and rewards of the asset nor transferred control of the asset, a new asset is recognised to the extent of the Municipality's continuing involvement in the asset.

Continuing involvement that takes the form of a guarantee over the transferred asset is measured at the lower of the original carrying amount of the asset and the maximum amount of consideration that the Municipality could be required to repay.

When continuing involvement takes the form of a written and/or purchased option (including a cash settled option or similar provision) on the transferred asset, the extent of the Municipality's continuing involvement is the amount of the transferred asset that the Municipality may repurchase, except that in the case of a written put option (including a cash settled option or similar provision) on an asset measured at fair value, the extent of the Municipality's continuing involvement is limited to the lower of the fair value of the transferred asset and the option exercise price.

1.20.3.2. Financial Liabilities

A financial liability is derecognised when the obligation under the liability is discharged or cancelled or expires.

When an existing financial liability is replaced by another from the same lender on substantially different terms, or the terms of an existing liability are substantially modified, such an exchange or modification is treated as a de-recognition of the original liability and the recognition of a new liability, and the difference in the respective carrying amounts is recognised in the Statement of Financial Performance.

1.20.4. Offsetting of Financial Instruments

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Financial assets and financial liabilities are offset and the net amount reported in the Statement of Financial Position if, and only if, there is a currently enforceable legal right to offset the recognised amounts and there is an intention to settle on a net basis, or to realise the assets and settle the liabilities simultaneously

1.21. REVENUE

1.21.1. Revenue from Non-Exchange Transactions

Revenue from non-exchange transactions refers to transactions where the Municipality received revenue from another entity without directly giving approximately equal value in exchange. Revenue from non-exchange transactions is generally recognised to the extent that the related receipt or receivable qualifies for recognition as an asset and there is no liability to repay the amount.

Revenue from property rates is recognised when the legal entitlement to this revenue arises. Collection charges are recognised when such amounts are legally enforceable. Penalty interest on unpaid rates is recognised on a time proportionate basis as an exchange transaction.

Fine Revenue constitutes both spot fines and summonses. Revenue from spot fines and summonses is recognised when issued.

Revenue from public contributions and donations is recognised when all conditions associated with the contribution have been met or where the contribution is to finance property, plant and equipment, when such items of property, plant and equipment qualifies for recognition and first becomes available for use by the Municipality. Where public contributions have been received but the Municipality has not met the related conditions, it is recognised as an unspent public contribution (liability).

Revenue from third parties i.e. insurance payments for assets impaired, are recognised when it can be measured reliably and is not being offset against the related expenses of repairs or renewals of the impaired assets.

Contributed property, plant and equipment is recognised when such items of property, plant and equipment qualifies for recognition and become available for use by the Municipality.

Revenue from the recovery of unauthorised, irregular, fruitless and wasteful expenditure is based on legislated procedures, including those set out in the Municipal Finance Management Act (Act No. 56 of 2003) and is recognised when the recovery thereof from the responsible councillors or officials is virtually certain.

Revenue shall be measured at the fair value of the consideration received or receivable.

When, as a result of a non-exchange transaction, a Municipality recognises an asset, it also recognises revenue equivalent to the amount of the asset measured at its fair value as at the date of acquisition, unless it is also required to recognise a liability. Where a liability is required to be recognised it will be measured as the best estimate of the amount required to settle the present obligation at the reporting date, and the amount of the increase in net assets, if any, recognised as revenue. When a liability is subsequently reduced, because the taxable event occurs or a condition is satisfied, the amount of the reduction in the liability will be recognised as revenue.

The charging of revenue in the public sector is frequently regulated by legislation, regulation, or similar means. Due to the statutory nature of this revenue, the amount of revenue charged may be subject to a review, objection, or appeal process which may result in changes to revenue already recognised. These adjustments to revenue can result in changes in accounting estimates or errors which will be disclosed in terms of applicable GRAP standard.

1.21.2. Revenue from Exchange Transactions

Revenue from exchange transactions refers to revenue that accrued to the Municipality directly in return for services rendered/ goods sold, the value of which approximates the consideration received or receivable.

Service charges relating to electricity and water are based on consumption and a basic charge as per Council resolution. Meters are read on a monthly basis and are recognised as revenue when invoiced. Provisional estimates of consumption are made monthly when meter readings have not been performed. The provisional estimates of consumption are recognised as revenue when invoiced. Adjustments to provisional estimates of consumption are made in the invoicing period in which meters have been read. These adjustments are recognised as revenue in the invoicing period.

Revenue from the sale of electricity prepaid meter vouchers is recognised eight days after the sale of the relevant voucher.

Service charges relating to refuse removal are recognised on a monthly basis in arrears by applying the approved tariff to each property that has improvements. Tariffs are determined per category of property usage, and are levied monthly based on the recorded number of refuse points per property.

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Service charges relating to sanitation (sewerage) are recognised on a monthly basis in arrears by applying the approved tariff to each property that has improvements. Tariffs are determined per category of property usage. In the case of residential property a fixed monthly tariff is levied and in the case of commercial property a tariff is levied based on the number of sewerage connection on the property. Service charges based on a basic charge as per Council resolution.

Interest revenue is recognised using the effective interest rate method.

Revenue from the rental of facilities and equipment is recognised on a straight-line basis over the term of the lease agreement.

Revenue arising from the application of the approved tariff of charges is recognised when the relevant service is rendered by applying the relevant tariff. This includes the issuing of licences and permits.

Revenue from the sale of goods is recognised when substantially all the risks and rewards in those goods are passed to the consumer.

Revenue shall be measured at the fair value of the consideration received or receivable.

The amount of revenue arising on a transaction is usually determined by agreement between the entity and the purchaser or user of the asset or service. It is measured at the fair value of the consideration received or receivable.

In most cases, the consideration is in the form of cash or cash equivalents and the amount of revenue is the amount of cash or cash equivalents received or receivable. However, when the inflow of cash or cash equivalents is deferred, the fair value of the consideration may be less than the nominal amount of cash received or receivable. When the arrangement effectively constitutes a financing transaction, the fair value of the consideration is determined by discounting all future receipts using an imputed rate of interest. The imputed rate of interest is the more clearly determinable of either:

The prevailing rate for a similar instrument of an issuer with a similar credit rating; or
A rate of interest that discounts the nominal amount of the instrument to the current cash sales price of the goods or services.

The difference between the fair value and the nominal amount of the consideration is recognised as interest revenue.

When goods or services are exchanged or swapped for goods or services which are of a similar nature and value, the exchange is not regarded as a transaction that generates revenue. When goods are sold or services are rendered in exchange for dissimilar goods or services, the exchange is regarded as a transaction that generates revenue. The revenue is measured at the fair value of the goods or services received, adjusted by the amount of any cash or cash equivalents transferred.

When the fair value of the goods or services received cannot be measured reliably, the revenue is measured at the fair value of the goods or services given up, adjusted by the amount of any cash or cash equivalents transferred.

1.21.3. Grants, Transfers and Donations (Non-Exchange Revenue)

Grants, transfers and donations received or receivable are recognised when the resources that have been transferred meet the criteria for recognition as an asset. A corresponding liability is raised to the extent that the grant, transfer or donation is conditional. The liability is transferred to revenue as and when the conditions attached to the grant are met. Grants without any conditions attached are recognised as revenue when the asset is recognised.

1.22. RELATED PARTIES

Parties are considered to be related if one party has the ability to control the other party or exercise significant influence over the other party in making financial and operating decisions or if the related party entity and another entity are subject to common control.

Related parties include:

- Entities that directly, or indirectly through one or more intermediaries, control, or are controlled by the reporting entity;
- Individuals owning, directly or indirectly, an interest in the reporting entity that gives them significant influence over the entity, and close members of the family of any such individual;
- Key management personnel, and close members of the family of key management personnel; and
- Entities in which a substantial ownership interest is held, directly or indirectly, by any person described in the 2nd and 3rd bullet, or over which such a person is able to exercise significant influence.

Key management personnel include:

- All directors or members of the governing body of the entity, being the Executive Mayor, Deputy Mayor, Speaker, members of the Mayoral Committee and ordinary councillors.
- Other persons having the authority and responsibility for planning, directing and controlling the activities of the reporting entity being the Municipal Manager, Chief Financial Officer an all other managers reporting directly to the Municipal Manager or as designated by the Municipal Manager.

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1.23. UNAUTHORISED EXPENDITURE

Unauthorised expenditure is expenditure that has not been budgeted, expenditure that is not in terms of the conditions of an allocation received from another sphere of government, municipality or organ of state and expenditure in a form of a grant that is not permitted in terms of the Municipal Finance Management Act (Act No. 56 of 2003). Unauthorised expenditure is accounted for as an expense in the Statement of Financial Performance and where recovered, it is subsequently accounted for as revenue in the Statement of Financial Performance.

1.24. IRREGULAR EXPENDITURE

Irregular expenditure is expenditure that is contrary to the Municipal Finance Management Act (Act No. 56 of 2003), the Municipal Systems Act (Act No. 32 of 200), the Public Office Bearers Act, and (Act. No. 20 of 1998) or is in contravention of the Municipality's Supply Chain Management Policy. Irregular expenditure excludes unauthorised expenditure. Irregular expenditure is accounted for as expenditure in the Statement of Financial Performance and where recovered, it is subsequently accounted for as revenue in the Statement of Financial Performance.

1.25. FRUITLESS AND WASTEFUL EXPENDITURE

Fruitless and wasteful expenditure is expenditure that was made in vain and could have been avoided had reasonable care been exercised. Fruitless and wasteful expenditure is accounted for as expenditure in the Statement of Financial Performance and where recovered, it is subsequently accounted for as revenue in the Statement of Financial Performance.

1.26. CONTINGENT LIABILITIES

A contingent liability is a possible obligation that arises from past events and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the entity. A contingent liability could also be a present obligation that arises from past events, but is not recognised because it is not probable that an outflow of resources embodying economic benefits will be required to the obligation or the amount of the obligation cannot be measures with sufficient reliability.

Management judgement is required when recognising and measuring contingent liabilities.

1.27. PRESENTATION OF BUDGET INFORMATION

The annual budget figures have been presented in accordance with the GRAP reporting framework. A separate statement of comparison of budget and actual amounts, which forms part of the annual financial statements, has been prepared. The comparison of budget and actual amount will be presented on the same accounting basis, same classification basis and for the same entity and period as for the approved budget. The budget of the municipality is taken for a stakeholder consultative process and upon approval the approved budget is made publicly available.

Material differences in terms of the basis, timing or entity have been disclosed in the notes to the annual financial statements. The budget is approved on an accrual basis by vote classification as required by the Municipal Finance Management Act. The basis used for this comparison is by nature classification as required by General Recognised Accounting Practices. The approved budget covers the same period as the financial statements, from 1 July to 30 June. NO other entities is included in the budget.

1.28. SIGNIFICANT ACCOUNTING JUDGEMENTS AND ESTIMATES

In the process of applying the Municipality's accounting policy, management has made the following significant accounting judgements, estimates and assumptions, which have the most significant effect on the amounts recognised in the financial statements:

Post-retirement medical obligations and Long service awards

The cost of post-retirement medical obligations, long service awards and ex-gratia gratuities are determined using actuarial valuations. The actuarial valuation involves making assumptions about discount rates, expected rates of return on assets, future salary increases, mortality rates and future pension increases. Due to the long-term nature of these plans, such estimates are subject to significant uncertainty.

Impairment of Receivables

The calculation in respect of the impairment of debtors is based on an assessment of the extent to which debtors have defaulted on payments already due, and an assessment of their ability to make payments based on their creditworthiness. This was performed per service-identifiable categories across all classes of debtors.

Provisions and contingent liabilities

Management judgement is required when recognising and measuring provisions and when measuring contingent liabilities. Provisions are discounted where the effect of discounting is material using actuarial valuations.

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1.29. TAXES – VALUE ADDED TAX

Revenue, expenses and assets are recognised net of the amounts of value added tax. The net amount of Value added tax recoverable from, or payable to, the taxation authority is included as part of receivables or payables in the Statement of Financial Position.

1.30. JOINT VENTURES

In respect of the municipalities' interest in jointly controlled assets, the municipality includes in its accounting records and recognises in its financial statements:

- its share of the jointly controlled assets, classified according to the nature of the assets;
- any liabilities that it has incurred;
- its share of any liabilities incurred jointly with other ventures in relation to the joint venture;
- any revenue from the sale or use of its share of the output of the joint venture, together with its share of any expenses incurred by the joint venture; and
- any expenses that it has incurred in respect of its interest in the joint venture.

1.31. AMENDED DISCLOSURE POLICY

Amendments to accounting policies are reported as and when deemed necessary based on the relevance of any such amendment to the format and presentation of the financial statements. The principal amendments to matters disclosed in the current financial statements include fundamental errors, and the treatment of assets financed by external grants.

1.32 AGENCY FEES AND PAYABLES

An agent is an entity that has been directed by another entity (a principal), through a binding arrangement, to undertake transactions with third parties on behalf of the principal and for the benefit of the principal.

The municipality is collecting motor vehicle licence fees, motor registration and drivers licence fees on behalf of the Department of Transport and Public Works. Hence the municipality receives commission on the collection of monies. The municipality acts as an agent for the Department of Transport and Public Works, without any significant judgement to be applied. There was no changes in the terms and condition of the arrangement for the reporting year.

Only the portion of the revenue and expenses it receives or incurs in executing the transactions on behalf of the principal is recognised by the municipality.

Liabilities arising from principal-agent arrangements are included as part of payables in the Statement of Financial Position.

1.33 STATUTORY RECEIVABLES

Statutory receivables arise from legislation, supporting regulations, or similar means and require settlement by another entity in cash or another financial asset. Statutory receivables can arise from both exchange and non-exchange transactions.

Initial Recognition

Statutory receivables are recognised when the related revenue (exchange or non-exchange revenue) is recognised or when the receivable meets the definition of an asset. The Municipality initially measure statutory receivables at their transaction amount.

Subsequent Measurement

The Municipality measures statutory receivables after initial recognition using the cost method. Under the cost method, the initial measurement of the receivable is subsequently changed to reflect any interest or other charges that may have accrued on the receivable, less any impairment losses and amounts derecognised.

Impairment and collectability of statutory receivables

The Municipality assesses at each reporting date whether there is any indication that a statutory receivable may be impaired.

The Municipality derecognises financial assets only when the contractual rights to the cash flows from the asset expire or it transfers the financial asset and substantially all the risks and rewards of ownership of the asset to another entity. Financial assets (receivables) are also derecognised when Council approves the write-off of financial assets due to non-recoverability.

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If the Municipality neither transfers nor retains substantially all the risks and rewards of ownership and continues to control the transferred asset, the Municipality recognises its retained interest in the asset and an associated liability for amounts it may have to pay. If the Municipality retains substantially all the risks and rewards of ownership of a transferred financial asset, the Municipality continues to recognise the financial asset and also recognises a collateralised borrowing for the proceeds received.

The Municipality recognises the difference between the carrying amount of the financial liability (or part of a financial liability) extinguished or transferred to another party and the consideration paid, including any non-cash assets transferred or liabilities assumed, in the Statement of Financial Performance.

Financial assets and financial liabilities are offset and the net amount reported in the Statement of Financial Position if there is a currently enforceable legal right to offset the recognised amounts and there is an intention to settle on a net basis, or to realise the assets and settle the liabilities simultaneously.

Objective evidence of impairment includes significant financial difficulties of the debtor, probability that the debtor will enter bankruptcy or financial reorganisation and default or delinquency in payments. If the Municipality determines that no objective evidence of impairment exists for an individually assessed financial asset, whether significant or not, it includes the asset in a group of financial assets with similar credit risk characteristics and collectively assesses them for impairment. Assets that are individually assessed for impairment and for which an impairment loss is, or continues to be, recognised are not included in a collective assessment of impairment.

If there is objective evidence that an impairment loss has been incurred, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows (excluding future expected credit losses that have not yet been incurred). The carrying amount of the asset is reduced through the use of an allowance account and the amount of the loss is recognised in the Statement of Financial Performance. Interest income continues to be accrued on the outstanding amount based on the interest rate of the asset. Interest is not levied on Fines issued. If, in a subsequent year, the amount of the estimated impairment loss increases or decreases because of an event occurring after the impairment was recognised, the previously recognised impairment loss is increased or reduced by adjusting the allowance account. If a future write-off is later recovered, the recovery is recognised in the Statement of Financial Performance.

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1.34 EVENTS AFTER REPORTING DATE

Events after the reporting date are those events, both favourable and unfavourable, that occur between the reporting date and the date when the financial statements are authorised for issue. Two types of events can be identified:

(a) those that provide evidence of conditions that existed at the reporting date (adjusting events after the reporting date); and
(b) those that are indicative of conditions that arose after the reporting date (non-adjusting events after the reporting date).

If non-adjusting events after the reporting date are material, the Municipality discloses the nature and an estimate of the financial effect.

1.35 CONSTRUCTION CONTRACTS AND RECEIVABLES

Construction contract is a contract, or a similar binding arrangement, specifically negotiated for the construction of an asset or a combination of assets that are closely interrelated or interdependent in terms of their design, technology and function or their ultimate purpose or use.

Contractor is an entity that performs construction work pursuant to a construction contract.

A contractor is an entity that enters into a contract to build structures, construct facilities, produce goods, or render services to the specifications of another entity either itself or through the use of sub-contractors. The term "contractor" thus includes a general or prime contractor, a subcontractor to a general contractor, or a construction manager.

The municipality participates as a non-accredited municipality in the national housing programme. The municipality's roles and responsibilities in the housing development process are set out in the binding arrangements entered into with the Western Cape Department of Human Settlements. The municipality assesses the terms and conditions of each contract concluded with the Western Cape Department of Human Settlements to establish whether the contract is a construction contract or not. In assessing whether the contract is a construction contract, the municipality considers whether it is a contractor.

The binding arrangements entered into with the Western Cape Department of Human Settlements are non-commercial fixed price contracts. The objective of the arrangements is to construct low cost houses for the beneficiaries of the National Housing Programme in return for full reimbursement of costs from the department through a housing grant or subsidy.

Where the outcome of a construction contract can be estimated reliably, contract revenue and costs are recognised by reference to the stage of completion of the contract activity at the reporting date, as measured by the proportion that contract costs incurred for work performed to date bear to the estimated total contract costs.

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When the outcome of a construction contract cannot be estimated reliably, contract revenue is recognised to the extent that contract costs incurred are recoverable. Contract costs are recognised as inventory until the houses are handed over when the municipality retains the risks and rewards associated with ownership of the low cost houses. On handover of the houses, the cost per house handed over is recognised as an expense in the period in which it was handed over.

The expenses are recognised in the period they are incurred when the municipality does not retain the risks and rewards associated with ownership of the low cost houses during the construction period.

1.36 Standards, amendments to standard and interpretation issued but not yet effective

In the current year the municipality has adopted all new and revised standards and interpretations issued by the ASB that are relevant to its operations and are effective. The following GRAP standards have been issued, but are not yet effective during the current reporting period and the municipality did not early adopt these GRAP standards or interpretation.

GRAP 104 (Revised 2019) - Financial Instruments: The objective of this Standard is to establish principles for recognising, measuring, presenting and disclosing financial instruments.

GRAP 25 (Revised April 2021) - Employee Benefits: The objective of this Standard is to establish principles for recognising, measuring, presenting and disclosing Employee benefits

Management has considered all of the above mentioned GRAP standards issued but not yet effective and anticipates that the adoption of these standards will not have a significant impact on the financial position, financial performance, budget statement or cash flow of the municipality.

1.37 Non-living Resources

Non-living resources are those resources, other than living resources, that occur naturally and have not been extracted. Non-living resources, other than land, are not recognised as assets in the financial statements of the Municipality. Non-Living resources are disclosed in terms of the applicable GRAP standard in the notes to the annual financial statements

1.38 Segment Reporting

Definition

A segment is an activity—
a) that generates economic benefits or service potential (including economic benefits or service potential relating to transactions between activities of the same entity);
b) whose results are regularly reviewed by management to make decisions about resources to be allocated to that activity and in assessing its performance; and
c) for which separate financial information is available.

Identification

Segments are identified by the way in which information is reported to management for purposes of assessing performance as well as allocating resources to the various activities undertaken. Monthly management accounts and/or budget documentation usually reflect the segments reported to management.

It is prudent to note the following:

- activities performed by administrative units and functional departments which do not on its own give rise to future economic benefits or service potential, are not regarded as segments.
- post-employment benefit plans are expressly excluded from the scope of the standard of GRAP on segment reporting (i.e. GRAP 18), and thus is not regarded as a segment.

Measurement

The measure reported to management for the purpose of making decisions regarding the allocation of resources to a segment and assessing its performance, is the amount of each segment item reported in the financial statements. Amounts are allocated to reported segment surplus or deficit, assets or liabilities on a reasonable basis. When allocating revenue and expenses, only adjustments and eliminations included in the measures of the segment's surplus or deficit used by management, are reported for that segment. Only assets and liabilities included in the measures of the segment's

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assets and liabilities used by management, are reported for that segment. In cases where only one measure is used by management to assess segment performance and to allocate resources, segment surplus or deficit as well as segment assets and liabilities are reported in terms of that measure. In cases where more than one measure is used by management to assess segment performance and to allocate resources, segment surplus or deficit as well as segment assets and liabilities are reported in terms of what management believes are consistent with those used in measuring the corresponding amounts in the entity's financial statements.

Significant Judgements:

The municipality is structured in terms of core functions mandated in legislation. Information regarding progress in the performance of mandated functions, is reported to management for the purpose of evaluating segment performance and the allocation of resources to various activities in lieu of strategic objectives. Where more than one set of segments has been identified, management may report such information separately or as a matrix. In addition, management may choose to adopt a primary and secondary reporting structure with limited disclosures made about secondary segments.

The segment information has been prepared on the accrual basis of accounting in accordance with the historical cost convention, unless specified otherwise.

General information - Organisation and aggregation of segments

GRAP 18 permits the aggregation of two or more segments into a single segment where segments have similar economic characteristics and share a majority of the following:

a) the nature of the goods and/or services delivered;
b) the type or class of customer or consumer to which goods and services are delivered;
c) the methods used to distribute the goods or provide the services; or
d) the nature of the regulatory environment that applies to the segment.

In accordance with section 153 of the Constitution of South Africa, the municipality's administration, budget and planning processes are structured in order to give priority to the basic needs of the community, as well as to promote the social and economic development of the community. Management has thus decided to organise segments around the nature of goods and/or services delivered in accordance with the objects of local government as stipulated in section 152(1) of the Constitution. *General information - Goods and/or services delivered per segment* The goods and/or services delivered per segment are aligned with the local government matters listed in Schedules 4B and 5B of the Constitution. Where the number of reportable segments identified had increased to more than ten, management applied judgement regarding the practical limit of reportable segments.

The below indicates the final reportable segments-.

- Community and public safety
- Economic and environmental services
- Trading Services

Entity wide disclosures - Geographical information

The geographical information relevant for decision making purposes is not included as part of the reportable segment information as the information us not reported and available in geographical format within the municipal jurisdiction.

Restatement of segment reporting figures of earlier periods There have been no changes to the structure of the internal organization that resulted in the composition of reportable segments to change. Thus there was no need for segment reporting figures of earlier periods to be restated.

Transitional provisions

As per government gazette 41595 dated 26th April 2018, the standard of GRAP on Segment reporting became effective for municipalities from 1st April 2020. The standard of GRAP on Segment reporting has been fully complied with, apart from any transitional provisions that management may have decided to take advantage of as indicated below.

- On initial adoption of GRAP 18, comparative segment information need not be presented.
- The requirements of GRAP 18 does not apply to items that have not been recognised and/or measured in accordance with the other standards of GRAP as a result of transitional provisions under those Standards.

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		2023	2022
2	**CASH AND CASH EQUIVALENTS**	**R**	**R**
	Assets		
	Cash at Bank (Current Account)	226,792,468	144,870,308
	Cash on Hand	9,255	9,330
	Total Cash and Cash Equivalents - Assets	**226,801,723**	**144,879,638**
	Cash and cash equivalents comprise cash held and short term deposits. The carrying amount of these assets approximates their fair value.		
	Cash book balance at beginning of year	144,870,308	115,295,816
	Cash book balance at end of year	226,792,468	144,870,308
	The municipality has the following bank accounts:		
	Primary Bank Account: First National Bank - Account Number 62748215979		
	Bank statement balance at beginning of year	144,482,216	114,835,494
	Bank statement balance at end of year	226,125,084	144,482,216
	ABSA Bank Limited - Account Number 350000011		
	Bank statement balance at beginning of year	584,503	96,864
	Bank statement balance at end of year	359,019	584,503
3	**TRADE AND OTHER RECEIVABLES FROM EXCHANGE TRANSACTIONS**		
	Electricity	50,520,002	58,855,928
	Water	147,482,345	123,450,798
	Property Rental Debtors	3,049,451	2,669,845
	Waste Management	88,678,672	71,294,589
	Waste Water Management	91,826,289	73,562,481
	Service Charges	1,493,629	1,389,729
	Prepayments and Advances	2,757,056	2,098,771
	Contracts	5,128,890	-
	Land Sale Debtors	1,106,706	10,908,310
	Total Receivables from Exchange Transactions	**392,043,040**	**344,230,452**
	Less: Provision for Impairment	(310,528,230)	(252,279,924)
	Total Net Receivables from Exchange Transactions	**81,514,811**	**91,950,528**
	Consumer debtors are payable within 30 days. This credit period granted is considered to be consistent with the terms used in the public sector, through established practices and legislation. Discounting of trade and other receivables on initial recognition is not deemed necessary.		
	Included in receivables is the following accrued income (estimated consumption from the last meter reading to 30 June):		
	Accrued Income Electricity (Including VAT)	25,055,681	29,948,368
	Accrued Income Water (Including VAT)	5,123,764	4,043,827
	Accrued Income Waste Water (Including VAT)	14,208,517	10,098,517
		44,387,962	**44,090,713**
	Ageing of Receivables from Exchange Transactions:		
	(Electricity): Ageing		
	Accrued Income Electricity	25,055,681	29,948,368
	Current (0 - 30 days)	14,664,995	19,076,833
	31 - 60 Days	1,142,768	1,597,230
	61 - 90 Days	981,422	912,364
	+ 90 Days	8,675,136	7,321,132
	Total	**50,520,002**	**58,855,928**

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3 TRADE AND OTHER RECEIVABLES FROM EXCHANGE TRANSACTIONS CONTINUED	2023 R	2022 R
(Water): Ageing		
Accrued Income Water	5,123,764	4,043,827
Current (0 - 30 days)	3,399,302	3,614,889
31 - 60 Days	2,475,554	2,433,227
61 - 90 Days	2,138,063	1,791,703
+ 90 Days	134,345,662	111,567,152
Total	**147,482,345**	**123,450,798**
(Housing): Ageing		
Current (0 - 30 days)	67,042	97,569
31 - 60 Days	55,821	65,009
61 - 90 Days	45,399	58,523
+ 90 Days	2,881,190	2,448,744
Total	**3,049,451**	**2,669,845**
(Waste Management): Ageing		
Current (0 - 30 days)	2,989,209	2,827,813
31 - 60 Days	1,779,503	1,626,164
61 - 90 Days	1,649,547	1,372,636
+ 90 Days	82,260,414	65,467,977
Total	**88,678,673**	**71,294,589**
(Waste Water): Ageing		
Accrued Income Waste Water	14,208,517	10,098,517
Current (0 - 30 days)	2,366,340	2,237,581
31 - 60 Days	1,381,153	1,296,966
61 - 90 Days	1,217,082	1,066,357
+ 90 Days	72,653,198	58,863,061
Total	**91,826,289**	**73,562,481**
(Service Charges): Ageing		
Current (0 - 30 days)	6,579	6,780
31 - 60 Days	19,568	20,432
61 - 90 Days	13,322	20,405
+ 90 Days	1,454,160	1,342,111
Total	**1,493,629**	**1,389,729**
(Prepayments and Advances): Ageing		
+ 90 Days	2,757,056	2,098,771
Total	**2,757,056**	**2,098,771**
(Contract): Ageing		
+ 90 Days	5,128,890	-
Total	**5,128,890**	**-**
(Land Sales): Ageing		
61 - 90 Days	-	9,775,000
+ 90 Days	1,106,706	1,133,310
Total	**1,106,706**	**10,908,310**
(Total): Ageing		
Accrued Income	44,387,962	44,090,713
Current (0 - 30 days)	23,493,466	27,861,464
31 - 60 Days	6,854,367	7,039,028
61 - 90 Days	6,044,835	14,996,989
+ 90 Days	311,262,411	250,242,258
Total	**392,043,042**	**344,230,451**
Reconciliation Provision for Impairment		
Opening Balance	(250,470,971)	(207,699,908)
Recognised	(61,208,885)	(42,833,189)
Reversal (Write-off)	1,151,627	62,126
Balance at end of year	**(310,528,229)**	**(250,470,971)**

Concentrations of credit risk with respect to trade receivables are limited due to the municipality's large number of customers living in poverty. The municipality's historical experience in collection of trade receivables falls within recorded allowances. Due to these factors, management believes that no additional risk beyond amounts provided for collection losses is inherent in the municipality's trade receivables.

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4 RECEIVABLES FROM NON-EXCHANGE TRANSACTIONS	2023 R	2022 R
Property Rates		
Outstanding balance	46,952,464	39,655,617
Provision for impairment	(36,766,151)	(32,432,334)
Carrying Value	**10,186,313**	**7,223,283**
Electricity Availability		
Outstanding balance	2,147,543	1,671,284
Provision for impairment	(2,049,009)	(1,580,734)
Carrying Value	**98,534**	**90,550**
Water Availability		
Outstanding balance	2,008,924	1,593,384
Provision for impairment	(1,904,199)	(1,504,845)
Carrying Value	**104,725**	**88,539**
Waste Management		
Outstanding balance	974,684	732,060
Provision for impairment	(883,696)	(685,612)
Carrying Value	**90,987**	**46,448**
Waste Water		
Outstanding balance	1,214,384	956,267
Provision for impairment	(1,148,506)	(903,590)
Carrying Value	**65,878**	**52,677**
Fines		
Outstanding balance	14,020,210	16,171,010
Provision for impairment	(6,851,900)	(10,659,900)
Carrying Value	**7,168,310**	**5,511,110**
Other Receivables	**1,709,182**	**677,325**
Deposits	224,615	224,615
Other receivables	1,484,567	452,710
Total Net Receivables from Non-Exchange Transactions	**19,423,931**	**13,689,932**
Ageing of Receivables from Non-Exchange Transactions:		
(Rates): Ageing		
Current (0 - 30 days)	3,684,642	3,185,712
31 - 60 Days	970,095	672,255
61 - 90 Days	681,491	577,405
+ 90 Days	41,616,215	35,004,239
Total	**46,952,442**	**39,439,612**
(Electricity Availability): Ageing		
Current (0 - 30 days)	73,845	68,294
31 - 60 Days	48,860	42,464
61 - 90 Days	43,870	37,466
+ 90 Days	1,980,968	1,523,060
Total	**2,147,543**	**1,671,284**
(Water Availability): Ageing		
Current (0 - 30 days)	68,835	69,356
31 - 60 Days	46,123	43,847
61 - 90 Days	42,191	40,762
+ 90 Days	1,851,774	1,439,419
Total	**2,008,924**	**1,593,384**
(Waste Management Availability): Ageing		
Current (0 - 30 days)	56,499	55,607
31 - 60 Days	40,841	39,562
61 - 90 Days	39,025	37,081
+ 90 Days	838,318	599,809
Total	**974,684**	**732,060**
(Waste Water Availability): Ageing		
Current (0 - 30 days)	44,455	42,905
31 - 60 Days	28,986	27,085
61 - 90 Days	26,349	24,429
+ 90 Days	1,114,594	861,848
Total	**1,214,384**	**956,267**

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It is not possible to provide an accurate ageing of traffic fines as the due date for payment of the fines is not linked to the issue date, but are dependent on the available court dates. Meaning that the payment date is approximately seven to ten days before the court date.

Reconciliation Provision for Impairment		
Opening Balance	(49,575,967)	(52,415,960)
Recognised	(8,762,143)	(11,808,757)
Reversal (Write-off)	8,734,650	14,648,750
Balance at end of year	**(49,603,460)**	**(49,575,967)**

Concentrations of credit risk with respect to trade receivables are limited due to the municipality's large number of customers living in poverty. The municipality's historical experience in collection of trade receivables falls within recorded allowances. Due to these factors, management believes that no additional risk beyond amounts provided for collection losses is inherent in the municipality's trade receivables.

5 INVENTORY

Consumables	2,503,966	954,811
Materials and Supplies	8,681,430	7,908,331
Water	348,802	172,083
Total Inventory	**11,534,198**	**9,035,225**
Inventory recognised as an expense during the year	**16,648,412**	**10,911,337**

No inventories is pledged as security for liabilities

No inventory is caried at fair value less cost to sell.

No inventory was writen down to net realisable value.

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		2023	2022
6	**UNSPENT CONDITIONAL GOVERNMENT GRANTS AND RECEIPTS**	**R**	**R**
	Unspent Grants	13,819,180	14,410,793
	National Government Grants	5,741,406	5,618,297
	Provincial Government Grants	3,708,447	5,111,650
	District Municipality	4,369,327	3,680,846
	Less: Grants spend but not yet received	9,158,809	10,816,494
	National Government Grants	858,317	2,160,011
	Provincial Government Grants	8,270,213	8,631,393
	District Municipality	30,279	25,090
	Total Conditional Grants and Receipts	**4,660,371**	**3,594,299**

Please refer to Note 21 for more information on specific grants.

7 STATUTORY RECEIVABLES

Statutory receivables of the municipality are classified as follows in accordance with the principles of GRAP 108,

As of 30 June 2023, total statutory receivables of R 72311214 (2022: R 61769080) were impaired and provided for.

The amount of the allowance for impairment was R 43618051 as of 30 June 2023 (2022: R43092234).

Reconciliation of statutory receivables		
Gross balance of statutory receivables	72,311,214	61,769,080
Provision for impairment	(43,618,051)	(43,092,234)
Netto statutory receivables	**28,693,163**	**18,676,846**
Gross balance		
Fines	14,020,210	16,171,010
Property rates	46,952,464	39,655,617
VAT	11,338,540	5,942,453
Total	**72,311,214**	**61,769,080**
Reconciliation of Provision for impairment		
Opening Balance	(49,575,967)	(52,415,960)
Recognised	(8,762,143)	(11,808,757)
Reversal (Write-off)	8,734,650	14,648,750
Balance at end of year	**(49,603,460)**	**(49,575,967)**
The total amount of the Provision for impairment consists of:		
Fines	(6,851,900)	(10,659,900)
Property rates	(36,766,151)	(32,432,334)
Total	**(43,618,051)**	**(43,092,234)**
Net balance		
Fines	7,168,310	5,511,110
Property rates	10,186,313	7,223,283
VAT	11,338,540	5,942,453
Total	**28,693,163**	**18,676,846**
Interest charged	2,821,620	2,315,426
Property Rates: Ageing		
Current (0 - 30 days)	3,684,642	3,185,712
31 - 60 Days	970,095	672,255
61 - 90 Days	681,491	577,405
+ 90 Days	41,616,215	35,004,239
Total	**46,952,442**	**39,439,612**

Statutory receivables arises from the following legislation:
Property Rates- Municipal Property Rates Act (Act no 60 of 2014)
Fines- Criminal Procedures Act (Act no 51 of 1977)
Value Added Tax Act (Act no 89 of 1991)

No receivables from statutory receivables were pledged as security.

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7 STATUTORY RECEIVABLES CONTINUED	2023 R	2022 R

Credit quality of statutory receivables

Consumer debtors are payable within 30 days. This credit period granted is considered to be consistent with the terms used in the public sector, through established practices and legislation. Discounting of non-exchange receivables on initial recognition is not deemed necessary.

There are no statutory receivables which were restricted.

Property rates are levied on the value of land and improvements, which valuation is performed every 5 years. The last valuation came into effect on 1 July 2018. Interim valuations are processed on an annual basis to take into account changes in individual property values due to alterations and subdivisions and also new buildings.

Basic rate		
Residential	1.054c/R	0.983c/R
Commercial	1.903c/R	1.775c/R
Industrial	1.903c/R	1.727c/R
Bona Fide Agricultural	0.151c/R	0.135c/R

Rates are levied annually and monthly. Monthly rates are payable by the 15th of the following month and annual rates are payable before 30 September. Interest is levied at the prime rate plus 1% on outstanding monthly rates.

Rebates were granted on land with buildings used solely for dwellings purposes as follows:
- Residential - The first R120 000 on the valuation is exempted.

Balances past due not impaired:	**2023 %**	**2023 R**	**2022 %**	**2022 R**
Non-Exchange Receivables				
Fines	51.13%	7,168,310	34.08%	5,511,110
Property rates	21.69%	10,186,313	18.22%	7,223,283
VAT	100.00%	11,338,540	100.00%	5,942,453
	39.68%	**28,693,163**	**30.24%**	**18,676,846**

The provision for bad debts could be allocated between the different classes of debtors as follows:

	2023 %	**2023 R**	**2022 %**	**2022 R**
Non-Exchange Receivables				
Fines	15.71%	6,851,900	24.74%	10,659,900
Property rates	84.29%	36,766,151	75.26%	32,432,334
	100.00%	**43,618,051**	**100.00%**	**43,092,234**

The provision for bad debts could be allocated between the different categories of debtors as follows:

	2023 %	**2023 R**	**2022 %**	**2022 R**
Residential	61.48%	26,815,380	63.68%	27,441,576
Commercial	33.67%	14,684,206	28.15%	12,128,826
Other	4.86%	2,118,466	8.17%	3,521,832
	100.00%	**43,618,051**	**100.00%**	**43,092,234**

VAT PAYABLE	**2023 R**	**2022 R**
VAT Payable	9,689,250	11,404,564
	9,689,250	**11,404,564**

VAT RECEIVABLE		
VAT input in suspense	21,027,790	17,347,017
	21,027,790	**17,347,017**

NET VAT RECEIVABLE/(PAYABLE)	**11,338,540**	**5,942,453**

VAT is receivable/payable on the cash basis.

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8 PROPERTY, PLANT AND EQUIPMENT

8.1 30 JUNE 2023

Reconciliation of Carrying Value	Land R	Buildings R	Infrastructure R	Community Assets R	Leased Assets R	Other Assets R	Total R
Carrying value at 1 July 2022	71,774,066	81,406,560	706,510,523	64,457,007	880,728	48,260,872	973,289,756
Cost	71,774,066	96,779,069	925,198,970	80,812,819	3,345,298	104,588,929	1,282,499,151
Accumulated Impairment	-	(361,349)	(2,383,480)	(1,085,670)	-	(697,180)	(4,527,679)
Accumulated Depreciation	-	(15,011,160)	(216,304,967)	(15,270,142)	(2,464,570)	(55,630,877)	(304,681,716)
Acquisitions	-	-	81,202,547	6,782,808	-	3,477,498	91,462,853
Transfers	-	-	1,856,208	(1,109,515)	-	(746,693)	-
Impairment	-	-	(524,178)	-	-	(170,799)	(694,977)
Impairment	-	-	(524,178)	-	-	(170,799)	(694,977)
Depreciation	-	(1,245,369)	(21,732,102)	(2,255,728)	(377,037)	(5,942,857)	(31,553,093)
Carrying value of disposals	(206,000)	(374,344)	(282,186)	-	-	(2,289)	(864,819)
Cost	(206,000)	(437,000)	(336,527)	-	-	(56,182)	(1,035,709)
Accumulated Depreciation	-	62,656	54,341	-	-	53,893	170,890
Carrying value at 30 June 2023	71,568,066	79,786,847	767,030,812	67,874,572	503,691	44,875,732	1,031,639,720
Cost	71,568,066	96,342,069	1,007,921,198	86,486,112	3,345,298	107,263,552	1,372,926,295
Accumulated Impairments	-	(361,349)	(2,907,658)	(1,085,670)	-	(867,979)	(5,222,656)
Accumulated Depreciation	-	(16,193,873)	(237,982,728)	(17,525,870)	(2,841,607)	(61,519,841)	(336,063,919)

CHANGE IN ACCOUNTING ESTIMATES

Change in Useful lives

The municipality has reassessed the useful lives of Property plant and equipment and Intagible Asset which resulted in changes in depreciation and amortisation charges. The effect of the change in accounting estimate has resulted in the following movements for the current and future periods on the affected capital assets:

Movement in depreciation and amortisation	2023 R	2024 R	2025 R	2026 R
Before change in estimate	-	-	-	-
After change in estimate	699,312	699,312	699,312	699,312
Net effect	699,312	699,312	699,312	699,312

CAPITALISED RESTORATION COST	2023
Net Carrying amount at 1 July	**34,743,179**
Cost	83,759,778
Accumulated Depreciation	(49,016,599)
Adjustment for the period	(34,743,179)
Depreciation for the year	-
Net Carrying amount at 30 June	**0**
Cost	49,016,599
Accumulated Depreciation	(49,016,599)
Total Property, Plant and Equipment	**1,031,639,720**

	Land R	Buildings R	Infrastructure R	Community R	Leased Assets R	Other Assets R	Total R
8.1.1 Work in Progress included in the Carrying Value of Property Plant & Equipment							
Original Cost	558,835	68,948,304	1,297,630	0	0		70,804,769

8.1.2 Expenditure incurred for repairs and maintaining property plant and equipment 27,039,159

8.1.3 No assets are pledged as security

8.1.4 No assets were in construction or development and consequently halted.

8.1.5 No assets took significantly long to complete.

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PROPERTY, PLANT AND EQUIPMENT CONTINUED

8.2 30 JUNE 2022

Reconciliation of Carrying Value	Land R	Buildings R	Infrastructure R	Community R	Lease Assets R	Other R	Total R
Carrying value at 1 July 2021	72,041,066	85,972,704	668,207,652	63,963,898	0	38,427,986	928,613,305
Cost	72,041,066	97,091,957	864,583,935	81,502,585	3,084,935	95,355,645	1,213,660,123
Accumulated Impairment	-	-	(19,803)	(2,100,383)	-	(1,061,647)	(3,181,832)
Accumulated Depreciation	-	(11,119,253)	(196,356,481)	(15,438,305)	(3,084,935)	(55,866,012)	(281,864,986)
Acquisitions	-	-	66,705,380	4,494,915	1,478,069	3,102,809	75,781,173
Transfers	-	(3,569,435)	(5,233,406)	(1,588,003)	-	10,390,844	-
Cost	-	(312,888)	(5,531,293)	(3,922,601)	-	9,766,783	-
Accumulated Impairment	-	(361,349)	-	-	-	361,349	-
Accumulated Depreciation	-	(2,895,198)	297,887	2,334,598	-	262,712	-
Impairment	-	-	(2,363,678)	-	-	(6,346)	(2,370,024)
Impairment	-		(2,363,678)	-	-	(6,346)	(2,370,024)
Reversals	-		-	-	-	-	-
Depreciation	-	(996,709)	(20,246,373)	(2,413,803)	(597,341)	(3,595,655)	(27,849,880)
Carrying value of disposals	(267,000)	-	-	-	-	(617,819)	(884,819)
Cost	(267,000)	21,078	-	(1,262,080)	(1,217,706)	(4,216,438)	(6,942,146)
Accumulated Depreciation	-	(21,078)	-	247,367	1,217,706	3,589,155	5,033,150
Carrying value at 30 June 2022	71,774,066	81,406,560	707,069,575	64,457,008	880,729	47,701,819	973,289,755
Cost	71,774,066	96,800,147	925,758,022	80,812,819	3,345,298	104,008,799	1,282,499,151
Accumulated Impairments	-	(361,349)	(2,383,481)	(1,085,670)	-	(697,180)	(4,527,679)
Accumulated Depreciation	-	(15,032,238)	(216,304,967)	(15,270,142)	(2,464,570)	(55,609,799)	(304,681,716)

CAPITALISED RESTORATION COST

Net Carrying amount at 1 July	**47,637,830**
Cost	86,538,887
Accumulated Depreciation	(38,901,057)
Adjustment for the period	(2,779,109)
Depreciation for the year	(10,115,542)
Net Carrying amount at 30 June	**34,743,179**
Cost	83,759,778
Accumulated Depreciation	(49,016,599)
Total Property, Plant and Equipment	**1,008,032,934**

	Land R	Buildings R	Infrastructure R	Community R	Lease Assets R	Other R	Total R
8.2.1 Work in Progress included in the Carrying Value of Property Plant & Equipment							
Original Cost		558,835	51,338,508	1,397,244	0	0	53,294,587

8.2.2 Expenditure incurred for repairs and maintaining property plant and equipment 22,901,255

8.2.3 No assets are pledged as security

8.2.4 No assets were in construction or development and consequently halted.

8.2.5 No assets took significantly long to complete.

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		2023 R	2022 R
9	**INTANGIBLE ASSETS**		
	Computer Software		
	Net Carrying amount at 1 July	**2,113,033**	**2,190,924**
	Cost	5,760,942	5,760,942
	Accumulated Amortisation	(3,647,909)	(3,570,018)
	Acquisitions	72,384	-
	Amortisation	(73,722)	(77,892)
	Disposals/Transfers Out	2,892,246	-
	Disposals	(2,892,246)	-
	Net Carrying amount at 30 June	**2,111,695**	**2,113,032**
	Cost	2,941,080	5,760,942
	Accumulated Amortisation	(829,385)	(3,647,909)

No intangible assets are pledged as security

No intangible assets were in construction or development and consequently halted.

No intangible assets took significantly long to complete.

10	**INVESTMENT PROPERTY**		
	Net Carrying amount at 1 July	**42,842,087**	**43,561,586**
	Cost	46,745,339	47,186,144
	Accumulated Depreciation	(3,903,252)	(3,624,558)
	Transfers to/from Cost	-	-
	Transfers to/from Accumulated Depreciation	-	-
	Depreciation for the year	(276,359)	(281,026)
	Impairment	(472,291)	-
	Carrying value of disposals	-	(438,472)
	Cost	-	(440,805)
	Accumulated Depreciation	-	2,333
	Net Carrying amount at 30 June	**42,093,437**	**42,842,088**
	Cost	46,745,339	46,745,339
	Accumulated Depreciation	(4,179,611)	(3,903,252)
	Accumulated Impairment	(472,291)	-

There are no restrictions on the realisability of Investment Property or the remittance of revenue and proceeds of disposal.

There are no contractual obligations to purchase, construct or develop investment property or for repairs, maintenance or enhancements.

Revenue derived from the rental of investment property	3,414,238	3,391,893
Repair and maintenence expenditure incurred on properties generating revenue	**664,169**	**566,803**
Total Operating expenditure incurred on properties generating revenue	**12,105,989**	**11,018,943**
Operating expenditure incurred on properties not generating revenue	**927,181**	**861,061**

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		2023	2022
11	**HERITAGE ASSETS**	**R**	**R**
	Net Carrying amount at 1 July	**550,000**	**550,000**
	Cost	550,000	550,000
	Net Carrying amount at 30 June	**550,000**	**550,000**
	Cost	550,000	550,000

Heritage assets are carried at its cost less any accumulated impairment losses

No repairs and maintenance were effected on the heritage assets.

None of the heritage assets are pledge as security.

12	**TRADE AND OTHER PAYABLES EXCHANGE TRANSACTIONS**		
	Payables and Accruals	40,895,527	8,498,370
	Control, Clearing and Interface	336,670	115,709
	Electricity Bulk Purchase	39,158,873	35,594,206
	Accrued Interest	-	6,300
	Unallocated Deposits	1,189,657	1,280,004
	Retentions	12,861,128	8,176,979
	Agency Fees Payable	(376)	-
	Advance Payments	6,924,297	6,881,386
	Employee cost and councillor remuneration	1,988,685	1,316,381
	Total Trade Payables	**103,354,461**	**61,869,335**

Payables are being recognised net of any discounts.

Payables are being paid within 30 days as prescribed by the MFMA. This credit period granted is considered to be consistent with the terms used in the public sector, through established practices and legislation. Discounting of trade and other payables on initial recognition is not deemed necessary.

The carrying value of trade and other payables approximates its fair value.

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		2023	2022
13	**CONSUMER DEPOSITS**	**R**	**R**
	Water and Electricity	7,594,161	7,393,896
	Rental Properties	972,083	889,772
	Posters	28,514	28,514
	Building Plans	3,563,526	3,236,427
	Total Consumer Deposits	**12,158,284**	**11,548,609**

14	**CURRENT EMPLOYEE BENEFITS**		
	Current Portion of Post Employment Health Care Benefits- Note 18	2,588,000	317,053
	Current Portion of Long-Service Provisions - Note 18	1,956,000	2,321,698
	Current Portion of Ex-gratia Pension Provisions - Note 18	6,460	2,162
	Staff Leave	19,652,655	18,927,318
	Performance Bonuses	777,548	743,747
	Staff Bonuses	5,636,989	5,393,148
	Total Current Employee Benefits	**30,617,652**	**27,705,126**

The movement in current employee benefits are reconciled as follows:

Staff Leave

Balance at beginning of year	18,927,318	18,023,300
Contribution for the year	1,893,035	1,859,014
Expenditure incurred	(1,167,698)	(954,996)
Balance at end of year	**19,652,655**	**18,927,318**

Staff leave accrued to employees according to collective agreement. Provision is made for the full cost of accrued leave at reporting date. This provision will be realised as employees take leave.

Performance Bonuses

Balance at beginning of year	743,747	709,809
Contribution for the year	788,704	781,348
Expenditure incurred	(754,904)	(747,409)
Balance at end of year	**777,547**	**743,748**

Performance bonuses are being paid to Municipal Manager and Directors after an evaluation of their performance.

Staff Bonuses

Balance at beginning of year	5,393,148	5,106,014
Contribution for the year	9,750,369	9,381,991
Expenditure incurred	(9,506,528)	(9,094,856)
Balance at end of year	**5,636,989**	**5,393,149**

Bonuses are being paid to all municipal staff, excluding section 57 Managers. The balance at year end represents the portion of the bonus that have already vested for the current salary cycle.

AUDITOR-GENERAL SOUTH AFRICA

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		2023 R	2022 R
15	**UNSPENT PUBLIC CONTRIBUTIONS**		
	China - Water meters	-	7,183
	Essen Belgium	1,116,991	3,179,030
	Perdekraal	414,101	-
	Nedbank	785,403	-
	Total Unspent Public Contributions	**2,316,495**	**3,186,213**
	Reconciliation of public contributions		
	China - Water meters		
	Opening balance	7,183	15,626
	Conditions met - Transferred to revenue	(7,183)	(8,443)
	Closing balance	**-**	**7,183**
	3580 Water meters were donated by the Chinese Government to the Witzenberg Municipality. The purpose of the donation is to provide water connections to poor households.		
	Essen Belgium		
	Opening balance	3,179,030	3,963,623
	Receipts	1,350,389	668,424
	Conditions met - Transferred to revenue	(3,412,428)	(1,453,017)
	Closing balance	**1,116,991**	**3,179,030**
	A twining agreement exists between Essen in Belgium and the Witzenberg Municipality. The purpose of the agreement is youth development and crèches.		
	Perdekraal		
	Receipts	588,300	-
	Conditions met - Transferred to revenue	(174,199)	-
	Closing balance	**414,101**	**-**
	Funds donated for alien conservation		
	Nedbank		
	Receipts	1,111,303	-
	Conditions met - Transferred to revenue	(325,900)	-
	Closing balance	**785,403**	**-**
	Funds donated for the rehabilitation and restoration of rivers.		
16	**BORROWINGS**		
	Annuity Loans	-	1,404,850
	Finance Lease Liability	527,449	1,019,340
		527,449	**2,424,190**
	Less Current portion of Non-current	**(527,449)**	**(1,896,741)**
	Annuity Loans	-	(1,404,850)
	Finance Lease Liability	(527,449)	(491,891)
	Non-Current portion	**-**	**527,449**
	The obligations under annuity loans are scheduled below:		**Minimum annuity payments**
	Amounts payable under annuity loans:		
	Payable within one year	-	1,476,145
		-	1,476,145
	Less: Future finance obligations	-	(71,295)
	Present value of annuity obligations	**-**	**1,404,850**

Annuity loans at amortised cost is calculated at an average 12.47% interest rate, with a final maturity date of 30 June 2023.

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		2023 R	2022 R
The obligations under finance leases are scheduled below:		Minimum lease payments	
Amounts payable under finance leases:			
Payable within one year		547,662	547,662
Payable within two to five years			547,662
		547,662	1,095,324
Less:	Future finance obligations	(20,212)	(75,983)
Present value of lease obligations		**527,450**	**1,019,340**

17 NON-CURRENT PROVISIONS

Provision for Rehabilitation of Landfill-sites	48,748,187	98,533,020
Total Non-current Provisions	**48,748,187**	**98,533,020**

Landfill Sites

Opening Balance	98,533,019	94,908,041
Unwinding of Interest	9,760,831	6,404,088
Adjustment for the period	(59,545,663)	(2,779,109)
Total provision 30 June	**48,748,187**	**98,533,020**
Discount rate	6.13 - 11.75 %	7.39%
Inflation Rate	5.17%	5.18%

The calculation for the rehabilitation of the landfill site provision was compiled by an independent qualified engineer in order to determine the present value to rehabilitate the landfill sites at the end of its useful life. The total obligation at year-end can be attributed to the following sites:

Location	Estimated Decommission Date	Current Cost of Rehabilitation	Current Cost of Rehabilitation
Ceres	2003	4,038,151	5,668,839
Prince Alfred's Hamlet	2050	67,594,259	79,520,487
Op-die- Berg	2022	10,001,054	9,037,899
Tulbagh	2035	31,377,930	28,319,722
Wolseley	2043	39,868,880	39,756,158
		152,880,274	**162,303,105**

Location	Estimated Decommission Date	Future Cost of Rehabilitation	Future Cost of Rehabilitation
Ceres	2003	4,256,490	5,952,528
Prince Alfred's Hamlet	2050	285,223,128	107,316,734
Op-die- Berg	2022	12,818,000	10,691,790
Tulbagh	2035	66,182,285	62,024,226
Wolseley	2043	123,480,115	103,086,753
		491,960,018	**289,072,031**

18 EMPLOYEE BENEFITS

Post-employment Health Care Benefits	57,306,000	61,317,947
Long Service Awards	10,090,000	9,855,065
Ex-Gratia Pension Benefits	21,250	31,456
Total Non-current Employee Benefit Liabilities	**67,417,250**	**71,204,468**

Post-employment Health Care Benefits

Opening Balance	61,635,000	63,266,000
Contribution for the year	2,107,000	2,141,000
Interest Cost	7,136,000	6,235,000
Expenditure for the year	(2,285,339)	(2,312,948)
Actuarial Loss/(Gain)	(8,698,661)	(7,694,052)
Total post retirement Health Care benefits 30 June	**59,894,000**	**61,635,000**
Less: Transfer of Current Portion - Note 14	(2,588,000)	(317,053)
Balance 30 June	**57,306,000**	**61,317,947**

AUDITOR-GENERAL SOUTH AFRICA

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18 EMPLOYEE BENEFITS CONTINUED	2023 R	2022 R
Long Service Awards		
Opening Balance	12,176,763	12,156,000
Contribution for the year	963,000	966,000
Interest Cost	1,262,000	1,050,000
Expenditure for the year	(1,158,579)	(1,048,302)
Actuarial Loss/(Gain)	(1,197,184)	(946,935)
Total long service 30 June	**12,046,000**	**12,176,763**
Less: Transfer of Current Portion - Note 14	(1,956,000)	(2,321,698)
Balance 30 June	**10,090,000**	**9,855,065**
Ex-Gratia Pension		
Opening Balance	33,618	32,083
Interest Cost	2,800	2,690
Expenditure for the year	(9,498)	-
Actuarial Loss/(Gain)	790	(1,155)
Total Ex-Gratia 30 June	**27,710**	**33,618**
Less: Transfer of Current Portion - Note 14	(6,460)	(2,162)
Balance 30 June	**21,250**	**31,456**
TOTAL NON-CURRENT EMPLOYEE BENEFITS		
Balance 1 July	73,845,381	75,454,083
Contribution for the year	3,070,000	3,107,000
Interest cost	8,400,800	7,287,690
Expenditure for the year	(3,453,416)	(3,361,250)
Actuarial Loss/(Gain)	(9,895,055)	(8,642,142)
Total employee benefits 30 June	**71,967,710**	**73,845,381**
Less: Transfer of Current Portion - Note 14	(4,550,460)	(2,640,913)
Balance 30 June	**67,417,250**	**71,204,468**

18.1 Post-employment Health Care Benefits

The Post Retirement Benefit Plan is a defined benefit plan, of which the members are made up as follows:

In-service (employee) members	238	239
In-service (employee) non-members	253	268
Continuation members (e.g. Retirees, widows, orphans)	51	49
Total Members	**542**	**556**

The liability in respect of past service has been estimated to be as follows:

In-service (employee) members	30,550,000	32,044,000
In-service (employee) non-members	2,863,000	2,585,000
Continuation members	26,481,000	27,006,000
Total Liability	**59,894,000**	**61,635,000**

The liability in respect of periods commencing prior to the comparative year has been estimated as follows:

	2021 R	2020 R	2019 R
In-service (employee) members	30,183,000	26,345,000	27,996,656
In-service (employee) non-members	2,345,000		
Continuation members	30,738,000	28,373,000	29,151,829
Total Liability	**63,266,000**	**54,718,000**	**57,148,485**

The municipality makes monthly contributions for health care arrangements to the following medical aid schemes:

Bonitas;
Keyhealth.
LA Health
Hosmed and
Samwumed.

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18.1 EMPLOYEE BENEFITS CONTINUED

	2023	2022
Key actuarial assumptions used:		
i) Rate of interest		
Discount rate	12.42%	11.80%
Health Care Cost Inflation Rate	8.03%	8.42%
Net Effective Discount Rate	4.06%	3.12%

The discount rate are derived from government bond yields consistent with the estimated term of the post-employment liabilities. However, where there is no deep market in government bonds with a sufficiently long maturity to match the estimated term of all the benefit payments, current market rates of the appropriate term should be used to discount shorter term payments, and the discount rate for longer maturities should be estimated by extrapolating current market rates along the yield curve.

ii) Mortality rates

The PA 90 ultimate table was used by the actuaries.

iii) Normal retirement age

The normal retirement ages are 65 (for males) and 65 (for females). It has been assumed that male in-service members will retire at age 62 and female in-service members will retire at age 59, on average, which then implicitly allows for expected rates of ill-health and early retirement.

The amounts recognised in the Statement of Financial Position are as follows:	**2023 R**	**2022 R**
Present value of fund obligations	59,894,000	61,634,999
Net liability/(asset)	**59,894,000**	**61,634,999**

The municipality has elected to recognise the full increase in this defined benefit liability immediately as per GRAP 25, Employee Benefits, paragraph 155 (a).

Reconciliation of present value of fund obligation:

Present value of fund obligation at the beginning of the year	61,635,000	63,265,999
Total expenses	6,957,661	6,063,052
Current service cost	2,107,000	2,141,000
Interest Cost	7,136,000	6,235,000
Benefits Paid	(2,285,339)	(2,312,948)
Amendments	-	-
Actuarial (gains)/losses	(8,698,661)	(7,694,052)
Present value of fund obligation at the end of the year	59,894,000	61,634,999
Less: Transfer of Current Portion - Note 14	(2,588,000)	(317,053)
Balance 30 June	**57,306,000**	**61,317,946**

Sensitivity Analysis on the Accrued Liability at 30 June 2023

Assumption	**members liability**	**members liability**	**Total liability (R'000)**
Central Assumptions	33,413,000	26,481,000	59,894,000

The effect of movements in the assumptions are as follows:

Assumption	**Change**	**In-service members**	**Continuation members**	**Total liability (R'000)**	**% change**
Central assumptions		33,413,000	26,481,000	59,894,000	
Health care inflation	1%	35,620,000	28,565,000	64,185,000	7
Health care inflation	-1%	30,421,000	24,521,000	54,942,000	-8
Mortality rate	20%	32,769,000	25,611,000	58,380,000	-3
Mortality rate	-20%	34,038,000	27,352,000	61,390,000	2

AUDITOR-GENERAL SOUTH AFRICA

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EMPLOYEE BENEFITS CONTINUED

		2023	2022
18.2	**Long Service Awards**		
	The Long Service Bonus plans are defined benefit plans.		
	As at year end, the following number of employees were eligible for Long Service Bonuses.	491	507
	i) Rate of interest		
	Discount rate	11.20%	10.98%
	General Salary Inflation (long-term)	6.52%	7.33%
	Net Effective Discount Rate applied to salary-related Long Service Bonuses	4.39%	3.40%

	2023 R	2022 R
The amounts recognised in the Statement of Financial Position are as follows:		
Present value of fund obligations	12,046,000	12,176,763
Net liability	**12,046,000**	**12,176,763**

The liability in respect of periods commencing prior to the comparative year has been estimated as follows:	2021 R	2020 R	2019 R
Present value of fund obligations	12,156,000	10,253,000	10,640,365
Net liability	**12,156,000**	**10,253,000**	**10,640,365**

	2023 R	2022 R
Reconciliation of present value of fund obligation:		
Present value of fund obligation at the beginning of the year	12,176,763	12,156,000
Total expenses	1,066,421	967,698
Current service cost	963,000	966,000
Interest Cost	1,262,000	1,050,000
Benefits Paid	(1,158,579)	(1,048,302)
Actuarial (gains)/losses	(1,197,184)	(946,935)
Present value of fund obligation at the end of the year	12,046,000	12,176,763
Less: Transfer of Current Portion - Note 14	(1,956,000)	(2,321,698)
Balance 30 June	**10,090,000**	**9,855,065**

Sensitivity Analysis on the Accrued Liability at 30 June 2023

Assumption	Change	Liability	% change
Central assumptions		12,046,000	
General salary inflation	1.00%	12,688,000	5%
General salary inflation	-1.00%	11,458,000	-5%
Withdrawal rates	20%	11,595,000	-4%
Withdrawal rates	-20%	12,535,000	4%

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EMPLOYEE BENEFITS CONTINUED

		2023	2022
18.3	**Ex-Gratia Pension Benefits**		
	The Ex-Gratia Pension Benefits plans are defined benefit plans.		
	As at year end, the following number of employees were eligible for Ex-Gratia Pension Benefits.	14	16
	i) Rate of interest		
	Discount rate	10.14%	9.38%

	2023 R	2022 R
The amounts recognised in the Statement of Financial Position are as follows:		
Present value of fund obligations	27,710	33,618
Net liability	**27,710**	**33,618**

The liability in respect of periods commencing prior to the comparative year has been estimated as follows:	2021 R	2020 R	2019 R
Present value of fund obligations	32,082	62,213	71,873
Net liability	**32,082**	**62,213**	**71,873**

EMPLOYEE BENEFITS CONTINUED

	2023 R	2022 R
Reconciliation of present value of fund obligation:		
Present value of fund obligation at the beginning of the year	33,618	32,083
Total expenses	(6,698)	2,690
Interest Cost	2,800	2,690
Benefits Paid	(9,498)	-
Actuarial (gains)/losses	790	(1,155)
Present value of fund obligation at the end of the year	27,710	33,618
Less: Transfer of Current Portion - Note	(6,460)	(2,162)
Balance 30 June	**21,250**	**31,456**

Sensitivity Analysis on the Accrued Liability at 30 June 2023

Assumption	**Change**	**(R'000)**	**% change**
Central assumptions		27,710	
Discount rates	+1%	26,430	-5.0%
Discount rates	-1%	29,070	5.0%
Average retirement age	+1 year	25,550	-8.0%
Average retirement age	11 year	29,750	7.0%

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	EMPLOYEE BENEFITS CONTINUED	2023 R	2022 R
18.4	**Retirement funds**		
	CAPE JOINT PENSION FUND		
	The funding level of the CJPF (Pensions Account section) was 105.1% as at the 30 June 2013 valuation date compared with a 99.4% funding level as at 30 June 2012. The Fund is in a sound financial condition at the valuation date. As at the 30 June 2013 valuation date (in totality) the members contributed at a rate of 9% of pensionable salaries and (in totality) the Local Authorities contributed at a rate of 18% of pensionable salaries.		
	Contributions paid recognised in the Statement of Financial Performance	415,032	387,834
	SOUTH AFRICAN LOCAL AUTHORITIES PENSION FUND		
	The funding level at the most recent actuarial valuation (1 July 2012) of 100% was calculated on a Discounted Cash Flow (DCF) basis. The funding level has improved since the previous valuation. The valuation actuary recommended that the prevailing employer contribution rate at 1 July 2012 be maintained at 15.26%. This includes a margin of 3.92% over and above the contribution rate required to fund the Projected Unit Method future service benefits and associated costs.		
	Contributions paid recognised in the Statement of Financial Performance	282,900	267,406
	DEFINED CONTRIBUTION FUNDS		
	Council contributes to: the Government Employees Pension Fund; Municipal Council Pension Fund; National Fund for Municipal Workers (IMATU); and SAMWU National Provident Fund which are defined contribution funds. The retirement benefit fund is subject to the Pension Fund Act, 1956, with pension being calculated on the pensionable remuneration paid. Current contributions by Council are charged against expenditure on the basis of current service costs.		
	Contributions paid recognised in the Statement of Financial Performance		
	Cape Joint Retirement Fund	27,684,024	23,773,729
	Municipal Councillors Pension Fund	195,206	214,160
	National Fund For Municipal Employees (IMATU)	155,234	160,120
	SAMWU National Provident Fund	4,442,493	4,384,277
		32,476,957	**28,532,285**
	The municipality adjusted the retirement age of female employees from 60 to 65 years of age. No change in estimated figures are expected due to the following:		
	The valuation results are dependent on the expected average retirement ages (EARAs) instead of the normal retirement age (NRAs).		
	Witzenberg's own recent employee-retirement history will be too small a sample to be solely relied on in setting these assumptions. Nevertheless, this recent experience seems to be in line with the EARAs used in the 2020 valuation.		
	If there is concern that the change in NRA for females will affect their EARA, then we recommend that the retirement-experience be monitored for several years after the change.		
19	**NET ASSET RESERVES**		
	Capital Replacement Reserve	12,539,508	12,539,508
	Total Net Asset Reserves	**12,539,508**	**12,539,508**

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20 PROPERTY RATES	2023 R	2022 R
Actual		
Rates Levied	107,295,941	98,284,330
Business	28,595,800	15,152,336
Building Clauses	108,602	104,120
Rural	17,769,583	25,212,466
Industrial Properties	11,481,496	10,345,245
Residential Properties	33,021,595	31,115,888
State-owned Properties	14,265,001	14,291,803
Vacant Land	2,053,864	2,062,472
Less: Revenue Forgone	(9,030,029)	(9,471,351)
Total Assessment Rates	**98,265,912**	**88,812,979**
Valuations - 1 JULY		
Land and Buildings		
Residential Property	4,199,874,800	4,116,598,800
Commercial Property	1,025,883,200	1,021,460,200
Industrial Property	615,645,000	615,673,000
Informal Property	36,977,000	36,946,500
Agricultural Purposes	12,778,278,420	12,779,241,220
State - National/ Provincial Services	836,766,800	830,275,000
Public Service Infrastructure	10,040,500	10,040,500
Vacant Property	157,014,100	168,481,100
Total Valuation	**19,660,479,820**	**19,578,716,320**

Assessment Rates are levied on the value of land and improvements. The valuation is performed every 4-6 years. The last valuation came into effect on 1 July 2018. Interim valuations are processed on an annual basis to take into account changes in individual property values due to alterations and subdivisions and also to accommodate growth in the rate base due mostly to private development.

Rates:		
Residential	1.054c/R	0.983c/R
Commercial	1.903c/R	1.775c/R
Industrial	1.903c/R	1.727c/R
Bona Fide Agricultural	0.151c/R	0.135c/R

Rates are levied annually and monthly. Monthly rates are payable by the 15th of the following month and annual rates are payable before 30 September. Interest is levied at the prime rate plus 1% on outstanding monthly rates.

Rebates were granted on land with buildings used solely for dwellings purposes as follows:
Residential - The first R120 000 on the valuation is exempted.

Rebates can be defined as any income that the Municipality is entitled by law to levy, but which has subsequently been forgone by way of rebate or remission.

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21	TRANSFERS AND SUBSIDIES	2023 R	2022 R
	Unconditional Grants	**121,667,821**	**106,666,000**
	Equitable Share	121,667,821	106,666,000
	Conditional Grants	**83,212,600**	**80,286,041**
	Grants and donations	83,212,600	80,286,041
	Total Government Grants and Subsidies	**204,880,421**	**186,952,041**
	Government Grants and Subsidies - Capital	67,591,713	66,276,090
	Government Grants and Subsidies - Operating	137,288,708	120,675,951
		204,880,421	**186,952,041**

Please refer to appendix D for more detailed disclosure of Government Grants and Subsidies.

The Municipality does not expect any significant changes to the level of grants.

21.1 Equitable share

Grants received	121,667,821	106,666,000
Conditions met - Operating	(121,667,821)	(106,666,000)
Conditions still to be met/(Grant expenditure to be recovered)	**-**	**-**

The Equitable Share is the unconditional share of the revenue raised nationally and is being allocated in terms of Section 214 of the Constitution (Act 108 of 1996) to the municipality by the National Treasury.

21.2 Local Government Financial Management Grant (FMG)

Grants received	1,550,000	1,550,000
Conditions met - Operating	(1,549,955)	(1,550,000)
Conditions still to be met/(Grant expenditure to be recovered)	**45**	**-**

The Financial Management Grant is paid by National Treasury to municipalities to help implement the financial reforms required by the Municipal Finance Management Act (MFMA), 2003. The FMG Grant also pays for the cost of the Financial Management Internship Programme (e.g. salary costs of the Financial Management Interns).

21.3 Expanded Public Works Programme

Opening balance	-	(103,068)
Grants received	2,237,000	2,617,000
Conditions met - Operating	(2,317,676)	(2,513,932)
Conditions still to be met/(Grant expenditure to be recovered)	**(80,676)**	**-**

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	GOVERNMENT GRANTS AND SUBSIDIES CONTINUED	2023 R	2022 R
21.4	**Municipal Infrastructure Grant (MIG)**		
	Opening balance	1,273,038	340,138
	Grants received	25,091,000	24,980,000
	Conditions met - Operating	(954,000)	-
	Conditions met - Capital	(23,068,874)	(23,707,100)
	Write off / Transfers	(1,273,038)	(340,000)
	Conditions still to be met/(Grant expenditure to be recovered)	**1,068,126**	**1,273,038**
	The grant was used to upgrade infrastructure in previously disadvantaged areas.		
21.5	**Regional Bulk Infrastructure Grant (RBIG)**		
	Opening balance	(2,160,011)	10,000,000
	Grants received	19,239,000	20,000,000
	Conditions met - Capital	(16,027,267)	(22,160,011)
	Write off / Transfers	-	(10,000,000)
	Conditions still to be met/(Grant expenditure to be recovered)	**1,051,722**	**(2,160,011)**
	The grant was used to upgrade infrastructure in previously disadvantaged areas.		
21.6	**Housing Grants**		
	Opening balance	2,993,067	5,087,746
	Grants received	-	2,709,094
	Conditions met - Capital	-	(4,803,773)
	Write off / Transfers	(2,993,067)	-
	Conditions still to be met/(Grant expenditure to be recovered)	**-**	**2,993,067**
	Housing grants was utilised for the development of erven and the erection of top structures.		
21.7	**Integrated National Electrification Grant**		
	Opening balance	3,873,783	(291,587)
	Grants received	-	12,762,000
	Conditions met - Capital	(777,641)	(8,596,630)
	Write off / Transfers	(3,873,783)	-
	Conditions still to be met/(Grant expenditure to be recovered)	**(777,641)**	**3,873,783**
	The National Electrification Grant was used for electrical connections in previously disadvantaged areas.		
21.8	**Library services**		
	Grants received	10,517,000	10,536,000
	Conditions met - Operating	(10,517,000)	(9,768,378)
	Conditions met - Capital	(123,939)	(767,622)
	Conditions still to be met/(Grant expenditure to be recovered)	**(123,939)**	**-**
21.9	**Other Grants**		
	Opening balance	800,635	11,477,258
	Grants received	47,003,159	7,587,828
	Conditions met - Operating	(6,685,896)	(1,527,352)
	Conditions met - Capital	(34,632,631)	(13,571,658)
	Write off / Transfers	(646,038)	(3,165,441)
	Conditions still to be met/(Grant expenditure to be recovered)	**5,839,229**	**800,635**
	Various other grants were received from other spheres of government.		
21.10	**Total Grants**		
	Opening balance	6,780,512	26,510,487
	Grants received	227,304,980	189,407,922
	Conditions met - Operating	(143,692,348)	(122,025,662)
	Conditions met - Capital	(74,630,352)	(73,606,794)
	Write off / Transfers	(8,785,926)	(13,505,441)
	Conditions still to be met/(Grant expenditure to be recovered)	**6,976,866**	**6,780,512**
	Disclosed as follows:		
	Unspent Conditional Government Grants and Receipts	13,819,180	14,410,793
	Unspent Public Contributions	2,316,495	3,186,213
	Unpaid Conditional Government Grants and Receipts	(9,158,809)	(10,816,494)
		6,976,866	**6,780,512**

AUDITOR-GENERAL SOUTH AFRICA

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		2023	2022
22	**SERVICE CHARGES**	**R**	**R**
	Electricity	315,186,370	329,952,770
	Water	48,092,820	46,270,822
	Refuse removal	38,680,258	35,806,716
	Sewerage and Sanitation Charges	57,691,958	43,453,484
		459,651,406	455,483,792
	Less: Revenue Forgone	(22,394,365)	(19,779,378)
	Total Service Charges	**437,257,041**	**435,704,414**

Revenue Forgone can be defined as any income that the Municipality is entitled by law to levy, but which has subsequently been forgone by way of rebate or remission.

23 AGENCY SERVICES

Agent for the Western Cape Department of Transport and Public Works

The municipality is collecting motor vehicle licence fees, motor registration and drivers licence fees on behalf of the Department of Transport and Public Works. Hence the municipality receives and commision on the collection of monies. The municipality act as an agent for the Department of Transport and Public Works, without any significant judgement to be applied. There was no changes in the terms and condition of the arrangement for the reporting year. The amounts as per note is incusive of VAT - The amount retained as per the statement of financial performance is exclusive of VAT

Reconciliation of amounts payable to the WC Department of Transport and Public Works

Opening Balance	343,176	261,468
Funds collected	30,733,537	29,969,548
Retained	(5,200,774)	(5,076,750)
Paid	(25,464,226)	(24,811,090)
Payable to principal	**411,713**	**343,176**

Agent for the National Department of Justice

The municipality act as agent for the National Department of Justice, where it collects contempt of court fines imposed for non-appearance in court iof traffic fine offenders. The amounts collected are trivial. The municipality does not derive any revenue from this function.

Reconciliation of amounts payable to the Department of Justice

Opening Balance	78,601	(9,899)
Funds collected	190,500	235,200
Retained	-	-
Paid	(191,400)	(146,700)
Payable to principal	**77,701**	**78,601**

Principal arrangements: Traffic services TCS

The municipality has a service provider TCS (2020: TCS) who acts as agent for the municipality with the issuing of traffic fines. All payments are received directly by the municipality and the service provider invoices the municipality for commission payable

Commission received by the agent	**-**	**89,953**

Principal arrangements: Financial Services

Agent for the Witzenberg Municipality: Syntell
The municipality has a service provider Syntell who acts as agent for the municipality with the sale of prepaid electricity and water. All payments are received directly by the municipality and the service provider invoices the municipality for commission payable. No penalties are payable if the contract with the agent is terminated

Commission received by the agent	**2,517,962**	**2,936,255**

Agent for the Witzenberg Municipality: Easy Pay
The municipality has a service provider EasyPay who acts as agent for the municipality with the 3rd party collection of debtor payments. All payments are paid directly to the municipality and the service provider invoices the municipality for commission payable.

Commission received by the agent	**245,076**	**220,263**

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Agent for the Witzenberg Municipality: Pay a Bill

The municipality has a service provider Pay-a-bill who acts as agent for the municipality with the 3rd party collection of debtor payments. All payments are paid directly to the municipality and the service provider invoices the municipality for commission payable.

Commission received by the agent	**5,114**	**12,024**

Agent for the Witzenberg Municipality: Pay AT

The municipality has a service provider Pay-at who acts as agent for the municipality with the 3rd party collection of debtor payments. All payments are paid directly to the municipality and the service provider invoices the municipality for commission payable.

Commission received by the agent	**237,452**	**276,281**

24 OPERATIONAL REVENUE

Insurance Refund	2,823,204	2,440,752
Collection Charges	(1,958)	-
Breakages and Losses Recovered	3,831	6,152
Merchandising, Jobbing and Contracts	4,511,430	56,466
Other	241,782	148,672
Total Operational Revenue	**7,578,289**	**2,652,042**

25 SALES OF GOODS AND RENDERING OF SERVICES

Application Fees for Land Usage	157,410	118,807
Building Plan Approval	1,558,811	1,066,180
Camping Fees	2,733,295	2,588,897
Cemetery and Burial	178,086	261,937
Development Charges	484,559	449,452
Entrance Fees	485,053	638,357
Other	239,261	290,290
Total Sales of Goods and Rendering of services	**5,836,475**	**5,413,920**

26 EMPLOYEE RELATED COSTS

Salaries and Wages	135,690,150	131,367,647
Bargaining Council Levy	71,863	66,076
Bonuses	10,539,073	10,163,339
Contributions For Pensions	20,732,849	19,430,837
Contributions For Medical Aids	8,938,750	8,519,075
Contributions For UIF	1,103,232	1,108,801
Group Life Insurance	4,715,982	2,943,273
Housing Benefits and Allowances	1,453,878	1,411,972
Leave Reserve	1,893,035	1,859,014
Long service awards	963,000	966,000
Overtime	16,955,701	13,009,971
Standby Allowance	7,046,126	5,822,958
Post Employment Health Care Benefits	2,107,000	2,141,000
Travel, Motor Car, Accommodation, Subsistence and Other Allowances	8,392,814	7,536,781
Total Employee Related Costs	**220,603,453**	**206,346,744**

KEY MANAGEMENT PERSONNEL

The Municipal Manager and Directors are appointed on fixed term contracts.

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26	EMPLOYEE RELATED COSTS CONTINUED	2023 R	2022 R
	REMUNERATION OF KEY MANAGEMENT PERSONNEL		
	Remuneration of the Municipal Manager		
	Annual Remuneration	1,291,947	1,164,002
	Performance Bonus	218,663	215,432
	Travelling Allowance	108,000	106,910
	Contributions to UIF, Medical, Pension Funds and Bargaining Council	274,435	271,296
	Travelling Expenses	4,804	2,305
	Other Allowance	92,041	53,432
	Total	**1,989,889**	**1,813,378**
	Remuneration of the Director Technical Services		
	Annual Remuneration	862,382	747,080
	Performance Bonus	178,747	176,105
	Travelling Allowance	510,814	510,814
	Contributions to UIF, Medical, Pension Funds and Bargaining Council	3,093	4,498
	Travelling Expenses	42,062	11,318
	Other Allowance	91,200	-
	Total	**1,688,298**	**1,449,816**
	Remuneration of the Director Corporate Services		
	Annual Remuneration	1,182,728	1,065,894
	Performance Bonus	178,747	176,105
	Travelling Allowance	192,000	192,000
	Contributions to UIF, Medical, Pension Funds and Bargaining Council	3,093	4,498
	Travelling Expenses	10,666	1,721
	Other Allowance	142,019	50,316
	Total	**1,709,253**	**1,490,534**
	Remuneration of the Director Financial Services - From 1 December 2020		
	Annual Remuneration	787,934	924,418
	Performance Bonus	178,747	102,728
	Travelling Allowance	180,000	180,000
	Housing Allowance	281,470	282,356
	Contributions to UIF, Medical, Pension Funds and Bargaining Council	125,468	120,526
	Travelling Expenses	27,438	1,854
	Other Allowance	91,200	
	Total	**1,672,257**	**1,611,882**

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27 REMUNERATION OF COUNCILLORS

	2023 R	2022 R
Executive Mayor		
Annual Remuneration	716,805	623,631
Pension fund contributions	129,025	103,636
Medical aid contributions	60,084	33,882
Travel, Motor Car, Accommodation, Subsistence and Other Allowances	89,965	149,215
Total	**995,879**	**910,363**
Deputy Mayor		
Annual Remuneration	557,284	524,894
Pension fund contributions	94,863	85,297
Travel, Motor Car, Accommodation, Subsistence and Other Allowances	46,415	65,847
Total	**698,563**	**676,038**
Speaker		
Annual Remuneration	614,445	562,865
Pension fund contributions	109,399	93,325
Medical aid contributions	19,357	1,933
Travel, Motor Car, Accommodation, Subsistence and Other Allowances	54,152	71,817
Total	**797,353**	**729,941**
Mayoral Committee Members (4)		
Annual Remuneration	2,305,139	1,983,514
Pension fund contributions	334,514	283,971
Medical aid contributions	-	37,606
Travel, Motor Car, Accommodation, Subsistence and Other Allowances	389,245	329,549
Total	**3,028,897**	**2,634,640**
Section 79 Committee Chairman		
Annual Remuneration	319,869	224,370
Pension fund contributions	57,576	36,735
Travel, Motor Car, Accommodation, Subsistence and Other Allowances	51,949	31,941
Total	**429,394**	**293,046**
Ordinary Councillors (15)		
Annual Remuneration	3,805,732	3,900,293
Pension fund contributions	659,035	482,758
Medical aid contributions	7,934	50,395
Travel, Motor Car, Accommodation, Subsistence and Other Allowances	644,610	798,307
Total	**5,117,310**	**5,231,753**

In-kind Benefits

The Executive Mayor, Speaker and all the Mayoral committee members are full-time. The Executive Mayor, Speaker and all the Mayoral committee members are provided with secretarial support and an office at the cost of the Council.

Each councillor received an regulation 11 (cell phone allowance) and 12 (mobile data bundles) benefit. However the regulation 12 benefits is utilised for the contract procured by the municipality for data and regulation 11 is paid to the councillor to obtain their own contract.

Where applicable, councillor who qualify also received an regulation 10 (Out of pocket expenses) payment.

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		2023	2022
28	**PROVISION FOR IMPAIRMENT**	**R**	**R**
	Receivables from exchange transactions: Contributions - Note 3	56,120,710	38,631,150
	Receivables from exchange transactions: Reversals - Note 3	(1,151,627)	(62,126)
	Receivables from non-exchange transactions: Contributions - Note 4	8,762,143	11,808,757
	Receivables from non-exchange transactions: Reversals - Note 4	(8,734,650)	(14,648,750)
	Total Contribution to Debt Impairment	**54,996,576**	**35,729,031**
29	**DEPRECIATION AND AMORTISATION**		
	Property Plant and Equipment	31,553,092	27,849,880
	Investment Property	276,359	281,026
	Intangible Assets	73,722	77,892
	Capitalised restoration cost	-	10,115,542
	Total Depreciation and Amortisation	**31,903,173**	**38,324,340**
30	**FINANCE CHARGES**		
	Borrowing	78,556	133,034
	Finance leases	55,771	88,933
	Ex-Gratia Pension	2,800	2,690
	Post Employment Health Care Benefits	7,136,000	6,235,000
	Long service awards	1,262,000	1,050,000
	Non-current Provision	9,760,831	6,404,088
	Total finance charges	**18,295,958**	**13,913,745**
31	**BULK PURCHASES**		
	Electricity	279,960,011	285,708,344
	Total Bulk Purchases	**279,960,011**	**285,708,344**
32	**CONTRACTED SERVICES**		
	Tracing agents and debt collection	15,510	67,976
	Legal Cost	279,016	213,480
	Electrical	2,295,569	2,281,378
	Maintenance Buiding and Facilities	643,098	853,967
	Traffic Fines Management	110,087	191,440
	Maintenance of Unspecified Assets	3,150,116	2,783,059
	Business and Advisory	4,387,866	2,900,304
	Security Services	14,399,039	12,083,277
	Infrastructure and Planning	21,761,514	7,873,443
	Other	3,647,185	4,533,438
		50,689,000	**33,781,762**
33	**TRANSFERS AND SUBSIDIES: OPERATIONAL EXPENDITURE**		
	Sport	10,000	52,700
	Public Schools	91,500	175,598
	Bursaries (Non-Employee)	460,675	87,566
	Witzenberg Security Forum	745,723	967,470
	Tourism	900,000	900,000
	Total Transfers and Subsidies: Operational Expenditure	**2,207,898**	**2,183,334**

The transfer to Eskom is for upgrading of the electricity network feeding the Ceres area to increase the available elctricity.

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		2023 R	2022 R
34	**OPERATIONAL COST**		
	Advertising, Publicity and Marketing	1,099,134	676,054
	Bank Charges, Facility and Card Fees	771,696	751,443
	Commission	2,613,571	2,784,995
	Communication	3,269,107	2,959,917
	External Audit Fees	3,775,793	3,232,047
	External Computer Service	3,751,681	3,276,716
	Hire Charges	4,241,660	4,426,272
	Insurance Underwriting	3,177,631	2,926,726
	Learnerships and Internships	814,506	972,149
	Levies Paid - Water Resource Management Charges	405,491	381,448
	Licences	397,508	366,025
	Printing, Publications and Books	345,045	323,403
	Professional Bodies, Membership and Subscription	2,020,626	1,929,725
	Remuneration to Ward Committee	1,385,000	551,000
	Signage	646,560	132,389
	Workmen's Compensation Fund	2,070,566	1,529,692
	Transport Provided as Part of Departmental Activities	39,343	20,096
	Travel and Subsistence	999,873	325,370
	Uniform and Protective Clothing	1,438,811	1,167,220
	Wet Fuel	10,629,617	7,879,670
	Other	487,915	464,232
	Total Operational cost	**44,381,134**	**37,076,589**
35	**(IMPAIRMENT LOSS) / REVERSAL OF IMPAIRMENT**		
	Investment Property	472,291	-
	Property Plant & Equipment	694,977	2,370,024
	Total Impairments	**1,167,268**	**2,370,024**

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36 CORRECTION OF ERROR IN TERMS OF GRAP 3

		2022 R
36.01	**Trade and other Receivables from Exchange Transactions**	
	Balance previously reported	**86,202,955**
	Correction of industrial effluent levy - Note 36.09	4,750,786
	VAT Recognision of land sold 20201/2022 - Note 36.03	1,275,000
	Reclasification of availability charges Note 36.02	(278,214)
	Balance now reported	**91,950,527**
36.02	**Receivables from non-exchange transactions**	
	Balance previously reported	**13,411,718**
	Reclasification of availability charges Note 36.01	278,214
	Balance now reported	**13,689,932**
36.03	**Statutory Receivables: VAT**	
	Balance previously reported	**7,601,170**
	Correction of industrial effluent levy - Note 36.01	(619,668)
	VAT Recognision of land sold 20201/2022 - Note 36.01	(1,275,000)
	Correction of error - Availability charges reclassified Revenue - Note 36.07	(1,100,490)
	Correction of error - Availability charges reclassified Impairment - Note 36.07	1,265,564
	Correction of error - Availability charges reclassified Revenue - Note 36.09	(472,510)
	Correction of error - Availability charges reclassified Impairment - Note 36.07	543,387
	Balance now reported	**5,942,453**
36.04	**Property, Plant and Equipment**	
	Balance previously reported	**1,073,184,977**
	Recalculation of Landfillsite Provision - Note 36.05	(65,152,044)
	Correction of disposal of assets at cost - Refer to note 8	(5,917,140)
	Correction of disposal of assets accumulated depreciation - Refer to note 8	4,892,964
	Correction of disposal of assets accumulated impairment - Refer to note 8	1,024,177
	Balance now reported	**1,008,032,934**
36.05	**Non-Current Provisions**	
	Balance previously reported	**162,372,711**
	Recalculation of Landfillsite Provision - Note 36.04	(63,839,693)
	Balance now reported	**98,533,018**
36.06	**Accumulated Surplus as at 30 June 2021**	
	Balance previously reported	**936,046,478**
	Correction of error - Availability charges reclassified Revenue - Note 36.03	(1,100,490)
	Correction of error - Availability charges reclassified Impairment - Note 36.03	1,265,564
	Recalculation of Landfillsite Provision - Note 36.05	(2,544,053)
	Balance now reported	**933,667,499**
36.07	**Accumulated Surplus as at 30 June 2022**	
	Balance previously reported	**1,023,376,344**
	Correction of error - Availability charges reclassified Revenue - Note 36.03	(1,100,490)
	Correction of error - Availability charges reclassified Impairment - Note 36.03	1,265,564
	Correction of error - Availability charges reclassified Revenue - Note 36.09	(472,510)
	Correction of error - Availability charges reclassified Impairment - Note 36.03	543,387
	Correction of industrial effluent levy - Note 36.01	4,131,118
	Recalculation of Landfillsite Provision - Note 36.04	(1,312,352)
	Balance now reported	**1,026,431,061**
36.08	**Availability Charges**	
	Balance previously reported	**-**
	Reclasification of availability charges Note 36.09	2,736,310
	Balance now reported	**2,736,310**
36.09	**Service Charges**	
	Balance previously reported	**434,782,117**
	Correction of industrial effluent levy - Note 36.01	4,131,118
	Reclasification of availability charges Note 36.08	(2,736,310)
	Correction of error - Availability charges reclassified Revenue - Note 36.07	(472,510)
	Balance now reported	**435,704,415**
36.10	**Finance Charges**	
	Balance previously reported	**15,145,445**
	Adjustment to finance charges related to Landfill Site Provision - Note 36.05	(1,231,700)
	Balance now reported	**13,913,745**

36.11 CONTINGENT ASSET

Balance previously reported	**18,034,021**
Correction of error: The probability to recover VAT on housing project is low.	(18,034,021)
Balance now reported	**(0)**

36.12 Work in Progress included in the Carrying Value of Property Plant & Equipment

Balance previously reported	**52,360,065**
Recalculation of value of assets included in Work in Progress	934,523
Balance now reported	**53,294,588**

CASH FLOW FROM OPERATING ACTIVITIES

36.13 Sales of goods and services

Balance previously reported	**408,858,802**
Incorrect clasification of non cash movement of interest - Note 36.14	10,093,695
Balance now reported	**418,952,497**

CASH FLOW FROM OPERATING ACTIVITIES

36.14 Interest

Balance previously reported	**22,830,931**
Incorrect clasification of non cash movement of interest - Note 36.13	(10,093,695)
Balance now reported	**12,737,236**

37 CHANGE IN ACCOUNTING ESTMATE

Change in Useful lives

The municipality has reassessed the useful lives of Property plant and equipment and Intagible Asset which resulted in changes in depreciation and amortisation charges. The effect of the change in accounting estimate has resulted in the following movements for the current and future periods on the affected capital assets:

Movement in depreciation and amortisation	2023 R	2024 R	2025 R	2026 R
Before change in estimate	-	-	-	-
After change in estimate	699,312	699,312	699,312	699,312
Net effect	699,312	699,312	699,312	699,312

38 RECONCILIATION BETWEEN NET SURPLUS FOR THE YEAR AND CASH GENERATED BY OPERATIONS

	2023 R	2022 R
Surplus/(Deficit) for the year	118,237,339	94,860,860
Adjustments for:		
Depreciation	31,829,452	38,246,448
Amortisation of Intangible Assets	73,722	77,892
Gain / (loss) on disposal of assets	838,215	(7,176,709)
Gain / (loss) on Adjustment of Provision	(24,802,484)	-
Debt Impairment	54,996,576	35,729,032
Contribution from/to provisions	9,760,831	6,404,088
Contribution from/to employee benefits	619,562	970,842
Interest cost - Employee Benefits	8,400,800	7,287,690
Gain / (loss) on Actuarial Valuations	(9,895,056)	(8,642,142)
(Impairment loss) / Reversal of impairment loss	1,167,269	2,370,024
Finance lease: deemed loan expenditure	(491,891)	(458,729)
Bad Debts Written Off	9,945,876	14,710,875
Operating Surplus/(Deficit) before changes in working capital	200,680,211	184,380,171
Changes in working capital	(41,255,204)	(87,304,872)
Increase/(Decrease) in Trade and Other Payables	39,041,321	(4,641,768)
Increase/(Decrease) in Unspent Conditional Government Grants and Receipts	(591,613)	(14,488,619)
Increase/(Decrease) in Unspent Public Contributions	(869,718)	966,917
Increase/(Decrease) in Taxes	66,321,966	4,471,744
(Increase)/Decrease in Inventory	(6,285,488)	927,868
(Increase)/Decrease in Trade and other receivables	(140,529,357)	(68,332,741)
(Increase)/Decrease in Unpaid Conditional Government Grants and Receipts	1,657,685	(6,208,273)
Cash generated/(absorbed) by operations	**159,425,008**	**97,075,299**

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		2023	2022
39	**RECONCILIATION OF AVAILABLE CASH AND INVESTMENT RESOURCES**	**R**	**R**
	Cash and Cash Equivalents - Note 2	226,801,723	144,879,638
	Less:	13,819,180	14,410,793
	Unspent Committed Conditional Grants - Note 6	13,819,180	14,410,793
	VAT - Note 7	0	-
	Resources available for working capital requirements	**212,982,543**	**130,468,845**
	Allocated to:		
	Capital Replacement Reserve	12,539,508	12,539,508
	Employee Benefits Reserve	98,034,902	98,909,594
	Non-Current Provisions Reserve	48,748,187	98,533,020
	Shortfall in working capital requirements	**53,659,946**	**(79,513,277)**

40	**UTILISATION OF LONG-TERM LIABILITIES RECONCILIATION**		
	Long-term Liabilities - Note 16	527,449	2,424,190
	Used to finance property, plant and equipment - at cost	(527,449)	(2,424,190)
		-	-

41	**UNAUTHORISED, IRREGULAR, FRUITLESS AND WASTEFUL EXPENDITURE DISALLOWED**		
	Reconciliation of irregular expenditure:		
	Irregular expenditure current year	5,437,362	-
	Irregular expenditure awaiting further action	**5,437,362**	**-**

41.2

Incident	Disciplinary steps/criminal proceedings
Procurement less than R 30 000,00 (quotations) was audited by the AGSA and classified as irregular expenditure during the 2022-23 audit process, as no preference points calculations have been performed. The municipality is not in agreement with the view of the AGSA and National Treasury with their interpretation and proposed implementation of the Preferential Procurement Regulations of 2022.	The matter will be dealt with in terms of the audit engagement letter process and a formal dispute process will be lodged with National Treasury to seek clarity on the matter.

Unauthorised expenditure

Reconciliation of unauthorised expenditure:

Opening balance	8,933,855	1,935,841
Unauthorised expenditure current year - operating	-	8,933,855
Condoned by council	-	(1,935,841)
Unauthorised expenditure awaiting authorisation	**8,933,855**	**8,933,855**

Unauthorised expenditure on operating votes are due to:

2021/2022: The depreciation expense of the deemed asset - Rehabilitation of landfill sites is more than budgeted due to increased cost of rehabilitation, higher inflation rates and higher interest rates

Non-cash	8,933,855	8,933,855
Analysed as follows: non-cash		
Depreciation on the deemed asset rehabilitation of landfill sites	8,933,855	8,933,855

42	**MATERIAL LOSSES**		
42.1	**Water distribution losses**		
	- Kilolitres purified	6,533,253	6,937,653
	- Kilolitres sold	5,967,791	5,972,478
	- Kilolitres lost during distribution	565,462	965,175
	- Percentage lost during distribution	8.66%	13.91%
	- Value of kilolitres lost during distribution	236,647	405,374
	- The value of kilolitres lost is based on the treatment cost of water.		

The estimated consumption for public open spaces and informal houses are calculated on a conservative bases using baseline consumption estimations provided by the Department of Water Affairs.

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		2023	2022
42.2	**Electricity distribution losses**		
	- Units purchased (Kwh)	178,330,154	206,174,820
	- Units sold (Kwh)	159,920,014	184,025,117
	- Units lost during distribution (Kwh)	18,410,140	22,149,703
	- Percentage lost during distribution	10.3%	10.7%
	- Value of units lost during distribution (Rand)	28,902,027	30,694,121

The electricity losses are in line with the quideline of the National Energy Regulator of South Africa of 10%

43 ADDITIONAL DISCLOSURES IN TERMS OF MUNICIPAL FINANCE MANAGEMENT ACT

43.1 Contributions to organised local government - [MFMA 125 (1)(b)] - SALGA CONTRIBUTIONS

Opening balance		
Council subscriptions	1,974,468	1,899,346
Amount paid - previous years	(1,974,468)	(1,899,346)
Balance unpaid (included in Payables from exchange transactions)	**-**	**-**

43.2 Audit fees - [MFMA 125 (1)(c)]

Opening balance	-	-
Current year audit fee	3,811,968	3,298,944
External Audit - Auditor-General	3,775,793	3,232,047
Audit Committee	36,175	66,897
Amount paid - current year	3,811,968	3,298,944
Balance unpaid (included in Payables from exchange transactions)	**-**	**-**

43.3 VAT - [MFMA 125 (1)(c)]

Opening balance	7,406,142	8,735,709
Amounts received - Output VAT - current year	(66,975,146)	(63,818,857)
Amounts claimed - Input VAT - current year	68,318,448	62,017,027
Amount paid - current year	1,340,112	4,095,217
Amount - previous year	329,517	(3,622,954)
Closing balance	**10,419,073**	**7,406,142**

VAT is payable/receivable on the cash basis. VAT is only paid over to SARS once cash is received from debtors and only claimed from SARS once payment is made to creditors.

43.4 PAYE, SDL and UIF - [MFMA 125 (1)(c)]

Opening balance	-	238,410
Current year payroll deductions and Council Contributions	33,634,211	30,473,809
Amount paid - current year	(33,634,211)	(30,712,219)
Balance unpaid (included in Payables from exchange transactions)	**-**	**-**

43.5 Pension and Medical Aid Deductions - [MFMA 125 (1)(c)]

Opening balance	-	-
Current year payroll deductions and Council Contributions	49,228,165	46,595,223
Amount paid - current year	(49,228,165)	(46,595,223)
Balance unpaid (included in Payables from exchange transactions)	**-**	**-**

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		2023 R	2022 R
43.6	**Councillor's arrear consumer accounts - [MFMA 124 (1)(b)]**		
	During the financial year the following Councillors were outstanding for more than 90 days at any instance		
	P Heradien	3,187	7,687
	GJ Franse	20,579	17,586
	FE Klazen	17,218	20,257
	K Robyn	75,927	85,156
	JS Mouton		13,052
	B C Klaasen	15,379	13,613
	Total Councillor Arrear Consumer Accounts	**132,289**	**157,351**
	BC Klaasen has lodged a dispute in terms of the municipal account		
	Councillors outstanding for more than 90 days as at 30 June 2023:		
	P Heradien		3,687
	GJ Franse	23,121	17,220
	FE Klazen		17,598
	B C Klaasen		13,613
	K Robyn	118,210	
	Total Councillor Arrear Consumer Accounts at year end	**141,331**	**52,118**

43.7 Discloser in terms of the Municipal Supply Chain Management Regulations - Promulgated by Government Gazette 27636 dated 30 May 2005

Regulation 36 (2) - Details of deviations approved by the Accounting Officer in terms of Regulation 36 (1) (a)

2022/2023			**Type of deviation**		
	Amount	**Single Supplier**	**Impossible**	**Impractical**	**Emergency**
July	410,506	3	0	2	1
August	2,151,491	12	0	3	5
September	171,256	8	0	1	3
October	354,319	5	0	1	3
November	1,509,585	3	0	0	1
December	2,129,012	9	0	3	0
January	151,632	8	0	3	0
February	1,457,458	6	0	4	1
March	2,537,740	10	0	3	2
April	529,948	4	0	3	0
May	101,289	6	0	2	1
June	574,197	3	0	5	4
	12,078,433	77	0	30	21

2021/2022					
	Amount	**Single Supplier**	**Impossible**	**Impractical**	**Emergency**
July	146,952	4	0	1	1
August	242,767	5	0	2	3
September	332,735	12	0	2	4
October	708,640	5	0	3	0
November	4,971,711	12	0	9	8
December	91,456	6	0	2	0
January	108,119	7	0	0	4
February	302,650	10	0	3	2
March	1,387,194	11	0	3	5
April	2,073,973	5	0	1	1
May	1,729,368	4	0	4	6
June	94,592	5	0	3	2
	12,190,157	86	0	33	36

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2023
R

43.8 ***Regulation 45 - Details of awards made to close family members of persons in service of State***

Name of supplier	Member of company who has relationship with person in the service of the state	Relationship to person in the service of the state	Name of person in the service of the state	Employer and capacity of person in service of the state	Value of transactions
Williams Loodgieters	SR Williams	Spouse	R Williams	Dept. of Health: Nurse	83,759
Witzenberg Concrete	Derick Ontong	Spouse	Crystal Ontong	Ceres Sekonder, Teacher (WCED)	5,969
SEW Plumbing	SE Williams	Spouse	L Williams	Dept. of Health: Admin Officer	50,927
		Son	R Williams	Dept. of Health: Nurse	
AJ Rankin Basson Sport BK	J Wessels	Spouse	MJL Wessels	Witzenberg Municipality Social Worker	6,129
Vox Elektries	F Blom	Spouse	M Blom	SAPS: Officer	57,277
RJC Conservation Servises	R Prins	Son	Prins	Chief Professional Nurse: Wolseley Clinic Dep of Health	91,950
JC Fencing	JJ Abrahamse	Father	K Abrahamse	Witzenberg Municipality: Traffic Officer	19,700
Neil Lyners and Associates (RF) (Pty) Ltd	N Lyners	Sibling	H Lyners	WCGTPW: Chief Engineer	1,783,651
WRP Consulting Engineers (PTY) Ltd	Pieter van Rooyen	Spouse	Zelmarie van Rooyen	Department of Public Works: Chief Town Planner	4,140
	Takalani Mamphitha	Spouse	Katlego Mamphitha	SABC: Systems Administrator	
WAB Print Media (Pty) Ltd	Wayne Brink	Spouse	Adelene Brink	Drakenstein Municipality	2,036
Piston Power Chemicals (Pty) Ltd	Ujush Andhee	Spouse	Nadira Andhee	Educator: Department of Education KZN	176,319
Motheo Construction	L Mashau	Sister	M Ndholovu	Department of Statistics: Statistician	1,039,975
	S Mantlhasi	Sibling	B Mantlhasi	COGTA: Human Resource Manager	
	U Langa	Daughter	D Langa	Departmemt of Education: Senior Educaitonal Specialist	
	R Diphoko	Daughter	E Monareng	SANDF: Warrant Officer	
	R Diphoko	Spouse	M Diphoko	Transnet: Snr Construciton Manager	
	R Madi	Child	M Madi	Tholomela Municiplaity: Environmental Manager	
	V Singh	Spouse	R Singh	Department of Education: Teacher	
	N Chiluvane	Sibling	N Dube	CETA: Chairperson of Evaluaiton Committee	
	RJ Ahlschlager	Spouse	RJ Ahlschlager	SIU	
	I Gasant	Sibling	S Seegers	City of Cape Town: Head of Security	
	KP Nadasen	Spouse	K Nadasen	Department of Public Works: Director - Key Accounts Management	
RJ Designs	R Jacobs		C Africa	Saldanha Bay Municipality Assistant Librarian	10,550
Amandla Constrution	W Frazenburg	Brother in Law	J Jacobs	National Government Employment & Labour	25,625,321
		Sister	U Frazenburg	National Government Deeds Office Kimberley	
		Brother	E Frazenburg	WC Government Education Eerste Rivier HS	
		Sister	J Frazenburg	WC Government Education Kleinvlei HS	
		Brother	B Frazenburg	City of Cape Town: Traffic Dept	
JPCE (Pty) Ltd	J Minnie	Spouse	J Minnie	City of Cape Town: Head Disaster Management	164,795
DAV General Dealer (Pty) Ltd	D Lategan	Father	A Lategan	Witzenberg Municipality: Clerk	97,520
Leibrandt Training Academy	Nina Benjamin	Spouse	Heinrich Benjamin	SAPS Colonel	10,638
Zelp 707 (Pty) Ltd t/a Boland Isuzu	M Adams	Son	K Adams	Witzenberg Municipality: Member of Council	150,389
Ian Dickie & Co	M Samuels	Spouse	D Samuels	SAPS: Warrant Officer Supply Chain	247,945
Poolux Beekeping	S Poole	Son	E Poole	Western Cape Department of Education: Teacher	14,070
Ikapa Reticulation and Flow	R Davids	Daughter	CS Davids	Teacher: Department of Education	19,887

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Regulation 45 - Details of awards made to close family members of persons in service of State - continued

Name of supplier	Member of company	Relationship to	Name of person	Employer and capacity	2022 R
Williams Loodgieters	SR Williams	Spouse	R Williams	Dept. of Health: Nurse	88,034
Freddie Opperman	Freddie Opperman	Spouse	J Opperman	Western Cape Education Department: Teacher	5,400
SEW Plumbing	SE Williams	Spouse	L Williams	Dept. of Health: Admin Officer	4,750
		Son	R Williams	Dept. of Health: Nurse	
O'NeilL & Visser	CW O'Neill	Spouse	H O'Neill	DOJ: Worcester	23,063
Vox Elektries	F Blom	Spouse	M Blom	SAPS: Officer	46,016
RJC Conservation Servises	R Prins	Son	Prins	Chief Professional Nurse: Wolseley Clinic Dep of Health	98,360
JC Fencing	JJ Abrahamse	Father	K Abrahamse	Witzenberg Municipality: Traffic Officer	7,850
Neil Lyners and Associates (RF) (Pty) Ltd	N Lyners	Sibling	H Lyners	WCGTPW: Chief Engineer	751,181
WRP Consulting Engineers (PTY) Ltd	Pieter van Rooyen	Spouse	Zelmarie van Rooyen	Department of Public Works: Chief	4,140
	Takalani Mamphitha	Spouse	Katlego Mamphitha	SABC: Systems Administrator	
WAB Print Media (Pty) Ltd	Wayne Brink	Spouse	Adelene Brink	Drakenstein Municipality	14,633
Piston Power Chemicals (Pty) Ltd	Ujush Andhee	Spouse	Nadira Andhee	Educator: Department of Education KZN	25,496
Motheo Construction	L Mashau	Sister	M Ndholovu	Department of Statistics: Statistician	6,539,340
	S Mantlhasi	Sibling	B Mantlhasi	COGTA: Human Resource Manager	
	U Langa	Daughter	D Langa	Departmemt of Education: Senior Educaitonal Specialist	
	R Diphoko	Daughter	E Monareng	SANDF: Warrant Officer	
	R Diphoko	Spouse	M Diphoko	Transnet: Snr Construciton Manager	
	R Madi	Child	M Madi	Tholomela Municiplaity: Environmental Manager	
	V Singh	Spouse	R Singh	Department of Education: Teacher	
	N Chiluvane	Sibling	N Dube	CETA: Chairperson of Evaluaiton Committee	
	RJ Ahlschlager	Spouse	RJ Ahlschlager	SIU	
	I Gasant	Sibling	S Seegers	City of Cape Town: Head of Security	
	KP Nadasen	Spouse	K Nadasen	Department of Public Works: Director - Key Accounts Management	
RJ Designs	R Jacobs		C Africa	Saldanha Bay Municipality Assistant Librarian	10,950
Amandla Constrution	W Frazenburg	Brother in Law	J Jacobs	National Government Employment & Labour	7,935,634
		Sister	U Frazenburg	National Government Deeds Office Kimberley	
		Brother	E Frazenburg	WC Government Education Eerste Rivier HS	
		Sister	J Frazenburg	WC Government Education Kleinvlei HS	
		Brother	B Frazenburg	City of Cape Town: Traffic Dept	
Alitmax (Pty) Ltd	MM De Kock	Spouse	HJ De Kock	Consultant: IT Network Engineer State Information Technology Agency	230,000
DAV General Dealer (Pty) Ltd	D Lategan	Father	A Lategan	Financial Intern: Witzenberg Municipality	28,640
All Parts	A Janse	Husband	Ms Janse	Department of Health: Bella Vista Clinic	485
Peres Williams	S Williams	Sister	A Prins	SA Army Band	1,600
Ian Dickie & Co	M Samuels	Spouse	D Samuels	SAPS: Warrant Officer Supply Chain	150,467

44 COMMITMENTS

Commitments in respect of expenditure:	**2023 R**	**2022 R**
Approved and contracted for	39,936,623	49,802,560
Infrastructure	37,669,272	15,157,772
Community	2,267,351	31,834,358
Other Capital	-	2,810,430
Total	**39,936,623**	**49,802,560**

An implementing agent has been appointed for low cost housing projects. The available allocation as per provincial budgets for this project is: **11,600,000**

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		2023	2022
45	**FINANCIAL RISK MANAGEMENT**	R	R

The activities of the municipality expose it to a variety of financial risks, including market risk (comprising fair value interest rate risk, cash flow interest rate risk and price risk), credit risk and liquidity risk. The municipality's overall risk management programme focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the municipality's financial performance.

(a) Foreign Exchange Currency Risk

The municipality does not engage in foreign currency transactions.

(b) Price risk

The municipality is not exposed to price risk.

(c) Interest Rate Risk

As the municipality has significant interest-bearing liabilities, the entity's income and operating cash flows are substantially dependent on changes in market interest rates.

The municipality analyses its potential exposure to interest rate changes on a continuous basis. Different scenarios are simulated which include refinancing, renewal of current positions, alternative financing and hedging. Based on these scenarios, the entity calculates the impact that a change in interest rates will have on the surplus/deficit for the year. These scenarios are only simulated for liabilities which constitute the majority of interest bearing liabilities.

The municipality did not hedge against any interest rate risks during the current year.

The potential impact on the entity's surplus/deficit for the year due to changes in interest rates were as follow:

0.5% Increase in interest rates	1,131,325	712,231
0.5% Decrease in interest rates	(1,131,325)	(712,231)

(d) Credit Risk

Credit risk is the risk that a counter party to a financial or non-financial asset will fail to discharge an obligation and cause the municipality to incur a financial loss. Credit risk consist mainly of cash deposits, cash equivalents, trade and other receivables and unpaid conditional grants and subsidies.

Trade and other debtors are disclosed net after provisions are made for impairment and bad debts. Trade debtors comprise of a large number of ratepayers, dispersed across different sectors and geographical areas. Ongoing credit evaluations are performed on the financial condition of these debtors. Credit risk pertaining to trade and other debtors is considered to be moderate due the diversified nature of debtors and immaterial nature of individual balances. In the case of consumer debtors the municipality effectively has the right to terminate services to customers but in practice this is difficult to apply. In the case of debtors whose accounts become in arrears, Council endeavours to collect such accounts by "levying of penalty charges", "demand for payment", "restriction of services" and, as a last resort, "handed over for collection", whichever procedure is applicable in terms of Council's Credit Control and Debt Collection Policy.

All rates and services are payable within 30 days from invoice date. Refer to note 3 and 4 for all balances outstanding longer than 30 days. These balances represent all debtors at year end which defaulted on their credit terms. Also refer to note 3 for balances included in receivables that were re-negotiated for the period under review.

Balances past due not impaired:

	2023 %	2023 R	2022 %	2022 R
Exchange Receivables				
Electricity	85.61%	43,249,170	100.00%	52,847,265
Water	5.21%	7,684,892	6.13%	7,568,325
Housing Rentals	3.88%	118,383	6.38%	170,360
Refuse	4.79%	4,243,673	6.22%	4,436,950
Sewerage	18.67%	17,144,809	18.81%	13,833,745
Other	5.44%	81,232	6.25%	86,802
Contracts	100.00%	5,128,890		
Land Sales	100.00%	1,106,706	100.00%	10,908,310
	20.09%	**78,757,755**	**26.10%**	**89,851,757**

No receivables are pledged as security for financial liabilities.

Due to the short term nature of receivables the carrying value disclosed in note 3 and 4 of the financial statements is an approximation of its fair value. Interest on overdue balances are included at prime lending rate plus 1% where applicable.

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45 FINANCIAL RISK MANAGEMENT CONTINUED

The provision for bad debts could be allocated between the different classes of debtors as follows:

	2023 %	2023 R	2022 %	2022 R
Exchange Receivables				
Electricity	2.34%	7,270,832	2.38%	6,008,663
Water	45.02%	139,797,453	45.93%	115,882,473
Housing Rentals	0.94%	2,931,068	0.99%	2,499,485
Refuse	27.19%	84,434,999	26.50%	66,857,639
Sewerage	24.05%	74,681,480	23.68%	59,728,737
Other	0.45%	1,412,397	0.52%	1,302,927
	100.00%	**310,528,230**	**100.00%**	**252,279,924**

The provision for bad debts could be allocated between the different categories of debtors as follows:

	2023 %	2023 R	2022 %	2022 R
Residential	95.55%	296,705,485	95.77%	241,608,724
Commercial	2.05%	6,360,948	1.74%	4,400,041
Other	2.40%	7,461,796	2.49%	6,271,158
	100.00%	**310,528,230**	**100.00%**	**252,279,924**

Bad debts written off per debtor class:

Exchange Receivables				
Electricity	0.00%	(161,855)	0.00%	-
Water management	34.69%	(399,491)	31.84%	(19,784)
Housing Rentals	0.00%	(6,481)	0.00%	-
Waste management	15.93%	(183,426)	33.16%	(20,599)
Waste water management	15.26%	(175,750)	33.41%	(20,756)
Other	19.50%	(224,624)	1.59%	(986)
	85.38%	**(1,151,626)**	**100.00%**	**(62,125)**

The entity only deposits cash with major banks with high quality credit standing. No cash and cash equivalents were pledged as security for financial liabilities and no restrictions were placed on the use of any cash and cash equivalents for the period under review. Although the credit risk pertaining to cash and cash equivalents are considered to be low, the maximum exposure are disclosed below.

The risk pertaining to unpaid conditional grants and subsidies are considered to be very low. Amounts are receivable from national and provincial government and there are no expectation of counter party default.

Long-term Receivables and Other Debtors are individually evaluated annually at Balance Sheet date for impairment.

Financial assets exposed to credit risk at year end are as follows:	2023 R	2022 R
Receivables from exchange transactions	81,514,811	91,950,528
Cash and Cash Equivalents	226,792,468	144,870,308
Unpaid conditional grants and subsidies	9,158,809	10,816,494
	317,466,088	**247,637,330**

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45 FINANCIAL RISK MANAGEMENT CONTINUED

(e) Liquidity Risk

Prudent liquidity risk management implies maintaining sufficient cash, the availability of funding through an adequate amount of committed credit facilities. Due to the dynamic nature of the underlying business, the treasury maintains flexibility in funding by maintaining availability under credit lines.

The entity's risk to liquidity is a result of the funds available to cover future commitments. The entity manages liquidity risk through an ongoing review of future commitments and credit facilities.

The table below analyses the entity's financial liabilities into relevant maturity groupings based on the remaining period at the financial year end to the contractual maturity date. The amounts disclosed in the table are the contractual undiscounted cash flows. Balances due within 12 months equal their carrying balances as the impact of discounting is not significant.

	Less than 1 year	Between 1 and 5 years	Between 5 and 10 years	Over 10 Years
2023				
Borrowing	547,662	-	-	-
Capital repayments	527,450	-	-	-
Interest	20,212	-	-	-
Trade and Other Payables	80,391,070	-	-	-
Unspent conditional government grants and receipts	13,819,180	-	-	-
	94,757,912	**-**	**-**	**-**

	Less than 1 year	Between 1 and 5 years	Between 5 and 10 years	Over 10 Years
2022				
Borrowing	2,023,807	547,662	-	-
Capital repayments	1,896,741	527,450	-	-
Interest	127,066	20,212	-	-
Trade and Other Payables	44,214,585	-	-	-
Unspent conditional government grants and receipts	14,410,793	-	-	-
	60,649,185	**547,662**	**-**	**-**

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46	FINANCIAL INSTRUMENTS		2023 R	2022 R

In accordance with IAS 39.09 the financial instruments of the municipality are classified as follows:

The fair value of financial instruments approximates the amortised costs as reflected bellow.

46.1	Financial Assets	Classification		
	Receivables			
	Receivables from exchange transactions	Financial instruments at amortised cost	81,514,811	91,950,528
	Other Receivables			
	Government Subsidies and Grants	Financial instruments at amortised cost	9,158,809	10,816,494
	Bank Balances			
	Bank Balances	Financial instruments at amortised cost	226,792,468	144,870,308
			317,466,088	**247,637,330**
	SUMMARY OF FINANCIAL ASSETS			
	Financial instruments at amortised cost		317,466,088	247,637,330
	At amortised cost		**317,466,088**	**247,637,330**

46.2	Financial Liability	Classification		
	Long-term Liabilities			
	Capitalised Lease Liability	Financial instruments at amortised cost	-	527,449
	Payables from exchange transactions			
	Trade creditors	Financial instruments at amortised cost	40,895,527	8,498,370
	Retentions	Financial instruments at amortised cost	12,861,128	8,176,979
	Deposits	Financial instruments at amortised cost	336,670	115,709
	Other	Financial instruments at amortised cost	39,158,873	35,600,506
	Other Payables			
	Government Subsidies and Grants	Financial instruments at amortised cost	13,819,180	14,410,793
	Current Portion of Long-term Liabilities			
	Annuity Loans	Financial instruments at amortised cost	-	1,404,850
	Capitalised Lease Liability	Financial instruments at amortised cost	527,449	491,891
			107,598,827	**69,226,547**
	SUMMARY OF FINANCIAL LIABILITY			
	Financial instruments at amortised cost		**107,598,827**	**69,226,547**

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		2023 R	2022 R
47	**PRIVATE PUBLIC PARTNERSHIPS**		

Council has not entered into any private public partnerships during the financial year.

48 CONTINGENT LIABILITY

48.1	**Claims against Council**	**12,437,198**	**13,043,757**
	Estimate legal Fees	**-**	**-**

The municipality is currently engaged in litigation which could result in damages/costs being awarded against Council if claimants are successful in their actions. Management are respectfully of opinion that this matter will be successfully defended. The Municipality is defending all the claims. The amounts indicated is Management's estimated financial exposure. The following are naritives of the cases:

Ceres Koekedouw Management Committee	The purchase agreement of the Vredebes Farm includes 15 hectares water rights. The Ceres Koekedouw Management Committee now claims that Witzenberg Municipality is part of their historical loan agreements and therefore responsible for a portion of the repayment of their loan. The purchase agreement however is silent on the loan.	889,892	889,892
South African Revenue Services	The municipality has submitted a VAT ruling application to the South African Revenue Services (SARS) relating to the output tax treatment of the library grants received and/or receivable from the Western Cape Department of Cultural Affairs (DCAS). The municipality has previously submitted a non-binding VAT ruling to the SARS, whereupon SARS informed us that we need to confirm from the DCAS if the library function has been assigned to the municipality as contemplated in the Constitution of South Africa. At the date of the VAT ruling application, the DCAS did not confirm if the library function has been assigned to the municipality. We have submitted the VAT ruling application to the SARS on the basis that the library function is not assigned to the municipality, as we could not find any evidence confirming that the library function has been assigned to the municipality. The municipality now awaits the outcome of the library function VAT ruling outcome from the SARS. The amount are not disclosed as no ruling has been issued by SARS.	6,495,391	7,019,150
Gunter C Mrs	Plaintiff claims damages from the municipality after she fell on the sidewalk. The case was submitted to the municipality's insurance broker. The chance that any amount might be payable by the municipality is remote.	585,766	585,766
Smith WJ	Stepped into hole of manhole cover on c/o Friesland & Delta Street, Bella Vista. The case was submitted to the municipality's insurance broker. The chance that any amount might be payable by the municipality is remote.	628,370	628,370
Rooi JCR	Broke ankle after stepping in open storm channel. The case was submitted to the municipality's insurance broker. The chance that any amount might be payable by the municipality is remote.	986,285	986,285
Van der Merwe C	Involved in accident with municipal vehicle. The case was submitted to the municipality's insurance broker. The chance that any amount might be payable by the municipality is remote.	191,453	191,453
Pedro I	Fell into an open manhole. The case was submitted to the municipality's insurance broker. The chance that any amount might be payable by the municipality is remote.	2,551,000	2,551,000
Fortuin N	Drove in to stray ox in Pine Valley, Wolseley. The case was submitted to the municipality's insurance broker. The chance that any amount might be payable by the municipality is remote.	75,000	75,000
Open Serve	Damage to underground cables at Bon Cretien Street Ceres. The case was submitted to the municipality's insurance broker. The chance that any amount might be payable by the municipality is remote.	34,041	34,041

48.2 Possible increase in Councillor Remuneration

The Minister for Cooperative Governance and Traditional Affairs on, 2 November 2022, approved data allowances for members of municipal councils which may take effect retrospectively from 1 July 2021. The data allowance is pending a council resolution and the approval from Provincial Minister for Local Government.		82,800

TOTAL CONTINGENT LIABILITY	**12,437,198**	**13,043,757**

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		2023	2022
49	**RELATED PARTIES**	R	R

Key Management and Councillors receive and pay for services on the same terms and conditions as other ratepayers / residents.

The rates, service charges and other charges are in accordance with approved tariffs that were advertised to the public. No bad debt expenses have been recognised in respect of amounts owed by related parties.

49.1 Related Party Loans

Since 1 July 2004 loans to councillors and senior management employees are not permitted.

49.2 Compensation of Councillors and key management personnel

The compensation of key management personnel is set out in Notes 26 and 27 to the Annual Financial Statements.

49.3 Other related party transactions

No purchases were made during the year where Councillors or staff have an interest.

49.4 Ceres Koekedouw Management Committee

Ceres Koekedouw Management Committee is an entity established by the Witzenberg Municipality and the Koekedouw Irrigation Board. Ceres Koekedouw Management Committee is responsible for the management of the Koekedouw Dam, jointly owned by Witzenberg Municipality and the Koekedouw Irrigation Board.

Witzenberg municipality was responsible for 41% of the expenditure to build the Koekedouw Dam. The expense was financed by way of loans. These loans have already been redeemed.

The municipality is entiteld to 10 million kilolitre water per annum from the dam.

The total carrying value of the municipal asset in respect of the dam of R28 336 269 is included under Property Plant and Equipment – Infrastructure Assets in Note 9.

	The following contributions included with General Expenses were paid to the Ceres Koekedouw Management Committee (VAT excluded)	**1,441,381**	**1,309,043**

50 FINANCIAL SUSTAINABILITY

Management is of the opinion that will Municipality will continue to operate as a going concern and perform it's functions as set out in the Constitution.

Financial Indicators

The current ratio decreased to 2.21 from 2.29 in the prior year.

Cash and Cash Equivalents have increased to R 227 million from R 145 million in the prior year.

AUDITOR-GENERAL SOUTH AFRICA

Johan Jansen van Rensburg – 30 November 2023

		2023	2022
51	**NON-LIVING RESOURCES**	**R**	**R**

The responsibility for the non-living water resource emanates from chapter 3 of the Water Service Act which recognises the municipality as a water service authority.

The nature of the municipality's custodial responsibility includes the duty to provide access to water services, the duty to prepare and adopt a water service development plan and the reporting on the implementation thereof, any contracts and joint ventures with water services providers and the adoption of appropriate bylaws that sets out the conditions for the provision of water services.

Additional supporting information pertaining to the provision of water can be found in chapter 3 of the Annual Report

The Municipality has the following non-living water resources per town:

Ceres
The main water source for Ceres is the Koekedouw Dam. Six boreholes serve as a backup source of supply.

Tulbagh
Currently, Klein Berg, Moordenaarskloof and Tierkloof serve as the main sources of water supply to Tulbagh.

Wolseley
Wolseley receives its water supply from the Tierhokkloof weir.

Prince Alfred's Hamlet
Prince Alfred's Hamlet has four water sources. They consist of the Wabooms River Weir, a fountain, one borehole and a supply line from the Koekedouw Dam.

Op-die-Berg
Op-die-Berg has three water sources, a fountain and two boreholes.

There is no liabilities or contingent liabilities that arose from the non-living resource which is water

Water purchased by the farmers including VAT amout to	0	768,699

AUDITOR-GENERAL SOUTH AFRICA
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WITZENBERG MUNICIPALITY
APPENDIX A - Unaudited
SCHEDULE OF EXTERNAL LOANS AS AT 30 JUNE 2023

EXTERNAL LOANS	Rate	Loan Number	Redeemable	Balance at 30 JUNE 2022	Received during the period	Redeemed during the period	Balance at 30 JUNE 2023
				R	R	R	R
ANNUITY LOANS							
NEDBANK	8.00%	5032032 0001	30/05/2023	1,186,849	-	1,186,849	0
DBSA	8.59%	100605/1	30/06/2023	218,001	-	218,001	0
Total Annuity Loans				**1,404,850**	**-**	**1,404,850**	**0**
LEASE LIABILITY							
Office Equipment	10.00%		30/06/2024	1,019,340	-	491,891	527,449
Total Lease Liabilities				**1,019,340**	**-**	**491,891**	**527,449**
TOTAL EXTERNAL LOANS				**2,424,190**	**-**	**1,896,741**	**527,449**

AUDITOR-GENERAL SOUTH AFRICA
Johan Jansen van Rensburg – 30 November 2023

WITZENBERG MUNICIPALITY
APPENDIX B - Unaudited
SEGMENTAL STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2023
MUNICIPAL VOTES CLASSIFICATION

2022 Actual Income R	2022 Actual Expenditure R	2022 Surplus/ (Deficit) R		2023 Actual Income R	2023 Actual Expenditure R	2023 Surplus/ (Deficit) R
109,824,927	(43,188,267)	66,636,660	Budget and Treasury Office	130,895,192	(43,644,775)	87,250,417
177,218,300	(158,054,960)	19,163,340	Civil services	214,117,417	(164,976,650)	49,140,767
122,004,012	(30,070,461)	91,933,552	Community and social services	137,326,418	(31,267,804)	106,058,615
7,416,895	(49,823,645)	(42,406,750)	Corporate Services		(56,195,216)	(56,195,216)
336,865,095	(312,116,280)	24,748,814	Electro Technical Services	315,573,996	(312,103,692)	3,470,304
8,088,051	(21,841,617)	(13,753,567)	Executive and Council	32,600	(25,841,435)	(25,808,835)
1,029,362	(4,947,451)	(3,918,089)	Housing	481,562	(4,819,898)	(4,338,336)
1,529,762	(7,353,346)	(5,823,584)	Planning	3,127,281	(7,873,971)	(4,746,690)
15,433,387	(36,528,511)	(21,095,125)	Public Safety	13,486,454	(38,786,220)	(25,299,766)
9,573,027	(30,197,417)	(20,624,390)	Sport and recreation	12,143,788	(33,310,904)	(21,167,116)
788,982,817	(694,121,954)	94,860,863	**Total**	840,671,162	(718,820,565)	121,850,597

AUDITOR-GENERAL SOUTH AFRICA
Johan Jansen van Rensburg – 30 November 2023

WITZENBERG MUNICIPALITY
APPENDIX C - Unaudited
SEGMENTAL STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2023
GENERAL FINANCE STATISTIC CLASSIFICATIONS

2022 Actual Income R	2022 Actual Expenditure R	2022 Surplus/ (Deficit) R		2023 Actual Income R	2023 Actual Expenditure R	2023 Surplus/ (Deficit) R
121,667,495	(27,254,731)	94,412,763	Community and social services	135,315,196	(27,267,956)	108,047,241
335,299,916	(312,116,280)	23,183,636	Energy sources	315,573,996	(312,103,692)	3,470,304
237	(886,081)	(885,844)	Environmental protection	1,386,262	(1,678,024)	(291,763)
8,088,051	(23,820,065)	(15,732,015)	Executive and council		(28,099,612)	(28,099,612)
117,241,822	(89,142,216)	28,099,607	Finance and administration	140,768,385	(95,379,844)	45,388,541
1,029,362	(4,947,451)	(3,918,089)	Housing	481,562	(4,819,898)	(4,338,336)
-	(1,920,930)	(1,920,930)	Internal audit	-	(2,518,433)	(2,518,433)
1,866,042	(11,138,174)	(9,272,132)	Planning and development	3,752,241	(12,196,142)	(8,443,901)
12,583,999	(29,623,202)	(17,039,204)	Public safety	8,875,305	(33,565,971)	(24,690,666)
18,645,208	(34,725,684)	(16,080,476)	Road transport	39,596,861	(40,821,617)	(1,224,755)
9,573,027	(30,197,417)	(20,624,390)	Sport and recreation	8,875,305	(33,310,904)	(24,435,599)
50,788,688	(56,582,849)	(5,794,161)	Waste management	40,241,363	(32,539,166)	7,702,197
40,554,909	(32,518,613)	8,036,296	Waste water management	55,243,153	(41,260,899)	13,982,254
71,644,061	(39,248,261)	32,395,801	Water management	83,450,542	(53,258,406)	30,192,136
788,982,817	(694,121,954)	94,860,863	**Total**	833,560,172	(718,820,565)	114,739,608

AUDITOR-GENERAL SOUTH AFRICA
Johan Jansen van Rensburg – 30 November 2023

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 or rejection of rollover of Unspent Grant	Operating expenditure during the year Transferred to revenue	Capital expenditure during the year Transferred to revenue	Balance 30 JUNE 2023	Unspent 2023 (Payable)	Unpaid 2023 (Receivable)
	R	R	R	R	R	R	R	R
National Government Grants								
Finance Management Grant	-	1,550,000	-	(1,549,955)	-	45	45	-
Municipal infrastructure Grant	1,273,038	25,091,000	(1,273,038)	(954,000)	(23,068,874)	1,068,126	1,068,126	-
Regional Bulk Infrastructure Grant (DWAF)	(2,160,011)	19,239,000	-	-	(16,027,267)	1,051,722	1,051,722	-
Integrated National Electricity Program	3,873,783	-	(3,873,783)	-	(777,641)	(777,641)	-	777,641
Equitable share	-	121,667,821	-	(121,667,821)	-	-	-	-
Department of Rural Development	471,155	-	-	-	-	471,155	471,155	-
Expanded Public Works Programme	-	2,237,000	-	(2,317,676)	-	(80,676)	-	80,676
Neighbourhood Development Plan	321	-	-	548,655	-	548,976	548,976	-
Water Service Infrastructure Grant	-	11,701,000	-	-	(9,142,776)	2,558,224	2,558,224	-
Municipal Water Infrastructure	-	43,158	-	-	-	43,158	43,158	-
Provincial Government Grants								
Library services	-	10,517,000	-	(10,517,000)	(123,939)	(123,939)	-	123,939
CDW	201,060	131,000	(69,060)	(273,019)	-	(10,019)	-	10,019
Municipal Infrastructure Support Grant	(1,046,497)	-	-	-	-	(1,046,497)	-	1,046,497
Economic Development and Tourism SMME booster	68	-	-	-	-	68	68	-
Service Delivery and Capacity Building	600,000	500,000	-	-	-	1,100,000	1,100,000	-
Human Settlement Development	2,993,067	-	(2,993,067)	-	-	-	-	-
Capacity Building (Internship)	826,978	-	(576,978)	-	-	250,000	250,000	-
Municipal Infrastructure	(206,126)	-	-	-	-	(206,126)	-	206,126
Financial Management Support	-	200,000	-	-	-	200,000	200,000	-
Maintenance and Construction of Transport Infrastructure	(7,378,770)	24,696,157	-	-	(24,201,019)	(6,883,632)	-	6,883,632
Regional Social Econimical Program	477	500,000	-	-	(394,075)	106,402	106,402	-
Municipal Accreditation and Capacity Building Grant	490,000	256,000	-	(186,133)	-	559,867	559,867	-
Sport and Recreation	-	1,029,352	-	(1,029,000)	-	352	352	-
Municipal Energy Resilience Fund	-	1,761,500	-	(1,761,500)	-	-	-	-
Electronic Case Management Intervention	-	400,000	-	-	(83,242)	316,758	316,758	-
Loadshedding	-	475,000	-	-	-	475,000	475,000	-
Water Resilience	-	700,000	-	-	-	700,000	700,000	-
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	100,000	-
Infrastructure	1,311,519	1,500,000	-	-	(811,519)	2,000,000	2,000,000	-
Covid 19	1,969,326	-	-	-	-	1,969,326	1,969,326	-
Safety Project	-	60,000	-	(65,189)	-	(5,189)	-	5,189
Public Contributions								
Essen Belgium	3,179,030	1,350,389	-	(3,412,428)	-	1,116,991	1,116,991	-
China - Water meters	7,183	-	-	(7,183)	-	-	-	-
Perdekraal	-	588,300	-	(174,199)	-	414,101	414,101	-
Nedbank	-	1,111,303	-	(325,900)	-	785,403	785,403	-
Total	**6,780,512**	**227,304,980**	**(8,785,926)**	**(143,692,348)**	**(74,630,352)**	**6,976,866**	**16,135,675**	**9,158,809**

AUDITOR-GENERAL SOUTH AFRICA
Johan Jansen van Rensburg – 30 November 2023

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 or rejection of rollover 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 (DWAF)	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 SMME booster	68	-	-	-	-	68	68	-
Service Delivery and Capacity Building	-	600,000	-	-	-	600,000	600,000	-
Human Settlement Development	5,087,746	2,709,094	-	-	(4,803,773)	2,993,067	2,993,067	-
Fire Service Capacity Building Grant	-	-	-	-	-	-	-	-
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 Transport Infrastructure	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	-
Municipal Accreditation and Capacity Building Grant	238,000	252,000	-	-	-	490,000	490,000	-
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	100,000	-
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	-
Other								
Development Bank of South Africa	-	-	-	-	-	-	-	-
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**	**189,407,922**	**(13,505,441)**	**(122,025,662)**	**(73,606,794)**	**6,780,512**	**17,597,006**	**10,816,494**

AUDITOR-GENERAL SOUTH AFRICA
Johan Jansen van Rensburg – 30 November 2023

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager

VAN / FROM: Director: Finance

DATUM / DATE: 13 June 2024

VERW. / REF.: 05/01/

2023/2024 ADJUSTMENT BUDGET FOR CONSIDERATION

1. PURPOSE

The purpose of this report is to:

- Document the 2023/2024 adjustment budget for consideration to the Municipal Manager and Executive Mayor.
- Provide the background information regarding the consideration and approval of the budget.

2. LEGAL FRAMEWORK

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

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

(2) An adjustments budget—

(a) must adjust the revenue and expenditure estimates downwards if there is material under-collection of revenue during the current year;

(b) may appropriate additional revenues that have become available over and above those anticipated in the annual budget, but only to revise or accelerate spending programmes already budgeted for;

(c) may, within a prescribed framework, authorise unforeseeable and unavoidable expenditure recommended by the mayor of the municipality;

(d) may authorise the utilisation of projected savings in one vote towards spending under another vote;

(e) may authorise the spending of funds that were unspent at the end of the past financial year where the under-spending could not reasonably have been foreseen at the time to include projected roll-overs when the annual budget for the current year was approved by the council;

(f) may correct any errors in the annual budget; and

(g) may provide for any other expenditure within a prescribed framework.

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

(4) Only the mayor may table an adjustments budget in the municipal council, but an adjustments budget in terms of subsection (2) (b) to (g) may only be tabled within any prescribed limitations as to timing or frequency.

(5) When an adjustments budget is tabled, it must be accompanied by—

(a) an explanation how the adjustments budget affects the annual budget;

(b) a motivation of any material changes to the annual budget;

(c) an explanation of the impact of any increased spending on the annual budget and the annual budgets for the next two financial years; and

(d) any other supporting documentation that may be prescribed.

(6) Municipal tax and tariffs may not be increased during a financial year.

(7) Sections 22 (b), 23 (3) and 24 (3) apply in respect of an adjustments budget, and in such application a reference in those sections to an annual budget must be read as a reference to an adjustments budget."

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

"Timeframes for tabling of adjustments budgets

23. (1) An adjustment budget referred to in Section 28(2)(b),(d) and (f) of the act may be tabled in the municipal council at any time after the mid-year budget and performance assessment has been tabled in the council, but not later than 28 February of the current year.

(2) Only one adjustment budget referred to in sub regulation (1) may be tabled in the municipal council during a financial year, except when the additional revenues contemplated in section 28(2)(b) of the Act are allocations to a municipality in a national or provincial adjustments budget, in which case sub regulation (3) applies.

(3) If a national or provincial adjustments budgets allocates or transfers additional revenues to a municipality, the mayor of the municipality must, at the next available council meeting, but within 60 days of the approval of the relevant national or provincial adjustments budget, table an adjustments budget referred to in section 28(2)(b) of the Act in the municipal council to appropriate these additional revenues.

(4) An adjustments budgets referred to in section 28(2)(c) of the Act must be tabled in the municipal council at the first available opportunity after the unforeseeable and unavoidable expenditure contemplated in that section was incurred and within the time period set in section 29(3) of the Act.

(5) An adjustment budget referred to in section 28(2)(e) of the Act may only be tabled after the end of the financial year to which the roll-overs relate, and must be approved by the municipal council ***by 25 August of the financial year following the financial year to which the roll-overs relate****.*

(6) An adjustment budget contemplated in section 28(2)(g) of the Act may only authorise unauthorised expenditure as anticipated by section 32(2)(a)(i) of the Act, and must be –

a) dealt with as part of the adjustment budget contemplated in sub regulation (1); and
b) a special adjustment budget tabled in the municipal council when the mayor tables the annual report in terms of section 127(2) of the Act, which may only deal with unauthorised expenditure from the previous financial year which the council is being requested to authorise in terms of section 32(2)(a)(i) of the Act."

2 Progress to date:

The Roll Over Adjustments Budget for 2023/2024 was approved by Council by the 25th of August 2023
The Annual Adjustment Budget was approved by Council during the February 2024

3. DISCUSSION

Councils approval for the adjustments to the budget as per the attached report are requested

4. RECOMMENDATION

a) That the adjustment budget of Witzenberg Municipality for the financial year 2023/2024 as set out in the budget documents be approved:

i. Table B1 - Budget summary;
ii. Table B2 Adjustments Budget Financial Performance (by standard classification);
iii. Table B3 – Budgeted Financial performance (Revenue and Expenditure) by Vote;
iv. Table B4 Adjustments Budget Financial Performance (revenue by source); and
v. Table B5 – Budgeted Capital Expenditure by Vote, standard classification and funding.

Yours faithfully

HJ Kritizinger
DIRECTOR: FINANCE

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

Medium Term Revenue and Expenditure Framework

Adjustments Budget
2023/2024 to 2025/2026

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Glossary

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

SCM – Supply Chain Management.
SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.
Strategic Objectives – The main priorities of the Municipality as set out in the IDP. Budgeted spending must contribute towards the achievement of the strategic objectives.
Unauthorised expenditure – Generally, expenditure without, or in excess of, an approved budget.
Virement – A transfer of budget.
Virement Policy – The policy that sets out the rules for budget transfers.
Vote – One of the main segments into which a budget is divided. In Witzenberg Municipality the following votes and responsible senior manager was approved: • Budget & Treasury Office – Director: Financial services • Civil Services - Director: Technical services • Community & Social Services – Director: Community services • Corporate Services – Director: Corporate services • Electro Technical Services - Director: Technical services • Executive & Council – Municipal Manager • Housing– Director: Community services • Planning - Director: Technical services • Public Safety– Director: Community services • Sport & Recreation– Director: Community services

PART 1 – ADJUSTMENTS BUDGET
Section 1 – Mayor's Report

Speaker
Aldermen
Deputy Executive Mayor
Members of the Mayoral Committee
Councillors
Representatives of Provincial Government
Municipal Manager
Directors and officials
Introduction

It is my privilege to present to you the Annual Adjustments Budget for the 2023 / 2024 financial year.

This adjustment budget seeks to adjust, if deemed necessary, revenues and expenditure based upon the roll over outcome letter received from Provincial Treasury. The budget also incorporates amendments to grant allocations as envisaged in adjusted government gazettes. It is drafted in terms of the requirements of the MFMA and seeks to adhere to the stipulations of section 28 of the MFMA.

The reason for the tabling of this adjustment budget is fully disclosed in the executive summary of this report.

Tabling

Honourable Speaker, I recommend that the adjustments budget be approved.

COUNCILLOR T ABRAHAMS
EXECUTIVE MAYOR

Section 2 – Resolutions

ADJUSTMENTS MTREF 2023/2024

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

RECOMMENDATION:

a) That the adjustment budget of Witzenberg Municipality for the financial year 2023/2024 as set out in the budget documents attached be approved:

i. Table B1 - Budget summary;
ii. Table B2 - Adjustments Budget Financial Performance (by standard classification);
iii. Table B3 - Budgeted Financial performance (Revenue and Expenditure) by Vote;
iv. Table B4 - Adjustments Budget Financial Performance (revenue by source); and
v. Table B5 - Budgeted Capital Expenditure by Vote, standard classification and funding.

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

Section 3 – Executive Summary

3.1 Introduction

Adjustments to both the operating and capital budget are required to make provision for adjustments in expected expenditure and certain capital projects for the financial year.

Operational budget

In summary the operating budget has been adjusted as follow:

Operational Revenue Budget

Dept.	Ref	Description	Funding	Amount
Human Resources	1	Transfers Recognised Capital	Intervention Grant	(R 275 442)
Sewerage	1	Transfers Recognised Capital	Service Delivery and Capacity Building	(R 521 739)
Water	3	Transfers Recognised Operational	Water Resilience	(R 114 616)
Finance	2	Surcharges & Taxes	Service Delivery and Capacity Building	(R 78 261)
Finance	2	Surcharges & Taxes	Intervention Grant	(R 41 316)
Finance	2	Surcharges & Taxes	Water Resilience	(R 17 192)
Operational Budget Revenue Adjustments				**(R 1 048 566)**

Reasons for Adjustments to Operating Revenue Budget

1. Roll overs not approved by provincial treasury
2. Reduction in surcharges and taxes due to reduction in grants
3. Correction of Budget for Water Resilience grant as a portion of the expenditure was already incurred in the previous financial year

Operational Expenditure Budget

Dept.	Ref	Description	Funding	Amount
	1	Materials and Supplies	Water Resilience	(R 114 616)
Operational Budget Expenditure Adjustment				**(R 114 616)**

1. Correction of Budget for Water Resilience grant as a portion of the expenditure was already incurred in the previous financial year

Capital budget

In summary the Capital budget has been adjusted as follow:

Detailed Capital Adjustments

Dept.	Ref	Description	Funding	Amount
Human Resources	1	Electronic Customer Care System	Intervention Grant	(R 275 442)
Sewerage	1	Toilets for Informal Settlements	Service Delivery and Capacity Building	(R 521 739)
			Total Capital Budget Adjustment	**(R 797 181)**

Reasons for Capital Budget Adjustments can be summarised as follow:

1. Roll over not approved.

3.2 Provision of basic services

The provision of basic services will be improved by the approval of the adjustment budget.

3.3 Effect of the adjustment budget

3.3.1 Service delivery and budget implementation plan

Except for the adjustment of the monthly revenue and expenditure targets, the impact to the SDBIP in terms of target adjustments is highlighted in SDBIP report.

3.3.2 Service delivery agreements
None

3.3.3 Medium term revenue and expenditure framework
The impact to the outer years is minimal.

3.3.4 Long term financial sustainability
The approval of the adjustment budget will have no effect on the long-term financial sustainability of the municipality.

3.4 Adjustment highlights
The adjustments budget seeks to comply with section 28 of the MFMA. Therefore, all adjustments are discussed according to the sub-sections of Section 28(2) of the MFMA.

3.4.1 Correction of expenditure.
No material correction

3.4.2 Appropriation of additional revenues
Provincial grant allocation adjustments have been provided for in the budget

3.4.3 Authorisation of unforeseen and unavoidable expenditure
No material items.

3.4.4 Utilisation of project savings between votes
No material items.

3.4.5 Correction of errors in annual budget
No material items.

3.4.6 Roll-over of unspent funds
No material items

PART 2 – SUPPORTING DOCUMENTATION

Section 4 – Adjustments to budget assumptions

Revenue

There are no changes to the budget assumptions for operating revenue. The billing for service charges remains in line with projected budget estimates.

Expenditure

None

Section 5 – Adjustments to budget funding

5.1 Summary of the impact of the adjustments budget

5.1.1 Funding of operating and capital expenditure

The Budget remains funded by realistic anticipated revenues and cash backed accumulated reserves

5.1.2 Financial plans
No amendments.

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

5.1.4 Financial sustainability of the municipality
The financial sustainability of the municipality remains positive as the municipality is enjoying a positive bank balance whilst the cost coverage ratio and liquidity ratios remains within acceptable norms

5.2 **Expenditure funded in accordance with MFMA section 18**
No additional new loans included in the budget.

5.3 **Adjustments to collection levels estimated**
None

5.4 **Adjustments to the monetary investments**
No major adjustments.

5.5 **Adjustments to contributions and donations in cash or in-kind**
None

5.6 **Adjustments related to proceeds from the sale of assets**
None

5.7 **Adjustments related to proceeds from the lease of assets, where the period of the lease is three years or more;**
None

5.8 **Adjustments related to the planned use of previous years' cash backed accumulated surplus**
None

5.9 **Adjustments related to new proposed loans to be raised in the budget year**
None

Section 6 – Adjustments to expenditure on allocations and grant programmes

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

Section 7 – Adjustments to allocations or grants made by the municipality

None. The revenue foregone over the MTREF is included in Table B10.

Section 8 – Adjustments to councillors and board member's allowances and employee benefits

None.

Section 9 – Adjustments to service delivery and budget implementation plan

9.1 Quarterly service delivery targets and performance indicators in the SDBIP

No adjustments were made to any non-financial indicators.

9.2 Key financial indicators

No adjustments were made to the key financial indicators.

9.3 Monthly targets for revenue, expenditure and cash flow

No major adjustments

Section 10 Municipal Manager's quality certification

Quality Certificate

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

Print name Mr D NASSON

Municipal Manager of Witzenberg Municipality

Signature _____

Date _____

WC022 Witzenberg - Table B1 Adjustments Budget Summary - 21/06/2024

Description	Budget Year 2023/24									Budget Year +1 2024/25	Budget Year +2 2025/26
R thousands	Original Budget A	Prior Adjusted 1 A1	Accum. Funds 2 B	Multi-year capital 3 C	Unfore. Unavoid. 4 D	Nat. or Prov. Govt 5 E	Other Adjusts. 6 F	Total Adjusts. 7 G	Adjusted Budget 8 H	Adjusted Budget	Adjusted Budget
Financial Performance											
Property rates	105 353	105 353	–	–	–	–	–	–	105 353	111 714	118 456
Service charges	516 476	531 476	–	–	–	–	–	–	531 476	581 435	664 497
Investment revenue	12 444	21 127	–	–	–	–	–	–	21 127	13 066	13 719
Transfers recognised - operational	158 793	187 180	–	–	–	–	(115)	(115)	187 066	165 440	185 784
Other own revenue	64 715	64 736	–	–	–	–	(137)	(137)	64 599	63 971	67 361
Total Revenue (excluding capital transfers and contributions)	**857 781**	**909 873**	**–**	**–**	**–**	**–**	**(251)**	**(251)**	**909 621**	**935 626**	**1 049 818**
Employee costs	257 116	260 826	–	–	–	–	–	–	260 826	276 004	300 323
Remuneration of councillors	11 983	11 983	–	–	–	–	–	–	11 983	13 038	14 211
Depreciation & asset impairment	54 369	54 369	–	–	–	–	–	–	54 369	39 319	39 319
Interest	9 535	9 535	–	–	–	–	–	–	9 535	10 011	10 510
Inventory consumed and bulk purchases	379 057	99 580	–	–	–	–	–	–	99 580	74 046	77 437
Transfers and subsidies	8 918	32 889	–	–	–	–	–	–	32 889	7 223	7 577
Other expenditure	191 760	478 818	–	–	–	–	(115)	(115)	478 704	554 836	635 784
Total Expenditure	**912 737**	**948 000**	**–**	**–**	**–**	**–**	**(115)**	**(115)**	**947 885**	**974 475**	**1 085 161**
Surplus/(Deficit)	(54 955)	(38 127)	–	–	–	–	(137)	(137)	(38 264)	(38 849)	(35 343)
Transfers and subsidies - capital (monetary allocation	46 921	46 741	–	–	–	–	(797)	(797)	45 944	24 922	25 536
Transfers and subsidies - capital (in-kind - all)	–	–	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) after capital transfers & contributions	**(8 035)**	**8 614**	**–**	**–**	**–**	**–**	**(934)**	**(934)**	**7 680**	**(13 927)**	**(9 807)**
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–	–	–	–	–
Surplus/ (Deficit) for the year	**(8 035)**	**8 614**	**–**	**–**	**–**	**–**	**(934)**	**(934)**	**7 680**	**(13 927)**	**(9 807)**
Capital expenditure & funds sources											
Capital expenditure	73 264	85 684	–	–	–	–	(797)	(797)	84 887	31 573	35 797
Transfers recognised - capital	47 342	37 753	–	–	–	–	(797)	(797)	36 955	23 541	24 592
Borrowing	9 000	10 518	–	–	–	–	–	–	10 518	–	–
Internally generated funds	16 923	37 360	–	–	–	–	–	–	37 360	16 400	20 280
Total sources of capital funds	**73 264**	**85 630**	**–**	**–**	**–**	**–**	**(797)**	**(797)**	**84 833**	**39 941**	**44 872**
Financial position											
Total current assets	296 094	360 374	–	–	–	–	912	912	361 286	397 530	437 596
Total non current assets	1 185 439	1 107 710	–	–	–	–	(797)	(797)	1 106 913	1 107 624	1 113 178
Total current liabilities	154 205	203 621	–	–	–	–	1 049	1 049	204 669	238 236	278 710
Total non current liabilities	304 136	134 427	–	–	–	–	–	–	134 427	151 650	166 602
Community wealth/Equity	**1 023 192**	**1 130 036**	**–**	**–**	**–**	**–**	**(934)**	**(934)**	**1 129 102**	**1 115 268**	**1 105 461**
Cash flows											
Net cash from (used) operating	(176 815)	71 824	–	–	–	–	–	–	71 824	83 984	87 971
Net cash from (used) investing	(68 014)	(76 514)	–	–	–	–	797	797	(75 717)	(39 941)	(44 872)
Net cash from (used) financing	(2 740)	(2 740)	–	–	–	–	–	–	(2 740)	(2 740)	(2 740)
Cash/cash equivalents at the year end	**(20 279)**	**219 372**	**–**	**–**	**–**	**–**	**797**	**797**	**220 169**	**258 906**	**299 265**
Cash backing/surplus reconciliation											
Cash and investments available	199 597	219 007	–	–	–	–	797	797	219 804	258 907	299 266
Application of cash and investments	98 443	69 778	–	–	–	–	1 025	1 025	70 803	101 256	134 856
Balance - surplus (shortfall)	**101 154**	**149 229**	**–**	**–**	**–**	**–**	**(228)**	**(228)**	**149 001**	**157 650**	**164 410**
Asset Management											
Asset register summary (WDV)	1 185 439	1 107 710	–	–	–	–	(797)	(797)	1 106 913	1 107 624	1 113 178
Depreciation	54 369	54 369	–	–	–	–	–	–	54 369	39 319	39 319
Renewal and Upgrading of Existing Assets	27 645	44 547	–	–	–	–	–	–	44 547	26 581	32 473
Repairs and Maintenance	29 343	29 843	–	–	–	–	–	–	29 843	30 835	32 404
Free services											
Cost of Free Basic Services provided	3 887	3 887	–	–	–	–	–	–	3 887	3 939	3 993
Revenue cost of free services provided	32 714	32 714	–	–	–	–	–	–	32 714	35 018	37 667
Households below minimum service level											
Water:	–	–	–	–	–	–	–	–	–	–	–
Sanitation/sewerage:	–	–	–	–	–	–	–	–	–	–	–
Energy:	–	–	–	–	–	–	–	–	–	–	–
Refuse:	–	–	–	–	–	–	–	–	–	–	–

WC022 Witzenberg - Table B2 Adjustments Budget Financial Performance (functional classification) - 21/06/2024

Standard Description	Ref	Budget Year 2023/24									Budget Year +1 2024/25	Budget Year +2 2025/26
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands	1, 4	A	5 A1	6 B	7 C	8 D	9 E	10 F	11 G	12 H		
Revenue - Functional												
Governance and administration		**136 529**	**145 348**	**–**	**–**	**–**	**–**	**–**	**–**	**145 348**	**140 698**	**149 128**
Executive and council		31	287	–	–	–	–	–	–	287	31	31
Finance and administration		136 498	145 061	–	–	–	–	–	–	145 061	140 667	149 097
Internal audit		–	–	–	–	–	–	–	–	–	–	–
Community and public safety		**180 091**	**206 497**	**–**	**–**	**–**	**–**	**–**	**–**	**206 497**	**187 785**	**209 115**
Community and social services		149 753	150 530	–	–	–	–	–	–	150 530	160 621	177 588
Sport and recreation		6 956	7 541	–	–	–	–	–	–	7 541	7 499	8 090
Public safety		17 193	17 392	–	–	–	–	–	–	17 392	16 654	17 486
Housing		6 189	31 034	–	–	–	–	–	–	31 034	3 012	5 950
Health		–	–	–	–	–	–	–	–	–	–	–
Economic and environmental services		**45 791**	**47 394**	**–**	**–**	**–**	**–**	**(317)**	**(317)**	**47 077**	**27 446**	**28 548**
Planning and development		3 097	3 442	–	–	–	–	(317)	(317)	3 125	3 267	3 749
Road transport		42 683	42 035	–	–	–	–	–	–	42 035	24 168	24 788
Environmental protection		10	1 917	–	–	–	–	–	–	1 917	11	11
Trading services		**542 009**	**557 093**	**–**	**–**	**–**	**–**	**(732)**	**(732)**	**556 361**	**604 480**	**688 416**
Energy sources		400 702	397 311	–	–	–	–	–	–	397 311	457 056	532 683
Water management		63 463	64 163	–	–	–	–	(132)	(132)	64 031	66 986	70 535
Waste water management		38 364	54 939	–	–	–	–	(600)	(600)	54 339	40 310	42 731
Waste management		39 480	40 680	–	–	–	–	–	–	40 680	40 128	42 467
Other		**283**	**283**	**–**	**–**	**–**	**–**	**–**	**–**	**283**	**139**	**146**
Total Revenue - Functional	2	**904 702**	**956 614**	**–**	**–**	**–**	**–**	**(1 049)**	**(1 049)**	**955 565**	**960 548**	**1 075 354**
Expenditure - Functional												
Governance and administration		**161 851**	**162 507**	**–**	**–**	**–**	**–**	**–**	**–**	**162 507**	**170 212**	**179 152**
Executive and council		29 907	30 123	–	–	–	–	–	–	30 123	32 232	34 797
Finance and administration		128 942	129 381	–	–	–	–	–	–	129 381	134 733	140 837
Internal audit		3 002	3 002	–	–	–	–	–	–	3 002	3 247	3 518
Community and public safety		**135 513**	**160 438**	**–**	**–**	**–**	**–**	**–**	**–**	**160 438**	**138 082**	**148 113**
Community and social services		32 794	34 453	–	–	–	–	–	–	34 453	30 765	32 825
Sport and recreation		40 127	39 665	–	–	–	–	–	–	39 665	42 149	45 240
Public safety		50 926	50 452	–	–	–	–	–	–	50 452	54 756	58 958
Housing		11 667	35 867	–	–	–	–	–	–	35 867	10 411	11 090
Health		–	–	–	–	–	–	–	–	–	–	–
Economic and environmental services		**44 187**	**47 645**	**–**	**–**	**–**	**–**	**–**	**–**	**47 645**	**46 584**	**49 524**
Planning and development		14 566	15 037	–	–	–	–	–	–	15 037	15 396	16 649
Road transport		28 202	27 957	–	–	–	–	–	–	27 957	29 671	31 252
Environmental protection		1 419	4 650	–	–	–	–	–	–	4 650	1 516	1 623
Trading services		**570 032**	**576 270**	**–**	**–**	**–**	**–**	**(115)**	**(115)**	**576 155**	**618 546**	**707 270**
Energy sources		403 519	405 626	–	–	–	–	–	–	405 626	458 053	537 303
Water management		51 024	54 561	–	–	–	–	(115)	(115)	54 447	53 758	56 673
Waste water management		44 548	44 564	–	–	–	–	–	–	44 564	47 207	50 096
Waste management		70 941	71 519	–	–	–	–	–	–	71 519	59 528	63 198
Other		**1 154**	**1 141**	**–**	**–**	**–**	**–**	**–**	**–**	**1 141**	**1 052**	**1 101**
Total Expenditure - Functional	3	**912 737**	**948 000**	**–**	**–**	**–**	**–**	**(115)**	**(115)**	**947 885**	**974 475**	**1 085 161**
Surplus/ (Deficit) for the year		**(8 035)**	**8 614**	**–**	**–**	**–**	**–**	**(934)**	**(934)**	**7 680**	**(13 927)**	**(9 807)**

WC022 Witzenberg - Table B2 Adjustments Budget Financial Performance (functional classification) - B - 21/06/2024

Standard Classification Description	Ref	Budget Year 2023/24									Budget Year +1 2024/25	Budget Year +2 2025/26
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
			5	6	7	8	9	10	11	12		
R thousand	1	A	A1	B	C	D	E	F	G	H		
Revenue - Functional												
Municipal governance and administration		**136 529**	**145 348**	**–**	**–**	**–**	**–**	**–**	**–**	**145 348**	**140 698**	**149 128**
Executive and council		31	287	–	–	–	–	–	–	287	31	31
Mayor and Council		31	31	–	–	–	–	–	–	31	31	31
Municipal Manager, Town Secretary and Chief		–	256	–	–	–	–	–	–	256	–	–
Finance and administration		136 498	145 061	–	–	–	–	–	–	145 061	140 667	149 097
Administrative and Corporate Support		10	10	–	–	–	–	–	–	10	11	11
Finance		135 762	144 324	–	–	–	–	–	–	144 324	139 893	148 285
Human Resources		639	639	–	–	–	–	–	–	639	671	705
Marketing, Customer Relations, Publicity and Media		5	5	–	–	–	–	–	–	5	5	6
Supply Chain Management		82	82	–	–	–	–	–	–	82	86	90
Community and public safety		**180 091**	**206 497**	**–**	**–**	**–**	**–**	**–**	**–**	**206 497**	**187 785**	**209 115**
Community and social services		**149 753**	**150 530**	**–**	**–**	**–**	**–**	**–**	**–**	**150 530**	**160 621**	**177 588**
Aged Care		139 300	139 108	–	–	–	–	–	–	139 108	149 956	166 451
Cemeteries, Funeral Parlours and Crematoriums		254	254	–	–	–	–	–	–	254	266	280
Community Halls and Facilities		400	400	–	–	–	–	–	–	400	578	603
Libraries and Archives		9 799	10 768	–	–	–	–	–	–	10 768	9 820	10 254
Sport and recreation		**6 956**	**7 541**	**–**	**–**	**–**	**–**	**–**	**–**	**7 541**	**7 499**	**8 090**
Recreational Facilities		6 900	6 900	–	–	–	–	–	–	6 900	7 441	8 029
Sports Grounds and Stadiums		55	640	–	–	–	–	–	–	640	58	61
Public safety		**17 193**	**17 392**	**–**	**–**	**–**	**–**	**–**	**–**	**17 392**	**16 654**	**17 486**
Civil Defence		–	199	–	–	–	–	–	–	199	–	–
Fire Fighting and Protection		864	864	–	–	–	–	–	–	864	8	8
Police Forces, Traffic and Street Parking Control		16 330	16 330	–	–	–	–	–	–	16 330	16 646	17 478
Housing		**6 189**	**31 034**	**–**	**–**	**–**	**–**	**–**	**–**	**31 034**	**3 012**	**5 950**
Housing		6 189	31 034	–	–	–	–	–	–	31 034	3 012	5 950
Economic and environmental services		**45 791**	**47 394**	**–**	**–**	**–**	**–**	**(317)**	**(317)**	**47 077**	**27 446**	**28 548**
Planning and development		**3 097**	**3 442**	**–**	**–**	**–**	**–**	**(317)**	**(317)**	**3 125**	**3 267**	**3 749**
Economic Development/Planning		283	310	–	–	–	–	–	–	310	365	365
Town Planning, Building Regulations and		1 818	1 818	–	–	–	–	–	–	1 818	1 908	2 004
Project Management Unit		997	1 314	–	–	–	–	(317)	(317)	997	993	1 380
Road transport		**42 683**	**42 035**	**–**	**–**	**–**	**–**	**–**	**–**	**42 035**	**24 168**	**24 788**
Roads		42 683	42 035	–	–	–	–	–	–	42 035	24 168	24 788
Environmental protection		**10**	**1 917**	**–**	**–**	**–**	**–**	**–**	**–**	**1 917**	**11**	**11**
Biodiversity and Landscape		10	1 917	–	–	–	–	–	–	1 917	11	11
Trading services		**542 009**	**557 093**	**–**	**–**	**–**	**–**	**(732)**	**(732)**	**556 361**	**604 480**	**688 416**
Energy sources		**400 702**	**397 311**	**–**	**–**	**–**	**–**	**–**	**–**	**397 311**	**457 056**	**532 683**
Electricity		400 702	397 311	–	–	–	–	–	–	397 311	457 056	532 683
Water management		**63 463**	**64 163**	**–**	**–**	**–**	**–**	**(132)**	**(132)**	**64 031**	**66 986**	**70 535**
Water Distribution		63 463	64 163	–	–	–	–	(132)	(132)	64 031	66 986	70 535
Waste water management		**38 364**	**54 939**	**–**	**–**	**–**	**–**	**(600)**	**(600)**	**54 339**	**40 310**	**42 731**
Sewerage		38 364	54 939	–	–	–	–	(600)	(600)	54 339	40 310	42 731
Waste management		**39 480**	**40 680**	**–**	**–**	**–**	**–**	**–**	**–**	**40 680**	**40 128**	**42 467**
Solid Waste Removal		39 480	40 680	–	–	–	–	–	–	40 680	40 128	42 467
Other		**283**	**283**	**–**	**–**	**–**	**–**	**–**	**–**	**283**	**139**	**146**
Licensing and Regulation		133	133	–	–	–	–	–	–	133	139	146
Tourism		150	150	–	–	–	–	–	–	150	–	–
Total Revenue - Functional	2	**904 702**	**956 614**	**–**	**–**	**–**	**–**	**(1 049)**	**(1 049)**	**955 565**	**960 548**	**1 075 354**

Standard Classification Description	Ref	Budget Year 2023/24									Budget Year +1 2024/25	Budget Year +2 2025/26
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousand	1	A	5 A1	6 B	7 C	8 D	9 E	10 F	11 G	12 H		
Expenditure - Functional												
Municipal governance and administration		**161 851**	**162 507**	**–**	**–**	**–**	**–**	**–**	**–**	**162 507**	**170 212**	**179 152**
Executive and council		29 907	30 123	–	–	–	–	–	–	30 123	32 232	34 797
Mayor and Council		18 348	18 446	–	–	–	–	–	–	18 446	19 712	21 214
Municipal Manager, Town Secretary and Chief		11 559	11 677	–	–	–	–	–	–	11 677	12 520	13 583
Finance and administration		128 942	129 381	–	–	–	–	–	–	129 381	134 733	140 837
Administrative and Corporate Support		16 959	15 165	–	–	–	–	–	–	15 165	17 933	18 983
Asset Management		51	38	–	–	–	–	–	–	38	55	58
Finance		49 370	52 530	–	–	–	–	–	–	52 530	52 785	56 341
Fleet Management		4 209	4 160	–	–	–	–	–	–	4 160	4 557	4 943
Human Resources		32 405	32 607	–	–	–	–	–	–	32 607	31 800	30 935
Information Technology		5 379	5 378	–	–	–	–	–	–	5 378	5 493	5 772
Legal Services		2 820	2 916	–	–	–	–	–	–	2 916	3 013	3 223
Marketing, Customer Relations, Publicity and Media		4 780	4 738	–	–	–	–	–	–	4 738	5 176	5 615
Property Services		1 768	1 690	–	–	–	–	–	–	1 690	1 866	1 974
Supply Chain Management		9 249	8 902	–	–	–	–	–	–	8 902	9 995	10 819
Valuation Service		1 951	1 256	–	–	–	–	–	–	1 256	2 060	2 174
Internal audit		3 002	3 002	–	–	–	–	–	–	3 002	3 247	3 518
Governance Function		3 002	3 002	–	–	–	–	–	–	3 002	3 247	3 518
Community and public safety		**135 513**	**160 438**	**–**	**–**	**–**	**–**	**–**	**–**	**160 438**	**138 082**	**148 113**
Community and social services		**32 794**	**34 453**	**–**	**–**	**–**	**–**	**–**	**–**	**34 453**	**30 765**	**32 825**
Aged Care		9 181	8 962	–	–	–	–	–	–	8 962	6 209	6 726
Cemeteries, Funeral Parlours and Crematoriums		4 569	4 428	–	–	–	–	–	–	4 428	4 946	5 362
Child Care Facilities		87	104	–	–	–	–	–	–	104	8	8
Community Halls and Facilities		7 288	8 069	–	–	–	–	–	–	8 069	7 819	8 407
Disaster Management		72	46	–	–	–	–	–	–	46	76	79
Education		5	1	–	–	–	–	–	–	1	5	5
Libraries and Archives		11 592	12 842	–	–	–	–	–	–	12 842	11 703	12 237
Sport and recreation		**40 127**	**39 665**	**–**	**–**	**–**	**–**	**–**	**–**	**39 665**	**42 149**	**45 240**
Community Parks (including Nurseries)		12 920	12 579	–	–	–	–	–	–	12 579	13 845	14 936
Recreational Facilities		18 164	17 937	–	–	–	–	–	–	17 937	19 399	20 752
Sports Grounds and Stadiums		9 043	9 149	–	–	–	–	–	–	9 149	8 906	9 551
Public safety		**50 926**	**50 452**	**–**	**–**	**–**	**–**	**–**	**–**	**50 452**	**54 756**	**58 958**
Fire Fighting and Protection		12 008	11 916	–	–	–	–	–	–	11 916	12 955	14 001
Police Forces, Traffic and Street Parking Control		38 918	38 536	–	–	–	–	–	–	38 536	41 801	44 957
Housing		**11 667**	**35 867**	**–**	**–**	**–**	**–**	**–**	**–**	**35 867**	**10 411**	**11 090**
Housing		11 614	35 840	–	–	–	–	–	–	35 840	10 356	11 032
Informal Settlements		53	27	–	–	–	–	–	–	27	55	58
Economic and environmental services		**44 187**	**47 645**	**–**	**–**	**–**	**–**	**–**	**–**	**47 645**	**46 584**	**49 524**
Planning and development		**14 566**	**15 037**	**–**	**–**	**–**	**–**	**–**	**–**	**15 037**	**15 396**	**16 649**
Corporate Wide Strategic Planning (IDPs, LEDs)		3 133	3 216	–	–	–	–	–	–	3 216	3 340	3 570
Economic Development/Planning		2 177	2 810	–	–	–	–	–	–	2 810	2 341	2 522
Town Planning, Building Regulations and Enforcement, and City Engineer		6 225	5 979	–	–	–	–	–	–	5 979	6 422	6 973
Project Management Unit		3 032	3 032	–	–	–	–	–	–	3 032	3 294	3 584
Road transport		**28 202**	**27 957**	**–**	**–**	**–**	**–**	**–**	**–**	**27 957**	**29 671**	**31 252**
Roads		28 202	27 957	–	–	–	–	–	–	27 957	29 671	31 252
Environmental protection		**1 419**	**4 650**	**–**	**–**	**–**	**–**	**–**	**–**	**4 650**	**1 516**	**1 623**
Biodiversity and Landscape		1 229	4 600	–	–	–	–	–	–	4 600	1 324	1 430
Pollution Control		190	50	–	–	–	–	–	–	50	192	193
Trading services		**570 032**	**576 270**	**–**	**–**	**–**	**–**	**(115)**	**(115)**	**576 155**	**618 546**	**707 270**
Energy sources		**403 519**	**405 626**	**–**	**–**	**–**	**–**	**–**	**–**	**405 626**	**458 053**	**537 303**
Electricity		399 364	401 159	–	–	–	–	–	–	401 159	453 671	532 682
Street Lighting and Signal Systems		4 155	4 467	–	–	–	–	–	–	4 467	4 382	4 622
Water management		**51 024**	**54 561**	**–**	**–**	**–**	**–**	**(115)**	**(115)**	**54 447**	**53 758**	**56 673**
Water Treatment		231	231	–	–	–	–	–	–	231	252	274
Water Distribution		46 494	50 276	–	–	–	–	(115)	(115)	50 161	49 095	51 871
Water Storage		4 300	4 054	–	–	–	–	–	–	4 054	4 412	4 527
Waste water management		**44 548**	**44 564**	**–**	**–**	**–**	**–**	**–**	**–**	**44 564**	**47 207**	**50 096**
Public Toilets		1 924	1 931	–	–	–	–	–	–	1 931	2 083	2 259
Sewerage		33 820	35 371	–	–	–	–	–	–	35 371	35 704	37 736
Storm Water Management		8 789	7 260	–	–	–	–	–	–	7 260	9 405	10 085
Waste Water Treatment		14	1	–	–	–	–	–	–	1	15	16
Waste management		**70 941**	**71 519**	**–**	**–**	**–**	**–**	**–**	**–**	**71 519**	**59 528**	**63 198**
Solid Waste Disposal (Landfill Sites)		30 827	30 022	–	–	–	–	–	–	30 022	16 621	17 347
Solid Waste Removal		40 065	41 448	–	–	–	–	–	–	41 448	42 854	45 794
Street Cleaning		49	49	–	–	–	–	–	–	49	53	58
Other		**1 154**	**1 141**	**–**	**–**	**–**	**–**	**–**	**–**	**1 141**	**1 052**	**1 101**
Licensing and Regulation		56	43	–	–	–	–	–	–	43	58	61
Tourism		1 098	1 098	–	–	–	–	–	–	1 098	993	1 040
Total Expenditure - Functional	3	**912 737**	**948 000**	**–**	**–**	**–**	**–**	**(115)**	**(115)**	**947 885**	**974 475**	**1 085 161**
Surplus/ (Deficit) for the year		**(8 035)**	**8 614**	**–**	**–**	**–**	**–**	**(934)**	**(934)**	**7 680**	**(13 927)**	**(9 807)**

WC022 Witzenberg - Table B3 Adjustments Budget Financial Performance (revenue and expenditure by municipal vote) - 21/06/2024

Vote Description	Ref	Budget Year 2023/24									Budget Year +1 2024/25	Budget Year +2 2025/26
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
[Insert departmental structure etc]			3	4	5	6	7	8	9	10		
R thousands		A	A1	B	C	D	E	F	G	H		
Revenue by Vote	1											
Vote 1 - Financial Services		133 121	141 684	–	–	–	–	–	–	141 684	137 004	145 093
Vote 2 - Community Services		164 312	192 453	–	–	–	–	–	–	192 453	171 619	192 111
Vote 3 - Corporate Services		17 166	17 364	–	–	–	–	–	–	17 364	17 515	18 376
Vote 4 - Technical Services		588 653	603 345	–	–	–	–	(732)	(732)	602 613	632 941	717 893
Vote 5 - Municipal Manager		1 451	1 768	–	–	–	–	(317)	(317)	1 451	1 470	1 881
Total Revenue by Vote	2	**904 702**	**956 614**	**–**	**–**	**–**	**–**	**(1 049)**	**(1 049)**	**955 565**	**960 548**	**1 075 354**
Expenditure by Vote	1											
Vote 1 - Financial Services		62 909	62 782	–	–	–	–	–	–	62 782	67 382	72 104
Vote 2 - Community Services		101 160	130 518	–	–	–	–	–	–	130 518	101 190	108 447
Vote 3 - Corporate Services		121 674	119 762	–	–	–	–	–	–	119 762	126 975	132 894
Vote 4 - Technical Services		610 926	618 692	–	–	–	–	(115)	(115)	618 577	661 641	753 088
Vote 5 - Municipal Manager		16 067	16 246	–	–	–	–	–	–	16 246	17 286	18 629
Total Expenditure by Vote	2	**912 737**	**948 000**	**–**	**–**	**–**	**–**	**(115)**	**(115)**	**947 885**	**974 475**	**1 085 161**
Surplus/ (Deficit) for the year	2	**(8 035)**	**8 614**	**–**	**–**	**–**	**–**	**(934)**	**(934)**	**7 680**	**(13 927)**	**(9 807)**

WC022 Witzenberg - Table B3 Adjustments Budget Financial Performance (revenue and expenditure by municipal vote) - B - 21/06/2024

Vote Description	Ref	Budget Year 2023/24									Budget Year +1 2024/25	Budget Year +2 2025/26
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
[Insert departmental structure etc]			3	4	5	6	7	8	9	10		
R thousands		A	A1	B	C	D	E	F	G	H		
Revenue by Vote	1											
Vote 1 - Financial Services		**133 121**	**141 684**	**–**	**–**	**–**	**–**	**–**	–	141 684	**137 004**	**145 093**
1,2 - Income		105 563	105 563	–	–	–	–	–	–	105 563	111 935	118 689
1,3 - Financial Administrastion		27 206	35 768	–	–	–	–	–	–	35 768	24 699	26 016
1,4 - Credit Control		270	270	–	–	–	–	–	–	270	284	298
1,5 - Supply Chain & Expenditure		82	82	–	–	–	–	–	–	82	86	90
Vote 2 - Community Services		**164 312**	**192 453**	**–**	**–**	**–**	**–**	**–**	–	192 453	**171 619**	**192 111**
2,2 - Cemetries		254	254	–	–	–	–	–	–	254	266	280
2,3 - Housing		6 269	31 114	–	–	–	–	–	–	31 114	3 078	5 997
2,4 - Libraries		10 025	10 994	–	–	–	–	–	–	10 994	10 057	10 503
2,5 - Resorts & Swimmng Pools		6 900	6 900	–	–	–	–	–	–	6 900	7 441	8 029
2,6 - Social Services		139 300	139 108	–	–	–	–	–	–	139 108	149 956	166 451
2,7 - Fire Services & Disaster Management		864	864	–	–	–	–	–	–	864	8	8
2,8 - Environment & Licencing		143	2 049	–	–	–	–	–	–	2 049	150	158
2,9 - Community Halls and Amenities		275	860	–	–	–	–	–	–	860	296	320
2.10 - Local Economic Development		283	310	–	–	–	–	–	–	310	365	365
Vote 3 - Corporate Services		**17 166**	**17 364**	**–**	**–**	**–**	**–**	**–**	–	17 364	**17 515**	**18 376**
3,2 - Human Resources		639	639	–	–	–	–	–	–	639	671	705
3,3 - Administration		10	10	–	–	–	–	–	–	10	11	11
3,5 - Marketing & Communication		5	5	–	–	–	–	–	–	5	5	6
3,6 - Thusong Centre		–	–	–	–	–	–	–	–	–	150	145
3,7 - Traffic and Protection Services		16 330	16 529	–	–	–	–	–	–	16 529	16 646	17 478
3,8 - Tourism		150	150	–	–	–	–	–	–	150	–	–
3,9 - Council Cost		31	31	–	–	–	–	–	–	31	31	31
Vote 4 - Technical Services		**588 653**	**603 345**	**–**	**–**	**–**	**–**	**(732)**	(732)	602 613	**632 941**	**717 893**
4,1 - Director: Technical Services		–	256	–	–	–	–	–	–	256	–	–
4,2 - Electro Technical Services		402 787	399 396	–	–	–	–	–	–	399 396	459 376	535 296
4,3 - Water Storage & Distribution		63 463	64 163	–	–	–	–	(132)	(132)	64 031	66 986	70 535
4,4 - Waste Water Management		38 729	55 304	–	–	–	–	(600)	(600)	54 704	40 696	43 141
4,5 - Waste Management		39 410	40 610	–	–	–	–	–	–	40 610	40 055	42 390
4,6 - Roads		42 683	42 035	–	–	–	–	–	–	42 035	24 168	24 788
4,8 - Town Planning & Building Control		1 580	1 580	–	–	–	–	–	–	1 580	1 660	1 742
Vote 5 - Municipal Manager		**1 451**	**1 768**	**–**	**–**	**–**	**–**	**(317)**	(317)	1 451	**1 470**	**1 881**
5,2 - Performance & Project Management		997	1 314	–	–	–	–	(317)	(317)	997	993	1 380
5,3 - Property & Legal Services		454	454	–	–	–	–	–	–	454	477	501
Total Revenue by Vote	2	**904 702**	**956 614**	**–**	**–**	**–**	**–**	**(1 049)**	(1 049)	955 565	**960 548**	**1 075 354**

Vote Description	Ref	Budget Year 2023/24									Budget Year +1 2024/25	Budget Year +2 2025/26
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
[Insert departmental structure etc]			3	4	5	6	7	8	9	10		
R thousands		A	A1	B	C	D	E	F	G	H		
Expenditure by Vote	1											
Vote 1 - Financial Services		**62 909**	**62 782**	**–**	**–**	**–**	**–**	**–**	–	62 782	**67 382**	**72 104**
1,1 - Direcrtor: Finance		2 287	2 302	–	–	–	–	–	–	2 302	2 487	2 709
1,2 - Income		23 231	22 456	–	–	–	–	–	–	22 456	24 553	25 951
1,3 - Financial Administrastion		16 751	16 573	–	–	–	–	–	–	16 573	18 153	19 555
1,4 - Credit Control		11 364	12 522	–	–	–	–	–	–	12 522	12 166	13 038
1,5 - Supply Chain & Expenditure		9 276	8 929	–	–	–	–	–	–	8 929	10 024	10 851
Vote 2 - Community Services		**101 160**	**130 518**	**–**	**–**	**–**	**–**	**–**	–	130 518	**101 190**	**108 447**
2,1 - Director: Community Services		396	396	–	–	–	–	–	–	396	430	468
2,2 - Cemetries		4 489	4 418	–	–	–	–	–	–	4 418	4 862	5 275
2,3 - Housing		11 667	35 867	–	–	–	–	–	–	35 867	10 411	11 090
2,4 - Libraries		15 093	16 103	–	–	–	–	–	–	16 103	15 408	16 166
2,5 - Resorts & Swimmng Pools		14 662	14 676	–	–	–	–	–	–	14 676	15 693	16 823
2,6 - Social Services		9 272	8 911	–	–	–	–	–	–	8 911	6 222	6 739
2,7 - Fire Services & Disaster Management		12 081	11 962	–	–	–	–	–	–	11 962	13 031	14 081
2,8 - Environment & Licencing		1 474	4 613	–	–	–	–	–	–	4 613	1 575	1 684
2,9 - Community Halls and Amenities		29 849	30 605	–	–	–	–	–	–	30 605	31 217	33 598
2.10 - Local Economic Development		2 177	2 966	–	–	–	–	–	–	2 966	2 341	2 522
Vote 3 - Corporate Services		**121 674**	**119 762**	**–**	**–**	**–**	**–**	**–**	–	119 762	**126 975**	**132 894**
3,1 - Director: Corporate Services		2 613	2 613	–	–	–	–	–	–	2 613	2 839	3 091
3,2 - Human Resources		32 405	32 607	–	–	–	–	–	–	32 607	31 800	30 935
3,3 - Administration		17 594	15 799	–	–	–	–	–	–	15 799	18 573	19 630
3,4 - Information Technology		5 378	5 378	–	–	–	–	–	–	5 378	5 492	5 771
3,5 - Marketing & Communication		4 781	4 738	–	–	–	–	–	–	4 738	5 177	5 616
3,6 - Thusong Centre		541	546	–	–	–	–	–	–	546	588	640
3,7 - Traffic and Protection Services		38 918	38 536	–	–	–	–	–	–	38 536	41 801	44 957
3,8 - Tourism		1 098	1 098	–	–	–	–	–	–	1 098	993	1 040
3,9 - Council Cost		18 348	18 446	–	–	–	–	–	–	18 446	19 712	21 214

Vote Description	Ref	Budget Year 2023/24									Budget Year +1 2024/25	Budget Year +2 2025/26
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
[Insert departmental structure etc]			3	4	5	6	7	8	9	10		
R thousands		A	A1	B	C	D	E	F	G	H		
Vote 4 - Technical Services		**610 926**	**618 692**	**–**	**–**	**–**	**–**	**(115)**	(115)	618 577	**661 641**	**753 088**
4,1 - Director: Technical Services		2 311	2 336	–	–	–	–	–	–	2 336	2 505	2 721
4,2 - Electro Technical Services		398 930	400 837	–	–	–	–	–	–	400 837	452 799	531 075
4,3 - Water Storage & Distribution		51 425	54 561	–	–	–	–	(115)	(115)	54 447	54 217	57 217
4,4 - Waste Water Management		37 970	40 108	–	–	–	–	–	–	40 108	40 453	43 365
4,5 - Waste Management		70 941	71 519	–	–	–	–	–	–	71 519	59 528	63 198
4,6 - Roads		28 202	27 957	–	–	–	–	–	–	27 957	29 671	31 252
4,7 - Storm Water Management		8 789	9 302	–	–	–	–	–	–	9 302	9 405	10 085
4,8 - Town Planning & Building Control		6 225	5 979	–	–	–	–	–	–	5 979	6 422	6 973
4,9 - Public Toilets		1 924	1 931	–	–	–	–	–	–	1 931	2 083	2 259
4.10 - Mechanical Workshop		4 209	4 160	–	–	–	–	–	–	4 160	4 557	4 943
Vote 5 - Municipal Manager		**16 067**	**16 246**	**–**	**–**	**–**	**–**	**–**	–	16 246	**17 286**	**18 629**
5,1 - Municipal Manager		3 961	4 039	–	–	–	–	–	–	4 039	4 268	4 604
5,2 - Performance & Project Management		3 032	3 032	–	–	–	–	–	–	3 032	3 294	3 584
5,3 - Property & Legal Services		2 939	2 957	–	–	–	–	–	–	2 957	3 138	3 353
5,4 - Internal Audit		3 002	3 002	–	–	–	–	–	–	3 002	3 247	3 518
5,5 - IDP		3 133	3 216	–	–	–	–	–	–	3 216	3 340	3 570
Total Expenditure by Vote	2	**912 737**	**948 000**	**–**	**–**	**–**	**–**	**(115)**	(115)	947 885	**974 475**	**1 085 161**
Surplus/ (Deficit) for the year	2	**(8 035)**	**8 614**	**–**	**–**	**–**	**–**	**(934)**	(934)	7 680	**(13 927)**	**(9 807)**

WC022 Witzenberg - Table B4 Adjustments Budget Financial Performance (revenue and expenditure) - 21/06/2024

Description	Ref	Budget Year 2023/24									Budget Year +1 2024/25	Budget Year +2 2025/26
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands	1	A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H		
Revenue												
Exchange Revenue												
Service charges - Electricity	2	399 102	399 102	–	–	–	–	–	–	399 102	458 243	534 211
Service charges - Water	2	53 000	53 000	–	–	–	–	–	–	53 000	56 000	59 000
Service charges - Waste Water Management	2	33 059	48 059	–	–	–	–	–	–	48 059	34 743	36 890
Service charges - Waste Management	2	31 315	31 315	–	–	–	–	–	–	31 315	32 449	34 396
Sale of Goods and Rendering of Services		5 272	5 272	–	–	–	–	–	–	5 272	5 536	5 813
Agency services		4 461	4 461	–	–	–	–	–	–	4 461	4 684	4 918
Interest		10	10	–	–	–	–	–	–	10	11	11
Interest earned from Receivables		23 503	23 503	–	–	–	–	–	–	23 503	24 678	25 912
Interest earned from Current and Non Current Assets		12 444	21 127	–	–	–	–	–	–	21 127	13 066	13 719
Rent on Land		26	26	–	–	–	–	–	–	26	27	29
Rental from Fixed Assets		4 648	4 648	–	–	–	–	–	–	4 648	5 084	5 563
Operational Revenue		1 679	1 679	–	–	–	–	–	–	1 679	1 761	1 847
Non-Exchange Revenue												
Property rates		105 353	105 353	–	–	–	–	–	–	105 353	111 714	118 456
Surcharges and Taxes		7 290	7 311	–	–	–	–	(137)	(137)	7 174	3 978	4 138
Fines, penalties and forfeits		11 194	11 194	–	–	–	–	–	–	11 194	11 254	11 816
Licences or permits		2 327	2 327	–	–	–	–	–	–	2 327	2 444	2 566
Transfer and subsidies - Operational		158 793	187 180	–	–	–	–	(115)	(115)	187 066	165 440	185 784
Interest		3 566	3 566	–	–	–	–	–	–	3 566	3 744	3 932
Operational Revenue		739	739	–	–	–	–	–	–	739	770	816
Total Revenue (excluding capital transfers and contributions)		**857 781**	**909 873**	**–**	**–**	**–**	**–**	**(251)**	**(251)**	**909 621**	**935 626**	**1 049 818**
Expenditure By Type												
Employee related costs		257 116	260 826	–	–	–	–	–	–	260 826	276 004	300 323
Remuneration of councillors		11 983	11 983	–	–	–	–	–	–	11 983	13 038	14 211
Bulk purchases - electricity		360 544	360 143	–	–	–	–	–	–	360 143	412 757	489 336
Inventory consumed		18 512	24 761	–	–	–	–	(115)	(115)	24 646	18 778	19 711
Debt impairment		64 475	64 475	–	–	–	–	–	–	64 475	67 570	70 745
Depreciation and amortisation		54 369	54 369	–	–	–	–	–	–	54 369	39 319	39 319
Interest		9 535	9 535	–	–	–	–	–	–	9 535	10 011	10 510
Contracted services		64 652	66 691	–	–	–	–	–	–	66 691	66 823	69 859
Transfers and subsidies		8 918	32 889	–	–	–	–	–	–	32 889	7 223	7 577
Operational costs		56 396	56 091	–	–	–	–	–	–	56 091	59 458	62 935
Other Losses		6 237	6 237	–	–	–	–	–	–	6 237	3 497	635
Total Expenditure		**912 737**	**948 000**	**–**	**–**	**–**	**–**	**(115)**	**(115)**	**947 885**	**974 475**	**1 085 161**
Surplus/(Deficit)		**(54 955)**	**(38 127)**	**–**	**–**	**–**	**–**	**(137)**	**(137)**	**(38 264)**	**(38 849)**	**(35 343)**
Transfers and subsidies - capital (monetary allocations)		46 921	46 741	–	–	–	–	(797)	(797)	45 944	24 922	25 536
Surplus/(Deficit) after capital transfers & contributions		**(8 035)**	**8 614**	**–**	**–**	**–**	**–**	**(934)**	**(934)**	**7 680**	**(13 927)**	**(9 807)**
Surplus/(Deficit) after income tax		(8 035)	8 614	–	–	–	–	(934)	(934)	7 680	(13 927)	(9 807)
Surplus/(Deficit) attributable to municipality		(8 035)	8 614	–	–	–	–	(934)	(934)	7 680	(13 927)	(9 807)
Surplus/ (Deficit) for the year		**(8 035)**	**8 614**	**–**	**–**	**–**	**–**	**(934)**	**(934)**	**7 680**	**(13 927)**	**(9 807)**

WC022 Witzenberg - Table B5 Adjustments Capital Expenditure Budget by vote and funding - 21/06/2024

Description	Ref	Budget Year 2023/24									Budget Year +1 2024/25	Budget Year +2 2025/26
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	5 A1	6 B	7 C	8 D	9 E	10 F	11 G	12 H		
Capital expenditure - Vote												
Multi-year expenditure *to be adjusted*	2											
Vote 2 - Community Services		857	1 023	–	–	–	–	–	–	1 023	350	4 463
Vote 4 - Technical Services		31 613	39 452	–	–	–	–	(522)	(522)	38 930	6 150	12 435
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–	–	–	–	–
Capital multi-year expenditure sub-total	3	**32 470**	**40 475**	**–**	**–**	**–**	**–**	**(522)**	**(522)**	**39 953**	**6 500**	**16 898**
Single-year expenditure *to be adjusted*	2											
Vote 1 - Financial Services		180	438	–	–	–	–	–	–	438	30	–
Vote 2 - Community Services		3 758	4 478	–	–	–	–	–	–	4 478	6 547	4 080
Vote 3 - Corporate Services		850	1 815	–	–	–	–	(275)	(275)	1 539	70	5 150
Vote 4 - Technical Services		36 007	38 478	–	–	–	–	–	–	38 478	18 396	9 670
Vote 5 - Municipal Manager		–	–	–	–	–	–	–	–	–	30	–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–	–	–	–	–
Capital single-year expenditure sub-total		**40 795**	**45 209**	**–**	**–**	**–**	**–**	**(275)**	**(275)**	**44 934**	**25 073**	**18 900**
Total Capital Expenditure - Vote		**73 264**	**85 684**	**–**	**–**	**–**	**–**	**(797)**	**(797)**	**84 887**	**31 573**	**35 797**
Capital Expenditure - Functional												
Governance and administration		**2 180**	**6 100**	**–**	**–**	**–**	**–**	**(275)**	**(275)**	**5 825**	**190**	**6 650**
Executive and council		–	119	–	–	–	–	–	–	119	170	500
Finance and administration		2 180	5 982	–	–	–	–	(275)	(275)	5 706	20	6 150
Community and public safety		**5 064**	**5 219**	**–**	**–**	**–**	**–**	**–**	**–**	**5 219**	**6 867**	**8 543**
Community and social services		2 000	58	–	–	–	–	–	–	58	5 257	–
Sport and recreation		858	3 184	–	–	–	–	–	–	3 184	1 260	8 043
Public safety		1 707	1 846	–	–	–	–	–	–	1 846	350	500
Housing		500	132	–	–	–	–	–	–	132	–	–
Economic and environmental services		**26 023**	**29 667**	**–**	**–**	**–**	**–**	**–**	**–**	**29 667**	**9 118**	**15 125**
Planning and development		400	985	–	–	–	–	–	–	985	–	–
Road transport		25 623	28 682	–	–	–	–	–	–	28 682	9 118	15 125
Trading services		**39 997**	**44 697**	**–**	**–**	**–**	**–**	**(522)**	**(522)**	**44 175**	**23 766**	**14 554**
Energy sources		6 491	14 912	–	–	–	–	–	–	14 912	6 970	3 120
Water management		19 358	10 639	–	–	–	–	–	–	10 639	12 547	1 000
Waste water management		100	4 849	–	–	–	–	(522)	(522)	4 327	4 250	10 435
Waste management		14 048	14 297	–	–	–	–	–	–	14 297	–	–
Total Capital Expenditure - Functional	3	**73 264**	**85 684**	**–**	**–**	**–**	**–**	**(797)**	**(797)**	**84 887**	**39 941**	**44 872**
Funded by:												
National Government		25 175	20 357	–	–	–	–	–	–	20 357	23 541	24 292
Provincial Government		21 566	15 166	–	–	–	–	(797)	(797)	14 369	–	–
District Municipality		600	1 973	–	–	–	–	–	–	1 973	–	–
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporatons, Higher Educational Institutions)		–	256	–	–	–	–	–	–	256	–	300
Transfers recognised - capital	4	**47 342**	**37 753**	**–**	**–**	**–**	**–**	**(797)**	**(797)**	**36 955**	**23 541**	**24 592**
Borrowing		9 000	10 518	–	–	–	–	–	–	10 518	–	–
Internally generated funds		16 923	37 360	–	–	–	–	–	–	37 360	16 400	20 280
Total Capital Funding		**73 264**	**85 630**	**–**	**–**	**–**	**–**	**(797)**	**(797)**	**84 833**	**39 941**	**44 872**

WC022 Witzenberg - Table B5 Adjustments Capital Expenditure Budget by vote and funding - B - 21/06/2024

Vote Description	Ref	Budget Year 2023/24									Budget Year +1 2024/25	Budget Year +2 2025/26
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
			3	4	5	6	7	8	9	10		
R thousands		A	A1	B	C	D	E	F	G	H		
Capital expenditure - Municipal Vote												
Multi-year expenditure appropriation	2											
Vote 2 - Community Services		**857**	**1 023**	**–**	**–**	**–**	**–**	**–**	–	1 023	**350**	**4 463**
2,7 - Fire Services & Disaster Management		857	1 023	–	–	–	–	–	–	1 023	350	150
2,9 - Community Halls and Amenities		–	–	–	–	–	–	–	–	–	–	4 313
Vote 4 - Technical Services		**31 613**	**39 452**	**–**	**–**	**–**	**–**	**(522)**	(522)	38 930	**6 150**	**12 435**
4,2 - Electro Technical Services		1 100	11 318	–	–	–	–	–	–	11 318	5 950	2 000
4,3 - Water Storage & Distribution		–	3 013	–	–	–	–	–	–	3 013	200	–
4,4 - Waste Water Management		–	4 149	–	–	–	–	(522)	(522)	3 627	–	10 435
4,5 - Waste Management		6 000	2 282	–	–	–	–	–	–	2 282	–	–
4,6 - Roads		24 513	18 690	–	–	–	–	–	–	18 690	–	–
Capital multi-year expenditure sub-total		**32 470**	**40 475**	**–**	**–**	**–**	**–**	**(522)**	(522)	39 953	**6 500**	**16 898**
Capital expenditure - Municipal Vote	2											
Single-year expenditure appropriation												
Vote 1 - Financial Services		**180**	**438**	**–**	**–**	**–**	**–**	**–**	–	438	**30**	**–**
1,1 - Direcrtor: Finance		–	–	–	–	–	–	–	–	–	30	–
1,3 - Financial Administrastion		180	438	–	–	–	–	–	–	438	–	–
Vote 2 - Community Services		**3 758**	**4 478**	**–**	**–**	**–**	**–**	**–**	–	4 478	**6 547**	**4 080**
2,1 - Director: Community Services		–	96	–	–	–	–	–	–	96	30	–
2,2 - Cemetries		–	–	–	–	–	–	–	–	–	5 257	–
2,3 - Housing		500	132	–	–	–	–	–	–	132	–	–
2,4 - Libraries		2 000	58	–	–	–	–	–	–	58	–	30
2,5 - Resorts & Swimmng Pools		–	–	–	–	–	–	–	–	–	450	–
2,7 - Fire Services & Disaster Management		–	–	–	–	–	–	–	–	–	–	350
2,8 - Environment & Licencing		–	24	–	–	–	–	–	–	24	–	–
2,9 - Community Halls and Amenities		858	3 184	–	–	–	–	–	–	3 184	810	3 700
2.10 - Local Economic Development		400	985	–	–	–	–	–	–	985	–	–
Vote 3 - Corporate Services		**850**	**1 815**	**–**	**–**	**–**	**–**	**(275)**	(275)	1 539	**70**	**5 150**
3,1 - Director: Corporate Services		–	256	–	–	–	–	–	–	256	50	500
3,2 - Human Resources		–	615	–	–	–	–	(275)	(275)	340	–	–
3,3 - Administration		–	–	–	–	–	–	–	–	–	–	500
3,4 - Information Technology		–	–	–	–	–	–	–	–	–	–	3 150
3,5 - Marketing & Communication		–	120	–	–	–	–	–	–	120	20	1 000
3,7 - Traffic and Protection Services		850	823	–	–	–	–	–	–	823	–	–
Vote 4 - Technical Services		**36 007**	**38 478**	**–**	**–**	**–**	**–**	**–**	–	38 478	**18 396**	**9 670**
4,1 - Director: Technical Services		–	39	–	–	–	–	–	–	39	30	–
4,2 - Electro Technical Services		5 391	3 594	–	–	–	–	–	–	3 594	1 020	1 120
4,3 - Water Storage & Distribution		19 358	7 603	–	–	–	–	–	–	7 603	12 347	1 000
4,4 - Waste Water Management		100	700	–	–	–	–	–	–	700	3 800	–
4,5 - Waste Management		8 048	12 015	–	–	–	–	–	–	12 015	–	–
4,6 - Roads		1 110	9 992	–	–	–	–	–	–	9 992	750	6 050
4,7 - Storm Water Management		–	–	–	–	–	–	–	–	–	450	–
4.10 - Mechanical Workshop		2 000	4 536	–	–	–	–	–	–	4 536	–	1 500
Vote 5 - Municipal Manager		**–**	**–**	**–**	**–**	**–**	**–**	**–**	–	–	**30**	**–**
5,1 - Municipal Manager		–	–	–	–	–	–	–	–	–	30	–
Capital single-year expenditure sub-total		**40 795**	**45 209**	**–**	**–**	**–**	**–**	**(275)**	(275)	44 934	**25 073**	**18 900**
Total Capital Expenditure		**73 264**	**85 684**	**–**	**–**	**–**	**–**	**(797)**	(797)	84 887	**31 573**	**35 797**

WC022 Witzenberg - Table B6 Adjustments Budget Financial Position - 21/06/2024

Description	Ref	Budget Year 2023/24									Budget Year +1 2024/25	Budget Year +2 2025/26
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H		
ASSETS												
Current assets												
Cash and cash equivalents		199 597	219 007	–	–	–	–	797	797	219 804	258 907	299 266
Trade and other receivables from exchange transactio	1	44 957	74 512	–	–	–	–	–	–	74 512	56 639	43 778
Receivables from non-exchange transactions	1	45 608	39 219	–	–	–	–	–	–	39 219	57 487	75 936
Inventory		4 484	7 161	–	–	–	–	115	115	7 276	8 493	8 240
VAT		996	18 766	–	–	–	–	–	–	18 766	14 295	8 666
Other current assets		453	1 709	–	–	–	–	–	–	1 709	1 709	1 709
Total current assets		**296 094**	**360 374**	**–**	**–**	**–**	**–**	**912**	**912**	**361 286**	**397 530**	**437 596**
Non current assets												
Investment property		41 358	41 352	–	–	–	–	–	–	41 352	40 610	39 868
Property, plant and equipment		1 141 746	1 063 432	–	–	–	–	(522)	(522)	1 062 910	1 064 015	1 070 439
Heritage assets		550	550	–	–	–	–	–	–	550	550	550
Intangible assets		1 785	2 377	–	–	–	–	(275)	(275)	2 101	2 449	2 321
Other non-current assets		–	–	–	–	–	–	–	–	–	–	–
Total non current assets		**1 185 439**	**1 107 710**	**–**	**–**	**–**	**–**	**(797)**	**(797)**	**1 106 913**	**1 107 624**	**1 113 178**
TOTAL ASSETS		**1 481 533**	**1 468 084**	**–**	**–**	**–**	**–**	**115**	**115**	**1 468 199**	**1 505 154**	**1 550 773**
LIABILITIES												
Current liabilities												
Financial liabilities		2 050	669	–	–	–	–	–	–	669	3 394	9 665
Consumer deposits		11 549	12 158	–	–	–	–	–	–	12 158	12 158	12 158
Trade and other payables from exchange transactions		92 016	103 291	–	–	–	–	–	–	103 291	126 519	153 278
Trade and other payables from non-exchange transac		7 163	2 833	–	–	–	–	1 049	1 049	3 881	2 022	1 139
Provisions		37 979	39 772	–	–	–	–	–	–	39 772	46 613	51 076
VAT		3 449	44 898	–	–	–	–	–	–	44 898	47 529	51 395
Total current liabilities		**154 205**	**203 621**	**–**	**–**	**–**	**–**	**1 049**	**1 049**	**204 669**	**238 236**	**278 710**
Non current liabilities												
Financial Liabilities	1	9 475	(1 154)	–	–	–	–	–	–	(1 154)	(6 086)	(14 539)
Provisions	1	294 661	135 581	–	–	–	–	–	–	135 581	157 736	181 141
Total non current liabilities		**304 136**	**134 427**	**–**	**–**	**–**	**–**	**–**	**–**	**134 427**	**151 650**	**166 602**
TOTAL LIABILITIES		**458 341**	**338 048**	**–**	**–**	**–**	**–**	**1 049**	**1 049**	**339 097**	**389 886**	**445 312**
NET ASSETS	2	**1 023 192**	**1 130 036**	**–**	**–**	**–**	**–**	**(934)**	**(934)**	**1 129 102**	**1 115 268**	**1 105 461**
COMMUNITY WEALTH/EQUITY												
Accumulated Surplus/(Deficit)		1 010 653	1 117 497	–	–	–	–	(934)	(934)	1 116 563	1 102 729	1 092 922
Funds and Reserves		12 540	12 540	–	–	–	–	–	–	12 540	12 540	12 540
TOTAL COMMUNITY WEALTH/EQUITY		**1 023 192**	**1 130 036**	**–**	**–**	**–**	**–**	**(934)**	**(934)**	**1 129 102**	**1 115 268**	**1 105 461**

WC022 Witzenberg - Table B7 Adjustments Budget Cash Flows - 21/06/2024

Description	Ref	Budget Year 2023/24									Budget Year +1 2024/25	Budget Year +2 2025/26
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H		
CASH FLOW FROM OPERATING ACTIVITIES												
Receipts												
Property rates		91 170	91 170	–	–	–	–	–	–	91 170	101 135	108 088
Service charges		453 490	552 123	–	–	–	–	–	–	552 123	622 388	710 564
Other revenue		16 342	32 320	–	–	–	–	–	–	32 320	34 738	37 850
Transfers and Subsidies - Operational	1	156 768	183 104	–	–	–	–	–	–	183 104	164 082	184 039
Transfers and Subsidies - Capital	1	55 289	50 797	–	–	–	–	–	–	50 797	29 447	30 536
Interest		33 583	48 207	–	–	–	–	–	–	48 207	41 500	43 574
Dividends		–	–	–	–	–	–	–	–	–	–	–
Payments												
Suppliers and employees		(983 456)	(885 897)	–	–	–	–	–	–	(885 897)	(909 306)	(1 026 681)
Finance charges		–	–	–	–	–	–	–	–	–	–	–
Transfers and Grants	1	–	–	–	–	–	–	–	–	–	–	–
NET CASH FROM/(USED) OPERATING ACTIVITIES		**(176 815)**	**71 824**	**–**	**–**	**–**	**–**	**–**	**–**	**71 824**	**83 984**	**87 971**
CASH FLOWS FROM INVESTING ACTIVITIES												
Receipts												
Proceeds on disposal of PPE		–	–	–	–	–	–	–	–	–	–	–
Decrease (increase) in non-current receivables		–	–	–	–	–	–	–	–	–	–	–
Decrease (increase) in non-current investments		–	–	–	–	–	–	–	–	–	–	–
Payments												
Capital assets		(68 014)	(76 514)	–	–	–	–	797	797	(75 717)	(39 941)	(44 872)
NET CASH FROM/(USED) INVESTING ACTIVITIES		**(68 014)**	**(76 514)**	**–**	**–**	**–**	**–**	**797**	**797**	**(75 717)**	**(39 941)**	**(44 872)**
CASH FLOWS FROM FINANCING ACTIVITIES												
Receipts												
Short term loans		–	–	–	–	–	–	–	–	–	–	–
Borrowing long term/refinancing		–	–	–	–	–	–	–	–	–	–	–
Increase (decrease) in consumer deposits		–	–	–	–	–	–	–	–	–	–	–
Payments												
Repayment of borrowing		(2 740)	(2 740)	–	–	–	–	–	–	(2 740)	(2 740)	(2 740)
NET CASH FROM/(USED) FINANCING ACTIVITIES		**(2 740)**	**(2 740)**	**–**	**–**	**–**	**–**	**–**	**–**	**(2 740)**	**(2 740)**	**(2 740)**
NET INCREASE/ (DECREASE) IN CASH HELD		**(247 570)**	**(7 430)**	**–**	**–**	**–**	**–**	**797**	**797**	**(6 633)**	**41 303**	**40 359**
Cash/cash equivalents at the year begin:	2	227 290	226 802	–	–	–	–	–	–	226 802	217 604	258 907
Cash/cash equivalents at the year end:	2	(20 279)	219 372	–	–	–	–	797	797	220 169	258 906	299 265

WC022 Witzenberg - Table B8 Cash backed reserves/accumulated surplus reconciliation - 21/06/2024

Description	Ref	Budget Year 2023/24									Budget Year +1 2024/25	Budget Year +2 2025/26
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
			3	4	5	6	7	8	9	10		
R thousands		A	A1	B	C	D	E	F	G	H		
Cash and investments available												
Cash/cash equivalents at the year end	1	(20 279)	219 372	–	–	–	–	797	797	220 169	258 906	299 265
Other current investments > 90 days		219 876	(365)	–	–	–	–	–	–	(365)	0	0
Cash and investments available:		**199 597**	**219 007**	**–**	**–**	**–**	**–**	**797**	**797**	**219 804**	**258 907**	**299 266**
Applications of cash and investments												
Unspent conditional transfers		7 163	2 833	–	–	–	–	1 049	1 049	3 881	2 022	1 139
Statutory requirements		26 339	26 058	–	–	–	–	–	–	26 058	33 160	42 655
Other working capital requirements	2	14 423	(11 424)					(23)	(23)	(11 448)	6 922	27 447
Other provisions		37 979	39 772	–	–	–	–	–	–	39 772	46 613	51 076
Reserves to be backed by cash/investments		12 540	12 540					–	–	12 540	12 540	12 540
Total Application of cash and investments:		**98 443**	**69 778**	**–**	**–**	**–**	**–**	**1 025**	**1 025**	**70 803**	**101 256**	**134 856**
Surplus(shortfall)		**101 154**	**149 229**	**–**	**–**	**–**	**–**	**(228)**	**(228)**	**149 001**	**157 650**	**164 410**
Other working capital requirements												
Debtors		77 593	114 716							114 739	119 597	125 831
Creditors due		92 016	103 291							103 291	126 519	153 278
Total		(14 423)	11 424							11 448	(6 922)	(27 447)
Debtors collection assumptions:												
Balance outstanding - debtors		90 565	113 731							113 731	114 126	119 714
Estimate of debtors collection rate		85,68%	100,87%							100,89%	104,79%	105,11%
Long term investments committed												
Balance (Insert description; eg sinking fund)												
Reserves to be backed by cash/investments												
Capital replacement		12 540	12 540							12 540	12 540	12 540
		12 540	12 540							12 540	12 540	12 540

WC022 Witzenberg - Table B9 Asset Management - 21/06/2024

Description	Ref	Budget Year 2023/24									Budget Year +1 2024/25	Budget Year +2 2025/26
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		7	8	9	10	11	12	13	14			
R thousands		A	A1	B	C	D	E	F	G	H		
CAPITAL EXPENDITURE												
Total New Assets *to be adjusted*	1	**45 620**	**41 137**	**–**	**–**	**–**	**–**	**(797)**	**(797)**	**40 340**	**13 360**	**12 400**
Roads Infrastructure		436	0	–	–	–	–	–	–	0	200	50
Electrical Infrastructure		3 391	1 037	–	–	–	–	–	–	1 037	870	870
Water Supply Infrastructure		19 258	10 315	–	–	–	–	–	–	10 315	5 934	1 000
Sanitation Infrastructure		–	1 579	–	–	–	–	(522)	(522)	1 058	–	–
Solid Waste Infrastructure		9 000	6 826	–	–	–	–	–	–	6 826	–	–
Infrastructure		**32 085**	**19 758**	**–**	**–**	**–**	**–**	**(522)**	**(522)**	**19 236**	**7 003**	**1 920**
Community Facilities		2 100	158	–	–	–	–	–	–	158	5 257	500
Sport and Recreation Facilities		–	–	–	–	–	–	–	–	–	–	430
Community Assets		**2 100**	**158**	**–**	**–**	**–**	**–**	**–**	**–**	**158**	**5 257**	**930**
Operational Buildings		850	650	–	–	–	–	–	–	650	–	–
Housing		500	132	–	–	–	–	–	–	132	–	–
Other Assets	6	**1 350**	**782**	**–**	**–**	**–**	**–**	**–**	**–**	**782**	**–**	**–**
Licences and Rights		–	615	–	–	–	–	(275)	(275)	340	–	–
Intangible Assets		**–**	**615**	**–**	**–**	**–**	**–**	**(275)**	**(275)**	**340**	**–**	**–**
Computer Equipment		**50**	**591**	**–**	**–**	**–**	**–**	**–**	**–**	**591**	**20**	**3 150**
Furniture and Office Equipment		**130**	**788**	**–**	**–**	**–**	**–**	**–**	**–**	**788**	**170**	**1 500**
Machinery and Equipment		**2 857**	**6 696**	**–**	**–**	**–**	**–**	**–**	**–**	**6 696**	**910**	**2 000**
Transport Assets		**7 048**	**11 750**	**–**	**–**	**–**	**–**	**–**	**–**	**11 750**	**–**	**2 900**
Living Resources		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Total Renewal of Existing Assets *to be adjusted*	2	**200**	**10 998**	**–**	**–**	**–**	**–**	**–**	**–**	**10 998**	**7 650**	**6 750**
Roads Infrastructure		–	9 198	–	–	–	–	–	–	9 198	–	6 000
Electrical Infrastructure		–	1 000	–	–	–	–	–	–	1 000	1 500	–
Water Supply Infrastructure		100	100	–	–	–	–	–	–	100	2 000	–
Sanitation Infrastructure		100	700	–	–	–	–	–	–	700	3 500	–
Infrastructure		**200**	**10 998**	**–**	**–**	**–**	**–**	**–**	**–**	**10 998**	**7 000**	**6 000**
Sport and Recreation Facilities		–	–	–	–	–	–	–	–	–	650	250
Community Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**650**	**250**
Operational Buildings		–	–	–	–	–	–	–	–	–	–	500
Other Assets	6	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**500**
Living Resources		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Total Upgrading of Existing Assets *to be adjusted*	2a	**27 445**	**33 549**	**–**	**–**	**–**	**–**	**–**	**–**	**33 549**	**18 931**	**25 723**
Roads Infrastructure		25 187	19 364	–	–	–	–	–	–	19 364	8 868	9 075
Storm water Infrastructure		–	–	–	–	–	–	–	–	–	450	–
Electrical Infrastructure		1 100	10 318	–	–	–	–	–	–	10 318	4 450	2 000
Water Supply Infrastructure		–	–	–	–	–	–	–	–	–	4 363	–
Sanitation Infrastructure		–	–	–	–	–	–	–	–	–	300	10 435
Infrastructure		**26 287**	**29 682**	**–**	**–**	**–**	**–**	**–**	**–**	**29 682**	**18 431**	**21 510**
Community Facilities		300	885	–	–	–	–	–	–	885	300	–
Sport and Recreation Facilities		858	2 981	–	–	–	–	–	–	2 981	–	3 913
Community Assets		**1 158**	**3 866**	**–**	**–**	**–**	**–**	**–**	**–**	**3 866**	**300**	**3 913**
Operational Buildings		–	–	–	–	–	–	–	–	–	–	300
Other Assets	6	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**300**
Licences and Rights		–	–	–	–	–	–	–	–	–	200	–
Intangible Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**200**	**–**
Total Capital Expenditure *to be adjusted*	4											
Roads Infrastructure		25 623	28 562	–	–	–	–	–	–	28 562	9 068	15 125
Storm water Infrastructure		–	–	–	–	–	–	–	–	–	450	–
Electrical Infrastructure		4 491	12 356	–	–	–	–	–	–	12 356	6 820	2 870
Water Supply Infrastructure		19 358	10 415	–	–	–	–	–	–	10 415	12 297	1 000
Sanitation Infrastructure		100	2 279	–	–	–	–	(522)	(522)	1 757	3 800	10 435
Solid Waste Infrastructure		9 000	6 826	–	–	–	–	–	–	6 826	–	–
Infrastructure		**58 572**	**60 438**	**–**	**–**	**–**	**–**	**(522)**	**(522)**	**59 916**	**32 434**	**29 429**
Community Facilities		2 400	1 043	–	–	–	–	–	–	1 043	5 557	500
Sport and Recreation Facilities		858	2 981	–	–	–	–	–	–	2 981	650	4 593
Community Assets		**3 258**	**4 024**	**–**	**–**	**–**	**–**	**–**	**–**	**4 024**	**6 207**	**5 093**
Operational Buildings		850	650	–	–	–	–	–	–	650	–	800
Housing		500	132	–	–	–	–	–	–	132	–	–
Other Assets		**1 350**	**782**	**–**	**–**	**–**	**–**	**–**	**–**	**782**	**–**	**800**
Licences and Rights		–	615	–	–	–	–	(275)	(275)	340	200	–
Intangible Assets		**–**	**615**	**–**	**–**	**–**	**–**	**(275)**	**(275)**	**340**	**200**	**–**
Computer Equipment		**50**	**591**	**–**	**–**	**–**	**–**	**–**	**–**	**591**	**20**	**3 150**
Furniture and Office Equipment		**130**	**788**	**–**	**–**	**–**	**–**	**–**	**–**	**788**	**170**	**1 500**
Machinery and Equipment		**2 857**	**6 696**	**–**	**–**	**–**	**–**	**–**	**–**	**6 696**	**910**	**2 000**
Transport Assets		**7 048**	**11 750**	**–**	**–**	**–**	**–**	**–**	**–**	**11 750**	**–**	**2 900**
Living Resources		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
TOTAL CAPITAL EXPENDITURE *to be adjusted*	4	**73 264**	**85 684**	**–**	**–**	**–**	**–**	**(797)**	**(797)**	**84 887**	**39 941**	**44 872**
ASSET REGISTER SUMMARY - PPE (WDV)	5											
Roads Infrastructure		340 448	361 719	–	–	–	–	–	–	361 719	360 604	370 971
Storm water Infrastructure		94 320	94 017	–	–	–	–	–	–	94 017	92 376	90 285
Electrical Infrastructure		(29 517)	(33 405)	–	–	–	–	–	–	(33 405)	(31 097)	(33 639)
Water Supply Infrastructure		188 750	186 759	–	–	–	–	–	–	186 759	198 791	194 357
Sanitation Infrastructure		117 093	117 606	–	–	–	–	(522)	(522)	117 085	114 975	119 851
Solid Waste Infrastructure		95 674	6 303	–	–	–	–	–	–	6 303	4 713	2 973
Information and Communication Infrastructure		10 153	9 991	–	–	–	–	–	–	9 991	9 991	9 991
Infrastructure		816 920	742 990	–	–	–	–	(522)	(522)	742 469	750 353	754 789
Community Facilities												
Sport and Recreation Facilities												
Community Assets		73 764	72 900	–	–	–	–	–	–	72 900	77 136	78 702
Heritage Assets		550	550	–	–	–	–	–	–	550	550	550
Investment properties		41 358	41 352	–	–	–	–	–	–	41 352	40 610	39 868
Other Assets		150 010	139 723	–	–	–	–	–	–	139 723	132 746	127 125
Intangible Assets		1 785	2 377	–	–	–	–	(275)	(275)	2 101	2 449	2 321

Description	Ref	Budget Year 2023/24									Budget Year +1 2024/25	Budget Year +2 2025/26
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
			7	8	9	10	11	12	13	14		
R thousands		A	A1	B	C	D	E	F	G	H		
Computer Equipment		(1 972)	29	–	–	–	–	–	–	29	(2 580)	(1 803)
Furniture and Office Equipment		556	2 109	–	–	–	–	–	–	2 109	2 046	2 916
Machinery and Equipment		16 922	17 567	–	–	–	–	–	–	17 567	17 901	19 396
Transport Assets		13 771	16 547	–	–	–	–	–	–	16 547	14 846	17 746
Land		71 774	71 568	–	–	–	–	–	–	71 568	71 568	71 568
TOTAL ASSET REGISTER SUMMARY - PPE (WDV)	5	**1 185 439**	**1 107 710**	**–**	**–**	**–**	**–**	**(797)**	**(797)**	**1 106 913**	**1 107 624**	**1 113 178**
EXPENDITURE OTHER ITEMS												
Depreciation & asset impairment		54 369	54 369	–	–	–	–	–	–	54 369	39 319	39 319
Repairs and Maintenance by asset class	3	**29 343**	**29 843**	**–**	**–**	**–**	**–**	**–**	**–**	**29 843**	**30 835**	**32 404**
Roads Infrastructure		12 404	12 629	–	–	–	–	–	–	12 629	12 961	13 533
Storm water Infrastructure		1 766	400	–	–	–	–	–	–	400	1 919	2 086
Electrical Infrastructure		2 269	2 116	–	–	–	–	–	–	2 116	2 377	2 489
Water Supply Infrastructure		2 324	2 693	–	–	–	–	–	–	2 693	2 435	2 550
Sanitation Infrastructure		5 502	6 096	–	–	–	–	–	–	6 096	5 766	6 037
Infrastructure		24 264	23 933	–	–	–	–	–	–	23 933	25 459	26 695
Community Facilities		494	561	–	–	–	–	–	–	561	437	461
Sport and Recreation Facilities		240	403	–	–	–	–	–	–	403	251	263
Community Assets		733	965	–	–	–	–	–	–	965	688	724
Operational Buildings		880	539	–	–	–	–	–	–	539	1 056	1 183
Housing		224	450	–	–	–	–	–	–	450	234	245
Other Assets		1 103	990	–	–	–	–	–	–	990	1 290	1 428
Computer Equipment		184	174	–	–	–	–	–	–	174	193	202
Furniture and Office Equipment		58	27	–	–	–	–	–	–	27	61	64
Machinery and Equipment		300	187	–	–	–	–	–	–	187	315	329
Transport Assets		2 699	3 567	–	–	–	–	–	–	3 567	2 829	2 962
TOTAL EXPENDITURE OTHER ITEMS to be adjusted		**83 711**	**84 212**	**–**	**–**	**–**	**–**	**–**	**–**	**84 212**	**70 153**	**71 723**
Renewal and upgrading of Existing Assets as % of total capex		*37,7%*	*52,0%*							*52,5%*	*66,6%*	*72,4%*
Renewal and upgrading of Existing Assets as % of deprecn"		*50,8%*	*81,9%*							*81,9%*	*67,6%*	*82,6%*
R&M as a % of PPE		*2,5%*	*2,7%*							*2,7%*	*2,8%*	*2,9%*
Renewal and upgrading and R&M as a % of PPE		*4,8%*	*6,7%*							*6,7%*	*5,2%*	*5,8%*

WC022 Witzenberg - Table B10 Basic service delivery measurement - 21/06/2024

Description	Ref	Budget Year 2023/24									Budget Year +1 2024/25	Budget Year +2 2025/26
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		7	8	9	10	11	12	13	14			
		A	A1	B	C	D	E	F	G	H		
Household service targets	1											
Water:												
Piped water inside dwelling		–	–	–	–	–	–	–	–	–	–	–
Piped water inside yard (but not in dwelling)		–	–	–	–	–	–	–	–	–	–	–
Using public tap (at least min.service level)	2	–	–	–	–	–	–	–	–	–	–	–
Other water supply (at least min.service level)		–	–	–	–	–	–	–	–	–	–	–
Minimum Service Level and Above sub-total		–	–	–	–	–	–	–	–	–	–	–
Using public tap (< min.service level)	3	–	–	–	–	–	–	–	–	–	–	–
Other water supply (< min.service level)	3,4	–	–	–	–	–	–	–	–	–	–	–
No water supply		–	–	–	–	–	–	–	–	–	–	–
Below Minimum Servic Level sub-total		–	–	–	–	–	–	–	–	–	–	–
Total number of households	5	–	–	–	–	–	–	–	–	–	–	–
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 Servic Level sub-total		–	–	–	–	–	–	–	–	–	–	–
Total number of households	5	–	–	–	–	–	–	–	–	–	–	–
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 Servic Level sub-total		–	–	–	–	–	–	–	–	–	–	–
Total number of households	5	–	–	–	–	–	–	–	–	–	–	–
Refuse:												
Removed at least once a week (min.service)		–	–	–	–	–	–	–	–	–	–	–
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 Servic Level sub-total		–	–	–	–	–	–	–	–	–	–	–
Total number of households	5	–	–	–	–	–	–	–	–	–	–	–
Households receiving Free Basic Service	15											
Water (6 kilolitres per household per month)		3 887 304	3 887 304	–	–	–	–	–	–	3 887 304	3 938 664	3 993 106
Sanitation (free minimum level service)		–	–	–	–	–	–	–	–	–	–	–
Electricity/other energy (50kwh per household per month)		–	–	–	–	–	–	–	–	–	–	–
Refuse (removed at least once a week)		–	–	–	–	–	–	–	–	–	–	–
Informal Settlements		–	–	–	–	–	–	–	–	–	–	–
Cost of Free Basic Services provided (R'000)	16											
Water (6 kilolitres per indigent household per month)		3 887	3 887	–	–	–	–	–	–	3 887	3 939	3 993
Sanitation (free sanitation service to indigent households)		–	–	–	–	–	–	–	–	–	–	–
Electricity/other energy (50kwh per indigent household per month)		–	–	–	–	–	–	–	–	–	–	–
Refuse (removed once a week for indigent households)		–	–	–	–	–	–	–	–	–	–	–
Cost of Free Basic Services provided - Informal Formal Settlements (R'000)		–	–	–	–	–	–	–	–	–	–	–
Total cost of FBS provided		3 887	3 887	–	–	–	–	–	–	3 887	3 939	3 993
Highest level of free service provided												
Property rates (R'000 value threshold)		–	–	–	–	–	–	–	–	–	–	–
Water (kilolitres per household per month)		–	–	–	–	–	–	–	–	–	–	–
Sanitation (kilolitres per household per month)		–	–	–	–	–	–	–	–	–	–	–
Sanitation (Rand per household per month)		–	–	–	–	–	–	–	–	–	–	–
Electricity (kw per household per month)		–	–	–	–	–	–	–	–	–	–	–
Refuse (average litres per week)		–	–	–	–	–	–	–	–	–	–	–
Revenue cost of free services provided (R'000)	17											
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)		8 564	8 564	–	–	–	–	–	–	8 564	9 038	9 541
Water (in excess of 6 kilolitres per indigent household per month)		–	–	–	–	–	–	–	–	–	–	–
Sanitation (in excess of free sanitation service to indigent households)		10 658	10 658	–	–	–	–	–	–	10 658	11 297	11 975
Electricity/other energy (in excess of 50 kwh per indigent household per month)		4 378	4 378	–	–	–	–	–	–	4 378	5 022	5 911
Refuse (in excess of one removal a week for indigent households)		9 114	9 114	–	–	–	–	–	–	9 114	9 661	10 241
Municipal Housing - rental rebates		–	–	–	–	–	–	–	–	–	–	–
Housing - top structure subsidies	6	–	–	–	–	–	–	–	–	–	–	–
Other		–	–	–	–	–	–	–	–	–	–	–
Total revenue cost of subsidised services provided		32 714	32 714	–	–	–	–	–	–	32 714	35 018	37 667

WC022 Witzenberg - Supporting Table SB1 Supporting detail to 'Budgeted Financial Performance' - 21/06/2024

Description	Ref	Budget Year 2023/24									Budget Year +1 2024/25	Budget Year +2 2025/26
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
			6	7	8	9	10	11	12	13		
R thousands		A	A1	B	C	D	E	F	G	H		
REVENUE ITEMS:												
Non-exchange revenue by source												
Property rates												
Total Property Rates		113 917	113 917	–	–	–	–	–	–	113 917	120 752	127 997
less Revenue Foregone (exemptions, reductions and rebates and impermissable values in excess of section 17 of MPRA)		8 564	8 564	–	–	–	–	–	–	8 564	9 038	9 541
Net Property Rates		**105 353**	**105 353**	**–**	**–**	**–**	**–**	**–**	**–**	**105 353**	**111 714**	**118 456**
Exchange revenue service charges												
Service charges - Electricity												
Total Service charges - Electricity		403 480	403 480	–	–	–	–	–	–	403 480	463 265	540 122
less Revenue Foregone (in excess of 50 kwh per indigent household per month)		4 378	4 378	–	–	–	–	–	–	4 378	5 022	5 911
Net Service charges - Electricity		**399 102**	**399 102**	**–**	**–**	**–**	**–**	**–**	**–**	**399 102**	**458 243**	**534 211**
Service charges - Water												
Total Service charges - Water		56 887	56 887	–	–	–	–	–	–	56 887	59 939	62 993
less Cost of Free Basic Services (6 kilolitres per indigent household per month)		3 887	3 887	–	–	–	–	–	–	3 887	3 939	3 993
Net Service charges - Water		**53 000**	**53 000**	**–**	**–**	**–**	**–**	**–**	**–**	**53 000**	**56 000**	**59 000**
Service charges - Waste Water Management												
Total Service charges - Waste Water Management		43 717	58 717	–	–	–	–	–	–	58 717	46 040	48 865
less Revenue Foregone (in excess of free sanitation service to indigent households)		10 658	10 658	–	–	–	–	–	–	10 658	11 297	11 975
Net Service charges - Waste Water Management		**33 059**	**48 059**	**–**	**–**	**–**	**–**	**–**	**–**	**48 059**	**34 743**	**36 890**
Service charges - Waste Management												
Total refuse removal revenue		39 562	39 562	–	–	–	–	–	–	39 562	41 207	43 680
Total landfill revenue		867	867	–	–	–	–	–	–	867	903	957
less Revenue Foregone (in excess of one removal a week to indigent households)		9 114	9 114	–	–	–	–	–	–	9 114	9 661	10 241
Net Service charges - Waste Management		**31 315**	**31 315**	**–**	**–**	**–**	**–**	**–**	**–**	**31 315**	**32 449**	**34 396**
EXPENDITURE ITEMS												
Employee related costs												
Basic Salaries and Wages		149 588	153 261	–	–	–	–	–	–	153 261	158 998	173 097
Pension and UIF Contributions		23 921	23 973	–	–	–	–	–	–	23 973	25 996	28 336
Medical Aid Contributions		9 955	9 955	–	–	–	–	–	–	9 955	10 831	11 806
Overtime		18 812	18 822	–	–	–	–	–	–	18 822	20 470	22 315
Performance Bonus		12 198	12 198	–	–	–	–	–	–	12 198	13 271	14 465
Motor Vehicle Allowance		8 339	8 360	–	–	–	–	–	–	8 360	9 073	9 889
Cellphone Allowance		1 154	1 134	–	–	–	–	–	–	1 134	1 256	1 369
Housing Allowances		1 670	1 670	–	–	–	–	–	–	1 670	1 817	1 981
Other benefits and allowances		14 072	14 047	–	–	–	–	–	–	14 047	15 310	16 688
Payments in lieu of leave		3 501	3 501	–	–	–	–	–	–	3 501	3 754	4 092
Long service awards		2 248	2 248	–	–	–	–	–	–	2 248	2 444	2 660
Post-retirement benefit obligations		10 330	10 330	–	–	–	–	–	–	10 330	11 338	12 049
Acting and post related allowance		1 329	1 329	–	–	–	–	–	–	1 329	1 446	1 576
sub-total		**257 116**	**260 826**	**–**	**–**	**–**	**–**	**–**	**–**	**260 826**	**276 004**	**300 323**
Total Employee related costs	**1**	**257 116**	**260 826**	**–**	**–**	**–**	**–**	**–**	**–**	**260 826**	**276 004**	**300 323**
Depreciation & asset impairment												
Depreciation of Property, Plant & Equipment		54 091	54 091	–	–	–	–	–	–	54 091	39 191	39 191
Lease amortisation		278	278	–	–	–	–	–	–	278	128	128
Total Depreciation & asset impairment	**1**	**54 369**	**54 369**	**–**	**–**	**–**	**–**	**–**	**–**	**54 369**	**39 319**	**39 319**
Bulk purchases												
Electricity Bulk Purchases		360 544	360 143	–	–	–	–	–	–	360 143	412 757	489 336
Total bulk purchases	**1**	**360 544**	**360 143**	**–**	**–**	**–**	**–**	**–**	**–**	**360 143**	**412 757**	**489 336**
Transfers and grants												
Cash transfers and grants		8 918	32 889	–	–	–	–	–	–	32 889	7 223	7 577
Total transfers and grants		**8 918**	**32 889**	**–**	**–**	**–**	**–**	**–**	**–**	**32 889**	**7 223**	**7 577**
Contracted services												
Outsourced Services		31 454	35 918	–	–	–	–	–	–	35 918	32 718	34 128
Consultants and Professional Services		26 488	24 137	–	–	–	–	–	–	24 137	27 023	28 240
Contractors		6 709	6 636	–	–	–	–	–	–	6 636	7 081	7 492
Total contracted services		**64 652**	**66 691**	**–**	**–**	**–**	**–**	**–**	**–**	**66 691**	**66 823**	**69 859**
Operational Costs												
Collection costs		3 521	3 201	–	–	–	–	–	–	3 201	3 690	3 864
Contributions to 'other' provisions		1	1	–	–	–	–	–	–	1	1	1
Audit fees		4 068	3 793	–	–	–	–	–	–	3 793	4 263	4 464
Other Operational Costs												
Operating Leases		1 239	1 239	–	–	–	–	–	–	1 239	1 298	1 359
Operational Cost		47 567	47 857	–	–	–	–	–	–	47 857	50 205	53 247
Total Operational Costs	**1**	**56 396**	**56 091**	**–**	**–**	**–**	**–**	**–**	**–**	**56 091**	**59 458**	**62 935**
Repairs and Maintenance by Expenditure Item	14											
Employee related costs		988	43	–	–	–	–	–	–	43	1 107	1 239
Inventory Consumed (Project Maintenance)		3 651	6 515	–	–	–	–	–	–	6 515	3 826	4 006
Contracted Services		22 600	19 497	–	–	–	–	–	–	19 497	23 697	24 850
Other Expenditure		2 104	3 789	–	–	–	–	–	–	3 789	2 205	2 309
Total Repairs and Maintenance Expenditure	**15**	**29 343**	**29 843**	**–**	**–**	**–**	**–**	**–**	**–**	**29 843**	**30 835**	**32 404**
Inventory Consumed												
Inventory Consumed - Water		0	–	–	–	–	–	–	–	–	0	0
Inventory Consumed - Other		18 512	24 761	–	–	–	–	(115)	(115)	24 646	18 777	19 710
Total Inventory Consumed & Other Material		**18 512**	**24 761**	**–**	**–**	**–**	**–**	**(115)**	**(115)**	**24 646**	**18 778**	**19 711**

WC022 Witzenberg - Supporting Table SB2 Supporting detail to 'Financial Position Budget' - 21/06/2024

Description	Ref	Budget Year 2023/24									Budget Year +1 2024/25	Budget Year +2 2025/26
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
			4	5	6	7	8	9	10	11		
R thousands		A	A1	B	C	D	E	F	G	H		
ASSETS												
Trade and other receivables from exchange transactions												
Electricity		39 067	32 212	–	–	–	–	–	–	32 212	37 493	49 792
Water		156 625	162 484	–	–	–	–	–	–	162 484	181 627	201 795
Waste		95 098	100 025	–	–	–	–	–	–	100 025	112 683	124 073
Waste Water		87 161	102 593	–	–	–	–	–	–	102 593	111 800	121 577
Other trade receivables from exchange transactions		26 814	19 834	–	–	–	–	–	–	19 834	26 649	34 028
Gross: Trade and other receivables from exchange transac		**404 766**	**417 148**	**-**	**-**	**-**	**-**	**-**	**-**	**417 148**	**470 252**	**531 266**
Less: Impairment for debt	1	**(359 809)**	**(342 637)**	**-**	**-**	**-**	**-**	**-**	**-**	**(342 637)**	**(413 613)**	**(487 488)**
Impairment for Electricity		20 217	15 136	–	–	–	–	–	–	15 136	17 879	20 760
Impairment for Water		(120 634)	(138 941)	–	–	–	–	–	–	(138 941)	(141 438)	(144 068)
Impairment for Waste		(71 513)	(86 672)	–	–	–	–	–	–	(86 672)	(88 323)	(89 808)
Impairment for Waste Water		(58 392)	(63 342)	–	–	–	–	–	–	(63 342)	(65 343)	(67 238)
Impairment for other trade receivalbes from exchange trans		(129 487)	(68 818)	–	–	–	–	–	–	(68 818)	(136 388)	(207 133)
Total net Trade and other receivables from Exchange Trans		**44 957**	**74 512**	**-**	**-**	**-**	**-**	**-**	**-**	**74 512**	**56 639**	**43 778**
Receivables from non-exchange transactions												
Property rates		53 568	61 135	–	–	–	–	–	–	61 135	71 714	82 082
Less: Impairment of Property rates		(31 033)	(36 766)	–	–	–	–	–	–	(36 766)	(36 766)	(36 766)
Net Property rates		**22 535**	**24 369**	**-**	**-**	**-**	**-**	**-**	**-**	**24 369**	**34 948**	**45 316**
Other receivables from non-exchange transactions		33 733	21 702	–	–	–	–	–	–	21 702	29 391	37 473
Impairment for other receivalbes from non-exchange transa		(10 660)	(6 852)	–	–	–	–	–	–	(6 852)	(6 852)	(6 852)
Net other receivables from non-exchange transactions		**23 073**	**14 850**	**-**	**-**	**-**	**-**	**-**	**-**	**14 850**	**22 539**	**30 621**
Total net Receivables from non-exchange transactions	1	**45 608**	**39 219**	**–**	**–**	**–**	**–**	**–**	**–**	**39 219**	**57 487**	**75 936**
Inventory												
Water												
Opening Balance		172	349	–	–	–	–	–	–	349	–	–
Water Losses		**(0)**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**(0)**	**(0)**
Real losses		**(0)**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**(0)**	**(0)**
Unavoidable Annual Real Losses		(0)	–	–	–	–	–	–	–	–	(0)	(0)
Non-revenue Water		**(0)**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**(0)**	**(0)**
Closing Balance Water		**172**	**349**	**–**	**–**	**–**	**–**	**–**	**–**	**349**	**(0)**	**(0)**
Agricultural												
Opening Balance		2 007	–	–	–	–	–	–	–	–	–	–
Closing balance - Agricultural		**2 007**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Consumables												
Standard Rated												
Opening Balance		102	2 319	–	–	–	–	–	–	2 319	1 864	1 667
Acquisitions		1 853	1 853	–	–	–	–	–	–	1 853	1 937	2 028
Issues	13	(2 038)	(2 740)	–	–	–	–	–	–	(2 740)	(2 134)	(2 234)
Closing balance - Consumables Standard Rated		**(82)**	**1 432**	**–**	**–**	**–**	**–**	**–**	**–**	**1 432**	**1 667**	**1 461**
Zero Rated												
Opening Balance		151	185	–	–	–	–	–	–	185	153	108
Issues	13	(43)	(18)	–	–	–	–	–	–	(18)	(45)	(47)
Closing balance - Consumables Zero Rated		**108**	**168**	**–**	**–**	**–**	**–**	**–**	**–**	**168**	**108**	**61**
Finished Goods												
Materials and Supplies												
Opening Balance		4 711	7 258	–	–	–	–	–	–	7 258	5 294	5 294
Acquisitions		14 000	18 811	–	–	–	–	–	–	18 811	16 599	17 430
Issues	13	(16 432)	(22 280)	–	–	–	–	115	115	(22 166)	(16 599)	(17 430)
Closing balance - Materials and Supplies		**2 279**	**3 789**	**–**	**–**	**–**	**–**	**115**	**115**	**3 904**	**5 294**	**5 294**
Work-in-progress												
Housing Stock												
Land												
Opening Balance		–	1 423	–	–	–	–	–	–	1 423	1 423	1 423
Closing Balance - Land		**–**	**1 423**	**–**	**–**	**–**	**–**	**–**	**–**	**1 423**	**1 423**	**1 423**
Closing Balance - Inventory & Consumables		**4 484**	**7 161**	**–**	**–**	**–**	**–**	**115**	**115**	**7 276**	**8 493**	**8 240**
Property, plant & equipment												
PPE at cost/valuation (excl. finance leases)		1 600 969	1 497 298	–	–	–	–	(522)	(522)	1 496 776	1 536 331	1 581 203
Leases recognised as PPE	2	4 563	4 563	–	–	–	–	–	–	4 563	4 563	4 563
Less: Accumulated depreciation		(463 787)	(438 429)	–	–	–	–	–	–	(438 429)	(476 878)	(515 327)
Total Property, plant & equipment	1	**1 141 746**	**1 063 432**	**–**	**–**	**–**	**–**	**(522)**	**(522)**	**1 062 910**	**1 064 015**	**1 070 439**
LIABILITIES												
Current liabilities - Borrowing												
Current portion of long-term liabilities		2 050	669	–	–	–	–	–	–	669	3 394	9 665
Total Current liabilities - Borrowing		**2 050**	**669**	**–**	**–**	**–**	**–**	**–**	**–**	**669**	**3 394**	**9 665**
Trade and other payables												
Trade and other payables from exchange transactions		93 087	106 478	–	–	–	–	–	–	106 478	129 706	156 465
Other trade payables from exchange transactions		(1 072)	(3 187)	–	–	–	–	–	–	(3 187)	(3 187)	(3 187)
Trade payables from Non-exchange transactions: Unspent condit		7 163	2 833	–	–	–	–	1 049	1 049	3 881	2 022	1 139
VAT		3 449	44 898	–	–	–	–	–	–	44 898	47 529	51 395
Total Trade and other payables	1	**102 628**	**151 022**	**–**	**–**	**–**	**–**	**1 049**	**1 049**	**152 070**	**176 070**	**205 812**
Non current liabilities - Financial liabilities												
Borrowing	3	6 984	(2 431)	–	–	–	–	–	–	(2 431)	(7 425)	(15 941)
Other financial liabilities		2 491	1 277	–	–	–	–	–	–	1 277	1 339	1 402
Total Non current liabilities - Financial liabilities		**9 475**	**(1 154)**	**–**	**–**	**–**	**–**	**–**	**–**	**(1 154)**	**(6 086)**	**(14 539)**
Provisions - non current												
Retirement benefits		100 085	67 631	–	–	–	–	–	–	67 631	80 247	93 635
List other major items												
Refuse landfill site rehabilitation		184 695	57 834	–	–	–	–	–	–	57 834	67 374	77 390

Description	Ref	Budget Year 2023/24									Budget Year +1 2024/25	Budget Year +2 2025/26
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
			4	5	6	7	8	9	10	11		
R thousands		A	A1	B	C	D	E	F	G	H		
Other		9 880	10 116	–	–	–	–	–	–	10 116	10 116	10 116
Total Provisions - non current		**294 661**	**135 581**	**–**	**–**	**–**	**–**	**–**	**–**	**135 581**	**157 736**	**181 141**
CHANGES IN NET ASSETS												
Accumulated surplus/(Deficit)												
Accumulated surplus/(Deficit) - opening balance		1 037 804	1 144 668	–	–	–	–	–	–	1 144 668	1 116 656	1 102 729
Restated balance		1 037 804	1 144 668	–	–	–	–	–	–	1 144 668	1 116 656	1 102 729
Surplus/(Deficit)		(8 035)	8 614	–	–	–	–	(934)	(934)	7 680	(13 927)	(9 807)
Other adjustments		(19 116)	(35 786)	–	–	–	–	–	–	(35 786)	–	–
Accumulated Surplus/(Deficit)	1	**1 010 653**	**1 117 497**	**–**	**–**	**–**	**–**	**(934)**	**(934)**	**1 116 563**	**1 102 729**	**1 092 922**
Reserves												
Capital replacement		12 540	12 540	–	–	–	–	–	–	12 540	12 540	12 540
Total Reserves	2	**12 540**	**12 540**	**–**	**–**	**–**	**–**	**–**	**–**	**12 540**	**12 540**	**12 540**
TOTAL COMMUNITY WEALTH/EQUITY	2	**1 023 192**	**1 130 036**	**–**	**–**	**–**	**–**	**(934)**	**(934)**	**1 129 102**	**1 115 268**	**1 105 461**

WC022 Witzenberg - Supporting Table SB4 Adjustments to budgeted performance indicators and benchmarks - 21/06/2024

Description of financial indicator	Basis of calculation	2020/21	2021/22	2022/23	Budget Year 2023/24			Budget Year +1 2024/25	Budget Year +2 2025/26
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Prior Adjusted	Adjusted Budget	Adjusted Budget	Adjusted Budget
Borrowing Management									
Credit Rating	Short term/long term rating								
Capital Charges to Operating Expenditure	Interest & Principal Paid /Operating Expenditure				1,3%	1,3%	1,3%	1,3%	1,2%
Capital Charges to Own Revenue	Finance charges & Repayment of borrowing /Own Revenue				0,0%	0,0%	0,0%	0,0%	0,0%
Borrowed funding of 'own' capital expenditure	Borrowing/Capital expenditure excl. transfers and grants				34,7%	21,9%	17,1%	0,0%	0,0%
Safety of Capital									
Gearing	Long Term Borrowing/ Funds & Reserves				0,0%	0,0%	0,0%	0,0%	0,0%
Liquidity									
Current Ratio	Current assets/current liabilities				192,0%	177,0%	176,5%	166,9%	157,0%
Current Ratio adjusted for aged debtors	Current assets/current liabilities less debtors > 90 days/current liabilities				192,0%	177,0%	0,0%	0,0%	0,0%
Liquidity Ratio	Monetary Assets/Current Liabilities				1,6	1,4	1,4	1,3	1,2
Revenue Management									
Annual Debtors Collection Rate (Payment Level %)	Last 12 Mths Receipts/ Last 12 Mths Billing								
Current Debtors Collection Rate (Cash receipts % of Ratepayer & Other revenue)									
Outstanding Debtors to Revenue	Total Outstanding Debtors to Annual Revenue				5,8%	5,1%	5,1%	7,1%	8,0%
Longstanding Debtors Recovered	Debtors > 12 Mths Recovered/Total Debtors > 12 Months Old				0,0%	0,0%	0,0%	0,0%	0,0%
Creditors Management									
Creditors System Efficiency	% of Creditors Paid Within Terms (within MFMA s 65(e))								
Creditors to Cash and Investments					-506,1%	68,8%	69,1%	68,0%	68,8%
Other Indicators									
Electricity Distribution Losses (2)	Total Volume Losses (kW)								
	Total Cost of Losses (Rand '000)								
	% Volume (units purchased and generated less units sold)/units purchased and generated								
Water Distribution Losses (2)	Total Volume Losses (kℓ)								
	Total Cost of Losses (Rand '000)								
	% Volume (units purchased and generated less units sold)/units purchased and generated								
Employee costs	Employee costs/(Total Revenue - capital revenue)				30,0%	28,7%	28,7%	29,5%	28,6%
Remuneration	Total remuneration/(Total Revenue - capital revenue)								
Repairs & Maintenance	R&M/(Total Revenue excluding capital revenue)				3,4%	3,3%	3,3%	3,3%	3,1%
Finance charges & Depreciation	FC&D/(Total Revenue - capital revenue)				3,3%	3,8%	3,8%	3,1%	2,9%
IDP regulation financial viability indicators									
i. Debt coverage	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year)				0,0%	0,0%	0,0%	0,0%	0,0%
ii. O/S Service Debtors to Revenue	Total outstanding service debtors/annual revenue received for services				5,3%	4,3%	4,3%	6,1%	7,2%
iii. Cost coverage	(Available cash + Investments)/monthly fixed operational expenditure				0,0	0,0	0,0	0,0	0,0

WC022 Witzenberg - Supporting Table SB6 Adjustments Budget - funding measurement - 21/06/2024

Description	Ref	MFMA section	2020/21	2021/22	2022/23	Medium Term Revenue and Expenditure Framew				
R thousands			Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Prior Adjusted	Adjusted Budget	Budget Year +1 2024/25	Budget Year +2 2025/26
Funding measures										
Cash/cash equivalents at the year end - R'000	1	18(1)b	–	–	–	(20 279)	219 372	220 169	258 906	299 265
Cash + investments at the yr end less applications - R'000	2	18(1)b	–	–	–	101 154	149 229	149 001	157 650	164 410
Cash year end/monthly employee/supplier payments	3	18(1)b	–	–	–	–	–	–	–	–
Surplus/(Deficit) excluding depreciation offsets: R'000	4	18(1)	–	–	–	(8 035)	8 614	–	–	–
Service charge rev % change - macro CPIX target exclusive	5	18(1)a,(2)				0,0%	0,0%	0,0%	0,0%	0,0%
Cash receipts % of Ratepayer & Other revenue	6	18(1)a,(2)	0,0%	0,0%	0,0%	65,9%	74,7%	0,0%	0,0%	0,0%
Debt impairment expense as a % of total billable revenue	7	18(1)a,(2)				68,5%	66,5%	66,5%	69,8%	72,5%
Capital payments % of capital expenditure	8	18(1)c;19				92,8%	89,3%	0,0%	0,0%	0,0%
Borrowing receipts % of capital expenditure (excl. transfers)	9	18(1)c				34,7%	21,9%	17,1%	0,0%	0,0%
Grants % of Govt. legislated/gazetted allocations	10	18(1)a				0,0%	0,0%	0,0%	0,0%	0,0%
Current consumer debtors % change - incr(decr)	11	18(1)a							41,9%	27,6%
Long term receivables % change - incr(decr)	12	18(1)a							0,0%	0,0%
R&M % of Property Plant & Equipment	13	20(1)(vi)				2,5%	2,7%	2,7%	2,8%	2,9%
Asset renewal % of capital budget	14	20(1)(vi)				0,3%	12,8%	13,0%	19,2%	15,0%

References

1. Positive cash balances indicative of minimum compliance - subject to 2

2. Deduct 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 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 cap 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 cap municipalities and later for other capacity classifications)

13. Indicative of a credible allowance for repairs & maintenance of assets

14. Indicative of a credible allowance for asset renewal (requires analysis of asset renewal projects as % of total capital projects - detailed capital plan)

Macro CPIX target						6%	6%	6%	6%	6%
Total service charge revenue						681 162	704 866	–	–	–
Total service charge revenue - previous year								–	–	–
Provincial government gazetted allocations	–	–	–			37 043	65 919	65 007	14 083	17 432
National government DoRA allocations	–	–	–			166 892	162 661	162 661	175 914	193 523
Cash receipts from ratepayers						561 001	675 613	675 613	758 261	856 502
Ratepayer & Other revenue						851 888	903 979	–	–	–
Change in debtors									(3 600)	(1 036)

WC022 Witzenberg - Supporting Table SB7 Adjustments Budget - transfers and grant receipts - 21/06/2024

Description	Ref	Budget Year 2023/24							Budget Year +1 2024/25	Budget Year +2 2025/26
		Original Budget	Prior Adjusted	Multi-year capital	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	7 A1	8 B	9 C	10 D	11 E	12 F		
RECEIPTS:	1, 2									
Operating Transfers and Grants										
National Government:		**140 718**	**140 526**	**–**	**–**	**–**	**–**	**140 526**	**151 374**	**168 007**
Operational Revenue:General Revenue:Equitable Share		135 729	135 729	–	–	–	–	135 729	149 824	166 319
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		3 439	3 247	–	–	–	–	3 247	–	–
Local Government Financial Management Grant [Schedule 5B]		1 550	1 550	–	–	–	–	1 550	1 550	1 688
Provincial Government:		**15 900**	**42 014**	**–**	**–**	**–**	**–**	**42 014**	**12 708**	**16 032**
Capacity Building and Other		10 300	12 014	–	–	–	–	12 014	10 324	10 752
Infrastructure		5 600	30 000	–	–	–	–	30 000	2 384	5 280
District Municipality:		**150**	**150**	**–**	**–**	**–**	**–**	**150**	**–**	**–**
All Grants		150	150	–	–	–	–	150	–	–
Other grant providers:		–	414	–	–	–	–	414	–	–
Private Enterprises		–	414	–	–	–	–	414	–	–
Total Operating Transfers and Grants	6	**156 768**	**183 104**	**–**	**–**	**–**	**–**	**183 104**	**164 082**	**184 039**
Capital Transfers and Grants										
National Government:		**29 951**	**25 209**	**–**	**–**	**–**	**–**	**25 209**	**28 072**	**29 136**
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		3 900	900	–	–	–	–	900	1 000	1 000
Municipal Infrastructure Grant [Schedule 5B]		26 051	24 309	–	–	–	–	24 309	27 072	28 136
Provincial Government:		**24 738**	**24 988**	**–**	**–**	**–**	**–**	**24 988**	**1 375**	**1 400**
Capacity Building and Other		985	985	–	–	–	–	985	–	–
Infrastructure		23 753	24 003	–	–	–	–	24 003	1 375	1 400
District Municipality:		**600**	**600**	**–**	**–**	**–**	**–**	**600**	**–**	**–**
All Grants		600	600	–	–	–	–	600	–	–
Total Capital Transfers and Grants	6	**55 289**	**50 797**	**–**	**–**	**–**	**–**	**50 797**	**29 447**	**30 536**
TOTAL RECEIPTS OF TRANSFERS & GRANTS		**212 057**	**233 901**	**–**	**–**	**–**	**–**	**233 901**	**193 529**	**214 575**

WC022 Witzenberg - Supporting Table SB8 Adjustments Budget - expenditure on transfers and grant programme - 21/06/2024

Description	Ref	Budget Year 2023/24							Budget Year +1 2024/25	Budget Year +2 2025/26
		Original Budget	Prior Adjusted	Multi-year capital	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	2 A1	3 B	4 C	5 D	6 E	7 F		
EXPENDITURE ON TRANSFERS AND GRANT PROGRAM:	1									
Operating expenditure of Transfers and Grants										
National Government:		**140 718**	**140 526**	**–**	**–**	**–**	**–**	**140 526**	**151 374**	**168 007**
Operational Revenue:General Revenue:Equitable Share		135 729	135 729	–	–	–	–	135 729	149 824	166 319
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		3 439	3 247	–	–	–	–	3 247	–	–
Local Government Financial Management Grant [Schedule 5B]		1 550	1 550	–	–	–	–	1 550	1 550	1 688
Provincial Government:		**18 276**	**43 856**	**–**	**–**	**(115)**	**(115)**	**43 742**	**16 707**	**17 621**
Capacity Building and Other		11 611	13 856	–	–	(115)	(115)	13 742	11 683	12 341
Infrastructure		6 665	30 000	–	–	–	–	30 000	5 024	5 280
District Municipality:		**150**	**150**	**–**	**–**	**–**	**–**	**150**	**–**	**–**
All Grants		150	150	–	–	–	–	150	–	–
Other grant providers:		2 090	4 046	–	–	–	–	4 046	2 183	2 277
Foreign Government and International Organisations		2 090	2 116	–	–	–	–	2 116	2 183	2 277
Private Enterprises		–	1 929	–	–	–	–	1 929	–	–
Total Operating Transfers and Grants	6	**161 235**	**188 578**	**–**	**–**	**(115)**	**(115)**	**188 464**	**170 264**	**187 905**
Capital Transfers and Grants										
National Government:		**25 175**	**20 357**	**–**	**–**	**–**	**–**	**20 357**	**23 541**	**24 292**
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		3 391	–	–	–	–	–	–	870	870
Municipal Infrastructure Grant [Schedule 5B]		21 784	20 357	–	–	–	–	20 357	22 671	23 423
Provincial Government:		**21 566**	**15 166**	**–**	**–**	**(797)**	**(797)**	**14 369**	**–**	**–**
Capacity Building and Other		857	1 545	–	–	(275)	(275)	1 270	–	–
Infrastructure		20 710	13 621	–	–	(522)	(522)	13 099	–	–
District Municipality:		**600**	**1 973**	**–**	**–**	**–**	**–**	**1 973**	**–**	**–**
All Grants		600	1 973	–	–	–	–	1 973	–	–
Other grant providers:		**–**	**256**	**–**	**–**	**–**	**–**	**256**	**–**	**300**
Foreign Government and International Organisations		–	256	–	–	–	–	256	–	300
Total Capital Transfers and Grants	6	**47 342**	**37 753**	**–**	**–**	**(797)**	**(797)**	**36 955**	**23 541**	**24 592**
TOTAL EXPENDITURE OF TRANSFERS & GRANTS		**208 576**	**226 331**	**–**	**–**	**(912)**	**(912)**	**225 419**	**193 805**	**212 497**

WC022 Witzenberg - Supporting Table SB9 Adjustments Budget - reconciliation of transfers, grant receipts, and unspent funds - 21/06/2024

Description	Ref	Budget Year 2023/24							Budget Year +1 2024/25	Budget Year +2 2025/26
		Original Budget	Prior Adjusted	Multi-year capital	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
			2	3	4	5	6	7		
R thousands		A	A1	B	C	D	E	F		
Operating transfers and grants:										
National Government										
Balance unspent at beginning of the year		1 481	(39 284)	–	–	–	–	(39 284)	(38 287)	(37 294)
Current year receipts		(4 989)	(4 797)	–	–	–	–	(4 797)	(1 550)	(1 688)
Conditions met - transferred to revenue		5 986	5 794	–	–	–	–	5 794	2 543	3 068
Closing Balance		2 478	(38 287)	–	–	–	–	(38 287)	(37 294)	(35 914)
Provincial Government:										
Balance unspent at beginning of the year		(5 957)	(4 098)	–	–	–	–	(4 098)	(3 398)	(3 398)
Current year receipts		(15 900)	(42 014)	–	–	–	–	(42 014)	(12 708)	(16 032)
Conditions met - transferred to revenue		15 900	42 714	–	–	(132)	(132)	42 582	12 708	16 032
Closing Balance		(5 957)	(3 398)	–	–	(132)	(132)	(3 530)	(3 398)	(3 398)
District Municipality:										
Balance unspent at beginning of the year		(2 159)	(2 520)	–	–	–	–	(2 520)	(2 520)	(2 520)
Current year receipts		(150)	(150)	–	–	–	–	(150)	–	–
Conditions met - transferred to revenue		150	150	–	–	–	–	150	–	–
Closing Balance		(2 159)	(2 520)	–	–	–	–	(2 520)	(2 520)	(2 520)
Other grant providers:										
Balance unspent at beginning of the year		(1 329)	(2 818)	–	–	–	–	(2 818)	(13)	352
Current year receipts		–	(414)	–	–	–	–	(414)	–	–
Conditions met - transferred to revenue		1 028	3 219	–	–	–	–	3 219	365	365
Closing Balance		(301)	(13)	–	–	–	–	(13)	352	717
Total operating transfers and grants revenue		**23 064**	**51 877**	**–**	**–**	**(132)**	**(132)**	**51 745**	**15 616**	**19 465**
Total operating transfers and grants - CTBM	2	**(5 939)**	**(44 219)**	**–**	**–**	**(132)**	**(132)**	**(44 350)**	**(42 860)**	**(41 115)**
Capital transfers and grants:										
National Government										
Balance unspent at beginning of the year		(8 560)	35 627	–	–	–	–	35 627	38 337	37 790
Current year receipts		(29 951)	(25 209)	–	–	–	–	(25 209)	(28 072)	(29 136)
Conditions met - transferred to revenue		32 467	27 919	–	–	–	–	27 919	27 525	28 274
Closing Balance		(6 044)	38 337	–	–	–	–	38 337	37 790	36 928
Provincial Government:										
Balance unspent at beginning of the year		8 730	3 953	–	–	–	–	3 953	2 673	2 673
Current year receipts		(24 738)	(24 988)	–	–	–	–	(24 988)	(1 375)	(1 400)
Conditions met - transferred to revenue		21 143	23 708	–	–	(917)	(917)	22 791	1 375	1 400
Closing Balance		5 136	2 673	–	–	(917)	(917)	1 756	2 673	2 673
District Municipality:										
Balance unspent at beginning of the year		(818)	(1 525)	–	–	–	–	(1 525)	(126)	(126)
Current year receipts		(600)	(600)	–	–	–	–	(600)	–	–
Conditions met - transferred to revenue		600	1 999	–	–	–	–	1 999	–	–
Closing Balance		(818)	(126)	–	–	–	–	(126)	(126)	(126)
Other grant providers:										
Balance unspent at beginning of the year		501	501	–	–	–	–	501	501	501
Closing Balance		501	501	–	–	–	–	501	501	501
Total capital transfers and grants revenue		**54 211**	**53 626**	**–**	**–**	**(917)**	**(917)**	**52 710**	**28 900**	**29 674**
Total capital transfers and grants - CTBM		**(1 224)**	**41 386**	**–**	**–**	**(917)**	**(917)**	**40 469**	**40 839**	**39 976**
TOTAL TRANSFERS AND GRANTS REVENUE		**77 275**	**105 503**	**–**	**–**	**(1 049)**	**(1 049)**	**104 455**	**44 516**	**49 139**
TOTAL TRANSFERS AND GRANTS - CTBM		**(7 163)**	**(2 833)**	**–**	**–**	**(1 049)**	**(1 049)**	**(3 881)**	**(2 022)**	**(1 139)**

WC022 Witzenberg - Supporting Table SB10 Adjustments Budget - transfers and grants made by the municipality - 21/06/2024

Description	Ref	Budget Year 2023/24									Budget Year +1 2024/25	Budget Year +2 2025/26
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
			6	7	8	9	10	11	12	13		
R thousands		A	A1	B	C	D	E	F	G	H		
Cash transfers to other municipalities												
Cash transfers to Entities/Other External Mechanisms												
Cash transfers to other Organs of State												
Cash transfers to other Organisations												
Operational	4	1 995	2 227	–	–	–	–	–	–	2 227	1 931	2 019
Total Cash Transfers To Organisations		**1 995**	**2 227**	**–**	**–**	**–**	**–**	**–**	**–**	**2 227**	**1 931**	**2 019**
Cash Transfers to Groups of Individuals												
Operational	4	6 923	30 662	–	–	–	–	–	–	30 662	5 292	5 558
Total Cash Transfers To Groups Of Individuals:		**6 923**	**30 662**	**–**	**–**	**–**	**–**	**–**	**–**	**30 662**	**5 292**	**5 558**
TOTAL CASH TRANSFERS AND GRANTS	5	**8 918**	**32 889**	**–**	**–**	**–**	**–**	**–**	**–**	**32 889**	**7 223**	**7 577**
Non-cash transfers to other municipalities												
Non-cash transfers to Entities/Other External Mechanisms												
Non-cash transfers to other Organs of State												
Non-cash transfers to other Organisations												
Non-cash transfers to Groups of Individuals												
TOTAL TRANSFERS AND GRANTS		**8 918**	**32 889**	**–**	**–**	**–**	**–**	**–**	**–**	**32 889**	**7 223**	**7 577**

WC022 Witzenberg - Supporting Table SB11 Adjustments Budget - councillor and staff benefits - 21/06/2024

Summary of remuneration	Ref	Budget Year 2023/24									% change
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	
R thousands		A	5 A1	6 B	7 C	8 D	9 E	10 F	11 G	12 H	
Councillors (Political Office Bearers plus Other)											
Basic Salaries and Wages		9 277	9 276			–		–	–	9 276	0,0%
Pension and UIF Contributions		1 524	1 524			–		–	–	1 524	0,0%
Medical Aid Contributions		87	87			–		–	–	87	0,0%
Motor Vehicle Allowance		0	0			–		–	–	0	480,0%
Cellphone Allowance		1 095	1 095			–		–	–	1 095	0,0%
Housing Allowances		–	0			–		–	–	0	0,0%
Other benefits and allowances		0	0			–		–	–	0	0,0%
Sub Total - Councillors		**11 983**	**11 983**			**–**		**–**	**–**	**11 983**	
% increase			**0,0%**								**0,0%**
Senior Managers of the Municipality											
Basic Salaries and Wages		4 652	4 652	–		–		–	–	4 652	0,0%
Pension and UIF Contributions		378	378	–		–		–	–	378	0,0%
Medical Aid Contributions		9	9	–		–		–	–	9	0,0%
Performance Bonus		850	850	–		–		–	–	850	0,0%
Motor Vehicle Allowance		1 008	1 008	–		–		–	–	1 008	0,0%
Cellphone Allowance		369	369	–		–		–	–	369	0,0%
Housing Allowances		320	320	–		–		–	–	320	0,0%
Other benefits and allowances		60	60	–		–		–	–	60	0,0%
Sub Total - Senior Managers of Municipality		**7 645**	**7 645**	**–**		**–**		**–**	**–**	**7 645**	
% increase			**0,0%**								**0,0%**
Other Municipal Staff											
Basic Salaries and Wages		144 937	148 610	–		–		–	–	148 610	2,5%
Pension and UIF Contributions		23 543	23 595	–		–		–	–	23 595	0,2%
Medical Aid Contributions		9 946	9 946	–		–		–	–	9 946	0,0%
Overtime		18 812	18 822	–		–		–	–	18 822	0,1%
Performance Bonus		11 347	11 347	–		–		–	–	11 347	0,0%
Motor Vehicle Allowance		7 331	7 352	–		–		–	–	7 352	0,3%
Cellphone Allowance		786	765	–		–		–	–	765	-2,6%
Housing Allowances		1 350	1 350	–		–		–	–	1 350	0,0%
Other benefits and allowances		14 012	13 986	–		–		–	–	13 986	-0,2%
Payments in lieu of leave		3 501	3 501	–		–		–	–	3 501	0,0%
Long service awards		1 095	1 095	–		–		–	–	1 095	0,0%
Post-retirement benefit obligations	5	11 483	11 483	–		–		–	–	11 483	0,0%
Acting and post related allowance		1 329	1 329	–		–		–	–	1 329	0,0%
Sub Total - Other Municipal Staff		**249 471**	**253 181**	**–**		**–**		**–**	**–**	**253 181**	
% increase			**1,5%**								**1,5%**
Total Parent Municipality		**269 099**	**272 809**	**–**		**–**		**–**	**–**	**272 809**	**1,4%**
TOTAL SALARY, ALLOWANCES & BENEFITS		**269 099**	**272 809**	**–**		**–**		**–**	**–**	**272 809**	
TOTAL MANAGERS AND STAFF		**257 116**	**260 826**	**–**		**–**		**–**	**–**	**260 826**	**1,4%**

WC022 Witzenberg - Supporting Table SB12 Adjustments Budget - monthly revenue and expenditure (municipal vote) - 21/06/2024

Description	Ref	Budget Year 2023/24												Medium Term Revenue and Expenditure Framework		
		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
R thousands		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
Revenue by Vote																
Vote 1 - Financial Services		52 959	1 648	8 378	7 808	7 210	7 241	8 902	6 376	9 424	5 902	7 750	18 087	141 684	137 004	145 093
Vote 2 - Community Services		58 016	1 646	1 458	2 227	1 735	47 112	2 490	1 584	35 875	1 329	1 398	37 582	192 453	171 619	192 111
Vote 3 - Corporate Services		415	1 803	1 063	1 522	2 220	1 933	2 888	2 181	2 757	2 037	2 704	(4 159)	17 364	17 515	18 376
Vote 4 - Technical Services		51 249	54 485	40 209	33 504	32 516	32 197	38 662	48 878	48 680	33 594	138 395	50 244	602 613	632 941	717 893
Vote 5 - Municipal Manager		53	54	55	55	44	42	45	63	164	60	58	760	1 451	1 470	1 881
Total Revenue by Vote		**162 692**	**59 636**	**51 162**	**45 116**	**43 725**	**88 524**	**52 986**	**59 080**	**96 900**	**42 922**	**150 306**	**102 515**	**955 565**	**960 548**	**1 075 354**
Expenditure by Vote																
Vote 1 - Financial Services		3 599	2 794	3 061	3 467	3 482	6 918	3 555	3 102	3 097	2 964	2 746	23 998	62 782	67 382	72 104
Vote 2 - Community Services		5 418	6 637	6 472	7 092	7 483	6 631	7 190	7 668	9 552	22 370	7 145	36 859	130 518	101 190	108 447
Vote 3 - Corporate Services		5 159	6 211	10 780	7 844	7 301	4 150	7 124	7 784	7 791	10 322	7 243	38 054	119 762	126 975	132 894
Vote 4 - Technical Services		10 514	44 806	46 015	31 199	28 933	49 088	27 939	37 655	42 458	62 342	155 976	81 651	618 577	661 641	753 088
Vote 5 - Municipal Manager		1 128	1 332	1 427	1 441	1 802	1 407	1 154	1 344	1 318	1 221	1 343	1 330	16 246	17 286	18 629
Total Expenditure by Vote		**25 818**	**61 780**	**67 755**	**51 043**	**49 000**	**68 193**	**46 963**	**57 553**	**64 216**	**99 220**	**174 452**	**181 891**	**947 885**	**974 475**	**1 085 161**
Surplus/ (Deficit)		**136 873**	**(2 144)**	**(16 593)**	**(5 927)**	**(5 275)**	**20 331**	**6 023**	**1 527**	**32 684**	**(56 297)**	**(24 147)**	**(79 376)**	**7 680**	**(13 927)**	**(9 807)**

WC022 Witzenberg - Supporting Table SB13 Adjustments Budget - monthly revenue and expenditure (functional classification) - 21/06/2024

Description - Standard classification	Ref	Budget Year 2023/24												Medium Term Revenue and Expenditure Framework		
		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
R thousands		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
Revenue - Functional																
Governance and administration		**53 147**	**1 910**	**8 580**	**8 041**	**7 453**	**7 443**	**9 290**	**6 568**	**9 828**	**5 820**	**7 566**	**19 703**	**145 348**	**140 698**	**149 128**
Executive and council		3	3	3	–	3	3	3	1	3	3	3	262	287	31	31
Finance and administration		53 144	1 908	8 577	8 041	7 450	7 440	9 287	6 567	9 825	5 818	7 563	19 440	145 061	140 667	149 097
Community and public safety		**58 334**	**3 386**	**2 500**	**3 731**	**3 891**	**49 025**	**5 123**	**3 748**	**38 529**	**3 666**	**4 470**	**30 095**	**206 497**	**187 785**	**209 115**
Community and social services		57 534	1 078	1 111	1 287	1 160	46 413	1 164	1 110	35 327	1 267	1 352	1 728	150 530	160 621	177 588
Sport and recreation		363	521	300	889	485	654	1 238	429	499	439	391	1 334	7 541	7 499	8 090
Public safety		412	1 762	1 062	1 528	2 218	1 930	2 693	2 180	2 674	1 933	2 707	(3 707)	17 392	16 654	17 486
Housing		26	26	26	27	27	28	28	29	29	27	20	30 740	31 034	3 012	5 950
Economic and environmental services		**94**	**137**	**55**	**132**	**97**	**288**	**138**	**73**	**254**	**131**	**115**	**45 563**	**47 077**	**27 446**	**28 548**
Planning and development		94	137	55	132	97	288	138	71	254	124	108	1 627	3 125	3 267	3 749
Road transport		–	–	1	–	–	–	–	1	–	7	7	42 019	42 035	24 168	24 788
Environmental protection		–	–	–	–	–	–	–	–	–	–	–	1 917	1 917	11	11
Trading services		**50 738**	**53 903**	**39 777**	**32 944**	**32 016**	**31 500**	**38 351**	**48 453**	**48 040**	**33 043**	**137 898**	**9 698**	**556 361**	**604 480**	**688 416**
Energy sources		38 690	30 334	28 321	21 445	21 154	19 968	26 164	31 796	35 435	41 887	35 141	66 977	397 311	457 056	532 683
Water management		5 256	4 630	4 731	4 757	4 281	4 897	5 499	5 964	5 862	5 609	90 770	(78 224)	64 031	66 986	70 535
Waste water management		3 226	15 459	3 149	3 041	3 094	3 096	3 084	7 080	3 150	(2 718)	9 450	3 227	54 339	40 310	42 731
Waste management		3 566	3 480	3 577	3 700	3 488	3 539	3 604	3 613	3 592	(11 734)	2 538	17 717	40 680	40 128	42 467
Other		78	4	3	2	6	2	**1**	**1**	**2**	**–**	**0**	**183**	**283**	**139**	**146**
Total Revenue - Functional		**162 391**	**59 342**	**50 916**	**44 850**	**43 463**	**88 257**	**52 903**	**58 842**	**96 652**	**42 660**	**150 049**	**105 242**	**955 565**	**960 548**	**1 075 354**
Expenditure - Functional																
Governance and administration		**7 728**	**8 541**	**13 005**	**10 474**	**10 426**	**10 314**	**9 164**	**10 248**	**10 146**	**11 946**	**9 187**	**51 327**	**162 507**	**170 212**	**179 152**
Executive and council		1 964	2 105	2 563	2 124	2 367	2 168	2 050	2 122	2 255	2 073	2 147	6 184	30 123	32 232	34 797
Finance and administration		5 543	6 106	10 115	8 046	7 322	7 725	6 815	7 833	7 598	9 619	6 786	45 874	129 381	134 733	140 837
Internal audit		222	330	327	304	737	422	298	293	293	254	254	(731)	3 002	3 247	3 518
Community and public safety		**7 219**	**8 325**	**8 469**	**8 835**	**9 461**	**8 643**	**9 386**	**9 514**	**11 460**	**24 487**	**9 066**	**45 573**	**160 438**	**138 082**	**148 113**
Community and social services		2 086	2 312	2 210	2 435	2 417	2 463	2 440	2 446	2 326	2 367	2 611	8 340	34 453	30 765	32 825
Sport and recreation		2 030	2 825	2 854	2 882	3 067	2 787	2 990	3 354	2 742	2 899	2 744	8 490	39 665	42 149	45 240
Public safety		2 752	2 780	3 031	3 109	3 557	3 014	3 526	3 245	3 088	3 341	3 207	15 804	50 452	54 756	58 958
Housing		350	408	375	409	421	379	430	469	3 304	15 880	504	12 939	35 867	10 411	11 090
Economic and environmental services		**1 820**	**2 468**	**2 819**	**4 112**	**2 875**	**2 619**	**2 142**	**2 414**	**2 749**	**2 452**	**5 124**	**16 049**	**47 645**	**46 584**	**49 524**
Planning and development		1 038	1 035	1 103	1 202	1 105	1 092	971	1 039	1 129	1 155	1 139	3 028	15 037	15 396	16 649
Road transport		691	1 230	1 602	2 600	1 583	1 383	861	1 099	1 456	1 107	3 737	10 608	27 957	29 671	31 252
Environmental protection		91	203	113	310	187	145	311	276	163	191	248	2 413	4 650	1 516	1 623
Trading services		**8 776**	**42 446**	**43 460**	**27 347**	**26 239**	**46 617**	**25 994**	**35 376**	**39 862**	**60 058**	**151 075**	**68 904**	**576 155**	**618 546**	**707 270**
Energy sources		2 170	35 822	35 622	20 032	18 958	22 414	19 497	28 564	33 440	35 322	33 564	120 220	405 626	458 053	537 303
Water management		2 900	2 325	2 595	2 670	1 570	10 259	2 058	2 202	1 843	1 698	88 205	(63 878)	54 447	53 758	56 673
Waste water management		1 853	2 106	2 189	2 190	2 420	6 454	2 275	1 996	1 901	20 496	3 340	(2 656)	44 564	47 207	50 096
Waste management		1 853	2 193	3 055	2 455	3 291	7 490	2 164	2 614	2 679	2 542	25 965	15 217	71 519	59 528	63 198
Other		274	–	1	274	–	–	276	–	–	276	–	38	1 141	1 052	1 101
Total Expenditure - Functional		**25 818**	**61 780**	**67 755**	**51 043**	**49 000**	**68 193**	**46 963**	**57 553**	**64 216**	**99 220**	**174 452**	**181 891**	**947 885**	**974 475**	**1 085 161**
Surplus/ (Deficit) 1.		**136 573**	**(2 438)**	**(16 839)**	**(6 194)**	**(5 538)**	**20 064**	**5 940**	**1 289**	**32 436**	**(56 560)**	**(24 403)**	**(76 650)**	**7 680**	**(13 927)**	**(9 807)**

WC022 Witzenberg - Supporting Table SB14 Adjustments Budget - monthly revenue and expenditure - 21/06/2024

Description	Ref	Budget Year 2023/24												Medium Term Revenue and Expenditure Framework		
		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
R thousands		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
Revenue By Source																
Exchange Revenue																
Service charges - Electricity		38 700	31 877	28 335	21 454	21 166	19 973	26 165	31 796	35 435	40 355	35 151	68 696	399 102	458 243	534 211
Service charges - Water		4 229	3 589	3 679	3 687	3 198	3 803	4 392	4 861	4 724	4 610	90 147	(77 920)	53 000	56 000	59 000
Service charges - Waste Water Management		2 657	14 881	2 497	2 508	2 486	2 479	2 459	6 450	2 515	(3 320)	9 018	3 430	48 059	34 743	36 890
Service charges - Waste Management		2 913	2 818	2 907	3 007	2 792	2 831	2 843	2 910	2 864	(12 443)	2 099	15 773	31 315	32 449	34 396
Sale of Goods and Rendering of Services		216	389	147	526	328	695	1 064	231	414	433	274	555	5 272	5 536	5 813
Agency services		253	487	537	577	481	267	492	365	331	227	337	108	4 461	4 684	4 918
Interest		–	–	–	–	–	–	–	–	–	–	–	10	10	11	11
Interest earned from Receivables		2 385	2 452	2 523	2 472	2 549	2 593	2 617	2 579	2 677	2 400	1 623	(3 366)	23 503	24 678	25 912
Interest earned from Current and Non Current Assets		2 255	2 251	1 990	1 878	1 764	1 029	2 852	599	2 812	1 815	1 904	(21)	21 127	13 066	13 719
Rent on Land		–	–	–	–	–	–	–	–	–	–	–	26	26	27	29
Rental from Fixed Assets		328	405	310	577	358	347	496	493	579	(64)	(46)	865	4 648	5 084	5 563
Operational Revenue		2	17	99	113	48	55	257	30	155	(15)	38	879	1 679	1 761	1 847
Non-Exchange Revenue																
Property rates		50 074	(889)	5 246	4 907	4 892	5 270	5 417	5 130	5 280	3 802	5 510	10 714	105 353	111 714	118 456
Surcharges and Taxes		262	(202)	612	397	386	433	162	142	134	11	–	4 837	7 174	3 978	4 138
Fines, penalties and forfeits		37	1 168	575	838	1 710	1 609	2 113	1 717	2 252	1 638	2 196	(4 658)	11 194	11 254	11 816
Licences or permits		232	122	(37)	119	66	63	91	87	88	71	164	1 261	2 327	2 444	2 566
Transfer and subsidies - Operational		57 536	(351)	1 309	1 376	860	46 416	1 110	1 119	36 018	2 780	1 317	37 574	187 066	165 440	185 784
Interest		313	326	189	413	378	396	373	332	374	359	317	(205)	3 566	3 744	3 932
Operational Revenue		301	294	247	267	262	267	83	238	248	262	256	(1 987)	739	770	816
Discontinued Operations		–	–	–	–	–	–	–	(35)	–	–	–	35	–	–	–
Total Revenue		**162 692**	**59 636**	**51 162**	**45 116**	**43 725**	**88 524**	**52 986**	**59 045**	**96 900**	**42 922**	**150 306**	**56 607**	**909 621**	**935 626**	**1 049 818**
Expenditure By Type																
Employee related costs		18 555	18 967	21 800	20 958	20 647	17 201	19 290	22 116	20 801	20 954	20 292	39 245	260 826	276 004	300 323
Remuneration of councillors		851	895	1 321	928	929	924	925	925	925	925	925	1 508	11 983	13 038	14 211
Bulk purchases - electricity		428	33 283	32 761	16 348	16 095	17 741	17 851	26 463	30 202	33 474	30 481	105 016	360 143	412 757	489 336
Inventory consumed		808	1 315	2 576	2 477	2 448	1 690	1 528	1 745	2 634	1 588	1 717	4 120	24 646	18 778	19 711
Debt impairment		–	–	–	–	–	–	–	–	–	–	–	64 475	64 475	67 570	70 745
Depreciation and amortisation		–	–	1	–	–	2	–	–	–	–	–	54 365	54 369	39 319	39 319
Interest		–	–	–	–	–	–	–	–	–	–	–	9 535	9 535	10 011	10 510
Contracted services		503	3 836	4 339	6 348	4 535	5 197	3 450	3 391	3 562	3 387	7 680	20 464	66 691	66 823	69 859
Transfers and subsidies		382	68	174	363	82	99	351	61	3 046	15 656	149	12 458	32 889	7 223	7 577
Irrecoverable debts written off		2	7	2	35	12	4	4	62	5	18 681	110 196	(129 009)	–	–	–
Operational costs		4 290	3 408	4 780	3 586	4 252	3 908	3 564	2 755	3 041	4 555	3 012	14 939	56 091	59 458	62 935
Other Losses		–	–	–	–	–	21 427	–	–	–	–	–	(15 189)	6 237	3 497	635
Total Expenditure		**25 818**	**61 780**	**67 755**	**51 043**	**49 000**	**68 193**	**46 963**	**57 518**	**64 216**	**99 220**	**174 452**	**181 926**	**947 885**	**974 475**	**1 085 161**
Surplus/(Deficit)		**136 873**	**(2 144)**	**(16 593)**	**(5 927)**	**(5 275)**	**20 331**	**6 023**	**1 527**	**32 684**	**(56 297)**	**(24 147)**	**(125 320)**	**(38 264)**	**(38 849)**	**(35 343)**
Transfers and subsidies - capital (monetary allocations)		–	–	–	(0)	–	–	–	–	–	–	–	45 945	45 944	24 922	25 536
Surplus/(Deficit) after capital transfers & contributions		**136 873**	**(2 144)**	(16 593)	**(5 928)**	**(5 275)**	**20 331**	**6 023**	**1 527**	**32 684**	**(56 297)**	**(24 147)**	**(79 375)**	**7 680**	**(13 927)**	**(9 807)**
Surplus/(Deficit) after income tax		**136 873**	**(2 144)**	**(16 593)**	**(5 928)**	**(5 275)**	**20 331**	**6 023**	**1 527**	**32 684**	**(56 297)**	**(24 147)**	**(79 375)**	**7 680**	**(13 927)**	**(9 807)**
Surplus/(Deficit) attributable to municipality		**136 873**	**(2 144)**	(16 593)	**(5 928)**	**(5 275)**	**20 331**	**6 023**	**1 527**	**32 684**	**(56 297)**	**(24 147)**	**(79 375)**	**7 680**	**(13 927)**	**(9 807)**
Surplus/(Deficit) after capital transfers & contributions		**136 873**	**(2 144)**	**(16 593)**	**(5 928)**	**(5 275)**	**20 331**	**6 023**	**1 527**	**32 684**	**(56 297)**	**(24 147)**	**(79 375)**	**7 680**	**(13 927)**	**(9 807)**

WC022 Witzenberg - Supporting Table SB15 Adjustments Budget - monthly cash flow - 21/06/2024

Monthly cash flows	Ref	Budget Year 2023/24												Medium Term Revenue and Expenditure Framework		
		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
R thousands		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
Cash Receipts By Source	1															
Property rates		198	231	1 236	31	235	181	972	202	162	1 131	160	86 432	91 170	101 135	108 088
Service charges - electricity revenue		42 040	60 539	60 880	63 574	60 271	27 165	42 832	156 155	55 320	57 403	90 808	(262 594)	454 392	521 724	602 071
Service charges - water revenue		82	78	92	(61)	98	84	66	103	121	108	104	41 789	42 665	45 080	47 495
Service charges - sanitation revenue		90	90	113	77	132	82	40	81	83	77	100	28 297	29 262	30 752	32 653
Service charges - refuse		51	97	121	40	95	97	48	97	98	90	95	24 876	25 803	24 831	28 346
Rental of facilities and equipment		228	307	210	414	296	247	387	321	355	230	222	(3 213)	5	5	6
Interest earned - external investments		1 479	1 106	881	785	928	–	680	635	907	728	826	35 674	44 630	37 744	39 631
Interest earned - outstanding debtors		–	–	–	–	–	–	–	–	–	–	–	3 576	3 576	3 755	3 943
Fines, penalties and forfeits		0	–	–	0	13	–	0	0	6	1	1	4 359	4 380	4 469	4 693
Licences and permits		232	122	113	118	89	63	91	87	88	65	100	1 268	2 436	2 558	2 685
Agency services		253	487	382	599	457	257	487	357	330	232	329	183	4 353	4 570	4 799
Transfer receipts - operational		56 554	1 105	5 376	255	4 000	46 925	–	840	38 201	15 092	9 764	4 992	183 104	164 082	184 039
Other revenue		189	305	151	445	353	434	1 132	169	228	532	260	16 949	21 146	23 135	25 667
Cash Receipts by Source		**101 396**	**64 467**	**69 555**	**66 277**	**66 969**	**75 536**	**46 734**	**159 045**	**95 899**	**75 690**	**102 768**	**(17 413)**	**906 924**	**963 842**	**1 084 116**
Other Cash Flows by Source																
Transfers receipts - capital		900	–	14 116	0	–	13 448	200	250	8 118	–	625	13 140	50 797	29 447	30 536
Increase (decrease) in consumer deposits		25	48	40	0	110	52	141	60	13	51	(33)	(507)	–	–	–
Total Cash Receipts by Source		**102 321**	**64 515**	**83 711**	**66 277**	**67 079**	**89 035**	**47 076**	**159 355**	**104 031**	**75 741**	**103 359**	**(4 779)**	**957 721**	**993 289**	**1 114 652**
Cash Payments by Type																
Employee related costs		–	–	–	–	–	–	–	–	–	–	–	256 885	256 885	272 303	293 002
Remuneration of councillors		–	–	–	16	16	16	17	17	14	14	14	(123)	–	–	–
Bulk purchases - Electricity		490	77 435	37 670	18 795	18 507	20 402	20 528	30 432	34 728	38 495	35 052	82 092	414 626	474 670	562 737
Acquisitions - water & other inventory		861	180	1 301	1 198	1 272	670	469	570	1 173	374	979	(7 194)	1 853	1 937	2 028
		–	–	–	–	–	–	–	–	–	–	–		–	–	–
Contracted services		5 454	4 458	4 842	6 746	3 003	8 268	4 003	3 674	4 041	3 689	8 557	(854)	55 883	58 677	61 611
Other expenditure		3 765	3 240	4 453	6 784	4 471	4 980	2 567	2 692	8 227	21 820	3 938	89 711	156 649	101 718	107 303
Cash Payments by Type		**10 569**	**85 313**	**48 266**	**33 539**	**27 270**	**34 337**	**27 584**	**37 386**	**48 183**	**64 392**	**48 539**	**420 518**	**885 897**	**909 305**	**1 026 681**
Other Cash Flows/Payments by Type																
Capital assets		–	–	–	–	–	–	–	–	–	–	–	75 717	75 717	39 941	44 872
Repayment of borrowing		–	–	–	–	–	–	–	–	–	–	–	2 740	2 740	2 740	2 740
Total Cash Payments by Type		**10 569**	**85 313**	**48 266**	**33 539**	**27 270**	**34 337**	**27 584**	**37 386**	**48 183**	**64 392**	**48 539**	**498 974**	**964 353**	**951 986**	**1 074 293**
NET INCREASE/(DECREASE) IN CASH HELD		**91 752**	**(20 799)**	**35 444**	**32 738**	**39 809**	**54 698**	**19 492**	**121 969**	**55 847**	**11 349**	**54 820**	**(503 753)**	**(6 632)**	**41 303**	**40 359**
Cash/cash equivalents at the month/year beginning:		226 802	318 554	297 755	333 200	365 938	405 747	460 445	479 937	601 907	657 754	669 103	723 923	226 802	220 169	261 472
Cash/cash equivalents at the month/year end:		318 554	297 755	333 200	365 938	405 747	460 445	479 937	601 907	657 754	669 103	723 923	220 169	220 169	261 472	301 831

WC022 Witzenberg - Supporting Table SB16 Adjustments Budget - monthly capital expenditure (municipal vote) - 21/06/2024

Description - Municipal Vote	Ref	Budget Year 2023/24												Medium Term Revenue and Expenditure Framework		
		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
R thousands		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
Multi-year expenditure appropriation	1															
Vote 2 - Community Services		–	–	–	–	–	–	–	–	–	–	2	1 021	1 023	350	4 463
Vote 4 - Technical Services		–	3 764	3 138	1 306	3 172	1 124	422	1 425	3 279	3 031	5 996	12 273	38 930	6 150	12 435
Capital Multi-year expenditure sub-total	3	**–**	**3 764**	**3 138**	**1 306**	**3 172**	**1 124**	**422**	**1 425**	**3 279**	**3 031**	**5 998**	13 294	39 953	6 500	16 898
Single-year expenditure appropriation																
Vote 1 - Financial Services		–	16	2	39	35	11	25	16	20	258	–	17	438	30	–
Vote 2 - Community Services		216	177	345	366	733	115	132	303	198	68	121	1 706	4 478	6 547	4 080
Vote 3 - Corporate Services		–	14	44	126	–	5	–	13	–	254	17	1 066	1 539	70	5 150
Vote 4 - Technical Services		–	1 768	531	3 177	3 598	4 899	646	3 027	3 313	570	8 692	8 257	38 478	18 396	9 670
Vote 5 - Municipal Manager		–	–	–	–	–	–	–	–	–	–	–	–	–	30	–
Capital single-year expenditure sub-total	3	**216**	**1 975**	**922**	**3 708**	**4 365**	**5 029**	**804**	**3 358**	**3 531**	**1 149**	**8 830**	11 047	44 934	25 073	18 900
Total Capital Expenditure	2	**216**	**5 739**	**4 059**	**5 014**	**7 537**	**6 153**	**1 226**	**4 783**	**6 810**	**4 180**	**14 828**	**24 341**	**84 887**	**31 573**	**35 797**

WC022 Witzenberg - Supporting Table SB17 Adjustments Budget - monthly capital expenditure (functional classification) - 21/06/2024

Description	Ref	Budget Year 2023/24												Medium Term Revenue and Expenditure Framework		
		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
R thousands		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
Capital Expenditure - Functional																
Governance and administration		–	–	–	–	–	–	–	–	–	–	–	5 825	5 825	190	6 650
Executive and council		–	–	–	–	–	–	–	–	–	–	–	119	119	170	500
Finance and administration		–	–	–	–	–	–	–	–	–	–	–	5 706	5 706	20	6 150
Community and public safety		–	29	25	18	16	–	–	–	–	–	–	5 133	5 219	6 867	8 543
Community and social services		–	–	–	–	–	–	–	–	–	–	–	58	58	5 257	–
Sport and recreation		–	29	25	18	16	–	–	–	–	–	–	3 097	3 184	1 260	8 043
Public safety		–	–	–	–	–	–	–	–	–	–	–	1 846	1 846	350	500
Housing		–	–	–	–	–	–	–	–	–	–	–	132	132	–	–
Economic and environmental services		–	–	–	–	–	–	–	–	1 511	–	–	28 156	29 667	9 118	15 125
Planning and development		–	–	–	–	–	–	–	–	–	–	–	985	985	–	–
Road transport		–	–	–	–	–	–	–	–	1 511	–	–	27 171	28 682	9 118	15 125
Trading services		–	–	–	–	–	–	–	–	–	–	(49)	44 225	44 175	23 766	14 554
Energy sources		–	–	–	–	–	–	–	–	–	–	–	14 912	14 912	6 970	3 120
Water management		–	–	–	–	–	–	–	–	–	–	(49)	10 689	10 639	12 547	1 000
Waste water management		–	–	–	–	–	–	–	–	–	–	–	4 327	4 327	4 250	10 435
Waste management		–	–	–	–	–	–	–	–	–	–	–	14 297	14 297	–	–
Other		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Total Capital Expenditure - Functional		–	29	25	18	16	–	–	–	1 511	–	(49)	83 338	84 887	39 941	44 872

WC022 Witzenberg - Supporting Table SB18a Adjustments Budget - capital expenditure on new assets by asset class - 21/06/2024

Description	Ref	Budget Year 2023/24									Budget Year +1 2024/25	Budget Year +2 2025/26
R thousands		Original Budget A	Prior Adjusted 7 A1	Accum. Funds 8 B	Multi-year capital 9 C	Unfore. Unavoid. 10 D	Nat. or Prov. Govt 11 E	Other Adjusts. 12 F	Total Adjusts. 13 G	Adjusted Budget 14 H	Adjusted Budget	Adjusted Budget
Capital expenditure on new assets by Asset Class/Sub-class												
Infrastructure		**32 085**	**19 758**	**–**	**–**	**–**	**–**	**(522)**	**(522)**	**19 236**	**7 003**	**1 920**
Roads Infrastructure		436	0	–	–	–	–	–	–	0	200	50
Roads		436	0	–	–	–	–	–	–	0	–	–
Road Structures		–	–	–	–	–	–	–	–	–	200	50
Electrical Infrastructure		3 391	1 037	–	–	–	–	–	–	1 037	870	870
MV Networks		3 391	1 037	–	–	–	–	–	–	1 037	870	870
Water Supply Infrastructure		19 258	10 315	–	–	–	–	–	–	10 315	5 934	1 000
Dams and Weirs		–	3 013	–	–	–	–	–	–	3 013	–	–
Reservoirs		5 381	5 010	–	–	–	–	–	–	5 010	4 526	–
Water Treatment Works		–	–	–	–	–	–	–	–	–	500	1 000
Bulk Mains		13 876	2 292	–	–	–	–	–	–	2 292	907	–
Sanitation Infrastructure		–	1 579	–	–	–	–	(522)	(522)	1 058	–	–
Toilet Facilities		–	1 579	–	–	–	–	(522)	(522)	1 058	–	–
Solid Waste Infrastructure		9 000	6 826	–	–	–	–	–	–	6 826	–	–
Landfill Sites		3 000	4 545	–	–	–	–	–	–	4 545	–	–
Waste Drop-off Points		6 000	2 282	–	–	–	–	–	–	2 282	–	–
Community Assets		**2 100**	**158**	**–**	**–**	**–**	**–**	**–**	**–**	**158**	**5 257**	**930**
Community Facilities		2 100	158	–	–	–	–	–	–	158	5 257	500
Libraries		2 000	58	–	–	–	–	–	–	58	–	–
Cemeteries/Crematoria		–	–	–	–	–	–	–	–	–	4 957	–
Parks		–	–	–	–	–	–	–	–	–	300	500
Markets		100	100	–	–	–	–	–	–	100	–	–
Sport and Recreation Facilities		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**430**
Outdoor Facilities		–	–	–	–	–	–	–	–	–	–	430
Other assets		**1 350**	**782**	**–**	**–**	**–**	**–**	**–**	**–**	782	**–**	**–**
Operational Buildings		**850**	**650**	**–**	**–**	**–**	**–**	**–**	**–**	**650**	**–**	**–**
Training Centres		850	650	–	–	–	–	–	–	650	–	–
Housing		**500**	**132**	**–**	**–**	**–**	**–**	**–**	**–**	**132**	**–**	**–**
Social Housing		500	132	–	–	–	–	–	–	132	–	–
Intangible Assets		**–**	**615**	**–**	**–**	**–**	**–**	**(275)**	**(275)**	**340**	**–**	**–**
Licences and Rights		**–**	**615**	**–**	**–**	**–**	**–**	**(275)**	**(275)**	**340**	**–**	**–**
Computer Software and Applications		–	615	–	–	–	–	(275)	(275)	340	–	–
Computer Equipment		**50**	**591**	**–**	**–**	**–**	**–**	**–**	**–**	**591**	**20**	**3 150**
Computer Equipment		50	591	–	–	–	–	–	–	591	20	3 150
Furniture and Office Equipment		**130**	**788**	**–**	**–**	**–**	**–**	**–**	**–**	**788**	**170**	**1 500**
Furniture and Office Equipment		130	788	–	–	–	–	–	–	788	170	1 500
Machinery and Equipment		**2 857**	**6 696**	**–**	**–**	**–**	**–**	**–**	**–**	**6 696**	**910**	**2 000**
Machinery and Equipment		2 857	6 696	–	–	–	–	–	–	6 696	910	2 000
Transport Assets		**7 048**	**11 750**	**–**	**–**	**–**	**–**	**–**	**–**	**11 750**	**–**	**2 900**
Transport Assets		7 048	11 750	–	–	–	–	–	–	11 750	–	2 900
Total Capital Expenditure on new assets *to be adjusted*	1	**45 620**	**41 137**	**–**	**–**	**–**	**–**	**(797)**	**(797)**	**40 340**	**13 360**	**12 400**

WC022 Witzenberg - Supporting Table SB18b Adjustments Budget - capital expenditure on renewal of existing assets by asset class - 21/06/2024

Description	Ref	Budget Year 2023/24									Budget Year +1 2024/25	Budget Year +2 2025/26
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
Capital expenditure on renewal of existing assets by Asset Class/Sub-class												
Infrastructure		**200**	**10 998**	**–**	**–**	**–**	**–**	**–**	**–**	**10 998**	**7 000**	**6 000**
Roads Infrastructure		–	9 198	–	–	–	–	–	–	9 198	–	6 000
Roads		–	9 198	–	–	–	–	–	–	9 198	–	6 000
Electrical Infrastructure		–	1 000	–	–	–	–	–	–	1 000	1 500	–
MV Networks		–	1 000	–	–	–	–	–	–	1 000	1 500	–
Water Supply Infrastructure		100	100	–	–	–	–	–	–	100	2 000	–
Distribution		100	100	–	–	–	–	–	–	100	2 000	–
Sanitation Infrastructure		100	700	–	–	–	–	–	–	700	3 500	–
Reticulation		100	700	–	–	–	–	–	–	700	2 250	–
Waste Water Treatment Works		–	–	–	–	–	–	–	–	–	1 250	–
Community Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	–	**650**	**250**
Sport and Recreation Facilities		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**650**	**250**
Outdoor Facilities		–	–	–	–	–	–	–	–	–	650	250
Other assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	–	**–**	**500**
Operational Buildings		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**500**
Municipal Offices		–	–	–	–	–	–	–	–	–	–	500
Total Capital Expenditure on renewal of existing assets *to be adjusted*	1	**200**	**10 998**	**–**	**–**	**–**	**–**	**–**	**–**	**10 998**	**7 650**	**6 750**

WC022 Witzenberg - Supporting Table SB18c Adjustments Budget - expenditure on repairs and maintenance by asset class - 21/06/2024

Description	Ref	Budget Year 2023/24									Budget Year +1 2024/25	Budget Year +2 2025/26
R thousands		Original Budget A	Prior Adjusted 7 A1	Accum. Funds 8 B	Multi-year capital 9 C	Unfore. Unavoid. 10 D	Nat. or Prov. Govt 11 E	Other Adjusts. 12 F	Total Adjusts. 13 G	Adjusted Budget 14 H	Adjusted Budget	Adjusted Budget
Repairs and maintenance expenditure by Asset Class/Sub-class												
Infrastructure		**24 264**	**23 933**	**–**	**–**	**–**	**–**	**–**	**–**	**23 933**	**25 459**	**26 695**
Roads Infrastructure		12 404	12 629	–	–	–	–	–	–	12 629	12 961	13 533
Roads		11 561	11 389	–	–	–	–	–	–	11 389	12 078	12 608
Road Furniture		843	1 241	–	–	–	–	–	–	1 241	883	925
Storm water Infrastructure		1 766	400	–	–	–	–	–	–	400	1 919	2 086
Storm water Conveyance		1 766	400	–	–	–	–	–	–	400	1 919	2 086
Electrical Infrastructure		2 269	2 116	–	–	–	–	–	–	2 116	2 377	2 489
HV Substations		31	–	–	–	–	–	–	–	–	32	34
MV Substations		982	831	–	–	–	–	–	–	831	1 029	1 077
MV Switching Stations		0	0	–	–	–	–	–	–	0	0	0
MV Networks		691	737	–	–	–	–	–	–	737	724	758
LV Networks		565	548	–	–	–	–	–	–	548	592	620
Water Supply Infrastructure		2 324	2 693	–	–	–	–	–	–	2 693	2 435	2 550
Dams and Weirs		1 035	1 328	–	–	–	–	–	–	1 328	1 085	1 136
Boreholes		380	380	–	–	–	–	–	–	380	398	417
Pump Stations		56	56	–	–	–	–	–	–	56	59	62
Water Treatment Works		113	314	–	–	–	–	–	–	314	118	124
Bulk Mains		505	380	–	–	–	–	–	–	380	529	554
Distribution		111	111	–	–	–	–	–	–	111	117	122
Distribution Points		124	124	–	–	–	–	–	–	124	130	136
Sanitation Infrastructure		5 502	6 096	–	–	–	–	–	–	6 096	5 766	6 037
Reticulation		2 450	2 868	–	–	–	–	–	–	2 868	2 568	2 688
Waste Water Treatment Works		2 990	3 105	–	–	–	–	–	–	3 105	3 133	3 280
Toilet Facilities		62	123	–	–	–	–	–	–	123	65	68
Community Assets		**733**	**965**	**–**	**–**	**–**	**–**	**–**	**–**	**965**	**688**	**724**
Community Facilities		494	561	–	–	–	–	–	–	561	437	461
Halls		161	161	–	–	–	–	–	–	161	168	176
Crèches		144	114	–	–	–	–	–	–	114	67	70
Libraries		30	30	–	–	–	–	–	–	30	31	33
Cemeteries/Crematoria		39	136	–	–	–	–	–	–	136	40	42
Public Ablution Facilities		44	44	–	–	–	–	–	–	44	49	55
Markets		77	77	–	–	–	–	–	–	77	81	85
Sport and Recreation Facilities		**240**	**403**	**–**	**–**	**–**	**–**	**–**	**–**	**403**	**251**	**263**
Indoor Facilities		148	75	–	–	–	–	–	–	75	155	162
Outdoor Facilities		92	329	–	–	–	–	–	–	329	96	101
Other assets		**1 103**	**990**	**–**	**–**	**–**	**–**	**–**	**–**	990	**1 290**	**1 428**
Operational Buildings		**880**	**539**	**–**	**–**	**–**	**–**	**–**	**–**	**539**	**1 056**	**1 183**
Municipal Offices		880	539	–	–	–	–	–	–	539	1 056	1 183
Housing		**224**	**450**	**–**	**–**	**–**	**–**	**–**	**–**	**450**	**234**	**245**
Social Housing		224	450	–	–	–	–	–	–	450	234	245
Computer Equipment		**184**	**174**	**–**	**–**	**–**	**–**	**–**	**–**	**174**	**193**	**202**
Computer Equipment		184	174	–	–	–	–	–	–	174	193	202
Furniture and Office Equipment		**58**	**27**	**–**	**–**	**–**	**–**	**–**	**–**	**27**	**61**	**64**
Furniture and Office Equipment		58	27	–	–	–	–	–	–	27	61	64
Machinery and Equipment		**300**	**187**	**–**	**–**	**–**	**–**	**–**	**–**	**187**	**315**	**329**
Machinery and Equipment		300	187	–	–	–	–	–	–	187	315	329
Transport Assets		**2 699**	**3 567**	**–**	**–**	**–**	**–**	**–**	**–**	**3 567**	**2 829**	**2 962**
Transport Assets		2 699	3 567	–	–	–	–	–	–	3 567	2 829	2 962
Total Repairs and Maintenance Expenditure to be adjusted	1	**29 343**	**29 843**	**–**	**–**	**–**	**–**	**–**	**–**	**29 843**	**30 835**	**32 404**

WC022 Witzenberg - Supporting Table SB18d Adjustments Budget - depreciation by asset class - 21/06/2024

Description	Ref	Budget Year 2023/24									Budget Year +1 2024/25	Budget Year +2 2025/26
R thousands		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
Depreciation by Asset Class/Sub-class												
Infrastructure		**38 394**	**38 394**	**–**	**–**	**–**	**–**	**–**	**–**	**38 394**	**23 494**	**23 494**
Roads Infrastructure		4 758	4 758	–	–	–	–	–	–	4 758	4 758	4 758
Roads		558	558	–	–	–	–	–	–	558	558	558
Road Structures		2 100	2 100	–	–	–	–	–	–	2 100	2 100	2 100
Road Furniture		2 100	2 100	–	–	–	–	–	–	2 100	2 100	2 100
Storm water Infrastructure		2 091	2 091	–	–	–	–	–	–	2 091	2 091	2 091
Drainage Collection		507	507	–	–	–	–	–	–	507	507	507
Storm water Conveyance		1 077	1 077	–	–	–	–	–	–	1 077	1 077	1 077
Attenuation		507	507	–	–	–	–	–	–	507	507	507
Electrical Infrastructure		3 912	3 912	–	–	–	–	–	–	3 912	3 912	3 912
HV Substations		474	474	–	–	–	–	–	–	474	474	474
HV Switching Station		474	474	–	–	–	–	–	–	474	474	474
HV Transmission Conductors		474	474	–	–	–	–	–	–	474	474	474
MV Substations		474	474	–	–	–	–	–	–	474	474	474
MV Switching Stations		474	474	–	–	–	–	–	–	474	474	474
MV Networks		591	591	–	–	–	–	–	–	591	591	591
LV Networks		474	474	–	–	–	–	–	–	474	474	474
Capital Spares		474	474	–	–	–	–	–	–	474	474	474
Water Supply Infrastructure		5 434	5 434	–	–	–	–	–	–	5 434	5 434	5 434
Dams and Weirs		407	407	–	–	–	–	–	–	407	407	407
Boreholes		407	407	–	–	–	–	–	–	407	407	407
Reservoirs		407	407	–	–	–	–	–	–	407	407	407
Pump Stations		407	407	–	–	–	–	–	–	407	407	407
Water Treatment Works		407	407	–	–	–	–	–	–	407	407	407
Bulk Mains		100	100	–	–	–	–	–	–	100	100	100
Distribution		1 100	1 100	–	–	–	–	–	–	1 100	1 100	1 100
Distribution Points		1 100	1 100	–	–	–	–	–	–	1 100	1 100	1 100
PRV Stations		1 100	1 100	–	–	–	–	–	–	1 100	1 100	1 100
Sanitation Infrastructure		5 559	5 559	–	–	–	–	–	–	5 559	5 559	5 559
Pump Station		100	100	–	–	–	–	–	–	100	100	100
Reticulation		1 200	1 200	–	–	–	–	–	–	1 200	1 200	1 200
Waste Water Treatment Works		1 200	1 200	–	–	–	–	–	–	1 200	1 200	1 200
Outfall Sewers		1 200	1 200	–	–	–	–	–	–	1 200	1 200	1 200
Toilet Facilities		1 859	1 859	–	–	–	–	–	–	1 859	1 859	1 859
Solid Waste Infrastructure		16 640	16 640	–	–	–	–	–	–	16 640	1 740	1 740
Landfill Sites		15 000	15 000	–	–	–	–	–	–	15 000	100	100
Waste Transfer Stations		328	328	–	–	–	–	–	–	328	328	328
Waste Processing Facilities		328	328	–	–	–	–	–	–	328	328	328
Waste Drop-off Points		328	328	–	–	–	–	–	–	328	328	328
Waste Separation Facilities		328	328	–	–	–	–	–	–	328	328	328
Electricity Generation Facilities		328	328	–	–	–	–	–	–	328	328	328
Community Assets		**3 527**	**3 527**	**–**	**–**	**–**	**–**	**–**	**–**	3 527	**3 527**	**3 527**
Community Facilities		2 079	2 079	–	–	–	–	–	–	2 079	2 079	2 079
Halls		1 422	1 422	–	–	–	–	–	–	1 422	1 422	1 422
Libraries		385	385	–	–	–	–	–	–	385	385	385
Cemeteries/Crematoria		13	13	–	–	–	–	–	–	13	13	13
Public Open Space		260	260	–	–	–	–	–	–	260	260	260
Sport and Recreation Facilities		**1 448**	**1 448**	**–**	**–**	**–**	**–**	**–**	**–**	**1 448**	**1 448**	**1 448**
Outdoor Facilities		1 448	1 448	–	–	–	–	–	–	1 448	1 448	1 448
Investment properties		**742**	**742**	**–**	**–**	**–**	**–**	**–**	**–**	742	**742**	**742**
Revenue Generating		**371**	**371**	**–**	**–**	**–**	**–**	**–**	**–**	371	**371**	**371**
Improved Property		185	185	–	–	–	–	–	–	185	185	185
Unimproved Property		185	185	–	–	–	–	–	–	185	185	185
Non-revenue Generating		**371**	**371**	**–**	**–**	**–**	**–**	**–**	**–**	**371**	**371**	**371**
Improved Property		185	185	–	–	–	–	–	–	185	185	185
Unimproved Property		185	185	–	–	–	–	–	–	185	185	185
Intangible Assets		**278**	**278**	**–**	**–**	**–**	**–**	**–**	**–**	**278**	**128**	**128**
Licences and Rights		**278**	**278**	**–**	**–**	**–**	**–**	**–**	**–**	**278**	**128**	**128**
Water Rights		17	17	–	–	–	–	–	–	17	17	17
Computer Software and Applications		261	261	–	–	–	–	–	–	261	111	111
Computer Equipment		**2 373**	**2 373**	**–**	**–**	**–**	**–**	**–**	**–**	**2 373**	**2 373**	**2 373**
Computer Equipment		2 373	2 373	–	–	–	–	–	–	2 373	2 373	2 373
Furniture and Office Equipment		**630**	**630**	**–**	**–**	**–**	**–**	**–**	**–**	**630**	**630**	**630**
Furniture and Office Equipment		630	630	–	–	–	–	–	–	630	630	630
Machinery and Equipment		**1 505**	**1 505**	**–**	**–**	**–**	**–**	**–**	**–**	**1 505**	**1 505**	**1 505**
Machinery and Equipment		1 505	1 505	–	–	–	–	–	–	1 505	1 505	1 505
Transport Assets		**6 921**	**6 921**	**–**	**–**	**–**	**–**	**–**	**–**	**6 921**	**6 921**	**6 921**
Transport Assets		6 921	6 921	–	–	–	–	–	–	6 921	6 921	6 921
Total Depreciation to be adjusted	1	**54 369**	**54 369**	**–**	**–**	**–**	**–**	**–**	**–**	**54 369**	**39 319**	**39 319**

WC022 Witzenberg - Adjustments Budget - capital expenditure on upgrading of existing assets by asset class - 21/06/2024

Description	Ref	Budget Year 2023/24									Budget Year +1 2024/25	Budget Year +2 2025/26
R thousands		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
Capital expenditure on upgrading of existing assets by Asset Class/Sub-class												
Infrastructure		**26 287**	**29 682**	**–**	**–**	**–**	**–**	**–**	**–**	**29 682**	**18 431**	**21 510**
Roads Infrastructure		25 187	19 364	–	–	–	–	–	–	19 364	8 868	9 075
Roads		–	–	–	–	–	–	–	–	–	8 368	9 075
Road Structures		25 187	19 364	–	–	–	–	–	–	19 364	500	–
Storm water Infrastructure		–	–	–	–	–	–	–	–	–	450	–
Storm water Conveyance		–	–	–	–	–	–	–	–	–	450	–
Electrical Infrastructure		1 100	10 318	–	–	–	–	–	–	10 318	4 450	2 000
HV Substations		–	4 918	–	–	–	–	–	–	4 918	–	–
HV Transmission Conductors		1 000	1 000	–	–	–	–	–	–	1 000	–	–
MV Substations		–	1 500	–	–	–	–	–	–	1 500	1 500	–
MV Networks		100	1 900	–	–	–	–	–	–	1 900	1 600	1 500
LV Networks		–	1 000	–	–	–	–	–	–	1 000	1 350	500
Water Supply Infrastructure		–	–	–	–	–	–	–	–	–	4 363	–
Water Treatment Works		–	–	–	–	–	–	–	–	–	450	–
Distribution		–	–	–	–	–	–	–	–	–	3 913	–
Sanitation Infrastructure		–	–	–	–	–	–	–	–	–	300	10 435
Reticulation		–	–	–	–	–	–	–	–	–	–	10 435
Waste Water Treatment Works		–	–	–	–	–	–	–	–	–	300	–
Community Assets		**1 158**	**3 866**	**–**	**–**	**–**	**–**	**–**	–	3 866	**300**	**3 913**
Community Facilities		300	885	–	–	–	–	–	–	885	300	–
Cemeteries/Crematoria		–	–	–	–	–	–	–	–	–	300	–
Markets		300	885	–	–	–	–	–	–	885	–	–
Sport and Recreation Facilities		**858**	**2 981**	**–**	**–**	**–**	**–**	**–**	**–**	**2 981**	**–**	**3 913**
Outdoor Facilities		858	2 981	–	–	–	–	–	–	2 981	–	3 913
Other assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	–	**–**	**300**
Operational Buildings		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**300**
Workshops		–	–	–	–	–	–	–	–	–	–	300
Intangible Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**200**	**–**
Licences and Rights		**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**200**	**–**
Computer Software and Applications		–	–	–	–	–	–	–	–	–	200	–
Total Capital Expenditure on upgrading of existing assets *to be adjusted*	1	**27 445**	**33 549**	**–**	**–**	**–**	**–**	**–**	**–**	**33 549**	**18 931**	**25 723**

WC022 Witzenberg - Supporting Table SB19 List of capital programmes and projects affected by Adjustments Budget - 21/06/2024

Municipal Vote/Capital project	Program/Project description	Project number	IDP Goal Code	Individually Approved Yes/No	Asset Class	Asset Sub-Class	GPS co-ordinates	Medium Term Revenue and Expenditure Framework					
								Budget Year 2023/24		Budget Year +1 2024/25		Budget Year +2 2025/26	
R thousand			3	6	4	4	5	Original Budget	Adjusted Budget	Original Budget	Adjusted Budget	Original Budget	Adjusted Budget
Parent municipality:													
Corporate Services	**Electronic Customer Care System**			**Yes**	*Information and Communication Infrastructure*	*Computers - software & programming*		**275**	**–**				
Technical Services	Toilets for Informal Settlements			**Yes**	*Sanitation Infrastructure*	*Reticulation*		**957**	**435**				
Entities:													
List all capital programs/projects grouped by Municipal Entity													
Entity Name													
Project name													

WC022 Witzenberg - Supporting Table SB20 Not required - 21/06/2024

Description	Ref	Budget Year 2023/24									Budget Year +1 2024/25	Budget Year +2 2025/26
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	3 A1	4 B	5 C	6 D	8 E	9 F	10 G	11 H		
Revenue By Municipal Entity												
Entity 1 total revenue									–	–		
Entity 2 total revenue									–	–		
Entity 3 (etc) total revenue									–	–		
									–	–		
									–	–		
									–	–		
									–	–		
									–	–		
									–	–		
									–	–		
Total Operating Revenue	1	–	–	–	–	–	–	–	–	–	–	–
Expenditure By Municipal Entity												
Entity 1 total operating expenditure									–	–		
Entity 2 total operating expenditure									–	–		
Entity 3 etc. total operating expenditure									–	–		
									–	–		
									–	–		
									–	–		
									–	–		
									–	–		
									–	–		
									–	–		
Total Operating Expenditure	2	–	–	–	–	–	–	–	–	–	–	–
Capital Expenditure By Municipal Entity												
Entity 1 total capital expenditure									–	–		
Entity 2 total capital expenditure									–	–		
Entity 3 etc. total capital expenditure									–	–		
									–	–		
									–	–		
									–	–		
									–	–		
									–	–		
									–	–		
									–	–		
Total Capital Expenditure	2	–	–	–	–	–	–	–	–	–	–	–

Witzenberg-Essen Partnership Agreement 2024-2026

„Partnership Agreement between Witzenberg Municipality and Essen Municipality for the multi-annual programme 'Youth Sports & Waste Management', January 2024 – December 2026"

1. General Provisions

Art 1.1.
The municipality of Essen, represented by Mr. Gaston Van Tichelt, Mayor, hereinafter referred to as 'Essen'

and

The municipality of Witzenberg, represented by Clr Trevor Abrahams~~X~~, Mayor, hereinafter referred to as 'Witzenberg'

are local authorities that work together as part of city-to-city cooperation, as determined by the cooperation agreement between the two local authorities.

Art 1.2.
Within this framework, Essen and Witzenberg are partners in the multi-annual programme "Youth Sports & Waste Management" as one of the actions that realise the municipal plans of action to broaden and intensify the existing city-to-city link, mentioned in the Essen policy and management cycle (BBC) and mentioned in the Witzenberg IDP. The programme is indirectly funded by the Flemish Government through the approval of the BBC of Essen.

2. Partnership Statement

Art 2.1.

General objective	To create an enabling environment for sports and waste management, focused on bilateral learning and knowledge sharing

Interim benchmarks	• Both programmes have their respective project plan, including mutually agreed benchmarks
	  ○ Witzenberg Municipality will devise the project plans
	  ○ Essen Municipality will support the devise and rollout of the plans
	
	Youth Sports Programme
	• Successful pilot-events that contribute to the realisation of the general objective of the programme
	• Professional training of local trainers and/or volunteers
	• Structural knowledge sharing between Belgian and South African municipal officials, coaches and/or volunteers
	• "Sports for development", focusing on holistic development for youth and coaches

	Waste Management Programme • Implementation of the Communication Strategy (Zutari, 2023) • Successful rollout of the Kluitjies Kraal~~Pine Valley~~ pilot project • Training for SMMEs active in the waste sector • Training of in-house staff
Marketing Strategy	The creation of a joint programme-logo that underlines the bilateral aspect of the partnership and increases the visibility of the twinning (and its realisations) • The logo will be used for mutual projects, events, advertising, … in both municipalities in order to be able to provide uniform communication

Art. 2.2

Both partners know and accept their role in the programme. Both parties hereby accept the following principles of partnership, which they are both committed to:

- Witzenberg
    - Will gather and make available all necessary information and details for the creation and submission of the multi-annual programme, annual action plans, annual reports and other administrative obligations
    - Will make an active contribution towards the realisation of the multi-annual programme, reports and other administrative obligations, and the planned objectives and benchmarks
    - Will implement the necessary actions to achieve the planned objectives and benchmarks by **December 2026**, in cooperation with the other actors involved
    - Will guarantee general coordination and follow-up of the necessary actions, both in terms of budget and content, including regular feedback to the twinning partner
    - Will organise a working visit in Witzenberg that contributes to the implementation, monitoring and evaluation of the programme
    - Will use the joint programme-logo in all matters that relate to the twinning programme
- Essen
    - Will offer general guidance and support to Witzenberg regarding the implementation of the programme
    - Will make an active contribution towards the realisation of the multi-annual programme, reports and other administrative obligations, and the planned objectives and benchmarks
    - Will follow-up on the necessary actions, both in terms of budget and content, including regular feedback to the twinning partner

    - Will organise a working visit in Essen that contributes to the implementation, monitoring and evaluation of the programme
    - Will use the joint programme-logo in all matters that relate to the twinning programme
- Both partners will share and receive copies of all the necessary reports regarding the twinning programme

3. Monitoring and evaluation

Art. 3.1.

Both local authorities strive to involve all stakeholders as much as possible in all aspects of this intervention, including planning, implementation, monitoring, evaluation and reporting.

Art. 3.2.

Both local authorities provide permanent mechanisms for the result-oriented management of the programme, including financial and content monitoring. This includes at least the following:

- Consistent follow-up by the Project Manager in Witzenberg
- Consistent follow-up by the Expert on International Collaboration in Essen
- Quarterly follow-up by the relevant Director~~Municipal Manager~~ in Witzenberg and Essen
- An annual follow-up meeting, including feedback from the municipal council of each municipality, to assess the achieved results of the current year and the planning for next year
- Monthly feedback and discussion of implementation progress between the responsible officials of both local authorities

The results of the programme shall be evaluated at interim intervals, annually, and at the end of the programme. This will be done through guided self-evaluations that include all stakeholders, and will be coordinated by the project managers of both authorities.

Art. 3.3.

An annual report will be created to describe the achieved results and completed benchmarks. This report will consist of (1) the annual implementation and follow-up report and (2) the annual financial report. Witzenberg and Essen will develop an annual programme and financial overview for the next year before the 15th of February of the following year.

Art. 3.4.

Both local authorities shall try to amicably settle any potential disputes regarding the implementation of the programme.

4. Funding and budgeting

Art. 4.1.

The following resources will be allocated to the programme, provided by Essen Municipality and appropriately used by Witzenberg Municipality:

A yearly amount of at least € 20.000,00 (approximately R 400.000,00) will be provided by Essen Municipality to Witzenberg Municipality to support the programme in every aspect.
This amount will be divided between the two sub-programmes, the Youth Sports Programme and the Waste Management Programme, with an equal allocation of funds (50/50) as basic principle.

The transfer of funding will be need-based, meaning the following, chronological action procedure will be consistently used:

- The minimal yearly amount of funding is proposed and accepted by the municipal council of Essen
- The necessary actions regarding the realisation of the programme are undertaken and implemented
- The required expenses regarding the realisation of the programme are documented, justified and presented to the funding partner (Essen Municipality) by the implementing partner (Witzenberg Municipality)
- The actual amount of expenses made is transferred by the funding partner to the implementing partner

Art. 4.2.

The funding allocation as mentioned in Art. 4.1. can be subject to the following exceptions:

- The basic allocation principle (50/50) can be altered, if approved by both twinning partners
    - Alterations need to be motivated and justified in writing, and signed by both twinning partners
- Allocation of funding towards projects and/or programmes that are not a part of this partnership agreement is possible, if approved by both twinning partners
    - Alterations need to be motivated and justified in writing, and signed by both twinning partners

Art. 4.3.

A yearly amount will be preserved for work visits. Work visits will be conducted every year, with the hosting of the visit alternating between both twinning partners. The host partner will provide lodging, catering services and local transportation for the visiting partner. The visiting partner will carry the costs of the necessary transportation in order to be able to travel to the hosting partner.

This will work as follows:

Year X (e.g.: 2023) – The amount will cover the purchase of airplane tickets, local transport and the necessary provisions regarding the delegation of Essen in Witzenberg

Year X+1 (e.g.: 2024) – The amount will cover the accommodation and local transport regarding the delegation of Witzenberg in Essen

This yearly work visit budget will be capped at **25 %** of the total, yearly funding budget.

Art. 4.4.

A yearly amount will be preserved under the denominator “Emergency funding”. This amount will not be extracted from the budget of this programme.

5. Provisions regarding the sustainability of the programme

Art. 5.1.

Essen and Witzenberg will strive to maximise the duration of the envisioned results of the programme, incorporating this approach in the general planning, monitoring and implementation of the programme.

Art. 5.2.

When necessary, Witzenberg will provide Essen with a motivation in writing, to be approved by Essen, regarding emergency funding.

6. Final Provisions

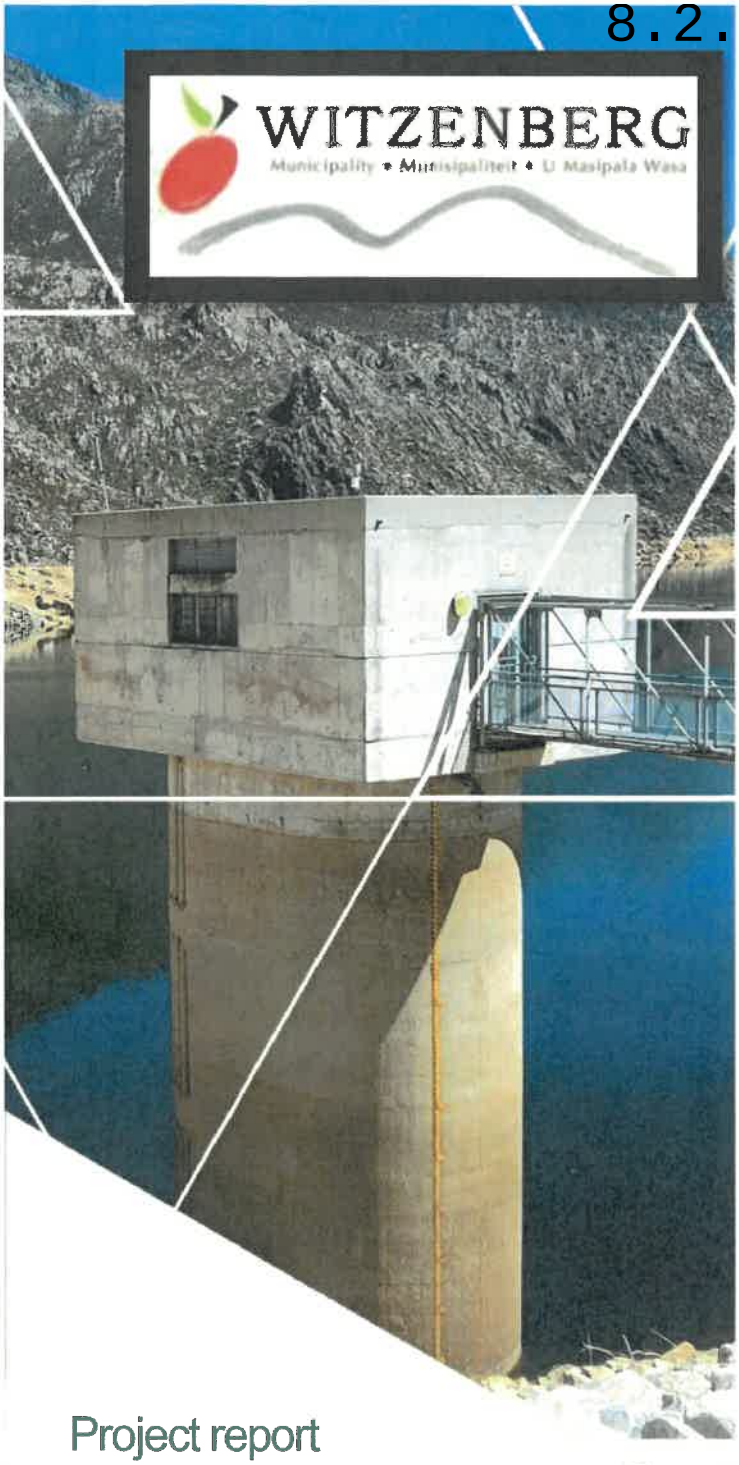
Art. 6.1.

This annex to the existing cooperation agreement between Essen Municipality and Witzenberg Municipality was created in ESSEN on 08/12/2023 and signed in duplicate by both parties.

This document shall be presented to the authorised bodies of both local authorities for their approval.

On behalf of Essen

On behalf of Witzenberg



Project report

Professional Services for Water Services Planning Services:

Ceres Water Supply System: Water Safety Plan

Witzenberg Local Municipality

Submission date: 2023/05/22

Document number: 500696-0000-REP-KS-00003

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Name	Jana du Randt	Name	Philip de Souza
Title	Civil Engineer	Title	Technical Expert

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Document Review and Acceptance

Approved by	Manager: Water & Wastewater
Name	Nathan Jacobs
Date	23.01.24
Signature	
Approved by	**Director: Technical Services**
Name	Joseph Barnard
Date	26/1/24
Signature	
Approved by	**Municipal Manager**
Name	David Nasson
Date	30/01/2024
Signature	

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Approved by	Manager: Water & Wastewater
Name	Nathan Jacobs
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Date	
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Abbreviations and Acronyms

Acronym	Explanation
BGCMA	Breede Gouritz Catchment Management Agency
DWS	Department of Water and Sanitation
IWA	International Water Association
NTU	Nephelometric Turbidity Units
SANS	South African National Standard
WHO	World Health Organization
WSA	Water Services Authority
WSP	Water Safety Plan
WSS	Water Supply System
WTW	Water Treatment Works
WWTW	Wastewater Treatment Works

1 Introduction

1.1 Water Safety Planning Background

A Water Safety Plan (WSP) is a systematic approach that comprehensively assesses and manages risks throughout the water supply system. The WSP process covers all aspects of the water supply system, from catchment to consumer, and was developed by the World Health Organization (WHO) and International Water Association (IWA) (WHO, 2009).

In South Africa the national regulator, the Department of Water and Sanitation (DWS), requires all Water Services Authorities (WSAs) (including Witzenberg) to develop and implement a WSP as described in the South African National Standard for drinking water quality (SANS 241). Drinking-water is regulated via the DWS Blue Drop Certification process which also assesses the quality of the WSP.

The business of provision of water services operates in a highly regulated environment consisting of interrelated and independent national Acts, including the National Water Act (Act 36 of 1998) and Water Services Act (Act 108 of 1997). Whilst compliance to the Acts is a necessity, executing effective WSP will ensure synergised operations that make for a self-sustaining and effective water services business.

Climate change is expected to introduce changes in temporal and spatial distribution of climate and weather-related events; as well as an increase in severe climate and weather-related events (such as floods, droughts, storms, etc.). This is expected to bring about challenges to water resources, as well as the ability of water utilities to provide adequate safe drinking water to consumers. Consequently, the WSP process has evolved and now also includes consideration of climate change and the need for climate resilience. The inclusion of climate resilience into the WSP process helps ensure continued sustainability of safe drinking water, under current and future climate conditions.

1.2 Methodology

The methodology followed in developing this WSP is briefly described below:

- Engage with the client, gather and review data/information and previous WSPs to understand Witzenberg Water Supply Systems (WSSs).
- Conduct site assessments to:
  - Identify and confirm the respective components of the water supply system;
  - Identify and list all known hazards and hazardous events;
  - Interview operational staff to determine operational constraints, if any.
- Conduct a risk assessment, using the WHO risk management matrix, to:
  - Determine the raw risk without any control measures
  - Determine if any control measures are in place and the effectiveness thereof;
  - Determine the residual risk with existing control measures in place; and
  - Recommend measures to improve the status quo;
- Draft the WSP with consideration of the following sections (as per the proposed modules defined in the WHO/IWA WSP Manual – 2nd Edition):
  1. Assembling the WSP Team
  2. Describing the system
  3. Identifying hazards and hazardous events
  4. Validating existing control measures and assessing risks
  5. Planning for improvement

6. Monitoring control measures
7. Verifying the effectiveness of water safety planning
8. Strengthening management procedures
9. Strengthening WSP supporting programmes
10. Reviewing and updating the WSP

- Workshop the draft WSP with the WSP team
- Finalize the WSP for implementation

The above components of a WSP will be described in greater detail in the sections that follow.

2 WSP Team

2.1 Internal WSP Team

The core internal municipal WSP team responsible for day-to-day operationalisation of the WSP is noted in the table below.

Table 2-1: Ceres WSS WSP core implementation team

Name	Job title	Role in WSP team	Contact details
Nathan Jacobs	Manager: Water & Sewerage	Oversea WSS and coordinate all external stakeholders.	Phone: 023 316 8540 Email: nathan@witzenberg.gov.za
Stephanie Farmer	Senior Technician: Water & Sewerage	Provide technical support, guidance and expertise in the planning, design, operation, and maintenance of WSS.	Phone: 023 316 8540 Email: stephanie@witzenberg.gov.za
Marquin Pieterse	Technician: Water & Sewerage	Ensure safe and reliable WSS and take proactive measures to prevent or mitigate any risks to public health and the environment.	Phone: 023 316 8540 Email: marquin@witzenberg.gov.za
Branwell Schippers	Supervisor: Water	Oversee operation and maintenance of WSS and ensure the effective implementation of the WSP.	Phone: 083 495 9791 Email: ckb@lando.co.za
Jimmy Sampson	Assistant PC	Monitoring and controlling the treatment processes at the WTW.	Phone: 076 909 2107 Email: ckb@lando.co.za
Willem Mepomie	Superintendent	Oversee operation and maintenance of WSS and ensure the effective implementation of the WSP.	Phone: 081 591 9479 Email: willem@witzenberg.gov.za
Ebrahim Naude	Foreman	Oversee operation and maintenance of distribution network and ensure the effective implementation of the WSP.	Phone: 060 442 6846 Email: stephanie@witzenberg.gov.za marquin@witzenberg.gov.za
Not available	Plumber	Technical assistance on operations and maintenance of plumbing systems	-

The Ceres WSS technical team currently has several vacancies. Efficient and effective operations and maintenance can therefore not always be achieved, compromising WSS performance.

The core WSP team is supported by other municipal officials as noted in the table below. These members provide input on an ad-hoc basis (i.e. as and when required).

Table 2-2: Ceres WSS WSP internal support team

Name	Job title	Role in WSP team	Contact details
J Barnard	Director: Technical Services	Engage with municipal top management and council	Phone: 023 316 8540 Email: joseph@witzenberg.gov.za
Ingrid Barnard	HR Manager	Staff capacity building and training requirements	Phone: 023 316 1854 Email: ingrid@witzenberg.gov.za
HJ Kritzinger	Director: Financial Services	Budget for improvements	Phone: 023 316 1854 Email: cobus@witzenberg.gov.za
Annelize Lamprecht-Vertue	Manager: Fire, Rescue and Disaster Management Services	Emergency reponse coordination	Email: annelize@witzenberg.gov.za

2.2 External WSP Team

The internal WSP team is also supported by an external WSP team as noted in the table below. These members provide input on an ad-hoc basis (i.e. as and when required).

Table 2-3: Ceres WSS WSP External Team

Name	Organisation / Job title	Role in WSP team	Contact details
Elkerine Rossouw	Breede Gouritz Catchment Management Agency (BGCMA)	Management of water resources in the Breede and Gouritz catchment areas	Phone: 023 3468000 Email : erossouw@bgcma.co.za
Natasha Davis-Wolmarans	DWS Control Environmental Officer: Water Services Regulation	Compliance of water regulations and enforcement of measures to protect public health and environment	Phone: 021 941 6192 Email: DavisN@dws.gov.za
Natasia van Binsbergen	A L Abbott & Associates (PTY) LTD Managing Director	Drinking water quality monitoring	Phone: 021 448 63 40 Email: natasia@alabbott.co.za
Nelmari Janse van Rensburg	CKB – Irrigation board Secretary	Water resource allocations for agricultural purposes	Phone: 023 315 5569 Email: kantoor.kbr@gmail.com
Chris Van Der Walt	Project Executive	Overall leadership, coordination and oversight	Email: Chris.VanderWalt@zutari.com
Dan Abraham	Zutari / Project Lead	Manage and coordinate project team / development of WSP	Email: Dan.Abraham@zutari.com
Philip de Souza	Zutari / Technical Expert	Specialized knowledge and expertise input / development of WSP	Email: Philip.deSouza@zutari.com
Veronique Spanneberg	Zutari / Civil Technologist	Development of WSP	Email: Veronique.Spanneberg@zutari.com
Jana Du Randt	Zutari / Civil Engineer	Development of WSP	Email: JanaDuRandt@zutari.com

3 Water Supply System Description

3.1 Locality

Ceres covers an area of 80.7 square kilometres which is the largest town of the Witzenberg Local Municipality in the Western Cape Province. Ceres is the administrative as well as regional centre, surrounded by Wolseley, Tulbagh, Op-de-Berg and Prince Alfred's Hamlet.

The map in Figure 3-1 illustrates the locality of Ceres.

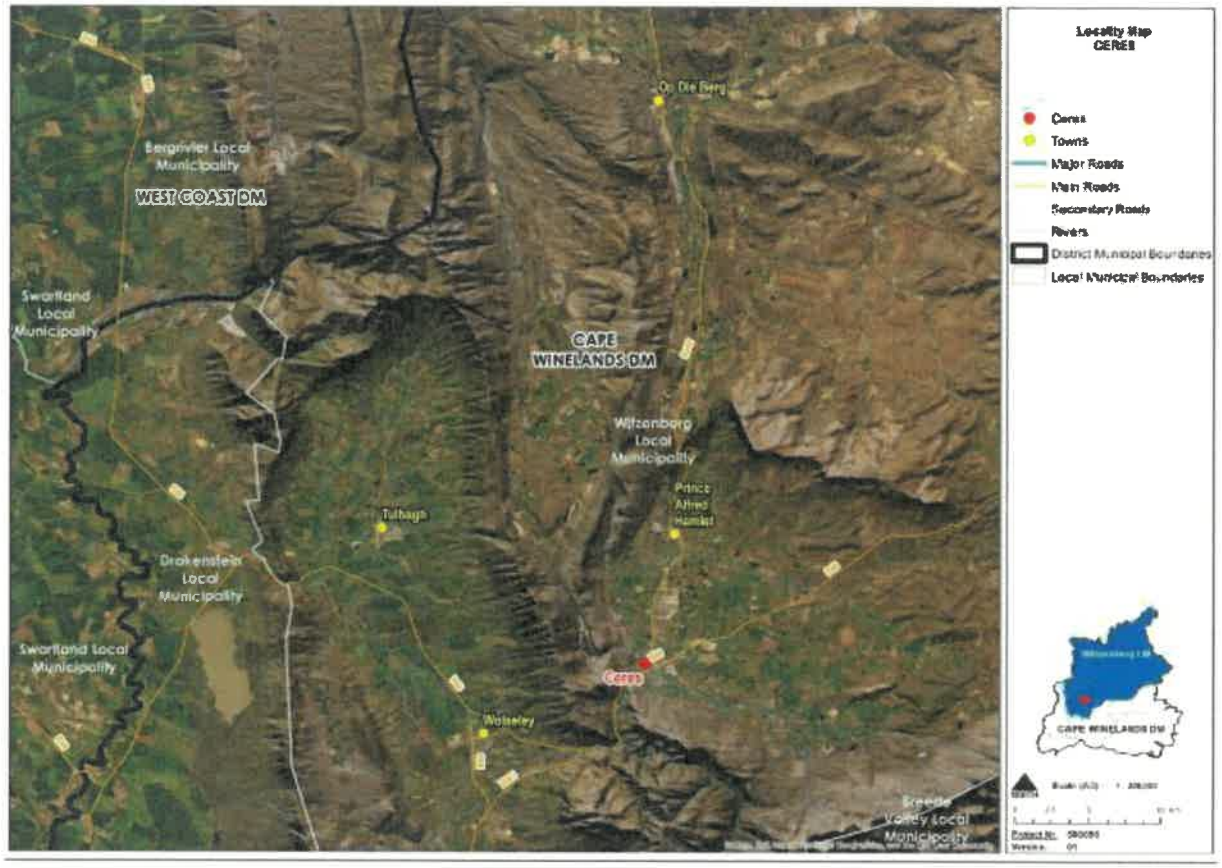


Figure 3-1: Locality Map - Ceres

3.2 Climate Summary

Witzenberg Local Municipality is in the Western Cape province, and forms part of the Cape Winelands District Municipality. According to the Köppen-Geiger climate classification most of Witzenberg experiences Mediterranean climate. Witzenberg experiences hot dry summers, and cool wet winters. Typical climate related hazards for Witzenberg include droughts, fires and floods.

Temperatures indicate an increasing trend for the Western Cape Province (Figure 3-2, top half). Increases over the past decade indicate an increase of about 1°C. Trends in ocean currents also indicates an increase with the Agulhas current temperature having increased by 1.5°C since 1980. Rainfall data for the Western Cape indicates a decrease in the number of rainfall days and that the rainy

season is starting later each year (Figure 3-2, bottom half). Implications of the above is that there is increased risk of insufficient water being available for consumption.

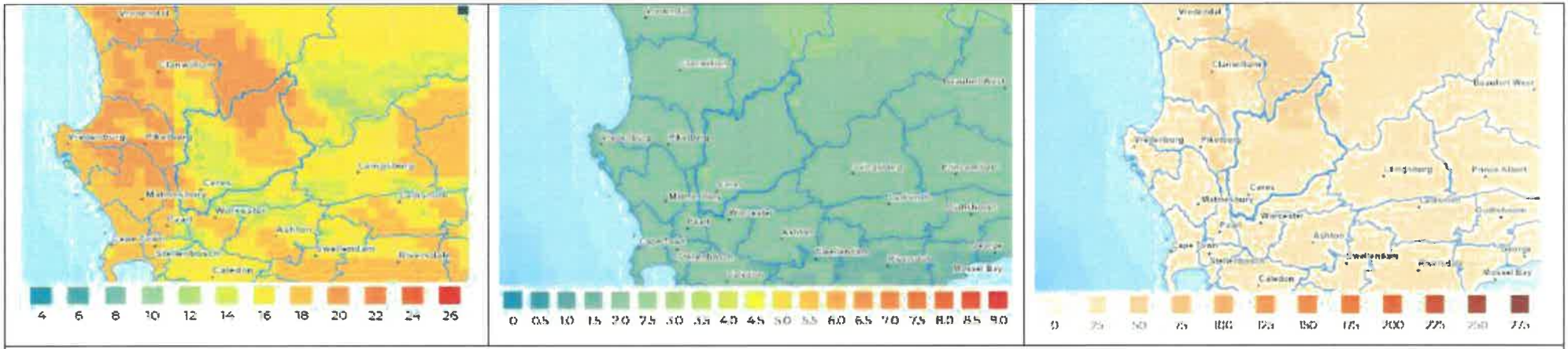
Under the RCP 45 scenario, temperature is expected to increase between 1.67 °C – 2.26°C, whereas under the RCP 85 scenario temperature is expected to increase between 2.19°C – 2.69°C. (***NOTE:*** RCP4.5 represents a scenario whereby greenhouse gas emissions have stabilized before 2100, while RCP8.5 represents a scenario whereby greenhouse gas emissions continue to increase over time, and results in high concentrations of atmospheric greenhouse gases.) Under both RCP 45 and RCP 85 scenarios, rainfall is projected to decrease. These changes are expected to be well out of range of present-day climate variability. The major implication of the above is there will be decreased water availability. Other implications include the increased occurrence of wild fires.

In terms of adapting for climate change, Witzenberg water systems will therefore need to be more robust. Increased skills will be required from water managers and long-term water projections are required. Increased variability in the climate and frequency of extreme events, as well as increased temperature and wind could have an impact on water sources, particularly surface waters. Almost all the bulk water supplied to the towns in Witzenberg Municipality's Management Area is from surface water sources, with limited use of groundwater resources.

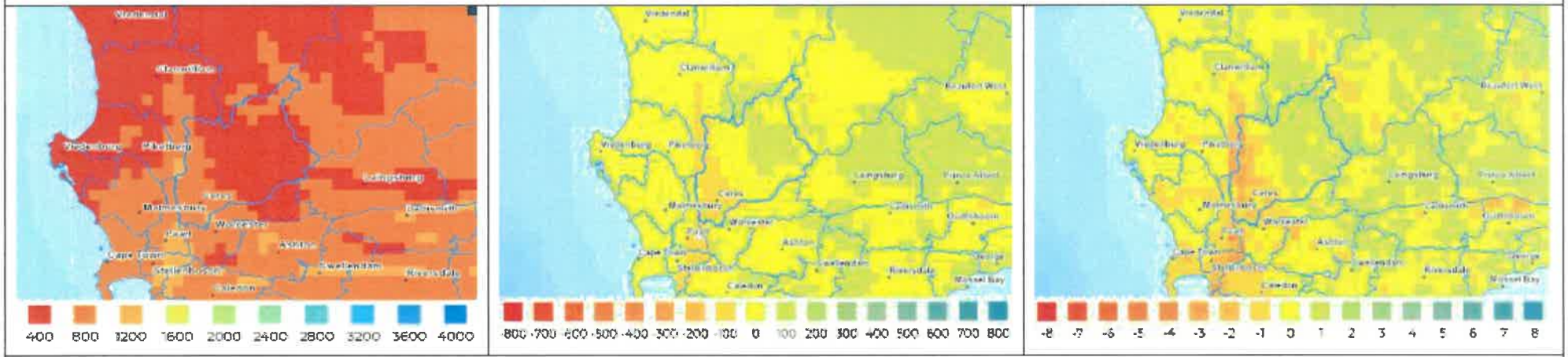
It is necessary for WSAs to develop climate response strategies and include these in their WSDPs, implement WC/WDM and reduce levels of non-revenue water. Water-related climate change adaptation and mitigation planning should be considered through water safety planning and incorporated into all WSDPs and IDPs. The implementation of WC/WDM is a critical element of adapting to climate change.

Witzenberg Municipality has a defined role to play in the mitigation of and adaptation to the impacts of climate change. The Western Cape is particularly vulnerable to climate change and the hotter drier conditions predicted for the West Coast could have far reaching impacts. The Municipality's local economy is driven by agriculture and there is concern about the negative impacts of climate change on the agriculture sector which will turn impact on the local economy.

Figure 3-2: Current Average, Projected Average & Project Very Hot and Extreme Rainfall days



Witzenberg Municipality a) current average temperatures b) average projected temperatures c) projected very hot days (www.greenbook.co.za)



Witzenberg Municipality a) current average rainfall b) average projected rainfall c) projected extreme rainfall days (www.greenbook.co.za)

3.3 Overview of Water Supply System

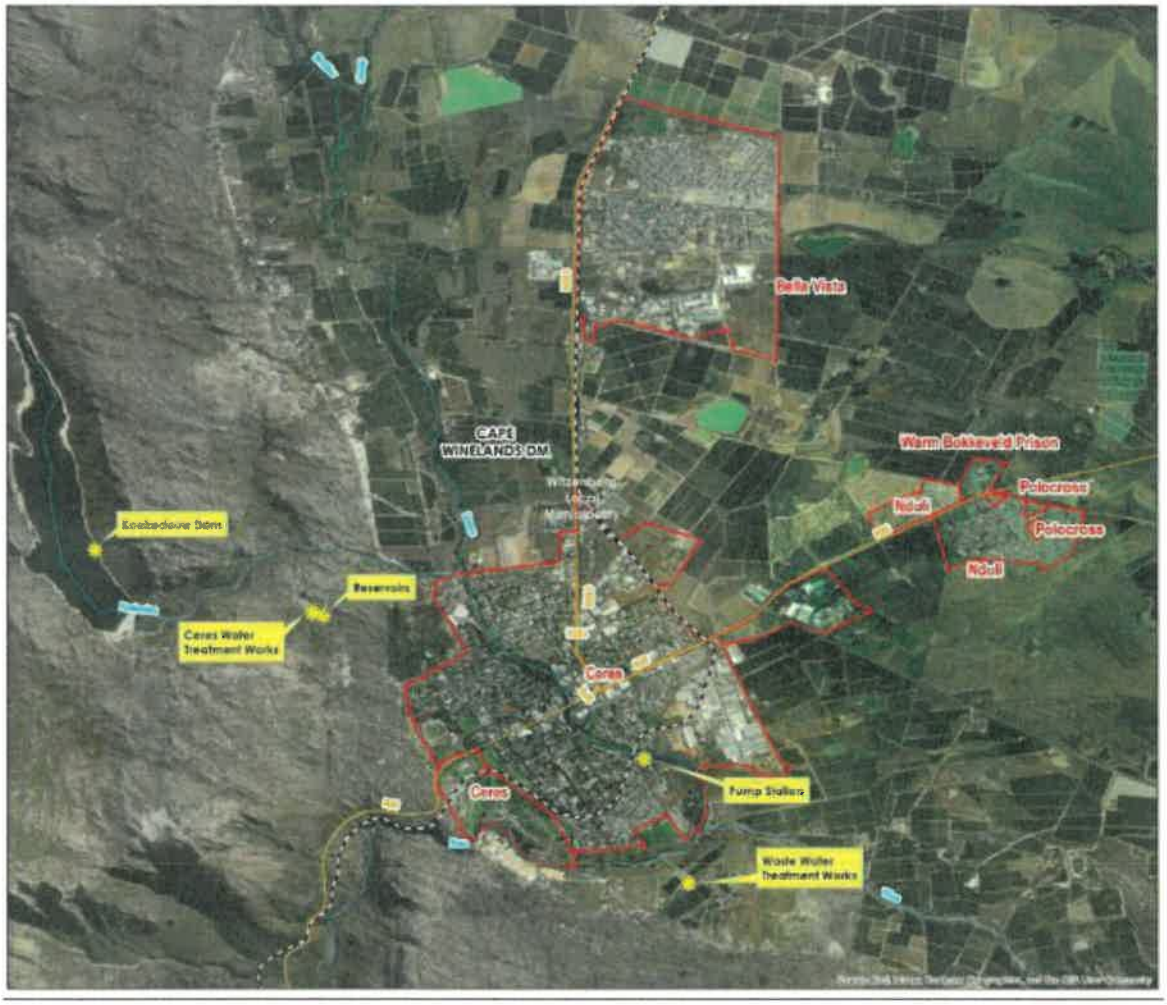


Figure 3-3: Overview of Ceres

3.4 Water Sources

Ceres WSS depends solely on surface water as the primary source for domestic use, with groundwater serving as a backup supply. The main resource of water supply is the 17 million m^3 Koekedouw Dam, situated on a tributary of the Dwars River in the upper reaches of the Breede River, known as the Koekedouw River. As of 1 October 2017, Ceres is entitled to abstract 10 million m^3/a from the Koekedouw Dam.

The main water supply from the Koekedouw Dam can also be supplemented through the supply from 4 boreholes, which is licensed to provide 0.4 Mℓ/a.

Largely, the raw water from the Koekedouw Dam is pure with zero to minor risks with occasional increased raw water turbidity due to increased runoff during heavy rains.

Water gravitates from the Koekedouw Dam to the "Groenplaatjies" Water Treatment Works (WTW).

Figure 3-4: Koekedouw Dam

3.5 Water Treatment

Water from the dam is filtered through pressured sand filters, when the raw water turbidity is high. Thereafter, lime is added to stabilize the water and then it undergoes disinfection with chlorine.

However, during the site inspections carried out to compile this WSP, it was observed that the sand filters had been damaged during the wildfire in February 2023, due to vegetation around the infrastructure is growing uncontrollably. It has been reported that repairs are anticipated to be completed by April 2023. Currently, the chlorination plant is out of operation due to a shortage of chlorine gas, and treatment is being carried out manually by adding HtH and limestone to the water. The design capacity for this facility is 44.1 Mℓ per day when running at 100%. Currently the daily capacity is 10.98 Mℓ per day which is 24.9%.

Figure 3-5: Pressured sand filters

Figure 3-6: Water treatment pond

Figure 3-7: HtH added for disinfection

Figure 3-8: Lime added for stabilisation

The "Groenplaatjies" WTW is classified as a Class D works, and the current personnel at the WTW complies with the applicable requirements in Regulation (see Table 3-1).

Table 3-1: Water treatment works classification and process controllers' compliance – with consideration of Regulation 2834

Class of works	Required staff (Regulation 2834)	Classified process controllers available at the works	Requirements met
Class D	1 x Trainee	Dandrick vd Merwe	✓
	1 x **I** Process Controller	Jimmy Sampson (**I**)	✓
	1 x **II** Supervisor	Branwell Schippers (**V**)	✓
	1 x **III** Supervisor (for weekly inspection)	Stephanie Farmer (**V**) Marquin Pieterse (V)	✓

It has been noted that in the last 12 months, none of the process controllers have received relevant training. It is important that process controllers attend refresher training courses to improve WTW operations, maintenance and performance. The last training received by process controllers was in early 2022 as indicated below:

Name	Course	Date
Branwell Schippers and Jimmy Sampson	• Handling of Dangerous Goods • Conveying of Dangerous Goods	March 2022

3.6 Reservoirs

The water is stored in two bulk storage reservoirs with capacities of 3 Mℓ and 5 Mℓ, referred to as "Die Berg" reservoirs.

While conducting the site inspections for compiling the WSP, it was noticed that the infrastructure was at risk of getting damaged in the February 2023 wildfire due to uncontrolled growth of vegetation around it.

Another concern identified at these facilities is the introduction of hazards through damaged ventilators in storage reservoirs, however, this is regarded a minor risk.

Figure 3-9: "Die Berg" reservoir

Figure 3-10: Damaged reservoir ventilators

3.7 Distribution Network

From "Die Berg" reservoirs, the treated water is distributed via a 139 km distribution network with 4 supply zones (Bella Vista, N'Duli, Ceres main supply zone and Ceres central PRV zone). The network includes 2 X 2 Mℓ service reservoirs and a booster pump station to the pressure tower (500 Mℓ) at Bella Vista, as well as a 4.5 Mℓ and 0.75 Mℓ service reservoir with a booster pump station at N'Duli.

During the veld fire in February 2023, the main supply pipe got severely damaged.

Figure 3-11: Damaged pipe during veld fire in February 2023

Figure 3-12: Overgrown vegetation along pipeline route

3.8 Flow Diagram of the Existing System

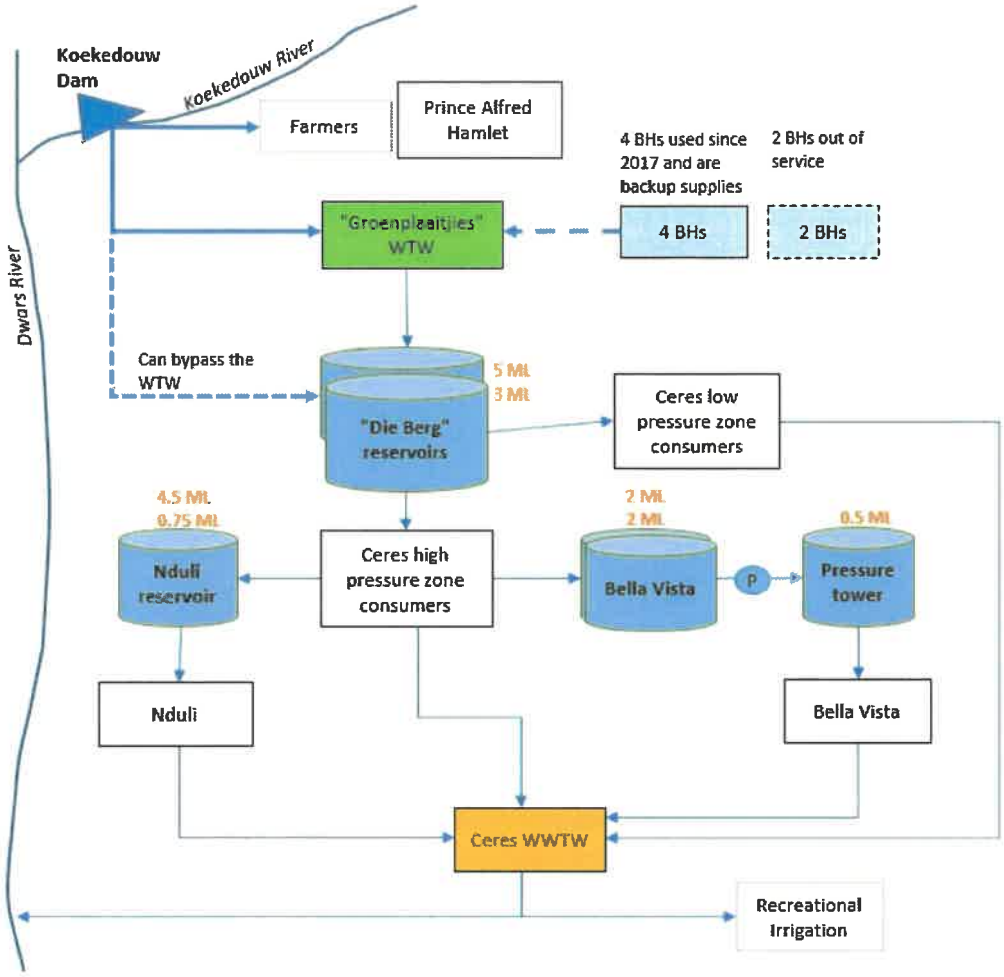


Figure 3-13: Flow Diagram of the Ceres WSS

3.9 Water Use and Users

Water in Witzenberg is primarily utilized for residential purposes (including informal settlements), including drinking, food preparation, and various household activities. Additionally, it is used for agricultural practices, commercial and industrial activities, businesses and institutions, recreational activities, and other purposes.

Households are the primary water users in Ceres, with a significant portion of water usage also being attributed to large institutions / farming practices such as, for example:

- Ceres Fruit Juices Pty Ltd,
- Ceres Fruit Processors (Pty) Ltd,
- Du Toit Vrugte Edms Bpk and
- Department of Public Works.

3.10 Water Demand

The Witzenberg Water Master Plan presents an analysis of water demand in the Witzenberg municipal area. The present annual total water demand (from January 2018 to December 2018) is 5 890 457 kℓ, which results in an **AADD of 16 147 kℓ/d**. For future water demand, it is estimated that the AADD will increase only marginally from 16 147 kℓ/d to 17 136 kℓ/d with all vacant erven occupied and the municipal-wide non-revenue water figure for WM reduced from 36% to 30%. Additionally, it is estimated that future developments can contribute a further 9 871 kℓ/d, resulting in a total future **AADD of 27 006 kℓ/d** for the Witzenberg Municipality reticulation system.

The current average daily demand for water in Ceres, including estimates for informal and unmetered consumers, is **10 026 kℓ/d**. The potential future average daily demand, assuming a reduction in non-revenue water through water demand management (WDM), is **10 915 kℓ/d** for existing formal stands and **5 629 kℓ/d** for potential future developments, including informal settlements (Witzenberg Water Master Plan, 2021).

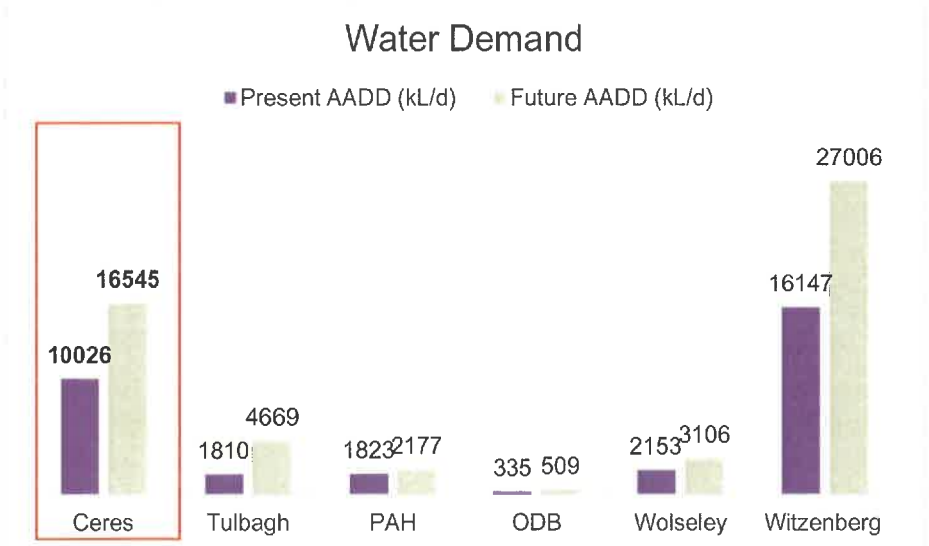


Figure 3-14: Present and future water demand

The following seven (6) informal settlements were reported to be present in the Ceres area as per Bi-Annual counting received from Housing Department:

- Mooiblom in Nduli with 94 households
- Nkonjani in Nduli with 19 households
- Mnandi in Nduli with 532 households
- Zibonele in Nduli with 96 households
- Eluxolweni in Nduli with 319 households
- Amos in Nduli with 319 households.

3.11 Non-Revenue Water

The amount of non-revenue water in Ceres, which refers to the difference between the bulk supply and the billed consumption, shows fluctuation in its value. In 2018/2019, NRW was recorded at 34.6%, which decreased to 32.6% in 2019/2020 and 21.8% in the following year. This drop in NRW from 2018/2019 to 2020/2021 could be attributed to measures taken to control water loss, such as infrastructure upgrades or replacement and leak detection programs. In 2021/2022, there was a slight increase in NRW, with a recorded percentage of 24.5%, which may be due to seasonal fluctuations or other factors that need further investigation.

It is essential to monitor the trend of NRW and take appropriate measures to control water loss to ensure an adequate water supply for consumers and optimize the revenue for water utilities.

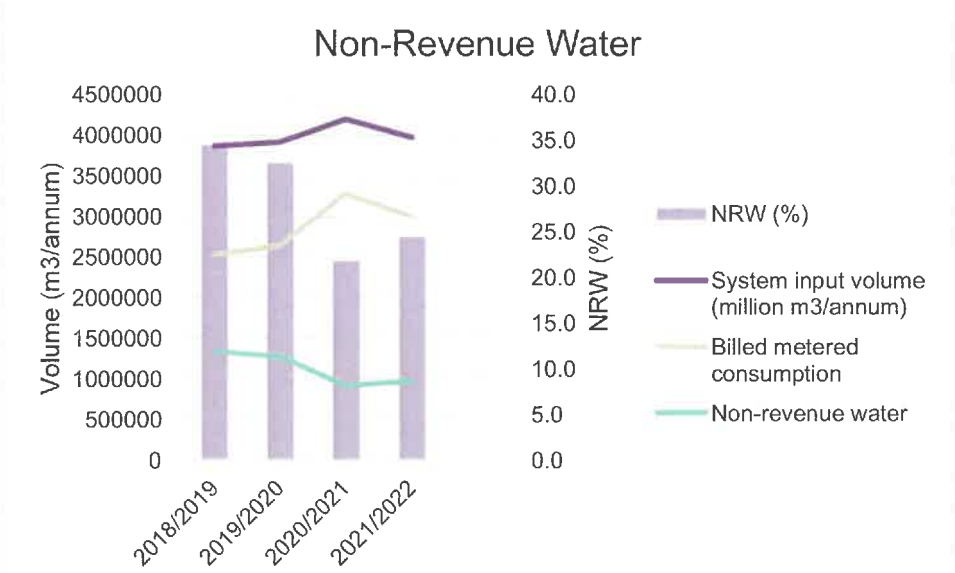


Figure 3-15: Non-revenue water trends from 2018 to 2022

Table 3-2: Non-revenue water data from 2018 to 2022

Year	System Input Volume (m^3/annum)	Billed Consumption (m^3/annum)	NRW (m^3/annum)	NRW (%)
2018/2019	3872866	2534743	1338075	**34.6**
2019/2020	3919926	2643594	1276328	**32.6**
2020/2021	4200003	3283225	916861	**21.8**
2021/2022	3974968	3001300	973470	**24.5**

3.12 Laboratory Status

3.12.1 External laboratory

The sampling and testing of water quality samples, that comply with the requirements of SANS 241, are provided by an external laboratory. At the time of compiling this WSP, AL Abbott had been contracted to provide the water quality sampling and testing services for the municipality. AL Abbott's sampling and testing methods are SANAS accredited, meaning that it has been certified by the South African National Accreditation System as being accurate and reliable.

For further detailed information of sampling frequency and test results please refer to Section 7 of this document.

3.12.2 Internal laboratory

Operational monitoring is regularly carried out at the Ceres WTWs to assess multiple parameters of the treated water, such as conductivity, turbidity, pH and free chlorine. Detailed information and results are included in Section 6.

The laboratory at the site is not accredited by SANAS. The equipment used for monitoring is listed in an inventory, and the process controllers are responsible for calibrating the equipment. However, during the site visit, it was observed that there were instances where there were not enough calibration materials available. It is important to ensure that water quality testing equipment is calibrated in order to obtain accurate and reliable results. Therefore, it is recommended that regular calibration checks be conducted.

3.13 Drinking-Water Quality

Compliance drinking-water quality monitoring for the Ceres WSS is conducted monthly with the test results data uploaded to the DWS' Integrated Regulatory Information System (IRIS). The drinking-water quality status of all water supply systems in Witzenberg Municipality is summarised below, and includes consideration of the following determinants:

- Acute health (microbiological)
- Acute health (chemical)
- Chronic health (chemical)
- Non-health aesthetic
- Operational

- Disinfectant

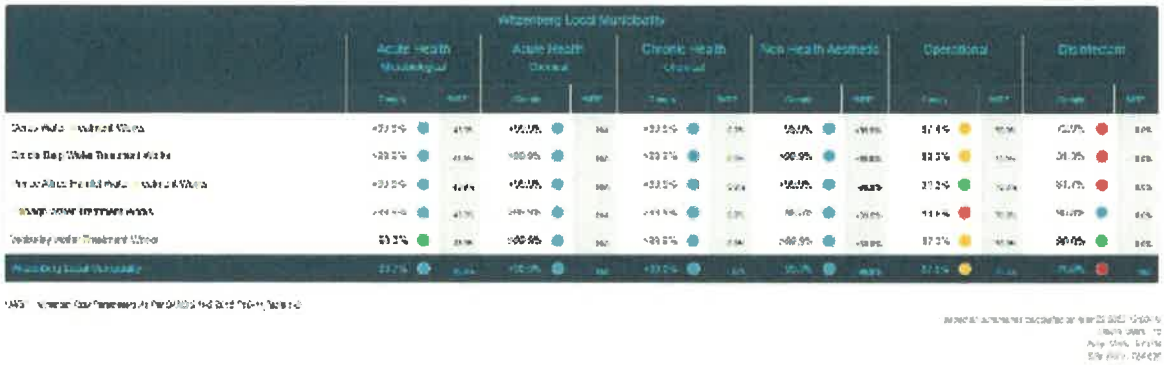


Figure 3-16: Summarised drinking-water quality performance for Ceres Water Supply System – 2020

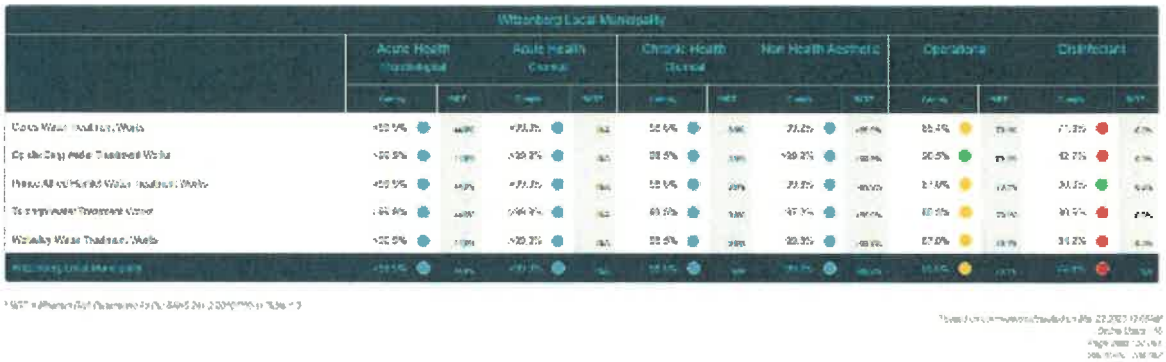


Figure 3-17: Summarised drinking-water quality performance for Ceres WSS – 2021

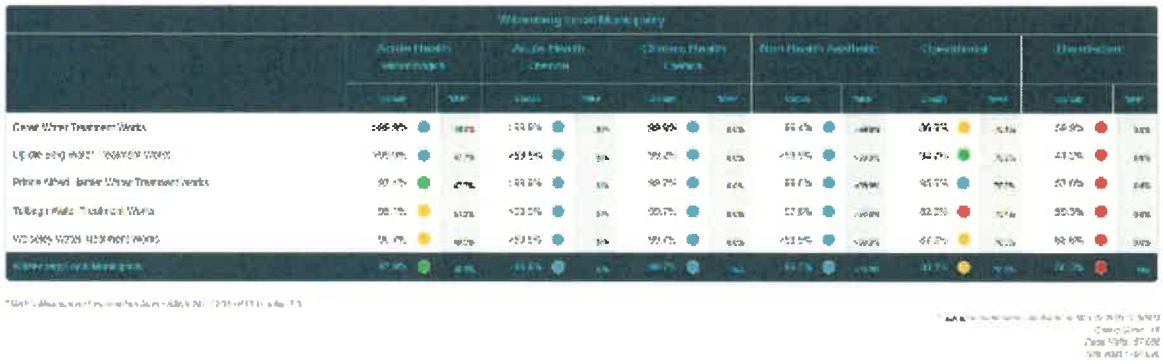


Figure 3-18: Summarised drinking-water quality performance for Ceres WSS – 2022

Figure 3-19: Summarised drinking-water quality performance for Ceres WSS – 2023 (to-date)

Considering Ceres, the following summarised performance is noted:

Table 3-3: Summarised drinking-water quality performance for Ceres Water Supply System

Year	Acute health (microbiological)	Acute health (chemical)	Chronic health (chemical)	Non-health aesthetic	Operational	Disinfectant
2020	Acceptable	Acceptable	Acceptable	Acceptable	Operational monitoring is used as an early warning, and failures should lead to process optimization	Poor
2021	Acceptable	Acceptable	Acceptable	Acceptable		Poor
2022	Acceptable	Acceptable	Acceptable	Acceptable		Poor
2023 (to-date)	Acceptable	Not yet sampled and analysed	Acceptable	Acceptable		Poor

Whilst most water quality parameters appear acceptable (i.e. meeting SANS 241-2015 requirements), the summarised results indicate a deteriorating disinfection performance. The results indicate that current use of HtH for disinfection purposes is not ideal and compromising drinking-water quality. This can have long-term negative effects on the health of the distribution network (increased microbial activity, increased formation of biofilms) and a return to normal chlorine gas disinfection as soon as possible is strongly encouraged. The recent poor acute health (chemical) water quality performance is attributed to no sampling yet been conducted in 2023.

Drinking water quality monitoring is done as per the monitoring programme in Section 7 of this WSP, and includes monthly, quarterly, and annual monitoring. It is not practically or financially feasible for Witzenberg Municipality to monitor all SANS 241 determinants monthly and Witzenberg therefore follow a risk-based monitoring approach. The frequency of monitoring required determinants is based on the outcomes of the latest SANS 241 analysis and associated historical trends.

3.14 Water Supply System Performance: Blue Drop Status

Table 3-4 below indicates a brief history of Witzenberg's Blue Drop Certification performance. The results indicate a proactive municipality with an impressive Blue Drop Certification performance record.

Table 3-4: Witzenberg Local Municipality Overall Blue Drop Status

Year	Blue Drop Score	Regulator's Comments
2009	62.4%	No Blue Drops achieved. Witzenberg Municipality is faring well in its responsibility of drinking water quality management but Process Controlling and Incident Preparedness requires attention. The water supply system of Prince Alfred Hamlet is not up to standard yet though.
2010	93.3%	Blue Drop achieved for: • **Ceres** • Prince Alfred Hamlet An exceptional 2010 performance by Witzenberg, ensured the illustrious Blue Drop Certification for no less than two water supply systems. The other 3 systems came very close to obtaining the prestigious acknowledgement as well. This is indicative of a concerted effort to improve drinking water quality management to be in line with international best practice. The Department trust that the Municipality will uphold this level of commitment to ensure that the Blue Drop status will be maintained.

Year	Blue Drop Score	Regulator's Comments
2011	97.56%	Blue Drop achieved for: • **Ceres** • Op Die Berg • Prince Alfred Hamlet • Tulbagh • Wolseley Once again an impressive performance by Witzenberg Local Municipality. The Department wish to congratulate this water services authority (WSA) which has proven that the size of a municipality is not to be the determining factor of the success with in the Blue Drop Certification programme but rather the dedication to diligently adhere to the stringent criteria set. In the words of the Lead Inspector: "The WSA has shown high level of commitment throughout the whole process. The officials have put more effort in the preparation for the 2010/11 assessment; this was proven based on the availability and the quality of the information presented during the on-site assessment and the information on the Blue Drop System. The level of commitment from the management side contributed as well. This is one of the municipalities which can be used as a case study (lesson learning), it could benefit other WSAs" This performance justifies a place in the National Top 10 Blue Drop performers.
2012	97.63%	Blue Drop achieved for: • **Ceres** • Op Die Berg • Prince Alfred Hamlet • Tulbagh • Wolseley The consistent excellent performance of Witzenberg Local Municipality can once again be applauded since it can only be due to teamwork, passion and commitment that such a feat seems to become customary for this small municipality. The Department is aware that once Blue Drop certification status is obtained, it becomes more challenging to maintain such status and this makes this accomplishment even more remarkable. Even though all (5) water supply systems reached Blue Drop status fairly comfortably, there would be a few areas the municipality is required to give attention to before further steps away from the 95% mark would be possible. This would be the process control skills level. It might be necessary to investigate means to augment current process control capacity (consider placement of Overberg Water trainees; one of the options) or further training of current staff. The other point would be to relook at the process audits since the inspectors found these assessments to lack the level of detail one would expect from an expert process engineering report. And lastly would be the chemical compliance of Tulbagh. The aluminium levels within this system overall complied with the national standard expected level for Good compliance, but in the spirit of endeavouring towards excellence, process optimisation is a necessity to ensure the standards Witzenberg sets for itself are maintained. Nevertheless the municipality can once again proudly display its Blue Drop certification status since it surely deserves this recognition of exceptionality.
2014	95.77%	Blue Drop achieved for: • **Ceres** • Op Die Berg • Prince Alfred Hamlet • Tulbagh • Wolseley The Witzenberg Local Municipality is to be commended for achieving Blue Drop status for each of their water systems for the third consecutive assessment. This is an excellent example to all. It is noted that the municipal team was well prepared for the assessment and presented all the necessary evidence for the inspector to assess compliance. A slight decrease in Municipal Score was achieved and the Municipality is encouraged to review areas where further improvement can be implemented. This includes: • Risk based monitoring should comply with the requirements of SANS 241 with regard to sampling points, frequency of analyses and the determinants that are analysed. Monthly sampling is currently undertaken which is not compliant. • With the exception of Port Alfred Hamlet, poor operational compliance was recorded with a high number of aluminium and turbidity failures. • As previously highlighted, the process audits focus on water quality aspects and do not address technical issues that may impact on the ability of the plant to produce water of acceptable quality.

Year	Blue Drop Score	Regulator's Comments
		• Baseline No Drop data is not fully compliant with the criteria in all systems. It is anticipated that the Municipality will continue to demonstrate commitment to risk based management of all their systems and the achievement of excellence. The overall 2014 Risk Rating for Witzenberg is 32% which translates into the 5th best performance in the Western Cape. Note that this value is based on the 3 specific areas indicated below and shows concerns (medium to critical risks) for Process Control (which risks reflect compliance in terms of draft Regulation 813) in 3 of the 5 systems; Drinking Water Quality in none of the 5 systems; and Risk Management in none of 5 systems. The Risk Ratings found in all systems for Drinking Water Quality and Risk Management was found to be very low.
2022 (%Blue Drop Risk Rating (BDRR))	25.3%	All the Water Treatment Works (**Ceres** WSS, Op die Berg WSS, Prince Alfred Hamlet WSS, Tulbagh WSS and Wolseley WSS) fall in the Low-Risk category. • Criteria A – The design capacities for all the WSS were provided. • Criteria B – All the WSS (**Ceres** WSS, Op die Berg WSS, Prince Alfred Hamlet WSS, Tulbagh WSS and Wolseley WSS) are operating within their design capacity. • Criteria C – All the WSS have achieved excellent Microbiological compliance (>98%) and Microbiological Monitoring compliance (>80%). However chemical water quality compliance is poor indicating potential health risk and there is insufficient number of chemical monitoring points to verify the quality of water at all points in the network. • Criteria D – The Op die Berg WSS, Prince Alfred Hamlet WSS, Tulbagh WSS and Wolseley WSS achieved a low compliance of 54.2% and **Ceres** WSS achieved an adequate compliance with technical skills which is an indication of the lack of relevant process controllers, supervisors and maintenance teams. • Criteria E – All the WSS achieved excellent compliance for the Water Safety Planning and development of risk-based water quality monitoring programmes as outlined in SANS 241:2015. The Regulator encourages the WSA and WSP to urgently implement the following recommendations to ensure delivery of safe drinking water for all consumers: • Ca: Implementation of corrective measures in the event of microbiological and chemical failures to always ensure delivery of safe drinking water. • Cb: Implementation of monitoring programmes with sufficient samples based on population size as outlined in SANS 241:2015. • D: Appointment of suitably qualified staff (supervisors, process controllers and maintenance teams) aligned to set criteria. • E: Development of Water Safety Plan as per SANS 241:2015 and WHO guidelines including risk assessment of entire supply system, water quality evaluation based on full SANS 241:2015 analysis of raw and final water, development of risk-based monitoring programmes, and implementation of mitigating measures to address all medium and high risks.

The following performance is noted for Ceres.

Table 3-5: Ceres Blue Drop Certification: historical performance

Blue Drop Assessment Cycle	Blue Drop Score (%)
2014	95.84
2012	98.44
2011	98.75
2010	96.15
2009	77

NOTE: The 2022 Blue Drop Risk Rating (%BDRR/BDRRmax) for Ceres was 24.8% – i.e. low risk.

4 Hazard Assessment, Validation of Control Measures and Risk Determination

A risk assessment is conducted to understand the typical hazards/hazardous events faced at each step of the WSS including management, abstraction, treatment, distribution, and point of use and with consideration of impacts associated with climate variability and change.

The risk associated with each hazardous event is determined based on the product of likelihood and consequence (or severity). This assists in determining which risks are more important and which are less important. Witzenberg has adopted the following risk matrix to determine WSS risks.

Table 4-1: Risk matrix and associated definitions (Likelihood and severity contextual definitions, WSP Manual 2nd Edition)

LIKELIHOOD

Rating	Description	Definition
1	Very unlikely	Has not occurred in the past, and it is highly improbable that it will happen in the future
2	Unlikely	Is possible and cannot be ruled out completely
3	Likely	Is possible and under certain circumstances could happen
4	Very likely	Has occurred in the past and has the potential to happen again
5	Almost certain	Has occurred in the past and is expected to happen again

SEVERITY

Rating	Description	Definition
1	Insignificant	Negligible impact on water quality, acceptability or quantity
2	Minor	Short-term or localized non-compliance, quantity or acceptability issue (not health related)
3	Moderate	Long term or widespread non compliance, quantity or acceptability issue (not health related)
4	Major	Potential long-term health effects
5	Catastrophic	Potential illness or death

Witzenberg has adopted a dual-stage risk assessment approach which considers both "raw risk" (sometimes referred to as the "inherent risk" – the risk before including consideration of the impact of the existing control measures) and "residual risk" (with consideration of the impact of existing control measures). Not all existing control measures are 100% effective, and additional control measures may need to be identified and implemented.

The risk assessment was conducted by the WSP team and considered a combination of information gathered from municipal records, staff and stakeholder engagements and site visits, and aimed to identify what could go wrong and where it could go wrong. The following summarized risk assessment considering "high" and "medium" risks is presented in the table below (see Table 4-2). The full risk assessment is included in **Appendix A**.

Note that full risk assessment is included in Appendix A.

Table 4-2: Risk Assessment for Ceres WSS

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
22	Source	Catchment/ Borehole	Reduced water availability per capita due to increased demand driven by population growth	Q	5	2	10	Medium	Boreholes installed for backup water supply.	4 boreholes in use (as backup supply) since 2-17.	-	-	✓	3	2	6	Medium
45	Source	Intake and transport	Pipe burst/damage and resulting reduced raw water quality/quantity in the pipeline between source and treatment due to exposure to external factors (such as fires)	M C Q	4	3	12	Medium	Pipe replacement programme and protocol in place.	Pipe refurbishment is out on tender (Boy site visit).	-	-	✓	4	2	8	Medium
50	Treatment	Disinfection	Disinfection facility at WTW out of order and unable to disinfect water due to vandalism/theft	M C A	4	4	16	High	Fencing for security of site. Fortification of chlorine building (steel door and bulgar bars on all windows)	Fencing on site prevents unauthorised entrance but was compromised in a number of places.	-	-	✓	3	2	6	Medium

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
51	Treatment	Disinfection	No chlorine gas on site at WTW to disinfect the water due to supplier constraints (shortage of product)	M C A	5	4	2-	High	HtH added to onsite storage facilities to disinfect water.	HtH containers observed on site.	-	-	✓	5	2	10	Medium
52	Treatment	Disinfection	Incorrect chlorine dosing and disinfection at WTW due to insufficient monitoring of chlorine (e.g. incorrect sampling, incorrect recording of readings, incorrect method for measurement, incorrect calibration)	M C	4	3	12	Medium	No control measure in place.	Not applicable	-	-	-	4	3	12	Medium
54	Treatment	Disinfection	Compromised disinfection at WTW due to poor dose control/dosing equipment (including calibration, dose calculations, etc.)	M C A	4	4	16	High	No control measure in place.	Not applicable	-	-	-	4	4	16	High

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
59	Treatment	General	Inappropriate or inadequate treated water monitoring at WTW due to failure of equipment or lack of knowledge or training of operator	M C	3	3	9	Medium	No control measure in place.	Not applicable	-	-	-	3	3	9	Medium
60	Treatment	General	Issues of concern are not addressed due to inadequate reporting and on-site documentation at WTW (e.g. recording malfunctions in logbooks, compliance reports)	M C	2	3	6	Medium	No control measure in place.	Not applicable	-	-	-	2	3	6	Medium
76	Distribution	Pump Station	Loss of process control and resulting compromised water quality and reduced efficiency of the distribution system due to instrumentation failure (e.g.	M Q	5	3	15	High	Manual operation of system.		-	-	✓	5	2	10	Medium

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
			telemetry, SCADA) (additionally posing more strain on staff to manually operate the system)														
93	Distribution	Pipeline	Pipe burst/damage and resulting reduced water quality/quantity due to aging infrastructure/poor infrastructure condition	M C Q	4	3	12	Medium	Pipe replacement programme and protocol in place.		-	-	✓	4	2	8	Medium
94	Distribution	Pipeline	Interrupted water supply because of repairs taking place	Q	3	3	9	Medium	Pipe replacement programme and protocol in place.	SOP for pipe breaks in place.	-	-	✓	3	2	6	Medium
100	Distribution	Pipeline	Contaminants enter the system due to cross-connections (drinking-water and wastewater systems) or illegal / unauthorized connections	M	2	5	10	Medium	No control measure in place.	Not applicable	-	-	-	2	5	10	Medium

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
103	Distribution	Pipeline	Introduction of contamination (e.g. soil ingress which can increase turbidity of water) into the distribution system because of unhygienic construction, repair and maintenance methods	M	3	2	6	Medium	Pipe replacement programme and protocol in place.		-	✓	-	3	2	6	Medium
113	Distribution	Pipeline	Supply to consumers interrupted because of vandalism/ sabotage/damage to the pipeline	M Q	4	2	8	Medium	No control measure in place.	Not applicable	-	-	-	4	2	8	Medium
114	Distribution	Pipeline	Less water is available per person because consumers illegally connect to the distribution system	Q	4	2	8	Medium	No control measure in place.	Not applicable	-	-	-	4	2	8	Medium

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
125	Distribution	Communal standpipe	Supply of water to consumers is interrupted because of vandalism/ sabotage/ damage to the communal standpipe	M Q	3	2	6	**Medium**	No control measure in place.	Not applicable	-	-	-	3	2	6	**Medium**

5 Improvement plan

An improvement/upgrade plan is needed where additional control measures are required to address remaining significant risks. A significant amount of funds and time might be required to successfully implement appropriate control measures, and it is therefore sometimes more appropriate to consider stepwise implementation to enable incremental improvement (i.e., what is required for phase 1, what is required for phase 2, etc.). This requires Witzenberg to also consider and implement low/no cost control measures in the short-term while the necessary funds are secured to enable implementation of long-term control measures.

Considering this, the improvement plan for the Ceres WSS is shown below (see Table 5-1).

Table 5-1: Ceres WSS improvement plan

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
Ensure municipal readiness to recommission boreholes on short notice. Regular monitoring on the boreholes to keep record of the water levels.	Reduced water availability due to increase in population growth *(Risk assessment table reference: No. 22)*	Management: Water and Sanitation Division	R942 000 (excl. vat) (for all 5 systems)	O&M budget for W&S department	July 2023	In process
Engage with fire department to determine optimum fire protection for assets including appropriate fire breaks, clearing of vegetation, reducing fire hazards, etc. Introduce vegetation clearing programme.	Pipe burst/damage and resulting reduced raw water quality/quantity in the pipeline between source and treatment due to exposure to external factors (such as fires) *(Risk assessment table reference: No. 45)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	July 2023	In process

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
Replace pipelines with a durable alternative suitable for above ground related risks.						
Improve security at disinfection facility at WTW (fortification of building) including consideration of putting up anti-cut and ant- climb fencing. Develop SOP for security patrols.	Disinfection facility at WTW out of order and unable to disinfect water due to vandalism/theft *(Risk assessment table reference: No. 50)*	Management: Water and Sanitation Division	- (forms part of refurbishment of chlorination facility)	-	July 2023	In process
Keep HtH readily at hand (on-site or in stores) as backup disinfection measure for temporary shortages of chlorine gas.	No chlorine gas on site at WTW to disinfect the water due to supplier constraints (shortage of product) *(Risk assessment table reference: No. 51)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	In place	Completed
Record readings in logbook (chemicals added, FCR measured). Ensure availability of required monitoring equipment and reagents. Supervisors to regularly check and sign-off logbooks.	Incorrect chlorine dosing and disinfection at WTW due to insufficient monitoring of chlorine (e.g. incorrect sampling, incorrect recording of readings, incorrect method for measurement, incorrect calibration) *(Risk assessment table reference: No. 52)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	On-going	In process

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
Refurbish and restart the operation of the chlorination facilities.	Compromised disinfection at WTW due to poor dose control/dosing equipment (including calibration, dose calculations, etc.) *(Risk assessment table reference: No. 54)*	Management: Water and Sanitation Division	-	O&M budget for W&S department	In place	Completed
Ensure that process controllers are adequately trained for the level of work which they need to perform. Supervisors to regularly check and sign-off logbooks.	Inappropriate or inadequate treated water monitoring at WTW due to failure of equipment or lack of knowledge or training of operator *(Risk assessment table reference: No. 59)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	Not yet started
Investigate communication/issue tracking system that will work for municipal needs. Fast-track implementation and monitor performance.	Issues of concern are not addressed due to inadequate reporting and on-site documentation at WTW (e.g. recording malfunctions in logbooks, compliance reports) *(Risk assessment table reference: No. 60)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	Not yet started
Replace telemetry cabling, recommission the automated system.	Loss of process control and resulting compromised water quality and reduced efficiency of the distribution system due to instrumentation failure (e.g. telemetry, SCADA)	Management: Water and Sanitation Division	TBD	TBD	2023/2024 financial year	Not yet started

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
	(additionally posing more strain on staff to manually operate the system) *(Risk assessment table reference: No. 76)*					
Municipal records of pipe bursts need to be interpreted to establish which parts of the reticulation network needs to be replaced. The municipality can appoint a service provider to do underground leak detection (this will also pinpoint where pipe replacement and/or leak repairs needs to be prioritized).	Pipe burst/damage and resulting reduced raw water quality/quantity due to aging infrastructure/poor infrastructure condition *(Risk assessment table reference: No. 93)*	Management: Water and Sanitation Division	TBD	TBD	TBD	Not yet started
Introduce a communication system to rapidly inform affected consumers. Develop a water supply emergency plan for use of tanker trucks and/or firetrucks to supply drinking water.	Interrupted water supply because of repairs taking place *(Risk assessment table reference: No. 94)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	In progress
Regular on the ground investigations by municipal staff to identify and remove any illegal	Contaminants enter the system due to illegal / unauthorized connections *(Risk assessment table reference: No. 100)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	In progress

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
connections/incorrect connections.						
Ensure pipe break SOP is understood and adhered to by all pipe repair teams.	Introduction of contamination (e.g. soil ingress which can increase turbidity of water) into the distribution system because of unhygienic construction, repair and maintenance methods *(Risk assessment table reference: No. 103)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBC	In progress
Develop a water supply emergency plan for use of tanker trucks and/or firetrucks to supply drinking water.	Supply to consumers interrupted because of vandalism/sabotage/damage to the pipeline *(Risk assessment table reference: No. 113)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBC	Unknown
Coordinate with the community and local police to deal with illegal connections and unauthorised consumption.	Less water is available per person because consumers illegally connect to the distribution system *(Risk assessment table reference: No. 114)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBC	In progress
Coordinate with the community and local police to deal with the thieves and vandals e.g., consider implementation of an anonymous tip line where communities can report incidents or concerns.	Supply of water to consumers is interrupted because of vandalism/ sabotage/damage to the communal standpipe *(Risk assessment table reference: No. 125)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBC	Not yet started

6 Define monitoring of control measures

Control measures should be monitored to check that the system is effectively managed and that the prescribed water quality targets are met. An operational monitoring plan has been implemented to check the performance of existing control measures and to timeously inform corrective action (if required). Where monitoring indicates that control measures are ineffective, new control measures will need to be identified and implemented. Basic operational monitoring as follows:

- At least daily checks of key water quality parameters at the Ceres WTW and capturing thereof in appropriate logbooks,
- At least daily checks of key chemical dosages/chemical usage and capturing thereof in appropriate logbooks, and
- Visual observations/inspections of the Ceres WTW, key reservoirs and pump stations and capturing thereof in appropriate logbooks.

Currently, the superintendent is responsible for water quality testing of the water quality parameters listed in Table 6-1, analysing the results against the corresponding limits and responding or applying corrective actions as described in the Incident Response Management Plan.

Table 6-1: Ceres operational monitoring programme: water quality

What is monitored?	Risk	Where?		When? (Frequency)	Standard Limit(s) (SANS 241-1:2-15)	Critical limit(s) (Incident Response Management Plan)
		WTW Raw Water	WTW Final Water			
Conductivity at 25°C	Aesthetic	✓	✓	Daily	≤ 17- mS/m	
Turbidity	Operational Aesthetic	✓	✓	Daily	≤1 NTU ≤5 NTU	Alert Level II: ≤5 NTU
pH at 25°C	Operational	✓	✓	Daily	≥5 and ≤9.7 pH units	
Free Chlorine	Chronic health		✓	2 x per day	≤5mg/L	5mg/L

Considering current medium and high risks emanating from the risk assessment, the following key observations and other measurements should be introduced as part of the operational monitoring programme.

Table 6-2: Ceres WSS operational monitoring programme: observations and other measurements

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
Source	Monitor the dam wall movement	Seismic activity/ landslides measurement (internal movement of dam wall)	Koekedouw dam	Annually	Audit and inspection using the measuring tools in place	Surveyor (Riding & Watt) and KOKKOP (Geotechnical Instrumentation)	-	-
Source	Water restrictions	Water use	Households	When restrictions are applied	Target high water users not adhering to restrictions. Create awareness around water use efficiency	Senior Technician Water & Sewerage	Water use within restricted use	Installing meters on households with high water use. Refer to Water and Sanitation Services By-Laws.
Source	Source inspection for visible blockages and/or possible sources of contamination	Operation of dams/boreholes/raw water	Koekedouw dam and boreholes	Daily	Visual inspection	Process Controller; Supervisor	No visible blockages and/or sources of contamination	Follow SOP for source inspection
Intake and transport & Distribution	Pipe replacement programme and protocol	Pipe burst/damage and resulting reduced raw water quality/quantity	Bulk pipelines and distribution system	Events of pipe burst/damage	Visual inspection of bulk pipelines and distribution system	Superintendent	Well maintained pipeline with no burst/damage	Follow SOP for operation and maintenance of the WSS and pipe breaks. Refer to the Pipe replacement programme and protocol.

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
Intake and transport	Maintain a clear space around infrastructure to act as basic fire break	Uncontrolled vegetation growth around exposed infrastructure	WTW and exposed pipelines in network	Monthly	Visual inspection	Process Controller; Supervisor	No uncontrolled vegetation within (recommended) 9 metres of infrastructure	Introduce a fire break or perform controlled burning
Intake and transport	Manual operation of system (pumps)	Pumps	Pump stations	Daily	Visual observation and maintenance schedule	Process Controller	Operational pumps	Follow SOP for operation and maintenance of a pumping station/pump
Treatment	On-site water quality sampling and testing	Conductivity, turbidity, pH and free chlorine	WTW	See Table 6-1	Water quality sampling and testing using on-site equipment and recording results in a logbook (Follow SOP for water sample collection and on-site water quality testing.)	Process Controller	See Table 6-1	Refer to corrective actions in the Incident Response Management Plan.
Treatment	Security fencing (Fortification of building)	Condition of security fence and gate	Disinfection facility at WTW	Daily	Visual observation (Follow SOP for site security inspection)	Process Controller	Fence in good condition. Gate closed and locked securely. Windows intact. All assets on-site	Repair fence or gate within 1 day or consider putting up anti-cut and anti-climb fencing. Replace/refurbish damaged assets.

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
							and in working condition.	
Treatment	HtH added to onsite storage facilities to disinfect water	Quantity chlorine added to water (cups, kg)	On-site reservoir at WTW	Daily	Record quantities added in logbook	Superintendent	See Table 6-1	Optimize disinfectant
Treatment	Water quality testing equipment inventory and record conditions	Water quality testing equipment	WTW	Once per month	Complete inventory checklist and record in logbook	Superintendent	Adequate water quality testing equipment to test all required parameters	Replace or service any water quality testing equipment that is not currently functioning properly.
Treatment	Refresher training to Process Controllers – Training programme	Skills and knowledge of Process Controllers	WTW	Once per month	Internal training	Superintendent	Process Controllers' training certificates up to date	
Treatment	Regular equipment calibration	Conductivity, turbidity, pH, free chlorine, iron, manganese and aluminium	WTW	Daily (internal) Yearly (external)	Calibrate equipment using on-site calibration materials and recording (Follow SOP for site calibrating equipment)	Process Controller	Calibration performed on a regular basis and on-site calibration materials adequate	Ensure adequate calibration materials are available for daily internal calibration

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
Treatment	Review of logbook	Issues of concern	WTW	Daily/Weekly	Review logbook record of all monitoring actions and issues captured at WTW	Superintendent	No unaddressed issues at WTW	Address issues of concern accordingly
Distribution	Inspection and maintenance of communal standpipes/taps	Sufficient supply of water to consumers (interruptions due to vandalism/sabotage/damage)	Communal standpipes/taps	Daily	Visual inspection	Superintendent	Communal standpipes/taps in good condition and supplying sufficient water to consumers	

7 Water Safety Plan Verification

Verification should provide the evidence that the overall WSS is capable of consistently delivering the required quantity of water at the required quality (i.e. meeting national drinking-water quality standards). Verification includes:

- Compliance monitoring
- Auditing
- Consumer satisfaction surveys

7.1 Compliance monitoring

Compliance monitoring confirms that the drinking-water quality regulations and standards (i.e. SANS 241-2-15) are being achieved. Witzenberg utilises AL Abbott, a SANAS accredited laboratory in Cape Town, for their compliance monitoring. AL Abbott collect drinking-water quality samples from all Witzenberg towns, conduct the analysis and report results and issues of concern to Witzenberg on a monthly basis.

The compliance monitoring points, programme and corresponding limits are captured in the tables that follow. Responses and corrective actions are described in the Incident Response Management Plan

Table 7-1: Ceres compliance monitoring: sample points

Site Id	Site Name	Status	Critical
1621	Reservoir, Final, Post Chlorination	Activated	Yes
6959	Nduli Intermediate School	Activated	No
6952	John Steyn Library	Activated	No
6940	41 Chris Hani	Activated	No
6942	Bella Vista Clinic	Activated	No
2554	Wastewater Treatment Works	Activated	No
14300	Kaap Agri	Activated	No
14301	Egoli Area	Activated	No
14302	Langstraat	Activated	No
14303	Buitenstraat	Activated	No
14304	Geelhoustraat	Activated	No
14305	Zola Avenue	Activated	No

Table 7-2: Ceres compliance monitoring: SANS 241 parameters

SANS 241-2:2-15 REQUIREMENTS What is monitored?	Risk	When? (Frequency)	Standard Limits (SANS 241-1:2-15)	Critical limit(s) (Incident Response Management Plan)
Microbiological				
E. coli or Faecal Coliforms	Acute Health	Monthly	0 count per 100 mL	Alert Level I: 1 count per 100mL Alert Level II: 2 - 10 count per 100mL Alert Level III: >10 count per 100mL
Protozoan parasites - Giardia	Acute Health	Annually	0 per 10 L	Alert Level II: 1 count per 10L Alert Level III: >1 count per 10L
Protozoan parasites - Cryptosporidium	Acute Health	Annually	0 per 10 L	Alert Level II: 1 count per 10L Alert Level III: >1 count per 10L
Total Coliforms	Operational	Monthly	≤10 count per 100 mL	
Heterotrophic plate count	Operational	Monthly	≤1000 count per mL	≤1000 Count per mL
Somatic Coliphages	Operational	Annually	0 count per 10 mL	Alert Level I: 1 count per 10mL Alert Level II: 2 - 10 count per 10mL Alert Level III: 10 count per 10mL
Physical and Aesthetic				
Colour	Aesthetic	Annually	≤15 mg/L	
Electrical Conductivity	Aesthetic	Monthly	≤170 mS/m	
Total Dissolved Solids	Aesthetic	Monthly	≤1200 mg/L	
pH at 25°C	Operational	Monthly	≥5 and ≤9.7 pH units	
Turbidity	Operational	Monthly	≤1 NTU	
	Aesthetic		≤5 NTU	Alert Level II: ≤5 NTU
Chemical (Macro) Determinants				
Free Chlorine	Chronic Health	Monthly	≤5mg/L	
Monochloramine	Chronic Health	Annually	≤3mg/L	

SANS 241-2:2-15 REQUIREMENTS What is monitored?	Risk	When? (Frequency)	Standard Limits (SANS 241-1:2-15)	Critical limit(s) (Incident Response Management Plan)
Nitrate	Acute Health	Quarterly	≤11mg/L	
Nitrite	Acute Health	Quarterly	≤0.9 mg/L	
Combined Nitrate + Nitrite	Acute Health		≤1	
Sulphate	Acute Health	Annually	≤500	
	Aesthetic		≤250	
Fluoride	Chronic Health	Quarterly	≤1.5	Alert Level II: Result 0.9 – 1.7 mg/L Alert Level III: Result > 1.7 mg/L
Ammonia	Aesthetic	Quarterly	≤1.5	
Chloride	Aesthetic	Quarterly	≤300	
Sodium	Aesthetic	Annually	≤200	
Zinc	Aesthetic	Annually	≤5	
Chemical (Micro) Determinants				
Antimony	Chronic Health	Annually	≤20µg/L	
Arsenic	Chronic Health	Annually	≤10µg/L	
Barium	Chronic Health	Annually	≤700µg/L	
Boron	Chronic Health	Annually	≤2400µg/L	
Cadmium	Chronic Health	Annually	≤3µg/L	
Total Chromium	Chronic Health	Annually	≤50µg/L	
Copper	Chronic Health	Quarterly	≤2000µg/L	
Cyanide	Acute Health	Annually	≤200µg/L	
Iron	Chronic Health	Monthly	≤2000µg/L	Alert Level I: 200 – 1000 µg/L Alert Level II: 1100 – 2000 µg/L Alert Level III: > 2000 µg/L
	Aesthetic		≤300µg/L	

SANS 241-2:2-15 REQUIREMENTS What is monitored?	Risk	When? (Frequency)	Standard Limits (SANS 241-1:2-15)	Critical limit(s) (Incident Response Management Plan)
Lead	Chronic Health	Annually	≤10 µg/L	
Manganese	Chronic Health	Monthly	≤100 µg/L	Alert Level I: 100 – 400 µg/L Alert Level II: 500 – 1000 µg/L Alert Level III: > 1000 µg/L
	Aesthetic		≤400 µg/L	
Mercury	Chronic Health	Annually	≤6 µg/L	
Nickel	Chronic Health	Annually	≤70 µg/L	
Selenium	Chronic Health	Annually	≤40 µg/L	
Uranium	Chronic Health	Annually	≤30 µg/L	
Aluminum	Operational	Annually	≤300 µg/L	
Chemical (Micro) Determinants				
Total organic carbon	Chronic Health	Quarterly	≤10 mg/L	
Trihalomethanes - Bromoform	Chronic Health	Quarterly	≤300 µg/L	
Trihalomethane - Dibromochloromethane	Chronic Health	Quarterly	≤100 µg/L	
Trihalomethane - Bromodichloromethane	Chronic Health	Quarterly	≤100 µg/L	
Combined trihalomethanes	Chronic Health	Quarterly	≤60 µg/L	
Microcystin	Chronic Health	Annually	≤1	
Phenols	Aesthetic	Annually	≤10 µg/L	

Note: To align the Incident Response Management Plan with the new SANS 241-2:2-15, it is advisable to update the plan and incorporate the following changes: exclude total chlorine, calcium, cobalt, potassium, cypathogenic viruses and vanadium from the list of compliance criteria, as they are no longer considered relevant; include compliance limits for uranium and monochloramine, and update the limits for manganese and selenium.

7.2 Auditing

Auditing provides evidence that the WSP is complete, up to date, adequately implemented and effective.

Witzenberg have noted that internal and/or external audits of WSP activities are not routinely done. It is, however, noted that Water Treatment Works process audits are conducted by A L Abbott and Associates on an annual basis. With the last DWS Blue Drop Certification assessment it was recommended that Witzenberg ensure that the process audit should focus more on the capability of the plant, asset management and required funding to address concerns (instead of being largely water quality focussed). In addition, it should also be more aligned to WSP activities. Furthermore, it is noted that as part of the development of this WSP, the Zutari team have performed certain elements of an external audit, including inspection of the water supply system, review of data and information, and identification of gaps and issues of concern. These activities were used to inform the list of hazards and hazardous events and to determine the associated risks.

Bearing current practice in mind, it is recommended that an internal and/or external audit of the WSP is scheduled on at least an annual basis.

7.3 Consumer satisfaction surveys

Consumer satisfaction surveys provides information about how satisfied consumers are with the water supply. This requires communication with consumers about drinking water quality and quantity issues and helps ensure consumer confidence with the water supply and service delivery.

Witzenberg Municipality has a call centre in place, whereby complaints / issues can be logged by consumers. This ensures that complaints / issues are dealt with timeously and effectively. The municipality further conducts quarterly service delivery Imbizos in all the towns of Witzenberg to address any queries or issues related to service delivery. These Imbizos often involve interactive sessions focussed on consumer participation and community communication, and they play a vital role in ensuring consumer confidence in the quality of the drinking-water supplied and associated water supply service delivery. In addition, the municipality can regularly communicate drinking-water quality and related service delivery information to consumers via posters, radio, flyers, roadshows, etc.

8 Management Procedures

Management procedures provide documented procedures to follow during normal or incident conditions, or emergency situations. Management procedures include:

- Standard Operating Procedures (SOPs)
  - Normal operations
  - Incident conditions
- Emergency Response Plans (ERPs)

The available SOPs and ERPs are highlighted in the sections that follow.

8.1 Standard operating procedures

8.1.1 Normal operations

The following SOPs for normal operations, listed in Table 8-1, are implemented within Witzenberg Municipality with a few additional SOPs suggested for consideration:

Table 8-1: Standard operating procedures

Category	Standard operating procedure	Procedure in place
General tasks	Site security inspection	Y
	Water sample collection	
	Dealing with user notifications and complaints	Y
	Record keeping and reporting	Y
	Entry into confined spaces, sewer, manholes and wet wells	Y
	Digging of trenches	Y
	Fire hydrants operation and maintenance	Y
	Water supply system operation and maintenance including pipe network, pumps, valves and other fittings	Y
	Pipe breaks procedure	Y
	Pump station inspection	Y
	Pump station operation and maintenance	Y
Source	Source inspection for visible blockages and possible sources of contamination	
	Scour valves operation and maintenance	Y
Treatment	Chemical dosing procedures (e.g. coagulation/flocculation, pH correction)	
	Filter backwashing	
	Calibrating equipment and online monitoring systems	
	On-site water quality testing	Y
	Record keeping of operations and maintenance activities (log book with water quality testing results, quantities of chemicals used, minor issues addressed, etc.)	Y
	Inspection and maintenance of storage tanks/reservoirs	Y

Category	Standard operating procedure	Procedure in place
Storage and distribution	Responding to loss of pressure/no water in the distribution network	
	Flushing water mains procedure	Y
	Inspection and maintenance of communal standpipes/taps	
	New water connections procedure	Y

8.1.2 Water and Sanitation Services By-Laws

- Application for water services
- Charges for water services
- Payment for water services
- Termination, limitation and disconnection of water services
- Service levels
- Water supply system consideration
  - Connection to water supply system
  - Standards (e.g. quantity, quality, pressure, water restrictions)
  - Measurement (e.g. quantity supplied
  - Audit (e.g. water audit of a customer)
  - Installation work
  - Communal water supply services
  - Temporary water supply services
  - Boreholes
  - Fire services connections general provisions
  - General provisions (e.g. water sampling, use of grey water)
- Water Services Intermediaries (e.g. registration, provision of water services, charges)
- Unauthorised water services (e.g. obstruction of access, water wastage, illegal discharges, illegal connections)
- Notices
- Appeals
- Offences
- Documentation
- General provisions

8.1.3 Incident conditions

The following SOPs, as described in the Water Incident Management Protocol Plan, for prevention and correct incident conditions are implemented within Witzenberg Municipality (note that all page references refer to the Water Incident Management Protocol Plan):

- Contact procedures and numbers for
  - minor emergencies e.g. leakages
  - more serious emergencies e.g. pipe bursts
  - sever emergencies e.g. availability of water

The Emergency Centre is contacted immediately when a problem is observed. The Manager of Water & Sewerage (Nathan Jacobs) is notified and jointly investigates the situation with the Superintendent and Senior Technicians.

Appropriate actions are taken to rectify the situation, which may include mobilizing internal technical personnel or external contractors. Operating personnel at the relevant treatment plant is notified of the problem. The Manager of Water & Sewerage draws up an Incident Report containing information such as the date of the incident, investigator, incident description, recommended steps to prevent a recurrence, and the name of the person compiling the report. In case of serious incidents, the DWS Western Cape Regional Office is notified by the Manager of Water & Sewerage.

Once the issue is resolved, the supervisor will notify Emergency services, who will log the query from start to end and provide an emergency report. The report will be submitted along with the monthly report to the Technician: Water & Sewerage.

Severe emergencies posing health risks to the community are notified through media after informing all parties as per the contact procedure.

- Protocol for drinking-water failure
  - Alert Level I – routine problems
  - Alert level II – minor emergency
  - Alert level III – major emergency
- Incident management protocol for
  - health related drinking water quality incidents
  - aesthetic drinking water quality incidents
  - examples of water quality protocol
    - bacteriological failure response
    - disinfection optimization
    - turbidity
- Troubleshooting
  - Pumps
  - Filtration
  - Disinfection
- Serious accidents protocol
  - Eye incident
  - Bleeding
  - Chemical burns
  - Electrical burns
  - Heat burns
  - Fire burns
  - Shock
  - Poisoning

To align the Incident Response Management Plan with the new SANS 241-2:2-15, it is advisable to update the plan and incorporate the following changes: exclude total chlorine, calcium, cobalt, potassium, cypathogenic viruses and vanadium from the list of compliance criteria, as they are no longer considered relevant; include compliance limits for uranium and monochloramine, and update the limits for manganese and selenium.

- An incident register is used to capture all incidents reported in Witzenberg Municipality

8.2 Emergency response plans

Emergencies even occur in the best managed systems. Water safety planning and the developemnt and implementation of ERPs can aid preparedness for disasters and extreme events, including those that are unforeseen.

- Emergency Preparedness Plan for the Ceres Koekedouw Dam
  - Early warning
  - Flooding
  - Line of responsibility
  - Evacuation procedures
  - Support systems
- Drought management plan
- Flood management plan
  - Includes consideration of flooding impacts, vulnerable areas and people, risk reduction strategies and response strategies.
- Disaster response plan
  - Includes the disaster risk assessment, risk reduction strategies, response and recovery.
  - Education, training, public awareness and research and it outlines the responsibilities of the Municipality's directorate and departments.

9 Supporting programmes

Supporting programmes could include:

- Consumer education
- Laboratory quality control
- Staff training
- Creating WSP awareness and buy-in

Supporting programmes may either have a direct impact (e.g. through process controller training) or an indirect impact (through public awareness) on drinking water safety. Municipal efforts to-date are summarised in the sections below.

9.1 Consumer education

As the municipality is in an area prone to droughts, various media and social media campaigns (Facebook, newsletters, etc.) are undertaken to make the public aware and keep them up to date of, for example, matters related to water conservation. Water restrictions are implemented as required. A drought management plan has also been drafted and shared with the community.

9.2 Laboratory quality control

Witzenberg utilises a SANAS accredited laboratory for compliance monitoring.

Operational monitoring is conducted using available on-site laboratory equipment. The equipment is calibrated by the process controller on site to ensure accurate results. Additionally, the equipment is sent to the supplier for calibration on an annual basis, further ensuring accurate operational monitoring and alignment to industry standards.

9.3 Staff training

WTW and other WSS staff undergo regular training courses (e.g. NQF training) to improve their knowledge and to enable them to grow their careers within Witzenberg. The municipality seeks to create a formalised staff training schedule that ensures that on-going process controller training is conducted on at least an annual basis.

9.4 Creating WSP awareness and buy-in

WSP awareness and buy-in includes investing in capacity building initiatives to empower municipal staff with the necessary awareness, understanding and skills to effectively implement the WSP. This is done by offering internal training programmes, workshops and technical support to enhance staff understanding of risk assessment, monitoring and emergency response protocols. Furthermore, a regular review and update of the WSP (based on feedback, data analysis and emergency challenges) ensures that the WSP remains effective. Sharing results and lessons learned and demonstrating progress in closing gaps within the different WSSs assists in maintaining staff engagement and encourages ongoing collaboration. This helps ensure the provision of a safe and sufficient water supply to the community.

10 Review and revise the WSP

The WSP team should meet periodically and review the plan to ensure it remains relevant and up to date. The WSP should be reviewed after an emergency, after an incident occurs or at least once per year. Table 10-1 below captures the status of the Ceres WSS WSP.

Table 10-1: Record of Changes and Amendments

No.	Version	Amendment Date	Document Section/ Clause Ref. No.	Summary of Amendments
1	**Version 1**	May 2023		
2				
3				
4				
5				
6				
7				
8				
9				
1-				

Once the plan has been finalised by the technical team it should be signed off and adopted by the WSA top management for implementation.

Appendix A

Risk Assessment

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis o*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
1	Source	Catchment	Contamination of raw water in the Koekedouw Dam through addition of heavy metals/organic compounds/nutrients/pH/sediment due to **settled ash** and other contaminants associated with ocassional **veld fires** and runoff during post fire rains	M,A	1	2	2	Low						1	2	2	Low		✓	
2	Source	Catchment	Contamination of raw water in the Koekedouw Dam through pathogens/nutrients/organic compounds/toxins/odor and aesthetic issues due to occurrence of **dead animals** on the shores of or in the Koekedouw Dam	M,A	1	3	3	Low						1	3	3	Low		✓	
3	Source	Catchment	Contamination of raw water in the Koekedouw Dam through pathogens/nutrients/organic compounds/toxins/odor and aesthetic issues due to occurrence of **droppings of animals and birds** into the Koekedouw Dam	M,A	1	2	2	Low						1	2	2	Low		✓	
4	Source	Catchment	Contamination of source waters due to illegal dumping (e.g. of solid waste, chemical waste)	M,C,A	0	0	0	Low						0	0	0	Low		✓	
5	Source	Catchment	Increased nutrients and harmful organisms in Koekedouw Dam raw water due to **agricultural activities** involving livestock, fertilizers and nitogenous compounds (e.g. land spreading of manure or fertilizer and feedlot runoff)	M,C,A	1	3	3	Low						1	3	3	Low		✓	
6	Source	Catchment	Increased raw water turbidity in the Koekedouw Dam due to erosion in the catchment area	A	1	2	2	Low						1	2	2	Low		✓	
7	Source	Catchment	Increased raw water turbidity in the Koekedouw Dam due to erosion caused by agriculatorual practices in the catchment area	A	1	2	2	Low						1	2	2	Low		✓	
8	Source	Catchment	Increased raw water turbidity and introduction of hazards in the Koekedouw Dam due to **increased runoff** during heavy rains	A	3	2	6	Medium	Pre-treatment via limestone - roughening filter.	Limestone tanks observed during site visit, but are out of commission.	✓			2	2	4	Low		✓	
9	Source	Catchment	Reduced raw water runoff into the Koekedouw Dam due to **invasive alien plants** favouring changed climatic conditions	Q	2	1	2	Low						2	1	2	Low		✓	
10	Source	Catchment	Reduced raw water runoff into the Koekedouw Dam due to **changed catchment area** practices and climate variability/change (e.g. dried-up streams)	Q	3	1	3	Low						3	1	3	Low		✓	
11	Source	Catchment	Reduced Koekedouw Dam yield due to reduced rainfall during long-term drought and resulting **reduced dam recharge rates**	Q	3	3	9	Medium	Boreholes installed for backup water supply.	4 boreholes in use (as backup supply) since 2017.	✓			2	2	4	Low		✓	

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis o*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
12	Source	Catchment	Reduced Koekedouw Dam yield due to **increasing temperatures** and resulting **higher rates of evaporation**	Q	3	1	3	Low						3	1	3	Low		✓	
13	Source	Catchment	Increased concentration of pollutants in the Koekedouw Dam due to **reduced rainfall** during long-term drought	C,M	1	3	3	Low						1	3	3	Low		✓	
14	Source	Catchment	Human pathogens (such as faecal matter and urine) introduced to the raw water in Koekedouw Dam due to **recreational activities** such as swimming	M,A	3	3	9	Medium	Fencing for security of site.	Fencing on site prevents unauthorised entrance.	✓			2	2	4	Low		✓	
15	Source	Catchment	Cyanobacterial and algal blooms/growth in the Koekedouw Dam due to **low flow, high nutrient levels and warm conditions**	M,A	1	3	3	Low						1	3	3	Low		✓	
16	Source	Catchment	Increased raw water turbidity in the Koekedouw Dam due to **cysmic activity/landslides** in the catchment	A	3	1	3	Low						3	1	3	Low		✓	
17	Source	Catchment	Damage to/loss of equipment and infrastructure at the Koekedouw Dam due to **vandalism/theft**	M,Q	4	3	12	Medium	Fencing for site security.	Fencing on site prevents unauthorised entry.			x	2	2	4	Low		✓	
18	Source	Catchment	Reduced raw water quantity fed into the system due to clogged intake screens after heavy rainfall	Q	0	0	0	Low						0	0	0	Low		✓	
19	Source	Catchment/Borehole	Reduced raw water quantity due to power failure (during loadshedding) and inability to pump water into the system at sufficient rates (lack of standby pump, spare parts, back-up generator)		0	0	0	Low						0	0	0	Low		✓	
20	Source	Catchment/Borehole	Increased competition for water resources between the municipality and farmers due to long-term **droughts**	Q	4	2	8	Medium	Boreholes installed for backup water supply.	4 boreholes in use (as backup supply) since 2017.	✓			2	2	4	Low		✓	
21	Source	Borehole	Depletion of the groundwater resource due to abstraction beyond the sustainable yield	Q	3	3	9	Medium	Boreholes installed for backup water supply.	4 boreholes in use (as backup supply) since 2017.	✓			2	2	4	Low		✓	
22	Source	Catchment/Borehole	Reduced water availability per capita due to increased demand driven by **population growth**	Q	5	2	10	Medium	Boreholes installed for backup water supply, but need to be recomissioned.	4 boreholes in use (as backup supply) since 2017.			✓	3	2	6	Medium	✓		Ensure municipal readiness to recommission boreholes on short notice. Regular monitoring on the boreholes to keep record of the water levels.

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis o*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
23	Source	Borehole	Reduced raw water quantity due to drying up of wells	Q	2	2	4	Low						2	2	4	Low		✓	
24	Source	Borehole	Reduced raw water quantity due to system failures caused by damaged and dysfunctional infrastructure	Q	2	2	4	Low						2	2	4	Low		✓	
25	Source	Borehole	Reduced raw water quantity because infrastructure is dysfunctional after the effects of natural disasters (e.g. flood, slips or earthquake-related damage)	Q	2	2	4	Low						2	2	4	Low		✓	
26	Source	Borehole	Reduced raw water quantity due to sediments clogging the well	Q	2	2	4	Low						2	2	4	Low		✓	
27	Source	Borehole	Increased raw water turbidity and other contaminants in the borehole due to **contaminated surface water** entering the borehole through **infiltration**	M	2	2	4	Low						2	2	4	Low		✓	
28	Source	Borehole	Increased turbidity and contaminated raw water in borehole through ingress of **contaminated surface water** due to **improper sealing of borehole** (this could lead to contamination of the other boreholes which were drilled into the same aquifer)	M	2	2	4	Low						2	2	4	Low		✓	
29	Source	Borehole	Contaminated raw water in borehole through ingress of **contaminated surface water and other contaminents** due to **damaged borehole infrastructure** caused by **vandalism/theft**	M	2	2	4	Low						2	2	4	Low		✓	
30	Source	Borehole	Contaminants (organic compounds/nutrients/sediment) enter the aquifer due to **inadequate sealing** of an unused borehole, consequently jeapardizing the other boreholes that were drilled into the same aquifer.		0	0	0	Low						0	0	0	Low		✓	
31	Source	Borehole	Contaminated raw water in borehole due to use of **contaminated tools** during repair and maintenance by untrained staff	M	2	1	2	Low						2	1	2	Low		✓	
32	Source	Borehole	Groundwater may contain **health related chemicals** (e.g. arsenic, barium, flouride, uranium, radium, iron, manganese) due to local geology	M	1	3	3	Low						1	3	3	Low		✓	
33	Source	Borehole	Inappropriate or inadequate raw water monitoring due to a **lack/failure of equipment**	M,Q	0	0	0	Low						0	0	0	Low		✓	
34	Source	Borehole	Inappropriate or inadequate raw water monitoring due to **untrained operator/lack of knowledge**	M,Q	0	0	0	Low						0	0	0	Low		✓	

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis o*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
35	Source	Spring	The source becomes contaminated with faecal matter because of **animal activity**		0	0	0							0	0	0			✓	
36	Source	Spring	Shortage of raw water resources because the **aquifer is not sufficiently recharged**		0	0	0							0	0	0			✓	
37	Source	Spring	Lack of maintenance of infrastructure at spring due to **inaccessibility**	M,Q	0	0	0							0	0	0			✓	
38	Source	Intake and transport	Ingress of organic debris, small animals or fish contaminating raw water at inlet due to **damaged grids**	M,A	2	2	4	Low						2	2	4	Low		✓	
39	Source	Intake and transport	Reduced raw water quantity fed into the system due to **clogged intake screens** after heavy rainfall	Q	2	2	4	Low						2	2	4	Low		✓	
40	Source	Intake and transport	Reduced raw water inflow/pressure in the pipeline between source and treatment due to **root intrusion and broken pipes**	Q	2	2	4	Low						2	2	4	Low		✓	
41	Source	Intake and transport	Contaminated water in the pipeline between source and treatment due to **unsanitary repair practices**	M	2	1	2	Low						2	1	2	Low		✓	
42	Source	Intake and transport	Contaminants in raw water introduced due to **damaged/open inspection covers**		0	0	0							0	0	0			✓	
43	Source	Intake and transport	Increased risk of damage/illegal connection in the pipeline between source and treatment due to **exposed pipeline**	M,Q	2	2	4	Low						2	2	4	Low		✓	
44	Source	Intake and transport	Pipe burst/damage and resulting reduced raw water quality/quantity in the pipeline between source and treatment due to **aging infrastructure/poor infrastructure condition**	M,C,Q	3	3	9	Medium	Pipe replacement programme and protocol in place.	New pipeline constructed during 2018 (Boy during site visit).	✓			2	2	4	Low		✓	
45	Source	Intake and transport	Pipe burst/damage and resulting reduced raw water quality/quantity in the pipeline between source and treatment due to **exposure to external factors** (such as fires)	M,C,Q	4	3	12	Medium	Pipe replacement programme and protocol in place.	Pipe refurbishment is out on tender (Boy site visit).			✓	4	2	8	Medium	✓		Engage with fire department to determine optimum fire protection for assets including appropriate fire breaks, clearing of vegetation, reducing fire hazards, etc. Introduce vegetation clearing programme. Replace pipelines with a durable alternative suitable for above ground related risks.

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis o*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
46	Source	Intake and transport	River course changes can restrict access to the source inlet infrastructure due to **erosion** and consequent **unmaintained infrastructure** leading to a shortage/unavailability of water		0	0	0	Low						0	0	0	Low		✓	
47	Source / Distribution	Intake and transport / Pump s	Loss of water supply (quantity) due to a lack of electricity to operate WSS	M,C	0	0	0	Low						0	0	0	Low		✓	
48	Treatment	Filtration	**Insufficient filtration and potential poor treated water quality due to improper operation and maintenance of sand filters at the WTW**	M,C,A	2	2	4	Low						2	2	4	Low		✓	
49	Treatment	Filtration	Overflow during the backwash process could potentially contaminate nearby water sources due to **high backwash flow rates** or **problems with the backwash system**		0	0	0	Low						0	0	0	Low		✓	
50	Treatment	Disinfection	Disinfection facility at WTW out of order and unable to disinfect water due to **vandalism/theft**	M,C,A	4	4	16	High	Fencing for security of site. Fortification of chlorine building (steel door and bulgar bars on all windows)	Fencing on site prevents unauthorised entrance, but was compromised in a number of places.			✓	3	2	6	Medium	✓		Improve security at disinfection facility at WTW (fortification of building) including consideration of putting up anti-cut and ant- climb fencing. Develop SOP for security patrols.
51	Treatment	Disinfection	**No chlorine gas** on site at WTW to disinfect the water due to **supplier constraints** (shortage of product)	M,C,A	5	4	20	High	Hth added to onsite storage facilities to disinfect water.	Hth containers observed on site.			✓	5	2	10	Medium	✓		Keep HtH readily at hand (on-site or in stores) as backup disinfection measure for temporary shortages of chlorine gas

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis o*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	**If yes, proposed controls** *(to be further detailed in improvement plan)*
52	Treatment	Disinfection	Incorrect chlorine dosing and disinfection at WTW due to **insufficient monitoring of chlorine** (e.g. incorrect sampling, incorrect recording of readings, incorrect method for measurement, incorrect calibration)	M,C	4	3	12	Medium	No control measure in place.					4	3	12	Medium	✓		Record readings in logbook (chemicals added, FCR measured). Ensure availability of required monitoring equipment and reagents. Supervisors to regularly check and sign-off logbooks.
53	Treatment	Disinfection	Interuption of disinfection at WTWs due to power failures (loadshedding)	M,C,A	0	0	0	Low						0	0	0	Low		✓	
54	Treatment	Disinfection	Compromised disinfection at WTW due to **poor dose control/dosing equipment** (including calibration, dose calculations, etc.)	M,C,A	4	4	16	High	No control measure in place.					4	4	16	High	✓		Refurbish and restart the operation of the chlorination facilities.
55	Treatment	Disinfection	Compromised disinfection due to **poor storage of disinfection chemicals** (e.g. chlorine gas exposed to sunlight or uncovered)		0	0	0	Low						0	0	0	Low		✓	
56	Treatment	Disinfection	Compromised treatment due to use of **unapproved or contaminated chemicals and materials**	R	0	0	0	Low						0	0	0	Low		✓	
57	Treatment	Disinfection	Compromised staff safety due to inadequate **precaution and storage of chemicals**	R	3	1	3	Low						3	1	3	Low		✓	
58	Treatment	Disinfection	Low pH of treated water not complying to minimum SANS 241 requirements due to **lack of stabilisation**	C	0	0	0	Low						0	0	0	Low		✓	
59	Treatment	General	Inappropriate or inadequate treated water monitoring at WTW due to **failure of equipment or lack of knowledge or training of operator**	M,C	3	3	9	Medium	No control measure in place.					3	3	9	Medium	✓		Ensure that process controllers are adequately trained for the level of work which they need to perform. Supervisors to regularly check and sign-off logbooks.

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					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis o*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	**If yes, proposed controls** *(to be further detailed in improvement plan)*
60	Treatment	General	Issues of concern are not addressed due to **inadequate reporting and on-site documentation at WTW** (e.g. recording malfunctions in logbooks, compliance reports)	M,C	2	3	6	Medium	No control measure in place.					2	3	6	Medium	✓		Investigate communication/issue tracking system that will work for municipal needs. Fast-track implementation and monitor performance.
61	Treatment	General	Ineffecitve water treatment due to **lack of skilled and trained staff**, leading to improper dosage of chemicals and poor performance of treatment process	M,C,Q	2	2	4	Low						2	2	4	Low		✓	
62	Treatment	Storage	Insufficient disinfection due to inadequate **retention time** in on-site reservoirs		0	0	0	Low						0	0	0	Low		✓	
63	Treatment	Storage	Water quality in on-site reservoirs can be compromised/contaminated due to **vandalism/theft**		0	0	0	Low						0	0	0	Low		✓	
64	Treatment	Storage	Introduction of hazards through **damaged/rusting/no tank covers** allowing ingress of animals/vermin/faeces/roof drainage	M,A	3	1	3	Low						3	1	3	Low		✓	
65	Treatment	Storage	Introduction of hazards into on-site reservoirs due to **poor operations** (e.g. covers at reservoir that are left open allowing ingress of animals/vermin/faeces/roof drainage)	M,A	5	3	15	High	Hth added to onsite storage facilities to disinfect water.	Hth containers observed on site.	✓			5	1	5	Low		✓	
66	Treatment	Storage	Introduction of hazards at reservoirs through **damaged ventilators** in storage reservoirs	M,A	5	1	5	Low						5	1	5	Low		✓	
67	Treatment	Storage	Introduction of hazards through **insufficient cleaning of reservoir**, e.g. build-up of sediment or living organisms, including algal or biofilm growth	M,A,Q	3	1	3	Low						3	1	3	Low		✓	
68	Treatment	Storage	Contaminated water could flow into the storage facility due to **structural damage** and a lack of proper slope away from the storage facility		0	0	0	Low						0	0	0	Low		✓	
69	Treatment	Storage	Introduction of hazards due to **roots of plants or trees** in vicinity damaging reservoir		0	0	0	Low						0	0	0	Low		✓	
70	Treatment	Storage	Introduction of hazards through **dissolving or corroding tank materials**		0	0	0	Low						0	0	0	Low		✓	
71	Treatment	Storage	Introduction of hazards at reservoir through **unhygienic sampling procedures**	M	3	1	3	Low						3	1	3	Low		✓	
72	Treatment	Storage	Introduction of hazards at reservoir due to unauthorised access by humans (e.g. through breaking of fencing or unfenced reservoirs) leading to **vandalism and sabotage**	M,C	4	3	12	Medium	Fencing for security of site.	Fencing on site prevents unauthorised entrance.			✓	2	2	4	Low		✓	
73	Treatment	Storage	Insufficient quantity supplied to consumers due to **inadequate capacity** of storage reservoirs		0	0	0	Low						0	0	0	Low		✓	

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis d*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
74	Distribution	Pump Station	Water is contaminated or there is no water supply to consumers because of **damage to the pump station** (pumping water to the water tower) caused by **natural distasters** (e.g. storm, earthquake, flood, etc)	M,Q	1	3	3	Low						1	3	3	Low		✓	
75	Distribution	Pump Station	Introduction of contamination into the supply system because of **unhygienic methods** when **installing, repairing or performing maintenance on a pump**	MQ	3	1	3	Low						3	1	3	Low		✓	
76	Distribution	Pump Station	Loss of process control and resulting compromised water quality and reduced efficiency of the distribution system due to **instrumentation failure** (e.g. telemetry, SCADA) (additionally posing more strain on staff to manually operate the system)	M,Q	5	3	15	High	Manual operation of system.				✓	5	2	10	Medium	✓		Replace telemetry cabling, recommission the automated system.
77	Distribution	Pump Station	Water is contaminated due to flooding through ingress via above ground hydrants or valves		0	0	0	Low						0	0	0	Low		✓	
78	Distribution	Pump Station	Pressure transients or water hammer (which can lead to sloughing of biofilms, dislodging of sediment or pipe bursts) occur because of **accidental/sudden pump shutdowns or valve closures**	M,Q	2	2	4	Low						2	2	4	Low		✓	
79	Distribution	Pump Station	Low flow/limited supply to consumers due to **pump failure** (caused by pump malfunction, power failure, loadshedding, incorrect settings)	Q	1	3	3	Low						2	2	4	Low		✓	
80	Distribution	Valves and Meters	Low flow/no water supply because of **valve** or **meter failure** (e.g. wear of mechanical parts, power failure, incorrect settings)	Q	3	1	3	Low						3	1	3	Low		✓	
81	Distribution	Valves and Meters	The water supply is contaminated because of **poor hygiene** practices during valve/meter installation, maintenance or repairs	Q	2	1	2	Low						2	1	2	Low		✓	
82	Distribution	Valves and Meters	Excess pressure in the network resulting in damaged valves, water wastage, etc. because of **poor pressure management** (e.g. malfunctioning/failure of pressure reducing valves)	Q	3	1	3	Low						3	1	3	Low		✓	
83	Distribution	Valves and Meters	Backflow of non-potable/contaminated water (from illegal connections or household plumbing) can occur due to **absent or ineffective check valves** or negative pressure	M	3	1	3	Low						3	1	3	Low		✓	
84	Distribution	Valves and Meters	Flooding/standing water near taps resulting in unsanitary conditions due to improper **construction** (no/inadequate apron, gutter, drainage)		0	0	0	Low						0	0	0	Low		✓	
85	Distribution	Valves and Meters	Storms, natural disasters or accidents leading to **damage to equipment** or infrastructure	M,Q	2	1	2	Low						2	1	2	Low		✓	

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis o*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
86	Distribution	Valves and Meters	Contaminatants enter at the valve or meter because **unsuitable materials** and coatings were used subsequently creating favourable conditions for microbes to grow	M	2	1	2	Low						2	1	2	Low		✓	
87	Distribution	Valves and Meters	Pipe bursts, breaks or leaks as well as damage to tanks and reservoirs due to **operational errors** (e.g. improper/excessive pressure, lack of maintenance) and **external stresses** (e.g. freeze/thaw, traffic weight, invasive tree roots)	M,Q	2	2	4	Low						2	2	4	Low		✓	
88	Distribution	Valves and Meters	Water becomes contaminated with sediments, sludge and slimes/biofilms because of a **lack of maintenance, stagnant water or elevated iron levels**		0	0	0	Low						0	0	0	Low		✓	
89	Distribution	Valves and Meters	Pathogens enter the pipeline because of valves or fittings that are **improperly sealed or leaking**	M,Q	2	1	2	Low						2	1	2	Low		✓	
90	Distribution	Valves and Meters	Microbial contaminants enter the distribution system due to **insufficient valve performance** (e.g. compromised isolation)	M	2	1	2	Low						2	1	2	Low		✓	
91	Distribution	Tanker Truck Delivery	**Re-contamination** of water because tanker trucks are not cleaned or sterilized from previous use		0	0	0	Low						0	0	0	Low		✓	
92	Distribution	Tanker Truck Delivery	Water becomes contaminated during transfer to and from the tanker truck because of the **use of dirty hoses, fittings or filling points**		0	0	0	Low						0	0	0	Low		✓	
93	Distribution	Pipeline	Pipe burst/damage and resulting reduced water **quality/quantity due to aging infrastructure/poor infrastructure condition**	M,C,Q	4	3	12	Medium	Pipe replacement programme and protocol in place.				✓	4	2	8	Medium	✓		Municipal records of pipe bursts need to be interpreted to establish which parts of the reticulation network needs to be replaced. The municipality can appoint a service provider to do underground leak detection (this will also pinpoint where pipe replacement and/or leak repairs needs to be prioritized).

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis o*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	**If yes, proposed controls** *(to be further detailed in improvement plan)*
94	Distribution	Pipeline	Interrupted water supply because of **repairs** taking place	Q	3	3	9	Medium	Pipe replacement programme and protocol in place.	SOP for pipe breaks in place			✓	3	2	6	Medium	✓		Introduce a communication system to rapidly inform affected consumers. Develop a water supply emergency plan for use of tanker trucks and/or firetrucks to supply drinking water.
95	Distribution	Pipeline	Increased rate of pipe bursts due to heat and **drought-related** ground movement and drying soil		0	0	0	Low						0	0	0	Low		✓	
96	Distribution	Pipeline	Reduced quantity and qaulity of water supplied because distribution infrastructure is damaged due to **floods**	M,Q	2	2	4	Low						2	2	4	Low		✓	
97	Distribution	Pipeline	Pipelines become vulnerable to contaminants because of **negative or fluctuating pressure conditions** (e.g. intermittent operation, low pressure events, power cuts or the effect of a pressure wave within the system)	M,Q	2	1	2	Low						2	1	2	Low		✓	
98	Distribution	Pipeline	**Ingress of contamination** is enabled by pin-holes, loose connections, cracks, holes in the pipeline coupled with low internal pressures	M,Q	3	1	3	Low						3	1	3	Low		✓	
99	Distribution	Pipeline	Contaminated backflow enters the distribution system from residential / industrial / commercial customers because there is a **lack of backflow prevention devices** or device failure	M,Q	3	1	3	Low						3	1	3	Low		✓	
100	Distribution	Pipeline	Contaminants enter the system due to **illegal / unauthorized connections**	M	2	5	10	Medium	No control measure in place.					2	5	10	Medium	✓		Regular on the ground investigations by municipal staff to identify and remove any illegal connections/incorrect connections.
101	Distribution	Pipeline	Microbial hazards are insufficiently disinfected because **increased water temperatures** makes it more difficult to maintain sufficient disinfectant residual		0	0	0	Low						0	0	0	Low		✓	
102	Distribution	Pipeline	Increased **disinfection by-products** due to reduced upstream water quality provided to water treatment plant (e.g. higher turbidity, colour, organic materials)		0	0	0	Low						0	0	0	Low		✓	

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis o*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
103	Distribution	Pipeline	Introduction of contamination (e.g. soil ingress which can increase turbidity of water) into the distribution system because of **unhygienic construction, repair and maintenance methods**	M	3	2	6	Medium	Pipe replacement programme and protocol in place.			✓		3	2	6	Medium	✓		Ensure pipe break SOP is understood and adhered to by all pipe repair teams.
104	Distribution	Pipeline	Introduction of hazards through use of **unsuitable construction materials**	M	2	1	2	Low						2	1	2	Low		✓	
105	Distribution	Pipeline	Reduced quantity and compromised water quality through use of **inappropriate construction materials** (loss of structural integrity, introducing hazards and contamination)		0	0	0							0	0	0			✓	
106	Distribution	Pipeline	Pipe slimes, sediment and deposited minerals such as **silicates or oxidised manganese and iron are re-suspended in the distribution system** during high-flow events or flow reversals	M	2	2	4	Low						2	2	4	Low		✓	
107	Distribution	Pipeline	Survival and growth of microbiological hazards in biofilms in piped networks due to **inadequate disinfection**		0	0	0							0	0	0			✓	
108	Distribution	Pipeline	Increased deposition and biofilm growth in tanks, pumps and fittings in dry periods		0	0	0							0	0	0			✓	
109	Distribution	Pipeline	Increased turbidity due to accumulation of particles (e.g. sediments) particularly at dead ends and long stagnation		0	0	0							0	0	0			✓	
110	Distribution	Pipeline	Hazards enters the distribution system because of **aged, damaged and rusted steel/galvanised pipelines**	M	2	2	4	Low						2	2	4	Low		✓	
111	Distribution	Pipeline	Introduction of contamination due to **improper construction, repair and maintenance** of water (and sewer) pipelines and **unhygienic work practices**		0	0	0							0	0	0			✓	
112	Distribution	Pipeline	Contamination of the distribution system with hazards from **private water supplies** (e.g. private borehole, outside the responsibility of the municipality)		0	0	0							0	0	0			✓	
113	Distribution	Pipeline	Supply to consumers interrupted because of **vandalism/sabotage/damage** to the pipeline	M,Q	4	2	8	Medium	No control measure in place.					4	2	8	Medium	✓		Develop a water supply emergency plan for use of tanker trucks and/or firetrucks to supply drinking water.

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis o*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
114	Distribution	Pipeline	Less water is available per person because consumers **illegally connect** to the distribution system	Q	4	2	8	Medium	No control measure in place.					4	2	8	Medium	✓		Coordinate with the community and local police to deal with illegal connections and unauthorised consumption.
115	Distribution	Pipeline	Pollutants (microbial or chemical) may enter the pipeline because of **vandalism/sabotage/damage** to the pipeline	M,Q	2	2	4	Low						2	2	4	Low		✓	
116	Distribution	Pipeline	Erosion from heavy precipitation/flooding **exposing underground pipes** leading to an increased risk of damage, illegal connection, UV exposure, etc.	M,Q	2	2	4	Low						2	2	4	Low		✓	
117	Distribution	Pipeline	Sediments may be resuspended and biofilms sloughed off in case of **abnormal flow events** (e.g. change in flow direction due to maintenance issues)	M	2	2	4	Low						2	2	4	Low		✓	
118	Distribution	Pipeline	Water supply becomes contaminated because of a **burst pipe** below ground occuring close to exposed stormwater or sewerage		0	0	0	Low						0	0	0	Low		✓	
119	Distribution	Pipeline	Contamination can occur in household water due to **poor hygiene practices** or **poor selection of materials** during plumbing installation	M	2	2	4	Low						2	2	4	Low		✓	
120	Distribution	Pipeline	Stagnant water due to **dead-ends** in mains and low water flows		0	0	0	Low						0	0	0	Low		✓	
121	Distribution	Pipeline	Increased **turbidity** at taps due to dead ends (accumulation of sediment)		0	0	0	Low						0	0	0	Low		✓	
122	Distribution	Communal standpipe	Water supply is reduced due to **damaged infrastructure/standpipes** caused by animals	M,Q	2	2	4	Low	No control measure in place.					2	2	4	Low		✓	
123	Distribution	Communal standpipe	Consumers use less safe water sources because they do not have access to potable water during **droughts, floods or** other times that their supply is impacted	M	2	2	4	Low						2	2	4	Low		✓	
124	Distribution	Communal standpipe	**Concern for waterborne disease** due to water standing at communcal standpipes		0	0	0	Low						0	0	0	Low		✓	

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis o*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	**If yes, proposed controls** *(to be further detailed in improvement plan)*
125	Distribution	Communal standpipe	Supply of water to consumers is interupted because of **vandalism/sabotage**/damage to the communal standpipe	M,Q	3	2	6	Medium	No control measure in place.					3	2	6	Medium	✓		Coordinate with the community and local police to deal with the thieves and vandals e.g., consider implementation of an anonymous tip line where communities can report incidents or concerns.
126	User Level	Consumer	Water at the household is contaminated because of **poor/old plumbing**		0	0	0							0	0	0			✓	

Appendix B

Incident Management Protocol

In diversity there is beauty and there is strength.

MAYA ANGELOU

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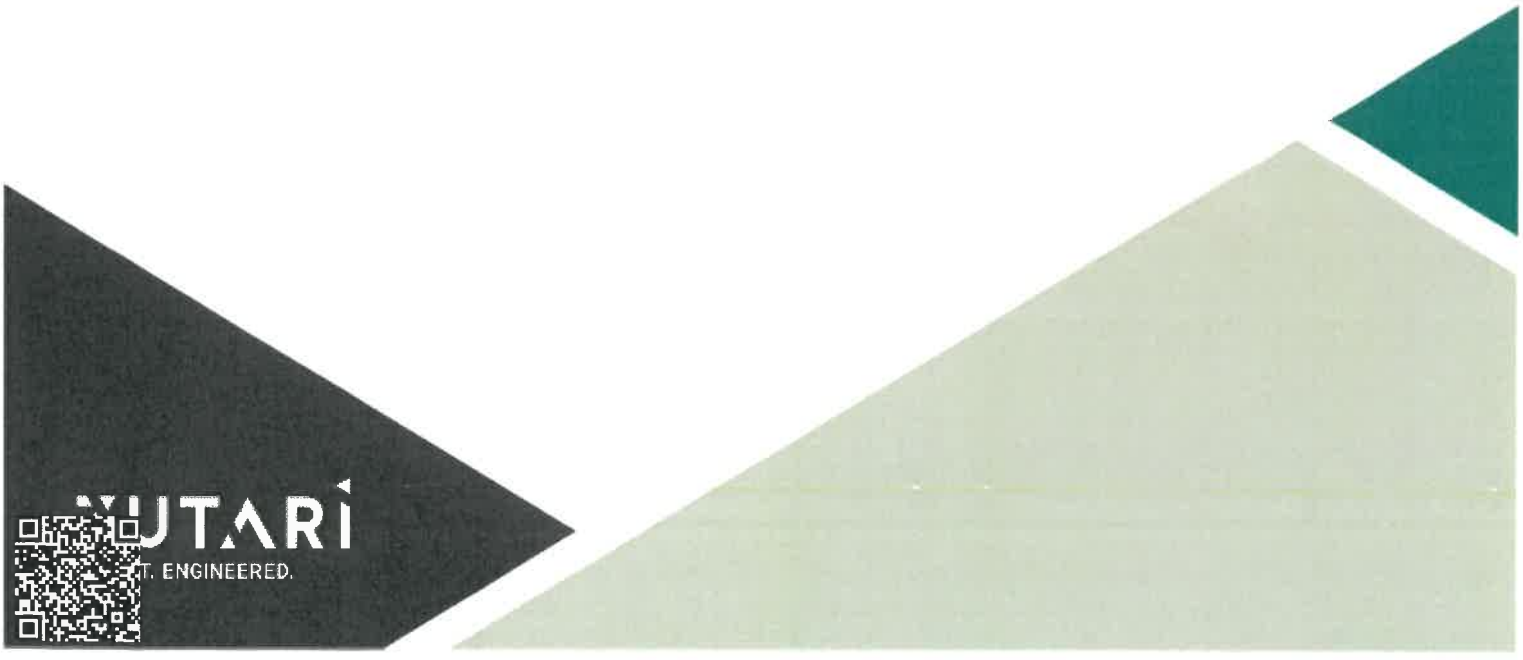

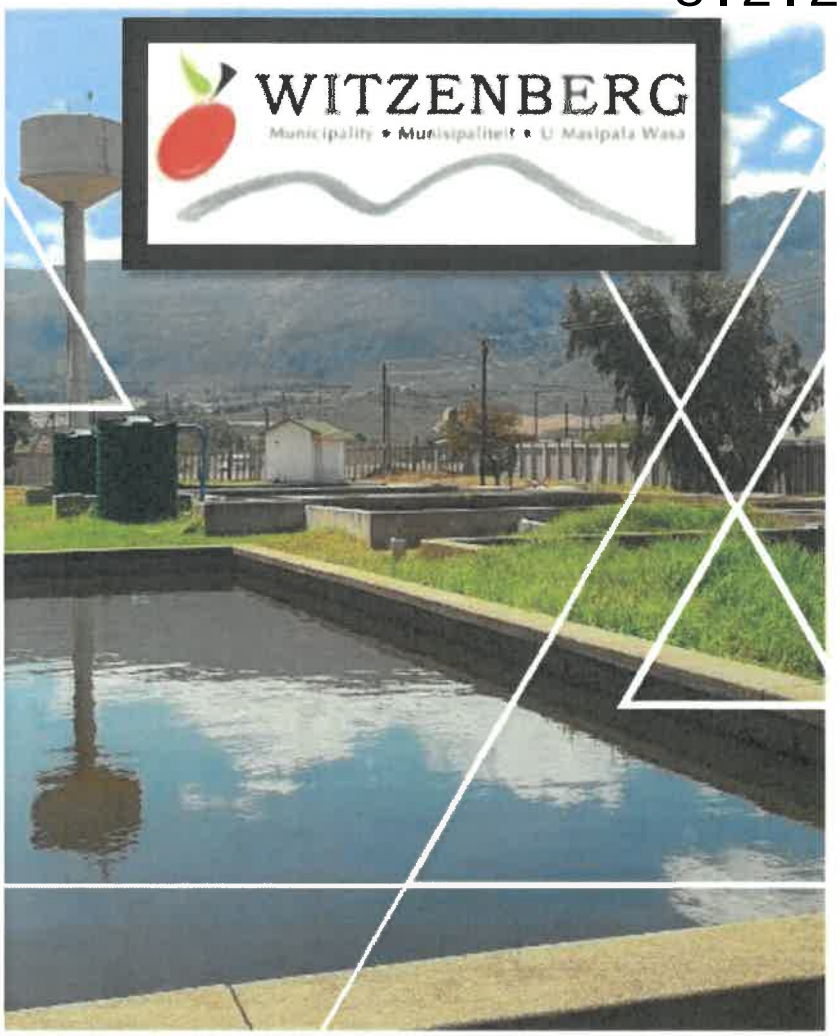

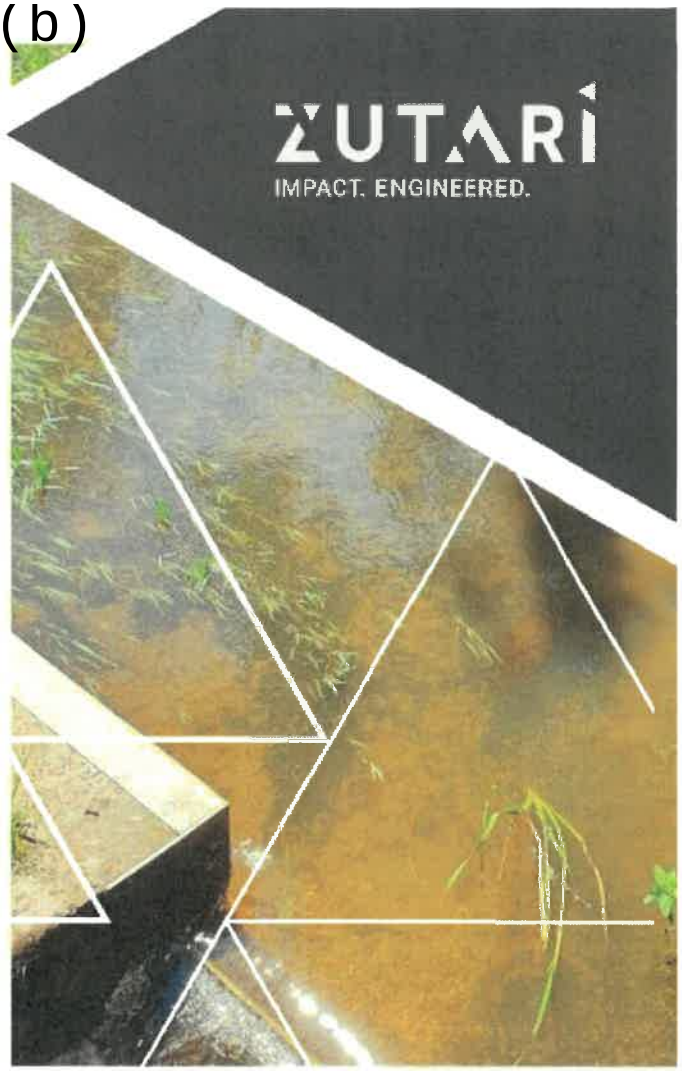

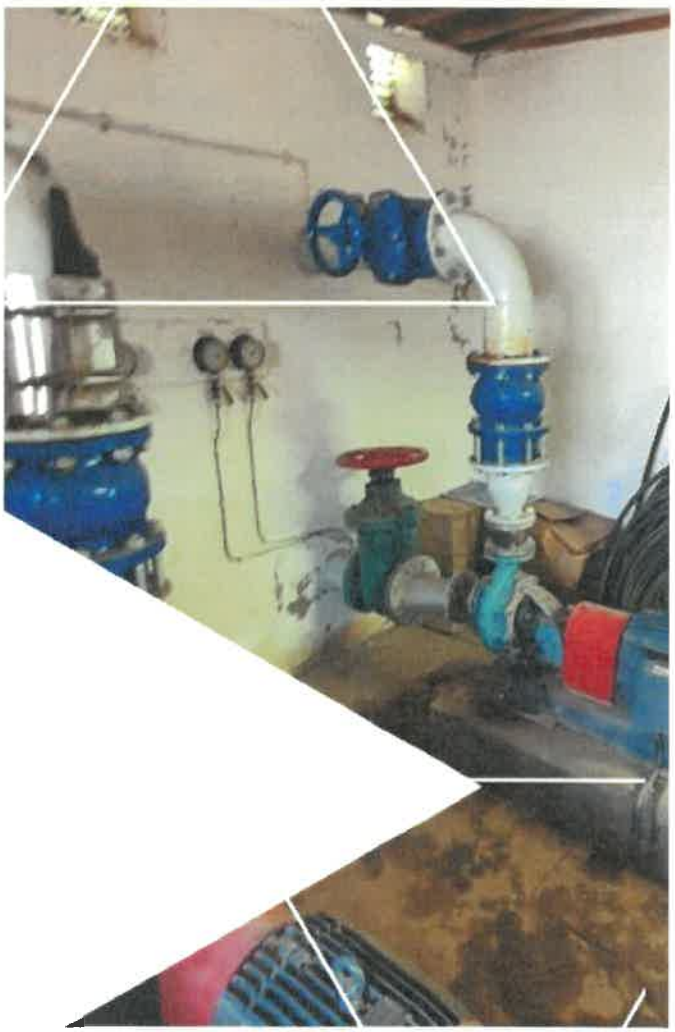

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Witzenberg Local Municipality

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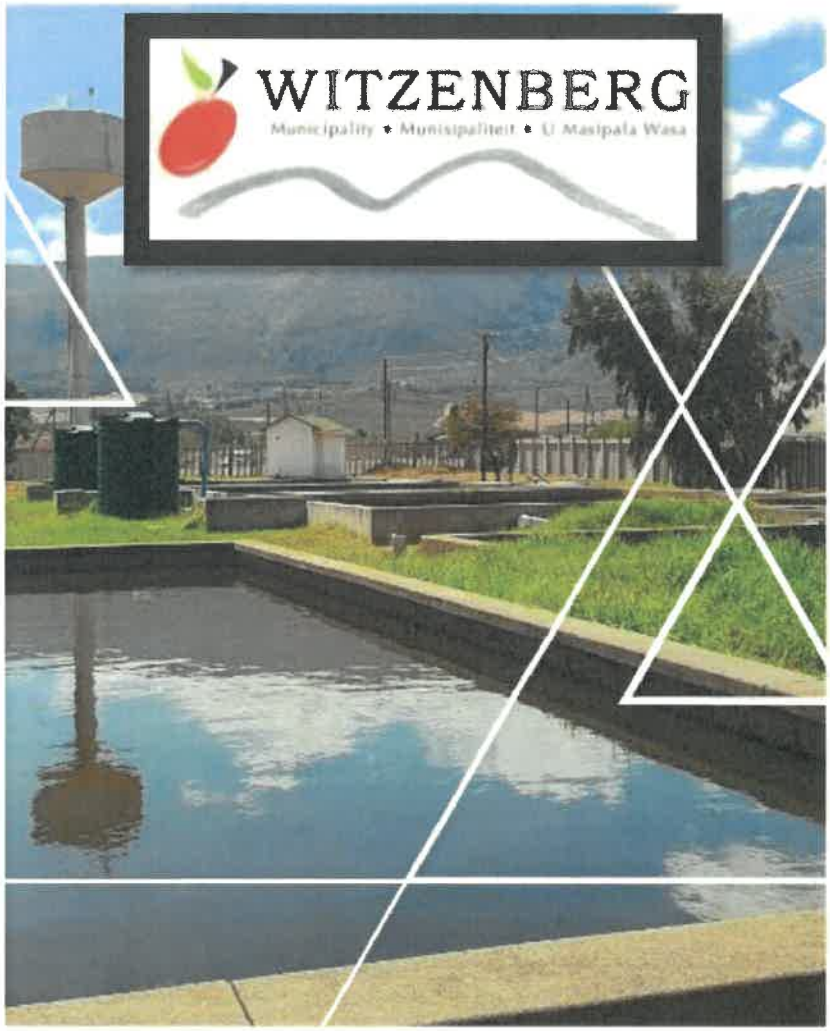

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Date	23.07.24
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Abbreviations and Acronyms

Acronym	Explanation
BGCMA	Breede Gouritz Catchment Management Agency
DWS	Department of Water and Sanitation
IWA	International Water Association
NTU	Nephelometric Turbidity Units
SANS	South African National Standard
WHO	World Health Organization
WSA	Water Services Authority
WSP	Water Safety Plan
WSS	Water Supply System
WTW	Water Treatment Works
WWTW	Wastewater Treatment Works

1 Introduction

1.1 Water Safety Planning Background

A Water Safety Plan (WSP) is a systematic approach that comprehensively assesses and manages risks throughout the water supply system. The WSP process covers all aspects of the water supply system, from catchment to consumer, and was developed by the World Health Organization (WHO) and International Water Association (IWA) (WHO, 2009).

In South Africa the national regulator, the Department of Water and Sanitation (DWS), requires all Water Services Authorities (WSAs) (including Witzenberg) to develop and implement a WSP as described in the South African National Standard for drinking water quality (SANS 241). Drinking-water is regulated via the DWS Blue Drop Certification process which also assesses the quality of the WSP.

The business of provision of water services operates in a highly regulated environment consisting of interrelated and independent national Acts, including the National Water Act (Act 36 of 1998) and Water Services Act (Act 108 of 1997). Whilst compliance to the Acts is a necessity, executing effective WSP will ensure synergised operations that make for a self-sustaining and effective water services business.

Climate change is expected to introduce changes in temporal and spatial distribution of climate and weather-related events; as well as an increase in severe climate and weather-related events (such as floods, droughts, storms, etc.). This is expected to bring about challenges to water resources, as well as the ability of water utilities to provide adequate safe drinking water to consumers. Consequently, the WSP process has evolved and now also includes consideration of climate change and the need for climate resilience. The inclusion of climate resilience into the WSP process helps ensure continued sustainability of safe drinking water, under current and future climate conditions.

1.2 Methodology

The methodology followed in developing this WSP is briefly described below:

- Engage with the client, gather and review data/information and previous WSPs to understand Witzenberg Water Supply Systems (WSSs).
- Conduct site assessments to:
  - Identify and confirm the respective components of the water supply system;
  - Identify and list all known hazards and hazardous events;
  - Interview operational staff to determine operational constraints, if any.
- Conduct a risk assessment, using the WHO risk management matrix, to:
  - Determine the raw risk without any control measures
  - Determine if any control measures are in place and the effectiveness thereof;
  - Determine the residual risk with existing control measures in place; and
  - Recommend measures to improve the status quo;
- Draft the WSP with consideration of the following sections (as per the proposed modules defined in the WHO/IWA WSP Manual – 2nd Edition):
  1. Assembling the WSP Team
  2. Describing the system
  3. Identifying hazards and hazardous events
  4. Validating existing control measures and assessing risks

5. Planning for improvement
6. Monitoring control measures
7. Verifying the effectiveness of water safety planning
8. Strengthening management procedures
9. Strengthening WSP supporting programmes
10. Reviewing and updating the WSP

- Workshop the draft WSP with the WSP team
- Finalize the WSP for implementation

The above components of a WSP will be described in greater detail in the sections that follow.

2 WSP Team

2.1 Internal WSP Team

The core internal municipal WSP team responsible for day-to-day operationalisation of the WSP is noted in the table below.

Table 2-1: Tulbagh WSS WSP core implementation team

Name	Job title	Role in WSP team	Contact details
Nathan Jacobs	Manager: Water & Sewerage	Oversea WSS and coordinate all external stakeholders	Phone: 023 316 8540 Email: nathan@witzenberg.gov.za
Stephanie Farmer	Senior Technician: Water & Sewerage	Provide technical support, guidance and expertise in the planning, design, operation, and maintenance of WSS.	Phone : 023 316 8540 Email:stephanie@witzenberg.gov.za
Marquin Pieterse	Technician: Water & Sewerage	Ensure safe and reliable WSS and take proactive measures to prevent or mitigate any risks to public health and the environment.	Phone: 023 316 8540 Email:marquin@witzenberg.gov.za
Willem Mepomie	Superintendent	Oversee operation and maintenance of WSS and ensure the effective implementation of the WSP.	Phone: 081 591 9479 Email: willem@witzenberg.gov.za
Franklin Lewis	Team Leader & PC / Plumber	Oversee operation and maintenance of WSS and ensure the effective implementation of the WSP.	Phone: 084 772 9095
Greg Louw	Team Leader / Plumber	Oversee operation and maintenance of WSS and ensure the effective implementation of the WSP.	Phone : 062 398 2157
Kenneth Visagie	Team Leader / Plumber	Oversee operation and maintenance of WSS and ensure the effective implementation of the WSP.	Phone : 073 165 9832
Ernst Roberts	PC	Monitoring and controlling the treatment processes at the WTW.	Phone: 078 273 2535
Shuta Gqalaqha	Plumber	Technical assistance on operations and maintenance of plumbing systems	-

The Tulbagh WSS technical team currently has several vacancies. Efficient and effective operations and maintenance can therefore not always be achieved, compromising WSS performance.

The core WSP team is supported by other municipal officials as noted in the table below. These members provide input on an ad-hoc basis (i.e. as and when required).

Table 2-2: Tulbagh WSS WSP internal support team

Name	Job title	Role in WSP team	Contact details
J Barnard	Director: Technical Services	Engage with municipal top management and council	Phone: 023 316 8540 Email: joseph@witzenberg.gov.za
Ingrid Barnard	HR Manager	Staff capacity building and training requirements	Phone: 023 316 1854 Email: ingrid@witzenberg.gov.za
HJ Kritzinger	Director: Financial Services	Budget for improvements	Phone: 023 316 1854 Email: cobus@witzenberg.gov.za
Annelize Lamprecht-Vertue	Manager: Fire, Rescue and Disaster Management Services	Emergency reponse coordination	Email: annelize@witzenberg.gov.za

2.2 External WSP Team

The internal WSP team is also supported by an external WSP team as noted in the table below. These members provide input on an ad-hoc basis (i.e. as and when required).

Table 2-3: Tulbagh WSS WSP External Team

Name	Organisation / Job title	Role in WSP team	Contact details
Elkerine Rossouw	Breede Gouritz Catchment Management Agency (BGCMA)	Management of water resources in the Breede and Gouritz catchment areas	Phone: 023 3468000 Email : erossouw@bgcma.co.za
Natasha Davis-Wolmarans	DWS Control Environmental Officer: Water Services Regulation	Compliance of water regulations and enforcement of measures to protect public health and environment	Phone: 021 941 6192 Email: DavisN@dws.gov.za
Natasia van Binsbergen	A L Abbott & Associates (PTY) LTD Managing Director	Drinking water quality monitoring	Phone: 021 448 63 40 Email: natasia@alabbott.co.za
Nelmari Janse van Rensburg	CKB – Irrigation board Secretary	Water resource allocations for agricultural purposes	Phone: 023 315 5569 Email: kantoor.kbr@gmail.com
Chris Van Der Walt	Project Executive	Overall leadership, coordination and oversight	Email: Chris.VanderWalt@zutari.com
Dan Abraham	Zutari / Project Lead	Manage and coordinate project team / development of WSP	Email: Dan.Abraham@zutari.com
Philip de Souza	Zutari / Technical Expert	Specialized knowledge and expertise input / development of WSP	Email: Philip.deSouza@zutari.com
Veronique Spanneberg	Zutari / Civil Technologist	Development of WSP	Email: Veronique.Spanneberg@zutari.com
Jana Du Randt	Zutari / Civil Engineer	Development of WSP	Email: JanaDuRandt@zutari.com

3 Water Supply System Description

3.1 Locality

Tulbagh covers an area of 3.81 square kilometres located in the "Land van Waveren" mountain basin, in the Witzenberg Local Municipality in the Western Cape Province. Tulbagh is surrounded by Wolseley, Ceres, Op-de-Berg and Prince Alfred's Hamlet.

The map in Figure 3-1 illustrates the locality of Tulbagh.

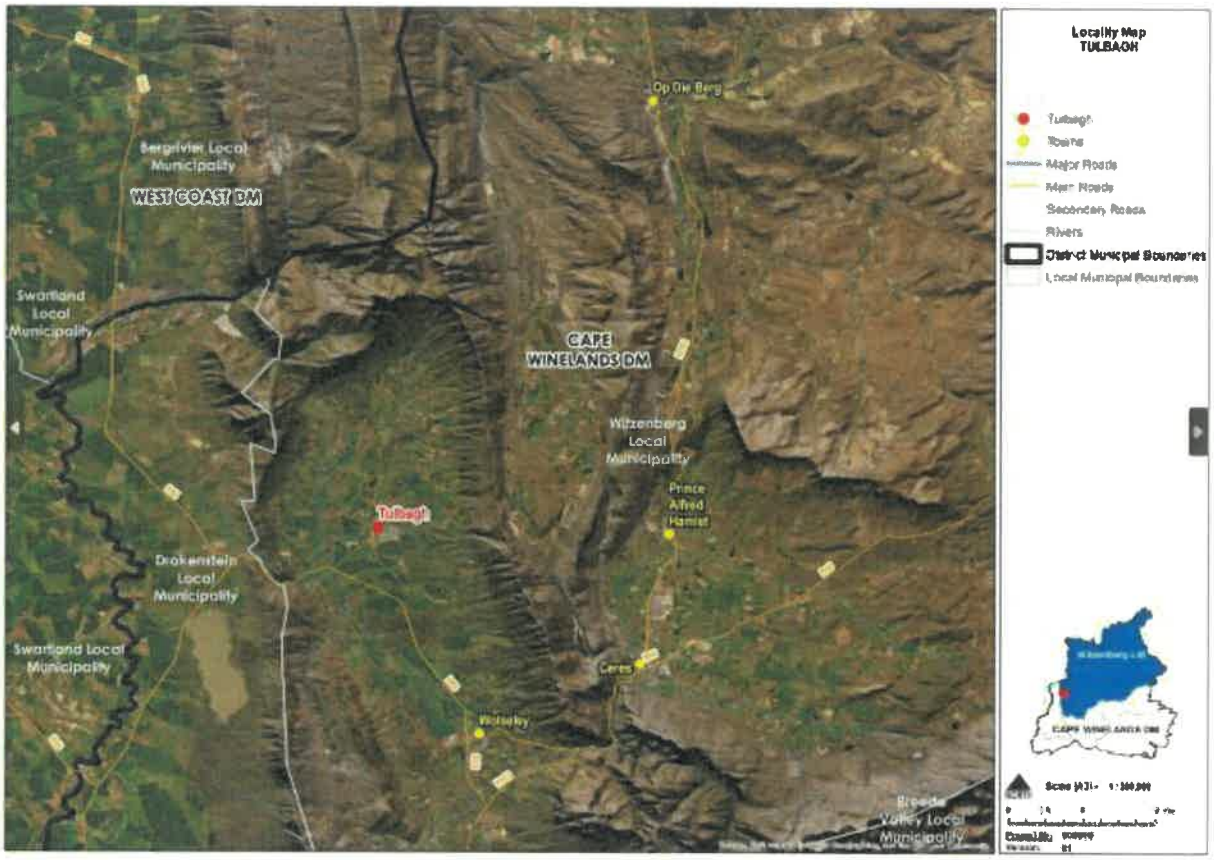


Figure 3-1: Locality Map - Tulbagh

3.2 Climate Summary

Witzenberg Local Municipality is in the Western Cape province, and forms part of the Cape Winelands District Municipality. According to the Köppen-Geiger climate classification most of Witzenberg experiences Mediterranean climate. Witzenberg experiences hot dry summers, and cool wet winters. Typical climate related hazards for Witzenberg include droughts, fires and floods.

Temperatures indicate an increasing trend for the Western Cape Province (Figure 3-2, top half). Increases over the past decade indicate an increase of about 1°C. Trends in ocean currents also indicates an increase with the Agulhas current temperature having increased by 1.5°C since 1980. Rainfall data for the Western Cape indicates a decrease in the number of rainfall days and that the rainy season is starting later each year (Figure 3-2, bottom half). Implications of the above is that there is increased risk of insufficient water being available for consumption.

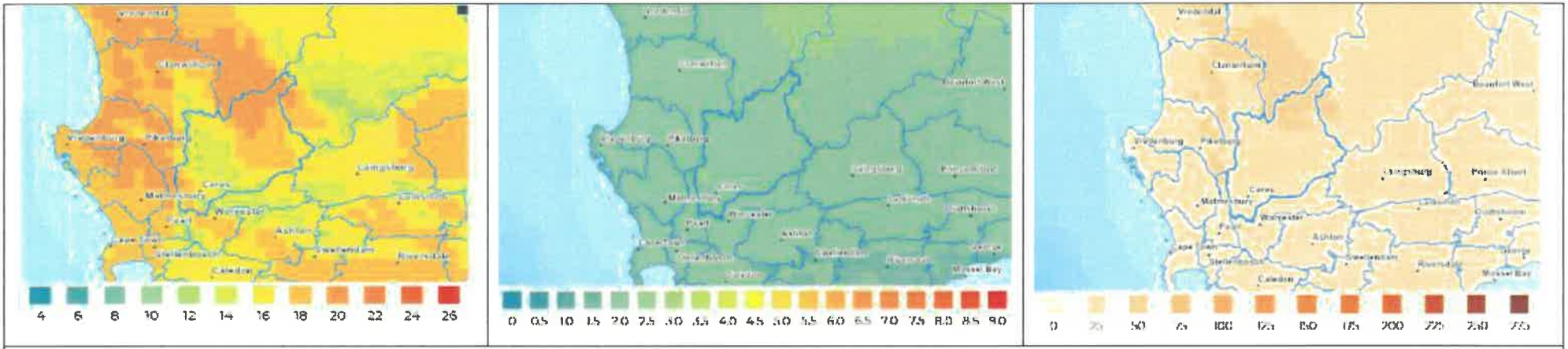
Under the RCP 45 scenario, temperature is expected to increase between 1.67 °C – 2.26°C, whereas under the RCP 85 scenario temperature is expected to increase between 2.19°C – 2.69°C. (***NOTE:*** RCP4.5 represents a scenario whereby greenhouse gas emissions have stabilized before 2100, while RCP8.5 represents a scenario whereby greenhouse gas emissions continue to increase over time, and results in high concentrations of atmospheric greenhouse gases.) Under both RCP 45 and RCP 85 scenarios, rainfall is projected to decrease. These changes are expected to be well out of range of present-day climate variability. The major implication of the above is there will be decreased water availability. Other implications include the increased occurrence of wild fires.

In terms of adapting for climate change, Witzenberg water systems will therefore need to be more robust. Increased skills will be required from water managers and long-term water projections are required. Increased variability in the climate and frequency of extreme events, as well as increased temperature and wind could have an impact on water sources, particularly surface waters. Almost all the bulk water supplied to the towns in Witzenberg Municipality's Management Area is from surface water sources, with limited use of groundwater resources.

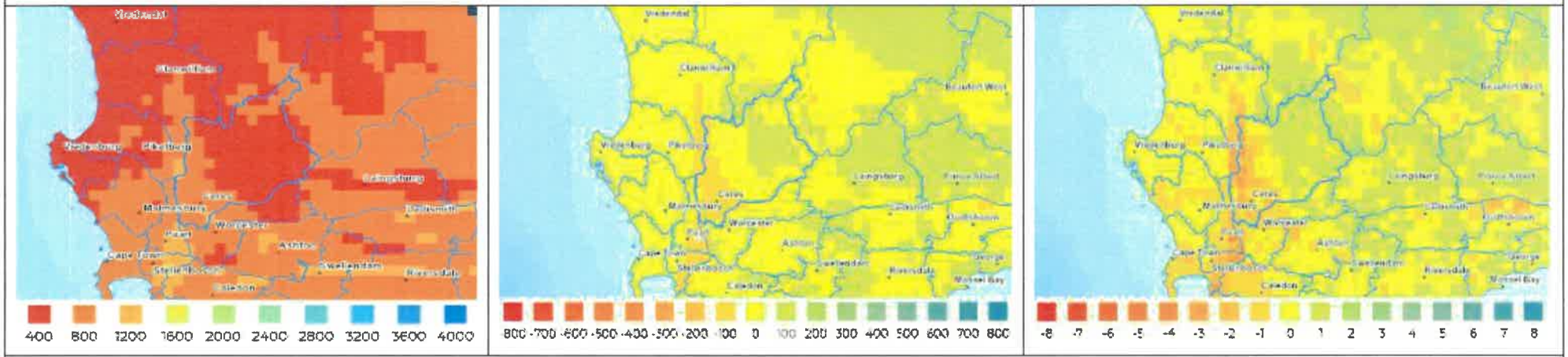
It is necessary for WSAs to develop climate response strategies and include these in their WSDPs, implement WC/WDM and reduce levels of non-revenue water. Water-related climate change adaptation and mitigation planning should be considered through water safety planning and incorporated into all WSDPs and IDPs. The implementation of WC/WDM is a critical element of adapting to climate change.

Witzenberg Municipality has a defined role to play in the mitigation of and adaptation to the impacts of climate change. The Western Cape is particularly vulnerable to climate change and the hotter drier conditions predicted for the West Coast could have far reaching impacts. The Municipality's local economy is driven by agriculture and there is concern about the negative impacts of climate change on the agriculture sector which will turn impact on the local economy.

Figure 3-2: Current Average, Projected Average & Projected Very Hot Days and Extreme Rainfall days



Witzenberg Municipality a) current average temperatures b) average projected temperatures c) projected very hot days (www.greenbook.co.za)



Witzenberg Municipality a) current average rainfall b) average projected rainfall c) projected extreme rainfall days (www.greenbook.co.za)

3.3 Overview of Water Supply System

Figure 3-3: Overview of Tulbagh

3.4 Water Sources

Tulbagh WSS depends on surface water as the primary source for domestic use, with groundwater serving as a backup supply. The water supply is from many different sources such as:

- Moordenaarskloof: 660 Mℓ /year
- Dasboskloof 300 Mℓ /year
- Steinthal stream 130 Mℓ /year
- Tierkloof: 200 Mℓ /year
- Klein Berg river surplus overflow: 1 270 Mℓ/year

The following streams have for many years been tributaries to the supply system but have been yielding very little to no water:

- Schalkenbosch: 300 Mℓ /year

- Skilpadrug: 150 Mℓ /year

The surface water supply from the "Dorp dam" can also be supplemented through the supply from the Kruysvallei borehole, which provides a backup of 25.5 Mℓ/a.

People were seen near the dam and this poses a risk of contamination-to the source water . In addition the town is running low on resources with two of the streams drying up.

Water gravitates from the Dorp Dam to the "Tulbagh" Water Treatment Works (WTW).

Figure 3-5: Dorp Dam at 25% capacity

Figure 3-4: Inlet pipes from source

Figure 3-7: Kleinberg River – De Agen Weir

Figure 3-6: Newley constructed Wavernskroon Dam

3.5 Water Treatment

The water sourced from the dam is filtered through slow sand filters. When the water is too soft limestone is utilized to harden the water. During the field visit, it was noted that the limestone system has been disconnected, however, the municipality confirmed that it is in working order. Currently, the chlorination plant is out of operation due to a shortage of chlorine gas, and treatment is being carried out manually

by adding HtH to the water. The design capacity for this facility is 3.5 Mℓ per day when running at 100%. Currently the daily capacity is 3.0 Mℓ which is 24.9%.

Figure 3-8: Slow Gravity Sand Filters

Figure 3-9: Sand Filter undergoing cleaning

Figure 3-12: Chlorine house

Figure 3-11: HtH in use

Figure 3-10: Pumping Station

The Tulbagh WTW is classified as a Class D works, and the current personnel at the WTW complies with the applicable requirements in Regulation 2834 (see Table 3-1).

Table 3-1: Water treatment works classification and process controllers' compliance – with consideration of Regulation 2834

Class of works	Required staff (Regulation 2834)	Classified process controllers available at the works	Requirements met
Class D	1 x Trainee	EPWP workers	✓
	1 x **I** Process Controller	Ernst Roberts (II)	✓
	1 x **II** Supervisor	Franklin Lewis(**IV**)	✓
	1 x **III** Supervisor (for weekly inspection)	Stephanie Farmer (**V**) Marquin Pieterse (V)	✓ ✓

It has been noted that in the last 12 months, none of the process controllers have received relevant training. It is important that process controllers attend refresher training courses to improve WTW operations, maintenance and performance. The last training received by process controllers was in early 2022 as indicated below:

Name	Course	Date
Franklin Lewis, Greg Louw and Ernst Roberts	• Handling of Dangerous Goods • Conveying of Dangerous Goods	March 2022

3.6 Reservoirs

The water is stored in two (2) bulk storage reservoirs with capacities of 0,8 Mℓ and 1 Mℓ. Water is then pumped to the onsite water tower which has a capacity of 0.5 Mℓ.

A concern identified at these facilities is the introduction of hazards to the stored water due to covers being left open allowing ingress of animals etc., however, this is regarded a minor risk. In general, the upkeep of the facility around housekeeping and maintenance can be improved so that the risk of wild fires spreading to the facilities is minimized.

Figure 3-14: Onsite Reservoir (0.8 Mℓ)

Figure 3-13: Onsite Storage Reservoir (1Mℓ)

Figure 3-15: Onsite Water Tower

3.7 Distribution Network

From "Tulbagh " reservoirs, the treated water is distributed via a 42km distribution network with two (2) supply zones (Tulbagh Lower Reservoir Zone and Tulbagh Upper Tower Zone). The network includes two (2) treated water reservoirs (1 Mℓ and 0.8 Mℓ) which supplies the Lower reservoir zone [Tulbagh town, Delta and Chris Hani] and a booster pump station pumps to the pressure tower (0.5 Mℓ) to supply the Upper tower zone [Witzenville].

According to the Master plan the 250 mm Ø main supply pipeline from the Tulbagh Lower reservoir is under significant strain, the distribution along with the water resources have been regarded as medium to high risks.

3.8 Flow Diagram of the Existing System

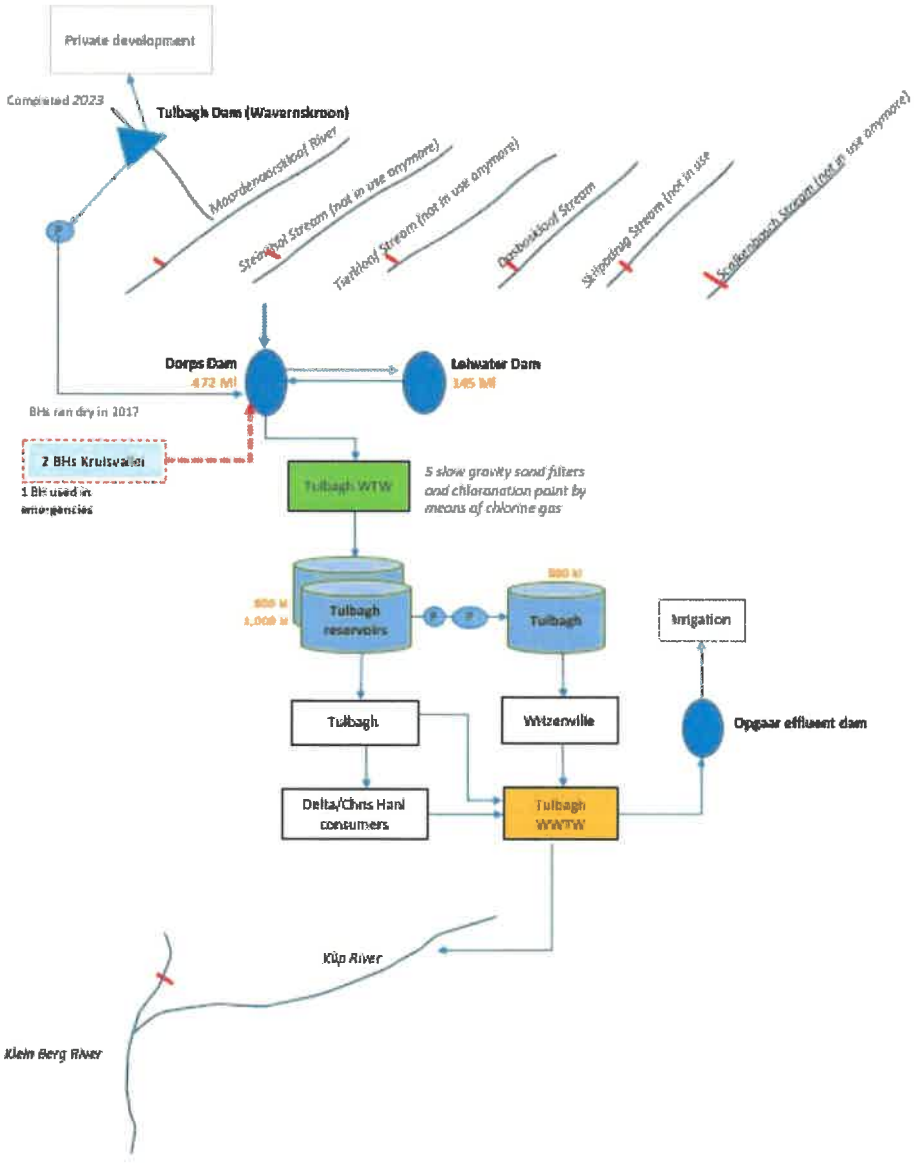


Figure 3-16: Flow Diagram of Tulbagh WSS

3.9 Water Use and Users

Water in Witzenberg is primarily utilized for residential purposes (including informal settlements), including drinking, food preparation, and various household activities. Additionally, it is used for agricultural practices, commercial and industrial activities, businesses and institutions, recreational activities, and other purposes.

In Tulbagh, households are the main consumers of water, accounting for around 71% of the total water supply.

3.10 Water Demand

The Witzenberg Water Master Plan presents an analysis of water demand in the Witzenberg municipal area. The present annual total water demand (from January 2018 to December 2018) is 5 890 457 kℓ, which results in an **AADD of 16 147 kℓ/d.** For future water demand, it is estimated that the AADD will increase only marginally from 16 147 kℓ/d to 17 136 kℓ/d with all vacant erven occupied and the municipal-wide non-revenue water figure for WM reduced from 36% to 30%. Additionally, it is estimated that future developments can contribute a further 9 871 kℓ/d, resulting in a total future **AADD of 27 006 kℓ/d** for the Witzenberg Municipality reticulation system.

The current average daily demand for water in Tulbagh, including estimates for informal and unmetered consumers, is **1 810 kℓ/d**. The potential future average daily demand, assuming a reduction in non-revenue water through water demand management (WDM), is **2 006 kℓ/d** for existing formal stands and **2 663 kℓ/d** for potential future developments, including informal settlements (Witzenberg Water Master Plan, 2021).

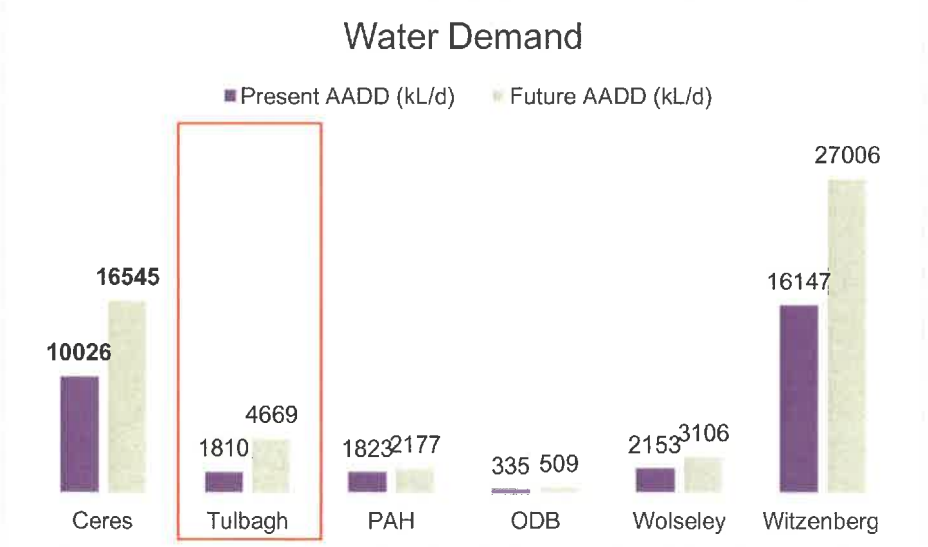


Figure 3-17: Present and future water demand

The following four (4) informal settlements with a total of 2440 households were reported to be present in the Tulbagh area as per Bi-Annual counting received from Housing Department:

- Helpmekaar with 1358 households
- Aslakamp with 872 households
- Kleinbegin with 97 households

- Die Gaatjie with 113 households.

3.11 Non-Revenue Water

The amount of non-revenue water in Tulbagh, which refers to the difference between the bulk supply and the billed consumption, indicates a concerning increase, starting from 51.23% in 2018/2019 to 56.81% in 2019/2020 and 55.67% in 2020/2021. However, there was a slight decrease in NRW in 2021/2022, with a recorded percentage of 54.4%.

Such an increasing trend in NRW can be attributed to various factors, including leakages, meter inaccuracies, and illegal connections. High NRW values indicate a significant loss of revenue for water utilities and can lead to insufficient water supply for consumers. Therefore, it is essential to identify the root causes of NRW and implement measures to reduce it, such as regular maintenance and repairs of the water distribution network and the installation of accurate meters.

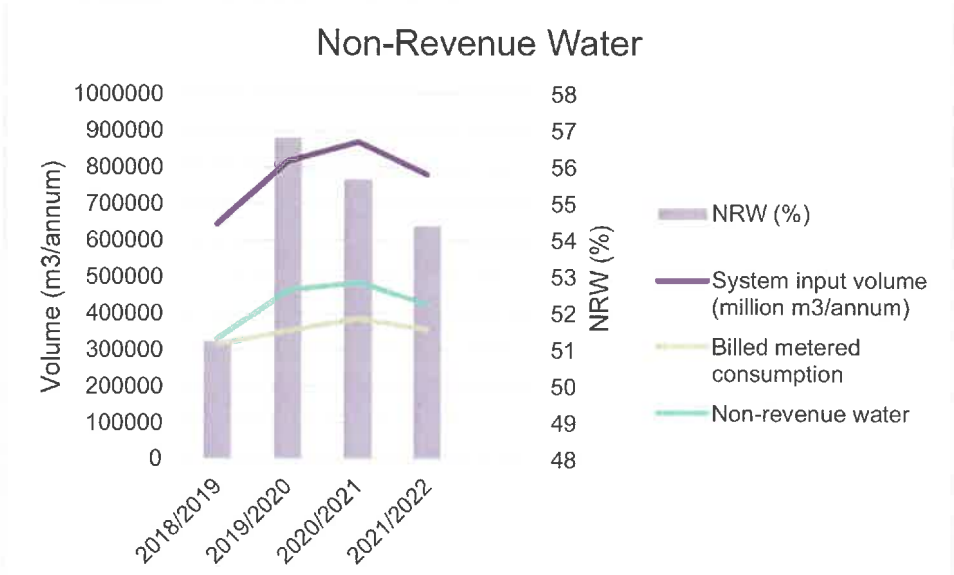


Figure 3-18: Non-revenue water trends from 2018 to 2022

Table 3-2: Non-revenue water data from 2018 to 2022

Year	System Input Volume (m^3/annum)	Billed Consumption (m^3/annum)	NRW (m^3/annum)	NRW (%)
2018/2019	645015	314599	330441	**51.23**
2019/2020	815071	352063	463042	**56.81**
2020/2021	869056	385236	483803	**55.67**
2021/2022	779160	355277	423863	**54.4**

3.12 Laboratory Status

3.12.1 External laboratory

The sampling and testing of water quality samples, that comply with the requirements of SANS 241, are provided by an external laboratory. At the of compiling of this WSP, AL Abbott had been contracted to provide the sampling and testing services for the municipality. AL Abbott's sampling and testing methods are SANAS accredited, meaning that it has been certified by the South African National Accreditation System as being accurate and reliable.

For further detailed information of sampling frequency and test results please refer to in Section 7 of this document.

3.12.2 Internal laboratory

Operational monitoring is regularly carried out at the Tulbagh WTWs to assess multiple parameters of the treated water, such as conductivity, turbidity, pH and free chlorine. Detailed information and results are included in Section 6.

The laboratory at the site is not accredited by SANAS. The equipment used for monitoring is listed in an inventory, and the process controllers are responsible for calibrating the equipment. However, during the site visit, it was observed that there were instances where there were not enough calibration materials available. It is important to ensure that water quality testing equipment is calibrated in order to obtain accurate and reliable results. Therefore, it is recommended that regular calibration checks be conducted.

Figure 3-21: pH meters

Figure 3-20: Turbidity meter

Figure 3-22: Free & Total Chlorine meter

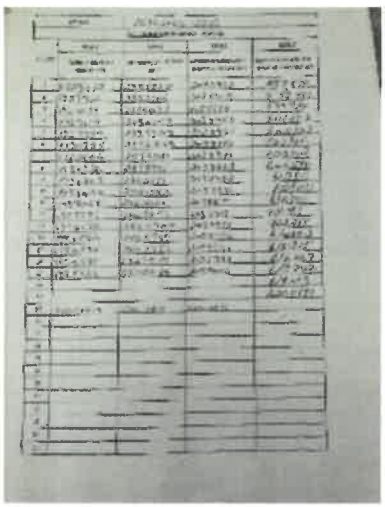


Figure 3-19: Record sheet

3.13 Drinking-Water Quality

Compliance drinking-water quality monitoring for the Tulbagh WSS is conducted monthly with the test results data uploaded to the DWS' Integrated Regulatory Information System (IRIS). The drinking-water quality status of all water supply systems in Witzenberg Municipality is summarised below, and includes consideration of the following determinants:

- Acute health (microbiological)
- Acute health (chemical)
- Chronic health (chemical)
- Non-health aesthetic
- Operational
- Disinfectant

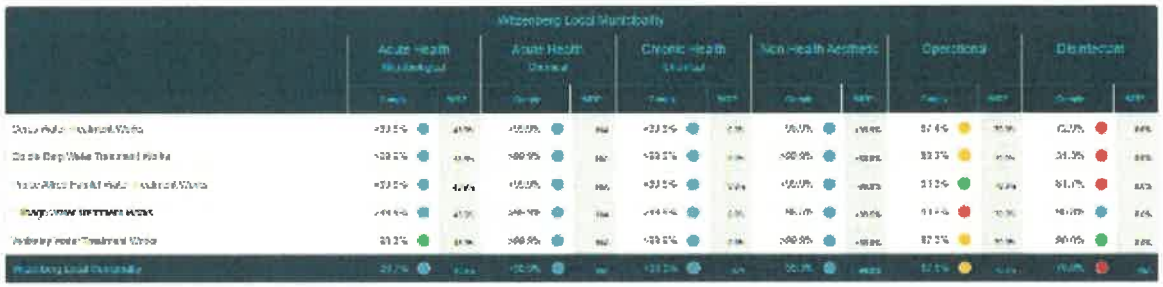


Figure 3-23: Summarised drinking-water quality performance for Tulbagh Water Supply System – 2020

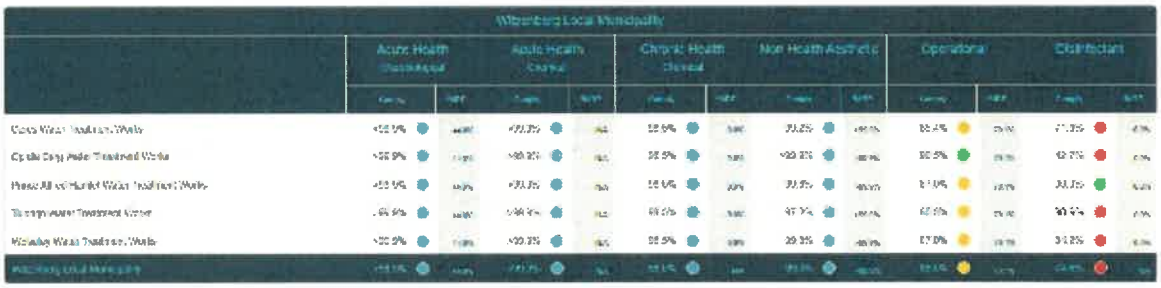


Figure 3-24: Summarised drinking-water quality performance for Tulbagh WSS – 2021

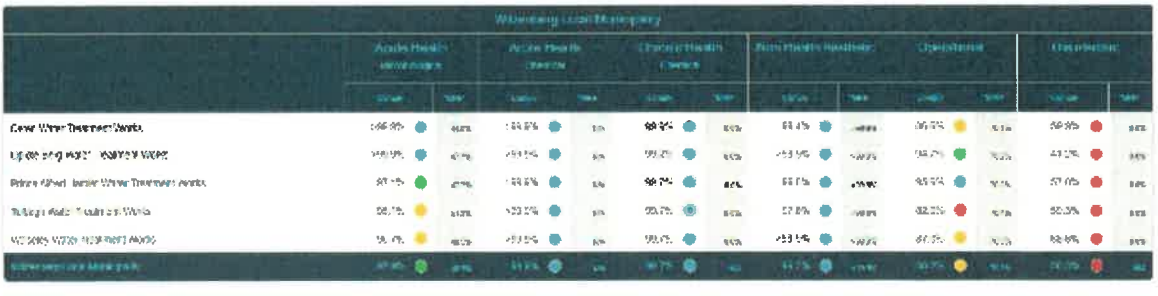


Figure 3-25: Summarised drinking-water quality performance for Tulbagh WSS – 2022

Figure 3-26: Summarised drinking-water quality performance for Tulbagh WSS – 2023 (to-date)

Considering Tulbagh, the following summarised performance is noted:

Table 3-3: Summarised drinking-water quality performance for Tulbagh Water Supply System

Year	Acute health (microbiological)	Acute health (chemical)	Chronic health (chemical)	Non-health aesthetic	Operational	Disinfectant
2020	Acceptable	Acceptable	Acceptable	Acceptable	Operational monitoring is used as an early warning, and failures should lead to process optimization	Acceptable
2021	Acceptable	Acceptable	Acceptable	Acceptable		Poor
2022	Concern	Acceptable	Acceptable	Acceptable		Poor
2023 (to-date)	Acceptable	Not yet sampled and analysed	Acceptable	Concern		Poor

Whilst most water quality parameters appear acceptable (i.e. meeting SANS 241-2015 requirements), the summarised results indicate a deteriorating disinfection performance and resulting deteriorating microbiological performance. The results indicate that current use of HtH for disinfection purposes is not ideal and compromising drinking-water quality. This can have long-term negative effects on the health of the distribution network (increased microbial activity, increased formation of biofilms) and a return to normal chlorine gas disinfection as soon as possible is strongly encouraged. The recent poor acute health (chemical) water quality performance is attributed to no sampling yet been conducted in 2023.

Drinking water quality monitoring is done as per the monitoring programme in Section 7 of this WSP, and includes monthly, quarterly and annual monitoring. It is not practically or financially feasible for Witzenberg Municipality to monitor all SANS 241 determinands monthly and Witzenberg therefore follow a risk-based monitoring approach. The frequency of monitoring required determinands is based on the outcomes of the latest SANS 241 analysis and associated historical trends.

3.14 Water Supply System Performance: Blue Drop Status

Table 3-4 below indicates a brief history of Witzenberg's Blue Drop Certification performance. The results indicate a proactive municipality with an impressive Blue Drop Certification performance record.

Table 3-4: Witzenberg Local Municipality Overall Blue Drop Status

Year	Blue Drop Score	Regulator's Comments
2009	62.4%	No Blue Drops achieved. Witzenberg Municipality is faring well in its responsibility of drinking water quality management but Process Controlling and Incident Preparedness requires attention. The water supply system of Prince Alfred Hamlet is not up to standard yet though.
2010	93.3%	Blue Drop achieved for: • Ceres • Prince Alfred Hamlet An exceptional 2010 performance by Witzenberg, ensured the illustrious Blue Drop Certification for no less than two water supply systems. The other 3 systems came very close to obtaining the prestigious acknowledgement as well. This is indicative of a concerted effort to improve drinking water quality management to be in line with international best practice. The Department trust that the Municipality will uphold this level of commitment to ensure that the Blue Drop status will be maintained.
2011	97.56%	Blue Drop achieved for: • Ceres • Op Die Berg • Prince Alfred Hamlet • **Tulbagh** • Wolseley Once again an impressive performance by Witzenberg Local Municipality. The Department wish to congratulate this water services authority (WSA) which has proven that the size of a municipality is not to be the determining factor of the success with in the Blue Drop Certification programme but rather the dedication to diligently adhere to the stringent criteria set. In the words of the Lead Inspector: "The WSA has shown high level of commitment throughout the whole process. The officials have put more effort in the preparation for the 2010/11 assessment; this was proven based on the availability and the quality of the information presented during the on-site assessment and the information on the Blue Drop System. The level of commitment from the management side contributed as well. This is one of the municipalities which can be used as a case study (lesson learning), it could benefit other WSAs" This performance justifies a place in the National Top 10 Blue Drop performers.
2012	97.63%	Blue Drop achieved for: • Ceres • Op Die Berg • Prince Alfred Hamlet • **Tulbagh** • Wolseley The consistent excellent performance of Witzenberg Local Municipality can once again be applauded since it can only be due to teamwork, passion and commitment that such a feat seems to become customary for this small municipality. The Department is aware that once Blue Drop certification status is obtained, it becomes more challenging to maintain such status and this makes this accomplishment even more remarkable. Even though all (5) water supply systems reached Blue Drop status fairly comfortably, there would be a few areas the municipality is required to give attention to before further steps away from the 95% mark would be possible. This would be the process control skills level. It might be necessary to investigate means to augment current process control capacity (consider placement of Overberg Water trainees; one of the options) or further training of current staff. The other point would be to relook at the process audits since the inspectors found these assessments to lack the level of detail one would expect from an expert process engineering report. And lastly would be the chemical compliance of **Tulbagh**. The aluminium levels within this system overall complied with the national standard expected level for Good compliance, but in the spirit of endeavouring towards excellence, process optimisation is a necessity to ensure the standards Witzenberg sets for itself are maintained. Nevertheless the municipality can once again proudly display its Blue Drop certification status since it surely deserves this recognition of exceptionality.
2014	95.77%	Blue Drop achieved for: • Ceres • Op Die Berg • Prince Alfred Hamlet • **Tulbagh** • Wolseley

Year	Blue Drop Score	Regulator's Comments
		The Witzenberg Local Municipality is to be commended for achieving Blue Drop status for each of their water systems for the third consecutive assessment. This is an excellent example to all. It is noted that the municipal team was well prepared for the assessment and presented all the necessary evidence for the inspector to assess compliance. A slight decrease in Municipal Score was achieved and the Municipality is encouraged to review areas where further improvement can be implemented. This includes: • Risk based monitoring should comply with the requirements of SANS 241 with regard to sampling points, frequency of analyses and the determinants that are analysed. Monthly sampling is currently undertaken which is not compliant. • With the exception of Port Alfred Hamlet, poor operational compliance was recorded with a high number of aluminium and turbidity failures. • As previously highlighted, the process audits focus on water quality aspects and do not address technical issues that may impact on the ability of the plant to produce water of acceptable quality. • Baseline No Drop data is not fully compliant with the criteria in all systems. It is anticipated that the Municipality will continue to demonstrate commitment to risk based management of all their systems and the achievement of excellence. The overall 2014 Risk Rating for Witzenberg is 32% which translates into the 5th best performance in the Western Cape. Note that this value is based on the 3 specific areas indicated below and shows concerns (medium to critical risks) for Process Control (which risks reflect compliance in terms of draft Regulation 813) in 3 of the 5 systems; Drinking Water Quality in none of the 5 systems; and Risk Management in none of 5 systems. The Risk Ratings found in all systems for Drinking Water Quality and Risk Management was found to be very low.
2022 (%Blue Drop Risk Rating (BDRR))	25.3%	All the Water Treatment Works (Ceres WSS, Op die Berg WSS, Prince Alfred Hamlet WSS, **Tulbagh** WSS and Wolseley WSS) fall in the Low-Risk category. • Criteria A – The design capacities for all the WSS were provided. • Criteria B – All the WSS (Ceres WSS, Op die Berg WSS, Prince Alfred Hamlet WSS, **Tulbagh** WSS and Wolseley WSS) are operating within their design capacity. • Criteria C – All the WSS have achieved excellent Microbiological compliance (>98%) and Microbiological Monitoring compliance (>80%). However chemical water quality compliance is poor indicating potential health risk and there is insufficient number of chemical monitoring points to verify the quality of water at all points in the network. • Criteria D – The Op die Berg WSS, Prince Alfred Hamlet WSS, **Tulbagh** WSS and Wolseley WSS achieved a low compliance of 54.2% and Ceres WSS achieved an adequate compliance with technical skills which is an indication of the lack of relevant process controllers, supervisors and maintenance teams. • Criteria E – All the WSS achieved excellent compliance for the Water Safety Planning and development of risk-based water quality monitoring programmes as outlined in SANS 241:2015. The Regulator encourages the WSA and WSP to urgently implement the following recommendations to ensure delivery of safe drinking water for all consumers: • Ca: Implementation of corrective measures in the event of microbiological and chemical failures to always ensure delivery of safe drinking water. • Cb: Implementation of monitoring programmes with sufficient samples based on population size as outlined in SANS 241:2015. • D: Appointment of suitably qualified staff (supervisors, process controllers and maintenance teams) aligned to set criteria. • E: Development of Water Safety Plan as per SANS 241:2015 and WHO guidelines including risk assessment of entire supply system, water quality evaluation based on full SANS 241:2015 analysis of raw and final water, development of risk-based monitoring programmes, and implementation of mitigating measures to address all medium and high risks.

Year	Blue Drop Score	Regulator's Comments

The following performance is noted for Tulbagh.

Table 3-5: Tulbagh Blue Drop Certification: historical performance

Blue Drop Assessment Cycle	Blue Drop Score (%)
2014	95.89
2012	95.64
2011	95.68
2010	92
2009	77

NOTE: The 2022 Blue Drop Risk Rating (%BDRR/BDRRmax) for Tulbagh was 30.4% – i.e. low risk.

4 Hazard Assessment, Validation of Control Measures and Risk Determination

A risk assessment is conducted to understand the typical hazards/hazardous events faced at each step of the WSS including management, abstraction, treatment, distribution, and point of use and with consideration of impacts associated with climate variability and change.

The risk associated with each hazardous event is determined based on the product of likelihood and consequence (or severity). This assists in determining which risks are more important and which are less important. Witzenberg has adopted the following risk matrix to determine WSS risks.

Table 4-1: Risk matrix and associated definitions (Likelihood and severity contextual definitions, WSP Manual 2nd Edition)

LIKELIHOOD

Rating	Description	Definition
1	Very unlikely	Has not occurred in the past, and it is highly improbable that it will happen in the future
2	Unlikely	Is possible and cannot be ruled out completely
3	Likely	Is possible and under certain circumstances could happen
4	Very likely	Has occurred in the past and has the potential to happen again
5	Almost certain	Has occurred in the past and is expected to happen again

SEVERITY

Rating	Description	Definition
1	Insignificant	Negligible impact on water quality, acceptability or quantity
2	Minor	Short-term or localized non-compliance, quantity or acceptability issue (not health related)
3	Moderate	Long-term or widespread non compliance, quantity or acceptability issue (not health related)
4	Major	Potential long-term health effects
5	Catastrophic	Potential illness or death

5 × 5 risk assessment matrix

LIKELIHOOD		SEVERITY 1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Very unlikely	1	1	2	3	4	5
Unlikely	2	2	4	6	8	10
Likely	3	3	6	9	12	15
Very likely	4	4	8	12	16	20
Almost certain	5	5	10	15	20	25

RISK SCORE (likelihood × severity)	RISK LEVEL
≤5	Low
6-10	Medium
≥15	High

Witzenberg has adopted a dual-stage risk assessment approach which considers both "raw risk" (sometimes referred to as the "inherent risk" – the risk before including consideration of the impact of the existing control measures) and "residual risk" (with consideration of the impact of existing control measures). Not all existing control measures are 100% effective, and additional control measures may need to be identified and implemented.

The risk assessment was conducted by the WSP team and considered a combination of information gathered from municipal records, staff and stakeholder engagements and site visits, and aimed to identify what could go wrong and where it could go wrong. The following summarized risk assessment considering "high" and "medium" risks is presented in the table below (see Table 4-2). The full risk assessment is included in **Appendix A**.

Note that full risk assessment is included in Appendix A.

Table 4-2: Risk Assessment for Tulbagh WSS

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
4	Source	Catchment	Contamination of source waters due to illegal dumping (e.g., of solid waste, chemical waste)	M C A	3	3	9	Medium	Limit access to raw water sources.	People seen near dams - were asked to leave by municipal officials. Municipality regularly informs community to not trespass.	-	-	✓	3	2	6	Medium
47	Source / Distribution	Intake and transport / Pump station	Loss of water supply (quantity) due to a lack of electricity to operate WSS	M C	5	2	10	Medium	No control measure in place	Not Applicable	-	-	-	5	2	10	Medium
48	Treatment	Filtration	Insufficient filtration and potential poor treated water quality due to improper operation and maintenance of sand filters at the WTW	M C A	3	3	9	Medium	No control measure in place	Not Applicable	-	-	-	3	3	9	Medium

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
50	Treatment	Disinfection	Disinfection facility at WTW out of order and unable to disinfect water due to vandalism/theft	M C A	4	4	16	High	Fencing for security of site Fortification of chlorine building (steel door and bulgar bars on all windows)	Fencing on site prevents unauthorised entrance, but was compromised in a number of places	-	-	✓	3	2	6	Medium
51	Treatment	Disinfection	No chlorine gas on site at WTW to disinfect the water due to supplier constraints (shortage of product)	M C A	5	3	15	High	HtH added to onsite storage facilities to disinfect water	HtH containers observed on site	-	-	✓	5	2	10	Medium
52	Treatment	Disinfection	Incorrect chlorine dosing and disinfection at WTW due to insufficient monitoring of chlorine (e.g. incorrect sampling, incorrect recording of readings, incorrect method	M C	4	3	12	Medium	No control measure in place	Not Applicable	-	-	-	4	3	12	Medium

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
			for measurement, incorrect calibration)														
54	Treatment	Disinfection	Compromised disinfection at WTW due to poor dose control/dosing equipment (including calibration, dose calculations, etc.)	M C A	4	4	16	High	No control measure in place	Not Applicable	-	-	-	4	4	16	High
59	Treatment	General	Inappropriate or inadequate treated water monitoring at WTW due to failure of equipment or lack of knowledge or training of operator	M C	3	3	9	Medium	No control measure in place	Not Applicable	-	-	-	3	3	9	Medium
60	Treatment	General	Issues of concern are not addressed due to inadequate reporting and on-	M C	2	3	6	Medium	No control measure in place	Not Applicable	-	-	-	2	3	6	Medium

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
			site documentation at WTW (e.g. recording malfunctions in logbooks, compliance reports)														
76	Distribution	Pump Station	Loss of process control and resulting compromised water quality and reduced efficiency of the distribution system due to instrumentation failure (e.g. telemetry, SCADA) (additionally posing more strain on staff to manually operate the system)	M Q	5	3	15	High	Manual operation of system		-	-	✓	5	2	10	Medium
79	Distribution	Pump Station	Low flow/limited supply to Witzenville consumers due to	Q	3	2	6	Medium	No control measure in place	Not Applicable	-	-	-	3	2	6	Medium

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
			pump failure (caused by pump malfunction, power failure, loadshedding, incorrect settings)														
93	Distribution	Pipeline	Pipe burst/damage and resulting reduced raw water quality/quantity due to aging infrastructure/poor infrastructure condition	M C Q	4	3	12	Medium	Pipe replacement programme and protocol in place		-	-	✓	4	2	8	Medium
94	Distribution	Pipeline	Interrupted water supply because of repairs taking place on burst pipes	Q	3	3	9	Medium	Pipe replacement programme and protocol in place		-	-	✓	3	2	6	Medium
100	Distribution	Pipeline	Contaminants enter the system due to illegal / unauthorized connections	M	2	5	10	Medium	No control measure in place	Not Applicable	-	-	-	2	5	10	Medium

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
103	Distribution	Pipeline	Introduction of contamination (e.g. soil ingress which can increase turbidity of water) into the distribution system because of unhygienic construction, repair and maintenance methods	M	3	2	6	Medium	Pipe replacement programme and protocol in place		-	✓	-	3	2	6	Medium
113	Distribution	Pipeline	Supply to consumers interrupted because of vandalism/sabotage/damage to the pipeline	M Q	4	2	8	Medium	No control measure in place	Not Applicable	-	-	-	4	2	8	Medium
114	Distribution	Pipeline	Less water is available per person because consumers illegally connect to the distribution system	Q	4	2	8	Medium	No control measure in place	Not Applicable	-	-	-	4	2	8	Medium

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
125	Distribution	Communal standpipe	Supply of water to consumers is interrupted because of vandalism/sabotage/damage to the communal standpipe	M Q	3	2	6	**Medium**	No control measure in place	Not Applicable	-	-	-	3	2	6	**Medium**

5 Improvement plan

An improvement/upgrade plan is needed where additional control measures are required to address remaining significant risks. A significant amount of funds and time might be required to successfully implement appropriate control measures, and it is therefore sometimes more appropriate to consider stepwise implementation to enable incremental improvement (i.e., what is required for phase 1, what is required for phase 2, etc.). This requires Witzenberg to also consider and implement low/no cost control measures in the short-term while the necessary funds are secured to enable implementation of long-term control measures.

Considering this, the improvement plan for the Tulbagh WSS is shown below (see Table 5-1).

Table 5-1: Tulbagh WSS improvement plan

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
Coordinate with the community and local police to deal with illegal dumping.	Contamination of source waters due to illegal dumping (e.g., of solid waste, chemical waste) *(Risk assessment table reference: No. 4)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	Not yet started
Consider installing and securing a backup generator(s) to operate the system automatically during loadshedding.	Loss of water supply (quantity) due to a lack of electricity to operate WSS *(Risk assessment table reference: No. 47)*	Management: Water and Sanitation Division Management: Water and Sanitation Division	R1 400 000 (for Tulbagh, Wolseley and Op die Berg)	TBD	July 2023	In process
Consider installing and securing a backup generator(s) to operate the system automatically during loadshedding.	Low flow/limited supply to Witzenville consumers due to pump failure (caused by pump malfunction, power failure, loadshedding, incorrect settings) *(Risk assessment table reference: No. 79)*					

Develop SOP for filter backwashing and continuous record keeping of operation and maintenance activities at treatment works.	Insufficient filtration and potential poor treated water quality due to improper operation and maintenance of sand filters at the WTW *(Risk assessment table reference: No. 47)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	Not yet started
Improve security at disinfection facility at WTW (fortification of building) including consideration of putting up anti-cut and ant- climb fencing. Develop SOP for security patrols.	Disinfection facility at WTW out of order and unable to disinfect water due to vandalism/theft *(Risk assessment table reference: No. 50)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	Not yet started
Keep HtH readily at hand (on-site or in stores) as backup disinfection measure for temporary shortages of chlorine gas.	No chlorine gas on site at WTW to disinfect the water due to supplier constraints (shortage of product) *(Risk assessment table reference: No. 51)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	In place	Completed
Record readings in logbook (chemicals added, FCR measured). Ensure availability of required monitoring equipment and reagents. Supervisors to regularly check and sign-off logbooks.	Incorrect chlorine dosing and disinfection at WTW due to insufficient monitoring of chlorine (e.g. incorrect sampling, incorrect recording of readings, incorrect method for measurement, incorrect calibration) *(Risk assessment table reference: No. 52)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	On-going	In process

Refurbish and restart the operation of the chlorination facilities.	Compromised disinfection at WTW due to poor dose control/dosing equipment (including calibration, dose calculations, etc.) *(Risk assessment table reference: No. 54)*	Management: Water and Sanitation Division	-	O&M budget for W&S department	In place	Completed
Ensure that process controllers are adequately trained for the level of work which they need to perform. Supervisors to regularly check and sign-off logbooks.	Inappropriate or inadequate treated water monitoring at WTW due to failure of equipment or lack of knowledge or training of operator *(Risk assessment table reference: No. 59)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	Not yet started
Investigate communication/issue tracking system that will work for municipal needs. Fast-track implementation and monitor performance.	Issues of concern are not addressed due to inadequate reporting and on-site documentation at WTW (e.g. recording malfunctions in logbooks, compliance reports) *(Risk assessment table reference: No. 60)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	Not yet started
Replace telemetry cabling, recommission the automated system.	Loss of process control and resulting compromised water quality and reduced efficiency of the distribution system due to instrumentation failure (e.g. telemetry, SCADA) (additionally posing more strain on staff to manually operate the system)	Management: Water and Sanitation Division	TBD	TBD	2023/2024 financial year	Not yet started

	(Risk assessment table reference: No. 76)					
Municipal records of pipe bursts need to be interpreted to establish which parts of the reticulation network needs to be replaced. The municipality can appoint a service provider to do underground leak detection (this will also pinpoint where pipe replacement and/or leak repairs needs to be prioritized).	Pipe burst/damage and resulting reduced raw water quality/quantity due to aging infrastructure/poor infrastructure condition *(Risk assessment table reference: No. 93)*	Management: Water and Sanitation Division	TBD	TBD	TBD	Not yet started
Introduce a communication system to rapidly inform affected consumers. Develop a water supply emergency plan for use of tanker trucks and/or firetrucks to supply drinking water.	Interrupted water supply because of repairs taking place *(Risk assessment table reference: No. 94)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	In progress
Regular on the ground investigations by municipal staff to identify and remove any illegal connections/incorrect connections.	Contaminants enter the system due to illegal / unauthorized connections *(Risk assessment table reference: No. 100)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	In progress

Ensure pipe break SOP is understood and adhered to by all pipe repair teams.	Introduction of contamination (e.g. soil ingress which can increase turbidity of water) into the distribution system because of unhygienic construction, repair and maintenance methods *(Risk assessment table reference: No. 103)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBC	In progress
Develop a water supply emergency plan for use of tanker trucks and/or firetrucks to supply drinking water.	Supply to consumers interrupted because of vandalism/sabotage/damage to the pipeline *(Risk assessment table reference: No. 113)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBC	Unknown
Coordinate with the community and local police to deal with illegal connections and unauthorised consumption.	Less water is available per person because consumers illegally connect to the distribution system *(Risk assessment table reference: No. 114)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBC	In progress
Coordinate with the community and local police to deal with the thieves and vandals e.g., consider implementation of an anonymous tip line where communities can report incidents or concerns.	Supply of water to consumers is interrupted because of vandalism/ sabotage/damage to the communal standpipe *(Risk assessment table reference: No. 125)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBC	Not yet started

6 Define monitoring of control measures

Control measures should be monitored to check that the system is effectively managed and that the prescribed water quality targets are met. An operational monitoring plan has been implemented to check the performance of existing control measures and to timeously inform corrective action (if required). Where monitoring indicates that control measures are ineffective, new control measures will need to be identified and implemented. Basic operational monitoring as follows:

- At least daily checks of key water quality parameters at the Tulbagh WTW and capturing thereof in appropriate logbooks,
- At least daily checks of key chemical dosages/chemical usage and capturing thereof in appropriate logbooks, and
- Visual observations/inspections of the Tulbagh WTW, key reservoirs and pump stations and capturing thereof in appropriate logbooks.

Currently, the superintendent is responsible for water quality testing of the water quality parameters listed in Table 6-1, analysing the results against the corresponding limits and responding or applying corrective actions as described in the Incident Response Management Plan.

Table 6-1: Tulbagh operational monitoring programme: water quality

What is monitored?	Risk	Where?		When? (Frequency)	Standard Limit(s) (SANS 241-1:2015)	Critical limit(s) (Incident Response Management Plan)
		WTW Raw Water	WTW Final Water			
Conductivity at 25°C	Aesthetic	✓	✓	Daily	≤ 170 mS/m	
Turbidity	Operational Aesthetic	✓	✓	Daily	≤1 NTU ≤5 NTU	Alert Level II: ≤5 NTU
pH at 25°C	Operational	✓	✓	Daily	≥5 and ≤9.7 pH units	
Free Chlorine	Chronic health		✓	2 x per day	≤5mg/L	5mg/L

Considering current medium and high risks emanating from the risk assessment, the following key observations and other measurements should be introduced as part of the operational monitoring programme.

Table 6-2: Tulbagh WSS operational monitoring programme: observations and other measurements

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
Source	Water restrictions	Water use	Households	When restrictions are applied	Target high water users not adhering to restrictions. Create awareness around water use efficiency	Senior Technician Water & Sewerage	Water use within restricted use	Installing meters on households with high water use. Refer to Water and Sanitation Services By-Laws.
Source	Source inspection for visible blockages and/or possible sources of contamination	Operation of dams/boreholes/raw water	Rivers, Tulbagh, Dorps and Leiwater Dam	Daily	Visual inspection	Process Controller; Supervisor	No visible blockages and/or sources of contamination	Follow SOP for source inspection
Intake and transport & Distribution	Pipe replacement programme and protocol	Pipe burst/damage and resulting reduced raw water quality/quantity	Bulk pipelines and distribution system	Events of pipe burst/damage	Visual inspection of bulk pipelines and distribution system	Superintendent	Well maintained pipeline with no burst/damage	Follow SOP for operation and maintenance of the WSS and pipe breaks. Refer to the Pipe replacement programme and protocol.
Intake and transport	Maintain a clear space around infrastructure to act as basic fire break	Uncontrolled vegetation growth around exposed infrastructure	WTW and exposed pipelines in network	Monthly	Visual inspection	Process Controller; Supervisor	No uncontrolled vegetation within (recommended) 9 metres of infrastructure	Introduce a fire break or perform controlled burning

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
Intake and transport	Manual operation of system (pumps)	Pumps	Pump stations	Daily	Visual observation and maintenance schedule	Process Controller	Operational pumps	Follow SOP for operation and maintenance of a pumping station/pump
Treatment	On-site water quality sampling and testing	Conductivity, turbidity, pH and free chlorine	WTW	See Table 6-1	Water quality sampling and testing using on-site equipment and recording results in a logbook (Follow SOP for water sample collection and on-site water quality testing.)	Process Controller	See Table 6-1	Refer to corrective actions in the Incident Response Management Plan.
Treatment	Security fencing (Fortification of building)	Condition of security fence and gate	Disinfection facility at WTW	Daily	Visual observation (Follow SOP for site security inspection)	Process Controller	Fence in good condition. Gate closed and locked securely. Windows intact. All assets on-site and in working condition.	Repair fence or gate within 1 day or consider putting up anti-cut and anti-climb fencing. Replace/refurbish damaged assets.
Treatment	HtH added to onsite storage facilities to disinfect water	Quantity chlorine added to water (cups, kg)	On-site reservoir at WTW	Daily	Record quantities added in logbook	Superintendent	See Table 6-1	Optimize disinfectant

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
Treatment	Water quality testing equipment inventory and record conditions	Water quality testing equipment	WTW	Once per month	Complete inventory checklist and record in logbook	Superintendent	Adequate water quality testing equipment to test all required parameters	Replace or service any water quality testing equipment that is not currently functioning properly.
Treatment	Refresher training to Process Controllers – Training programme	Skills and knowledge of Process Controllers	WTW	Once per month	Internal training	Superintendent	Process Controllers' training certificates up to date	
Treatment	Regular equipment calibration	Conductivity, turbidity, pH, free chlorine, iron, manganese and aluminium	WTW	Daily (internal) Yearly (external)	Calibrate equipment using on-site calibration materials and recording (Follow SOP for site calibrating equipment)	Process Controller	Calibration performed on a regular basis and on-site calibration materials adequate	Ensure adequate calibration materials are available for daily internal calibration
Treatment	Review of logbook	Issues of concern	WTW	Daily/Weekly	Review logbook record of all monitoring actions and issues captured at WTW	Superintendent	No unaddressed issues at WTW	Address issues of concern accordingly
Distribution	Inspection and maintenance of communal standpipes/taps	Sufficient supply of water to consumers (interruptions due to vandalism/sabotage/damage)	Communal standpipes/taps	Daily	Visual inspection	Superintendent	Communal standpipes/taps in good condition and supplying sufficient water to consumers	

7 Water Safety Plan Verification

Verification should provide the evidence that the overall WSS is capable of consistently delivering the required quantity of water at the required quality (i.e. meeting national drinking-water quality standards). Verification includes:

- Compliance monitoring
- Auditing
- Consumer satisfaction surveys

7.1 Compliance monitoring

Compliance monitoring confirms that the drinking-water quality regulations and standards (i.e. SANS 241-2015) are being achieved. Witzenberg utilises AL Abbott, a SANAS accredited laboratory in Cape Town, for their compliance monitoring. AL Abbott collect drinking-water quality samples from all Witzenberg towns, conduct the analysis and report results and issues of concern to Witzenberg on a monthly basis.

The compliance monitoring points, programme and corresponding limits are captured in the tables that follow. Responses and corrective actions are described in the Incident Response Management Plan

Table 7-1: Tulbagh compliance monitoring: sample points

Site Id	Site Name	Status	Critical
6962	Water Treatment Works, Final	Activated	Yes
2553	Wastewater Treatment Works Tap	Activated	No
1889	Shell Garage, Main Road	Activated	No
6957	Municipal Offices	Activated	No
6946	Central Town	Activated	No
6947	Clinic	Activated	No
6943	Bloekombossie Restaurant, Main Road	Activated	No

Table 7-2: Tulbagh compliance monitoring: SANS 241 parameters

SANS 241-2:2015 REQUIREMENTS What is monitored?	Risk	When? (Frequency)	Standard Limits (SANS 241-1:2015)	Critical limit(s) (Incident Response Management Plan)
Microbiological				
E. coli or Faecal Coliforms	Acute Health	Monthly	0 count per 100 mL	Alert Level I: 1 count per 100mL Alert Level II: 2 - 10 count per 100mL Alert Level III: >10 count per 100mL
Protozoan parasites - Giardia	Acute Health	Annually	0 per 10 L	Alert Level II: 1 count per 10L Alert Level III: >1 count per 10L
Protozoan parasites - Cryptosporidium	Acute Health	Annually	0 per 10 L	Alert Level II: 1 count per 10L Alert Level III: >1 count per 10L
Total Coliforms	Operational	Monthly	≤10 count per 100 mL	
Heterotrophic plate count	Operational	Monthly	≤1000 count per mL	≤1000 Count per mL
Somatic Coliphages	Operational	Annually	0 count per 10 mL	Alert Level I: 1 count per 10mL Alert Level II: 2 - 10 count per 10mL Alert Level III: 10 count per 10mL
Physical and Aesthetic				
Colour	Aesthetic	Annually	≤15 mg/L	
Electrical Conductivity	Aesthetic	Monthly	≤170 mS/m	
Total Dissolved Solids	Aesthetic	Monthly	≤1200 mg/L	
pH at 25°C	Operational	Monthly	≥5 and ≤9.7 pH units	
Turbidity	Operational	Monthly	≤1 NTU	
	Aesthetic		≤5 NTU	Alert Level II: ≤5 NTU
Chemical (Macro) Determinants				
Free Chlorine	Chronic Health	Monthly	≤5mg/L	
Monochloramine	Chronic Health	Annually	≤3mg/L	

SANS 241-2:2015 REQUIREMENTS What is monitored?	Risk	When? (Frequency)	Standard Limits (SANS 241-1:2015)	Critical limit(s) (Incident Response Management Plan)
Nitrate	Acute Health	Quarterly	≤11mg/L	
Nitrite	Acute Health	Quarterly	≤0.9 mg/L	
Combined Nitrate + Nitrite	Acute Health		≤1	
Sulphate	Acute Health	Annually	≤500	
	Aesthetic		≤250	
Fluoride	Chronic Health	Quarterly	≤1.5	Alert Level II: Result 0.9 – 1.7 mg/L Alert Level III: Result > 1.7 mg/L
Ammonia	Aesthetic	Quarterly	≤1.5	
Chloride	Aesthetic	Quarterly	≤300	
Sodium	Aesthetic	Annually	≤200	
Zinc	Aesthetic	Annually	≤5	
Chemical (Micro) Determinants				
Antimony	Chronic Health	Annually	≤20µg/L	
Arsenic	Chronic Health	Annually	≤10µg/L	
Barium	Chronic Health	Annually	≤700µg/L	
Boron	Chronic Health	Annually	≤2400µg/L	
Cadmium	Chronic Health	Annually	≤3µg/L	
Total Chromium	Chronic Health	Annually	≤50µg/L	
Copper	Chronic Health	Quarterly	≤2000µg/L	
Cyanide	Acute Health	Annually	≤200µg/L	
Iron	Chronic Health	Monthly	≤2000µg/L	Alert Level I: 200 – 1000 µg/L Alert Level II: 1100 – 2000 µg/L Alert Level III: > 2000 µg/L
	Aesthetic		≤300µg/L	

SANS 241-2:2015 REQUIREMENTS What is monitored?	Risk	When? (Frequency)	Standard Limits (SANS 241-1:2015)	Critical limit(s) (Incident Response Management Plan)
Lead	Chronic Health	Annually	≤10 µg/L	
Manganese	Chronic Health	Monthly	≤100 µg/L	Alert Level I: 100 – 400 µg/L Alert Level II: 500 – 1000 µg/L Alert Level III: > 1000 µg/L
	Aesthetic		≤400 µg/L	
Mercury	Chronic Health	Annually	≤6 µg/L	
Nickel	Chronic Health	Annually	≤70 µg/L	
Selenium	Chronic Health	Annually	≤40 µg/L	
Uranium	Chronic Health	Annually	≤30 µg/L	
Aluminum	Operational	Annually	≤300 µg/L	
Chemical (Micro) Determinants				
Total organic carbon	Chronic Health	Quarterly	≤10 mg/L	
Trihalomethanes - Bromoform	Chronic Health	Quarterly	≤300 µg/L	
Trihalomethane - Dibromochloromethane	Chronic Health	Quarterly	≤100 µg/L	
Trihalomethane - Bromodichloromethane	Chronic Health	Quarterly	≤100 µg/L	
Combined trihalomethanes	Chronic Health	Quarterly	≤60 µg/L	
Microcystin	Chronic Health	Annually	≤1	
Phenols	Aesthetic	Annually	≤10 µg/L	

Note: To align the Incident Response Management Plan with the new SANS 241-2:2015, it is advisable to update the plan and incorporate the following changes: exclude total chlorine, calcium, cobalt, potassium, cypathogenic viruses and vanadium from the list of compliance criteria, as they are no longer considered relevant; include compliance limits for uranium and monochloramine, and update the limits for manganese and selenium.

7.2 Auditing

Auditing provides evidence that the WSP is complete, up to date, adequately implemented and effective.

Witzenberg have noted that internal and/or external audits of WSP activities are not routinely done. It is, however, noted that Water Treatment Works process audits are conducted by A L Abbott and Associates on an annual basis. With the last DWS Blue Drop Certification assessment it was recommended that Witzenberg ensure that the process audit should focus more on the capability of the plant, asset management and required funding to address concerns (instead of being largely water quality focussed). In addition, it should also be more aligned to WSP activities. Furthermore, it is noted that as part of the development of this WSP, the Zutari team have performed certain elements of an external audit, including inspection of the water supply system, review of data and information, and identification of gaps and issues of concern. These activities were used to inform the list of hazards and hazardous events and to determine the associated risks.

Bearing current practice in mind, it is recommended that an internal and/or external audit of the WSP is scheduled on at least an annual basis.

7.3 Consumer satisfaction surveys

Consumer satisfaction surveys provides information about how satisfied consumers are with the water supply. This requires communication with consumers about drinking water quality and quantity issues and helps ensure consumer confidence with the water supply and service delivery.

Witzenberg Municipality has a call centre in place, whereby complaints / issues can be logged by consumers. This ensures that complaints / issues are dealt with timeously and effectively. The municipality further conducts quarterly service delivery Imbizas in all the towns of Witzenberg to address any queries or issues related to service delivery. These Imbizas often involve interactive sessions focussed on consumer participation and community communication, and they play a vital role in ensuring consumer confidence in the quality of the drinking-water supplied and associated water supply service delivery. In addition, the municipality can regularly communicate drinking-water quality and related service delivery information to consumers via posters, radio, flyers, roadshows, etc.

8 Management Procedures

Management procedures provide documented procedures to follow during normal or incident conditions, or emergency situations. Management procedures include:

- Standard Operating Procedures (SOPs)
  - Normal operations
  - Incident conditions
- Emergency Response Plans (ERPs)

The available SOPs and ERPs are highlighted in the sections that follow.

8.1 Standard operating procedures

8.1.1 Normal operations

The following SOPs for normal operations, listed in Table 8-1, are implemented within Witzenberg Municipality with a few additional SOPs suggested for consideration:

Table 8-1: Standard operating procedures

Category	Standard operating procedure	Procedure in place
General tasks	Site security inspection	Y
	Water sample collection	
	Dealing with user notifications and complaints	Y
	Record keeping and reporting	Y
	Entry into confined spaces, sewer, manholes and wet wells	Y
	Digging of trenches	Y
	Fire hydrants operation and maintenance	Y
	Water supply system operation and maintenance including pipe network, pumps, valves and other fittings	Y
	Pipe breaks procedure	Y
	Pump station inspection	Y
	Pump station operation and maintenance	Y
Source	Source inspection for visible blockages and possible sources of contamination	
	Scour valves operation and maintenance	Y
Treatment	Chemical dosing procedures (e.g. coagulation/flocculation, pH correction)	
	Filter backwashing	
	Calibrating equipment and online monitoring systems	
	On-site water quality testing	Y
	Record keeping of operations and maintenance activities (log book with water quality testing results, quantities of chemicals used, minor issues addressed, etc.)	Y
	Inspection and maintenance of storage tanks/reservoirs	Y

Category	Standard operating procedure	Procedure in place
Storage and distribution	Responding to loss of pressure/no water in the distribution network	
	Flushing water mains procedure	Y
	Inspection and maintenance of communal standpipes/taps	
	New water connections procedure	Y

8.1.2 Water and Sanitation Services By-Laws

- Application for water services
- Charges for water services
- Payment for water services
- Termination, limitation and disconnection of water services
- Service levels
- Water supply system consideration
  - Connection to water supply system
  - Standards (e.g. quantity, quality, pressure, water restrictions)
  - Measurement (e.g. quantity supplied
  - Audit (e.g. water audit of a customer)
  - Installation work
  - Communal water supply services
  - Temporary water supply services
  - Boreholes
  - Fire services connections general provisions
  - General provisions (e.g. water sampling, use of grey water)
- Water Services Intermediaries (e.g. registration, provision of water services, charges)
- Unauthorised water services (e.g. obstruction of access, water wastage, illegal discharges, illegal connections)
- Notices
- Appeals
- Offences
- Documentation
- General provisions

8.1.3 Incident conditions

The following SOPs, as described in the Water Incident Management Protocol Plan, for prevention and correct incident conditions are implemented within Witzenberg Municipality (note that all page references refer to the Water Incident Management Protocol Plan):

- Contact procedures and numbers for
  - minor emergencies e.g. leakages
  - more serious emergencies e.g. pipe bursts
  - sever emergencies e.g. availability of water

The Emergency Centre is contacted immediately when a problem is observed. The Manager of Water & Sewerage (Nathan Jacobs) is notified and jointly investigates the situation with the Superintendent and Senior Technicians.

Appropriate actions are taken to rectify the situation, which may include mobilizing internal technical personnel or external contractors. Operating personnel at the relevant treatment plant is notified of the problem. The Manager of Water & Sewerage draws up an Incident Report containing information such as the date of the incident, investigator, incident description, recommended steps to prevent a recurrence, and the name of the person compiling the report. In case of serious incidents, the DWS Western Cape Regional Office is notified by the Manager of Water & Sewerage.

Once the issue is resolved, the supervisor will notify Emergency services, who will log the query from start to end and provide an emergency report. The report will be submitted along with the monthly report to the Technician: Water & Sewerage.

Severe emergencies posing health risks to the community are notified through media after informing all parties as per the contact procedure.

- Protocol for drinking-water failure
  - Alert Level I – routine problems
  - Alert level II – minor emergency
  - Alert level III – major emergency
- Incident management protocol for
  - health related drinking water quality incidents
  - aesthetic drinking water quality incidents
  - examples of water quality protocol
    - bacteriological failure response
    - disinfection optimization
    - turbidity
- Troubleshooting
  - Pumps
  - Filtration
  - Disinfection
- Serious accidents protocol
  - Eye incident
  - Bleeding
  - Chemical burns
  - Electrical burns
  - Heat burns
  - Fire burns
  - Shock
  - Poisoning

To align the Incident Response Management Plan with the new SANS 241-2:2-15, it is advisable to update the plan and incorporate the following changes: exclude total chlorine, calcium, cobalt, potassium, cypathogenic viruses and vanadium from the list of compliance criteria, as they are no longer considered relevant; include compliance limits for uranium and monochloramine, and update the limits for manganese and selenium.

- An incident register is used to capture all incidents reported in Witzenberg Municipality

8.2 Emergency response plans

Emergencies even occur in the best managed systems. Water safety planning and the developemnt and implementation of ERPs can aid preparedness for disasters and extreme events, including those that are unforeseen.

- Emergency Preparedness Plan for the Ceres Koekedouw Dam
  - Early warning
  - Flooding
  - Line of responsibility
  - Evacuation procedures
  - Support systems
- Drought management plan
- Flood management plan
  - Includes consideration of flooding impacts, vulnerable areas and people, risk reduction strategies and response strategies.
- Disaster response plan
  - Includes the disaster risk assessment, risk reduction strategies, response and recovery.
  - Education, training, public awareness and research and it outlines the responsibilities of the Municipality's directorate and departments.

9 Supporting programmes

Supporting programmes could include:

- Consumer education
- Laboratory quality control
- Staff training
- Creating WSP awareness and buy-in

Supporting programmes may either have a direct impact (e.g. through process controller training) or an indirect impact (through public awareness) on drinking water safety. Municipal efforts to-date are summarised in the sections below.

9.1 Consumer education

As the municipality is in an area prone to droughts, various media and social media campaigns (Facebook, newsletters, etc.) are undertaken to make the public aware and keep them up to date of, for example, matters related to water conservation. Water restrictions are implemented as required. A drought management plan has also been drafted and shared with the community.

9.2 Laboratory quality control

Witzenberg utilises a SANAS accredited laboratory for compliance monitoring.

Operational monitoring is conducted using available on-site laboratory equipment. The equipment is calibrated by the process controller on site to ensure accurate results. Additionally, the equipment is sent to the supplier for calibration on an annual basis, further ensuring accurate operational monitoring and alignment to industry standards.

9.3 Staff training

WTW and other WSS staff undergo regular training courses (e.g. NQF training) to improve their knowledge and to enable them to grow their careers within Witzenberg. The municipality seeks to create a formalised staff training schedule that ensures that on-going process controller training is conducted on at least an annual basis.

9.4 Creating WSP awareness and buy-in

WSP awareness and buy-in includes investing in capacity building initiatives to empower municipal staff with the necessary awareness, understanding and skills to effectively implement the WSP. This is done by offering internal training programmes, workshops and technical support to enhance staff understanding of risk assessment, monitoring and emergency response protocols. Furthermore, a regular review and update of the WSP (based on feedback, data analysis and emergency challenges) ensures that the WSP remains effective. Sharing results and lessons learned and demonstrating progress in closing gaps within the different WSSs assists in maintaining staff engagement and encourages ongoing collaboration. This helps ensure the provision of a safe and sufficient water supply to the community.

10 Review and revise the WSP

The WSP team should meet periodically and review the plan to ensure it remains relevant and up to date. The WSP should be reviewed after an emergency, after an incident occurs or at least once per year. Table 10-1 below captures the status of the Tulbagh WSS WSP.

Table 10-1: Record of Changes and Amendments

No.	Version	Amendment Date	Document Section/ Clause Ref. No.	Summary of Amendments
1	**Version 1**	May 2023		
2				
3				
4				
5				
6				
7				
8				
9				
10				

Once the plan has been finalised by the technical team it should be signed off and adopted by the WSA top management for implementation.

Appendix A

Risk Assessment

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
1	Source	Catchment	Contamination of raw water in the Klein Berg (Tierhokskloof) and Moordenaarskloof Rivers through addition of heavy metals/organic compounds/nutrients/pH/sediment due to **settled ash** and other contaminants associated with **veld fires** and runoff during post fire rains	M,A	1	2	2	Low						1	2	2	Low		✓	
2	Source	Catchment	Contamination of raw water in the Klein Berg (Tierhokskloof) and Moordenaarskloof Rivers through pathogens/nutrients/organic compounds/toxins/odor and aesthetic issues due to occurrence of **dead animals** in the river	M,A	1	3	3	Low						1	3	3	Low		✓	
3	Source	Catchment	Contamination of raw water in the Klein Berg (Tierhokskloof) and Moordenaarskloof Rivers through pathogens/nutrients/organic compounds/toxins/odor and aesthetic issues due to occurrence of **animal and bird droppings** into the river	M,A	1	2	2	Low						1	2	2	Low		✓	
4	Source	Catchment	Contamination of source waters due to illegal dumping (e.g. of solid waste, chemical waste)	M,C,A	3	3	9	Medium	Limit access to raw water sources.	People seen near dams - were asked to leave by municipal officials. Municipality regularly informs community to not trespass.			✓	3	2	6	Medium	✓		Coordinate with the community and local police to deal with illegal dumping.
5	Source	Catchment	Increased nutrients and harmful organisms in the Klein Berg (Tierhokskloof) and Moordenaarskloof Rivers due to **agricultural activities** involving livestock, fertilizers and nitogenous compounds (e.g. land spreading of manure or fertilizer and feedlot runoff)	M,C,A	1	3	3	Low						1	3	3	Low		✓	
6	Source	Catchment	Increased raw water turbidity in the Klein Berg (Tierhokskloof) and Moordenaarskloof Rivers due to **erosion** in the catchment area	A	1	2	2	Low						1	2	2	Low		✓	
7	Source	Catchment	Increased raw water turbidity in the Klein Berg (Tierhokskloof) and Moordenaarskloof Rivers due to **erosion** caused by agriculatorual practices in the catchment area	A	1	2	2	Low						1	2	2	Low		✓	
8	Source	Catchment	Increased raw water turbidity in the Klein Berg (Tierhokskloof) and Moordenaarskloof Rivers due to **increased runoff** during heavy rains	A	2	2	4	Low				✓		2	2	4	Low		✓	
9	Source	Catchment	Reduced raw water runoff into the "Dorps" and "Leiwater" Dams due to **invasive alien plants** favouring changed climatic conditions	Q	2	1	2	Low						2	1	2	Low		✓	

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
10	Source	Catchment	Reduced raw water runoff into the "Dorps" and "Leiwater" Dams due to **changing catchment area** practices and climate variability/change (e.g. dried-up streams)	Q	4	4	16	High	New pipeline constructed to provide surplus winter water from the Klein Berg Rivier to the Tulbagh WTWs. New Waverenskroon Dam under construction and expected to be completed in June 2023.	https://www.netwerk24.com/netwerk24/za/worcester-standard/nuus/water-project-is-on-track-20220323-2			✓	2	2	4	Low		✓	
11	Source	Catchment	Reduced "Dorps" and "Leiwater" Dams yield due to reduced rainfall during long-term **drought** and resulting reduced dam recharge rates	Q	4	3	12	Medium	New pipeline constructed to provide surplus winter water from the Klein Berg Rivier to the Tulbagh WTWs. New Waverenskroon Dam under construction and expected to be completed in June 2023.	https://www.netwerk24.com/netwerk24/za/worcester-standard/nuus/water-project-is-on-track-20220323-3			✓	2	2	4	Low		✓	
12	Source	Catchment	Reduced "Dorps" and "Leiwater" Dams yield due to **increasing temperatures** and resulting **higher rates of evaporation**	Q	4	1	4	Low						4	1	4	Low		✓	
13	Source	Catchment	Increased concentration of pollutants in the "Dorps" and "Leiwater" Dams due to **reduced rainfall** during long-term drought	C,M	1	2	2	Low						1	2	2	Low		✓	
14	Source	Catchment	Human pathogens (such as faecal matter and urine) introduced to the raw water in "Dorps" and "Leiwater" Dams due to **recreational activities** such as swimming and fishing	M,A	4	1	4	Low						4	1	4	Low		✓	
15	Source	Catchment	Cyanobacterial and algal blooms/growth in the "Dorps" and "Leiwater" Dams due to **low flow, high nutrient levels and warm conditions**	M,A	2	2	4	Low						2	2	4	Low		✓	
16	Source	Catchment	Increased raw water turbidity in the "Dorps" and "Leiwater" Dams due to **cysmic activity/landslides** in the catchment	A	3	1	3	Low						3	1	3	Low		✓	
17	Source	Catchment	Damage to/loss of equipment and infrastructure at the "Dorps" and "Leiwater" Dams due to **vandalism/theft**	M,Q	3	2	6	Medium	Fencing for site security.	Fencing on site prevents unauthorised entry.			✓	2	2	4	Low		✓	
18	Source	Catchment	Reduced raw water quantity fed into the system from the "Dorps" and "Leiwater" Dams due to **clogged intake screens** after heavy rainfall	Q	2	2	4	Low						2	2		Low		✓	
19	Source	Catchment/Borehole	Reduced raw water quantity due to **power failure** (during loadshedding) and inability to pump water into the system at sufficient rates (lack of standby pump, spare parts, back-up generator)		0	0	0	Low						0	0	0	Low		✓	

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
20	Source	Catchment/Borehole	Increased competition for **water resources** between the municipality and farmers due to long-term **droughts**	Q	3	2	6	Medium	New pipeline constructed to provide surplus winter water from the Klein Berg Rivier to the Tulbagh WTWs. New Waverenskroon Dam under construction and expected to be completed in June 2023.	https://www.netwerk24.com/netwerk24/za/worcester-standard/nuus/water-project-is-on-track-20220323-3			✓	2	2	4	Low		✓	
21	Source	Borehole	Depletion of the groundwater resource due to **abstraction beyond the sustainable yield**	Q	2	3	6	Medium	New pipeline constructed to provide surplus winter water from the Klein Berg Rivier to the Tulbagh WTWs. New Waverenskroon Dam under construction and expected to be completed in June 2023.	https://www.netwerk24.com/netwerk24/za/worcester-standard/nuus/water-project-is-on-track-20220323-4			✓	2	2	4	Low		✓	
22	Source	Catchment/Borehole	Reduced water availability per capita due to increased demand driven by **population growth**	Q	3	3	9	Medium	New pipeline constructed to provide surplus winter water from the Klein Berg Rivier to the Tulbagh WTWs. New Waverenskroon Dam under construction and expected to be completed in June 2023.	https://www.netwerk24.com/netwerk24/za/worcester-standard/nuus/water-project-is-on-track-20220323-5			✓	2	2	4	Low		✓	
23	Source	Borehole	Reduced raw water quantity due to **drying up of wells**	Q	5	3	15	High	New pipeline constructed to provide surplus winter water from the Klein Berg Rivier to the Tulbagh WTWs. New Waverenskroon Dam under construction and expected to be completed in June 2023.	https://www.netwerk24.com/netwerk24/za/worcester-standard/nuus/water-project-is-on-track-20220323-5			✓	2	2	4	Low		✓	
24	Source	Borehole	Reduced raw water quantity due to system failures caused by **damaged and dysfunctional infrastructure**	Q	0	0	0	Low						0	0	0	Low		✓	
25	Source	Borehole	Reduced raw water quantity because infrastructure is dysfunctional after the effects of **natural disasters** (e.g. flood, fire, slips or earthquake-related damage)	Q	0	0	0	Low						0	0	0	Low		✓	
26	Source	Borehole	Reduced raw water quantity due to **sediments clogging the well**	Q	0	0	0	Low						0	0	0	Low		✓	

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
27	Source	Borehole	Increased raw water turbidity and other contaminants in the borehole due to **contaminated surface water** entering the borehole through **infiltration**	M	0	0	0	Low						0	0	0	Low		✓	
28	Source	Borehole	Increased turbidity and contaminated raw water in borehole through ingress of **contaminated surface water** due to **improper sealing of borehole** (this could lead to contamination of the other boreholes which were drilled into the same aquifer)	M	0	0	0	Low						0	0	0	Low		✓	
29	Source	Borehole	Contaminated raw water in borehole through ingress of **contaminated surface water and other contaminents** due to **damaged borehole infrastructure** caused by **vandalism/theft**	M	0	0	0	Low						0	0	0	Low		✓	
30	Source	Borehole	Contaminants (organic compounds/nutrients/sediment) enter the aquifer due to **inadequate sealing** of an unused borehole, consequently jeapardizing the other boreholes that were drilled into the same aquifer.		0	0	0	Low						0	0	0	Low		✓	
31	Source	Borehole	Contaminated raw water in borehole due to use of **contaminated tools** during repair and maintenance by untrained staff	M	0	0	0	Low						0	0	0	Low		✓	
32	Source	Borehole	Groundwater may contain **health related chemicals** (e.g. arsenic, barium, flouride, uranium, radium, iron, manganese) due to local geology	M	0	0	0	Low						0	0	0	Low		✓	
33	Source	Borehole	Inappropriate or inadequate raw water monitoring due to **a lack/failure of equipment**	M,Q	0	0	0	Low						0	0	0	Low		✓	
34	Source	Borehole	Inappropriate or inadequate raw water monitoring due to **untrained operator/lack of knowledge**	M,Q	0	0	0	Low						0	0	0	Low		✓	
35	Source	Spring	The source becomes contaminated with faecal matter because of **animal activity**		0	0	0	Low						0	0	0	Low		✓	
36	Source	Spring	Shortage of raw water resources because the **aquifer is not sufficiently recharged**		0	0	0	Low						0	0	0	Low		✓	
37	Source	Spring	Lack of maintenance of infrastructure at spring due to **inaccessibility**	M,Q	0	0	0	Low						0	0	0	Low		✓	
38	Source	Intake and transport	Ingress of organic debris, small animals or fish contaminating raw water at inlet due to **damaged grids**	M,A	0	0	0	Low						0	0	0	Low		✓	
39	Source	Intake and transport	Reduced raw water quantity fed into the system due to **clogged intake screens** after heavy rainfall	Q	0	0	0	Low						0	0	0	Low		✓	
40	Source	Intake and transport	Reduced raw water inflow/pressure in the pipeline between source and treatment due to **root intrusion and broken pipes**	Q	0	0	0	Low						0	0	0	Low		✓	

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
41	Source	Intake and transport	Contaminated water in the pipeline between source and treatment due to **unsanitary repair practices**	M	0	0	0	Low						0	0	0	Low		✓	
42	Source	Intake and transport	Contaminants in raw water introduced due to **damaged/open inspection covers**		0	0	0	Low						0	0	0	Low		✓	
43	Source	Intake and transport	Increased risk of damage/illegal connection in the pipeline between source and treatment due to **exposed pipeline**	M,Q	0	0	0	Low						0	0	0	Low		✓	
44	Source	Intake and transport	Pipe burst/damage and resulting reduced raw water quality/quantity in the pipeline between source and treatment due to **aging infrastructure/poor infrastructure condition**	M,C,Q	0	0	0	Low						0	0	0	Low		✓	
45	Source	Intake and transport	Pipe burst/damage and resulting reduced raw water quality/quantity in the pipeline between source and treatment due to **exposure to external factors** (such as fires)	M,C,Q	0	0	0	Low						0	0	0	Low		✓	
46	Source	Intake and transport	River course changes can restrict access to the source inlet infrastructure due to **erosion** and consequent **unmaintained infrastructure** leading to a shortage/unavailability of water		0	0	0	Low						0	0	0	Low		✓	
47	**Source / Distribution**	**Intake and transport / Pump s**	**Loss of water supply (quantity) due to a lack of electricity to operate WSS**	M,C	5	2	10	Medium	No control measure in place					5	2	10	Medium	✓		Consider installing and securing a backup generator(s) to operate the system automatically during loadshedding.
48	**Treatment**	**Filtration**	**Insufficient filtration and potential poor treated water quality due to improper operation and maintenance of sand filters at the WTW**	M,C,A	3	3	9	Medium	No control measure in place					3	3	9	Medium	✓		Develop SOP for filter backwashing and continuous record keeping of operation and maintenance activities at treatment works
49	Treatment	Filtration	Overflow during the backwash process could potentially contaminate nearby water sources due to high backwash flow rates or problems with the backwash system		0	0	0	Low						0	0	0	Low		✓	
50	Treatment	Disinfection	Disinfection facility at WTW out of order and unable to disinfect water due to **vandalism/theft**	M,C,A	4	4	16	High	Fencing for security of site Fortification of chlorine building (steel door and bulgar bars on all windows)	Fencing on site prevents unauthorised entrance, but was compromised in a number of places			✓	3	2	6	Medium	✓		Improve security at disinfection facility at WTW (fortification of building) including consideration of putting up anti-cut and ant- climb fencing. Develop SOP for security patrols.

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	**If yes, proposed controls** *(to be further detailed in improvement plan)*
51	Treatment	Disinfection	**No chlorine gas** on site at WTW to disinfect the water due to **supplier constraints** (shortage of product)	M,C,A	5	3	15	High	Hth added to onsite storage facilities to disinfect water	Hth containers observed on site			✓	5	2	10	Medium	✓		Keep HtH readily at hand (on-site or in stores) as backup disinfection measure for temporary shortages of chlorine gas
52	Treatment	Disinfection	Incorrect chlorine dosing and disinfection at WTW due to **insufficient monitoring of chlorine** (e.g. incorrect sampling, incorrect recording of readings, incorrect method for measurement, incorrect calibration)	M,C	4	3	12	Medium	No control measure in place					4	3	12	Medium	✓		Record readings in logbook (chemicals added, FCR measured). Ensure availability of required monitoring equipment and reagents. Supervisors to regularly check and sign-off logbooks.
53	Treatment	Disinfection	Interuption of disinfection at WTW due to power failure (loadshedding)	M,C,A	0	0	0	Low						0	0	0	Low		✓	
54	Treatment	Disinfection	Compromised disinfection at WTW due to **poor dose control/dosing equipment** (including calibration, dose calculations, etc.)	M,C,A	4	4	16	High	No control measure in place					4	4	16	High	✓		Refurbish and restart the operation of the chlorination facilities.
55	Treatment	Disinfection	Compromised disinfection due to **poor storage of disinfection chemicals** (e.g. chlorine gas exposed to sunlight or uncovered)		0	0	0	Low						0	0	0	Low		✓	
56	Treatment	Disinfection	Compromised treatment due to use of **unapproved or contaminated chemicals and materials**	R	0	0	0	Low						0	0	0	Low		✓	
57	Treatment	Disinfection	Compromised staff safety due to inadequate **precaution and storage of chemicals**	R	3	1	3	Low						3	1	3	Low		✓	
58	Treatment	Disinfection	Low pH of treated water not complying to minimum SANS 241 requirements due to **lack of stabilisation**	C	4	2	8	Medium	Pre-treatment via limestone - roughening filter	Limestone tanks observed during site visit, but was noted to be disconnected from the system during that time. The municipality however confirmed that the limestone system is in working order.	✓			2	2	4	Low		✓	
59	Treatment	General	Inappropriate or inadequate treated water monitoring at WTW due to **failure of equipment** or lack of **knowledge or training of operator**	M,C	3	3	9	Medium	No control measure in place					3	3	9	Medium	✓		Ensure that process controllers are adequately trained for the level of work which they need to perform. Supervisors to regularly check and sign-off logbooks.

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
60	Treatment	General	Issues of concern are not addressed due to **inadequate reporting and on-site documentation at WTW** (e.g. recording malfunctions in logbooks, compliance reports)	M,C	2	3	6	Medium	No control measure in place					2	3	6	Medium	✓		Investigate communication/issue tracking system that will work for municipal needs. Fast-track implementation and monitor performance.
61	Treatment	General	Ineffecitve water treatment due to **lack of skilled and trained staff**, leading to improper dosage of chemicals and poor performance of treatment process	M,C,Q	2	2	4	Low						2	2	4	Low		✓	
62	Treatment	Storage	Insufficient disinfection due to **inadequate retention time** in on-site reservoirs		0	0	0	Low						0	0	0	Low		✓	
63	Treatment	Storage	Water quality in on-site reservoirs can be compromised/contaminated due to **vandalism/theft**		0	0	0	Low						0	0	0	Low		✓	
64	Treatment	Storage	Introduction of hazards through **damaged/rusting/no tank covers** allowing ingress of animals/vermin/faeces/roof drainage	M,A	3	1	3	Low						3	1	3	Low		✓	
65	Treatment	Storage	Introduction of hazards into on-site reservoirs due to **poor operations** (e.g. covers at reservoir that are left open allowing ingress of animals/vermin/faeces/roof drainage)	M,A	5	3	15	High	Hth added to onsite storage facilities to disinfect water Grid applied to prevent ingress of large hazards	Hth containers and grid observed on site			✓	5	1	5	Low		✓	
66	Treatment	Storage	Introduction of hazards at reservoirs through **damaged ventilators** in storage reservoirs	M,A	0	0	0	Low						0	0	0	Low		✓	
67	Treatment	Storage	Introduction of hazards through **insufficient cleaning of reservoir**, e.g. build-up of sediment or living organisms, including algal or biofilm growth	M,A,Q	3	1	3	Low						3	1	3	Low		✓	
68	Treatment	Storage	Contaminated water could flow into the storage facility due to **structural damage** and a lack of proper slope away from the storage facility		0	0	0	Low						0	0	0	Low		✓	
69	Treatment	Storage	Introduction of hazards due to **roots of plants or trees** in vicinity damaging reservoir		0	0	0	Low						0	0	0	Low		✓	
70	Treatment	Storage	Introduction of hazards through **dissolving or corroding tank materials**		0	0	0	Low						0	0	0	Low		✓	
71	Treatment	Storage	Introduction of hazards at reservoir through **unhygienic sampling procedures**	M	3	1	3	Low						3	1	3	Low		✓	
72	Treatment	Storage	Introduction of hazards at reservoir due to unauthorised access by humans (e.g. through breaking of fencing or unfenced reservoirs) leading to **vandalism and sabotage**	M,C	2	2	4	Low						2	2	4	Low		✓	
73	Treatment	Storage	Insufficient quantity supplied to consumers due to **inadequate capacity** of storage reservoirs		0	0	0	Low						0	0	0	Low		✓	

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	**If yes, proposed controls** *(to be further detailed in improvement plan)*
74	Distribution	Pump Station	Water is contaminated or there is no water supply to Witzenville consumers because of **damage** to the **pump station** (pumping water to the water tower) caused by **natural distasters** (e.g. storm, earthquake, flood, etc)	M,Q	1	3	3	Low						1	3	3	Low		✓	
75	Distribution	Pump Station	Introduction of contamination into the supply system because of **unhygienic methods** when **installing, repairing or performing maintenance on a pump**	MQ	3	1	3	Low						3	1	3	Low		✓	
76	Distribution	Pump Station	Loss of process control and resulting compromised water quality and reduced efficiency of the distribution system due to **instrumentation failure** (e.g. telemetry, SCADA) (additionally posing more strain on staff to manually operate the system)	M,Q	5	3	15	High	Manual operation of system					5	2	10	Medium	✓		Replace telemetry cabling, recommission the automated system.
77	Distribution	Pump Station	Water is contaminated due to flooding through ingress via above ground hydrants or valves		0	0	0	Low						0	0	0	Low		✓	
78	Distribution	Pump Station	Pressure transients or water hammer (which can lead to sloughing of biofilms, dislodging of sediment or pipe bursts) occur because of **accidental/sudden pump shutdowns or valve closures**	M,Q	2	2	4	Low						2	2	4	Low		✓	
79	Distribution	Pump Station	Low flow/limited supply to Witzenville consumers due to **pump failure** (caused by pump malfunction, power failure, loadshedding, incorrect settings)	Q	3	2	6	Medium	No control measure in place					3	2	6	Medium	✓		Consider installing and securing a backup generator(s) to operate the system automatically during loadshedding.
80	Distribution	Valves and Meters	Low flow/no water supply because of **valve** or **meter failure** (e.g. wear of mechanical parts, power failure, incorrect settings)	Q	3	1	3	Low						3	1	3	Low		✓	
81	Distribution	Valves and Meters	The water supply is contaminated because of **poor hygiene** practices during valve/meter installation, maintenance or repairs	Q	2	1	2	Low						2	1	2	Low		✓	
82	Distribution	Valves and Meters	Excess pressure in the network resulting in damaged valves, water wastage, etc. because of **poor pressure management** (e.g. malfunctioning/failure of pressure reducing valves)	Q	3	1	3	Low						3	1	3	Low		✓	
83	Distribution	Valves and Meters	Backflow of non-potable/contaminated water (from illegal connections or household plumbing) can occur due to **absent or ineffective check valves** or negative pressure	M	3	1	3	Low						3	1	3	Low		✓	
84	Distribution	Valves and Meters	Flooding/standing water near taps resulting in unsanitary conditions due to **improper construction** (no/inadequate apron, gutter, drainage)		0	0	0	Low						0	0	0	Low		✓	
85	Distribution	Valves and Meters	Storms, natural disasters or accidents leading to **damage to equipment** or infrastructure	M,Q	2	1	2	Low						2	1	2	Low		✓	

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	**If yes, proposed controls** *(to be further detailed in improvement plan)*
86	Distribution	Valves and Meters	Contaminatants enter at the valve or meter because **unsuitable materials** and coatings were used subsequently creating favourable conditions for microbes to grow	M	2	1	2	Low						2	1	2	Low		✓	
87	Distribution	Valves and Meters	Pipe bursts, breaks or leaks as well as damage to tanks and reservoirs due to **operational errors** (e.g. improper/excessive pressure, lack of maintenance) and **external stresses** (e.g. freeze/thaw, traffic weight, invasive tree roots)	M,Q	2	2	4	Low						2	2	4	Low		✓	
88	Distribution	Valves and Meters	Water becomes contaminated with sediments, sludge and slimes/biofilms because of a lack of maintenance, stagnant water or elevated iron levels		0	0	0	Low						0	0	0	Low		✓	
89	Distribution	Valves and Meters	Pathogens enter the pipeline because of valves or fittings that are **improperly sealed or leaking**	M,Q	2	1	2	Low						2	1	2	Low		✓	
90	Distribution	Valves and Meters	Microbial contaminants enter the distribution system due to **insufficient valve performance** (e.g. compromised isolation)	M	2	1	2	Low						2	1	2	Low		✓	
91	Distribution	Tanker Truck Delivery	**Re-contamination** of water because tanker trucks are not cleaned or sterilized from previous use		0	0	0	Low						0	0	0	Low		✓	
92	Distribution	Tanker Truck Delivery	Water becomes contaminated during transfer to and from the tanker truck because of the use of dirty hoses, fittings or filling points		0	0	0	Low						0	0	0	Low		✓	
93	Distribution	Pipeline	Pipe burst/damage and resulting reduced raw water quality/quantity due to **aging infrastructure/poor infrastructure condition**	M,C,Q	4	3	12	Medium	Pipe replacement programme and protocol in place				✓	4	2	8	Medium	✓		Municipal records of pipe bursts need to be interpreted to establish which parts of the reticulation network needs to be replaced. The municipality can appoint a service provider to do underground leak detection (this will also pinpoint where pipe replacement and/or leak repairs needs to be prioritized).

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	**If yes, proposed controls** *(to be further detailed in improvement plan)*
94	Distribution	Pipeline	Interrupted water supply because of **repairs** taking place on burst pipes	Q	3	3	9	Medium	Pipe replacement programme and protocol in place				✓	3	2	6	Medium	✓		Introduce a communication system to rapidly inform affected consumers. Develop a water supply emergency plan for use of tanker trucks and/or firetrucks to supply drinking water.
95	Distribution	Pipeline	Increased rate of pipe bursts due to heat and drought-related ground movement and drying soil		0	0	0	Low						0	0	0	Low		✓	
96	Distribution	Pipeline	Reduced quantity and qaulity of water supplied because distribution infrastructure is damaged due to **floods**	M,Q	2	2	4	Low						2	2	4	Low		✓	
97	Distribution	Pipeline	Pipelines become vulnerable to contaminants because of **negative or fluctuating pressure conditions** (e.g. intermittent operation, low pressure events, power cuts or the effect of a pressure wave within the system)	M,Q	2	1	2	Low						2	1	2	Low		✓	
98	Distribution	Pipeline	**Ingress of contamination** is enabled by pin-holes, loose connections, cracks, holes in the pipeline coupled with low internal pressures	M,Q	3	1	3	Low						3	1	3	Low		✓	
99	Distribution	Pipeline	Contaminated backflow enters the distribution system from residential / industrial / commercial customers because there is a **lack of backflow prevention devices** or device failure	M,Q	3	1	3	Low						3	1	3	Low		✓	
100	Distribution	Pipeline	Contaminants enter the system due to **illegal / unauthorized connections**	M	2	5	10	Medium	No control measure in place					2	5	10	Medium	✓		Regular on the ground investigations by municipal staff to identify and remove any illegal connections/incorrect connections.
101	Distribution	Pipeline	Microbial hazards are insufficiently disinfected because **increased water temperatures** makes it more difficult to maintain sufficient disinfectant residual		0	0	0	Low						0	0	0	Low		✓	
102	Distribution	Pipeline	Increased **disinfection by-products** due to reduced upstream water quality provided to water treatment plant (e.g. higher turbidity, colour, organic materials)		0	0	0	Low						0	0	0	Low		✓	
103	Distribution	Pipeline	Introduction of contamination (e.g. soil ingress which can increase turbidity of water) into the distribution system because of **unhygienic construction, repair and maintenance methods**	M	3	2	6	Medium	Pipe replacement programme and protocol in place			✓		3	2	6	Medium	✓		Ensure pipe break SOP is understood and adhered to by all pipe repair teams.

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
104	Distribution	Pipeline	Introduction of hazards through use of **unsuitable construction materials**	M	2	1	2	Low						2	1	2	Low		✓	
105	Distribution	Pipeline	Reduced quantity and compromised water quality through use of **inappropriate construction materials** (loss of structural integrity, introducing hazards and contamination)		0	0	0	Low						0	0	0	Low		✓	
106	Distribution	Pipeline	Pipe slimes, sediment and deposited minerals such as **silicates or oxidised manganese and iron are re-suspended in the distribution system** during high-flow events or flow reversals	M	2	2	4	Low						2	2	4	Low		✓	
107	Distribution	Pipeline	Survival and growth of microbiological hazards in biofilms in piped networks due to **inadequate disinfection**		0	0	0	Low						0	0	0	Low		✓	
108	Distribution	Pipeline	Increased deposition and biofilm growth in tanks, pumps and fittings in dry periods		0	0	0	Low						0	0	0	Low		✓	
109	Distribution	Pipeline	Increased turbidity due to accumulation of particles (e.g. sediments) particularly at **dead ends and long stagnation**		0	0	0	Low						0	0	0	Low		✓	
110	Distribution	Pipeline	Hazards enters the distribution system because of **aged, damaged and rusted steel/galvanised pipelines**	M	2	2	4	Low						2	2	4	Low		✓	
111	Distribution	Pipeline	Introduction of contamination due to **improper construction, repair and maintenance** of water (and sewer) pipelines and **unhygienic work practices**		0	0	0	Low						0	0	0	Low		✓	
112	Distribution	Pipeline	Contamination of the distribution system with hazards from **private water supplies** (e.g. private borehole, outside the responsibility of the municipality)		0	0	0	Low						0	0	0	Low		✓	
113	Distribution	Pipeline	Supply to consumers interupted because of **vandalism/sabotage/damage** to the pipeline	M,Q	4	2	8	Medium	No control measure in place					4	2	8	Medium	✓		Develop a water supply emergency plan for use of tanker trucks and/or firetrucks to supply drinking water.
114	Distribution	Pipeline	Less water is available per person because consumers **illegally connect** to the distribution system	Q	4	2	8	Medium	No control measure in place					4	2	8	Medium	✓		Coordinate with the community and local police to deal with illegal connections and unauthorised consumption.
115	Distribution	Pipeline	Pollutants (microbial or chemical) may enter the pipeline because of **vandalism/sabotage/damage** to the pipeline	M,Q	2	2	4	Low						2	2	4	Low		✓	
116	Distribution	Pipeline	Erosion from heavy precipitation/flooding **exposing underground pipes** leading to an increased risk of damage, illegal connection, UV exposure, etc.	M,Q	2	2	4	Low						2	2	4	Low		✓	

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	**If yes, proposed controls** *(to be further detailed in improvement plan)*
117	Distribution	Pipeline	Sediments may be resuspended and biofilms sloughed off in case of **abnormal flow events** (e.g. change in flow direction due to maintenance issues)	M	2	2	4	Low						2	2	4	Low		✓	
118	Distribution	Pipeline	Water supply becomes contaminated because of a **burst pipe** below ground occuring close to exposed stormwater or sewerage		0	0	0							0	0	0			✓	
119	Distribution	Pipeline	Contamination can occur in household water due to **poor hygiene practices** or **poor selection of materials** during plumbing installation	M	2	2	4	Low						2	2	4	Low		✓	
120	Distribution	Pipeline	Stagnant water due to **dead-ends** in mains and **low water flows**		0	0	0							0	0	0			✓	
121	Distribution	Pipeline	Increased **turbidity** at taps due to dead ends (accumulation of sediment)		0	0	0							0	0	0			✓	
122	Distribution	Communal standpipe	Water supply is reduced due to **damaged infrastructure/standpipes** caused by animals	M,Q	2	2	4	Low	No control measure in place					2	2	4	Low		✓	
123	Distribution	Communal standpipe	Consumers use less safe water sources because they do not have access to potable water during **droughts, floods or** other times that their supply is impacted	M	2	2	4	Low						2	2	4	Low		✓	
124	Distribution	Communal standpipe	**Concern for waterborne disease** due to water standing at communcal standpipes		0	0	0							0	0	0			✓	
125	Distribution	Communal standpipe	Supply of water to consumers is interupted because of **vandalism/sabotage/damage** to the communal standpipe	M,Q	3	2	6	Medium	No control measure in place					3	2	6	Medium	✓		Coordinate with the community and local police to deal with the thieves and vandals e.g., consider implementation of an anonymous tip line where communities can report incidents or concerns.
126	User Level	Consumer	Water at the household is contaminated because of **poor/old plumbing**		0	0	0							0	0	0			✓	

Appendix B

Incident Management Protocol

In diversity there is beauty and there is strength.

MAYA ANGELOU

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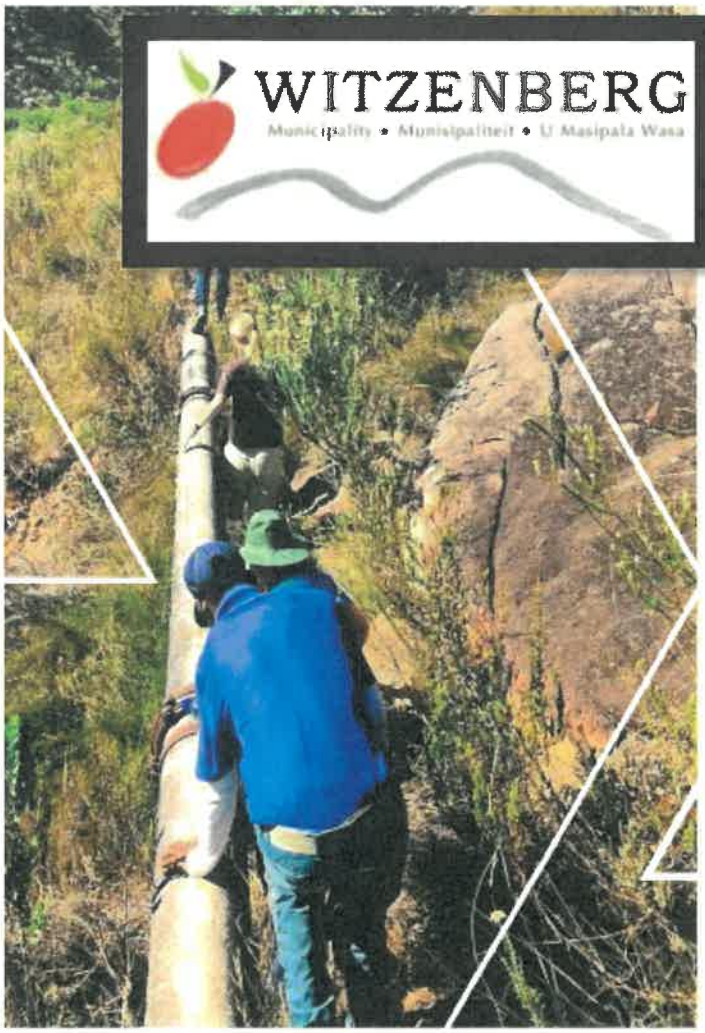

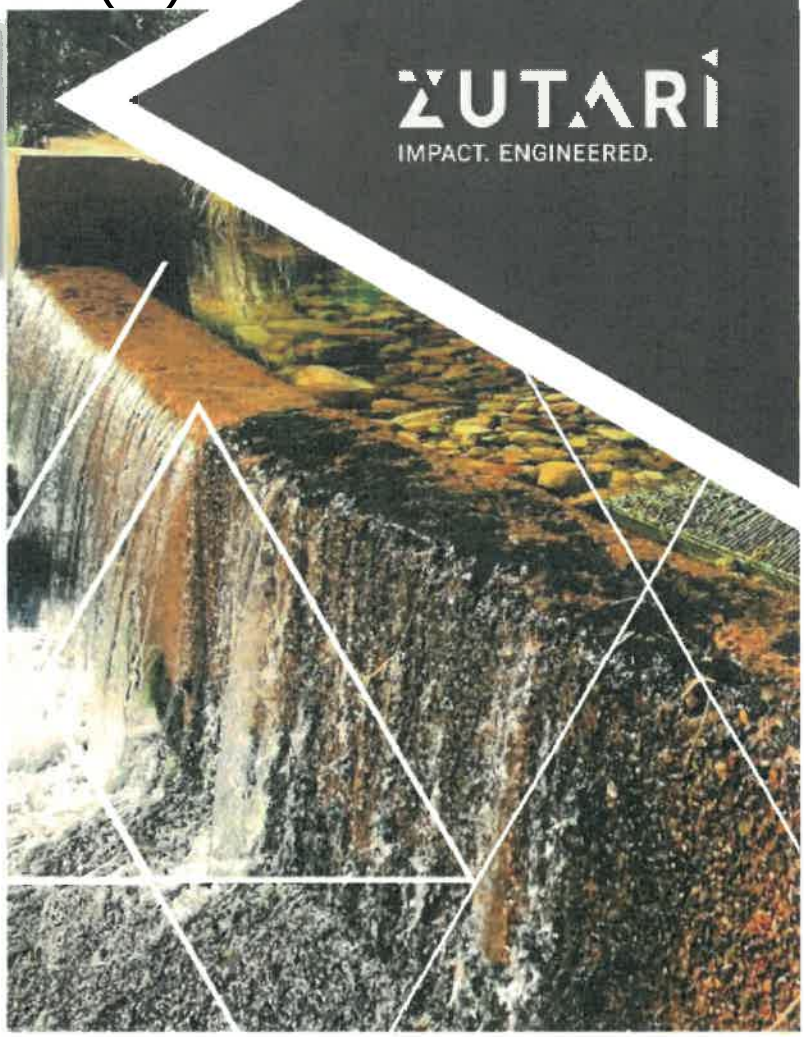

Project report

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Wolseley Water Supply System: Water Safety Plan

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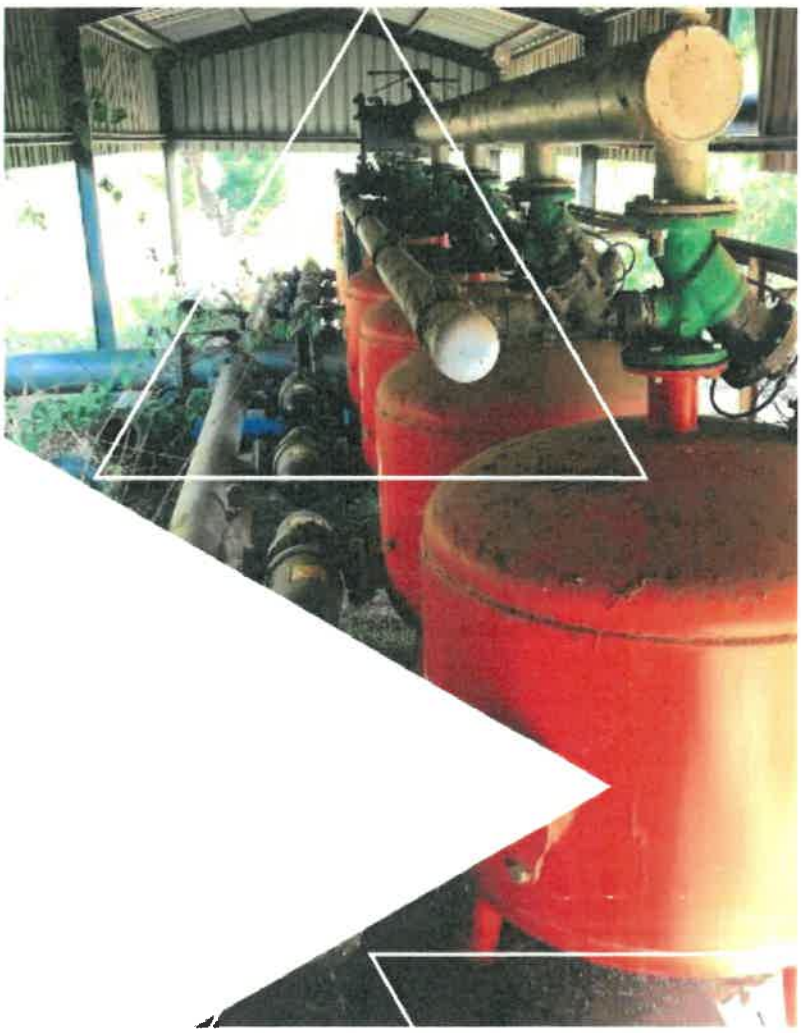

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Incident Management Protocol

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Abbreviations and Acronyms

Acronym	Explanation
BGCMA	Breede Gouritz Catchment Management Agency
DWS	Department of Water and Sanitation
IWA	International Water Association
NTU	Nephelometric Turbidity Units
SANS	South African National Standard
WHO	World Health Organization
WSA	Water Services Authority
WSP	Water Safety Plan
WSS	Water Supply System
WTW	Water Treatment Works
WWTW	Wastewater Treatment Works

1 Introduction

1.1 Water Safety Planning Background

A Water Safety Plan (WSP) is a systematic approach that comprehensively assesses and manages risks throughout the water supply system. The WSP process covers all aspects of the water supply system, from catchment to consumer, and was developed by the World Health Organization (WHO) and International Water Association (IWA) (WHO, 2009).

In South Africa the national regulator, the Department of Water and Sanitation (DWS), requires all Water Services Authorities (WSAs) (including Witzenberg) to develop and implement a WSP as described in the South African National Standard for drinking water quality (SANS 241). Drinking-water is regulated via the DWS Blue Drop Certification process which also assesses the quality of the WSP.

The business of provision of water services operates in a highly regulated environment consisting of interrelated and independent national Acts, including the National Water Act (Act 36 of 1998) and Water Services Act (Act 108 of 1997). Whilst compliance to the Acts is a necessity, executing effective WSP will ensure synergised operations that make for a self-sustaining and effective water services business.

Climate change is expected to introduce changes in temporal and spatial distribution of climate and weather-related events; as well as an increase in severe climate and weather-related events (such as floods, droughts, storms, etc.). This is expected to bring about challenges to water resources, as well as the ability of water utilities to provide adequate safe drinking water to consumers. Consequently, the WSP process has evolved and now also includes consideration of climate change and the need for climate resilience. The inclusion of climate resilience into the WSP process helps ensure continued sustainability of safe drinking water, under current and future climate conditions.

1.2 Methodology

The methodology followed in developing this WSP is briefly described below:

- Engage the client, gather and review data/information and previous WSPs to understand Witzenberg water supply systems
- Conduct site assessments to:
  - Identify and confirm the respective components of the water supply system;
  - Identify and list all known hazards and hazardous events;
  - Interview operational staff to determine operational constraints, if any.
- Conduct a risk assessment, using the WHO risk management matrix, to:
  - Determine the raw risk without any control measures
  - Determine if any control measures are in place and the effectiveness thereof;
  - Determine the residual risk with existing control measures in place; and
  - Recommend measures to improve the status quo;
- Draft the WSP with consideration of the following sections (as per the proposed modules defined in the WHO/IWA WSP Manual – 2nd Edition):
  1. Assembling the WSP Team
  2. Describing the system
  3. Identifying hazards and hazardous events
  4. Validating existing control measures and assessing risks
  5. Planning for Improvement

6. Monitoring control measures
7. Verifying the effectiveness of water safety planning
8. Strengthening management procedures
9. Strengthening WSP supporting programmes
10. Reviewing and updating the WSP

- Workshop the draft WSP with the WSP team
- Finalsie the WSP for implementation

The typical components of a WSP will be described in greater detail in the sections that follow.

2 WSP Team

2.1 Internal WSP Team

The core internal municipal WSP team responsible for day-to-day operationalisation of the WSP is noted in the table below.

Table 2-1: Wolseley Water Supply System WSP core implementation team

Name	Job title	Role in WSP team	Contact details
Nathan Jacobs	Manager: Water & Sewerage	Oversea WSS and coordinate all external stakeholders	Phone: 023 316 8540 Email: nathan@witzenberg.gov.za
Stephanie Farmer	Senior Technician: Water & Sewerage	Provide technical support, guidance and expertise in the planning, design, operation, and maintenance of WSS.	Phone: 023 316 8540 Email: stephanie@witzenberg.gov.za
Marquin Pieterse	Technician: Water & Sewerage	Ensure safe and reliable WSS and take proactive measures to prevent or mitigate any risks to public health and the environment.	Phone: 023 316 8540 Email: marquin@witzenberg.gov.za
Willem Mepomie	Superintendent	Oversee operation and maintenance of WSS and ensure the effective implementation of the WSP.	Phone: 081 591 9479 Email: willem@witzenberg.gov.za
Johannes Noble	Team Leader & PC / Plumber	Oversee operation and maintenance of WSS and ensure the effective implementation of the WSP.	Phone: 064 761 8909
Joos Lombaard	Acting Team Leader / Plumber	Monitoring and controlling the treatment processes at the WTW.	Phone: 084 900 6576
Howard Sigila	Process Controller L	Monitoring and controlling the treatment processes at the WTW.	Phone: 073 876 6627
Moses September	Plumber	Technical assistance on operations and maintenance of plumbing systems	-

The Wolseley WSS technical team currently has several vacancies. Efficient and effective operations and maintenance can therefore not always be achieved, compromising WSS performance.

The core WSP team is supported by other municipal officials as noted in the table below. These members provide input on an ad-hoc basis (i.e. as and when required).

Table 2-2: Wolseley WSS WSP internal support team

Name	Job title	Role in WSP team	Contact details
J Barnard	Director: Technical Services	Engage with municipal top management and council	Phone: 023 316 8540 Email: joseph@witzenberg.gov.za
Ingrid Barnard	HR Manager	Staff capacity building and training requirements	Phone: 023 316 1854 Email: ingrid@witzenberg.gov.za
HJ Kritzinger	Director: Financial Services	Budget for improvements	Phone: 023 316 1854 Email: cobus@witzenberg.gov.za
Annelize Lamprecht-Vertue	Manager: Fire, Rescue and Disaster Management Services	Emergency reponse coordination	Email: annelize@witzenberg.gov.za

2.2 External WSP Team

The internal WSP team is also supported by an external WSP team as noted in the table below. These members provide input on an ad-hoc basis (i.e. as and when required).

Table 2-3: Wolseley WSS WSP External Team

Name	Organisation / Job title	Role in WSP team	Contact details
Elkerine Rossouw	Breede Gouritz Catchment Management Agency (BGCMA)	Management of water resources in the Breede and Gouritz catchment areas	Phone: 023 3468000 Email : erossouw@bgcma.co.za
Natasha Davis-Wolmarans	DWS Control Environmental Officer: Water Services Regulation	Compliance of water regulations and enforcement of measures to protect public health and environment	Phone: 021 941 6192 Email: DavisN@dws.gov.za
Natasia van Binsbergen	A L Abbott & Associates (PTY) LTD Managing Director	Drinking water quality monitoring	Phone: 021 448 63 40 Email: natasia@alabbott.co.za
Nelmari Janse van Rensburg	CKB – Irrigation board Secretary	Water resource allocations for agricultural purposes	Phone: 023 315 5569 Email: kantoor.kbr@gmail.com
Chris Van Der Walt	Project Executive	Overall leadership, coordination and oversight	Email: Chris.VanderWalt@zutari.com
Dan Abraham	Zutari / Project Lead	Manage and coordinate project team / development of WSP	Email: Dan.Abraham@zutari.com
Philip de Souza	Zutari / Technical Expert	Specialized knowledge and expertise input / development of WSP	Email: Philip.deSouza@zutari.com
Veronique Spanneberg	Zutari / Civil Technologist	Development of WSP	Email: Veronique.Spanneberg@zutari.com
Jana Du Randt	Zutari / Civil Engineer	Development of WSP	Email: JanaDuRandt@zutari.com

3 Water Supply System Description

3.1 Locality

Wolseley covers an area of 2.35 square kilometres which is the second smallest town of the Witzenberg Local Municipality in the Western Cape Province. Wolseley is surrounded by Ceres, Tulbagh, Op-de-Berg and Prince Alfred's Hamlet.

The map in Figure 3-1 illustrates the locality of Wolseley.

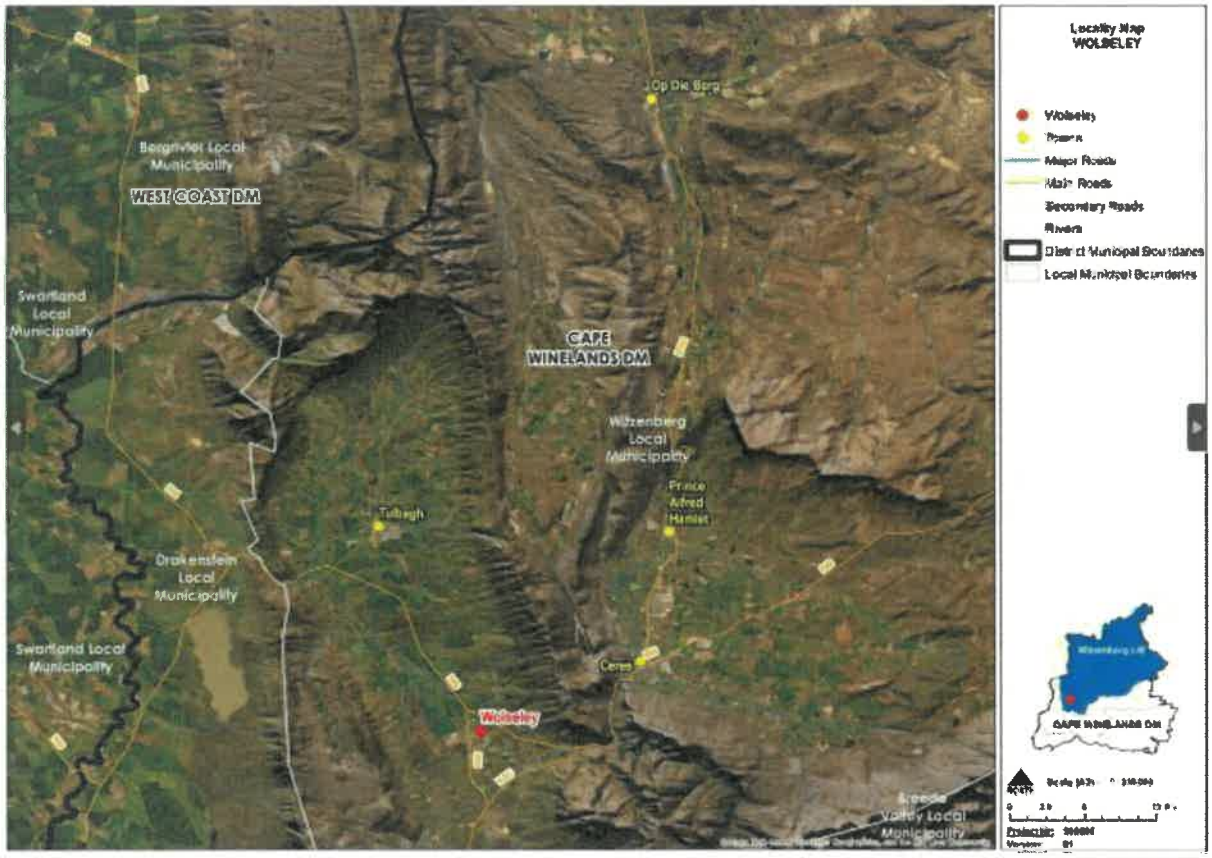


Figure 3-1: Locality Map - Wolseley

3.2 Climate Summary

Witzenberg Local Municipality is in the Western Cape province, and forms part of the Cape Winelands District Municipality. According to the Köppen-Geiger climate classification most of Witzenberg experiences Mediterranean climate. Witzenberg experiences hot dry summers, and cool wet winters. Typical climate related hazards for Witzenberg include droughts, fires and floods.

Temperatures indicate an increasing trend for the Western Cape Province (Figure 3-2, top half). Increases over the past decade indicate an increase of about 1°C. Trends in ocean currents also indicates an increase with the Agulhas current temperature having increased by 1.5°C since 1980. Rainfall data for the Western Cape indicates a decrease in the number of rainfall days and that the rainy season is starting later each year (Figure 3-2, bottom half)Implications of the above is that there is increased risk of insufficient water being available for consumption.

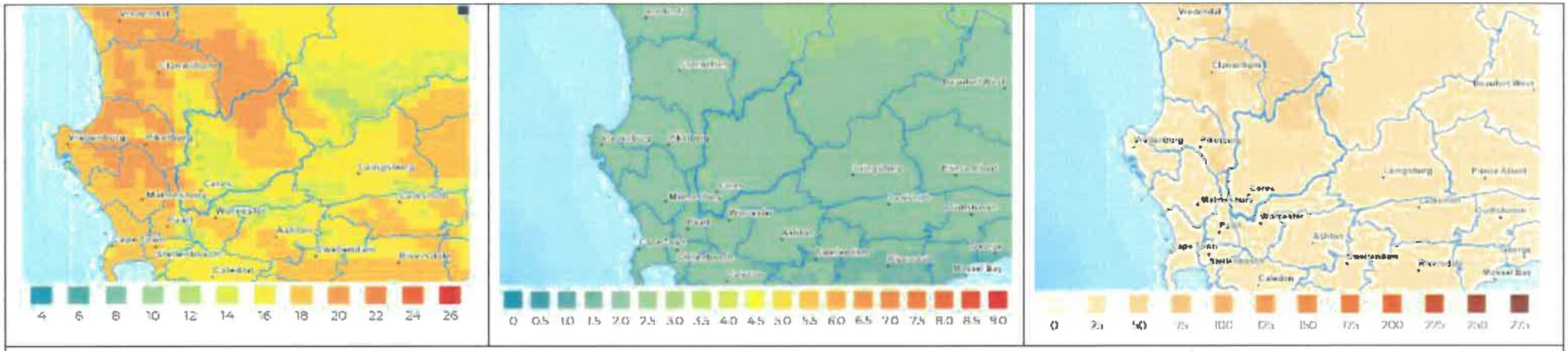
Under the RCP 45 scenario, temperature is expected to increase between 1.67 °C – 2.26°C, whereas under the RCP 85 scenario temperature is expected to increase between 2.19°C – 2.69°C. (***NOTE:*** RCP4.5 represents a scenario whereby greenhouse gas emissions have stabilized before 2100, while RCP8.5 represents a scenario whereby greenhouse gas emissions continue to increase over time, and results in high concentrations of atmospheric greenhouse gases.) Under both RCP 45 and RCP 85 scenarios, rainfall is projected to decrease. These changes are expected to be well out of range of present-day climate variability. The major implication of the above is there will be decreased water availability. Other implications include the increased occurrence of wild fires.

In terms of adapting for climate change, Witzenberg water systems will therefore need to be more robust. Increased skills will be required from water managers and long-term water projections are required. Increased variability in the climate and frequency of extreme events, as well as increased temperature and wind could have an impact on water sources, particularly surface waters. Almost all the bulk water supplied to the towns in Witzenberg Municipality's Management Area is from surface water sources, with limited use of groundwater resources.

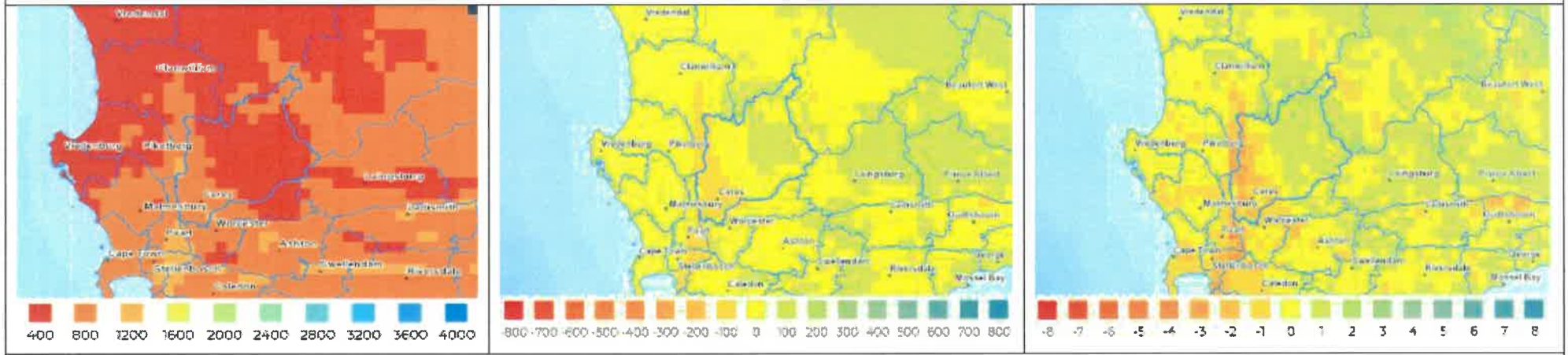
It is necessary for WSAs to develop climate response strategies and include these in their WSDPs, implement WC/WDM and reduce levels of non-revenue water. Water-related climate change adaptation and mitigation planning should be considered through water safety planning and incorporated into all WSDPs and IDPs. The implementation of WC/WDM is a critical element of adapting to climate change.

Witzenberg Municipality has a defined role to play in the mitigation of and adaptation to the impacts of climate change. The Western Cape is particularly vulnerable to climate change and the hotter drier conditions predicted for the West Coast could have far reaching impacts. The Municipality's local economy is driven by agriculture and there is concern about the negative impacts of climate change on the agriculture sector which will turn impact on the local economy.

Figure 3-2: Current Average, Projected Average & Projected Very Hot and Extreme Rainfall days



Witzenberg Municipality a) current average temperatures b) average projected temperatures c) projected very hot days (www.greenbook.co.za)



Witzenberg Municipality a) current average rainfall b) average projected rainfall c) projected extreme rainfall days (www.greenbook.co.za)

3.3 Overview of Water Supply System

Figure 3-3: Overview of Wolseley

3.4 Water Sources

Wolseley WSS relies exclusively on surface water for domestic usage. The main water source in this system comes from the Tierhoekkloof Weir which is a stream from the Dwarsriver, yielding 1115.7 Mℓ/a.

The Artois irrigation canal is a supplementary source for domestic purposes where 450 Mℓ/a is licenced to be abstracted.

There is a borehole which is licensed to provide 0.1 Mℓ/a but it is not in operation.

Largely, the raw water from the weir is pure with zero to minor risks such as reduced raw water fed into the system due to clogged inlet screens after heavy rainfall; as illustrated in Figure 3-5 staff would manually clean inlet screens twice a month or after heavy rainfall.

Figure 3-4: Tierhoekkloof Weir

Figure 3-5: Raw water Inlet (screenings removed off grid)

3.5 Water Treatment

The water is treated by filtering the raw water via sand filters which is then pumped to Cerespad to be disinfected. The facility has been vandalised and added to that there is a chlorine gas shortage. An alternative method of disinfection was introduced by manually adding HTH.

When the raw water levels are low raw water is pumped from the Artoise Canal which passes through the pressure filters to the Stamperstreet reservoir where HTH is added according to the required levels.

The design capacity for this facility is 3.5Mℓ per day when running at 100%. Currently the daily capacity is 3.01 Mℓ which is 86%.

Figure 3-6: Pressure sand filters

Figure 3-7: Pumping station

Figure 3-8: Vandalised Chlorination facility and HTH on site as alternative

Figure 3-9: Pressure sand filters at Stamper Street

The Wolseley WTW is classified as a Class E works, and the current personnel at the WTW comply with the applicable requirements in Regulation 2834 (see Table 3 1).

Table 3-1: Water treatment works classification and process controllers' compliance – with consideration of Regulation 2834

Class of works	Required staff (Regulation 2834)	Classified process controllers available at the works	Requirements met
Class D	1 x Trainee		✓
	1 x I Process Controller	Johannes Noble (III)	✓
	1 x II Supervisor	Howard Sigila (II)	✓
	1 x III Supervisor (for weekly inspection)	Stephanie Farmer (V) Marquin Pieterse (V)	✓ ✓

It has been noted that in the last 12 months, none of the process controllers have received relevant training. It is important that process controllers attend refresher training courses to improve WTW operations, maintenance and performance. The last training received by process controllers was in early 2022 as indicated below:

Name	Course	Date
Johannes Noble & Joos Lombaard	• Handling of Dangerous Goods • Conveying of Dangerous Goods	March 2022

3.6 Reservoirs

The final water at Cerespad is stored in two (2) storage reservoirs with capacities of 680 Mℓ and 6 Mℓ. There is only one reservoir at Stamper Straat with a capacity of 4.5 Mℓ.

The main concern at these facilities is the acts of vandalism leaving these facilities vulnerable.

Figure 3-10: Cerespad Reservoir

Figure 3-11: Stamper Straat Reservoir

3.7 Distribution Network

The bulk water distribution system downstream of the WTW consist of the following main components:

- Bulk and reticulation pipelines, totalling 63.7 km of network
- On-site reservoirs
- Pump stations

3.8 Flow Diagrams of the Existing System

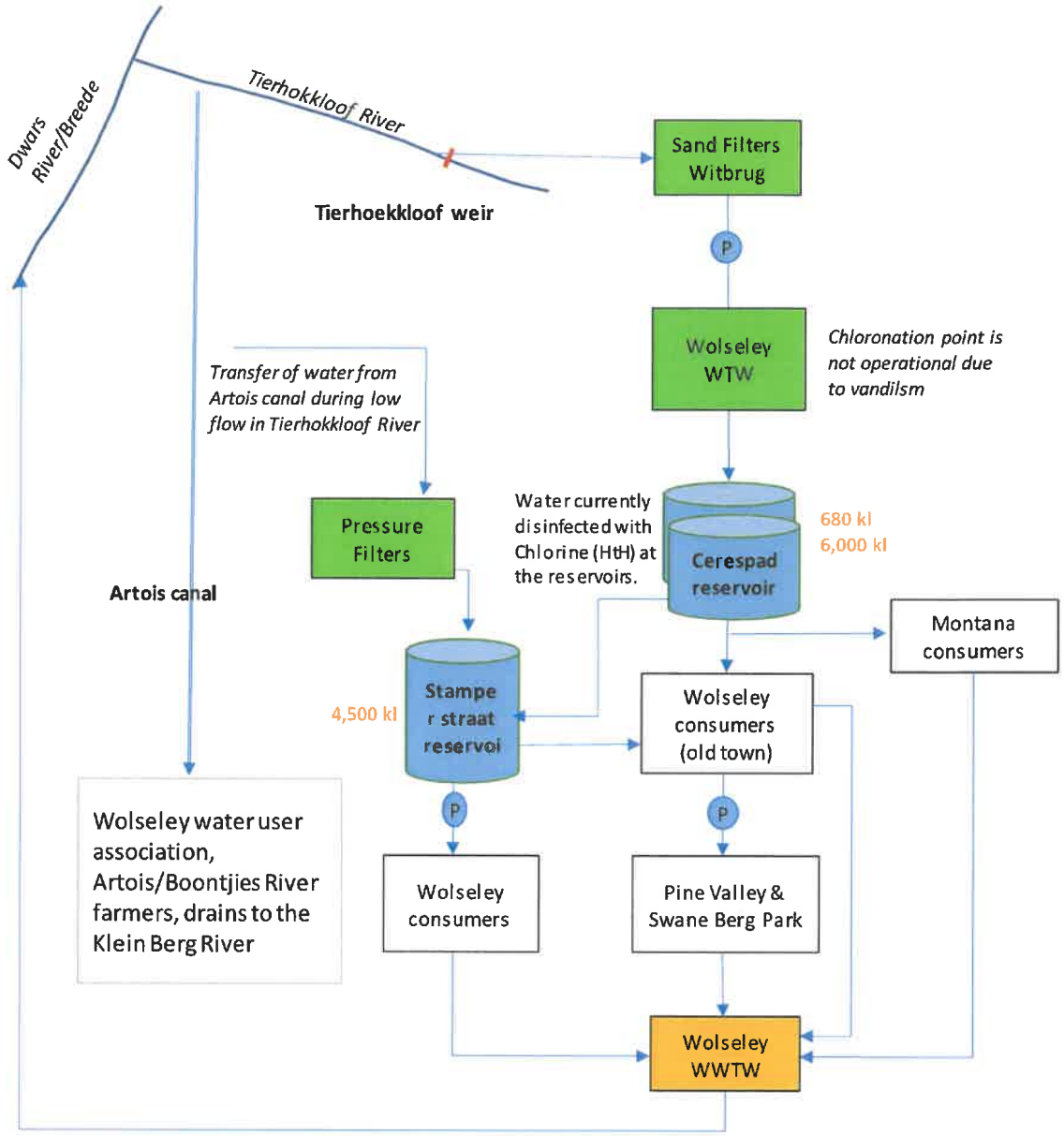


Figure 3-12: Flow diagram of Wolseley WSS

3.9 Water Use and Users

Water in Witzenberg is primarily utilized for residential purposes (including informal settlements), including drinking, food preparation, and various household activities. Additionally, it is used for agricultural practices, commercial and industrial activities, businesses and institutions, recreational activities, and other purposes.

In Wolseley, households are the main consumers of water, accounting for around 66% of the total water supply.

3.10 Water Demand

The Witzenberg Water Master Plan presents an analysis of water demand in the Witzenberg municipal area. The present annual total water demand (from January 2018 to December 2018) is 5 890 457 kℓ, which results in an **AADD of 16 147 kℓ/d**. For future water demand, it is estimated that the AADD will increase only marginally from 16 147 kℓ/d to 17 136 kℓ/d with all vacant erven occupied and the municipal-wide non-revenue water figure for WM reduced from 36% to 30%. Additionally, it is estimated that future developments can contribute a further 9 871 kℓ/d, resulting in a total future **AADD of 27 006 kℓ/d** for the Witzenberg Municipality reticulation system.

The current average daily demand for water in Wolseley, including estimates for informal and unmetered consumers, is **2 153 kℓ/d**. The potential future average daily demand, assuming a reduction in non-revenue water through water demand management (WDM), is **2 234 kℓ/d** for existing formal stands and **873 kℓ/d** for potential future developments, including informal settlements (Witzenberg Water Master Plan, 2021).

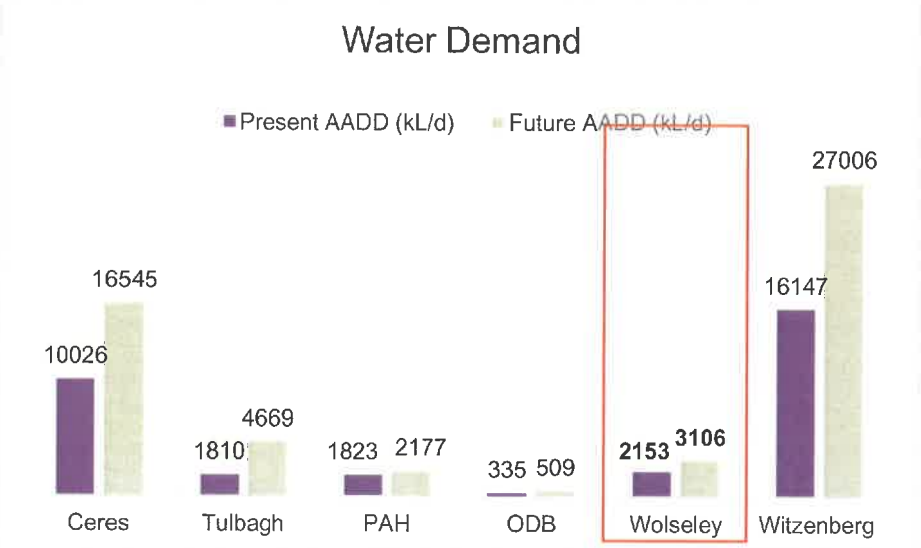


Figure 3-13: Present and future water demand

Wolseley has approximately 2266 people inhabiting the informal settlements, this includes Pine Valley and Zakhele.

3.11 Non-Revenue Water

The amount of non-revenue water in Wolseley, which refers to the difference between the bulk supply and the billed consumption, shows a general decline in the percentage of water loss. In 2018/2019, NRW was recorded at 50.8% with a significant decrease to 42.86% in 2019/2020. In 2021, NRW recorded a slight decrease to 41.84%, indicating that the reduction in water loss has slowed down. In 2022, NRW increased to 45.5%, reflecting a reversal of the downward trend observed in previous years.

The fluctuation in NRW may be attributed to various factors such as changes in infrastructure, management practices, or variations in water demand. Therefore, it is essential to continue monitoring NRW and implementing measures to control water loss to ensure an adequate water supply for consumers and minimize revenue loss for water utilities.

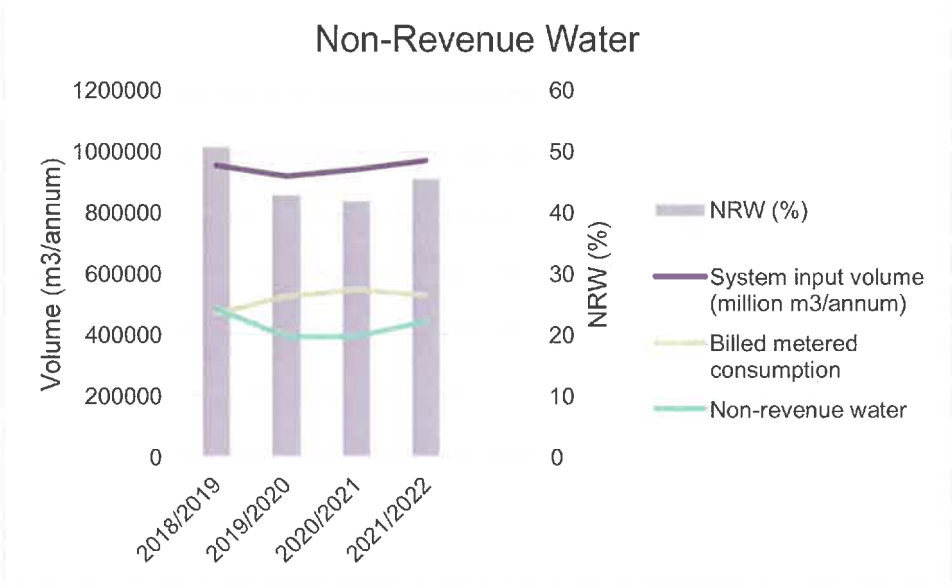


Figure 3-14: Non-revenue water trends from 2018 to 2022

Table 3-2: Non-revenue water data from 2018 to 2022

Year	System Input Volume (m^3/annum)	Billed Consumption (m^3/annum)	NRW (m^3/annum)	NRW (%)
2018/2019	954730	469299	485384.732	**50.84**
2019/2020	918827	524999	393809.2522	**42.86**
2020/2021	941843	547785	394067.1112	**41.84**
2021/2022	970490	528962	441572.95	**45.5**

3.12 Laboratory Status

3.12.1 External laboratory

The sampling and testing of water quality samples, that comply with the requirements of SANS 241, are provided by an external laboratory. At the time of compiling this WSP, AL Abbott had been contracted to provide the water quality sampling and testing services for the municipality. AL Abbott's sampling and testing methods are SANAS accredited, meaning that it has been certified by the South African National Accreditation System as being accurate and reliable.

For further detailed information of sampling frequency and test results please refer to Section 7 of this document.

3.12.2 Internal laboratory

Operational monitoring is regularly carried out at the Wolseley WTWs to assess multiple parameters of the treated water, such as conductivity, turbidity, pH and free chlorine. Detailed information and results are included in Section 6.

The laboratory at the site is not accredited by SANAS. The equipment used for monitoring is listed in an inventory, and the process controllers are responsible for calibrating the equipment. However, during the site visit, it was observed that there were instances where there were not enough calibration materials available. It is important to ensure that water quality testing equipment is calibrated in order to obtain accurate and reliable results. Therefore, it is recommended that regular calibration checks be conducted.

3.13 Drinking-Water Quality

Compliance drinking-water quality monitoring for the Wolseley Water Supply System is conducted monthly with data loaded onto the DWS Integrated Regulatory Information System (IRIS). The drinking-water quality status of all water supply systems in Witzenberg Municipality is summarised below, and includes consideration of the following determinants:

- Acute health (microbiological)
- Acute health (chemical)
- Chronic health (chemical)
- Non-health aesthetic
- Operational
- Disinfectant

Figure 3-15: Summarised drinking-water quality performance for Wolseley Water Supply System – 2020

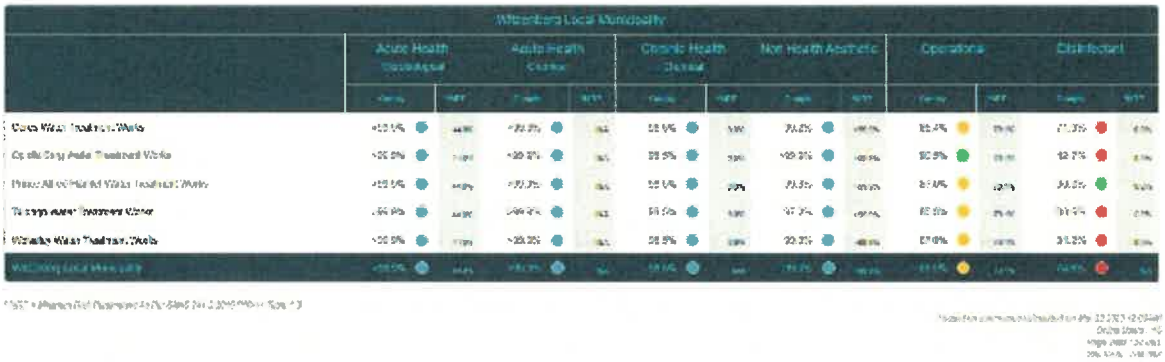


Figure 3-16: Summarised drinking-water quality performance for Wolseley Water Supply System – 2021

Figure 3-17: Summarised drinking-water quality performance for Wolseley Water Supply System – 2022

Figure 3-18: Summarised drinking-water quality performance for Wolseley Water Supply System – 2023 (to-date)

Considering Wolseley, the following summarised performance is noted:

Table 3-3: Summarised drinking-water quality performance for Wolseley Water Supply System

Year	Acute health (microbiological)	Acute health (chemical)	Chronic health (chemical)	Non-health aesthetic	Operational	Disinfectant
2020	Acceptable	Acceptable	Acceptable	Acceptable	Operational monitoring is used as an early warning, and failures should lead to process optimization	Acceptable
2021	Acceptable	Acceptable	Acceptable	Acceptable		Poor
2022	Concern	Acceptable	Acceptable	Acceptable		Poor
2023 (to-date)	Poor	Not yet sampled and analysed	Acceptable	Acceptable		Poor

Whilst most water quality parameters appear acceptable (i.e. meeting SANS 241-2015 requirements), the summarised results indicate a deteriorating disinfection performance and resulting deteriorating microbiological performance. The results indicate that current use of HTH for disinfection purposes is not ideal and compromising drinking-water quality. This can have long-term negative effects on the health of the distribution network (increased microbial activity, increased formation of biofilms) and a return to normal chlorine gas disinfection as soon as possible is strongly encouraged. The recent poor acute health (chemical) water quality performance is attributed to no sampling yet been conducted in 2023.

Drinking water quality monitoring is done as per the monitoring programme in Section 7 of this WSP, and includes monthly, quarterly, and annual monitoring. It is not practically or financially feasible for Witzenberg Municipality to monitor all SANS 241 determinants monthly and Witzenberg therefore follow a risk-based monitoring approach. The frequency of monitoring required determinants is based on the outcomes of the latest SANS 241 analysis and associated historical trends.

3.14 Water Supply System Performance: Blue Drop Status

Table 1 below indicates a brief history of Witzenberg's Blue Drop Certification performance. The results indicate a proactive municipality with an impressive Blue Drop Certification performance record.

Table 3-4: Witzenberg Local Municipality Overall Blue Drop Status

Year	Blue Drop Score	Regulator's Comments
2009	62.4%	No Blue Drops achieved. Witzenberg Municipality is faring well in its responsibility of drinking water quality management but Process Controlling and Incident Preparedness requires attention. The water supply system of Prince Alfred Hamlet is not up to standard yet though.
2010	93.3%	Blue Drop achieved for: • Ceres • Prince Alfred Hamlet An exceptional 2010 performance by Witzenberg, ensured the illustrious Blue Drop Certification for no less than two water supply systems. The other 3 systems came very close to obtaining the prestigious acknowledgement as well. This is indicative of a concerted effort to improve drinking water quality management to be in line with international best practice. The Department trust that the Municipality will uphold this level of commitment to ensure that the Blue Drop status will be maintained.
2011	97.56%	Blue Drop achieved for: • Ceres • Op Die Berg • Prince Alfred Hamlet • Tulbagh • **Wolseley** Once again an impressive performance by Witzenberg Local Municipality. The Department wish to congratulate this water services authority (WSA) which has proven that the size of a municipality is not to be the determining factor of the success with in the Blue Drop Certification programme but rather the dedication to diligently adhere to the stringent criteria set. In the words of the Lead Inspector: "The WSA has shown high level of commitment throughout the whole process. The officials have put more effort in the preparation for the 2010/11 assessment; this was proven based on the availability and the quality of the information presented during the on-site assessment and the information on the Blue Drop System. The level of commitment from the management side contributed as well. This is one of the municipalities which can be used as a case study (lesson learning), it could benefit other WSAs" This performance justifies a place in the National Top 10 Blue Drop performers.
2012	97.63%	Blue Drop achieved for: • Ceres • Op Die Berg • Prince Alfred Hamlet • Tulbagh • **Wolseley** The consistent excellent performance of Witzenberg Local Municipality can once again be applauded since it can only be due to teamwork, passion and commitment that such a feat seems to become customary for this small municipality. The Department is aware that once Blue Drop certification status is obtained, it becomes more challenging to maintain such status and this makes this accomplishment even more remarkable. Even though all (5) water supply systems reached Blue Drop status fairly comfortably, there would be a few areas the municipality is required to give attention to before further steps away from the 95% mark would be possible. This would be the process control skills level. It might be necessary to investigate means to augment current process control capacity (consider placement of Overberg Water trainees; one of the options) or further training of current staff. The other point would be to relook at the process audits since the inspectors found these assessments to lack the level of detail one would expect from an expert process engineering report. And lastly would be the chemical compliance of Tulbagh. The aluminium levels within this system overall complied with the national standard expected level for Good compliance, but in the spirit of endeavouring towards excellence, process optimisation is a necessity to ensure the standards Witzenberg sets for itself are

Year	Blue Drop Score	Regulator's Comments
		maintained. Nevertheless the municipality can once again proudly display its Blue Drop certification status since it surely deserves this recognition of exceptionality.
2014	95.77%	Blue Drop achieved for: • Ceres • Op Die Berg • Prince Alfred Hamlet • Tulbagh • **Wolseley** The Witzenberg Local Municipality is to be commended for achieving Blue Drop status for each of their water systems for the third consecutive assessment. This is an excellent example to all. It is noted that the municipal team was well prepared for the assessment and presented all the necessary evidence for the inspector to assess compliance. A slight decrease in Municipal Score was achieved and the Municipality is encouraged to review areas where further improvement can be implemented. This includes: • Risk based monitoring should comply with the requirements of SANS 241 with regard to sampling points, frequency of analyses and the determinants that are analysed. Monthly sampling is currently undertaken which is not compliant. • With the exception of Port Alfred Hamlet, poor operational compliance was recorded with a high number of aluminium and turbidity failures. • As previously highlighted, the process audits focus on water quality aspects and do not address technical issues that may impact on the ability of the plant to produce water of acceptable quality. • Baseline No Drop data is not fully compliant with the criteria in all systems. It is anticipated that the Municipality will continue to demonstrate commitment to risk based management of all their systems and the achievement of excellence. The overall 2014 Risk Rating for Witzenberg is 32% which translates into the 5th best performance in the Western Cape. Note that this value is based on the 3 specific areas indicated below and shows concerns (medium to critical risks) for Process Control (which risks reflect compliance in terms of draft Regulation 813) in 3 of the 5 systems; Drinking Water Quality in none of the 5 systems; and Risk Management in none of 5 systems. The Risk Ratings found in all systems for Drinking Water Quality and Risk Management was found to be very low.
2022 (%Blue Drop Risk Rating (BDRR))	25.3%	All the Water Treatment Works (Ceres WSS, Op die Berg WSS, Prince Alfred Hamlet WSS, Tulbagh WSS and **Wolseley WSS**) fall in the Low-Risk category. • Criteria A – The design capacities for all the WSS were provided. • Criteria B – All the WSS (Ceres WSS, Op die Berg WSS, Prince Alfred Hamlet WSS, Tulbagh WSS and **Wolseley WSS**) are operating within their design capacity. • Criteria C – All the WSS have achieved excellent Microbiological compliance (>98%) and Microbiological Monitoring compliance (>80%). However chemical water quality compliance is poor indicating potential health risk and there is insufficient number of chemical monitoring points to verify the quality of water at all points in the network. • Criteria D – The Op die Berg WSS, Prince Alfred Hamlet WSS, Tulbagh WSS and **Wolseley WSS** achieved a low compliance of 54.2% and Ceres WSS achieved an adequate compliance with technical skills which is an indication of the lack of relevant process controllers, supervisors and maintenance teams. • Criteria E – All the WSS achieved excellent compliance for the Water Safety Planning and development of risk-based water quality monitoring programmes as outlined in SANS 241:2015. The Regulator encourages the WSA and WSP to urgently implement the following recommendations to ensure delivery of safe drinking water for all consumers: • Ca: Implementation of corrective measures in the event of microbiological and chemical failures to always ensure delivery of safe drinking water. • Cb: Implementation of monitoring programmes with sufficient samples based on population size as outlined in SANS 241:2015. • D: Appointment of suitably qualified staff (supervisors, process controllers and maintenance teams) aligned to set criteria. • E: Development of Water Safety Plan as per SANS 241:2015 and WHO guidelines including risk assessment of entire supply system, water quality evaluation based on full SANS 241:2015 analysis of raw and final water, development of risk-based monitoring programmes, and implementation of mitigating measures to address all medium and high risks.

Year	Blue Drop Score	Regulator's Comments

The following performance is noted for Wolseley.

Table 3-5: Wolseley Blue Drop Certification: historical performance

Blue Drop Assessment Cycle	Blue Drop Score (%)
2014	96.00
2012	96.99
2011	96.55
2010	89.75
2009	77

NOTE: The 2022 Blue Drop Risk Rating (%BDRR/BDRRmax) for Wolseley was 28.3% – i.e. low risk.

4 Hazard Assessment, Validation of Control Measures and Risk Determination

A risk assessment is conducted to understand the typical hazards/hazardous events faced at each step of the WSS including management, abstraction, treatment, distribution, and point of use and with consideration of impacts associated with climate variability and change.

The risk associated with each hazardous event is determined based on the product of likelihood and consequence (or severity). This assists in determining which risks are more important and which are less important. Witzenberg has adopted the following risk matrix to determine WSS risks.

Table 4-1: Risk matrix and associated definitions (Likelihood and severity contextual definitions, WSP Manual 2nd Edition)

LIKELIHOOD

Rating	Description	Definition
1	Very unlikely	Has not occurred in the past, and it is highly improbable that it will happen in the future
2	Unlikely	Is possible and cannot be ruled out completely
3	Likely	Is possible and under certain circumstances could happen
4	Very likely	Has occurred in the past and has the potential to happen again
5	Almost certain	Has occurred in the past and is expected to happen again

SEVERITY

Rating	Description	Definition
1	Insignificant	Negligible impact on water quality, acceptability or quantity
2	Minor	Short-term or localized non-compliance, quantity or acceptability issue (not health related)
3	Moderate	Long-term or widespread non compliance, quantity or acceptability issue (not health related)
4	Major	Potential long-term health effects
5	Catastrophic	Potential illness or death

5 × 5 risk assessment matrix

LIKELIHOOD		SEVERITY: Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Very unlikely	1	1	2	3	4	5
Unlikely	2	2	4	6	8	10
Likely	3	3	6	9	12	15
Very likely	4	4	8	12	16	20
Almost certain	5	5	10	15	20	25

RISK SCORE (likelihood × severity)	RISK LEVEL
≤5	Low
6-14	Medium
≥15	High

Witzenberg has adopted a dual-stage risk assessment approach which considers both "raw risk" (sometimes referred to as the "inherent risk" – the risk before including consideration of the impact of the existing control measures) and "residual risk" (with consideration of the impact of existing control measures). Not all existing control measures are 100% effective, and additional control measures may need to be identified and implemented.

The risk assessment was conducted by the WSP team and considered a combination of information gathered from municipal records, staff and stakeholder engagements and site visits, and aimed to identify what could go wrong and where it could go wrong. The following summarized risk assessment considering "high" and "medium" risks is presented in the table below (see Table 4-2). The full risk assessment is included in **Appendix A**.

Note that full risk assessment is included in Appendix A.

Table 4-2: Risk Assessment for Wolseley WSS

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
22	Source	Catchment/ Borehole	Reduced water availability per capita due to increased demand driven by population growth	Q	5	2	1-	Medium	Boreholes installed for backup water supply.	2 boreholes but have been vandalised	-	✓	-	2	3	6	Medium
43	Source	Intake and transport	Increased risk of damage/illegal connection in the pipeline between source and treatment due to exposed pipeline	M A Q	3	2	6	Medium	No control measure in place	Not Applicable	-	-	-	3	2	6	Medium
47	Source	Intake and transport	Loss of process control and resulting compromised water quantity to treatment facilities due to instrumentation failure (e.g. telemetry, SCADA) (additionally posing	M C	5	2	10	Medium	Manual operation of system.		-	-	-	5	2	1 0	Medium

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
			more strain of staff to manually operate the system)														
50	Treatment	Disinfection	Disinfection facility at WTW out of order and unable to disinfect water due to vandalism/theft	M A C	5	4	20	High	Onsite security monitoring and secure fencing	Fencing on site prevents unauthorised entrance and security guard monitoring who enters and exists	-	-	✓	5	2	10	Medium
51	Treatment	Disinfection	No chlorine gas on site at WTW to disinfect the water due to supplier constraints (shortage of product)	M A C	5	3	15	High	Hth added to onsite storage facilities to disinfect water	HTH containers observed on site	-	-	✓	5	2	10	Medium
52	Treatment	Disinfection	Incorrect chlorine dosing and disinfection at WTW due to insufficient monitoring of chlorine (e.g., incorrect sampling, incorrect recording of readings, incorrect method for	M A	2	4	8	Medium	No control measure in place	Not Applicable	-	-	-	2	4	8	Medium

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
			measurement, incorrect calibration)														
54	Treatment	Disinfection	Compromised disinfection at WTW due to poor dose control/dosing equipment (including calibration, dose calculations, etc.)	M A C	3	3	9	Medium	No control measure in place	Not Applicable	-	-	-	3	3	9	Medium
59	Treatment	General	Inappropriate or inadequate treated water monitoring at WTW due to failure of equipment or lack of knowledge or training of operator	M A	2	4	8	Medium	No control measure in place	Not Applicable	-	-	-	2	4	8	Medium
60	Treatment	General	Issues of concern are not addressed due to inadequate reporting and on-site documentation at WTW (e.g., recording malfunctions in logbooks, compliance reports)	A	3	2	6	Medium	No control measure in place	Not Applicable	-	-	-	3	2	6	Medium

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
64	Treatment	Storage	Introduction of hazards through damaged/rusting/no tank covers allowing ingress of animals/vermin/faeces/roof drainage	M A	3	2	6	Medium	No control measure in place	Not Applicable	-	-	-	3	2	6	Medium
76	Distribution	Pump Station	Loss of process control and resulting compromised water quality and reduced efficiency of the distribution system due to instrumentation failure (e.g.,telemetry, SCADA) (additionally posing more strain on staff to manually operate the system)	M Q	5	3	15	High	Manual operation of system	Not Applicable	-	-	✓	5	2	10	Medium
93	Distribution	Pipeline	Pipe burst/damage and resulting reduced water quality/quantity due	M C Q	4	3	12	Medium	Pipe replacement programme and protocol in place.		-	-	✓	3	2	6	Medium

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
			to aging infrastructure/poor infrastructure condition														
94	Distribution	Pipeline	Interrupted water supply because of repairs taking place	Q	3	2	6	Medium	Pipe replacement programme and protocol in place.		-	-	✓	3	2	6	Medium
103	Distribution	Pipeline	Introduction of contamination (e.g., soil ingress which can increase turbidity of water) into the distribution system because of unhygienic construction, repair and maintenance methods	M	2	4	8	Medium	Pipe replacement programme and protocol in place	Not Applicable	-	✓	-	2	4	8	Medium

5 Improvement plan

An improvement/upgrade plan is needed where additional control measures are required to address remaining significant risks. A significant amount of funds and time might be required to successfully implement appropriate control measures, and it is therefore sometimes more appropriate to consider stepwise implementation to enable incremental improvement (i.e., what is required for phase 1, what is required for phase 2, etc.). This requires Witzenberg to also consider and implement low/no cost control measures in the short-term while the necessary funds are secured to enable implementation of long-term control measures.

Considering this, the improvement plan for the Wolseley WSS is shown below (see Table 5-1).

Table 5-1: Wolseley WSS improvement plan

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
Ensure municipal readiness to recommission boreholes on short notice. Regular monitoring on the boreholes to keep record of the water levels.	Reduced water availability due to increase in population growth *(Risk assessment table reference: No. 22)*	Management: Water and Sanitation Division	R942 000 (excl. vat)	TBD	July 2023	In Process
Replace pipelines with an alternative which would be durable for above ground placing.	Increased risk of damage/illegal connection in the pipeline between source and treatment due to exposed pipeline *(Risk assessment table reference: No. 43)*	Management: Water and Sanitation Division	R12 000 000 (excl. vat)	O&M budget for W&S department	2023/24	Not yet started – going out to tender soon
Consider securing the backup generators to operate the system automatically	Loss of water supply (quantity) due to a lack of electricity to operate WSS *(Risk assessment table reference: No. 47)*	Management: Water and Sanitation Division	TBD	O&M budget for W&S department	Implementation 2023/24	Not yet started – out to tender

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
Improve security at disinfection facility at WTW (fortification of building) including consideration of putting up anti-cut and ant- climb fencing. Develop SOP for security patrols.	Disinfection facility at WTW out of order and unable to disinfect water due to vandalism/theft *(Risk assessment table reference: No. 50)*	Management: Water and Sanitation Division	(forms part of refurbishment of chlorination facility)	O&M budget for W&S department	July 2023	In Process
Keep HtH readily at hand (on-site or in stores) as backup disinfection measure for temporary shortages of chlorine gas	No chlorine gas on site at WTW to disinfect the water due to supplier constraints (shortage of product) *(Risk assessment table reference: No. 51)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	-	Completed
Record readings in logbook (chemicals added, FCR measured). Ensure availability of required monitoring equipment and reagents. Supervisors to regularly check and sign-off logbooks.	Incorrect chlorine dosing and disinfection at WTW due to insufficient monitoring of chlorine (e.g., incorrect sampling, incorrect recording of readings, incorrect method for measurement, incorrect calibration) *(Risk assessment table reference: No. 52)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	In Process
Refurbish and restart the operation of the chlorination facilities.	Compromised disinfection at WTW due to poor dose control/dosing equipment (including calibration, dose calculations, etc.) *(Risk assessment table reference: No. 54)*	Management: Water and Sanitation Division	Internal – no additional cost	Funding already secured	-	Completed

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
Ensure that process controllers are adequately trained for the level of work which they need to perform. Supervisors to regularly check and sign-off logbooks.	Inappropriate or inadequate treated water monitoring at WTW due to failure of equipment or lack of knowledge or training of operator *(Risk assessment table reference: No. 59)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBC	Not yet started
Investigate communication/issue tracking system that will work for municipal needs. Fast-track implementation and monitor performance.	Issues of concern are not addressed due to inadequate reporting and on-site documentation at WTW (e.g., recording malfunctions in logbooks, compliance reports) *(Risk assessment table reference: No. 60)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	Not yet started
Ensure that the roof at Stamper Street Reservoir is secured by replacing damaged/missing roof sheeting	Introduction of hazards through damaged/rusting/no tank covers allowing ingress of animals/vermin /faeces /roof drainage *(Risk assessment table reference: No. 64)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	Not yet started
Replace telemetry cabling with fibre cables, recommission the automated system	Loss of process control and resulting compromised water quality and reduced efficiency of the distribution system due to instrumentation failure (e.g., telemetry, SCADA) (additionally posing more strain on staff to manually operate the system)	Management: Water and Sanitation Division	TBD	TBD	2023/24	Not yet started

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
	(Risk assessment table reference: No. 76)					
Municipal records of pipe bursts need to be interpreted to establish which parts of the reticulation network needs to be replaced. The municipality can appoint a service provider to do underground leak detection (this will also pinpoint where pipe replacement and/or leak repairs needs to be prioritized).	Pipe burst/damage and resulting reduced raw water quality/quantity due to aging infrastructure/poor infrastructure condition *(Risk assessment table reference: No. 93)*	Management: Water and Sanitation Division	TBD	O&M budget for W&S department	Implementation 2023/24	Not yet started
Introduce a communication system to rapidly inform affected consumers. Develop a water supply emergency plan for use of tanker trucks and/or firetrucks to supply drinking water.	Interrupted water supply because of repairs taking place *(Risk assessment table reference: No. 94)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	In progress
Ensure pipe break SOP is understood and adhered to by all pipe repair teams.	Introduction of contamination (e.g., soil ingress which can increase turbidity of water) into the distribution system because of unhygienic construction, repair and maintenance methods *(Risk assessment table reference: No. 103)*	Management: Water and Sanitation Division	Internal – no additional cost	Own	On-going	In progress

6 Define monitoring of control measures

Control measures should be monitored to check that the system is effectively managed and that the prescribed water quality targets are met. An operational monitoring plan has been implemented to check the performance of existing control measures and to timeously inform corrective action (if required). Where monitoring indicates that control measures are ineffective, new control measures will need to be identified and implemented. Basic operational monitoring as follows:

- At least daily checks of key water quality parameters at the Wolseley WTW and capturing thereof in appropriate logbooks,
- At least daily checks of key chemical dosages/chemical usage and capturing thereof in appropriate logbooks, and
- Visual observations/inspections of the Wolseley WTW, key reservoirs and pump stations and capturing thereof in appropriate logbooks.

Currently, the superintendent is responsible for water quality testing of the water quality parameters listed in Table 6-1, analysing the results against the corresponding limits and responding or applying corrective actions as described in the Incident Response Management Plan.

Table 6-1: Wolseley operational monitoring programme: water quality

What is monitored?	Risk	Where?		When? (Frequency)	Standard Limit(s) (SANS 241-1:2-15)	Critical limit(s) (Incident Response Management Plan)
		WTW Raw Water	WTW Final Water			
Conductivity at 25°C	Aesthetic	✓	✓	Daily	≤ 17- mS/m	
Turbidity	Operational Aesthetic	✓	✓	Daily	≤1 NTU ≤5 NTU	Alert Level II: ≤5 NTU
pH at 25°C	Operational	✓	✓	Daily	≥5 and ≤9.7 pH units	
Free Chlorine	Chronic health		✓	2 x per day	≤5mg/L	5mg/L

Considering current medium and high risks emanating from the risk assessment, the following key observations and other measurements should be introduced as part of the operational monitoring programme.

Table 6-2: Wolseley WSS operational monitoring programme: observations and other measurements

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
Source	Water restrictions	Water use	Households	When restrictions are applied	Target high water users not adhering to restrictions. Create awareness around water use efficiency	Senior Technician Water & Sewerage	Water use within restricted use	Installing meters on households with high water use. Refer to Water and Sanitation Services By-Laws.
Source	Source inspection for visible blockages and/or possible sources of contamination	Operation of dams/boreholes/raw water	Tierhokkloof weir	Daily	Visual inspection	Process Controller; Supervisor	No visible blockages and/or sources of contamination	Follow SOP for source inspection
Intake and transport & Distribution	Pipe replacement programme and protocol	Pipe burst/ damage and resulting reduced raw water quality/quantity	Bulk pipelines and distribution system	Events of pipe burst/damage	Visual inspection of bulk pipelines and distribution system	Superintendent	Well maintained pipeline with no burst/damage	Follow SOP for operation and maintenance of the WSS and pipe breaks. Refer to the Pipe replacement programme and protocol.
Intake and transport	Maintain a clear space around infrastructure to act as basic fire break	Uncontrolled vegetation growth around exposed infrastructure	WTW and exposed pipelines in network	Monthly	Visual inspection	Process Controller; Supervisor	No uncontrolled vegetation within (recommended) 9 metres of infrastructure	Introduce a fire break or perform controlled burning

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
Intake and transport	Manual operation of system (pumps)	Pumps	Pump stations	Daily	Visual observation and maintenance schedule	Process Controller	Operational pumps	Follow SOP for operation and maintenance of a pumping station/pump
Treatment	On-site water quality sampling and testing	Conductivity, turbidity, pH and free chlorine	WTW	See Table 6-1	Water quality sampling and testing using on-site equipment and recording results in a logbook (Follow SOP for water sample collection and on-site water quality testing.)	Process Controller	See Table 6-1	Refer to corrective actions in the Incident Response Management Plan.
Treatment	Security fencing (Fortification of building)	Condition of security fence and gate	Disinfection facility at WTW	Daily	Visual observation (Follow SOP for site security inspection)	Process Controller	Fence in good condition. Gate closed and locked securely. Windows intact. All assets on-site and in working condition.	Repair fence or gate within 1 day or consider putting up anti-cut and anti-climb fencing. Replace/refurbish damaged assets.
Treatment	HTH added to onsite storage facilities to disinfect water	Quantity chlorine added to water (cups, kg)	On-site reservoir at WTW	Daily	Record quantities added in logbook	Superintendent	See Table 6-1	Optimize disinfectant

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
Treatment	Water quality testing equipment inventory and record conditions	Water quality testing equipment	WTW	Once per month	Complete inventory checklist and record in logbook	Superintendent	Adequate water quality testing equipment to test all required parameters	Replace or service any water quality testing equipment that is not currently functioning properly.
Treatment	Refresher training to Process Controllers – Training programme	Skills and knowledge of Process Controllers	WTW	Once per month	Internal training	Superintendent	Process Controllers' training certificates up to date	
Treatment	Regular equipment calibration	Conductivity, turbidity, pH, free chlorine	WTW	Daily (internal) Yearly (external)	Calibrate equipment using on-site calibration materials and recording (Follow SOP for site calibrating equipment)	Process Controller	Calibration performed on a regular basis and on-site calibration materials adequate	Ensure adequate calibration materials are available for daily internal calibration
Treatment	Review of logbook	Issues of concern	WTW	Daily/Weekly	Review logbook record of all monitoring actions and issues captured at WTW	Superintendent	No unaddressed issues at WTW	Address issues of concern accordingly
Distribution	Inspection and maintenance of communal standpipes/taps	Sufficient supply of water to consumers (interruptions due to vandalism/ sabotage/ damage)	Communal standpipes/ taps	Daily	Visual inspection	Superintendent	Communal standpipes/taps in good condition and supplying sufficient water to consumers	

7 Water Safety Plan Verification

Verification should provide the evidence that the overall WSS is capable of consistently delivering the required quantity of water at the required quality (i.e. meeting national drinking-water quality standards). Verification includes:

- Compliance monitoring
- Auditing
- Consumer satisfaction surveys

7.1 Compliance monitoring

Compliance monitoring confirms that the drinking-water quality regulations and standards (i.e. SANS 241-2-15) are being achieved. Witzenberg utilises AL Abbott, a SANAS accredited laboratory in Cape Town, for their compliance monitoring. AL Abbott collect drinking-water quality samples from all Witzenberg towns, conduct the analysis and report results and issues of concern to Witzenberg on a monthly basis.

The compliance monitoring points, programme and corresponding limits are captured in the tables that follow. Responses and corrective actions are described in the Incident Response Management Plan

Table 7-1: Wolseley compliance monitoring: sample points

Site Id	Site Name	Status	Critical
2644	Water Treatment Works Final	Activated	Yes
2762	Stamperstraat Reservoir	Activated	Yes
6958	Municipal Offices	Activated	No
1-36	No. 4 NPK, Pine Valley	Activated	No
14297	H/V Eiland & Breestraat	Activated	No
2554	Water Treatment Works Final	Activated	No

Table 7-2: Wolseley compliance monitoring: SANS 241 parameters

SANS 241-2:2-15 REQUIREMENTS What is monitored?	Risk	When? (Frequency)	Standard Limits (SANS 241-1:2-15)	Critical limit(s) (Incident Response Management Plan)
Microbiological				
E. coli or Faecal Coliforms	Acute Health	Monthly	- count per 1– mL	Alert Level I: 1 count per 1--mL Alert Level II: 2 - 1- count per 1--mL Alert Level III: >1- count per 1--mL
Protozoan parasites - Giardia	Acute Health	Annually	- per 1- L	Alert Level II: 1 count per 1-L Alert Level III: >1 count per 1-L
Protozoan parasites - Cryptosporidium	Acute Health	Annually	- per 1- L	Alert Level II: 1 count per 1-L Alert Level III: >1 count per 1-L
Total Coliforms	Operational	Monthly	≤1- count per 1-- mL	
Heterotrophic plate count	Operational	Monthly	≤1--- count per mL	≤1--- Count per mL
Somatic Coliphages	Operational	Annually	- count per 1- mL	Alert Level I: 1 count per 1-mL Alert Level II: 2 - 1- count per 1-mL Alert Level III: 1- count per 1-mL
Physical and Aesthetic				
Colour	Aesthetic	Annually	≤15 mg/L	
Electrical Conductivity	Aesthetic	Monthly	≤17- mS/m	
Total Dissolved Solids	Aesthetic	Monthly	≤12– mg/L	
pH at 25°C	Operational	Monthly	≥5 and ≤9.7 pH units	
Turbidity	Operational	Monthly	≤1 NTU	
	Aesthetic		≤5 NTU	Alert Level II: ≤5 NTU
Chemical (Macro) Determinants				
Free Chlorine	Chronic Health	Monthly	≤5mg/L	
Monochloramine	Chronic Health	Annually	≤3mg/L	

SANS 241-2:2-15 REQUIREMENTS What is monitored?	Risk	When? (Frequency)	Standard Limits (SANS 241-1:2-15)	Critical limit(s) (Incident Response Management Plan)
Nitrate	Acute Health	Quarterly	≤11mg/L	
Nitrite	Acute Health	Quarterly	≤-.9 mg/L	
Combined Nitrate + Nitrite	Acute Health		≤1	
Sulphate	Acute Health	Annually	≤5--	
	Aesthetic		≤25-	
Fluoride	Chronic Health	Quarterly	≤1.5	Alert Level II: Result -.9 – 1.7 mg/L Alert Level III: Result > 1.7 mg/L
Ammonia	Aesthetic	Quarterly	≤1.5	
Chloride	Aesthetic	Quarterly	≤3--	
Sodium	Aesthetic	Annually	≤2--	
Zinc	Aesthetic	Annually	≤5	
Chemical (Micro) Determinants				
Antimony	Chronic Health	Annually	≤2-µg/L	
Arsenic	Chronic Health	Annually	≤1-µg/L	
Barium	Chronic Health	Annually	≤7--µg/L	
Boron	Chronic Health	Annually	≤24--µg/L	
Cadmium	Chronic Health	Annually	≤3µg/L	
Total Chromium	Chronic Health	Annually	≤5-µg/L	
Copper	Chronic Health	Quarterly	≤2---µg/L	
Cyanide	Acute Health	Annually	≤2--µg/L	
Iron	Chronic Health	Monthly	≤2---µg/L	Alert Level I: 2-- – 1--- µg/L Alert Level II: 11-- – 2--- µg/L Alert Level III: > 2--- µg/L
	Aesthetic		≤3--µg/L	

SANS 241-2:2-15 REQUIREMENTS What is monitored?	Risk	When? (Frequency)	Standard Limits (SANS 241-1:2-15)	Critical limit(s) (Incident Response Management Plan)
Lead	Chronic Health	Annually	≤1- µg/L	
Manganese	Chronic Health	Monthly	≤1-- µg/L	Alert Level I: 1-- – 4-- µg/L Alert Level II: 5-- – 1--- µg/L Alert Level III: > 1--- µg/L
	Aesthetic		≤4-- µg/L	
Mercury	Chronic Health	Annually	≤6 µg/L	
Nickel	Chronic Health	Annually	≤7- µg/L	
Selenium	Chronic Health	Annually	≤4- µg/L	
Uranium	Chronic Health	Annually	≤3- µg/L	
Aluminum	Operational	Annually	≤3-- µg/L	
Chemical (Micro) Determinants				
Total organic carbon	Chronic Health	Quarterly	≤1- mg/L	
Trihalomethanes - Bromoform	Chronic Health	Quarterly	≤3-- µg/L	
Trihalomethane - Dibromochloromethane	Chronic Health	Quarterly	≤1-- µg/L	
Trihalomethane - Bromodichloromethane	Chronic Health	Quarterly	≤1-- µg/L	
Combined trihalomethanes	Chronic Health	Quarterly	≤6- µg/L	
Microcystin	Chronic Health	Annually	≤1	
Phenols	Aesthetic	Annually	≤1- µg/L	

Note: To align the Incident Response Management Plan with the new SANS 241-2:2-15, it is advisable to update the plan and incorporate the following changes: exclude total chlorine, calcium, cobalt, potassium, cypathogenic viruses and vanadium from the list of compliance criteria, as they are no longer considered relevant; include compliance limits for uranium and monochloramine, and update the limits for manganese and selenium.

7.2 Auditing

Auditing provides evidence that the WSP is complete, up to date, adequately implemented and effective.

Witzenberg have noted that internal and/or external audits of WSP activities are not routinely done. It is, however, noted that Water Treatment Works process audits are conducted by A L Abbott and Associates on an annual basis. With the last DWS Blue Drop Certification assessment it was recommended that Witzenberg ensure that the process audit should focus more on the capability of the plant, asset management and required funding to address concerns (instead of being largely water quality focussed). In addition, it should also be more aligned to WSP activities. Furthermore, it is noted that as part of the development of this WSP, the Zutari team have performed certain elements of an external audit, including inspection of the water supply system, review of data and information, and identification of gaps and issues of concern. These activities were used to inform the list of hazards and hazardous events and to determine the associated risks.

Bearing current practice in mind, it is recommended that an internal and/or external audit of the WSP is scheduled on at least an annual basis.

7.3 Consumer satisfaction surveys

Consumer satisfaction surveys provides information about how satisfied consumers are with the water supply. This requires communication with consumers about drinking water quality and quantity issues and helps ensure consumer confidence with the water supply and service delivery.

Witzenberg have noted that they have not conducted any official consumer satisfaction surveys in the last few years. The municipality further conducts quarterly service delivery Imbizos in all the towns of Witzenberg to address any queries or issues related to service delivery. These Imbizos often involve interactive sessions focussed on consumer participation and community communication, and they play a vital role in ensuring consumer confidence in the quality of the drinking-water supplied and associated water supply service delivery. In addition, the municipality can regularly communicate drinking-water quality and related service delivery information to consumers via posters, radio, flyers, roadshows, etc.

8 Management Procedures

Management procedures provide documented procedures to follow during normal or incident conditions, or emergency situations. Management procedures include:

- Standard Operating Procedures (SOPs)
  - Normal operations
  - Incident conditions
- Emergency Response Plans (ERPs)

The available SOPs and ERPs are highlighted in the sections that follow.

8.1 Standard operating procedures

8.1.1 Normal operations

The following SOPs for normal operations, listed in Table 8-1, are implemented within Witzenberg Municipality with a few additional SOPs suggested for consideration:

Table 8-1: Standard operating procedures

Category	Standard operating procedure	Procedure in place
General tasks	Site security inspection	Y
	Water sample collection	
	Dealing with user notifications and complaints	Y
	Record keeping and reporting	Y
	Entry into confined spaces, sewer, manholes and wet wells	Y
	Digging of trenches	Y
	Fire hydrants operation and maintenance	Y
	Water supply system operation and maintenance including pipe network, pumps, valves and other fittings	Y
	Pipe breaks procedure	Y
	Pump station inspection	Y
	Pump station operation and maintenance	Y
Source	Source inspection for visible blockages and possible sources of contamination	
	Scour valves operation and maintenance	Y
Treatment	Chemical dosing procedures (e.g., coagulation/flocculation, pH correction)	
	Filter backwashing	
	Calibrating equipment and online monitoring systems	
	On-site water quality testing	Y
	Record keeping of operations and maintenance activities (logbook with water quality testing results, quantities of chemicals used, minor issues addressed, etc.)	Y
	Inspection and maintenance of storage tanks/reservoirs	Y

Category	Standard operating procedure	Procedure in place
Storage and distribution	Responding to loss of pressure/no water in the distribution network	
	Flushing water mains procedure	Y
	Inspection and maintenance of communal standpipes/taps	
	New water connections procedure	Y

8.1.2 Water and Sanitation Services By-Laws

- Application for water services
- Charges for water services
- Payment for water services
- Termination, limitation and disconnection of water services
- Service levels
- Water supply system consideration
  - Connection to water supply system
  - Standards (e.g., quantity, quality, pressure, water restrictions)
  - Measurement (e.g., quantity supplied
  - Audit (e.g., water audit of a customer)
  - Installation work
  - Communal water supply services
  - Temporary water supply services
  - Boreholes
  - Fire services connections general provisions
  - General provisions (e.g., water sampling, use of grey water)
- Water Services Intermediaries (e.g., registration, provision of water services, charges)
- Unauthorised water services (e.g., obstruction of access, water wastage, illegal discharges, illegal connections)
- Notices
- Appeals
- Offences
- Documentation
- General provisions

8.1.3 Incident conditions

The following SOPs, as described in the Water Incident Management Protocol Plan, for prevention and correct incident conditions are implemented within Witzenberg Municipality (note that all page references refer to the Water Incident Management Protocol Plan):

- Contact procedures and numbers for
  - minor emergencies e.g., leakages
  - more serious emergencies e.g., pipe bursts
  - sever emergencies e.g., availability of water

The Emergency Centre is contacted immediately when a problem is observed. The Manager of Water & Sewerage (Nathan Jacobs) is notified and jointly investigates the situation with the Superintendent and Senior Technicians.

Appropriate actions are taken to rectify the situation, which may include mobilizing internal technical personnel or external contractors. Operating personnel at the relevant treatment plant is notified of the problem. The Manager of Water & Sewerage draws up an Incident Report containing information such as the date of the incident, investigator, incident description, recommended steps to prevent a recurrence, and the name of the person compiling the report. In case of serious incidents, the DWS Western Cape Regional Office is notified by the Manager of Water & Sewerage.

Once the issue is resolved, the supervisor will notify Emergency services, who will log the query from start to end and provide an emergency report. The report will be submitted along with the monthly report to the Technician: Water & Sewerage.

Severe emergencies posing health risks to the community are notified through media after informing all parties as per the contact procedure.

- Protocol for drinking-water failure
  - Alert Level I – routine problems
  - Alert level II – minor emergency
  - Alert level III – major emergency
- Incident management protocol for
  - health related drinking water quality incidents
  - aesthetic drinking water quality incidents
  - examples of water quality protocol
    - bacteriological failure response
    - disinfection optimization
    - turbidity
- Troubleshooting
  - Pumps
  - Filtration
  - Disinfection
- Serious accidents protocol
  - Eye incident
  - Bleeding
  - Chemical burns
  - Electrical burns
  - Heat burns
  - Fire burns
  - Shock
  - Poisoning

To align the Incident Response Management Plan with the new SANS 241-2:2-15, it is advisable to update the plan and incorporate the following changes: exclude total chlorine, calcium, cobalt, potassium, cypathogenic viruses and vanadium from the list of compliance criteria, as they are no longer considered relevant; include compliance limits for uranium and monochloramine, and update the limits for manganese and selenium.

- An incident register is used to capture all incidents reported in Witzenberg Municipality

8.2 Emergency response plans

Emergencies even occur in the best managed systems. Water safety planning and the developemnt and implementation of ERPs can aid preparedness for disasters and extreme events, including those that are unforeseen.

- Emergency Preparedness Plan for the Ceres Koekedouw Dam
  - Early warning
  - Flooding
  - Line of responsibility
  - Evacuation procedures
  - Support systems
- Drought management plan
- Flood management plan
  - Includes consideration of flooding impacts, vulnerable areas and people, risk reduction strategies and response strategies
- Disaster response plan
  - Includes the disaster risk assessment, risk reduction strategies, response and recovery.
  - Education, training, public awareness and research and it outlines the responsibilities of the Municipality's directorate and departments.

9 Supporting programmes

Supporting programmes could include:

- Consumer education
- Laboratory quality control
- Staff training
- Creating WSP awareness and buy-in

Supporting programmes may either have a direct impact (e.g., through process controller training) or an indirect impact (through public awareness) on drinking water safety. Municipal efforts to-date are summarised in the sections below.

9.1 Consumer education

As the municipality is in an area prone to droughts, various media and social media campaigns (Facebook, newsletters, etc.) are undertaken to make the public aware and keep them up to date of, for example, matters related to water conservation. Water restrictions are implemented as required. A drought management plan has also been drafted and shared with the community.

9.2 Laboratory quality control

Witzenberg utilises a SANAS accredited laboratory for compliance monitoring.

Operational monitoring is conducted using available on-site laboratory equipment. The equipment is calibrated by the process controller on site to ensure accurate results. Additionally, the equipment is sent to the supplier for calibration on an annual basis, further ensuring accurate operational monitoring and alignment to industry standards.

9.3 Staff training

WSP awareness and buy-in includes investing in capacity building initiatives to empower municipal staff with the necessary awareness, understanding and skills to effectively implement the WSP. This is done by offering internal training programmes, workshops and technical support to enhance staff understanding of risk assessment, monitoring and emergency response protocols. Furthermore, a regular review and update of the WSP (based on feedback, data analysis and emergency challenges) ensures that the WSP remains effective. Sharing results and lessons learned and demonstrating progress in closing gaps within the different WSSs assists in maintaining staff engagement and encourages on-going collaboration. This helps ensure the provision of a safe and sufficient water supply to the community.

10 Review and revise the WSP

The WSP team should meet periodically and review the plan to ensure it remains relevant and up to date. The WSP should be reviewed after an emergency, after an incident occurs or at least once per year. Table 10-1below captures the status of the Wolseley WSS WSP.

Table 10-1: Record of Changes and Amendments

No.	Version	Amendment Date	Document Section/ Clause Ref. No.	Summary of Amendments
1	Version 1	May 2023		
2				
3				
4				
5				
6				
7				
8				
9				
1-				

Once the plan has been finalised by the technical team it should be signed off and adopted by the WSA top management for implementation.

Appendix A

Risk Assessment

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
1	Source	Catchment	Contamination of raw water in the "Tierhokskloof River" through addition of heavy metals/organic compounds/nutrients/pH/sediment due to **settled ash** and other contaminants associated with **veld fires** and runoff during post fire rains	M,A	2	2	4	Low						2	2	4	Low		✓	
2	Source	Catchment	Contamination of raw water in the "Tierhokkloof River" through pathogens/nutrients/organic compounds/toxins/odor and aesthetic issues due to occurrence of **dead animals** on the shores of or in the "Tierhokkloof Weir" and "Artois Canal"	M,A	1	4	4	Low						1	4	4	Low		✓	
3	Source	Catchment	Contamination of raw water in the Tierhokkloof River through pathogens/nutrients/organic compounds/toxins/odor and aesthetic issues due to occurrence of **animal and bird droppings** into the "Tierhokkloof Weir" and "Artois Canal"	M,A	3	1	3	Low						3	1	3	Low		✓	
4	Source	Catchment	Contamination of source waters due to illegal dumping (e.g. of solid waste, chemical waste)				0							0	0	0				
5	Source	Catchment	Increased nutrients and harmful organisms in the Tierhokkloof River due to **agricultural activities** involving livestock, fertilizers and nitogenous compounds (e.g. land spreading of manure or fertilizer and feedlot runoff)	M,A,C	1	4	4	Low						1	4	4	Low		✓	
6	Source	Catchment	Increased raw water turbidity in the Tierhokkloof River due to **erosion** in the catchment area	M, A	4	1	4	Low	Gabions were put in place (gabions since 2020 - now better).					4	1	4	Low		✓	
7	Source	Catchment	Increased raw water turbidity in the "Tierhokkloof Weir" and "Artois Canal" due to **erosion** caused by agriculatorual practices in the catchment area				0							0	0	0				
8	Source	Catchment	Increased raw water turbidity in the Dwars River/Breede due to **increased runoff** during heavy rains	A	2	2	4	Low						2	2	4	Low		✓	
9	Source	Catchment	Reduced raw water runoff into the "Tierhokkloof Weir" and "Artois Canal" due to **invasive alien plants** favouring changed climatic conditions	Q	1	3	3	Low						1	3	3	Low		✓	
10	Source	Catchment	Reduced raw water runoff into the "Tierhokkloof Weir" and "Artois Canal" due to **changing catchment area** practices and climate variability/change (e.g. dried-up streams)	Q	3	3	9	Medium	Water is also abstracted from Artois Canal		✓			1	3	3	Low		✓	

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	**If yes, proposed controls** *(to be further detailed in improvement plan)*
11	Source	Catchment	Reduced "Tierhokkloof Weir" and "Artois Canal" yield due to reduced rainfall during long-term **drought** and resulting reduced dam recharge rates	Q	3	3	9	Medium	Water is also abstracted from Artois Canal		✓			1	3	3	Low		✓	
12	Source	Catchment	Reduced "Tierhokkloof Weir" and "Artois Canal" yield due to **increasing temperatures** and resulting **higher rates of evaporation**	Q	4	3	12	Medium	Water is also abstracted from Artois Canal		✓			1	3	3	Low		✓	
13	Source	Catchment	Increased concentration of pollutants in the "Tierhokkloof Weir" and "Artois Canal" due to **reduced rainfall** during long-term drought	M, C	1	3	3	Low						1	3	3	Low		✓	
14	Source	Catchment	Human pathogens (such as faecal matter and urine) introduced to the raw water in "Tierhokkloof Weir" and "Artois Canal" due to **recreational activities** such as swimming and fishing	M, A	2	2	4	Low						2	2	4	Low		✓	
15	Source	Catchment	Cyanobacterial and algal blooms/growth in the "Tierhokkloof Weir" and "Artois Canal" due to **low flow, high nutrient levels and warm conditions**				0	Low						0	0	0	Low			
16	Source	Catchment	Increased raw water turbidity in the "Tierhokkloof Weir" and "Artois Canal" due to **cysmic activity/landslides** in the catchment	A	1	3	3	Low						1	3	3	Low		✓	
17	Source	Catchment	Damage to/loss of equipment and infrastructure at the "Tierhokkloof Weir" and "Artois Canal" due to **vandalism/theft**	M, Q	1	4	4	Low						1	4	4	Low		✓	
18	Source	Catchment	Reduced raw water quantity fed into the system from the "Tierhokkloof Weir" and "Artois Canal" due to **clogged intake screens** after heavy rainfall	Q	3	2	6	Medium	Screens are cleaned twice a month and after heavy rain		✓			2	2	4	Low		✓	
19	Source	Catchment/Borehole	Reduced raw water quantity due to **power failure** (during loadshedding) and inability to pump water into the system at sufficient rates (lack of standby pump, spare parts, back-up generator)	Q	3	2	6	Medium	Generators are in place and are operated manually	On site visit	✓			2	2	4	Low		✓	
20	Source	Catchment/Borehole	Increased competition for **water resources** between the municipality and farmers due to long-term **droughts**	Q	2	2	4	Low						2	2	4	Low		✓	
21	Source	Catchment/Borehole	Depletion of the groundwater resource due to **abstraction beyond the sustainable yield**	Q	1	3	3	Low						1	3	3	Low		✓	
22	Source	Catchment/Borehole	Reduced water availability per capita due to increased demand driven by **population growth**	Q	3	2	6	Medium	No control measure in place					3	2	6	Medium	✓		Ensure municipal readiness to recommission boreholes on short notice.

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
23	Source	Borehole	Reduced raw water quantity due to **drying up of wells**				0							0	0	0				
24	Source	Borehole	Reduced raw water quantity due to system failures caused by **damaged and dysfunctional infrastructure**				0							0	0	0				
25	Source	Borehole	Reduced raw water quantity because infrastructure is dysfunctional after the effects of **natural disasters** (e.g. flood, fire, slips or earthquake-related damage)				0							0	0	0				
26	Source	Borehole	Reduced raw water quantity due to **sediments clogging the well**				0							0	0	0				
27	Source	Borehole	Increased raw water turbidity and other contaminants in the borehole due to **contaminated surface water** entering the borehole through **infiltration**				0							0	0	0				
28	Source	Borehole	Increased turbidity and contaminated raw water in borehole through ingress of **contaminated surface water** due to **improper sealing of borehole** (this could lead to contamination of the other boreholes which were drilled into the same aquifer)				0							0	0	0				
29	Source	Borehole	Contaminated raw water in borehole through ingress of **contaminated surface water and other contaminents** due to **damaged borehole infrastructure** caused by **vandalism/theft**				0							0	0	0				
30	Source	Borehole	Contaminants (organic compounds/nutrients/sediment) enter the aquifer due to **inadequate sealing** of an unused borehole, consequently jeapardizing the other boreholes that were drilled into the same aquifer.				0							0	0	0				
31	Source	Borehole	Contaminated raw water in borehole due to use of **contaminated tools** during repair and maintenance by untrained staff				0							0	0	0				
32	Source	Borehole	Groundwater may contain **health related chemicals** (e.g. arsenic, barium, flouride, uranium, radium, iron, manganese) due to local geology				0							0	0	0				
33	Source	Borehole	Inappropriate or inadequate raw water monitoring due to a **lack/failure of equipment**				0							0	0	0				
34	Source	Borehole	Inappropriate or inadequate raw water monitoring due to **untrained operator/lack of knowledge**				0							0	0	0				
35	Source	Spring	The source becomes contaminated with faecal matter because of **animal activity**				0							0	0	0				
36	Source	Spring	Shortage of raw water resources because the **aquifer is not sufficiently recharged**				0							0	0	0				

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
37	Source	Spring	Lack of maintenance of infrastructure at spring due to **inaccessibility**				0							0	0	0				
38	Source	Intake and transport	Ingress of organic debris, small animals or fish contaminating raw water at inlet due to **damaged grids**	M, A	3	2	6	Medium	Upstream from the inlet, a grid has been installed to prevent fish and small animals from entering the inlet	On site visit	✓			2	2	4	Low		✓	
39	Source	Intake and transport	Reduced raw water quantity fed into the system due to **clogged intake screens** after heavy rainfall	Q	3	2	6	Medium	A day after rainfall episode a team goes to clear the grids	On site visit, screens were being cleaned while on site	✓			2	2	4	Low		✓	
40	Source	Intake and transport	Reduced raw water inflow/pressure in the pipeline between source and treatment due to **root intrusion and broken pipes**	Q	1	3	3	Low						1	3	3	Low		✓	
41	Source	Intake and transport	Contaminated water in the pipeline between source and treatment due to **unsanitary repair practices**	M	1	3	3	Low						1	3	3	Low		✓	
42	Source	Intake and transport	Contaminants in raw water introduced due to **damaged/open inspection covers**	M	1	3	3	Low						1	3	3	Low		✓	
43	Source	Intake and transport	Increased risk of damage/illegal connection in the pipeline between source and treatment due to **exposed pipeline**	M, A, Q	3	2	6	Medium	No control measure in place					3	2	6	Medium	✓		Replace pipelines with an alternative which would be durable for above ground placing
44	Source	Intake and transport	Pipe burst/damage and resulting reduced raw water quality/quantity in the pipeline between source and treatment due to **aging infrastructure/poor infrastructure condition**	M, A, Q	1	4	4	Low	Pipe replacement programme and protocol in place					1	4	4	Low			
45	Source	Intake and transport	Pipe burst/damage and resulting reduced raw water quality/quantity in the pipeline between source and treatment due to **exposure to external factors** (such as fires)	M, A, Q	3	2	6	Medium	Pipe replacement programme and protocol in place		✓			2	2	4	Low			Engage with fire department to determine optimum fire protection for assets including appropriate fire breaks, clearing of vegetation, reducing fire hazards, etc. Introduce vegetation clearing programme. Replace pipelines with a durable alternative suitable for above ground related risks.
46	Source	Intake and transport	River course changes can restrict access to the source inlet infrastructure due to **erosion** and consequent **unmaintained infrastructure** leading to a shortage/unavailability of water	M, Q	2	2	4	Low						2	2	4	Low		✓	

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	**If yes, proposed controls** *(to be further detailed in improvement plan)*
47	Source / Distribution	Intake and transport / Pump s	Loss of water supply (quantity) due to a lack of electricity to operate WSS	M,C	5	2	10	Medium	No control mmeasure in place					5	2	10	Medium	✓		Consider securing the backup generators to operate the system automatically
48	Treatment	Filtration	Insufficient filtration and potential poor treated water quality due to **improper operation and maintenance** of sand filters at the WTW	M	3	3	9	Medium	Sand in the filter is changed every three years		✓			2	2	4	Low		✓	
49	Treatment	Filtration	Overflow during the backwash process could potentially contaminate nearby water sources due to **high backwash flow rates** or **problems with the backwash system**	M	1	3	3	Low						1	3	3	Low		✓	
50	Treatment	Disinfection	Disinfection facility at WTW out of order and unable to disinfect water due to **vandalism/theft**	M, A, C	5	4	20	High	Onsite security monitoring and secure fencing	Fencing on site prevents unauthorised entrance and security guard monitoring who enters and exists			✓	5	2	10	Medium	✓		Improve security at disinfection facility at WTW (fortification of building) including consideration of putting up anti-cut and ant- climb fencing. Develop SOP for security patrols.
51	Treatment	Disinfection	**No chlorine gas** on site at WTW to disinfect the water due to **supplier constraints** (shortage of product)	M, A, C	5	3	15	High	Hth added to onsite storage facilities to disinfect water	HTH containers observed on site			✓	5	2	10	Medium	✓		Keep HtH readily at hand (on-site or in stores) as backup disinfection measure for temporary shortages of chlorine gas
52	Treatment	Disinfection	Incorrect chlorine dosing and disinfection at WTW due to **insufficient monitoring of chlorine** (e.g. incorrect sampling, incorrect recording of readings, incorrect method for measurement, incorrect calibration)	M, A	2	4	8	Medium	No control measure in place					2	4	8	Medium	✓		Record readings in logbook (chemicals added, FCR measured). Ensure availability of required monitoring equipment and reagents. Supervisors to regularly check and sign-off logbooks.
53	Treatment	Disinfection	Interuption of disinfection at WTW due to **power failure** (loadshedding)	M, A	2	2	4	Low						2	2	4	Low		✓	
54	Treatment	Disinfection	Compromised disinfection at WTW due to **poor dose control/dosing equipment** (including calibration, dose calculations, etc.)	M, A, C	3	3	9	Medium	No control measure in place					3	3	9	Medium	✓		Refurbish and restart the operation of the chlorination facilities.

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	**If yes, proposed controls** *(to be further detailed in improvement plan)*
55	Treatment	Disinfection	Compromised disinfection due to **poor storage of disinfection chemicals** (e.g. chlorine gas exposed to sunlight or uncovered)	M, A	1	4	4	Low						1	4	4	Low		✓	
56	Treatment	Disinfection	Compromised treatment due to use of **unapproved or contaminated chemicals and materials**	M, A, C	1	3	3	Low						1	3	3	Low		✓	
57	Treatment	Disinfection	Compromised staff safety due to inadequate **precaution and storage of chemicals**	R	1	4	4	Low						1	4	4	Low		✓	
58	Treatment	Disinfection	Low pH of treated water not complying to minimum SANS 241 requirements due to **lack of stabilisation**					Low	Pre-treatment via limestone - roughening filter	Limestone tanks observed during site visit, but are out of				0	0		Low			
59	Treatment	General	Inappropriate or inadequate treated water monitoring at WTW due to **failure of equipment** or lack of **knowledge or training of operator**	M, A	2	4	8	Medium	No control measure in place					2	4	8	Medium	✓		Ensure that process controllers are adequately trained for the level of work which they need to perform. Supervisors to regularly check and sign-off logbooks.
60	Treatment	General	Issues of concern are not addressed due to **inadequate reporting and on-site documentation at WTW** (e.g. recording malfunctions in logbooks, compliance reports)	A	3	2	6	Medium	No control measure in place					3	2	6	Medium	✓		Investigate communication/issue tracking system that will work for municipal needs. Fast-track implementation and monitor performance.
61	Treatment	General	Ineffecitve water treatment due to **lack of skilled and trained staff**, leading to improper dosage of chemicals and poor performance of treatment process	M, A, C	2	2	4	Low						2	2	4	Low		✓	
62	Treatment	Storage	Insufficient disinfection due to **inadequate retention time** in on-site reservoirs				0	Low						0	0	0	Low			
63	Treatment	Storage	Water quality in on-site reservoirs can be compromised/contaminated due to **vandalism/theft**	M, A	3	2	6	Medium	Facility (Stamper Street & Cerespad) is fenced and locked with a padlock	On site visit			✓	2	2	4	Low		✓	
64	Treatment	Storage	Introduction of hazards through **damaged/rusting/no tank covers** allowing ingress of animals/vermin/faeces/roof drainage	M, A	3	2	6	Medium	No control measure in place					3	2	6	Medium	✓		Ensure that the roof at Stamper Street Reservoir is secured by replacing damaged/ missing roof sheeting

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
65	Treatment	Storage	Introduction of hazards into on-site reservoirs due to **poor operations** (e.g. covers at reservoir that are left open allowing ingress of animals/vermin/faeces/roof drainage)	M, A	5	3	15	High	HTH added to onsite storage facilities to disinfect water Grid applied to prevent ingress of large hazards	HTH containers and grid observed on site			✓	5	1	5	Low		✓	
66	Treatment	Storage	Introduction of hazards at reservoirs through **damaged ventilators** in storage reservoirs	M, A	2	2	4	Low	No control measure in place					2	2	4	Low		✓	
67	Treatment	Storage	Introduction of hazards through **insufficient cleaning of reservoir**, e.g. build-up of sediment or living organisms, including algal or biofilm growth	M, A	1	3	3	Low						1	3	3	Low		✓	
68	Treatment	Storage	Contaminated water could flow into the storage facility due to **structural damage** and a lack of proper slope away from the storage facility				0	Low						0	0	0	Low			
69	Treatment	Storage	Introduction of hazards due to **roots of plants or trees** in vicinity damaging reservoir				0	Low						0	0	0	Low			
70	Treatment	Storage	Introduction of hazards through **dissolving or corroding tank materials**	M, A, C	1	3	3	Low						1	3	3	Low		✓	
71	Treatment	Storage	Introduction of hazards at reservoir through **unhygienic sampling procedures**	M	2	2	4	Low						2	2	4	Low		✓	
72	Treatment	Storage	Introduction of hazards at reservoir due to unauthorised access by humans (e.g. through breaking of fencing or unfenced reservoirs) leading to **vandalism and sabotage**	M, C	4	2	8	Medium	At Ceresped there is on site site security at night	Was mentioned by the process controller with site visit reducing break-ins and vandalism				2	2	4	Low		✓	
73	Treatment	Storage	Insufficient quantity supplied to consumers due to **inadequate capacity** of storage reservoirs	Q	1	3	3	Low						1	3	3	Low		✓	
74	Distribution	Pump Station	Water is contaminated or there is no water supply to Witzenville consumers because of **damage** to the **pump station** (pumping water to the water tower) caused by **natural distasters** (e.g. storm, earthquake, flood, etc)	M, Q	2	2	4	Low						2	2	4	Low		✓	
75	Distribution	Pump Station	Introduction of contamination into the supply system because of **unhygienic methods** when **installing, repairing or performing maintenance on a pump**	M	3	1	3	Low						3	1	3	Low		✓	
76	Distribution	Pump Station	Loss of process control and resulting compromised water quality and reduced efficiency of the distribution system due to **instrumentation failure** (e.g. telemetry, SCADA) (additionally posing more strain on staff to manually operate the system)	M, Q	5	3	15	High	Manual operation of system				✓	5	2	10	Medium	✓		Replace telemetry cabling, recommission the automated system.
77	Distribution	Pump Station	Water is contaminated due to flooding through ingress via **above ground hydrants or valves**	M	2	1	2	Low						2	1	2	Low		✓	

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
78	Distribution	Pump Station	Pressure transients or water hammer (which can lead to sloughing of biofilms, dislodging of sediment or pipe bursts) occur because of **accidental/sudden pump shutdowns or valve closures**	M, Q	3	1	3	Low						3	1	3	Low		✓	
79	Distribution	Pump Station	Low flow/limited supply to Wolseley, Montana, Pine Valley & Swane Berg Park consumers due to **pump failure** (caused by pump malfunction, power failure, loadshedding, incorrect settings)	Q	2	2	4	Low						2	2	4	Low		✓	
80	Distribution	Valves and Meters	Low flow/no water supply because of **valve** or **meter failure** (e.g. wear of mechanical parts, power failure, incorrect settings)	Q	3	2	6	Medium	SOP was developed to ensure proper operation and maintenance					2	2	4	Low		✓	
81	Distribution	Valves and Meters	The water supply is contaminated because of **poor hygiene** practices during valve/meter installation, maintenance or repairs	Q	2	1	2	Low						2	1	2	Low		✓	
82	Distribution	Valves and Meters	Excess pressure in the network resulting in damaged valves, water wastage, etc. because of **poor pressure management** (e.g. malfunctioning/failure of pressure reducing valves)	Q	2	2	4	Low						2	2	4	Low		✓	
83	Distribution	Valves and Meters	Backflow of non-potable/contaminated water (from illegal connections or household plumbing) can occur due to **absent or ineffective check valves** or negative pressure	M	3	1	3	Low						3	1	3	Low		✓	
84	Distribution	Valves and Meters	Flooding/standing water near taps resulting in unsanitary conditions due to **improper construction** (no/inadequate apron, gutter, drainage)	M	2	1	2	Low						2	1	2	Low		✓	
85	Distribution	Valves and Meters	Storms, natural disasters or accidents leading to **damage to equipment** or infrastructure	M, Q	2	2	4	Low						2	2	4	Low		✓	
86	Distribution	Valves and Meters	Contaminatants enter at the valve or meter because **unsuitable materials** and coatings were used subsequently creating favourable conditions for microbes to grow	M, A	2	2	4	Low						2	2	4	Low		✓	
87	Distribution	Valves and Meters	Pipe bursts, breaks or leaks as well as damage to tanks and reservoirs due to **operational errors** (e.g. improper/excessive pressure, lack of maintenance) and **external stresses** (e.g. freeze/thaw, traffic weight, invasive tree roots)	M, Q	2	2	4	Low						2	2	4	Low		✓	
88	Distribution	Valves and Meters	Water becomes contaminated with sediments, sludge and slimes/biofilms because of a **lack of maintenance, stagnant water or elevated iron levels**	M	2	2	4	Low						2	2	4	Low		✓	

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	**If yes, proposed controls** *(to be further detailed in improvement plan)*
89	Distribution	Valves and Meters	Pathogens enter the pipeline because of valves or fittings that are **improperly sealed or leaking**	M	2	2	4	Low						2	2	4	Low		✓	
90	Distribution	Valves and Meters	Microbial contaminants enter the distribution system due to **insufficient valve performance** (e.g. compromised isolation)	M	1	3	3	Low						1	3	3	Low		✓	
91	Distribution	Tanker Truck Delivery	**Re-contamination** of water because tanker trucks are not cleaned or sterilized from previous use	M, A	2	2	4	Low						2	2	4	Low		✓	
92	Distribution	Tanker Truck Delivery	Water becomes contaminated during transfer to and from the tanker truck because of the **use of dirty hoses, fittings or filling points**	M, A	2	2	4	Low						2	2	4	Low		✓	
93	Distribution	Pipeline	Pipe burst/damage and resulting reduced raw water quality/quantity due to **aging infrastructure/poor infrastructure condition**	M,C,Q	4	3	12	Medium	Pipe replacement programme and protocol in place				✓	3	2	6	Medium	✓		Municipal records of pipe bursts need to be interpreted to establish which parts of the reticulation network needs to be replaced. The municipality can appoint a service provider to do underground leak detection (this will also pinpoint where pipe replacement and/or leak repairs needs to be prioritized).
94	Distribution	Pipeline	Interrupted water supply because of **repairs** taking place on burst pipes	Q	3	2	6	Medium	Pipe replacement programme and protocol in place				✓	3	2	6	Medium	✓		Introduce a communication system to rapidly inform affected consumers. Develop a water supply emergency plan for use of tanker trucks and/or firetrucks to supply drinking water.
95	Distribution	Pipeline	Increased rate of pipe bursts due to heat and **drought-related** ground movement and drying soil	M, A, Q	2	2	4	Low						2	2	4	Low		✓	
96	Distribution	Pipeline	Reduced quantity and qaulity of water supplied because distribution infrastructure is damaged due to **floods**	M, Q	2	2	4	Low						2	2	4	Low		✓	

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
97	Distribution	Pipeline	Pipelines become vulnerable to contaminants because of **negative or fluctuating pressure conditions** (e.g. intermittent operation, low pressure events, power cuts or the effect of a pressure wave within the system)	M, Q	2	2	4	Low						2	2	4	Low		✓	
98	Distribution	Pipeline	**Ingress of contamination** is enabled by pin-holes, loose connections, cracks, holes in the pipeline coupled with low internal pressures				0							0	0	0				
99	Distribution	Pipeline	Contaminated backflow enters the distribution system from residential / industrial / commercial customers because there is a **lack of backflow prevention devices** or device failure	M, Q	1	2	2	Low						1	2	2	Low		✓	
100	Distribution	Pipeline	Contaminants enter the system due to **illegal / unauthorized connections**				0							0	0	0				
101	Distribution	Pipeline	Microbial hazards are insufficiently disinfected because **increased water temperatures** makes it more difficult to maintain sufficient disinfectant residual				0							0	0	0				
102	Distribution	Pipeline	Increased **disinfection by-products** due to reduced upstream water quality provided to water treatment plant (e.g. higher turbidity, colour, organic materials)				0							0	0	0				
103	Distribution	Pipeline	Introduction of contamination (e.g. soil ingress which can increase turbidity of water) into the distribution system because of **unhygienic construction, repair and maintenance methods**	M	2	4	8	Medium	Pipe replacement programme and protocol in place			✓		2	4	8	Medium	✓		Ensure pipe break SOP is understood and adhered to by all pipe repair teams.
104	Distribution	Pipeline	Introduction of hazards through use of **unsuitable construction materials**				0							0	0	0				
105	Distribution	Pipeline	Reduced quantity and compromised water quality through use of **inappropriate construction materials** (loss of structural integrity, introducing hazards and contamination)				0							0	0	0				
106	Distribution	Pipeline	Pipe slimes, sediment and deposited minerals such as **silicates or oxidised manganese and iron are re-suspended in the distribution system** during high-flow events or flow reversals	M	2	2	4	Low						2	2	4	Low		✓	
107	Distribution	Pipeline	Survival and growth of microbiological hazards in biofilms in piped networks due to **inadequate disinfection**	M, A	2	2	4	Low						2	2	4	Low		✓	
108	Distribution	Pipeline	Increased deposition and biofilm growth in tanks, pumps and fittings in dry periods				0							0	0	0				

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
109	Distribution	Pipeline	Increased turbidity due to accumulation of particles (e.g. sediments) particularly at **dead ends and long stagnation**				0	Low						0	0	0	Low			
110	Distribution	Pipeline	Hazards enters the distribution system because of **aged, damaged and rusted steel/galvanised pipelines**	M	4	3	12	Medium	Pipe replacement programme and protocol in place					2	2	4	Low		✓	
111	Distribution	Pipeline	Introduction of contamination due to **improper construction, repair and maintenance** of water (and sewer) pipelines and **unhygienic work practices**	M, A	2	1	2	Low						2	1	2	Low		✓	
112	Distribution	Pipeline	Contamination of the distribution system with hazards from **private water supplies** (e.g. private borehole, outside the responsibility of the municipality)				0	Low						0	0	0	Low			
113	Distribution	Pipeline	Supply to consumers interupted because of **vandalism/sabotage/damage** to the pipeline	M, Q	2	2	4	Low						2	2	4	Low		✓	
114	Distribution	Pipeline	Less water is available per person because consumers **illegally connect** to the distribution system	Q	1	4	4	Low						1	4	4	Low		✓	
115	Distribution	Pipeline	Pollutants (microbial or chemical) may enter the pipeline because of **vandalism/sabotage/damage** to the pipeline	M, Q	2	2	4	Low						2	2	4	Low		✓	
116	Distribution	Pipeline	Erosion from heavy precipitation/flooding **exposing underground pipes** leading to an increased risk of damage, illegal connection, UV exposure, etc.	M, Q	2	2	4	Low						2	2	4	Low		✓	
117	Distribution	Pipeline	Sediments may be resuspended and biofilms sloughed off in case of **abnormal flow events** (e.g. change in flow direction due to maintenance issues)	M	2	2	4	Low						2	2	4	Low		✓	
118	Distribution	Pipeline	Water supply becomes contaminated because of a **burst pipe** below ground occuring close to exposed stormwater or sewerage	M, A	3	1	3	Low						3	1	3	Low		✓	
119	Distribution	Pipeline	Contamination can occur in household water due to **poor hygiene practices** or **poor selection of materials** during plumbing installation	M	2	2	4	Low						2	2	4	Low		✓	
120	Distribution	Pipeline	Stagnant water due to **dead-ends** in mains and **low water flows**	M	2	2	4	Low						2	2	4	Low		✓	
121	Distribution	Pipeline	Increased **turbidity** at taps due to dead ends (accumulation of sediment)	M	2	1	2	Low						2	1	2	Low		✓	
122	Distribution	Communal standpipe	Water supply is reduced due to **damaged infrastructure/standpipes** caused by animals	M, Q	2	2	4	Low						2	2	4	Low		✓	

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	**If yes, proposed controls** *(to be further detailed in improvement plan)*
123	Distribution	Communal standpipe	Consumers use less safe water sources because they do not have access to potable water during **droughts, floods or** other times that their supply is impacted	M	2	2	4	Low						2	2	4	Low		✓	
124	Distribution	Communal standpipe	**Concern for waterborne disease** due to water standing at communcal standpipes	M, A	2	2	4	Low						2	2	4	Low		✓	
125	Distribution	Communal standpipe	Supply of water to consumers is interupted because of **vandalism/sabotage**/damage to the communal standpipe	M, Q	2	2	4	Low						2	2	4	Low		✓	
126	User Level	Consumer	Water at the household is contaminated because of **poor/old plumbing**				0	Low						0	0	0	Low			

Appendix B

Incident Management Protocol

In diversity there is beauty and there is strength.

MAYA ANGELOU

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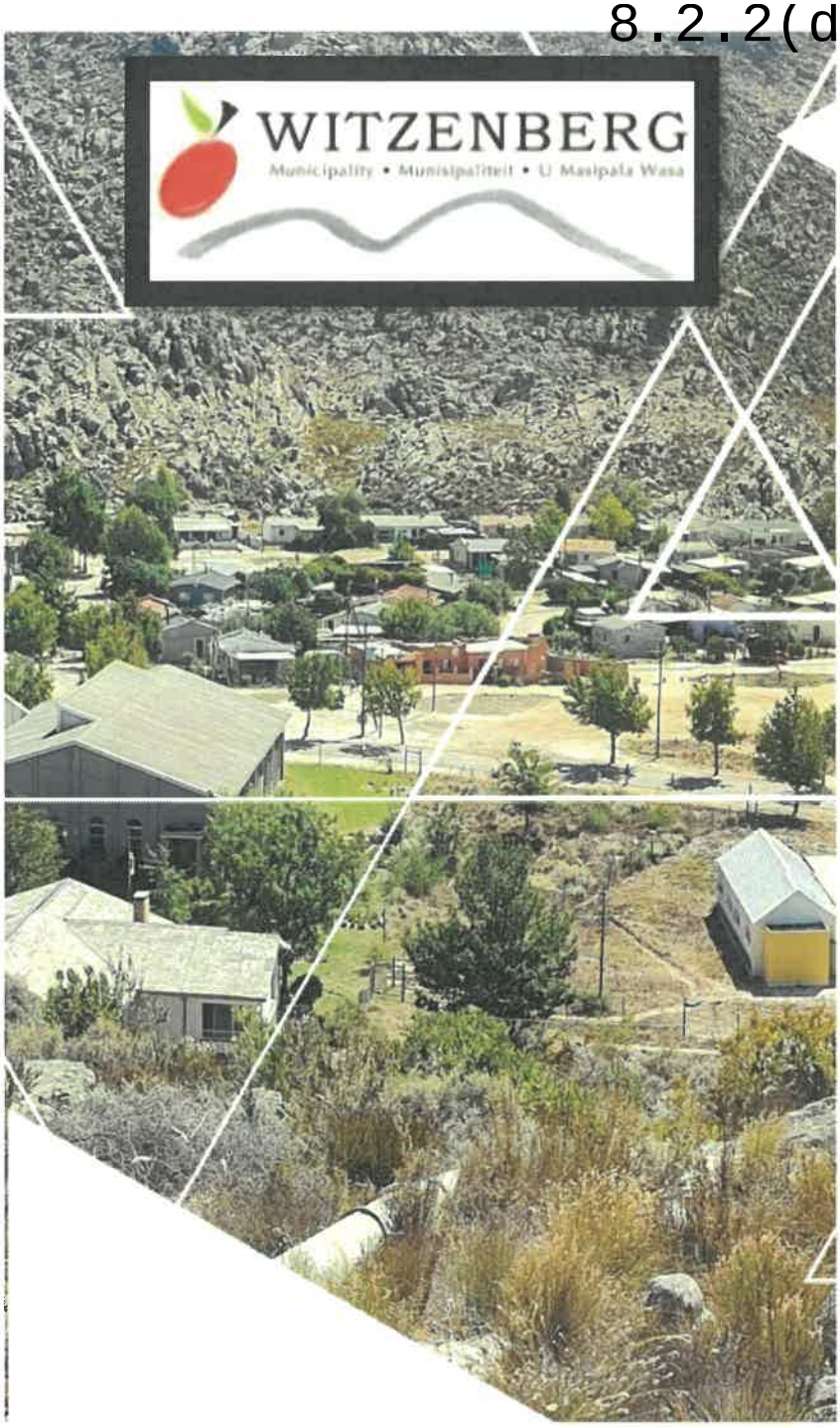

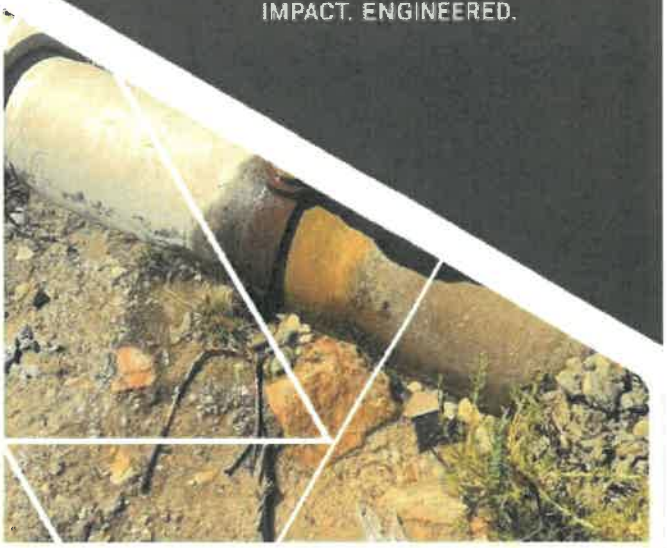

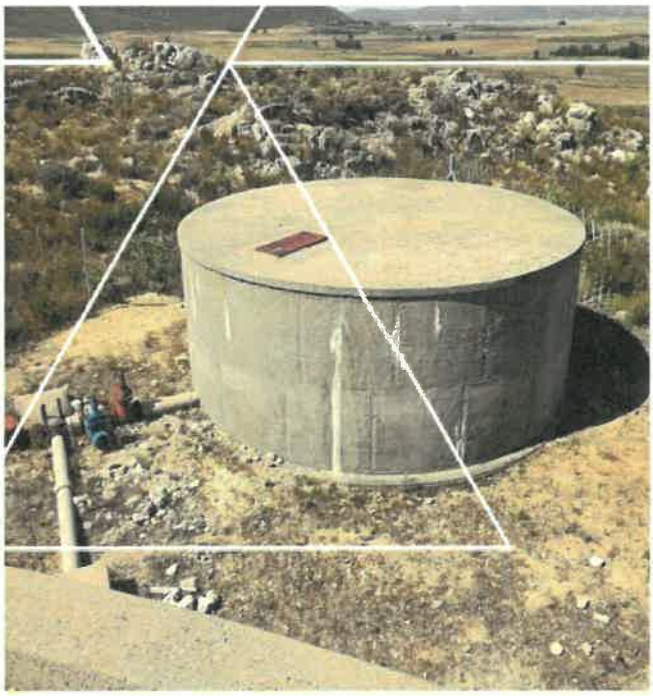

Project report

Professional Services for Water Services Planning Services:

Op die Berg Water Supply System: Water Safety Plan

Witzenberg Local Municipality

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Abbreviations and Acronyms

Acronym	Explanation
BGCMA	Breede Gouritz Catchment Management Agency
DWS	Department of Water and Sanitation
IWA	International Water Association
NTU	Nephelometric Turbidity Units
SANS	South African National Standard
WHO	World Health Organization
WSA	Water Services Authority
WSP	Water Safety Plan
WSS	Water Supply System
WTW	Water Treatment Works
WWTW	Wastewater Treatment Works

1 Introduction

1.1 Water Safety Planning Background

A Water Safety Plan (WSP) is a systematic approach that comprehensively assesses and manages risks throughout the water supply system. The WSP process covers all aspects of the water supply system, from catchment to consumer, and was developed by the World Health Organization (WHO) and International Water Association (IWA) (WHO, 2009).

In South Africa the national regulator, the Department of Water and Sanitation (DWS), requires all Water Services Authorities (WSAs) (including Witzenberg) to develop and implement a WSP as described in the South African National Standard for drinking water quality (SANS 241). Drinking-water is regulated via the DWS Blue Drop Certification process which also assesses the quality of the WSP.

The business of provision of water services operates in a highly regulated environment consisting of interrelated and independent national Acts, including the National Water Act (Act 36 of 1998) and Water Services Act (Act 108 of 1997). Whilst compliance to the Acts is a necessity, executing effective WSP will ensure synergised operations that make for a self-sustaining and effective water services business.

Climate change is expected to introduce changes in temporal and spatial distribution of climate and weather-related events; as well as an increase in severe climate and weather-related events (such as floods, droughts, storms, etc.). This is expected to bring about challenges to water resources, as well as the ability of water utilities to provide adequate safe drinking water to consumers. Consequently, the WSP process has evolved and now also includes consideration of climate change and the need for climate resilience. The inclusion of climate resilience into the WSP process helps ensure continued sustainability of safe drinking water, under current and future climate conditions.

1.2 Methodology

The methodology followed in developing this WSP is briefly described below:

- Engage with the client, gather and review data/information and previous WSPs to understand Witzenberg Water Supply Systems (WSSs).
- Conduct site assessments to:
  - Identify and confirm the respective components of the water supply system;
  - Identify and list all known hazards and hazardous events;
  - Interview operational staff to determine operational constraints, if any.
- Conduct a risk assessment, using the WHO risk management matrix, to:
  - Determine the raw risk without any control measures
  - Determine if any control measures are in place and the effectiveness thereof;
  - Determine the residual risk with existing control measures in place; and
  - Recommend measures to improve the status quo;
- Draft the WSP with consideration of the following sections (as per the proposed modules defined in the WHO/IWA WSP Manual – 2nd Edition):
  1. Assembling the WSP Team
  2. Describing the system
  3. Identifying hazards and hazardous events
  4. Validating existing control measures and assessing risks

5. Planning for improvement
6. Monitoring control measures
7. Verifying the effectiveness of water safety planning
8. Strengthening management procedures
9. Strengthening WSP supporting programmes
10. Reviewing and updating the WSP

- Workshop the draft WSP with the WSP team
- Finalize the WSP for implementation

The typical components of a WSP will be described in greater detail in the sections that follow.

2 WSP Team

2.1 Internal WSP Team

The core internal municipal WSP team responsible for day-to-day operationalisation of the WSP is noted in the table below.

Table 2-1: Op die Berg WSS WSP core implementation team

Name	Job title	Role in WSP team	Contact details
Nathan Jacobs	Manager: Water & Sewerage	Oversea WSS and coordinate all external stakeholders	Phone: 023 316 8540 Email: nathan@witzenberg.gov.za
Stephanie Farmer	Senior Technician: Water & Sewerage	Provide technical support, guidance and expertise in the planning, design, operation, and maintenance of WSS.	Phone: 023 316 8540 Email: stephanie@witzenberg.gov.za
Marquin Pieterse	Technician: Water & Sewerage	Ensure safe and reliable WSS and take proactive measures to prevent or mitigate any risks to public health and the environment.	Phone: 023 316 8540 Email: marquin@witzenberg.gov.za
Willem Mepomie	Superintendent	Oversee operation and maintenance of WSS and ensure the effective implementation of the WSP.	Phone: 081 591 9479 Email: willem@witzenberg.gov.za
Adam Carelse	Supervisor: Water	Oversee operation and maintenance of WSS and ensure the effective implementation of the WSP.	Phone: 078 608 3037
Andre Nel	Process Controller & Plumber	Monitoring and controlling the treatment processes at the WTW.	Phone: 083 470 6877
Cedras Joseph	Assistant Process Controller & Plumber	Monitoring and controlling the treatment processes at the WTW.	Phone: 076 225 7681

The Op die Berg WSS technical team currently has several vacancies. Efficient and effective operations and maintenance can therefore not always be achieved, compromising WSS performance.

The core WSP team is supported by other municipal officials as noted in the table below. These members provide input on an ad-hoc basis (i.e. as and when required).

Table 2-2: Op die Berg WSS WSP internal support team

Name	Job title	Role in WSP team	Contact details
J Barnard	Director: Technical Services	Engage with municipal top management and council	Phone: 023 316 8540 Email: joseph@witzenberg.gov.za
Ingrid Barnard	HR Manager	Staff capacity building and training requirements	Phone: 023 316 1854 Email: ingrid@witzenberg.gov.za
HJ Kritzinger	Director: Financial Services	Budget for improvements	Phone: 023 316 1854 Email: cobus@witzenberg.gov.za
Annelize Lamprecht-Vertue	Manager: Fire, Rescue and Disaster Management Services	Emergency reponse coordination	Email: annelize@witzenberg.gov.za

2.2 External WSP Team

The internal WSP team is also supported by an external WSP team as noted in the table below. These members provide input on an ad-hoc basis (i.e. as and when required).

Name	Organisation / Job title	Role in WSP team	Contact details
Elkerine Rossouw	Breede Gouritz Catchment Management Agency (BGCMA)	Management of water resources in the Breede and Gouritz catchment areas	Phone: 023 3468000 Email: erossouw@bgcma.co.za
Natasha Davis-Wolmarans	DWS Control Environmental Officer: Water Services Regulation	Compliance of water regulations and enforcement of measures to protect public health and environment	Phone: 021 941 6192 Email: DavisN@dws.gov.za
Natasia van Binsbergen	A L Abbott & Associates (PTY) LTD Managing Director	Drinking water quality monitoring	Phone: 021 448 63 40 Email: natasia@alabbott.co.za
Nelmari Janse van Rensburg	CKB – Irrigation board Secretary	Water resource allocations for agricultural purposes	Phone: 023 315 5569 Email: kantoor.kbr@gmail.com
Chris Van Der Walt	Project Executive	Overall leadership, coordination and oversight	Email: Chris.VanderWalt@zutari.com
Dan Abraham	Zutari / Project Lead	Manage and coordinate project team / development of WSP	Email: Dan.Abraham@zutari.com
Philip de Souza	Zutari / Technical Expert	Specialized knowledge and expertise input / development of WSP	Email: Philip.deSouza@zutari.com
Veronique Spanneberg	Zutari / Civil Technologist	Development of WSP	Email: Veronique.Spanneberg@zutari.com
Jana Du Randt	Zutari / Civil Engineer	Development of WSP	Email: JanaDuRandt@zutari.com

3 Water Supply System Description

3.1 Locality

Op die Berg covers an area of 1.0 square kilometres which is the smallest town of the Witzenberg Local Municipality in the Western Cape Province. Op die Berg is surrounded by Wolseley, Tulbagh, Ceres and Prince Alfred's Hamlet.

The map in **Error! Not a valid bookmark self-reference.** illustrates the boundary of Op die Berg.

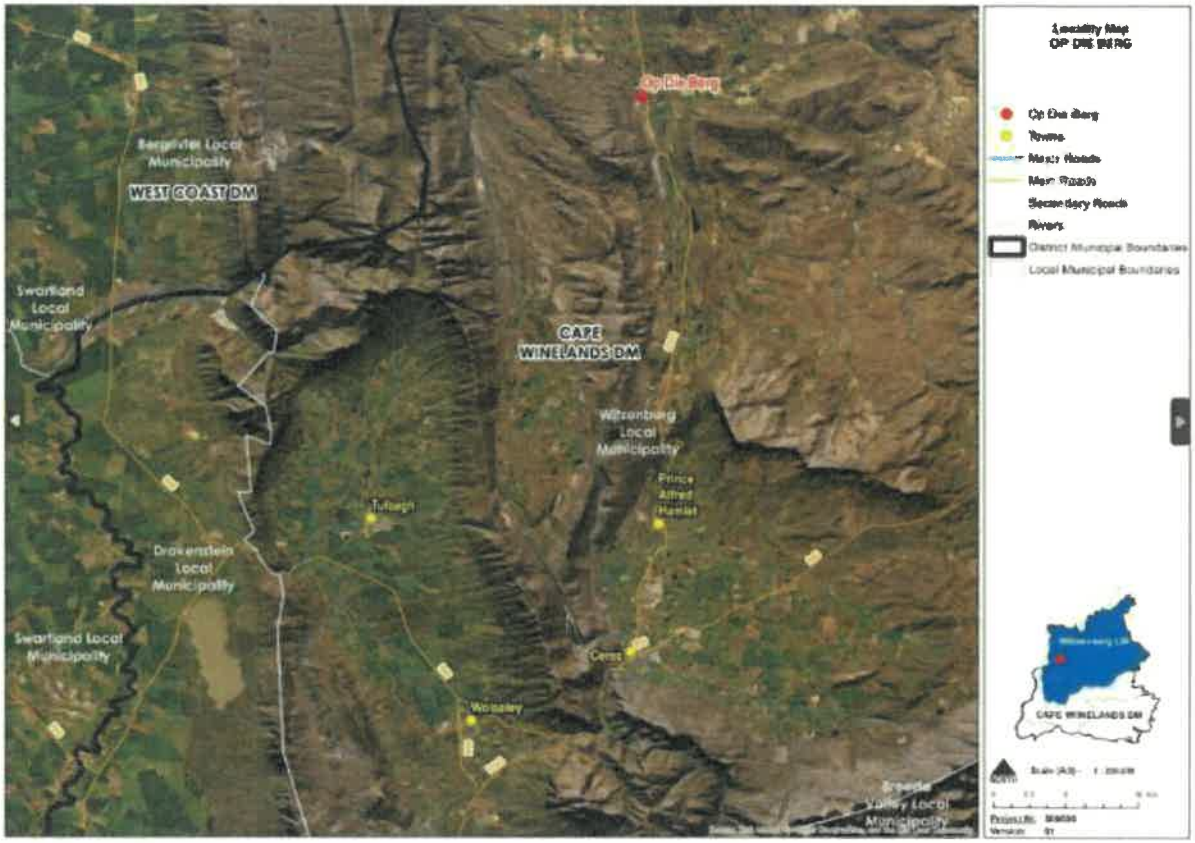


Figure 3-1: Locality Map – Op De Berg

3.2 Climate Summary

Witzenberg Local Municipality is in the Western Cape province, and forms part of the Cape Winelands District Municipality. According to the Köppen-Geiger climate classification most of Witzenberg experiences Mediterranean climate. Witzenberg experiences hot dry summers, and cool wet winters. Typical climate related hazards for Witzenberg include droughts, fires and floods.

Temperatures indicate an increasing trend for the Western Cape Province (Figure 3-2, top half). Increases over the past decade indicate an increase of about 1°C. Trends in ocean currents also indicates an increase with the Agulhas current temperature having increased by 1.5°C since 1980. Rainfall data for the Western Cape indicates a decrease in the number of rainfall days and that the rainy season is starting later each year (Figure 3-2, bottom half). Implications of the above is that there is increased risk of insufficient water being available for consumption.

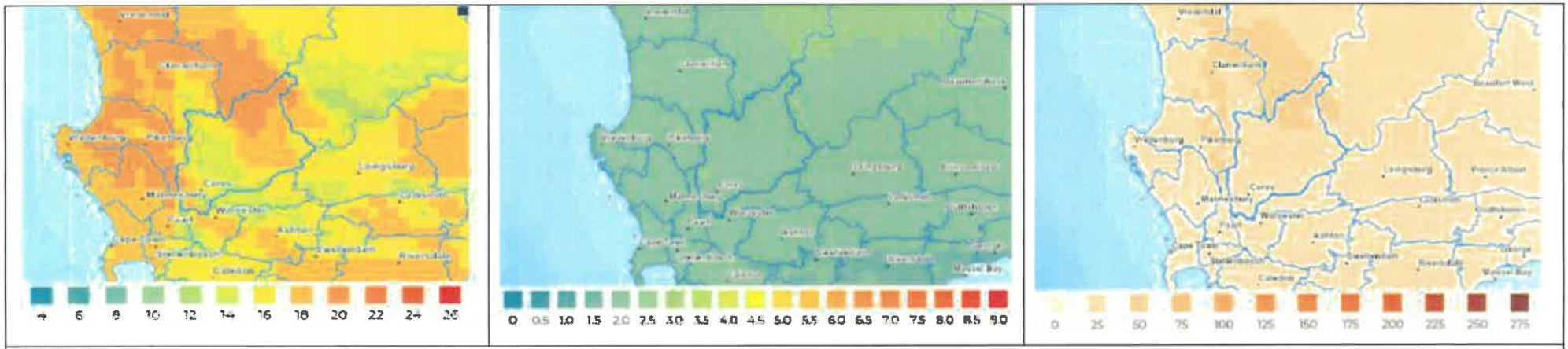
Under the RCP 45 scenario, temperature is expected to increase between 1.67 °C – 2.26°C, whereas under the RCP 85 scenario temperature is expected to increase between 2.19°C – 2.69°C. (***NOTE:*** RCP4.5 represents a scenario whereby greenhouse gas emissions have stabilized before 2100, while RCP8.5 represents a scenario whereby greenhouse gas emissions continue to increase over time, and results in high concentrations of atmospheric greenhouse gases.) Under both RCP 45 and RCP 85 scenarios, rainfall is projected to decrease. These changes are expected to be well out of range of present-day climate variability. The major implication of the above is there will be decreased water availability. Other implications include the increased occurrence of wild fires.

In terms of adapting for climate change, Witzenberg water systems will therefore need to be more robust. Increased skills will be required from water managers and long-term water projections are required. Increased variability in the climate and frequency of extreme events, as well as increased temperature and wind could have an impact on water sources, particularly surface waters. Almost all the bulk water supplied to the towns in Witzenberg Municipality's Management Area is from surface water sources, with limited use of groundwater resources.

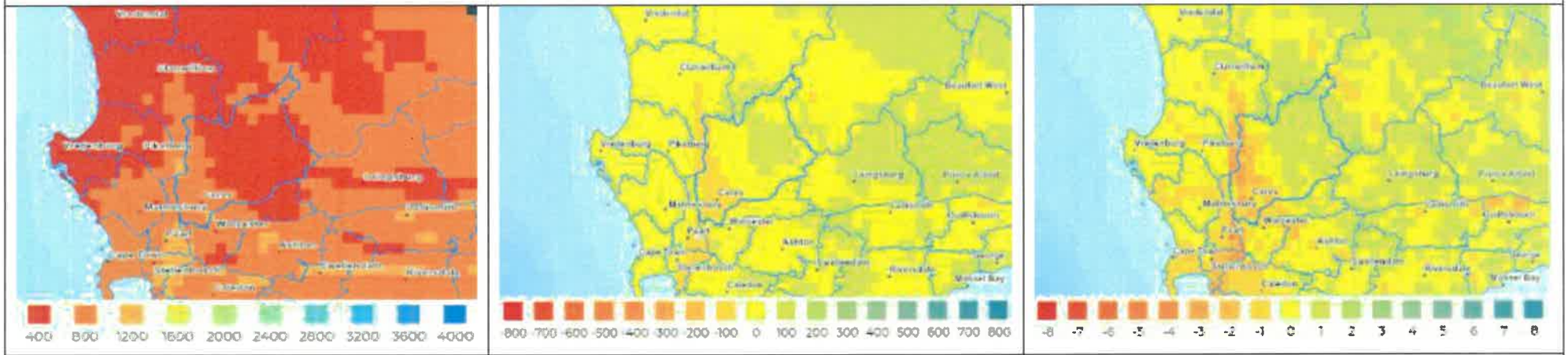
It is necessary for WSAs to develop climate response strategies and include these in their WSDPs, implement WC/WDM and reduce levels of non-revenue water. Water-related climate change adaptation and mitigation planning should be considered through water safety planning and incorporated into all WSDPs and IDPs. The implementation of WC/WDM is a critical element of adapting to climate change.

Witzenberg Municipality has a defined role to play in the mitigation of and adaptation to the impacts of climate change. The Western Cape is particularly vulnerable to climate change and the hotter drier conditions predicted for the West Coast could have far reaching impacts. The Municipality's local economy is driven by agriculture and there is concern about the negative impacts of climate change on the agriculture sector which will turn impact on the local economy.

Figure 3-2: Current Average, Projected Average & Project Very Hot days and Extreme Rainfall days



Witzenberg Municipality a) current average temperatures b) average projected temperatures c) projected very hot days (www.greenbook.co.za)



Witzenberg Municipality a) current average rainfall b) average projected rainfall c) projected extreme rainfall days (www.greenbook.co.za)

3.3 Overview of Water Supply System

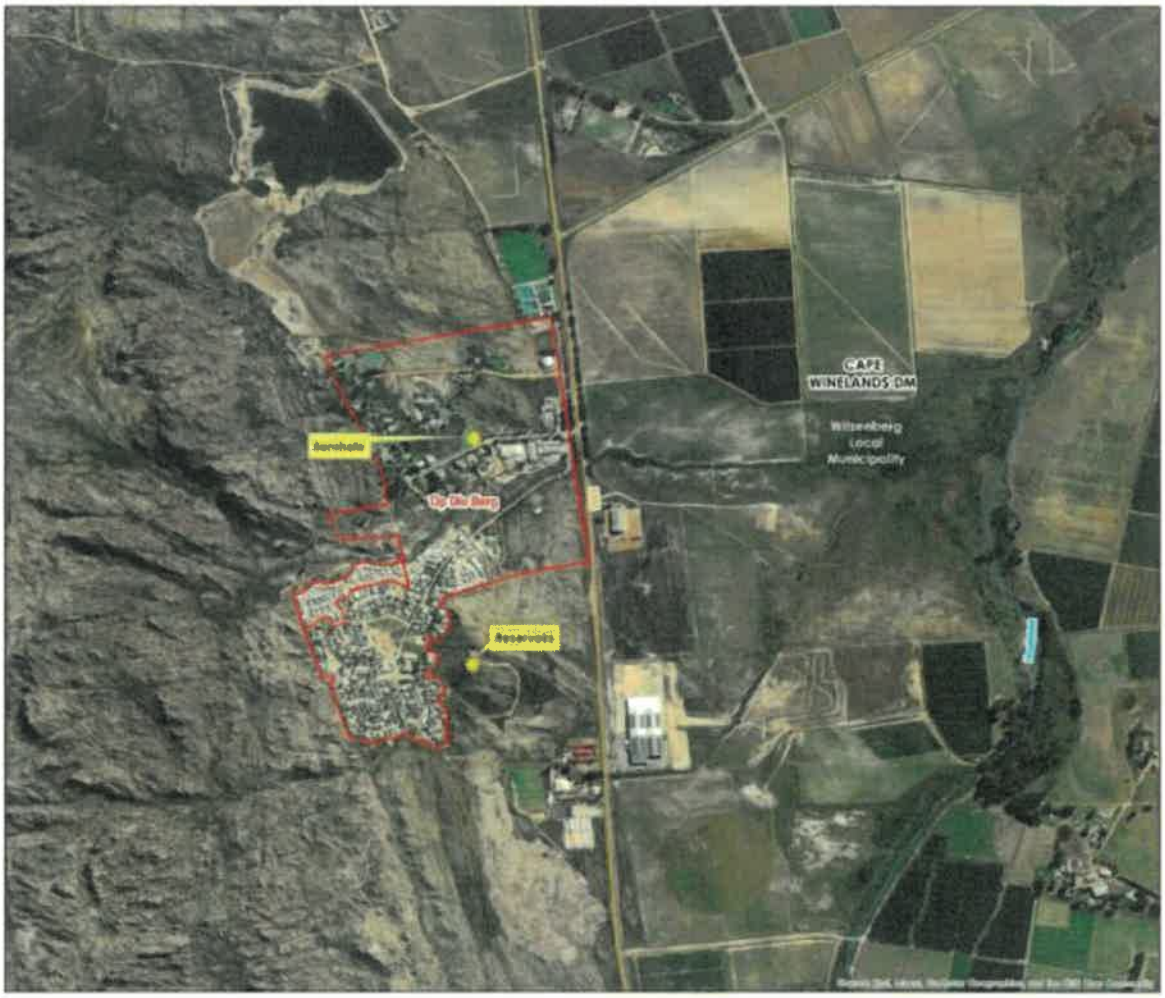


Figure 3-3: Overview of Op De Berg

3.4 Water Sources

Op die Berg WSS depends solely on groundwater as the primary source for domestic use which includes two boreholes and a fountain. The main borehole (WIT01) supplies 120.5 Mℓ/a which is situated on the local community church premises. The second borehole (WIT02) is a supplementary supplier that provides 0.1 Mℓ/a.as a backup.

Water from the fountain supplied the northern and partially the southern parts of the town but since it was vandalised it had been decommissioned.

Water is pumped from the Borehole (WIT 01/02) to the "Odendaal Reservoirs" and "Fountain Reservoir".

Figure 3-4: BH Flow meter

Figure 3-5: Mobile generator used to power the BH pumps

3.5 Water Treatment

Water sourced from the borehole is of good quality and only requires chlorination. There is no on site treatment plant, only a chlorination step. Treatment is carried out manually by adding diluted HTH to the water two or three times a week based on the test results.

Figure 3-6: Inspection cover on 500kl reservoir

Figure 3-7: Evidence of overflowing of reservoir

The Op Die Berg WTW is classified as a Class E works, and the current personnel at the WTW comply with the applicable requirements in Regulation 2834 (see Table 3-1).

Table 3-1: Water treatment works classification and process controllers' compliance – with consideration of Regulation 2834

Class of works	Required staff (Regulation 2834)	Classified process controllers available at the works	Requirements met
Class E	1 x Trainee	Cedras Joseph (**III**)	✓
	1 x **I** Supervisor	André Nel (**IV**)	✓
	1 x **II** Supervisor (for weekly inspection)	Stephanie Farmer (**V**) Marquin Pieterse (V)	✓

It has been noted that in the last 12 months, none of the process controllers have received relevant training. It is important that process controllers attend refresher training courses to improve WTW operations, maintenance and performance. The last training received by process controllers was in early 2022 as indicated below:

Name	Course	Date
Cedras Josephs	• Handling of Dangerous Goods • Conveying of Dangerous Goods	March 2022

3.6 Reservoirs

The water is stored in two (2) bulk storage reservoirs with capacities of 500Kℓ and 60 Kℓ, referred to as the "Odendaal" reservoirs. A 50Kℓ reservoir referred to as the fountain reservoir used to receive its water from the fountain but it is out of commission due to vandalism now it also receives raw water from the borehole (WIT01).

One of the concerns at this facility is that it is not secure and can leave room for trespassing.

Figure 3-8: "Die Berg" reservoir

Figure 3-9: Damaged reservoir ventilators

3.7 Distribution Network

The Odendaal reservoirs service supply the southern parts of the town whereas the fountain reservoir supply both the northern and at times the southern parts as well

3.8 Flow Diagram of the Existing System

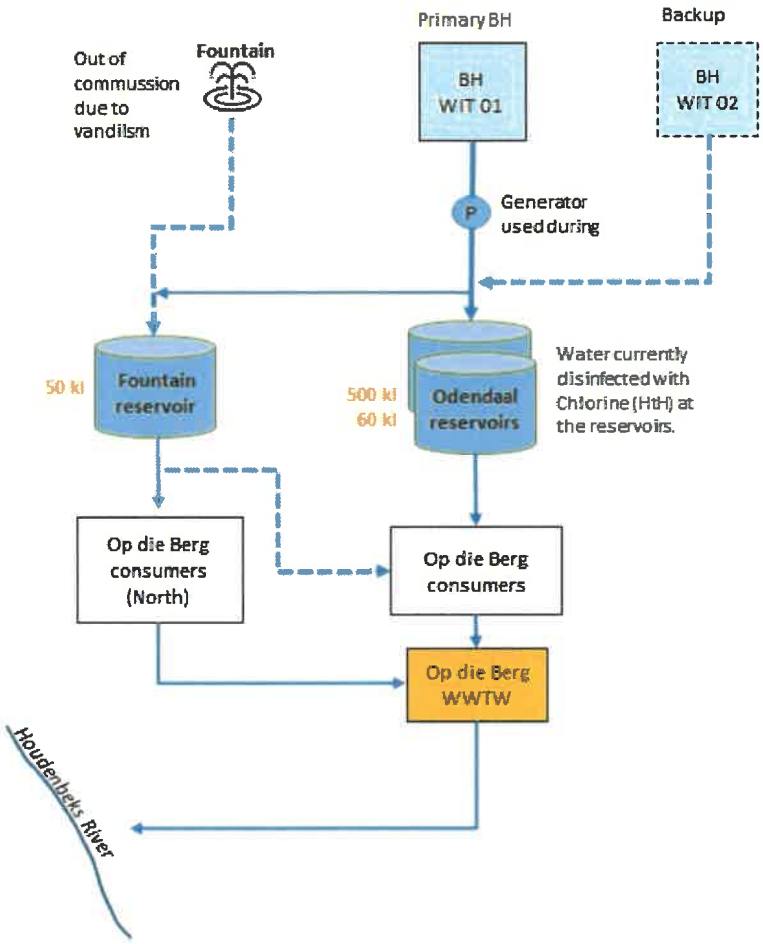


Figure 3-10: Flow Diagram of the Op die Berg WSS

3.9 Water Use and Users

Water in Witzenberg is primarily utilized for residential purposes (including informal settlements), including drinking, food preparation, and various household activities. Additionally, it is used for agricultural practices, commercial and industrial activities, businesses and institutions, recreational activities, and other purposes.

In Op die Berg, households are the main consumers of water, accounting for around 74% of the total water supply.

3.10 Water Demand

The Witzenberg Water Master Plan presents an analysis of water demand in the Witzenberg municipal area. The present annual total water demand (from January 2018 to December 2018) is 5 890 457 kℓ, which results in an **AADD of 16 147 kℓ/d**. For future water demand, it is estimated that the AADD will increase only marginally from 16 147 kℓ/d to 17 136 kℓ/d with all vacant erven occupied and the municipal-wide non-revenue water figure for WM reduced from 36% to 30%. Additionally, it is estimated that future developments can contribute a further 9 871 kℓ/d, resulting in a total future **AADD of 27 006 kℓ/d** for the Witzenberg Municipality reticulation system.

The current average daily demand for water in Op die Berg, including estimates for informal and unmetered consumers, is **335 kℓ/d**. The potential future average daily demand, assuming a reduction in non-revenue water through water demand management (WDM), is **446 kℓ/d** for existing formal stands and **63 kℓ/d** for potential future developments, including informal settlements (Witzenberg Water Master Plan, 2021).

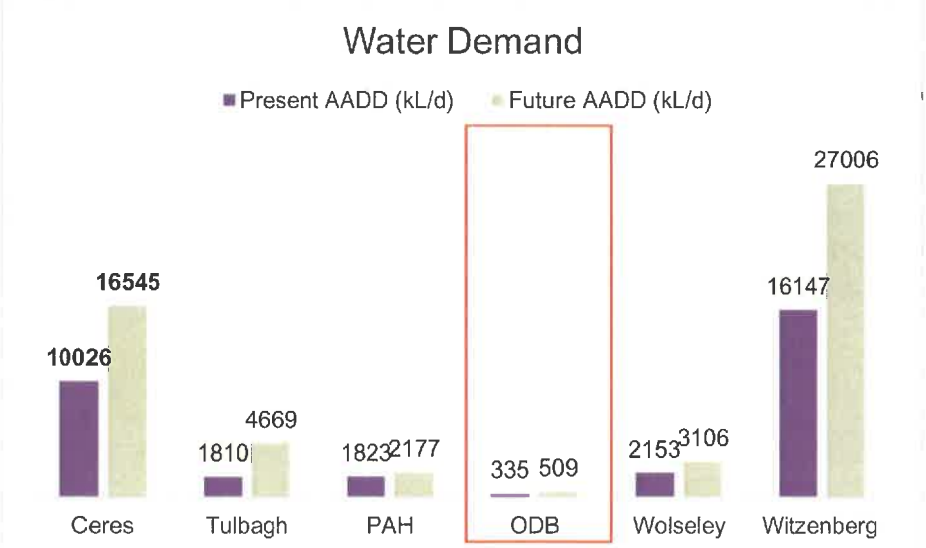


Figure 3-11: Present and future water demand

3.11 Non-Revenue Water

The amount of non-revenue water in Op Die Berg, which refers to the difference between the bulk supply and the billed consumption, shows a consistent decrease, indicating an improvement in water management practices.

The decrease in NRW could be attributed to various factors, including infrastructure upgrades, leak detection and repair, and water management programs. The reduction in NRW not only minimizes revenue loss for water utilities but also ensures an adequate water supply for consumers, especially in regions where water resources are scarce. It is crucial to continue monitoring the trend of NRW and implementing measures to reduce it, promoting efficient water management practices.

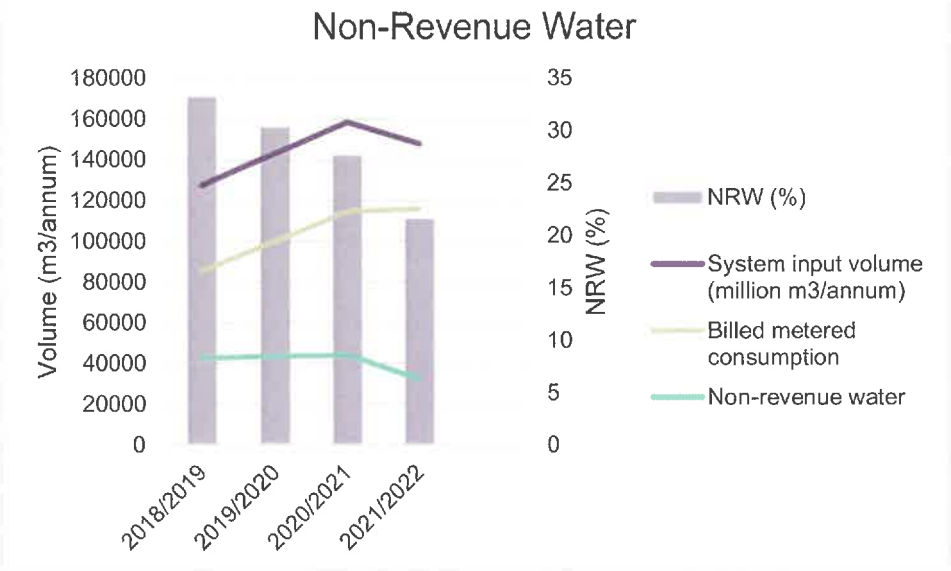


Figure 3-12: Non-revenue water trends from 2018 to 2022

Table 3-2: Non-revenue water data from 2018 to 2022

Year	System Input Volume (m^3/annum)	Billed Consumption (m^3/annum)	NRW (m^3/annum)	NRW (%)
2018/2019	127412	85063	42352	**33.24**
2019/2020	143161	99745	43421	**30.33**
2020/2021	158385	114568	43809	**27.66**
2021/2022	147765	115883	31888	**21.58**

3.12 Laboratory Status

3.12.1 External laboratory

AL Abbott is used for compliance monitoring to ensure that the quality of the water supply meets the required standards. This system involves monthly sampling and analysis to test the quality of the water, which is crucial for the protection of public health. Detailed information and results are included in Section 7.

Furthermore, AL Abbott is SANAS accredited, meaning that it has been certified by the South African National Accreditation System as being accurate and reliable.

3.12.2 Internal laboratory

Operational monitoring is regularly carried out at the Op die Berg WTWs to assess multiple parameters of the treated water, such as conductivity, turbidity, pH and free chlorine.

Detailed information and results are included in Section 6.

The laboratory at the site is not accredited by SANAS. The equipment used for monitoring is listed in an inventory, and the process controllers are responsible for calibrating the equipment. However,

during the site visit, it was observed that there were instances where there were not enough calibration materials available. It is important to ensure that water quality testing equipment is calibrated in order to obtain accurate and reliable results. Therefore, it is recommended that regular calibration checks be conducted.

3.13 Drinking-Water Quality

Compliance drinking-water quality monitoring for the Op die Berg WSS is conducted monthly with data loaded onto the DWS Integrated Regulatory Information System (IRIS). The drinking-water quality status of all water supply systems in Witzenberg Municipality is summarised below, and includes consideration of the following determinants:

- Acute health (microbiological)
- Acute health (chemical)
- Chronic health (chemical)
- Non-health aesthetic
- Operational
- Disinfectant

Figure 3-13: Summarised drinking-water quality performance for Op die Berg Water Supply System – 2020

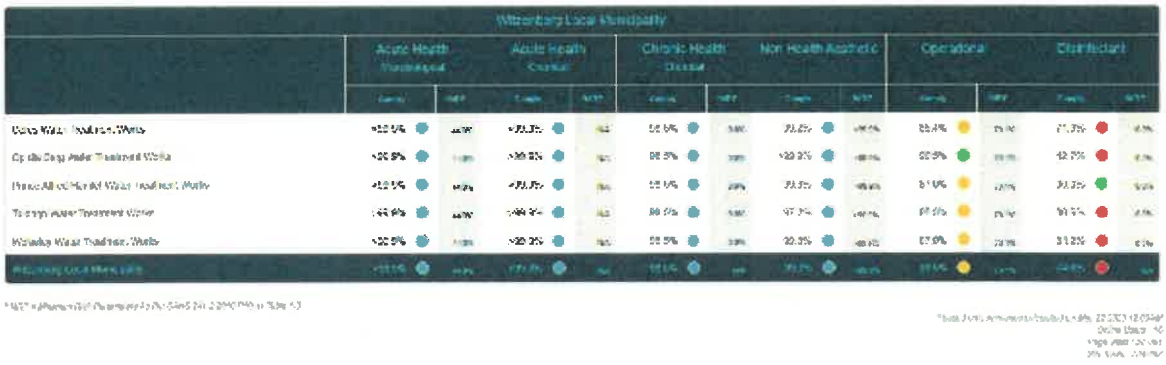


Figure 3-14: Summarised drinking-water quality performance for Op die Berg WSS – 2021

Figure 3-15: Summarised drinking-water quality performance for Op die Berg WSS – 2022

Figure 3-16: Summarised drinking-water quality performance for Op die Berg WSS – 2023 (to-date)

Considering Op die Berg, the following summarised performance is noted:

Table 3-3: Summarised drinking-water quality performance for Ceres Water Supply System

Year	Acute health (microbiological)	Acute health (chemical)	Chronic health (chemical)	Non-health aesthetic	Operational	Disinfectant
2020	Acceptable	Acceptable	Acceptable	Acceptable	Operational monitoring is used as an early warning, and failures should lead to process optimization	Poor
2021	Acceptable	Acceptable	Acceptable	Acceptable		Poor
2022	Acceptable	Acceptable	Acceptable	Acceptable		Poor
2023 (to-date)	Acceptable	Not yet sampled and analysed	Acceptable	Acceptable		Poor

Whilst most water quality parameters appear acceptable (i.e. meeting SANS 241-2015 requirements), the summarised results indicate a deteriorating disinfection performance. The results indicate that current use of HTH for disinfection purposes is not ideal and compromising drinking-water quality. This can have long-term negative effects on the health of the distribution network (increased microbial activity, increased formation of biofilms) and a return to normal chlorine gas disinfection as soon as possible is strongly encouraged. The recent poor acute health (chemical) water quality performance is attributed to no sampling yet been conducted in 2023.

Drinking water quality monitoring is done as per the monitoring programme in Section 7 of this WSP, and includes monthly, quarterly, and annual monitoring. It is not practically or financially feasible for Witzenberg Municipality to monitor all SANS 241 determinants monthly and Witzenberg therefore follow a risk-based monitoring approach. The frequency of monitoring required determinants is based on the outcomes of the latest SANS 241 analysis and associated historical trends.

3.14 Water Supply System Performance: Blue Drop Status

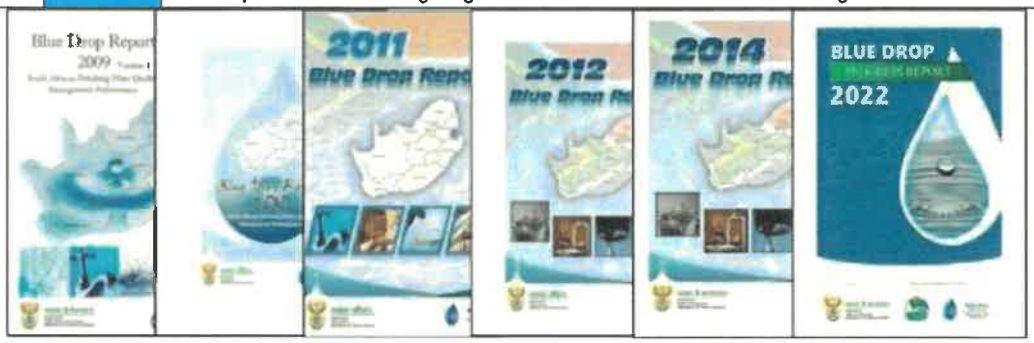
Table 3-4 below indicates a brief history of Witzenberg's Blue Drop Certification performance. The results indicate a proactive municipality with an impressive Blue Drop Certification performance record.

Table 3-4: Witzenberg Local Municipality Overall Blue Drop Status

Year	Blue Drop Score	Regulator's Comments
2009	62.4%	No Blue Drops achieved. Witzenberg Municipality is faring well in its responsibility of drinking water quality management but Process Controlling and Incident Preparedness requires attention. The water supply system of Prince Alfred Hamlet is not up to standard yet though.
2010	93.3%	Blue Drop achieved for: • Ceres • Prince Alfred Hamlet An exceptional 2010 performance by Witzenberg, ensured the illustrious Blue Drop Certification for no less than two water supply systems. The other 3 systems came very close to obtaining the prestigious acknowledgement as well. This is indicative of a concerted effort to improve drinking water quality management to be in line with international best practice. The Department trust that the Municipality will uphold this level of commitment to ensure that the Blue Drop status will be maintained.
2011	97.56%	Blue Drop achieved for: • Ceres • **Op Die Berg** • Prince Alfred Hamlet • Tulbagh • Wolseley Once again an impressive performance by Witzenberg Local Municipality. The Department wish to congratulate this water services authority (WSA) which has proven that the size of a municipality is not to be the determining factor of the success with in the Blue Drop Certification programme but rather the dedication to diligently adhere to the stringent criteria set. In the words of the Lead Inspector: "The WSA has shown high level of commitment throughout the whole process. The officials have put more effort in the preparation for the 2010/11 assessment; this was proven based on the availability and the quality of the information presented during the on-site assessment and the information on the Blue Drop System. The level of commitment from the management side contributed as well. This is one of the municipalities which can be used as a case study (lesson learning), it could benefit other WSAs" This performance justifies a place in the National Top 10 Blue Drop performers.
2012	97.63%	Blue Drop achieved for: • Ceres • **Op Die Berg** • Prince Alfred Hamlet • Tulbagh • Wolseley The consistent excellent performance of Witzenberg Local Municipality can once again be applauded since it can only be due to teamwork, passion and commitment that such a feat seems to become customary for this small municipality. The Department is aware that once Blue Drop certification status is obtained, it becomes more challenging to maintain such status and this makes this accomplishment even more remarkable. Even though all (5) water supply systems reached Blue Drop status fairly comfortably, there would be a few areas the municipality is required to give attention to before further steps away from the 95% mark would be possible. This would be the process control skills level. It

Year	Blue Drop Score	Regulator's Comments
		might be necessary to investigate means to augment current process control capacity (consider placement of Overberg Water trainees; one of the options) or further training of current staff. The other point would be to relook at the process audits since the inspectors found these assessments to lack the level of detail one would expect from an expert process engineering report. And lastly would be the chemical compliance of Tulbagh. The aluminium levels within this system overall complied with the national standard expected level for Good compliance, but in the spirit of endeavouring towards excellence, process optimisation is a necessity to ensure the standards Witzenberg sets for itself are maintained. Nevertheless the municipality can once again proudly display its Blue Drop certification status since it surely deserves this recognition of exceptionality.
2014	95.77%	Blue Drop achieved for: • Ceres • **Op Die Berg** • Prince Alfred Hamlet • Tulbagh • Wolseley The Witzenberg Local Municipality is to be commended for achieving Blue Drop status for each of their water systems for the third consecutive assessment. This is an excellent example to all. It is noted that the municipal team was well prepared for the assessment and presented all the necessary evidence for the inspector to assess compliance. A slight decrease in Municipal Score was achieved and the Municipality is encouraged to review areas where further improvement can be implemented. This includes: • Risk based monitoring should comply with the requirements of SANS 241 with regard to sampling points, frequency of analyses and the determinants that are analysed. Monthly sampling is currently undertaken which is not compliant. • With the exception of Port Alfred Hamlet, poor operational compliance was recorded with a high number of aluminium and turbidity failures. • As previously highlighted, the process audits focus on water quality aspects and do not address technical issues that may impact on the ability of the plant to produce water of acceptable quality. • Baseline No Drop data is not fully compliant with the criteria in all systems. It is anticipated that the Municipality will continue to demonstrate commitment to risk based management of all their systems and the achievement of excellence. The overall 2014 Risk Rating for Witzenberg is 32% which translates into the 5th best performance in the Western Cape. Note that this value is based on the 3 specific areas indicated below and shows concerns (medium to critical risks) for Process Control (which risks reflect compliance in terms of draft Regulation 813) in 3 of the 5 systems; Drinking Water Quality in none of the 5 systems; and Risk Management in none of 5 systems. The Risk Ratings found in all systems for Drinking Water Quality and Risk Management was found to be very low.
2022 (%Blue Drop Risk Rating (BDRR))	25.3%	All the Water Treatment Works (Ceres WSS, **Op die Berg** WSS, Prince Alfred Hamlet WSS, Tulbagh WSS and Wolseley WSS) fall in the Low-Risk category. • Criteria A – The design capacities for all the WSS were provided. • Criteria B – All the WSS (Ceres WSS, **Op die Berg** WSS, Prince Alfred Hamlet WSS, Tulbagh WSS and Wolseley WSS) are operating within their design capacity. • Criteria C – All the WSS have achieved excellent Microbiological compliance (>98%) and Microbiological Monitoring compliance (>80%). However chemical water quality compliance is poor indicating potential health risk and there is insufficient number of chemical monitoring points to verify the quality of water at all points in the network. • Criteria D – The **Op die Berg** WSS, Prince Alfred Hamlet WSS, Tulbagh WSS and Wolseley WSS achieved a low compliance of 54.2% and Ceres WSS achieved an adequate compliance with technical skills which is an indication of the lack of relevant process controllers, supervisors and maintenance teams. • Criteria E – All the WSS achieved excellent compliance for the Water Safety Planning and development of risk-based water quality monitoring programmes as outlined in SANS 241:2015. The Regulator encourages the WSA and WSP to urgently implement the following recommendations to ensure delivery of safe drinking water for all consumers: • Ca: Implementation of corrective measures in the event of microbiological and chemical failures to always ensure delivery of safe drinking water. • Cb: Implementation of monitoring programmes with sufficient samples based on population size as outlined in SANS 241:2015.

Year	Blue Drop Score	Regulator's Comments
		• D: Appointment of suitably qualified staff (supervisors, process controllers and maintenance teams) aligned to set criteria. • E: Development of Water Safety Plan as per SANS 241:2015 and WHO guidelines including risk assessment of entire supply system, water quality evaluation based on full SANS 241:2015 analysis of raw and final water, development of risk-based monitoring programmes, and implementation of mitigating measures to address all medium and high risks.



The following performance is noted for Op die Berg.

Table 3-5: Ceres Blue Drop Certification: historical performance

Blue Drop Assessment Cycle	Blue Drop Score (%)
2014	95.06
2012	96.36
2011	95
2010	93.5
2009	77

NOTE: The 2022 Blue Drop Risk Rating (%BDRR/BDRRmax) for Op die Berg was 22.7% – i.e. low risk.

4 Hazard Assessment, Validation of Control Measures and Risk Determination

A risk assessment is conducted to understand the typical hazards/hazardous events faced at each step of the WSS including management, abstraction, treatment, distribution, and point of use and with consideration of impacts associated with climate variability and change.

The risk associated with each hazardous event is determined based on the product of likelihood and consequence (or severity). This assists in determining which risks are more important and which are less important. Witzenberg has adopted the following risk matrix to determine WSS risks.

Table 4-1: Risk matrix and associated definitions (Likelihood and severity contextual definitions, WSP Manual 2nd Edition)

LIKELIHOOD

Rating	Description	Definition
1	Very unlikely	Has not occurred in the past, and it is highly improbable that it will happen in the future
2	Unlikely	Is possible and cannot be ruled out completely
3	Likely	Is possible and under certain circumstances could happen
4	Very likely	Has occurred in the past and has the potential to happen again
5	Almost certain	Has occurred in the past and is expected to happen again

SEVERITY

Rating	Description	Definition
1	Insignificant	Negligible impact on water quality, acceptability or quantity
2	Minor	Short term or localized non-compliance, quantity or acceptability issue (not health related)
3	Moderate	Long-term or widespread non-compliance, quantity or acceptability issue (not health related)
4	Major	Potential long-term health effects
5	Catastrophic	Potential illness or death

5 × 5 risk assessment matrix

LIKELIHOOD	SEVERITY: Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Very unlikely 1	1	2	3	4	5
Unlikely 2	2	4	6	8	10
Likely 3	3	6	9	12	15
Very likely 4	4	8	12	16	20
Almost certain 5	5	10	15	20	25

RISK SCORE (likelihood × severity)	RISK LEVEL
≤5	Low
6-11	Medium
≥15	High

Witzenberg has adopted a dual-stage risk assessment approach which considers both "raw risk" (sometimes referred to as the "inherent risk" – the risk before including consideration of the impact of the existing control measures) and "residual risk" (with consideration of the impact of existing control measures). Not all existing control measures are 100% effective, and additional control measures may need to be identified and implemented.

The risk assessment was conducted by the WSP team and considered a combination of information gathered from municipal records, staff and stakeholder engagements and site visits, and aimed to identify what could go wrong and where it could go wrong. The following summarized risk assessment considering "high" and "medium" risks is presented in the table below (see Table 4-2). The full risk assessment is included in **Appendix A**.

Note that full risk assessment is included in Appendix A.

Table 4-2: Risk Assessment for Op die Berg WSS

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
22	Source	Borehole	Reduced water availability per capita due to increased demand driven by population growth	Q	3	3	9	Medium	There is a backup borehole.	Noted that the borehole isn't equipped but can be equipped within a day when needed.	-	-	✓	3	2	6	Medium
25	Source	Borehole	Reduced raw water quantity because infrastructure is dysfunctional after the effects of natural disasters (e.g. flood, fire, slips or earthquake-related damage)	Q	2	4	8	Medium	No control measure in place	Not Applicable	-	-	-	2	4	8	Medium
50	Treatment	Disinfection	Disinfection facility at WTW out of order and unable to disinfect water due to vandalism/theft	M A C	4	4	16	High	Borehole is built on the church grounds, high level of respect for the community church	Not Applicable	✓	-	-	3	4	12	Medium

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
51	Treatment	Disinfection	No chlorine gas on site at WTW to disinfect the water due to supplier constraints (shortage of product)	M, A, C	4	4	16	High	Hth is added to onsite storage facility to disinfect water	HTH containers observed on site	-	-	✓	2	4	8	Medium
52	Treatment	Disinfection	Incorrect chlorine dosing and disinfection at WTW due to insufficient monitoring of chlorine (e.g. incorrect sampling, incorrect recording of readings, incorrect method for measurement, incorrect calibration)	M A	3	3	9	Medium	No control measure in place	Not Applicable	-	-	-	3	3	9	Medium
54	Treatment	Disinfection	Compromised disinfection at WTW due to poor dose control/dosing equipment (including calibration, dose calculations, etc.)	M A C	2	3	6	Medium	No control measure in place	Not Applicable	-	-	-	2	3	6	Medium

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
58	Treatment	Disinfection	Low pH of treated water not complying to minimum SANS 241 requirements due to lack of stabilisation	M A C	4	3	12	Medium	No control measure in place	Not Applicable	-	-	-	4	3	12	Medium
59	Treatment	General	Inappropriate or inadequate treated water monitoring at WTW due to failure of equipment or lack of knowledge or training of operator	M A	2	4	8	Medium	No control measure in place	Not Applicable	-	-	-	2	4	8	Medium
60	Treatment	General	Issues of concern are not addressed due to inadequate reporting and on-site documentation at WTW (e.g. recording malfunctions in logbooks, compliance reports)	A	2	3	6	Medium	No control measure in place	Not Applicable	-	-	-	2	3	6	Medium

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
72	Treatment	Storage	Introduction of hazards at reservoir due to unauthorised access by humans (e.g., through breaking of fencing or unfenced reservoirs) leading to vandalism and sabotage	M C	4	3	12	Medium	No control measure in place	On site visit - fencing was damaged by a storm. Appears to be someone sleeping by the reservoir	-	-	-	4	3	12	Medium
76	Distribution	Pump Station	Loss of process control and resulting compromised water quality and reduced efficiency of the distribution system due to instrumentation failure (e.g., telemetry, SCADA) (additionally posing more strain on staff to manually operate the system)	M Q	5	3	15	High	Manual operation of system	Not Applicable	-	-	✓	5	2	10	Medium

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
103	Distribution	Pipeline	Introduction of contamination (e.g., soil ingress which can increase turbidity of water) into the distribution system because of unhygienic construction, repair and maintenance methods	M	2	4	8	Medium	Pipe replacement programme and protocol in place	Not Applicable	-	✓	-	2	4	8	Medium
106	Distribution	Pipeline	Pipe slimes, sediment and deposited minerals such as silicates or oxidised manganese and iron are re-suspended in the distribution system during high-flow events or flow reversals	M	2	3	6	Medium	No control measure in place	Not Applicable	-	-	-	2	3	6	Medium

5 Improvement plan

An improvement/upgrade plan is needed where additional control measures are required to address remaining significant risks. A significant amount of funds and time might be required to successfully implement appropriate control measures, and it is therefore sometimes more appropriate to consider stepwise implementation to enable incremental improvement (i.e., what is required for phase 1, what is required for phase 2, etc.). This requires Witzenberg to also consider and implement low/no cost control measures in the short-term while the necessary funds are secured to enable implementation of long-term control measures.

Considering this, the improvement plan for the Op die Berg WSS is shown below (see Table 5-1**).**

Table 5-1: Op die Berg WSS improvement plan

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
Ensure municipal readiness to recommission boreholes on short notice. Regular monitoring on the boreholes to keep record of the water levels.	Reduced water availability due to increase in population growth *(Risk assessment table reference: No. 22)*	Management: Water and Sanitation Division	R942 000 (excl. vat)	TBD	July 2023	Not yet started
Improve security at disinfection facility at WTW (fortification of building) including consideration of putting up anti-cut and ant- climb fencing. Develop SOP for security patrols.	Disinfection facility at WTW out of order and unable to disinfect water due to vandalism/theft *(Risk assessment table reference: No. 50)*	Management: Water and Sanitation Division	(forms part of refurbishment of chlorination facility)	-	July 2023	In Process

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
Keep HtH readily at hand (on-site or in stores) as backup disinfection measure for temporary shortages of chlorine gas	No chlorine gas on site at WTW to disinfect the water due to supplier constraints (shortage of product) *(Risk assessment table reference: No. 51)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	-	Completed
Record readings in logbook (chemicals added, FCR measured). Ensure availability of required monitoring equipment and reagents. Supervisors to regularly check and sign-off logbooks.	Incorrect chlorine dosing and disinfection at WTW due to insufficient monitoring of chlorine (e.g. incorrect sampling, incorrect recording of readings, incorrect method for measurement, incorrect calibration) *(Risk assessment table reference: No. 52)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	In Process
Consider building a facility for chlorination operations. Keep record of FCR on a regular basis - e.g. at least every hour at the outlet of the reservoir (this will indicate whether the dosage is sufficient/ accurate or not)	Compromised disinfection at WTW due to poor dose control/dosing equipment (including calibration, dose calculations, etc.) *(Risk assessment table reference: No. 54)*	Management: Water and Sanitation Division	R3 000 000.00 (excl. vat) (this includes the reservoir)	Funding already secured	2024/25	Not yet started
Stabilize the final water at Op-die-Berg treatment facility. Upgrade the treatment plant to include a	Low pH of treated water not complying to minimum SANS 241 requirements due to lack of stabilisation *(Risk assessment table reference: No. 58)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	Not yet started

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
stabilization step (lime or soda-ash)						
Ensure that process controllers are adequately trained for the level of work which they need to perform. Supervisors to regularly check and sign-off logbooks.	Inappropriate or inadequate treated water monitoring at WTW due to failure of equipment or lack of knowledge or training of operator *(Risk assessment table reference: No. 59)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	Not yet started
Investigate communication/issue tracking system that will work for municipal needs. Fast-track implementation and monitor performance.	Issues of concern are not addressed due to inadequate reporting and on-site documentation at WTW (e.g. recording malfunctions in logbooks, compliance reports) *(Risk assessment table reference: No. 60)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	Not yet started
Replace telemetry cabling with fibre cables, recommission the automated system	Loss of process control and resulting compromised water quality and reduced efficiency of the distribution system due to instrumentation failure (e.g. telemetry, SCADA) (additionally posing more strain on staff to manually operate the system) *(Risk assessment table reference: No. 76)*	Management: Water and Sanitation Division	TBD	TBD	TBD	Not yet started

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
Ensure pipe break SOP is understood and adhered to by all pipe repair teams	Introduction of contamination (e.g. soil ingress which can increase turbidity of water) into the distribution system because of unhygienic construction, repair and maintenance methods *(Risk assessment table reference: No. 103)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBC	In progress
Investigate potential incidents resulting in such events, Ensure team readiness (understand what to do, have proper equipment to open a fire hydrant, etc), and Ensure appropriate investigation and flushing when consumer complaints received (ensure SOP is adhered to)	Pipe slimes, sediment and deposited minerals such as silicates or oxidised manganese and iron are re-suspended in the distribution system during high-flow events or flow reversals *(Risk assessment table reference: No. 106)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBC	Not yet started

6 Define monitoring of control measures

Control measures should be monitored to check that the system is effectively managed and that the prescribed water quality targets are met. An operational monitoring plan has been implemented to check the performance of existing control measures and to timeously inform corrective action (if required). Where monitoring indicates that control measures are ineffective, new control measures will need to be identified and implemented. Basic operational monitoring as follows:

- At least daily checks of key water quality parameters at the Op die Berg WTW and capturing thereof in appropriate logbooks,
- At least daily checks of key chemical dosages/chemical usage and capturing thereof in appropriate logbooks, and
- Visual observations/inspections of the Op die Berg WTW, key reservoirs and pump stations and capturing thereof in appropriate logbooks.

Currently, the superintendent is responsible for water quality testing of the water quality parameters listed in Table 6-1, analysing the results against the corresponding limits and responding or applying corrective actions as described in the Incident Response Management Plan.

Table 6-1: Op die Berg operational monitoring programme: water quality

What is monitored?	Risk	Where?		When? (Frequency)	Standard Limit(s) (SANS 241-1:2015)	Critical limit(s) (Incident Response Management Plan)
		WTW Raw Water	WTW Final Water			
Conductivity at 25°C	Aesthetic	✓	✓	Daily	≤ 170 mS/m	
Turbidity	Operational Aesthetic	✓	✓	Daily	≤1 NTU ≤5 NTU	Alert Level II: ≤5 NTU
pH at 25°C	Operational	✓	✓	Daily	≥5 and ≤9.7 pH units	
Free Chlorine	Chronic health		✓	2 x per day	≤5mg/L	5mg/L

Considering current medium and high risks emanating from the risk assessment, the following key observations and other measurements should be introduced as part of the operational monitoring programme.

Table 6-2: Op die Berg WSS operational monitoring programme: observations and other measurements

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
Source	Water restrictions	Water use	Households	When restrictions are applied	Target high water users not adhering to restrictions. Create awareness around water use efficiency	Senior Technician Water & Sewerage	Water use within restricted use	Installing meters on households with high water use. Refer to Water and Sanitation Services By-Laws.
Source	Source inspection for visible blockages and/or possible sources of contamination	Operation of dams/boreholes/ raw water	Boreholes	Daily	Visual inspection	Process Controller; Supervisor	No visible blockages and/or sources of contamination	Follow SOP for source inspection
Intake and transport & Distribution	Pipe replacement programme and protocol	Pipe burst/damage and resulting reduced raw water quality/quantity	Bulk pipelines and distribution system	Events of pipe burst/damage	Visual inspection of bulk pipelines and distribution system	Superintendent	Well maintained pipeline with no burst/damage	Follow SOP for operation and maintenance of the WSS and pipe breaks. Refer to the Pipe replacement programme and protocol.
Intake and transport	Maintain a clear space around infrastructure to act as basic fire break	Uncontrolled vegetation growth around exposed infrastructure	WTW and exposed pipelines in network	Monthly	Visual inspection	Process Controller; Supervisor	No uncontrolled vegetation within (recommended) 9 metres of infrastructure	Introduce a fire break or perform controlled burning

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
Intake and transport	Manual operation of system (pumps)	Pumps	Pump stations	Daily	Visual observation and maintenance schedule	Process Controller	Operational pumps	Follow SOP for operation and maintenance of a pumping station/pump
Treatment	On-site water quality sampling and testing	Conductivity, turbidity, pH and free chlorine	WTW	See Table 6-1	Water quality sampling and testing using on-site equipment and recording results in a logbook (Follow SOP for water sample collection and on-site water quality testing.)	Process Controller	See Table 6-1	Refer to corrective actions in the Incident Response Management Plan.
Treatment	Security fencing (Fortification of building)	Condition of security fence and gate	Disinfection facility at WTW	Daily	Visual observation (Follow SOP for site security inspection)	Process Controller	Fence in good condition. Gate closed and locked securely. Windows intact. All assets on-site and in working condition.	Repair fence or gate within 1 day or consider putting up anti-cut and anti-climb fencing. Replace/refurbish damaged assets.
Treatment	HTH added to onsite storage facilities to disinfect water	Quantity chlorine added to water (cups, kg)	On-site reservoir at WTW	Daily	Record quantities added in logbook	Superintendent	See Table 6-1	Optimize disinfectant

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
Treatment	Water quality testing equipment inventory and record conditions	Water quality testing equipment	WTW	Once per month	Complete inventory checklist and record in logbook	Superintendent	Adequate water quality testing equipment to test all required parameters	Replace or service any water quality testing equipment that is not currently functioning properly.
Treatment	Refresher training to Process Controllers – Training programme	Skills and knowledge of Process Controllers	WTW	Once per month	Internal training	Superintendent	Process Controllers' training certificates up to date	
Treatment	Regular equipment calibration	Conductivity, turbidity, pH and free chlorine	WTW	Daily (internal) Yearly (external)	Calibrate equipment using on-site calibration materials and recording (Follow SOP for site calibrating equipment)	Process Controller	Calibration performed on a regular basis and on-site calibration materials adequate	Ensure adequate calibration materials are available for daily internal calibration
Treatment	Review of logbook	Issues of concern	WTW	Daily/Weekly	Review logbook record of all monitoring actions and issues captured at WTW	Superintendent	No unaddressed issues at WTW	Address issues of concern accordingly
Distribution	Inspection and maintenance of communal standpipes/taps	Sufficient supply of water to consumers (interruptions due to vandalism/sabotage/damage)	Communal standpipes/ taps	Daily	Visual inspection	Superintendent	Communal standpipes/taps in good condition and supplying sufficient water to consumers	

7 Water Safety Plan Verification

Verification should provide the evidence that the overall WSS is capable of consistently delivering the required quantity of water at the required quality (i.e. meeting national drinking-water quality standards). Verification includes:

- Compliance monitoring
- Auditing
- Consumer satisfaction surveys

7.1 Compliance monitoring

Compliance monitoring confirms that the drinking-water quality regulations and standards (i.e. SANS 241-2015) are being achieved. Witzenberg utilises AL Abbott, a SANAS accredited laboratory in Cape Town, for their compliance monitoring. AL Abbott collect drinking-water quality samples from all Witzenberg towns, conduct the analysis and report results and issues of concern to Witzenberg on a monthly basis.

The compliance monitoring points, programme and corresponding limits are captured in the tables that follow. Responses and corrective actions are described in the Incident Response Management Plan

Table 7-1: Op die Berg compliance monitoring: sample points

Site Id	Site Name	Status	Critical
6849	Tap behind Spar	Activated	Yes
14299	De Keurstraat	Activated	No
6941	469 Rivier Singel	Activated	No
6484	Clinic	Activated	No

Table 7-2: Op die Berg compliance monitoring: SANS 241 parameters

SANS 241-2:2015 REQUIREMENTS What is monitored? Microbiological	Risk	When? (Frequency)	Standard Limits (SANS 241-1:2015)	Critical limit(s) (Incident Response Management Plan)
E. coli or Faecal Coliforms	Acute Health	Monthly	0 count per 100 mL	Alert Level I: 1 count per 100mL Alert Level II: 2 - 10 count per 100mL Alert Level III: >10 count per 100mL
Protozoan parasites - Giardia	Acute Health	Annually	0 per 10 L	Alert Level II: 1 count per 10L Alert Level III: >1 count per 10L
Protozoan parasites - Cryptosporidium	Acute Health	Annually	0 per 10 L	Alert Level II: 1 count per 10L Alert Level III: >1 count per 10L
Total Coliforms	Operational	Monthly	≤10 count per 100 mL	
Heterotrophic plate count	Operational	Monthly	≤1000 count per mL	≤1000 Count per mL
Somatic Coliphages	Operational	Annually	0 count per 10 mL	Alert Level I: 1 count per 10mL Alert Level II: 2 - 10 count per 10mL Alert Level III: 10 count per 10mL
Physical and Aesthetic				
Colour	Aesthetic	Annually	≤15 mg/L	
Electrical Conductivity	Aesthetic	Monthly	≤170 mS/m	
Total Dissolved Solids	Aesthetic	Monthly	≤1200 mg/L	
pH at 25°C	Operational	Monthly	≥5 and ≤9.7 pH units	
Turbidity	Operational	Monthly	≤1 NTU	
	Aesthetic		≤5 NTU	Alert Level II: ≤5 NTU
Chemical (Macro) Determinants				
Free Chlorine	Chronic Health	Monthly	≤5mg/L	
Monochloramine	Chronic Health	Annually	≤3mg/L	
Nitrate	Acute Health	Quarterly	≤11mg/L	
Nitrite	Acute Health	Quarterly	≤0.9 mg/L	
Combined Nitrate + Nitrite	Acute Health		≤1	

SANS 241-2:2015 REQUIREMENTS What is monitored?	Risk	When? (Frequency)	Standard Limits (SANS 241-1:2015)	Critical limit(s) (Incident Response Management Plan)
Sulphate	Acute Health	Annually	≤500	
	Aesthetic		≤250	
Fluoride	Chronic Health	Quarterly	≤1.5	Alert Level II: Result 0.9 – 1.7 mg/L Alert Level III: Result > 1.7 mg/L
Ammonia	Aesthetic	Quarterly	≤1.5	
Chloride	Aesthetic	Quarterly	≤300	
Sodium	Aesthetic	Annually	≤200	
Zinc	Aesthetic	Annually	≤5	
Chemical (Micro) Determinants				
Antimony	Chronic Health	Annually	≤20µg/L	
Arsenic	Chronic Health	Annually	≤10µg/L	
Barium	Chronic Health	Annually	≤700µg/L	
Boron	Chronic Health	Annually	≤2400µg/L	
Cadmium	Chronic Health	Annually	≤3µg/L	
Total Chromium	Chronic Health	Annually	≤50µg/L	
Copper	Chronic Health	Quarterly	≤2000µg/L	
Cyanide	Acute Health	Annually	≤200µg/L	
Iron	Chronic Health	Monthly	≤2000µg/L	Alert Level I: 200 – 1000 µg/L Alert Level II: 1100 – 2000 µg/L Alert Level III: > 2000 µg/L
	Aesthetic		≤300µg/L	
Lead	Chronic Health	Annually	≤10 µg/L	
Manganese	Chronic Health	Monthly	≤100 µg/L	Alert Level I: 100 – 400 µg/L Alert Level II: 500 – 1000 µg/L Alert Level III: > 1000 µg/L
	Aesthetic		≤400 µg/L	
Mercury	Chronic Health	Annually	≤6 µg/L	
Nickel	Chronic Health	Annually	≤70 µg/L	
Selenium	Chronic Health	Annually	≤40 µg/L	

SANS 241-2:2015 REQUIREMENTS What is monitored?	Risk	When? (Frequency)	Standard Limits (SANS 241-1:2015)	Critical limit(s) (Incident Response Management Plan)
Uranium	Chronic Health	Annually	≤30 µg/L	
Aluminum	Operational	Annually	≤300 µg/L	
Chemical (Micro) Determinants				
Total organic carbon	Chronic Health	Quarterly	≤10 mg/L	
Trihalomethanes - Bromoform	Chronic Health	Quarterly	≤300 µg/L	
Trihalomethane - Dibromochloromethane	Chronic Health	Quarterly	≤100 µg/L	
Trihalomethane - Bromodichloromethane	Chronic Health	Quarterly	≤100 µg/L	
Combined trihalomethanes	Chronic Health	Quarterly	≤60 µg/L	
Microcystin	Chronic Health	Annually	≤1	
Phenols	Aesthetic	Annually	≤10 µg/L	

Note: To align the Incident Response Management Plan with the new SANS 241-2:2015, it is advisable to update the plan and incorporate the following changes: exclude total chlorine, calcium, cobalt, potassium, cypathogenic viruses and vanadium from the list of compliance criteria, as they are no longer considered relevant; include compliance limits for uranium and monochloramine, and update the limits for manganese and selenium.

7.2 Auditing

Auditing provides evidence that the WSP is complete, up to date, adequately implemented and effective.

Witzenberg have noted that internal and/or external audits of WSP activities are not routinely done. It is, however, noted that Water Treatment Works process audits are conducted by A L Abbott and Associates on an annual basis. With the last DWS Blue Drop Certification assessment it was recommended that Witzenberg ensure that the process audit should focus more on the capability of the plant, asset management and required funding to address concerns (instead of being largely water quality focussed). In addition, it should also be more aligned to WSP activities. Furthermore, it is noted that as part of the development of this WSP, the Zutari team have performed certain elements of an external audit, including inspection of the water supply system, review of data and information, and identification of gaps and issues of concern. These activities were used to inform the list of hazards and hazardous events and to determine the associated risks.

Bearing current practice in mind, it is recommended that an internal and/or external audit of the WSP is scheduled on at least an annual basis.

7.3 Consumer satisfaction surveys

Consumer satisfaction surveys provides information about how satisfied consumers are with the water supply. This requires communication with consumers about drinking water quality and quantity issues and helps ensure consumer confidence with the water supply and service delivery.

Witzenberg Municipality has a call centre in place, whereby complaints / issues can be logged by consumers. This ensures that complaints / issues are dealt with timeously and effectively. The municipality further conducts quarterly service delivery Imbizos in all the towns of Witzenberg to address any queries or issues related to service delivery. These Imbizos often involve interactive sessions focussed on consumer participation and community communication, and they play a vital role in ensuring consumer confidence in the quality of the drinking-water supplied and associated water supply service delivery. In addition, the municipality can regularly communicate drinking-water quality and related service delivery information to consumers via posters, radio, flyers, roadshows, etc.

8 Management Procedures

Management procedures provide documented procedures to follow during normal or incident conditions, or emergency situations. Management procedures include:

- Standard Operating Procedures (SOPs)
  - Normal operations
  - Incident conditions
- Emergency Response Plans (ERPs)

The available SOPs and ERPs are highlighted in the sections that follow.

8.1 Standard operating procedures

8.1.1 Normal operations

The following SOPs for normal operations, listed in Table 8-1, are implemented within Witzenberg Municipality with a few additional SOPs suggested for consideration:

Table 8-1: Standard operating procedures

Category	Standard operating procedure	Procedure in place
General tasks	Site security inspection	Y
	Water sample collection	
	Dealing with user notifications and complaints	Y
	Record keeping and reporting	Y
	Entry into confined spaces, sewer, manholes and wet wells	Y
	Digging of trenches	Y
	Fire hydrants operation and maintenance	Y
	Water supply system operation and maintenance including pipe network, pumps, valves and other fittings	Y
	Pipe breaks procedure	Y
	Pump station inspection	Y
	Pump station operation and maintenance	Y
Source	Source inspection for visible blockages and possible sources of contamination	
	Scour valves operation and maintenance	Y
Treatment	Chemical dosing procedures (e.g. coagulation/flocculation, pH correction)	
	Filter backwashing	
	Calibrating equipment and online monitoring systems	
	On-site water quality testing	Y
	Record keeping of operations and maintenance activities (log book with water quality testing results, quantities of chemicals used, minor issues addressed, etc.)	Y
	Inspection and maintenance of storage tanks/reservoirs	Y

Category	Standard operating procedure	Procedure in place
Storage and distribution	Responding to loss of pressure/no water in the distribution network	
	Flushing water mains procedure	Y
	Inspection and maintenance of communal standpipes/taps	
	New water connections procedure	Y

8.1.2 Water and Sanitation Services By-Laws

- Application for water services
- Charges for water services
- Payment for water services
- Termination, limitation and disconnection of water services
- Service levels
- Water supply system consideration
  - Connection to water supply system
  - Standards (e.g. quantity, quality, pressure, water restrictions)
  - Measurement (e.g. quantity supplied
  - Audit (e.g. water audit of a customer)
  - Installation work
  - Communal water supply services
  - Temporary water supply services
  - Boreholes
  - Fire services connections general provisions
  - General provisions (e.g. water sampling, use of grey water)
- Water Services Intermediaries (e.g. registration, provision of water services, charges)
- Unauthorised water services (e.g. obstruction of access, water wastage, illegal discharges, illegal connections)
- Notices
- Appeals
- Offences
- Documentation
- General provisions

8.1.3 Incident conditions

The following SOPs, as described in the Water Incident Management Protocol Plan, for prevention and correct incident conditions are implemented within Witzenberg Municipality (note that all page references refer to the Water Incident Management Protocol Plan):

- Contact procedures and numbers for
  - minor emergencies e.g. leakages
  - more serious emergencies e.g. pipe bursts
  - sever emergencies e.g. availability of water

The Emergency Centre is contacted immediately when a problem is observed. The Manager of Water & Sewerage (Nathan Jacobs) is notified and jointly investigates the situation with the Superintendent and Senior Technicians.

Appropriate actions are taken to rectify the situation, which may include mobilizing internal technical personnel or external contractors. Operating personnel at the relevant treatment plant is notified of the problem. The Manager of Water & Sewerage draws up an Incident Report containing information such as the date of the incident, investigator, incident description, recommended steps to prevent a recurrence, and the name of the person compiling the report. In case of serious incidents, the DWS Western Cape Regional Office is notified by the Manager of Water & Sewerage.

Once the issue is resolved, the supervisor will notify Emergency services, who will log the query from start to end and provide an emergency report. The report will be submitted along with the monthly report to the Technician: Water & Sewerage.

Severe emergencies posing health risks to the community are notified through media after informing all parties as per the contact procedure.

- Protocol for drinking-water failure
  - Alert Level I – routine problems
  - Alert level II – minor emergency
  - Alert level III – major emergency
- Incident management protocol for
  - health related drinking water quality incidents
  - aesthetic drinking water quality incidents
  - examples of water quality protocol
    - bacteriological failure response
    - disinfection optimization
    - turbidity
- Troubleshooting
  - Pumps
  - Filtration
  - Disinfection
- Serious accidents protocol
  - Eye incident
  - Bleeding
  - Chemical burns
  - Electrical burns
  - Heat burns
  - Fire burns
  - Shock
  - Poisoning

To align the Incident Response Management Plan with the new SANS 241-2:2-15, it is advisable to update the plan and incorporate the following changes: exclude total chlorine, calcium, cobalt, potassium, cypathogenic viruses and vanadium from the list of compliance criteria, as they are no longer considered relevant; include compliance limits for uranium and monochloramine, and update the limits for manganese and selenium.

- An incident register is used to capture all incidents reported in Witzenberg Municipality

8.2 Emergency response plans

Emergencies even occur in the best managed systems. Water safety planning and the developemnt and implementation of ERPs can aid preparedness for disasters and extreme events, including those that are unforeseen.

- Emergency Preparedness Plan for the Ceres Koekedouw Dam
  - Early warning
  - Flooding
  - Line of responsibility
  - Evacuation procedures
  - Support systems
- Drought management plan
- Flood management plan
  - Includes consideration of flooding impacts, vulnerable areas and people, risk reduction strategies and response strategies
- Disaster response plan
  - Includes the disaster risk assessment, risk reduction strategies, response and recovery.
  - Education, training, public awareness and research and it outlines the responsibilities of the Municipality's directorate and departments.

9 Supporting programmes

Supporting programmes could include:

- Consumer education
- Laboratory quality control
- Staff training
- Creating WSP awareness and buy-in

Supporting programmes may either have a direct impact (e.g. through process controller training) or an indirect impact (through public awareness) on drinking water safety. Municipal efforts to-date are summarised in the sections below.

9.1 Consumer education

As the municipality is in an area prone to droughts, various media and social media campaigns (Facebook, newsletters, etc.) are undertaken to make the public aware and keep them up to date of, for example, matters related to water conservation. Water restrictions are implemented as required. A drought management plan has also been drafted and shared with the community.

9.2 Laboratory quality control

Witzenberg utilises a SANAS accredited laboratory for compliance monitoring.

Operational monitoring is conducted using available on-site laboratory equipment. The equipment is calibrated by the process controller on site to ensure accurate results. Additionally, the equipment is sent to the supplier for calibration on an annual basis, further ensuring accurate operational monitoring and alignment to industry standards.

9.3 Staff training

WTW and other WSS staff undergo regular training courses (e.g. NQF training) to improve their knowledge and to enable them to grow their careers within Witzenberg. The municipality seeks to create a formalised staff training schedule that ensures that on-going process controller training is conducted on at least an annual basis.

9.4 Creating WSP awareness and buy-in

WSP awareness and buy-in includes investing in capacity building initiatives to empower municipal staff with the necessary awareness, understanding and skills to effectively implement the WSP. This is done by offering internal training programmes, workshops and technical support to enhance staff understanding of risk assessment, monitoring and emergency response protocols. Furthermore, a regular review and update of the WSP (based on feedback, data analysis and emergency challenges) ensures that the WSP remains effective. Sharing results and lessons learned and demonstrating progress in closing gaps within the different WSSs assists in maintaining staff engagement and encourages ongoing collaboration. This helps ensure the provision of a safe and sufficient water supply to the community.

10 Review and revise the WSP

The WSP team should meet periodically and review the plan to ensure it remains relevant and up to date. The WSP should be reviewed after an emergency, after an incident occurs or at least once per year. Table 10-1below captures the status of the Op die Berg WSS WSP.

Table 10-1: Record of Changes and Amendments

No.	Version	Amendment Date	Document Section/ Clause Ref. No.	Summary of Amendments
1	Version 1	May 2023		
2				
3				
4				
5				
6				
7				
8				
9				
10				

Once the plan has been finalised by the technical team it should be signed off and adopted by the WSA top management for implementation.

Appendix A

Risk Assessment

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
1	Source	Catchment	Contamination of raw water in the Source through addition of heavy metals/organic compounds/nutrients/pH/sediment due to **settled ash** and other contaminants associated with **veld fires** and runoff during post fire rains	M,A	2	2	4	Low						2	2	4	Low		✓	
2	Source	Catchment	Contamination of raw water in the Source through pathogens/nutrients/organic compounds/toxins/odor and aesthetic issues due to occurrence of dead animals on the shores of or in the Source	M,A	1	4	4	Low						1	4	4	Low		✓	
3	Source	Catchment	Contamination of raw water in the Source through pathogens/nutrients/organic compounds/toxins/odor and aesthetic issues due to occurrence of **animal and bird droppings** into the Source.	M,A	2	2	4	Low						2	2	4	Low		✓	
4	Source	Catchment	Contamination of source waters due to illegal dumping (e.g. of solid waste, chemical waste)				0	Low						0	0	0	Low			
5	Source	Catchment	Increased nutrients and harmful organisms in raw water due to **agricultural activities** involving livestock, fertilizers and nitogenous compounds (e.g. land spreading of manure or fertilizer and feedlot runoff)	M,A,C	1	4	4	Low						1	4	4	Low		✓	
6	Source	Catchment	Increased raw water turbidity of the source due to **erosion** in the catchment area				0	Low						0	0	0	Low			
7	Source	Catchment	Increased raw water turbidity in the Source due to erosion caused by agriculatorual practices in the catchment area				0	Low						0	0	0	Low			
8	Source	Catchment	Increased raw water turbidity in the Source due to increased runoff during heavy rains				0	Low						0	0	0	Low			
9	Source	Catchment	Reduced raw water runoff into the Dams due to invasive alien plants favouring changed climatic conditions				0	Low						0	0	0	Low			
10	Source	Catchment	Reduced raw water runoff into the Dams due to changing catchment area practices and climate variability/change (e.g. dried-up streams)				0	Low						0	0	0	Low			
11	Source	Catchment	Reduced Dams yield due to reduced rainfall during long-term drought and resulting reduced dam recharge rates				0	Low						0	0	0	Low			
12	Source	Catchment	Reduced Dams yield due to increasing temperatures and resulting higher rates of evaporation				0	Low						0	0	0	Low			
13	Source	Catchment	Increased concentration of pollutants in the Dams due to reduced rainfall during long-term drought				0	Low						0	0	0	Low			

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
14	Source	Catchment	Human pathogens (such as faecal matter and urine) introduced to the raw water in Dams due to recreational activities such as swimming and fishing				0	Low						0	0	0	Low			
15	Source	Catchment	Cyanobacterial and algal blooms/growth in the Dams due to low flow, high nutrient levels and warm conditions				0	Low						0	0	0	Low			
16	Source	Catchment	Increased raw water turbidity in the Dams due to cysmic activity/landslides in the catchment				0	Low						0	0	0	Low			
17	Source	Borehole	Damage to/loss of equipment and infrastructure at the Borehole (WIT01/02) due to **vandalism/theft**	M ,Q	1	4	4	Low						1	4	4	Low		✓	
18	Source	Catchment	Reduced raw water quantity fed into the system from the Dams due to **clogged intake screens** after heavy rainfall				0	Low						0	0	0	Low			
19	Source	Catchment/Borehole	Reduced raw water quantity due to **power failure** (during loadshedding) and inability to pump water into the system at sufficient rates (lack of standby pump, spare parts, back-up generator)	Q	4	2	8	Medium	Generators are in place and are operated manually	On site visit	✓			2	1	2	Low		✓	
20	Source	Catchment/Borehole	Increased competition for **water resources** between the municipality and farmers due to long-term **droughts**	Q	3	3	9	Medium	There is a back up borehole which is utilsed when required		✓			2	1	2	Low		✓	
21	Source	Catchment/Borehole	Depletion of the groundwater resource due to **abstraction beyond the sustainable yield**	Q	2	3	6	Medium	There is a back up borehole which is utilsed when required		✓			2	1	2	Low		✓	
22	Source	Catchment/Borehole	Reduced water availability per capita due to increased demand driven by **population growth**	Q	3	3	9	Medium	There is a back up borehole which could be utilsed when required, but need to be recomissioned		✓			3	2	6	Medium	✓		Ensure municipal readiness to recommission boreholes on short notice. Regular monitoring on the boreholes to keep record of the water levels.
23	Source	Borehole	Reduced raw water quantity due to **drying up of wells**	Q	3	3	9	Medium	Only one borehole is utilised the second borehole is backup				✓	2	2	4	Low		✓	
24	Source	Borehole	Reduced raw water quantity due to system failures caused by **damaged and dysfunctional infrastructure**	Q	2	2	4	Low						2	2	4	Low		✓	

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					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	**If yes, proposed controls** *(to be further detailed in improvement plan)*
25	Source	Borehole	Reduced raw water quantity because infrastructure is dysfunctional after the effects of **natural disasters** (e.g. flood, fire, slips or earthquake-related damage)	Q	2	4	8	Medium	No control measure in place					2	4	8	Medium	✓		i)Develop emergency scenarios and procedures in consultation with Disaster management team (how many tankers do we have at our disposal? How much water can they supply in a day), (ii) Ensure team readiness (can be mobilized at short notice, know what to do).
26	Source	Borehole	Reduced raw water quantity at Borehole (WIT01/02) due to sediments **clogging** the well	M, A, C	1	4	4	Low						1	4	4	Low		✓	
27	Source	Borehole	Increased raw water turbidity and other contaminants in the Borehole (WIT01/02)due to **contaminated surface water** entering the borehole through **infiltration**	M, A	1	2	2	Low						1	2	2	Low		✓	
28	Source	Borehole	Increased turbidity and contaminated raw water in Borehole (WIT01/02) through ingress of **contaminated surface water** due to **improper sealing of borehole** (this could lead to contamination of the other boreholes which were drilled into the same aquifer)	M, A	2	2	4	Low						2	2	4	Low		✓	
29	Source	Borehole	Contaminated raw water in Borehole (WIT01/02) through ingress of **contaminated surface water and other contaminents** due to **damaged borehole infrastructure** caused by **vandalism/theft**	M	2	4	8	Medium	Borehole is built on the church grounds, high level of respect for the community church					1	4	4	Low		✓	
30	Source	Borehole	Contaminants (organic compounds/nutrients/sediment) enter the aquifer due to **inadequate sealing** of an unused borehole, consequently jeapardizing the other boreholes that were drilled into the same aquifer.	M	2	2	4	Low						2	2	4	Low		✓	
31	Source	Borehole	Contaminated raw water in Borehole (WIT01/02) due to use of **contaminated tools** during repair and maintenance by untrained staff	M	2	3	6	Medium	Draw up a pipe repair protocol that will prevent ingress of soil during repair work. Ensure that this protocol is followed at all times					1	3	3	Low		✓	
32	Source	Borehole	Groundwater may contain **health related chemicals** (e.g. arsenic, barium, flouride, uranium, radium, iron, manganese) due to local geology	C, A	1	4	4	Low						1	4	4	Low		✓	

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					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
33	Source	Borehole	Inappropriate or inadequate raw water monitoring due to a **lack/failure of equipment**	M, Q	2	2	4	Low						2	2	4	Low		✓	
34	Source	Borehole	Inappropriate or inadequate raw water monitoring due to **untrained operator/lack of knowledge**	M, Q	2	2	4	Low						2	2	4	Low		✓	
35	Source	Spring	The source becomes contaminated with faecal matter because of **animal activity**	M	2	2	4	Low						2	2	4	Low		✓	
36	Source	Spring	Shortage of raw water resources because the **aquifer is not sufficiently recharged**				0	Low						0	0	0	Low			
37	Source	Spring	Lack of maintenance of infrastructure at spring due to **inaccessibility**				0	Low						0	0	0	Low			
38	Source	Intake and transport	Ingress of organic debris, small animals or fish contaminating raw water at inlet due to **damaged grids**				0	Low						0	0	0	Low			
39	Source	Intake and transport	Reduced raw water quantity fed into the system due to **clogged intake screens** after heavy rainfall				0	Low						0	0	0	Low			
40	Source	Intake and transport	Reduced raw water inflow/pressure in the pipeline between source and treatment due to **root intrusion and broken pipes**	Q	2	2	4	Low						2	2	4	Low		✓	
41	Source	Intake and transport	Contaminated water in the pipeline between source and treatment due to **unsanitary repair practices**	M	2	2	4	Low						2	2	4	Low		✓	
42	Source	Intake and transport	Contaminants in raw water introduced due to **damaged/open inspection covers**				0	Low						0	0	0	Low			
43	Source	Intake and transport	Increased risk of damage/illegal connection in the pipeline between source and treatment due to **exposed pipeline**				0	Low						0	0	0	Low			
44	Source	Intake and transport	Pipe burst/damage and resulting reduced raw water quality/quantity in the pipeline between source and treatment due to **aging infrastructure/poor infrastructure condition**	M ,A ,Q	3	2	6	Medium	Pipe replacement programme and protocol in place				✓	2	2	4	Low		✓	
45	Source	Intake and transport	Pipe burst/damage and resulting reduced raw water quality/quantity in the pipeline between source and treatment due to **exposure to external factors** (such as fires)	M ,A ,Q	3	2	6	Medium	Pipe replacement programme and protocol in place					2	2	4	Low		✓	
46	Source	Intake and transport	River course changes can restrict access to the source inlet infrastructure due to **erosion** and consequent **unmaintained infrastructure** leading to a shortage/unavailability of water				0	Low						0	0	0	Low			
47	Source / Distribution	Intake and transport / Pump s	Loss of water supply (quantity) due to a lack of electricity to operate WSS	M,C	5	2	10	Medium	Backup generator used during lack of electricity (but manual operation of system due to security constraints)				✓	2	2	4	Low		✓	

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					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	**If yes, proposed controls** *(to be further detailed in improvement plan)*
48	Treatment	Filtration	Insufficient filtration and potential poor treated water quality due to **improper operation and maintenance** of sand filters at the WTW				0	Low						0	0	0	Low			
49	Treatment	Filtration	Overflow during the backwash process could potentially contaminate nearby water sources due to **high backwash flow rates** or **problems with the backwash system**				0	Low						0	0	0	Low			
50	Treatment	Disinfection	Disinfection facility at WTW out of order and unable to disinfect water due to **vandalism/theft**	M, A, C	4	4	16	High	Borehole is built on the church grounds, high level of respect for the community church		✓			3	4	12	Medium	✓		Improve security at disinfection facility at WTW (fortification of building) including consideration of putting up anti-cut and ant- climb fencing. Develop SOP for security patrols.
51	Treatment	Disinfection	**No chlorine gas** on site at WTW to disinfect the water due to **supplier constraints** (shortage of product)	M, A, C	4	4	16	High	Hth is added to onsite storage facility to disinfect water	HTH containers observed on site			✓	2	4	8	Medium	✓		Record readings in logbook (chemicals added, FCR measured). Ensure availability of required monitoring equipment and reagents. Supervisors to regularly check and sign-off logbooks.
52	Treatment	Disinfection	Incorrect chlorine dosing and disinfection at WTW due to **insufficient monitoring of chlorine** (e.g. incorrect sampling, incorrect recording of readings, incorrect method for measurement, incorrect calibration)	M, A	3	3	9	Medium	No control measure in place					3	3	9	Medium	✓		Record readings in logbook (chemicals added, FCR measured). Ensure availability of required monitoring equipment and reagents. Supervisors to regularly check and sign-off logbooks.
53	Treatment	Disinfection	Interuption of disinfection at WTW due to **power failure** (loadshedding)	M, A	2	2	4	Low						2	2	4	Low		✓	

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					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
54	Treatment	Disinfection	Compromised disinfection at WTW due to **poor dose control/dosing equipment** (including calibration, dose calculations, etc.)	M, A, C	2	3	6	Medium	No control measure in place					2	3	6	Medium	✓		
55	Treatment	Disinfection	Compromised disinfection due to **poor storage of disinfection chemicals** (e.g. HTH exposed to sunlight or uncovered)	M, A	2	4	8	Medium	Chlorine is stored at the WWTW in the office	Site inspection				1	4	4	Low		✓	
56	Treatment	Disinfection	Compromised treatment due to use of **unapproved or contaminated chemicals and materials**	M, A, C	1	2	2	Low						1	2	2	Low		✓	
57	Treatment	Disinfection	Compromised staff safety due to inadequate **precaution and storage of chemicals**	R	1	4	4	Low						1	4	4	Low		✓	
58	Treatment	Disinfection	Low pH of treated water not complying to minimum SANS 241 requirements due to **lack of stabilisation**	M,A,C	4	3	12	Medium	Stabilise the final water at Op-die-Berg treatment facility. Upgrade the treatment plant to include a stabilisation step (lime or soda-ash)	Not in place yet		✓		4	3	12	Medium	✓		Stabilise the final water at Op-die-Berg treatment facility. Upgrade the treatment plant to include a stabilisation step (lime or soda-ash)
59	Treatment	General	Inappropriate or inadequate treated water monitoring at WTW due to **failure of equipment** or lack of **knowledge or training of operator**	M, A	2	4	8	Medium	No control measure in place					2	4	8	Medium	✓		Ensure that process controllers are adequately trained for the level of work which they need to perform. Supervisors to regularly check and sign-off logbooks.
60	Treatment	General	Issues of concern are not addressed due to **inadequate reporting and on-site documentation at WTW** (e.g. recording malfunctions in logbooks, compliance reports)	A	2	3	6	Medium	No control measure in place					2	3	6	Medium	✓		Investigate communication/issue tracking system that will work for municipal needs. Fast-track implementation and monitor performance.
61	Treatment	General	Ineffecitve water treatment due to **lack of skilled and trained staff**, leading to improper dosage of chemicals and poor performance of treatment process	M, A, C	2	2	4	Low						2	2	4	Low		✓	

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					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
62	Treatment	Storage	Insufficient disinfection due to **inadequate retention time** in on-site reservoirs	M, A	2	2	4	Low						2	2	4	Low		✓	
63	Treatment	Storage	Water quality in on-site reservoirs can be compromised/contaminated due to **vandalism/theft**	M, A	3	3	9	Medium	No control measure in place	On site visit				2	2	4	Low		✓	
64	Treatment	Storage	Introduction of hazards through **damaged/rusting/no tank covers** allowing ingress of animals/vermin/faeces/roof drainage	M, A	2	2	4	Low	No control measure in place					2	2	4	Low		✓	
65	Treatment	Storage	Introduction of hazards into on-site reservoirs due to **poor operations** (e.g. covers at reservoir that are left open allowing ingress of animals/vermin/faeces/roof drainage)	M, A	2	2	4	Low	No control measure in place	HTH containers and grid observed on site				2	2	4	Low		✓	
66	Treatment	Storage	Introduction of hazards at reservoirs through **damaged ventilators** in storage reservoirs	M, A	2	2	4	Low	No control measure in place					2	2	4	Low		✓	
67	Treatment	Storage	Introduction of hazards through **insufficient cleaning of reservoir**, e.g. build-up of sediment or living organisms, including algal or biofilm growth	M, A	2	2	4	Low						2	2	4	Low		✓	
68	Treatment	Storage	Contaminated water could flow into the storage facility due to **structural damage** and a lack of proper slope away from the storage facility	M, A	1	2	2	Low						1	2	2	Low		✓	
69	Treatment	Storage	Introduction of hazards due to **roots of plants or trees** in vicinity damaging reservoir	M, A	1	2	2	Low						1	2	2	Low		✓	
70	Treatment	Storage	Introduction of hazards through **dissolving or corroding tank materials**	M, A, C	2	2	4	Low						2	2	4	Low		✓	
71	Treatment	Storage	Introduction of hazards at reservoir through **unhygienic sampling procedures**	M	2	2	4	Low						2	2	4	Low		✓	
72	Treatment	Storage	Introduction of hazards at reservoir due to unauthorised access by humans (e.g. through breaking of fencing or unfenced reservoirs) leading to **vandalism and sabotage**	M, C	4	3	12	Medium	No control measure in place	On site visit - fencing was damaged by a storm. Appears to be someone sleeping by the reservoir				4	3	12	Medium	✓		
73	Treatment	Storage	Insufficient quantity supplied to consumers due to **inadequate capacity** of storage reservoirs	Q	2	2	4	Low						2	2	4	Low		✓	
74	Distribution	Pump Station	Water is contaminated or there is no water supply to Witzenville consumers because of **damage** to the **pump station** (pumping water to the water tower) caused by **natural distasters** (e.g. storm, earthquake, flood, etc)	M, Q	2	2	4	Low						2	2	4	Low		✓	
75	Distribution	Pump Station	Introduction of contamination into the supply system because of **unhygienic methods** when **installing, repairing or performing maintenance on a pump**	M	3	1	3	Low						3	1	3	Low		✓	

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					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	**If yes, proposed controls** *(to be further detailed in improvement plan)*
76	Distribution	Pump Station	Loss of process control and resulting compromised water quality and reduced efficiency of the distribution system due to **instrumentation failure** (e.g. telemetry, SCADA) (additionally posing more strain on staff to manually operate the system)	M, Q	5	3	15	High	Manual operation of system				✓	5	2	10	Medium	✓		Replace telemetry cabling, recommission the automated system.
77	Distribution	Pump Station	Water is contaminated due to flooding through ingress via **above ground hydrants or valves**	M	2	1	2	Low						2	1	2	Low		✓	
78	Distribution	Pump Station	Pressure transients or water hammer (which can lead to sloughing of biofilms, dislodging of sediment or pipe bursts) occur because of **accidental/sudden pump shutdowns or valve closures**	Q	3	1	3	Low						3	1	3	Low		✓	
79	Distribution	Pump Station	Low flow/limited supply to Witzenville consumers due to **pump failure** (caused by pump malfunction, power failure, loadshedding, incorrect settings)	Q	3	1	3	Low						3	1	3	Low		✓	
80	Distribution	Valves and Meters	Low flow/no water supply because of **valve** or **meter failure** (e.g. wear of mechanical parts, power failure, incorrect settings)	Q	2	1	2	Low						2	1	2	Low		✓	
81	Distribution	Valves and Meters	The water supply is contaminated because of **poor hygiene** practices during valve/meter installation, maintenance or repairs	Q	2	1	2	Low						2	1	2	Low		✓	
82	Distribution	Valves and Meters	Excess pressure in the network resulting in damaged valves, water wastage, etc. because of **poor pressure management** (e.g. malfunctioning/failure of pressure reducing valves)	Q	2	2	4	Low						2	2	4	Low		✓	
83	Distribution	Valves and Meters	Backflow of non-potable/contaminated water (from illegal connections or household plumbing) can occur due to **absent or ineffective check valves** or negative pressure	M	3	1	3	Low						3	1	3	Low		✓	
84	Distribution	Valves and Meters	Flooding/standing water near taps resulting in unsanitary conditions due to **improper construction** (no/inadequate apron, gutter, drainage)	M	2	1	2	Low						2	1	2	Low		✓	
85	Distribution	Valves and Meters	Storms, natural disasters or accidents leading to **damage to equipment** or infrastructure	M, Q	2	2	4	Low						2	2	4	Low		✓	
86	Distribution	Valves and Meters	Contaminatants enter at the valve or meter because **unsuitable materials** and coatings were used subsequently creating favourable conditions for microbes to grow	M, A	2	2	4	Low						2	2	4	Low		✓	
87	Distribution	Valves and Meters	Pipe bursts, breaks or leaks as well as damage to tanks and reservoirs due to **operational errors** (e.g. improper/excessive pressure, lack of maintenance) and **external stresses** (e.g. freeze/thaw, traffic weight, invasive tree roots)	M, Q	2	2	4	Low						2	2	4	Low		✓	

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88	Distribution	Valves and Meters	Water becomes contaminated with sediments, sludge and slimes/biofilms because of a **lack of maintenance, stagnant water or elevated iron levels**	M	2	2	4	Low						2	2	4	Low		✓	
89	Distribution	Valves and Meters	Pathogens enter the pipeline because of valves or fittings that are **improperly sealed or leaking**	M	2	2	4	Low						2	2	4	Low		✓	
90	Distribution	Valves and Meters	Microbial contaminants enter the distribution system due to **insufficient valve performance** (e.g. compromised isolation)											0	0	0				
91	Distribution	Tanker Truck Delivery	**Re-contamination** of water because tanker trucks are not cleaned or sterilized from previous use	M, A	2	2	4	Low						2	2	4	Low		✓	
92	Distribution	Tanker Truck Delivery	Water becomes contaminated during transfer to and from the tanker truck because of the **use of dirty hoses, fittings or filling points**	M, A	2	2	4	Low						2	2	4	Low		✓	
93	Distribution	Pipeline	Pipe burst/damage and resulting reduced raw water quality/quantity due to **aging infrastructure/poor infrastructure condition**	M, C, Q	3	2	6	Medium	Pipe replacement programme and protocol in place		✓			2	2	4	Low		✓	
94	Distribution	Pipeline	Interrupted water supply because of **repairs** taking place on burst pipes	Q	3	2	6	Medium	Pipe replacement programme and protocol in place		✓			2	2	4	Low		✓	
95	Distribution	Pipeline	Increased rate of pipe bursts due to heat and **drought-related** ground movement and drying soil	M, A, Q	2	2	4	Low						2	2	4	Low		✓	
96	Distribution	Pipeline	Reduced quantity and qaulity of water supplied because distribution infrastructure is damaged due to **floods**	M, Q	2	2	4	Low						2	2	4	Low		✓	
97	Distribution	Pipeline	Pipelines become vulnerable to contaminants because of **negative or fluctuating pressure conditions** (e.g. intermittent operation, low pressure events, power cuts or the effect of a pressure wave within the system)	M, Q	2	2	4	Low						2	2	4	Low		✓	
98	Distribution	Pipeline	**Ingress of contamination** is enabled by pin-holes, loose connections, cracks, holes in the pipeline coupled with low internal pressures				0							0	0	0				
99	Distribution	Pipeline	Contaminated backflow enters the distribution system from residential / industrial / commercial customers because there is a **lack of backflow prevention devices** or device failure	M, Q	1	2	2	Low						1	2	2	Low		✓	
100	Distribution	Pipeline	Contaminants enter the system due to **illegal / unauthorized connections**	M	1	4	4	Low						1	4	4	Low		✓	
101	Distribution	Pipeline	Microbial hazards are insufficiently disinfected because **increased water temperatures** makes it more difficult to maintain sufficient disinfectant residual	M, A	2	2	4	Low						2	2	4	Low		✓	

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102	Distribution	Pipeline	Increased **disinfection by-products** due to reduced upstream water quality provided to water treatment plant (e.g. higher turbidity, colour, organic materials)	M	1	3	3	Low						1	3	3	Low		✓	
103	Distribution	Pipeline	Introduction of contamination (e.g. soil ingress which can increase turbidity of water) into the distribution system because of **unhygienic construction, repair and maintenance methods**	M	2	4	8	Medium	Pipe replacement programme and protocol in place			✓		2	4	8	Medium	✓		Ensure pipe break SOP is understood and adhered to by all pipe repair teams.
104	Distribution	Pipeline	Introduction of hazards through use of **unsuitable construction materials**				0							0	0	0				
105	Distribution	Pipeline	Reduced quantity and compromised water quality through use of **inappropriate construction materials** (loss of structural integrity, introducing hazards and contamination)				0							0	0	0				
106	Distribution	Pipeline	Pipe slimes, sediment and deposited minerals such as **silicates or oxidised manganese and iron are re-suspended in the distribution system** during high-flow events or flow reversals	M	2	2	4	Low						2	2	4	Low		✓	
107	Distribution	Pipeline	Survival and growth of microbiological hazards in biofilms in piped networks due to **inadequate disinfection**	M, A	2	2	4	Low						2	2	4	Low		✓	
108	Distribution	Pipeline	Increased deposition and biofilm growth in tanks, pumps and fittings in dry periods				0							0	0	0				
109	Distribution	Pipeline	Increased turbidity due to accumulation of particles (e.g. sediments) particularly at **dead ends and long stagnation**				0							0	0	0				
110	Distribution	Pipeline	Hazards enters the distribution system because of **aged, damaged and rusted steel/galvanised pipelines**	M	2	4	8	Medium	Pipe replacement programme and protocol in place					2	4	8	Medium	✓		Stabilise the final water; ensure that the emergency response team is available when on call to ensure rapid repairs. Undertake systematic pipe replacements in identified areas.
111	Distribution	Pipeline	Introduction of contamination due to **improper construction, repair and maintenance** of water (and sewer) pipelines and **unhygienic work practices**				0							0	0	0				
112	Distribution	Pipeline	Contamination of the distribution system with hazards from **private water supplies** (e.g. private borehole, outside the responsibility of the municipality)				0							0	0	0				

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Raw risk (no controls in place)				Existing control measure descriptions	Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
					Likelihood	Severity (consequence)	Risk score	Risk level		Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
113	Distribution	Pipeline	Supply to consumers interupted because of **vandalism/sabotage/damage** to the pipeline				0	Low						0	0	0	Low			
114	Distribution	Pipeline	Less water is available per person because consumers **illegally connect** to the distribution system				0	Low						0	0	0	Low			
115	Distribution	Pipeline	Pollutants (microbial or chemical) may enter the pipeline because of **vandalism/sabotage/damage** to the pipeline	M, Q	2	2	4	Low						2	2	4	Low		✓	
116	Distribution	Pipeline	Erosion from heavy precipitation/flooding **exposing underground pipes** leading to an increased risk of damage, illegal connection, UV exposure, etc.	M, Q	2	2	4	Low	No control measure in place					2	2	4	Low		✓	
117	Distribution	Pipeline	Sediments may be resuspended and biofilms sloughed off in case of **abnormal flow events** (e.g. change in flow direction due to maintenance issues)	M	2	2	4	Low						2	2	4	Low		✓	
118	Distribution	Pipeline	Water supply becomes contaminated because of a **burst pipe** below ground occuring close to **exposed stormwater** or sewerage	M, A	2	2	4	Low						2	2	4	Low		✓	
119	Distribution	Pipeline	Contamination can occur in household water due to **poor hygiene practices** or **poor selection of materials** during plumbing installation	M	2	2	4	Low						2	2	4	Low		✓	
120	Distribution	Pipeline	Stagnant water due to **dead-ends** in mains and **low water flows**	M	2	2	4	Low						2	2	4	Low		✓	
121	Distribution	Pipeline	Increased **turbidity** at taps due to dead ends (accumulation of sediment)	M	2	2	4	Low						2	2	4	Low		✓	
122	Distribution	Communal standpipe	Water supply is reduced due to **damaged** infrastructure/standpipes caused by animals				0	Low						0	0	0	Low			
123	Distribution	Communal standpipe	Consumers use less safe water sources because they do not have access to potable water during **droughts, floods or** other times that their supply is impacted	M, A, C	2	2	4	Low						2	2	4	Low		✓	
124	Distribution	Communal standpipe	**Concern for waterborne disease** due to water standing at communcal standpipes	M, A	1	2	2	Low						1	2	2	Low		✓	
125	Distribution	Communal standpipe	Supply of water to consumers is interupted because of **vandalism/sabotage/**damage to the communal standpipe	Q	2	2	4	Low						2	2	4	Low		✓	
126	User Level	Consumer	Water at the household is contaminated because of **poor/old plumbing**	M, C	1	2	2	Low						1	2	2	Low		✓	

Appendix B

Incident Management Protocol

In diversity there is beauty and there is strength.

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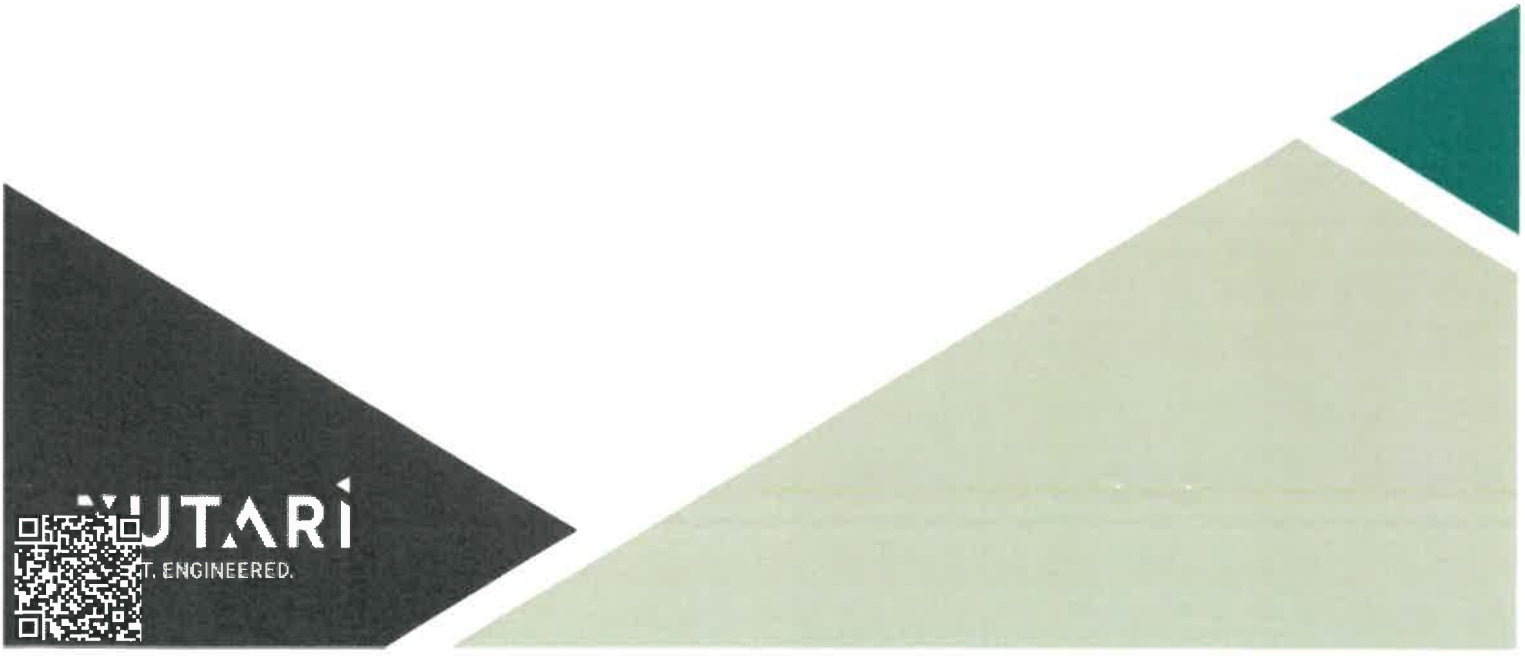

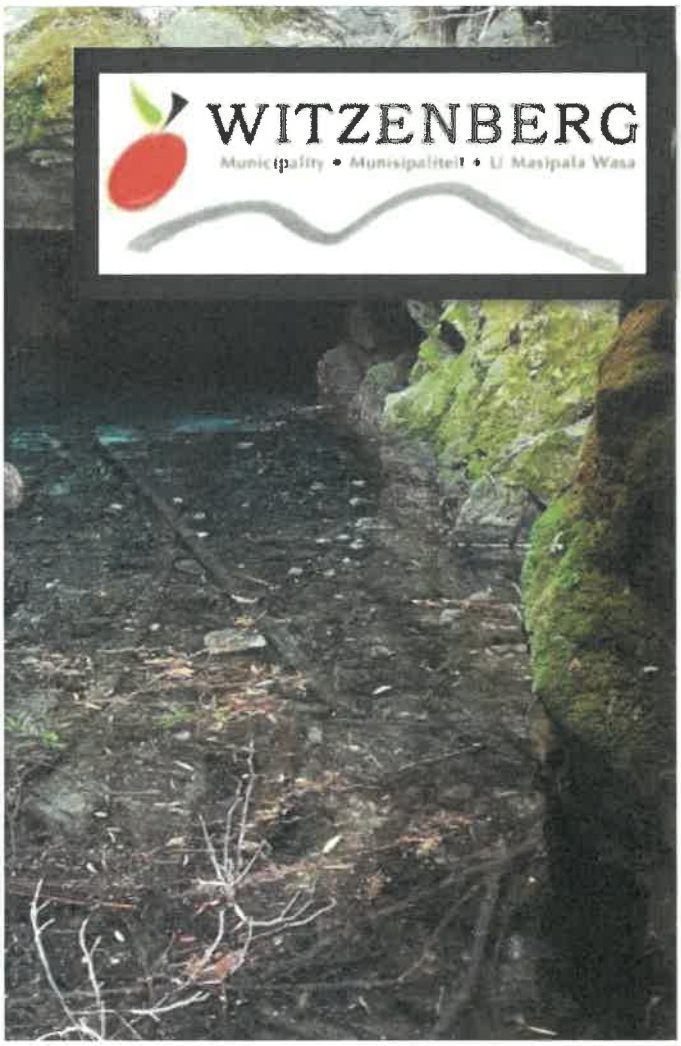

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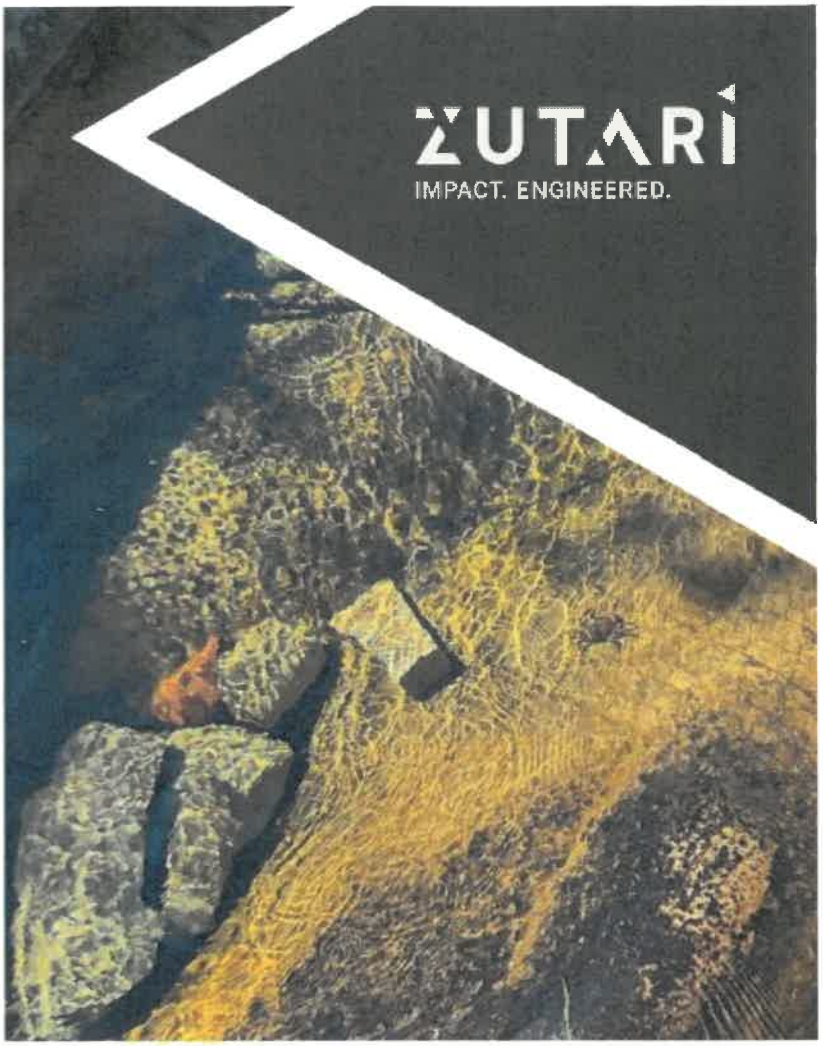

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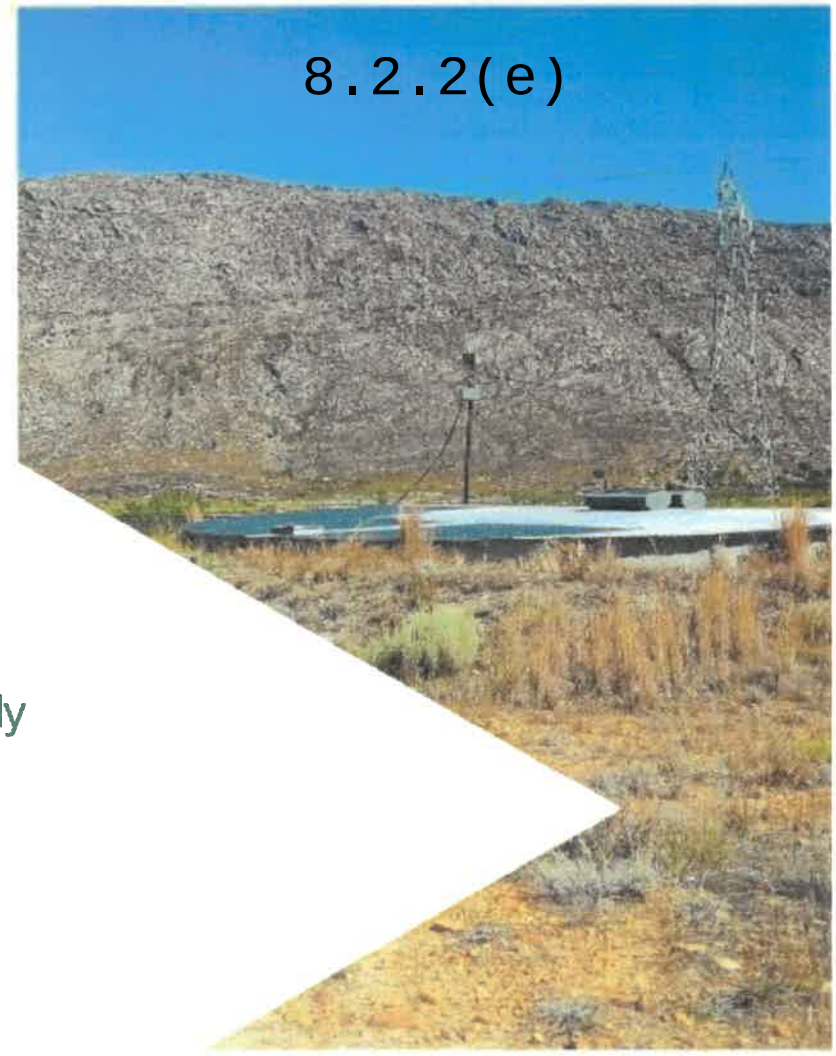

Project report

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Prince Alfred Hamlet Water Supply System: Water Safety Plan

Witzenberg Local Municipality

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Abbreviations and Acronyms

Acronym	Explanation
BGCMA	Breede Gouritz Catchment Management Agency
DWS	Department of Water and Sanitation
IWA	International Water Association
NTU	Nephelometric Turbidity Units
SANS	South African National Standard
WHO	World Health Organization
WSA	Water Services Authority
WSP	Water Safety Plan
WSS	Water Supply System
WTW	Water Treatment Works
WWTW	Wastewater Treatment Works

1 Introduction

1.1 Water Safety Planning Background

A Water Safety Plan (WSP) is a systematic approach that comprehensively assesses and manages risks throughout the water supply system. The WSP process covers all aspects of the water supply system, from catchment to consumer, and was developed by the World Health Organization (WHO) and International Water Association (IWA) (WHO, 2009).

In South Africa the national regulator, the Department of Water and Sanitation (DWS), requires all Water Services Authorities (WSAs) (including Witzenberg) to develop and implement a WSP as described in the South African National Standard for drinking water quality (SANS 241). Drinking-water is regulated via the DWS Blue Drop Certification process which also assesses the quality of the WSP.

The business of provision of water services operates in a highly regulated environment consisting of interrelated and independent national Acts, including the National Water Act (Act 36 of 1998) and Water Services Act (Act 108 of 1997). Whilst compliance to the Acts is a necessity, executing effective WSP will ensure synergised operations that make for a self-sustaining and effective water services business.

Climate change is expected to introduce changes in temporal and spatial distribution of climate and weather-related events; as well as an increase in severe climate and weather-related events (such as floods, droughts, storms, etc.). This is expected to bring about challenges to water resources, as well as the ability of water utilities to provide adequate safe drinking water to consumers. Consequently, the WSP process has evolved and now also includes consideration of climate change and the need for climate resilience. The inclusion of climate resilience into the WSP process helps ensure continued sustainability of safe drinking water, under current and future climate conditions.

1.2 Methodology

The methodology followed in developing this WSP is briefly described below:

- Engage with the client, gather and review data/information and previous WSPs to understand Witzenberg Water Supply Systems (WSSs).
- Conduct site assessments to:
  - Identify and confirm the respective components of the water supply system;
  - Identify and list all known hazards and hazardous events;
  - Interview operational staff to determine operational constraints, if any.
- Conduct a risk assessment, using the WHO risk management matrix, to:
  - Determine the raw risk without any control measures
  - Determine if any control measures are in place and the effectiveness thereof;
  - Determine the residual risk with existing control measures in place; and
  - Recommend measures to improve the status quo;
- Draft the WSP with consideration of the following sections (as per the proposed modules defined in the WHO/IWA WSP Manual – 2nd Edition):
  1. Assembling the WSP Team
  2. Describing the system
  3. Identifying hazards and hazardous events
  4. Validating existing control measures and assessing risks

5. Planning for improvement
6. Monitoring control measures
7. Verifying the effectiveness of water safety planning
8. Strengthening management procedures
9. Strengthening WSP supporting programmes
10. Reviewing and updating the WSP

- Workshop the draft WSP with the WSP team
- Finalize the WSP for implementation

The above components of a WSP will be described in greater detail in the sections that follow.

2 WSP Team

2.1 Internal WSP Team

The core internal municipal WSP team responsible for day-to-day operationalisation of the WSP is noted in the table below.

Table 2-1: Prince Alfred Hamlet WSS WSP core implementation team

Name	Job title	Role in WSP team	Contact details
Nathan Jacobs	Manager: Water & Sewerage	Oversea WSS and coordinate all external stakeholders	Phone: 023 316 8540 Email: nathan@witzenberg.gov.za
Stephanie Farmer	Senior Technician: Water & Sewerage	Provide technical support, guidance and expertise in the planning, design, operation, and maintenance of WSS.	Phone: 023 316 8540 Email: stephanie@witzenberg.gov.za
Marquin Pieterse	Technician: Water & Sewerage	Ensure safe and reliable WSS and take proactive measures to prevent or mitigate any risks to public health and the environment.	Phone: 023 316 8540 Email: marquin@witzenberg.gov.za
Adam Carelse	Supervisor: Water / Plumber	Oversee operation and maintenance of WSS and ensure the effective implementation of the WSP.	Phone: 078 608 3037
David August	Assistant Process Controller/Learner / Plumber	Monitoring and controlling the treatment processes at the WTW.	Phone: 083 762 4527
Dennis Japhta	Plumber	Technical assistance on operations and maintenance of plumbing systems	-

The Prince Alfred Hamlet WSS technical team currently has several vacancies. Efficient and effective operations and maintenance can therefore not always be achieved, compromising WSS performance.

The core WSP team is supported by other municipal officials as noted in the table below. These members provide input on an ad-hoc basis (i.e. as and when required).

Table 2-2: Prince Alfred Hamlet WSS WSP internal support team

Name	Job title	Role in WSP team	Contact details
J Barnard	Director: Technical Services	Engage with municipal top management and council	Phone: 023 316 8540 Email: joseph@witzenberg.gov.za
Ingrid Barnard	HR Manager	Staff capacity building and training requirements	Phone: 023 316 1854 Email: ingrid@witzenberg.gov.za
HJ Kritzinger	Director: Financial Services	Budget for improvements	Phone: 023 316 1854 Email: cobus@witzenberg.gov.za
Annelize Lamprecht-Vertue	Manager: Fire, Rescue and Disaster Management Services	Emergency reponse coordination	Email: annelize@witzenberg.gov.za

2.2 External WSP Team

The internal WSP team is also supported by an external WSP team as noted in the table below. These members provide input on an ad-hoc basis (i.e. as and when required).

Table 2-3: Prince Alfred's Hamlet WSS WSP External Team

Name	Organisation / Job title	Role in WSP team	Contact details
Elkerine Rossouw	Breede Gouritz Catchment Management Agency (BGCMA)	Management of water resources in the Breede and Gouritz catchment areas	Phone: 023 3468000 Email : erossouw@bgcma.co.za
Natasha Davis-Wolmarans	DWS Control Environmental Officer: Water Services Regulation	Compliance of water regulations and enforcement of measures to protect public health and environment	Phone: 021 941 6192 Email: DavisN@dws.gov.za
Natasia van Binsbergen	A L Abbott & Associates (PTY) LTD Managing Director	Drinking water quality monitoring	Phone: 021 448 63 40 Email: natasia@alabbott.co.za
Nelmari Janse van Rensburg	CKB – Irrigation board Secretary	Water resource allocations for agricultural purposes	Phone: 023 315 5569 Email: kantoor.kbr@gmail.com
Chris Van Der Walt	Project Executive	Overall leadership, coordination and oversight	Email: Chris.VanderWalt@zutari.com
Dan Abraham	Zutari / Project Lead	Manage and coordinate project team / development of WSP	Email: Dan.Abraham@zutari.com
Philip de Souza	Zutari / Technical Expert	Specialized knowledge and expertise input / development of WSP	Email: Philip.deSouza@zutari.com
Veronique Spanneberg	Zutari / Civil Technologist	Development of WSP	Email: Veronique.Spanneberg@zutari.com
Jana Du Randt	Zutari / Civil Engineer	Development of WSP	Email: JanaDuRandt@zutari.com

3 Water Supply System Description

3.1 Locality

Prince Alfred Hamlet covers an area of 8.7 square kilometres, which is second smallest urban settlement of the Witzenberg Local Municipality in the Western Cape Province. Prince Alfred Hamlet is an agricultural support centre, situated in an area of intensive agriculture activity. Prince Alfred Hamlet is between Op-de-Berg and Ceres.

The map in Figure 3-1 illustrates the locality of Prince Alfred Hamlet.

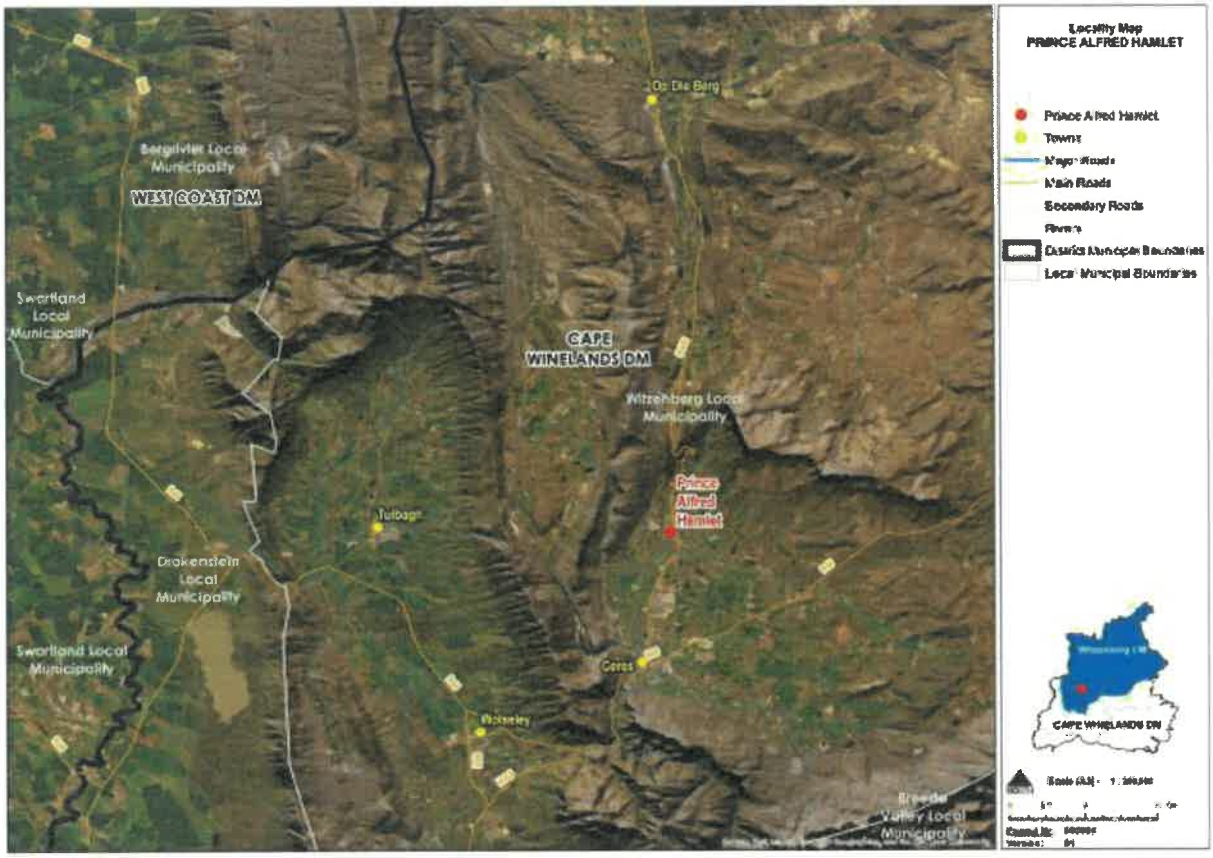


Figure 3-1: Locality Map – Prince Alfred Hamlet

3.2 Climate Summary

Witzenberg Local Municipality is in the Western Cape province, and forms part of the Cape Winelands District Municipality. According to the Köppen-Geiger climate classification most of Witzenberg experiences Mediterranean climate. Witzenberg experiences hot dry summers, and cool wet winters. Typical climate related hazards for Witzenberg include droughts, fires and floods.

Temperatures indicate an increasing trend for the Western Cape Province (Figure 3-2, top half). Increases over the past decade indicate an increase of about 1°C. Trends in ocean currents also indicates an increase with the Agulhas current temperature having increased by 1.5°C since 1980. Rainfall data for the Western Cape indicates a decrease in the number of rainfall days and that the rainy season is starting later each year (Figure 3-2, bottom half). Implications of the above is that there is increased risk of insufficient water being available for consumption.

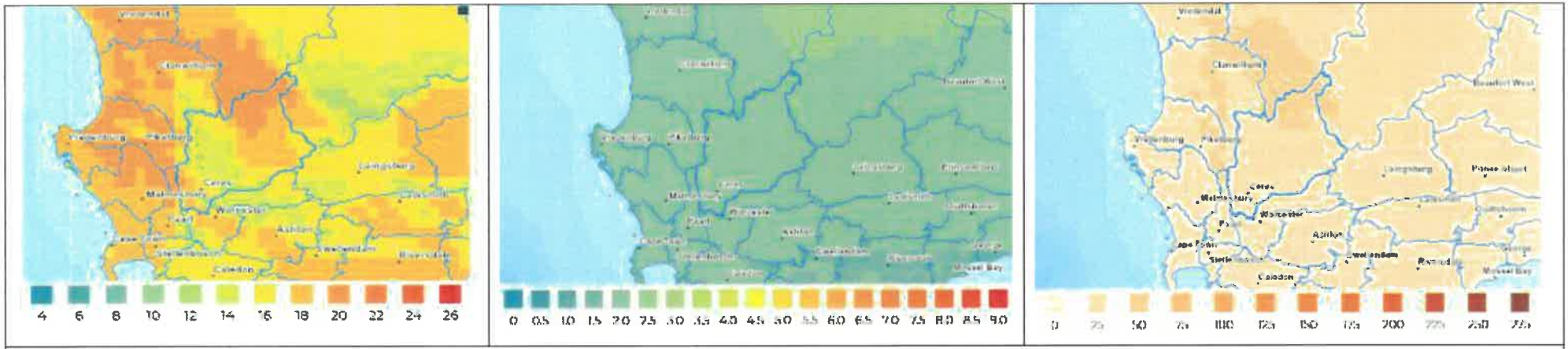
Under the RCP 45 scenario, temperature is expected to increase between 1.67 °C – 2.26°C, whereas under the RCP 85 scenario temperature is expected to increase between 2.19°C – 2.69°C. (***NOTE:*** RCP4.5 represents a scenario whereby greenhouse gas emissions have stabilized before 2100, while RCP8.5 represents a scenario whereby greenhouse gas emissions continue to increase over time, and results in high concentrations of atmospheric greenhouse gases.) Under both RCP 45 and RCP 85 scenarios, rainfall is projected to decrease. These changes are expected to be well out of range of present-day climate variability. The major implication of the above is there will be decreased water availability. Other implications include the increased occurrence of wild fires.

In terms of adapting for climate change, Witzenberg water systems will therefore need to be more robust. Increased skills will be required from water managers and long-term water projections are required. Increased variability in the climate and frequency of extreme events, as well as increased temperature and wind could have an impact on water sources, particularly surface waters. Almost all the bulk water supplied to the towns in Witzenberg Municipality's Management Area is from surface water sources, with limited use of groundwater resources.

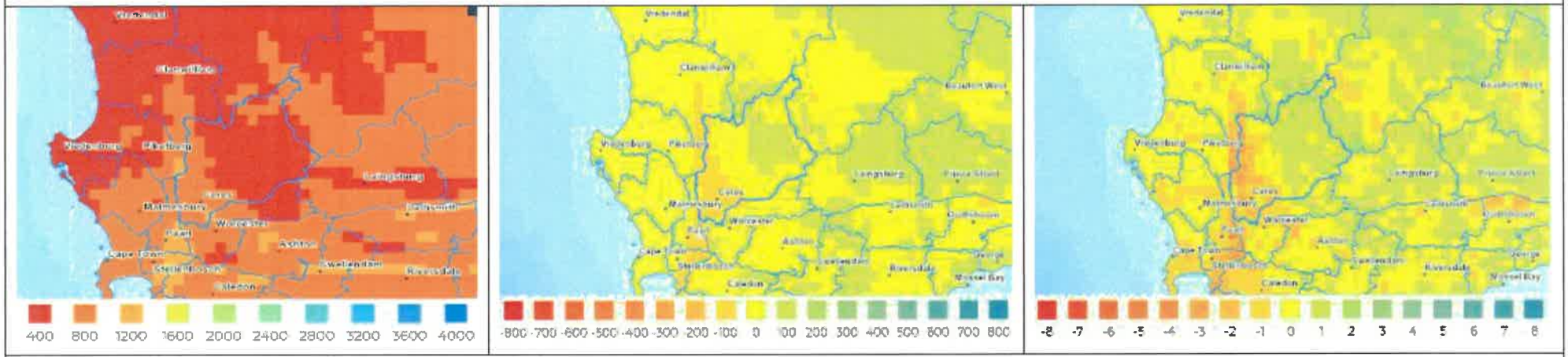
It is necessary for WSAs to develop climate response strategies and include these in their WSDPs, implement WC/WDM and reduce levels of non-revenue water. Water-related climate change adaptation and mitigation planning should be considered through water safety planning and incorporated into all WSDPs and IDPs. The implementation of WC/WDM is a critical element of adapting to climate change.

Witzenberg Municipality has a defined role to play in the mitigation of and adaptation to the impacts of climate change. The Western Cape is particularly vulnerable to climate change and the hotter drier conditions predicted for the West Coast could have far reaching impacts. The Municipality's local economy is driven by agriculture and there is concern about the negative impacts of climate change on the agriculture sector which will turn impact on the local economy.

Figure 3-2: Current Average, Projected Average & Projected Extreme for Temperature and Rainfall



Witzenberg Municipality a) current average temperatures b) average projected temperatures c) projected very hot days (www.greenbook.co.za)



Witzenberg Municipality a) current average rainfall b) average projected rainfall c) projected extreme rainfall days (www.greenbook.co.za)

3.1 Overview of Water Supply System

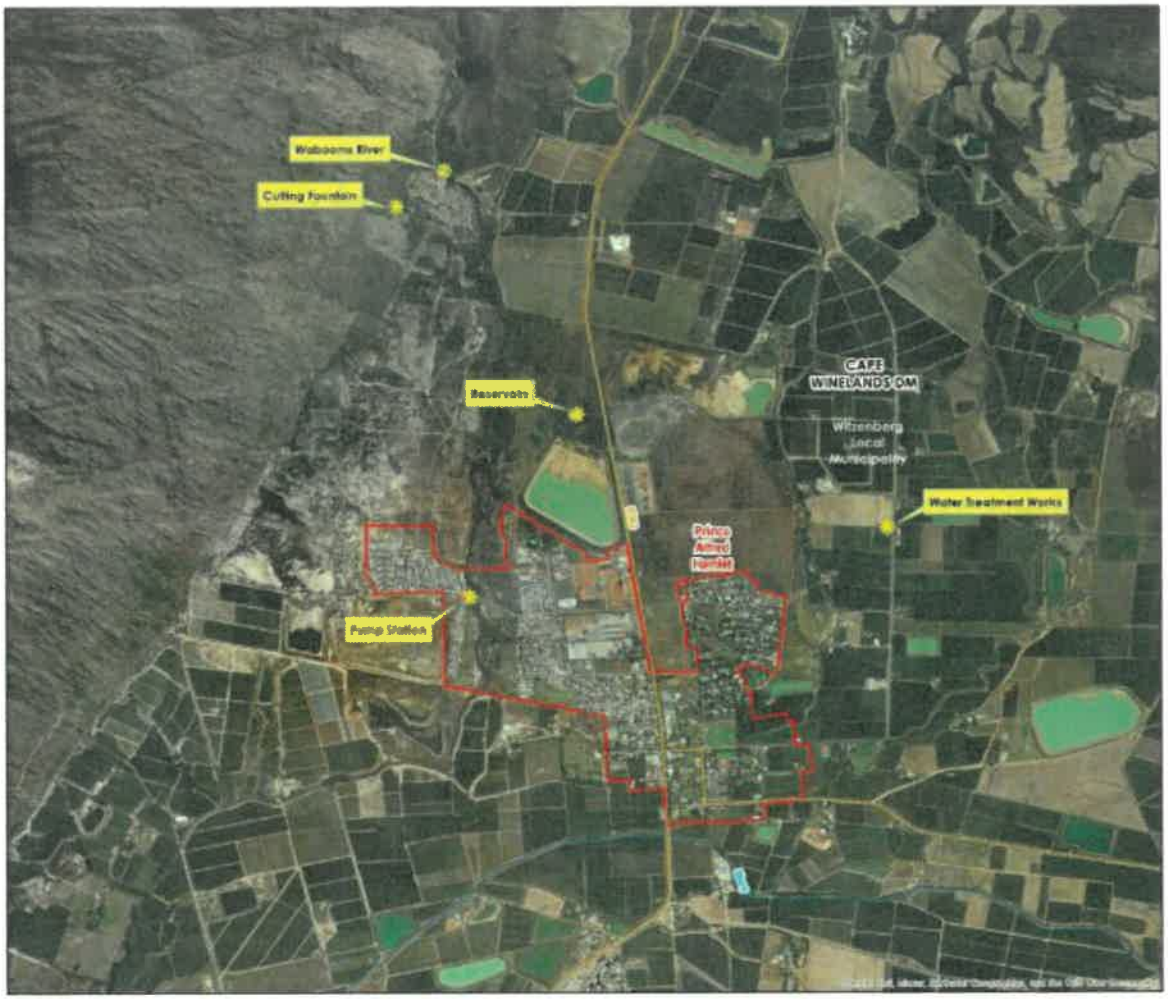


Figure 3-3: Overview of Prince Alfred Hamlet

3.2 Water Sources

Price Alfred Hamlet has three (3) water sources. Namely the Wabooms River weir (see **Error! R eference source not found.**), the "Cutting" fountain (see **Error! Reference source not found.**) and two (2) boreholes. At the time of complying this WSP the two (2) boreholes were not in operation. There also exists a link to the main supply line from the Koekedouw Dam to the agriculture sector, which is currently not in use.

Figure 3-4: Wabooms River Weir

Figure 3-5: Cutting Fountain

3.3 Water Treatment

The quality of the raw water, from the two (2) sources in use, is such that only disinfection of the water is required.

At the time of compiling this WSP, the chlorine gas disinfection installation had been vandalised and was not in operation. In addition, there is a shortage of chlorine gas from suppliers, hence, disinfection of the water was done manually by adding HtH to the water in the reservoirs.

Figure 3-6: Chlorine disinfection facility

Figure 3-7: PAH WTW nameboard

Figure 3-8: Vandalised existing chlorine gas system

Figure 3-9: HtH used for disinfection

The Prince Alfred Hamlet WTW is classified as a Class E works, and the current personnel at the WTW comply with the applicable requirements in Regulation 2834 (see Table 3-1).

Table 3-1: Water treatment works classification and process controllers' compliance – with consideration of Regulation 2834

Class of works	Required staff (Regulation 2834)	Classified process controllers available at the works	Requirements met
Class E	1 x Trainee	David August (II)	✓
	1 x I Supervisor	Adam Carelse (IV)	✓
	1 x II Supervisor (for weekly inspection)	Stephanie Farmer (V) Marquin Pieterse (V)	✓ ✓

It has been noted that in the last 12 months, none of the process controllers have received relevant training. It is important that process controllers attend refresher training courses to improve WTW operations, maintenance and performance. The last training received by process controllers was in early 2022 as indicated below:

Name	Course	Date
Adam Carelse and David August	• Handling of Dangerous Goods • Conveying of Dangerous Goods	March 2022

3.4 Reservoirs

Four (4) 500 kl reservoirs at the treatment works, serve as storage reservoirs to the distribution network.

Figure 3-10: 500 kℓ Storage Reservoir

Figure 3-11: Damaged reservoir roof

3.5 Distribution Network

Treated water from the four (4) reservoirs are distributed to Prince Alfred's Hamlet via a 43 km distribution network, which is a single pressure zone.

3.6 Flow Diagram of the Existing System

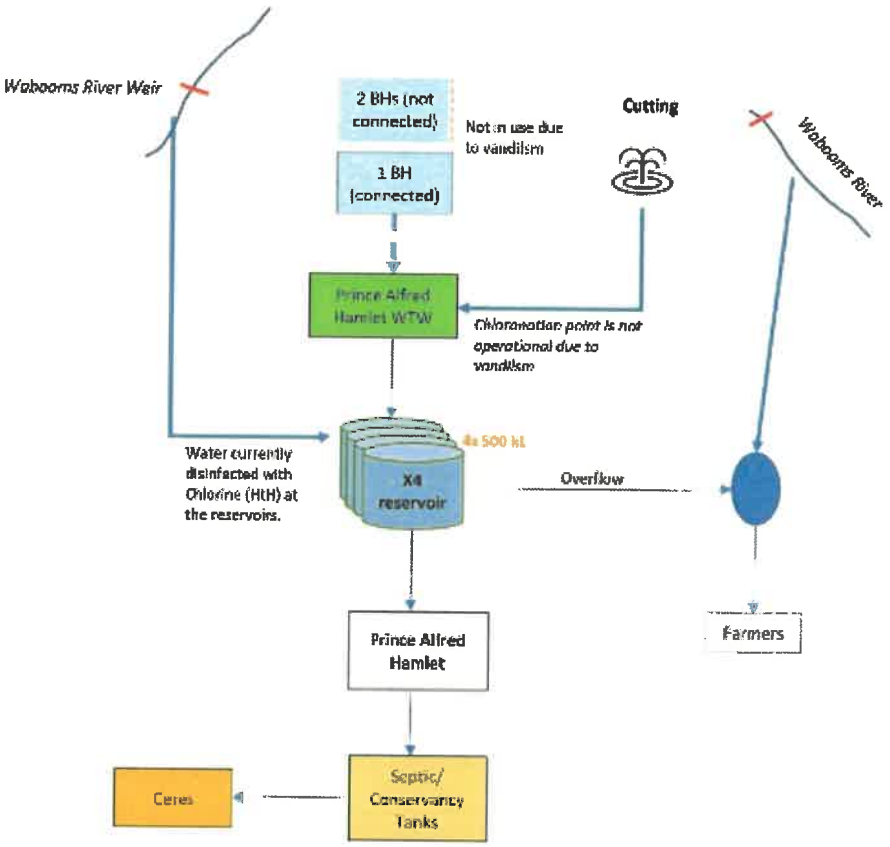


Figure 3-12: Flow Diagram of the Prince Alfred Hamlet WSS

3.7 Water Use and Users

Water in Witzenberg is primarily utilized for residential purposes (including informal settlements), including drinking, food preparation, and various household activities. Additionally, it is used for agricultural practices, commercial and industrial activities, businesses and institutions, recreational activities, and other purposes.

In Prince Alfred Hamlet, households are the main consumers of water, accounting for around 69% of the total water supply.

3.8 Water Demand

The Witzenberg Water Master Plan presents an analysis of water demand in the Witzenberg municipal area. The present annual total water demand (from January 2018 to December 2018) is 5 890 457 kℓ, which results in an **AADD of 16 147 kℓ/d**. For future water demand, it is estimated that the AADD will increase only marginally from 16 147 kℓ/d to 17 136 kℓ/d with all vacant erven occupied and the municipal-wide non-revenue water figure for WM reduced from 36% to 30%. Additionally, it is estimated that future developments can contribute a further 9 871 kℓ/d, resulting in a total future **AADD of 27 006 kℓ/d** for the Witzenberg Municipality reticulation system.

The current average daily demand for water in Prince Alfred's Hamlet, including estimates for informal and unmetered consumers, is **1 823 kℓ/d**. The potential future average daily demand, assuming a reduction in non-revenue water through water demand management (WDM), is **1 535 kℓ/d** for existing formal stands and **642 kℓ/d** for potential future developments, including informal settlements (Witzenberg Water Master Plan, 2021).

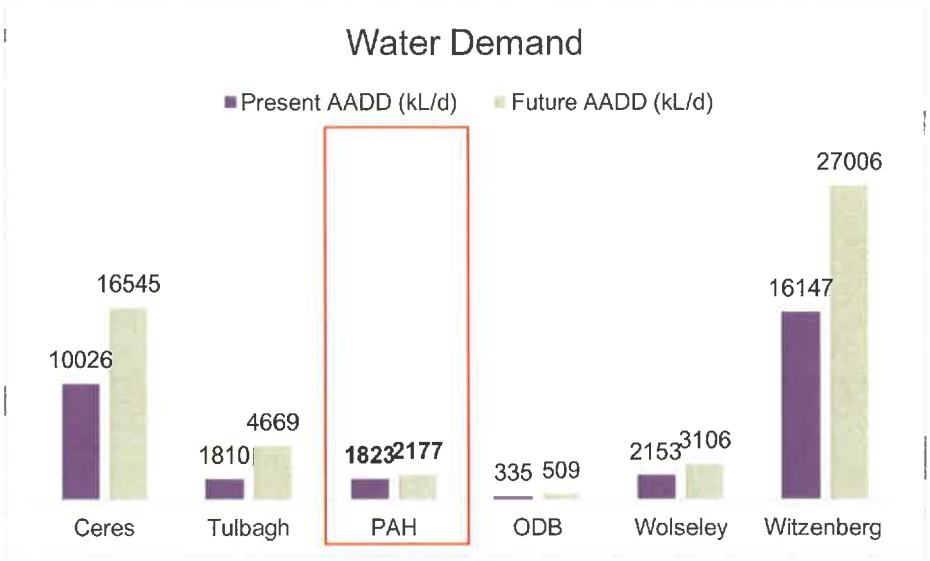


Figure 3-13: Present and future water demand

3.9 Non-Revenue Water

The amount of non-revenue water in Prince Alfred Hamlet, which refers to the difference between the bulk supply and the billed consumption, indicates a gradual decline. In 2018/2019, NRW was recorded at 48.96%, which decreased to 45.87% in 2019/2020, and further decreased to 43.66% in 2020/2021, indicating a steady improvement in water loss reduction. However, in 2022, NRW increased slightly to 47.03%, which indicates a slight setback in the progress made towards reducing water loss.

The fluctuations in NRW may be attributed to various factors such as changes in infrastructure, management practices, or variations in water demand. Continuous monitoring and implementation of effective measures to control water loss are necessary to maintain the downward trend in NRW and ensure a sustainable and efficient water supply system.

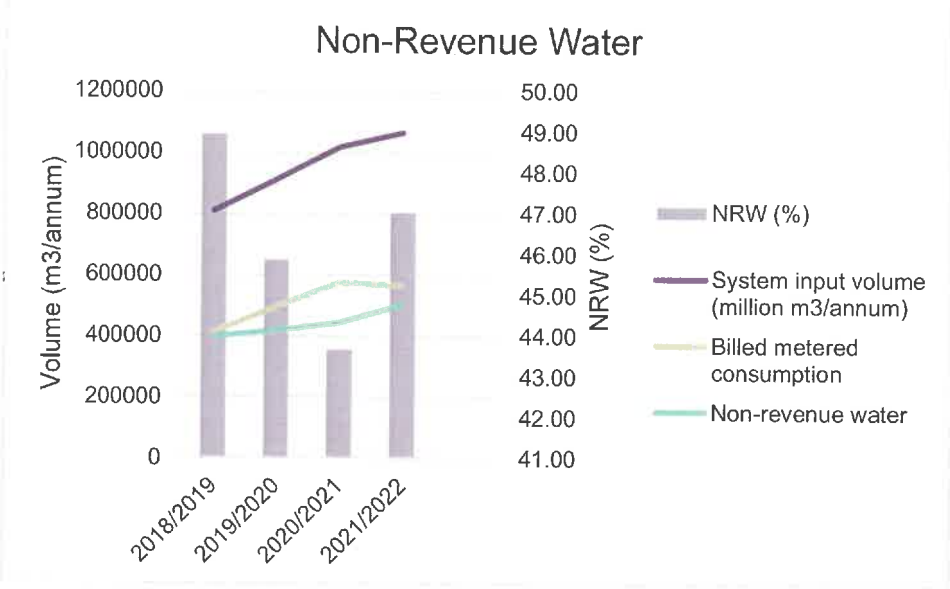


Figure 3-14: Non-revenue water trends from 2018 to 2022

Table 3-2: Non-revenue water data from 2018 to 2022

Year	System Input Volume (m^3/annum)	Billed Consumption (m^3/annum)	NRW (m^3/annum)	NRW (%)
2018/2019	808970	412932	396072	**48.96**
2019/2020	911340	493293	418032	**45.87**
2020/2021	1018310	573713	444594	**43.66**
2021/2022	1065270	564270	500996	**47.03**

3.10 Laboratory Status

3.10.1 External laboratory

The sampling and testing of water quality samples, that comply with the requirements of SANS 241, are provided by an external laboratory. At the time of compiling this WSP, AL Abbott had been contracted to provide the water quality sampling and testing services for the municipality. AL Abbott's sampling and testing methods are SANAS accredited, meaning that it has been certified by the South African National Accreditation System as being accurate and reliable.

For further detailed information of sampling frequency and test results please refer to Section 7 of this document.

3.10.2 Internal laboratory

Operational monitoring is regularly carried out at the Prince Alfred Hamlet WTWs to assess multiple parameters of the treated water, such as conductivity, turbidity, pH, free chlorine, iron, manganese and aluminium. Detailed information and results are included in Section 6.

The laboratory at the site is not accredited by SANAS. The equipment used for monitoring is listed in an inventory, and the process controllers are responsible for calibrating the equipment. However, during

the site visit, it was observed that there were instances where there were not enough calibration materials available. It is important to ensure that water quality testing equipment is calibrated in order to obtain accurate and reliable results. Therefore, it is recommended that regular calibration checks be conducted.

3.11 Drinking-Water Quality

Compliance drinking-water quality monitoring for the Prince Alfred Hamlet WSS is conducted monthly with the test results data uploaded to the DWS' Integrated Regulatory Information System (IRIS). The drinking-water quality status of all water supply systems in Witzenberg Municipality is summarised below, and includes consideration of the following determinants:

- Acute health (microbiological)
- Acute health (chemical)
- Chronic health (chemical)
- Non-health aesthetic
- Operational
- Disinfectant

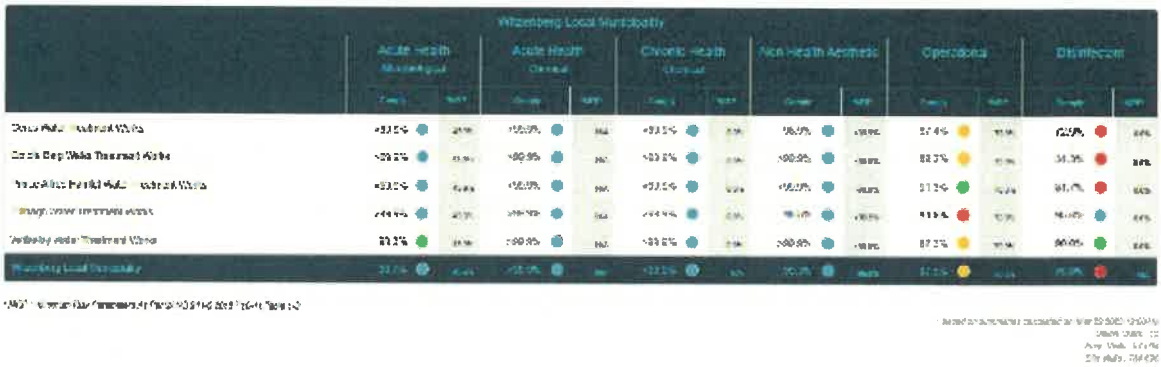


Figure 3-15: Summarised drinking-water quality performance for Prince Alfred Hamlet Water Supply System – 2020

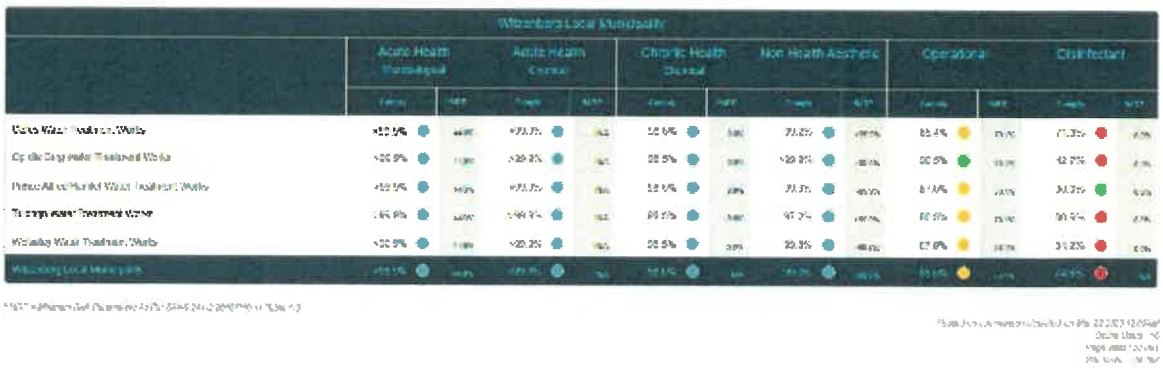


Figure 3-16: Summarised drinking-water quality performance for Prince Alfred Hamlet WSS – 2021

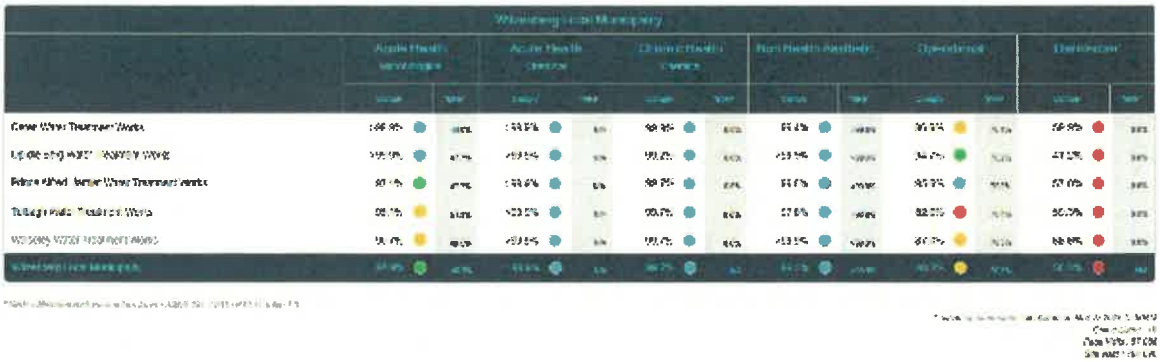


Figure 3-17: Summarised drinking-water quality performance for Prince Alfred Hamlet WSS – 2022

Figure 3-18: Summarised drinking-water quality performance for Prince Alfred Hamlet WSS – 2023 (to-date)

Considering Prince Alfred Hamlet, the following summarised performance is noted:

Table 3-3: Summarised drinking-water quality performance for Prince Alfred Hamlet Water Supply System

Year	Acute health (microbiological)	Acute health (chemical)	Chronic health (chemical)	Non-health aesthetic	Operational	Disinfectant
2020	Acceptable	Acceptable	Acceptable	Acceptable	Operational monitoring is used as an early warning, and failures should lead to process optimization	Poor
2021	Acceptable	Acceptable	Acceptable	Acceptable		Acceptable
2022	Acceptable	Acceptable	Acceptable	Acceptable		Poor
2023 (to-date)	Poor	Not yet sampled and analysed	Acceptable	Acceptable		Poor

Whilst most water quality parameters appear acceptable (i.e. meeting SANS 241-2015 requirements), the summarised results indicate a deteriorating disinfection performance and resulting deteriorating microbiological performance. The results indicate that current use of HtH for disinfection purposes is not ideal and compromising drinking-water quality. This can have long-term negative effects on the health of the distribution network (increased microbial activity, increased formation of biofilms) and a return to

normal chlorine gas disinfection as soon as possible is strongly encouraged. The recent poor acute health (chemical) water quality performance is attributed to no sampling yet been conducted in 2023.

Drinking water quality monitoring is done as per the monitoring programme in Section 7 of this WSP, and includes monthly, quarterly and annual monitoring. It is not practically or financially feasible for Witzenberg Municipality to monitor all SANS 241 determinands monthly and Witzenberg therefore follow a risk-based monitoring approach. The frequency of monitoring required determinands is based on the outcomes of the latest SANS 241 analysis and associated historical trends.

3.12 Water Supply System Performance: Blue Drop Status

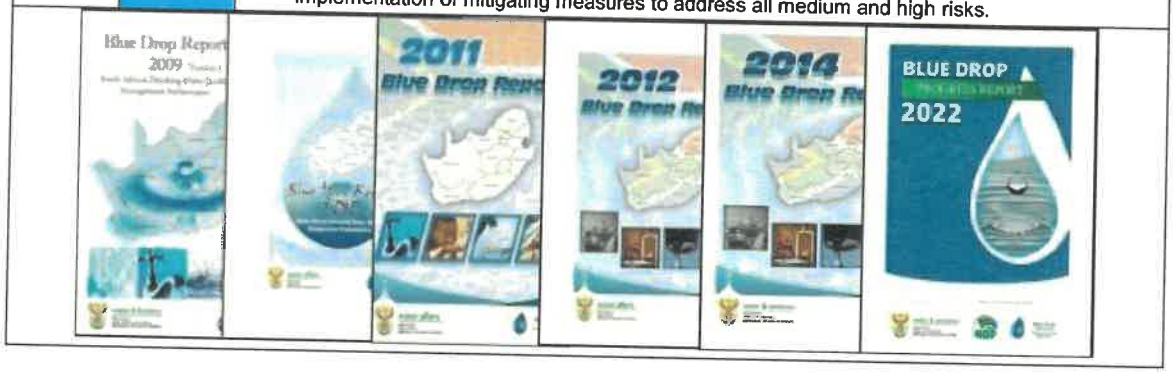
Table 3-4 below indicates a brief history of Witzenberg's Blue Drop Certification performance. The results indicate a proactive municipality with an impressive Blue Drop Certification performance record.

Table 3-4: Witzenberg Local Municipality Overall Blue Drop Status

Year	Blue Drop Score	Regulator's Comments
2009	62.4%	No Blue Drops achieved. Witzenberg Municipality is faring well in its responsibility of drinking water quality management but Process Controlling and Incident Preparedness requires attention. The water supply system of **Prince Alfred Hamlet** is not up to standard yet though.
2010	93.3%	Blue Drop achieved for: • Ceres • **Prince Alfred Hamlet** An exceptional 2010 performance by Witzenberg, ensured the illustrious Blue Drop Certification for no less than two water supply systems. The other 3 systems came very close to obtaining the prestigious acknowledgement as well. This is indicative of a concerted effort to improve drinking water quality management to be in line with international best practice. The Department trust that the Municipality will uphold this level of commitment to ensure that the Blue Drop status will be maintained.
2011	97.56%	Blue Drop achieved for: • Ceres • Op Die Berg • **Prince Alfred Hamlet** • Tulbagh • Wolseley Once again an impressive performance by Witzenberg Local Municipality. The Department wish to congratulate this water services authority (WSA) which has proven that the size of a municipality is not to be the determining factor of the success with in the Blue Drop Certification programme but rather the dedication to diligently adhere to the stringent criteria set. In the words of the Lead Inspector: "The WSA has shown high level of commitment throughout the whole process. The officials have put more effort in the preparation for the 2010/11 assessment; this was proven based on the availability and the quality of the information presented during the on-site assessment and the information on the Blue Drop System. The level of commitment from the management side contributed as well. This is one of the municipalities which can be used as a case study (lesson learning), it could benefit other WSAs" This performance justifies a place in the National Top 10 Blue Drop performers.
2012	97.63%	Blue Drop achieved for: • Ceres • Op Die Berg • **Prince Alfred Hamlet** • Tulbagh • Wolseley The consistent excellent performance of Witzenberg Local Municipality can once again be applauded since it can only be due to teamwork, passion and commitment that such a feat seems to become customary for this small municipality. The Department is aware that once Blue Drop certification status is obtained, it becomes more challenging to maintain such status and this makes this accomplishment

Year	Blue Drop Score	Regulator's Comments
		even more remarkable. Even though all (5) water supply systems reached Blue Drop status fairly comfortably, there would be a few areas the municipality is required to give attention to before further steps away from the 95% mark would be possible. This would be the process control skills level. It might be necessary to investigate means to augment current process control capacity (consider placement of Overberg Water trainees; one of the options) or further training of current staff. The other point would be to relook at the process audits since the inspectors found these assessments to lack the level of detail one would expect from an expert process engineering report. And lastly would be the chemical compliance of Tulbagh. The aluminium levels within this system overall complied with the national standard expected level for Good compliance, but in the spirit of endeavouring towards excellence, process optimisation is a necessity to ensure the standards Witzenberg sets for itself are maintained. Nevertheless the municipality can once again proudly display its Blue Drop certification status since it surely deserves this recognition of exceptionality.
2014	95.77%	Blue Drop achieved for: • Ceres • Op Die Berg • **Prince Alfred Hamlet** • Tulbagh • Wolseley The Witzenberg Local Municipality is to be commended for achieving Blue Drop status for each of their water systems for the third consecutive assessment. This is an excellent example to all. It is noted that the municipal team was well prepared for the assessment and presented all the necessary evidence for the inspector to assess compliance. A slight decrease in Municipal Score was achieved and the Municipality is encouraged to review areas where further improvement can be implemented. This includes: • Risk based monitoring should comply with the requirements of SANS 241 with regard to sampling points, frequency of analyses and the determinants that are analysed. Monthly sampling is currently undertaken which is not compliant. • With the exception of Port Alfred Hamlet, poor operational compliance was recorded with a high number of aluminium and turbidity failures. • As previously highlighted, the process audits focus on water quality aspects and do not address technical issues that may impact on the ability of the plant to produce water of acceptable quality. • Baseline No Drop data is not fully compliant with the criteria in all systems. It is anticipated that the Municipality will continue to demonstrate commitment to risk based management of all their systems and the achievement of excellence. The overall 2014 Risk Rating for Witzenberg is 32% which translates into the 5th best performance in the Western Cape. Note that this value is based on the 3 specific areas indicated below and shows concerns (medium to critical risks) for Process Control (which risks reflect compliance in terms of draft Regulation 813) in 3 of the 5 systems; Drinking Water Quality in none of the 5 systems; and Risk Management in none of 5 systems. The Risk Ratings found in all systems for Drinking Water Quality and Risk Management was found to be very low.
2022 (%Blue Drop Risk Rating (BDRR))	25.3%	All the Water Treatment Works (Ceres WSS, Op die Berg WSS, **Prince Alfred Hamlet** WSS, Tulbagh WSS and Wolseley WSS) fall in the Low-Risk category. • Criteria A – The design capacities for all the WSS were provided. • Criteria B – All the WSS (Ceres WSS, Op die Berg WSS, **Prince Alfred Hamlet** WSS, Tulbagh WSS and Wolseley WSS) are operating within their design capacity. • Criteria C – All the WSS have achieved excellent Microbiological compliance (>98%) and Microbiological Monitoring compliance (>80%). However chemical water quality compliance is poor indicating potential health risk and there is insufficient number of chemical monitoring points to verify the quality of water at all points in the network. • Criteria D – The Op die Berg WSS, **Prince Alfred Hamlet** WSS, Tulbagh WSS and Wolseley WSS achieved a low compliance of 54.2% and Ceres WSS achieved an adequate compliance with technical skills which is an indication of the lack of relevant process controllers, supervisors and maintenance teams. • Criteria E – All the WSS achieved excellent compliance for the Water Safety Planning and development of risk-based water quality monitoring programmes as outlined in SANS 241:2015. The Regulator encourages the WSA and WSP to urgently implement the following recommendations to ensure delivery of safe drinking water for all consumers:

Year	Blue Drop Score	Regulator's Comments
		• Ca: Implementation of corrective measures in the event of microbiological and chemical failures to always ensure delivery of safe drinking water. • Cb: Implementation of monitoring programmes with sufficient samples based on population size as outlined in SANS 241:2015. • D: Appointment of suitably qualified staff (supervisors, process controllers and maintenance teams) aligned to set criteria. • E: Development of Water Safety Plan as per SANS 241:2015 and WHO guidelines including risk assessment of entire supply system, water quality evaluation based on full SANS 241:2015 analysis of raw and final water, development of risk-based monitoring programmes, and implementation of mitigating measures to address all medium and high risks.



The following performance is noted for Prince Alfred Hamlet.

Table 3-5: Prince Alfred Hamlet Blue Drop Certification: historical performance

Blue Drop Assessment Cycle	Blue Drop Score (%)
2014	90.09
2012	96.51
2011	98.19
2010	95
2009	49

NOTE: The 2022 Blue Drop Risk Rating (%BDRR/BDRRmax) forPrince Alfred Hamlet was 25% – i.e. low risk.

4 Hazard Assessment, Validation of Control Measures and Risk Determination

A risk assessment is conducted to understand the typical hazards/hazardous events faced at each step of the WSS including management, abstraction, treatment, distribution, and point of use and with consideration of impacts associated with climate variability and change.

The risk associated with each hazardous event is determined based on the product of likelihood and consequence (or severity). This assists in determining which risks are more important and which are less important. Witzenberg has adopted the following risk matrix to determine WSS risks.

Table 4-1: Risk matrix and associated definitions (Likelihood and severity contextual definitions, WSP Manual 2nd Edition)

LIKELIHOOD

Rating	Description	Definition
1	Very unlikely	Has not occurred in the past, and it is highly improbable that it will happen in the future
2	Unlikely	Is possible and cannot be ruled out completely
3	Likely	Is possible and under certain circumstances could happen
4	Very likely	Has occurred in the past and has the potential to happen again
5	Almost certain	Has occurred in the past and is expected to happen again

SEVERITY

Rating	Description	Definition
1	Insignificant	Negligible impact on water quality, acceptability or quantity
2	Minor	Short-term or localized non-compliance, quantity or acceptability issue (not health related)
3	Moderate	Long-term or widespread non compliance, quantity or acceptability issue (not health related)
4	Major	Potential long-term health effects
5	Catastrophic	Potential illness or death

5 × 5 risk assessment matrix

LIKELIHOOD		SEVERITY: Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Very unlikely	1	1	2	3	4	5
Unlikely	2	2	4	6	8	10
Likely	3	3	6	9	12	15
Very likely	4	4	8	12	16	20
Almost certain	5	5	10	15	20	25

RISK SCORE (likelihood × severity)	RISK LEVEL
≤5	Low
6-14	Medium
≥15	High

Witzenberg has adopted a dual-stage risk assessment approach which considers both "raw risk" (sometimes referred to as the "inherent risk" – the risk before including consideration of the impact of the existing control measures) and "residual risk" (with consideration of the impact of existing control measures). Not all existing control measures are 100% effective, and additional control measures may need to be identified and implemented.

The risk assessment was conducted by the WSP team and considered a combination of information gathered from municipal records, staff and stakeholder engagements and site visits, and aimed to identify what could go wrong and where it could go wrong. The following summarized risk assessment considering "high" and "medium" risks is presented in the table below (see Table 4-2). The full risk assessment is included in **Appendix A**.

Note that full risk assessment is included in Appendix A.

Table 4-2: Risk Assessment for Prince Alfred Hamlet WSS

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
4	Source	Catchment	Contamination of source waters due to illegal dumping (e.g. of solid waste, chemical waste)	M C A	3	3	9	Medium	Limit access to raw water sources.	People seen near dams - were asked to leave by municipal officials. Municipality regularly informs community to not trespass.	-	-	✓	3	2	6	Medium
38	Source	Intake and transport	Ingress of organic debris, small animals or fish contaminating raw water at inlet due to damaged grids	M A	4	2	8	Medium	No control measure in place	Not Applicable	-	✓	-	4	2	8	Medium
43	Source	Intake and transport	Increased risk of damage/illegal connection in the pipeline between source and treatment due to exposed pipeline	M Q	4	2	8	Medium	No control measure in place	Not Applicable	-	-	-	4	2	8	Medium

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
45	Source	Intake and transport	Pipe burst/damage and resulting reduced raw water quality/quantity in the pipeline between source and treatment due to exposure to external factors (such as fires)	M C Q	3	3	9	Medium	Pipe replacement programme and protocol in place		-	-	✓	3	2	6	Medium
50	Treatment	Disinfection	Disinfection facility at WTW out of order and unable to disinfect water due to vandalism/theft	M C A	4	4	16	High	Fencing for security of site Fortification of chlorine building (steel door and bulgar bars on all windows)	Fencing on site prevents unauthorised entrance, but was compromised in a number of places	-	-	✓	3	2	6	Medium
51	Treatment	Disinfection	No chlorine gas on site at WTW to disinfect the water due to supplier constraints (shortage of product)	M C A	5	3	15	High	Hth added to onsite storage facilities to disinfect water	Hth containers observed on site	-	-	✓	5	2	10	Medium

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
52	Treatment	Disinfection	Incorrect chlorine dosing and disinfection at WTW due to insufficient monitoring of chlorine (e.g. incorrect sampling, incorrect recording of readings, incorrect method for measurement, incorrect calibration)	M C	4	3	12	Medium	No control measure in place	Not Applicable	-	-	-	4	3	12	Medium
54	Treatment	Disinfection	Compromised disinfection at WTW due to poor dose control/dosing equipment (including calibration, dose calculations, etc.)	M C A	4	4	16	High	No control measure in place	Not Applicable	-	-	-	4	4	16	High
59	Treatment	General	Inappropriate or inadequate treated water monitoring at WTW due to failure of equipment or lack	M C	3	3	9	Medium	No control measure in place	Not Applicable	-	-	-	3	3	9	Medium

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
			of knowledge or training of operator														
60	Treatment	General	Issues of concern are not addressed due to inadequate reporting and on-site documentation at WTW (e.g. recording malfunctions in logbooks, compliance reports)	M C	2	3	6	Medium	No control measure in place	Not Applicable	-	-	-	2	3	6	Medium
64	Treatment	Storage	Introduction of hazards through damaged/rusting/no tank covers allowing ingress of animals/vermin/faeces/roof drainage	M A	5	2	10	Medium	No control measure in place	Not Applicable	-	-	-	2	3	6	Medium
76	Distribution	Pump Station	Loss of process control and resulting compromised water quality and reduced efficiency of the	M Q	5	3	15	High	Manual operation of system		-	-	✓	5	2	10	Medium

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
			distribution system due to instrumentation failure (e.g. telemetry, SCADA) (additionally posing more strain on staff to manually operate the system)														
93	Distribution	Pipeline	Pipe burst/damage and resulting reduced raw water quality/quantity due to aging infrastructure/poor infrastructure condition	M C Q	4	3	12	Medium	Pipe replacement programme and protocol in place		-	-	✓	4	2	8	Medium
94	Distribution	Pipeline	Interrupted water supply because of repairs taking place on burst pipes	Q	3	3	9	Medium	Pipe replacement programme and protocol in place		-	-	✓	3	2	6	Medium
100	Distribution	Pipeline	Contaminants enter the system due to illegal / unauthorized connections	M	2	5	10	Medium	No control measure in place	Not Applicable	-	-	-	2	5	10	Medium

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
103	Distribution	Pipeline	Introduction of contamination (e.g. soil ingress which can increase turbidity of water) into the distribution system because of unhygienic construction, repair and maintenance methods	M	3	2	6	Medium	Pipe replacement programme and protocol in place		-	✓	-	3	2	6	Medium
113	Distribution	Pipeline	Supply to consumers interupted because of vandalism/sabotage/ damage to the pipeline	M Q	4	2	8	Medium	No control measure in place	Not Applicable	-	-	-	4	2	8	Medium
114	Distribution	Pipeline	Less water is available per person because consumers illegally connect to the distribution system	Q	4	2	8	Medium	No control measure in place	Not Applicable	-	-	-	4	2	8	Medium

No	Component	Process Step	Hazardous Event	Hazard Type (M, C, R, A, Q)	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
125	Distribution	Communal standpipe	Supply of water to consumers is interrupted because of vandalism/sabotage/ damage to the communal standpipe	M Q	3	2	6	Medium	No control measure in place	Not Applicable	-	-	-	3	2	6	Medium

5 Improvement plan

An improvement/upgrade plan is needed where additional control measures are required to address remaining significant risks. A significant amount of funds and time might be required to successfully implement appropriate control measures, and it is therefore sometimes more appropriate to consider stepwise implementation to enable incremental improvement (i.e., what is required for phase 1, what is required for phase 2, etc.). This requires Witzenberg to also consider and implement low/no cost control measures in the short-term while the necessary funds are secured to enable implementation of long-term control measures.

Considering this, the improvement plan for the Prince Alfred Hamlet WSS is shown below (see Table 5-1).

Table 5-1: Prince Alfred Hamlet WSS improvement plan

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
Coordinate with the community and local police to deal with illegal dumping.	Contamination of source waters due to illegal dumping (e.g., of solid waste, chemical waste) *(Risk assessment table reference: No. 4)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	Not yet started
A grid to be installed at the inlet to prevent fish and small animals from entering the inlet.	Ingress of organic debris, small animals or fish contaminating raw water at inlet due to damaged grids *(Risk assessment table reference: No. 38)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	Not yet started
Replace pipeline with a more suitable material for above ground conditions and secure pipeline with strapping and pedestals	Increased risk of damage/illegal connection in the pipeline between source and treatment due to exposed pipeline	Management: Water and Sanitation Division	TBD	TBD	TBD	Not yet started

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
	(Risk assessment table reference: No. 43)					
Engage with fire department to determine optimum fire protection for assets including appropriate fire breaks, clearing of vegetation, reducing fire hazards, etc. Introduce vegetation clearing programme. Replace pipelines with a durable alternative suitable for above ground related risks.	Pipe burst/damage and resulting reduced raw water quality/quantity in the pipeline between source and treatment due to exposure to external factors (such as fires) *(Risk assessment table reference: No. 45)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	July 2023	In process
Improve security at disinfection facility at WTW (fortification of building) including consideration of putting up anti-cut and ant- climb fencing. Develop SOP for security patrols.	Disinfection facility at WTW out of order and unable to disinfect water due to vandalism/theft *(Risk assessment table reference: No. 50)*	Management: Water and Sanitation Division	- (forms part of refurbishment of chlorination facility)	-	July 2023	In process
Keep HtH readily at hand (on-site or in stores) as backup disinfection measure for temporary shortages of chlorine gas.	No chlorine gas on site at WTW to disinfect the water due to supplier constraints (shortage of product) *(Risk assessment table reference: No. 51)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	In place	Completed

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
Record readings in logbook (chemicals added, FCR measured). Ensure availability of required monitoring equipment and reagents. Supervisors to regularly check and sign-off logbooks.	Incorrect chlorine dosing and disinfection at WTW due to insufficient monitoring of chlorine (e.g. incorrect sampling, incorrect recording of readings, incorrect method for measurement, incorrect calibration) *(Risk assessment table reference: No. 52)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	On-going	In process
Refurbish and restart the operation of the chlorination facilities.	Compromised disinfection at WTW due to poor dose control/dosing equipment (including calibration, dose calculations, etc.) *(Risk assessment table reference: No. 54)*	Management: Water and Sanitation Division	-	O&M budget for W&S department	In place	Completed
Ensure that process controllers are adequately trained for the level of work which they need to perform. Supervisors to regularly check and sign-off logbooks.	Inappropriate or inadequate treated water monitoring at WTW due to failure of equipment or lack of knowledge or training of operator *(Risk assessment table reference: No. 59)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	Not yet started
Investigate communication/issue tracking system that will work for municipal needs. Fast-track implementation and monitor performance.	Issues of concern are not addressed due to inadequate reporting and on-site documentation at WTW (e.g. recording malfunctions in logbooks, compliance reports)	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	Not yet started

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
	(Risk assessment table reference: No. 60)					
Replace damaged/missing roof sheeting	Introduction of hazards through damaged/rusting/no tank covers allowing ingress of animals/vermin/faeces/roof drainage *(Risk assessment table reference: No. 64)*	Management: Water and Sanitation Division	TBD	TBD	2023/2024 financial year	Not yet started
Replace telemetry cabling, recommission the automated system.	Loss of process control and resulting compromised water quality and reduced efficiency of the distribution system due to instrumentation failure (e.g. telemetry, SCADA) (additionally posing more strain on staff to manually operate the system) *(Risk assessment table reference: No. 76)*	Management: Water and Sanitation Division	TBD	TBD	2023/2024 financial year	Not yet started
Municipal records of pipe bursts need to be interpreted to establish which parts of the reticulation network needs to be replaced. The municipality can appoint a service provider to do underground leak detection (this will also pinpoint where pipe replacement and/or leak	Pipe burst/damage and resulting reduced raw water quality/quantity due to aging infrastructure/poor infrastructure condition *(Risk assessment table reference: No. 93)*	Management: Water and Sanitation Division	TBD	TBD	TBD	Not yet started

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
repairs needs to be prioritized).						
Introduce a communication system to rapidly inform affected consumers. Develop a water supply emergency plan for use of tanker trucks and/or firetrucks to supply drinking water.	Interrupted water supply because of repairs taking place *(Risk assessment table reference: No. 94)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	In progress
Regular on the ground investigations by municipal staff to identify and remove any illegal connections/incorrect connections.	Contaminants enter the system due to illegal / unauthorized connections *(Risk assessment table reference: No. 100)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	In progress
Ensure pipe break SOP is understood and adhered to by all pipe repair teams.	Introduction of contamination (e.g. soil ingress which can increase turbidity of water) into the distribution system because of unhygienic construction, repair and maintenance methods *(Risk assessment table reference: No. 103)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBC	In progress
Develop a water supply emergency plan for use of tanker trucks and/or firetrucks to supply drinking water.	Supply to consumers interrupted because of vandalism/sabotage/damage to the pipeline *(Risk assessment table reference: No. 113)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBC	Unknown

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
Coordinate with the community and local police to deal with illegal connections and unauthorised consumption.	Less water is available per person because consumers illegally connect to the distribution system *(Risk assessment table reference: No. 114)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBC	In progress
Coordinate with the community and local police to deal with the thieves and vandals e.g., consider implementation of an anonymous tip line where communities can report incidents or concerns.	Supply of water to consumers is interrupted because of vandalism/ sabotage/damage to the communal standpipe *(Risk assessment table reference: No. 125)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBC	Not yet started

6 Define monitoring of control measures

Control measures should be monitored to check that the system is effectively managed and that the prescribed water quality targets are met. An operational monitoring plan has been implemented to check the performance of existing control measures and to timeously inform corrective action (if required). Where monitoring indicates that control measures are ineffective, new control measures will need to be identified and implemented. Basic operational monitoring as follows:

- At least daily checks of key water quality parameters at the Prince Alfred Hamlet WTW and capturing thereof in appropriate logbooks,
- At least daily checks of key chemical dosages/chemical usage and capturing thereof in appropriate logbooks, and
- Visual observations/inspections of the Prince Alfred Hamlet WTW, key reservoirs and pump stations and capturing thereof in appropriate logbooks.

Currently, the superintendent is responsible for water quality testing of the water quality parameters listed in **Error! Reference source not found.**, analysing the r esults against the corresponding limits and responding or applying corrective actions as described in the Incident Response Management Plan.

Table 6-1: Prince Alfred Hamlet operational monitoring programme: water quality

What is monitored?	Risk	Where?		When? (Frequency)	Standard Limit(s) (SANS 241-1:2015)	Critical limit(s) (Incident Response Management Plan)
		WTW Raw Water	WTW Final Water			
Conductivity at 25°C	Aesthetic	✓	✓	Daily	≤ 170 mS/m	
Turbidity	Operational Aesthetic	✓	✓	Daily	≤1 NTU ≤5 NTU	Alert Level II: ≤5 NTU
pH at 25°C	Operational	✓	✓	Daily	≥5 and ≤9.7 pH units	
Free Chlorine	Chronic health		✓	2 x per day	≤5mg/L	5mg/L

Considering current medium and high risks emanating from the risk assessment, the following key observations and other measurements should be introduced as part of the operational monitoring programme.

Table 6-2: Prince Alfred Hamlet WSS operational monitoring programme: observations and other measurements

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
Source	Water restrictions	Water use	Households	When restrictions are applied	Target high water users not adhering to restrictions. Create awareness around water use efficiency	Senior Technician Water & Sewerage	Water use within restricted use	Installing meters on households with high water use. Refer to Water and Sanitation Services By-Laws.
Source	Source inspection for visible blockages and/or possible sources of contamination	Operation of dams/boreholes/ raw water	Waboom s River weir and Cutting Fountain	Daily	Visual inspection	Process Controller; Supervisor	No visible blockages and/or sources of contamination	Follow SOP for source inspection
Intake and transport & Distribution	Pipe replacement programme and protocol	Pipe burst/damage and resulting reduced raw water quality/quantity	Bulk pipelines and distribution system	Events of pipe burst/damage	Visual inspection of bulk pipelines and distribution system	Superintendent	Well maintained pipeline with no burst/damage	Follow SOP for operation and maintenance of the WSS and pipe breaks. Refer to the Pipe replacement programme and protocol.
Intake and transport	Maintain a clear space around infrastructure to act as basic fire break	Uncontrolled vegetation growth around exposed infrastructure	WTW and exposed pipelines	Monthly	Visual inspection	Process Controller; Supervisor	No uncontrolled vegetation within (recommended) 9 metres of infrastructure	Introduce a fire break or perform controlled burning

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
			in network					
Intake and transport	Manual operation of system (pumps)	Pumps	Pump stations	Daily	Visual observation and maintenance schedule	Process Controller	Operational pumps	Follow SOP for operation and maintenance of a pumping station/pump
Treatment	On-site water quality sampling and testing	Conductivity, turbidity, pH, free chlorine	WTW	See Table 6-1	Water quality sampling and testing using on-site equipment and recording results in a logbook (Follow SOP for water sample collection and on-site water quality testing.)	Process Controller	See Table 6-1	Refer to corrective actions in the Incident Response Management Plan.
Treatment	Security fencing (Fortification of building)	Condition of security fence and gate	Disinfection facility at WTW	Daily	Visual observation (Follow SOP for site security inspection)	Process Controller	Fence in good condition. Gate closed and locked securely. Windows intact. All assets on-site	Repair fence or gate within 1 day or consider putting up anti-cut and anti-climb fencing. Replace/refurbish damaged assets.

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
							and in working condition.	
Treatment	HtH added to onsite storage facilities to disinfect water	Quantity chlorine added to water (cups, kg)	On-site reservoir at WTW	Daily	Record quantities added in logbook	Superintendent	See Table 6-1	Optimize disinfectant
Treatment	Water quality testing equipment inventory and record conditions	Water quality testing equipment	WTW	Once per month	Complete inventory checklist and record in logbook	Superintendent	Adequate water quality testing equipment to test all required parameters	Replace or service any water quality testing equipment that is not currently functioning properly.
Treatment	Refresher training to Process Controllers – Training programme	Skills and knowledge of Process Controllers	WTW	Once per month	Internal training	Superintendent	Process Controllers' training certificates up to date	
Treatment	Regular equipment calibration	Conductivity, turbidity, pH, free chlorine	WTW	Daily (internal) Yearly (external)	Calibrate equipment using on-site calibration materials and recording (Follow SOP for site calibrating equipment)	Process Controller	Calibration performed on a regular basis and on-site calibration materials adequate	Ensure adequate calibration materials are available for daily internal calibration

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
Treatment	Review of logbook	Issues of concern	WTW	Daily/Weekly	Review logbook record of all monitoring actions and issues captured at WTW	Superintendent	No unaddressed issues at WTW	Address issues of concern accordingly
Distribution	Inspection and maintenance of communal standpipes/taps	Sufficient supply of water to consumers (interruptions due to vandalism/sabotage/damage)	Communal standpipes/ taps	Daily	Visual inspection	Superintendent	Communal standpipes/taps in good condition and supplying sufficient water to consumers	

7 Water Safety Plan Verification

Verification should provide the evidence that the overall WSS is capable of consistently delivering the required quantity of water at the required quality (i.e. meeting national drinking-water quality standards). Verification includes:

- Compliance monitoring
- Auditing
- Consumer satisfaction surveys

7.1 Compliance monitoring

Compliance monitoring confirms that the drinking-water quality regulations and standards (i.e. SANS 241-2015) are being achieved. Witzenberg utilises AL Abbott, a SANAS accredited laboratory in Cape Town, for their compliance monitoring. AL Abbott collect drinking-water quality samples from all Witzenberg towns, conduct the analysis and report results and issues of concern to Witzenberg on a monthly basis.

The compliance monitoring points, programme and corresponding limits are captured in the tables that follow. Responses and corrective actions are described in the Incident Response Management Plan

Table 7-1: Prince Alfred Hamlet compliance monitoring: sample points

Site Id	Site Name	Status	Critical
1623	Reservoir, Post Chlorination	Activated	Yes
6595	266 Steve Tshwete Street, Kliprug	Activated	No
6956	Municipal Offices	Activated	No
2143	Tap (Restaurant)	Activated	No
14298	Denne Laan	Activated	No

Table 7-2: Prince Alfred Hamlet compliance monitoring: SANS 241 parameters

SANS 241-2:2015 REQUIREMENTS What is monitored?	Risk	When? (Frequency)	Standard Limits (SANS 241-1:2015)	Critical limit(s) (Incident Response Management Plan)
Microbiological				
E. coli or Faecal Coliforms	Acute Health	Monthly	0 count per 100 mL	Alert Level I: 1 count per 100mL Alert Level II: 2 - 10 count per 100mL Alert Level III: >10 count per 100mL
Protozoan parasites - Giardia	Acute Health	Annually	0 per 10 L	Alert Level II: 1 count per 10L Alert Level III: >1 count per 10L
Protozoan parasites - Cryptosporidium	Acute Health	Annually	0 per 10 L	Alert Level II: 1 count per 10L Alert Level III: >1 count per 10L
Total Coliforms	Operational	Monthly	≤10 count per 100 mL	
Heterotrophic plate count	Operational	Monthly	≤1000 count per mL	≤1000 Count per mL
Somatic Coliphages	Operational	Annually	0 count per 10 mL	Alert Level I: 1 count per 10mL Alert Level II: 2 - 10 count per 10mL Alert Level III: 10 count per 10mL
Physical and Aesthetic				
Colour	Aesthetic	Annually	≤15 mg/L	
Electrical Conductivity	Aesthetic	Monthly	≤170 mS/m	
Total Dissolved Solids	Aesthetic	Monthly	≤1200 mg/L	
pH at 25°C	Operational	Monthly	≥5 and ≤9.7 pH units	
Turbidity	Operational	Monthly	≤1 NTU	
	Aesthetic		≤5 NTU	Alert Level II: ≤5 NTU
Chemical (Macro) Determinants				
Free Chlorine	Chronic Health	Monthly	≤5mg/L	
Monochloramine	Chronic Health	Annually	≤3mg/L	

SANS 241-2:2015 REQUIREMENTS				
What is monitored?	**Risk**	**When? (Frequency)**	**Standard Limits (SANS 241-1:2015)**	**Critical limit(s) (Incident Response Management Plan)**
Nitrate	Acute Health	Quarterly	≤11mg/L	
Nitrite	Acute Health	Quarterly	≤0.9 mg/L	
Combined Nitrate + Nitrite	Acute Health		≤1	
Sulphate	Acute Health	Annually	≤500	
	Aesthetic		≤250	
Fluoride	Chronic Health	Quarterly	≤1.5	Alert Level II: Result 0.9 – 1.7 mg/L Alert Level III: Result > 1.7 mg/L
Ammonia	Aesthetic	Quarterly	≤1.5	
Chloride	Aesthetic	Quarterly	≤300	
Sodium	Aesthetic	Annually	≤200	
Zinc	Aesthetic	Annually	≤5	
Chemical (Micro) Determinants				
Antimony	Chronic Health	Annually	≤20µg/L	
Arsenic	Chronic Health	Annually	≤10µg/L	
Barium	Chronic Health	Annually	≤700µg/L	
Boron	Chronic Health	Annually	≤2400µg/L	
Cadmium	Chronic Health	Annually	≤3µg/L	
Total Chromium	Chronic Health	Annually	≤50µg/L	
Copper	Chronic Health	Quarterly	≤2000µg/L	
Cyanide	Acute Health	Annually	≤200µg/L	
Iron	Chronic Health	Monthly	≤2000µg/L	Alert Level I: 200 – 1000 µg/L Alert Level II: 1100 – 2000 µg/L Alert Level III: > 2000 µg/L
	Aesthetic		≤300µg/L	

SANS 241-2:2015 REQUIREMENTS				
What is monitored?	**Risk**	**When? (Frequency)**	**Standard Limits (SANS 241-1:2015)**	**Critical limit(s) (Incident Response Management Plan)**
Lead	Chronic Health	Annually	≤10 µg/L	
Manganese	Chronic Health	Monthly	≤100 µg/L	Alert Level I: 100 – 400 µg/L Alert Level II: 500 – 1000 µg/L Alert Level III: > 1000 µg/L
	Aesthetic		≤400 µg/L	
Mercury	Chronic Health	Annually	≤6 µg/L	
Nickel	Chronic Health	Annually	≤70 µg/L	
Selenium	Chronic Health	Annually	≤40 µg/L	
Uranium	Chronic Health	Annually	≤30 µg/L	
Aluminum	Operational	Annually	≤300 µg/L	
Chemical (Micro) Determinants				
Total organic carbon	Chronic Health	Quarterly	≤10 mg/L	
Trihalomethanes - Bromoform	Chronic Health	Quarterly	≤300 µg/L	
Trihalomethane - Dibromochloromethane	Chronic Health	Quarterly	≤100 µg/L	
Trihalomethane - Bromodichloromethane	Chronic Health	Quarterly	≤100 µg/L	
Combined trihalomethanes	Chronic Health	Quarterly	≤60 µg/L	
Microcystin	Chronic Health	Annually	≤1	
Phenols	Aesthetic	Annually	≤10 µg/L	

Note: To align the Incident Response Management Plan with the new SANS 241-2:2015, it is advisable to update the plan and incorporate the following changes: exclude total chlorine, calcium, cobalt, potassium, cypathogenic viruses and vanadium from the list of compliance criteria, as they are no longer considered relevant; include compliance limits for uranium and monochloramine, and update the limits for manganese and selenium.

7.2 Auditing

Auditing provides evidence that the WSP is complete, up to date, adequately implemented and effective.

Witzenberg have noted that internal and/or external audits of WSP activities are not routinely done. It is, however, noted that Water Treatment Works process audits are conducted by A L Abbott and Associates on an annual basis. With the last DWS Blue Drop Certification assessment it was recommended that Witzenberg ensure that the process audit should focus more on the capability of the plant, asset management and required funding to address concerns (instead of being largely water quality focussed). In addition, it should also be more aligned to WSP activities. Furthermore, it is noted that as part of the development of this WSP, the Zutari team have performed certain elements of an external audit, including inspection of the water supply system, review of data and information, and identification of gaps and issues of concern. These activities were used to inform the list of hazards and hazardous events and to determine the associated risks.

Bearing current practice in mind, it is recommended that an internal and/or external audit of the WSP is scheduled on at least an annual basis.

7.3 Consumer satisfaction surveys

Consumer satisfaction surveys provides information about how satisfied consumers are with the water supply. This requires communication with consumers about drinking water quality and quantity issues and helps ensure consumer confidence with the water supply and service delivery.

Witzenberg Municipality has a call centre in place, whereby complaints / issues can be logged by consumers. This ensures that complaints / issues are dealt with timeously and effectively. The municipality further conducts quarterly service delivery Imbizas in all the towns of Witzenberg to address any queries or issues related to service delivery. These Imbizas often involve interactive sessions focussed on consumer participation and community communication, and they play a vital role in ensuring consumer confidence in the quality of the drinking-water supplied and associated water supply service delivery. In addition, the municipality can regularly communicate drinking-water quality and related service delivery information to consumers via posters, radio, flyers, roadshows, etc.

8 Management Procedures

Management procedures provide documented procedures to follow during normal or incident conditions, or emergency situations. Management procedures include:

- Standard Operating Procedures (SOPs)
  - Normal operations
  - Incident conditions
- Emergency Response Plans (ERPs)

The available SOPs and ERPs are highlighted in the sections that follow.

8.1 Standard operating procedures

8.1.1 Normal operations

The following SOPs for normal operations, listed in Table 8-1, are implemented within Witzenberg Municipality with a few additional SOPs suggested for consideration:

Table 8-1: Standard operating procedures

Category	Standard operating procedure	Procedure in place
General tasks	Site security inspection	Y
	Water sample collection	
	Dealing with user notifications and complaints	Y
	Record keeping and reporting	Y
	Entry into confined spaces, sewer, manholes and wet wells	Y
	Digging of trenches	Y
	Fire hydrants operation and maintenance	Y
	Water supply system operation and maintenance including pipe network, pumps, valves and other fittings	Y
	Pipe breaks procedure	Y
	Pump station inspection	Y
	Pump station operation and maintenance	Y
Source	Source inspection for visible blockages and possible sources of contamination	
	Scour valves operation and maintenance	Y
Treatment	Chemical dosing procedures (e.g. coagulation/flocculation, pH correction)	
	Filter backwashing	
	Calibrating equipment and online monitoring systems	
	On-site water quality testing	Y
	Record keeping of operations and maintenance activities (log book with water quality testing results, quantities of chemicals used, minor issues addressed, etc.)	Y
	Inspection and maintenance of storage tanks/reservoirs	Y

Category	Standard operating procedure	Procedure in place
Storage and distribution	Responding to loss of pressure/no water in the distribution network	
	Flushing water mains procedure	Y
	Inspection and maintenance of communal standpipes/taps	
	New water connections procedure	Y

8.1.2 Water and Sanitation Services By-Laws

- Application for water services
- Charges for water services
- Payment for water services
- Termination, limitation and disconnection of water services
- Service levels
- Water supply system consideration
  - Connection to water supply system
  - Standards (e.g. quantity, quality, pressure, water restrictions)
  - Measurement (e.g. quantity supplied
  - Audit (e.g. water audit of a customer)
  - Installation work
  - Communal water supply services
  - Temporary water supply services
  - Boreholes
  - Fire services connections general provisions
  - General provisions (e.g. water sampling, use of grey water)
- Water Services Intermediaries (e.g. registration, provision of water services, charges)
- Unauthorised water services (e.g. obstruction of access, water wastage, illegal discharges, illegal connections)
- Notices
- Appeals
- Offences
- Documentation
- General provisions

8.1.3 Incident conditions

The following SOPs, as described in the Water Incident Management Protocol Plan, for prevention and correct incident conditions are implemented within Witzenberg Municipality (note that all page references refer to the Water Incident Management Protocol Plan):

- Contact procedures and numbers for
  - minor emergencies e.g. leakages
  - more serious emergencies e.g. pipe bursts
  - sever emergencies e.g. availability of water

The Emergency Centre is contacted immediately when a problem is observed. The Manager of Water & Sewerage (Nathan Jacobs) is notified and jointly investigates the situation with the Superintendent and Senior Technicians.

Appropriate actions are taken to rectify the situation, which may include mobilizing internal technical personnel or external contractors. Operating personnel at the relevant treatment plant is notified of the problem. The Manager of Water & Sewerage draws up an Incident Report containing information such as the date of the incident, investigator, incident description, recommended steps to prevent a recurrence, and the name of the person compiling the report. In case of serious incidents, the DWS Western Cape Regional Office is notified by the Manager of Water & Sewerage.

Once the issue is resolved, the supervisor will notify Emergency services, who will log the query from start to end and provide an emergency report. The report will be submitted along with the monthly report to the Technician: Water & Sewerage.

Severe emergencies posing health risks to the community are notified through media after informing all parties as per the contact procedure.

- Protocol for drinking-water failure
  - Alert Level I – routine problems
  - Alert level II – minor emergency
  - Alert level III – major emergency
- Incident management protocol for
  - health related drinking water quality incidents
  - aesthetic drinking water quality incidents
  - examples of water quality protocol
    - bacteriological failure response
    - disinfection optimization
    - turbidity
- Troubleshooting
  - Pumps
  - Filtration
  - Disinfection
- Serious accidents protocol
  - Eye incident
  - Bleeding
  - Chemical burns
  - Electrical burns
  - Heat burns
  - Fire burns
  - Shock
  - Poisoning

To align the Incident Response Management Plan with the new SANS 241-2:2-15, it is advisable to update the plan and incorporate the following changes: exclude total chlorine, calcium, cobalt, potassium, cypathogenic viruses and vanadium from the list of compliance criteria, as they are no longer considered relevant; include compliance limits for uranium and monochloramine, and update the limits for manganese and selenium.

- An incident register is used to capture all incidents reported in Witzenberg Municipality

8.2 Emergency response plans

Emergencies even occur in the best managed systems. Water safety planning and the developemnt and implementation of ERPs can aid preparedness for disasters and extreme events, including those that are unforeseen.

- Emergency Preparedness Plan for the Ceres Koekedouw Dam
  - Early warning
  - Flooding
  - Line of responsibility
  - Evacuation procedures
  - Support systems
- Drought management plan
- Flood management plan
  - Includes consideration of flooding impacts, vulnerable areas and people, risk reduction strategies and response strategies.
- Disaster response plan
  - Includes the disaster risk assessment, risk reduction strategies, response and recovery.
  - Education, training, public awareness and research and it outlines the responsibilities of the Municipality's directorate and departments.

9 Supporting programmes

Supporting programmes could include:

- Consumer education
- Laboratory quality control
- Staff training
- Creating WSP awareness and buy-in

Supporting programmes may either have a direct impact (e.g. through process controller training) or an indirect impact (through public awareness) on drinking water safety. Municipal efforts to-date are summarised in the sections below.

9.1 Consumer education

As the municipality is in an area prone to droughts, various media and social media campaigns (Facebook, newsletters, etc.) are undertaken to make the public aware and keep them up to date of, for example, matters related to water conservation. Water restrictions are implemented as required. A drought management plan has also been drafted and shared with the community.

9.2 Laboratory quality control

Witzenberg utilises a SANAS accredited laboratory for compliance monitoring.

Operational monitoring is conducted using available on-site laboratory equipment. The equipment is calibrated by the process controller on site to ensure accurate results. Additionally, the equipment is sent to the supplier for calibration on an annual basis, further ensuring accurate operational monitoring and alignment to industry standards.

9.3 Staff training

WTW and other WSS staff undergo regular training courses (e.g. NQF training) to improve their knowledge and to enable them to grow their careers within Witzenberg. The municipality seeks to create a formalised staff training schedule that ensures that on-going process controller training is conducted on at least an annual basis.

9.4 Creating WSP awareness and buy-in

WSP awareness and buy-in includes investing in capacity building initiatives to empower municipal staff with the necessary awareness, understanding and skills to effectively implement the WSP. This is done by offering internal training programmes, workshops and technical support to enhance staff understanding of risk assessment, monitoring and emergency response protocols. Furthermore, a regular review and update of the WSP (based on feedback, data analysis and emergency challenges) ensures that the WSP remains effective. Sharing results and lessons learned and demonstrating progress in closing gaps within the different WSSs assists in maintaining staff engagement and encourages ongoing collaboration. This helps ensure the provision of a safe and sufficient water supply to the community.

10 Review and revise the WSP

The WSP team should meet periodically and review the plan to ensure it remains relevant and up to date. The WSP should be reviewed after an emergency, after an incident occurs or at least once per year. Table 10-1 below captures the status of the Prince Alfred Hamlet WSS WSP.

Table 10-1: Record of Changes and Amendments

No.	Version	Amendment Date	Document Section/ Clause Ref. No.	Summary of Amendments
1	**Version 1**	May 2023		
2				
3				
4				
5				
6				
7				
8				
9				
10				

Once the plan has been finalised by the technical team it should be signed off and adopted by the WSA top management for implementation.

Appendix A

Risk Assessment

Appendix B

Incident Management Protocol

In diversity there is beauty and there is strength.

MAYA ANGELOU

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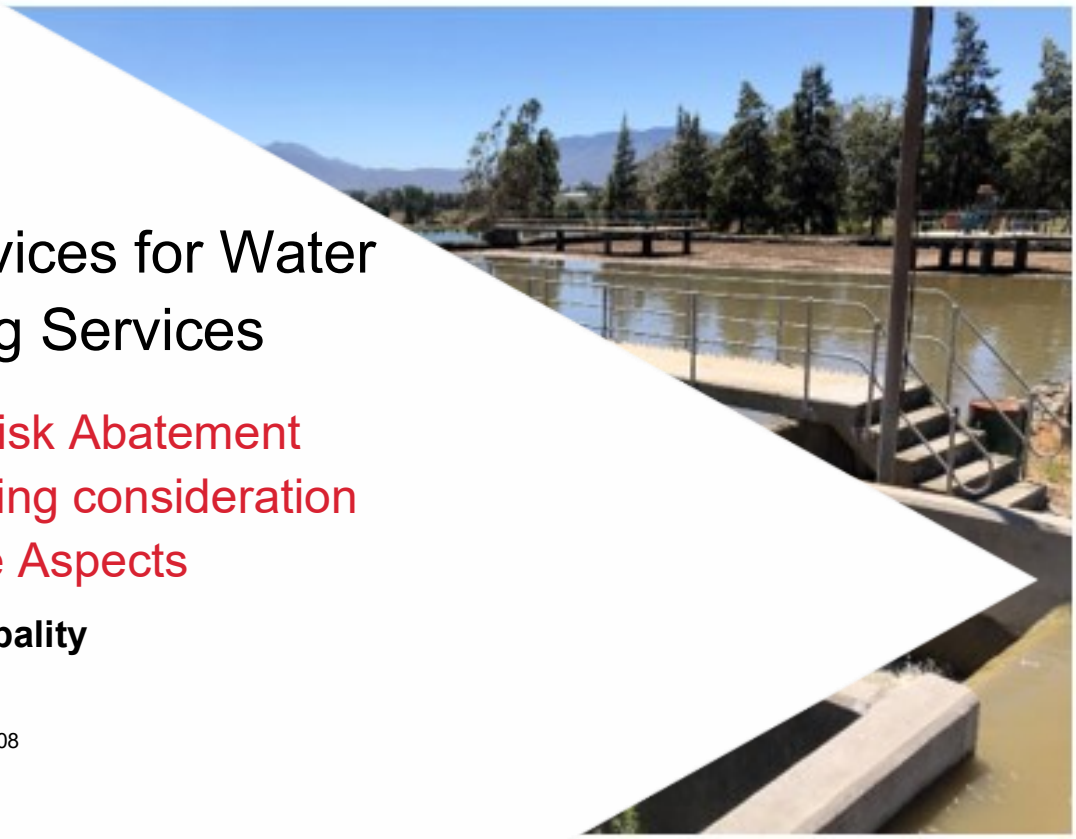
8.2.3(a)



Project report

Professional Services for Water Services Planning Services

Ceres Wastewater Risk Abatement Plan (W_2RAP) including consideration of Climate Resilience Aspects

Witzenberg Local Municipality

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Approval			
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Document Version Control

No.	Prepared By	Description	Current Version	Date
1	Zutari (Pty)Ltd	Wastewater Risk Abatement Plan - Ceres	Final	November 2023

Document Review and Acceptance

Approved by	**Manager: Water & Wastewater**
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Date	
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Abbreviations and Acronyms

Acronym	Explanation
AADD	Average Annual Daily Demand
COD	Chemical Oxygen Demand
DO	Dissolved Oxygen
DWA	Department of Water Affairs
DWS	Department of Water and Sanitation
ERP	Emergency Response Plan
MLSS	Mixed Liquid Suspended Solids
NRW	Non-Revenue Water
PC	Process Controller
PDDWF	Peak Daily Dry Weather Flow
RAS	Returned Activated Sludge
SANAS	South African National Accreditation System (for laboratories)
SANS	South African National Standard
SVI	Sludge Volume Index
TSS	Total Suspended Solids
WAS	Waste Activated Sludge
WHO	World Health Organization
WSA	Water Services Authority
WSP	Water Safety Plan
W2RAP	Wastewater Risk Abatement Plan
WRC	Water Research Commission
WWS	Wastewater System
WWTW	Wastewater Treatment Works

1 Introduction

1.1 Wastewater Risk Abatement Planning Background

A W_2RAP (wastewater risk abatement plan) provides a systematic approach towards assessing, managing and monitoring risks throughout the sewage system. The development of the W_2RAP in South Africa was undertaken collectively by DWS (Department of Water Affairs) and WRC (Water Research Commission). The W_2RAP process covers all aspects from sanitation generation (e.g. toilet) to the wastes' final use for agricultural purposes and/or disposal thereof. The W_2RAP focuses on public health and natural resource protection and addresses the most eminent hazards, risks and controls that may apply along the value chain.**Error! Bookmark not defined.**

DWS integrates risk analysis as part of the audit process with the aim of quantifying, prioritising, and managing the risks to ensure targeted regulation of high-risk municipalities. The W_2RAP is the tool whereby risks are identified and corrected, following a similar process of the reputed WSP (Water Safety Plan). (DWS, GreenDrop2022)

The act of providing basic sanitation services is a basic right according to the Water Services Act 1997 and it is necessary to ensure that the environment is not harmful to the health and well-being of those living in and around it.

Climate change is expected to introduce changes in temporal and spatial distribution of climate and weather-related events; as well as an increase in severe climate and weather-related events (such as floods, droughts, storms, etc.). Witzenberg experiences cool wet winters and hot dry summers. The biggest implication with the summer weather is that there is a decreased water availability during this season. Consequently, the W_2RAP process has evolved and now also includes consideration of climate change and the need for climate resilience. The inclusion of climate resilience into the W_2RAP process helps ensure continued sustainability of treating effluent and discharging into the receiving environment under current and future climate conditions.

1.2 Methodology

The W_2RAP is not a stand-alone process. It is a key step in the risk mitigation strategy where all hazards are evaluated on equal footing, required actions are prioritised, and action plans are formulated. The risk assessment was conducted by the W_2RAP team and considered a combination of information gathered from municipal records (WWTW Process audit reports, Conditional Assessment reports of the relevant components of the system, Existing W_2RAPS, etc.). The methodology followed in developing this W_2RAP is briefly described below:

Conduct site assessments to:

- Identify the respective components of the wastewater system;
- Identify and list all known risks and risk events;
- Interview operational staff to determine operational constraints, if any.

Do risk assessment, using the amended WRC risk management matrix, to:

- Determine if any control measures are in place;
- Identify where control measures are inadequate; and
- Recommend measures to improve on the status quo;

Draft a Wastewater Risk Abatement Plan.

2 Task Team

2.1 Internal W_2RAP Team

The core internal municipal wastewater system team responsible for day-to-day operationalisation of the wastewater system is noted in the table below.

Name	Job title	Role in W_2RAP team	Contact details
Nathan Jacobs	Manager: Water & Sewerage	Oversea WSS and coordinate all external stakeholders.	Phone: 023 316 8540 Email: nathan@witzenberg.gov.za
Stephanie Farmer	Senior Technician: Water & Sewerage	Provide technical support, guidance and expertise in the planning, design, operation, and maintenance of WSS & WWS.	Phone: 023 316 8540 Email: stephanie@witzenberg.gov.za
Marquin Pieterse	Technician: Water & Sewerage	Ensure safe and reliable WSS & WWS and take proactive measures to prevent or mitigate any risks to public health and the environment.	Phone: 023 316 8540 Email: marquin@witzenberg.gov.za
Israel Manyashe	Roaming PC	Monitoring and controlling the treatment processes at the WWTW.	Phone: Email:
Willem Mepomie	Superintendent	Oversee operation and maintenance of WWS and ensure the effective implementation of the W_2RAP.	Phone: 081 591 9479 Email: willem@witzenberg.gov.za
Abraham Daniels	Foreman		Phone: 078 933 2448 Email:
Nicolas Sauls	Assistant PC		Phone: 078 957 6860 Email:

The Ceres sanitation technical team currently have several vacancies. There are plans in place to fill these vacancies, but it is dependent on available budgets. Efficient and effective operations and maintenance can therefore not always be achieved, however, will be improved once the vacancies have been filled.

The core W_2RAP team is supported by other municipal officials as noted in the table below. These members provide input on an ad-hoc basis (i.e. as and when required).

Name	Job title	Role in W_2RAP team	Contact details
J Barnard	Director: Technical Services	Engage with municipal top management and council	Phone: 023 316 8540 Email: joseph@witzenberg.gov.za
Ingrid Barnard	HR Manager	Staff capacity building and training requirements	Phone: 023 316 1854 Email: ingrid@witzenberg.gov.za
HJ Kritzinger	Director: Financial Services	Budget for improvements	Phone: 023 316 1854 Email: cobus@witzenberg.gov.za
Annelize Lamprecht-Vertue	Manager: Fire, Rescue and Disaster Management Services	Emergency reponse coordination	Email: annelize@witzenberg.gov.za

2.2 External W_2RAP Team

The internal W_2RAP team is also supported by an external W_2RAP team as noted in the table below. These members provide input on an ad-hoc basis (i.e. as and when required).

Name	Organisation / Job title	Role in WSP team	Contact details
Natasia van Binsbergen	A L Abbott & Associates (PTY) LTD Managing Director	Drinking water quality monitoring	Phone: 021 448 63 40 Email: natasia@alabbott.co.za
Nelmari Janse van Rensburg	CKB – Irrigation board Secretary	Water resource allocations for agricultural purposes	Phone: 023 315 5569 Email: kantoor.kbr@gmail.com
Chris Van Der Walt	Project Executive	Overall leadership, coordination and oversight	Email: Chris.VanderWalt@zutari.com
Dan Abraham	Zutari / Project Lead	Manage and coordinate project team / development of W_2RAP	Email: Dan.Abraham@zutari.com
Philip de Souza	Zutari / Technical Expert	Specialized knowledge and expertise input / development of W_2RAP	Email: Philip.deSouza@zutari.com
Veronique Spanneberg	Zutari / Civil Technologist	Development of W_2RAP	Email: Veronique.Spanneberg@zutari.com
Jana Du Randt	Zutari / Civil Engineer	Development of W_2RAP	Email: JanaDuRandt@zutari.com

3 Wastewater Systems

3.1 Locality

Ceres covers an area of 80.7 square kilometres which is the largest town of the Witzenberg Local Municipality in the Western Cape Province. Ceres is the administrative as well as regional centre, bordered by Wolseley, Tulbagh, and Prince Alfred's Hamlet.

The map in **Error! Reference source not found.** illustrates the locality of Ceres.

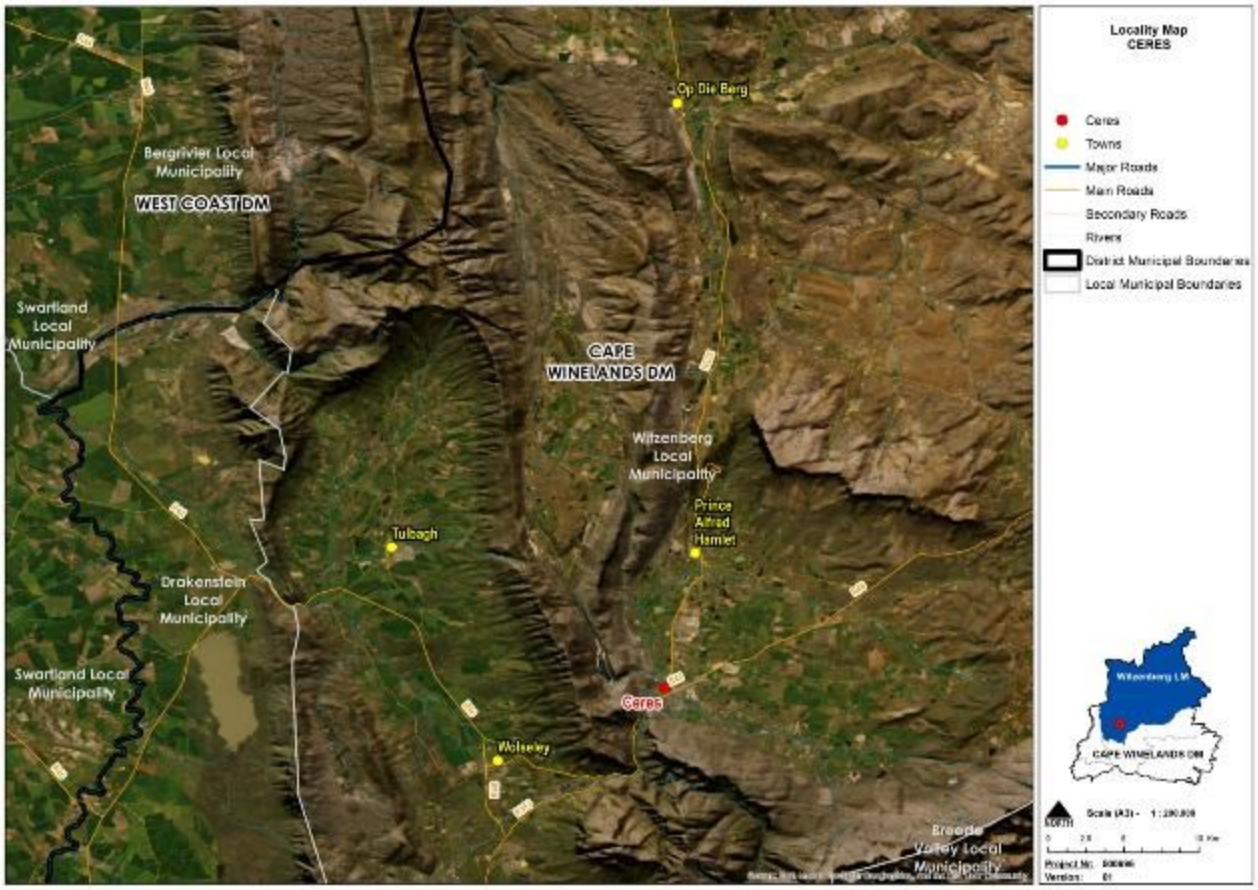


Figure 3-1 Locality Map - Ceres

3.2 Climate Summary

Witzenberg Local Municipality is in the Western Cape province, and forms part of the Cape Winelands District Municipality. According to the Köppen-Geiger climate classification most of Witzenberg experiences Mediterranean climate. Witzenberg experiences hot dry summers, and cool wet winters. Typical climate related hazards for Witzenberg include droughts, fires and floods.

Temperatures indicate an increasing trend for the Western Cape Province (**Error! Reference source not found.** a, b, c). Increases over the past decade indicate an increase of about 1°C. Trends in ocean currents also indicates an increase with the Agulhas current temperature having increased by 1.5°C since 1980. Rainfall data for the Western Cape indicates a decrease in the number of rainfall days and that the rainy season is starting later each year (**Error! Reference source not found.** d, e, f).

Implications of the above is that there is increased risk of insufficient water being available for consumption.

Under the RCP 45 scenario, temperature is expected to increase between 1.67 °C – 2.26°C, whereas under the RCP 85 scenario temperature is expected to increase between 2.19°C – 2.69°C. (***NOTE:*** RCP4.5 represents a scenario whereby greenhouse gas emissions have stabilized before 2100, while RCP8.5 represents a scenario whereby greenhouse gas emissions continue to increase over time, and results in high concentrations of atmospheric greenhouse gases.) Under both RCP 45 and RCP 85 scenarios, rainfall is projected to decrease. These changes are expected to be well out of range of present-day climate variability. The major implication of the above is there will be decreased water availability. Other implications include the increased occurrence of wildfires.

Climate data and information must be used in conjunction with operational monitoring, compliance monitoring, catchment monitoring, industrial monitoring and in some cases air quality monitoring to determine the impact of climate change on processes. Temperature can affect operational limits of activated sludge (MLSS and DO), types of organisms that are present in the reactor, and sludge treatment (may be beneficial if temperature increases). Floods may impact collection systems, treatment plant, and discharge point. Floods may result in overcapacity at various point in the system. Droughts may on the catchment if final effluent is of a poor quality. Droughts may also impact on quality and quantity of effluent reaching the plant (Day Zero scenario with water shortages leading to less flushing of toilets). [1]

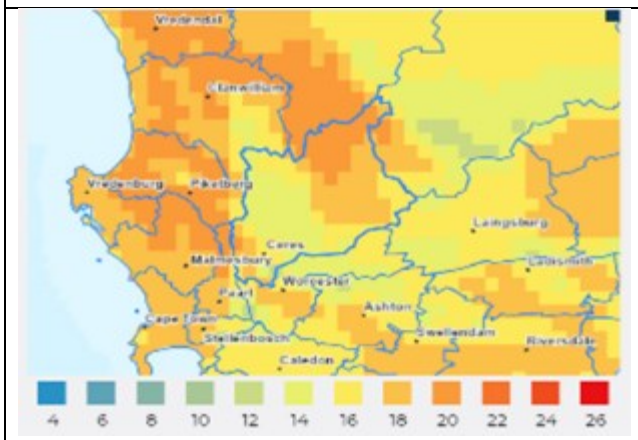
It should be noted that wastewater treatment contributes to climate change through the release of greenhouse gases (GHGs) Carbon Dioxide (CO2) from aerobic (oxidation processes), methane (CH4) from anaerobic processes (3-19% of global anthropogenic methane emissions), and nitrous oxide (N2O) (3% of N2O emissions from all sources) associated with nitrification/denitrification processes. Therefore, additional control measures may be required to reduce these emissions, such as reuse of biogas for energy production to offset the contribution of WWTW to climate change.

Sanitation-related climate change adaptation and mitigation planning should be considered through risk management practices such as W_2RAPs and outcomes incorporated into the WSDP and IDP. Witzenberg Municipality has a defined role to play in the mitigation of and adaptation to the impacts of climate change. The Western Cape is particularly vulnerable to climate change and the hotter drier conditions predicted for the West Coast could have far reaching impacts. The Municipality's local economy is driven by agriculture and there is concern about the negative impacts of climate change on the agriculture sector which will turn impact on the local economy.

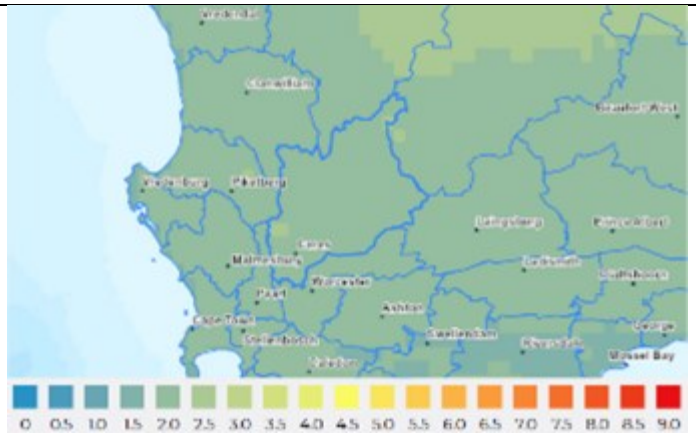
[1] WRC Report No. TT 876/1/22, May 2022

Figure 3-2 Current Average, Projected Average & Projected Very Hot Days and Extreme Rainfall days

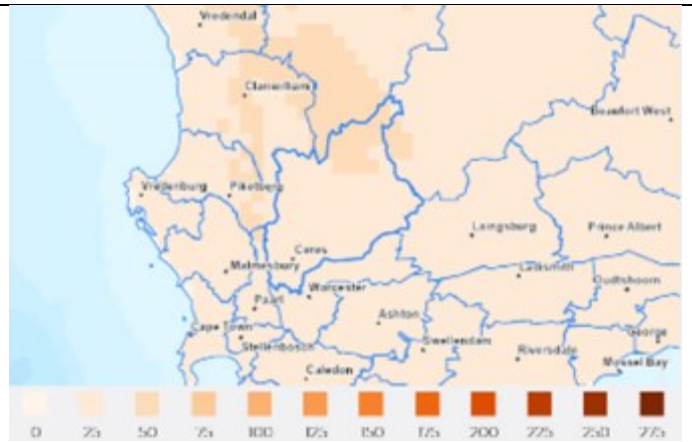
a) Average Temperature (°c)



b) Average Projected Temp (°c) increase 2050

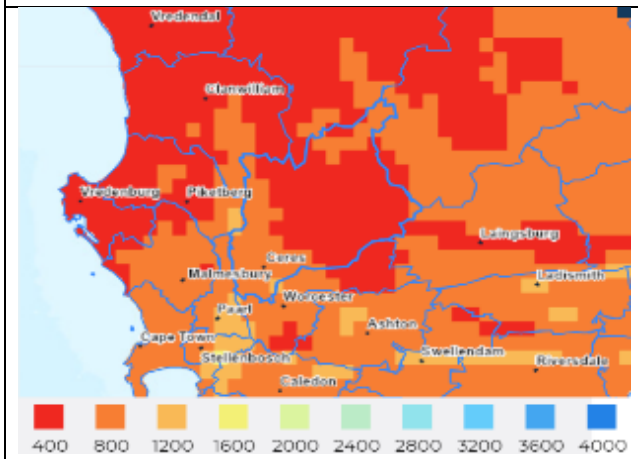


c) Very Hot Days (2050)

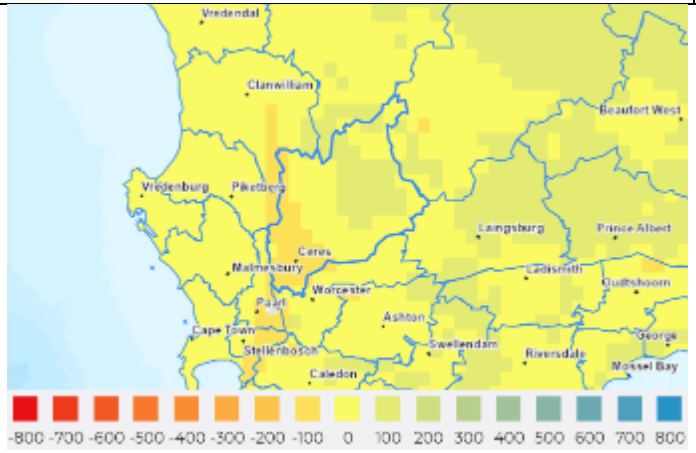


Witzenberg Municipality a) current average temperatures b) average projected temperatures c) projected very hot days (www.greenbook.co.za)

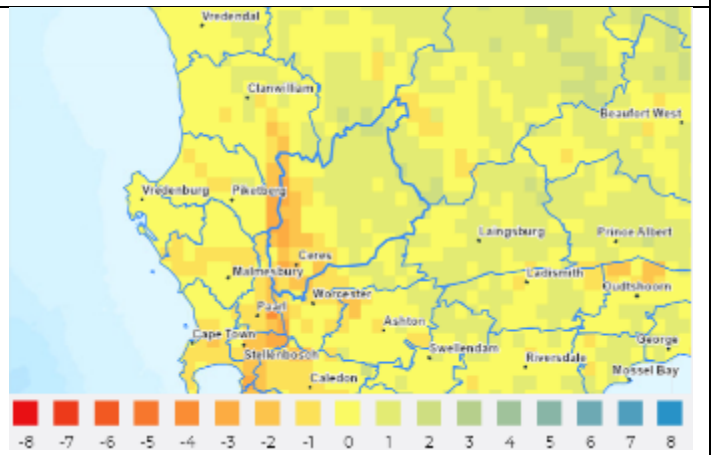
d) Average Rainfall (mm)



e) Average Projected change in rainfall (mm) 2050



f) Extreme Rainfall Days (2050)



Witzenberg Municipality a) current average rainfall b) average projected rainfall c) projected extreme rainfall days (www.greenbook.co.za)

3.3 Overview of the Ceres Wastewater/Sanitation System

Ceres WWS (wastewater system) consists of a sewer system connected to all settlements within Ceres as well as Prince Alfred Hamlet . A number of informal settlements are serviced with non-sewered systems. Whilst there is a relatively small number of households that have septic tank systems. The sewerage and faecal sludge from the different systems are treated at the Ceres WWTW.

3.3.1 Sewered Network

Prince Alfred Hamlet has three (3) drainage areas which separately gravitate towards its own pumping station. The reticulation network has a total length of 12.55km of gravity pipeline, three (3) pumping stations which pump sewage via rising mains totalled at 4.5km in length. Wastewater is not pumped directly to the WWTW it forms part the Ceres reticulation system, a layout of the network is provided in Figure 3-3.

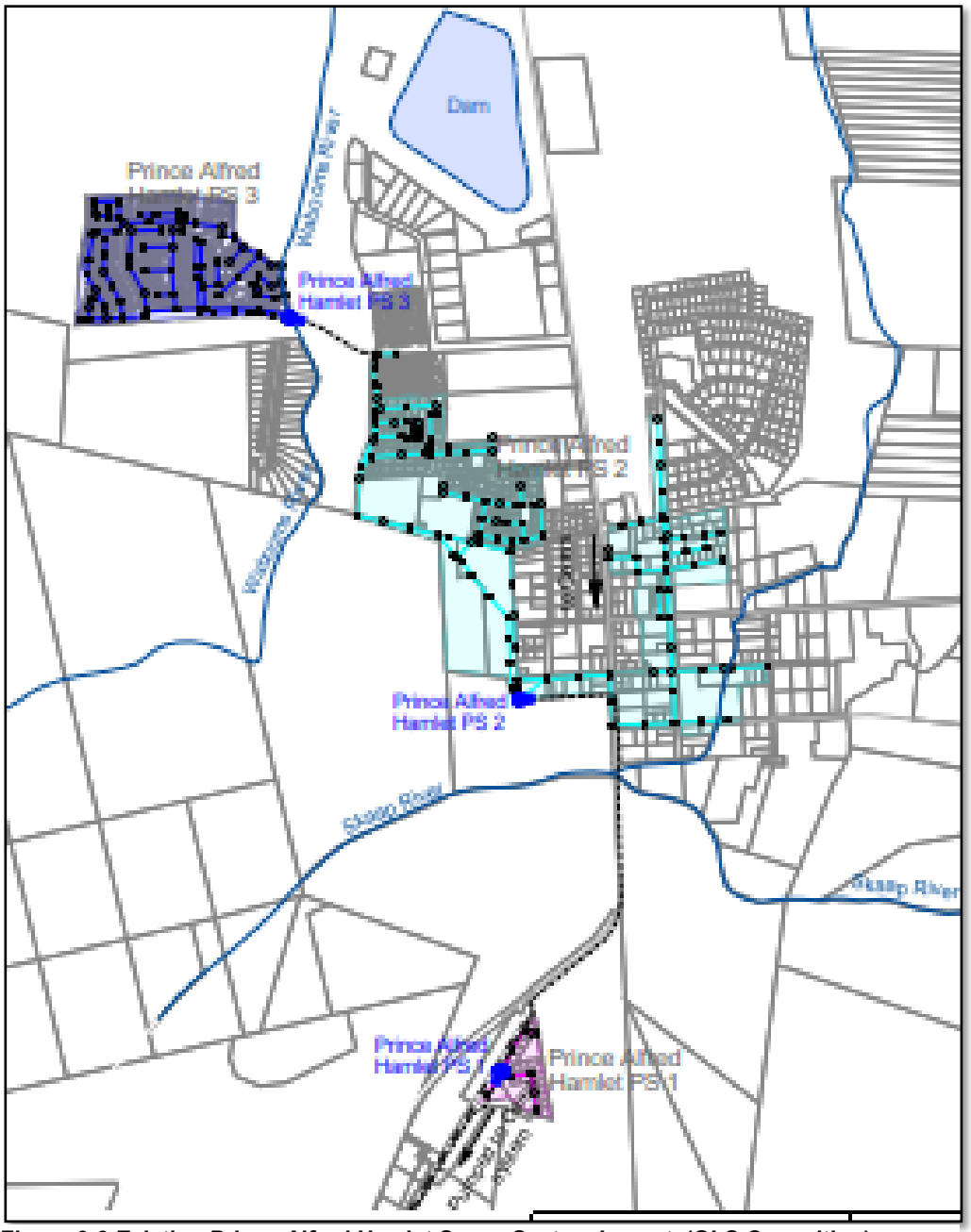


Figure 3-3 Existing Prince Alfred Hamlet Sewer System Layout. (GLS Consulting)

Figure 3-4 Pumping Station – Fase 4

Figure 3-5 Pumping Station - Kerkstraat

Ceres has 9 drainage areas which gravitate towards its own pumping station. The reticulation network has a total length of 114.5km of gravity pipeline, 9 pumping stations which pump sewage via rising mains. Wastewater is pumped to the Ceres WWTW for treatment, a layout of the network is provided in Figure 3-6

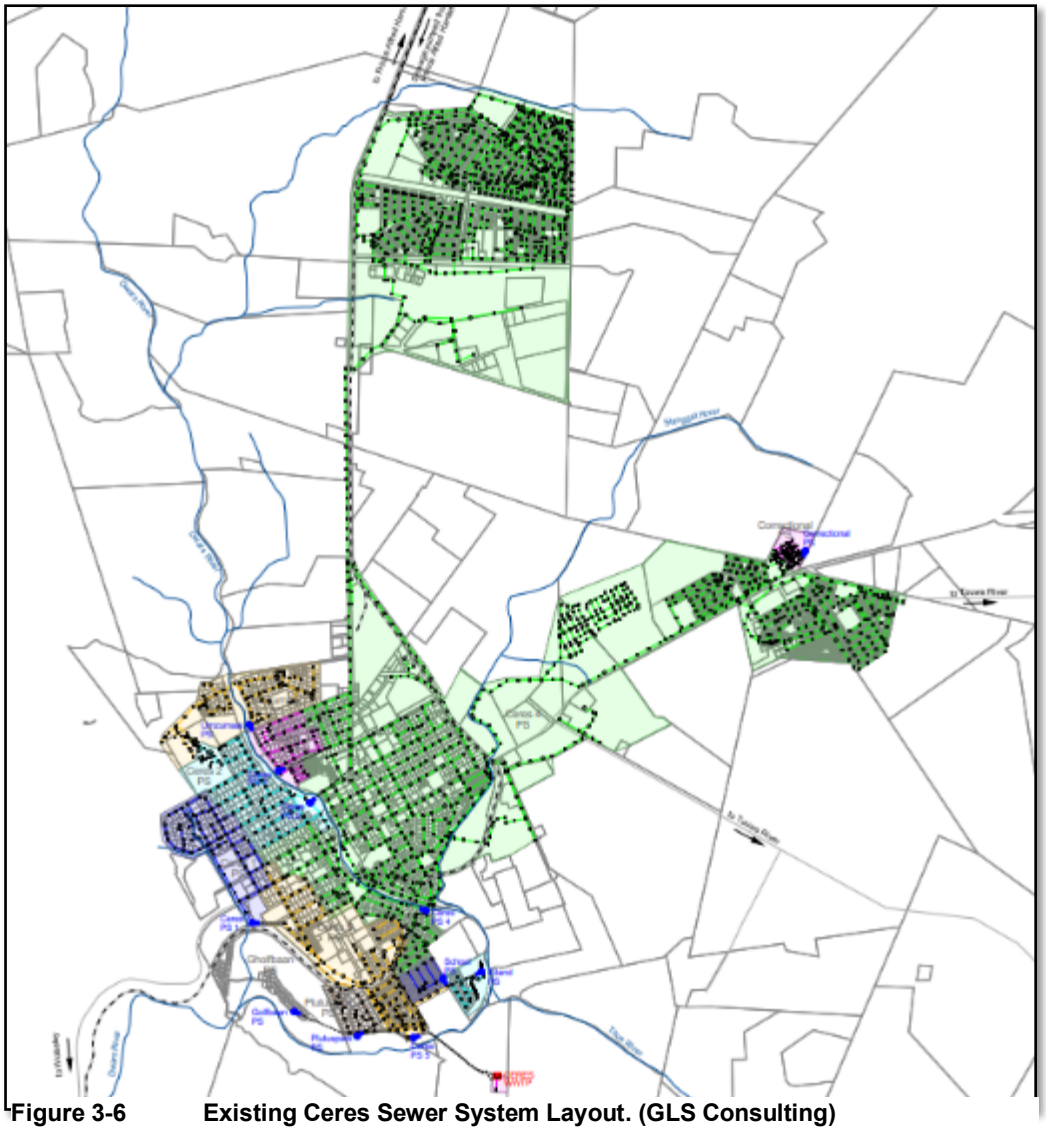


Figure 3-6 Existing Ceres Sewer System Layout. (GLS Consulting)

Figure 3-7 Goliath Street Pump Station

Figure 3-8 Goliath Street Pump Station

3.3.2 Non-sewered systems

Approximately 1122 households in Nduli, Ceres reside in informal settlements compared to a smaller community of 242 households residing in Prince Alfred Hamlet's informal areas. The sanitation systems in these informal settlements consist of flush toilets with septic tanks and chemical toilets.

According to the Annual Report in terms of households outside demarcated areas for Prince Alfred Hamlet states: "*Households outside demarcated areas are not officially provided with a service. The construction of serviced sites in the area were planned for over the long term as all planning and funding for the next 3 years is focused on the Vredebes development at Ceres. In some cases, private connections occur for distribution"*

3.3.3 Wastewater Treatment Works

Wastewater reach the treatment plant via a sewer reticulation network and pumping stations, municipal vacuum tankers empty their loads at an inlet manhole while industrial sewage is dumped in a pond which where it receives treatment and joins the rest of the system. Ceres follow an activated sludge process to treat wastewater.

Unlike the other WWTW, Ceres treat industrial effluent differently. The industries in Ceres town discharge industrial effluent to the municipal sewer system, subject to the Municipal Industrial Effluent policy. The effluent strength and volumes are monitored, and the industries are charged per kg COD discharged.

The site inspection revealed that loadshedding indeed is affecting the system processes, aside from that it was also noted that a fuse had blown leaving the site without electricity. There may be a capacity issue as all the ponds were full.

3.3.3.1 Process Flow Diagram

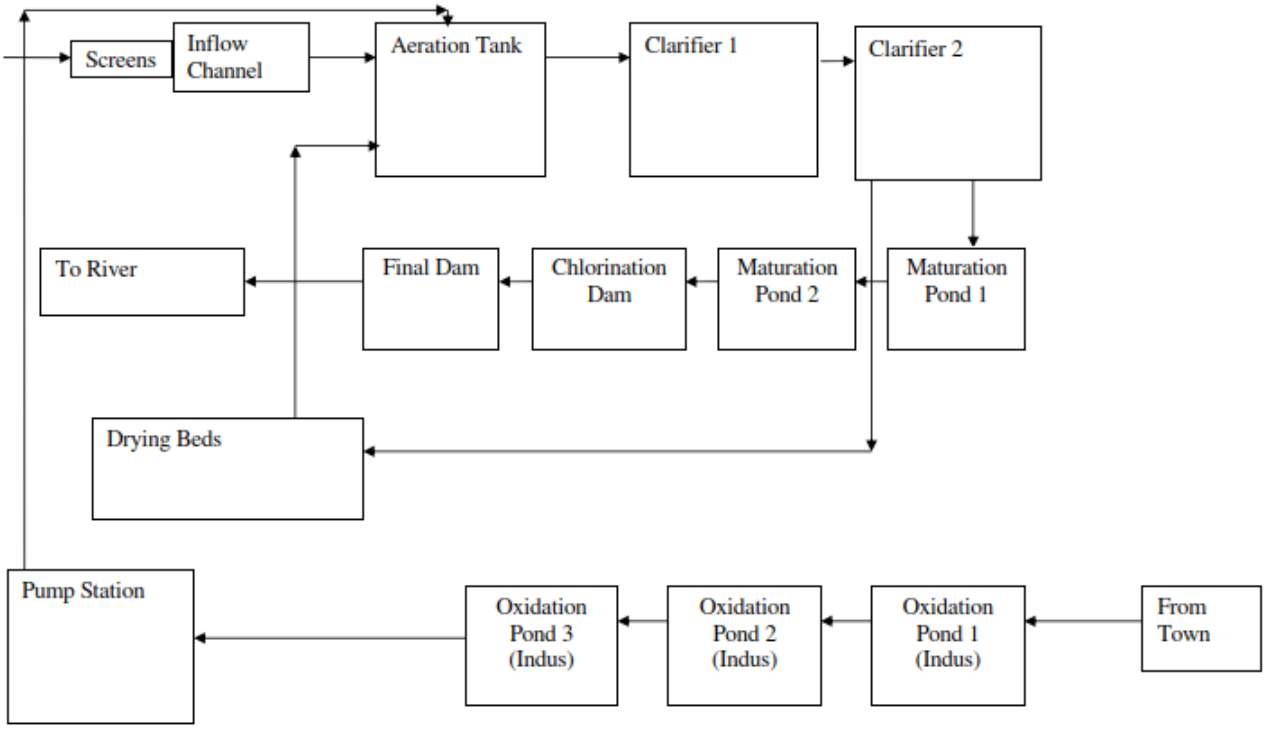


Figure 3-9 Process flow Diagram

3.3.3.2 Process Description and Capacity

Treatment of Industrial Effluent

Effluent is pre-treated in an anaerobic up flow digester, which then flows to the treatment plant via a dedicated pipeline. The strength and volume of discharges are monitored and the treatment charge is levied, based on the treatment cost. Pre-treated industrial effluent flows directly to the old oxidation pond system for further treatment. Industrial raw sewage is pumped from several different industries to the WWTW into a division box.

Industrial effluent flows from the division box to pond 2 or pond 3. Flow is controlled with valves. From pond 2 and 3 it overflows to pond 4. Two transfer pumps are situated between ponds 2 and 3. Effluent from pond 2 is pumped via these transfer pumps to the activated sludge plant, or the effluent overflows to pond 4, which flows to pump station 6. The transfer pump situated in pump station 6 pumps effluent to the activated sludge plant. The discharge from this industry is seasonal, contributing up to 52% of the flow to the plant during peak fruit season.

During the site visit the following observations were noted:

- Industrial waste not treated efficiently before entering the WWTW. Aerators out of order due to vandalism of power cables.
- Industrial ponds are an environmental concern. Ponds not equipped to handle the waste received.

Figure 3-10 Industrial oxidation pond

Figure 3-11 Animals grazing around oxidation ponds

Primary Treatment of Domestic Effluent

The intake works at Ceres provides preliminary treatment of raw sewage which comprises of a mechanical screen as well as an emergency overflow channel. The purpose of this step is to remove large objects, as well as floating and suspended material, so that the mechanical equipment and pipes, in subsequent treatment units, may be protected from abrasion and blockages. Screenings are removed and placed in the on-site skip bin for further disposal at Op Die Berg landfill site. Effluent then passes to the grit channel to remove grit, gravel and other heavy solids, it is then adequately kept aside and put in bins and transported to the Op Die Berg landfill site as well.

At the site visit the mechanical screen was non-operational, effluent then by-passed where manual hand raking was employed. The mechanical screen has since been repaired and is operational.

Figure 3-12 Emergency overflow channel, manual screening

Figure 3-13 Mechanical Screen and Skip Bin

Figure 3-14 Grit Channel

Secondary treatment

During this stage, the effluent is allowed to flow to the aeration basin which has a capacity of 16000m^3.

Ceres has four(4) aerators but at the time of the site visit only two (2) were operational while the other two (2) were non-operational due to a pump house burning down.

Mixed liquor from the biological reactor flows to two 26 m diameter circular-scraped settling tanks. The suspended active sludge is settled from the supernatant in the clarifiers and is returned to the reactor via two RAS (return activated sludge) pumps. Excess sludge is pumped to the drying beds. The effluent from the clarifiers gravitates to maturation pond 1.

Observations during site visit:

- One clarifier out of order because of non-functional pumps. An order has been issued for the purchase of new pumps but there is a delay in the delivery.
- Due to the high volumes of industrial waste which near exceeded the capacity, Witzenberg issued new permit conditions to industries.

Figure 3-15 Aeration Basin

Figure 3-16 Clarifier

Tertiary treatment

Maturation Ponds

Ceres has two (2) maturation ponds, one (1) chlorination contact point with dimensions (13.4 x 11.2 and 1.5 m deep) and one (1) final effluent pond with dimensions (155 x 78 x 1.5 m deep).

Chlorination

The effluent from Ceres WWTW is chlorinated at the chlorine contact channel at the end of maturation pond 3. The chlorinator dosing rate is manually set by the Process Controller.

Observations noted during site visit:

- Weeds and grass not well maintained around ponds causing structural instabilities.
- No monitoring control at effluent release.
- Structural failure of final pond and effluent release sluice gate.
- Stolen monitoring devices.
- Insufficient monitoring of required parameters such as residual chlorine because of stolen equipment.
- Insufficient chlorine contact time because of current dosing pipe installation which is exposed and moveable.
- Chlorine gas out of stock
- Broken pipe between industrial pond and maturation pond

Figure 3-17 Water Purification Lime

Figure 3-18 Chlorine Contact Point

Figure 3-19 Chlorination Facility

Table 3-1 **provides a brief technical summary of the Ceres WWTW.**

Table 3-1 WWTW Technical Information

Design capacity	8.5 Ml/d
Operating capacity (Ave.)	6.4 Ml/d
Quantity outflow (Discharge on Ave.)	3.992 Ml/d (2023); 5.370 Ml/d (2021);
Class WWTW	C
Organic load (treatment capacity)	10 400 kg COD/d
Operational organic load (Ave.)	3708 kg COD/d(2023); 5619 kg COD/d(2021)
Wastewater Source	Domestic & Industrial
WWTW type (activated sludge, trickling filter)	Activated Sludge
Year commissioned and last upgraded	
Body discharged to	Dwars River

3.3.3.3 WWTW Classification

Ceres WWTW is classified as a Class C works, and the current personnel at the WWTW complies with the applicable requirements in Regulation 3630 (see

Table **3-2**).

Table 3-2: Wastewater treatment works classification and process controllers' compliance – with consideration of Regulation 3630

Class of works	Required staff	Classified process controllers available at the works	Requirements met
Class C	1 x **II** Process Controller	Israel Manyashe (V) Nicolas Sauls (II) Abraham Daniels (Learner -Abet)	✓ ✓ ✓
	1 x **V** Supervisor (for weekly inspection)	Stephanie Farmer (**V**) Marquin Pieterse (V)	✓ ✓
	O&M Support to be available type: • Electrician • Civil • Mechanical • Instrumentation technician	WLM internal electrical department Maintenance term tender (Megaflow)	✓

3.3.3.4 Training

It has been noted that in the last 12 months, none of the process controllers have received relevant training. It is important that process controllers attend refresher training courses to improve WWTW operations, maintenance, and performance.

3.3.4 Receiving environment

Treated effluent is discharged into the Dwars River without chlorination during the winter period, and during the summer period treated effluent is disinfected which is supplied to the nearby sports fields and municipal parks for irrigation purposes.

Ceres has an existing authorisation dated 1987 which allows a daily discharge of 6.27Ml/d of treated effluent into the Dwars River. The average daily discharge over the last 12 months is 3.99Ml/d of which a percentage went for irrigational purposes. The discharge is within the limitations set by DWS.

The effluent from Ceres WWTW is discharged into a wetlands system and therefore the quality must comply with DWS General Limits (Gazette No. 26187), Revision of General Authorization in terms of Section 39 of the National Water Act, 1998 (Act No.36 of 1998, dated 26 March 2004) as per the Water Use License. The quality requirements in terms of DWS General Limit are listed in the table below :

Table 3-3 General Authorization – Parameters and General limits

PARAMETERS	GENERAL LIMITS
Faecal Coliforms (org/100ml)	<1000
pH	5.5 - 9.5
Conductivity (at 25ºC) (mS/m)	75
TSS (mg/l) rg/100ml)	25
COD (mg/l)	75
Ammonia Nitrogen as N (mg/l)	6
Nitrate Nitrogen as N (mg/l)	15
Ortho Phosphate as P (mg/l)	10
Free Chlorine	0.25

PARAMETERS	GENERAL LIMITS
Oil & Grease	2.5

In terms of Ceres WWTW's authorization, the plant is still operating under the old National Water Act. An application was submitted to DWS but feedback was not provided instead the WSA is in the process of having the authorization process done again.

3.3.5 Sludge Treatment

Ceres has 24 sludge drying beds for the treatment of sludge; however, the handling may not be optimised as the beds are not well maintained and may not handle the full waste stream. There are two (2) sludge ponds that are used for excess waste storage. While it is convenient to handle sludge disposal in this manner cognisance to be taken of the fact that the ponds will fill up and will need cleaning.

Figure 3-20 Sludge Drying beds

Figure 3-21 Sludge drying beds

Sludge from Ceres WWTW was classified in March 2022 according to the Guidelines for Utilization and Disposal of Wastewater Sludge and was classified as a B1a sludge. This classification of the sludge suggests that treated sludge is suitable for land applications particularly for the agricultural sector (refer to Figure 3-23).

Three testing samples were taken and tested, and the results are as follows:

	CERES WWTW
Sludge Type	Composted Sludge
Sampling Point	Stockpile
Microbiological Parameters	B
Vector Attraction Reduction Options Applied	1
Pollutant Class	a
Classification	B1a

Figure 3-22 Characterization and Preliminary Classification of Sludge ex Ceres WWTW - March 2022

South African Sludge Classification		Is disposal an option?	Notes
Microbiological Class	A	Maybe (iii)	Disinfection technologies are costly and this management option therefore represents wasting of potential resource recovery.
	B	Maybe (iii)	It could potentially be used beneficially.
	C	Yes (i)	General restrictions/requirements as well as stringent monitoring requirements will apply.
Stability Class	1	Yes (i)	General restrictions/requirements apply.
	2	Qualified yes (ii)	Depending on the reliability of the vector attraction reduction measures implemented, additional management systems may be required.
	3	Qualified no (iv)	Unstable sludge will not be accepted at landfill sites and land disposal would not be permissible. At least one vector attraction reduction option should be implemented.
Pollutant Class	a	Qualified no (iv)	Beneficial use is recommended.
	b	Maybe (iii)	Delisting according to Minimum Requirements is required.
	c	Maybe (iii)	Disposal of Pollutant class c sludge will only be allowed on hazardous landfills. Stringent restrictions, management and monitoring requirements will apply for land disposal.

Note: Beneficial use of sludge is encouraged and disposal should be the last resort. When the sludge quality is of a high enough standard to be used beneficially, the sludge producer must prove to the authorities which beneficial use option were investigated and why they were not feasible, before disposal will be allowed.

Figure 3-23 Permissible disposal options as the sludge guidelines (DWS, 2007)

3.4 Laboratory Status

3.4.1 External laboratory

The sampling and testing of effluent quality samples is provided by an external laboratory. At the time of compiling this W_2RAP, AL Abbott had been contracted to provide the effluent quality sampling and testing services for the municipality. AL Abbott's sampling and testing methods are SANAS accredited, meaning that it has been certified by the South African National Accreditation System as being accurate and reliable.

For further detailed information of sampling frequency and test results please refer to Section 7 of this document.

3.4.2 Internal laboratory

Operational monitoring is regularly carried out at the Ceres WWTW to assess multiple parameters of the treated effluent including, pH, DO and free chlorine. Detailed information and results are included in Section 6.

The on-site laboratory is not SANAS accredited. The equipment used for monitoring is listed in an inventory, and the process controllers are responsible for calibrating the equipment. However, during the site visit, it was observed that there were instances where there were not enough reagents available for appropriate calibration. It is important to ensure that testing equipment is appropriately calibrated to obtain accurate and reliable results. Therefore, it is recommended that regular calibration checks be conducted.

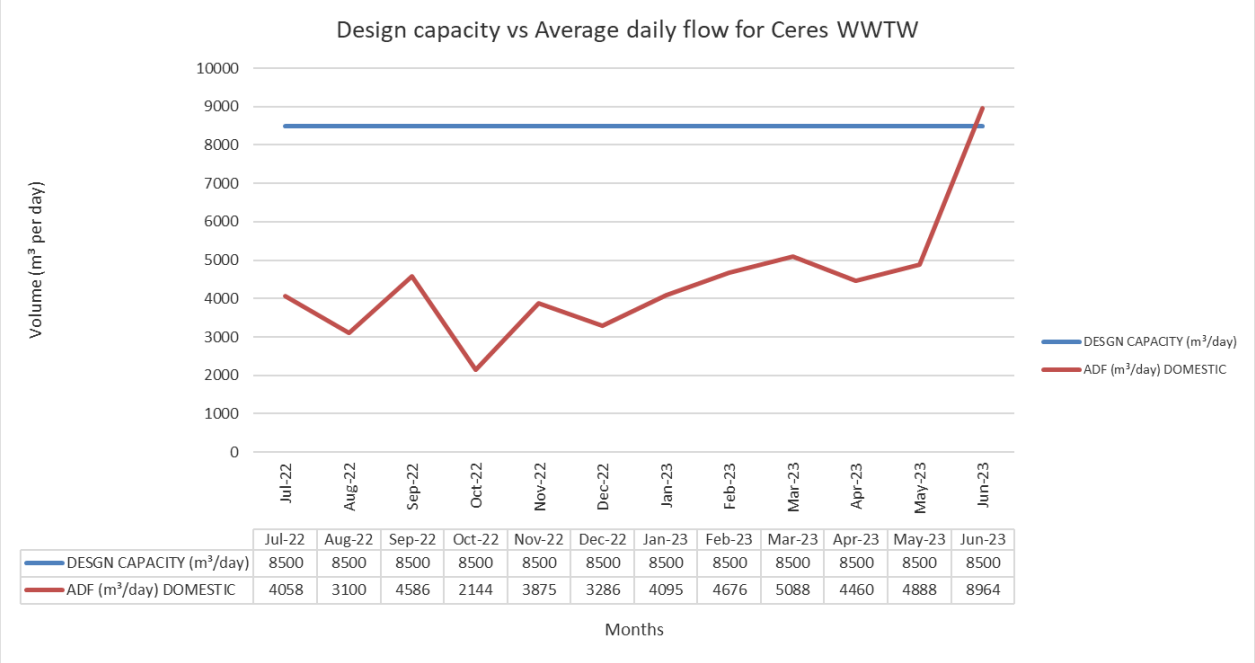
3.4.3 Raw Effluent Quantity and Quality

Compliance monitoring of the raw effluent quality for the Ceres WWTW is conducted monthly. The table and graphs below highlight the flow and associated organic load to the Ceres WWTW. The results indicate that operational flows are within the design capacity and the organic load is generally within the design organic load.

Table 3-4 Ceres WWTW flows(capacities) for the year 2022/23

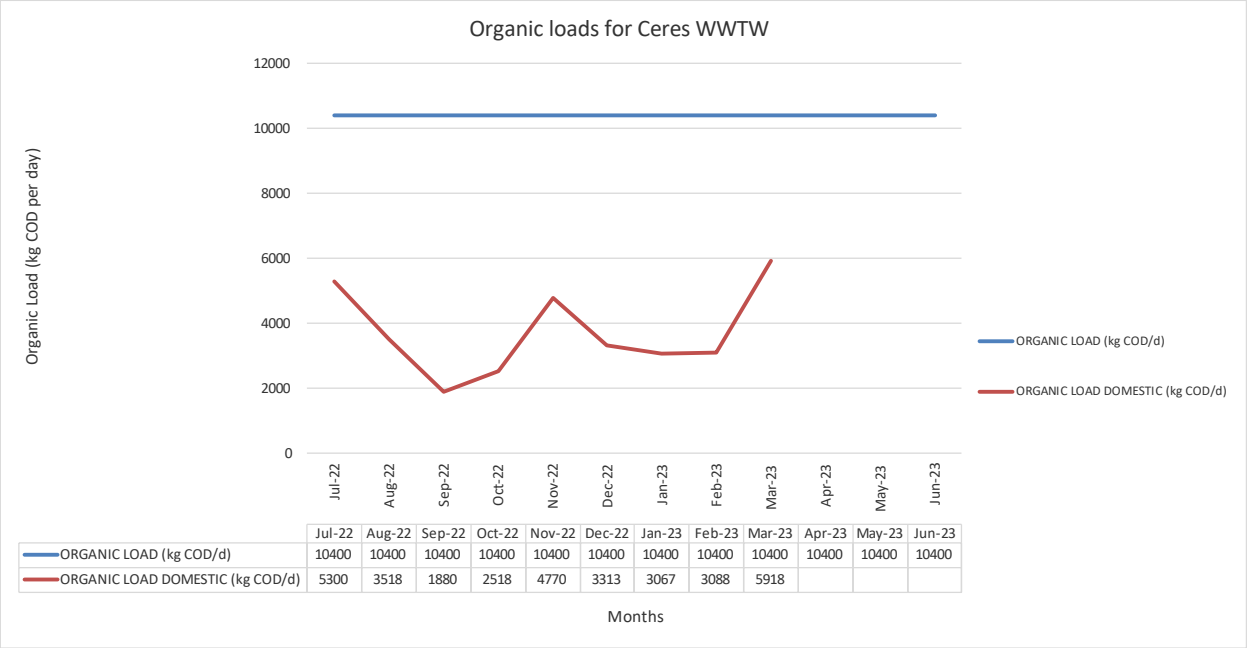
CERES WWTW - FLOWS (CAPACITIES) 2022/2023												
YR	MONTH	DESGN CAPACITY (m³/day)	ADF (m³/day) DOMESTIC	%	Per month	Max Design Capacity (m³/day)	Max ADF (m³/day)	%	ORGANIC LOAD (kg COD/d)	ORGANIC LOAD DOMESTIC (kg COD/d)	%	OUTFLOW VOLUMES
2022/2023	Jul-22	8500	4058	48	125798	25500	6599	26	10400	5300	51	3652
	Aug-22	8500	3100	36	96100	25500	7441	29	10400	3518	34	2790
	Sep-22	8500	4586	54	142166	25500	10616	42	10400	1880	18	4127
	Oct-22	8500	2144	25	66464	25500	5957	23	10400	2518	24	1930
	Nov-22	8500	3875	46	120125	25500	6116	24	10400	4770	46	3488
	Dec-22	8500	3286	39	101866	25500		0	10400	3313	32	2957
	Jan-23	8500	4095	48	126945	25500	6248	25	10400	3067	29	3686

CERES WWTW - FLOWS (CAPACITIES) 2022/2023												
YR	MONTH	DESGN CAPACITY (m³/day)	ADF (m³/day) DOMESTIC	%	Per month	Max Design Capacity (m³/day)	Max ADF (m³/day)	%	ORGANIC LOAD (kg COD/d)	ORGANIC LOAD DOMESTIC (kg COD/d)	%	OUTFLOW VOLUMES
	Feb-23	8500	4676	55	144956	25500	5361	21	10400	3088	30	4208
	Mar-23	8500	5088	60	157728	25500	6474	25	10400	5918	57	4579
	Apr-23	8500	4460	52	138260	25500	8180	32	10400	-	0	4014
	May-23	8500	4888	58	151528	25500	10093	40	10400		0	4399
	Jun-23	8500	8964	105	277884	25500	13867	54	10400		0	8068
2022/2023			**4435**		**1649820**					**3708**		**3991.5**
PWWF (m³)			**13867**	**ACCORDING TO MAX ADF - AS REQUESTED BY DWS - PLEASE NOTE MAX PWWF CAPACITY OF PLANT = 25500m³/day**								



	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
DESGN CAPACITY (m³/day)	8500	8500	8500	8500	8500	8500	8500	8500	8500	8500	8500	8500
ADF (m³/day) DOMESTIC	4058	3100	4586	2144	3875	3286	4095	4676	5088	4460	4888	8964

Figure 3-24 Design capacity vs. Average daily flow for Ceres WWTW



	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
ORGANIC LOAD (kg COD/d)	10400	10400	10400	10400	10400	10400	10400	10400	10400	10400	10400	10400
ORGANIC LOAD DOMESTIC (kg COD/d)	5300	3518	1880	2518	4770	3313	3067	3088	5918			

Figure 3-25 Design organic load vs. operating organic load for Ceres WWTW

3.4.4 Treated Effluent Quality

Compliance monitoring of the effluent quality for the Ceres WWTW is conducted monthly with the test results data uploaded to the DWS Integrated Regulatory Information System (IRIS). The effluent quality status for the last 12 months is summarised below.

Table 3-5 Compliance monitoring: Microbiological

PARAMETERS	GENERAL LIMITS	2022						2023						AVE 12 MONTHS
		Jul	Aug	Sep	Oct	Nov	Dec	Jan-	Feb-	Mar	Apr	May	Jun	
MICROBIOLOGICAL														
Faecal Colif0rms (org/100ml)	< 1000	<1	<1	16	40	866	>2419	365	345	36	145	<1	11	
COMPLIANCE PER MONTH		100	100	100	100	100	0	100	100	100	100	100	100	
													AVERAGE COMPLIANCE	**91.67**

Table 3-6 Compliance monitoring: Physical

PARAMETERS	GENERAL LIMITS	2022						2023						AVE 12 MONTHS
		Jul	Aug	Sep	Oct	Nov	Dec	Jan-	Feb-	Mar	Apr	May	Jun	
PHYSICAL														
pH	5.5 - 9.5	8.3	8.2	8.5	8	8.41	8.9	8.4	8.3	8.7	8.2	8.18	8.1	
Conductivity (at 25ºC) (mS/m)	150	80	93.9	109	118	116	119	133	115	97.4	117	111	95.4	
TSS (mg/l)rg/100ml)	25	8	<4	21	15	19	22	22	31	25	59	18	27	
COMPLIANCE PER MONTH		100	100	100	100	100	100	100	67	100	67	100	67	
												AVERAGE COMPLIANCE		**91.75**

Table 3-7 Compliance monitoring: Chemical

PARAMETERS	GENERAL LIMITS	2022						2023						AVE 12 MONTHS
		Jul	Aug	Sep	Oct	Nov	Dec	Jan-	Feb-	Mar	Apr	May	Jun	
CHEMICAL														
COD (mg/l)	75	49.4	28.8	69.1	52.8	59.9	124	99.2	72.2	69	162	36.4	45.3	
Ammonia Nitrogen as N (mg/l)	6	0.23	1.1	0.11	0.3	<0,2	20.5	9.4	11.1	3.1	25.7	22.6	4.3	
Nitrate Nitrogen as N (mg/l)	15	<0,2	<0,2	0.95	0.7	0.2	0.2	0.78	<0,2	0.5	<0,2	<0,2	0.35	
Ortho Phosphate as P (mg/l)	10	2.2	3.3	1.4	8.6	5.8	2.3	7.2	6.1	3.2	4	0.83	3.3	
COMPLIANCE PER MONTH		100	100	100	100	100	50	50	75	100	50	75	100	
													AVERAGE COMPLIANCE	**83.33**

OVERALL	**100**	**100**	**100**	**100**	**100**	**50**	**83**	**81**	**100**	**72**	**92**	**89**	
												OVERALL COMPLIANCE FOR 2022/2023		**89**

The results indicate that the overall compliance for 2022/2023 for the Ceres WWTW is 89%. In particular:

- Microbiological compliance
  - Faecal Coliforms is routinely monitored.
  - During Dec 2022 it is noted that the faecal coliforms in the final effluent exceeded the general limits, the failure in December was because of poor disinfection and algae in the final effluent. Bringing the overall compliance score to 91.67%. This was since rectified but no resample was taken.
- Physical
  - pH, conductivity and TSS (total suspended solids) are routinely monitored.
  - pH and conductivity were excellent with a 100% compliance rate whereas TSS exceeded the general limit at least three (3) times during this period indicating insufficient sludge wastage.
- Chemical compliance
  - COD (chemical oxygen demand), Ammonia Nitrogen, Nitrate Nitrogen and Ortho Phosphate are routinely monitored.
  - Nitrate Nitrogen and Ortho Phosphate were excellent with 100% compliance rates throughout the considered period, but COD and Ammonia Nitrogen have exceeded the general limits three (3) and five (5) times respectively. COD exceeding the general limit is an indication that there is poor oxidation of organics. Ammonia Nitrogen exceeding the general limit indicates a severe under-aeration which is caused by poor oxygen transfer of the aerators.

3.5 Wastewater System Performance: Green Drop Status

Table 3-4 below indicates a brief history of Witzenberg's Green Drop Certification performance. The results indicate a proactive municipality with an impressive Green Drop Certification performance record.

Table 3-4: Witzenberg Local Municipality Overall Green Drop Status

Year	Green Drop Score	Regulator's comments
2009	67%	According to the assessment results, the WWQ management performance of the Witzenberg Local Municipality, as a whole, is satisfactory. Performance of the Ceres and Op die berg WWTWs are good. Aspects which required attention is: WWQ compliance, WW Failure Response Management, and medium and long term planning to ensure sufficient capacity.
2011	90%	Witzenberg Local Municipality can take a great deal of pride in their 2011 Green Drop performance. In the words of the Lead Assessor: "The WSA impressed with their effort and commitment. The overall performance was excellent and it is a pity that the team did not qualify for more Green Drops. The main stumbling block at this time appears to be effluent quality compliance. The assessment team however has no doubt the WSA will deal with this problem in the near future and improve their overall performance." Most impressive would be the dedication to enhance wastewater management to the extent where all 4 of the systems improved on the 2009 performance. The Lead Assessor's view is echoed by the entire regulatory team since this performance is certainly no small achievement. The Department however trust that the municipality will invest in the optimisation of treatment processes to ensure the much needed overall effluent quality compliance improvement. It is yet impressive that all of the systems' compliance levels came rather close to the required compliance trends. The overloading at Op-die-berg is of great concern but the planned clarifier upgrading promise to arrest this huge risk.
2013	98%	Green Drop achieved for: • **Ceres** • Op Die Berg • Tulbagh • Wolseley Witzenberg Municipality's municipal score during the 2013 Green Drop audit was an astonishing 97.96%, which was a substantial improvement on the already excellent score of 89.70% achieved in 2011. All of the municipal systems achieved Green Drop status! The Municipality is sincerely congratulated on this accomplishment. The commitment by this small team and the support from the Municipal Manager and leadership is evident in this excellent score. During the 2013-14 Green Drop Progress (PAT) Reporting, the Municipality's CRR Risk Ratings increased somewhat (indicating a deterioration) in 2 systems, remained the same in one and decreased in the Op-de-Berg system (signifying improvement). The Municipality is cautioned not to allow any deterioration in the management of their systems. The Municipality has competent staff involved at all of their systems, as well as the necessary operational capacity. This is excellent. Attention should however be given to the non-compliance of some of the variables in the effluent quality: microbiological and chemical compliance in Tulbagh, chemical compliance in Wolseley, and chemical compliance in Op-de-Berg. Overall, Witzenberg can take pride in its all–round low risk positions achieved during the risk assessment and green Drop PAT scoring for 2013/14. It is no small feat to maintain low risk CRR for 4-5 years in a row for Ceres and Wolseley. Well done.
2022	96%	Green Drop achieved for: • **Ceres** • Op Die Berg • Tulbagh Witzenberg Local Municipality is congratulated for once again, delivering a sterling performance during the 2021 audit requirements. The Green Drop score of 96% and 3 Green Drop Certificates attest to the excellent standard and professional service by an expert team. The municipality has maintained the highest standards of professionalism and ongoing high quality service delivery, which resonate not only with Green Drop expectations but is seen as a daily respect to the environment and the residents of Witzenberg. The Regulator acknowledges and thanks the municipal officials for their preparedness, enthusiasm, and dedication, which places Witzenberg as one of the top performers in South Africa and comparable with the best in the world.

Year	Green Drop Score	Regulator's comments
		Areas of improvement have already been identified by the municipality during the audit, as they have a crystal understanding of the future of wastewater services and used the consultative audits to verify their vision and plans. The audit team was impressed by the diligence in loading accurate information onto IRIS prior to audits assessments and having all sites ready for inspections. I t was no surprise to find a solid correlation between the desktop audit score (99%) and the technical inspection score (80%) for the Ceres WWTW (largest facility). Although aging infrastructure was observed, the plant is maintained and operating in a manner that maximizes performance and still managed to achieve legal compliance. Performance on this level is not only a product of subject expertise and diligent implementation on the ground, but also attest to the municipal leadership and setting an enabling, stimulating environment for the wastewater professionals to do their best. Well done.

The following performance is noted for Witzenberg WWS.

Table 3-8 WWTW Green Drop Certification: historical performance

Green Drop Assessment Cycle	Green Drop Score **(%)**
2009	67
2011	90
2013	98
2022	96

The performance for Ceres on the Green Drop is highlighted below, for the detailed report refer to **Appendix C** of this document:

Key Performance Area	Weight	Ceres	Tulbagh	Wolseley	Op de Berg
A. Capacity Management	15%	92.0%	100.0%	96.0%	100.0%
B. Environmental Management	15%	100.0%	100.0%	92.0%	100.0%
C. Financial Management	20%	100.0%	100.0%	100.0%	100.0%
D. Technical Management	20%	92.0%	95.0%	95.0%	95.0%
E. Effluent & Sludge Compliance	30%	93.0%	80.5%	41.0%	93.0%
F. Bonus		92.0%	84.5%	74.5%	84.5%
G. Penalties		0.0%	0.0%	-25.0%	0.0%
H. Disqualifiers		None	None	None	None
Green Drop Score (2021)		**100%**	**97%**	**86%**	**98%**
2013 Green Drop Score		99%	95%	95%	94%
2011 Green Drop Score		93%	84%	84%	81%
2009 Green Drop Score		74%	60%	60%	74%
System Design Capacity	Ml/d	8.5	2.46	3.6	0.31
Capacity Utilisation (% ADWF ito Design Capacity)		75%	48%	39%	81%
Resource Discharged into		Dwars River	Bergrivier	Wetland	Klein Viei River
Microbiological Compliance	%	100%	100%	92%	100%
Chemical Compliance	%	100%	92%	42%	94%
Physical Compliance	%	100%	86%	81%	97%
Wastewater Risk Rating (CRR % of CRR_{max})		**Ceres**	**Tulbagh**	**Wolseley**	**Op de Berg**
CRR (2011)	%	40.9%	29.1%	41.2%	58.8%
CRR (2013)	%	36.4%	35.3%	29.4%	41.2%
CRR (2021)	%	36.4%	41.2%	64.7%	35.3%

Figure 3-26 Green Drop Score: Ceres WWS

4 Hazard Assessment, Validation of Control Measures and Risk Characterization

A risk assessment is conducted to understand the typical hazards/hazardous events faced at each step of the WWS including management, collection, treatment, disposal and with consideration of impacts associated with climate variability and change.

The risk associated with each hazardous event is determined based on the product of likelihood and consequence (or severity). This assists in determining which risks are more important and which are less important. Witzenberg has adopted the following risk matrix to determine WWS risks. This risk matrix is an adaptation of WHO and WRC W2RAP guidelines:

Table 4-1 Risk matrix and associated definitions (Likelihood and severity contextual definitions, WHO and WRC W2RAP guidelines)

	Risk Category
1	Safety
2	Effluent Quality – Aesthetic
3	Effluent Quality – Environmental Health
4	Effluent Quality – Human Health
5	Infrastructure – Compromised
6	Infrastructure – Failure
7	Infrastructure – Sabotage/Vandalism
8	Security

Likelihood	Definition	Likelihood Rating	Consequence/ Impact	Definition	Consequence/ Impact Rating
Rare	Once every 5 years	1	Insignificant	No impact or not detectable	1
Unlikely	Once per year	2	Minor	Minor impact to large population	2
Moderately Likely	Once per month	3	Moderate	Moderate impact to large population	3
Likely	Once per week	4	Major	Population expected to significant illness	4
Almost certain	Once per day or permanent feature	5	Catastrophic	Death expected from exposure	5

	Root Causes
1	Planning/Design
2	Operation
3	Maintenance
4	Scientific
5	Human Resources
6	Management
7	Budget
8	Procurement
9	Public Awareness
10	Natural/Act of God

5 x 5 risk assessment matrix		SEVERITY				
		Insignificant	Minor	Moderate	Major	Catastrophic
LIKELIHOOD	Rare	1	2	3	4	5
	Unlikely	2	4	6	8	10
	Moderately Likely	3	6	9	12	15
	Likely	4	8	12	16	20
	Almost certain	5	10	15	20	25

Score	Risk Profile
Low ≤5	These are systems that operate with minor deficiency and usually meet the effluent quality specifications set by the Department of Water and Sanitation. It is unlikely that this level of risk is harmful to the health of people and the environment. Aesthetical and/or physical non-compliance can be expected for short periods.
Medium 6 - 14	These are systems with deficiencies which individually or combined pose a high risk to the quality of the receiving environment and health. These systems would not generally require immediate action but the deficiencies should be rectified to avoid future problems and associated cost to rectify once in HIGH risk. Aesthetically and/or physically non-compliance can be expected over a medium term. Medium term impact on infrastructure and partial failure of the wastewater treatment plant and disinfection process is likely.
High ≥15	These are systems with deficiencies which individually or combined pose a high risk to the quality of receiving environment and health and may lead to potential health, safety and environmental concerns. Once systems (or part of a system) are classified under this category, rapid corrective action is required to arrest or eliminate the deficiency. High impact on the health of people and the environment and/or significant damage to infrastructure can be expected. Failure of the collector, treatment and disinfection facility is likely.

Witzenberg has adopted a dual-stage risk assessment approach which considers both “raw risk” (sometimes referred to as the “inherent risk” – the risk before including consideration of the impact of the existing control measures) and “residual risk” (with consideration of the impact of existing control measures). Not all existing control measures are 100% effective, and additional control measures may need to be identified and implemented.

The risk assessment was conducted by the W_2RAP team and considered a combination of information gathered from municipal records (including process audits, existing W_2RAPS, condition assessments, technical reports, etc.), staff and stakeholder engagements and site visits, and aimed to identify what could go wrong and where it could go wrong. The following summarized risk assessment considering “high” and “medium” risks is presented in the table below (see **Error! Reference source not found.**). The full risk assessment is included in **Appendix A**.

Note that full risk assessment is included in **Appendix A**

Table 4-2 Risk Assessment for Ceres WWS

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
1	Sewer network	Damaged sewer network because of vandalism.	Infrastructure - Sabotage/Vanda	Planning/Design	3	2	6	Medium	Sewer pump stations are fenced.	Control measure partially in place. More than 80% of sewer pump stations are fenced.	-	-	✓	3	2	6	Medium
5	Sewer network	Burst pipes/ leakage/blockage in the sewer network system because of inappropriate/ unmonitored discharge of industrial waste into the sewer system.	Infrastructure - Failure	Public Awareness	3	2	6	Medium	Municipal bylaws.	Control measure partially in place. Industrial study done >5years ago with list of all industries. Did an introductory enforcement based on samples taken at industries and sent out "dummy" bills as notification of future implementation.	-	-	✓	3	2	6	Medium

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
6	Sewer network	Burst pipes/ leakage/blockage in the sewer network system because of inappropriate objects or materials discarded into the sewer system.	Infrastructure - Failure	Public Awareness	5	2	10	Medium	Baskets at all sewer pump stations.	Control measure partially in place. Although baskets at all sewer pump stations, SOPs not enforced to ensure readiness/maintenance.	-	-	✓	5	2	10	Medium
7	Sewer network	Burst pipes /leakage/blockage in the sewer network system because of the lack of maintenance or replacement of deteriorated infrastructure.	Infrastructure - Failure	Maintenance	3	2	6	Medium	Network replacement programme, monthly reporting.	Control measure in place. Network replacement tender part of CAPEX. Monthly reports are used to determine affected or problematic lines.	-	-	✓	3	2	6	Medium

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
10	Sewer network	Sewer network and associated equipment operational failure because of routine maintenance not undertaken/block ages not cleared.	Infrastructure - Failure	Maintenance	3	2	6	Medium	PSP in place for main sewer lines and pump station sump cleaning.	Control measure in place. PSP in place where all main sewer lines are cleaned monthly with a double axel combination vacuum and jetting truck. Pump station sumps are also cleaned every 3 months with the same PSP. Contract was extended for another 12 months.	-	-	✓	3	2	6	Medium
13	Sewer network	Sewer network and associated equipment operational failure because of repairs not undertaken.	Infrastructure - Failure	Procurement	3	2	6	Medium	Network replacement programme, monthly reporting.	Control measure in place. Network replacement tender part of CAPEX. Monthly reports are used to determine affected or problematic lines. Sewer master plan also used. 3-year sewer pipe replacement programme information frequently reported to the Municipal Manager.	-	-	✓	3	2	6	Medium

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
14	Sewer network	Sewer network operational failure because of staff shortage.	Infrastructure - Failure	Human Resources	4	2	8	Medium	Approved organogram in place	Control measure partially in place. Have an approved organogram, but with budget constraints. Staff shortages remain.	-	-	✓	4	2	8	Medium
15	Sewer network	Sewer network and associated equipment operational failure because of ineffective communication and reporting of faulty infrastructure.	Infrastructure - Failure	Management	3	2	6	Medium	Call centre and municipal Facebook page	Control measure in place. Call centre and municipal Facebook page with user friendly reporting guidelines. Also publish information in monthly municipal newsletters.	-	-	✓	3	2	6	Medium
20	Sewer network	Shortage of staff to operate and maintain the sewer system because of budget constraints.	Infrastructure - Failure	Budget	4	3	12	Medium	Filling of vacant posts as per approved organogram	Control measure partially in place. Not all vacancies can be filled as a limited number of vacancies to be filled is budgeted per year.	-	-	✓	4	3	12	Medium

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
21	Pump stations	Damaged pump station infrastructure and associated equipment because of unauthorized or illegal access to premises and/or vandalism.	Infrastructure - Sabotage/Vandalism	Planning/Design	5	2	10	Medium	Sewer pump stations are fenced.	Control measure partially in place. More than 80% of sewer pump stations are fenced. Maintenance contract in place for immediate repairs except for unforeseen challenges	-	-	✓	3	2	6	Medium
34	Pump stations	Level switches and controls out of order because of theft and/or vandalism.	Infrastructure - Sabotage/Vanda	Planning/Design	5	2	10	Medium	Sewer pump stations are fenced.	Control measure partially in place. More than 80% of sewer pump stations are fenced. Maintenance contract in place for immediate repairs except for unforeseen challenges	-	-	✓	5	2	10	Medium
35	Pump stations	Failure of alarms and monitoring equipment because of theft and/or vandalism.	Infrastructure - Sabotage/Vanda	Planning/Design	5	2	10	Medium	Sewer pump stations are fenced.	Control measure partially in place. More than 80% of sewer pump stations are fenced. Maintenance contract in place for immediate repairs except for unforeseen challenges	-	-	✓	5	2	10	Medium

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
44	WWTW-General	Damaged WWTW infrastructure and equipment because of unauthorized or illegal access to premises and/or vandalism.	Infrastructure - Sabotage/Vandalis	Planning/Design	2	3	6	Medium	24 Hour security services at WWTW.	Partial control measure in place. Despite 24 Hour security services at WWTW, animals on-site.	-	-	✓	5	2	10	Medium
45	WWTW-General	Damaged WWTW infrastructure and equipment because of unrestricted access by people and/or animals.	Infrastructure - Sabotage/Vanda	Planning/Design	2	3	6	Medium	24 Hour security services at WWTW.	Partial control measure in place. Despite 24 Hour security services at WWTW, animals on-site.	-	-	✓	2	3	6	Medium
48	WWTW-General	Loss of process control because of disruption to the power supply and pump operations (loadshedding).	Effluent Quality - Environmental	Operation	5	2	10	Medium	Portable generators purchased.	Control measure in place. Portable generators available for Ceres.	-	-	✓	2	3	6	Medium

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
49	WWTW-General	Loss of process control because repairs not undertaken.	Infrastructure - Failure	Procurement	5	2	10	Medium	Maintenance contract	Control measure partially in place. Maintenance tender in place. Availability from suppliers however sometimes a challenging.	-	-	✓	5	2	10	Medium
50	WWTW-General	Loss of process control because of ineffective communication and reporting of faulty equipment.	Infrastructure - Failure	Management	3	2	6	Medium	Incident Management Protocol	Control measure partially in place. Incident Management Protocol with reporting system in place, but not always adhered to.	-	-	✓	3	2	6	Medium
52	WWTW-General	Loss of process control because issues of concern at WWTW not addressed.	Effluent Quality -	Management	5	3	15	High	Incident Management Protocol	Control measure partially in place. Incident Management Protocol with reporting system in place, but not always adhered to.	-	-	✓	5	3	15	High
53	WWTW-General	Non-complying effluent because of short circuiting/bypassing of untreated wastewater.	Effluent Quality -	Operation	4	3	12	Medium	No control measure in place.	Not applicable	-	-	-	4	3	12	Medium

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
63	WWTW-General	On-site laboratory is not generating reliable data because of insufficient reagents available for appropriate calibration	Effluent Quality - Environmental Health	Operation	4	4	16	High	Regular on-site testing	Control measure in place. During the site visit, however, it was observed that there were instances where there were not enough reagents available for appropriate calibration of testing equipment.	-	-	✓	4	4	16	High
64	WWTW-General	Inconsistency in quality and compliance because of a lack of SOPs.	Effluent Quality -	Operation	3	3	9	Medium	SOPs	Control measure partially in place. Not all SOPs are available and/or effective.	-	-	✓	3	3	9	Medium
67	WWTW-primary treatment (Screening + Degrit Channel + Flow measurement + Balancing + Primary Settling Tanks)	Compromised treatment process because of high organic loads at the intake of the works (e.g. no pre-treatment of industrial/commercial waste).	Effluent Quality - Environmental Health	Management	5	4	20	High	Permit conditions issued and applied industries.	Control measure partially in place. High organic loads at intake and overflow observed during site visits. Situation worsened from 1st to 2nd site visit. Witzenberg confirmed new issue of permit after 2nd site visit.	-	-	✓	5	4	20	High

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
71	WWTW-primary treatment (Screening + Degrit Channel + Flow measurement + Balancing + Primary Settling Tanks)	Failure of mechanical equipment (such as pumps) because of ineffective removal of WWTW screenings.	Infrastructure - Failure	Operation	4	2	8	Medium	Process Controller daily operations and maintenance	Control measure partially in place. Room for improvement. Part of the PC's daily operations as per O&M, so control measure in place.	-	-	✓	4	2	8	Medium
76	WWTW-primary treatment (Screening + Degrit Channel + Flow measurement + Balancing + Primary Settling Tanks)	Reduced treatment efficiency because of inadequate screenings/grit removal at primary treatment.	Effluent Quality - Environmental Health	Operation	5	2	10	Medium	Process controller routine operations and maintenance	Control measure partially in place. Part of PC's monthly reports. Records of sludge volumes and desludging programme should be maintained.	-	-	✓	5	2	10	Medium

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
79	WWTW-Secondary Treatment (Activated sludge + Secondary Settling Tanks + Chlorination)	Failure of mechanical equipment (such as pumps and aeration systems) because of grit and settable solids carried over from primary treatment to secondary treatment.	Infrastructure - Failure	Operation	4	2	8	Medium	Process controller routine operations and maintenance, Maintenance contract in place	Control measure in place. Part of the PC's daily operations as per O&M, but room for improvement.	-	-	✓	4	2	8	Medium
84	WWTW-Secondary Treatment (Activated sludge + Secondary Settling Tanks + Chlorination)	Reduced treatment efficiency because clarifier(s) out of order/not working.	Effluent Quality - Environmental	Budget	5	3	15	High	Maintenance contract	Control measure in place. Maintenance tender in place. Availability from suppliers however sometimes a challenging.	-	-	✓	5	3	15	High

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
89	WWTW-Secondary Treatment (Activated sludge + Secondary Settling Tanks + Chlorination)	Reduced treatment efficiency because of inadequate sludge removal in secondary treatment.	Effluent Quality - Environmental	Operation	3	2	6	Medium	Process controller routine operations and maintenance	Control measure partially in place. Part of PC's monthly reports. Records of sludge volumes and descludging programme should be maintained.	-	-	✓	3	2	6	Medium
91	WWTW-Secondary Treatment (Activated sludge + Secondary Settling Tanks + Chlorination)	Compromised disinfection because of shortage of chlorine gas.	Effluent Quality - Environmental	Management	5	3	15	High	HTH currently used to treat effluent as alternative to chlorine gas.	Control measure partially in place. HTH dosing observed during site visits. Not as effective as using chlorine gas.	-	-	✓	5	2	10	Medium
93	WWTW-Secondary Treatment (Activated sludge + Secondary Settling Tanks + Chlorination)	Compromised disinfection because of poor (i.e. short) chlorine contact time in chlorine tank.	Effluent Quality - Environmental	Operation	5	2	10	Medium	No control measure in place.	Not applicable.	-	-	-	5	2	10	Medium

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
94	WWTW-Secondary Treatment (Activated sludge + Secondary Settling Tanks + Chlorination)	Compromised disinfection because of poor residual chlorine process monitoring.	Effluent Quality - Environmental	Operation	4	2	8	Medium	Monitoring equipment	Control measure not yet in place. Monitoring equipment tender in process.	-	-	✓	4	2	8	Medium
96	WWTW-Secondary Treatment (Activated sludge + Secondary Settling Tanks + Chlorination)	Uncontrolled/unmonitored effluent outlet point because of structural failure.	Effluent Quality - Environmental	Maintenance	5	3	15	High	No control measure in place.	Not applicable.	-	-	-	5	3	15	High
97	WWTW-Secondary Treatment (Activated sludge + Secondary Settling Tanks + Chlorination)	Uncontrolled/unmonitored effluent outlet point because of vandalism of flow meter.	Effluent Quality - Environmental	Maintenance	2	3	6	Medium	No control measure in place.	Not applicable.	-	-	-	2	3	6	Medium

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
98	WWTW-Tertiary Treatment (Maturation Ponds)	Flow of wastewater through the treatment ponds impeded because ponds are overgrown with weeds.	Effluent Quality - Environmental Health	Maintenance	5	2	10	Medium	Work order process	Control measure in place. Internal department responsible based on work order provided by specific department. Purchased new weed eaters so appointed machine handlers in the department can assist. Room for improvement.	-	-	✓	5	2	10	Medium
99	WWTW-Tertiary Treatment (Maturation Ponds)	Reduced treatment capacity because ponds are filled with sludge (i.e. desludging of ponds not done).	Infrastructure - Failure	Operation	5	2	10	Medium	No control measure in place.	Not applicable	-	-	-	5	2	10	Medium
100	WWTW-Tertiary Treatment (Maturation Ponds)	Reduced treatment efficiency because of inadequate sludge removal in tertiary treatment.	Effluent Quality - Environmental	Operation	5	2	10	Medium	No control measure in place.	Not applicable	-	-	-	5	2	10	Medium

In summary the following are the key risks Ceres is facing:

- Sewer network :
  - 1,5,6,7,10, 13,14, 15, 20 Vandalism, pipe bursts, operational failures, shortage of resources, lack of maintenance
- Pump Stations:
  - 21,34&35 Vandalism of pump station equipment,
- WWTW:
  - 44&45 Vandalism of monitoring equipment at WWTW office.
  - 48 Significant loss of process control during extreme loadshedding. No portable generators
  - 49,50&52 Loss of process control because faulty equipment not reported efficiently/repairs not undertaken.
  - 53 Overflow of industrial waste in bypass channel which is released straight into the downstream river.
  - 67 WWTW capacity exceeded because of high volumes of industrial waste overflowing into the WWTW.
  - 67 Industrial wastes not treated efficiently before entering the WWTW. Aerators out of order due to vandalism of power cables. Industrial ponds are an environmental concern. Ponds not equipped to handle the waste received.
  - 79 Screw conveyor out of order. Large objects pass into the system.
  - 84 One clarifier out of order because of non-functional pumps.
  - 76&89 Inadequate desludging.
  - 91 Chlorine dosage only occurs in summer when irrigators abstract from the river.
  - 91 Shortage of chlorine gas because of unavailability from supplier but HTH currently used as a short-term solution to mitigate the risk.
  - 93 Insufficient chlorine contact time because of current dosing pipe installation which is exposed and moveable.
  - 94 Insufficient monitoring of required parameters such as residual chlorine because of stolen equipment.
  - 96&97 No monitoring control at effluent release. Structural failure of final pond and effluent release sluice gate. Stolen monitoring devices.
  - 98 Weeds and grass not well maintained around ponds causing structural instabilities.
  - 99&100 Ponds are filled with sludge and overflow from industrial waste ponds.
- General:

- 63,64 Loadshedding, Unreliable datasets, inconsistency in quality, lack of SOP’s, unresolved issues of concern

5 Improvement plan

An improvement/upgrade plan is needed where additional control measures are required to address remaining significant risks. A significant amount of funds and time might be required to successfully implement appropriate control measures, and it is therefore sometimes more appropriate to consider stepwise implementation to enable incremental improvement (i.e., what is required for phase 1, what is required for phase 2, etc.). This requires Witzenberg to also consider and implement low/no cost control measures in the short-term while the necessary funds are secured to enable implementation of long-term control measures.

Considering this, the improvement plan for the Ceres WWS is shown below Table 5-1

Table 5-1 Ceres WWS improvement plan

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
i)Upgrade fencing and security at sewer pump stations - Part of CAPEX (security upgrades) for 2024/2025. ii)Ensure maintenance contract remains active.	Damaged sewer network because of vandalism. *(Risk assessment table reference: No. 1)*	Management: Water and Sanitation Division	TBD	O&M budget for W&S department	TBD	Not yet started
i)Implement another round of industrial monitoring whereby sampling will take place and accounts calculated based on results and by-law formula. Do this for all industries in the Witzenberg area. ii)The Building department should also assist where necessary. Enforce strict regulations and permits for industrial waste	Burst pipes/leakage/ blockage in the sewer network system because of inappropriate/unmonitored discharge of industrial waste into the sewer system. *(Risk assessment table reference: No. 5)*	Management: Water and Sanitation Division	Internal - No additional cost	O&M budget for W&S department	TBD	Not yet started

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
discharge, requiring businesses to properly treat and dispose of their waste in compliance with environmental standards. iii)Implement a monitoring programme for discharge of industrial waste into the sewer system.						
i)Develop and document a clear SOP for the inspection, maintenance, and cleaning of sewer network components and associated equipment. ii)SOP's to be updated and strictly implemented.	Burst pipes/leakage/ blockage in the sewer network system because of inappropriate objects or materials discarded into the sewer system. *(Risk assessment table reference: No.6)*	Management: Water and Sanitation Division	Internal - No additional cost	O&M budget for W&S department	TBD	Not yet started
i)Ensure that 3-year pipe replacement programme is based on the Master Plan identified problematic areas / lines. Identify and prioritize critical sections of the sewer network for immediate repair or replacement based on the severity of deterioration and impact on the community. ii)Ensure effective planning and allocated funds for maintenance or	Burst pipes/leakage/ blockage in the sewer network system because of the lack of maintenance or replacement of deteriorated infrastructure. *(Risk assessment table reference: No. 7)* Sewer network and associated equipment operational failure because of repairs not undertaken. *(Risk assessment table reference: No. 13)*	Management: Water and Sanitation Division	Internal - No additional cost	O&M budget for W&S department	TBD	Not yet started

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
replacement of prioritized infrastructure.						
Develop and document a clear SOP for the inspection, maintenance, and cleaning of sewer network components and associated equipment. SOP's to be updated and strictly implemented.	Sewer network and associated equipment operational failure because of routine maintenance not undertaken/blockages not cleared. *(Risk assessment table reference: No. 10)*	Management: Water and Sanitation Division	Internal - No additional cost	O&M budget for W&S department	TBD	Not yet started
i)Identify key positions that are essential for the functioning of the municipality. Ensure these positions are adequately staffed even if it means reallocating resources from non-essential roles. ii)Develop a long-term staffing plan that aligns with the municipality's strategic goals and financial projections. iii)Investigate means to eliminate budget constraints to reduce staff shortages and meet staffing requirements as per new approved organogram.	Sewer network operational failure because of staff shortage. *(Risk assessment table reference: No. 14)* Shortage of staff to operate and maintain the sewer system because of budget constraints. *(Risk assessment table reference: No. 20)*	Management: Water and Sanitation Division	Internal - No additional cost	O&M budget for W&S department	TBD	Not yet started

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
Ensure call centre and municipal Facebook page with user friendly reporting guidelines in place and that information is published in monthly municipal newsletters.	Sewer network and associated equipment operational failure because of ineffective communication and reporting of faulty infrastructure. *(Risk assessment table reference: No. 15)*	Management: Water and Sanitation Division	Internal - No additional cost	O&M budget for W&S department	TBD	Not yet started
i) Upgrade fencing and security at sewer pump stations - Part of CAPEX (security upgrades) for 2024/2025. Ensure maintenance contract remains active. . ii) Develop and implement SOP for site security inspections	Damaged pump station infrastructure and associated equipment because of unauthorized or illegal access to premises and/or vandalism. *(Risk assessment table reference: No. 21)* Level switches and controls out of order because of theft and/or vandalism. *(Risk assessment table reference: No. 34)* Failure of alarms and monitoring equipment because of theft and/or vandalism. *(Risk assessment table reference: No. 35)*	Management: Water and Sanitation Division	i) TBD ii) Internal - No additional cost	O&M budget for W&S department	TBD	Not yet started
Remove animal grazing privileges from WWTW facility to monitor access into WWTW facility.	Damaged WWTW infrastructure and equipment because of unauthorised or	Management: Water and Sanitation Division	Internal - No additional cost	O&M budget for W&S department	TBD	Not yet started

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
	illegal access to premises and/or vandalism. *(Risk assessment table reference: No. 44)* Damaged WWTW infrastructure and equipment because of unrestricted access by people and/or animals. *(Risk assessment table reference: No. 45)*					
Portable generator(s) need to be allocated to Ceres WWTW to proceed with operations during extreme loadshedding. This should form part of the tender associated with interventions to address loadshedding issues.	Loss of process control because of disruption to the power supply and pump operations (loadshedding). *(Risk assessment table reference: No. 48)*	Management: Water and Sanitation Division	TBD	O&M budget for W&S department	TBD	Not yet started
Implement an efficient issue reporting and follow-up system.	Loss of process control because repairs not undertaken. *(Risk assessment table reference: No. 49)*	Management: Water and Sanitation Division	Internal - No additional cost	O&M budget for W&S department	TBD	Not yet started
Ensure Incident Management protocol followed at all times to avoid communication problems.	Loss of process control because of ineffective communication and reporting of faulty equipment. (Risk assessment table reference: No. 50)	Management: Water and Sanitation Division	Internal - No additional cost	O&M budget for W&S department	TBD	Not yet started

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
	Loss of process control because issues of concern at WWTW not addressed. (Risk assessment table reference: No. 52)					
i) Increase capacity to capture large amounts of industrial waste. ii) Ensure efficient treatment/handling of industrial waste. iii) Block by-pass channel from industrial waste ponds.	Non-complying effluent because of short circuiting/bypassing of untreated wastewater. *(Risk assessment table reference: No. 53)*	Management: Water and Sanitation Division	TBD	O&M budget for W&S department	TBD	Not yet started
Have complete calibrated field test kits available to test effluent quality on-site.	On-site laboratory is not generating reliable data because of insufficient reagents available for appropriate calibration. *(Risk assessment table reference: No. 63)*	Management: Water and Sanitation Division	Internal - No additional cost	O&M budget for W&S department	TBD	Not yet started
Develop and implement standard operating procedures.	Inconsistency in quality and compliance because of a lack of SOPs. Refer to Table 8-1. *(Risk assessment table reference: No. 64)*	Management: Water and Sanitation Division	Internal - No additional cost	O&M budget for W&S department	TBD	Not yet started
i)Witzenberg to develop new permit conditions and requirements, and then release permits.	Compromised treatment process because of high organic loads at the intake of the works (e.g. no pre-treatment of	Management: Water and Sanitation Division	Internal - No additional cost	O&M budget for W&S department	TBD	Not yet started

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
ii)Witzenberg to visit industries and inspect industry infrastructure and associated treatment processes.	industrial/commercial waste). *(Risk assessment table reference: No. 67)*					
Room for improvement. Implement efficient issue reporting and follow-up to ensure PCs conducting required daily O&M.	Failure of mechanical equipment (such as pumps) because of ineffective removal of WWTW screenings. *(Risk assessment table reference: No. 71)*	Management: Water and Sanitation Division	Internal - No additional cost	O&M budget for W&S department	TBD	Not yet started
Develop and implement a desludging schedule/ programme and SOP for maintenance of all ponds.	Reduced treatment efficiency because of inadequate sludge removal at primary treatment. *(Risk assessment table reference: No. 76)* Reduced treatment capacity because ponds are filled with sludge (i.e. desludging of ponds not done). *(Risk assessment table reference: No. 99)* Reduced treatment efficiency because of inadequate sludge removal in tertiary treatment *(Risk assessment table reference: No. 100)*	Management: Water and Sanitation Division	Internal - No additional cost	O&M budget for W&S department	TBD	Not yet started

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
Repair/replace screw conveyor and implement an efficient issue reporting and follow-up system to prevent risk from re-occurring in future.	Failure of mechanical equipment (such as pumps and aeration systems) because of grit and settable solids carried over from primary treatment to secondary treatment. *(Risk assessment table reference: No. 79)*	Management: Water and Sanitation Division	TBD	O&M budget for W&S department	TBD	Not yet started
Repair/replace clarifier and implement an efficient issue reporting and follow-up system to prevent risk from re-occurring in future.	Reduced treatment efficiency because clarifier(s) out of order/not working. *(Risk assessment table reference: No. 84)*	Management: Water and Sanitation Division	TBD	O&M budget for W&S department	TBD	Not yet started
Schedule and implement a programme for screenings disposal. Conclude tender process for the transport of screenings and implement.	Reduced treatment efficiency because of inadequate sludge removal in secondary treatment. *(Risk assessment table reference: No. 89)*	Management: Water and Sanitation Division	Internal - No additional cost	O&M budget for W&S department	TBD	Not yet started
Ensure disinfection with chlorine gas when supplies are available.	Compromised disinfection because of shortage of chlorine gas. *(Risk assessment table reference: No. 91)*	Management: Water and Sanitation Division	Internal - No additional cost	O&M budget for W&S department	TBD	Not yet started
Install efficient dosing mechanism at correct location in chlorination pond.	Compromised disinfection because of poor (i.e. short) chlorine contact time in chlorine tank. *(Risk assessment table reference: No. 93)*	Management: Water and Sanitation Division	TBD	O&M budget for W&S department	TBD	Not yet started

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
Provide WWTW with sufficient equipment to monitor residual chlorine.	Compromised disinfection because of poor residual chlorine process monitoring. *(Risk assessment table reference: No. 94)*	Management: Water and Sanitation Division	TBD	O&M budget for W&S department	TBD	Not yet started
i)Repair structural failure at outlet point. ii)Implement management plan for high industrial loads upstream of treatment process to prevent event from re-occurring.	Uncontrolled/unmonitored effluent outlet point because of structural failure. *(Risk assessment table reference: No. 96)*	Management: Water and Sanitation Division	i)TBD ii) Internal - No additional cost	O&M budget for W&S department	TBD	Not yet started
Replace flow meter and secure device to prevent event from re-occurring.	Uncontrolled/unmonitored effluent outlet point because of vandalism of flow meter. *(Risk assessment table reference: No. 97)*	Management: Water and Sanitation Division	TBD	O&M budget for W&S department	TBD	Not yet started
Include maintenance of weeds and grass in the WWTW maintenance plan.	Flow of wastewater through the treatment ponds impeded because ponds overgrown with weeds. *(Risk assessment table reference: No. 98)*	Management: Water and Sanitation Division	TBD	O&M budget for W&S department	TBD	Not yet started

6 Operational Monitoring and Maintaining Control

Control measures should be monitored to check that the system is effectively managed and that the prescribed effluent quality targets are met. An operational monitoring plan has been implemented to check the performance of existing control measures and to timeously inform corrective action (if required). Where monitoring indicates that control measures are ineffective, new control measures will need to be identified and implemented. Basic operational monitoring as follows:

- At least daily checks of key effluent quality parameters at the Ceres WWTW and capturing thereof in appropriate logbooks,
- At least daily checks of key chemical dosages/chemical usage (e.g. chlorine) and capturing thereof in appropriate logbooks, and
- Visual observations/inspections of the Ceres WWTW and pump stations and capturing thereof in appropriate logbooks.

Currently, the process controller is responsible for effluent quality testing of the parameters listed in **Error! Reference source not found.** analysing the results against the corresponding limits and responding or applying corrective actions as described in the Incident Response Management Plan.

6.1 Monitoring parameters: Effluent quality

Table 6-1 Ceres operational monitoring programme: Effluent quality

What is monitored?	Where?			When? (Frequency)	DWS General Authorisation General limits	Critical limit(s) (Incident Response Management Plan)
	Pre-Treatment (Raw Effluent)	During Treatment	Post-Treatment (Final effluent)			
pH at 25°C	✓	✓	✓	Daily	≥5.5 and ≤9.5 pH units	<7.0
Free Chlorine			✓	Daily	≤0.25 mg/L	5mg/L
Flow Rate	✓		✓	Daily		80% of PWWF
DO (Dissolved oxygen)	✓	✓		Daily	0.5 – 2.5 mg/l	<0.5mg/l
MLSS (Mixed Liquid Suspended Solids)	✓		✓	Weekly		<2000mg/l >6000mg/l
SS (suspended solids)	✓	✓	✓	Daily	25 mg/l	>20 ml/l

What is monitored?	Where?			When? (Frequency)	DWS General Authorisation General limits	Critical limit(s) (Incident Response Management Plan)
	Pre-Treatment (Raw Effluent)	During Treatment	Post-Treatment (Final effluent)			
COD	✓	✓	✓	Daily		Raw>400mg/l Treated >75mg/l

Considering current medium and high risks emanating from the risk assessment, the following key observations and other measurements should be introduced as part of the operational monitoring programme.

Table 6-2 Ceres WWS operational monitoring programme: observations and other measurements

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
Pump Stations	Manual operation of system (pumps)	Pumps	Pump stations	Daily	Visual observation and maintenance schedule	Process Controller	Operational pumps	Follow SOP for operation and maintenance of a pumping station/pump
Pump Stations	Security fencing (Fortification of building)	Condition of security fence and gate	Pump stations	Daily	Visual observation (Follow SOP for site security inspection)	Process Controller	Fence in good condition. Gate closed and locked securely. Windows intact. All assets on-site and in working condition.	Repair fence or gate within 1 day or consider putting up anti-cut and anti-climb fencing. Replace/refurbish damaged assets.

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
Treatment	Develop SOP for temporary capacity overloading during heavy rainfall, divert excess flow to an emergency dam	Inflow	WWTW	Daily	Take down inflow	Process Controller	Inflow remains below the daily design capacity	Build a dam for emergency storage of excess effluent
Treatment	On-site effluent quality sampling and testing	pH, Flow rate Cylinder test, Free chlorine and DO	WWTW	See Table 6-1	Effluent quality sampling and testing using on-site equipment and recording results in a logbook (Follow SOP for Effluent sample collection and on-site effluent quality testing.)	Process Controller	See Table 6-1	Refer to corrective actions in the Incident Response Management Plan.
Treatment	Security fencing (Fortification of building)	Condition of security fence and gate	Disinfection facility at WWTW	Daily	Visual observation (Follow SOP for site security inspection)	Process Controller	Fence in good condition. Gate closed and locked securely. Windows intact. All assets on-site and in working condition.	Repair fence or gate within 1 day or consider putting up anti-cut and anti-climb fencing. Replace/refurbish damaged assets.
Treatment	HtH added to final effluent for disinfection	Quantity chlorine added to effluent (cups, kg)	Final pond	Daily	Record quantities added in logbook	Superintendent	See Table 6-1	Optimize disinfectant

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
Treatment	Effluent quality testing equipment inventory and record conditions	Effluent quality testing equipment	WWTW	Once per month	Complete inventory checklist and record in logbook	Superintendent	Adequate effluent quality testing equipment to test all required parameters	Replace or service any effluent quality testing equipment that is not currently functioning properly.
Treatment	Regular equipment calibration	Conductivity, pH, free chlorine.	WWTW	Daily (internal) Yearly (external)	Calibrate equipment using on-site calibration materials and recording (Follow SOP for site calibrating equipment)	Process Controller	Calibration performed on a regular basis and on-site calibration materials adequate	Ensure adequate calibration materials are available for daily internal calibration
Treatment	Review of logbook	Issues of concern	WWTW	Daily/Weekly	Review logbook record of all monitoring actions and issues captured at WWTW	Superintendent	No unaddressed issues at WWTW	Address issues of concern accordingly
Discharge	Ensure effluent quality meets receiving environment requirements	Effluent quality testing	Final pond	Daily	Record results in logbook	Superintendent	See Table 6-1	Refer to corrective actions in the Incident Response Management Plan.
Water sources and catchment	Resource sampling and recorded to ensure effluent	Raw water quality testing	Water sources (surface, borehole, etc)	Annually	Water quality sampling and testing using on-site equipment and recording results in a logbook (Follow SOP for water sample collection and on-site water quality testing.)	Process Controller	See Ceres WSP	Refer to corrective actions in the Incident Response Management Plan.

7 Verification

Verification is the process followed to determine if the actions implemented as an outcome from the W_2RAP has the desired outcome. This includes monitoring the final effluent quality (chemical, physical, microbiological), and assessing of the impact on the receiving environment. While, water quality monitoring will be the ultimate check it will also relate to other mitigations including budget availability, training, improved maintenance response, improved application of bylaws, etc., as may be required from the Improvement Plan.

The outcome of the verification will indicate whether the wastewater treatment works is operating effectively and performing as required. Verification in the W_2RAP context includes:

- Treated effluent compliance monitoring
- Operational monitoring
- Water sources and catchment area monitoring
- Auditing

7.1 Compliance monitoring

Compliance monitoring confirms that the final effluent quality meets required licence/permit conditions (i.e. DWS General Authorisation General Limits). Witzenberg utilises AL Abbott, a SANAS accredited laboratory in Cape Town, for their compliance monitoring. AL Abbott collect effluent quality samples from all Witzenberg WWTW, conduct the analysis and report results and issues of concern to Witzenberg monthly.

The compliance monitoring points, programme and corresponding limits are captured in **Error! Reference source not found.** that follow. Responses and corrective actions are described in the Incident Response Management Plan. Samples are collected at the following sites at the WWTW:

- Inflow channel
- Aeration tank 1 & 2
- Clarifier 1 & 2,
- Final pond

7.2 Operational monitoring

Priority is placed on monitoring parameters that can be measured quickly and easily and that can indicate if a process is functioning properly. Operational monitoring data should help managers to make corrections that can prevent hazardous events.

An operational monitoring programme has been developed, see chapter 6 **Error! Reference source not found.**. Observations or measurements of control parameters listed must be assessed whether a control measure is ineffective and not operating within design specifications, in that case, a new control measure will need to be identified and implemented.

Table 7-1 Ceres compliance monitoring: SANS 241 parameters

SANS 241-2:2015 REQUIREMENTS			
What is monitored?	**When? (Frequency)**	**Standard Limits (SANS 241-1:2015)**	**Critical limit(s) (Incident Response Management Plan)**
Microbiological			
Faecal Colif0rms (org/100ml)	Monthly	< 1000	0
Physical and Aesthetic			
pH	Monthly	5.5 - 9.5	5.5 – 7.5
Conductivity (at 25ºC) (mS/m)	Monthly	150	100
TSS (mg/l)	Monthly	25	10
Chemical (Macro) Determinants			
COD (mg/l)	Monthly	75	30
Ammonia Nitrogen as N (mg/l)	Monthly	6	2
Nitrate Nitrogen as N (mg/l)	Monthly	15	1.5
Ortho Phosphate as P (mg/l)	Monthly	10	1

7.3 Auditing

Auditing provides evidence that the W_2RAP is complete, up to date, adequately implemented and effective.

Witzenberg have noted that WWTW process audits are conducted by A L Abbott and Associates on an annual basis. Furthermore, it is noted that the Zutari team have performed certain elements of an external audit, including inspection of the Ceres WWTW, review of data and information, and identification of gaps and issues of concern. These activities were used to inform the list of hazards and hazardous events and to determine the associated risks.

Bearing current practice in mind, it is recommended that an internal and/or external audit of the W_2RAP is scheduled on at least an annual basis. Ideally, this audit should consider the entire sanitation system (i.e. sewered and non-sewered systems).

7.4 Water sources and catchment monitoring

The WSA noted that the receiving environments are being monitored both upstream and downstream of the discharge point. There is a borehole at the WWTW which is currently not monitored, however, the WSA will include this borehole in the monitoring programme. It is recommended that resource sampling is done and recorded so that PC's at WWTWs may monitor effluent accordingly.

It should be emphasized that testing the natural resource water quality is particularly important for the following reasons:

- Upstream of the point of effluent discharge, where there is a potential that the resource water into which treated effluent is being released is already polluted beyond or close to safety levels or as part of an investigation of a waterborne disease outbreak, which may therefore require more extensive treatment of the released effluent.

- Downstream of the point of effluent discharge will also be useful following a failure event of the treatment process, in order to identify what remedial actions are required in terms of health and safety for downstream users.
- Groundwater – to ensure that there is no unknown contamination taking place or to monitor the extent of contamination.

The frequency of testing may be once per year unless an incident occurs (see Appendix B**Error! Reference source not found.**) to which the WSA will respond with the given protocols. Having said that, compliance monitoring is covered in the WSP, refer to Ceres' WSP for further information

8 Management Procedures & Support Programmes

Management procedures provide documented procedures to follow during normal or incident conditions, or emergency situations. Management procedures include:

- Standard Operating Procedures (SOPs)
  - Normal operations
  - Incident conditions
- Emergency Response Plans (ERPs)

The available SOPs and ERPs are highlighted in the sections that follow.

8.1 Standard Operating Procedures

8.1.1 Normal operations

The following SOPs for normal operations, listed in Table 8 1, are implemented within Witzenberg Municipality. Several additional SOPs are suggested for consideration:

Table 8-1 Standard operating procedures

Category	Standard operating procedure	Procedure in place
General tasks	Site security inspection	
	Wastewater sample collection	
	Dealing with user notifications and complaints	
	Record keeping and reporting	Y
	Entry into confined spaces, sewer manholes, pump stations, WWTW and wet wells	Y
	Digging of trenches	Y
	Wastewater system operation and maintenance including pipe network, pumps, valves and other fittings	
	Pipe breaks procedure	
	Pump station inspection	Y
	Pump station operation and maintenance	Y
	Unblocking of dry well sewer pumps	Y
	Basic maintenance on pump system	Y
	Operating pumps	Y
	New sewer connections procedure	Y
	Waterborne Sewerage systems rates and tariffs	Y
	Fat Traps	Y
	Sewer network inspections	Y
	Sewer manhole inspections	Y
	Basket catcher and grids by the pump station	Y
	Blockage on a junction	Y

Category	Standard operating procedure	Procedure in place
	General maintenance and house keeping	
Wastewater Treatment	Chemical dosing procedures (e.g. coagulation/flocculation, pH correction)	
	Calibrating equipment and online monitoring systems	
	On-site effluent quality testing	
	Record keeping of operations and maintenance activities (logbook with effluent quality testing results, quantities of chemicals used, minor issues addressed, etc.)	
	Incident register - Wastewater (treatment works and distribution)	Y
	Maintenance logbook	Y
	Operation and Maintenance of screens	
	Maintenance of all ponds (sludge ponds, maturation ponds, final effluent ponds, etc)	
Sludge Management and Disposal Evaluation	Sludge handling, treatment and disposal	Y
	Desludging programme	
Public/Communal facilities	Inspection and maintenance of public/communal toilets	
	Installation of communal toilets	
	Repairs and maintenance of communal toilets	
Non-Sewered Systems	Sewerage Service Tariffs	Y
	Installation of new non-sewered system	
	Sewage delivered by road haulage	
	Maintenance of non-sewered system	

8.1.2 Sanitation Services By-Laws

The following sanitation services related municipal by-laws are in place:

- Connection to sanitation system
- Standards
- Methods for determining charges
- Drainage installations
- On-site sanitation services and associated services
- Industrial effluent
- Sewage delivered by road haulage
- Treated sewage
- Other sanitation service
- Installation work
- Unauthorised water services
    - Obstruction of Access to Infrastructure for the Provision of Water, Sanitation and

- Sewage Services
- Unauthorised and Illegal Discharges
- Use of On-Site Sanitation Services Not Connected to the Sanitation System

- Notices
- Appeals
- Offences
- Documentation
- General provisions

8.1.3 Incident Management

Witzenberg's Wastewater Incident Management Protocol aims to prevent and correct wastewater related incident conditions. The protocol includes: :

- Contact procedures and numbers for:
  - Minor incidents – e.g. Blockages
  - More serious incidents – e.g. Pipe burst
  - Severe emergencies – e.g. Uncontrolled spillage

The Emergency Centre is contacted immediately when a problem is observed. The Manager of Water & Sewerage (Nathan Jacobs) is notified and jointly investigates the situation with the Superintendent and Senior Technicians. Appropriate actions are taken to rectify the situation, which may include mobilizing internal technical personnel or external contractors. Operating personnel at the relevant WWTWs is notified of the problem. The Manager of Water & Sewerage draws up an Incident Report containing information such as the date of the incident, investigator, incident description, recommended steps to prevent a recurrence, and the name of the person compiling the report. In case of serious incidents, the DWS Western Cape Regional Office is notified by the Manager of Water & Sewerage. Once the issue is resolved, the supervisor will notify Emergency services, who will log the query from start to end and provide an emergency report. The report will be submitted along with the monthly report to the Technician: Water & Sewerage. Severe emergencies posing health risks to the community are notified through media after informing all parties as per the contact procedure.

- Alert Levels are categorised as follows:
  - Alert Level I – routine problems
  - Alert level II – minor emergency
  - Alert level III – major emergency
- The Incident Management Protocol considers the following components of the saniattion system:
  - Sewer reticulation system
  - Sewer pumpstations
  - Wastewater treatment plants
  - Treatment process
- Troubleshooting guidance is provided for:
  - Pumps

- Aeration Basin
- Disinfection

- A serious accidents protocol is included for:
  - Eye incident
  - Bleeding
  - Chemical burns
  - Electrical burns
  - Heat burns
  - Fire burns
  - Shock
  - Poisoning
- An incident register is used to capture all incidents reported in Witzenberg Municipality.

8.2 Emergency response plans

Emergencies can occur even in the best managed systems. W_2RAPs and the developement and implementation of ERPs can aid preparedness for disasters and extreme events, including those that are unforeseen. The following emergency response plans are in place:

- Drought management plan
  - Mainly focussed on water supply related issues, but with noted possible impact on optimal performance of the sewer network and associated WWTW.
- Flood management plan
  - Includes consideration of flooding impacts, vulnerable areas and people, risk reduction strategies and response strategies.
- Disaster response plan
  - Includes the disaster risk assessment, risk reduction strategies, response, and recovery.
  - Education, training, public awareness and research and it outlines the responsibilities of the Municipality's directorate and departments.

9 Supporting Programmes

Supporting programmes could include:

- Consumer education
- Laboratory quality control
- Staff training
- Creating W_2RAP awareness and buy-in

Supporting programmes may either have a direct impact (e.g. through process controller training) or an indirect impact (through public awareness) on good hygiene habits and running campaigns. Municipal efforts to-date are summarised in the sections below.

9.1 Consumer education

Educational programmes should be implemented to support good health and hygiene practices. Programmes to include topics such as appropriate use of sanitation facilities, appropriate handwashing techniques, unacceptable materials to use for wiping/to flush and other basic visual maintenance checks so that communities can monitor their own sanitation systems.

It is also important to educate the communities as to the health and safety dangers posed by accessing WWTW and associated infrastructure. The municipality often informs consumers of water and sanitation related matters via media and social media campaigns (Facebook, newsletters, etc.). It is important that the public is made aware of the dangers of swimming in oxidation ponds, letting livestock graze near oxidation ponds, etc.

9.2 Laboratory quality control

Witzenberg utilises a SANAS accredited laboratory for compliance monitoring.

Operational monitoring is conducted using available on-site laboratory equipment. The equipment is calibrated by the process controller on site to ensure accurate results. Additionally, the equipment is sent to the supplier for calibration on an annual basis, further ensuring accurate operational monitoring and alignment to industry standards.

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9.3 Staff training

It is recommended that WWTW process controllers and other sanitation staff undergo regular training courses (e.g. NQF training) to improve their knowledge and to enable them to grow their careers within Witzenberg. The municipality seeks to create a formalised staff training schedule that ensures that on-going process controller training is conducted on at least an annual basis.

9.4 Creating W_2RAP awareness and buy-in

W_2RAP awareness and buy-in includes investing in capacity building initiatives to empower municipal staff with the necessary awareness, understanding and skills to effectively implement the W_2RAP. This is done by offering internal training programmes, workshops and technical support to enhance staff understanding of risk assessment, monitoring and emergency response protocols. Furthermore, a regular review and update of the W_2RAP (based on feedback, data analysis and emergency challenges) ensures that the W_2RAP remains effective. Sharing results and lessons learned and demonstrating progress in closing gaps within the different sanitation systems assists in maintaining staff engagement

and encourages ongoing collaboration. This helps ensure the provision of reliable and dignified sanitation services to the community.

10 Review of the W_2RAP

The W_2RAP team should meet periodically and review the plan to ensure it remains relevant and up to date. The W_2RAP should be reviewed after an emergency, after an incident occurs or at least once per year. Table 10-1 below captures the status of the Ceres WWS W_2RAP.

Table 10-1 Record of Changes and Amendments

No.	Version	Amendment Date	Document Section/ Clause Ref. No.	Summary of Amendments
1	**Version 1**	**November 2023**		
2				
3				
4				
5				
6				
7				
8				
9				
10				

Once the plan has been finalised by the technical team it should be signed off and adopted by the WSA top management for implementation.

Appendix A

Risk Assessment

			Raw risk (no controls in place)					Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
No	Component	**Hazardous Event**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Existing control measure descriptions**	**Validation notes** *(basis of effectiveness assessment)*	**Yes**	**No**	**Somewhat**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Yes**	**No**	**If yes, proposed controls** *(to be further detailed in improvement plan)*
1	Sewer network	Damaged sewer network because of vandalism.	3	2	6	Medium	Sewer pump stations are fenced.	Control measure partially in place. More than 80% of sewer pump stations are fenced.	0	0	Som	3	2	6	Medium	Yes		Upgrade fencing and security at sewer pump stations - Part of CAPEX (security upgrades) for 2024/2025. Ensure maintenance contract remains active.
2	Sewer network	Damaged sewer network during construction activities because of construction protocol not met.	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
3	Sewer network	Exceeded sewer network design capacity because of high permanent population producing high sewage flows.	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
4	Sewer network	Exceeded sewer network design capacity because of ingress of storm water into the sewer system.	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
5	Sewer network	Burst pipes/leakage/blockage in the sewer network system because of inappropriate/unmonitored discharge of industrial waste into the sewer system.	3	2	6	Medium	Municipal bylaws.	Control measure partially in place. Industrial study done >5years ago with list of all industries. Did an introductory enforcement based on samples taken at industries and sent out "dummy" bills as notification of future implementation.	0	0	Som	3	2	6	Medium	Yes		Implement another round of industrial monitoring whereby sampling will take place and accounts calculated based on results and by-law formula. Do this for all industries in the Witzenberg area. The Buiding department should also assist where necessary. Enforce strict regulations and permits for industrial waste discharge, requiring businesses to properly treat and dispose of their waste in compliance with environmental standards. Implement a monitoring programme for discharge of industrial waste into the sewer system.
6	Sewer network	Burst pipes/leakage/blockage in the sewer network system because of inappropriate objects or materials discarded into the sewer system.	5	2	10	Medium	Baskets at all sewer pump stations.	Control measure partially in place. Although baskets at all sewer pump stations, SOPs not enforced to ensure readiness/maintenance.	0	0	Som	5	2	10	Medium	Yes		Develop and document a clear SOP for the inspection, maintenance, and cleaning of sewer network components and associated equipment. SOP's to be updated and strictly implemented.
7	Sewer network	Burst pipes/leakage/blockage in the sewer network system because of the lack of maintenance or replacement of deteriorated infrastructure.	3	2	6	Medium	Network replacement programme, monthly reporting.	Control measure in place. Network replacement tender part of CAPEX. Monthly reports are used to determine affected or problematic lines.	0	0	Som	3	2	6	Medium	Yes		Ensure that 3-year pipe replacement programme is based on the Master Plan identified problematic areas / lines.Identify and prioritize critical sections of the sewer network for immediate repair or replacement based on the severity of deterioration and impact on the community. Ensure effective planning and allocated funds for maintenance or replacement of prioritized infrastructure.
8	Sewer network	Cross-connection of wastewater pipes to the water supply system because of illegal or unauthorised connections.	1	5	5	Low	0	0	0	0	0	1	5	5	Low			

			Raw risk (no controls in place)					Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
No	Component	**Hazardous Event**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Existing control measure descriptions**	**Validation notes** *(basis of effectiveness assessment)*	**Yes**	**No**	**Somewhat**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Yes**	**No**	**If yes, proposed controls** *(to be further detailed in improvement plan)*
9	Sewer network	Cross-connection of wastewater pipes to the water supply system because of opening/closing of incorrect valves.	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
10	Sewer network	Sewer network and associated equipment operational failure because of routine maintenance not undertaken/blockages not cleared.	3	2	6	Medium	PSP in place for main sewer lines and pump station sump cleaning.	Control measure in place. PSP in place where all main sewer lines are cleaned on a monthly basis with a double axle combination vacuum and jetting truck. Pump station sumps are also cleaned every 3 months with the same PSP. Contract was extended for another 12 months.	0	0	Som	3	2	6	Medium	Yes		Develop and document a clear SOP for the inspection, maintenance, and cleaning of sewer network components and associated equipment. SOP's to be updated and strictly implemented.
11	Sewer network	Sewer network and associated equipment operational failure because of restricted access and poor roads to infrastructure.	1	2	2	Low	0	0	0	0	0	1	2	2	Low			
12	Sewer network	Sewer network and associated equipment operational failure because of difficulty in opening manhole cover lids.	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
13	Sewer network	Sewer network and associated equipment operational failure because of repairs not undertaken.	3	2	6	Medium	Network replacement programme, monthly reporting.	Control measure in place. Network replacement tender part of CAPEX. Monthly reports are used to determine affected or problematic lines. Sewer master plan also used. 3-year sewer pipe replacement programme information frequently reported to the Municipal Manager.	0	0	Som	3	2	6	Medium	Yes		Ensure that 3-year pipe replacement programme is based on the Master Plan identified problematic areas / lines.Identify and prioritize critical sections of the sewer network for immediate repair or replacement based on the severity of deterioration and impact on the community. Ensure effective planning and allocated funds for maintenance or replacement of prioritized infrastructure.
14	Sewer network	Sewer network operational failure because of staff shortage.	4	2	8	Medium	Approved organogram in place	Control measure partially in place. Have an approved organogram, but with budget constraints. Staff shortages remain.	0	0	Som	4	2	8	Medium	Yes		Identify key positions that are essential for functioning of the municipality. Ensure these positions are adequately staffed even if it means reallocating resources from non-essential roles. Develop a long-term staffing plan that aligns with the municipality's strategic goals and financial projections. Investigate means to eliminate budget constraints to reduce staff shortages and meet staffing requirements as per new approved organogram.
15	Sewer network	Sewer network and associated equipment operational failure because of ineffective communication and reporting of faulty infrastructure.	3	2	6	Medium	Call centre and municipal Facebook page	Control measure in place. Call centre and municipal Facebook page with user friendly reporting guidelines. Also publish information in monthly municipal newsletters.	0	0	Som	3	2	6	Medium	Yes		Ensure call centre and municipal Facebook page with user friendly reporting guidelines in place and that information is published in monthly municipal newsletters.
16	Sewer network	Reduced volume of water available to convey waste through sewer system because of prolonged droughts.	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
17	Sewer network	Altered quality of influent wastewater because of heavy rainfall washing pollutants, debris and contaminants into sewers.	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
18	Sewer network	Staff injured/infected because of inadequate health and safety precautions in place.	1	5	5	Low	0	0	0	0	0	1	5	5	Low			

			Raw risk (no controls in place)					Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
No	Component	**Hazardous Event**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Existing control measure descriptions**	**Validation notes** *(basis of effectiveness assessment)*	**Yes**	**No**	**Somewhat**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Yes**	**No**	**If yes, proposed controls** *(to be further detailed in improvement plan)*
19	Sewer network	Staff injured/infected because of untrained or uninformed staff.	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
20	Sewer network	Shortage of staff to operate and maintain the sewer system because of budget constraints.	4	3	12	Medium	Filling of vacant posts as per approved organogram	Control measure partially in place. Not all vacancies can be filled as a limited amount of vacancies to be filled is budgeted per year.	0	0	Som	4	3	12	Medium	Yes		Identify key positions that are essential for functioning of the municipality. Ensure these positions are adequately staffed even if it means reallocating resources from non-essential roles. Develop a long-term staffing plan that aligns with the municipality's strategic goals and financial projections. Investigate means to eliminate budget constraints to reduce staff shortages and meet staffing requirements as per new approved organogram.
21	Pump stations	Damaged pump station infrastructure and associated equipment because of unauthorised or illegal access to premises and/or vandalism.	5	2	10	Medium	Sewer pump stations are fenced.	Control measure partially in place. More than 80% of sewer pump stations are fenced. Maintenance contract in place for immediate repairs except for unforeseen challenges	0	0	Som	5	2	10	Medium	Yes		Upgrade fencing and security at sewer pump stations - Part of CAPEX (security upgrades) for 2024/2025. Ensure maintenance contract remains active.
22	Pump stations	Damaged pump station infrastructure because of natural disasters (e.g. storm, earthquake, flood).	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
23	Pump stations	Exceeded pump design capacity because of high permanent population producing high sewage flows.	1	2	2	Low	0	0	0	0	0	1	2	2	Low			
24	Pump stations	Exceeded pump design capacity because of ingress of storm water into the sewer system.	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
25	Pump stations	Overflow of pump station because of disruption to the power supply and pump operations (loadshedding).	4	2	8	Medium	Portable generators/generators available.	Control measure in place. 5 portable generator operated amoungst the pump stations at Ceres according to operational plan/schedule and 2 pump stations are equiped with generators. Operation of portable generator observed in loadshedding period during site visit 2.	Yes	0	0	2	2	4	Low		No	
26	Pump stations	Overflow of pump station because of no or inadequate emergency standby pumps.	4	2	8	Medium	Portable generators/generators available.	Control measure in place. 5 portable generator operated amoungst the pump stations at Ceres according to operational plan/schedule and 2 pump stations are equiped with generators. Operation of portable generator observed in loadshedding period during site visit 2.	Yes	0	0	2	2	4	Low		No	
27	Pump stations	Overflow of pump station because of damaged pumps and associated equipment.	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
28	Pump stations	Pump station operational failure because of staff shortage.	1	2	2	Low	0	0	0	0	0	1	2	2	Low			
29	Pump stations	Pump station operational failure because of blockages not cleared within required time from being reported.	2	2	4	Low	0	0	0	0	0	2	2	4	Low			

			Raw risk (no controls in place)					Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
No	Component	**Hazardous Event**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Existing control measure descriptions**	**Validation notes** *(basis of effectiveness assessment)*	**Yes**	**No**	**Somewhat**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Yes**	**No**	**If yes, proposed controls** *(to be further detailed in improvement plan)*
32	Pump stations	Level switches and controls out of order because of aged equipment/inadequate maintenance.	2	2	4	Low	No control measure in place.	0	0	0	0	2	2	4	Low			
33	Pump stations	Failure of alarms and monitoring equipment because of aged equipment/inadequate maintenance.	2	2	4	Low	No control measure in place.	0	0	0	0	2	2	4	Low			
34	Pump stations	Level switches and controls out of order because of theft and/or vandalism.	5	2	10	Medium	Sewer pump stations are fenced.	Control measure partially in place. More than 80% of sewer pump stations are fenced. Maintenance contract in place for immediate repairs except for unforeseen challenges	0	0	Som	5	2	10	Medium	Yes		Upgrade fencing and security at sewer pump stations - Part of CAPEX (security upgrades) for 2024/2025. Ensure maintenance contract remains active.
35	Pump stations	Failure of alarms and monitoring equipment because of theft and/or vandalism.	5	2	10	Medium	Sewer pump stations are fenced.	Control measure partially in place. More than 80% of sewer pump stations are fenced. Maintenance contract in place for immediate repairs except for unforeseen challenges	0	0	Som	5	2	10	Medium	Yes		Upgrade fencing and security at sewer pump stations - Part of CAPEX (security upgrades) for 2024/2025. Ensure maintenance contract remains active.
36	Pump stations	Pump station and associated equipment operational failure because of routine maintenance not undertaken.	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
37	Pump stations	Pump station equipment and operational failure because of budget constraints.	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
38	Pump stations	Pump station and associated equipment operational failure because pump station repairs not undertaken.	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
39	Pump stations	Pump station and associated equipment operational failure because of restricted access and poor roads to infrastructure.	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
40	Pump stations	Pump station and associated equipment operational failure because of ineffective communication and reporting of faulty equipment.	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
41	Pump stations	Staff injured/infected because of inadequate health and safety precautions in place at pump station.	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
42	Pump stations	Staff injured/infected because of untrained or uninformed staff operating pump station.	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
43	Pump stations	Shortage of staff to operate and maintain the pump stations because of budget constraints.	1	2	2	Low	0	0	0	0	0	1	2	2	Low			
44	WWTW-General	Damaged WWTW infrastructure and equipment because of unauthorised or illegal access to premises and/or vandalism.	2	3	6	Medium	24 Hour security services at WWTW.	Partial control measure in place. Despite 24 Hour security services at WWTW, animals on-site.	0	0	Som	2	3	6	Medium	Yes		Remove animal grazing privileges from WWTW facility to monitor access into WWTW facility.
45	WWTW-General	Damaged WWTW infrastructure and equipment because of unrestricted access by people and/or animals.	2	3	6	Medium	25 Hour security services at WWTW.	Partial control measure in place. Despite 24 Hour security services at WWTW, animals on-site.	0	0	Som	2	3	6	Medium	Yes		Remove animal grazing privileges from WWTW facility to monitor access into WWTW facility.
46	WWTW-General	Damaged treatment unit operations because of natural disasters (e.g. storm, earthquake, flood).	1	3	3	Low	0	0	0	0	0	1	3	3	Low			

			Raw risk (no controls in place)					Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
No	Component	**Hazardous Event**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Existing control measure descriptions**	**Validation notes** *(basis of effectiveness assessment)*	**Yes**	**No**	**Somewhat**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Yes**	**No**	**If yes, proposed controls** *(to be further detailed in improvement plan)*
47	WWTW-General	Personnel injury/staff loss because of unsafe/unfriendly operations at the WWTW.	1	5	5	Low		0	0	0	0	1	5	5	Low			
48	WWTW-General	Loss of process control because of disruption to the power supply and pump operations (loadshedding).	5	2	10	Medium	Portable generators purchased.	Control measure in place. Portable generators available for Ceres.	0	0	Som	5	2	10	Medium	Yes		Portable generator(s) need to be allocated to Ceres WWTW to proceed with operations during extreme loadshedding. This should form part of the tender associated with interventions to address loadshedding issues.
49	WWTW-General	Loss of process control because repairs not undertaken.	5	2	10	Medium	Maintenance contract	Control measure partially in place. Maintenance tender in place. Availability from suppliers however sometimes a challenging.	0	0	Som	5	2	10	Medium	Yes		Implement efficient issue reporting and follow-up.
50	WWTW-General	Loss of process control because of ineffective communication and reporting of faulty equipment.	3	2	6	Medium	Incident Management Protocol	Control measure partially in place. Incident Management Protocol with reporting system in place, but not always adhered to.	0	0	Som	3	2	6	Medium	Yes		Ensure Incident Management protocol followed at all times to avoid communication problems.
51	WWTW-General	Loss of process control because of theft and/or vandalism of essential equipment.	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
52	WWTW-General	Loss of process control because issues of concern at WWTW not addressed.	5	3	15	High	Incident Management Protocol	Control measure partially in place. Incident Management Protocol with reporting system in place, but not always adhered to.	0	0	Som	5	3	15	High	Yes		Ensure Incident Management protocol followed at all times to avoid communication problems.
53	WWTW-General	Non-complying effluent because of short circuiting/bypassing of untreated wastewater.	4	3	12	Medium	No control measure in place.	-	0	0	0	4	3	12	Medium	Yes		Increase capacity to capture large amounts of industrial waste. Ensure efficient treatment/handling of industrial waste. Block by-pass channel from industrial waste ponds.
54	WWTW-General	Reduced volume of water available to allow unit operations to adequately transport and treat wastewater because of prolonged droughts.	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
55	WWTW-General	Negative impact on treatment performance because of more frequent/intense changes in temperature.	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
56	WWTW-General	Ineffective settlement and removal of sludge from wastewater because of cold temperatures resulting in denser and more compact sludge.	2	1	2	Low	0	0	0	0	0	2	1	2	Low			
57	WWTW-General	Process control inefficiencies because of lack of process understanding and insufficient training.	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
58	WWTW-General	Process control inefficiencies because of lack of qualified process controllers.	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
59	WWTW-General	Compromised staff safety (e.g. drowning) at WWTW because of a lack of safety rails.	1	5	5	Low		0	0	0	0	1	5	5	Low			
60	WWTW-General	Staff injured/infected because of inadequate health and safety precautions in place at WWTW (including availability of appropriate PPE).	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
61	WWTW-General	Staff injured/infected because of untrained or uninformed staff at WWTW.	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
62	WWTW-General	Shortage of staff to operate and maintain the WWTW because of budget constraints.	1	3	3	Low	0	0	0	0	0	1	3	3	Low			

			Raw risk (no controls in place)					Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
No	Component	**Hazardous Event**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Existing control measure descriptions**	**Validation notes** *(basis of effectiveness assessment)*	**Yes**	**No**	**Somewhat**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Yes**	**No**	**If yes, proposed controls** *(to be further detailed in improvement plan)*
63	WWTW-General	On-site laboratory is not generating reliable data because of insufficient reagents available for appropriate calibration	4	4	16	High	Regular on-site testing	Control measure in place. During the site visit, however, it was observed that there were instances where there were not enough	0	0	Som	4	4	16	High	Yes		Have complete calibrated field test kits available to test effluent quality on-site.
64	WWTW-General	Inconsistency in quality and compliance because of a lack of SOPs.	3	3	9	Medium	SOPs	Control measure partially in place. Not all SOPs are available and/or effective.	0	0	Som	3	3	9	Medium	Yes		Develop and implement standard operating procedur
65	WWTW-primary treatment (Screening	Exceeded volumetric load on WWTW and failure of treatment process because of high permanent population producing high sewage flows.	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
66	WWTW-primary treatment (Screening	Exceeded volumetric load on WWTW and failure of treatment process because of ingress of storm water into the sewer system.	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
67	WWTW-primary treatment (Screening	Compromised treatment process because of high organic loads at the intake of the works (e.g. no pre-treatment of industrial/commercial waste).	5	4	20	High	Permit conditions issued and applied industries.	Control measure partially in place. High organic loads at intake and overflow observed during site visits. Situation worsened from 1st to 2nd site visit. Witzenberg confirmed new issue of permit after 2nd site visit.	0	0	Som	4	4	16	High	Yes		Witzenberg to develop new permit conditions and requirements, and then release permits. Witzenberg to visited industries and inspect industry infrastructure and associated treatment processes.
68	WWTW-primary treatment (Screening	The expected flow is not reaching the WWTW because of sewer system failures (e.g. pipe breaks).	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
69	WWTW-primary treatment (Screening	No/incorrect/inaccurate flow measurements because of uncalibrated/faulty inflow sensor and/or metering device.	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
70	WWTW-primary treatment (Screening	No flow measurements because of vandalism of inflow sensor and/or metering device.	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
71	WWTW-primary treatment (Screening	Failure of mechanical equipment (such as pumps) because of ineffective removal of WWTW screenings.	4	2	8	Medium	Process Controller daily operations and maintenance	Control measure partially in place. Room for improvement. Part of the PC's daily operations as per O&M, so control measure in place.	0	0	Som	3	2	6	Medium	Yes		Room for improvement. Implement efficient issue reporting and follow-up to ensure PCs conducting required daily O&M.
72	WWTW-primary treatment (Screening	Reduced treatment efficiency because of ineffective removal of WWTW screenings.	5	3	15	High	Maintenance contract	Control measure in place. Screening equipment out of order during site inspection. Screening equipment repaired after reporting of faulty equipment.	Yes	0	0	1	3	3	Low		No	
73	WWTW-primary treatment (Screening	Failure of mechanical equipment (such as pumps) because of ineffective removal of WWTW grit.	2	2	4	Low	0	0	0	0	0	2	2	4	Low			

			Raw risk (no controls in place)					Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
No	Component	Hazardous Event	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes *(basis of effectiveness assessment)*	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level	Yes	No	If yes, proposed controls *(to be further detailed in improvement plan)*
74	WWTW-primary treatment (Screening	Reduced treatment efficiency because of ineffective removal of WWTW grit.	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
75	WWTW-primary treatment (Screening	Reduced treatment efficiency because of primary settling tanks not regularly cleaned/maintained (i.e. mechanical equipment not moving, abnormal sounds, weirs in poor condition, floating deposits on surface, not regularly desludged).	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
76	WWTW-primary treatment (Screening	Reduced treatment efficiency because of inadequate screenings/grit removal at primary treatment.	5	2	10	Medium	Process controller routine operations and maintenance	Control measure partially in place. Part of PC's monthly reports. Records of sludge volumes and descludging programme should be maintained.	0	0	Som	4	2	8	Medium	Yes		Schedule and implement a programme for screenings disposal. Conclude tender process for the transport of screenings and implement.
77	WWTW-primary treatment (Screening	Staff infected because of inadequate handling/capturing of screenings/grit prior to disposal.	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
78	WWTW-primary treatment (Screening	Staff infected, environmental pollution, and/or health risks posed to communities because of inadequate disposal of screenings/grit (i.e. not in accordance with legislation).	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
79	WWTW-Secondary Treatment (Activat	Failure of mechanical equipment (such as pumps and aeration systems) because of grit and settable solids carried over from primary treatment to secondary treatment.	4	2	8	Medium	Process controller routine operations and maintenance, Maintenance contract in place	Control measure in place. Part of the PC's daily operations as per O&M, but room for improvement.	0	0	Som	4	2	8	Medium	Yes		Repair/replace screw conveyor and implement efficient issue reporting and follow-up to prevent risk from re-occuring in future.
80	WWTW-Secondary Treatment (Activat	Increased energy use (e.g. need for additional aeration) because of ineffective primary treatment.	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
81	WWTW-Secondary Treatment (Activat	Reduced treatment efficiency (ability to remove organic matter and nutrients from the system) because of grit and settable solids carried over from primary treatment to secondary treatment.	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
82	WWTW-Secondary Treatment (Activat	Reduced treatment efficiency because of activated sludge tanks not regularly cleaned/maintained (i.e. inadequate sludge wasted, scum on surface, poor floc formation, sludge has dark brown/black (septic) colour, aerators not working, dead spots in aeration basin, recycle pumps not working, abnormal sounds from pumps.)	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
83	WWTW-Secondary Treatment (Activat	Reduced treatment efficiency because aerator(s) out of order/not working.	4	3	12	Medium	Maintenance contract	Control measure in place. Aerators repaired/replaced timeously as efficient issue reporting and follow-up system is in place.	Yes	0	0	4	1	4	Low		No	
84	WWTW-Secondary Treatment (Activat	Reduced treatment efficiency because clarifier(s) out of order/not working.	5	3	15	High	Maintenance contract	Control measure in place. Maintenance tender in place. Availability from suppliers however sometimes a challenging.	0	0	0	5	3	15	High	Yes		Repair/replace clarifier and implement efficient issue reporting and follow-up to prevent risk from re-occuring in future.
85	WWTW-Secondary Treatment (Activat	Reduced treatment efficiency because of poor activated sludge process monitoring.	2	2	4	Low	0	0	0	0	0	2	2	4	Low			

			Raw risk (no controls in place)					Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
No	Component	**Hazardous Event**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Existing control measure descriptions**	**Validation notes** *(basis of effectiveness assessment)*	**Yes**	**No**	**Somewhat**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Yes**	**No**	**If yes, proposed controls** *(to be further detailed in improvement plan)*
86	WWTW-Secondary Treatment (Activat	Activated sludge process instability because of poor activated sludge process monitoring.	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
87	WWTW-Secondary Treatment (Activat	Reduced treatment efficiency because of rotating biological contactors not regularly cleaned/maintained (i.e. shafts not turning at a steady rate of rotation, ammeter not working, motor not working, sludge return pump not working).	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
88	WWTW-Secondary Treatment (Activat	Reduced treatment efficiency because of clarifiers not regularly cleaned/maintained (i.e. effluent weir/channel not clean, launders not clean, sludge withdrawal equipment not working, scum on surface, scum draw-off system not operational,	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
89	WWTW-Secondary Treatment (Activat	Reduced treatment efficiency because of inadequate sludge removal in secondary treatment.	3	2	6	Medium	Process controller routine operations and maintenance	Control measure partially in place. Part of PC's monthly reports. Records of sludge volumes and descludging programme should be maintained.	0	0	Som	3	2	6	Medium	Yes		Schedule and implement a programme for screenings disposal. Conclude tender process for the transport of screenings and implement.
90	WWTW-Secondary Treatment (Activat	Reduced treatment efficiency because of excessive foaming in treatment process.	2	1	2	Low	0	0	0	0	0	2	1	2	Low			
91	WWTW-Secondary Treatment (Activat	Compromised disinfection because of shortage of chlorine gas.	5	3	15	High	Hth currently used to treat effluent as alternative to chrlorine gas.	Control measure partially in place. Hth dosing observed during site visits. Not as effective as using chlorine gas.	0	0	Som	5	2	10	Medium	Yes		Ensure disinfection with chlorine gas when supplies are available.
92	WWTW-Secondary Treatment (Activat	Compromised disinfection because of vandalism of chlorine dosing facility.	2	3	6	Medium	Secure chlorine dosing facility	Control measure in place. Chlorine dosing facility repaired and secured. Vandalism at chlorine dosing facility observed during 1st site visit and damage repaired by 2nd site visit.	Yes	0	0	2	1	2	Low		No	
93	WWTW-Secondary Treatment (Activat	Compromised disinfection because of poor (i.e. short) chlorine contact time in chlorine tank.	5	2	10	Medium	No control measure in place.	0	0	0	0	5	2	10	Medium	Yes		Install efficient dosing mechanism at correct location in chloronation pond.
94	WWTW-Secondary Treatment (Activat	Compromised disinfection because of poor residual chlorine process monitoring.	4	2	8	Medium	Monitoring equipment	Control measure not yet in place. Monitoring equipment tender in process.	0	0	Som	4	2	8	Medium	Yes		Provide WWTW with sufficient equipment to monitor residual chlorine.
95	WWTW-Secondary Treatment (Activat	Staff injured/infected because of inadequate storage of chemicals.	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
96	WWTW-Secondary Treatment (Activat	Uncontrolled/unmonitored effluent outlet point because of structural failure.	5	3	15	High	No control measure in place.	0	0	0	0	5	3	15	High	Yes		Repair structural failure at outlet point. Implement management plan for high industrial loads upstream of treatment process to prevent event from re-occuring.
97	WWTW-Secondary Treatment (Activat	Uncontrolled/unmonitored effluent outlet point because of vandalism of flow meter.	2	3	6	Medium	No control measure in place.	0	0	0	0	2	3	6	Medium	Yes		Replace flow meter and secure device to prevent event from re-occuring.
98	WWTW-Tertiary Treatment (Maturation	Flow of wastewater through the treatment ponds impeded because ponds are overgrown with weeds.	5	2	10	Medium	Work order process	Control measure in place. Internal department responsible based on work order provided by specific department. Purchased new weedeaters so appointed machine	0	0	Som	4	2	8	Medium	Yes		Include maintenance of weeds and grass in the WWTW maintenance plan.
99	WWTW-Tertiary Treatment (Maturation	Reduced treatment capacity because ponds are filled with sludge (i.e. desludging of ponds not done).	5	2	10	Medium	No control measure in place.	0	0	0	0	5	2	10	Medium			Implement a desludging schedule/programme.

			Raw risk (no controls in place)					Are existing controls effective?					Residual risk (existing controls in place)				Additional control needed?		
No	Component	**Hazardous Event**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Existing control measure descriptions**	**Validation notes** *(basis of effectiveness assessment)*	**Yes**	**No**	**Somewhat**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Yes**	**No**	**If yes, proposed controls** *(to be further detailed in improvement plan)*
100	WWTW-Tertiary Treatment (Maturation	Reduced treatment efficiency because of inadequate sludge removal in tertiary treatment.	5	2	10	Medium	No control measure in place.	0	0	0	0	5	2	10	Medium			Implement a desludging schedule/programme.
101	Sludge Management and Disposal	Reduced treatment efficiency because drying beds not regularly cleaned/maintained (i.e. sludge lines not free from debris, sludge beds not raked to keep it level, beds covered in weeds, draining system/piping not in working order).	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
103	Sludge Management and Disposal	Exceeded drying bed design capacity because sludge volume too high.	1	3	3	Low		0	0	0	0	1	3	3	Low			
104	Sludge Management and Disposal	Exceeded drying bed design capacity because of inability to adequately dry sludge during wet weather conditions.	1	3	3	Low		0	0	0	0	1	3	3	Low			
105	Sludge Management and Disposal	Staff infected because sludge not disposed responsibly or safely.	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
106	On-site Sanitation - Septic Tanks	Overloaded tank and potential system failure because of lack of maintenance including periodic emptying.	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
107	On-site Sanitation - Septic Tanks	Overflow or surface contamination because of rapidly filled tanks.	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
108	On-site Sanitation - Septic Tanks	Reduced tank capacity and potential failure of system because of groundwater ingress.	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
109	On-site Sanitation - Septic Tanks	Blockages and potential damage to system because of non-biodegradable items disposed in	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
110	On-site Sanitation - Septic Tanks	Contamination of groundwater or surface water because of poorly located or maintained tank drainfield.	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
111	On-site Sanitation - Septic Tanks	Environmental pollution and health risks posed to communities because of uncontrolled discharge by	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
112	On-site Sanitation - Septic Tanks	Overflow or structural damage of septic tank because of natural disasters (e.g. storm, earthquake, flood).	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
113	On-site Sanitation - Conservancy Tank	Overloaded tank and potential system failure because of lack of maintenance including periodic emptying.	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
114	On-site Sanitation - Conservancy Tank	Overflow or surface contamination because of rapidly filled tanks.	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
115	On-site Sanitation - Conservancy Tank	Blockages and potential damage to system because of non-biodegradable items disposed in tanks.	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
116	On-site Sanitation - Conservancy Tank	Contamination of groundwater or surface water because of improper lining.	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
117	On-site Sanitation - Conservancy Tank	Environmental pollution and health risks posed to communities because of uncontrolled discharge by vacuum trucks/honeysuckers.	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
118	On-site Sanitation - Conservancy Tank	Overflow or structural damage of conservancy tank because of natural disasters (e.g. storm, earthquake, flood).	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
119	On-site Sanitation - VIPs	Overloaded VIP and potential system failure because of lack of maintenance including periodic emptying.	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
120	On-site Sanitation - VIPs	Overflow or surface contamination because of rapidly filled pits.	0	0	0	Low	0	0	0	0	0	0	0	0	Low			

			Raw risk (no controls in place)					Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
No	Component	**Hazardous Event**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Existing control measure descriptions**	**Validation notes** *(basis of effectiveness assessment)*	**Yes**	**No**	**Somewhat**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Yes**	**No**	**If yes, proposed controls** *(to be further detailed in improvement plan)*
121	On-site Sanitation - VIPs	Spread of diseases in community because of failing VIPs resulting in open defecation.	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
122	On-site Sanitation - VIPs	Collapse of pit and potential harm to user because of pit not properly lined or being structurally sound.	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
123	On-site Sanitation - VIPs	Environmental pollution and health risks posed to communities because of improper pit emptying.	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
124	On-site Sanitation - VIPs	Overflow or structural damage of VIP because of natural disasters (e.g. storm, earthquake, flood).	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
125	On-site Sanitation - Other Pit Latrines	Overloaded pit latrines and potential system failure because of lack of maintenance including periodic emptying.	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
126	On-site Sanitation - Other Pit Latrines	Overflow or surface contamination because of rapidly filled pits.	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
127	On-site Sanitation - Other Pit Latrines	Spread of diseases in community because of failing VIPs resulting in open defecation.	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
128	On-site Sanitation - Other Pit Latrines	Collapse of pit and potential harm to user because of pit not properly lined or being structurally sound.	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
129	On-site Sanitation - Other Pit Latrines	Environmental pollution and health risks posed to communities because of improper pit emptying.	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
130	On-site Sanitation - Other Pit Latrines	Overflow or structural damage of pit latrine because of natural disasters (e.g. storm, earthquake, flood).	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
131	On-site Sanitation - Chemical Toilets	Poor performance of chemical toilet because of ineffective waste breakdown (e.g. usage of incorrect or expired chemicals, or incorrect dosage).	3	2	6	Medium	Chemical toilet service provider	Control measure in place. Service provider appointed for the supply and servicing of the chemical toilets. Serviced three times a week.	Yes	0	0	2	2	4	Low			
132	On-site Sanitation - Chemical Toilets	Spread of diseases in community because of failing chemical toilets resulting in open defecation.	3	2	6	Medium	Chemical toilet service provider	Control measure in place. Service provider appointed for the supply and servicing of the chemical toilets. Serviced three times a week.	Yes	0	0	2	2	4	Low			
133	On-site Sanitation - Chemical Toilets	Damage to chemical toilet because of vandalism.	2	2	4	Low	When reported, immediate action with replacement.	0	0	0	0	2	2	4	Low			
134	On-site Sanitation - Chemical Toilets	Poor performance of chemical toilet because of a lack of maintenance.	3	2	6	Medium	Chemical toilet service provider	Control measure in place. Service provider appointed for the supply and servicing of the chemical toilets. Serviced three times a week.	Yes	0	0	2	2	4	Low			
135	On-site Sanitation - Chemical Toilets	Collapse of chemical toilet and potential harm to user because of harsh weather conditions (e.g. heavy rains or strong winds).	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
136	On-site Sanitation - Other	Overloaded system and potential failure because of lack of maintenance including periodic emptying.	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
137	On-site Sanitation - Other	Overflow or surface contamination because of rapidly filled system.	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
138	On-site Sanitation - Other	Spread of diseases in community because of failing system resulting in open defecation.	0	0	0	Low	0	0	0	0	0	0	0	0	Low			

			Raw risk (no controls in place)					Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
No	Component	**Hazardous Event**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Existing control measure descriptions**	**Validation notes** *(basis of effectiveness assessment)*	**Yes**	**No**	**Somewhat**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Yes**	**No**	**If yes, proposed controls** *(to be further detailed in improvement plan)*
139	On-site Sanitation - Other	Collapse of system structure and potential harm to user because system is structurally unsound.	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
140	On-site Sanitation - Other	Environmental pollution and health risks posed to communities because of improper system emptying.	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
141	On-site Sanitation - Other	Overflow or structural damage of system because of natural disasters (e.g. storm, earthquake, flood).	0	0	0	Low	0	0	0	0	0	0	0	0	Low			

Appendix B

Incident Management Protocol

WITZENBERG
Municipality • Munisipaliteit • U Masipala Wasa

WASTEWATER INCIDENT MANAGEMENT PROTOCOL PLAN

green drop
CERTIFICATION
waste water service
REGULATION

PREVENTION AND CORRECTIONAL MEASURES FOR WASTEWATER EMERGENCIES

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Background

An Incident Management Protocol must exist to guide the Water Services Authority's response to resolution and communication of any failures (failures as defined according to the National Water Act). Evidence of adherence to the requirements of this protocol must be provided, preferably in the form of an Incident Register.

This protocol must ensure that the Water Services Authority:

- Informs the Director-General of the Department of Water and Sanitation and the head of the relevant Provincial Department of Health within 24 hours of result confirmation.

Emergency protocols and communication plans ensure that during final effluent failures and spillages:

- Key stakeholders are kept fully informed;
- Roles and responsibilities of individuals and organisations are clearly outlined to avoid miscommunication and duplication of effort;
- Timeous interventions are taken to rectify the situation; and

Document Purpose

Emergency response planning is an essential part of managing a wastewater and reticulation system by which responsible staff explores responses to vulnerabilities, make improvements, and establish procedures to follow in an emergency. It is also a process that encourages people to form partnerships and better understand support capabilities.

Preparing an emergency response plan and practicing it can save lives, prevent illness, enhance system security, minimize property damage and environmental impact, and lessen liability.

Also to provide a system with a standardized response and recovery protocol to prevent, minimize, and mitigate injury and damage resulting from emergencies or disasters of man-made or natural origin.

It also provides a description of how a wastewater system will respond to potential threats as well as additional emergency response situations.

Goals

The goals of our IMP are to document and understand the steps needed to:

- Rapidly restore wastewater service after an emergency.
- Minimize wastewater system damage.
- Minimize impact and loss to customers.
- Minimize negative impacts on public health and employee safety.
- Minimize adverse effects on the environment.
- Provide emergency public information concerning customer service.
- Provide wastewater system information for first responders and other outside agencies.
- Ensure effective communication between all those involved in an emergency.

Definition of *emergency*:

1. Pipe failure or other conveyance failure leading to an uncontrolled discharge into the environment of untreated or partially treated sewage.
2. Pumpstation failure leading to an uncontrolled discharge into the environment of untreated or partially treated sewage.
3. Discharge of treated water which does not comply with the stated standard.

Different types of emergencies:

1. **Minor incidents**
   This type of incident can be resolved by the Technical Department internally.

   Example: Blockages

2. **More serious incidents**
   This type of incident requires the involvement of municipal departments other than just Technical.

   Example: Pipe burst

3. **Severe emergencies**
   This type of emergency requires the involvement of adjacent municipalities and provincial government departments.

   Example: Uncontrolled spillages

Predictable incidents:

Many incidents (e.g. exceedance of a critical limit in terms of influent quantity and quality; effluent quality parameters, system breakages, power outages, etc) can be foreseen, and management plans can specify resulting actions. Actions may include e.g. temporary diversion of influent if possible, increasing dosing, use of backup disinfection or increasing disinfectant concentrations, access to backup power, bypassing peak storm water influx to disinfection process unit etc.

In the event of power failures (loadshedding) the Municipality has the following mitigation measures in place:

- Standby generators for all pump stations. Stationary generators at our main pump stations.
- Generators mounted on trailors that can be moved between smaller pump stations.
- Standby personnel monitoring pump stations.
- Own vacuum tankers to assist with emptying of pump station sumps in order to prvent or minimize the risk of sewage spilaege.
- At the WWTW's , water is recycled between emergency storage ponds until it can be treated through the normal process when power is on again. No untreated effluent is discharged from WWTW's during power failures.

Unforeseen incidents:

Some scenarios that lead to returned effluent being considered potentially unsafe might not be specifically identified within incident response plans. This could be due to the fact that the events may either have been unforeseen or because they were considered too improbable / unlikely to justify preparing detailed corrective action plans. To allow for such events, a general incident response plan should be developed, which often will be linked to existing disaster management plans. The plan would be used to provide general guidance on identifying and handling of incidents along with specific guidance on responses that would be applied to many different types of incident.

These incidents / emergencies can be caused by the following:

SEWER RETICULATION SYSTEM						
INCIDENT	**DESCRIPTION**	**CONSEQUENCES**	**ACTION REQUIRED**	**RESPONSIBLE PERSON**	**RESPONSE TIME**	**PREVENTION**
Leakages in the sewer reticulation system	Due to the lack of maintenance or replacement of deteriorated infrastructure.	Poses health risks	Within 24hrs	Distribution team	Within 24hrs	Developing and implementing an operations and maintenance reticulation plan that includes infrastructure replacement, regular inspections and monitoring of the reticulation. Ensuring that planning regulations include ensuring that geographical and updated knowledge base of the location of sewer system is maintained and readily available to prevent damages to services. Ensuring that data and information management systems are current, accurate and have appropriate functionality. Ensuring that there is effective monitoring of industrial activities which have wastewater implications and adherence to their permitted activities / discharge qualities. Promoting awareness in the community of the impact of human activity on wastewater system and potential hazard implications. Control of human activities to prevent access to or vandalism of reticulation system and to reduce
Construction activities.	Damaging of the sewer reticulation system	Damaging reticulation system leading to leakages and blockages.	Within 24hrs	Distribution team	Within 24hrs	
Human interference	Abuse of materials discarded into the sewers.	Causing sewer blockages	Unblocking of sewers or systems	Distribution team	Within 24hrs	
Uncontrolled industrial discharges	Unknown chemicals into the sewer system.	Damaging reticulation system leading to leakages and blockages. WWTW may not be equipped.	Within 24hrs	Distribution team	Within 24hrs	
Capacity of plant	Ingress of storm water especially with heavy rainfall or losses of potable water into the sewer system.	Plant may exceed its design capacity. Influence treatment processes. Overflowing of dams.	Manual screens at emergency overflow channels must be attended to. Divert excess flow to emergency dams. Chlorine dosing rate should be increased accordingly. The contents of the emergency dams should be pumped back to the inlet	Operational plant management + Process controller + Technician	Within 24hrs	

			works as soon as the inflow rate permits.			abuse of system (community awareness programmes identifying action and potentially resultant health & environmental reaction / hazard. Land use planning procedures, use of planning and environmental regulations to regulate potential polluting developments and reduce damages to services by construction activity through prior knowledge of where the services are located. Undertaking effective operations and maintenance activities, timeous replacement of old or aging infrastructure, regular inspection and monitoring of the conditions of and flow within the reticulation, i.e. blockages, leak detection programmes. Diversion of local storm water flows Implementation of by-laws and control systems to discourage abuse of sewer systems. Integrated development planning, including spatial development plans, storm water management plans, water demand management plans, etc.
Human error	Unintentional cross-connection of wastewater or storm water pipes to the distribution system or through illegal or unauthorized connections.	Plant may exceed its design capacity.	Correction of connection and report to Technician for record purposes.	Distribution team WWTW Process Controller	Within 24hrs	

SEWER PUMPSTATIONS						
INCIDENT	**DESCRIPTION**	**CONSEQUENCES**	**ACTION REQUIRED**	**RESPONSIBLE PERSON**	**RESPONSE TIME**	**PREVENTION**
Blockages	Abuse of materials discarded into the sewers.	Tripping of pumps which could lead to discharge of untreated effluent.	Do the necessary repairs	Distribution team	Within 24hrs	Ensuring working alarm and failure monitoring equipment. Ready access to spares and backup systems (generators, spare pumps) Routine checks and monitoring Security from access by animals Security to prevent unauthorized access and tampering.
Inadequate standby on pumps.	No standby pumps available incase of emergency	Discharge of untreated effluent.	Report to Technical office	Distribution team + Technician	Within 24hrs	
Level switches and controls that are out of order.		Discharge of untreated effluent.	Report to internal or external maintenance teams	Distribution team + Maintenance teams + Technician	Within 24hrs	
Human Access	Unauthorized or illegal access to premises.	Vandalism	Report to technical office. Check for any sabotage. Upgrade security systems.	Distribution team + Technician	Within 24hrs	
Human error	Inadequate health and safety precautions taken by staff	Poses health risks	Inform all parties involved of safety act and procedures.	Distribution team + Superintendent + Technician + Office	Within 24hrs	
Failure of alarms and monitoring equipment.		Discharge of untreated effluent.	Report to internal or external maintenance teams	Distribution team + Maintenance teams	Within 24hrs	
Power failures	A disruption in the power supply	Discharge of untreated effluent.	Report to electricians which in turn will attend to problem. Apply emergency standby procedures. Ensure that generators are	Distribution team + Electricians + Maintenance teams	Within 24hrs	

			available.			
Mechanical failures		Discharge of untreated effluent.	Report to internal or external maintenance teams	Distribution team + Maintenance teams	Within 24hrs	
Pump failures	Tripping of pumps	Discharge of untreated effluent.	Report to personnel management.	Distribution team + Maintenance teams + Technician	Within 24hrs	
Uncontrolled discharge from tankers along the reticulation system.		Discharge of untreated effluent.	Report to personnel management. Apply necessary cleaning and disinfection procedures.	Distribution team	Within 24hrs	

WASTE WATER TREATMENT PLANTS						
INCIDENT	**DESCRIPTION**	**CONSEQUENCES**	**ACTION REQUIRED**	**RESPONSIBLE PERSON**	**RESPONSE TIME**	**PREVENTION**
Flow and load variations that exceed the design limits.	Excessive volumetric load on WWTW	Ineffectual management of the treatment process. Overloading conditions. Failure of treatment process.	Manual screens at emergency overflow channels must be attended to. Divert excess flows to emergency dams. Chlorine dosing rate should be increased accordingly. The contents of the emergency dams should be pumped back to the inlet works as soon as the inflow rate permits.	Operational plant management + Process controller + Technician	Within 24hrs	Develop control procedures for dealing with situations of temporary overloading, temporary diversions to secure attenuating holding facilities i.e. tanks etc. Regular flow monitoring / measurement that could assist in the planning for daily peaks and, in conjunction with the water quality data can be used to calculate the plant load and corresponding discharge loads. Maintain effective flow measurement and record keeping.
Ineffectual removal of screenings and grit.	High rag content downstream of screen. Excessive build-up of debris on screen. Rake not removing all debris during cleaning mechanism Obnoxious odours, flies and other insects	Shortening the life of mechanical equipment such as pumps. Accumulating in downstream unit processes decreasing their efficiency.	Remove screenings and grit as prescribed in O&M timeframes. Regular inspections to ensure that grit is being removed reliably and effectively.	Operational plant management + Process controller	O&M timeframes	Check bars and replace. Remove build-up manually and increase frequency of raking (cleaning) Adjust Repair or replace Increase frequency of debris removal and disposal.

Insufficient treatment processes, including disinfection.		Poses a health risk especially if effluent is used for irrigation purposes. Failure of treatment process.				Routine checks and monitoring Process controls Control of water treatment chemicals. Use of approved water treatment chemicals and materials.
Insufficient maintenance	Lack of periodical desludging of settling tanks, fall railings, basic housekeeping, lack of regular condition inspection of equipment, motors, electrical units and infrastructure.	Insufficient treatment process.	Follow O&M and monthly inspection report procedures	Operational plant management + Process controller	O&M timeframes	Develop effective maintenance procedures and schedules. Effective and safe sludge removal. Basic housekeeping
Process control failure and malfunction or poor reliability of equipment.		Insufficient treatment process.	Follow procedures in maintenance schedules and O&M	Operational plant management + Process controller	Within 24hrs	
Disinfection failure	The standard of faecal coliforms is exceeded.	Health risks and contamination of river (environment)	Lab results are evaluated by the Technician. When the standard of faecal coliforms is exceeded, the Technician will inform the PC to adjust the rate of chlorine dosage accordingly.	Technician + PC	48 hours	Do operational monitoring and checks on a regular basis. (Twice a day)
Failure of alarms and monitoring equipment.		Uncontrolled discharges.				Ensuring working alarm and failure monitoring equipment

Power failures or extended interruptions	A disruption in the power supply	Discharge of untreated effluent.	Report to electricians which in turn will attend to problem. Apply emergency standby procedures. Ensure that generators are available.	Distribution team + Electricians + Maintenance teams	Within 24hrs	Ready access to spares and backup systems (generators, spare pumps)
Chlorine gas leak	Chlorine gas leaking from cylinder or pipe line.	Poses health risks.	Small leaks will be attended to by closing the valve on the gas cylinder. A gas mask with appropriate filter must be used. In the case of excessive gas leaks, personnel in the area should be directed upwind of the chlorine building. The wind sock on the building should be used to determine the wind direction. A respirator is used when entering the building in order to attend to the leak. In the case of a faulty cylinder, the supplier must be notified immediately.	Operational plant management + Process controller	Within 24hrs	Install warning signs and introduce necessary chlorine handling courses.

Industrial spillage	The functioning of the biological process is negatively influenced by a substance originating from the industrial effluent.	Insufficient treatment process.	A set of grab samples should be taken at the following locations: Inlet, primary sludge, reactor inlet, reactor outlet, and final effluent. These samples should be analyzed against a standard to identify abnormal concentrations. The pollution department / environmental officials should be notified.	Operational plant management + Process controller + LAB + Pollution control Dept	Within 24hrs	Proper implementation of By-laws as well as awareness campaigns with industries.

EFFLUENT PARAMETERS UNDER LICENSE

TREATMENT PROCESS

PARAMETER	DESCRIPTION	RESPONSIBLE PERSONELL	ACTIONS REQUIRED	RESPONSE TIME
Sludge spillage	A spillage of sewage sludge, caused by pipe burst.	Operational plant management + PC + Maintenance team	Sludge pumps must be shut off. Spilled sludge must be contained to the immediate vicinity. Maintenance personnel should attend to the pipe before pumping of sludge can commence.	Within 24hrs
Ammonia std exceeded	Ammonia level in effluent exceeding 6mg/l	Operational plant management + PC + Maintenance team	Appropriate action should be taken to the process configuration to improve nitrification.	Within 24hrs

Ammonia in the effluent must be reduced to below 6 mg l-1. This is only possible by the conversion (oxidation) of ammonia to nitrites and hence to nitrate
Successful nitrification depends on three main factors:

a) A sufficient long retention time to allow these slow growing bacteria to become well established. An absolute minimum SRT of 15 - 21 days is necessary to prevent the bacteria being washed out with the WAS

b) Sufficient dissolved oxygen for the metabolism of these strict aerobes. A DO concentration of 2 mg l-1 is considered to be the ideal , but they can operate at

concentrations as low as 1 mg l-1

c) Lack of inhibitors. The bacteria responsible for converting ammonia to nitrates are very sensitive to inhibitors in the sewage. Heavy metals, in particular, can be problematical. Rapid fluctuations in ammonia content in the incoming feed can upset the nitrification for a few days after a sludge of highly concentrated Ammonia.

Phosphate std exceeded	Phosphate level in effluent exceeding 10 mg/l	Operational plant management + PC + Maintenance team	Appropriate action should be taken to the process configuration to biological phosphate removal.	Within 24hrs

- The phosphates in the raw sewage are present in the dissolved or orthophosphate form or may occur in organic compounds.
- The total phosphate concentration in raw sewage will vary with the COD or with industrial content and is normally about 6 mg l-1 as P for weak sewages and may be as high as 13 mg l-1 as P for strong sewages.
- Organic phosphates are usually converted to orthophosphates in the activated sludge system and the organic phosphate concentration in the final effluent may be as low as 0.2 mg l-1 as P.
- In the areas affected by the Special Standard for phosphates, they must be reduced to below 1 mg l-1 as P. This may be done chemically by the addition of metal salts to the activated sludge plant, or biologically as described earlier. Many biological plants today produce effluents with a phosphate concentration of well below 1 mg l-1.
- Some laboratories record phosphate concentration as phosphates and for comparative purposes the process controller should divide this by approximately 3 to obtain the phosphates as P.
- A high concentration of suspended solids in the effluent will contribute to the effluent COD or BOD and to phosphates in the effluent in a biological phosphate removal plant.

Nitrate std exceeded	Nitrate level in effluent exceeding 15 mg/l	Operational plant management + PC + Maintenance team	Appropriate action should be taken to the process configuration to improve denitrification.	Within 24hrs

- The nitrogen in the raw sewage will be in the form of free ammonia, ammonia compounds or organic nitrogen. The analysis sheet may indicate ammonia or Total Kjeldahl Nitrogen (TKN).
- The ratio of TKN to ammonia varies considerably and the TKN may be 1.3 to 2 times the ammonia concentration.
- Upon entering the activated sludge plant, organic nitrogen is converted to ammonia compounds. In a high rate activated sludge plant no conversion of ammonia to nitrates takes place while in a low rate, high SRT plant total conversion of ammonia to nitrate takes place and the effluent should contain little ammonia and high nitrates.
- In a nutrient removal plant the nitrates are again reduced and the effluent should contain a low nitrate and a low ammonia concentration. TKN remaining in the effluent normally indicates non-degradable organic nitrogen compounds, which may vary depending on the industrial contents or the sewage.
- The TKN concentration from a well operated nitrifying activated sludge plant may be as low as 0.5 mg l-1 for domestic sewage to as high as 10 mg l-1 for a treated abattoir effluent.
- Although nitrite formation is an intermediate step in the conversion of ammonia to nitrates, the nitrite concentration in the effluent is usually negligible.
- A typical analysis of a well operated nutrient removal activated sludge plant would be as follows:

- Nitrate -N less than 3.0 mg l-1
- Ammonia - N less than 0.5 mg l-1
- TKN less than 1.5 mg l-1
- Nitrite less than 0.1 mg l-1
- The nitrifying organisms are extremely sensitive to toxicants such as heavy metals, phenols and other organic substances. The nitrifying organisms are also temperature dependent and require a longer sludge age in winter for complete conversion of ammonia. These organisms are strictly aerobic and need an adequate supply of oxygen.
- If the SRT is too low for nitrification, the process controller will notice a steady increase of ammonia until he has lost all nitrification.
- The COD to TKN ratio for raw sewage varies from 10 to 1 to 14 to 1 but the inclusion of industrial effluent may distort this figure. COD is preferentially removed in primary sedimentation, which would reduce the COD to TKN ratio to as little as 6:1. For good nitrogen and phosphorous removal a ratio of at least 8:1 is necessary.

Suspended solids exceeded	Suspended Solid in effluent exceeding 25 mg/l	Operational plant management + PC + Maintenance team	Determine the source of the problem and make the necessary adjustments.	Within 24hrs
COD std exceeded	COD level in effluent exceeding 75 mg/l	Operational plant management + PC + Maintenance team	Appropriate action should be taken to the process configuration to reduce COD in the effluent.	Within 24hrs

- The COD of the raw sewage will vary from about 400 - 1000 mg l-1 and 30 - 40% of the COD can be removed in primary sedimentation tanks. Some of the COD is non-degradable and it can generally be stated that a certain percentage of the influent COD will be non-degradable.
- The effluent COD of a well operated activated sludge plant should vary between 30 and 50 mg l-1 for weak to moderately strong sewages but may not exceed the standard of 75 mg l-1 for stronger sewages. The presence of strong organic industrial waste in the influent may result in influent COD concentrations of more than 1500 mg l-1 and effluent CODs is 75 mg l-1 required by the General Standard.
- Suspended solids in the effluent contribute to the COD and efforts should be made to keep the suspended solids as low as possible.

Free chlorine	The free chlorine level in the effluent exceeds 0.25 microgram/l	Operational plant management + PC + Maintenance team	The following aspects should be attended to: contact time, dosing point, dosing rate.	Within 24hrs
Nitrification	Complete nitrification occurs for extended period	Operational plant management + PC + Maintenance team	System pressure should be lowered in order to prevent complete nitrification.	Within 24hrs
Nitrification	Ammonia levels out of reactors rises above 3mg/l	Operational plant management + PC + Maintenance team	System pressure or DO set points should be adjusted to reduce ammonia.	Within 24hrs

- Nitrification refers to the two stage biological process by which 1) ammonia is converted to nitrites by the bacterial species *Nitrosomonas* and 2) the nitrites are then converted to nitrates by the bacterial species *Nitrobacter.*
- Ammonia (NH_4^+) - Nitrites (NO_2) by *Nitrosomonas*
- Nitrites - Nitrates (NO_3) by *Nitrobacter*

- The rate of conversion of ammonia to nitrites determines the rate of the reaction, and the second group of bacteria will normally convert all nitrites formed. Thus under normal operating conditions little nitrite appears in the effluent. The intermediate steps are of little concern to the process controller, who is only concerned with the whole process of nitrification. The bacteria converting ammonia to nitrate are autotrophic, which means they do not use organic food but convert carbon dioxide for their organic needs. When ammonia is not converted to nitrates in the treatment plant, this conversion will usually take place in the receiving body of 13.9
- Water using up available dissolved oxygen and creating an oxygen shortage in the stream or lake. For this reason, nitrification is a requirement of South African effluent standards.
- The nitrifiers are sensitive to chemicals or other poisonous substances and are directly affected by pH, dissolved oxygen and temperature. For these reasons, nitrification will dictate the plant operation to a large degree.
- The growth rate of nitrifying organisms drops sharply with the lowering of temperatures.
- The growth rate is also considerably slower than that of the normal heterotrophic organisms of the activated sludge process, i.e. organisms that use organic carbon as food source in the activated sludge process. The fraction of the total mass of sludge wasted per day (which is the inverse of the SRT) must be smaller than the growth rate of the nitrifying organisms so that they will not be washed out altogether. Thus, if at a certain temperature the nitrifying organisms grow at 10% per day, sludge must be wasted at a lower rate than 10% per day to keep the nitrifying organisms within the system. Thus, sludge must be wasted at say 1/15th of the mass in the aeration basin per day, i.e. the SRT must be 15 days. The following equation relates the minimum SRT required for nitrification to the temperature:
- RX = 3.05 (1. 27) 20-T
- where RX = the minimum SRT required for nitrification,
- T = temperature in ºC.
- There are other factors that can affect the growth rate of nitrifiers to some degree and the above figures must always be used with a safety factor to ensure complete nitrification.
- When operating well above this minimum value of SRT at a certain temperature, virtually complete nitrification will occur, while operating below this line will result in virtually no nitrification. Therefore possible for the process controller to get either no nitrification or full nitrification by controlling the SRT.
- Optimum growth of nitrifiers occurs at pH 8.3 while the maximum rate of nitrification occurs at a dissolved oxygen concentration of more than 2 mg l-1.
- Activated sludge plants are usually safely designed for a much longer SRT than is required by nitrification and are usually safe to operate at a pH of between 7 and 7.5 and dissolved oxygen (DO) concentration of less than 2.

Maintenance	Maintenance done which resulted in one or more blowers to be shut down.	Operational plant management + PC + Maintenance team	Depending on the extent of the down time, complete nitrification should be induced at least 12 hours ahead of shut down. This type of maintenance should also be planned for days which minimum COD load is expected i.e. Sunday and Monday. Above action would minimize the impact.	Within 24hrs

DESCRIPTION AND CAUSES OF ACTIVATED SLUDGE FOAM.	
FOAM DESCRIPTION	**CAUSE**
➢ White to grey, thin foam	➢ Low SRT or “young sludge"; because of insufficient time to degrade common surfactants in wastewater (for example, detergents)
➢ Thick sludge blanket on final Clarifiers (not enriched in filaments)	➢ Denitrification; sludge blanket held too long in the clarifier in presence of nitrate, especially at warmer temperatures
➢ Thick, pasty or slimy, grayish foam (when treating industrial wastes)	➢ Nutrient-deficient foam; foam consists of large amounts of polysaccharide material produced by micro-organisms at nutrient limitation; diagnosed by negative staining with India ink
➢ Thick, brown, stable foam (enriched in filaments)	➢ Filament-induced foaming, caused by Nocardia spp., Microthrix parvicella, or type 1863

TROUBLESHOOTING GUIDE FOR NUTRIENT REMOVAL – AERATION BASIN		
PROBLEM BIOLOGICAL	**POSSIBLE CAUSES**	**CORRECTIVE ACTION**
Decrease in P removal deficiency	➢ The DO concentrations in the return to flow to the anaerobic zone are too high. ➢ The nitrate concentrations in the recycled flow to the anaerobic zone is too high, or has increased. This may be due to an increase in influent TKN. ➢ A decrease in the RBCOD fraction of the influent to the anaerobic zone.	➢ Decrease aeration such that the DO concentration in the return flow is less than 0.2mg/l. ➢ Check the nitrate concentration in the recycle and adjust the A-recycle to reduce the concentration being returned to the anaerobic zone. ➢ Analyze the influent for the RBCOD concentration and check with historical data as to whether there has been a decrease. Dose with chemical salts if P concentrations continue to rise.
Decrease in nitrification/denitrification	➢ Sludge age has reduced significantly. ➢ Shock loading of toxins in the influent flow. (Can sometimes be seen due to changes in colour of raw sewage)	➢ Check the MLSS of the plant to ensure that no excess wasting has occurred. ➢ Sample influent sewage and analyze for toxic constituents e.g. chrome.

	➢ Oxygen levels in the aeration basin are low, causing loss of nitrification. ➢ Low pH causing inhibition of nitrification.	➢ Check if DO in aeration basin is less than 2mg/l or increase aeration time. Check control DO meter calibration. ➢ Increase pH by dosing with lime.
Low pH	➢ Alkalinity in influent wastewater has dropped or denitrification has decreased.	➢ Check nitrate concentration in anoxic and determine if there has been a marked increase. If so, see above. ➢ Dose lime to increase pH. ➢ Check influent pH of possible pH drop due to excess industrial discharge.
Dark brown or black sludge	➢ Solids retention time in reactor is too long. ➢ Low DO levels	➢ Check MLSS and increase sludge wasting. ➢ Check DO concentration and is so, increase aeration.
Accumulation of brown scum on reactor surface	➢ Growth of scum-forming filaments occurring within the process. ➢ Low DO levels in the aeration basin due to excessive COD loads being returned in recycles from digesters, thickeners etc.	➢ Change aeration pattern such that scum can be removed continuously from the aeration basin. ➢ Spray the foam with water jet. ➢ Dose RAS with chlorine. ➢ Reduce MLSS concentrations by increasing wasting period until situation improves. ➢ Increase recycles rate from clarifiers. ➢ Increase DO levels.
White scum or foam on reactor surface	➢ Sludge age is too short resulting in low MLSS	➢ Increase sludge age

	➢ Increased industrial discharge	➢ Analyze influent for change in feed constituents.
OTHER PROTOCOLS		
Sludge Bulking	➢ Certain operating conditions may result in the predominance of light filamentous bacteria, which do not settle well, forming a thin sludge with a high SVI. This leads to the overflow of sludge over the weirs of the final clarifiers and is referred to as sludge bulking. It is caused by the excessive growth of a large number of bacterial species of which *Sphaerotilus natans* is best known. The presence of some filaments in the sludge helps in the formation of a well flocculated mass but excessive filament growth prevents good thickening. ➢ The most common cause for filamentous growth is a low oxygen concentration in certain parts of the aeration basin. At oxygen concentrations of less than 0.5 mg/l, the filaments compete better for food and oxygen and grow excessively. Such conditions can occur when switched-off surface aerators cause large sections of the mixed liquor to have a marginal oxygen concentration. Bulking also occurs in channel type systems when reducing the oxygen input to promote denitrification. In this case it is better to have separate zones for nitrification and denitrification where the dissolved oxygen is either above 0.5 mg l-1 throughout or below zero. ➢ For this reason, stronger sewages usually give less trouble as the oxygen is used up rapidly in zones of low aeration and there is a quick transformation from aerobic to anoxic or anaerobic zones even in channel systems. Excessively high oxygen concentration (greater than 3.0 mg l-1) can also give rise to bulking under certain circumstances. ➢ Bulking may also be caused by: ➢ Lack of nutrient, such as nitrogen and phosphorous, when treating industrial waste ➢ Hydrogen sulphide discharge to the plant ➢ Too low or too high pH values ➢ High carbohydrate discharges such as shock loads ➢ Check sludge age (retention time) ➢ Persistent bulking problems occur mainly as a result of reducing aeration to get nutrient removal. ➢ Weak sewage or an under-loaded plant may be a severe problem, which may only be solved by juggling the aeration. ➢ In plants with surface aerators, the second anoxic zones may need to be aerated, especially when good overall nitrate removal has already taken place in the aeration zone and little further nitrate removal can take place in the second anoxic zone. ➢ The best advice for process controllers in these conditions is to keep an extremely good record of the plant, to observe the type of sludge and the conditions under which the problems occur, and to seek advice on the solution of the problem.	

	➢ Most of these causes are not common in domestic sewages but where industrial wastes are being treated, attention should be paid to all possible causes. ➢ Excessive growth of filamentous organisms usually leads to clear effluents due to the straining effect of the filaments. Sludge bulking or high SVI values need only concern the process controller when problems are experienced with sludge flowing over the weirs of the clarifiers. Most modern nutrient removing plants tend to have a higher SVI and low effluent suspended solids, which assist in keeping down the phosphate concentration in the effluent.
pH Value	➢ For the correct operation of the activated sludge plant, the pH value should be between 7 and 9. Lower pH values of less than 7 affect nitrification and phosphorous removal even though the normal activated sludge plant can operate at a pH of slightly below 7. At pH values above 8.5, nitrate formation is complete and nitrites may appear in the effluent while at pH values above 9, the activated sludge system will break down. ➢ Organic acids are broken down in an activated sludge plant and it is sometimes possible for the influent to have a low pH value and still maintain a neutral pH in mixed liquor.
Colour	➢ The normal colour of activated sludge plant effluent is straw-coloured but is sometimes only visible when looking down into a test tube or graduating cylinder filled with effluent. Colours of industrial wastes may persist through the sludge plant except for organic dyes, which may be reduced by the bacteria. Industrial waste, such as abattoir waste, wood pulping wastes and others, may impart a colour to the effluent, which can only be removed by ozonation or activated carbon.
Nocardia	➢ *Nocardia* are bacteria that tend to float to the surface causing a thick floating scum on the aeration basin especially on mechanical surface aeration plants. The problem is worsened when oily substances are discharged to the sewage treatment plant. The problem is especially prevalent where there are creameries or edible oil processing plants in the catchment area. ➢ *Nocardia* seem to appear during the winter months and continue into the spring. ➢ Efforts to combat this problem have been unsuccessful and the turbulence created by the surface aerators in the aeration basin serve to turn it over and keep it wet so that the scum only causes a visual problem. The floating *Nocardia* can cause severe problems in the anoxic zones and the removal of scum from these areas may cause the process controller some difficulty. Efforts should be made by the designer to allow for the removal of this scum, but it is normally not possible to move the scum to the aeration section since the action of the aerators would wash it back into the anoxic zones. Ample provision should therefore be made for the removal of the scum from the anoxic zones or to allow the anoxic zones to overspill into the aeration zone. ➢ The presence of *Nocardia* on the aeration basin will also result in scum problems on the

	clarifiers. If the scum on the anoxic basins is continuously broken up by hosing, most of the scum will eventually land in the clarifier from where the scum removal mechanisms must remove it. As long as the scum layers on the anaerobic and anoxic zones are not allowed to dry out, the presence of the scum layer is actually beneficial to the process. Continuous wetting of the scum layer and breaking up with hoses might therefore be a solution.
MLSS	➢ The mixed liquor suspended solids is the dry mass of solids per unit of liquid volume in the aeration basin and is determined by filtering or centrifuging the sludge from a certain volume of the mixed liquor, drying the sludge at 103°C and weighing. The MLSS could then be expressed either as mg l-1, g l-1 or conveniently in kg m-3. The mixed liquor volatile suspended solid (MLVSS) are sometimes determined for the operation of plants but usually does not concern the process controller. The dried sample is ignited at 600°C and the remainder weighed. The difference in mass, being the mass of the volatile material, divided by the volume, is given as the MLVSS concentration. The SRT could be increased or decreased by decreasing or increasing the rate of sludge wastage for a given plant, with a given sewage strength and flow, the product of which would give a certain load. This would in turn result in either an increase or a decrease in the MLSS. On the other hand, if volumetric SRT control is used, increasing the SRT by wasting less mixed liquor will result in an increase in the MLSS. ➢ The amount of new sludge formed in the aeration basin is constant and depends on the incoming load; the only way in which the process controller could reduce the amount of sludge to be wasted is by leaving the sludge in the aeration basin for a longer period. This allows more of it to be degraded or consumed. ➢ This means that more sludge solids are held in the aeration tank and the MLSS concentration will increase. The size of the final clarifiers will set the limit to the MLSS. Increasing the MLSS will correspondingly increase the mass of sludge being passed to the clarifiers per unit time. If the clarifiers are too small, there will not be sufficient time for the settlement and partial thickening of the sludge and it will start spilling over the effluent weirs. ➢ When this happens, the process controller must increase the wastage of sludge from the aeration tank, gradually lowering the MLSS until the clarifiers are able to settle the sludge. Long SRT plants generally are designed to give an SRT of 25 days at a MLSS of between 4.5 - 5 kg m-3, even though it may in exceptional cases be possible to operate at higher values. ➢ The daily determination of the MLSS and of the rate of sludge wastage per day will enable the process controller to determine the SRT. The process controller can vary the sludge wastage to control the SRT at a given number of days.
Sludge Age or Solids Retention Time (SRT)	➢ The mass of organisms in terms of actual sludge in the aeration basin can be expressed as the concentration of the sludge (kg m-3) multiplied by the volume of the basin in m3. The product is the mass of sludge in kg. The mass of surplus sludge wasted per day can be expressed in kg per

	day. Under stable operating conditions the mass of surplus sludge produced per day must equal the mass of sludge wasted per day. If not there will either be an increase or a decrease in the mass of sludge in the aeration basin that would lead to either sludge flowing over the weirs or to a total washout of the sludge. If for instance, the total mass of solids in the aeration basin is 100 kg and 5 kg per day is wasted, the average time that the organisms will spend in the aeration basin will be equal to 100 divided by 5, which equals 20 days. The sludge age or solids retention time can now be expressed as the mass of solids in the aeration basin divided by the mass of solids removed per day. ➢ Ignoring the sludge in the clarifier, the mass of sludge in the aeration basin in kg is: ➢ X = V. CX ➢ where V = Volume in m3 ➢ CX = Mixed liquor suspended solids concentration ➢ in kg m-3 or g ℓ-1 ➢ X = sludge mass in the aeration basin ➢ The sludge age or solids retention time (SRT) in days is then: ➢ SRT = X/dx ➢ where dx = mass of sludge wasted per day (kg d-1) ➢ Since the amount of sludge wasted per day must equal the amount of new sludge formed per day, there is a relationship between the loading rate, expressed as the F/M ratio, and the solids retention time. ➢ The solids retention time is much easier to control, determined by the process controller without the help of sophisticated equipment.
Return activated Sludge (RAS)	➢ Sludge being settled in the clarifiers is continuously pumped back to the aeration basin as discussed before. When the sludge in the clarifiers settles well to a thick consistency, the rate of recycling can be relatively low. However, when the sludge will not thicken well, the rate of recycle will need to be higher to maintain the MLSS in the system and to avoid loss from the clarifier. Normally, the recycle rate for each clarifier is controlled by an individually adjustable overflow weir, telescopic valve or stacked rings discharging into a pump sump. From there the total flow of all the individual units is pumped back to the inlet to the aeration basin. The pumps may be centrifugal sludge pumps or Archimedean screw pumps. The latter have the advantage that they will pump any variation in flow up to their maximum capacity, whereas centrifugal pumps will stop-start if the rate of withdrawal of sludge varies. ➢ The process controller should recycle sludge at the lowest possible rate that will give the desired operating conditions. High rates of recycle will decrease the actual retention times through the various basins and result in a high flow into the stilling box of the clarifiers. This may lead to hydraulic currents in the clarifiers that could be detrimental to the functioning of the unit. Low recycle rates may however cause excessive thickening of the sludge in the sludge withdrawal

	pipe with stoppage of the flow. If a scour pipe is provided, the process controller should scour the sludge pipe regularly. Otherwise, lowering of the weir or the telescopic valve to flush out the pipe would be required. ➢ The type of recycling pump used is not important, but over-aeration of the return activated sludge (RAS) must be avoided for nutrient removal.
Waste Activated Sludge (WAS)	➢ It is most important to accurately control the mass of sludge wasted per day since it must match the sludge production for the day. ➢ However, it is standard practice in most other countries to waste thickened sludge from the underflow from the clarifiers. ➢ When wasting sludge in this manner, the process controller must determine the concentration of the sludge during wastage in order to determine the mass of solids removed. ➢ The underflow sludge concentration from the clarifiers will vary depending on many factors and the process controller must measure the total volume of sludge wasted as well as the average concentration in order to obtain the mass of solids wasted. ➢ He must then also determine the MLSS, which will give him the mass of sludge in the aeration basin at any given time. ➢ By dividing the kg sludge in the aeration basin by the kg wasted per day he can then determine the SRT. ➢ If the SRT is higher than stipulated, he should waste more sludge during the next cycle and when the SRT is below the prescribed value, he should reduce the amount of sludge wasted. ➢ A daily plot should then be made to determine the trend of the SRT. ➢ When wasting from the aeration basin, the concentration of the wasted sludge is the same as the MLSS. ➢ The sludge may be thickened further in a small additional clarifier, thickened directly on the drying beds or be discharged on land in the diluted or in the thickened state. ➢ If flotation thickening is desired, the mixed liquor could be passed directly to the thickening unit. ➢ The mixed liquor wasted directly from the aeration basin, should be metered by means of a weir, V-notch or flume. ➢ Registration of the flow is desirable but, when not available, the process controller should obtain tables or graphs to give the discharge against height over the weir. ➢ He must then set the flow rate as desired and make a number of observations to determine that there is no variation in the flow. ➢ The measured flow may then be passed to a small thickener/clarifier or to pumps for discharging to land or further treatment.
Stability of Sludge	➢ The longer the mixed liquor is aerated, i.e. the longer the SRT, the more stable the sludge. ➢ When operating at longer SRT values of above 20 days, the sludge is sufficiently stable to be

	dried on drying beds provided that it is applied in thin layers. ➢ When applied in such thin layers, the sludge will dry rapidly without causing nuisance odours and can be lifted in as little as 2 days after placing. ➢ However, when the SRT is less than 20 days or the sludge is applied in thick layers drying will be slow and nuisance odours may develop. Various methods of sludge stabilization are: ➢ Anaerobic or aerobic digestion (biological) ➢ Chemical oxidation or lime stabilization (chemical) ➢ Thermal conditioning.
Sludge Volume Index (SVI) and Sludge Density Index (SDI)	➢ These tests are an indication of the ease with which the sludge will settle and could be used by the process controller as a tool in the operation of his plant. ➢ The test consists of pouring mixed liquor into a 1000 ml cylinder to the full mark and allowing it to settle. ➢ The level of the sludge is measured after 30 min and the MLSS of the unsettled sludge is determined at the time of doing the SVI test. ➢ If the MLSS of the sludge is, say, 4 kg m-3 (or g l-1), and the sludge settles to the 300 ml mark, the SVI is expressed as the density of the sludge after settlement in ml g-1. ➢ This is obtained by dividing the volume (300 ml) by the mass (4 g) of sludge in the liter of mixed liquor; the SVI is then 300/4 = 75 ml g-1. ➢ The better the sludge compacts, the lower the SVI. ➢ The determination of the SDI is similar, the only difference being the way in which it is expressed. ➢ To obtain the SDI divide the SVI into 100. ➢ For the above value, the SDI will then be 100/75 = 1.33. In this instance, the denser the sludge, the higher the SDI. ➢ The lower the SVI, the better the settling of the sludge in the clarifier. ➢ Normal SVI values for activated sludge lie between 60 and 150 ml g-1. ➢ When values much in excess of these are found, it is said that the sludge is "bulking", ➢ Some sludge will settle into a granular-like mass while others will have the appearance of a woolly mass. ➢ This latter type of sludge will form bridging in the cylinder and give excessively high values of the SVI although the sludge will settle well in the clarifier. ➢ This problem could be overcome by diluting the mixed liquor by a factor such that after settling for ½ hour, the level of the sludge in the cylinder is around the 200 ml mark. ➢ The procedure is to first do the test as described above. ➢ If the sludge will not settle to around the 200 ml mark after ½ hour, repeat the test using only 500 ml mixed liquor, fill the cylinder to the 1000 ml mark with clean effluent, turn over to mix well and allow settling.

	➢ If the sludge will still not settle to around the 200 ml mark, use 333 ml of mixed liquor fill to 1000 ml with effluent and repeat the test. By this time the sludge should be around the 200 ml mark. ➢ To determine the SVI, follow the procedure as described above but multiply the answer by a factor of 1000 divided by the mark to which the cylinder was filled before dilution with effluent. ➢ Thus if 500 ml was used, multiply by 2 and if 333 ml was used multiply by 3. ➢ For example, if the cylinder is filled to a level of 333 ml with mixed liquor, topped up to the 1000 ml mark and allowed to settle for ½ hour, the top of the sludge layer may be at 210 ml. If the MLSS was 5 kg m-3 (g l-1) or 5 000 mg l-1 and the sludge settled to 210 ml, the SVI would be (210 divided by 5) x (1000 divided by 333) = 126 ml g-1. ➢ This test is now being used all over the world and it eliminates problems that were experienced in determining the SVI of a similar sludge but at different concentrations of the mixed liquor. ➢ The SVI test was designed for MLSS concentrations less than 3000 mg l-1 and problems were experienced with settling of sludges at higher concentrations in the narrow 1000 ml

SECONDARY SETTLING TANK

PROBLEM	POSSIBLE CAUSE	CORRECTIVE ACTION PLAN
High DSVI resulting in solids carry-over	➢ Sludge age may be too short or too long. ➢ Low DO concentrations in the aeration basin. ➢ Anoxic fraction is too large. ➢ Nitrite concentration in excess of 1 to 3 mg N/l entering aerobic zone from anoxic reactor causing bulking sludge. ➢ Bulking sludge	➢ Change sludge age thus changing MLSS ➢ Increase aeration ➢ Alter feed arrangements such that a fraction of the settled sewage can be fed into the anoxic zone. ➢ Decrease the size of the anoxic zone. ➢ Reduce A- recycle rate ➢ Shock dose mixed with chlorine
High concentration of solids in the effluent.	➢ Clarifier is hydraulically overloaded. ➢ Sludge recycle rate is too low. ➢ Pinpoint floc resulting from shearing ➢ Solids loading on clarifier excessive.	➢ Check flow to clarifier and reduce if possible or operate another clarifier. ➢ Increase recycle rate. ➢ Reduce aeration. ➢ Reduce MLSS to aeration basin.
Turbid effluent	➢ Hydraulic flow rate excessive ➢ MLSS concentration too high ➢ Flocs sheared	➢ Operate extra clarifier ➢ Reduce MLSS ➢ Reduce missing intensities and turbulence in transfer channels.

	➢ Sludge age too short. ➢ pH too low	➢ Increase sludge age ➢ Dose with lime
Sludge rising to clarifier surface	➢ Denitrification occurring in clarifier due to prolonged retention times.	➢ Increase recycle rate. ➢ Increase scraper speed. ➢ Decrease nitrate concentration of feed by additional denitrification in anoxic basin. ➢ Inhibit nitrification by reducing the sludge age or aeration rate. ➢ Empty clarifier and checkscraper clearances.
Sludge turned black and gassing, giving off odours.	➢ Septic sludge within clarifier.	➢ Increase recycle rate ➢ Increase aeration in reactor. ➢ Reduce MLSS
Return sludge too thick resulting in pipe blockages	➢ Excess sludge accumulation within the clarifier. ➢ Scraper blades worn or damaged preventing sludge being scraped into the hopper.	➢ Increase recycle rate ➢ Empty tank and check blades.
Very thin sludge being withdrawn	➢ Sludge is being removed too quickly from the clarifier.	➢ Reduce recycle rate.
Scum accumulation on the tank surface	➢ Worn scum scraper blade ➢ Blocked scum hopper ➢ Removal frequency inadequate ➢ Skimmer box incorrectly aligned.	➢ Replace rubber blade. ➢ Unlock outlet pipe with air or high pressure water jet. ➢ Increase removal frequency. ➢ Adjust alignment of skimmer box.
SLUDGE THICKENING		
Septic odour and rising sludge	➢ Sludge pumping rate is too low. ➢ Scraper mechanism not functioning properly. ➢ Supernatant overflow rate is too low.	➢ Increase pumping rate of thickened sludge. ➢ Increase scraper speed or repair mechanism. ➢ Increase influent flow to thickener.
Underflow sludge not thick enough	➢ Supernatant over-flow rate is too high. ➢ Sludge pumping rate is too high. ➢ Short-circuiting of flow through tank.	➢ Decrease influent flow rate. ➢ Decrease pumping rate of thickened sludge. ➢ Check overflow weirs and influent baffles; repair or relocate.

Torque overload of sludge collecting mechanism	➢ Heavy accumulation of sludge. ➢ Foreign object on floor bottom	➢ Agitate sludge blanket in front of collector arms with water jets; increase sludge removal rate. ➢ Remove foreign object with big magnets on rope or empty tank.

MATURATION PONDS

PROBLEM	CORRECTIVE ACTIONS
High seepage rate	➢ Draining the pond and seal it with impermeable soil or plastic membrane.
High vegetation growth on embankments	➢ Mowing or cutting
Vegetation growth through pond surface.	➢ Increase pond depth or loading rate to shut light off from pond bottom; remove weeds from pond bottom using boat; remove any sludge banks causing shallow areas.
Algal mats on facultative and maturation ponds	➢ Break up mats with water jets or from boats; remove the mats and scum.
Fly or mosquito nuisance	➢ Keep pond edges clear of vegetation; keep facultative and maturation ponds free from scum; spray chemicals to kill mosquito larvae; stock maturation ponds with fish.
Overloaded ponds causing poor effluent quality and odour nuisance.	➢ Add additional ponds; increase operational depth of anaerobic ponds; use surface aeration for facultative ponds or recirculation.
Short circuiting causing poor treatment efficiency or odour problems.	➢ Add additional inlets and/or outlets for better distribution; install baffles; re-circulate if necessary.
Toxic material in the influent.	➢ Identify pollution source to find out the origin of the inhibitor and take administrative measures in order to set a limit on the amount of toxic substance that may be admitted into the sewer system.

Troubleshooting:

Potential problems	Possible causes	Suggested remedies/actions
No Chlorine residual	Incorrect measurement Chlorine tank empty Chlorinator faulty High chlorine demand Pump inoperative Precipitate in pumps or pipes causing blockages	Check chlorine analyser Check DPD tablets Check for leakages Check chlorinator Check pump Increase chlorine dosage Determine chlorine demand Check for blockages in pumps and delivery pipes

Gas Chlorination			
Observation	**Probable Cause**	**Check**	**Remedy**
• Injector vacuum reading low	• Flow restrictions • Improper water pressure	• Remove kinks, bends or sags in line • Pump or tubing has carbonate accumulations • Injector water supply system does not supply needed pressure • Check vacuum over a full range of flows, *i.e*. low, half and full	• Clean pump and tubing with muriatic acid solution and flush with vinegar more frequently • Pump solution through pump, lines, and valve to clean • Pump or line may have restriction. Ensure proper pump output is proper in reference to pump curve
• Leakage of chlorine	• Damaged gasket • Loose connection	• Check Joint Connections • Check around valve stems • Check at valve discharge outlet	• Replace gasket or tighten connections • Reset vacuum in accordance with manufacture's recommendations
• Chlorinator will not reach maximum output	• Faulty injector (no vacuum) • Flow restrictions in supply • Leaks in system • Wrong orifice (too small)	• Check for restrictions at orifice • Check supply system for restrictions • Examine size opening of orifice	• Remove obstructions • Leaks can be identified with spray ammonia mist or with ammonia soaked rag • Make needed repairs to system • Replace orifice if too small
• Chlorinator will feed satisfactory at maximum output but will not control at low rate	• Vacuum regulating valve is malfunctioning • If equipped with chlorine pressure reducing valve (CPRV) it is malfunctioning	• Remove valve and clean • Check for any damage to valve components	• Repair diaphragm and valve components • Clean CPRV cartridge, CPRV diaphragm and CRPV gaskets

Gas Chlorination			
Observation	**Probable Cause**	**Check**	**Remedy**
• Chlorine will not feed	• Chlorine cylinder empty • Flow restrictions • Damaged Piping	• Pressure from cylinder should be sufficient	• Replace cylinder if empty • Remove restrictions or repair damaged piping
• Leakage of Chlorine below)	• Damaged gasket • Loose connection	• Check joint connections	• Replace gasket or tighten connections • Reset vacuum in accordance with manufacture's recommendations
• Variable vacuum control. Formerly working well, now will not go below 30%.	• Problem with CPRV	• CPRV is likely obstructed	• Clean CPRV
• Variable vacuum control. • Reaches full feed, but will not go below 50% feed. CPRV satisfactory	• Signal vacuum is too high	• Remove valve and clean • Hole in diaphragm	• Replace diaphragm • Clean dirty filter disks • Clean converter nozzle
• Variable vacuum control Will not go to full feed. Gas pressure and CPRV is satisfactory	• Plugged (rate valve) restrictor • Air leak in signal	• Check at rate valve outlet connection	• Remove restriction • Repair air leak
• Freezing in rotameter	• Chlorine rate too high • Restriction in orifice	• Check at rate valve outlet connection	• Lower feed rate • Remove restriction
• Rotameter float will not fall to bottom in off or in operating position • Rotameter float does not rise or fall smoothly when control knob is rotated	• Leaks in diaphragm or • scared surfaces in pressure regulating valve • Obstruction or dirt in V- notch plug • Feed rate is too high	• Check diaphragm and sealing surfaces for leaks. • Disassemble V-notch assembly	• Clean or replace parts as needed

• No injector vacuum at gas inlet to injector; operating and discharge pressures are satisfactory	• Injector check valve is not opening	• Disassemble and examine for damage to diaphragm or for obstruction	• Repair or replace as needed

Most Common Locations of Chlorine Leaks

Location
Chlorine Valve packing gland
Chlorine Valve seat
Chlorine Valve inlet threads
Broken valves or stems
Fusible Valve threads
Fusible metal of plug

Repairing Chlorine Leaks

Location and Type of Leak	Response (All safety requirements observed)
Valve Stem Leak	Tighten Packing nut or gland
Container Leak	Close container valve and leak stops
Container leaking liquid.	Roll container so gas escapes instead of liquid
Container Valve will not stop leak	Apply outlet plug or cap
Container leak cannot be Stopped	Use emergency capping device required
If it is not possible to direct chlorine into operation; remove cylinder and isolate	Call supplier for assistance

Trouble Shooting Pumps

Trouble	Possible Cause
No Delivery	• Pump not primed • Speed to low • Wrong direction • Operating head to high • Obstruction in piping or impeller
Low capacity	• Speed too low • Operating head to high • Obstruction in piping • Worn rings • Impeller worn or damage • Defective case gasket • Excessive packing leakage
Loss of suction	• Leaks in suction line • Water seal leakage • Suction lift to great
Low discharge pressure	• Speed to low • Air in system • Worn rings • Worn or damage impeller
Hot Bearings	• Inadequate or over lubrication • Misalignment • Defective bearings
Vibration	• Misalignment • Tight packing • Worn bearings • Internal rubbing
High packing leakage	• Packing worn • Glands to loose • High seal water pressure

To prevent incidents and hazards, we will do the following:

- In terms of final effluent not complying - To have an effective operational monitoring programme through which non-compliance can be traced immediately.
- In terms of pump station failures – To always have stand by pumps available; do daily pump inspections; do maintenance on pumps on regular basis as per manufacturer's specifications.
- In terms of pipe failure – To have a pipe replacement programme on all the old and damaged pipes.
- Be clear of responsible persons with their responsibilities, internally and externally.
- Have plans for emergencies available.
- Have communication protocols including notification procedures (internal, media and public)
- Train employees for emergency response to efficiently manage any potential incidents.
- Notify the community or all involved parties regarding the cause of the incidents and the actions taken to minimize future occurrences.

With ***final effluent*** not complying with General or Special Standards, we will apply immediate interventions to avoid significant threat to users, irrigation boards (farmers or sport fields). We will inform all the involved parties including the Cape Winelands District Municipality as well as the responsible catchment DWS official of the following:

- That the treated waste water supplied, poses a health risk.
- The reasons for the health risk.
- Precautions to be taken by the users or involved parties.
- Time frame within which it may be expected that treated waste water of a safe quality will be provided.

With ***pump station*** failures leading to uncontrolled discharge, we will apply immediate interventions to avoid significant threat to irrigation boards and farmers. We will inform all the parties of the following:

- That because of the untreated discharge, the river could be polluted and would suggest trying alternative options seeing that it may poses a health risk.
- The reason for the uncontrolled discharge and the pump failures as well as the plans in action.
- Time frame within which it may be expected that the water for irrigation purposes of a safe quality will be provided.

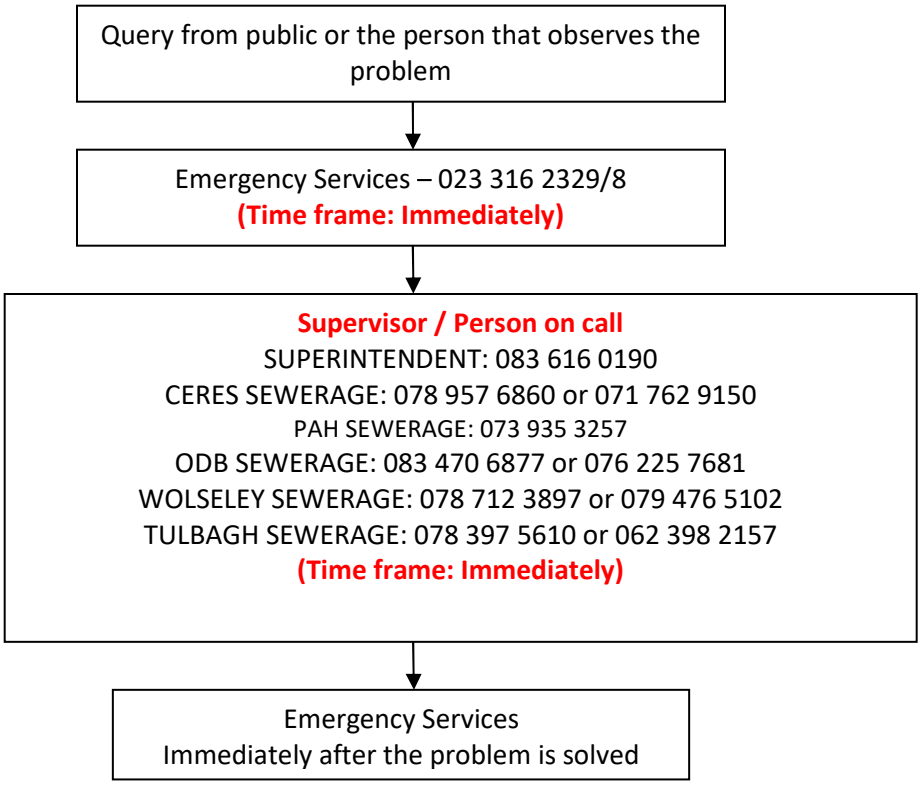
With ***pipe failures*** leading to uncontrolled discharge, we will apply immediate interventions to avoid significant threat to the community. We will take the following immediate steps:

- Immediately after the emergency was reported, the responsible network team will go out and rectify the problem.
- We will secure the discharge area in such a way that it is not accessible for the community especially children seeing that it poses a health risk.
- If any inconvenience caused e.g. traffic disturbance, we will have officials from the Traffic Department available to help.
- As soon as everything is in place and the problem solved, we will clear the whole area and see to that it is safe and poses no health risk.

Communication plans – We will see to the following:

- Key stake holders or affected are kept fully informed.
- Roles and responsibilities of individuals and organizations are clearly outlined to avoid miscommunication and duplication of effort.
- Timeous interventions will be taken to rectify the situation.

PROTOCOL STRUCTURE FOR THE DIFFERENT TYPES OF EMERGENCIES IN TERMS OF SEWERAGE – MINOR INCIDENT E.G. SEWER BLOCKAGE



As soon as the problem is solved, the responsible supervisor will contact the Emergency services where the query will be logged as from the start to the end and an emergency report will be available which is handed in with their monthly report at the end of each month to the Technicians: Water & Sewerage.

PROTOCOL STRUCTURE OF EMERGENCIES IN TERMS OF SEWERAGE – MORE SERIOUS INCIDENTS E.G. SEWER PIPE FAILURES

Query from Public or the person that observes the problem

↓

Emergency Services – 023 316 2329/8
(Time frame: Immediately)

↓

Supervisor / Person on call
SUPERINTENDENT: 083 616 0190
CERES SEWERAGE: 078 126 8205 or 071 762 9150
PAH SEWERAGE: 073 935 3257
ODB SEWERAGE: 083 470 6877 or 076 225 7681
WOLSELEY SEWERAGE: 078 712 3897 or 079 476 5102
TULBAGH SEWERAGE: 078 397 5610 or 062 398 2157
(Time frame: Immediately)

↓

Snr Technician: Water & Sewerage: 073 159 3929
(Time Frame: Immediately)
Technician: Water & Sewerage: 083 646 8994
(Time Frame: Immediately)

Senior Manager: Water & Sewerage: 071 670 3873
Just for notice, depends on the type or how crucial the Emergency is.
(Time Frame: Immediately)

As soon as the problem is solved, the responsible supervisor will contact the Emergency services where the query will be logged as from the start to the end and an emergency report will be available which is handed in with their monthly report at the end of each month to the Senior Technicians: Water & Sewerage.

PROTOCOL STRUCTURE OF EMERGENCIES IN TERMS OF SEWERAGE – SEVERE EMERGENCIES E.G. PUMP STATION FAILURES

Query from Public or the person that observes the problem

↓

Emergency Services – 023 316 2329/8
(Time frame: Immediately)

↓

Supervisor / Person on call
SUPERINTENDENT: 083 616 0190
CERES SEWERAGE: 078 957 6860 or 071 762 9150
PAH SEWERAGE: 073 935 3257
ODB SEWERAGE: 083 470 6877 or 076 225 7681
WOLSELEY SEWERAGE: 078 712 3897 or 079 476 5102
TULBAGH SEWERAGE: 078 397 5610 or 062 398 2157
(Time frame: Immediately)

↓

Snr Technician: Water & Sewerage: 073 159 3929 or
Technician: Water & Sewerage: 083 646 8994 **(Time frame: Immediately)**

↓

Senior Manager: Water & Sewerage: 071 670 3873
(Time Frame: Immediately)

↓

Director: Technical Services: 078 095 3365
(Time Frame: Immediately)

↓

Municipal Manager: 083 647 5909
(Time Frame: Immediately)

NB: The following parties are contacted by the Snr Manager: Water & Sewerage as soon as the Municipal Manager was informed of the severe emergency.

DWS responsible catchments area officials
(Nceba Ncaphayi)
021 950 7146
Are notified when the emergency is crucial and poses a health risks.

Catchment Management Area
(Elkerine / Rafique): 023 347 8131

Are notified when the emergency is crucial and poses a health risks

Media – are notified when all the important parties are aware and the emergency is crucial and poses a health risk, so the community must be informed

EXPLANATION OF THE ABOVEMENTIONED - WHEN AN EMERGENCY OCCURS:

- The person that observes the problem or imminent problem notifies the Emergency Centre where the people responsible are immediately being contacted. (The Superintendent or the Technicians: Water & Sewerage).

- Superintendent or Technicians: Water & Sewerage notifies the Snr Manager: Water & Sewerage (Nathan Jacobs)

- The Snr Manager: Water & Sewerage + Technicians: Water & Sewerage + Superintendent jointly investigate the situation (problem) and take appropriate actions to rectify this situation as a matter of urgency. This may include mobilizing internal technical personnel (electrician; fitter and turner) or external contractors. A list with contact numbers of the key personnel is provided.

- Mr Jacobs notifies the DWS, Western Cape Regional Office, Bellville in the event of serious incidents (see protocol for serious incidents below). Also the CMA and the contact person from the Water use Association. Cape Winelands District municipality is also informed.

- Operating personnel at the relevant treatment plant is notified of the problem(s) and remedial actions that are taken to normalize the situation.

- Nathan Jacobs draws up an Incident Report, which contains the following information:

    - Date of Incident
    - Date of Investigation
    - Investigator
    - Incident Description
    - Circumstances which lead to the Incident
    - Investigation Remarks
    - Action Taken
    - Recommended Steps to Prevent a Recurrence
    - Name of Person Compiling the Report

WITZENBERG MUNICIPALITY – WASTE WATER INCIDENT MANAGEMENT PROTOCOL CONTACTS REQUIRED RESPONSE TIME IS 24HRS OF RESULTS RELEASED EMERGENCY SERVICES – 023 316 2329				
	POST	**NAME**	**TEL NO**	**CELL NO**
	TECHNICAL DEPARTMENT			
	DIRECTOR: TECHNICAL DEPT	JOSEPH BARNARD	023 316 8540	078 095 3365
	MANAGER: WATER & SEWERAGE	NATHAN JACOBS	023 316 8540	071 670 3873
	SNR TECHNICIAN: WATER & SEWERAGE	STEPHANIE FARMER	023 316 8540	073 159 3929
	TECHNICIAN: WATER & SEWERAGE	MARQUIN PIETERSE	023 316 8540	083 646 8994
	SUPERINTENDENT: WITZENBERG	WILLEM MEPOMIE	023 316 8540	083 616 0190
	CERES WWTW			
	FOREMAN	ABRAHAM DANIELS	023 316 1533	071 726 9150
	PROCESS CONTROLLER	ISRAEL MANYASHE	023 316 1533	
	CERES WW DISTRIBUTION			
	FOREMAN	ABRAHAM DANIELS	023 316 8540	071 726 9150
	FOREMAN	NICOLAS SAULS	023 316 8540	078 957 6860
	PAH WW DISTRIBUTION			
	SUPERVISOR	ADAM CARELSE	023 316 8540	073 935 3257
	OP-DIE-BERG WWTW			
	SUPERVISOR	ADAM CARELSE	023 316 8540	073 935 3257
	PROCESS CONTROLLER	ANDY NEL CEDRAS JOSEPHS	023 316 8540	083 470 6877 076 225 7681
	OP-DIE-BERG WW DISTRIBUTION			
	SUPERVISOR	ADAM CARELSE	023 316 8540	073 935 3257
	ASSISTANT	ANDY NEL CEDRAS JOSEPHS	023 316 8540	083 470 6877 076 225 7681
	TULBAGH WWTW			
	SUPERVISOR	FRANKLIN LEWIS GREG LOUW	023 316 8540	078 397 5610 062 398 2157
	PROCESS CONTROLLER	FAIZEL JUMATH	023 316 8540	079 070 7437
	TULBAGH WW DISTRIBUTION			
	SUPERVISOR	FRANKLIN LEWIS GREG LOUW	023 316 8540	078 397 5610 062 398 2157

	WOLSELEY WWTW			
	TEAM LEADER	ADRIAAN SWANEPOEL	023 316 8540	078 712 3897
	TEAM LEADER	JOHANNES NOBLE	023 316 8540	079 476 5102
	PROCESS CONTROLLER	APRIL MALGAS	023 316 8540	073 204 7313
	WOLSELEY WW DISTRIBUTION			
	TEAM LEADER	ADRIAAN SWANEPOEL	023 316 8540	078 712 3897
	TEAM LEADER	JOHANNES NOBLE	023 316 8540	079 476 5102
	STORMWATER			
	SNR MANAGER: STORMWATER	ELTON LINTNAAR	023 316 8540	071 670 6761
	TECHNICAL SUPPORT & MAINTENANCE			
	SENIOR MANAGER: ELECTRIC	PIERRE VAN DEN HEEVER	023 316 8540	076 473 4380
	INSTRUMENT TECHNICIANS	VOX ELECTRIC		083 262 2468
		GW TRAUTMANN		082 569 3978
		HSM	021 551 0660	082 764 0800
		PENINSULA WATER TREATMENT		082 970 0700
		TRICOM	021 948 8636	082 578 3075
	ACCREDITED LABARATORY	AL ABBOTT	021 448 6340	083 326 3887
	DEPARTMENT OF WATER & SANITATION			
	BELLVILLE OFFICE	NATASHA DAVIS-WOLMARANS	021 941 6192	082 908 6023
	DOWNSTREAM USERS: WATER USE ASSOCIATION	SCHALK VAN NIEKERK	023 230 1401	
	CATCHMENT MANAGEMENT AREA	ELKERINE ROSSOUW	023 347 8131	071 685 5444
	CAPE WINELANDS DISTRICT MUN	THERESA DAVIDS	023 312 3111	
	LOCAL NEWS PAPER: WITZENBERG HERALD	FRANCOIS SNYMAN	023 316 2021	
	SAPD		10111	
	FIRE DEPARTMENT		023 312 3111	
	HOSPITAL		023 316 9600	
	AMBULANCE		10177	

The Emergency Management Team should include the following:

- WSA Water Services Manager
- WSA Water Works Operations
- Local Government (DPLG)
- DWS Regional Office
- Department of Health
- District Municipality Environmental Health Officers
- Provincial Disaster Management Unit

ALERT LEVELS FOR WASTE WATER TREATMENT – FINAL EFFLUENT REQUIREMENTS

GENERAL STANDARDS		**SPECIAL STANDARDS**	
COD mg/L	75	COD mg/L	30
TSS mg/L	25	TSS mg/L	10
pH	5.5 – 9.5	pH	5.5 – 7.5
EC mS/m	150	EC mS/m	100
AMMONIA mg/L as N	6	AMMONIA mg/L as N	2
NITRATE mg/L as N	15	NITRATE mg/L as N	1.5
ORTHO – PHOSPHATES mg/L as P	10	ORTHO – PHOSPHATES mg/L as P	1
FAECAL COLIFORMS	1000	FAECAL COLIFORMS	0

Alert Levels and Response Protocol

OPERATIONAL ALERT LEVELS

Operational Samples	Alert Levels		Actions to be taken
WASTEWATER TREATMENT WORKS			
Raw inlet	COD > **1000** mg/L Ammonia > **100** mg/L as N **5.5** > pH > **9.5** EC > **150** mS/m Settl. solids > **20** mL/L	Cd > **0.005** mg/L Cr > **0.05** mg/L Cu > **0.01** mg/L Zn > **0.1** mg/L Pb > **0.01** mg/L	• Check for possible illegal industrial effluent discharge • Do more frequent measurements of DO levels, pH and MLSS in the activated sludge reactor
Raw inlet settled	COD > **400** mg/L		• Check operation of PST (faulty scrapers; blockages) • Check for oils and fats on the water surface
Activated sludge reactor	DO < **0.5** mg/L		• Increase aeration capacity or cycles
	MLSS < **2000** mg/L		• Reduce discharge of WAS and allow MLSS – levels to increase to 4000 mg/L
	MLSS > **6000** mg/L		• Gradually waste more sludge on a daily basis to reduce the MLSS to 4000 mg/L
	pH < **7.0**		• Add lime to the inlet works to maintain the pH in the reactor at 7.0 or slightly above
Secondary settling tanks	COD > **75** mg/L		• Check for sludge carry – over from secondary settling tanks • Check RAS recycle rates • Check for bulking sludge • Check for rising sludge ***Take actions to rectify as appropriate***

EXAMPLE OF ALERT LEVEL APPROACH:

Alert Level l

1. Classification of incident
    - High Faecal Coliforms
2. Effluent quality constituent and concentration
    - Chlorine levels are very low.
3. Risk / Implication
    - Poses a health risk
4. Required response time
    - Within 24hrs of result release.
5. Action
    - Verify chlorine levels and dosage
    - Do immediate resampling to confirm result.
    - If resample result confirms initial result, implement corrective action to rectify the incident.

    If the resample result exceeds the initial result, implement corrective action to rectify the incident and proceed to Alert Level ll.
6. Roles and parties involved
    - Accredited lab that are used
    - Technician: Water & Sewerage
    - Superintendent and Process controller

Alert Level ll

1. Classification of incident
    - Faecal Coliforms exceeds the required limits >1000
2. Effluent quality constituent and concentration
    - Verify chlorine levels and dosage
3. Risk / Implication
    - Poses a health risk
4. Required response time
    - Within 24hrs of Alert Level l's result release

5. Action
    - Verify chlorine levels and dosage
    - Undertake additional monitoring as required with an increased frequency to reasons for failure.
    - Implement corrective action.

    If the resample result exceeds concentrations of Alert Level ll, *proceed to Alert Level lll.*
6. Roles and parties involved
    - Accredited lab that are used
    - Manager: Water & Sewerage
    - Technician: Water & Sewerage
    - Superintendent and Process controller

Alert Level lll

1. Classification of incident
    - Faecal Coliforms exceeds the required limits >1000 and discharged into water source.
2. Effluent quality constituent and concentration
    - Verify chlorine levels and dosage
3. Risk / Implication
    - Poses a health risk
4. Required response time
    - Immediate
5. Action
    - Implement Level l – Level ll
    - Communicate risks to DWA and CMA
    - Inform Irrigation boards and downstream users and alert not to use water for any use.
    - Do additional monitoring once the cause of the incident has been identified and rectified.
    - Notification of community advising of the end of the emergency.
    - Assess required preventative action to reduce the likelihood of the incident recurring.
    - Prepare a report to document and close the incident.
    - Review and update Incident and Management Protocol.

6. Roles and parties involved
    - Accredited lab that are used
    - Manager: Water & Sewerage
    - Director: Technical Services
    - Municipal Manager
    - Technician: Water & Sewerage
    - Superintendent and Process controller

Documentation of emergency events and actions taken in response to these events will help plan future emergency responses. A record of all significant emergency events should be kept.

EXAMPLE OF MAINTENANCE LOG BOOK:

WITZENBERG MUNICIPALITY				
CERES WWTW - MAINTENANCE LOGBOOK		**PROCESS CONTROLLER -**	**MONTH -**	
DATE	**CONTRACTOR**	**DESCRIPTION OF WORKS**	**VALUE OF WORK**	**ORDER NUMBER**

EXAMPLE OF INCIDENT REGISTER:

WITZENBERG MUNICIPALITY								
INCIDENT REGISTER - WASTEWATER (TREATMENT WORKS AND DISTRIBUTION)								
DATE	**TIME**	**DESCRIPTION OF INCIDENT**	**CONSEQUENCES OF THE INCIDENT**	**LENGTH OF TIME OF INCIDENT**	**LOCATION WHERE INCIDENT OCCURRED**	**REPORTED BY**	**REPORTED TO**	**ACTIONS TAKEN BY PC / PERSONNEL INVOLVED**

WITZENBERG MUNICIPALITY

NOTICE OF DISCHARGE OF UNTREATED SEWAGE

September 2018

EXAMPLE

Ceres had a discharge of untreated sewage from a pump station located at the …….. of approximately …… litres. The discharge was first discovered on September 1, 2010 at 14H00 and lasted approximately 3 hours. The untreated wastewater entered the Dwars River and was the result of an electrical failure that causes the pump motor to become inoperative. The pump motor was replaced to prevent further discharge.
Witzenberg Municipality contacted health and regulatory agencies about the discharge.

For more information, please contact Witzenberg Municipality's Snr Manager: Water & Sewerage at 023 316 8540.

Serious accidents

Eye Incidents

- The eye must be washed with water, repeatedly for ten to fifteen minutes.
- Water can be splashed from a running tap or a wash-bottle.
- The patient can then have water run through the affected eye(s) until reaching a doctor for medical treatment.

Bleeding

- Small cuts should be washed out with water and antiseptic solution and a plaster applied.
- If bleeding is heavy, a pad should be applied over the cut, and kept there with hand pressure.
- If the pad becomes saturated with blood, add another pad on top of the first, which should not be removed.
- A tourniquet must not be applied. Try and raise the wound above the general level of the body to discourage the flow of blood to the specific area.
- Expert medical care must be obtained.

Chemical Burns

- Drench the skin with water.
- In case of a blistering, a doctor must be consulted.

Electrical Burns

- Turn off the power supply at the main switch, if possible.
- Then treat as for heat burns.

Heat Burns

- Should be cooled as soon as possible, preferably by immersion in cool or tepid water.
- If the skin has first degree burns (reddening), medical advice may be sought.
- If there are second degree burns (blistering), medical advice should be sought.
- If there are third degree burns (destruction of superficial layer of skin), medical attention must be obtained.
- If clothing burns onto the skin it must not be removed, and expert medical care must be obtained as soon as possible.

Fire Burns

- If a person's clothing ignite, the victim should lie down, burning side up (which protects the neck and head).
- The person should then immediately be covered with a fire blanket (or clothing soaked in water) and the flames smotered.
- Do not remove clothing which is burned to the body.

- Treat for shock and obtain medical care as soon as possible.

Shock

- The patient should be kept warm and resting, and a warm sweet drink may be given if there is no possibility that an anaesthetic might have to be applied later.
- A person who faints should lie down with feet slightly raised, and kept warm.
- If consciousness is not regained within a few minutes, the person should be turned to lie on his/her stomach, with the head placed so that any liquid can run out of the mouth.
- A doctor must be summoned.
- If breathing stops, then artificial respiration must be applied.

Poisoning

- This is caused by swallowing strong acid or alkali.
- Treatment consist of rinsing the mouth immediately, followed by copious draughts of water.
- If acid has been swallowed, milk of magnesia should be given.
- For alkali poisoning, very dilute acetic acid should be administered.
- Vomiting should not be encourage and obtain medical care immediately.

Appendix C

Green Drop Scorecard

A	0.0%	*Responsible Authority / Owner*	Witzenberg LM	*Wastewater System*	Ceres	#REF!
B	0.0%	*Type System*	Advanced	*Town(s) / Area(s) / Village(s) served*	Ceres	
C	0.0%	*Receiving River / Stream*	Dwars River	*Catchment Management Area*	Breede-Gouritz	
D	0.0%	*Population Served*	42,225	*Location Coordinates (South)*	33°22' 30.00"	*System Type:*
E	0.0%	*No. of Pump Stations in System*	12	*Location Coordination (East)*	19°19' 22.00"	Advanced

Key Performance Area		Sub-KPA	Sub-weight	Green Drop Requirement	Scoring Information	System's Information		Audit Comment	Audit Score	KPA Score
A	Capacity Management (15%)	**A1) Registration of Wastewater Treatment Plant**	20%	The wastewater treatment facility is registered as per the requirements of Regulation 2834 or draft Reg. 813 (Draft Reg 813 consider for bonus)		Class of Works	C	Certificate is available and approved on IRIS dated 22 January 2021		*KPA A*
		A2) Registration of Process Controllers and Supervisor	20%	a) Copies of Registration Certificates of Process Controllers and Supervisor(s) b) Copies of the classification certificates of all process controllers/operators and supervisors/superintendents must be uploaded on the IRIS; c) Compliance with Regulation 2834 coupled with shift details, or compliance with draft Reg 813 - in both cases must comply ≥50% for each shift); WSI must indicate shift patterns or measures in place when a shift does not comply with Regulatory Process Control requirements. d) WSI must indicate process controllers and/or supervisors that are 'shared' across different plants/sites.		# of PCs / Shifts Reg. Requirement (Reg 813) +1 **Number** of Shifts (Status) **Number** of PCs Complying **Number** of Supervisors Complying	8 1 3 1	a) Copies of registration certificates of process controllers and Supervisor(s) uploaded on IRIS b) Copies of the classification certificates of all process controllers/operators and supervisors/superintendents uploaded on IRIS **Registered process controllers** Trainee (1) = 2 approved - Nathan Jacobs (Director) + Abraham Daniels (Grandparent) Class II (1) = 1 x approved - Nicholas Sauls Class IV (1) = 1 x approved - Israel Manyashe Class V (1) = 1 x Class V approved (Stephanie Farmer) (Supervisor) Inspector = Class IV = Marquin Pieterse c) Single shift d) WSI must indicate process controllers and/or supervisors that are 'shared' across different plants/sites (shared supervisors and inspectors) Class V (1) = 1 x Class V approved (Stephanie Farmer) (Supervisor roaming) Inspector = Class IV = Marquin Pieterse (Roaming) **Moderated Comment:** **Requires Class III Sup and 1XClass 0 PC,1X Class II and 2X Class I PC. The system complies with (a) (b) (c) because of 1 shift arrangment, for a Class C works then requires a plus 1 for each PC class required and (d). Scores udjusted based on a plus one requirement**		*15%*
		A3) Maintenance Capacity	20%	a) Evidence of Maintenance Team used for general maintenance work at the plant & pump-stations (both mechanical and electrical) - (Internal or evidence of Outsourced Term Contract) b) Information on in-house staff (or organogram) and/or external Contractor/s c) Provide proof of competency of team (Qualification & Experience & Trade test) d) Provide a site specific operation and maintenance schedule (routine / scheduled) e) Contract or Logbook with maintenance entries to serve as evidence of maintenance & repairs. *Note: C&I - control instrumentation resorts under 'electrical'.*		Maintenance arrangement for this WWTW	Internal+Term Contract	a) **"Internal team"** Mechanical: Nicholas Pauls - Plumber (adequate qualifications uploaded and valid) Electrical: A. Karma, A. Pharo, K. Damo (adequate qualifications uploaded and valid) **"External Team"** (Mechanical and Electrical) (pumps + STP maintenance) + Tricom (Fire water systesm) Maintenance Term Contract in addition, the WSI has a maintenance term contract with Viking Pony Africa Pumps Pty Ltd for Electrical and mechanical maintenance Contract has been provided on IRIS" b) In house organogram uploaded on IRIS and with certificates c) Certificates uploaded on IRIS d) Specific O&M manual available e) Maintenance logbook entries noted on site during site visit to the works		**0.0%**
		A4) Engineering Management Capacity	20%	Number of Engineering Staff available in the WSI taking responsibility for Maintenance Planning and General Asset Management: a) 1X Engineering Technician, b) 1 X Engineering Technologist c) 1 X Engineer, or d) More than one of the above.		**No.** of Eng. Technicians in employ: **Number Only**. **No.** of Eng. Technologists in employ **No.** of Engineers in employ	5 1 1	a) Stephanie Farmer - National Diploma (Civil Eng) N. Jacobs - National Diploma (Civil Eng) Elton Lintnaar - Stormwater - National Diploma P. Vd Heefer - National. Diploma (Electrical) Zimasa Chabeli - Stormwater - National Diploma b) J. Barnard - B. Tech (Civil Eng) c) D. Greef - B. Eng + Pr. Eng All qualifications have been uploaded on IRIS		
		A5) *(Advanced Systems Only)* **Scientific Capacity (Sampling and Laboratory Information Management)**	20%	Number of Scientific Staff appointed for the management of wastewater treatment management, incl sampling and analyses: a) 1 X Candidate Scientist b) 1 X Professional Scientist, or c) More than one of the above.		**No.** of Scientists in employ	2	WSA has no scientists internally, however, contracted AL Abbott who has a scientist who come once a month to all WWTW (certificate of accreditation on IRIS) 1. Mrs N Van Binsbergen 2. Mr JL Da Silva Appointment letter with AL Abott in place (From March 2019 - 2022)		

B	Environmental Management *(15%)*	**B1) Wastewater Risk Management**	30%	a) A Risk Register available on all risks posed by the wastewater collection and treatment processes to the immediate environment (not older than 3 years) b) A Wastewater Risk Abatement Plan is the more advanced standard, but will only be accepted if not older than 3 years, and approved by Management. - A practical and site specific W_2RAP is in place which describes the system, identify and prioritize risks, with measures to mitigate inefficiencies/inadequacies that result in non-compliance - Implementation evidence and proof of management commitment c) Implementation evidence and proof of management commitment. Providing evidence of risk mitigation (identified during the audit period)		Environmental Risk Management Arrangement	Risk Register & Influenced Monitoring	a) WRAP issued for in June 2021 - signed/approval page has been uploaded b) Proof of implementation is evident (document of implementation noted as CCR sheet) WSA is doing a great job in addresing the issues noted on the risk abatement plan		***KPA B***
		B2) Operational Monitoring	10%	Details of Operational Monitoring: a) Proof of Operational Monitoring sites, determinands and frequency b) Samples must include: i) inflow (raw), ii) outflow (final), iii) process flows, v) sludge streams c) Determinands monitored d) As per Authorization or as per Good Practice per technology type e) Frequency: as per Authorization or Good Practice.				a) Proof of Operational Monitoring sites, determinands and frequency is uploaded b) Samples include: i) inflow (raw), ii) outflow (final), iii) process flows, v) sludge streams c) Determinands monitored (pH raw, settling tanks and final as well as industrial effluent), sludge areation tank measurements, weekly COD final) d) As per Authorization or as per Good Practice per technology type e) Frequency: as per Authorization or Good Practice (Adopted GA as a default) Satisfactory, detailed routine check uploaded with the above		***15%***
		B3) Compliance Monitoring (Effluent)	20%	Details of Compliance Monitoring (For ALL Effluent Discharges). a) Sampling sites/locations as per Authorisation b) Determinands as per Authorisation. (This would include determinands not categorised as Microbiological, Chemical or Physical, eg SAR, biomonitoring, toxicology, heavy metals, etc.) c) Sampling frequency occurs as per Authorisation requirements *Note1: For zero-effluent treatment systems - still need to monitor for impact on catchment / environment (for both lined and unlined systems). Where oxidation ponds are producing effluent for irrigational purposes then General Limits apply* *Note 2: A monitoring programme alone will not be sufficient to obtain full score; Analyses results should proof implementation of the monitoring programme.*				All sampling sites, determinants monitored and frequency are uploaded and 12 months worth of data for all Micro, Chemical and Physical determinants (and complieance is achieved for this works)		
		B4) *(Advanced Systems Only)* **Sludge Classification and Monitoring**	20%	a) Provide Sludge Treatment Monitoring Programme (location, determinands and frequency) b) Provide sludge monitoring results c) Sludge Management Plan.		Sludge Treatment	Solar / Thermal Drying Beds	Drying beds + Sludge is stockpiled on site Annual sludge monitoring and classification results uploaded Sludge management plan uploaded - August 2021		**0.0%**
						Sludge Management Option Applied	On-site Disposal			
		B5) Laboratory Credibility	20%	a) Name laboratory(s) for operational analysis (in-house or on-site) and lab for compliance analysis/checks (in-house or external) b1) Certificate of Accreditation for applicable methods b2) Or Z-scores results following participation a recognised Proficiency Testing Scheme (–2 ≥ z-score ≥ 2 are unacceptable) b3) Or proof of intra- and Inter-laboratory proficiency (quality assurance as prescribed in *Standard Methods*) c) Proof of turn-around time from time of sampling to release of results, to allow for proper process control (*<5 days for operational samples*)		Name of Laboratory used for Compliance Monitoring	AL ABBOTT	a) There is an inhouse laboratory and that operational monitoring is taking place, in addition external laboratory used for compliance monitoring is AL Abbott (SANAS acredited) b) Certificate of accredidation uploaded on IRIS (valid - until 2025 with facility number T0276) c) Turn around time (5 - 6 days) (as noted on the certifcate of analysis)		
						Z-score if applicable	0.00			
		Wastewater Operations and Maintenance Cost Determination done: i) Per Wastewater System; or ii) For Municipal Wastewater business as a whole; or iii) Not Done at all			**For Wastewater business as a whole;**			Budget for all 4 systems combined		***KPA C***

C	**Financial Management** *(20%)*	**C1) Wastewater Operations Cost Determination**	30%	a) Municipality / WSI must provide evidence of a proper O&M cost determination for the entire wastewater system (network, pumpstations, treatment works) This must at least incl: i) Energy Consumption ii) Compensation of Employees iii) Chemical cost iv) Maintenance Cost b) Provide an operational cost determination per m^3 treated. *Note: Municipal cost sheets are inconsistent in terms of 'including or excluding' interest and redemption cost on capital loans. To ensure standardised approach, the GD21 audit will consider and capture cost excluding I&R*		Cost determination status	Detailed & Acceptable	Budget in place Approval of municipal budget uploaded The cost determination has been done although the correlation between budget per plant and R/m3 needs to be verified. There are cost determinants and information available		*20%*
					O&M (system) budget determined - expressed as Rand per volume wastewater treated (Rand/m^3)	R 6.40				
		C2) Energy Demand	10%	WSI is able to provide DWS with proof of Energy Efficiency Management by providing: a) Energy demand data: Past 3-year data on Specific Power Consumption (SPC) (in kWh/m^3) for the WWTW b) Energy unit cost / tariffs (R/kWh) used to calculate the system's energy use c) Energy cost for the specific WWTW in Rand per m^3 treated.		Specific Power Consumption (SPC) expressed as kWh/m^3 - average over past 12 months	0.00	No specific power determinant for past 3 years. R/kW energy unit cost provided per system with 3 year tarrif and the increase in cost per WWTW. Energy metered and specifics recorded, but no Kw/m3 determinant displayed		**0.0%**
		C3) Operations & Maintenance Budget	10%	WSI to provide proof of the wastewater system O&M Budget per annum - for the sewer network and treatment works		System O&M Budget expressed in **R'000/annum**	R 16,670,869.62	Budget in place - needs identification (ie: which sites) and reference to approved municipal budget		
		C4) Operations & Maintenance Expenditure	30%	WSI to provide proof of the wastewater system O&M expenditure per annum		System Expenditure expressed in **R'000/annum**	R 15,351,943.44	Budget in place - needs identification (ie: which sites) and reference to approved Municipal budget.		
				Comparing Expenditure/m^3 vs Cost Determined/m^3 (actual vs planned O&M)		O&M (system) actual expenditure expressed in R/m^3	R 6.53			
						Shortfall per m^3 treated (Rand)	R -0.13			
		C5) *(Advanced Systems Only)* **Supply Chain Management of Services and Treatment Products**	20%	a) WSI must provide proof of approved contracts for outsourced services for the sewer network (i.e. maintenance, spares) and treatment (chemicals, maintenance, calibration).				The WSI outsourced contract from the following providers: 1. Chloro Cape Pty Ltd - Chemicals Supply 2. ACS Services Pty Ltd - Chemicals Supply 3. Mometek Trading CC - Chemicals Supply 4. Viking Pony Africa Pumps - Electrical and mechanical maintenance 5. West Coast Skies Services - Chemical Supply 6. AL Abott		
		D1) Wastewater Treatment Works Design Capacity Management	20%	a) Documented design capacity *(hydraulic and organic)* of the wastewater treatment facility 1. Design capacity as Average Dry Weather Flow (ADWF) and COD load to the plant and b) Documented daily receiving flows over 12 months of assessed period (ideally ≤ than design capacity) 1. Evidence of daily flows and subsequent calculated averages. Measurement method to be explained 2. Evidence of peak wet weather flow to plant during rain events. Recording of rain events & volumes & inflow 3. Evidence of minimum night flow (minimum monitoring: monthly) 4. WSI is required to provide motivation/proof of accuracy of meter readings (calibration or verification) c) Monitoring of outflow volumes (available records).		Type of Inflow measurement	Flume with Ultrasonic	Flow Measurement flume (Source_O&M Manual) a)1 DC=8.5Ml/d and Organic Loading_ 10400 Kg COD/d (Source_O&M manual) b)1 Documented daily flows 6.4 Ml/d (flow balances sheet by the municipality details uploaded on IRIS) b)2 Peak wet weather flow 14.2 Ml/d (12 months daily flow records) **b3) are there night flows data despite only day shift in place - WSA to confim this?** **b)4 Info on inlet and outflow meter veification (on IRIS a quatotation is loaded from Tricom Africa) was this done? Need cerfificate of calibration or proof?** c) WSA has provivded outflow volumes that are monitored (spreasdsheet uploaded showing typical average volumes of 5.4Ml/d **Score reduced to 75%, WSA please provide proof of documented design capacities/peak wet weather and minimum night flows in order to improve scores**		***KPA D*** *20%*
						WWTW Installed Design Capacity (Ml/d)	8.5			
						Available Capacity (e.g. installed capacity minus reduced capacity by way of decommissioning / mothballing / dysfunctional process units)	8.5			
						Annual (ADWF) Daily Operational flow (Ml/d)	6.4			
						Peak Production under Wet Weather Flow on any given day (Ml/d)	14.2			
						WWTW Operation expressed in % (i.t.o. Installed Design Capacity)	75%			

D	**Technical Management** *(20%)*	**D2) Process Audit**	25%	a-1) Condition Assessment report (conducted by a qualified engineering/technical/scientific municipal official). Evidence required of audit findings and recommendations on treatment facility status (Jul '19 - to Oct '21) **OR** a-2) Process Audit report (conducted by a duly qualified independent professional person) to include the (design) capability of the plant to meet compliance standards, as well as actual performance of unit processes (Period: Jul '15 to Oct '21). b) Evidence/plan of implementation of a-1 or a-2 audit recommendations during year(s) following Audit Report *Note: Cross-check if findings (risks) and recommendations (corrective measures) have been incorporated in W$_2$ RAP)*		Process Audit or Condition Assessment	Process Audit	Site process comments report - 2018/05/01 High level scope opinion report on the systems also evluating the process performance with recommendations. Process audit in place, conducted by AL Abbott dated June 2020 - June 2021 Report covers, hydraulic design and organic. The design peak flow of 25 500 (m3/day). Report also highlitghts monthly evaluation of reduction in key elemented in order to determine the process performance. Process audit recommendations included on the risk abatement plan (e.g. some risks forms part of P6 upgrades s stated on the table of identified risks) **Moderator Comment:** **Are the contents of the report satisfying requirement a-2) and b of the requirements? Full score will be dependant on clarification after confirmation assessments**		**0.0%**
		D3) Sewer Main Inspection	25%	Site inspection and report on sewer reticulation network and pump station/s. Provide evidence in form of capacity and condition assessment/audit description, findings, and recommendations of system. Report to include a wastewater flow balance that provides evidence which % of total sewage is received at treatment plant. *Note: Cross-check if findings (risks) and recommendations (corrective measures) of Sewer Inspection Report have been incorporated in W$_2$ RAP* ***NB! Must report on Functionality of Pumpstations in the Sewer Collector System.***		Number of pump stations in sewer network system	12	Sewer network inspection and pump station report was done by MNE OAK (Pty) Ltd in 2018. It proivdes detailed information and risks identified A 2021 draft Sewer Master Plan is also uploaded The sewer master plan makes a provision of cummulative sewer network of 194,6 km for all wastewater systems in Witzenberg Local Municipality.		
						Total km of sewer pipe lines in the wastewater network system	134.00			
		D4) Wastewater Asset Register	15%	Updated Wastewater Infrastructure / Asset Register 1. Proof of Asset Register, evidence to be submitted. Asset register to include movable equipment & immovable infrastructure / assets with matching detail. The asset register must detail : a) relevant equipment and infrastructure b) asset description c) location d) condition e) remaining useful life f) replacement value		Total current asset value captured in the Asset Register for this Wastewater System (immovable) **in R'000**	R 429,508.00	Replacement value as per asset list "Asset report by condition" for Ceres from municipal System Conditions of assets recorded & used for replacment purposes. WAM Technologies have done an asset condition assesment which talks to replacement and maintenance requirements		
		D5) *(Advanced Systems Only)* **Bylaws and Enforcement (Local Regulation)**	15%	For Municipalities, provide proof of: a) Municipal Bylaws and b) Enforcement of the Bylaws and regulation of the municipal sewer system, incl the following elements: 1. industrial (trade) influent (volumes & quality) discharged into municipal system 2. package plants 3. decentralised systems 4. vacuum tank discharges 5. Spillages into the environment 6. Stormwater connections to sewer system.		Wastewater Influent Comprises of:	Domestic, Commercial and Industrial	Bylaws in place and enforced and addresse all basics for this criteria: Ceres group (COD) + CFP (blockages) + Stormwater + COD enforcement + Tanker enforcement (rules) >2 listed bylaws enforcement expamples "Industrial applications" sent out to all industries (Application to discharge) Building plan notification connections as per bylaws requirements		
						Bylaws Status	Bylaws in place & Enforced			
E	**Effluent and Sludge Quality Compliance** *(30%)*	**E1) Monitoring Data Submission to DWS**	15%	1. 12 months of Compliance Monitoring data submitted to DWS on the IRIS (Or as per Authorisation @ Basic System) 2. Frequency: Monthly Submission (or as per Authorisation) 3. WSA must ensure that 12 months' sets of results are submitted and recorded on the IRIS prior to the assessment. Note: All compliance results' data required *If proven that the system is not generating effluent, and oxidation pond is strictly used as per Authorisation Conditions, then 12 months' data records*				12 months uploaded on IRIS by WSI and AL Abbott WSA is commended for the great work to continue with monitoring of wastewater and submitting data timously 1. 12 Months data loaded on IRIS 2. Monthly submitted in line with GA (default) 3. Data submitted prior to the date of assessment		***KPA E*** *30%* **0.0%**
		E2) Water Use Authorisation	15%	(a) Copy of authorisation, detailing Effluent Quality Standards. Note to Inspector: List Standards to comply with (GA or License Conditions)		Authorisation Status	General Authorization	The authorisation is very old (1987, no kgn/pk/0631i/0120A) - outdated Proof of application and correspondence with DWS has been uploaded (since 2010 till February 2021 no authorisation has been issued) Therorefore, a score if provided for WSA's efforts		
		E3) Effluent Quality Complaince	50%	a) 90% Microbiological Compliance (e.g. E coli; Feacal coliforms) b) 90% Chemical Compliance (e.g. COD, Ammonia, Nitrogen, Nitrate, Nitrite, Chlorine, Ortho-Phosphates, Fluoride, Arsenic, Cadmium, Copper, Manganese, Iron, Selenium, Zinc, Boron, etc.) c) 90% Physical Compliance (e.g. pH, Suspended Solids, Electrical Conductivity, Soap, Oil or Grease (FOG), etc.)		Microbiological Compliance % *(insert data in G74)*	100%	Well done WSA complies with all micro.chemical and physical **Mod Comm:** **WSA work is commendable for the compliance achieved. Well done!!!**		
						Chemical Compliance % *(insert data in G76)*	100%			
						Physical Compliance % *(insert data in G79)*	100%			
		E4) *(Advanced Systems Only)* **Sludge Quality Compliance**	20%	1.) The WSI must proof that sludge is classified as per WRC sludge Guideline 2) Proof that sludge is applied/used as per classification.		Sludge Classification	C1a	1.) Sludge is tested and classified by AL Abbot as per WRC sludge Guideline 2) Proof that sludge is applied/used as per classification (currently sludge is stockpiled) , prior to discharge in landfill site) **Mod Comm** **Scores suported**		
		1		Proportioned Bonus:	0.00%			**Primary Green Drop Score (*incl. Penalties*):**		**0.0%**

F	*Green Drop Bonusses*	**F1) Process Control Training**	15%	Proof of Process Controller and Supervisor staff being subjected to relevant training the past 24 months (Technical or Process Control related incl OHS). Training can be accredited or 'credible' training. Cross-polination and in-house training will be				Training in place for Abraham, Sauls and Abraham - Asbestos and handling of dengerous goods (Chemicals). Training done in Oct & Nov 2020		*KPA F*
		F2) Stormwater Management	20%	Proof of a Stormwater Ingress Management Plan detailing how stormwater (and other extraneous flow eg groundwater) entry is quantified, managed and monitored to prevent entry to sewer systems. Plan should also include measures to prevent sewage from entering stormwater systems. Evidence of implementation required				Sewer Master plan in place Proof of implementaiton has been uploaded		*15%*
		F3) Water Demand Management	15%	Water Conservation and Water Demand Management Plan which provides a strategy and work plan that identify, quantify, monitor and manage leakages and water losses of any kind that (may) create an artificial water demand due to higher hydraulic loading of wastewater collection and treatment infrastructure. The bonus will be maximised should a wastewater flow balance be provided. *Note: A No Drop Assessment and Water Loss & NRW Management Plan will also be considered evidence - same detail as WCWDM required.*				Water demand management strategy in place (Witzenburg) and proof of implementaiton in place		
		F4) Capital Projects planned for upgrades or refurbishment of wastewater treatment and collector system	30%	Proof of approved business plans for upgrades or refurbishment – capture detail of capital investment: source of funding (MIG, WSIG, Municipal Capital Budget, etc.), amount, project, expected outcome (capacity increase, functional disinfection, added pond, etc.)		CAPEX: Total value of BP Project(s) in R'000	R 7,537,844.68	Capex plan and expenditure uploaded - for **WITZENBURG (whats is the sopurce of funding)???**		**0%**
		F5) Sludge Reuse	10%	Provide proof of plant-specific initiatives that contribute to wastewater resource recovery and climate resilience objectives: energy efficiency, energy generation, beneficial use of sludge, effluent, nutrients, etc. A full score will be awarded if the reduced footprint can be demonstrated by way of the saved CO_2 equavalent.		CO_2 eq saved (kiloton)	0	No specific plan in place		
		F6) Additional Impact Monitoring	10%	Provide proof of plant-specific monitoring of environmental or control sites/location, e.g. groundwater, Up-stream / Down Stream monito		Impact Monitoring Done	Upstream + Downstream	Yes - Upstream and downstream is done by AL Abbott every 6 months. Results provided		
G	*Green Drop Penalties* *15%*	**G1) Wastewater Treatment Works operating beyond hydraulic design capacity**	-50%	See D1. *Note: if the plant operates above its installed capacity, but the effluent quality complies on ALL 3 categories, only 50% of the penalty will be applied.*				**Mod Comm :** **Penalty not aplied WWTW use 75% of the design capacity**		**0%**
		G2) Any Sewer Collector & Pumpstation dysfunctionality causing long term spillage	-50%	See D3. *Note: Should a WSI have proof of a response to a reported spillage as per its own Incident Management Protocol, within 7 days, then the penalty will not apply. If evidence of a long term spill is observed during the Technical Site Assessment check of the network, a penalty will be applied, and possibly replictated to other systems in this WSI jurisdiction (Inspector*				24hrs to repair spillages		*15%* ***G: Penalty***
H	*Disqualifier*	**H1) Withholding or false information**		A Disqualifying Penalty will apply should the Department find proof during / post assessment that the WSI is guilty of an offence as per Section 82 of the Water Services Act, by only submitting partial information in order to present a false impression of WWQ performance and/or compliance.						
		H2) Directive Status		If any Directive was issued over the GD Assessment Period by the Department or Delegated Authority to the WSI for this specific WWTW and/or system, then the WSI should present proof of attempts made to adhere to Directive Requirements.	Failure to comply with H2 requirement will result in system score be red-flagged and/or amended at moderator level.				H2 Moderator score amendment	

In diversity there is beauty and there is strength.

MAYA ANGELOU

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8.2.3(b)

Project report

Professional Services for Water Services Planning Services

Tulbagh Wastewater Risk Abatement Plan (W_2RAP) including consideration of Climate Resilience Aspects

Witzenberg Local Municipality

Submission date: 2023/11/30

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Abbreviations and Acronyms

Acronym	Explanation
AADD	Average Annual Daily Demand
COD	Chemical Oxygen Demand
DO	Dissolved Oxygen
DWA	Department of Water Affairs
DWS	Department of Water and Sanitation
ERP	Emergency Response Plan
MLSS	Mixed Liquid Suspended Solids
NRW	Non-Revenue Water
PC	Process Controller
PDDWF	Peak Daily Dry Weather Flow
RAS	Returned Activated Sludge
SANAS	South African National Accreditation System (for laboratories)
SANS	South African National Standard
SVI	Sludge Volume Index
TSS	Total Suspended Solids
WAS	Waste Activated Sludge
WHO	World Health Organization
WSA	Water Services Authority
WSP	Water Safety Plan
W2RAP	Wastewater Risk Abatement Plan
WRC	Water Research Commission
WWS	Wastewater System
WWTW	Wastewater Treatment Works

1 Introduction

1.1 Wastewater Risk Abatement Planning Background

A W_2RAP (wastewater risk abatement plan) provides a systematic approach towards assessing, managing and monitoring risks throughout the sewage system. The development of the W_2RAP in South Africa was undertaken collectively by DWS (Department of Water Affairs) and WRC (Water Research Commission). The W_2RAP process covers all aspects from sanitation generation (e.g. toilet) to the wastes' final use for agricultural purposes and/or disposal thereof. The W_2RAP focuses on public health and natural resource protection and addresses the most eminent hazards, risks and controls that may apply along the value chain.

DWS integrates risk analysis as part of the audit process with the aim of quantifying, prioritising, and managing the risks to ensure targeted regulation of high-risk municipalities. The W_2RAP is the tool whereby risks are identified and corrected, following a similar process of the reputed WSP (Water Safety Plan). (DWS, GreenDrop2022)

The act of providing basic sanitation services is a basic right according to the Water Services Act 1997 and it is necessary to ensure that the environment is not harmful to the health and well-being of those living in and around it.

Climate change is expected to introduce changes in temporal and spatial distribution of climate and weather-related events; as well as an increase in severe climate and weather-related events (such as floods, droughts, storms, etc.). Witzenberg experiences cool wet winters and hot dry summers. The biggest implication with the summer weather is that there is a decreased water availability during this season. Consequently, the W_2RAP process has evolved and now also includes consideration of climate change and the need for climate resilience. The inclusion of climate resilience into the W_2RAP process helps ensure continued sustainability of treating effluent and discharging into the receiving environment under current and future climate conditions.

1.2 Methodology

The W_2RAP is not a stand-alone process. It is a key step in the risk mitigation strategy where all hazards are evaluated on equal footing, required actions are prioritised, and action plans are formulated. The risk assessment was conducted by the W_2RAP team and considered a combination of information gathered from municipal records (WWTW Process audit reports, Conditional Assessment reports of the relevant components of the system, Existing W_2RAPS, etc.). The methodology followed in developing this W_2RAP is briefly described below:

Conduct site assessments to:

- Identify the respective components of the wastewater system;
- Identify and list all known risks and risk events;
- Interview operational staff to determine operational constraints, if any.

Do risk assessment, using the amended WRC risk management matrix, to:

- Determine if any control measures are in place;
- Identify where control measures are inadequate; and
- Recommend measures to improve on the status quo;

Compile a Wastewater Risk Abatement Plan.

2 Task Team

2.1 Internal W_2RAP Team

The core internal municipal wastewater system team responsible for day-to-day operationalisation of the wastewater system is noted in the table below.

Name	Job title	Role in W2RAP team	Contact details
Nathan Jacobs	Manager: Water & Sewerage	Oversee WSS and coordinate all external stakeholders.	Phone: 023 316 8540 Email: nathan@witzenberg.gov.za
Stephanie Farmer	Senior Technician: Water & Sewerage	Provide technical support, guidance and expertise in the planning, design, operation, and maintenance of WSS & WWS.	Phone: 023 316 8540 Email: stephanie@witzenberg.gov.za
Marquin Pieterse	Technician: Water & Sewerage	Ensure safe and reliable WSS & WWS and take proactive measures to prevent or mitigate any risks to public health and the environment.	Phone: 023 316 8540 Email: marquin@witzenberg.gov.za
Israel Manyashe	Roaming PC	Monitoring and controlling the treatment processes at the WWTW.	Phone: Email:
Willem Mepomie	Superintendent	Oversee operation and maintenance of WWS and ensure the effective implementation of the W_2RAP.	Phone: 081 591 9479 Email: willem@witzenberg.gov.za
Faizel Zumath	PC	Monitoring and controlling the treatment processes at the WWTW.	Phone: 061 150 7418
Edward Thompson	PC	Monitoring and controlling the treatment processes at the WWTW.	Phone: 023 316 8540

The Tulbagh sanitation technical team currently have several vacancies. There are plans in place to fill these vacancies, but it is dependent on available budgets. Efficient and effective operations and maintenance can therefore not always be achieved, however, will be improved once the vacancies have been filled.

The core W_2RAP team is supported by other municipal officials as noted in the table below. These members provide input on an ad-hoc basis (i.e. as and when required).

Name	Job title	Role in W_2RAP team	Contact details
J Barnard	Director: Technical Services	Engage with municipal top management and council	Phone: 023 316 8540 Email: joseph@witzenberg.gov.za
Ingrid Barnard	HR Manager	Staff capacity building and training requirements	Phone: 023 316 1854 Email: ingrid@witzenberg.gov.za
HJ Kritzinger	Director: Financial Services	Budget for improvements	Phone: 023 316 1854 Email: cobus@witzenberg.gov.za
Annelize Lamprecht-Vertue	Manager: Fire, Rescue and Disaster Management Services	Emergency reponse coordination	Email: annelize@witzenberg.gov.za

2.2 External W_2RAP Team

The internal W_2RAP team is also supported by an external W_2RAP team as noted in the table below. These members provide input on an ad-hoc basis (i.e. as and when required).

Name	Organisation / Job title	Role in W_2RAP team	Contact details
Natasia van Binsbergen	A L Abbott & Associates (PTY) LTD Managing Director	Drinking water quality monitoring	Phone: 021 448 63 40 Email: natasia@alabbott.co.za
Chris Van Der Walt	Project Executive	Overall leadership, coordination and oversight	Email: Chris.VanderWalt@zutari.com
Dan Abraham	Zutari / Project Lead	Manage and coordinate project team / development of W_2RAP	Email: Dan.Abraham@zutari.com
Philip de Souza	Zutari / Technical Expert	Specialized knowledge and expertise input / development of W_2RAP	Email: Philip.deSouza@zutari.com
Veronique Spanneberg	Zutari / Civil Technologist	Development of W_2RAP	Email: Veronique.Spanneberg@zutari.com
Jana Du Randt	Zutari / Civil Engineer	Development of W_2RAP	Email: JanaDuRandt@zutari.com

3 Wastewater System

3.1 Locality

Tulbagh covers an area of 3.81 square kilometres located in the “Land van Waveren” mountain basin, in the Witzenberg Local Municipality in the Western Cape Province. The basin is bordered on three sides by mountains and is drained by the Klein Berg River.

The map in Figure 3-1 illustrates the locality of Tulbagh in relation to the rest of Witzenberg towns.

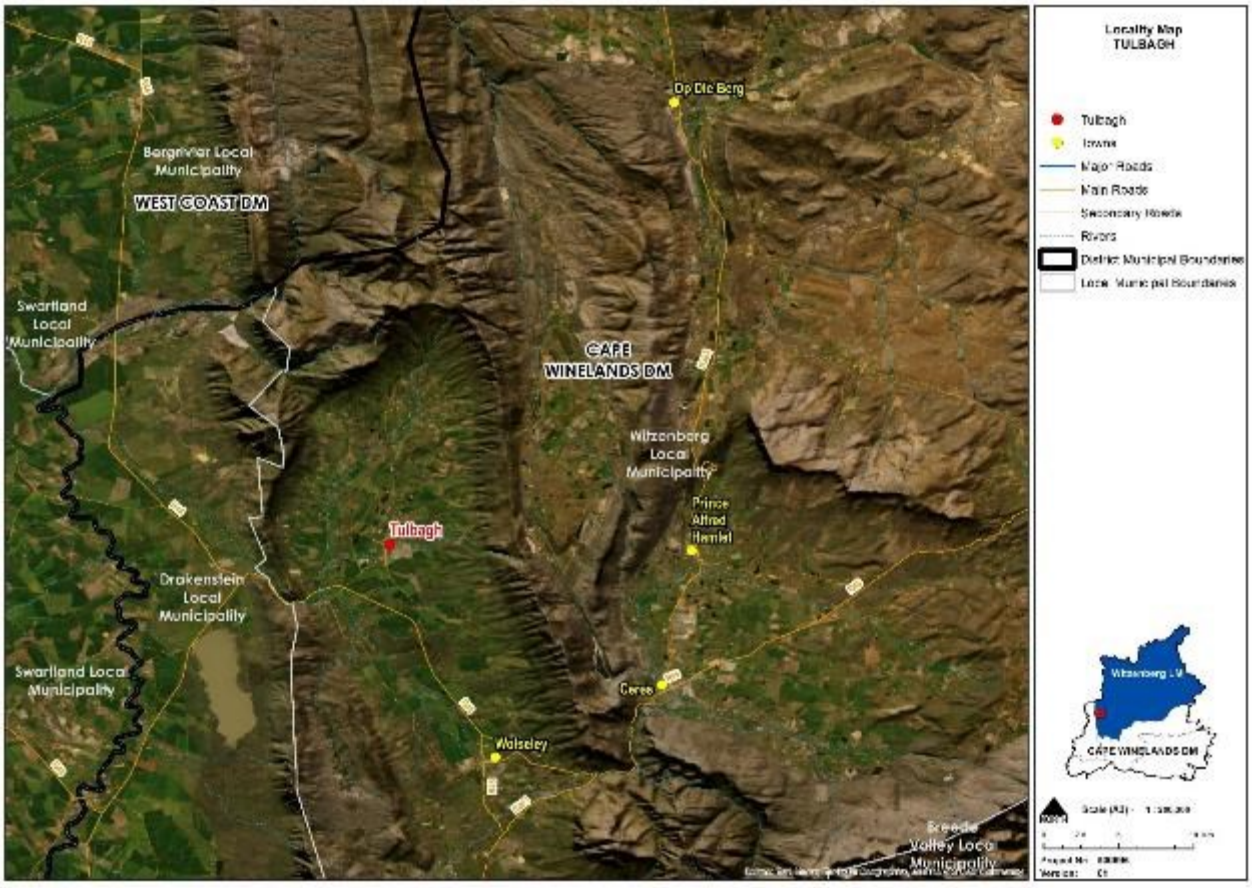


Figure 3-1 Locality Map - Tulbagh

3.2 Climate Summary

Witzenberg Local Municipality is in the Western Cape province, and forms part of the Cape Winelands District Municipality. According to the Köppen-Geiger climate classification, most of Witzenberg experiences a Mediterranean climate. Witzenberg experiences hot dry summers, and cool wet winters. Typical climate related hazards for Witzenberg include droughts, fires and floods. The processes occurring in a WWTWs are subsequently affected by climate change; temperature impacts the biological processes (increased mesophilic activity), more extreme weather events will lead to more untreated sewer overflows, increased flooding, over capacity but to name a few.

Temperatures indicate an increasing trend for the Western Cape Province (Figure 3-2 a, b, c). Increases over the past decade indicate an increase of about 1°C. Trends in ocean currents also indicate an increase with the Agulhas current temperature having increased by 1.5°C since 1980. Rainfall data for the Western Cape indicates a decrease in the number of rainfall days and that the rainy season is starting later each year (Figure 3-2, d, e, f). Implications of the above is that there is increased risk of

insufficient water being available for consumption, subsequently there would be a reduction of flow to WWTW which will cause a reduction in operational flow and possible increase in blockages.

Under the RCP 45 scenario, temperature is expected to increase between 1.67 °C – 2.26°C, whereas under the RCP 85 scenario temperature is expected to increase between 2.19°C – 2.69°C. (***NOTE:*** RCP4.5 represents a scenario whereby greenhouse gas emissions have stabilized before 2100, while RCP8.5 represents a scenario whereby greenhouse gas emissions continue to increase over time, and results in high concentrations of atmospheric greenhouse gases.) Under both RCP 45 and RCP 85 scenarios, rainfall is projected to decrease. These changes are expected to be well out of range of present-day climate variability. The major implication of the above is there will be decreased water availability. Other implications include the increased occurrence of wildfires.

Climate data and information must be used in conjunction with operational monitoring, compliance monitoring, catchment monitoring, industrial monitoring and in some cases air quality monitoring to determine the impact of climate change on processes. Temperature can affect operational limits of activated sludge (MLSS and DO), types of organisms that are present in the reactor, and sludge treatment (may be beneficial if temperature increases). Floods may impact collection systems, treatment plant, and discharge point. Floods may result in overcapacity at various point in the system. Droughts may on the catchment if final effluent is of a poor quality. Droughts may also impact on quality and quantity of effluent reaching the plant (Day Zero scenario with water shortages leading to less flushing of toilets). [1]

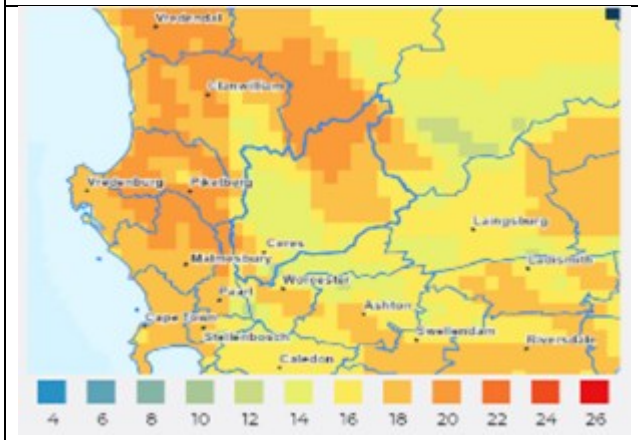
It should be noted that wastewater treatment contributes to climate change through the release of greenhouse gases (GHGs) Carbon Dioxide (CO2) from aerobic (oxidation processes), methane (CH4) from anaerobic processes (3-19% of global anthropogenic methane emissions), and nitrous oxide (N2O) (3% of N2O emissions from all sources) associated with nitrification/denitrification processes. Therefore, additional control measures may be required to reduce these emissions, such as reuse of biogas for energy production to offset the contribution of WWTW to climate change.

Sanitation-related climate change adaptation and mitigation planning should be considered through risk management practices such as W_2RAPs and outcomes incorporated into the WSDP and IDP. Witzenberg Municipality has a defined role to play in the mitigation of and adaptation to the impacts of climate change. The Western Cape is particularly vulnerable to climate change and the hotter drier conditions predicted for the West Coast could have far reaching impacts. The Municipality's local economy is driven by agriculture and there is concern about the negative impacts of climate change on the agriculture sector which will turn impact on the local economy.

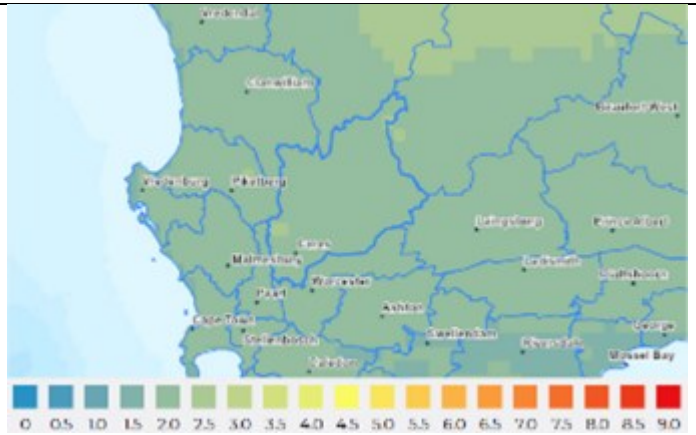
[1] WRC Report No. TT 876/1/22, May 2022

Figure 3-2 Current Average, Projected Average & Projected Very Hot Days and Extreme Rainfall days

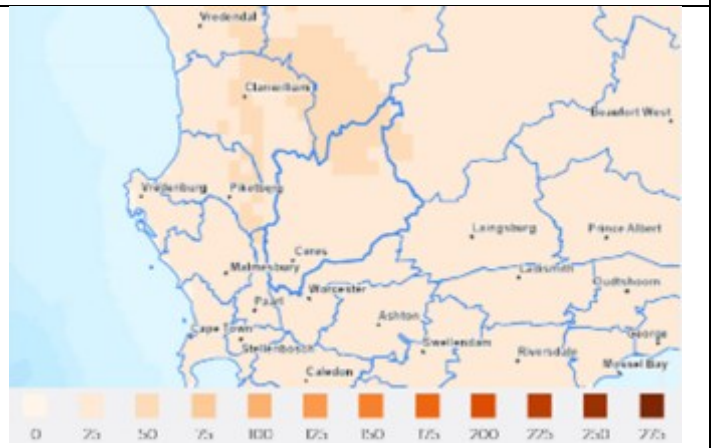
a) Average Temperature (°c)



b) Average Projected Temp (°c) increase 2050

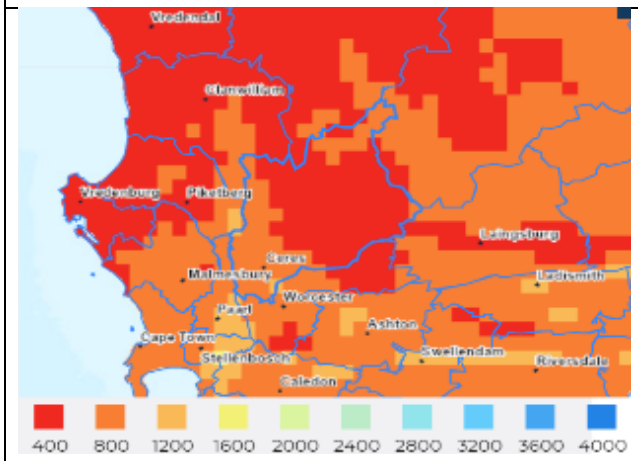


c) Very Hot Days (2050)

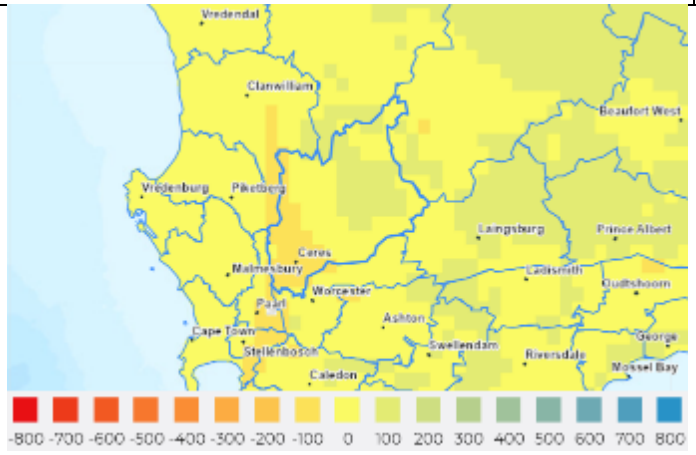


Witzenberg Municipality a) current average temperatures b) average projected temperatures c) projected very hot days (www.greenbook.co.za)

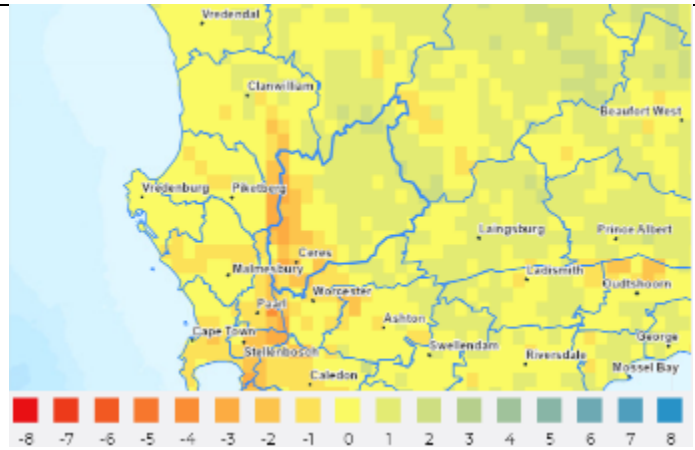
d) Average Rainfall (mm)



e) Average Projected change in rainfall (mm) 2050



f) Extreme Rainfall Days (2050)



Witzenberg Municipality a) current average rainfall b) average projected rainfall c) projected extreme rainfall days (www.greenbook.co.za)

3.3 Overview of the Tulbagh Wastewater/Sanitation System

The Tulbagh WWS (wastewater system) consists mainly of a sewer system connected to all settlements within Tulbagh. A number of informal settlements are serviced with non-sewered systems. Whilst there is a relatively small number of households that have flush toilets there is a large number of chemical toilet systems. The sewerage and faecal sludge from the different systems are treated at the Tulbagh WWTW.

Table 3-1 provides an overview of the sanitation service level profile for Tulbagh.

Table 3-1 Sanitation Service level profile

Census Category	Number households (Year 2023)
Flush toilet (connected to sewerage system)	1 851
Chemical toilet	2634

3.3.1 Sewered Network

Tulbagh has three (3) drainage areas which separately gravitate towards its own pumping station. The reticulation network has a total length of 31.89km of gravity pipeline, three (3) pumping stations which pump sewage via rising mains totalled at 2.15km in length to the WWTW, a layout of the network is provided in Figure 3-3[2].

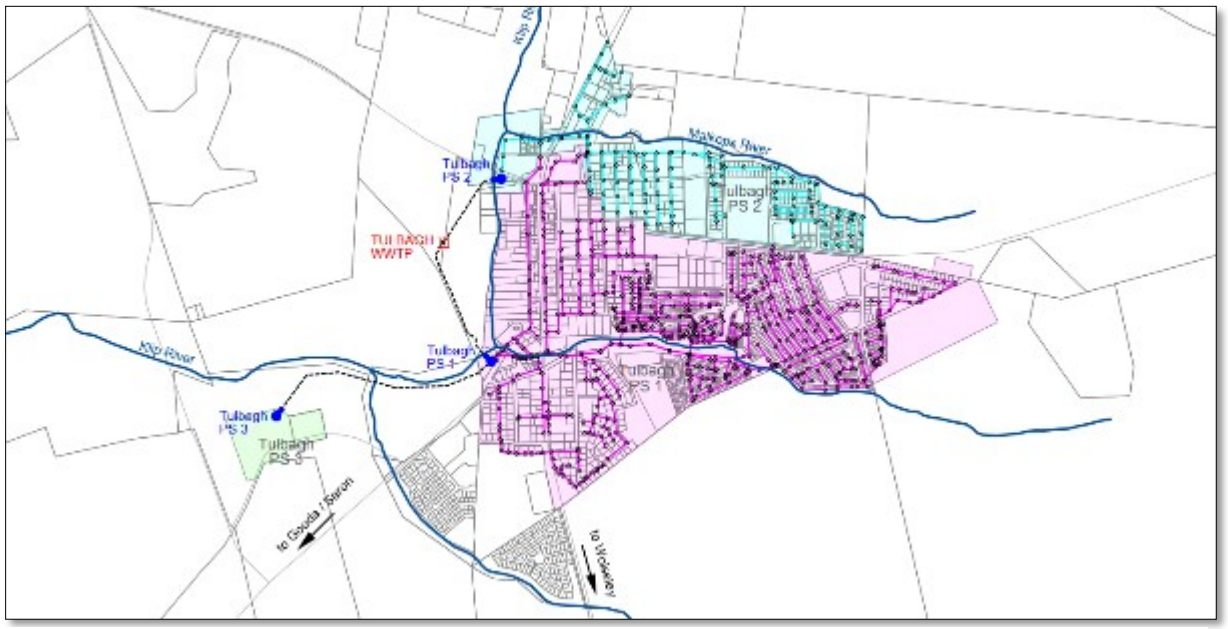


Figure 3-3 Existing Tulbagh Sewer System Layout

According to the latest sewer master plan the present AADD for the existing system that contributes to the domestic sewer flow is ± 1 798 kL/d, which includes NRW (non-revenue water).

[2] Existing Tulbagh Sewer System Layout, Figure WBS2.1b, Sewer Master Plan Rev 1 June 2021, *GLS Consulting*

The PDDWF is estimated at ± 1 313 kL/d, or roughly 73% of the AADD; an estimated 84% of this is a direct contribution from connections to the sewerage system, and the other 16% is contributed by groundwater infiltration. [2]

3.3.2 Non-sewered systems

Sanitation services are provided by the municipality within its jurisdiction while there are private owners making use of private service providers.

Approximately 2634 households in Tulbagh reside in informal settlements. The sanitation systems in these informal settlements consist of chemical toilets and communal toilet facilities within a 200m radius. Issues that may be of concern in certain parts of the informal settlements are open defecation practices even though there are available facilities.

Figure 3-5 Tulbagh informal Settlement

Figure 3-4 Downstream from informal Settlement

3.3.3 Wastewater Treatment Works

Sewage is delivered to the treatment plant via pumping stations while non-sewered systems utilise municipal vacuum tankers which empty their loads at an inlet manhole at the WWTW. Tulbagh's process to treat influent is an activated sludge method of treatment. The site inspection revealed that the plant is generally well maintained and allows PC's to adequately access and interact with the unit operations of the plant.

3.3.3.1 Process Flow Diagram

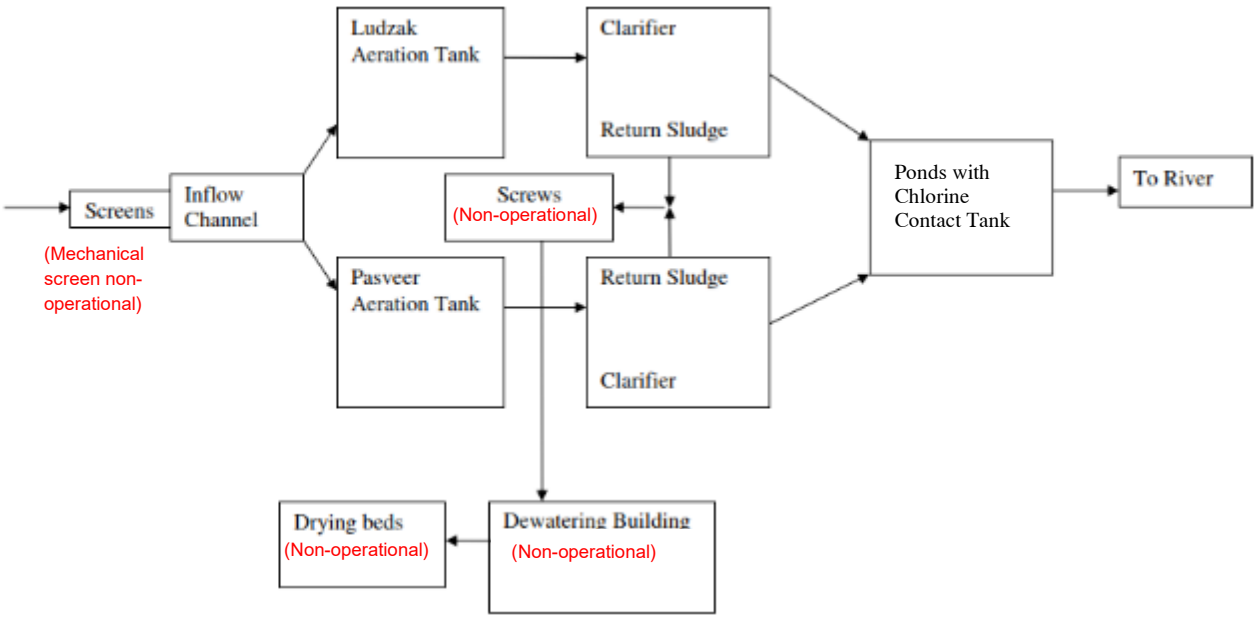


Figure 3-6 Tulbagh Process Flow Diagram

3.3.3.2 Process Description and Capacity

Primary treatment

Influent enters the treatment works at the inlet works where it undergoes mechanical screening. Screenings are removed and placed in the on-site skip bin for further disposal at Op Die Berg landfill site. In the event of loadshedding, or if the mechanical screen is non-operational, the influent will by-pass the mechanical screen and be manually screened via a hand rake. The influent then passes through the grit channel to remove grit, it is then adequately buried in a trench which is dug for this purpose.

At the time of the site inspection the mechanical screen was not in operation and influent by-passed the mechanical screen. Subsequently, the municipality performed repair and maintenance on the mechanical rake screen and has brought it back to operational status.

Figure 3-9 Huber Mechanical Front Rake Screen

Figure 3-8 Emergency By-Pass, Hand Rake Screen

Figure 3-7 Skip Bin with Screenings

Secondary treatment
During this stage, the effluent is allowed to flow to the two (2) aeration basins. Tulbagh has two (2) different types of activated sludge reactors, namely a Modified Ludzack-Ettinger Reactor and a Pasveer Ditch Reactor (see Figure 3-10 and Figure 3-11 respectively).

- **Modified Ludzack-Ettinger Reactor**
  This aeration tank is rectangular and has a capacity of 650m^3. It has two (2) anoxic zones in series with submersible mixers and one (1) aerobic zone with two (2) 22kW vertical-shaft surface aerators operating on a12-hour duty alternating cycle.

- **Pasveer Ditch Reactor**
  This aeration tank is oval shaped and has a capacity of 550 m^3. For the aeration process it has three (3) 11kW horizontal brushes with each operating on a 24-hour duty.

At the time of the site visit both aeration tanks and associated equipment were operational.

Figure 3-10 Modified Ludzack-Ettinger Reactor

Figure 3-11 Pasveer Ditch Reactor

From the aeration tanks, wastewater flows to the clarifiers (see Figure 3-12 and Figure 3-13) where the returned activated sludge (RAS) is pumped back to the aeration basins and the waste activated sludge (WAS) is pumped to the aerobic digestor (see Figure 3-18).-The site has two (2) traction scraped radial flow clarifiers with a radius of 14m Ø. There are also two (2) 25 l/sec submersible pumps with level control switches where the one (1) is a duty pump and the other is on standby.

Figure 3-12 Clarifier (Receiving from Ludzack)

Figure 3-13 Clarifier (Receiving from Pasveer)

Tertiary treatment

The clarified effluent flows to two (2) ponds for further treatment and disinfected in the chlorine contact tank before discharging into the Klip River.

Figure 3-14 Overgrown Pond

Figure 3-15 Chlorine contact point

Figure 3-16 Existing Chlorination facility

Figure 3-17 Chlorine facility

The two ponds had excess vegetation growth, which limits their operational capacity and efficiency. The vegetation growth in the ponds suggests the build-up of solids, its recommended that ponds be cleaned. It is essential to ensure and maintain a freeboard of minimum 0.5m, else a risk of overflowing and associated environmental impact could result.

During the site inspection, it was noted that the chlorination facility was not operational due to vandalism. The WSA is therefore currently using HTH for disinfection purposes. Also due to theft and vandalism there is currently no outflow measurements taken

Table 3-3 provides a brief technical summary of the Tulbagh WWTW.

Table 3-2 WWTW Technical Information

Design capacity	2.46 Ml/d
Operating capacity (average)	0.92 Ml/d (2023); 1.19 Ml/d (2021)
Quantity outflow (Discharge on Ave)	0.83 Ml/d (2023); 1.16 Ml/d (2021)
Class WWTW	D
Organic load (treatment capacity)	1100 kg COD/d
Operational organic load (ave)	764 kg COD/d (2023); 753 kg COD/d (2021)
Wastewater Source	Domestic & Industrial
WWTW type (activated sludge, trickling filter)	Activated Sludge
Year commissioned and last upgraded	+- 36 years ago, no upgrades
Body discharged to	Klipriver Dam, overflows into Klipriver and Church Street irrigation

3.3.3.3 WWTW Classification

Tulbagh WWTW is classified as a Class D works, and the current personnel at the WWTW complies with the applicable requirements in Regulation 3630 (see Table 3-3).

Table 3-3: Wastewater treatment works classification and process controllers' compliance – with consideration of Regulation 3630

Class of works	Required staff	Classified process controllers available at the works	Requirements met
Class D	1 x **II** Process Controller	Edward Thomson (I) Faizel Jumath (IV) Minenzima Israel Manyashe (**IV**)	✓ ✓ ✓
	1 x **V** Supervisor (for weekly inspection)	Stephanie Farmer (**V**) Marquin Pieterse (V)	✓ ✓
	O&M Support to be available type: • Electrician • Civil • Mechanical • Instrumentation technician	WLM internal electrical department Maintenance term tender (Megaflow)	✓

3.3.3.4 Training

It has been noted that in the last 12 months, none of the process controllers have received relevant training. It is important that process controllers attend refresher training courses to improve WTW operations, maintenance and performance.

3.3.4 Receiving environment

During the summertime treated effluent is supplied to the nearby sports fields for irrigation purposes, when it is not used for irrigation, the treated effluent is discharged into the Berg River. Furthermore, Klip River Park Resort and Church Street areas also make use of the treated effluent to irrigate parks and gardens.

Tulbagh has a permit dated 1990 which authorises a daily discharge of 0.52Ml/d of treated effluent into the Berg River. The average daily discharge over the last 12 months is 0.83Ml/d of which a small fraction is irrigated. At the site visit it was noted that there is currently no outflow meter because it was vandalized.

As the effluent from Tulbagh WWTW is discharged into the environment it's quality must comply with DWS General Limits (Gazette No. 26187), Revision of General Authorization in terms of Section 39 of the National Water Act, 1988 (Act No.36 of 1988, dated 26 March 2004) as per the Water Use License. The quality requirements in terms of DWS General Limit are listed in the table below :

Table 3-4 General Authorization – Parameters and General limits

PARAMETERS	GENERAL LIMITS
Faecal Coliforms (org/100ml)	<1000
pH	5.5 - 9.5
Conductivity (at 25ºC) (mS/m)	75
TSS (mg/l) rg/100ml)	25
COD (mg/l)	75
Ammonia Nitrogen as N (mg/l)	6
Nitrate Nitrogen as N (mg/l)	15
Ortho Phosphate as P (mg/l)	10
Free Chlorine	0.25
Oil & Grease	2.5

In terms of Tulbagh WWTW's authorization, a new license is in place which was issued in August 2023.

3.3.5 Sludge Treatment

WAS is pumped to the aerobic digester for treatment (refer to Figure 3-18). Following this, digested sludge is pumped to the Huber screw press to separate the solids from the liquids (refer to Figure 3-19). Thereafter, sludge is sent to the sludge drying beds for final dewatering and drying (see Figure 3-21)

However, the pumps at the aerobic digester are currently submerged, and hence the sludge cannot be pumped from the aerobic digester to the Huber screw press or the sludge drying beds. (i.e. not in operation). Consequently, sludge is pumped directly to the sludge ponds twice a week for further treatment.

Figure 3-18 Aerobic Digester

Figure 3-19 Aerobic digester pumps

Figure 3-20 Huber Screw Press

Figure 3-21 Sludge Drying beds

Sludge from Tulbagh WWTW was classified in March 2022 according to the Guidelines for Utilization and Disposal of Wastewater Sludge and was classified as a B1a sludge. This classification of the sludge suggests that treated sludge is suitable for land applications particularly for the agricultural sector (refer to Figure 3-23).

Three testing samples were taken and tested, and the results are as follows:

	TULBAGH WWTW
Sludge Type	Composted Sludge
Sampling Point	Stockpile
Microbiological Parameters	B
Vector Attraction Reduction Options Applied	1
Pollutant Class	a
Classification	B1a

Figure 3-22 Characterization and Preliminary Classification of Sludge ex Tulbagh WWTW - 2 March 2022

South African Sludge Classification		Is disposal an option?	Notes
Microbiological Class	A	Maybe (iii)	Disinfection technologies are costly and this management option therefore represents wasting of potential resource recovery.
	B	Maybe (iii)	It could potentially be used beneficially.
	C	Yes (i)	General restrictions/requirements as well as stringent monitoring requirements will apply.
Stability Class	1	Yes (i)	General restrictions/requirements apply.
	2	Qualified yes (ii)	Depending on the reliability of the vector attraction reduction measures implemented, additional management systems may be required.
	3	Qualified no (iv)	Unstable sludge will not be accepted at landfill sites and land disposal would not be permissible. At least one vector attraction reduction option should be implemented.
Pollutant Class	a	Qualified no (iv)	Beneficial use is recommended.
	b	Maybe (iii)	Delisting according to Minimum Requirements is required.
	c	Maybe (iii)	Disposal of Pollutant class c sludge will only be allowed on hazardous landfills. Stringent restrictions, management and monitoring requirements will apply for land disposal.

Note: Beneficial use of sludge is encouraged and disposal should be the last resort. When the sludge quality is of a high enough standard to be used beneficially, the sludge producer must prove to the authorities which beneficial use option were investigated and why they were not feasible, before disposal will be allowed.

Figure 3-23: Permissible disposal options as the sludge guidelines (DWS, 2007)

3.4 Laboratory Status

3.4.1 External laboratory

The sampling and testing of effluent quality samples is provided by an external laboratory. At the time of compiling this W_2RAP, AL Abbott had been contracted to provide the effluent quality sampling and testing services for the municipality. Both the sampling and testing are done by AL Abbott. The methods of analysis are SANAS accredited, meaning that it has been certified by the South African National Accreditation System as being credible.

For further detailed information of sampling frequency and test results please refer to Section 7 of this document.

3.4.2 Internal laboratory

Operational monitoring is regularly carried out at the Tulbagh WWTW to assess multiple parameters of the treated effluent including, pH, DO and free chlorine. Detailed information and results are included in Section 6.

The on-site laboratory is not SANAS accredited. The equipment used for monitoring is listed in an inventory, and the process controllers are responsible for calibrating the equipment. However, during the site visit, it was observed that there were instances where there were not enough reagents available for appropriate calibration. It is important to ensure that testing equipment is appropriately calibrated to obtain accurate and reliable results. Therefore, it is recommended that regular calibration checks be conducted and the certificates need to be displayed on site.

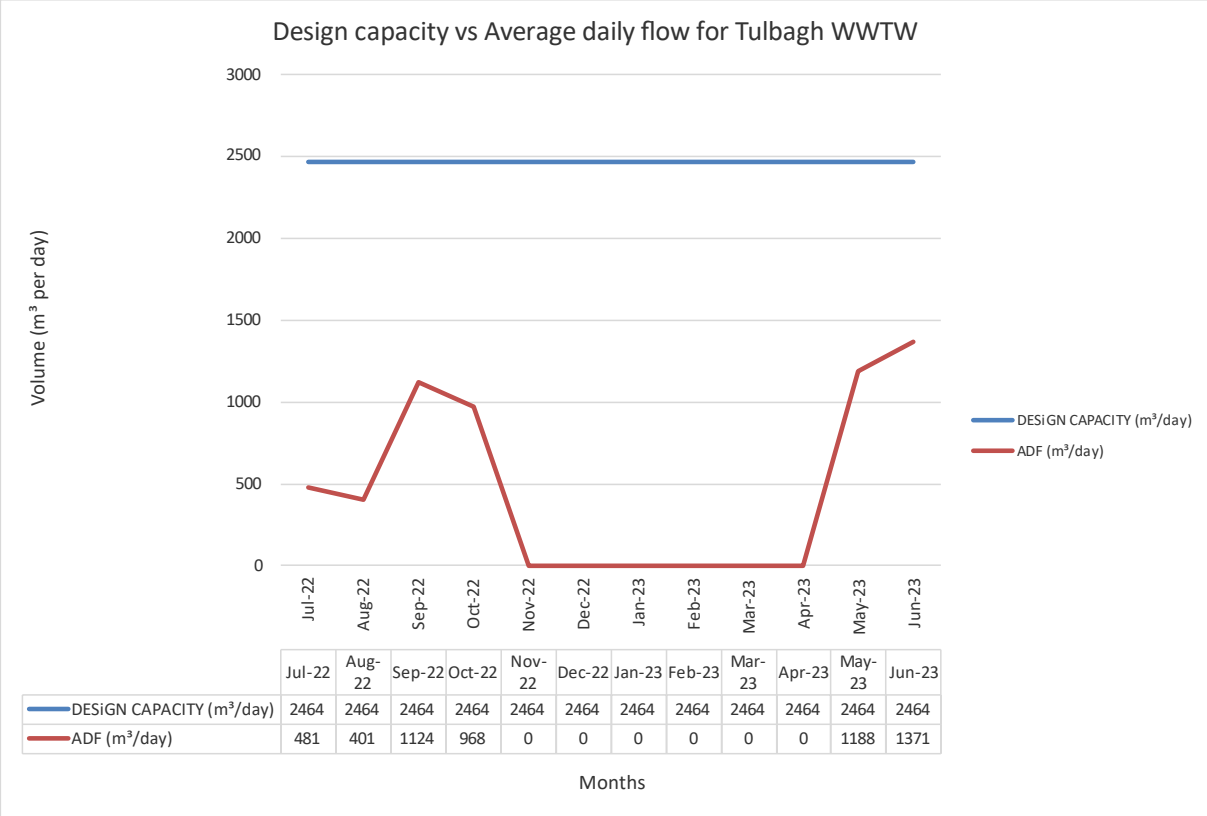
3.4.3 Raw Effluent Quantity and Quality

Compliance monitoring of the raw effluent quality for the Tulbagh WWTW is conducted monthly. The table and graphs below highlight the flow and associated organic load to the Tulbagh WWTW. The results indicate that operational flows are within the design capacity and the organic load is generally within the design organic load. Flow data gaps are noted due to vandalized electrical cables consequently preventing the PC from taking flow measurements.

Table 3-5 Tulbagh WWTW flows(capacities) for the year 2022/23

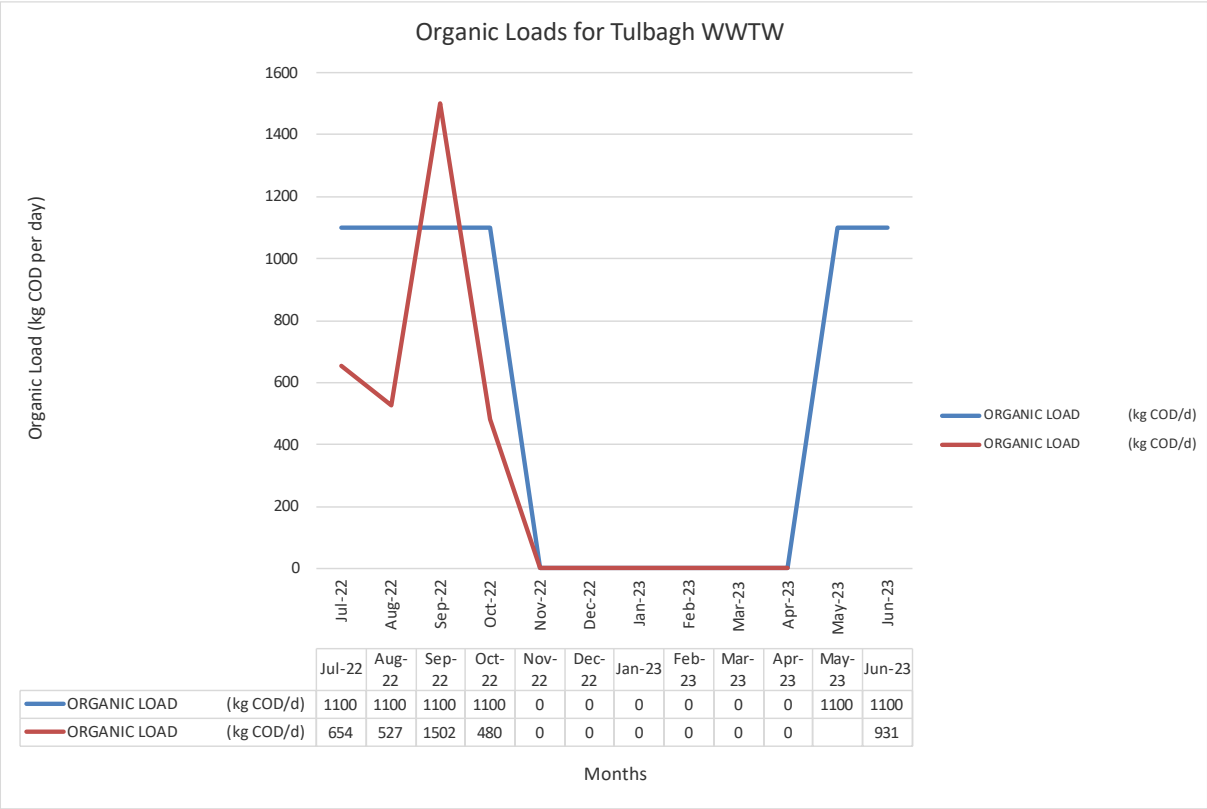
TULBAGH WWTW - FLOWS (CAPACITIES) 2022/2023												
Year	Month	Design Capacity (M^3/Day)	Adf (M^3/Day)	%	Per Month	Max Design Capacity (M^3/Day)	Max Adf (M^3/Day)	%	Organic Load (Kg Cod/D)	Organic Load (Kg Cod/D)	%	Outflow Volumes
2022/2023	Jul-22	2464	481	20	14911	7392	3446	46.6	1100	654	59.5	433
	Aug-22	2464	401	16	12431	7392		0.0	1100	527	47.9	361
	Sep-22	2464	1124	46	34844	7392	1527	20.7	1100	1502	136.5	1012
	Oct-22	2464	968	39	30008	7392	1212	16.4	1100	480	43.6	871
	Nov-22	2464	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
	Dec-22	2464	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
	Jan-23	2464	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

TULBAGH WWTW - FLOWS (CAPACITIES) 2022/2023												
Year	Month	Design Capacity (M³/Day)	Adf (M³/Day)	%	Per Month	Max Design Capacity (M³/Day)	Max Adf (M³/Day)	%	Organic Load (Kg Cod/D)	Organic Load (Kg Cod/D)	%	Outflow Volumes
	Feb-23	2464	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
	Mar-23	2464	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
	Apr-23	2464	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
	May-23	2464	1188	48	36828	7392		0.0	1100		0.0	1069
	Jun-23	2464	1371	56	42501	7392	-	0.0	1100	931	84.6	1234
2022/2023			**922 (ave.)**		**171523 (total)**					**764 (ave.)**		**829 (ave.)**
PWWF (m³)			**3446**	**ACCORDING TO MAX ADF - AS REQUESTED BY DWS - PLEASE NOTE MAX PWWF CAPACITY OF PLANT = 7392m³/day**								



	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
DESiGN CAPACITY (m³/day)	2464	2464	2464	2464	2464	2464	2464	2464	2464	2464	2464	2464
ADF (m³/day)	481	401	1124	968	0	0	0	0	0	0	1188	1371

Figure 3-24 Design capacity vs. Average daily flow for Tulbagh WWTW



		Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
ORGANIC LOAD	(kg COD/d)	1100	1100	1100	1100	0	0	0	0	0	0	1100	1100
ORGANIC LOAD	(kg COD/d)	654	527	1502	480	0	0	0	0	0	0		931

Figure 3-25 Design organic load vs. operating organic load for Tulbagh WWTW

3.4.4 Treated Effluent Quality

Compliance monitoring of the effluent quality for the Tulbagh WWTW is conducted monthly with the test results data uploaded to the DWS Integrated Regulatory Information System (IRIS). The effluent quality status for the last 12 months is summarised below.

Table 3-6 Compliance monitoring: Microbiological

PARAMETERS	GENERAL LIMITS	2022						2023						AVE 12 MONTHS
		Jul	Aug	Sep	Oct	Nov	Dec	Jan-	Feb-	Mar	Apr	May	Jun	
MICROBIOLOGICAL														
Faecal Colif0rms (org/100ml)	< 1000	<1	<1	2	<1	<1	<1	<1	<1	<1	<1	<1	<1	
COMPLIANCE PER MONTH		100	100	100	100	100	100	100	100	100	100	100	100	
AVERAGE COMPLIANCE														100.00

Table 3-7 Compliance monitoring: Physical

PARAMETERS	GENERAL LIMITS	2022						2023						AVE 12 MONTHS
		Jul	Aug	Sep	Oct	Nov	Dec	Jan-	Feb-	Mar	Apr	May	Jun	
PHYSICAL														
pH	5.5 - 9.5	7.3	7.5	7.7	7.1	6.9	6.9	6.6	6.5	7	7.3	6.9	8.8	
Conductivity (at 25ºC) (mS/m)	150	82.5	76.2	91.1	82.4	98.5	122	80.7	97.2	118	82.1	112	46.8	
TSS (mg/l)rg/100ml)	25	20	13	21	51	57	45	35	25	63	65	29	10	
COMPLIANCE PER MONTH		100	100	100	67	67	67	67	100	67	67	67	100	

	AVERAGE COMPLIANCE	80.75

Table 3-8 Compliance monitoring: Chemical

PARAMETERS	GENERAL LIMITS	2022						2023						AVE 12 MONTHS
		Jul	Aug	Sep	Oct	Nov	Dec	Jan-	Feb-	Mar	Apr	May	Jun	
CHEMICAL														
COD (mg/l)	75	95.6	58.4	69.1	40.2	159	228	67.5	73	150	120	54.2	37.7	
Ammonia Nitrogen as N (mg/l)	6	6.4	0.98	6.6	<0,15	28	9.3	<0,1	<0,1	<0,1	13.1	7.2	<0,1	
Nitrate Nitrogen as N (mg/l)	15	<0,2	3.9	2.9	<0,2	2.9	<0,2	2.1	3.6	2.5	0.2	0.95	1	
Ortho Phosphate as P (mg/l)	10	<0,2	0.27	1.1	1.9	2.3	6.4	6.1	1.1	4.5	2.9	2.1	<0,2	
COMPLIANCE PER MONTH		50	100	75	100	50	50	100	100	75	50	75	100	
												AVERAGE COMPLIANCE		77.08

OVERALL	83	100	92	89	72	72	89	100	81	72	81		
												OVERALL COMPLIANCE FOR 2022/2023	86

The results indicate that the overall compliance for 2022/2023 for the Tulbagh WWTW is 86% which is a slight deterioration from the 88% compliance obtained in 2020/2021. In particular:

- Microbiological compliance
  - Faecal Coliforms is routinely monitored
  - 100% compliance rate achieved
- Chemical compliance
  - pH, conductivity and TSS (total suspended solids) are routinely monitored
  - pH and conductivity were excellent with a 100% compliance rate whereas TSS exceeded the general limit seven (7) times during this period indicating insufficient sludge wastage
- Physical
  - COD (chemical oxygen demand), Ammonia Nitrogen, Nitrate Nitrogen and Ortho Phosphate are routinely monitored
  - Nitrate Nitrogen and Ortho Phosphate were excellent with 100% compliance rates throughout the considered period, but COD and Ammonia Nitrogen have exceeded the general limits five (5) and six (6) times respectively. COD exceeding the general limit is an indication that there is poor oxidation of organics. Ammonia Nitrogen exceeding the general limit indicates a severe under-aeration which is caused by poor oxygen transfer of the aerators (aerators without blades).[3]

[3] Tulbagh WWTW Process Audit Report, Jun'20-Jul'21, A.L. ABBOTT & ASSOCIATES (PTY) LTD

3.5 Wastewater System Performance: Green Drop Status

Table 3-4 below indicates a brief history of Witzenberg's Green Drop Certification performance. The results indicate a proactive municipality with an impressive Green Drop Certification performance record.

Table 3-4: Witzenberg Local Municipality Overall Green Drop Status

Year	Green Drop Score	Regulator's comments
2009	67%	According to the assessment results, the WWQ management performance of the Witzenberg Local Municipality, as a whole, is satisfactory. Performance of the Ceres and Op die berg WWTWs are good. Aspects which required attention is: WWQ compliance, WW Failure Response Management, and medium and long term planning to ensure sufficient capacity.
2011	90%	Witzenberg Local Municipality can take a great deal of pride in their 2011 Green Drop performance. In the words of the Lead Assessor: "The WSA impressed with their effort and commitment. The overall performance was excellent and it is a pity that the team did not qualify for more Green Drops. The main stumbling block at this time appears to be effluent quality compliance. The assessment team however has no doubt the WSA will deal with this problem in the near future and improve their overall performance." Most impressive would be the dedication to enhance wastewater management to the extent where all 4 of the systems improved on the 2009 performance. The Lead Assessor's view is echoed by the entire regulatory team since this performance is certainly no small achievement. The Department however trust that the municipality will invest in the optimisation of treatment processes to ensure the much needed overall effluent quality compliance improvement. It is yet impressive that all of the systems' compliance levels came rather close to the required compliance trends. The overloading at Op-die-berg is of great concern but the planned clarifier upgrading promise to arrest this huge risk.
2013	98%	Green Drop achieved for: • Ceres • Op Die Berg • **Tulbagh** • Wolseley Witzenberg Municipality's municipal score during the 2013 Green Drop audit was an astonishing 97.96%, which was a substantial improvement on the already excellent score of 89.70% achieved in 2011. All of the municipal systems achieved Green Drop status! The Municipality is sincerely congratulated on this accomplishment. The commitment by this small team and the support from the Municipal Manager and leadership is evident in this excellent score. During the 2013-14 Green Drop Progress (PAT) Reporting, the Municipality's CRR Risk Ratings increased somewhat (indicating a deterioration) in 2 systems, remained the same in one and decreased in the Op-de-Berg system (signifying improvement). The Municipality is cautioned not to allow any deterioration in the management of their systems. The Municipality has competent staff involved at all of their systems, as well as the necessary operational capacity. This is excellent. Attention should however be given to the non-compliance of some of the variables in the effluent quality: microbiological and chemical compliance in Tulbagh, chemical compliance in Wolseley, and chemical compliance in Op-de-Berg. Overall, Witzenberg can take pride in its all–round low risk positions achieved during the risk assessment and green Drop PAT scoring for 2013/14. It is no small feat to maintain low risk CRR for 4-5 years in a row for Ceres and Wolseley. Well done.
2022	96%	Green Drop achieved for: • Ceres • Op Die Berg • **Tulbagh** Witzenberg Local Municipality is congratulated for once again, delivering a sterling performance during the 2021 audit requirements. The Green Drop score of 96% and 3 Green Drop Certificates attest to the excellent standard and professional service by an expert team. The municipality has maintained the highest standards of professionalism and ongoing high quality service delivery, which resonate not only with Green Drop expectations but is seen as a daily respect to the environment and the residents of Witzenberg. The Regulator acknowledges and thanks the municipal officials for their preparedness, enthusiasm, and dedication, which places Witzenberg as one of the top performers in South Africa and comparable with the best in the world. Areas of improvement have already been identified by the municipality during the audit, as they have a crystal understanding of the future of wastewater services and used the consultative audits to verify their vision and plans. The audit team was impressed by the diligence in loading accurate information onto IRIS prior to audits assessments and having all sites ready for inspections. I t was no surprise to find a solid correlation between the desktop audit score (99%) and the technical inspection score (80%) for the Ceres

Year	Green Drop Score	Regulator's comments
		WWTW (largest facility). Although aging infrastructure was observed, the plant is maintained and operating in a manner that maximizes performance and still managed to achieve legal compliance. Performance on this level is not only a product of subject expertise and diligent implementation on the ground, but also attest to the municipal leadership and setting an enabling, stimulating environment for the wastewater professionals to do their best. Well done.

The following performance is noted for Witzenberg WWS.

Table 3-9 WWTW Green Drop Certification: historical performance

Green Drop Assessment Cycle	Green Drop Score (%)
2009	67
2011	90
2013	98
2022	96

The performance for Tulbagh on the Green Drop is highlighted below, for the detailed report refer to **Appendix C** of this document:

Key Performance Area	Weight	Ceres	Tulbagh	Wolseley	Op de Berg
A. Capacity Management	15%	92.0%	100.0%	96.0%	100.0%
B. Environmental Management	15%	100.0%	100.0%	92.0%	100.0%
C. Financial Management	20%	100.0%	100.0%	100.0%	100.0%
D. Technical Management	20%	92.0%	95.0%	95.0%	95.0%
E. Effluent & Sludge Compliance	30%	93.0%	80.5%	41.0%	93.0%
F. Bonus		92.0%	84.5%	74.5%	84.5%
G. Penalties		0.0%	0.0%	-25.0%	0.0%
H. Disqualifiers		None	None	None	None
Green Drop Score (2021)		100%	97%	86%	98%
2013 Green Drop Score		99%	95%	95%	94%
2011 Green Drop Score		93%	84%	84%	81%
2009 Green Drop Score		74%	60%	60%	74%
System Design Capacity	Ml/d	8.5	2.46	3.6	0.31
Capacity Utilisation (% ADWF ito Design Capacity)		75%	48%	39%	81%
Resource Discharged into		Dwars River	Bergrivier	Wetland	Klein Vlei River
Microbiological Compliance	%	100%	100%	92%	100%
Chemical Compliance	%	100%	92%	42%	94%
Physical Compliance	%	100%	86%	81%	97%
Wastewater Risk Rating (CRR % of CRR_{max})		Ceres	Tulbagh	Wolseley	Op de Berg
CRR (2011)	%	40.9%	29.1%	41.2%	58.8%
CRR (2013)	%	36.4%	35.3%	29.4%	41.2%
CRR (2021)	%	36.4%	41.2%	64.7%	35.3%

Figure 3-26 Green Drop Score: Tulbagh WWS

4 Hazard Assessment, Validation of Control Measures and Risk Characterization

A risk assessment is conducted to understand the typical hazards/hazardous events faced at each step of the WWS including management, collection, treatment, disposal and with consideration of impacts associated with climate variability and change.

The risk associated with each hazardous event is determined based on the product of likelihood and consequence (or severity). This assists in determining which risks are more important and which are less important. Witzenberg has adopted the following risk matrix to determine WWS risks. This risk matrix is an adaptation of WHO and WRC W2RAP guidelines:

Table 4-1 Risk matrix and associated definitions (Likelihood and severity contextual definitions, WHO and WRC W2RAP guidelines)

	Risk Category
1	Safety
2	Effluent Quality – Aesthetic
3	Effluent Quality – Environmental Health
4	Effluent Quality – Human Health
5	Infrastructure – Compromised
6	Infrastructure – Failure
7	Infrastructure – Sabotage/Vandalism
8	Security

Likelihood	Definition	Likelihood Rating	Consequence/ Impact	Definition	Consequence/ Impact Rating
Rare	Once every 5 years	1	Insignificant	No impact or not detectable	1
Unlikely	Once per year	2	Minor	Minor impact to large population	2
Moderately Likely	Once per month	3	Moderate	Moderate impact to large population	3
Likely	Once per week	4	Major	Population expected to significant illness	4
Almost certain	Once per day or permanent feature	5	Catastrophic	Death expected from exposure	5

	Root Causes
1	Planning/Design
2	Operation
3	Maintenance
4	Scientific
5	Human Resources
6	Management
7	Budget
8	Procurement
9	Public Awareness
10	Natural/Act of God

5 x 5 risk assessment matrix		SEVERITY				
		Insignificant	Minor	Moderate	Major	Catastrophic
LIKELIHOOD	Rare	1	2	3	4	5
	Unlikely	2	4	6	8	10
	Moderately Likely	3	6	9	12	15
	Likely	4	8	12	16	20
	Almost certain	5	10	15	20	25

Score	Risk Profile
Low ≤5	These are systems that operate with minor deficiency and usually meet the effluent quality specifications set by the Department of Water and Sanitation. It is unlikely that this level of risk is harmful to the health of people and the environment. Aesthetical and/or physical non-compliance can be expected for short periods.
Medium 6 - 14	These are systems with deficiencies which individually or combined pose a high risk to the quality of the receiving environment and health. These systems would not generally require immediate action but the deficiencies should be rectified to avoid future problems and associated cost to rectify once in HIGH risk. Aesthetically and/or physically non-compliance can be expected over a medium term. Medium term impact on infrastructure and partial failure of the wastewater treatment plant and disinfection process is likely.
High ≥15	These are systems with deficiencies which individually or combined pose a high risk to the quality of receiving environment and health and may lead to potential health, safety and environmental concerns. Once systems (or part of a system) are classified under this category, rapid corrective action is required to arrest or eliminate the deficiency. High impact on the health of people and the environment and/or significant damage to infrastructure can be expected. Failure of the collector, treatment and disinfection facility is likely.

Witzenberg has adopted a dual-stage risk assessment approach which considers both “raw risk” (sometimes referred to as the “inherent risk” – the risk before including consideration of the impact of the existing control measures) and “residual risk” (with consideration of the impact of existing control measures). Not all existing control measures are 100% effective, and additional control measures may need to be identified and implemented.

The risk assessment was conducted by the W_2RAP team and considered a combination of information gathered from municipal records (including process audits, existing W_2RAPS, condition assessments, technical reports, etc.) staff and stakeholder engagements and site visits, and aimed to identify what could go wrong and where it could go wrong.

The following summarized risk assessment considering “high” and “medium” risks is presented in the table below (see Table 4-2). The full risk assessment is included in **Appendix A**.

Note that full risk assessment is included in **Appendix A**

Table 4-2 Risk Assessment for Tulbagh WWS

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
1	Sewer network	Damaged sewer network because of vandalism.	Infrastructure - Sabotage/Vandalism	Planning/Design	3	2	6	**Medium**	Sewer pump stations are fenced.	Control measure partially in place. More than 80% of sewer pump stations are fenced.	-	-	✓	3	2	6	**Medium**
7	Sewer network	Burst pipes/leakage/blockage in the sewer network system because of the lack of maintenance or replacement of deteriorated infrastructure.	Infrastructure - Failure	Maintenance	3	2	6	**Medium**	Network replacement programme, monthly reporting.	Control measure in place. Network replacement tender part of CAPEX. Monthly reports are used to determine affected or problematic lines.	-	-	✓	3	2	6	**Medium**

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
10	Sewer network	Sewer network and associated equipment operational failure because of routine maintenance not undertaken/blockages not cleared.	Infrastructure - Failure	Maintenance	3	2	6	**Medium**	PSP in place for main sewer lines and pump station sump cleaning.	Control measure in place. PSP in place where all main sewer lines are cleaned on a monthly basis with a double axle combination vacuum and jetting truck. Pump station sumps are also cleaned every 3 months with the same PSP. Contract was extended for another 12 months.	-	-	✓	3	2	6	**Medium**

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
13	Sewer network	Sewer network and associated equipment operational failure because of repairs not undertaken.	Infrastructure - Failure	Procurement	3	2	6	**Medium**	Network replacement programme, monthly reporting.	Control measure in place. Network replacement tender part of CAPEX. Monthly reports are used to determine affected or problematic lines. Sewer master plan also used. 3-year sewer pipe replacement programme information frequently reported to the Municipal Manager.	-	-	✓	3	2	6	**Medium**

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
14	Sewer network	Sewer network operational failure because of staff shortage.	Infrastructure - Failure	Human Resources	4	2	8	**Medium**	Approved organogram in place	Control measure partially in place. Have an approved organogram, but with budget constraints. Staff shortages remain.	-	-	✓	4	2	8	**Medium**
15	Sewer network	Sewer network and associated equipment operational failure because of ineffective communication and reporting of faulty infrastructure.	Infrastructure - Failure	Management	3	2	6	**Medium**	Call centre and municipal Facebook page	Control measure in place. Call centre and municipal Facebook page with user friendly reporting guidelines. Also publish information in monthly municipal newsletters.	-	-	✓	3	2	6	**Medium**

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
16	Sewer network	Reduced volume of water available to convey waste through sewer system because of prolonged droughts.	Infrastructure - Failure	Natural/Act of God	2	3	6	**Medium**	Drought Management Plan	Control measure in place. Drought management Plan in place, but needs to be updated.	-	-	✓	2	3	6	**Medium**
20	Sewer network	Shortage of staff to operate and maintain the sewer system because of budget constraints.	Infrastructure - Failure	Budget	2	3	6	**Medium**	Filling of vacant posts as per approved organogram	Control measure partially in place. Not all vacancies can be filled as a limited number of vacancies to be filled is budgeted per year.	-	-	✓	2	3	6	**Medium**

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
25	Pump stations	Overflow of pump station because of disruption to the power supply and pump operations (loadshedding).	Effluent Quality - Environmental	Operation	4	2	8	**Medium**	Meiring Singel pump station is equipped with a generator on-site.	Operation of generator observed during site visit 2.	-	-	✓	3	2	6	**Medium**
26	Pump stations	Overflow of pump station because of no or inadequate emergency standby pumps.	Effluent Quality - Environmental	Budget	4	2	8	**Medium**	Meiring Singel pump station is equipped with a generator on-site.	Operation of generator observed during site visit 2.	-	-	✓	3	2	6	**Medium**
48	WWTW-General	Loss of process control because of disruption to the power supply and pump operations (loadshedding).	Effluent Quality - Environmental	Operation	5	2	10	**Medium**	Portable generators purchased.	Control measure in place. Portable generators available for Tulbagh.	-	-	✓	5	2	10	**Medium**

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
63	WWTW-General	On-site laboratory is not generating reliable data because of insufficient reagents available for appropriate calibration	Effluent Quality - Environmental Health	Operation	4	4	16	High	Regular on-site testing	Control measure in place. During the site visit, however, it was observed that there were instances where there were not enough reagents available for appropriate calibration of testing equipment.	-	-	✓	4	4	16	High
64	WWTW-General	Inconsistency in quality and compliance because of a lack of SOPs.	Effluent Quality - Environmental Health	Operation	3	3	9	Medium	SOPs	Control measure partially in place. Not all SOPs are available and/or effective.	-	-	✓	3	3	9	Medium

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
76	WWTW-primary treatment (Screening + Degrit Channel + Flow measurement + Balancing + Primary Settling Tanks)	Reduced treatment efficiency because of inadequate sludge removal at primary treatment.	Effluent Quality - Environmental Health	Operation	3	2	6	Medium	Process controller routine operations and maintenance	Control measure partially in place. Part of PC's monthly reports. Records of sludge volumes and desludging programme should be maintained.	-	-	✓	3	2	6	Medium
83	WWTW-Secondary Treatment (Activated sludge + Secondary Settling Tanks + Chlorination)	Reduced treatment efficiency because aerator(s) out of order/not working.	Effluent Quality - Environmental Health	Budget	5	3	15	High	Maintenance contract	Control measure in place, but not working effectively. Need to investigate incident and refine process.	-	-	-	5	3	15	High

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
89	WWTW-Secondary Treatment (Activated sludge + Secondary Settling Tanks + Chlorination)	Reduced treatment efficiency because of inadequate sludge removal in secondary treatment.	Effluent Quality - Environmental Health	Operation	3	2	6	Medium	Process controller routine operations and maintenance	Control measure partially in place. Part of PC's monthly reports. Records of sludge volumes and desludging programme should be maintained.	-	-	✓	3	2	6	Medium
91	WWTW-Secondary Treatment (Activated sludge + Secondary Settling Tanks + Chlorination)	Compromised disinfection because of shortage of chlorine gas.	Effluent Quality - Environmental Health	Management	5	3	15	High	HTH currently used to treat effluent as alternative to chlorine gas.	Control measure partially in place. HTH dosing observed during site visits. Not as effective as using chlorine gas.	-	-	✓	5	2	10	Medium

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
92	WWTW-Secondary Treatment (Activated sludge + Secondary Settling Tanks + Chlorination)	Compromised disinfection because of vandalism of chlorine dosing facility.	Effluent Quality - Environmental Health	Planning/Design	5	3	15	High	Temporary chlorine dosing facility	Control measure in place. Temporary installation of new chlorine dosing facility in dewatering building. New installation observed during site visit 2.	-	-	✓	2	3	6	Medium
93	WWTW-Secondary Treatment (Activated sludge + Secondary Settling Tanks + Chlorination)	Compromised disinfection because of poor (i.e. short) chlorine contact time in chlorine tank.	Effluent Quality - Environmental Health	Operation	5	2	10	Medium	No control measure in place.	Not applicable.	-	-	-	5	2	10	Medium

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
97	WWTW-Secondary Treatment (Activated sludge + Secondary Settling Tanks + Chlorination)	Uncontrolled/unmonitored effluent outlet point because of vandalism of flow meter.	Effluent Quality - Environmental Health	Maintenance	2	3	6	Medium	No control measure in place.	Not applicable.	-	-	-	2	3	6	Medium

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
98	WWTW-Tertiary Treatment (Maturation Ponds)	Flow of wastewater through the treatment ponds impeded because ponds overgrown with weeds.	Effluent Quality - Environmental Health	Maintenance	5	2	10	**Medium**	Work order process	Control measure in place. Internal department responsible based on work order provided by specific department. Purchased new weedeaters so appointed machine handlers in the department can assist. Room for improvement.	-	-	-	5	2	10	**Medium**
99	WWTW-Tertiary Treatment (Maturation Ponds)	Reduced treatment capacity because ponds are filled with sludge (i.e. desludging of ponds not done).	Infrastructure - Failure	Operation	5	2	10	**Medium**	No control measure in place.	Not applicable.	-	-	-	5	2	10	**Medium**

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
102	Sludge Management and Disposal	Inadequate sludge handling because of non-functional sludge thickening and dewatering facility.	Effluent Quality - Environmental Health	Operation	5	2	10	**Medium**	Sludge thickening and dewatering	Control measure partially in place. Repair of sludge thickening and dewatering facility required.	-	✓	-	5	2	10	**Medium**

In summary the following are the key risks Tulbagh is facing:

- Sewer network:
  - 1,7,10, 13,14, 15, 16, 20 Vandalism, pipe bursts, operational failures, shortage of resources, lack of maintenance
- Pump Stations:
  - 25 & 26 Overflow of 1 pump station during very extreme loadshedding and Meiring Singel pump station has a generator in place on-site.
- WWTW:
  - 48 Significant loss of process control during extreme loadshedding. No portable generators allocated to the Ceres and Tulbagh WWTWs.
  - 76,89&99 No desludging during winter.
  - 83 1 aerator not working and need to be repaired.
  - 91 Shortage of chlorine gas because of unavailability from supplier but HtH currently used as a short-term solution to mitigate the risk.

- 92&93 Temporary solution for chlorine dosing facility as chlorine house is vandalised. Installed new facilities in dewatering building which might pose a risk.
- 97 No monitoring control at effluent release because of stolen monitoring devices.
- 98 Ponds overgrown with weeds and grass and need to be cleaned.
- 102 Sludge thickening and dewatering facility out of order. Pumps need to be lifted out of the water to ensure operation of facility. Planned to be executed in summer.
- Reduced sludge removal

- General:
  - 48 ,63 ,64 Loadshedding, Unreliable datasets, inconsistency in quality,

5 Improvement plan

An improvement/upgrade plan is needed where additional control measures are required to address remaining significant risks. A significant amount of funds and time might be required to successfully implement appropriate control measures, and it is therefore sometimes more appropriate to consider stepwise implementation to enable incremental improvement (i.e., what is required for phase 1, what is required for phase 2, etc.). This requires Witzenberg to also consider and implement low/no cost control measures in the short-term while the necessary funds are secured to enable implementation of long-term control measures.

Considering this, the improvement plan for the Tulbagh WWS is shown below Table 5-1

Table 5-1 Tulbagh WWS improvement plan

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
i)Upgrade fencing and security at sewer pump stations - Part of CAPEX (security upgrades) for 2024/2025. ii)Ensure maintenance contract remains active.	Damaged sewer network because of vandalism. *(Risk assessment table reference: No. 1)*	Management: Water and Sanitation Division	TBD	O&M budget for W&S department	TBD	Not yet started
i)Ensure that 3-year pipe replacement programme is based on the Master Plan identified problematic areas / lines. Identify and prioritize critical sections of the sewer network for immediate repair or replacement based on the severity of deterioration and impact on the community. ii)Ensure effective planning and allocated	Burst pipes/leakage/ blockage in the sewer network system because of the lack of maintenance or replacement of deteriorated infrastructure. Sewer network and associated equipment operational failure because of repairs not undertaken. *(Risk assessment table reference: No. 13)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	Not yet started

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
funds for maintenance or replacement of prioritized infrastructure.						
Develop and document a clear SOP for the inspection, maintenance, and cleaning of sewer network components and associated equipment. SOP's to be updated and strictly implemented.	Sewer network and associated equipment operational failure because of routine maintenance not undertaken/blockages not cleared. *(Risk assessment table reference: No. 10)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	Not yet started
i)Identify key positions that are essential for functioning of the municipality. Ensure these positions are adequately staffed even if it means reallocating resources from non-essential roles. ii)Develop a long-term staffing plan that aligns with the municipality's strategic goals and financial projections. iii)Investigate means to eliminate budget constraints to reduce staff shortages and meet staffing requirements as per new approved organogram.	Sewer network operational failure because of staff shortage. *(Risk assessment table reference: No. 14)* Shortage of staff to operate and maintain the sewer system because of budget constraints. *(Risk assessment table reference: No. 20)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	Not yet started

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
Ensure call centre and municipal Facebook page with user friendly reporting guidelines in place and that information is published in monthly municipal newsletters.	Sewer network and associated equipment operational failure because of ineffective communication and reporting of faulty infrastructure. *(Risk assessment table reference: No. 15)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	Not yet started
Update Drought Management Plan	Reduced volume of water available to convey waste through sewer system because of prolonged droughts. *(Risk assessment table reference: No. 16)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	Not yet started
Portable generator needs to be purchased/ allocated to other pump station in Tulbagh to proceed with operations during extreme loadshedding.	Overflow of pump station because of disruption to the power supply and pump operations (loadshedding). *(Risk assessment table reference: No. 25)* Overflow of pump station because of no or inadequate emergency standby pumps. *(Risk assessment table reference: No. 26)*	Management: Water and Sanitation Division	R1 400 000 (for Tulbagh, Wolseley and Op die Berg)	O&M budget for W&S department	July 2023	In process/ Completed?
Portable generator(s) need to be allocated to Tulbagh WWTW to proceed with operations during extreme loadshedding. This should form part of the tender associated with	Loss of process control because of disruption to the power supply and pump operations (loadshedding). *(Risk assessment table reference: No. 48)*	Management: Water and Sanitation Division	TBD	O&M budget for W&S department	TBD	Not yet started

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
interventions to address loadshedding issues.						
Have complete calibrated field test kits available to test effluent quality on-site.	On-site laboratory is not generating reliable data because of insufficient reagents available for appropriate calibration *(Risk assessment table reference: No. 63)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	Not yet started
Develop and implement standard operating procedures.	Inconsistency in quality and compliance because of a lack of SOPs – refer to Table 8-1 *(Risk assessment table reference: No. 64)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	Not yet started
Schedule and implement a programme for screenings disposal. Conclude tender process for the transport of screenings and implement.	Reduced treatment efficiency because of inadequate screenings/grit removal at primary treatment. *(Risk assessment table reference: No. 76)* Reduced treatment efficiency because of excessive foaming in treatment process. *(Risk assessment table reference: No. 89)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	Not yet started
Repair/replace aerators and implement more efficient issue reporting and follow-up to prevent risk from re-occuring in future. Ensure aerator replacement tender (part of 2024/2025 capex	Reduced treatment efficiency because aerator(s) out of order/not working. (Risk assessment table reference: No. 83)	Management: Water and Sanitation Division	i) R1 200 000 (combined budget for aerator replacement for all WWTWs) ii) Internal – no additional cost	TBD	June 2024	Not yet started

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
budget) is concluded and implemented.						
Ensure disinfection with chlorine gas when supplies are available.	Compromised disinfection because of shortage of chlorine gas. *(Risk assessment table reference: No. 91)*	Management: Water and Sanitation Division	TBD	O&M budget for W&S department	TBD	Not yet started
Refurbish original chlorine dosing facility and ensure sufficient security of facility.	Compromised disinfection because of vandalism of chlorine dosing facility. *(Risk assessment table reference: No.92)*	Management: Water and Sanitation Division	TBD	O&M budget for W&S department	TBD	Not yet started
Refurbish original chlorine dosing facility and apply chlorine dosage at the designed chlorination point.	Compromised disinfection because of poor (i.e. short) chlorine contact time in chlorine tank. *(Risk assessment table reference: No. 93)*	Management: Water and Sanitation Division	TBD	O&M budget for W&S department	TBD	Not yet started
Replace flow meter and secure device to prevent event from re-occurring.	Uncontrolled/unmonitored effluent outlet point because of vandalism of flow meter. *(Risk assessment table reference: No. 97)*	Management: Water and Sanitation Division	TBD	O&M budget for W&S department	TBD	Not yet started
Include maintenance of weeds and grass in the WWTW maintenance plan.	Flow of wastewater through the treatment ponds impeded because ponds overgrown with weeds. *(Risk assessment table reference: No. 98)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	Not yet started
Implement a desludging schedule/programme.	Reduced treatment capacity because ponds are filled with sludge (i.e. desludging of ponds not done). *(Risk assessment table reference: No. 99)*	Management: Water and Sanitation Division	Internal – no additional cost	O&M budget for W&S department	TBD	Not yet started

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
Repair of sludge thickening and dewatering facility planned for end of winter.	Inadequate sludge handling because of non-functional sludge thickening and dewatering facility. (Risk assessment table reference: No. 102)	Management: Water and Sanitation Division	TBD	O&M budget for W&S department	TBD	Not yet started

6 Operational Monitoring and Maintaining Control

Control measures should be monitored to check that the system is effectively managed and that the prescribed effluent quality targets are met. An operational monitoring plan has been implemented to check the performance of existing control measures and to timeously inform corrective action (if required). Where monitoring indicates that control measures are ineffective, new control measures will need to be identified and implemented. Basic operational monitoring as follows:

- At least daily checks of key effluent quality parameters at the Tulbagh WWTW and capturing thereof in appropriate logbooks,
- At least daily checks of key chemical dosages/chemical usage (e.g. chlorine) and capturing thereof in appropriate logbooks, and
- Visual observations/inspections of the Tulbagh WWTW and pump stations and capturing thereof in appropriate logbooks.

Currently, the superintendent is responsible for effluent quality testing of the parameters listed in Table 6-1 below, analysing the results against the corresponding limits and responding or applying corrective actions as described in the Incident Response Management Plan.

6.1 Monitoring parameters: Effluent quality

Table 6-1 Tulbagh operational monitoring programme: Effluent quality

What is monitored?	Where?			When? (Frequency)	DWS General Authorisation General limits	Critical limit(s) (Incident Response Management Plan)
	Pre-Treatment (Raw Effluent)	During Treatment	Post-Treatment (Final effluent)			
pH at 25°C	✓	✓	✓	Daily	≥5.5 and ≤9.5 pH units	<7.0
Free Chlorine			✓	Daily	≤0.25 mg/L	5mg/L
Flow Rate	✓		✓	Daily		80% of PWWF
DO (Dissolved oxygen)	✓	✓		Daily	0.5 – 2.5 mg/l	<0.5mg/l
MLSS (Mixed Liquid Suspended Solids)	✓		✓	Weekly		<2000mg/l >6000mg/l
SS (suspended solids)	✓	✓	✓	Daily	25 mg/l	>20 ml/l

What is monitored?	Where?			When? (Frequency)	DWS General Authorisation General limits	Critical limit(s) (Incident Response Management Plan)
	Pre-Treatment (Raw Effluent)	During Treatment	Post-Treatment (Final effluent)			
COD	✓	✓	✓	Daily		Raw>400mg/l Treated >75mg/l

Considering current medium and high risks emanating from the risk assessment, the following key observations and other measurements should be introduced as part of the operational monitoring programme.

Table 6-2 Tulbagh WWS operational monitoring programme: observations and other measurements

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
Sewer network	Pipe replacement programme and protocol	Pipe burst/damage and resulting sewage spill	Bulk sewer pipelines and reticulation system	Events of pipe burst/damage	Visual inspection of bulk sewer pipelines and complaints received from customers	Superintendent	Well maintained pipeline with no burst/damage	Follow SOP for operation and maintenance of the WWS and pipe breaks.
Pump Stations	Manual operation of system (pumps)	Pumps	Pump stations	Daily	Visual observation and maintenance schedule	Process Controller	Operational pumps	Follow SOP for operation and maintenance of a pumping station/pump
Pump Stations	Security fencing (Fortification of building)	Condition of security fence and gate	Pump stations	Daily	Visual observation (Follow SOP for site security inspection)	Process Controller	Fence in good condition. Gate closed and locked securely.	Repair fence or gate within 1 day or consider putting up anti-cut and anti-

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
							Windows intact. All assets on-site and in working condition.	climb fencing. Replace/refurbish damaged assets.
Treatment	Security fencing (Fortification of building)	Condition of security fence and gate	Disinfection facility at WWTW	Daily	Visual observation (Follow SOP for site security inspection)	Process Controller	Fence in good condition. Gate closed and locked securely. Windows intact. All assets on-site and in working condition.	Repair fence or gate within 1 day or consider putting up anti-cut and anti-climb fencing. Replace/refurbish damaged assets.
Treatment	HTH added to final effluent for disinfection	Quantity chlorine added to water (cups, kg)	On-site reservoir at WTW	Daily	Record quantities added in logbook	Superintendent	See Table 6-1	Optimize disinfectant
Treatment	Effluent quality testing equipment inventory and record conditions	Effluent quality testing equipment	WWTW	Once per month	Complete inventory checklist and record in logbook	Superintendent	Adequate effluent quality testing equipment to test all required parameters	Replace or service any effluent quality testing equipment that is not currently functioning properly.
Treatment	Regular equipment calibration	Conductivity, turbidity, pH, free chlorine, iron, manganese and aluminium	WTW	Daily (internal) Yearly (external)	Calibrate equipment using on-site calibration materials and recording (Follow SOP for site calibrating equipment)	Process Controller	Calibration performed on a regular basis and on-site calibration materials adequate	Ensure adequate calibration materials are available for daily internal calibration

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
Treatment	Review of logbook	Issues of concern	WWTW	Daily/Weekly	Review logbook record of all monitoring actions and issues captured at WWTW	Superintendent	No unaddressed issues at WWTW	Address issues of concern accordingly
Discharge	Ensure effluent quality meets receiving environment requirements	Effluent quality testing	Final pond	Daily	Record results in logbook	Superintendent	See Table 6-1	Refer to corrective actions in the Incident Response Management Plan.

7 Verification

Verification is the process followed to determine if the actions implemented as an outcome from the W_2RAP has the desired outcome. This includes monitoring the final effluent quality (chemical, physical, microbiological), and assessing of the impact on the receiving environment. While, water quality monitoring will be the ultimate check it will also relate to other mitigations including budget availability, training, improved maintenance response, improved application of bylaws, etc., as may be required from the Improvement Plan.

The outcome of the verification will indicate whether the wastewater treatment works is operating effectively and performing as required. Verification in the W_2RAP context includes:

- Treated effluent compliance monitoring
- Operational monitoring
- Water sources and catchment area monitoring
- Auditing

7.1 Treated Effluent Compliance Monitoring

Compliance monitoring confirms that the final effluent quality meets required licence/permit conditions (i.e. DWS General Authorisation General Limits). Witzenberg utilises AL Abbott, a SANAS accredited laboratory in Cape Town, for their compliance monitoring. AL Abbott collect effluent quality samples from all Witzenberg WWTW, conduct the analysis and report results and issues of concern to Witzenberg monthly.

The compliance monitoring points, programme and corresponding limits are captured in Table 7-1 that follow. Responses and corrective actions are described in the Incident Response Management Plan. Samples are collected at the following sites at the WWTW:

- Inflow channel
- Aeration tank 1 & 2
- Clarifier 1 & 2,
- Final pond

7.2 Operational monitoring

Priority is placed on monitoring parameters that can be measured quickly and easily and that can indicate if a process is functioning properly. Operational monitoring data should help managers to make corrections that can prevent hazardous events.

An operational monitoring programme has been developed, see Chapter 6**Error! Reference source not found.**. Observations or measurements of control parameters listed must be assessed whether a control measure is ineffective and not operating within design specifications, in that case, a new control measure will need to be identified and implemented.

Table 7-1 Tulbagh compliance monitoring: SANS 241 parameters

SANS 241-2:2015 REQUIREMENTS			
What is monitored?	**When? (Frequency)**	**Standard Limits (SANS 241-1:2015)**	**Critical limit(s) (Incident Response Management Plan)**
Microbiological			
Faecal Colif0rms (org/100ml)	Monthly	< 1000	0
Physical and Aesthetic			
pH	Monthly	5.5 - 9.5	5.5 – 7.5
Conductivity (at 25ºC) (mS/m)	Monthly	150	100
TSS (mg/l)	Monthly	25	10
Chemical (Macro) Determinants			
COD (mg/l)	Monthly	75	30
Ammonia Nitrogen as N (mg/l)	Monthly	6	2
Nitrate Nitrogen as N (mg/l)	Monthly	15	1.5
Ortho Phosphate as P (mg/l)	Monthly	10	1

7.3 Auditing

Witzenberg have noted that WWTW process audits are conducted by AL Abbott and Associates on an annual basis. Process audits are required to identify process, operations, maintenance and management related water quality compliance risks and need to be performed prior to the W_2RAP compilation.

It is noted that the Zutari team have performed certain elements of an external audit, including inspection of the Tulbagh WWTW, review of data and information, and identification of gaps and issues of concern. These activities were used to inform the list of hazards and hazardous events and to determine the associated risks. In addition, the hazards identified in the process audit have been considered and included in the risk assessment. The W_2RAP consolidated all identified hazards and rated them in a balanced manner as to prioritise interventions.

Bearing current practice in mind, it is recommended that an internal and/or external audit of the W_2RAP is scheduled on at least an annual basis. Ideally, this audit should consider the entire sanitation system (i.e. sewered and non-sewered systems).

7.4 Water sources and catchment monitoring

The WSA noted that the receiving environments are being monitored both upstream and downstream of the discharge point. There are boreholes at the landfill site which is being monitored by the WSA. It is recommended that resource sampling is done and recorded so that PC's at WWTWs may monitor effluent accordingly.

It should be emphasized that testing the natural resource water quality is particularly important for the following reasons:

- Upstream of the point of effluent discharge, where there is a potential that the resource water into which treated effluent is being released is already polluted beyond or close to safety levels

or as part of an investigation of a waterborne disease outbreak, which may therefore require more extensive treatment of the released effluent.

- Downstream of the point of effluent discharge will also be useful following a failure event of the treatment process, in order to identify what remedial actions are required in terms of health and safety for downstream users.
- Groundwater – to ensure that there is no unknown contamination taking place or to monitor the extent of contamination.

The frequency of testing may be once per year unless an incident occurs (see Appendix B) to which the WSA will respond with the given protocols. Having said that, compliance monitoring is covered in the WSP, refer to Tulbagh's WSP for further information.)

8 Management Procedures & Support Programmes

Management procedures provide documented procedures to follow during normal or incident conditions, or emergency situations. Management procedures include:

- Standard Operating Procedures (SOPs)
  - Normal operations
  - Incident conditions
- Emergency Response Plans (ERPs)

The available SOPs and ERPs are highlighted in the sections that follow.

8.1 Standard Operating Procedures

8.1.1 Normal operations

The following SOPs for normal operations, listed in Table 8 1, are implemented within Witzenberg Municipality. Several additional SOPs are suggested for consideration:

Table 8-1 Standard operating procedures

Category	Standard operating procedure	Procedure in place
General tasks	Site security inspection	
	Wastewater sample collection	
	Dealing with user notifications and complaints	
	Record keeping and reporting	Y
	Entry into confined spaces, sewer manholes, pump stations, WWTW and wet wells	Y
	Digging of trenches	Y
	Wastewater system operation and maintenance including pipe network, pumps, valves and other fittings	
	Pipe breaks procedure	
	Pump station inspection	Y
	Pump station operation and maintenance	Y
	Unblocking of dry well sewer pumps	Y
	Basic maintenance on pump system	Y
	Operating pumps	Y
	New sewer connections procedure	Y
	Waterborne Sewerage systems rates and tariffs	Y
	Fat Traps	Y
	Sewer network inspections	Y
	Sewer manhole inspections	Y
	Basket catcher and grids by the pump station	Y
	Blockage on a junction	Y

Category	Standard operating procedure	Procedure in place
	General maintenance and house keeping	
Wastewater Treatment	Chemical dosing procedures (e.g. coagulation/flocculation, pH correction)	
	Calibrating equipment and online monitoring systems	
	On-site effluent quality testing	
	Record keeping of operations and maintenance activities (logbook with effluent quality testing results, quantities of chemicals used, minor issues addressed, etc.)	
	Incident register - Wastewater (treatment works and distribution)	Y
	Maintenance logbook	Y
	Operation and Maintenance of screens	
	Maintenance of all ponds (sludge ponds, maturation ponds, final effluent ponds, etc)	
Sludge Management and Disposal Evaluation	Sludge handling, treatment and disposal	Y
	Desludging programme	
Public/Communal facilities	Inspection and maintenance of public/communal toilets	
	Installation of communal toilets	
	Repairs and maintenance of communal toilets	
Non-Sewered Systems	Sewerage Service Tariffs	Y
	Installation of new non-sewered system	
	Sewage delivered by road haulage	
	Maintenance of non-sewered system	

8.1.2 Sanitation Services By-Laws

The following sanitation services related municipal by-laws are in place:

- Connection to sanitation system
- Standards
- Methods for determining charges
- Drainage installations
- On-site sanitation services and associated services
- Industrial effluent
- Sewage delivered by road haulage
- Treated sewage
- Other sanitation service
- Installation work
- Unauthorised water services
    - Obstruction of Access to Infrastructure for the Provision of Water, Sanitation and
    - Sewage Services

- Unauthorised and Illegal Discharges
- Use of On-Site Sanitation Services Not Connected to the Sanitation System

- Notices
- Appeals
- Offences
- Documentation
- General provisions

8.1.3 Incident Management

Witzenberg's Wastewater Incident Management Protocol aims to prevent and correct wastewater related incident conditions. The protocol includes:

- Contact procedures and numbers for:
  - Minor incidents – e.g. Blockages
  - More serious incidents – e.g. Pipe burst
  - Severe emergencies – e.g. Uncontrolled spillage

The Emergency Centre is contacted immediately when a problem is observed. The Manager of Water & Sewerage (Nathan Jacobs) is notified and jointly investigates the situation with the Superintendent and Senior Technicians. Appropriate actions are taken to rectify the situation, which may include mobilizing internal technical personnel or external contractors. Operating personnel at the relevant WWTWs is notified of the problem. The Manager of Water & Sewerage draws up an Incident Report containing information such as the date of the incident investigator, incident description, recommended steps to prevent a recurrence, and the name of the person compiling the report. In case of serious incidents, the DWS Western Cape Regional Office is notified by the Manager of Water & Sewerage. Once the issue is resolved, the supervisor will notify Emergency services, who will log the query from start to end and provide an emergency report. The report will be submitted along with the monthly report to the Technician: Water & Sewerage. Severe emergencies posing health risks to the community are notified through media after informing all parties as per the contact procedure.

- Alert Levels are categorised as follows:
  - Alert Level I – routine problems
  - Alert level II – minor emergency
  - Alert level III – major emergency
- The Incident Management Protocol considers the following components of the saniattion system:
  - Sewer reticulation system
  - Sewer pumpstations
  - Wastewater treatment plants
  - Treatment process
- Troubleshooting guidance is provided for:
  - Pumps
  - Aeration Basin

- Disinfection

- A serious accidents protocol is included for:
  - Eye incident
  - Bleeding
  - Chemical burns
  - Electrical burns
  - Heat burns
  - Fire burns
  - Shock
  - Poisoning
- An incident register is used to capture all incidents reported in Witzenberg Municipality.

8.2 Emergency response plans

Emergencies can occur even in the best managed systems. W_2RAPs and the developement and implementation of ERPs can aid preparedness for disasters and extreme events, including those that are unforeseen. The following emergency response plans are in place:

- Drought management plan
  - Mainly focussed on water supply related issues, but with noted possible impact on optimal performance of the sewer network and associated WWTW.

- Flood management plan
  - Includes consideration of flooding impacts, vulnerable areas and people, risk reduction strategies and response strategies.

- Disaster response plan
  - Includes the disaster risk assessment, risk reduction strategies, response, and recovery.
  - Education, training, public awareness and research and it outlines the responsibilities of the Municipality's directorate and departments.

9 Supporting Programmes

Supporting programmes could include:

- Consumer education
- Laboratory quality control
- Staff training
- Creating W_2RAP awareness and buy-in

Supporting programmes may either have a direct impact (e.g. through process controller training) or an indirect impact (through public awareness) on good hygiene habits and running campaigns. Municipal efforts to-date are summarised in the sections below.

9.1 Consumer education

Educational programmes should be implemented to support good health and hygiene practices. Programmes to include topics such as appropriate use of sanitation facilities, appropriate handwashing techniques, unacceptable materials to use for wiping/to flush and other basic visual maintenance checks so that communities can monitor their own sanitation systems.

It is also important to educate the communities as to the health and safety dangers posed by accessing WWTW and associated infrastructure. The municipality often informs consumers of water and sanitation related matters via media and social media campaigns (Facebook, newsletters, etc.). It is important that the public is made aware of the dangers of swimming in oxidation ponds, letting livestock graze near oxidation ponds, etc.

9.2 Laboratory quality control

Witzenberg utilises a SANAS accredited laboratory for compliance monitoring.

Operational monitoring is conducted using available on-site laboratory equipment; however, it was observed that there were instances where there were not enough reagents available for appropriate calibration. Therefore, it should be ensured that the equipment is calibrated by the process controller on site to ensure accurate results. Additionally, the equipment to be sent to the supplier for calibration on an annual basis, further ensuring accurate operational monitoring and alignment to industry standards.

9.3 Staff training

It is recommended that WWTW process controllers and other sanitation staff undergo regular training courses (e.g. NQF training) to improve their knowledge and to enable them to grow their careers within Witzenberg. The municipality seeks to create a formalised staff training schedule that ensures that on-going process controller training is conducted on at least an annual basis.

9.4 Creating W_2RAP awareness and buy-in

W_2RAP awareness and buy-in includes investing in capacity building initiatives to empower municipal staff with the necessary awareness, understanding and skills to effectively implement the W_2RAP. This is done by offering internal training programmes, workshops and technical support to enhance staff understanding of risk assessment, monitoring and emergency response protocols. Furthermore, a regular review and update of the W_2RAP (based on feedback, data analysis and emergency challenges) ensures that the W_2RAP remains effective. Sharing results and lessons learned and demonstrating progress in closing gaps within the different sanitation systems assists in maintaining staff engagement

and encourages ongoing collaboration. This helps ensure the provision of reliable and dignified sanitation services to the community.

10 Review of the W_2RAP

The W_2RAP team should meet periodically and review the plan to ensure it remains relevant and up to date. The W_2RAP should be reviewed after an emergency, after an incident occurs or at least once per year. Table 10-1 below captures the status of the Tulbagh W_2RAP.

Table 10-1 Record of Changes and Amendments

No.	Version	Amendment Date	Document Section/ Clause Ref. No.	Summary of Amendments
1	Version 1	November 2023		
2				
3				
4				
5				
6				
7				
8				
9				
10				

Once the plan has been finalised by the technical team it should be signed off and adopted by the WSA top management for implementation.

Appendix A

Risk Assessment

				Raw risk (no controls in place)					Are existing controls effective?					Residual risk (existing controls in place)				Additional control needed?		
No	Component	**Hazardous Event**	**Root Causes**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Existing control measure descriptions**	**Validation notes** *(basis of effectiveness assessment)*	**Yes**	**No**	**Somewhat**		**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Yes**	**No**	**If yes, proposed controls** *(to be further detailed in improvement plan)*
1	Sewer network	Damaged sewer network because of vandalism.	Planning/ Design	3	2	6	Medium	Sewer pump stations are fenced.	Control measure partially in place. More than 80% of sewer pump stations are fenced.	0		Som		3	2	6	Medium	Yes		Upgrade fencing and security at sewer pump stations - Part of CAPEX (security upgrades) for 2024/2025. Ensure maintenance contract remains active.
2	Sewer network	Damaged sewer network during construction activities because of construction protocol not met.	Planning/ Design	2	2	4	Low	0	0	0	0	0		2	2	4	Low			
3	Sewer network	Exceeded sewer network design capacity because of high permanent population producing high sewage flows.	Planning/ Design	2	2	4	Low	0	0	0	0	0		2	2	4	Low			
4	Sewer network	Exceeded sewer network design capacity because of ingress of storm water into the sewer system.	Planning/ Design	2	2	4	Low	0	0	0	0	0		2	2	4	Low			
5	Sewer network	Burst pipes/leakage/blockage in the sewer network system because of inappropriate/unmonitored discharge of industrial waste into the sewer system.	Public Awarenes s	2	2	4	Low	0	0	0	0	0		2	2	4	Low			
6	Sewer network	Burst pipes/leakage/blockage in the sewer network system because of inappropriate objects or materials discarded into the sewer system.	Public Awarenes s	2	2	4	Low	0	0	0	0	0		2	2	4	Low			
7	Sewer network	Burst pipes/leakage/blockage in the sewer network system because of the lack of maintenance or replacement of deteriorated infrastructure.	Maintena nce	3	2	6	Medium	Network replacement programme, monthly reporting.	Control measure in place. Network replacement tender part of CAPEX. Monthly reports are used to determine affected or problematic lines.	0	0	Som		3	2	6	Medium	Yes		Ensure that 3-year pipe replacement programme is based on the Master Plan identified problematic areas / lines.Identify and prioritize critical sections of the sewer network for immediate repair or replacement based on the severity of deterioration and impact on the community. Ensure effective planning and allocated funds for maintenance or replacement of prioritized infrastructure.
8	Sewer network	Cross-connection of wastewater pipes to the water supply system because of illegal or unauthorised connections.	Public Awarenes s	1	5	5	Low	0	0	0	0	0		1	5	5	Low			
9	Sewer network	Cross-connection of wastewater pipes to the water supply system because of opening/closing of incorrect valves.	Operation	1	5	5	Low	0	0	0	0	0		1	5	5	Low			
10	Sewer network	Sewer network and associated equipment operational failure because of routine maintenance not undertaken/blockages not cleared.	Maintena nce	3	2	6	Medium	PSP in place for main sewer lines and pump station sump cleaning.	Control measure in place. PSP in place where all main sewer lines are cleaned on a monthly basis with a double axle combination vacuum and jetting truck. Pump station sumps are also cleaned every 3 months with the same PSP. Contract was extended for another 12 months.	0	0	Som		3	2	6	Medium	Yes		Develop and document a clear SOP for the inspection, maintenance, and cleaning of sewer network components and associated equipment. SOP's to be updated and strictly implemented.

				Raw risk (no controls in place)					Are existing controls effective?					Residual risk (existing controls in place)				Additional control needed?		
No	Component	**Hazardous Event**	**Root Causes**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Existing control measure descriptions**	**Validation notes** *(basis of effectiveness assessment)*	**Yes**	**No**	**Somewhat**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Yes**	**No**	**If yes, proposed controls** *(to be further detailed in improvement plan)*
11	Sewer network	Sewer network and associated equipment operational failure because of restricted access and poor roads to infrastructure.	Planning/ Design	1	2	2	Low	0	0	0	0	0	1	2	2	Low			
12	Sewer network	Sewer network and associated equipment operational failure because of difficulty in opening manhole cover lids.	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
13	Sewer network	Sewer network and associated equipment operational failure because of repairs not undertaken.	Procurement	3	2	6	Medium	Network replacement programme, monthly reporting.	Control measure in place. Network replacement tender part of CAPEX. Monthly reports are used to determine affected or problematic lines. Sewer master plan also used. 3-year sewer pipe replacement programme information frequently reported to the Municipal Manager.	0	0	Som	3	2	6	Medium	Yes		Ensure that 3-year pipe replacement programme is based on the Master Plan identified problematic areas / lines.Identify and prioritize critical sections of the sewer network for immediate repair or replacement based on the severity of deterioration and impact on the community. Ensure effective planning and allocated funds for maintenance or replacement of prioritized infrastructure.
14	Sewer network	Sewer network operational failure because of staff shortage.	Human Resources	4	2	8	Medium	Approved organogram in place	Control measure partially in place. Have an approved organogram, but with budget constraints. Staff shortages remain.	0	0	Som	4	2	8	Medium	Yes		Identify key positions that are essential for functioning of the municipality. Ensure these positions are adequately staffed even if it means reallocating resources from non-essential roles. Develop a long-term staffing plan that aligns with the municipality's strategic goals and financial projections. Investigate means to eliminate budget constraints to reduce staff shortages and meet staffing requirements as per new approved organogram.
15	Sewer network	Sewer network and associated equipment operational failure because of ineffective communication and reporting of faulty infrastructure.	Management	3	2	6	Medium	Call centre and municipal Facebook page	Control measure in place. Call centre and municipal Facebook page with user friendly reporting guidelines. Also publish information in monthly municipal newsletters.	0	0	Som	3	2	6	Medium	Yes		Ensure call centre and municipal Facebook page with user friendly reporting guidelines in place and that information is published in monthly municipal newsletters.
16	Sewer network	Reduced volume of water available to convey waste through sewer system because of prolonged droughts.	Natural/Act of God	2	3	6	Medium	Drought Management Plan	Control measure in place. Drought management Plan in place, but needs to be updated.	0	0	Som	2	3	6	Medium	Yes		Update Drought Management Plan
17	Sewer network	Altered quality of influent wastewater because of heavy rainfall washing pollutants, debris and contaminants into sewers.	Natural/Act of God	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
18	Sewer network	Staff injured/infected because of inadequate health and safety precautions in place.	Planning/ Design	1	5	5	Low	0	0	0	0	0	1	5	5	Low			

				Raw risk (no controls in place)					Are existing controls effective?					Residual risk (existing controls in place)				Additional control needed?		
No	Component	**Hazardous Event**	**Root Causes**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Existing control measure descriptions**	**Validation notes** *(basis of effectiveness assessment)*	**Yes**	**No**	**Somewhat**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Yes**	**No**	**If yes, proposed controls** *(to be further detailed in improvement plan)*
19	Sewer network	Staff injured/infected because of untrained or uninformed staff.	Human Resources	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
20	Sewer network	Shortage of staff to operate and maintain the sewer system because of budget constraints.	Budget	2	3	6	Medium	Filling of vacant posts as per approved organogram	Control measure partially in place. Not all vacancies can be filled as a limited amount of vacancies to be filled is budgeted per year.	0	0	Som	2	3	6	Medium	Yes		Identify key positions that are essential for functioning of the municipality. Ensure these positions are adequately staffed even if it means reallocating resources from non-essential roles. Develop a long-term staffing plan that aligns with the municipality's strategic goals and financial projections. Investigate means to eliminate budget constraints to reduce staff shortages and meet staffing requirements as per new approved organogram.
21	Pump stations	Damaged pump station infrastructure and associated equipment because of unauthorised or illegal access to premises and/or vandalism.	Planning/ Design	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
22	Pump stations	Damaged pump station infrastructure because of natural disasters (e.g. storm, earthquake, flood).	Natural/Act of God	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
23	Pump stations	Exceeded pump design capacity because of high permanent population producing high sewage flows.	Planning/ Design	1	2	2	Low	0	0	0	0	0	1	2	2	Low			
24	Pump stations	Exceeded pump design capacity because of ingress of storm water into the sewer system.	Planning/ Design	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
25	Pump stations	Overflow of pump station because of disruption to the power supply and pump operations (loadshedding).	Operation	4	2	8	Medium	Meiring Singel pump station is equipped with a generator on-site.	Operation of generator observed during site visit 2.	0	0	Som	3	2	6	Medium	Yes		Portable generator needs to be purchased/allocated to other pump station in Tulbagh to proceed with operations during extreme loadshedding.
26	Pump stations	Overflow of pump station because of no or inadequate emergency standby pumps.	Budget	4	2	8	Medium	Meiring Singel pump station is equipped with a generator on-site.	Operation of generator observed during site visit 2.	0	0	Som	3	2	6	Medium	Yes		Portable generator needs to be purchased/allocated to other pump station in Tulbagh to proceed with operations during extreme loadshedding.
27	Pump stations	Overflow of pump station because of damaged pumps and associated equipment.	Maintenance	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
28	Pump stations	Pump station operational failure because of staff shortage.	Human Resources	1	2	2	Low	0	0	0	0	0	1	2	2	Low			
29	Pump stations	Pump station operational failure because of blockages not cleared within required time from being reported.	Maintenance	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
32	Pump stations	Level switches and controls out of order because of aged equipment/inadequate maintenance.	Maintenance	2	2	4	Low		0	0	0	0	2	2	4	Low			
33	Pump stations	Failure of alarms and monitoring equipment because of aged equipment/inadequate maintenance.	Maintenance	2	2	4	Low		0	0	0	0	2	2	4	Low			

				Raw risk (no controls in place)					Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
No	Component	**Hazardous Event**	**Root Causes**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Existing control measure descriptions**	**Validation notes** *(basis of effectiveness assessment)*	**Yes**	**No**	**Somewhat**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Yes**	**No**	**If yes, proposed controls** *(to be further detailed in improvement plan)*
34	Pump stations	Level switches and controls out of order because of theft and/or vandalism.	Planning/ Design	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
35	Pump stations	Failure of alarms and monitoring equipment because of theft and/or vandalism.	Planning/ Design	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
36	Pump stations	Pump station and associated equipment operational failure because of routine maintenance not undertaken.	Maintenance	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
37	Pump stations	Pump station equipment and operational failure because of budget constraints.	Budget	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
38	Pump stations	Pump station and associated equipment operational failure because pump station repairs not undertaken.	Procurement	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
39	Pump stations	Pump station and associated equipment operational failure because of restricted access and poor roads to infrastructure.	Planning/ Design	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
40	Pump stations	Pump station and associated equipment operational failure because of ineffective communication and reporting of faulty equipment.	Management	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
41	Pump stations	Staff injured/infected because of inadequate health and safety precautions in place at pump station.	Planning/ Design	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
42	Pump stations	Staff injured/infected because of untrained or uninformed staff operating pump station.	Human Resources	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
43	Pump stations	Shortage of staff to operate and maintain the pump stations because of budget constraints.	Budget	1	2	2	Low	0	0	0	0	0	1	2	2	Low			
44	WWTW-General	Damaged WWTW infrastructure and equipment because of unauthorised or illegal access to premises and/or vandalism.	Planning/ Design	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
45	WWTW-General	Damaged WWTW infrastructure and equipment because of unrestricted access by people and/or animals.	Planning/ Design	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
46	WWTW-General	Damaged treatment unit operations because of natural disasters (e.g. storm, earthquake, flood).	Natural/Act of God	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
47	WWTW-General	Personnel injury/staff loss because of unsafe/unfriendly operations at the WWTW.	Planning/ Design	2	2	4	Low		0	0	0	0	2	2	4	Low			
48	WWTW-General	Loss of process control because of disruption to the power supply and pump operations (loadshedding).	Operation	5	2	10	Medium	Portable generators purchased.	Control measure in place. Portable generators available for Tulbagh.	0	0	Some	5	2	10	Medium	Yes		Portable generator(s) need to be allocated to Tulbagh WWTW to proceed with operations during extreme loadshedding. This should form part of the tender associated with interventions to address loadshedding issues.
49	WWTW-General	Loss of process control because repairs not undertaken.	Procurement	2	2	4	Low	0	0	0	0	0	2	2	4	Low			

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50	WWTW-General	Loss of process control because of ineffective communication and reporting of faulty equipment.	Management	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
51	WWTW-General	Loss of process control because of theft and/or vandalism of essential equipment.	Planning/ Design	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
52	WWTW-General	Loss of process control because issues of concern at WWTW not addressed.	Management	2	2	4	Low		0	0	0	0	2	2	4	Low			
53	WWTW-General	Non-complying effluent because of short circuiting/bypassing of untreated wastewater.	Operation	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
54	WWTW-General	Reduced volume of water available to allow unit operations to adequately transport and treat wastewater because of prolonged droughts.	Natural/Act of God	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
55	WWTW-General	Negative impact on treatment performance because of more frequent/intense changes in temperature.	Natural/Act of God	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
56	WWTW-General	Ineffective settlement and removal of sludge from wastewater because of cold temperatures resulting in denser and more compact sludge.	Natural/Act of God	2	1	2	Low	0	0	0	0	0	2	1	2	Low			
57	WWTW-General	Process control inefficiencies because of lack of process understanding and insufficient training.	Management	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
58	WWTW-General	Process control inefficiencies because of lack of qualified process controllers.	Human Resources	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
59	WWTW-General	Compromised staff safety (e.g. drowning) at WWTW because of a lack of safety rails.	Planning/ Design	1	5	5	Low		0	0	0	0	1	5	5	Low			
60	WWTW-General	Staff injured/infected because of inadequate health and safety precautions in place at WWTW (including availability of appropriate PPE).	Planning/ Design	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
61	WWTW-General	Staff injured/infected because of untrained or uninformed staff at WWTW.	Human Resources	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
62	WWTW-General	Shortage of staff to operate and maintain the WWTW because of budget constraints.	Budget	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
63	WWTW-General	On-site laboratory is not generating reliable data because of insufficient reagents available for appropriate calibration	Operation	4	4	16	High	Regular on-site testing	Control measure in place. During the site visit, however, it was observed that there were instances where there were not enough reagents available for appropriate calibration of testing equipment.	0	0	Som	4	4	16	High	Yes		Have complete calibrated field test kits available to test effluent quality on-site.
64	WWTW-General	Inconsistency in quality and compliance because of a lack of SOPs.	Operation	3	3	9	Medium	SOPs	Control measure partially in place. Not all SOPs are available and/or effective.	0	0	Som	3	3	9	Medium	Yes		Develop and implement standard operating procedures.
65	WWTW-primary treatment (Screening	Exceeded volumetric load on WWTW and failure of treatment process because of high permanent population producing high sewage flows.	Planning/ Design	1	3	3	Low	0	0	0	0	0	1	3	3	Low			

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66	WWTW-primary treatment (Screening	Exceeded volumetric load on WWTW and failure of treatment process because of ingress of storm water into the sewer system.	Planning/ Design	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
67	WWTW-primary treatment (Screening	Compromised treatment process because of high organic loads at the intake of the works (e.g. no pre-treatment of industrial/commercial waste).	Management	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
68	WWTW-primary treatment (Screening	The expected flow is not reaching the WWTW because of sewer system failures (e.g. pipe breaks).	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
69	WWTW-primary treatment (Screening	No/incorrect/inaccurate flow measurements because of uncalibrated/faulty inflow sensor and/or metering device.	Maintenance	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
70	WWTW-primary treatment (Screening	No flow measurements because of vandalism of inflow sensor and/or metering device.	Maintenance	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
71	WWTW-primary treatment (Screening	Failure of mechanical equipment (such as pumps) because of ineffective removal of WWTW screenings.	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
72	WWTW-primary treatment (Screening	Reduced treatment efficiency because of ineffective removal of WWTW screenings.	Operation	2	3	6	Medium	Maintenance contract	Control measure in place. Screening equipment repaired after reporting of faulty equipment. Screening equipment out of order during 1st site visit and in working condition during 2nd site visit.	Yes	0	0	1	3	3	Low		No	
73	WWTW-primary treatment (Screening	Failure of mechanical equipment (such as pumps) because of ineffective removal of WWTW grit.	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
74	WWTW-primary treatment (Screening	Reduced treatment efficiency because of ineffective removal of WWTW grit.	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
75	WWTW-primary treatment (Screening	Reduced treatment efficiency because of primary settling tanks not regularly cleaned/maintained (i.e. mechanical equipment not moving, abnormal sounds, weirs in poor condition, floating deposits on surface, not regularly desludged).	Maintenance	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
76	WWTW-primary treatment (Screening	Reduced treatment efficiency because of inadequate screenings/grit removal at primary treatment.	Operation	3	2	6	Medium	Process controller routine operations and maintenance	Control measure partially in place. Part of PC's monthly reports. Records of sludge volumes and desludging programme should be maintained.	0	0	Som	3	2	6	Medium	Yes		Schedule and implement a programme for screenings disposal. Conclude tender process for the transport of screenings and implement.
77	WWTW-primary treatment (Screening	Staff infected because of inadequate handling/capturing of screenings/grit prior to disposal.	Operation	1	5	5	Low	0	0	0	0	0	1	5	5	Low			

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78	WWTW-primary treatment (Screening	Staff infected, environmental pollution, and/or health risks posed to communities because of inadequate disposal of screenings/grit (i.e. not in accordance with legislation).	Operation	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
79	WWTW-Secondary Treatment (Activa	Failure of mechanical equipment (such as pumps and aeration systems) because of grit and settable solids carried over from primary treatment to secondary treatment.	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
80	WWTW-Secondary Treatment (Activa	Increased energy use (e.g. need for additional aeration) because of ineffective primary treatment.	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
81	WWTW-Secondary Treatment (Activa	Reduced treatment efficiency (ability to remove organic matter and nutrients from the system) because of grit and settable solids carried over from primary treatment to secondary treatment.	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
82	WWTW-Secondary Treatment (Activa	Reduced treatment efficiency because of activated sludge tanks not regularly cleaned/maintained (i.e. inadequate sludge wasted, scum on surface, poor floc formation, sludge has dark brown/black (septic) colour, aerators not working, dead spots in aeration basin, recycle pumps not working, abnormal sounds from pumps.)	Maintenance	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
83	WWTW-Secondary Treatment (Activa	Reduced treatment efficiency because aerator(s) out of order/not working.	Budget	5	3	15	High	Maintenance contract	Control measure in place, but not working effectively. Need to investigate incident and refine process.	0	0	0	5	3	15	High	Yes		Repair/replace aerators and implement more efficient issue reporting and follow-up to prevent risk from re-occuring in future. Ensure aerator replacement tender (part of 2024/2025 capex budget) is concluded and implemented.
84	WWTW-Secondary Treatment (Activa	Reduced treatment efficiency because clarifier(s) out of order/not working.	Budget	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
85	WWTW-Secondary Treatment (Activa	Reduced treatment efficiency because of poor activated sludge process monitoring.	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
86	WWTW-Secondary Treatment (Activa	Activated sludge process instability because of poor activated sludge process monitoring.	Operation	2	2		Low	0	0	0	0	0	2	2	4	Low			
87	WWTW-Secondary Treatment (Activa	Reduced treatment efficiency because of rotating biological contactors not regularly cleaned/maintained (i.e. shafts not turning at a steady rate of rotation, ammeter not working, motor not working, sludge return pump not working).	Maintenance	2	2	4	Low	0	0	0	0	0	2	2	4	Low			

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88	WWTW-Secondary Treatment (Activa	Reduced treatment efficiency because of clarifiers not regularly cleaned/maintained (i.e. effluent weir/channel not clean, launders not clean, sludge withdrawal equipment not working, scum on surface, scum draw-off system not operational, overflow not clear).	Maintenance	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
89	WWTW-Secondary Treatment (Activa	Reduced treatment efficiency because of inadequate sludge removal in secondary treatment.	Operation	3	2	6	Medium	Process controller routine operations and maintenance	Control measure partially in place. Part of PC's monthly reports. Records of sludge volumes and descludging programme should be maintained.	0	0	Som	3	2	6	Medium	Yes		Schedule and implement a programme for screenings disposal. Conclude tender process for the transport of screenings and implement.
90	WWTW-Secondary Treatment (Activa	Reduced treatment efficiency because of excessive foaming in treatment process.	Operation	2	1	2	Low	0	0	0	0	0	2	1	2	Low			
91	WWTW-Secondary Treatment (Activa	Compromised disinfection because of shortage of chlorine gas.	Management	5	3	15	High	Hth currently used to treat effluent as alternative to chrorine gas.	Control measure partially in place. Hth dosing observed during site visits. Not as effective as using chlorine gas.	0	0	Som	5	2	10	Medium	Yes		Ensure disinfection with chlorine gas when supplies are available.
92	WWTW-Secondary Treatment (Activa	Compromised disinfection because of vandalism of chlorine dosing facility.	Planning/ Design	5	3	15	High	Temporary chlorine dosing facility	Control measure in place. Temporary installation of new chlorine dosing facility in dewatering building. New installation observed during site visit 2.	0	0	Som	2	3	6	Medium	Yes		Refurbish original chlorine dosing facility and ensure sufficient security of facility.
93	WWTW-Secondary Treatment (Activa	Compromised disinfection because of poor (i.e. short) chlorine contact time in chlorine tank.	Operation	5	2	10	Medium	No control measure in place.	0	0	0	0	5	2	10	Medium	Yes		Refurbish original chlorine dosing facility and apply chlorine dosage at the designed chlorination point.
94	WWTW-Secondary Treatment (Activa	Compromised disinfection because of poor residual chlorine process monitoring.	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
95	WWTW-Secondary Treatment (Activa	Staff injured/infected because of inadequate storage of chemicals.	Management	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
96	WWTW-Secondary Treatment (Activa	Uncontrolled/unmonitored effluent outlet point because of structural failure.	Maintenance	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
97	WWTW-Secondary Treatment (Activa	Uncontrolled/unmonitored effluent outlet point because of vandalism of flow meter.	Maintenance	2	3	6	Medium	No control measure in place.	0	0	0	0	2	3	6	Medium	Yes		Replace flow meter and secure device to prevent event from re-occuring.
98	WWTW-Tertiary Treatment (Maturatio	Flow of wastewater through the treatment ponds impeded because ponds are overgrown with weeds.	Maintenance	5	2	10	Medium	Work order process	Control measure in place. Internal department responsible based on work order provided by specific department. Purchased new weedeaters so appointed machine handlers in the department can assist. Room for improvement.	0	0	0	5	2	10	Medium	Yes		Include maintenance of weeds and grass in the WWTW maintenance plan.
99	WWTW-Tertiary Treatment (Maturatio	Reduced treatment capacity because ponds are filled with sludge (i.e. desludging of ponds not done).	Operation	5	2	10	Mediur	No control measure in place.	0	0	0	0	5	2	10	Mediur			Implement a desludging schedule/programme.

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100	WWTW-Tertiary Treatment (Maturatio	Reduced treatment efficiency because of inadequate sludge removal in tertiary treatment.	Operation	0	0	0	Low	No control measure in place.	0	0	0	0	0	0	0	Low			Implement a desludging schedule/programme.
101	Sludge Management and Disposal	Reduced treatment efficiency because drying beds not regularly cleaned/maintained (i.e. sludge lines not free from debris, sludge beds not raked to keep it level, beds covered in weeds, draining	Maintenance	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
102	Sludge Management and Disposal	Inadequate sludge handling because of non-functional sludge thickening and dewatering facility.	Operation	5	2	10	Medium	Sludge thickening and dewatering	Control measure partially in place. Repair of sludge thickening and dewatering facility required.	0	No	0	5	2	10	Medium	Yes		Repair of sludge thickening and dewatering facility planned for end of winter.
103	Sludge Management and Disposal	Exceeded drying bed design capacity because sludge volume too high.	Operation	1	3	3	Low		0	0	0	0	1	3	3	Low			
104	Sludge Management and Disposal	Exceeded drying bed design capacity because of inability to adequately dry sludge during wet weather conditions	Planning/ Design	1	3	3	Low		0	0	0	0	1	3	3	Low			
105	Sludge Management and Disposal	Staff infected because sludge not disposed responsibly or safely.	Operation	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
106	On-site Sanitation - Septic Tanks	Overloaded tank and potential system failure because of lack of maintenance including periodic	Maintenance	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
107	On-site Sanitation - Septic Tanks	Overflow or surface contamination because of rapidly filled tanks.	Planning/ Design	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
108	On-site Sanitation - Septic Tanks	Reduced tank capacity and potential failure of system because of groundwater ingress.	Maintenance	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
109	On-site Sanitation - Septic Tanks	Blockages and potential damage to system because of non-biodegradable items disposed in tanks.	Public Awareness	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
110	On-site Sanitation - Septic Tanks	Contamination of groundwater or surface water because of poorly located or maintained tank drainfield	Maintenance	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
111	On-site Sanitation - Septic Tanks	Environmental pollution and health risks posed to communities because of uncontrolled discharge by	Operation	2	4	8	Medi	Standard operating procedure	Control measure in place. Protocol in place and adhered to.	Yes	0	0	2	2	4	Low		No	
112	On-site Sanitation - Septic Tanks	Overflow or structural damage of septic tank because of natural disasters (e.g. storm,	Natural/Act of God	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
113	On-site Sanitation - Conservancy Tan	Overloaded tank and potential system failure because of lack of maintenance including periodic	Maintenance	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
114	On-site Sanitation - Conservancy Tan	Overflow or surface contamination because of rapidly filled tanks.	Planning/ Design	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
115	On-site Sanitation - Conservancy Tan	Blockages and potential damage to system because of non-biodegradable items disposed in tanks.	Public Awareness	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
116	On-site Sanitation - Conservancy Tan	Contamination of groundwater or surface water because of improper lining.	Planning/ Design	0	0	0	Low	0	0	0	0	0	0	0	0	Low			

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117	On-site Sanitation - Conservancy Tank	Environmental pollution and health risks posed to communities because of uncontrolled discharge by vacuum trucks/honeysuckers.	Operation	2	4	8	Medium	Standard operating procedure	Control measure in place. Protocol in place and adhered to.	Yes	0	0	2	2	4	Low		No	
118	On-site Sanitation - Conservancy Tank	Overflow or structural damage of conservancy tank because of natural disasters (e.g. storm, earthquake, flood).	Natural/Act of God	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
119	On-site Sanitation - VIPs	Overloaded VIP and potential system failure because of lack of maintenance including periodic emptying.	Maintenance	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
120	On-site Sanitation - VIPs	Overflow or surface contamination because of rapidly filled pits.	Planning/ Design	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
121	On-site Sanitation - VIPs	Spread of diseases in community because of failing VIPs resulting in open defecation.	Maintenance	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
122	On-site Sanitation - VIPs	Collapse of pit and potential harm to user because of pit not properly lined or being structurally sound.	Planning/ Design	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
123	On-site Sanitation - VIPs	Environmental pollution and health risks posed to communities because of improper pit emptying.	Maintenance	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
124	On-site Sanitation - VIPs	Overflow or structural damage of VIP because of natural disasters (e.g. storm, earthquake, flood).	Natural/Act of God	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
125	On-site Sanitation - Other Pit Latrines	Overloaded pit latrines and potential system failure because of lack of maintenance including periodic	Maintenance	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
126	On-site Sanitation - Other Pit Latrines	Overflow or surface contamination because of rapidly filled pits.	Planning/ Design	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
127	On-site Sanitation - Other Pit Latrines	Spread of diseases in community because of failing VIPs resulting in open defecation.	Planning/ Design	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
128	On-site Sanitation - Other Pit Latrines	Collapse of pit and potential harm to user because of pit not properly lined or being structurally sound.	Planning/ Design	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
129	On-site Sanitation - Other Pit Latrines	Environmental pollution and health risks posed to communities because of improper pit emptying.	Maintenance	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
130	On-site Sanitation - Other Pit Latrines	Overflow or structural damage of pit latrine because of natural disasters (e.g. storm, earthquake, flood).	Natural/Act of God	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
131	On-site Sanitation - Chemical Toilets	Poor performance of chemical toilet because of ineffective waste breakdown (e.g. usage of incorrect or expired chemicals, or incorrect dosage).	Maintenance	3	2	6	Medium	Chemical toilet service provider	Control measure in place. Service provider appointed for the supply and servicing of the chemical toilets. Serviced three times a week.	Yes	0	0	2	2	4	Low		No	
132	On-site Sanitation - Chemical Toilets	Spread of diseases in community because of failing chemical toilets resulting in open defecation.	Planning/ Design	3	2	6	Medium	Chemical toilet service provider	Control measure in place. Service provider appointed for the supply and servicing of the chemical toilets. Serviced three times a week.	Yes	0	0	2	2	4	Low		No	
133	On-site Sanitation - Chemical Toilets	Damage to chemical toilet because of vandalism.	Planning/ Design	2	2	4	Low	When reported, immediate	0	0	0	0	2	2	4	Low			
134	On-site Sanitation - Chemical Toilets	Poor performance of chemical toilet because of a lack of maintenance.	Maintenance	3	2	6	Medium	Chemical toilet service provider	Control measure in place. Service provider appointed for the supply and servicing of the chemical toilets. Serviced three times a week.	Yes	0	0	2	2	4	Low		No	

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135	On-site Sanitation - Chemical Toilets	Collapse of chemical toilet and potential harm to user because of harsh weather conditions (e.g. heavy rains or strong winds).	Natural/Act of God	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
136	On-site Sanitation - Other	Overloaded system and potential failure because of lack of maintenance including periodic emptying.	Maintenance	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
137	On-site Sanitation - Other	Overflow or surface contamination because of rapidly filled system.	Planning/ Design	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
138	On-site Sanitation - Other	Spread of diseases in community because of failing system resulting in open defecation.	Planning/ Design	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
139	On-site Sanitation - Other	Collapse of system structure and potential harm to user because system is structurally unsound.	Planning/ Design	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
140	On-site Sanitation - Other	Environmental pollution and health risks posed to communities because of improper system emptying	Maintenance	0	0	0	Low	0	0	0	0	0	0	0	0	Low			

Appendix B

Incident Management Protocol

WITZENBERG
Municipality • Munisipaliteit • U Masipala Wasa

WASTEWATER INCIDENT MANAGEMENT PROTOCOL PLAN

green drop
CERTIFICATION
waste water service
REGULATION

PREVENTION AND CORRECTIONAL MEASURES FOR WASTEWATER EMERGENCIES

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Background

An Incident Management Protocol must exist to guide the Water Services Authority's response to resolution and communication of any failures (failures as defined according to the National Water Act). Evidence of adherence to the requirements of this protocol must be provided, preferably in the form of an Incident Register.

This protocol must ensure that the Water Services Authority:

- Informs the Director-General of the Department of Water and Sanitation and the head of the relevant Provincial Department of Health within 24 hours of result confirmation.

Emergency protocols and communication plans ensure that during final effluent failures and spillages:

- Key stakeholders are kept fully informed;
- Roles and responsibilities of individuals and organisations are clearly outlined to avoid miscommunication and duplication of effort;
- Timeous interventions are taken to rectify the situation; and

Document Purpose

Emergency response planning is an essential part of managing a wastewater and reticulation system by which responsible staff explores responses to vulnerabilities, make improvements, and establish procedures to follow in an emergency. It is also a process that encourages people to form partnerships and better understand support capabilities.

Preparing an emergency response plan and practicing it can save lives, prevent illness, enhance system security, minimize property damage and environmental impact, and lessen liability.

Also to provide a system with a standardized response and recovery protocol to prevent, minimize, and mitigate injury and damage resulting from emergencies or disasters of man-made or natural origin.

It also provides a description of how a wastewater system will respond to potential threats as well as additional emergency response situations.

Goals

The goals of our IMP are to document and understand the steps needed to:

- Rapidly restore wastewater service after an emergency.
- Minimize wastewater system damage.
- Minimize impact and loss to customers.
- Minimize negative impacts on public health and employee safety.
- Minimize adverse effects on the environment.
- Provide emergency public information concerning customer service.
- Provide wastewater system information for first responders and other outside agencies.
- Ensure effective communication between all those involved in an emergency.

Definition of *emergency*:

1. Pipe failure or other conveyance failure leading to an uncontrolled discharge into the environment of untreated or partially treated sewage.
2. Pumpstation failure leading to an uncontrolled discharge into the environment of untreated or partially treated sewage.
3. Discharge of treated water which does not comply with the stated standard.

Different types of emergencies:

1. **Minor incidents**
   This type of incident can be resolved by the Technical Department internally.

   Example: Blockages

2. **More serious incidents**
   This type of incident requires the involvement of municipal departments other than just Technical.

   Example: Pipe burst

3. **Severe emergencies**
   This type of emergency requires the involvement of adjacent municipalities and provincial government departments.

   Example: Uncontrolled spillages

Predictable incidents:

Many incidents (e.g. exceedance of a critical limit in terms of influent quantity and quality; effluent quality parameters, system breakages, power outages, etc) can be foreseen, and management plans can specify resulting actions. Actions may include e.g. temporary diversion of influent if possible, increasing dosing, use of backup disinfection or increasing disinfectant concentrations, access to backup power, bypassing peak storm water influx to disinfection process unit etc.

In the event of power failures (loadshedding) the Municipality has the following mitigation measures in place:

- Standby generators for all pump stations. Stationary generators at our main pump stations.
- Generators mounted on trailors that can be moved between smaller pump stations.
- Standby personnel monitoring pump stations.
- Own vacuum tankers to assist with emptying of pump station sumps in order to prvent or minimize the risk of sewage spilaege.
- At the WWTW's , water is recycled between emergency storage ponds until it can be treated through the normal process when power is on again. No untreated effluent is discharged from WWTW's during power failures.

Unforeseen incidents:

Some scenarios that lead to returned effluent being considered potentially unsafe might not be specifically identified within incident response plans. This could be due to the fact that the events may either have been unforeseen or because they were considered too improbable / unlikely to justify preparing detailed corrective action plans. To allow for such events, a general incident response plan should be developed, which often will be linked to existing disaster management plans. The plan would be used to provide general guidance on identifying and handling of incidents along with specific guidance on responses that would be applied to many different types of incident.

These incidents / emergencies can be caused by the following:

SEWER RETICULATION SYSTEM						
INCIDENT	**DESCRIPTION**	**CONSEQUENCES**	**ACTION REQUIRED**	**RESPONSIBLE PERSON**	**RESPONSE TIME**	**PREVENTION**
Leakages in the sewer reticulation system	Due to the lack of maintenance or replacement of deteriorated infrastructure.	Poses health risks	Within 24hrs	Distribution team	Within 24hrs	Developing and implementing an operations and maintenance reticulation plan that includes infrastructure replacement, regular inspections and monitoring of the reticulation. Ensuring that planning regulations include ensuring that geographical and updated knowledge base of the location of sewer system is maintained and readily available to prevent damages to services. Ensuring that data and information management systems are current, accurate and have appropriate functionality. Ensuring that there is effective monitoring of industrial activities which have wastewater implications and adherence to their permitted activities / discharge qualities. Promoting awareness in the community of the impact of human activity on wastewater system and potential hazard implications. Control of human activities to prevent access to or vandalism of reticulation system and to reduce
Construction activities.	Damaging of the sewer reticulation system	Damaging reticulation system leading to leakages and blockages.	Within 24hrs	Distribution team	Within 24hrs	
Human interference	Abuse of materials discarded into the sewers.	Causing sewer blockages	Unblocking of sewers or systems	Distribution team	Within 24hrs	
Uncontrolled industrial discharges	Unknown chemicals into the sewer system.	Damaging reticulation system leading to leakages and blockages. WWTW may not be equipped.	Within 24hrs	Distribution team	Within 24hrs	
Capacity of plant	Ingress of storm water especially with heavy rainfall or losses of potable water into the sewer system.	Plant may exceed its design capacity. Influence treatment processes. Overflowing of dams.	Manual screens at emergency overflow channels must be attended to. Divert excess flow to emergency dams. Chlorine dosing rate should be increased accordingly. The contents of the emergency dams should be pumped back to the inlet	Operational plant management + Process controller + Technician	Within 24hrs	

			works as soon as the inflow rate permits.			abuse of system (community awareness programmes identifying action and potentially resultant health & environmental reaction / hazard. Land use planning procedures, use of planning and environmental regulations to regulate potential polluting developments and reduce damages to services by construction activity through prior knowledge of where the services are located. Undertaking effective operations and maintenance activities, timeous replacement of old or aging infrastructure, regular inspection and monitoring of the conditions of and flow within the reticulation, i.e. blockages, leak detection programmes. Diversion of local storm water flows Implementation of by-laws and control systems to discourage abuse of sewer systems. Integrated development planning, including spatial development plans, storm water management plans, water demand management plans, etc.
Human error	Unintentional cross-connection of wastewater or storm water pipes to the distribution system or through illegal or unauthorized connections.	Plant may exceed its design capacity.	Correction of connection and report to Technician for record purposes.	Distribution team WWTW Process Controller	Within 24hrs	

SEWER PUMPSTATIONS						
INCIDENT	**DESCRIPTION**	**CONSEQUENCES**	**ACTION REQUIRED**	**RESPONSIBLE PERSON**	**RESPONSE TIME**	**PREVENTION**
Blockages	Abuse of materials discarded into the sewers.	Tripping of pumps which could lead to discharge of untreated effluent.	Do the necessary repairs	Distribution team	Within 24hrs	Ensuring working alarm and failure monitoring equipment. Ready access to spares and backup systems (generators, spare pumps) Routine checks and monitoring Security from access by animals Security to prevent unauthorized access and tampering.
Inadequate standby on pumps.	No standby pumps available incase of emergency	Discharge of untreated effluent.	Report to Technical office	Distribution team + Technician	Within 24hrs	
Level switches and controls that are out of order.		Discharge of untreated effluent.	Report to internal or external maintenance teams	Distribution team + Maintenance teams + Technician	Within 24hrs	
Human Access	Unauthorized or illegal access to premises.	Vandalism	Report to technical office. Check for any sabotage. Upgrade security systems.	Distribution team + Technician	Within 24hrs	
Human error	Inadequate health and safety precautions taken by staff	Poses health risks	Inform all parties involved of safety act and procedures.	Distribution team + Superintendent + Technician + Office	Within 24hrs	
Failure of alarms and monitoring equipment.		Discharge of untreated effluent.	Report to internal or external maintenance teams	Distribution team + Maintenance teams	Within 24hrs	
Power failures	A disruption in the power supply	Discharge of untreated effluent.	Report to electricians which in turn will attend to problem. Apply emergency standby procedures. Ensure that generators are	Distribution team + Electricians + Maintenance teams	Within 24hrs	

			available.			
Mechanical failures		Discharge of untreated effluent.	Report to internal or external maintenance teams	Distribution team + Maintenance teams	Within 24hrs	
Pump failures	Tripping of pumps	Discharge of untreated effluent.	Report to personnel management.	Distribution team + Maintenance teams + Technician	Within 24hrs	
Uncontrolled discharge from tankers along the reticulation system.		Discharge of untreated effluent.	Report to personnel management. Apply necessary cleaning and disinfection procedures.	Distribution team	Within 24hrs	

WASTE WATER TREATMENT PLANTS						
INCIDENT	**DESCRIPTION**	**CONSEQUENCES**	**ACTION REQUIRED**	**RESPONSIBLE PERSON**	**RESPONSE TIME**	**PREVENTION**
Flow and load variations that exceed the design limits.	Excessive volumetric load on WWTW	Ineffectual management of the treatment process. Overloading conditions. Failure of treatment process.	Manual screens at emergency overflow channels must be attended to. Divert excess flows to emergency dams. Chlorine dosing rate should be increased accordingly. The contents of the emergency dams should be pumped back to the inlet works as soon as the inflow rate permits.	Operational plant management + Process controller + Technician	Within 24hrs	Develop control procedures for dealing with situations of temporary overloading, temporary diversions to secure attenuating holding facilities i.e. tanks etc. Regular flow monitoring / measurement that could assist in the planning for daily peaks and, in conjunction with the water quality data can be used to calculate the plant load and corresponding discharge loads. Maintain effective flow measurement and record keeping.
Ineffectual removal of screenings and grit.	High rag content downstream of screen. Excessive build-up of debris on screen. Rake not removing all debris during cleaning mechanism Obnoxious odours, flies and other insects	Shortening the life of mechanical equipment such as pumps. Accumulating in downstream unit processes decreasing their efficiency.	Remove screenings and grit as prescribed in O&M timeframes. Regular inspections to ensure that grit is being removed reliably and effectively.	Operational plant management + Process controller	O&M timeframes	Check bars and replace. Remove build-up manually and increase frequency of raking (cleaning) Adjust Repair or replace Increase frequency of debris removal and disposal.

Insufficient treatment processes, including disinfection.		Poses a health risk especially if effluent is used for irrigation purposes. Failure of treatment process.				Routine checks and monitoring Process controls Control of water treatment chemicals. Use of approved water treatment chemicals and materials.
Insufficient maintenance	Lack of periodical desludging of settling tanks, fall railings, basic housekeeping, lack of regular condition inspection of equipment, motors, electrical units and infrastructure.	Insufficient treatment process.	Follow O&M and monthly inspection report procedures	Operational plant management + Process controller	O&M timeframes	Develop effective maintenance procedures and schedules. Effective and safe sludge removal. Basic housekeeping
Process control failure and malfunction or poor reliability of equipment.		Insufficient treatment process.	Follow procedures in maintenance schedules and O&M	Operational plant management + Process controller	Within 24hrs	
Disinfection failure	The standard of faecal coliforms is exceeded.	Health risks and contamination of river (environment)	Lab results are evaluated by the Technician. When the standard of faecal coliforms is exceeded, the Technician will inform the PC to adjust the rate of chlorine dosage accordingly.	Technician + PC	48 hours	Do operational monitoring and checks on a regular basis. (Twice a day)
Failure of alarms and monitoring equipment.		Uncontrolled discharges.				Ensuring working alarm and failure monitoring equipment

Power failures or extended interruptions	A disruption in the power supply	Discharge of untreated effluent.	Report to electricians which in turn will attend to problem. Apply emergency standby procedures. Ensure that generators are available.	Distribution team + Electricians + Maintenance teams	Within 24hrs	Ready access to spares and backup systems (generators, spare pumps)
Chlorine gas leak	Chlorine gas leaking from cylinder or pipe line.	Poses health risks.	Small leaks will be attended to by closing the valve on the gas cylinder. A gas mask with appropriate filter must be used. In the case of excessive gas leaks, personnel in the area should be directed upwind of the chlorine building. The wind sock on the building should be used to determine the wind direction. A respirator is used when entering the building in order to attend to the leak. In the case of a faulty cylinder, the supplier must be notified immediately.	Operational plant management + Process controller	Within 24hrs	Install warning signs and introduce necessary chlorine handling courses.

Industrial spillage	The functioning of the biological process is negatively influenced by a substance originating from the industrial effluent.	Insufficient treatment process.	A set of grab samples should be taken at the following locations: Inlet, primary sludge, reactor inlet, reactor outlet, and final effluent. These samples should be analyzed against a standard to identify abnormal concentrations. The pollution department / environmental officials should be notified.	Operational plant management + Process controller + LAB + Pollution control Dept	Within 24hrs	Proper implementation of By-laws as well as awareness campaigns with industries.

EFFLUENT PARAMETERS UNDER LICENSE

TREATMENT PROCESS

PARAMETER	DESCRIPTION	RESPONSIBLE PERSONELL	ACTIONS REQUIRED	RESPONSE TIME
Sludge spillage	A spillage of sewage sludge, caused by pipe burst.	Operational plant management + PC + Maintenance team	Sludge pumps must be shut off. Spilled sludge must be contained to the immediate vicinity. Maintenance personnel should attend to the pipe before pumping of sludge can commence.	Within 24hrs
Ammonia std exceeded	Ammonia level in effluent exceeding 6mg/l	Operational plant management + PC + Maintenance team	Appropriate action should be taken to the process configuration to improve nitrification.	Within 24hrs

Ammonia in the effluent must be reduced to below 6 mg l-1. This is only possible by the conversion (oxidation) of ammonia to nitrites and hence to nitrate
Successful nitrification depends on three main factors:

a) A sufficient long retention time to allow these slow growing bacteria to become well established. An absolute minimum SRT of 15 - 21 days is necessary to prevent the bacteria being washed out with the WAS

b) Sufficient dissolved oxygen for the metabolism of these strict aerobes. A DO concentration of 2 mg l-1 is considered to be the ideal , but they can operate at

concentrations as low as 1 mg l-1

c) Lack of inhibitors. The bacteria responsible for converting ammonia to nitrates are very sensitive to inhibitors in the sewage. Heavy metals, in particular, can be problematical. Rapid fluctuations in ammonia content in the incoming feed can upset the nitrification for a few days after a sludge of highly concentrated Ammonia.

Phosphate std exceeded	Phosphate level in effluent exceeding 10 mg/l	Operational plant management + PC + Maintenance team	Appropriate action should be taken to the process configuration to biological phosphate removal.	Within 24hrs

- The phosphates in the raw sewage are present in the dissolved or orthophosphate form or may occur in organic compounds.
- The total phosphate concentration in raw sewage will vary with the COD or with industrial content and is normally about 6 mg l-1 as P for weak sewages and may be as high as 13 mg l-1 as P for strong sewages.
- Organic phosphates are usually converted to orthophosphates in the activated sludge system and the organic phosphate concentration in the final effluent may be as low as 0.2 mg l-1 as P.
- In the areas affected by the Special Standard for phosphates, they must be reduced to below 1 mg l-1 as P. This may be done chemically by the addition of metal salts to the activated sludge plant, or biologically as described earlier. Many biological plants today produce effluents with a phosphate concentration of well below 1 mg l-1.
- Some laboratories record phosphate concentration as phosphates and for comparative purposes the process controller should divide this by approximately 3 to obtain the phosphates as P.
- A high concentration of suspended solids in the effluent will contribute to the effluent COD or BOD and to phosphates in the effluent in a biological phosphate removal plant.

Nitrate std exceeded	Nitrate level in effluent exceeding 15 mg/l	Operational plant management + PC + Maintenance team	Appropriate action should be taken to the process configuration to improve denitrification.	Within 24hrs

- The nitrogen in the raw sewage will be in the form of free ammonia, ammonia compounds or organic nitrogen. The analysis sheet may indicate ammonia or Total Kjeldahl Nitrogen (TKN).
- The ratio of TKN to ammonia varies considerably and the TKN may be 1.3 to 2 times the ammonia concentration.
- Upon entering the activated sludge plant, organic nitrogen is converted to ammonia compounds. In a high rate activated sludge plant no conversion of ammonia to nitrates takes place while in a low rate, high SRT plant total conversion of ammonia to nitrate takes place and the effluent should contain little ammonia and high nitrates.
- In a nutrient removal plant the nitrates are again reduced and the effluent should contain a low nitrate and a low ammonia concentration. TKN remaining in the effluent normally indicates non-degradable organic nitrogen compounds, which may vary depending on the industrial contents or the sewage.
- The TKN concentration from a well operated nitrifying activated sludge plant may be as low as 0.5 mg l-1 for domestic sewage to as high as 10 mg l-1 for a treated abattoir effluent.
- Although nitrite formation is an intermediate step in the conversion of ammonia to nitrates, the nitrite concentration in the effluent is usually negligible.
- A typical analysis of a well operated nutrient removal activated sludge plant would be as follows:

- Nitrate -N less than 3.0 mg l-1
- Ammonia - N less than 0.5 mg l-1
- TKN less than 1.5 mg l-1
- Nitrite less than 0.1 mg l-1
- The nitrifying organisms are extremely sensitive to toxicants such as heavy metals, phenols and other organic substances. The nitrifying organisms are also temperature dependent and require a longer sludge age in winter for complete conversion of ammonia. These organisms are strictly aerobic and need an adequate supply of oxygen.
- If the SRT is too low for nitrification, the process controller will notice a steady increase of ammonia until he has lost all nitrification.
- The COD to TKN ratio for raw sewage varies from 10 to 1 to 14 to 1 but the inclusion of industrial effluent may distort this figure. COD is preferentially removed in primary sedimentation, which would reduce the COD to TKN ratio to as little as 6:1. For good nitrogen and phosphorous removal a ratio of at least 8:1 is necessary.

Suspended solids exceeded	Suspended Solid in effluent exceeding 25 mg/l	Operational plant management + PC + Maintenance team	Determine the source of the problem and make the necessary adjustments.	Within 24hrs
COD std exceeded	COD level in effluent exceeding 75 mg/l	Operational plant management + PC + Maintenance team	Appropriate action should be taken to the process configuration to reduce COD in the effluent.	Within 24hrs

- The COD of the raw sewage will vary from about 400 - 1000 mg l-1 and 30 - 40% of the COD can be removed in primary sedimentation tanks. Some of the COD is non-degradable and it can generally be stated that a certain percentage of the influent COD will be non-degradable.
- The effluent COD of a well operated activated sludge plant should vary between 30 and 50 mg l-1 for weak to moderately strong sewages but may not exceed the standard of 75 mg l-1 for stronger sewages. The presence of strong organic industrial waste in the influent may result in influent COD concentrations of more than 1500 mg l-1 and effluent CODs is 75 mg l-1 required by the General Standard.
- Suspended solids in the effluent contribute to the COD and efforts should be made to keep the suspended solids as low as possible.

Free chlorine	The free chlorine level in the effluent exceeds 0.25 microgram/l	Operational plant management + PC + Maintenance team	The following aspects should be attended to: contact time, dosing point, dosing rate.	Within 24hrs
Nitrification	Complete nitrification occurs for extended period	Operational plant management + PC + Maintenance team	System pressure should be lowered in order to prevent complete nitrification.	Within 24hrs
Nitrification	Ammonia levels out of reactors rises above 3mg/l	Operational plant management + PC + Maintenance team	System pressure or DO set points should be adjusted to reduce ammonia.	Within 24hrs

- Nitrification refers to the two stage biological process by which 1) ammonia is converted to nitrites by the bacterial species *Nitrosomonas* and 2) the nitrites are then converted to nitrates by the bacterial species *Nitrobacter.*
- Ammonia (NH_4^+) - Nitrites (NO_2) by *Nitrosomonas*
- Nitrites - Nitrates (NO_3) by *Nitrobacter*

- The rate of conversion of ammonia to nitrites determines the rate of the reaction, and the second group of bacteria will normally convert all nitrites formed. Thus under normal operating conditions little nitrite appears in the effluent. The intermediate steps are of little concern to the process controller, who is only concerned with the whole process of nitrification. The bacteria converting ammonia to nitrate are autotrophic, which means they do not use organic food but convert carbon dioxide for their organic needs. When ammonia is not converted to nitrates in the treatment plant, this conversion will usually take place in the receiving body of 13.9
- Water using up available dissolved oxygen and creating an oxygen shortage in the stream or lake. For this reason, nitrification is a requirement of South African effluent standards.
- The nitrifiers are sensitive to chemicals or other poisonous substances and are directly affected by pH, dissolved oxygen and temperature. For these reasons, nitrification will dictate the plant operation to a large degree.
- The growth rate of nitrifying organisms drops sharply with the lowering of temperatures.
- The growth rate is also considerably slower than that of the normal heterotrophic organisms of the activated sludge process, i.e. organisms that use organic carbon as food source in the activated sludge process. The fraction of the total mass of sludge wasted per day (which is the inverse of the SRT) must be smaller than the growth rate of the nitrifying organisms so that they will not be washed out altogether. Thus, if at a certain temperature the nitrifying organisms grow at 10% per day, sludge must be wasted at a lower rate than 10% per day to keep the nitrifying organisms within the system. Thus, sludge must be wasted at say 1/15th of the mass in the aeration basin per day, i.e. the SRT must be 15 days. The following equation relates the minimum SRT required for nitrification to the temperature:
- RX = 3.05 (1. 27) 20-T
- where RX = the minimum SRT required for nitrification,
- T = temperature in ºC.
- There are other factors that can affect the growth rate of nitrifiers to some degree and the above figures must always be used with a safety factor to ensure complete nitrification.
- When operating well above this minimum value of SRT at a certain temperature, virtually complete nitrification will occur, while operating below this line will result in virtually no nitrification. Therefore possible for the process controller to get either no nitrification or full nitrification by controlling the SRT.
- Optimum growth of nitrifiers occurs at pH 8.3 while the maximum rate of nitrification occurs at a dissolved oxygen concentration of more than 2 mg l-1.
- Activated sludge plants are usually safely designed for a much longer SRT than is required by nitrification and are usually safe to operate at a pH of between 7 and 7.5 and dissolved oxygen (DO) concentration of less than 2.

Maintenance	Maintenance done which resulted in one or more blowers to be shut down.	Operational plant management + PC + Maintenance team	Depending on the extent of the down time, complete nitrification should be induced at least 12 hours ahead of shut down. This type of maintenance should also be planned for days which minimum COD load is expected i.e. Sunday and Monday. Above action would minimize the impact.	Within 24hrs

DESCRIPTION AND CAUSES OF ACTIVATED SLUDGE FOAM.	
FOAM DESCRIPTION	**CAUSE**
➢ White to grey, thin foam	➢ Low SRT or “young sludge"; because of insufficient time to degrade common surfactants in wastewater (for example, detergents)
➢ Thick sludge blanket on final Clarifiers (not enriched in filaments)	➢ Denitrification; sludge blanket held too long in the clarifier in presence of nitrate, especially at warmer temperatures
➢ Thick, pasty or slimy, grayish foam (when treating industrial wastes)	➢ Nutrient-deficient foam; foam consists of large amounts of polysaccharide material produced by micro-organisms at nutrient limitation; diagnosed by negative staining with India ink
➢ Thick, brown, stable foam (enriched in filaments)	➢ Filament-induced foaming, caused by Nocardia spp., Microthrix parvicella, or type 1863

TROUBLESHOOTING GUIDE FOR NUTRIENT REMOVAL – AERATION BASIN		
PROBLEM BIOLOGICAL	**POSSIBLE CAUSES**	**CORRECTIVE ACTION**
Decrease in P removal deficiency	➢ The DO concentrations in the return to flow to the anaerobic zone are too high. ➢ The nitrate concentrations in the recycled flow to the anaerobic zone is too high, or has increased. This may be due to an increase in influent TKN. ➢ A decrease in the RBCOD fraction of the influent to the anaerobic zone.	➢ Decrease aeration such that the DO concentration in the return flow is less than 0.2mg/l. ➢ Check the nitrate concentration in the recycle and adjust the A-recycle to reduce the concentration being returned to the anaerobic zone. ➢ Analyze the influent for the RBCOD concentration and check with historical data as to whether there has been a decrease. Dose with chemical salts if P concentrations continue to rise.
Decrease in nitrification/denitrification	➢ Sludge age has reduced significantly. ➢ Shock loading of toxins in the influent flow. (Can sometimes be seen due to changes in colour of raw sewage)	➢ Check the MLSS of the plant to ensure that no excess wasting has occurred. ➢ Sample influent sewage and analyze for toxic constituents e.g. chrome.

	➢ Oxygen levels in the aeration basin are low, causing loss of nitrification. ➢ Low pH causing inhibition of nitrification.	➢ Check if DO in aeration basin is less than 2mg/l or increase aeration time. Check control DO meter calibration. ➢ Increase pH by dosing with lime.
Low pH	➢ Alkalinity in influent wastewater has dropped or denitrification has decreased.	➢ Check nitrate concentration in anoxic and determine if there has been a marked increase. If so, see above. ➢ Dose lime to increase pH. ➢ Check influent pH of possible pH drop due to excess industrial discharge.
Dark brown or black sludge	➢ Solids retention time in reactor is too long. ➢ Low DO levels	➢ Check MLSS and increase sludge wasting. ➢ Check DO concentration and is so, increase aeration.
Accumulation of brown scum on reactor surface	➢ Growth of scum-forming filaments occurring within the process. ➢ Low DO levels in the aeration basin due to excessive COD loads being returned in recycles from digesters, thickeners etc.	➢ Change aeration pattern such that scum can be removed continuously from the aeration basin. ➢ Spray the foam with water jet. ➢ Dose RAS with chlorine. ➢ Reduce MLSS concentrations by increasing wasting period until situation improves. ➢ Increase recycles rate from clarifiers. ➢ Increase DO levels.
White scum or foam on reactor surface	➢ Sludge age is too short resulting in low MLSS	➢ Increase sludge age

	➢ Increased industrial discharge	➢ Analyze influent for change in feed constituents.
OTHER PROTOCOLS		
Sludge Bulking	➢ Certain operating conditions may result in the predominance of light filamentous bacteria, which do not settle well, forming a thin sludge with a high SVI. This leads to the overflow of sludge over the weirs of the final clarifiers and is referred to as sludge bulking. It is caused by the excessive growth of a large number of bacterial species of which *Sphaerotilus natans* is best known. The presence of some filaments in the sludge helps in the formation of a well flocculated mass but excessive filament growth prevents good thickening. ➢ The most common cause for filamentous growth is a low oxygen concentration in certain parts of the aeration basin. At oxygen concentrations of less than 0.5 mg/l, the filaments compete better for food and oxygen and grow excessively. Such conditions can occur when switched-off surface aerators cause large sections of the mixed liquor to have a marginal oxygen concentration. Bulking also occurs in channel type systems when reducing the oxygen input to promote denitrification. In this case it is better to have separate zones for nitrification and denitrification where the dissolved oxygen is either above 0.5 mg l-1 throughout or below zero. ➢ For this reason, stronger sewages usually give less trouble as the oxygen is used up rapidly in zones of low aeration and there is a quick transformation from aerobic to anoxic or anaerobic zones even in channel systems. Excessively high oxygen concentration (greater than 3.0 mg l-1) can also give rise to bulking under certain circumstances. ➢ Bulking may also be caused by: ➢ Lack of nutrient, such as nitrogen and phosphorous, when treating industrial waste ➢ Hydrogen sulphide discharge to the plant ➢ Too low or too high pH values ➢ High carbohydrate discharges such as shock loads ➢ Check sludge age (retention time) ➢ Persistent bulking problems occur mainly as a result of reducing aeration to get nutrient removal. ➢ Weak sewage or an under-loaded plant may be a severe problem, which may only be solved by juggling the aeration. ➢ In plants with surface aerators, the second anoxic zones may need to be aerated, especially when good overall nitrate removal has already taken place in the aeration zone and little further nitrate removal can take place in the second anoxic zone. ➢ The best advice for process controllers in these conditions is to keep an extremely good record of the plant, to observe the type of sludge and the conditions under which the problems occur, and to seek advice on the solution of the problem.	

	➢ Most of these causes are not common in domestic sewages but where industrial wastes are being treated, attention should be paid to all possible causes. ➢ Excessive growth of filamentous organisms usually leads to clear effluents due to the straining effect of the filaments. Sludge bulking or high SVI values need only concern the process controller when problems are experienced with sludge flowing over the weirs of the clarifiers. Most modern nutrient removing plants tend to have a higher SVI and low effluent suspended solids, which assist in keeping down the phosphate concentration in the effluent.
pH Value	➢ For the correct operation of the activated sludge plant, the pH value should be between 7 and 9. Lower pH values of less than 7 affect nitrification and phosphorous removal even though the normal activated sludge plant can operate at a pH of slightly below 7. At pH values above 8.5, nitrate formation is complete and nitrites may appear in the effluent while at pH values above 9, the activated sludge system will break down. ➢ Organic acids are broken down in an activated sludge plant and it is sometimes possible for the influent to have a low pH value and still maintain a neutral pH in mixed liquor.
Colour	➢ The normal colour of activated sludge plant effluent is straw-coloured but is sometimes only visible when looking down into a test tube or graduating cylinder filled with effluent. Colours of industrial wastes may persist through the sludge plant except for organic dyes, which may be reduced by the bacteria. Industrial waste, such as abattoir waste, wood pulping wastes and others, may impart a colour to the effluent, which can only be removed by ozonation or activated carbon.
Nocardia	➢ *Nocardia* are bacteria that tend to float to the surface causing a thick floating scum on the aeration basin especially on mechanical surface aeration plants. The problem is worsened when oily substances are discharged to the sewage treatment plant. The problem is especially prevalent where there are creameries or edible oil processing plants in the catchment area. ➢ *Nocardia* seem to appear during the winter months and continue into the spring. ➢ Efforts to combat this problem have been unsuccessful and the turbulence created by the surface aerators in the aeration basin serve to turn it over and keep it wet so that the scum only causes a visual problem. The floating *Nocardia* can cause severe problems in the anoxic zones and the removal of scum from these areas may cause the process controller some difficulty. Efforts should be made by the designer to allow for the removal of this scum, but it is normally not possible to move the scum to the aeration section since the action of the aerators would wash it back into the anoxic zones. Ample provision should therefore be made for the removal of the scum from the anoxic zones or to allow the anoxic zones to overspill into the aeration zone. ➢ The presence of *Nocardia* on the aeration basin will also result in scum problems on the

	clarifiers. If the scum on the anoxic basins is continuously broken up by hosing, most of the scum will eventually land in the clarifier from where the scum removal mechanisms must remove it. As long as the scum layers on the anaerobic and anoxic zones are not allowed to dry out, the presence of the scum layer is actually beneficial to the process. Continuous wetting of the scum layer and breaking up with hoses might therefore be a solution.
MLSS	➢ The mixed liquor suspended solids is the dry mass of solids per unit of liquid volume in the aeration basin and is determined by filtering or centrifuging the sludge from a certain volume of the mixed liquor, drying the sludge at 103°C and weighing. The MLSS could then be expressed either as mg l-1, g l-1 or conveniently in kg m-3. The mixed liquor volatile suspended solid (MLVSS) are sometimes determined for the operation of plants but usually does not concern the process controller. The dried sample is ignited at 600°C and the remainder weighed. The difference in mass, being the mass of the volatile material, divided by the volume, is given as the MLVSS concentration. The SRT could be increased or decreased by decreasing or increasing the rate of sludge wastage for a given plant, with a given sewage strength and flow, the product of which would give a certain load. This would in turn result in either an increase or a decrease in the MLSS. On the other hand, if volumetric SRT control is used, increasing the SRT by wasting less mixed liquor will result in an increase in the MLSS. ➢ The amount of new sludge formed in the aeration basin is constant and depends on the incoming load; the only way in which the process controller could reduce the amount of sludge to be wasted is by leaving the sludge in the aeration basin for a longer period. This allows more of it to be degraded or consumed. ➢ This means that more sludge solids are held in the aeration tank and the MLSS concentration will increase. The size of the final clarifiers will set the limit to the MLSS. Increasing the MLSS will correspondingly increase the mass of sludge being passed to the clarifiers per unit time. If the clarifiers are too small, there will not be sufficient time for the settlement and partial thickening of the sludge and it will start spilling over the effluent weirs. ➢ When this happens, the process controller must increase the wastage of sludge from the aeration tank, gradually lowering the MLSS until the clarifiers are able to settle the sludge. Long SRT plants generally are designed to give an SRT of 25 days at a MLSS of between 4.5 - 5 kg m-3, even though it may in exceptional cases be possible to operate at higher values. ➢ The daily determination of the MLSS and of the rate of sludge wastage per day will enable the process controller to determine the SRT. The process controller can vary the sludge wastage to control the SRT at a given number of days.
Sludge Age or Solids Retention Time (SRT)	➢ The mass of organisms in terms of actual sludge in the aeration basin can be expressed as the concentration of the sludge (kg m-3) multiplied by the volume of the basin in m3. The product is the mass of sludge in kg. The mass of surplus sludge wasted per day can be expressed in kg per

	day. Under stable operating conditions the mass of surplus sludge produced per day must equal the mass of sludge wasted per day. If not there will either be an increase or a decrease in the mass of sludge in the aeration basin that would lead to either sludge flowing over the weirs or to a total washout of the sludge. If for instance, the total mass of solids in the aeration basin is 100 kg and 5 kg per day is wasted, the average time that the organisms will spend in the aeration basin will be equal to 100 divided by 5, which equals 20 days. The sludge age or solids retention time can now be expressed as the mass of solids in the aeration basin divided by the mass of solids removed per day. ➢ Ignoring the sludge in the clarifier, the mass of sludge in the aeration basin in kg is: ➢ X = V. CX ➢ where V = Volume in m3 ➢ CX = Mixed liquor suspended solids concentration ➢ in kg m-3 or g ℓ-1 ➢ X = sludge mass in the aeration basin ➢ The sludge age or solids retention time (SRT) in days is then: ➢ SRT = X/dx ➢ where dx = mass of sludge wasted per day (kg d-1) ➢ Since the amount of sludge wasted per day must equal the amount of new sludge formed per day, there is a relationship between the loading rate, expressed as the F/M ratio, and the solids retention time. ➢ The solids retention time is much easier to control, determined by the process controller without the help of sophisticated equipment.
Return activated Sludge (RAS)	➢ Sludge being settled in the clarifiers is continuously pumped back to the aeration basin as discussed before. When the sludge in the clarifiers settles well to a thick consistency, the rate of recycling can be relatively low. However, when the sludge will not thicken well, the rate of recycle will need to be higher to maintain the MLSS in the system and to avoid loss from the clarifier. Normally, the recycle rate for each clarifier is controlled by an individually adjustable overflow weir, telescopic valve or stacked rings discharging into a pump sump. From there the total flow of all the individual units is pumped back to the inlet to the aeration basin. The pumps may be centrifugal sludge pumps or Archimedean screw pumps. The latter have the advantage that they will pump any variation in flow up to their maximum capacity, whereas centrifugal pumps will stop-start if the rate of withdrawal of sludge varies. ➢ The process controller should recycle sludge at the lowest possible rate that will give the desired operating conditions. High rates of recycle will decrease the actual retention times through the various basins and result in a high flow into the stilling box of the clarifiers. This may lead to hydraulic currents in the clarifiers that could be detrimental to the functioning of the unit. Low recycle rates may however cause excessive thickening of the sludge in the sludge withdrawal

	pipe with stoppage of the flow. If a scour pipe is provided, the process controller should scour the sludge pipe regularly. Otherwise, lowering of the weir or the telescopic valve to flush out the pipe would be required. ➢ The type of recycling pump used is not important, but over-aeration of the return activated sludge (RAS) must be avoided for nutrient removal.
Waste Activated Sludge (WAS)	➢ It is most important to accurately control the mass of sludge wasted per day since it must match the sludge production for the day. ➢ However, it is standard practice in most other countries to waste thickened sludge from the underflow from the clarifiers. ➢ When wasting sludge in this manner, the process controller must determine the concentration of the sludge during wastage in order to determine the mass of solids removed. ➢ The underflow sludge concentration from the clarifiers will vary depending on many factors and the process controller must measure the total volume of sludge wasted as well as the average concentration in order to obtain the mass of solids wasted. ➢ He must then also determine the MLSS, which will give him the mass of sludge in the aeration basin at any given time. ➢ By dividing the kg sludge in the aeration basin by the kg wasted per day he can then determine the SRT. ➢ If the SRT is higher than stipulated, he should waste more sludge during the next cycle and when the SRT is below the prescribed value, he should reduce the amount of sludge wasted. ➢ A daily plot should then be made to determine the trend of the SRT. ➢ When wasting from the aeration basin, the concentration of the wasted sludge is the same as the MLSS. ➢ The sludge may be thickened further in a small additional clarifier, thickened directly on the drying beds or be discharged on land in the diluted or in the thickened state. ➢ If flotation thickening is desired, the mixed liquor could be passed directly to the thickening unit. ➢ The mixed liquor wasted directly from the aeration basin, should be metered by means of a weir, V-notch or flume. ➢ Registration of the flow is desirable but, when not available, the process controller should obtain tables or graphs to give the discharge against height over the weir. ➢ He must then set the flow rate as desired and make a number of observations to determine that there is no variation in the flow. ➢ The measured flow may then be passed to a small thickener/clarifier or to pumps for discharging to land or further treatment.
Stability of Sludge	➢ The longer the mixed liquor is aerated, i.e. the longer the SRT, the more stable the sludge. ➢ When operating at longer SRT values of above 20 days, the sludge is sufficiently stable to be

	dried on drying beds provided that it is applied in thin layers. ➢ When applied in such thin layers, the sludge will dry rapidly without causing nuisance odours and can be lifted in as little as 2 days after placing. ➢ However, when the SRT is less than 20 days or the sludge is applied in thick layers drying will be slow and nuisance odours may develop. Various methods of sludge stabilization are: ➢ Anaerobic or aerobic digestion (biological) ➢ Chemical oxidation or lime stabilization (chemical) ➢ Thermal conditioning.
Sludge Volume Index (SVI) and Sludge Density Index (SDI)	➢ These tests are an indication of the ease with which the sludge will settle and could be used by the process controller as a tool in the operation of his plant. ➢ The test consists of pouring mixed liquor into a 1000 ml cylinder to the full mark and allowing it to settle. ➢ The level of the sludge is measured after 30 min and the MLSS of the unsettled sludge is determined at the time of doing the SVI test. ➢ If the MLSS of the sludge is, say, 4 kg m-3 (or g l-1), and the sludge settles to the 300 ml mark, the SVI is expressed as the density of the sludge after settlement in ml g-1. ➢ This is obtained by dividing the volume (300 ml) by the mass (4 g) of sludge in the liter of mixed liquor; the SVI is then 300/4 = 75 ml g-1. ➢ The better the sludge compacts, the lower the SVI. ➢ The determination of the SDI is similar, the only difference being the way in which it is expressed. ➢ To obtain the SDI divide the SVI into 100. ➢ For the above value, the SDI will then be 100/75 = 1.33. In this instance, the denser the sludge, the higher the SDI. ➢ The lower the SVI, the better the settling of the sludge in the clarifier. ➢ Normal SVI values for activated sludge lie between 60 and 150 ml g-1. ➢ When values much in excess of these are found, it is said that the sludge is "bulking", ➢ Some sludge will settle into a granular-like mass while others will have the appearance of a woolly mass. ➢ This latter type of sludge will form bridging in the cylinder and give excessively high values of the SVI although the sludge will settle well in the clarifier. ➢ This problem could be overcome by diluting the mixed liquor by a factor such that after settling for ½ hour, the level of the sludge in the cylinder is around the 200 ml mark. ➢ The procedure is to first do the test as described above. ➢ If the sludge will not settle to around the 200 ml mark after ½ hour, repeat the test using only 500 ml mixed liquor, fill the cylinder to the 1000 ml mark with clean effluent, turn over to mix well and allow settling.

	➢ If the sludge will still not settle to around the 200 ml mark, use 333 ml of mixed liquor fill to 1000 ml with effluent and repeat the test. By this time the sludge should be around the 200 ml mark. ➢ To determine the SVI, follow the procedure as described above but multiply the answer by a factor of 1000 divided by the mark to which the cylinder was filled before dilution with effluent. ➢ Thus if 500 ml was used, multiply by 2 and if 333 ml was used multiply by 3. ➢ For example, if the cylinder is filled to a level of 333 ml with mixed liquor, topped up to the 1000 ml mark and allowed to settle for ½ hour, the top of the sludge layer may be at 210 ml. If the MLSS was 5 kg m-3 (g l-1) or 5 000 mg l-1 and the sludge settled to 210 ml, the SVI would be (210 divided by 5) x (1000 divided by 333) = 126 ml g-1. ➢ This test is now being used all over the world and it eliminates problems that were experienced in determining the SVI of a similar sludge but at different concentrations of the mixed liquor. ➢ The SVI test was designed for MLSS concentrations less than 3000 mg l-1 and problems were experienced with settling of sludges at higher concentrations in the narrow 1000 ml

SECONDARY SETTLING TANK

PROBLEM	POSSIBLE CAUSE	CORRECTIVE ACTION PLAN
High DSVI resulting in solids carry-over	➢ Sludge age may be too short or too long. ➢ Low DO concentrations in the aeration basin. ➢ Anoxic fraction is too large. ➢ Nitrite concentration in excess of 1 to 3 mg N/l entering aerobic zone from anoxic reactor causing bulking sludge. ➢ Bulking sludge	➢ Change sludge age thus changing MLSS ➢ Increase aeration ➢ Alter feed arrangements such that a fraction of the settled sewage can be fed into the anoxic zone. ➢ Decrease the size of the anoxic zone. ➢ Reduce A- recycle rate ➢ Shock dose mixed with chlorine
High concentration of solids in the effluent.	➢ Clarifier is hydraulically overloaded. ➢ Sludge recycle rate is too low. ➢ Pinpoint floc resulting from shearing ➢ Solids loading on clarifier excessive.	➢ Check flow to clarifier and reduce if possible or operate another clarifier. ➢ Increase recycle rate. ➢ Reduce aeration. ➢ Reduce MLSS to aeration basin.
Turbid effluent	➢ Hydraulic flow rate excessive ➢ MLSS concentration too high ➢ Flocs sheared	➢ Operate extra clarifier ➢ Reduce MLSS ➢ Reduce missing intensities and turbulence in transfer channels.

	➢ Sludge age too short. ➢ pH too low	➢ Increase sludge age ➢ Dose with lime
Sludge rising to clarifier surface	➢ Denitrification occurring in clarifier due to prolonged retention times.	➢ Increase recycle rate. ➢ Increase scraper speed. ➢ Decrease nitrate concentration of feed by additional denitrification in anoxic basin. ➢ Inhibit nitrification by reducing the sludge age or aeration rate. ➢ Empty clarifier and checkscraper clearances.
Sludge turned black and gassing, giving off odours.	➢ Septic sludge within clarifier.	➢ Increase recycle rate ➢ Increase aeration in reactor. ➢ Reduce MLSS
Return sludge too thick resulting in pipe blockages	➢ Excess sludge accumulation within the clarifier. ➢ Scraper blades worn or damaged preventing sludge being scraped into the hopper.	➢ Increase recycle rate ➢ Empty tank and check blades.
Very thin sludge being withdrawn	➢ Sludge is being removed too quickly from the clarifier.	➢ Reduce recycle rate.
Scum accumulation on the tank surface	➢ Worn scum scraper blade ➢ Blocked scum hopper ➢ Removal frequency inadequate ➢ Skimmer box incorrectly aligned.	➢ Replace rubber blade. ➢ Unlock outlet pipe with air or high pressure water jet. ➢ Increase removal frequency. ➢ Adjust alignment of skimmer box.
SLUDGE THICKENING		
Septic odour and rising sludge	➢ Sludge pumping rate is too low. ➢ Scraper mechanism not functioning properly. ➢ Supernatant overflow rate is too low.	➢ Increase pumping rate of thickened sludge. ➢ Increase scraper speed or repair mechanism. ➢ Increase influent flow to thickener.
Underflow sludge not thick enough	➢ Supernatant over-flow rate is too high. ➢ Sludge pumping rate is too high. ➢ Short-circuiting of flow through tank.	➢ Decrease influent flow rate. ➢ Decrease pumping rate of thickened sludge. ➢ Check overflow weirs and influent baffles; repair or relocate.

Torque overload of sludge collecting mechanism	➢ Heavy accumulation of sludge. ➢ Foreign object on floor bottom	➢ Agitate sludge blanket in front of collector arms with water jets; increase sludge removal rate. ➢ Remove foreign object with big magnets on rope or empty tank.

MATURATION PONDS

PROBLEM	CORRECTIVE ACTIONS
High seepage rate	➢ Draining the pond and seal it with impermeable soil or plastic membrane.
High vegetation growth on embankments	➢ Mowing or cutting
Vegetation growth through pond surface.	➢ Increase pond depth or loading rate to shut light off from pond bottom; remove weeds from pond bottom using boat; remove any sludge banks causing shallow areas.
Algal mats on facultative and maturation ponds	➢ Break up mats with water jets or from boats; remove the mats and scum.
Fly or mosquito nuisance	➢ Keep pond edges clear of vegetation; keep facultative and maturation ponds free from scum; spray chemicals to kill mosquito larvae; stock maturation ponds with fish.
Overloaded ponds causing poor effluent quality and odour nuisance.	➢ Add additional ponds; increase operational depth of anaerobic ponds; use surface aeration for facultative ponds or recirculation.
Short circuiting causing poor treatment efficiency or odour problems.	➢ Add additional inlets and/or outlets for better distribution; install baffles; re-circulate if necessary.
Toxic material in the influent.	➢ Identify pollution source to find out the origin of the inhibitor and take administrative measures in order to set a limit on the amount of toxic substance that may be admitted into the sewer system.

Troubleshooting:

Potential problems	Possible causes	Suggested remedies/actions
No Chlorine residual	Incorrect measurement Chlorine tank empty Chlorinator faulty High chlorine demand Pump inoperative Precipitate in pumps or pipes causing blockages	Check chlorine analyser Check DPD tablets Check for leakages Check chlorinator Check pump Increase chlorine dosage Determine chlorine demand Check for blockages in pumps and delivery pipes

Gas Chlorination			
Observation	**Probable Cause**	**Check**	**Remedy**
• Injector vacuum reading low	• Flow restrictions • Improper water pressure	• Remove kinks, bends or sags in line • Pump or tubing has carbonate accumulations • Injector water supply system does not supply needed pressure • Check vacuum over a full range of flows, *i.e*. low, half and full	• Clean pump and tubing with muriatic acid solution and flush with vinegar more frequently • Pump solution through pump, lines, and valve to clean • Pump or line may have restriction. Ensure proper pump output is proper in reference to pump curve
• Leakage of chlorine	• Damaged gasket • Loose connection	• Check Joint Connections • Check around valve stems • Check at valve discharge outlet	• Replace gasket or tighten connections • Reset vacuum in accordance with manufacture's recommendations
• Chlorinator will not reach maximum output	• Faulty injector (no vacuum) • Flow restrictions in supply • Leaks in system • Wrong orifice (too small)	• Check for restrictions at orifice • Check supply system for restrictions • Examine size opening of orifice	• Remove obstructions • Leaks can be identified with spray ammonia mist or with ammonia soaked rag • Make needed repairs to system • Replace orifice if too small
• Chlorinator will feed satisfactory at maximum output but will not control at low rate	• Vacuum regulating valve is malfunctioning • If equipped with chlorine pressure reducing valve (CPRV) it is malfunctioning	• Remove valve and clean • Check for any damage to valve components	• Repair diaphragm and valve components • Clean CPRV cartridge, CPRV diaphragm and CRPV gaskets

Gas Chlorination			
Observation	**Probable Cause**	**Check**	**Remedy**
• Chlorine will not feed	• Chlorine cylinder empty • Flow restrictions • Damaged Piping	• Pressure from cylinder should be sufficient	• Replace cylinder if empty • Remove restrictions or repair damaged piping
• Leakage of Chlorine below)	• Damaged gasket • Loose connection	• Check joint connections	• Replace gasket or tighten connections • Reset vacuum in accordance with manufacture's recommendations
• Variable vacuum control. Formerly working well, now will not go below 30%.	• Problem with CPRV	• CPRV is likely obstructed	• Clean CPRV
• Variable vacuum control. • Reaches full feed, but will not go below 50% feed. CPRV satisfactory	• Signal vacuum is too high	• Remove valve and clean • Hole in diaphragm	• Replace diaphragm • Clean dirty filter disks • Clean converter nozzle
• Variable vacuum control Will not go to full feed. Gas pressure and CPRV is satisfactory	• Plugged (rate valve) restrictor • Air leak in signal	• Check at rate valve outlet connection	• Remove restriction • Repair air leak
• Freezing in rotameter	• Chlorine rate too high • Restriction in orifice	• Check at rate valve outlet connection	• Lower feed rate • Remove restriction
• Rotameter float will not fall to bottom in off or in operating position • Rotameter float does not rise or fall smoothly when control knob is rotated	• Leaks in diaphragm or • scared surfaces in pressure regulating valve • Obstruction or dirt in V- notch plug • Feed rate is too high	• Check diaphragm and sealing surfaces for leaks. • Disassemble V-notch assembly	• Clean or replace parts as needed

• No injector vacuum at gas inlet to injector; operating and discharge pressures are satisfactory	• Injector check valve is not opening	• Disassemble and examine for damage to diaphragm or for obstruction	• Repair or replace as needed

Most Common Locations of Chlorine Leaks

Location
Chlorine Valve packing gland
Chlorine Valve seat
Chlorine Valve inlet threads
Broken valves or stems
Fusible Valve threads
Fusible metal of plug

Repairing Chlorine Leaks

Location and Type of Leak	Response (All safety requirements observed)
Valve Stem Leak	Tighten Packing nut or gland
Container Leak	Close container valve and leak stops
Container leaking liquid.	Roll container so gas escapes instead of liquid
Container Valve will not stop leak	Apply outlet plug or cap
Container leak cannot be Stopped	Use emergency capping device required
If it is not possible to direct chlorine into operation; remove cylinder and isolate	Call supplier for assistance

Trouble Shooting Pumps

Trouble	Possible Cause
No Delivery	• Pump not primed • Speed to low • Wrong direction • Operating head to high • Obstruction in piping or impeller
Low capacity	• Speed too low • Operating head to high • Obstruction in piping • Worn rings • Impeller worn or damage • Defective case gasket • Excessive packing leakage
Loss of suction	• Leaks in suction line • Water seal leakage • Suction lift to great
Low discharge pressure	• Speed to low • Air in system • Worn rings • Worn or damage impeller
Hot Bearings	• Inadequate or over lubrication • Misalignment • Defective bearings
Vibration	• Misalignment • Tight packing • Worn bearings • Internal rubbing
High packing leakage	• Packing worn • Glands to loose • High seal water pressure

To prevent incidents and hazards, we will do the following:

- In terms of final effluent not complying - To have an effective operational monitoring programme through which non-compliance can be traced immediately.
- In terms of pump station failures – To always have stand by pumps available; do daily pump inspections; do maintenance on pumps on regular basis as per manufacturer's specifications.
- In terms of pipe failure – To have a pipe replacement programme on all the old and damaged pipes.
- Be clear of responsible persons with their responsibilities, internally and externally.
- Have plans for emergencies available.
- Have communication protocols including notification procedures (internal, media and public)
- Train employees for emergency response to efficiently manage any potential incidents.
- Notify the community or all involved parties regarding the cause of the incidents and the actions taken to minimize future occurrences.

With ***final effluent*** not complying with General or Special Standards, we will apply immediate interventions to avoid significant threat to users, irrigation boards (farmers or sport fields). We will inform all the involved parties including the Cape Winelands District Municipality as well as the responsible catchment DWS official of the following:

- That the treated waste water supplied, poses a health risk.
- The reasons for the health risk.
- Precautions to be taken by the users or involved parties.
- Time frame within which it may be expected that treated waste water of a safe quality will be provided.

With ***pump station*** failures leading to uncontrolled discharge, we will apply immediate interventions to avoid significant threat to irrigation boards and farmers. We will inform all the parties of the following:

- That because of the untreated discharge, the river could be polluted and would suggest trying alternative options seeing that it may poses a health risk.
- The reason for the uncontrolled discharge and the pump failures as well as the plans in action.
- Time frame within which it may be expected that the water for irrigation purposes of a safe quality will be provided.

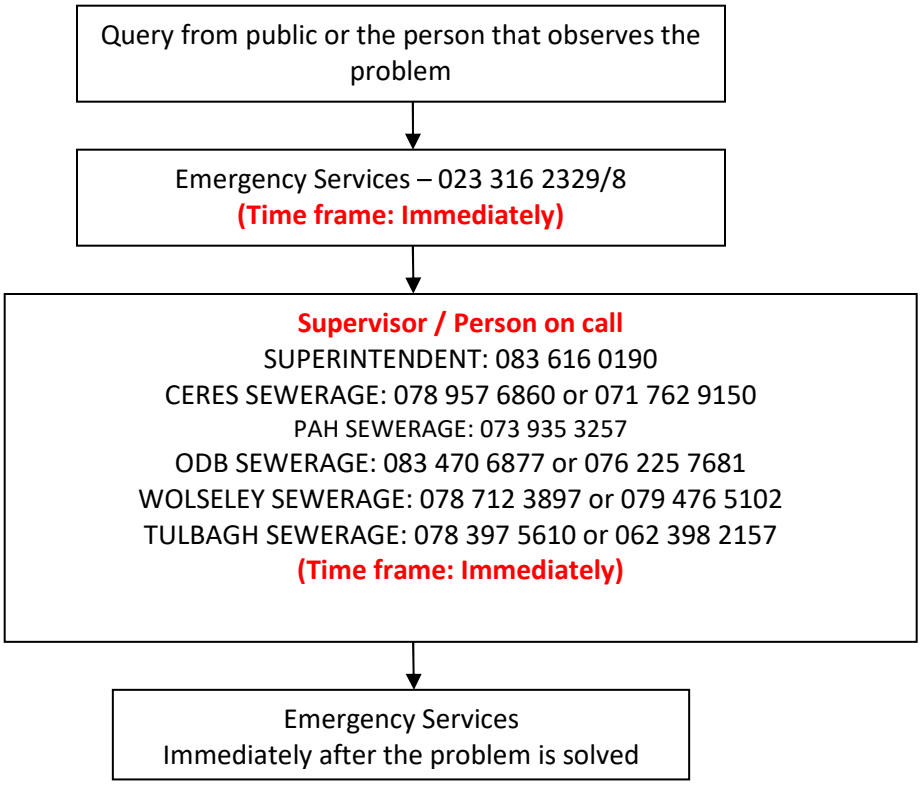
With ***pipe failures*** leading to uncontrolled discharge, we will apply immediate interventions to avoid significant threat to the community. We will take the following immediate steps:

- Immediately after the emergency was reported, the responsible network team will go out and rectify the problem.
- We will secure the discharge area in such a way that it is not accessible for the community especially children seeing that it poses a health risk.
- If any inconvenience caused e.g. traffic disturbance, we will have officials from the Traffic Department available to help.
- As soon as everything is in place and the problem solved, we will clear the whole area and see to that it is safe and poses no health risk.

Communication plans – We will see to the following:

- Key stake holders or affected are kept fully informed.
- Roles and responsibilities of individuals and organizations are clearly outlined to avoid miscommunication and duplication of effort.
- Timeous interventions will be taken to rectify the situation.

PROTOCOL STRUCTURE FOR THE DIFFERENT TYPES OF EMERGENCIES IN TERMS OF SEWERAGE – MINOR INCIDENT E.G. SEWER BLOCKAGE



As soon as the problem is solved, the responsible supervisor will contact the Emergency services where the query will be logged as from the start to the end and an emergency report will be available which is handed in with their monthly report at the end of each month to the Technicians: Water & Sewerage.

PROTOCOL STRUCTURE OF EMERGENCIES IN TERMS OF SEWERAGE – MORE SERIOUS INCIDENTS E.G. SEWER PIPE FAILURES

Query from Public or the person that observes the problem

↓

Emergency Services – 023 316 2329/8
(Time frame: Immediately)

↓

Supervisor / Person on call
SUPERINTENDENT: 083 616 0190
CERES SEWERAGE: 078 126 8205 or 071 762 9150
PAH SEWERAGE: 073 935 3257
ODB SEWERAGE: 083 470 6877 or 076 225 7681
WOLSELEY SEWERAGE: 078 712 3897 or 079 476 5102
TULBAGH SEWERAGE: 078 397 5610 or 062 398 2157
(Time frame: Immediately)

↓

Snr Technician: Water & Sewerage: 073 159 3929
(Time Frame: Immediately)
Technician: Water & Sewerage: 083 646 8994
(Time Frame: Immediately)

Senior Manager: Water & Sewerage: 071 670 3873
Just for notice, depends on the type or how crucial the Emergency is.
(Time Frame: Immediately)

As soon as the problem is solved, the responsible supervisor will contact the Emergency services where the query will be logged as from the start to the end and an emergency report will be available which is handed in with their monthly report at the end of each month to the Senior Technicians: Water & Sewerage.

PROTOCOL STRUCTURE OF EMERGENCIES IN TERMS OF SEWERAGE – SEVERE EMERGENCIES E.G. PUMP STATION FAILURES

Query from Public or the person that observes the problem

↓

Emergency Services – 023 316 2329/8
(Time frame: Immediately)

↓

Supervisor / Person on call
SUPERINTENDENT: 083 616 0190
CERES SEWERAGE: 078 957 6860 or 071 762 9150
PAH SEWERAGE: 073 935 3257
ODB SEWERAGE: 083 470 6877 or 076 225 7681
WOLSELEY SEWERAGE: 078 712 3897 or 079 476 5102
TULBAGH SEWERAGE: 078 397 5610 or 062 398 2157
(Time frame: Immediately)

↓

Snr Technician: Water & Sewerage: 073 159 3929 or
Technician: Water & Sewerage: 083 646 8994 **(Time frame: Immediately)**

↓

Senior Manager: Water & Sewerage: 071 670 3873
(Time Frame: Immediately)

↓

Director: Technical Services: 078 095 3365
(Time Frame: Immediately)

↓

Municipal Manager: 083 647 5909
(Time Frame: Immediately)

NB: The following parties are contacted by the Snr Manager: Water & Sewerage as soon as the Municipal Manager was informed of the severe emergency.

DWS responsible catchments area officials
(Nceba Ncaphayi)
021 950 7146
Are notified when the emergency is crucial and poses a health risks.

Catchment Management Area
(Elkerine / Rafique): 023 347 8131

Are notified when the emergency is crucial and poses a health risks

Media – are notified when all the important parties are aware and the emergency is crucial and poses a health risk, so the community must be informed

EXPLANATION OF THE ABOVEMENTIONED - WHEN AN EMERGENCY OCCURS:

- The person that observes the problem or imminent problem notifies the Emergency Centre where the people responsible are immediately being contacted. (The Superintendent or the Technicians: Water & Sewerage).

- Superintendent or Technicians: Water & Sewerage notifies the Snr Manager: Water & Sewerage (Nathan Jacobs)

- The Snr Manager: Water & Sewerage + Technicians: Water & Sewerage + Superintendent jointly investigate the situation (problem) and take appropriate actions to rectify this situation as a matter of urgency. This may include mobilizing internal technical personnel (electrician; fitter and turner) or external contractors. A list with contact numbers of the key personnel is provided.

- Mr Jacobs notifies the DWS, Western Cape Regional Office, Bellville in the event of serious incidents (see protocol for serious incidents below). Also the CMA and the contact person from the Water use Association. Cape Winelands District municipality is also informed.

- Operating personnel at the relevant treatment plant is notified of the problem(s) and remedial actions that are taken to normalize the situation.

- Nathan Jacobs draws up an Incident Report, which contains the following information:

    - Date of Incident
    - Date of Investigation
    - Investigator
    - Incident Description
    - Circumstances which lead to the Incident
    - Investigation Remarks
    - Action Taken
    - Recommended Steps to Prevent a Recurrence
    - Name of Person Compiling the Report

WITZENBERG MUNICIPALITY – WASTE WATER INCIDENT MANAGEMENT PROTOCOL CONTACTS REQUIRED RESPONSE TIME IS 24HRS OF RESULTS RELEASED EMERGENCY SERVICES – 023 316 2329				
	POST	**NAME**	**TEL NO**	**CELL NO**
	TECHNICAL DEPARTMENT			
	DIRECTOR: TECHNICAL DEPT	JOSEPH BARNARD	023 316 8540	078 095 3365
	MANAGER: WATER & SEWERAGE	NATHAN JACOBS	023 316 8540	071 670 3873
	SNR TECHNICIAN: WATER & SEWERAGE	STEPHANIE FARMER	023 316 8540	073 159 3929
	TECHNICIAN: WATER & SEWERAGE	MARQUIN PIETERSE	023 316 8540	083 646 8994
	SUPERINTENDENT: WITZENBERG	WILLEM MEPOMIE	023 316 8540	083 616 0190
	CERES WWTW			
	FOREMAN	ABRAHAM DANIELS	023 316 1533	071 726 9150
	PROCESS CONTROLLER	ISRAEL MANYASHE	023 316 1533	
	CERES WW DISTRIBUTION			
	FOREMAN	ABRAHAM DANIELS	023 316 8540	071 726 9150
	FOREMAN	NICOLAS SAULS	023 316 8540	078 957 6860
	PAH WW DISTRIBUTION			
	SUPERVISOR	ADAM CARELSE	023 316 8540	073 935 3257
	OP-DIE-BERG WWTW			
	SUPERVISOR	ADAM CARELSE	023 316 8540	073 935 3257
	PROCESS CONTROLLER	ANDY NEL CEDRAS JOSEPHS	023 316 8540	083 470 6877 076 225 7681
	OP-DIE-BERG WW DISTRIBUTION			
	SUPERVISOR	ADAM CARELSE	023 316 8540	073 935 3257
	ASSISTANT	ANDY NEL CEDRAS JOSEPHS	023 316 8540	083 470 6877 076 225 7681
	TULBAGH WWTW			
	SUPERVISOR	FRANKLIN LEWIS GREG LOUW	023 316 8540	078 397 5610 062 398 2157
	PROCESS CONTROLLER	FAIZEL JUMATH	023 316 8540	079 070 7437
	TULBAGH WW DISTRIBUTION			
	SUPERVISOR	FRANKLIN LEWIS GREG LOUW	023 316 8540	078 397 5610 062 398 2157

	WOLSELEY WWTW			
	TEAM LEADER	ADRIAAN SWANEPOEL	023 316 8540	078 712 3897
	TEAM LEADER	JOHANNES NOBLE	023 316 8540	079 476 5102
	PROCESS CONTROLLER	APRIL MALGAS	023 316 8540	073 204 7313
	WOLSELEY WW DISTRIBUTION			
	TEAM LEADER	ADRIAAN SWANEPOEL	023 316 8540	078 712 3897
	TEAM LEADER	JOHANNES NOBLE	023 316 8540	079 476 5102
	STORMWATER			
	SNR MANAGER: STORMWATER	ELTON LINTNAAR	023 316 8540	071 670 6761
	TECHNICAL SUPPORT & MAINTENANCE			
	SENIOR MANAGER: ELECTRIC	PIERRE VAN DEN HEEVER	023 316 8540	076 473 4380
	INSTRUMENT TECHNICIANS	VOX ELECTRIC		083 262 2468
		GW TRAUTMANN		082 569 3978
		HSM	021 551 0660	082 764 0800
		PENINSULA WATER TREATMENT		082 970 0700
		TRICOM	021 948 8636	082 578 3075
	ACCREDITED LABARATORY	AL ABBOTT	021 448 6340	083 326 3887
	DEPARTMENT OF WATER & SANITATION			
	BELLVILLE OFFICE	NATASHA DAVIS-WOLMARANS	021 941 6192	082 908 6023
	DOWNSTREAM USERS: WATER USE ASSOCIATION	SCHALK VAN NIEKERK	023 230 1401	
	CATCHMENT MANAGEMENT AREA	ELKERINE ROSSOUW	023 347 8131	071 685 5444
	CAPE WINELANDS DISTRICT MUN	THERESA DAVIDS	023 312 3111	
	LOCAL NEWS PAPER: WITZENBERG HERALD	FRANCOIS SNYMAN	023 316 2021	
	SAPD		10111	
	FIRE DEPARTMENT		023 312 3111	
	HOSPITAL		023 316 9600	
	AMBULANCE		10177	

The Emergency Management Team should include the following:

- WSA Water Services Manager
- WSA Water Works Operations
- Local Government (DPLG)
- DWS Regional Office
- Department of Health
- District Municipality Environmental Health Officers
- Provincial Disaster Management Unit

ALERT LEVELS FOR WASTE WATER TREATMENT – FINAL EFFLUENT REQUIREMENTS

GENERAL STANDARDS		**SPECIAL STANDARDS**	
COD mg/L	75	COD mg/L	30
TSS mg/L	25	TSS mg/L	10
pH	5.5 – 9.5	pH	5.5 – 7.5
EC mS/m	150	EC mS/m	100
AMMONIA mg/L as N	6	AMMONIA mg/L as N	2
NITRATE mg/L as N	15	NITRATE mg/L as N	1.5
ORTHO – PHOSPHATES mg/L as P	10	ORTHO – PHOSPHATES mg/L as P	1
FAECAL COLIFORMS	1000	FAECAL COLIFORMS	0

Alert Levels and Response Protocol

OPERATIONAL ALERT LEVELS

Operational Samples	Alert Levels		Actions to be taken
WASTEWATER TREATMENT WORKS			
Raw inlet	COD > **1000** mg/L Ammonia > **100** mg/L as N **5.5** > pH > **9.5** EC > **150** mS/m Settl. solids > **20** mL/L	Cd > **0.005** mg/L Cr > **0.05** mg/L Cu > **0.01** mg/L Zn > **0.1** mg/L Pb > **0.01** mg/L	• Check for possible illegal industrial effluent discharge • Do more frequent measurements of DO levels, pH and MLSS in the activated sludge reactor
Raw inlet settled	COD > **400** mg/L		• Check operation of PST (faulty scrapers; blockages) • Check for oils and fats on the water surface
Activated sludge reactor	DO < **0.5** mg/L		• Increase aeration capacity or cycles
	MLSS < **2000** mg/L		• Reduce discharge of WAS and allow MLSS – levels to increase to 4000 mg/L
	MLSS > **6000** mg/L		• Gradually waste more sludge on a daily basis to reduce the MLSS to 4000 mg/L
	pH < **7.0**		• Add lime to the inlet works to maintain the pH in the reactor at 7.0 or slightly above
Secondary settling tanks	COD > **75** mg/L		• Check for sludge carry – over from secondary settling tanks • Check RAS recycle rates • Check for bulking sludge • Check for rising sludge ***Take actions to rectify as appropriate***

EXAMPLE OF ALERT LEVEL APPROACH:

Alert Level l

1. Classification of incident
    - High Faecal Coliforms
2. Effluent quality constituent and concentration
    - Chlorine levels are very low.
3. Risk / Implication
    - Poses a health risk
4. Required response time
    - Within 24hrs of result release.
5. Action
    - Verify chlorine levels and dosage
    - Do immediate resampling to confirm result.
    - If resample result confirms initial result, implement corrective action to rectify the incident.

    If the resample result exceeds the initial result, implement corrective action to rectify the incident and proceed to Alert Level ll.
6. Roles and parties involved
    - Accredited lab that are used
    - Technician: Water & Sewerage
    - Superintendent and Process controller

Alert Level ll

1. Classification of incident
    - Faecal Coliforms exceeds the required limits >1000
2. Effluent quality constituent and concentration
    - Verify chlorine levels and dosage
3. Risk / Implication
    - Poses a health risk
4. Required response time
    - Within 24hrs of Alert Level l's result release

5. Action
    - Verify chlorine levels and dosage
    - Undertake additional monitoring as required with an increased frequency to reasons for failure.
    - Implement corrective action.

    If the resample result exceeds concentrations of Alert Level ll, *proceed to Alert Level lll.*
6. Roles and parties involved
    - Accredited lab that are used
    - Manager: Water & Sewerage
    - Technician: Water & Sewerage
    - Superintendent and Process controller

Alert Level lll

1. Classification of incident
    - Faecal Coliforms exceeds the required limits >1000 and discharged into water source.
2. Effluent quality constituent and concentration
    - Verify chlorine levels and dosage
3. Risk / Implication
    - Poses a health risk
4. Required response time
    - Immediate
5. Action
    - Implement Level l – Level ll
    - Communicate risks to DWA and CMA
    - Inform Irrigation boards and downstream users and alert not to use water for any use.
    - Do additional monitoring once the cause of the incident has been identified and rectified.
    - Notification of community advising of the end of the emergency.
    - Assess required preventative action to reduce the likelihood of the incident recurring.
    - Prepare a report to document and close the incident.
    - Review and update Incident and Management Protocol.

6. Roles and parties involved
    - Accredited lab that are used
    - Manager: Water & Sewerage
    - Director: Technical Services
    - Municipal Manager
    - Technician: Water & Sewerage
    - Superintendent and Process controller

Documentation of emergency events and actions taken in response to these events will help plan future emergency responses. A record of all significant emergency events should be kept.

EXAMPLE OF MAINTENANCE LOG BOOK:

WITZENBERG MUNICIPALITY				
CERES WWTW - MAINTENANCE LOGBOOK		**PROCESS CONTROLLER -**	**MONTH -**	
DATE	**CONTRACTOR**	**DESCRIPTION OF WORKS**	**VALUE OF WORK**	**ORDER NUMBER**

EXAMPLE OF INCIDENT REGISTER:

WITZENBERG MUNICIPALITY								
INCIDENT REGISTER - WASTEWATER (TREATMENT WORKS AND DISTRIBUTION)								
DATE	**TIME**	**DESCRIPTION OF INCIDENT**	**CONSEQUENCES OF THE INCIDENT**	**LENGTH OF TIME OF INCIDENT**	**LOCATION WHERE INCIDENT OCCURRED**	**REPORTED BY**	**REPORTED TO**	**ACTIONS TAKEN BY PC / PERSONNEL INVOLVED**

WITZENBERG MUNICIPALITY

NOTICE OF DISCHARGE OF UNTREATED SEWAGE

September 2018

EXAMPLE

Ceres had a discharge of untreated sewage from a pump station located at the …….. of approximately …… litres. The discharge was first discovered on September 1, 2010 at 14H00 and lasted approximately 3 hours. The untreated wastewater entered the Dwars River and was the result of an electrical failure that causes the pump motor to become inoperative. The pump motor was replaced to prevent further discharge.
Witzenberg Municipality contacted health and regulatory agencies about the discharge.

For more information, please contact Witzenberg Municipality's Snr Manager: Water & Sewerage at 023 316 8540.

Serious accidents

Eye Incidents

- The eye must be washed with water, repeatedly for ten to fifteen minutes.
- Water can be splashed from a running tap or a wash-bottle.
- The patient can then have water run through the affected eye(s) until reaching a doctor for medical treatment.

Bleeding

- Small cuts should be washed out with water and antiseptic solution and a plaster applied.
- If bleeding is heavy, a pad should be applied over the cut, and kept there with hand pressure.
- If the pad becomes saturated with blood, add another pad on top of the first, which should not be removed.
- A tourniquet must not be applied. Try and raise the wound above the general level of the body to discourage the flow of blood to the specific area.
- Expert medical care must be obtained.

Chemical Burns

- Drench the skin with water.
- In case of a blistering, a doctor must be consulted.

Electrical Burns

- Turn off the power supply at the main switch, if possible.
- Then treat as for heat burns.

Heat Burns

- Should be cooled as soon as possible, preferably by immersion in cool or tepid water.
- If the skin has first degree burns (reddening), medical advice may be sought.
- If there are second degree burns (blistering), medical advice should be sought.
- If there are third degree burns (destruction of superficial layer of skin), medical attention must be obtained.
- If clothing burns onto the skin it must not be removed, and expert medical care must be obtained as soon as possible.

Fire Burns

- If a person's clothing ignite, the victim should lie down, burning side up (which protects the neck and head).
- The person should then immediately be covered with a fire blanket (or clothing soaked in water) and the flames smotered.
- Do not remove clothing which is burned to the body.

- Treat for shock and obtain medical care as soon as possible.

Shock

- The patient should be kept warm and resting, and a warm sweet drink may be given if there is no possibility that an anaesthetic might have to be applied later.
- A person who faints should lie down with feet slightly raised, and kept warm.
- If consciousness is not regained within a few minutes, the person should be turned to lie on his/her stomach, with the head placed so that any liquid can run out of the mouth.
- A doctor must be summoned.
- If breathing stops, then artificial respiration must be applied.

Poisoning

- This is caused by swallowing strong acid or alkali.
- Treatment consist of rinsing the mouth immediately, followed by copious draughts of water.
- If acid has been swallowed, milk of magnesia should be given.
- For alkali poisoning, very dilute acetic acid should be administered.
- Vomiting should not be encourage and obtain medical care immediately.

Appendix C

Green Drop Scorecard

A	0.0%	*Responsible Authority / Owner*	Witzenberg LM	*Wastewater System*	Tulbagh		#REF!
B	0.0%	*Type System*	Advanced	*Town(s) / Area(s) / Village(s) served*	Tulbach		
C	0.0%	*Receiving River / Stream*	Bergriver	*Catchment Management Area*	Breede-Gouritz		
D	0.0%	*Population Served*	11,400	*Location Coordinates (South)*	33°17' 07.00"	*System Type:*	
E	0.0%	*No. of Pump Stations in System*	2	*Location Coordination (East)*	19°08' 42.00"		Advanced

Key Performance Area		Sub-KPA	Sub-weight	Green Drop Requirement	Scoring Information	System's Information		Audit Comment		KPA Score
A	Capacity Management *(15%)*	**A1) Registration of Wastewater Treatment Plant**	20%	The wastewater treatment facility is registered as per the requirements of Regulation 2834 or draft Reg. 813 (Draft Reg 813 consider for bonus)		Class of Works	D	Tulbach is a Class D registered plant approved on 22 January 2021. The registration certificate has been uploaded on IRIS		*KPA A*
		A2) Registration of Process Controllers and Supervisor	20%	a) Copies of Registration Certificates of Process Controllers and Supervisor(s) b) Copies of the classification certificates of all process controllers/operators and supervisors/superintendents must be uploaded on the IRIS; c) Compliance with Regulation 2834 coupled with shift details, or compliance with draft Reg 813 - in both cases must comply ≥50% for each shift); WSI must indicate shift patterns or measures in place when a shift does not comply with Regulatory Process Control requirements. d) WSI must indicate process controllers and/or supervisors that are 'shared' across different plants/sites.		# of PCs / Shifts Reg. Requirement (Reg 813) +1	4	a) Copies of registration certificates of process controllers and Supervisor(s) uploaded on IRIS b) Copies of the classification certificates of all process controllers/operators and supervisors/superintendents uploaded on IRIS **Registered Process Controllers** Thompson Edward - Class I Jumath Faizel Jainudien - Class IV Pieterse Marquin Lee-Olin - Class IV **Supervisors** Farmer Stephanie Julianne - Class V c) Single shift d) WSI must indicate process controllers and/or supervisors that are 'shared' across different plants/sites (shared supervisors and inspectors) Class V (1) = 1 x Class V approved (Stephanie Farmer) (Supervisor roaming) Inspector = Class IV = Marquin Pieterse (Roaming) **Mod Comm:** **Requires Class II Sup and Class 0 PC and Class I PC. The system complies with (a) (b) (c) because of 1 shift arrangment, for a Class D works then requires a plus 1 for each PC class required and (d). Scores unchanged PC's possess more than the minimum required.**		*15%*
						Number of Shifts (Status)	1			
						Number of PCs Complying	3			
						Number of Supervisors Complying	1			
		A3) Maintenance Capacity	20%	a) Evidence of Maintenance Team used for general maintenance work at the plant & pump-stations (both mechanical and electrical) - (Internal or evidence of Outsourced Term Contract) b) Information on in-house staff (or organogram) and/or external Contractor/s c) Provide proof of competency of team (Qualification & Experience & Trade-test) d) Provide a site specific operation and maintenance schedule (routine / scheduled) e) Contract or Logbook with maintenance entries to serve as evidence of maintenance & repairs. *Note: C&I - control instrumentation resorts under 'electrical'.*		Maintenance arrangement for this WWTW	Internal+Term Contract	**"Internal Electricians":** William Pinkoane - certificate Michael Minaar - certificate Alfred Liebernberg - certificate Marius Grove - certificate **"External Team":** (Mechanical and Electrical) (pumps + STP maintenance) + Tricom (Fire water systesm) Maintenance Term Contract The WSI has a maintenance term contract with Viking Pony Africa Pumps Pty Ltd for Electrical and mechanical maintenance. Contract has been provided on IRIS" b) In house organogram uploaded on IRIS and certificates c) Certificates uploaded on IRIS d) Specific O&M manual available e) Maintenance noted on site Maintenance schedule uploaded, but logbook entires supporting the schedule		**0.0%**
		A4) Engineering Management Capacity	20%	Number of Engineering Staff available in the WSI taking responsibility for Maintenance Planning and General Asset Management: a) 1X Engineering Technician, b) 1 X Engineering Technologist c) 1 X Engineer, or d) More than one of the above.		**No.** of Eng. Technicians in employ: **Number Only**.	5	a) Stephanie Farmer - National Diploma (Civil Eng) N. Jacobs - National Diploma (Civil Eng) Elton Lintnaar - Stormwater - National Diploma P. Vd Heefer - National. Diploma (Electrical) Zimasa Chabeli - Stormwater - Nat Dipl		
						No. of Eng. Technologists in employ	1	b) J. Barnard - B. Tech (Civil Eng)		
						No. of Engineers in employ	1	c) D. Greef - B. Eng + Pr. Eng		
		A5) *(Advanced Systems Only)* **Scientific Capacity (Sampling and Laboratory Information Management)**	20%	Number of Scientific Staff appointed for the management of wastewater treatment management, incl sampling and analyses: a) 1 X Candidate Scientist b) 1 X Professional Scientist, or c) More than one of the above.		**No.** of Scientists in employ	2	WSA has no scientists internally, however, contracted AL Abbott who has a scientist who come once a month to all WWTW (certificate of accreditation on IRIS) 1. Mrs N Van Binsbergen 2. Mr JL Da Silva Appointment letter with AL Abott in place (From March 2019 - 2022)		

B	Environmental Management *(15%)*	**B1) Wastewater Risk Management**	30%	a) A Risk Register available on all risks posed by the wastewater collection and treatment processes to the immediate environment (not older than 3 years) b) A Wastewater Risk Abatement Plan is the more advanced standard, but will only be accepted if not older than 3 years, and approved by Management. - A practical and site specific W_2RAP is in place which describes the system, identify and prioritize risks, with measures to mitigate inefficiencies/inadequacies that result in non-compliance - Implementation evidence and proof of management commitment c) Implementation evidence and proof of management commitment. Providing evidence of risk mitigation (identified during the audit period)		Environmental Risk Management Arrangement	Risk Register & Influenced Monitoring	a) WRAP issued for in June 2021 - signed/approval page has been uploaded b) Proof of implementation is evident (document of implementation noted as CCR sheet) WSA is doing a great job in addresing the issues noted on the risk abatement plan		*KPA B* *15%* **0.0%**
		B2) Operational Monitoring	10%	Details of Operational Monitoring: a) Proof of Operational Monitoring sites, determinands and frequency b) Samples must include: i) inflow (raw), ii) outflow (final), iii) process flows, v) sludge streams c) Determinands monitored d) As per Authorization or as per Good Practice per technology type e) Frequency: as per Authorization or Good Practice.				a) Proof of operational monitoring sites, determinands and frequency is uploaded b) Samples include: i) inflow (raw), ii) outflow (final), iii) process flows, v) sludge streams c) Determinands monitored (pH raw, settling tanks and final as well as industrial effluent), sludge areation tank measurements, weekly COD final) d) As per Authorization or as per Good Practice per technology type e) Frequency: as per authorization or Good Practice (GA default authorisation) Satisfactory, detailed routine check uploaded with the above		
		B3) Compliance Monitoring (Effluent)	20%	Details of Compliance Monitoring (For ALL Effluent Discharges). a) Sampling sites/locations as per Authorisation b) Determinands as per Authorisation. (This would include determinands not categorised as Microbiological, Chemical or Physical, eg SAR, biomonitoring, toxicology, heavy metals, etc.) c) Sampling frequency occurs as per Authorisation requirements *Note1: For zero-effluent treatment systems - still need to monitor for impact on catchment / environment (for both lined and unlined systems). Where oxidation ponds are producing effluent for irrigational purposes then General Limits apply* *Note 2: A monitoring programme alone will not be sufficient to obtain full score; Analyses results should proof implementation of the monitoring programme.*				All sampling sites, determinants monitored and frequency are uploaded and 12 months worth of data for all Micro, Chemical and Physical determinants		
		B4) *(Advanced Systems Only)* **Sludge Classification and Monitoring**	20%	a) Provide Sludge Treatment Monitoring Programme (location, determinands and frequency) b) Provide sludge monitoring results c) Sludge Management Plan.		Sludge Treatment	Solar / Thermal Drying Beds	Drying beds + Stockpile on site Annual sludge monitoring and classification results uploaded		
						Sludge Management Option Applied	Off-site Disposal	Sludge management plan uploaded - August 2021 The sludge is classified annualy The sludge monitoring results shows that sludge is C2a Sludge Management Plan shows that the sludge will be stockpilled on site before disposal at		
		B5) Laboratory Credibility	20%	a) Name laboratory(s) for operational analysis (in-house or on-site) and lab for compliance analysis/checks (in-house or external) b1) Certificate of Accreditation for applicable methods b2) Or Z-scores results following participation a recognised Proficiency Testing Scheme (–2 ≥ z-score ≥ 2 are unacceptable) b3) Or proof of intra- and Inter-laboratory proficiency (quality assurance as prescribed in *Standard Methods*) c) Proof of turn-around time from time of sampling to release of results, to allow for		Name of Laboratory used for Compliance Monitoring	AL ABBOTT	a) There is an inhouse laboratory, and that operational monitoring is taking place, external laboratory used for compliance is AL Abbott (SANAS acredited) b) Certificate of accredidation uploaded on IRIS (valid - until 2025 with facility number T0276) c) Turn around time (5 - 6 days) (as noted on the certififcate of analysis)		
						Z-score if applicable	0.00			
C	Financial Management *(20%)*			**Wastewater Operations and Maintenance Cost Determination done:** i) Per Wastewater System; or ii) For Municipal Wastewater business as a whole; or iii) Not Done at all	**For Wastewater business as a whole;**			Budget for all 4 systems combined		*KPA C* *20%* **0.0%**
		C1) Wastewater Operations Cost Determination	30%	a) Municipality / WSI must provide evidence of a proper O&M cost determination for the entire wastewater system (network, pumpstations, treatment works) This must at least incl: i) Energy Consumption ii) Compensation of Employees iii) Chemical cost iv) Maintenance Cost b) Provide an operational cost determination per m^3 treated. *Note: Municipal cost sheets are inconsistent in terms of 'including or excluding' interest and redemption cost on capital loans. To ensure standardised approach, the GD21 audit*		Cost determination status	Inadequate Determination	Budget in place Approval of municipal budget uploaded The cost determination has been done although the correlation between budget per plant and R/m3 needs to be verified. There are cost determinants and information available.		
						O&M (system) budget determined - expressed as Rand per volume wastewater treated (Rand/m^3)	R 10.05			
		C2) Energy Demand	10%	WSI is able to provide DWS with proof of Energy Efficiency Management by providing: a) Energy demand data: Past 3-year data on Specific Power Consumption (SPC) (in kWh/m^3) for the WWTW b) Energy unit cost / tariffs (R/kWh) used to calculate the system's energy use c) Energy cost for the specific WWTW in Rand per m^3 treated.		Specific Power Consumption (SPC) expressed as kWh/m^3 - average over past 12 months	0.00	No specific power determinant for past 3 years. R/kW energy unit cost provided per system with 3 years tarrif and the increase in cost per WWTW. Energy metered and specifics recorded, but no Kw/m3 determinant displayed		
		C3) Operations & Maintenance Budget	10%	WSI to provide proof of the wastewater system O&M Budget per annum - for the sewer network and treatment works		System O&M Budget expressed in **R'000/annum**	R 4,832,590.91	Budget in place - needs identification (ie: which sites) and reference to approved Municipal budget.		
		C4) Operations & Maintenance Expenditure	30%	WSI to provide proof of the wastewater system O&M expenditure per annum		System Expenditure expressed in **R'000/annum**	R 4,450,257.49	Budget in place - needs identification (ie: which sites) and reference to approved Municipal budget.		
				Comparing Expenditure/m^3 vs Cost Determined/m^3 (actual vs planned O&M)		O&M (system) actual expenditure expressed in R/m^3	R 10.25			
						Shortfall per m^3 treated (Rand)	R -0.20			
		C5) *(Advanced Systems Only)* **Supply Chain Management of Services and Treatment Products**	20%	a) WSI must provide proof of approved contracts for outsourced services for the sewer network (i.e. maintenance, spares) and treatment (chemicals, maintenance, calibration).				The WSI outsourced contract from the following providers: 1. Chloro Cape Pty Ltd - Chemicals Supply 2. ACS Services Pty Ltd - Chemicals Supply 3. Mometek Trading CC - Chemicals Supply 4. Viking Pony Africa Pumps - Electrical and mechanical maintenance 5. West Coast Skies Services - Chemical Supply 6. AL Abott All proof of the contractors uploaded		

D	Technical Management (20%)	**D1) Wastewater Treatment Works Design Capacity Management**	20%	a) Documented design capacity (*hydraulic and organic*) of the wastewater treatment facility 1. Design capacity as Average Dry Weather Flow (ADWF) and COD load to the plant and b) Documented daily receiving flows over 12 months of assessed period (ideally ≤ than design capacity) 1. Evidence of daily flows and subsequent calculated averages. Measurement method to be explained 2. Evidence of peak wet weather flow to plant during rain events. Recording of rain events & volumes & inflow 3. Evidence of minimum night flow (minimum monitoring: monthly) 4. WSI is required to provide motivation/proof of accuracy of meter readings (calibration or verification) c) Monitoring of outflow volumes (available records)		Type of Inflow measurement	Gauge Plate on open Channel	Flow measurement Flume Ultrasonic Sensor (Source_O&M manual) a)1 DC=2.46Ml/d and Organic Loading_ 1100 Kg COD/d (Source_O&M manual) b)1, documented daily flows 1.19 Ml/d (flow balances sheet by the municipality details uploaded on IRIS) b)2 Peak wet Weather flow 3.7 Ml/d (12 months daily flow records) **b3) are there night flows data despite only day shift in place - WSA to confirm this?** **b)4 Info on inlet and outflow meter veification (on IRIS a quatotation is loaded from Tricom Africa) was this done? Need cerfificate of calibration or proof? Tricom Africa) was this done?** c) WSA has provivded outflow volumes that are monitored (spreasdsheet uploaded showing typical average volumes **Score reduced to 75%, Lead Insp pls provide proof of documented design capacities/peak wet weather and minimum night flows in order to improve scores**		***KPA D*** *20%*
						WWTW Installed Design Capacity (Ml/d)	2.46			
						Available Capacity (e.g. installed capacity minus reduced capacity by way of decommissioning / mothballing / dysfunctional process units)	2.5			
						Annual (ADWF) Daily Operational flow (Ml/d)	1.19			
						Peak Production under Wet Weather Flow on any given day (Ml/d)	3.7			
						WWTW Operation expressed in % (i.t.o. Installed Design Capacity)	48%			
		D2) Process Audit	25%	a-1) Condition Assessment report (conducted by a qualified engineering/technical/scientific municipal official). Evidence required of audit findings and recommendations on treatment facility status (Jul '19 - to Oct '21) **OR** a-2) Process Audit report (conducted by a duly qualified independent professional person) to include the (design) capability of the plant to meet compliance standards, as well as actual performance of unit processes (Period: Jul '15 to Oct '21). b) Evidence/plan of implementation of a-1 or a-2 audit recommendations during year(s) following Audit Report *Note: Cross-check if findings (risks) and recommendations (corrective measures) have been incorporated in W $_2$ RAP)*		Process Audit or Condition Assessment	Process Audit	Site process comments report - 2018/05/01 High level scope opinion report on the systems also evluating the process performance with recommendations. Process audit in place, conducted by AL Abbott dated June 2020 - June 2021 Report covers, hydraulic design and organic. Report also highlitghts monthly evaluation of reduction in key elemented in order to determine the process performance. Process audit recommendations included on the risk abatement plan (e.g. some risks forms part of P6 upgrades s stated on the table of identified risks) **Moderator Comment:** **Are the contents of the report satisfying requirement a-2) and b of the requirements? Full score will be dependant on clarification after confirmation assessments**		**0.0%**
		D3) Sewer Main Inspection	25%	Site inspection and report on sewer reticulation network and pump station/s. Provide evidence in form of capacity and condition assessment/audit description, findings, and recommendations of system. Report to include a wastewater flow balance that provides evidence which % of total sewage is received at treatment plant. *Note: Cross-check if findings (risks) and recommendations (corrective measures) of Sewer Inspection Report have been incorporated in W $_2$ RAP* ***NB! Must report on Functionality of Pumpstations in the Sewer Collector System.***		Number of pump stations in sewer network system	2	Sewer Inspection and pump station report was done by MNE OAK (Pty) Ltd in 2018. A 2021 draft Sewer Master Plan is suploaded. The sewer master plan makes a provision of cummulative sewer network of 194,6 km for all wastewater systems in Witzenberg Local Municipality.		
						Total km of sewer pipe lines in the wastewater network system	34.00			
		D4) Wastewater Asset Register	15%	Updated Wastewater Infrastructure / Asset Register 1. Proof of Asset Register, evidence to be submitted. Asset register to include movable equipment & immovable infrastructure / assets with matching detail. The asset register must detail : a) relevant equipment and infrastructure b) asset description c) location d) condition e) remaining useful life		Total current asset value captured in the Asset Register for this Wastewater System (immovable) **in R'000**	R 150,524.00	Replacement value as per asset list "Asset report by condition" for Tulbach from municipal System Conditions of assets recorded & used for replacment purposes. WAM Technologies have done an asset condition assesment which talks to replacement and maintenance.		
		D5) *(Advanced Systems Only)* **Bylaws and Enforcement (Local Regulation)**	15%	For Municipalities, provide proof of: a) Municipal Bylaws and b) Enforcement of the Bylaws and regulation of the municipal sewer system, incl the following elements: 1. industrial (trade) influent (volumes & quality) discharged into municipal system 2. package plants 3. decentralised systems 4. vacuum tank discharges 5. Spillages into the environment 6. Stormwater connections to sewer system. For DPW and Private Plants provide proof of: a) copy of the local municipal Bylaws b) evidence of compliance to relevant sections.		Wastewater Influent Comprises of:	Domestic & Commercial	Bylaws in place and enforced and addresse all basics for this criteria: CFP (blockages) + Stormwater + COD enforcement + Tanker enforcement (rules) >2 listed bylaws enforcement expamples "Industrial applications" sent out to all industries (Application to discharge) Building plan notification connections as per bylaws requirements		
						Bylaws Status	Bylaws in place & Enforced			

E	**Effluent and Sludge Quality Compliance** *(30%)*	**E1) Monitoring Data Submission to DWS**	15%	1. 12 months of Compliance Monitoring data submitted to DWS on the IRIS (Or as per Authorisation @ Basic System) 2. Frequency: Monthly Submission (or as per Authorisation) 3. WSA must ensure that 12 months' sets of results are submitted and recorded on the IRIS prior to the assessment. Note: All compliance results' data required *If proven that the system is not generating effluent, and oxidation pond is strictly used as per Authorisation Conditions, then 12 months' data records not necessary and Authorisation requirements will prevail.*				12 months uploaded on IRIS by WSI and AL Abbott WSA is commended for the great work to continue with monitoring of wastewater and submitting data timously 1. 12 Months data loaded on IRIS 2. Monthly submitted in line with GA (default) 3. Data submitted prior to the date of assessment		***KPA E*** *30%* **0.0%**
		E2) Water Use Authorisation	15%	(a) Copy of authorisation, detailing Effluent Quality Standards. Note to Inspector: List Standards to comply with (GA or License Conditions)		Authorisation Status	General Authorization	The authorisation is very old (1990, no B33/2710/6)- outdated Proof of application and correspondence with DWS has been uploaded (since 2010 till February 2014 no authorisation has been issued) Therorefore, a score if provided for WSA's efforts, no additional correspondence noted recently?		
		E3) Effluent Quality Complaince	50%	a) 90% Microbiological Compliance (e.g. E coli; Feacal coliforms) b) 90% Chemical Compliance (e.g. COD, Ammonia, Nitrogen, Nitrate, Nitrite, Chlorine, Ortho-Phosphates, Fluoride, Arsenic, Cadmium, Copper, Manganese, Iron, Selenium, Zinc, Boron, etc.) c) 90% Physical Compliance (e.g. pH, Suspended Solids, Electrical Conductivity, Soap, Oil or Grease (FOG), etc.)		Microbiological Compliance % *(insert data in G74)*	100%	Microbial and Chemical compliance achieved but not physical parameters		
						Chemical Compliance % *(insert data in G76)*	92%			
						Physical Compliance % *(insert data in G79)*	86%			
		E4) *(Advanced Systems Only)* **Sludge Quality Compliance**	20%	1.) The WSI must proof that sludge is classified as per WRC sludge Guideline 2) Proof that sludge is applied/used as per classification.		Sludge Classification	B1a	1.) Sludge is tested and classified by AL Abbot as per WRC sludge Guideline 2) Proof that sludge is applied/used as per classification (currently sludge is stockpiled), prior to discharge in landfill site) Mod Comm Scores suported		
	1			Proportioned Bonus:	0.00%			Primary Green Drop Score (*incl. Penalties*):		**0.0%**
F	***Green Drop Bonusses***	**F1) Process Control Training**	15%	Proof of Process Controller and Supervisor staff being subjected to relevant training the past 24 months (Technical or Process Control related incl OHS). Training can be accredited or 'credible' training. Cross-polination and in-house training will be acknowledged as non-accredited capacity building.				Training in place for Edward Thompson NQF2 trained in 2019		***KPA F*** *15%* **0%**
		F2) Stormwater Management	20%	Proof of a Stormwater Ingress Management Plan detailing how stormwater (and other extraneous flow eg groundwater) entry is quantified, managed and monitored to prevent entry to sewer systems. Plan should also include measures to prevent sewage from entering stormwater systems. Evidence of implementation required				Sewer Master plan in place Proof of implementaiton has been uploaded		
		F3) Water Demand Management	15%	Water Conservation and Water Demand Management Plan which provides a strategy and work plan that identify, quantify, monitor and manage leakages and water losses of any kind that (may) create an artificial water demand due to higher hydraulic loading of wastewater collection and treatment infrastructure. The bonus will be maximised should a wastewater flow balance be provided. *Note: A No Drop Assessment and Water Loss & NRW Management Plan will also be considered evidence - same detail as WCWDM required.*				Water demand management strategy in place (Witzenburg) and proof of implementaiton in place		
		F4) Capital Projects planned for upgrades or refurbishment of wastewater treatment and collector system	30%	Proof of approved business plans for upgrades or refurbishment – capture detail of capital investment: source of funding (MIG, WSIG, Municipal Capital Budget, etc.), amount, project, expected outcome (capacity increase, functional disinfection, added pond, etc.)		CAPEX: Total value of BP Project(s) in R'000	R 127,437.76	Capex plan and expenditure uploaded - Nothing specific for Tulbach but general sewage and networks upgrades		
		F5) Sludge Reuse	10%	Provide proof of plant-specific initiatives that contribute to wastewater resource recovery and climate resilience objectives: energy efficiency, energy generation, beneficial use of sludge, effluent, nutrients, etc. A full score will be awarded if the reduced footprint can be demonstrated by way of the saved CO_2 equavalent.		CO_2 eq saved (kiloton)	0	No specific plan in place		
		F6) Additional Impact Monitoring	10%	Provide proof of plant-specific monitoring of environmental or control sites/location, e.g. groundwater, Up-stream / Down Stream monitoring, and soil anlaysis		Impact Monitoring Done	Upstream + Downstream	Tulbagh rivers impact monitoring, Melkops Across Township, Melkolpsriver, Klipriver		
G	***Green Drop Penalties*** *15%*	**G1) Wastewater Treatment Works operating beyond hydraulic design capacity**	-50%	See D1. *Note: if the plant operates above its installed capacity, but the effluent quality complies on ALL 3 categories, only 50% of the penalty will be applied.*				Mod Comm : Penalty not aplied WWTW use 48% of the design capacity		**0%** *15%* ***G: Penalty***
		G2) Any Sewer Collector & Pumpstation dysfunctionality causing long term spillage	-50%	See D3. *Note: Should a WSI have proof of a response to a reported spillage as per its own Incident Management Protocol, within 7 days, then the penalty will not apply. If evidence of a long term spill is observed during the Technical Site Assessment check of the network, a penalty will be applied, and possibly replicated to other systems in this WSI jurisdiction (Inspector discretion).*				None		
H	***Disqualifier***	**H1) Withholding or false information**		A Disqualifying Penalty will apply should the Department find proof during / post assessment that the WSI is guilty of an offence as per Section 82 of the Water Services Act, by only submitting partial information in order to present a false impression of WWQ performance and/or compliance.						
		H2) Directive Status		If any Directive was issued over the GD Assessment Period by the Department or Delegated Authority to the WSI for this specific WWTW and/or system, then the WSI should present proof of attempts made to adhere to Directive Requirements.	Failure to comply with H2 requirement will result in system score be red-flagged and/or amended at moderator level.			*None*	H2 Moderator score amendment	***0%***

In diversity there is beauty and there is strength.

MAYA ANGELOU

a

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WITZENBERG
Municipality • Munisipaliteit • U Masipala Wasa

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Project report

Professional Services for Water Services Planning Services

Wolseley Wastewater Risk Abatement Plan (W_2RAP) including consideration of Climate Resilience Aspects

Witzenberg Local Municipality

Submission date: 2023/11/30

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Approved by	**Manager: Water & Wastewater**
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Abbreviations and Acronyms

Acronym	Explanation
AADD	Average Annual Daily Demand
COD	Chemical Oxygen Demand
DO	Dissolved Oxygen
DWA	Department of Water Affairs
DWS	Department of Water and Sanitation
ERP	Emergency Response Plan
MLSS	Mixed Liquid Suspended Solids
NRW	Non-Revenue Water
PDDWF	Peak Daily Dry Weather Flow
RAS	Returned Activated Sludge
SANAS	South African National Accreditation System (for laboratories)
SANS	South African National Standard
SVI	Sludge Volume Index
TSS	Total Suspended Solids
WAS	Waste Activated Sludge
WHO	World Health Organization
WSA	Water Services Authority
WSP	Water Safety Plan
W2RAP	Wastewater Risk Abatement Plan
WRC	Water Research Commission
WWS	Wastewater System
WWTW	Wastewater Treatment Works

1 Introduction

1.1 Wastewater Risk Abatement Planning Background

A W_2RAP (wastewater risk abatement plan) provides a systematic approach towards assessing, managing, and monitoring risks throughout the sewage system. The development of the W_2RAP in South Africa was undertaken collectively by DWS (Department of Water Affairs) and WRC (Water Research Commission). The W_2RAP process covers all aspects from sanitation generation (e.g. toilet) to the wastes' final use for agricultural purposes and/or disposal thereof. The W_2RAP focuses on public health and natural resource protection and addresses the most eminent hazards, risks and controls that may apply along the value chain (WRC, 2011)

DWS integrates risk analysis as part of the audit process with the aim of quantifying, prioritising, and managing the risks to ensure targeted regulation of high-risk municipalities. The W_2RAP is the tool whereby risks are identified and corrected, following a similar process of the reputed WSP (Water Safety Plan) (DWS, GreenDrop2022).

The act of providing basic sanitation services is a basic right according to the Water Services Act 1997 and it is necessary to ensure that the environment is not harmful to the health and well-being of those living in and around it.

Climate change is expected to introduce changes in temporal and spatial distribution of climate and weather-related events; as well as an increase in severe climate and weather-related events (such as floods, droughts, storms, etc.). Witzenberg experiences cool wet winters while during the summertime it is quite the opposite as they have hot dry summers. The biggest implication with the summer weather is that there is a decreased water availability during this season. Consequently, the W_2RAP process has evolved and now also includes consideration of climate change and the need for climate resilience. The inclusion of climate resilience into the W2RAP process helps ensure continued sustainability of treating effluent and discharging into the receiving environment under current and future climate conditions.

1.2 Methodology

The W_2RAP is not a stand-alone process. It is a key step in the risk mitigation strategy where all hazards are evaluated on equal footing, required actions are prioritised, and action plans are formulated. The risk assessment was conducted by the W_2RAP team and considered a combination of information gathered from municipal records (WWTW Process audit reports, Conditional Assessment reports of the relevant components of the system, Existing W_2RAPS, etc.). The methodology followed in developing this W_2RAP is briefly described below:

Conduct site assessments to:

- Identify the respective components of the wastewater system;
- Identify and list all known risks and risk events;
- Interview operational staff to determine operational constraints, if any.

Conduct a risk assessment, using the amended WRC risk management matrix, to:

- Determine if any control measures are in place;
- Identify where control measures are inadequate; and
- Recommend measures to improve on the status quo;

Draft a Wastewater Risk Abatement Plan.

2 Task Team

2.1 Internal W2RAP Team

The core internal municipal wastewater system team responsible for day-to-day operationalisation of the wastewater system is noted in the table below.

Name	Job title	Role in W2RAP team	Contact details
Nathan Jacobs	Manager: Water & Sewerage	Overseas WSS & WWS and coordinate all external stakeholders.	Phone: 023 316 8540 Email: nathan@witzenberg.gov.za
Stephanie Farmer	Senior Technician: Water & Sewerage	Provide technical support, guidance and expertise in the planning, design, operation, and maintenance of WSS & WWS.	Phone: 023 316 8540 Email: stephanie@witzenberg.gov.za
Marquin Pieterse	Technician: Water & Sewerage	Ensure safe and reliable WSS & WWS and take proactive measures to prevent or mitigate any risks to public health and the environment.	Phone: 023 316 8540 Email: marquin@witzenberg.gov.za
Willem Mepomie	Superintendent	Oversee operation and maintenance of WSS and ensure the effective implementation of the W2RAP.	Phone: 081 591 9479 Email: willem@witzenberg.gov.za
Israel Manyashe	Roaming PC	Monitoring and controlling the treatment processes at the WWTW.	Phone: 076 979 3836
April Malgas	Learner		Phone: 023 316 8540
Howard Sigila	PC	Monitoring and controlling the treatment processes at the WWTW.	Phone: 073 876 6627 –

The Wolseley sanitation technical team currently have several vacancies. There are plans in place to fill these vacancies, but it is dependent on available budgets. Efficient and effective operations and maintenance can therefore not always be achieved, however, will be improved once the vacancies have been filled.

The core W_2RAP team is supported by other municipal officials as noted in the table below. These members provide input on an ad-hoc basis (i.e. as and when required).

Name	Job title	Role in W_2RAP team	Contact details
J Barnard	Director: Technical Services	Engage with municipal top management and council	Phone: 023 316 8540 Email: joseph@witzenberg.gov.za
Ingrid Barnard	HR Manager	Staff capacity building and training requirements	Phone: 023 316 1854 Email: ingrid@witzenberg.gov.za
HJ Kritzinger	Director: Financial Services	Budget for improvements	Phone: 023 316 1854 Email: cobus@witzenberg.gov.za
Annelize Lamprecht-Vertue	Manager: Fire, Rescue and Disaster Management Services	Emergency response coordination	Email: annelize@witzenberg.gov.za

2.2 External W_2RAP Team

The internal W_2RAP team is also supported by an external W_2RAP team as noted in the table below. These members provide input on an ad-hoc basis (i.e. as and when required).

Name	Organisation / Job title	Role in W_2RAP team	Contact details
Natasia van Binsbergen	A L Abbott & Associates (PTY) LTD Managing Director	Effluent quality monitoring	Phone: 021 448 63 40 Email: natasia@alabbott.co.za
Chris Van Der Walt	Project Executive	Overall leadership, coordination and oversight	Email: Chris.VanderWalt@zutari.com
Dan Abraham	Zutari / Project Lead	Manage and coordinate project team / development of W_2RAP	Email: Dan.Abraham@zutari.com
Philip de Souza	Zutari / Technical Expert	Specialized knowledge and expertise input / development of W_2RAP	Email: Philip.deSouza@zutari.com
Veronique Spanneberg	Zutari / Civil Technologist	Development of W_2RAP	Email: Veronique.Spanneberg@zutari.com
Jana Du Randt	Zutari / Civil Engineer	Development of W_2RAP	Email: JanaDuRandt@zutari.com

3 Wastewater System

3.1 Locality

Wolseley covers an area of 2.35 square kilometres which is the second smallest town of the Witzenberg Local Municipality in the Western Cape Province. Wolseley is bordered by Ceres and Tulbagh.

The map in Figure 3-1 illustrates the locality of Wolseley.

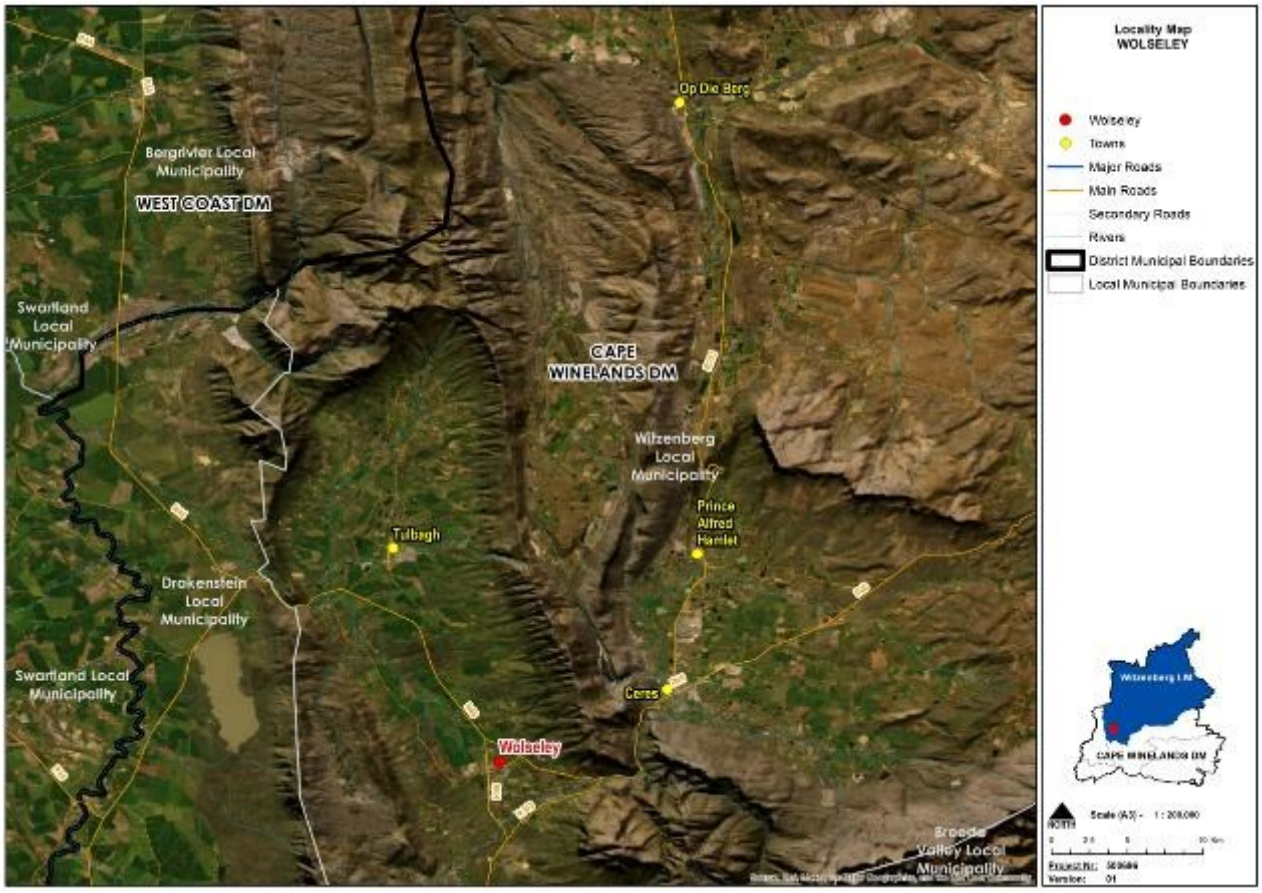


Figure 3-1 Locality Map - Wolseley

3.2 Climate Summary

Witzenberg Local Municipality is in the Western Cape province, and forms part of the Cape Winelands District Municipality. According to the Köppen-Geiger climate classification most of Witzenberg experiences Mediterranean climate. Witzenberg experiences hot dry summers, and cool wet winters. Typical climate related hazards for Witzenberg include droughts, fires and floods.

Temperatures indicate an increasing trend for the Western Cape Province (**Error! Reference source not found.**top half). Increases over the past decade indicate an increase of about 1°C. Trends in ocean currents also indicates an increase with the Agulhas current temperature having increased by 1.5°C since 1980. Rainfall data for the Western Cape indicates a decrease in the number of rainfall days and that the rainy season is starting later each year (Figure 3-2, bottom half). Implications of the above is that there is increased risk of insufficient water being available for consumption.

Under the RCP 45 scenario, temperature is expected to increase between 1.67 °C – 2.26°C, whereas under the RCP 85 scenario temperature is expected to increase between 2.19°C – 2.69°C. (***NOTE:*** RCP4.5 represents a scenario whereby greenhouse gas emissions have stabilized before 2100, while RCP8.5 represents a scenario whereby greenhouse gas emissions continue to increase over time, and

results in high concentrations of atmospheric greenhouse gases.) Under both RCP 45 and RCP 85 scenarios, rainfall is projected to decrease. These changes are expected to be well out of range of present-day climate variability. The major implication of the above is there will be decreased water availability. Other implications include the increased occurrence of wildfires.

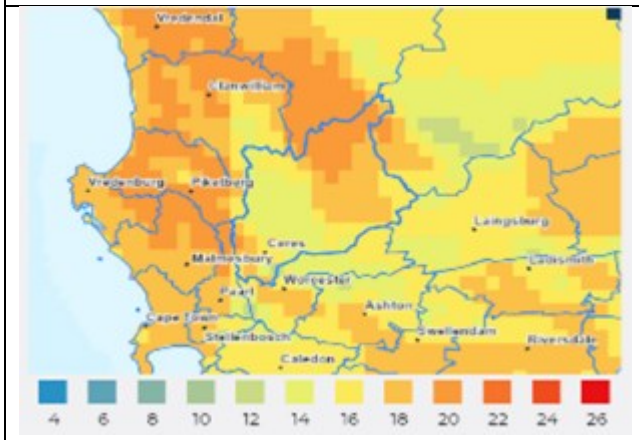
Climate data and information must be used in conjunction with operational monitoring, compliance monitoring, catchment monitoring, industrial monitoring and in some cases air quality monitoring to determine the impact of climate change on processes. Temperature can affect operational limits of activated sludge (MLSS and DO), types of organisms that are present in the reactor, and sludge treatment (may be beneficial if temperature increases). Floods may impact collection systems, treatment plant, and discharge point. Floods may result in overcapacity at various point in the system. Droughts may on the catchment if final effluent is of a poor quality. Droughts may also impact on quality and quantity of effluent reaching the plant (Day Zero scenario with water shortages leading to less flushing of toilets).

It should be noted that wastewater treatment contributes to climate change through the release of greenhouse gases (GHGs) Carbon Dioxide (CO2) from aerobic (oxidation processes), methane (CH4) from anaerobic processes (3-19% of global anthropogenic methane emissions), and nitrous oxide (N2O) (3% of N2O emissions from all sources) associated with nitrification/denitrification processes. Therefore, additional control measures may be required to reduce these emissions, such as reuse of biogas for energy production to offset the contribution of WWTW to climate change.

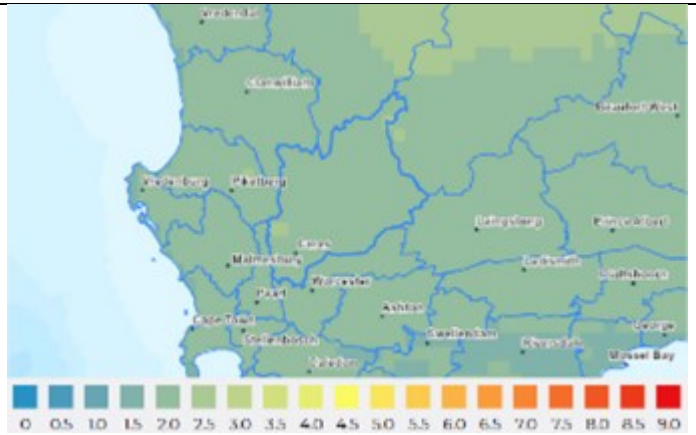
Sanitation-related climate change adaptation and mitigation planning should be considered through risk management practices such as W_2RAPs and outcomes incorporated into the WSDP and IDP. Witzenberg Municipality has a defined role to play in the mitigation of and adaptation to the impacts of climate change. The Western Cape is particularly vulnerable to climate change and the hotter drier conditions predicted for the West Coast could have far reaching impacts. The Municipality's local economy is driven by agriculture and there is concern about the negative impacts of climate change on the agriculture sector which will turn impact on the local economy.

Figure 3-2 Current Average, Projected Average & Projected Very Hot Days and Extreme Rainfall days

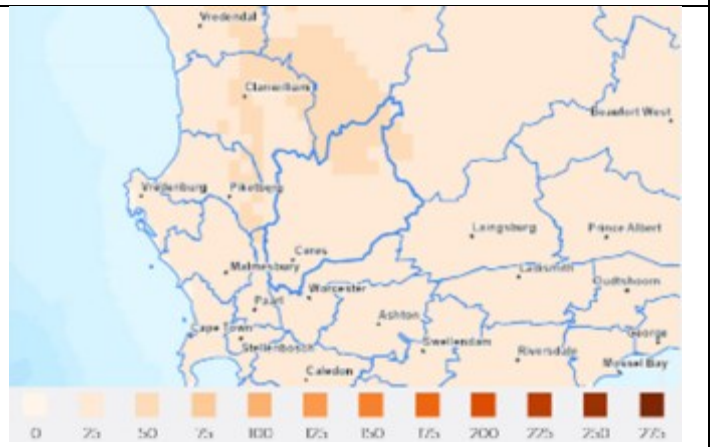
a) Average Temperature (°c)



b) Average Projected Temp (°c) increase 2050

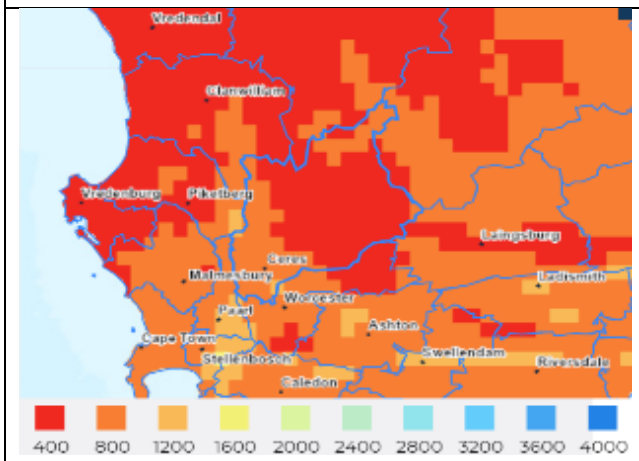


c) Very Hot Days (2050)

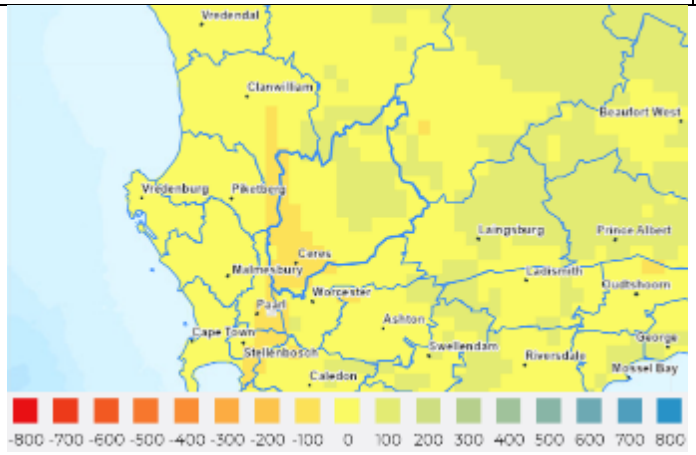


Witzenberg Municipality a) current average temperatures b) average projected temperatures c) projected very hot days (www.greenbook.co.za)

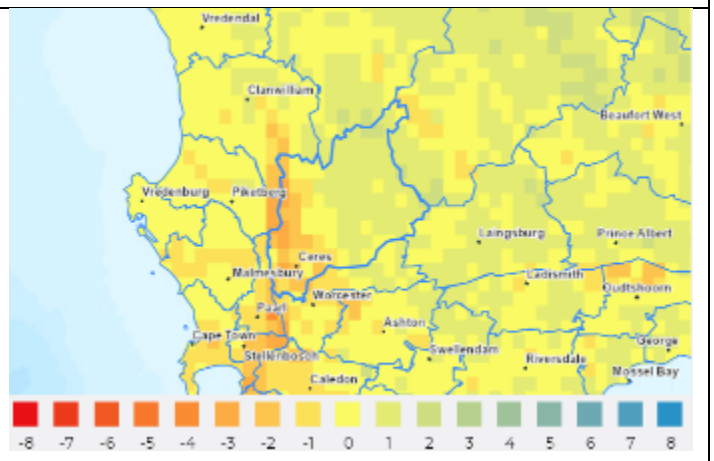
d) Average Rainfall (mm)



e) Average Projected change in rainfall (mm) 2050



f) Extreme Rainfall Days (2050)



Witzenberg Municipality a) current average rainfall b) average projected rainfall c) projected extreme rainfall days (www.greenbook.co.za)

3.3 Overview of the Wolseley Wastewater/Sanitation System

The Wolseley WWS (wastewater system) consists mainly of a sewer system connected to all settlements within Wolseley. A number of informal settlements are serviced with non-sewered systems. Whilst there is a rather large number of households that have chemical toilets. The sewerage and faecal sludge from the different systems are treated at the Wolseley WWTW.

Table 3-1 provides an overview of the sanitation service level profile for Wolseley.

Table 3-1 Sanitation Service level profile

Census Category	Number households (Year 2023)
Flush toilet (connected to sewerage system)	2553
Chemical toilet	2642

3.3.1 Network

Wolseley has six (6) drainage areas which separately gravitate towards its own pumping station. The reticulation network has a total length of 34.81km of gravity pipeline, six (6) pumping stations which pump sewage via rising mains totalled at 4.11km in length to the WWTW, a layout of the network is provided in Figure 3-3

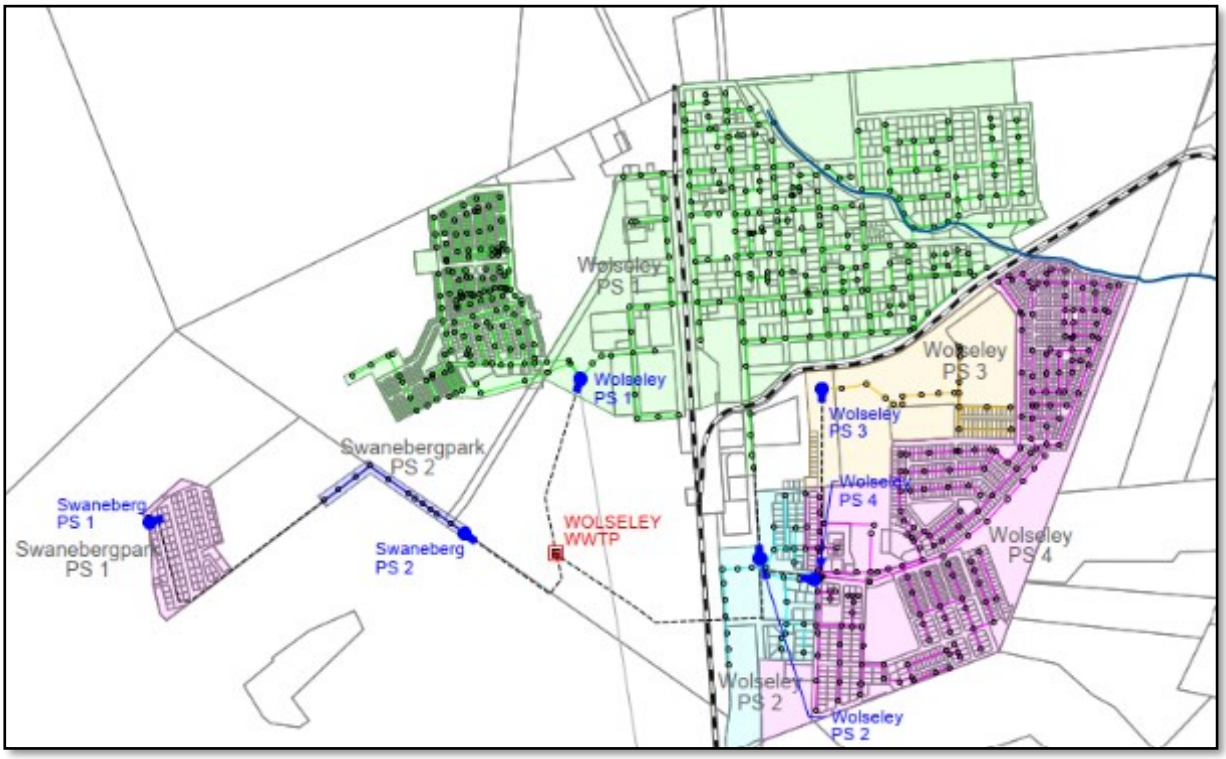


Figure 3-3 Existing Wolseley Sewer System Layout

According to the latest sewer master plan the present AADD for the existing Wolseley system that contributes to the domestic sewer flow is ± 2 116 kL/d, which includes non-revenue water (NRW).

The PDDWF for the Wolseley system is estimated at ± 1 485 kL/d, or roughly 70% of the AADD. An estimated 87% of this is a direct contribution from connections to the sewerage system, and the other 13% is contributed by groundwater infiltration.

3.3.2 Non-sewered systems

Sanitation services are provided by the municipality within its jurisdiction while there are private owners making use of private service providers.

Approximately 2642 households in Wolseley reside in informal settlements. The sanitation systems in these informal settlements consist of chemical toilets and communal toilet facilities within a 200m radius. Issues that may be of concern in certain parts of the informal settlements are open defecation practices even though there are available facilities.

3.3.3 Wastewater Treatment Works

Sewage reaches the treatment plant via pumping stations while non-sewered systems utilise municipal vacuum tankers which empty their loads at an inlet manhole. Wolseley's process to treat influent is an activated sludge method of treatment. The site inspection revealed that the plant is generally well maintained and allows PC's to adequately access and interact with the unit operations of the plant, however, regular housekeeping is essential.

3.3.3.1 Flow Diagram

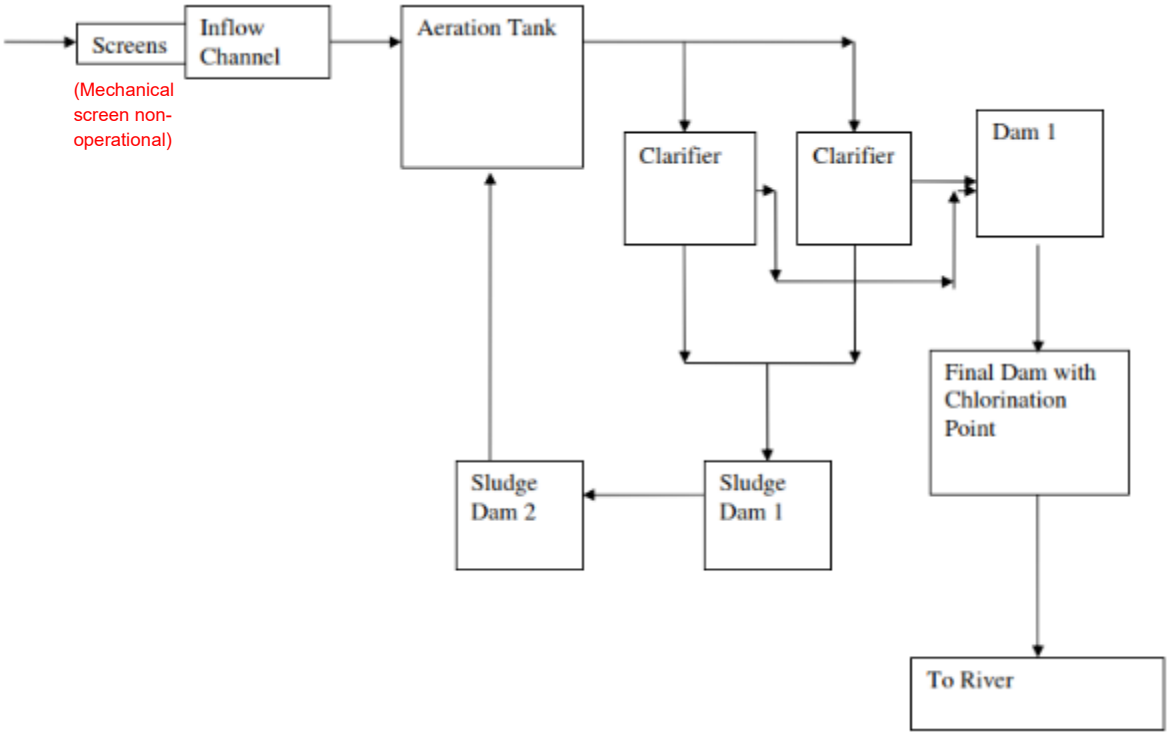


Figure 3-4 Wolseley process flow diagram

3.3.3.2 Process Description and Capacity

Primary treatment

Influent enters the treatments works at the inlet where it undergoes mechanical screening. Screenings are removed and placed in the on-site bins for further disposal at either Op Die Berg or Prince Alfred hamlet landfill sites. In the event of loadshedding (or the mechanical screen is non-operational) the influent will by-pass the mechanical screen and be manually screened via a hand rake. The influent then passes through the grit channel to remove grit. Grit is then discarded in a trench. Each disposal is covered with sand and a layer of lime to contain the smell and keep flies away.

At the time of the site visit the mechanical screen was non-operational and needed to be repaired.

Figure 3-5 Huber Mechanical Front Rake Screen

Figure 3-7 Emergency by-pass

Figure 3-6 Grit channel

Secondary treatment

Aeration at a WWTW (wastewater treatment works) is a vital function to ensure organic and nutrient removal in conventional activated sludge systems. Aeration typically accounts for between 40% and 60% of the annual running cost of a WWTW, primarily due to the high electrical power requirements for aeration equipment and the costs of electricity. During this stage, the effluent is allowed to flow to the aeration basin which has a capacity of 3120 m^3 available for processing. There are two (2) 22kW vertical shaft aerators each running at a 24-hour duty.

Figure 3-8 Aeration basin

Figure 3-9 Aeration basin wall collapsed

At the time of the site visit both aerators were in operation but loadshedding may be playing a role in reducing treatment which can be seen in the effluent quality. Also, it was noticed that the sloped wall of the aeration basin has collapsed (see Figure 3-9).

Effluent flows to the clarifier (see Figure 3-11) where further treatment takes place allowing solids to settle and clear effluent is allowed to flow overtop and goes to the maturation pond for tertiary treatment. RAS (return activated sludge) is pumped back to the aeration basin while WAS(waste active sludge is pumped to the sludge/maturation ponds(ref Figure 3-10). Effluent then flows through a series of ponds allowing solids to settle further which eventually reached the maturation pond for tertiary treatment.

Figure 3-11 Clarifier

Figure 3-10 Maturation Pond

Tertiary treatment

Effluent is received from the clarifier as well as the series of ponds. During this stage of the process effluent is allowed to flow to the chlorination contact point to be disinfected before discharging. A new chlorination facility was recently built (see Figure 3-12) while the existing one was decommissioned.

At the time of the site visit the WSA was experiencing a shortage of chlorine gas and alternatively resorted to using HTH as a disinfectant. Outflow measurements are not measured as the flow meter was stolen.

Figure 3-12 Newly built Chlorination Facility

Figure 3-13 Decommissioned Chlorination Facility

Figure 3-14 Chlorine contact channel

Figure 3-15 Discharge outlet

Table 3-2 gives a summary of the Wolseley WWTW.

Table 3-2 WWTW Technical Information

Design capacity	3.6 Ml/d
Operating capacity	1.05 Ml/d (2023), 1.049 Ml/d (2021)
Quantity outflow	0.604 Ml/d (2023), 0.944 Ml/d (2021)
Class WWTW	D
Organic load	1450 kg COD/d (2023), 863 kg COD/d (2021)
Wastewater Source	Domestic & Industrial
WWTW type (activated sludge, trickling filter)	Activated Sludge
Year commissioned and last upgraded	±40 years ago, Upgrades done in 2022
Body discharged to	Wetland

3.3.3.3 WWTW Classification

Wolseley WWTW is classified as a Class D works, and the current personnel at the WWTW complies with the applicable requirements in Regulation 3630 (see Table 3-3).

Table 3-3: Wastewater treatment works classification and process controllers' compliance – with consideration of Regulation 3630

Class of works	Required staff	Classified process controllers available at the works	Requirements met
Class D	1 x **II** Process Controller	April Malgas (learner) Howard Sigila (II) Israel Mantashe	✓ ✓ ✓
	1 x **V** Supervisor (for weekly inspection)	Stephanie Farmer (**V**) Marquin Pieterse (V)	✓ ✓
	O&M Support to be available type: • Electrician • Civil • Mechanical	WLM internal electrical department Maintenance term tender (Megaflow)	✓

Class of works	Required staff	Classified process controllers available at the works	Requirements met
	Instrumentation technician		

3.3.3.4 Training

It has been noted that in the last 12 months, none of the process controllers have received relevant training. It is important that process controllers attend refresher training courses to improve WTW operations, maintenance and performance.

3.3.4 Receiving environment

To be compliant Wolseley must comply with the quantity and quality parameters set out by DWS. In terms of the authorization a maximum 0.712Ml/d of treated effluent may be discharged into a wetlands system. The average daily discharge over the last 12 months was 0.801Ml/d. The average discharge exceeds the limit set by DWS. However, the WSA applied for a general authorization in 2009 which was promulgated.

The effluent from Wolseley WWTW is discharged into a wetlands system and therefore the quality must comply with DWS General Limits (Gazette No. 26187), Revision of General Authorization in terms of Section 39 of the National Water Act, 1988 (Act No.36 of 1988, dated 26 March 2004) as per the Water Use License. The quality requirements in terms of DWS General Limit are listed in the table below:

Table 3-4 General Authorization – Parameters and General limits

PARAMETERS	GENERAL LIMITS
Faecal Coliforms (org/100ml)	<1000
pH	5.5 - 9.5
Conductivity (at 25ºC) (mS/m)	75
TSS (mg/l) rg/100ml)	25
COD (mg/l)	75
Ammonia Nitrogen as N (mg/l)	6
Nitrate Nitrogen as N (mg/l)	15
Ortho Phosphate as P (mg/l)	10
Free Chlorine	0.25
Oil & Grease	2.5

3.3.5 Sludge Management

The Wolseley WWTW currently has two unlined sludge ponds that act as sludge lagoons that receive WAS (waste activated sludge) from the two (2) existing SSTs (secondary settling tanks). This acts as a natural dewatering process to reduce the moisture content of sludge and biosolids through evaporation. This is however not as effective as alternative natural means, such as sludge drying beds, or mechanical means.

It is noted that the sludge handling and treatment systems are critical to the operation of a WWTW, hence, the WSA is in the process of looking at different methods of treating sludge effectively.

No sludge analysed in 2021 as no dry sludge produced.

Figure 3-17 Sludge lagoon (unlined)

Figure 3-16 Sludge Lagoon (unlined),

3.4 Laboratory Status

3.4.1 External laboratory

The sampling and testing of effluent quality samples is provided by an external laboratory. At the time of compiling this W_2RAP, AL Abbott had been contracted to provide the effluent quality sampling and testing services for the municipality. Both the sampling and testing are done by AL Abbott. The methods of analysis are SANAS accredited, meaning that it has been certified by the South African National Accreditation System as being credible.

For further detailed information of sampling frequency and test results please refer to Section 7 of this document.

3.4.2 Internal laboratory

Operational monitoring is regularly carried out at the Wolseley WWTW to assess multiple parameters of the treated effluent including, pH, DO and free chlorine. Detailed information and results are included in Section 6.

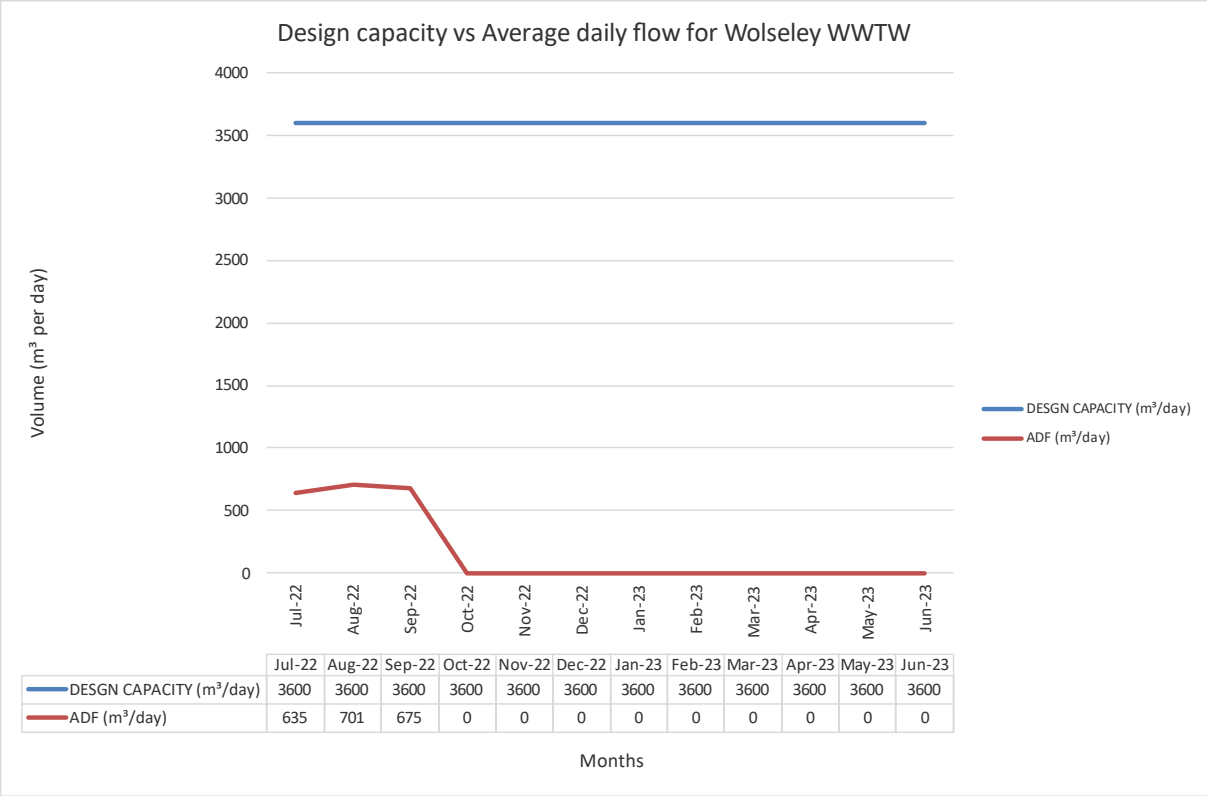
The on-site laboratory is not SANAS accredited. The equipment used for monitoring is listed in an inventory, and the process controllers are responsible for calibrating the equipment. However, during the site visit, it was observed that there were instances where there were not enough reagents available for appropriate calibration. It is important to ensure that testing equipment is appropriately calibrated to obtain accurate and reliable results. Therefore, it is recommended that regular calibration checks be conducted, and the certificates need to be displayed on site.

3.4.3 Raw Effluent Quantity and Quality

Compliance monitoring of the raw effluent quality for the Wolseley WWTW is conducted monthly. The table and graphs below highlight the flow and associated organic load to the Wolseley WWTW. The results indicate that operational flows are within the design capacity and the organic load is generally within the design organic load. Flow data gaps noted are due to no measurements being taken as the flow meter was stolen.

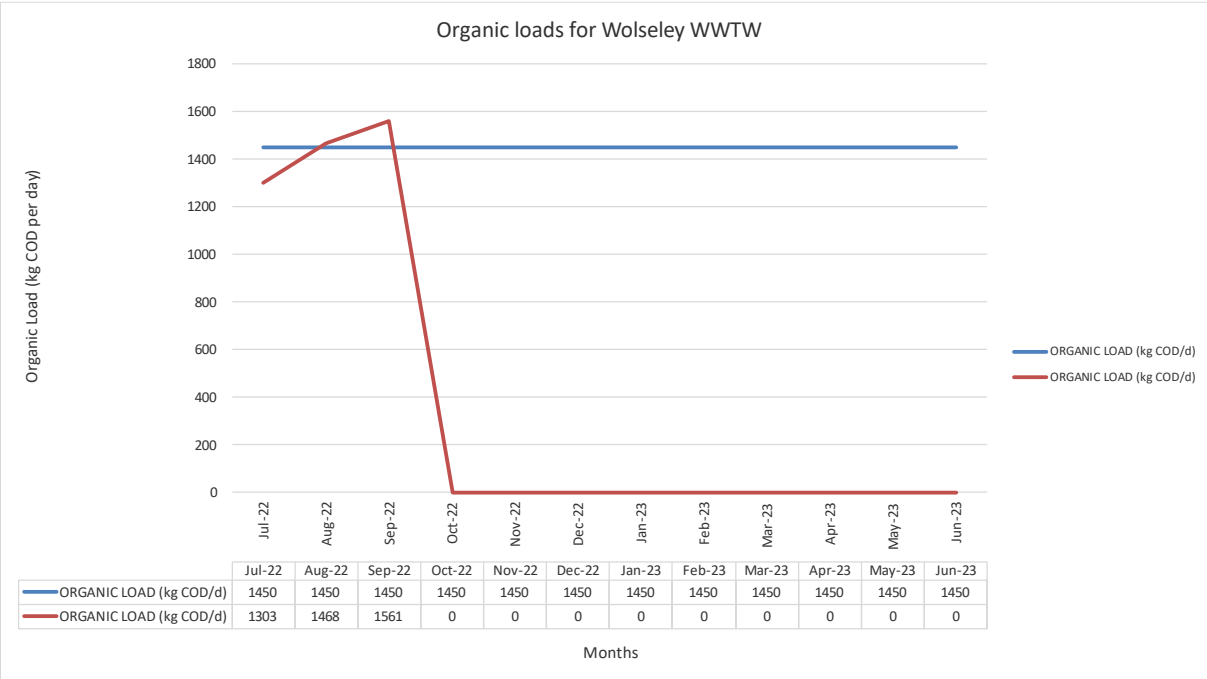
Table 3-5 Wolseley WWTW flows(capacities) for the year 2022/23

WOLSELEY WWTW - FLOWS (CAPACITIES)											
2022/2023											
	MONTH	DESGN CAPACITY (m^3/day)	ADF (m^3/day)	%	Per month	Max Design Capacity (m^3/day)	Max ADF (m^3/day)	ORGANIC LOAD (kg COD/d)	ORGANIC LOAD (kg COD/d)	%	OUTFLOW VOLUMES
2022/2023	Jul-22	3600	635	17.6	19685	10800	1014	**1450**	1303	89.9	572
	Aug-22	3600	701	19.5	21731	10800	1469	**1450**	1468	101.2	631
	Sep-22	3600	675	18.8	20925	10800	NA	**1450**	1561	107.7	608
	Oct-22	3600	NA	NA	NA	10800	NA	**1450**	NA	NA	NA
	Nov-22	3600	NA	NA	NA	10800	NA	**1450**	NA	NA	NA
	Dec-22	3600	NA	NA	NA	10800	NA	**1450**	NA	NA	NA
	Jan-23	3600	NA	NA	NA	10800	NA	**1450**	NA	NA	NA
	Feb-23	3600	NA	NA	NA	10800	NA	**1450**	NA	NA	NA
	Mar-23	3600	NA	NA	NA	10800	NA	**1450**	NA	NA	NA
	Apr-23	3600	NA	NA	NA	10800	NA	**1450**	NA	NA	NA
	May-23	3600	NA	NA	NA	10800	NA	**1450**	NA	NA	NA
	Jun-23	3600	NA	NA	NA	10800	NA	**1450**	NA	NA	NA
2022/2023 - Average			**876**		**62341**				**792**		**801**
PWWF (m^3)			**3056**	**ACCORDING TO MAX ADF - AS REQUESTED BY DWS - PLEASE NOTE MAX PWWF CAPACITY OF PLANT = 10800 m^3/day**							



	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
DESGN CAPACITY (m³/day)	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600
ADF (m³/day)	635	701	675	0	0	0	0	0	0	0	0	0

Figure 3-18 Design capacity vs Average daily flow for Wolseley WWTW



	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
ORGANIC LOAD (kg COD/d)	1450	1450	1450	1450	1450	1450	1450	1450	1450	1450	1450	1450
ORGANIC LOAD (kg COD/d)	1303	1468	1561	0	0	0	0	0	0	0	0	0

Figure 3-19 Organic Loads for Wolseley WWTW

3.4.4 Treated Effluent Quality

Compliance monitoring of the effluent quality for the Wolseley WWTW is conducted monthly with the test results data uploaded to the DWS Integrated Regulatory Information System (IRIS). The effluent quality status for the last 12 months is summarised below.

Table 3-6 Compliance monitoring: Microbiological

PARAMETERS	GENERAL LIMITS	2022						2023						AVE 12 MONTHS
		Jul	Aug	Sep	Oct	Nov	Dec	Jan-	Feb-	Mar	Apr	May	Jun	
MICROBIOLOGICAL														
Faecal Colif0rms (org/100ml)	< 1000	12	1	31	43	NA	26	261	62	435	<1	<1	13	
COMPLIANCE PER MONTH		100	100	100	100	100	100	100	100	100	100	100	100	
													AVERAGE COMPLIANCE	**100.00**

Table 3-7 Compliance monitoring: Physical

PARAMETERS	GENERAL LIMITS	2022						2023						AVE 12 MONTHS
		Jul	Aug	Sep	Oct	Nov	Dec	Jan-	Feb-	Mar	Apr	May	Jun	
PHYSICAL														
pH	5.5 - 9.5	7.5	7.7	6.6	7.7	NA	9.6	8.6	8.3	7.8	7.5	7.1	7	
Conductivity (at 25ºC) (mS/m)	150	82	94.2	107	90	NA	110	145	121	76.7	65.4	114	95.4	
TSS (mg/l)rg/100ml)	25	10	8	23	24	NA	84	81	28	18	25	23	12	
COMPLIANCE PER MONTH		100	100	100	100	100	NA	33	67	67	100	100	100	100
													AVERAGE COMPLIANCE	**87.91**

Table 3-8 Compliance monitoring: Chemical

PARAMETERS	GENERAL LIMITS	2022						2023						AVE 12 MONTHS
		Jul	Aug	Sep	Oct	Nov	Dec	Jan-	Feb-	Mar	Apr	May	Jun	
CHEMICAL														
COD (mg/l)	75	84.4	90	73.2	70	NA	197	304	41.9	54.6	56.7	52.6	162	
Ammonia Nitrogen as N (mg/l)	6	18.4	22.5	28.6	16.9	NA	1.1	8.9	1.7	3	5.8	23.7	<0,1	
Nitrate Nitrogen as N (mg/l)	15	<0,2	<0,2	0.46	0.43	NA	<0,2	<0,2	1.2	<0,2	0.2	<0,2	3.6	
Ortho Phosphate as P (mg/l)	10	0.9	<0,2	0.35	0.46	NA	4.6	5.4	10	3.4	2.3	4	3.6	
COMPLIANCE PER MONTH		50	50	50	75	75	NA	75	50	100	100	100	75	75
													AVERAGE COMPLIANCE	**75.00**

OVERALL	**83**	**83**	**92**	**92**	**NA**	**69**	**72**	**89**	**100**	**100**	**92**	**92**		
													OVERALL COMPLIANCE FOR 2022/2023	**88**

The results indicate that the overall compliance for 2022/2023 for the Wolseley WWTW is 88%. In particular:

- Microbiological compliance
  - Faecal Coliforms is routinely monitored.
  - 100% compliance rate achieved.

- Physical
    - pH, conductivity and TSS (total suspended solids) are routinely monitored.
    - While pH and conductivity were excellent with a 100% compliance rate, TSS exceeded the general limit three (3) times during this period indicating insufficient sludge wastage.
- Chemical compliance
    - COD, Ammonia Nitrogen, Nitrate Nitrogen and Ortho Phosphate is routinely monitored.
    - Nitrate Nitrogen and Ortho Phosphate were excellent with 100% compliance rates throughout the considered period, but COD and Ammonia Nitrogen have exceeded the general limits five (5) and six (6) times respectively. COD exceeding the general limit is an indication that there is poor oxidation of organics. Ammonia Nitrogen exceeding the general limit indicates a severe under-aeration which is caused by poor oxygen transfer of the aerators (aerators without blades).

3.5 Wastewater System Performance: Green Drop Status

Table 3-4 below indicates a brief history of Witzenberg's Green Drop Certification performance. The results indicate a proactive municipality with an impressive Green Drop Certification performance record.

Table 3-4: Witzenberg Local Municipality Overall Green Drop Status

Year	Green Drop Score	Regulator's comments
2009	67%	According to the assessment results, the WWQ management performance of the Witzenberg Local Municipality, as a whole, is satisfactory. Performance of the Ceres and Op die berg WWTWs are good. Aspects which required attention is: WWQ compliance, WW Failure Response Management, and medium and long term planning to ensure sufficient capacity.
2011	90%	Witzenberg Local Municipality can take a great deal of pride in their 2011 Green Drop performance. In the words of the Lead Assessor: "The WSA impressed with their effort and commitment. The overall performance was excellent and it is a pity that the team did not qualify for more Green Drops. The main stumbling block at this time appears to be effluent quality compliance. The assessment team however has no doubt the WSA will deal with this problem in the near future and improve their overall performance." Most impressive would be the dedication to enhance wastewater management to the extent where all 4 of the systems improved on the 2009 performance. The Lead Assessor's view is echoed by the entire regulatory team since this performance is certainly no small achievement. The Department however trust that the municipality will invest in the optimization of treatment processes to ensure the much needed overall effluent quality compliance improvement. It is yet impressive that all of the systems' compliance levels came rather close to the required compliance trends. The overloading at Op-die-berg is of great concern but the planned clarifier upgrading promise to arrest this huge risk.
2013	98%	Green Drop achieved for: • Ceres • Op Die Berg • Tulbagh • **Wolseley** Witzenberg Municipality's municipal score during the 2013 Green Drop audit was an astonishing 97.96%, which was a substantial improvement on the already excellent score of 89.70% achieved in 2011. All of the municipal systems achieved Green Drop status! The Municipality is sincerely congratulated on this accomplishment. The commitment by this small team and the support from the Municipal Manager and leadership is evident in this excellent score. During the 2013-14 Green Drop Progress (PAT) Reporting, the Municipality's CRR Risk Ratings increased somewhat (indicating a deterioration) in 2 systems, remained the same in one and decreased in the Op-de-Berg system (signifying improvement). The Municipality is cautioned not to allow any deterioration in the management of their systems. The Municipality has competent staff involved at all of their systems, as well as the necessary operational capacity. This is excellent. Attention should however be given to the non-compliance of some of the variables in the effluent quality: microbiological and chemical compliance in Tulbagh, chemical compliance in Wolseley, and chemical compliance in Op-de-Berg. Overall, Witzenberg can take pride in its all–round low risk positions achieved during the risk assessment and green Drop PAT scoring for 2013/14. It is no small feat to maintain low risk CRR for 4-5 years in a row for Ceres and Wolseley. Well done.
2022	96%	Green Drop achieved for: • Ceres • Op Die Berg • Tulbagh Witzenberg Local Municipality is congratulated for once again, delivering a sterling performance during the 2021 audit requirements. The Green Drop score of 96% and 3 Green Drop Certificates attest to the excellent standard and professional service by an expert team. The municipality has maintained the highest standards of professionalism and ongoing high quality service delivery, which resonate not only with Green Drop expectations but is seen as a daily respect to the environment and the residents of Witzenberg. The Regulator acknowledges and thanks the municipal officials for their preparedness, enthusiasm, and dedication, which places Witzenberg as one of the top performers in South Africa and comparable with the best in the world. Areas of improvement have already been identified by the municipality during the audit, as they have a crystal understanding of the future of wastewater services and used the consultative audits to verify their vision and plans. The audit team was impressed by the diligence in loading accurate information onto IRIS

		prior to audits assessments and having all sites ready for inspections. I t was no surprise to find a solid correlation between the desktop audit score (99%) and the technical inspection score (80%) for the Ceres WWTW (largest facility). Although aging infrastructure was observed, the plant is maintained and operating in a manner that maximizes performance and still managed to achieve legal compliance. Performance on this level is not only a product of subject expertise and diligent implementation on the ground, but also attest to the municipal leadership and setting an enabling, stimulating environment for the wastewater professionals to do their best. Well done.

The following performance is noted for Witzenberg WWS.

Table 3-9 WWTW Green Drop Certification: historical performance

Green Drop Assessment Cycle	Green Drop Score (%)
2009	67
2011	90
2013	98
2022	96

The performance for Wolseley on the Green Drop is highlighted below, for the detailed report refer to **Appendix C** of this document:

Key Performance Area	Weight	Ceres	Tulbagh	Wolseley	Op de Berg
A. Capacity Management	15%	92.0%	100.0%	96.0%	100.0%
B. Environmental Management	15%	100.0%	100.0%	92.0%	100.0%
C. Financial Management	20%	100.0%	100.0%	100.0%	100.0%
D. Technical Management	20%	92.0%	95.0%	95.0%	95.0%
E. Effluent & Sludge Compliance	30%	93.0%	80.5%	41.0%	93.0%
F. Bonus		92.0%	84.5%	74.5%	84.5%
G. Penalties		0.0%	0.0%	-25.0%	0.0%
H. Disqualifiers		None	None	None	None
Green Drop Score (2021)		100%	97%	86%	98%
2013 Green Drop Score		99%	95%	95%	94%
2011 Green Drop Score		93%	84%	84%	81%
2009 Green Drop Score		74%	60%	60%	74%
System Design Capacity	Ml/d	8.5	2.46	3.6	0.31
Capacity Utilisation (% ADWF ito Design Capacity)		75%	48%	39%	81%
Resource Discharged into		Dwars River	Bergrivier	Wetland	Klein Viei River
Microbiological Compliance	%	100%	100%	92%	100%
Chemical Compliance	%	100%	92%	42%	94%
Physical Compliance	%	100%	86%	81%	97%
Wastewater Risk Rating (CRR % of CRR_{max})		Ceres	Tulbagh	Wolseley	Op de Berg
CRR (2011)	%	40.9%	29.1%	41.2%	58.8%
CRR (2013)	%	36.4%	35.3%	29.4%	41.2%
CRR (2021)	%	36.4%	41.2%	64.7%	35.3%

Figure 20 Green Drop Score: Wolseley WWS

4 Hazard Assessment, Validation of Control Measures and Risk Characterization

A risk assessment is conducted to understand the typical hazards/hazardous events faced at each step of the WWS including management, collection, treatment, disposal and with consideration of impacts associated with climate variability and change.

The risk associated with each hazardous event is determined based on the product of likelihood and consequence (or severity). This assists in determining which risks are more important and which are less important. Witzenberg has adopted the following risk matrix to determine WWS risks. This risk matrix is an adaptation of WHO and WRC W_2RAP guidelines:

Table 4-1 Risk matrix and associated definitions (Likelihood and severity contextual definitions, WHO and WRC W2RAP guidelines)

	Risk Category
1	Safety
2	Effluent Quality – Aesthetic
3	Effluent Quality – Environmental Health
4	Effluent Quality – Human Health
5	Infrastructure – Compromised
6	Infrastructure – Failure
7	Infrastructure – Sabotage/Vandalism
8	Security

Likelihood	Definition	Likelihood Rating	Consequence/ Impact	Definition	Consequence/ Impact Rating
Rare	Once every 5 years	1	Insignificant	No impact or not detectable	1
Unlikely	Once per year	2	Minor	Minor impact to large population	2
Moderately Likely	Once per month	3	Moderate	Moderate impact to large population	3
Likely	Once per week	4	Major	Population expected to significant illness	4
Almost certain	Once per day or permanent feature	5	Catastrophic	Death expected from exposure	5

	Root Causes
1	Planning/Design
2	Operation
3	Maintenance
4	Scientific
5	Human Resources
6	Management
7	Budget
8	Procurement
9	Public Awareness
10	Natural/Act of God

5 x 5 risk assessment matrix		SEVERITY				
		Insignificant	Minor	Moderate	Major	Catastrophic
LIKELIHOOD	Rare	1	2	3	4	5
	Unlikely	2	4	6	8	10
	Moderately Likely	3	6	9	12	15
	Likely	4	8	12	16	20
	Almost certain	5	10	15	20	25

Score	Risk Profile
Low ≤5	These are systems that operate with minor deficiency and usually meet the effluent quality specifications set by the Department of Water and Sanitation. It is unlikely that this level of risk is harmful to the health of people and the environment. Aesthetical and/or physical non-compliance can be expected for short periods.
Medium 6 - 14	These are systems with deficiencies which individually or combined pose a high risk to the quality of the receiving environment and health. These systems would not generally require immediate action but the deficiencies should be rectified to avoid future problems and associated cost to rectify once in HIGH risk. Aesthetically and/or physically non-compliance can be expected over a medium term. Medium term impact on infrastructure and partial failure of the wastewater treatment plant and disinfection process is likely.
High ≥15	These are systems with deficiencies which individually or combined pose a high risk to the quality of receiving environment and health and may lead to potential health, safety and environmental concerns. Once systems (or part of a system) are classified under this category, rapid corrective action is required to arrest or eliminate the deficiency. High impact on the health of people and the environment and/or significant damage to infrastructure can be expected. Failure of the collector, treatment and disinfection facility is likely.

Witzenberg has adopted a dual-stage risk assessment approach which considers both “raw risk” (sometimes referred to as the “inherent risk” – the risk before including consideration of the impact of the existing control measures) and “residual risk” (with consideration of the impact of existing control measures). Not all existing control measures are 100% effective, and additional control measures may need to be identified and implemented.

The risk assessment was conducted by the W_2RAP team and considered a combination of information gathered from municipal records (including process audits, existing W_2RAPS, condition assessments, technical reports, etc.), staff and stakeholder engagements and site visits, and aimed to identify what could go wrong and where it could go wrong. The following summarized risk assessment considering “high” and “medium” risks is presented in the table below (see Table 4-2). The full risk assessment is included in **Appendix A**.

Note that full risk assessment is included in **Appendix A**

Table 4-2 Risk Assessment for Wolseley WWS

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
1	Sewer network	Damaged sewer network because of vandalism.	Infrastructure - Sabotage/Vandali	Planning/Design	3	2	6	**Medium**	Sewer pump stations are fenced.	Control measure partially in place. More than 80% of sewer pump stations are fenced.	-	-	✓	3	2	6	**Medium**
7	Sewer network	Burst pipes/leakage/blockage in the sewer network system because of the lack of maintenance or replacement of deteriorated infrastructure.	Infrastructure - Failure	Maintenance	3	2	6	**Medium**	Network replacement programme, monthly reporting.	Control measure in place. Network replacement tender part of CAPEX. Monthly reports are used to determine affected or problematic lines.	-	-	✓	3	2	6	**Medium**

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
10	Sewer network	Sewer network and associated equipment operational failure because of routine maintenance not undertaken/blockages not cleared.	Infrastructure - Failure	Maintenance	3	2	6	**Medium**	PSP in place for main sewer lines and pump station sump cleaning.	Control measure in place. PSP in place where all main sewer lines are cleaned monthly with a double axle combination vacuum and jetting truck. Pump station sumps are also cleaned every 3 months with the same PSP. Contract was extended for another 12 months.	-	-	✓	3	2	6	**Medium**

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
13	Sewer network	Sewer network and associated equipment operational failure because of repairs not undertaken.	Infrastructure - Failure	Procurement	3	2	6	**Medium**	Network replacement programme, monthly reporting.	Control measure in place. Network replacement tender part of CAPEX. Monthly reports are used to determine affected or problematic lines. Sewer master plan also used. 3-year sewer pipe replacement programme information frequently reported to the Municipal Manager.	-	-	✓	3	2	6	**Medium**
14	Sewer network	Sewer network operational failure because of staff shortage.	Infrastructure - Failure	Human Resources	4	2	8	**Medium**	Approved organogram in place	Control measure partially in place. Have an approved organogram, but with budget constraints. Staff shortages remain.	-	-	✓	4	2	8	**Medium**

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
15	Sewer network	Sewer network and associated equipment operational failure because of ineffective communication and reporting of faulty infrastructure.	Infrastructure - Failure	Management	3	2	6	**Medium**	Call centre and municipal Facebook page	Control measure in place. Call centre and municipal Facebook page with user friendly reporting guidelines. Also publish information in monthly municipal newsletters.	-	-	✓	3	2	6	**Medium**
16	Sewer network	Reduced volume of water available to convey waste through sewer system because of prolonged droughts.	Infrastructure - Failure	Natural/Act of God	2	3	6	**Medium**	Drought Management Plan	Control measure in place. Drought management Plan in place but needs to be updated.	-	-	✓	2	3	6	**Medium**
20	Sewer network	Shortage of staff to operate and maintain the sewer system because of budget constraints.	Infrastructure - Failure	Budget	2	3	6	**Medium**	Filling of vacant posts as per approved organogram	Control measure partially in place. Not all vacancies can be filled as a limited number of vacancies to be filled is budgeted per year.	-	-	✓	2	3	6	**Medium**

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
21	Pump stations	Damaged pump station infrastructure and associated equipment because of unauthorized or illegal access to premises and/or vandalism.	Infrastructure - Sabotage/Vandalism	Planning/Design	3	2	6	**Medium**	Sewer pump stations are fenced.	Control measure partially in place. More than 80% of sewer pump stations are fenced. Maintenance contract in place for immediate repairs except for unforeseen challenges	-	-	✓	3	2	6	**Medium**
25	Pump stations	Overflow of pump station because of disruption to the power supply and pump operations (loadshedding).	Effluent Quality - Environmental	Operation	4	2	8	**Medium**	Portable generators purchased, standard operating procedure	Control measure in place. Portable generators available for Wolseley.	-	-	✓	4	2	8	**Medium**
26	Pump stations	Overflow of pump station because of no or inadequate emergency standby pumps.	Effluent Quality - Environmental	Budget	4	2	8	**Medium**	Portable generators purchased, standby pumps available, standard operating procedure	Control measure in place. Portable generators available for Wolseley. Standby pumps available.	-	-	✓	4	2	8	**Medium**

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
34	Pump stations	Level switches and controls out of order because of theft and/or vandalism.	Infrastructure - Sabotage/Vandali	Planning/Design	3	2	6	**Medium**	Sewer pump stations are fenced.	Control measure partially in place. More than 80% of sewer pump stations are fenced.	-	-	✓	3	2	6	**Medium**
35	Pump stations	Failure of alarms and monitoring equipment because of theft and/or vandalism.	Infrastructure - Sabotage/Vandali	Planning/Design	3	2	6	**Medium**	Sewer pump stations are fenced.	Control measure partially in place. More than 80% of sewer pump stations are fenced.	-	-	✓	3	2	6	**Medium**
44	WWTW-General	Damaged WWTW infrastructure and equipment because of unauthorized or illegal access to premises and/or vandalism.	Infrastructure - Sabotage/Vandal	Planning/Design	3	2	6	**Medium**	WWTW enclosed with devil's fork fence. 24 Hour security services at WWTW.	Control measure partially in place. Fence/access control requires some upgrading/improvement.	-	-	✓	3	2	6	**Medium**

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
48	WWTW-General	Loss of process control because of disruption to the power supply and pump operations (loadshedding).	Effluent Quality - Environmental	Operation	5	2	10	**Medium**	Portable generators purchased	Control measure in place. Portable generators available for Ceres.	-	-	✓	5	2	10	**Medium**
49	WWTW-General	Loss of process control because repairs not undertaken.	Infrastructure - Failure	Procurement	5	2	10	**Medium**	Maintenance contract	Control measure partially in place. Maintenance tender in place. Availability from suppliers however sometimes a challenging.	-	-	✓	5	2	10	**Medium**
59	WWTW-General	Compromised staff safety (e.g. drowning) at WWTW because of a lack of safety rails.	Safety	Planning/ Design	5	5	25	**High**	No control measure in place.		-	-	✓	5	5	25	**High**

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
63	WWTW-General	On-site laboratory is not generating reliable data because of insufficient reagents available for appropriate calibration	Effluent Quality - Environmental Health	Operation	3	4	12	**Medium**	Regular on-site testing	Control measure in place. During the site visit, however, it was observed that there were instances where there were not enough reagents available for appropriate calibration of testing equipment.	-	-	✓	2	4	8	**Medium**
64	WWTW-General	Inconsistency in quality and compliance because of a lack of SOPs.	Effluent Quality -	Operation	3	3	9	**Medium**	SOPs	Control measure partially in place. Not all SOPs are available and/or effective.	-	-	✓	3	3	9	**Medium**

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
91	WWTW-Secondary Treatment (Activated sludge + Secondary Settling Tanks + Chlorination)	Compromised disinfection because of shortage of chlorine gas.	Effluent Quality - Environmental Health Management		5	3	15	**High**	HTH currently used to treat effluent as alternative to chlorine gas.	Control measure partially in place. HTH dosing observed during site visits. Not as effective as using chlorine gas.	-	-	✓	5	2	10	**Medium**

In summary the following are the key risks Wolseley is facing:

- Sewer network:
  - 1,7,10,13,14,15,16&20 Vandalism, pipe bursts, operational failures, shortage of resources, lack of maintenance
- Pump Stations:
  - 21,34&35 Vandalism at pump stations.
  - 25&26 Overflow of pump station during very extreme loadshedding. Any portable generators used?
- WWTW
  - 44 Access to WWTW through fence - could lead to vandalism.
  - 48 Significant loss of process control during extreme loadshedding. No portable generators allocated to the Wolseley WWTW facility during these times.
  - 49 Screw conveyor out of order.
  - 59 Embankment unstable and collapsed at aeration pond.
  - 63&64 Loadshedding, Unreliable datasets, inconsistency in quality, lack of SOP's, unresolved issues of concern
  - 91 Temporary solution for chlorine dosing facility as chlorine house is vandalised. New chlorination facility under construction during site visit 1 and complete during site visit 2.

5 Improvement plan

An improvement/upgrade plan is needed where additional control measures are required to address remaining significant risks. A significant amount of funds and time might be required to successfully implement appropriate control measures, and it is therefore sometimes more appropriate to consider stepwise implementation to enable incremental improvement (i.e., what is required for phase 1, what is required for phase 2, etc.). This requires Witzenberg to also consider and implement low/no cost control measures in the short-term while the necessary funds are secured to enable implementation of long-term control measures.

Considering this, the improvement plan for the Wolseley WWS is shown below (see Table 5-1**)**.

Table 5-1 Wolseley WWS improvement plan

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
Upgrade fencing and security at sewer pump stations - Part of CAPEX (security upgrades) for 2024/2025. Ensure maintenance contract remains active.	Damaged sewer network because of vandalism. (Risk assessment table reference: No. 1)	Management: Water and Sanitation Division	TBD	O&M budget for W&S department	TBD	Not yet started
i)Ensure that 3-year pipe replacement programme is based on the Master Plan identified problematic areas / lines. Identify and prioritize critical sections of the sewer network for immediate repair or replacement based on the severity of deterioration and impact on the community. ii)Ensure effective planning and allocated	Burst pipes/leakage/ blockage in the sewer network system because of the lack of maintenance or replacement of deteriorated infrastructure. (Risk assessment table reference: No. 7) Sewer network and associated equipment operational failure because of repairs not undertaken. (Risk assessment table reference: No. 13)	Management: Water and Sanitation Division	Internal no additional costs	O&M budget for W&S department	TBD	Not yet started

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
funds for maintenance or replacement of prioritized infrastructure.						
i) Develop and document a clear SOP for the inspection, maintenance, and cleaning of sewer network components and associated equipment. ii)SOP's to be updated and strictly implemented.	Sewer network and associated equipment operational failure because of routine maintenance not undertaken/blockages not cleared. (Risk assessment table reference: No. 10)	Management: Water and Sanitation Division	Internal no additional costs	O&M budget for W&S department	TBD	Not yet started
Identify key positions that are essential for functioning of the municipality. Ensure these positions are adequately staffed even if it means reallocating resources from non-essential roles. Develop a long-term staffing plan that aligns with the municipality's strategic goals and financial projections. Investigate means to eliminate budget constraints to reduce staff shortages and meet staffing requirements as per new approved organogram.	Sewer network operational failure because of staff shortage. (Risk assessment table reference: No. 14) Shortage of staff to operate and maintain the sewer system because of budget constraints. (Risk assessment table reference: No. 20)	Management: Water and Sanitation Division	Internal no additional costs	O&M budget for W&S department	TBD	Not yet started

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
Ensure call centre and municipal Facebook page with user friendly reporting guidelines in place and that information is published in monthly municipal newsletters.	Sewer network and associated equipment operational failure because of ineffective communication and reporting of faulty infrastructure. (Risk assessment table reference: No. 15)	Management: Water and Sanitation Division	Internal no additional costs	O&M budget for W&S department	TBD	Not yet started
Update Drought Management Plan	Reduced volume of water available to convey waste through sewer system because of prolonged droughts. (Risk assessment table reference: No. 16)	Management: Water and Sanitation Division	Internal no additional costs	O&M budget for W&S department	TBD	Not yet started
Upgrade fencing and security at sewer pump stations - Part of CAPEX (security upgrades) for 2024/2025. Ensure maintenance contract remains active.	Damaged pump station infrastructure and associated equipment because of unauthorized or illegal access to premises and/or vandalism. (Risk assessment table reference: No. 21) Level switches and controls out of order because of theft and/or vandalism. (Risk assessment table reference: No. 34) Failure of alarms and monitoring equipment because of theft and/or vandalism. (Risk assessment table reference: No. 35)	Management: Water and Sanitation Division	TBD	O&M budget for W&S department	TBD	Not yet started

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
Portable generator(s) need to be allocated to Wolseley pump stations to proceed with operations during extreme loadshedding. This should form part of the tender associated with interventions to address loadshedding issues.	Overflow of pump station because of disruption to the power supply and pump operations (loadshedding). (Risk assessment table reference: No. 25) Overflow of pump station because of no or inadequate emergency standby pumps. (Risk assessment table reference: No. 26)	Management: Water and Sanitation Division	R1 400 000 (for Tulbagh, Wolseley and Op die Berg)	O&M budget for W&S department	July 2023	In process/ Completed?
Upgrade fencing and security at wastewater treatment works - Part of CAPEX (security upgrades) for 2024/2025. Ensure maintenance contract remains active.	Damaged WWTW infrastructure and equipment because of unauthorized or illegal access to premises and/or vandalism. (Risk assessment table reference: No. 44)	Management: Water and Sanitation Division	TBD	O&M budget for W&S department	TBD	Not yet started
Portable generator(s) need to be allocated to Wolseley WWTW to proceed with operations during extreme loadshedding. This should form part of the tender associated with interventions to address loadshedding issues.	Loss of process control because of disruption to the power supply and pump operations (loadshedding). (Risk assessment table reference: No. 48)	Management: Water and Sanitation Division	R1 400 000 (for Tulbagh, Wolseley and Op die Berg)	O&M budget for W&S department	July 2023	In process/ Completed?

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
Implement efficient issue reporting and follow-up.	Loss of process control because repairs not undertaken. (Risk assessment table reference: No. 49)	Management: Water and Sanitation Division	Internal no additional costs	O&M budget for W&S department	TBD	Not yet started
Install safety rails. Get quotations and determine whether can include this project within this financial year, otherwise 2024/2025.	Compromised staff safety (e.g. drowning) at WWTW because of a lack of safety rails. (Risk assessment table reference: No. 59)	Management: Water and Sanitation Division	TBD	O&M budget for W&S department	TBD	Not yet started
Have complete calibrated field test kits available to test effluent quality on-site.	On-site laboratory is not generating reliable data because of insufficient reagents available for appropriate calibration. (Risk assessment table reference: No. 63)	Management: Water and Sanitation Division	Internal no additional costs	O&M budget for W&S department	TBD	Not yet started
Develop and implement standard operating procedures.	Inconsistency in quality and compliance because of a lack of SOPs. Refer to Table 8-1 (Risk assessment table reference: No. 64)	Management: Water and Sanitation Division	Internal no additional costs	O&M budget for W&S department	TBD	Not yet started
Ensure disinfection with chlorine gas when supplies are available.	Compromised disinfection because of shortage of chlorine gas. (Risk assessment table reference: No. 91)	Management: Water and Sanitation Division	Internal no additional costs	O&M budget for W&S department	On-going	In progress

6 Operational Monitoring and Maintaining Control

Control measures should be monitored to check that the system is effectively managed and that the prescribed effluent quality targets are met. An operational monitoring plan has been implemented to check the performance of existing control measures and to timeously inform corrective action (if required). Where monitoring indicates that control measures are ineffective, new control measures will need to be identified and implemented. Basic operational monitoring as follows:

- At least daily checks of key effluent quality parameters at the Wolseley WWTW and capturing thereof in appropriate logbooks,
- At least daily checks of key chemical dosages/chemical usage (e.g. chlorine) and capturing thereof in appropriate logbooks, and
- Visual observations/inspections of the Wolseley WWTW and pump stations and capturing thereof in appropriate logbooks.

Currently, the superintendent is responsible for effluent quality testing of the parameters listed in Table 6-1 below, analysing the results against the corresponding limits and responding or applying corrective actions as described in the Incident Response Management Plan.

6.1 Monitoring parameters: Effluent quality

Table 6-1 Wolseley operational monitoring programme: Effluent quality

What is monitored?	Where?			When? (Frequency)	DWS General Authorisation General limits	Critical limit(s) (Incident Response Management Plan)
	Pre-Treatment (Raw Effluent)	During Treatment	Post-Treatment (Final effluent)			
pH at 25°C	✓	✓	✓	Daily	≥5.5 and ≤9.5 pH units	<7.0
Free Chlorine			✓	Daily	≤0.25 mg/L	5mg/L
Flow Rate	✓			Daily		80% of PWWF
DO (Dissolved oxygen)		✓		Daily	0.5 – 2.5 mg/l	<0.5mg/l
MLSS (Mixed Liquid Suspended Solids)		✓		Weekly		<2000mg/l >6000mg/l
SS (suspended solids)				Daily	25 mg/l	>20 ml/l

What is monitored?	Where?			When? (Frequency)	DWS General Authorisation General limits	Critical limit(s) (Incident Response Management Plan)
	Pre-Treatment (Raw Effluent)	During Treatment	Post-Treatment (Final effluent)			
COD	✓	✓	✓	Daily		Raw>400mg/l Treated >75mg/l

Considering current medium and high risks emanating from the risk assessment, the following key observations and other measurements should be introduced as part of the operational monitoring programme.

Table 6-2 Wolseley WWS operational monitoring programme: observations and other measurements

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
Sewer network	Pipe replacement programme and protocol	Pipe burst/damage and resulting reduced raw water quality/quantity	Bulk pipelines and distribution system	Events of pipe burst/damage	Visual inspection of bulk pipelines and distribution system	Superintendent	Well maintained pipeline with no burst/damage	Follow SOP for operation and maintenance of the WWS and pipe breaks. Refer to the Pipe replacement programme and protocol.
Pump Stations	Manual operation of system (pumps)	Pumps	Pump stations	Daily	Visual observation and maintenance schedule	Process Controller	Operational pumps	Follow SOP for operation and maintenance of a pumping station/pump

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
Pump Stations	Security fencing (Fortification of building)	Condition of security fence and gate	Pump stations	Daily	Visual observation (Follow SOP for site security inspection)	Process Controller	Fence in good condition. Gate closed and locked securely. Windows intact. All assets on-site and in working condition.	Repair fence or gate within 1 day or consider putting up anti-cut and anti-climb fencing. Replace/refurbish damaged assets.
Treatment	On-site water quality sampling and testing	Conductivity, turbidity, pH and free chlorine	WWTW	See Table 6-1	Water quality sampling and testing using on-site equipment and recording results in a logbook (Follow SOP for water sample collection and on-site water quality testing.)	Process Controller	See Table 6-1	Refer to corrective actions in the Incident Response Management Plan.
Treatment	Security fencing (Fortification of building)	Condition of security fence and gate	Disinfection facility at WWTW	Daily	Visual observation (Follow SOP for site security inspection)	Process Controller	Fence in good condition. Gate closed and locked securely. Windows intact. All assets on-site and in working condition.	Repair fence or gate within 1 day or consider putting up anti-cut and anti-climb fencing. Replace/refurbish damaged assets.

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
Treatment	HTH added to final effluent for disinfection	Quantity chlorine added to water (cups, kg)	On-site reservoir at WWTW	Daily	Record quantities added in logbook	Superintendent	See Table 6-1	Optimize disinfectant
Treatment	Effluent quality testing equipment inventory and record conditions	Effluent quality testing equipment	WTW	Once per month	Complete inventory checklist and record in logbook	Superintendent	Adequate effluent quality testing equipment to test all required parameters	Replace or service any effluent quality testing equipment that is not currently functioning properly.
Treatment	Regular equipment calibration	Conductivity, turbidity, pH, free chlorine, iron, manganese, and aluminium	WWTW	Daily (internal) Yearly (external)	Calibrate equipment using on-site calibration materials and recording (Follow SOP for site calibrating equipment)	Process Controller	Calibration performed on a regular basis and on-site calibration materials adequate	Ensure adequate calibration materials are available for daily internal calibration
Treatment	Review of logbook	Issues of concern	WWTW	Daily/Weekly	Review logbook record of all monitoring actions and issues captured at WWTW	Superintendent	No unaddressed issues at WWTW	Address issues of concern accordingly
Discharge	Ensure effluent quality meets receiving environment requirements	Effluent quality testing	Final pond	Daily	Record results in logbook	Superintendent	See Table 6-1	Refer to corrective actions in the Incident Response Management Plan.

7 Verification

Verification is the process followed to determine if the actions implemented as an outcome from the W_2RAP has the desired outcome. This includes monitoring the final effluent quality (chemical, physical, microbiological), and assessing of the impact on the receiving environment. While, water quality monitoring will be the ultimate check it will also relate to other mitigations including budget availability, training, improved maintenance response, improved application of bylaws, etc., as may be required from the Improvement Plan.

The outcome of the verification will indicate whether the wastewater treatment works is operating effectively and performing as required. Verification in the W_2RAP context includes:

- Treated effluent compliance monitoring
- Operational monitoring
- Auditing
- Water sources and catchment area monitoring

7.1 Treated Effluent Compliance monitoring

Compliance monitoring confirms that the final effluent quality meets required licence/permit conditions (i.e. DWS General Authorisation General Limits). Witzenberg utilises AL Abbott, a SANAS accredited laboratory in Cape Town, for their compliance monitoring. AL Abbott collect effluent quality samples from all Witzenberg WWTW, conduct the analysis and report results and issues of concern to Witzenberg monthly.

The compliance monitoring points, programme and corresponding limits are captured in the tables that follow. Responses and corrective actions are described in the Incident Response Management Plan. Samples are collected at the following sites at the WWTW:

- Inflow channel
- Aeration tank 1 & 2
- Clarifier 1 & 2,
- Final dam

7.2 Operational monitoring

Priority is placed on monitoring parameters that can be measured quickly and easily and that can indicate if a process is functioning properly. Operational monitoring data should help managers to make corrections that can prevent hazardous events.

An operational monitoring programme has been developed, refer to Section 6. Observations or measurements of control parameters listed must be assessed whether a control measure is ineffective and not operating within design specifications, in that case, a new control measure will need to be identified and implemented.

Table 7-1 Wolseley compliance monitoring: SANS 241 parameters

SANS 241-2:2015 REQUIREMENTS What is monitored?	When? (Frequency)	Standard Limits (SANS 241-1:2015)	Critical limit(s) (Incident Response Management Plan)
Microbiological			
Faecal Colif0rms (org/100ml)	Monthly	< 1000	0
Physical and Aesthetic			
pH	Monthly	5.5 - 9.5	5.5 – 7.5
Conductivity (at 25ºC) (mS/m)	Monthly	150	100
TSS (mg/l)	Monthly	25	10
Chemical (Macro) Determinants			
COD (mg/l)	Monthly	75	30
Ammonia Nitrogen as N (mg/l)	Monthly	6	2
Nitrate Nitrogen as N (mg/l)	Monthly	15	1.5
Ortho Phosphate as P (mg/l)	Monthly	10	1

7.3 Auditing

Witzenberg have noted that WWTW process audits are conducted by AL Abbott and Associates on an annual basis. Process audits are required to identify process, operations, maintenance and management related water quality compliance risks and need to be performed prior to the W_2RAP compilation.

It is noted that the Zutari team have performed certain elements of an external audit, including inspection of the Wolseley WWTW, review of data and information, and identification of gaps and issues of concern. These activities were used to inform the list of hazards and hazardous events and to determine the associated risks. In addition, the hazards identified in the process audit have been considered and included in the risk assessment. The W_2RAP consolidated all identified hazards and rated them in a balanced manner as to prioritise interventions.

Bearing current practice in mind, it is recommended that an internal and/or external audit of the W_2RAP is scheduled on at least an annual basis. Ideally, this audit should consider the entire sanitation system (i.e. sewered and non-sewered systems).

7.4 Water sources and catchment monitoring

The WSA noted that the receiving environments are being monitored both upstream and downstream of the discharge point. There are boreholes at the landfill site which is being monitored by the WSA. It is recommended that resource sampling is done and recorded so that PC's at WWTWs may monitor effluent accordingly.

It should be emphasized that testing the natural resource water quality is particularly important for the following reasons:

- Upstream of the point of effluent discharge, where there is a potential that the resource water into which treated effluent is being released is already polluted beyond or close to safety levels or as part of an investigation of a waterborne disease outbreak, which may therefore require more extensive treatment of the released effluent[1].
- Downstream of the point of effluent discharge will also be useful following a failure event of the treatment process, in order to identify what remedial actions are required in terms of health and safety for downstream users[1].
- Groundwater – to ensure that there is no unknown contamination taking place or to monitor the extent of contamination.[1]

The frequency of testing may be once per year unless an incident occurs (see **Appendix B**) to which the WSA will respond with the given protocols. Having said that, compliance monitoring is covered in the WSP, refer to Wolseley's WSP for further information.

[1] WRC Report No. TT 489/11, June 2011

8 Management Procedures & Support Programmes

Management procedures provide documented procedures to follow during normal or incident conditions, or emergency situations. Management procedures include:

- Standard Operating Procedures (SOPs)
  - Normal operations
  - Incident conditions
- Emergency Response Plans (ERPs)

The available SOPs and ERPs are highlighted in the sections that follow.

8.1 Standard Operating Procedures

8.1.1 Normal operations

The following SOPs for normal operations, listed in Table 8 1, are implemented within Witzenberg Municipality. Several additional SOPs are suggested for consideration:

Table 8-1 Standard operating procedures

Category	Standard operating procedure	Procedure in place
General tasks	Site security inspection	
	Wastewater sample collection	
	Dealing with user notifications and complaints	
	Record keeping and reporting	Y
	Entry into confined spaces, sewer manholes, pump stations, WWTW and wet wells	Y
	Digging of trenches	Y
	Wastewater system operation and maintenance including pipe network, pumps, valves and other fittings	
	Pipe breaks procedure	
	Pump station inspection	Y
	Pump station operation and maintenance	Y
	Unblocking of dry well sewer pumps	Y
	Basic maintenance on pump system	Y
	Operating pumps	Y
	New sewer connections procedure	Y
	Waterborne Sewerage systems rates and tariffs	Y
	Fat Traps	Y
	Sewer network inspections	Y
	Sewer manhole inspections	Y
	Basket catcher and grids by the pump station	Y

Category	Standard operating procedure	Procedure in place
	Blockage on a junction	Y
	General maintenance and house keeping	
Wastewater Treatment	Chemical dosing procedures (e.g. coagulation/flocculation, pH correction)	
	Calibrating equipment and online monitoring systems	
	On-site effluent quality testing	
	Record keeping of operations and maintenance activities (logbook with effluent quality testing results, quantities of chemicals used, minor issues addressed, etc.)	
	Incident register - Wastewater (treatment works and distribution)	Y
	Maintenance logbook	Y
	Operation and Maintenance of screens	
	Maintenance of all ponds (sludge ponds, maturation ponds, final effluent ponds, etc)	
Sludge Management and Disposal Evaluation	Sludge handling, treatment and disposal	Y
	Desludging programme	
Public/Communal facilities	Inspection and maintenance of public/communal toilets	
	Installation of communal toilets	
	Repairs and maintenance of communal toilets	
Non-Sewered Systems	Sewerage Service Tariffs	Y
	Installation of new non-sewered system	
	Sewage delivered by road haulage	
	Maintenance of non-sewered system	

8.1.2 Sanitation Services By-Laws

The following sanitation services related municipal by-laws are in place:

- Connection to sanitation system
- Standards
- Methods for determining charges
- Drainage installations
- On-site sanitation services and associated services
- Industrial effluent
- Sewage delivered by road haulage
- Treated sewage
- Other sanitation service
- Installation work
- Unauthorised water services

- Obstruction of Access to Infrastructure for the Provision of Water, Sanitation and
- Sewage Services
- Unauthorised and Illegal Discharges
- Use of On-Site Sanitation Services Not Connected to the Sanitation System

- Notices
- Appeals
- Offences
- Documentation
- General provisions

8.1.3 Incident Management

Witzenberg's Wastewater Incident Management Protocol aims to prevent and correct wastewater related incident conditions. The protocol includes: :

- Contact procedures and numbers for:
  - Minor incidents – e.g. Blockages
  - More serious incidents – e.g. Pipe burst
  - Severe emergencies – e.g. Uncontrolled spillage

The Emergency Centre is contacted immediately when a problem is observed. The Manager of Water & Sewerage (Nathan Jacobs) is notified and jointly investigates the situation with the Superintendent and Senior Technicians. Appropriate actions are taken to rectify the situation, which may include mobilizing internal technical personnel or external contractors. Operating personnel at the relevant WWTWs is notified of the problem. The Manager of Water & Sewerage draws up an Incident Report containing information such as the date of the incident, investigator, , incident description, recommended steps to prevent a recurrence, and the name of the person compiling the report. In case of serious incidents, the DWS Western Cape Regional Office is notified by the Manager of Water & Sewerage. Once the issue is resolved, the supervisor will notify Emergency services, who will log the query from start to end and provide an emergency report. The report will be submitted along with the monthly report to the Technician: Water & Sewerage. Severe emergencies posing health risks to the community are notified through media after informing all parties as per the contact procedure.

- Alert Levels are categorised as follows:
  - Alert Level I – routine problems
  - Alert level II – minor emergency
  - Alert level III – major emergency
- The Incident Management Protocol considers the following components of the saniattion system:
  - Sewer reticulation system
  - Sewer pumpstations
  - Wastewater treatment plants
  - Treatment process
- Troubleshooting guidance is provided for:

- Pumps
- Aeration Basin
- Disinfection

- A serious accidents protocol is included for:
  - Eye incident
  - Bleeding
  - Chemical burns
  - Electrical burns
  - Heat burns
  - Fire burns
  - Shock
  - Poisoning
- An incident register is used to capture all incidents reported in Witzenberg Municipality.

8.2 Emergency response plans

Emergencies can occur even in the best managed systems. W_2RAPs and the developement and implementation of ERPs can aid preparedness for disasters and extreme events, including those that are unforeseen. The following emergency response plans are in place:

- Drought management plan
  - Mainly focussed on water supply related issues, but with noted possible impact on optimal performance of the sewer network and associated WWTW.
- Flood management plan
  - Includes consideration of flooding impacts, vulnerable areas and people, risk reduction strategies and response strategies.
- Disaster response plan
  - Includes the disaster risk assessment, risk reduction strategies, response, and recovery.
  - Education, training, public awareness and research and it outlines the responsibilities of the Municipality's directorate and departments.

9 Supporting Programmes

Supporting programmes could include:

- Consumer education
- Laboratory quality control
- Staff training
- Creating W_2RAP awareness and buy-in

Supporting programmes may either have a direct impact (e.g. through process controller training) or an indirect impact (through public awareness) on good hygiene habits and running campaigns. Municipal efforts to-date are summarised in the sections below.

9.1 Consumer education

Educational programmes should be implemented to support good health and hygiene practices. Programmes to include topics such as appropriate use of sanitation facilities, appropriate handwashing techniques, unacceptable materials to use for wiping/to flush and other basic visual maintenance checks so that communities can monitor their own sanitation systems.

It is also important to educate the communities as to the health and safety dangers posed by accessing WWTW and associated infrastructure. The municipality often informs consumers of water and sanitation related matters via media and social media campaigns (Facebook, newsletters, etc.). It is important that the public is made aware of the dangers of swimming in oxidation ponds, letting livestock graze near oxidation ponds, etc.

9.2 Laboratory quality control

Witzenberg utilises a SANAS accredited laboratory for compliance monitoring.

Operational monitoring is conducted using available on-site laboratory equipment, however it was observed that there were instances where there were not enough reagents available for appropriate calibration. Therefore, it should be ensured that the equipment is calibrated by the process controller on site to ensure accurate results. Additionally, the equipment to be sent to the supplier for calibration on an annual basis, further ensuring accurate operational monitoring and alignment to industry standards.

9.3 Staff training

It is recommended that WWTW process controllers and other sanitation staff undergo regular training courses (e.g. NQF training) to improve their knowledge and to enable them to grow their careers within Witzenberg. The municipality seeks to create a formalised staff training schedule that ensures that on-going process controller training is conducted on at least an annual basis.

9.4 Creating W_2RAP awareness and buy-in

W_2RAP awareness and buy-in includes investing in capacity building initiatives to empower municipal staff with the necessary awareness, understanding and skills to effectively implement the W_2RAP. This is done by offering internal training programmes, workshops and technical support to enhance staff understanding of risk assessment, monitoring and emergency response protocols. Furthermore, a regular review and update of the W_2RAP (based on feedback, data analysis and emergency challenges) ensures that the W_2RAP remains effective. Sharing results and lessons learned and demonstrating progress in closing gaps within the different sanitation systems assists in maintaining staff engagement and encourages ongoing collaboration. This helps ensure the provision of reliable and dignified sanitation services to the community.

10 Review of the W_2RAP

The W_2RAP team should meet periodically and review the plan to ensure it remains relevant and up to date. The W_2RAP should be reviewed after an emergency, after an incident occurs or at least once per year. Table 10-1 below captures the status of the Wolseley WWS W_2RAP.

Table 10-1 Record of Changes and Amendments

No.	Version	Amendment Date	Document Section/ Clause Ref. No.	Summary of Amendments
1	Version 1	November 2023		
2				
3				
4				
5				
6				
7				
8				
9				
10				

Once the plan has been finalised by the technical team it should be signed off and adopted by the WSA top management for implementation.

Appendix A

Risk Assessment

Wolseley WWTW

					Raw risk (no controls in place)					Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
No	Component	**Hazardous Event**	**Category**	**Root Causes**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Existing control measure descriptions**	**Validation notes** *(basis of effectiveness assessment)*	**Yes**	**No**	**Somewhat**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Yes**	**No**	**If yes, proposed controls** *(to be further detailed in improvement plan)*
1	Sewer network	Damaged sewer network because of vandalism.	Infrastructure - Sabotage/Vandalism	Planning/D	3	2	6	Medium	Sewer pump stations are fenced.	Control measure partially in place. More than 80% of sewer pump stations are fenced.	0	0	Som	3	2	6	Medium	Yes		Upgrade fencing and security at sewer pump stations - Part of CAPEX (security upgrades) for 2024/2025. Ensure maintenance contract remains active.
2	Sewer network	Damaged sewer network during construction activities because of construction protocol not met.	Infrastructure - Failure	Planning/D	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
3	Sewer network	Exceeded sewer network design capacity because of high permanent population producing high sewage flows.	Infrastructure - Failure	Planning/D	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
4	Sewer network	Exceeded sewer network design capacity because of ingress of storm water into the sewer system.	Infrastructure - Failure	Planning/D	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
5	Sewer network	Burst pipes/leakage/blockage in the sewer network system because of inappropriate/unmonitored discharge of industrial waste into the sewer system.	Infrastructure - Failure	Public Awa	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
6	Sewer network	Burst pipes/leakage/blockage in the sewer network system because of inappropriate objects or materials discarded into the sewer system.	Infrastructure - Failure	Public Awa	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
7	Sewer network	Burst pipes/leakage/blockage in the sewer network system because of the lack of maintenance or replacement of deteriorated infrastructure.	Infrastructure - Failure	Maintenan	3	2	6	Medium	Network replacement programme, monthly reporting.	Control measure in place. Network replacement tender part of CAPEX. Monthly reports are used to determine affected or problematic lines.	0	0	Som	3	2	6	Medium	Yes		Ensure that 3-year pipe replacement programme is based on the Master Plan identified problematic areas / lines.Identify and prioritize critical sections of the sewer network for immediate repair or replacement based on the severity of deterioration and impact on the community. Ensure effective planning and allocated funds for maintenance or replacement of prioritized infrastructure.
8	Sewer network	Cross-connection of wastewater pipes to the water supply system because of illegal or unauthorised connections.	Safety	Public Awa	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
9	Sewer network	Cross-connection of wastewater pipes to the water supply system because of opening/closing of incorrect valves.	Safety	Operation	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
10	Sewer network	Sewer network and associated equipment operational failure because of routine maintenance not undertaken/blockages not cleared.	Infrastructure - Failure	Maintenan	3	2	6	Medium	PSP in place for main sewer lines and pump station sump cleaning.	Control measure in place. PSP in place where all main sewer lines are cleaned on a monthly basis with a double axle combination vacuum and jetting truck. Pump station sumps are also cleaned every 3 months with the same PSP. Contract was extended for another 12 months.	0	0	Som	3	2	6	Medium	Yes		Develop and document a clear SOP for the inspection, maintenance, and cleaning of sewer network components and associated equipment. SOP's to be updated and strictly implemented.
11	Sewer network	Sewer network and associated equipment operational failure because of restricted access and poor roads to infrastructure.	Infrastructure - Failure	Planning/D	1	2	2	Low	0	0	0	0	0	1	2	2	Low			
12	Sewer network	Sewer network and associated equipment operational failure because of difficulty in opening manhole cover lids.	Infrastructure - Failure	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
13	Sewer network	Sewer network and associated equipment operational failure because of repairs not undertaken.	Infrastructure - Failure	Procureme	3	2	6	Medium	Network replacement programme, monthly reporting.	Control measure in place. Network replacement tender part of CAPEX. Monthly reports are used to determine affected or problematic lines. Sewer master plan also used. 3-year sewer pipe replacement programme information frequently reported to the Municipal Manager.	0	0	Som	3	2	6	Medium	Yes		Ensure that 3-year pipe replacement programme is based on the Master Plan identified problematic areas / lines.Identify and prioritize critical sections of the sewer network for immediate repair or replacement based on the severity of deterioration and impact on the community. Ensure effective planning and allocated funds for maintenance or replacement of prioritized infrastructure.

14	Sewer network	Sewer network operational failure because of staff shortage.	Infrastructure - Failure	Human Re	4	2	8	Medium	Approved organogram in place	Control measure partially in place. Have an approved organogram, but with budget constraints. Staff shortages remain.	0	0	Son	4	2	8	Medium	Yes		Identify key positions that are essential for functioning of the municipality. Ensure these positions are adequately staffed even if it means reallocating resources from non-essential roles. Develop a long-term staffing plan that aligns with the municipality's strategic goals and financial projections. Investigate means to eliminate budget constraints to reduce staff shortages and meet staffing requirements as per new approved organogram.
15	Sewer network	Sewer network and associated equipment operational failure because of ineffective communication and reporting of faulty infrastructure.	Infrastructure - Failure	Manageme	3	2	6	Medium	Call centre and municipal Facebook page	Control measure in place. Call centre and municipal Facebook page with user friendly reporting guidelines. Also publish information in monthly municipal newsletters.	0	0	Son	3	2	6	Medium	Yes		Ensure call centre and municipal Facebook page with user friendly reporting guidelines in place and that information is published in monthly municipal newsletters.
16	Sewer network	Reduced volume of water available to convey waste through sewer system because of prolonged droughts.	Infrastructure - Failure	Natural/Ac	2	3	6	Medium	Drought Management Plan	Control measure in place. Drought management Plan in place, but needs to be updated.	0	0	Son	2	3	6	Medium	Yes		Update Drought Management Plan
17	Sewer network	Altered quality of influent wastewater because of heavy rainfall washing pollutants, debris and contaminants into sewers.	Effluent Quality - Environmental Health	Natural/Ac	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
18	Sewer network	Staff injured/infected because of inadequate health and safety precautions in place.	Safety	Planning/D	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
19	Sewer network	Staff injured/infected because of untrained or uninformed staff.	Safety	Human Re	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
20	Sewer network	Shortage of staff to operate and maintain the sewer system because of budget constraints.	Infrastructure - Failure	Budget	2	3	6	Medium	Filling of vacant posts as per approved organogram	Control measure partially in place. Not all vacancies can be filled as a limited amount of vacancies to be filled is budgeted per year.	0	0	Son	2	3	6	Medium	Yes		Identify key positions that are essential for functioning of the municipality. Ensure these positions are adequately staffed even if it means reallocating resources from non-essential roles. Develop a long-term staffing plan that aligns with the municipality's strategic goals and financial projections. Investigate means to eliminate budget constraints to reduce staff shortages and meet staffing requirements as per new approved organogram.
21	Pump stations	Damaged pump station infrastructure and associated equipment because of unauthorised or illegal access to premises and/or vandalism.	Infrastructure - Sabotage/Vandalism	Planning/D	3	2	6	Medium	Sewer pump stations are fenced.	Control measure partially in place. More than 80% of sewer pump stations are fenced. Maintenance contract in place for immediate repairs except for unforeseen challenges	0	0	Son	3	2	6	Medium	Yes		Upgrade fencing and security at sewer pump stations - Part of CAPEX (security upgrades) for 2024/2025. Ensure maintenance contract remains active.
22	Pump stations	Damaged pump station infrastructure because of natural disasters (e.g. storm, earthquake, flood).	Infrastructure - Failure	Natural/Ac	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
23	Pump stations	Exceeded pump design capacity because of high permanent population producing high sewage flows.	Infrastructure - Failure	Planning/D	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
24	Pump stations	Exceeded pump design capacity because of ingress of storm water into the sewer system.	Infrastructure - Failure	Planning/D	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
25	Pump stations	Overflow of pump station because of disruption to the power supply and pump operations (loadshedding).	Effluent Quality - Environmental Health	Operation	4	2	8	Medium	Portable generators purchased, standard operating procedure	Control measure in place. Portable generators available for Wolseley.		0	Son	4	2	8	Medium	Yes		Portable generator(s) need to be allocated to Wolseley pump stations to proceed with operations during extreme loadshedding. This should form part of the tender associated with interventions to address loadshedding issues.
26	Pump stations	Overflow of pump station because of no or inadequate emergency standby pumps.	Effluent Quality - Environmental Health	Budget	4	2	8	Medium	Portable generators purchased, standby pumps available, standard operating procedure	Control measure in place. Portable generators available for Wolseley. Standby pumps available.		0	Son	4	2	8	Medium	Yes		Portable generator(s) need to be allocated to Wolseley pump stations to proceed with operations during extreme loadshedding. This should form part of the tender associated with interventions to address loadshedding issues.
27	Pump stations	Overflow of pump station because of damaged pumps and associated equipment.	Effluent Quality - Environmental Health	Maintenan	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
28	Pump stations	Pump station operational failure because of staff shortage.	Infrastructure - Failure	Human Re	1	2	2	Low	0	0	0	0	0	1	2	2	Low			
29	Pump stations	Pump station operational failure because of blockages not cleared within required time from being reported.	Effluent Quality - Environmental Health	Maintenan	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
32	Pump stations	Level switches and controls out of order because of aged equipment/inadequate maintenance.	Infrastructure - Failure	Maintenan	2	2	4	Low		0	0	0	0	2	2	4	Low			
33	Pump stations	Failure of alarms and monitoring equipment because of aged equipment/inadequate maintenance.	Infrastructure - Failure	Maintenan	2	2	4	Low		0	0	0	0	2	2	4	Low			

34	Pump stations	Level switches and controls out of order because of theft and/or vandalism.	Infrastructure - Sabotage/Vandalism	Planning/D	3	2	6	Medium	Sewer pump stations are fenced.	Control measure partially in place. More than 80% of sewer pump stations are fenced.	0	0	Son	3	2	6	Medium	Yes		Upgrade fencing and security at sewer pump stations - Part of CAPEX (security upgrades) for 2024/2025. Ensure maintenance contract remains active.
35	Pump stations	Failure of alarms and monitoring equipment because of theft and/or vandalism.	Infrastructure - Sabotage/Vandalism	Planning/D	3	2	6	Medium	Sewer pump stations are fenced.	Control measure partially in place. More than 80% of sewer pump stations are fenced.	0	0	Son	3	2	6	Medium	Yes		Upgrade fencing and security at sewer pump stations - Part of CAPEX (security upgrades) for 2024/2025. Ensure maintenance contract remains active.
36	Pump stations	Pump station and associated equipment operational failure because of routine maintenance not undertaken.	Infrastructure - Failure	Maintenan	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
37	Pump stations	Pump station equipment and operational failure because of budget constraints.	Infrastructure - Failure	Budget	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
38	Pump stations	Pump station and associated equipment operational failure because pump station repairs not undertaken.	Infrastructure - Failure	Procureme	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
39	Pump stations	Pump station and associated equipment operational failure because of restricted access and poor roads to infrastructure.	Infrastructure - Failure	Planning/D	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
40	Pump stations	Pump station and associated equipment operational failure because of ineffective communication and reporting of faulty equipment.	Infrastructure - Failure	Managem	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
41	Pump stations	Staff injured/infected because of inadequate health and safety precautions in place at pump station.	Safety	Planning/D	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
42	Pump stations	Staff injured/infected because of untrained or uninformed staff operating pump station.	Safety	Human Re	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
43	Pump stations	Shortage of staff to operate and maintain the pump stations because of budget constraints.	Infrastructure - Failure	Budget	1	2	2	Low	0	0	0	0	0	1	2	2	Low			
44	WWTW-General	Damaged WWTW infrastructure and equipment because of unauthorised or illegal access to premises and/or vandalism.	Infrastructure - Sabotage/Vandalism	Planning/D	3	2	6	Medium	WWTW enclosed with devil's fork fence. 24 Hour security services at WWTW.	Control measure partially in place. Fence/access control requires some upgrading/improvement.	0	0	Son	3	2	6	Medium	Yes		Upgrade fencing and security at wastewater treatment works - Part of CAPEX (security upgrades) for 2024/2025. Ensure maintenance contract remains active.
45	WWTW-General	Damaged WWTW infrastructure and equipment because of unrestricted access by people and/or animals.	Infrastructure - Sabotage/Vandalism	Planning/D	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
46	WWTW-General	Damaged treatment unit operations because of natural disasters (e.g. storm, earthquake, flood).	Infrastructure - Failure	Natural/Ac	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
47	WWTW-General	Personnel injury/staff loss because of unsafe/unfriendly operations at the WWTW.	Safety	Planning/D	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
48	WWTW-General	Loss of process control because of disruption to the power supply and pump operations (loadshedding).	Effluent Quality - Environmental Health	Operation	5	2	10	Medium	Portable generators purchased	Control measure in place. Portable generators available for Ceres.	0	0	Son	5	2	10	Medium	Yes		Portable generator(s) need to be allocated to Wolseley WWTW to proceed with operations during extreme loadshedding. This should form part of the tender associated with interventions to address loadshedding issues.
49	WWTW-General	Loss of process control because repairs not undertaken.	Infrastructure - Failure	Procureme	5	2	10	Medium	Maintenance contract	Control measure partially in place. Maintenance tender in place. Availability from suppliers however sometimes a challenging.	0	0	Son	5	2	10	Medium	Yes		Implement efficient issue reporting and follow-up.
50	WWTW-General	Loss of process control because of ineffective communication and reporting of faulty equipment.	Infrastructure - Failure	Managem	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
51	WWTW-General	Loss of process control because of theft and/or vandalism of essential equipment.	Infrastructure - Sabotage/Vandalism	Planning/D	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
52	WWTW-General	Loss of process control because issues of concern at WWTW not addressed.	Effluent Quality - Environmental Health	Managem	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
53	WWTW-General	Non-complying effluent because of short circuiting/bypassing of untreated wastewater.	Effluent Quality - Environmental Health	Operation	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
54	WWTW-General	Reduced volume of water available to allow unit operations to adequately transport and treat wastewater because of prolonged droughts.	Infrastructure - Failure	Natural/Ac	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
55	WWTW-General	Negative impact on treatment performance because of more frequent/intense changes in temperature.	Effluent Quality - Environmental Health	Natural/Ac	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
56	WWTW-General	Ineffective settlement and removal of sludge from wastewater because of cold temperatures resulting in denser and more compact sludge.	Effluent Quality - Environmental Health	Natural/Ac	2	1	2	Low	0	0	0	0	0	2	1	2	Low			
57	WWTW-General	Process control inefficiencies because of lack of process understanding and insufficient training.	Effluent Quality - Environmental Health	Managem	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
58	WWTW-General	Process control inefficiencies because of lack of qualified process controllers.	Effluent Quality - Environmental Health	Human Re	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
59	WWTW-General	Compromised staff safety (e.g. drowning) at WWTW because of a lack of safety rails.	Safety	Planning/D	5	5	25	High	No control measure in place.	0	0	0	0	5	5	25	High			Install safety rails. Get quotations and determine whether can include this project within this financial year, otherwise 2024/2025.

60	WWTW-General	Staff injured/infected because of inadequate health and safety precautions in place at WWTW (including availability of appropriate PPE).	Safety	Planning/D	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
61	WWTW-General	Staff injured/infected because of untrained or uninformed staff at WWTW.	Safety	Human Re	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
62	WWTW-General	Shortage of staff to operate and maintain the WWTW because of budget constraints.	Infrastructure - Failure	Budget	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
63	WWTW-General	On-site laboratory is not generating reliable data because of insufficient reagents available for appropriate calibration	Effluent Quality - Environmental Health	Operation	3	4	12	Medium	Regular on-site testing	Control measure in place. During the site visit, however, it was observed that there were instances where there were not enough reagents available for appropriate calibration of testing equipment.	0	0	Son	2	4	8	Medium	Yes		Have complete calibrated field test kits available to test effluent quality on-site.
64	WWTW-General	Inconsistency in quality and compliance because of a lack of SOPs.	Effluent Quality - Environmental Health	Operation	3	3	9	Medium	SOPs	Control measure partially in place. Not all SOPs are available and/or effective.	0	0	Son	3	3	9	Medium	Yes		Develop and implement standard operating procedures.
65	WWTW-primary treatment (Screening	Exceeded volumetric load on WWTW and failure of treatment process because of high permanent population producing high sewage flows.	Infrastructure - Failure	Planning/D	2	3	6	Medium	Wolseley WWTW has appropraite design capacity	Control measure in place. Project in progress to refurbish and upgrade the Wolseley WWTW.	0	0	Son	1	3	3	Low		No	
66	WWTW-primary treatment (Screening	Exceeded volumetric load on WWTW and failure of treatment process because of ingress of storm water into the sewer system.	Infrastructure - Failure	Planning/D	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
67	WWTW-primary treatment (Screening	Compromised treatment process because of high organic loads at the intake of the works (e.g. no pre-treatment of industrial/commercial waste).	Effluent Quality - Environmental Health	Managem	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
68	WWTW-primary treatment (Screening	The expected flow is not reaching the WWTW because of sewer system failures (e.g. pipe breaks).	Effluent Quality - Environmental Health	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
69	WWTW-primary treatment (Screening	No/incorrect/inaccurate flow measurements because of uncalibrated/faulty inflow sensor and/or metering device.	Effluent Quality - Environmental Health	Maintenan	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
70	WWTW-primary treatment (Screening	No flow measurements because of vandalism of inflow sensor and/or metering device.	Effluent Quality - Environmental Health	Maintenan	5	2	10	Medium	WWTW fenced, flow metering	Control measure in place. WWTW enclosed with devil's fork fence. Inflow sensor and/or metering device replaced and secured.	Yes	0	0	2	2	4	Low		No	
71	WWTW-primary treatment (Screening	Failure of mechanical equipment (such as pumps) because of ineffective removal of WWTW screenings.	Infrastructure - Failure	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
72	WWTW-primary treatment (Screening	Reduced treatment efficiency because of ineffective removal of WWTW screenings.	Effluent Quality - Environmental Health	Operation	5	3	15	High	Screening equipment, issue reporting and follow-up	Control measure in place. WWTW screening equipment repaired/replaced timeously and efficient issue reporting and follow-up system is in place.		0	0	1	3	3	Low		No	
73	WWTW-primary treatment (Screening	Failure of mechanical equipment (such as pumps) because of ineffective removal of WWTW grit.	Infrastructure - Failure	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
74	WWTW-primary treatment (Screening	Reduced treatment efficiency because of ineffective removal of WWTW grit.	Effluent Quality - Environmental Health	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
75	WWTW-primary treatment (Screening	Reduced treatment efficiency because of primary settling tanks not regularly cleaned/maintained (i.e. mechanical equipment not moving, abnormal sounds, weirs in poor condition, floating deposits on surface, not regularly desludged).	Effluent Quality - Environmental Health	Maintenan	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
76	WWTW-primary treatment (Screening	Reduced treatment efficiency because of inadequate screenings/grit removal at primary treatment.	Effluent Quality - Environmental Health	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
77	WWTW-primary treatment (Screening	Staff infected because of inadequate handling/capturing of screenings/grit prior to disposal.	Safety	Operation	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
78	WWTW-primary treatment (Screening	Staff infected, environmental pollution, and/or health risks posed to communities because of inadequate disposal of screenings/grit (i.e. not in accordance with legislation).	Safety	Operation	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
79	WWTW-Secondary Treatment (Activat	Failure of mechanical equipment (such as pumps and aeration systems) because of grit and settable solids carried over from primary treatment to secondary treatment.	Infrastructure - Failure	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
80	WWTW-Secondary Treatment (Activat	Increased energy use (e.g. need for additional aeration) because of ineffective primary treatment.	Effluent Quality - Environmental Health	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			

81	WWTW-Secondary Treatment (Activat	Reduced treatment efficiency (ability to remove organic matter and nutrients from the system) because of grit and settable solids carried over from primary treatment to secondary treatment.	Effluent Quality - Environmental Health	Operation	2	2	4	Low		0	0	0	0	0	2	2	4	Low			
82	WWTW-Secondary Treatment (Activat	Reduced treatment efficiency because of activated sludge tanks not regularly cleaned/maintained (i.e. inadequate sludge wasted, scum on surface, poor floc formation, sludge has dark brown/black (septic) colour, aerators not working, dead spots in aeration basin, recycle pumps not working, abnormal sounds from pumps.)	Effluent Quality - Environmental Health	Maintenan	2	2	4	Low		0	0	0	0	0	2	2	4	Low			
83	WWTW-Secondary Treatment (Activat	Reduced treatment efficiency because aerator(s) out of order/not working.	Effluent Quality - Environmental Health	Budget	1	3	3	Low		0	0	0	0	0	1	3	3	Low			
84	WWTW-Secondary Treatment (Activat	Reduced treatment efficiency because clarifier(s) out of order/not working.	Effluent Quality - Environmental Health	Budget	2	2	4	Low		0	0	0	0	0	2	2	4	Low			
85	WWTW-Secondary Treatment (Activat	Reduced treatment efficiency because of poor activated sludge process monitoring.	Effluent Quality - Environmental Health	Operation	2	2	4	Low		0	0	0	0	0	2	2	4	Low			
86	WWTW-Secondary Treatment (Activat	Activated sludge process instability because of poor activated sludge process monitoring.	Effluent Quality - Environmental Health	Operation	2	2		Low		0	0	0	0	0	2	2	4	Low			
87	WWTW-Secondary Treatment (Activat	Reduced treatment efficiency because of rotating biological contactors not regularly cleaned/maintained (i.e. shafts not turning at a steady rate of rotation, ammeter not working, motor not working, sludge return pump not working).	Effluent Quality - Environmental Health	Maintenan	2	2	4	Low		0	0	0	0	0	2	2	4	Low			
88	WWTW-Secondary Treatment (Activat	Reduced treatment efficiency because of clarifiers not regularly cleaned/maintained (i.e. effluent weir/channel not clean, launders not clean, sludge withdrawal equipment not working, scum on surface, scum draw-off system not operational, overflow not clear).	Effluent Quality - Environmental Health	Maintenan	2	2	4	Low		0	0	0	0	0	2	2	4	Low			
89	WWTW-Secondary Treatment (Activat	Reduced treatment efficiency because of inadequate sludge removal in secondary treatment.	Effluent Quality - Environmental Health	Operation	2	2	4	Low		0	0	0	0	0	2	2	4	Low			
90	WWTW-Secondary Treatment (Activat	Reduced treatment efficiency because of excessive foaming in treatment process.	Effluent Quality - Environmental Health	Operation	2	1	2	Low		0	0	0	0	0	2	1	2	Low			
91	WWTW-Secondary Treatment (Activat	Compromised disinfection because of shortage of chlorine gas.	Effluent Quality - Environmental Health	Managem	5	3	15	High	Hth currently used to treat effluent as alternative to chrlorine gas.	Control measure partially in place. Hth dosing observed during site visits. Not as effective as using chlorine gas.	0	0	Son	5	2	10	Medium	Yes		Ensure disinfection with chlorine gas when supplies are available.
92	WWTW-Secondary Treatment (Activat	Compromised disinfection because of vandalism of chlorine dosing facility.	Effluent Quality - Environmental Health	Planning/D	5	3	15	High	Chlorine dosing facility	Construction of new chlorine dosing facility observed during site visit 1 and completed by site visit 2.	Yes	0		1	3	3	Low		No	
93	WWTW-Secondary Treatment (Activat	Compromised disinfection because of poor (i.e. short) chlorine contact time in chlorine tank.	Effluent Quality - Environmental Health	Operation	5	2	10	Medium	Chlorine dosing facility	Construction of new chlorine dosing facility observed during site visit 1 and completed by site visit 2.	Yes	0	0	2	2	4	Low		No	
94	WWTW-Secondary Treatment (Activat	Compromised disinfection because of poor residual chlorine process monitoring.	Effluent Quality - Environmental Health	Operation	2	2	4	Low		0	0	0	0	0	2	2	4	Low			
95	WWTW-Secondary Treatment (Activat	Staff injured/infected because of inadequate storage of chemicals.	Safety	Managem	1	5	5	Low		0	0	0	0	0	1	5	5	Low			
96	WWTW-Secondary Treatment (Activat	Uncontrolled/unmonitored effluent outlet point because of structural failure.	Effluent Quality - Environmental Health	Maintenan	1	3	3	Low		0	0	0	0	0	1	3	3	Low			
97	WWTW-Secondary Treatment (Activat	Uncontrolled/unmonitored effluent outlet point because of vandalism of flow meter.	Effluent Quality - Environmental Health	Maintenan	1	3	3	Low		0	0	0	0	0	1	3	3	Low			
98	WWTW-Tertiary Treatment (Maturatio	Flow of wastewater through the treatment ponds impeded because ponds are overgrown with weeds.	Effluent Quality - Environmental Health	Maintenan	2	2	4	Low		0	0	0	0	0	2	2	4	Low			
99	WWTW-Tertiary Treatment (Maturatio	Reduced treatment capacity because ponds are filled with sludge (i.e. desludging of ponds not done).	Infrastructure - Failure	Operation	2	2	4	Low		0	0	0	0	0	2	2	4	Low			
100	WWTW-Tertiary Treatment (Maturatio	Reduced treatment efficiency because of inadequate sludge removal in tertiary treatment.	Effluent Quality - Environmental Health	Operation	2	2	4	Low		0	0	0	0	0	2	2	4	Low			
101	Sludge Management and Disposal	Reduced treatment efficiency because drying beds not regularly cleaned/maintained (i.e. sludge lines not free from debris, sludge beds not raked to keep it level, beds covered in weeds, draining system/piping not in working order).	Effluent Quality - Environmental Health	Maintenan	2	2	4	Low		0	0	0	0	0	2	2	4	Low			
103	Sludge Management and Disposal	Exceeded drying bed design capacity because sludge volume too high.	Infrastructure - Failure	Operation	1	3	3	Low		0	0	0	0	0	1	3	3	Low			
104	Sludge Management and Disposal	Exceeded drying bed design capacity because of inability to adequately dry sludge during wet weather conditions.	Infrastructure - Failure	Planning/D	1	3	3	Low		0	0	0	0	0	1	3	3	Low			
105	Sludge Management and Disposal	Staff infected because sludge not disposed responsibly or safely.	Safety	Operation	1	5	5	Low		0	0	0	0	0	1	5	5	Low			

Appendix B

Incident Management Protocol

WITZENBERG
Municipality • Munisipaliteit • U Masipala Wasa

WASTEWATER INCIDENT MANAGEMENT PROTOCOL PLAN

green drop
CERTIFICATION
waste water service
REGULATION

PREVENTION AND CORRECTIONAL MEASURES FOR WASTEWATER EMERGENCIES

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Background

An Incident Management Protocol must exist to guide the Water Services Authority's response to resolution and communication of any failures (failures as defined according to the National Water Act). Evidence of adherence to the requirements of this protocol must be provided, preferably in the form of an Incident Register.

This protocol must ensure that the Water Services Authority:

- Informs the Director-General of the Department of Water and Sanitation and the head of the relevant Provincial Department of Health within 24 hours of result confirmation.

Emergency protocols and communication plans ensure that during final effluent failures and spillages:

- Key stakeholders are kept fully informed;
- Roles and responsibilities of individuals and organisations are clearly outlined to avoid miscommunication and duplication of effort;
- Timeous interventions are taken to rectify the situation; and

Document Purpose

Emergency response planning is an essential part of managing a wastewater and reticulation system by which responsible staff explores responses to vulnerabilities, make improvements, and establish procedures to follow in an emergency. It is also a process that encourages people to form partnerships and better understand support capabilities.

Preparing an emergency response plan and practicing it can save lives, prevent illness, enhance system security, minimize property damage and environmental impact, and lessen liability.

Also to provide a system with a standardized response and recovery protocol to prevent, minimize, and mitigate injury and damage resulting from emergencies or disasters of man-made or natural origin.

It also provides a description of how a wastewater system will respond to potential threats as well as additional emergency response situations.

Goals

The goals of our IMP are to document and understand the steps needed to:

- Rapidly restore wastewater service after an emergency.
- Minimize wastewater system damage.
- Minimize impact and loss to customers.
- Minimize negative impacts on public health and employee safety.
- Minimize adverse effects on the environment.
- Provide emergency public information concerning customer service.
- Provide wastewater system information for first responders and other outside agencies.
- Ensure effective communication between all those involved in an emergency.

Definition of *emergency*:

1. Pipe failure or other conveyance failure leading to an uncontrolled discharge into the environment of untreated or partially treated sewage.
2. Pumpstation failure leading to an uncontrolled discharge into the environment of untreated or partially treated sewage.
3. Discharge of treated water which does not comply with the stated standard.

Different types of emergencies:

1. **Minor incidents**
   This type of incident can be resolved by the Technical Department internally.

   Example: Blockages

2. **More serious incidents**
   This type of incident requires the involvement of municipal departments other than just Technical.

   Example: Pipe burst

3. **Severe emergencies**
   This type of emergency requires the involvement of adjacent municipalities and provincial government departments.

   Example: Uncontrolled spillages

Predictable incidents:

Many incidents (e.g. exceedance of a critical limit in terms of influent quantity and quality; effluent quality parameters, system breakages, power outages, etc) can be foreseen, and management plans can specify resulting actions. Actions may include e.g. temporary diversion of influent if possible, increasing dosing, use of backup disinfection or increasing disinfectant concentrations, access to backup power, bypassing peak storm water influx to disinfection process unit etc.

In the event of power failures (loadshedding) the Municipality has the following mitigation measures in place:

- Standby generators for all pump stations. Stationary generators at our main pump stations.
- Generators mounted on trailors that can be moved between smaller pump stations.
- Standby personnel monitoring pump stations.
- Own vacuum tankers to assist with emptying of pump station sumps in order to prvent or minimize the risk of sewage spilaege.
- At the WWTW's , water is recycled between emergency storage ponds until it can be treated through the normal process when power is on again. No untreated effluent is discharged from WWTW's during power failures.

Unforeseen incidents:

Some scenarios that lead to returned effluent being considered potentially unsafe might not be specifically identified within incident response plans. This could be due to the fact that the events may either have been unforeseen or because they were considered too improbable / unlikely to justify preparing detailed corrective action plans. To allow for such events, a general incident response plan should be developed, which often will be linked to existing disaster management plans. The plan would be used to provide general guidance on identifying and handling of incidents along with specific guidance on responses that would be applied to many different types of incident.

These incidents / emergencies can be caused by the following:

SEWER RETICULATION SYSTEM						
INCIDENT	**DESCRIPTION**	**CONSEQUENCES**	**ACTION REQUIRED**	**RESPONSIBLE PERSON**	**RESPONSE TIME**	**PREVENTION**
Leakages in the sewer reticulation system	Due to the lack of maintenance or replacement of deteriorated infrastructure.	Poses health risks	Within 24hrs	Distribution team	Within 24hrs	Developing and implementing an operations and maintenance reticulation plan that includes infrastructure replacement, regular inspections and monitoring of the reticulation. Ensuring that planning regulations include ensuring that geographical and updated knowledge base of the location of sewer system is maintained and readily available to prevent damages to services. Ensuring that data and information management systems are current, accurate and have appropriate functionality. Ensuring that there is effective monitoring of industrial activities which have wastewater implications and adherence to their permitted activities / discharge qualities. Promoting awareness in the community of the impact of human activity on wastewater system and potential hazard implications. Control of human activities to prevent access to or vandalism of reticulation system and to reduce
Construction activities.	Damaging of the sewer reticulation system	Damaging reticulation system leading to leakages and blockages.	Within 24hrs	Distribution team	Within 24hrs	
Human interference	Abuse of materials discarded into the sewers.	Causing sewer blockages	Unblocking of sewers or systems	Distribution team	Within 24hrs	
Uncontrolled industrial discharges	Unknown chemicals into the sewer system.	Damaging reticulation system leading to leakages and blockages. WWTW may not be equipped.	Within 24hrs	Distribution team	Within 24hrs	
Capacity of plant	Ingress of storm water especially with heavy rainfall or losses of potable water into the sewer system.	Plant may exceed its design capacity. Influence treatment processes. Overflowing of dams.	Manual screens at emergency overflow channels must be attended to. Divert excess flow to emergency dams. Chlorine dosing rate should be increased accordingly. The contents of the emergency dams should be pumped back to the inlet	Operational plant management + Process controller + Technician	Within 24hrs	

			works as soon as the inflow rate permits.			abuse of system (community awareness programmes identifying action and potentially resultant health & environmental reaction / hazard. Land use planning procedures, use of planning and environmental regulations to regulate potential polluting developments and reduce damages to services by construction activity through prior knowledge of where the services are located. Undertaking effective operations and maintenance activities, timeous replacement of old or aging infrastructure, regular inspection and monitoring of the conditions of and flow within the reticulation, i.e. blockages, leak detection programmes. Diversion of local storm water flows Implementation of by-laws and control systems to discourage abuse of sewer systems. Integrated development planning, including spatial development plans, storm water management plans, water demand management plans, etc.
Human error	Unintentional cross-connection of wastewater or storm water pipes to the distribution system or through illegal or unauthorized connections.	Plant may exceed its design capacity.	Correction of connection and report to Technician for record purposes.	Distribution team WWTW Process Controller	Within 24hrs	

SEWER PUMPSTATIONS						
INCIDENT	**DESCRIPTION**	**CONSEQUENCES**	**ACTION REQUIRED**	**RESPONSIBLE PERSON**	**RESPONSE TIME**	**PREVENTION**
Blockages	Abuse of materials discarded into the sewers.	Tripping of pumps which could lead to discharge of untreated effluent.	Do the necessary repairs	Distribution team	Within 24hrs	Ensuring working alarm and failure monitoring equipment. Ready access to spares and backup systems (generators, spare pumps) Routine checks and monitoring Security from access by animals Security to prevent unauthorized access and tampering.
Inadequate standby on pumps.	No standby pumps available incase of emergency	Discharge of untreated effluent.	Report to Technical office	Distribution team + Technician	Within 24hrs	
Level switches and controls that are out of order.		Discharge of untreated effluent.	Report to internal or external maintenance teams	Distribution team + Maintenance teams + Technician	Within 24hrs	
Human Access	Unauthorized or illegal access to premises.	Vandalism	Report to technical office. Check for any sabotage. Upgrade security systems.	Distribution team + Technician	Within 24hrs	
Human error	Inadequate health and safety precautions taken by staff	Poses health risks	Inform all parties involved of safety act and procedures.	Distribution team + Superintendent + Technician + Office	Within 24hrs	
Failure of alarms and monitoring equipment.		Discharge of untreated effluent.	Report to internal or external maintenance teams	Distribution team + Maintenance teams	Within 24hrs	
Power failures	A disruption in the power supply	Discharge of untreated effluent.	Report to electricians which in turn will attend to problem. Apply emergency standby procedures. Ensure that generators are	Distribution team + Electricians + Maintenance teams	Within 24hrs	

			available.			
Mechanical failures		Discharge of untreated effluent.	Report to internal or external maintenance teams	Distribution team + Maintenance teams	Within 24hrs	
Pump failures	Tripping of pumps	Discharge of untreated effluent.	Report to personnel management.	Distribution team + Maintenance teams + Technician	Within 24hrs	
Uncontrolled discharge from tankers along the reticulation system.		Discharge of untreated effluent.	Report to personnel management. Apply necessary cleaning and disinfection procedures.	Distribution team	Within 24hrs	

WASTE WATER TREATMENT PLANTS						
INCIDENT	**DESCRIPTION**	**CONSEQUENCES**	**ACTION REQUIRED**	**RESPONSIBLE PERSON**	**RESPONSE TIME**	**PREVENTION**
Flow and load variations that exceed the design limits.	Excessive volumetric load on WWTW	Ineffectual management of the treatment process. Overloading conditions. Failure of treatment process.	Manual screens at emergency overflow channels must be attended to. Divert excess flows to emergency dams. Chlorine dosing rate should be increased accordingly. The contents of the emergency dams should be pumped back to the inlet works as soon as the inflow rate permits.	Operational plant management + Process controller + Technician	Within 24hrs	Develop control procedures for dealing with situations of temporary overloading, temporary diversions to secure attenuating holding facilities i.e. tanks etc. Regular flow monitoring / measurement that could assist in the planning for daily peaks and, in conjunction with the water quality data can be used to calculate the plant load and corresponding discharge loads. Maintain effective flow measurement and record keeping.
Ineffectual removal of screenings and grit.	High rag content downstream of screen. Excessive build-up of debris on screen. Rake not removing all debris during cleaning mechanism Obnoxious odours, flies and other insects	Shortening the life of mechanical equipment such as pumps. Accumulating in downstream unit processes decreasing their efficiency.	Remove screenings and grit as prescribed in O&M timeframes. Regular inspections to ensure that grit is being removed reliably and effectively.	Operational plant management + Process controller	O&M timeframes	Check bars and replace. Remove build-up manually and increase frequency of raking (cleaning) Adjust Repair or replace Increase frequency of debris removal and disposal.

Insufficient treatment processes, including disinfection.		Poses a health risk especially if effluent is used for irrigation purposes. Failure of treatment process.				Routine checks and monitoring Process controls Control of water treatment chemicals. Use of approved water treatment chemicals and materials.
Insufficient maintenance	Lack of periodical desludging of settling tanks, fall railings, basic housekeeping, lack of regular condition inspection of equipment, motors, electrical units and infrastructure.	Insufficient treatment process.	Follow O&M and monthly inspection report procedures	Operational plant management + Process controller	O&M timeframes	Develop effective maintenance procedures and schedules. Effective and safe sludge removal. Basic housekeeping
Process control failure and malfunction or poor reliability of equipment.		Insufficient treatment process.	Follow procedures in maintenance schedules and O&M	Operational plant management + Process controller	Within 24hrs	
Disinfection failure	The standard of faecal coliforms is exceeded.	Health risks and contamination of river (environment)	Lab results are evaluated by the Technician. When the standard of faecal coliforms is exceeded, the Technician will inform the PC to adjust the rate of chlorine dosage accordingly.	Technician + PC	48 hours	Do operational monitoring and checks on a regular basis. (Twice a day)
Failure of alarms and monitoring equipment.		Uncontrolled discharges.				Ensuring working alarm and failure monitoring equipment

Power failures or extended interruptions	A disruption in the power supply	Discharge of untreated effluent.	Report to electricians which in turn will attend to problem. Apply emergency standby procedures. Ensure that generators are available.	Distribution team + Electricians + Maintenance teams	Within 24hrs	Ready access to spares and backup systems (generators, spare pumps)
Chlorine gas leak	Chlorine gas leaking from cylinder or pipe line.	Poses health risks.	Small leaks will be attended to by closing the valve on the gas cylinder. A gas mask with appropriate filter must be used. In the case of excessive gas leaks, personnel in the area should be directed upwind of the chlorine building. The wind sock on the building should be used to determine the wind direction. A respirator is used when entering the building in order to attend to the leak. In the case of a faulty cylinder, the supplier must be notified immediately.	Operational plant management + Process controller	Within 24hrs	Install warning signs and introduce necessary chlorine handling courses.

Industrial spillage	The functioning of the biological process is negatively influenced by a substance originating from the industrial effluent.	Insufficient treatment process.	A set of grab samples should be taken at the following locations: Inlet, primary sludge, reactor inlet, reactor outlet, and final effluent. These samples should be analyzed against a standard to identify abnormal concentrations. The pollution department / environmental officials should be notified.	Operational plant management + Process controller + LAB + Pollution control Dept	Within 24hrs	Proper implementation of By-laws as well as awareness campaigns with industries.

EFFLUENT PARAMETERS UNDER LICENSE

TREATMENT PROCESS

PARAMETER	DESCRIPTION	RESPONSIBLE PERSONELL	ACTIONS REQUIRED	RESPONSE TIME
Sludge spillage	A spillage of sewage sludge, caused by pipe burst.	Operational plant management + PC + Maintenance team	Sludge pumps must be shut off. Spilled sludge must be contained to the immediate vicinity. Maintenance personnel should attend to the pipe before pumping of sludge can commence.	Within 24hrs
Ammonia std exceeded	Ammonia level in effluent exceeding 6mg/l	Operational plant management + PC + Maintenance team	Appropriate action should be taken to the process configuration to improve nitrification.	Within 24hrs

Ammonia in the effluent must be reduced to below 6 mg l-1. This is only possible by the conversion (oxidation) of ammonia to nitrites and hence to nitrate
Successful nitrification depends on three main factors:

a) A sufficient long retention time to allow these slow growing bacteria to become well established. An absolute minimum SRT of 15 - 21 days is necessary to prevent the bacteria being washed out with the WAS

b) Sufficient dissolved oxygen for the metabolism of these strict aerobes. A DO concentration of 2 mg l-1 is considered to be the ideal , but they can operate at

concentrations as low as 1 mg l-1

c) Lack of inhibitors. The bacteria responsible for converting ammonia to nitrates are very sensitive to inhibitors in the sewage. Heavy metals, in particular, can be problematical. Rapid fluctuations in ammonia content in the incoming feed can upset the nitrification for a few days after a sludge of highly concentrated Ammonia.

Phosphate std exceeded	Phosphate level in effluent exceeding 10 mg/l	Operational plant management + PC + Maintenance team	Appropriate action should be taken to the process configuration to biological phosphate removal.	Within 24hrs

- The phosphates in the raw sewage are present in the dissolved or orthophosphate form or may occur in organic compounds.
- The total phosphate concentration in raw sewage will vary with the COD or with industrial content and is normally about 6 mg l-1 as P for weak sewages and may be as high as 13 mg l-1 as P for strong sewages.
- Organic phosphates are usually converted to orthophosphates in the activated sludge system and the organic phosphate concentration in the final effluent may be as low as 0.2 mg l-1 as P.
- In the areas affected by the Special Standard for phosphates, they must be reduced to below 1 mg l-1 as P. This may be done chemically by the addition of metal salts to the activated sludge plant, or biologically as described earlier. Many biological plants today produce effluents with a phosphate concentration of well below 1 mg l-1.
- Some laboratories record phosphate concentration as phosphates and for comparative purposes the process controller should divide this by approximately 3 to obtain the phosphates as P.
- A high concentration of suspended solids in the effluent will contribute to the effluent COD or BOD and to phosphates in the effluent in a biological phosphate removal plant.

Nitrate std exceeded	Nitrate level in effluent exceeding 15 mg/l	Operational plant management + PC + Maintenance team	Appropriate action should be taken to the process configuration to improve denitrification.	Within 24hrs

- The nitrogen in the raw sewage will be in the form of free ammonia, ammonia compounds or organic nitrogen. The analysis sheet may indicate ammonia or Total Kjeldahl Nitrogen (TKN).
- The ratio of TKN to ammonia varies considerably and the TKN may be 1.3 to 2 times the ammonia concentration.
- Upon entering the activated sludge plant, organic nitrogen is converted to ammonia compounds. In a high rate activated sludge plant no conversion of ammonia to nitrates takes place while in a low rate, high SRT plant total conversion of ammonia to nitrate takes place and the effluent should contain little ammonia and high nitrates.
- In a nutrient removal plant the nitrates are again reduced and the effluent should contain a low nitrate and a low ammonia concentration. TKN remaining in the effluent normally indicates non-degradable organic nitrogen compounds, which may vary depending on the industrial contents or the sewage.
- The TKN concentration from a well operated nitrifying activated sludge plant may be as low as 0.5 mg l-1 for domestic sewage to as high as 10 mg l-1 for a treated abattoir effluent.
- Although nitrite formation is an intermediate step in the conversion of ammonia to nitrates, the nitrite concentration in the effluent is usually negligible.
- A typical analysis of a well operated nutrient removal activated sludge plant would be as follows:

- Nitrate -N less than 3.0 mg l-1
- Ammonia - N less than 0.5 mg l-1
- TKN less than 1.5 mg l-1
- Nitrite less than 0.1 mg l-1
- The nitrifying organisms are extremely sensitive to toxicants such as heavy metals, phenols and other organic substances. The nitrifying organisms are also temperature dependent and require a longer sludge age in winter for complete conversion of ammonia. These organisms are strictly aerobic and need an adequate supply of oxygen.
- If the SRT is too low for nitrification, the process controller will notice a steady increase of ammonia until he has lost all nitrification.
- The COD to TKN ratio for raw sewage varies from 10 to 1 to 14 to 1 but the inclusion of industrial effluent may distort this figure. COD is preferentially removed in primary sedimentation, which would reduce the COD to TKN ratio to as little as 6:1. For good nitrogen and phosphorous removal a ratio of at least 8:1 is necessary.

Suspended solids exceeded	Suspended Solid in effluent exceeding 25 mg/l	Operational plant management + PC + Maintenance team	Determine the source of the problem and make the necessary adjustments.	Within 24hrs
COD std exceeded	COD level in effluent exceeding 75 mg/l	Operational plant management + PC + Maintenance team	Appropriate action should be taken to the process configuration to reduce COD in the effluent.	Within 24hrs

- The COD of the raw sewage will vary from about 400 - 1000 mg l-1 and 30 - 40% of the COD can be removed in primary sedimentation tanks. Some of the COD is non-degradable and it can generally be stated that a certain percentage of the influent COD will be non-degradable.
- The effluent COD of a well operated activated sludge plant should vary between 30 and 50 mg l-1 for weak to moderately strong sewages but may not exceed the standard of 75 mg l-1 for stronger sewages. The presence of strong organic industrial waste in the influent may result in influent COD concentrations of more than 1500 mg l-1 and effluent CODs is 75 mg l-1 required by the General Standard.
- Suspended solids in the effluent contribute to the COD and efforts should be made to keep the suspended solids as low as possible.

Free chlorine	The free chlorine level in the effluent exceeds 0.25 microgram/l	Operational plant management + PC + Maintenance team	The following aspects should be attended to: contact time, dosing point, dosing rate.	Within 24hrs
Nitrification	Complete nitrification occurs for extended period	Operational plant management + PC + Maintenance team	System pressure should be lowered in order to prevent complete nitrification.	Within 24hrs
Nitrification	Ammonia levels out of reactors rises above 3mg/l	Operational plant management + PC + Maintenance team	System pressure or DO set points should be adjusted to reduce ammonia.	Within 24hrs

- Nitrification refers to the two stage biological process by which 1) ammonia is converted to nitrites by the bacterial species *Nitrosomonas* and 2) the nitrites are then converted to nitrates by the bacterial species *Nitrobacter.*
- Ammonia (NH_4^+) - Nitrites (NO_2) by *Nitrosomonas*
- Nitrites - Nitrates (NO_3) by *Nitrobacter*

- The rate of conversion of ammonia to nitrites determines the rate of the reaction, and the second group of bacteria will normally convert all nitrites formed. Thus under normal operating conditions little nitrite appears in the effluent. The intermediate steps are of little concern to the process controller, who is only concerned with the whole process of nitrification. The bacteria converting ammonia to nitrate are autotrophic, which means they do not use organic food but convert carbon dioxide for their organic needs. When ammonia is not converted to nitrates in the treatment plant, this conversion will usually take place in the receiving body of 13.9
- Water using up available dissolved oxygen and creating an oxygen shortage in the stream or lake. For this reason, nitrification is a requirement of South African effluent standards.
- The nitrifiers are sensitive to chemicals or other poisonous substances and are directly affected by pH, dissolved oxygen and temperature. For these reasons, nitrification will dictate the plant operation to a large degree.
- The growth rate of nitrifying organisms drops sharply with the lowering of temperatures.
- The growth rate is also considerably slower than that of the normal heterotrophic organisms of the activated sludge process, i.e. organisms that use organic carbon as food source in the activated sludge process. The fraction of the total mass of sludge wasted per day (which is the inverse of the SRT) must be smaller than the growth rate of the nitrifying organisms so that they will not be washed out altogether. Thus, if at a certain temperature the nitrifying organisms grow at 10% per day, sludge must be wasted at a lower rate than 10% per day to keep the nitrifying organisms within the system. Thus, sludge must be wasted at say 1/15th of the mass in the aeration basin per day, i.e. the SRT must be 15 days. The following equation relates the minimum SRT required for nitrification to the temperature:
- RX = 3.05 (1. 27) 20-T
- where RX = the minimum SRT required for nitrification,
- T = temperature in ºC.
- There are other factors that can affect the growth rate of nitrifiers to some degree and the above figures must always be used with a safety factor to ensure complete nitrification.
- When operating well above this minimum value of SRT at a certain temperature, virtually complete nitrification will occur, while operating below this line will result in virtually no nitrification. Therefore possible for the process controller to get either no nitrification or full nitrification by controlling the SRT.
- Optimum growth of nitrifiers occurs at pH 8.3 while the maximum rate of nitrification occurs at a dissolved oxygen concentration of more than 2 mg l-1.
- Activated sludge plants are usually safely designed for a much longer SRT than is required by nitrification and are usually safe to operate at a pH of between 7 and 7.5 and dissolved oxygen (DO) concentration of less than 2.

Maintenance	Maintenance done which resulted in one or more blowers to be shut down.	Operational plant management + PC + Maintenance team	Depending on the extent of the down time, complete nitrification should be induced at least 12 hours ahead of shut down. This type of maintenance should also be planned for days which minimum COD load is expected i.e. Sunday and Monday. Above action would minimize the impact.	Within 24hrs

DESCRIPTION AND CAUSES OF ACTIVATED SLUDGE FOAM.	
FOAM DESCRIPTION	**CAUSE**
➢ White to grey, thin foam	➢ Low SRT or “young sludge"; because of insufficient time to degrade common surfactants in wastewater (for example, detergents)
➢ Thick sludge blanket on final Clarifiers (not enriched in filaments)	➢ Denitrification; sludge blanket held too long in the clarifier in presence of nitrate, especially at warmer temperatures
➢ Thick, pasty or slimy, grayish foam (when treating industrial wastes)	➢ Nutrient-deficient foam; foam consists of large amounts of polysaccharide material produced by micro-organisms at nutrient limitation; diagnosed by negative staining with India ink
➢ Thick, brown, stable foam (enriched in filaments)	➢ Filament-induced foaming, caused by Nocardia spp., Microthrix parvicella, or type 1863

TROUBLESHOOTING GUIDE FOR NUTRIENT REMOVAL – AERATION BASIN		
PROBLEM BIOLOGICAL	**POSSIBLE CAUSES**	**CORRECTIVE ACTION**
Decrease in P removal deficiency	➢ The DO concentrations in the return to flow to the anaerobic zone are too high. ➢ The nitrate concentrations in the recycled flow to the anaerobic zone is too high, or has increased. This may be due to an increase in influent TKN. ➢ A decrease in the RBCOD fraction of the influent to the anaerobic zone.	➢ Decrease aeration such that the DO concentration in the return flow is less than 0.2mg/l. ➢ Check the nitrate concentration in the recycle and adjust the A-recycle to reduce the concentration being returned to the anaerobic zone. ➢ Analyze the influent for the RBCOD concentration and check with historical data as to whether there has been a decrease. Dose with chemical salts if P concentrations continue to rise.
Decrease in nitrification/denitrification	➢ Sludge age has reduced significantly. ➢ Shock loading of toxins in the influent flow. (Can sometimes be seen due to changes in colour of raw sewage)	➢ Check the MLSS of the plant to ensure that no excess wasting has occurred. ➢ Sample influent sewage and analyze for toxic constituents e.g. chrome.

	➢ Oxygen levels in the aeration basin are low, causing loss of nitrification. ➢ Low pH causing inhibition of nitrification.	➢ Check if DO in aeration basin is less than 2mg/l or increase aeration time. Check control DO meter calibration. ➢ Increase pH by dosing with lime.
Low pH	➢ Alkalinity in influent wastewater has dropped or denitrification has decreased.	➢ Check nitrate concentration in anoxic and determine if there has been a marked increase. If so, see above. ➢ Dose lime to increase pH. ➢ Check influent pH of possible pH drop due to excess industrial discharge.
Dark brown or black sludge	➢ Solids retention time in reactor is too long. ➢ Low DO levels	➢ Check MLSS and increase sludge wasting. ➢ Check DO concentration and is so, increase aeration.
Accumulation of brown scum on reactor surface	➢ Growth of scum-forming filaments occurring within the process. ➢ Low DO levels in the aeration basin due to excessive COD loads being returned in recycles from digesters, thickeners etc.	➢ Change aeration pattern such that scum can be removed continuously from the aeration basin. ➢ Spray the foam with water jet. ➢ Dose RAS with chlorine. ➢ Reduce MLSS concentrations by increasing wasting period until situation improves. ➢ Increase recycles rate from clarifiers. ➢ Increase DO levels.
White scum or foam on reactor surface	➢ Sludge age is too short resulting in low MLSS	➢ Increase sludge age

	➢ Increased industrial discharge	➢ Analyze influent for change in feed constituents.
OTHER PROTOCOLS		
Sludge Bulking	➢ Certain operating conditions may result in the predominance of light filamentous bacteria, which do not settle well, forming a thin sludge with a high SVI. This leads to the overflow of sludge over the weirs of the final clarifiers and is referred to as sludge bulking. It is caused by the excessive growth of a large number of bacterial species of which *Sphaerotilus natans* is best known. The presence of some filaments in the sludge helps in the formation of a well flocculated mass but excessive filament growth prevents good thickening. ➢ The most common cause for filamentous growth is a low oxygen concentration in certain parts of the aeration basin. At oxygen concentrations of less than 0.5 mg/l, the filaments compete better for food and oxygen and grow excessively. Such conditions can occur when switched-off surface aerators cause large sections of the mixed liquor to have a marginal oxygen concentration. Bulking also occurs in channel type systems when reducing the oxygen input to promote denitrification. In this case it is better to have separate zones for nitrification and denitrification where the dissolved oxygen is either above 0.5 mg l-1 throughout or below zero. ➢ For this reason, stronger sewages usually give less trouble as the oxygen is used up rapidly in zones of low aeration and there is a quick transformation from aerobic to anoxic or anaerobic zones even in channel systems. Excessively high oxygen concentration (greater than 3.0 mg l-1) can also give rise to bulking under certain circumstances. ➢ Bulking may also be caused by: ➢ Lack of nutrient, such as nitrogen and phosphorous, when treating industrial waste ➢ Hydrogen sulphide discharge to the plant ➢ Too low or too high pH values ➢ High carbohydrate discharges such as shock loads ➢ Check sludge age (retention time) ➢ Persistent bulking problems occur mainly as a result of reducing aeration to get nutrient removal. ➢ Weak sewage or an under-loaded plant may be a severe problem, which may only be solved by juggling the aeration. ➢ In plants with surface aerators, the second anoxic zones may need to be aerated, especially when good overall nitrate removal has already taken place in the aeration zone and little further nitrate removal can take place in the second anoxic zone. ➢ The best advice for process controllers in these conditions is to keep an extremely good record of the plant, to observe the type of sludge and the conditions under which the problems occur, and to seek advice on the solution of the problem.	

	➢ Most of these causes are not common in domestic sewages but where industrial wastes are being treated, attention should be paid to all possible causes. ➢ Excessive growth of filamentous organisms usually leads to clear effluents due to the straining effect of the filaments. Sludge bulking or high SVI values need only concern the process controller when problems are experienced with sludge flowing over the weirs of the clarifiers. Most modern nutrient removing plants tend to have a higher SVI and low effluent suspended solids, which assist in keeping down the phosphate concentration in the effluent.
pH Value	➢ For the correct operation of the activated sludge plant, the pH value should be between 7 and 9. Lower pH values of less than 7 affect nitrification and phosphorous removal even though the normal activated sludge plant can operate at a pH of slightly below 7. At pH values above 8.5, nitrate formation is complete and nitrites may appear in the effluent while at pH values above 9, the activated sludge system will break down. ➢ Organic acids are broken down in an activated sludge plant and it is sometimes possible for the influent to have a low pH value and still maintain a neutral pH in mixed liquor.
Colour	➢ The normal colour of activated sludge plant effluent is straw-coloured but is sometimes only visible when looking down into a test tube or graduating cylinder filled with effluent. Colours of industrial wastes may persist through the sludge plant except for organic dyes, which may be reduced by the bacteria. Industrial waste, such as abattoir waste, wood pulping wastes and others, may impart a colour to the effluent, which can only be removed by ozonation or activated carbon.
Nocardia	➢ *Nocardia* are bacteria that tend to float to the surface causing a thick floating scum on the aeration basin especially on mechanical surface aeration plants. The problem is worsened when oily substances are discharged to the sewage treatment plant. The problem is especially prevalent where there are creameries or edible oil processing plants in the catchment area. ➢ *Nocardia* seem to appear during the winter months and continue into the spring. ➢ Efforts to combat this problem have been unsuccessful and the turbulence created by the surface aerators in the aeration basin serve to turn it over and keep it wet so that the scum only causes a visual problem. The floating *Nocardia* can cause severe problems in the anoxic zones and the removal of scum from these areas may cause the process controller some difficulty. Efforts should be made by the designer to allow for the removal of this scum, but it is normally not possible to move the scum to the aeration section since the action of the aerators would wash it back into the anoxic zones. Ample provision should therefore be made for the removal of the scum from the anoxic zones or to allow the anoxic zones to overspill into the aeration zone. ➢ The presence of *Nocardia* on the aeration basin will also result in scum problems on the

	clarifiers. If the scum on the anoxic basins is continuously broken up by hosing, most of the scum will eventually land in the clarifier from where the scum removal mechanisms must remove it. As long as the scum layers on the anaerobic and anoxic zones are not allowed to dry out, the presence of the scum layer is actually beneficial to the process. Continuous wetting of the scum layer and breaking up with hoses might therefore be a solution.
MLSS	➢ The mixed liquor suspended solids is the dry mass of solids per unit of liquid volume in the aeration basin and is determined by filtering or centrifuging the sludge from a certain volume of the mixed liquor, drying the sludge at 103°C and weighing. The MLSS could then be expressed either as mg l-1, g l-1 or conveniently in kg m-3. The mixed liquor volatile suspended solid (MLVSS) are sometimes determined for the operation of plants but usually does not concern the process controller. The dried sample is ignited at 600°C and the remainder weighed. The difference in mass, being the mass of the volatile material, divided by the volume, is given as the MLVSS concentration. The SRT could be increased or decreased by decreasing or increasing the rate of sludge wastage for a given plant, with a given sewage strength and flow, the product of which would give a certain load. This would in turn result in either an increase or a decrease in the MLSS. On the other hand, if volumetric SRT control is used, increasing the SRT by wasting less mixed liquor will result in an increase in the MLSS. ➢ The amount of new sludge formed in the aeration basin is constant and depends on the incoming load; the only way in which the process controller could reduce the amount of sludge to be wasted is by leaving the sludge in the aeration basin for a longer period. This allows more of it to be degraded or consumed. ➢ This means that more sludge solids are held in the aeration tank and the MLSS concentration will increase. The size of the final clarifiers will set the limit to the MLSS. Increasing the MLSS will correspondingly increase the mass of sludge being passed to the clarifiers per unit time. If the clarifiers are too small, there will not be sufficient time for the settlement and partial thickening of the sludge and it will start spilling over the effluent weirs. ➢ When this happens, the process controller must increase the wastage of sludge from the aeration tank, gradually lowering the MLSS until the clarifiers are able to settle the sludge. Long SRT plants generally are designed to give an SRT of 25 days at a MLSS of between 4.5 - 5 kg m-3, even though it may in exceptional cases be possible to operate at higher values. ➢ The daily determination of the MLSS and of the rate of sludge wastage per day will enable the process controller to determine the SRT. The process controller can vary the sludge wastage to control the SRT at a given number of days.
Sludge Age or Solids Retention Time (SRT)	➢ The mass of organisms in terms of actual sludge in the aeration basin can be expressed as the concentration of the sludge (kg m-3) multiplied by the volume of the basin in m3. The product is the mass of sludge in kg. The mass of surplus sludge wasted per day can be expressed in kg per

	day. Under stable operating conditions the mass of surplus sludge produced per day must equal the mass of sludge wasted per day. If not there will either be an increase or a decrease in the mass of sludge in the aeration basin that would lead to either sludge flowing over the weirs or to a total washout of the sludge. If for instance, the total mass of solids in the aeration basin is 100 kg and 5 kg per day is wasted, the average time that the organisms will spend in the aeration basin will be equal to 100 divided by 5, which equals 20 days. The sludge age or solids retention time can now be expressed as the mass of solids in the aeration basin divided by the mass of solids removed per day. ➢ Ignoring the sludge in the clarifier, the mass of sludge in the aeration basin in kg is: ➢ X = V. CX ➢ where V = Volume in m3 ➢ CX = Mixed liquor suspended solids concentration ➢ in kg m-3 or g ℓ-1 ➢ X = sludge mass in the aeration basin ➢ The sludge age or solids retention time (SRT) in days is then: ➢ SRT = X/dx ➢ where dx = mass of sludge wasted per day (kg d-1) ➢ Since the amount of sludge wasted per day must equal the amount of new sludge formed per day, there is a relationship between the loading rate, expressed as the F/M ratio, and the solids retention time. ➢ The solids retention time is much easier to control, determined by the process controller without the help of sophisticated equipment.
Return activated Sludge (RAS)	➢ Sludge being settled in the clarifiers is continuously pumped back to the aeration basin as discussed before. When the sludge in the clarifiers settles well to a thick consistency, the rate of recycling can be relatively low. However, when the sludge will not thicken well, the rate of recycle will need to be higher to maintain the MLSS in the system and to avoid loss from the clarifier. Normally, the recycle rate for each clarifier is controlled by an individually adjustable overflow weir, telescopic valve or stacked rings discharging into a pump sump. From there the total flow of all the individual units is pumped back to the inlet to the aeration basin. The pumps may be centrifugal sludge pumps or Archimedean screw pumps. The latter have the advantage that they will pump any variation in flow up to their maximum capacity, whereas centrifugal pumps will stop-start if the rate of withdrawal of sludge varies. ➢ The process controller should recycle sludge at the lowest possible rate that will give the desired operating conditions. High rates of recycle will decrease the actual retention times through the various basins and result in a high flow into the stilling box of the clarifiers. This may lead to hydraulic currents in the clarifiers that could be detrimental to the functioning of the unit. Low recycle rates may however cause excessive thickening of the sludge in the sludge withdrawal

	pipe with stoppage of the flow. If a scour pipe is provided, the process controller should scour the sludge pipe regularly. Otherwise, lowering of the weir or the telescopic valve to flush out the pipe would be required. ➢ The type of recycling pump used is not important, but over-aeration of the return activated sludge (RAS) must be avoided for nutrient removal.
Waste Activated Sludge (WAS)	➢ It is most important to accurately control the mass of sludge wasted per day since it must match the sludge production for the day. ➢ However, it is standard practice in most other countries to waste thickened sludge from the underflow from the clarifiers. ➢ When wasting sludge in this manner, the process controller must determine the concentration of the sludge during wastage in order to determine the mass of solids removed. ➢ The underflow sludge concentration from the clarifiers will vary depending on many factors and the process controller must measure the total volume of sludge wasted as well as the average concentration in order to obtain the mass of solids wasted. ➢ He must then also determine the MLSS, which will give him the mass of sludge in the aeration basin at any given time. ➢ By dividing the kg sludge in the aeration basin by the kg wasted per day he can then determine the SRT. ➢ If the SRT is higher than stipulated, he should waste more sludge during the next cycle and when the SRT is below the prescribed value, he should reduce the amount of sludge wasted. ➢ A daily plot should then be made to determine the trend of the SRT. ➢ When wasting from the aeration basin, the concentration of the wasted sludge is the same as the MLSS. ➢ The sludge may be thickened further in a small additional clarifier, thickened directly on the drying beds or be discharged on land in the diluted or in the thickened state. ➢ If flotation thickening is desired, the mixed liquor could be passed directly to the thickening unit. ➢ The mixed liquor wasted directly from the aeration basin, should be metered by means of a weir, V-notch or flume. ➢ Registration of the flow is desirable but, when not available, the process controller should obtain tables or graphs to give the discharge against height over the weir. ➢ He must then set the flow rate as desired and make a number of observations to determine that there is no variation in the flow. ➢ The measured flow may then be passed to a small thickener/clarifier or to pumps for discharging to land or further treatment.
Stability of Sludge	➢ The longer the mixed liquor is aerated, i.e. the longer the SRT, the more stable the sludge. ➢ When operating at longer SRT values of above 20 days, the sludge is sufficiently stable to be

	dried on drying beds provided that it is applied in thin layers. ➢ When applied in such thin layers, the sludge will dry rapidly without causing nuisance odours and can be lifted in as little as 2 days after placing. ➢ However, when the SRT is less than 20 days or the sludge is applied in thick layers drying will be slow and nuisance odours may develop. Various methods of sludge stabilization are: ➢ Anaerobic or aerobic digestion (biological) ➢ Chemical oxidation or lime stabilization (chemical) ➢ Thermal conditioning.
Sludge Volume Index (SVI) and Sludge Density Index (SDI)	➢ These tests are an indication of the ease with which the sludge will settle and could be used by the process controller as a tool in the operation of his plant. ➢ The test consists of pouring mixed liquor into a 1000 ml cylinder to the full mark and allowing it to settle. ➢ The level of the sludge is measured after 30 min and the MLSS of the unsettled sludge is determined at the time of doing the SVI test. ➢ If the MLSS of the sludge is, say, 4 kg m-3 (or g l-1), and the sludge settles to the 300 ml mark, the SVI is expressed as the density of the sludge after settlement in ml g-1. ➢ This is obtained by dividing the volume (300 ml) by the mass (4 g) of sludge in the liter of mixed liquor; the SVI is then 300/4 = 75 ml g-1. ➢ The better the sludge compacts, the lower the SVI. ➢ The determination of the SDI is similar, the only difference being the way in which it is expressed. ➢ To obtain the SDI divide the SVI into 100. ➢ For the above value, the SDI will then be 100/75 = 1.33. In this instance, the denser the sludge, the higher the SDI. ➢ The lower the SVI, the better the settling of the sludge in the clarifier. ➢ Normal SVI values for activated sludge lie between 60 and 150 ml g-1. ➢ When values much in excess of these are found, it is said that the sludge is "bulking", ➢ Some sludge will settle into a granular-like mass while others will have the appearance of a woolly mass. ➢ This latter type of sludge will form bridging in the cylinder and give excessively high values of the SVI although the sludge will settle well in the clarifier. ➢ This problem could be overcome by diluting the mixed liquor by a factor such that after settling for ½ hour, the level of the sludge in the cylinder is around the 200 ml mark. ➢ The procedure is to first do the test as described above. ➢ If the sludge will not settle to around the 200 ml mark after ½ hour, repeat the test using only 500 ml mixed liquor, fill the cylinder to the 1000 ml mark with clean effluent, turn over to mix well and allow settling.

	➢ If the sludge will still not settle to around the 200 ml mark, use 333 ml of mixed liquor fill to 1000 ml with effluent and repeat the test. By this time the sludge should be around the 200 ml mark. ➢ To determine the SVI, follow the procedure as described above but multiply the answer by a factor of 1000 divided by the mark to which the cylinder was filled before dilution with effluent. ➢ Thus if 500 ml was used, multiply by 2 and if 333 ml was used multiply by 3. ➢ For example, if the cylinder is filled to a level of 333 ml with mixed liquor, topped up to the 1000 ml mark and allowed to settle for ½ hour, the top of the sludge layer may be at 210 ml. If the MLSS was 5 kg m-3 (g l-1) or 5 000 mg l-1 and the sludge settled to 210 ml, the SVI would be (210 divided by 5) x (1000 divided by 333) = 126 ml g-1. ➢ This test is now being used all over the world and it eliminates problems that were experienced in determining the SVI of a similar sludge but at different concentrations of the mixed liquor. ➢ The SVI test was designed for MLSS concentrations less than 3000 mg l-1 and problems were experienced with settling of sludges at higher concentrations in the narrow 1000 ml

SECONDARY SETTLING TANK

PROBLEM	POSSIBLE CAUSE	CORRECTIVE ACTION PLAN
High DSVI resulting in solids carry-over	➢ Sludge age may be too short or too long. ➢ Low DO concentrations in the aeration basin. ➢ Anoxic fraction is too large. ➢ Nitrite concentration in excess of 1 to 3 mg N/l entering aerobic zone from anoxic reactor causing bulking sludge. ➢ Bulking sludge	➢ Change sludge age thus changing MLSS ➢ Increase aeration ➢ Alter feed arrangements such that a fraction of the settled sewage can be fed into the anoxic zone. ➢ Decrease the size of the anoxic zone. ➢ Reduce A- recycle rate ➢ Shock dose mixed with chlorine
High concentration of solids in the effluent.	➢ Clarifier is hydraulically overloaded. ➢ Sludge recycle rate is too low. ➢ Pinpoint floc resulting from shearing ➢ Solids loading on clarifier excessive.	➢ Check flow to clarifier and reduce if possible or operate another clarifier. ➢ Increase recycle rate. ➢ Reduce aeration. ➢ Reduce MLSS to aeration basin.
Turbid effluent	➢ Hydraulic flow rate excessive ➢ MLSS concentration too high ➢ Flocs sheared	➢ Operate extra clarifier ➢ Reduce MLSS ➢ Reduce missing intensities and turbulence in transfer channels.

	➢ Sludge age too short. ➢ pH too low	➢ Increase sludge age ➢ Dose with lime
Sludge rising to clarifier surface	➢ Denitrification occurring in clarifier due to prolonged retention times.	➢ Increase recycle rate. ➢ Increase scraper speed. ➢ Decrease nitrate concentration of feed by additional denitrification in anoxic basin. ➢ Inhibit nitrification by reducing the sludge age or aeration rate. ➢ Empty clarifier and checkscraper clearances.
Sludge turned black and gassing, giving off odours.	➢ Septic sludge within clarifier.	➢ Increase recycle rate ➢ Increase aeration in reactor. ➢ Reduce MLSS
Return sludge too thick resulting in pipe blockages	➢ Excess sludge accumulation within the clarifier. ➢ Scraper blades worn or damaged preventing sludge being scraped into the hopper.	➢ Increase recycle rate ➢ Empty tank and check blades.
Very thin sludge being withdrawn	➢ Sludge is being removed too quickly from the clarifier.	➢ Reduce recycle rate.
Scum accumulation on the tank surface	➢ Worn scum scraper blade ➢ Blocked scum hopper ➢ Removal frequency inadequate ➢ Skimmer box incorrectly aligned.	➢ Replace rubber blade. ➢ Unlock outlet pipe with air or high pressure water jet. ➢ Increase removal frequency. ➢ Adjust alignment of skimmer box.
SLUDGE THICKENING		
Septic odour and rising sludge	➢ Sludge pumping rate is too low. ➢ Scraper mechanism not functioning properly. ➢ Supernatant overflow rate is too low.	➢ Increase pumping rate of thickened sludge. ➢ Increase scraper speed or repair mechanism. ➢ Increase influent flow to thickener.
Underflow sludge not thick enough	➢ Supernatant over-flow rate is too high. ➢ Sludge pumping rate is too high. ➢ Short-circuiting of flow through tank.	➢ Decrease influent flow rate. ➢ Decrease pumping rate of thickened sludge. ➢ Check overflow weirs and influent baffles; repair or relocate.

Torque overload of sludge collecting mechanism	➢ Heavy accumulation of sludge. ➢ Foreign object on floor bottom	➢ Agitate sludge blanket in front of collector arms with water jets; increase sludge removal rate. ➢ Remove foreign object with big magnets on rope or empty tank.

MATURATION PONDS

PROBLEM	CORRECTIVE ACTIONS
High seepage rate	➢ Draining the pond and seal it with impermeable soil or plastic membrane.
High vegetation growth on embankments	➢ Mowing or cutting
Vegetation growth through pond surface.	➢ Increase pond depth or loading rate to shut light off from pond bottom; remove weeds from pond bottom using boat; remove any sludge banks causing shallow areas.
Algal mats on facultative and maturation ponds	➢ Break up mats with water jets or from boats; remove the mats and scum.
Fly or mosquito nuisance	➢ Keep pond edges clear of vegetation; keep facultative and maturation ponds free from scum; spray chemicals to kill mosquito larvae; stock maturation ponds with fish.
Overloaded ponds causing poor effluent quality and odour nuisance.	➢ Add additional ponds; increase operational depth of anaerobic ponds; use surface aeration for facultative ponds or recirculation.
Short circuiting causing poor treatment efficiency or odour problems.	➢ Add additional inlets and/or outlets for better distribution; install baffles; re-circulate if necessary.
Toxic material in the influent.	➢ Identify pollution source to find out the origin of the inhibitor and take administrative measures in order to set a limit on the amount of toxic substance that may be admitted into the sewer system.

Troubleshooting:

Potential problems	Possible causes	Suggested remedies/actions
No Chlorine residual	Incorrect measurement Chlorine tank empty Chlorinator faulty High chlorine demand Pump inoperative Precipitate in pumps or pipes causing blockages	Check chlorine analyser Check DPD tablets Check for leakages Check chlorinator Check pump Increase chlorine dosage Determine chlorine demand Check for blockages in pumps and delivery pipes

Gas Chlorination			
Observation	**Probable Cause**	**Check**	**Remedy**
• Injector vacuum reading low	• Flow restrictions • Improper water pressure	• Remove kinks, bends or sags in line • Pump or tubing has carbonate accumulations • Injector water supply system does not supply needed pressure • Check vacuum over a full range of flows, *i.e*. low, half and full	• Clean pump and tubing with muriatic acid solution and flush with vinegar more frequently • Pump solution through pump, lines, and valve to clean • Pump or line may have restriction. Ensure proper pump output is proper in reference to pump curve
• Leakage of chlorine	• Damaged gasket • Loose connection	• Check Joint Connections • Check around valve stems • Check at valve discharge outlet	• Replace gasket or tighten connections • Reset vacuum in accordance with manufacture's recommendations
• Chlorinator will not reach maximum output	• Faulty injector (no vacuum) • Flow restrictions in supply • Leaks in system • Wrong orifice (too small)	• Check for restrictions at orifice • Check supply system for restrictions • Examine size opening of orifice	• Remove obstructions • Leaks can be identified with spray ammonia mist or with ammonia soaked rag • Make needed repairs to system • Replace orifice if too small
• Chlorinator will feed satisfactory at maximum output but will not control at low rate	• Vacuum regulating valve is malfunctioning • If equipped with chlorine pressure reducing valve (CPRV) it is malfunctioning	• Remove valve and clean • Check for any damage to valve components	• Repair diaphragm and valve components • Clean CPRV cartridge, CPRV diaphragm and CRPV gaskets

Gas Chlorination			
Observation	**Probable Cause**	**Check**	**Remedy**
• Chlorine will not feed	• Chlorine cylinder empty • Flow restrictions • Damaged Piping	• Pressure from cylinder should be sufficient	• Replace cylinder if empty • Remove restrictions or repair damaged piping
• Leakage of Chlorine below)	• Damaged gasket • Loose connection	• Check joint connections	• Replace gasket or tighten connections • Reset vacuum in accordance with manufacture's recommendations
• Variable vacuum control. Formerly working well, now will not go below 30%.	• Problem with CPRV	• CPRV is likely obstructed	• Clean CPRV
• Variable vacuum control. • Reaches full feed, but will not go below 50% feed. CPRV satisfactory	• Signal vacuum is too high	• Remove valve and clean • Hole in diaphragm	• Replace diaphragm • Clean dirty filter disks • Clean converter nozzle
• Variable vacuum control Will not go to full feed. Gas pressure and CPRV is satisfactory	• Plugged (rate valve) restrictor • Air leak in signal	• Check at rate valve outlet connection	• Remove restriction • Repair air leak
• Freezing in rotameter	• Chlorine rate too high • Restriction in orifice	• Check at rate valve outlet connection	• Lower feed rate • Remove restriction
• Rotameter float will not fall to bottom in off or in operating position • Rotameter float does not rise or fall smoothly when control knob is rotated	• Leaks in diaphragm or • scared surfaces in pressure regulating valve • Obstruction or dirt in V- notch plug • Feed rate is too high	• Check diaphragm and sealing surfaces for leaks. • Disassemble V-notch assembly	• Clean or replace parts as needed

• No injector vacuum at gas inlet to injector; operating and discharge pressures are satisfactory	• Injector check valve is not opening	• Disassemble and examine for damage to diaphragm or for obstruction	• Repair or replace as needed

Most Common Locations of Chlorine Leaks

Location
Chlorine Valve packing gland
Chlorine Valve seat
Chlorine Valve inlet threads
Broken valves or stems
Fusible Valve threads
Fusible metal of plug

Repairing Chlorine Leaks

Location and Type of Leak	Response (All safety requirements observed)
Valve Stem Leak	Tighten Packing nut or gland
Container Leak	Close container valve and leak stops
Container leaking liquid.	Roll container so gas escapes instead of liquid
Container Valve will not stop leak	Apply outlet plug or cap
Container leak cannot be Stopped	Use emergency capping device required
If it is not possible to direct chlorine into operation; remove cylinder and isolate	Call supplier for assistance

Trouble Shooting Pumps

Trouble	Possible Cause
No Delivery	• Pump not primed • Speed to low • Wrong direction • Operating head to high • Obstruction in piping or impeller
Low capacity	• Speed too low • Operating head to high • Obstruction in piping • Worn rings • Impeller worn or damage • Defective case gasket • Excessive packing leakage
Loss of suction	• Leaks in suction line • Water seal leakage • Suction lift to great
Low discharge pressure	• Speed to low • Air in system • Worn rings • Worn or damage impeller
Hot Bearings	• Inadequate or over lubrication • Misalignment • Defective bearings
Vibration	• Misalignment • Tight packing • Worn bearings • Internal rubbing
High packing leakage	• Packing worn • Glands to loose • High seal water pressure

To prevent incidents and hazards, we will do the following:

- In terms of final effluent not complying - To have an effective operational monitoring programme through which non-compliance can be traced immediately.
- In terms of pump station failures – To always have stand by pumps available; do daily pump inspections; do maintenance on pumps on regular basis as per manufacturer's specifications.
- In terms of pipe failure – To have a pipe replacement programme on all the old and damaged pipes.
- Be clear of responsible persons with their responsibilities, internally and externally.
- Have plans for emergencies available.
- Have communication protocols including notification procedures (internal, media and public)
- Train employees for emergency response to efficiently manage any potential incidents.
- Notify the community or all involved parties regarding the cause of the incidents and the actions taken to minimize future occurrences.

With ***final effluent*** not complying with General or Special Standards, we will apply immediate interventions to avoid significant threat to users, irrigation boards (farmers or sport fields). We will inform all the involved parties including the Cape Winelands District Municipality as well as the responsible catchment DWS official of the following:

- That the treated waste water supplied, poses a health risk.
- The reasons for the health risk.
- Precautions to be taken by the users or involved parties.
- Time frame within which it may be expected that treated waste water of a safe quality will be provided.

With ***pump station*** failures leading to uncontrolled discharge, we will apply immediate interventions to avoid significant threat to irrigation boards and farmers. We will inform all the parties of the following:

- That because of the untreated discharge, the river could be polluted and would suggest trying alternative options seeing that it may poses a health risk.
- The reason for the uncontrolled discharge and the pump failures as well as the plans in action.
- Time frame within which it may be expected that the water for irrigation purposes of a safe quality will be provided.

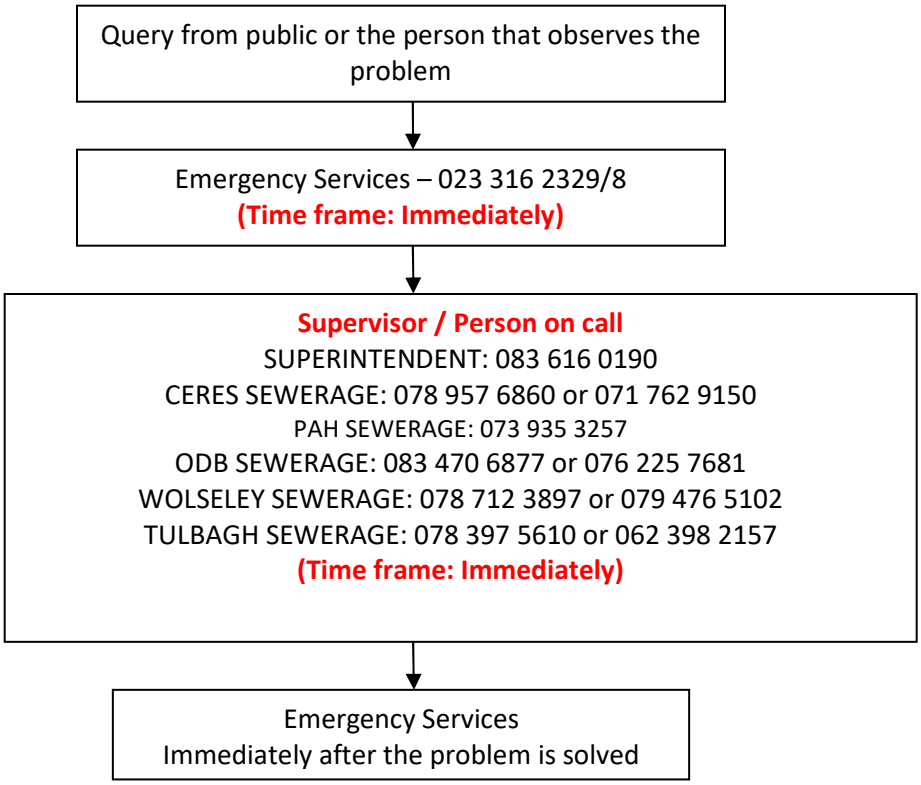
With ***pipe failures*** leading to uncontrolled discharge, we will apply immediate interventions to avoid significant threat to the community. We will take the following immediate steps:

- Immediately after the emergency was reported, the responsible network team will go out and rectify the problem.
- We will secure the discharge area in such a way that it is not accessible for the community especially children seeing that it poses a health risk.
- If any inconvenience caused e.g. traffic disturbance, we will have officials from the Traffic Department available to help.
- As soon as everything is in place and the problem solved, we will clear the whole area and see to that it is safe and poses no health risk.

Communication plans – We will see to the following:

- Key stake holders or affected are kept fully informed.
- Roles and responsibilities of individuals and organizations are clearly outlined to avoid miscommunication and duplication of effort.
- Timeous interventions will be taken to rectify the situation.

PROTOCOL STRUCTURE FOR THE DIFFERENT TYPES OF EMERGENCIES IN TERMS OF SEWERAGE – MINOR INCIDENT E.G. SEWER BLOCKAGE



As soon as the problem is solved, the responsible supervisor will contact the Emergency services where the query will be logged as from the start to the end and an emergency report will be available which is handed in with their monthly report at the end of each month to the Technicians: Water & Sewerage.

PROTOCOL STRUCTURE OF EMERGENCIES IN TERMS OF SEWERAGE – MORE SERIOUS INCIDENTS E.G. SEWER PIPE FAILURES

Query from Public or the person that observes the problem

↓

Emergency Services – 023 316 2329/8
(Time frame: Immediately)

↓

Supervisor / Person on call
SUPERINTENDENT: 083 616 0190
CERES SEWERAGE: 078 126 8205 or 071 762 9150
PAH SEWERAGE: 073 935 3257
ODB SEWERAGE: 083 470 6877 or 076 225 7681
WOLSELEY SEWERAGE: 078 712 3897 or 079 476 5102
TULBAGH SEWERAGE: 078 397 5610 or 062 398 2157
(Time frame: Immediately)

↓

Snr Technician: Water & Sewerage: 073 159 3929
(Time Frame: Immediately)
Technician: Water & Sewerage: 083 646 8994
(Time Frame: Immediately)

Senior Manager: Water & Sewerage: 071 670 3873
Just for notice, depends on the type or how crucial the Emergency is.
(Time Frame: Immediately)

As soon as the problem is solved, the responsible supervisor will contact the Emergency services where the query will be logged as from the start to the end and an emergency report will be available which is handed in with their monthly report at the end of each month to the Senior Technicians: Water & Sewerage.

PROTOCOL STRUCTURE OF EMERGENCIES IN TERMS OF SEWERAGE – SEVERE EMERGENCIES E.G. PUMP STATION FAILURES

Query from Public or the person that observes the problem

↓

Emergency Services – 023 316 2329/8
(Time frame: Immediately)

↓

Supervisor / Person on call
SUPERINTENDENT: 083 616 0190
CERES SEWERAGE: 078 957 6860 or 071 762 9150
PAH SEWERAGE: 073 935 3257
ODB SEWERAGE: 083 470 6877 or 076 225 7681
WOLSELEY SEWERAGE: 078 712 3897 or 079 476 5102
TULBAGH SEWERAGE: 078 397 5610 or 062 398 2157
(Time frame: Immediately)

↓

Snr Technician: Water & Sewerage: 073 159 3929 or
Technician: Water & Sewerage: 083 646 8994 **(Time frame: Immediately)**

↓

Senior Manager: Water & Sewerage: 071 670 3873
(Time Frame: Immediately)

↓

Director: Technical Services: 078 095 3365
(Time Frame: Immediately)

↓

Municipal Manager: 083 647 5909
(Time Frame: Immediately)

NB: The following parties are contacted by the Snr Manager: Water & Sewerage as soon as the Municipal Manager was informed of the severe emergency.

DWS responsible catchments area officials
(Nceba Ncaphayi)
021 950 7146
Are notified when the emergency is crucial and poses a health risks.

Catchment Management Area
(Elkerine / Rafique): 023 347 8131

Are notified when the emergency is crucial and poses a health risks

Media – are notified when all the important parties are aware and the emergency is crucial and poses a health risk, so the community must be informed

EXPLANATION OF THE ABOVEMENTIONED - WHEN AN EMERGENCY OCCURS:

- The person that observes the problem or imminent problem notifies the Emergency Centre where the people responsible are immediately being contacted. (The Superintendent or the Technicians: Water & Sewerage).

- Superintendent or Technicians: Water & Sewerage notifies the Snr Manager: Water & Sewerage (Nathan Jacobs)

- The Snr Manager: Water & Sewerage + Technicians: Water & Sewerage + Superintendent jointly investigate the situation (problem) and take appropriate actions to rectify this situation as a matter of urgency. This may include mobilizing internal technical personnel (electrician; fitter and turner) or external contractors. A list with contact numbers of the key personnel is provided.

- Mr Jacobs notifies the DWS, Western Cape Regional Office, Bellville in the event of serious incidents (see protocol for serious incidents below). Also the CMA and the contact person from the Water use Association. Cape Winelands District municipality is also informed.

- Operating personnel at the relevant treatment plant is notified of the problem(s) and remedial actions that are taken to normalize the situation.

- Nathan Jacobs draws up an Incident Report, which contains the following information:

    - Date of Incident
    - Date of Investigation
    - Investigator
    - Incident Description
    - Circumstances which lead to the Incident
    - Investigation Remarks
    - Action Taken
    - Recommended Steps to Prevent a Recurrence
    - Name of Person Compiling the Report

WITZENBERG MUNICIPALITY – WASTE WATER INCIDENT MANAGEMENT PROTOCOL CONTACTS REQUIRED RESPONSE TIME IS 24HRS OF RESULTS RELEASED EMERGENCY SERVICES – 023 316 2329				
	POST	**NAME**	**TEL NO**	**CELL NO**
	TECHNICAL DEPARTMENT			
	DIRECTOR: TECHNICAL DEPT	JOSEPH BARNARD	023 316 8540	078 095 3365
	MANAGER: WATER & SEWERAGE	NATHAN JACOBS	023 316 8540	071 670 3873
	SNR TECHNICIAN: WATER & SEWERAGE	STEPHANIE FARMER	023 316 8540	073 159 3929
	TECHNICIAN: WATER & SEWERAGE	MARQUIN PIETERSE	023 316 8540	083 646 8994
	SUPERINTENDENT: WITZENBERG	WILLEM MEPOMIE	023 316 8540	083 616 0190
	CERES WWTW			
	FOREMAN	ABRAHAM DANIELS	023 316 1533	071 726 9150
	PROCESS CONTROLLER	ISRAEL MANYASHE	023 316 1533	
	CERES WW DISTRIBUTION			
	FOREMAN	ABRAHAM DANIELS	023 316 8540	071 726 9150
	FOREMAN	NICOLAS SAULS	023 316 8540	078 957 6860
	PAH WW DISTRIBUTION			
	SUPERVISOR	ADAM CARELSE	023 316 8540	073 935 3257
	OP-DIE-BERG WWTW			
	SUPERVISOR	ADAM CARELSE	023 316 8540	073 935 3257
	PROCESS CONTROLLER	ANDY NEL CEDRAS JOSEPHS	023 316 8540	083 470 6877 076 225 7681
	OP-DIE-BERG WW DISTRIBUTION			
	SUPERVISOR	ADAM CARELSE	023 316 8540	073 935 3257
	ASSISTANT	ANDY NEL CEDRAS JOSEPHS	023 316 8540	083 470 6877 076 225 7681
	TULBAGH WWTW			
	SUPERVISOR	FRANKLIN LEWIS GREG LOUW	023 316 8540	078 397 5610 062 398 2157
	PROCESS CONTROLLER	FAIZEL JUMATH	023 316 8540	079 070 7437
	TULBAGH WW DISTRIBUTION			
	SUPERVISOR	FRANKLIN LEWIS GREG LOUW	023 316 8540	078 397 5610 062 398 2157

	WOLSELEY WWTW			
	TEAM LEADER	ADRIAAN SWANEPOEL	023 316 8540	078 712 3897
	TEAM LEADER	JOHANNES NOBLE	023 316 8540	079 476 5102
	PROCESS CONTROLLER	APRIL MALGAS	023 316 8540	073 204 7313
	WOLSELEY WW DISTRIBUTION			
	TEAM LEADER	ADRIAAN SWANEPOEL	023 316 8540	078 712 3897
	TEAM LEADER	JOHANNES NOBLE	023 316 8540	079 476 5102
	STORMWATER			
	SNR MANAGER: STORMWATER	ELTON LINTNAAR	023 316 8540	071 670 6761
	TECHNICAL SUPPORT & MAINTENANCE			
	SENIOR MANAGER: ELECTRIC	PIERRE VAN DEN HEEVER	023 316 8540	076 473 4380
	INSTRUMENT TECHNICIANS	VOX ELECTRIC		083 262 2468
		GW TRAUTMANN		082 569 3978
		HSM	021 551 0660	082 764 0800
		PENINSULA WATER TREATMENT		082 970 0700
		TRICOM	021 948 8636	082 578 3075
	ACCREDITED LABARATORY	AL ABBOTT	021 448 6340	083 326 3887
	DEPARTMENT OF WATER & SANITATION			
	BELLVILLE OFFICE	NATASHA DAVIS-WOLMARANS	021 941 6192	082 908 6023
	DOWNSTREAM USERS: WATER USE ASSOCIATION	SCHALK VAN NIEKERK	023 230 1401	
	CATCHMENT MANAGEMENT AREA	ELKERINE ROSSOUW	023 347 8131	071 685 5444
	CAPE WINELANDS DISTRICT MUN	THERESA DAVIDS	023 312 3111	
	LOCAL NEWS PAPER: WITZENBERG HERALD	FRANCOIS SNYMAN	023 316 2021	
	SAPD		10111	
	FIRE DEPARTMENT		023 312 3111	
	HOSPITAL		023 316 9600	
	AMBULANCE		10177	

The Emergency Management Team should include the following:

- WSA Water Services Manager
- WSA Water Works Operations
- Local Government (DPLG)
- DWS Regional Office
- Department of Health
- District Municipality Environmental Health Officers
- Provincial Disaster Management Unit

ALERT LEVELS FOR WASTE WATER TREATMENT – FINAL EFFLUENT REQUIREMENTS

GENERAL STANDARDS		**SPECIAL STANDARDS**	
COD mg/L	75	COD mg/L	30
TSS mg/L	25	TSS mg/L	10
pH	5.5 – 9.5	pH	5.5 – 7.5
EC mS/m	150	EC mS/m	100
AMMONIA mg/L as N	6	AMMONIA mg/L as N	2
NITRATE mg/L as N	15	NITRATE mg/L as N	1.5
ORTHO – PHOSPHATES mg/L as P	10	ORTHO – PHOSPHATES mg/L as P	1
FAECAL COLIFORMS	1000	FAECAL COLIFORMS	0

Alert Levels and Response Protocol

OPERATIONAL ALERT LEVELS

Operational Samples	Alert Levels		Actions to be taken
WASTEWATER TREATMENT WORKS			
Raw inlet	COD > **1000** mg/L Ammonia > **100** mg/L as N **5.5** > pH > **9.5** EC > **150** mS/m Settl. solids > **20** mL/L	Cd > **0.005** mg/L Cr > **0.05** mg/L Cu > **0.01** mg/L Zn > **0.1** mg/L Pb > **0.01** mg/L	• Check for possible illegal industrial effluent discharge • Do more frequent measurements of DO levels, pH and MLSS in the activated sludge reactor
Raw inlet settled	COD > **400** mg/L		• Check operation of PST (faulty scrapers; blockages) • Check for oils and fats on the water surface
Activated sludge reactor	DO < **0.5** mg/L		• Increase aeration capacity or cycles
	MLSS < **2000** mg/L		• Reduce discharge of WAS and allow MLSS – levels to increase to 4000 mg/L
	MLSS > **6000** mg/L		• Gradually waste more sludge on a daily basis to reduce the MLSS to 4000 mg/L
	pH < **7.0**		• Add lime to the inlet works to maintain the pH in the reactor at 7.0 or slightly above
Secondary settling tanks	COD > **75** mg/L		• Check for sludge carry – over from secondary settling tanks • Check RAS recycle rates • Check for bulking sludge • Check for rising sludge ***Take actions to rectify as appropriate***

EXAMPLE OF ALERT LEVEL APPROACH:

Alert Level l

1. Classification of incident
    - High Faecal Coliforms
2. Effluent quality constituent and concentration
    - Chlorine levels are very low.
3. Risk / Implication
    - Poses a health risk
4. Required response time
    - Within 24hrs of result release.
5. Action
    - Verify chlorine levels and dosage
    - Do immediate resampling to confirm result.
    - If resample result confirms initial result, implement corrective action to rectify the incident.

    If the resample result exceeds the initial result, implement corrective action to rectify the incident and proceed to Alert Level ll.
6. Roles and parties involved
    - Accredited lab that are used
    - Technician: Water & Sewerage
    - Superintendent and Process controller

Alert Level ll

1. Classification of incident
    - Faecal Coliforms exceeds the required limits >1000
2. Effluent quality constituent and concentration
    - Verify chlorine levels and dosage
3. Risk / Implication
    - Poses a health risk
4. Required response time
    - Within 24hrs of Alert Level l's result release

5. Action
    - Verify chlorine levels and dosage
    - Undertake additional monitoring as required with an increased frequency to reasons for failure.
    - Implement corrective action.

    If the resample result exceeds concentrations of Alert Level ll, *proceed to Alert Level lll.*
6. Roles and parties involved
    - Accredited lab that are used
    - Manager: Water & Sewerage
    - Technician: Water & Sewerage
    - Superintendent and Process controller

Alert Level lll

1. Classification of incident
    - Faecal Coliforms exceeds the required limits >1000 and discharged into water source.
2. Effluent quality constituent and concentration
    - Verify chlorine levels and dosage
3. Risk / Implication
    - Poses a health risk
4. Required response time
    - Immediate
5. Action
    - Implement Level l – Level ll
    - Communicate risks to DWA and CMA
    - Inform Irrigation boards and downstream users and alert not to use water for any use.
    - Do additional monitoring once the cause of the incident has been identified and rectified.
    - Notification of community advising of the end of the emergency.
    - Assess required preventative action to reduce the likelihood of the incident recurring.
    - Prepare a report to document and close the incident.
    - Review and update Incident and Management Protocol.

6. Roles and parties involved
    - Accredited lab that are used
    - Manager: Water & Sewerage
    - Director: Technical Services
    - Municipal Manager
    - Technician: Water & Sewerage
    - Superintendent and Process controller

Documentation of emergency events and actions taken in response to these events will help plan future emergency responses. A record of all significant emergency events should be kept.

EXAMPLE OF MAINTENANCE LOG BOOK:

WITZENBERG MUNICIPALITY				
CERES WWTW - MAINTENANCE LOGBOOK		**PROCESS CONTROLLER -**	**MONTH -**	
DATE	**CONTRACTOR**	**DESCRIPTION OF WORKS**	**VALUE OF WORK**	**ORDER NUMBER**

EXAMPLE OF INCIDENT REGISTER:

WITZENBERG MUNICIPALITY								
INCIDENT REGISTER - WASTEWATER (TREATMENT WORKS AND DISTRIBUTION)								
DATE	**TIME**	**DESCRIPTION OF INCIDENT**	**CONSEQUENCES OF THE INCIDENT**	**LENGTH OF TIME OF INCIDENT**	**LOCATION WHERE INCIDENT OCCURRED**	**REPORTED BY**	**REPORTED TO**	**ACTIONS TAKEN BY PC / PERSONNEL INVOLVED**

WITZENBERG MUNICIPALITY

NOTICE OF DISCHARGE OF UNTREATED SEWAGE

September 2018

EXAMPLE

Ceres had a discharge of untreated sewage from a pump station located at the …….. of approximately …… litres. The discharge was first discovered on September 1, 2010 at 14H00 and lasted approximately 3 hours. The untreated wastewater entered the Dwars River and was the result of an electrical failure that causes the pump motor to become inoperative. The pump motor was replaced to prevent further discharge.
Witzenberg Municipality contacted health and regulatory agencies about the discharge.

For more information, please contact Witzenberg Municipality's Snr Manager: Water & Sewerage at 023 316 8540.

Serious accidents

Eye Incidents

- The eye must be washed with water, repeatedly for ten to fifteen minutes.
- Water can be splashed from a running tap or a wash-bottle.
- The patient can then have water run through the affected eye(s) until reaching a doctor for medical treatment.

Bleeding

- Small cuts should be washed out with water and antiseptic solution and a plaster applied.
- If bleeding is heavy, a pad should be applied over the cut, and kept there with hand pressure.
- If the pad becomes saturated with blood, add another pad on top of the first, which should not be removed.
- A tourniquet must not be applied. Try and raise the wound above the general level of the body to discourage the flow of blood to the specific area.
- Expert medical care must be obtained.

Chemical Burns

- Drench the skin with water.
- In case of a blistering, a doctor must be consulted.

Electrical Burns

- Turn off the power supply at the main switch, if possible.
- Then treat as for heat burns.

Heat Burns

- Should be cooled as soon as possible, preferably by immersion in cool or tepid water.
- If the skin has first degree burns (reddening), medical advice may be sought.
- If there are second degree burns (blistering), medical advice should be sought.
- If there are third degree burns (destruction of superficial layer of skin), medical attention must be obtained.
- If clothing burns onto the skin it must not be removed, and expert medical care must be obtained as soon as possible.

Fire Burns

- If a person's clothing ignite, the victim should lie down, burning side up (which protects the neck and head).
- The person should then immediately be covered with a fire blanket (or clothing soaked in water) and the flames smotered.
- Do not remove clothing which is burned to the body.

- Treat for shock and obtain medical care as soon as possible.

Shock

- The patient should be kept warm and resting, and a warm sweet drink may be given if there is no possibility that an anaesthetic might have to be applied later.
- A person who faints should lie down with feet slightly raised, and kept warm.
- If consciousness is not regained within a few minutes, the person should be turned to lie on his/her stomach, with the head placed so that any liquid can run out of the mouth.
- A doctor must be summoned.
- If breathing stops, then artificial respiration must be applied.

Poisoning

- This is caused by swallowing strong acid or alkali.
- Treatment consist of rinsing the mouth immediately, followed by copious draughts of water.
- If acid has been swallowed, milk of magnesia should be given.
- For alkali poisoning, very dilute acetic acid should be administered.
- Vomiting should not be encourage and obtain medical care immediately.

Appendix C

Green Drop Scorecard

A	0.0%	*Responsible Authority / Owner*	Witzenberg LM	*Wastewater System*	Wolseley		#REF!
B	0.0%	*Type System*	Advanced	*Town(s) / Area(s) / Village(s) served*	Wolseley		
C	0.0%	*Receiving River / Stream*	Wetland	*Catchment Management Area*	Breede-Gouritz		
D	0.0%	*Population Served*	15,420	*Location Coordinates (South)*	33°25' 41.00"	*System Type:*	
E	0.0%	*No. of Pump Stations in System*	6	*Location Coordination (East)*	19°11' 48.00"		Advanced

Key Performance Area		Sub-KPA	Sub-weight	Green Drop Requirement	Scoring Information	System's Information		Audit Comment	Audit Score	KPA Score
A	Capacity Management *(15%)*	**A1) Registration of Wastewater Treatment Plant**	20%	The wastewater treatment facility is registered as per the requirements of Regulation 2834 or draft Reg. 813 (Draft Reg 813 consider for bonus)		Class of Works	D	Wolseley wastewater System is a Class D registered plant. Certificate is uploaded on IRIS and has been approved on 2021 - 01 - 22		***KPA A***
		A2) Registration of Process Controllers and Supervisor	20%	a) Copies of Registration Certificates of Process Controllers and Supervisor(s) b) Copies of the classification certificates of all process controllers/operators and supervisors/superintendents must be uploaded on the IRIS; c) Compliance with Regulation 2834 coupled with shift details, or compliance with draft Reg 813 - in both cases must comply ≥50% for each shift); WSI must indicate shift patterns or measures in place when a shift does not comply with Regulatory Process Control requirements. d) WSI must indicate process controllers and/or supervisors that are 'shared' across different plants/sites.		# of PCs / Shifts Reg. Requirement (Reg 813) +1	4	**Registered & approved process controllers** Stephanie Farmer Class V - Supervisor (roaming) Marquin Pierterse Class IV - Inspector (roaming) 1 x Sigila Howard Class II - Process Controller 1 x Nathan Jacobs Class 0/leaner - Inspector 1 x Malgas April Class 0/leaner - Process controller c) 1 Shift 08h00-15h00 (time) d) WSI must indicate process controllers and/or supervisors that are 'shared' across different plants/sites (shared supervisors and inspectors) Class V (1) = 1 x Class V approved (Stephanie Farmer) (Supervisor) Inspector = Class IV = Marquin Pieterse **Mod Comm:** **Requires Class II Sup and Class 0 PC and Class I PC. The system complies with (a) (b) (c) because of 1 shift arrangment, for a Class D works then requires a plus 1 for each PC class required and (d). Scores adjusted however Supervisors possess more than the minimum required**		*15%*
						Number of Shifts (Status)	1			
						Number of PCs Complying	2			
						Number of Supervisors Complying	1			
		A3) Maintenance Capacity	20%	a) Evidence of Maintenance Team used for general maintenance work at the plant & pump-stations (both mechanical and electrical) - (Internal or evidence of Outsourced Term Contract) b) Information on in-house staff (or organogram) and/or external Contractor/s c) Provide proof of competency of team (Qualification & Experience & Trade-test) d) Provide a site specific operation and maintenance schedule (routine / scheduled) e) Contract or Logbook with maintenance entries to serve as evidence of maintenance & repairs. *Note: C&I - control instrumentation resorts under 'electrical'.*		Maintenance arrangement for this WWTW	Internal+Term Contract	**Electricians:** Municipal organogram manager - J Barnard ?? William Pinkoane - certificate Michael Minaar - certificate Alfred Liebernberg - certificate Marius Grove - certificate **"External Team"** (Mechanical and Electrical) (pumps + STP maintenance) + Tricom (Fire water systesm??) Maintenance Term Contract The WSI has a maintenance term contract with Viking Pony Africa Pumps Pty Ltd for Electrical and mechanical maintenance. Contract has been provided on IRIS" b) In house organogram uploaded on IRIS and certificates c) Certificates uploaded on IRIS d) Specific O&M manual available e) Maintenance noted on site Maintenance schedule uploaded, but logbook entires supporting the schedule		**0.0%**
		A4) Engineering Management Capacity	20%	Number of Engineering Staff available in the WSI taking responsibility for Maintenance Planning and General Asset Management: a) 1X Engineering Technician, b) 1 X Engineering Technologist c) 1 X Engineer, or d) More than one of the above.		**No.** of Eng. Technicians in employ: **Number Only**.	5	a) Stephanie Farmer - National Diploma (Civil Eng) N. Jacobs - National Diploma (Civil Eng) Elton Lintnaar - Stormwater - National Diploma P. Vd Heefer - National. Diploma (Electrical) Zimasa Chabeli - Stormwater - Nat Dipl b) J. Barnard - B. Tech (Civil Eng) c) D. Greef - B. Eng + Pr. Eng All qualifications have been uploaded on IRIS		
						No. of Eng. Technologists in employ	1			
						No. of Engineers in employ	1			
		A5) *(Advanced Systems Only)* **Scientific Capacity (Sampling and Laboratory Information Management)**	20%	Number of Scientific Staff appointed for the management of wastewater treatment management, incl sampling and analyses: a) 1 X Candidate Scientist b) 1 X Professional Scientist, or c) More than one of the above		**No.** of Scientists in employ	2	WSA has no scientists internally, however, contracted AL Abbott who has a scientist who come once a month to all WWTW (certificate of accreditation on IRIS) 1. Mrs N Van Binsbergen 2. Ms JL Da Silva		

B	Environmental Management *(15%)*	**B1) Wastewater Risk Management**	30%	a) A Risk Register available on all risks posed by the wastewater collection and treatment processes to the immediate environment (not older than 3 years) b) A Wastewater Risk Abatement Plan is the more advanced standard, but will only be accepted if not older than 3 years, and approved by Management. - A practical and site specific W_2RAP is in place which describes the system, identify and prioritize risks, with measures to mitigate inefficiencies/inadequacies that result in non-compliance - Implementation evidence and proof of management commitment c) Implementation evidence and proof of management commitment. Providing		Environmental Risk Management Arrangement	Risk Register & Influenced Monitoring	a) WRAP issued for in June 2021 - signed/approval page has been uploaded b) Proof of implementation is evident (document of implementation noted as CCR sheet)		***KPA B***
		B2) Operational Monitoring	10%	Details of Operational Monitoring: a) Proof of Operational Monitoring sites, determinands and frequency b) Samples must include: i) inflow (raw), ii) outflow (final), iii) process flows, v) sludge streams c) Determinands monitored d) As per Authorization or as per Good Practice per technology type e) Frequency: as per Authorization or Good Practice.				Yes - schedule of frequency, determinants and location Proof uploaded		*15%*
		B3) Compliance Monitoring (Effluent)	20%	Details of Compliance Monitoring (For ALL Effluent Discharges). a) Sampling sites/locations as per Authorisation b) Determinands as per Authorisation. (This would include determinands not categorised as Microbiological, Chemical or Physical, eg SAR, biomonitoring, toxicology, heavy metals, etc.) c) Sampling frequency occurs as per Authorisation requirements *Note1: For zero-effluent treatment systems - still need to monitor for impact on catchment / environment (for both lined and unlined systems). Where oxidation ponds*				Yes - shedule of frequency, determinants and location but no physical proof of recording		
		B4) *(Advanced Systems Only)* **Sludge Classification and Monitoring**	20%	a) Provide Sludge Treatment Monitoring Programme (location, determinands and frequency) b) Provide sludge monitoring results c) Sludge Management Plan.		Sludge Treatment	Sludge Lagoon / Ponds	Sludge lagoons Sludge plan uploaded - August 2021		**0.0%**
						Sludge Management Option Applied	On-site Disposal	No sludge monitored over the assessment period therefore no sludge results		
		B5) Laboratory Credibility	20%	a) Name laboratory(s) for operational analysis (in-house or on-site) and lab for compliance analysis/checks (in-house or external) b1) Certificate of Accreditation for applicable methods b2) Or Z-scores results following participation a recognised Proficiency Testing Scheme (–2 ≥ z-score ≥ 2 are unacceptable) b3) Or proof of intra- and Inter-laboratory proficiency (quality assurance as prescribed in *Standard Methods*) c) Proof of turn-around time from time of sampling to release of results, to allow for		Name of Laboratory used for Compliance Monitoring	AL ABBOTT	a) There is an inhouse laboratory, and that operational monitoring is taking place, external laboratory used for compliance is AL Abbott (SANAS acredited) b) Certificate of accredidation uploaded on IRIS (valid - until 2025 with facility number T0276) c) Turn around time (5 - 6 days) (as noted on the certifiifcate of analysis)		
						Z-score if applicable	0.00			
C	Financial Management *(20%)*			**Wastewater Operations and Maintenance Cost Determination done:** i) Per Wastewater System; or ii) For Municipal Wastewater business as a whole; or iii) Not Done at all	**For Wastewater business as a whole;**			Budget for all 4 systems combined		***KPA C***
		C1) Wastewater Operations Cost Determination	30%	a) Municipality / WSI must provide evidence of a proper O&M cost determination for the entire wastewater system (network, pumpstations, treatment works) This must at least incl: i) Energy Consumption ii) Compensation of Employees iii) Chemical cost iv) Maintenance Cost b) Provide an operational cost determination per m^3 treated. *Note: Municipal cost sheets are inconsistent in terms of 'including or excluding' interest and redemption cost on capital loans. To ensure standardised approach, the*		Cost determination status	Detailed & Acceptable	Budget in place Approval of municipal budget uploaded The cost determination has been done although the correlation between budget per plant and R/m3 needs to be verified. There are cost determinants and information available.		*20%*
						O&M (system) budget determined - expressed as Rand per volume wastewater treated (Rand/m^3)	**R 16.66**			
		C2) Energy Demand	10%	WSI is able to provide DWS with proof of Energy Efficiency Management by providing: a) Energy demand data: Past 3-year data on Specific Power Consumption (SPC) (in kWh/m^3) for the WWTW b) Energy unit cost / tariffs (R/kWh) used to calculate the system's energy use c) Energy cost for the specific WWTW in Rand per m^3 treated.		Specific Power Consumption (SPC) expressed as kWh/m^3 - average over past 12 months	**0.00**	No specific power determinant for past 3 years. R/kW energy unit cost provided per system with 3 years tarrif and the increase in cost per WWTW. Energy metered and specifics recorded, but no Kw/m3 determinant displayed		
		C3) Operations & Maintenance Budget	10%	WSI to provide proof of the wastewater system O&M Budget per annum - for the sewer network and treatment works		System O&M Budget expressed in **R'000/annum**	**R 7,060,603.60**	Budget in place - needs identification (ie: which sites) and reference to approved Municipal budget.		**0.0%**
		C4) Operations & Maintenance Expenditure	30%	WSI to provide proof of the wastewater system O&M expenditure per annum		System Expenditure expressed in **R'000/annum**	**R 6,501,999.58**	Budget in place - needs identification (ie: which sites) and reference to approved Municipal budget.		
				Comparing Expenditure/m^3 vs Cost Determined/m^3 (actual vs planned O&M)		O&M (system) actual expenditure expressed in R/m^3	**R 16.98**			
						Shortfall per m^3 treated (Rand)	**R -0.32**			
		C5) *(Advanced Systems Only)* **Supply Chain Management of Services and Treatment Products**	20%	a) WSI must provide proof of approved contracts for outsourced services for the sewer network (i.e. maintenance, spares) and treatment (chemicals, maintenance, calibration).				The WSI outsourced contract from the following providers: 1. Chloro Cape Pty Ltd - Chemicals Supply 2. ACS Services Pty Ltd - Chemicals Supply 3. Mometek Trading CC - Chemicals Supply 4. Viking Pony Africa Pumps - Electrical and mechanical maintenance 5. West Coast Skies Services - Chemical Supply 6. AL Abott		

D	Technical Management *(20%)*	**D1) Wastewater Treatment Works Design Capacity Management**	20%	a) Documented design capacity *(hydraulic and organic*) of the wastewater treatment facility 1. Design capacity as Average Dry Weather Flow (ADWF) and COD load to the plant and b) Documented daily receiving flows over 12 months of assessed period (ideally ≤ than design capacity) 1. Evidence of daily flows and subsequent calculated averages. Measurement method to be explained 2. Evidence of peak wet weather flow to plant during rain events. Recording of rain events & volumes & inflow 3. Evidence of minimum night flow (minimum monitoring: monthly) 4. WSI is required to provide motivation/proof of accuracy of meter readings (calibration or verification) c) Monitoring of outflow volumes (available records).		Type of Inflow measurement	Flume with Ultrasonic	Flow measurement Flume (Source O&M Manual) a)1 DC=3.6Ml/d and Organic Loading_ 1450 Kg COD/d (Source_O&M manual) b)1, documented daily flows 1.41 Ml/d (flow balances sheet by the municipality details uploaded on IRIS)) b)2 Peak wet Weather flow 2.9 Ml/d (Please confirm source_12 months daily flow records) **b3) are there night flows data despite only day shift in place - WSA to confirm this?** **b)4 Info on inlet and outflow meter veification (on IRIS a quatotation is loaded from Tricom Africa) was this done? Need cerfificate of calibration or proof? Tricom Africa) was this done?** c) WSA has provivded outflow volumes that are monitored (spreasdsheet uploaded showing typical average **Score reduced to 75%, Lead Insp pls provide proof of documented design capacities/peak wet weather and minimum night flows in order to improve scores**		***KPA D*** *20%*
						WWTW Installed Design Capacity (Ml/d)	3.6			
						Available Capacity (e.g. installed capacity minus reduced capacity by way of decommissioning / mothballing / dysfunctional process units)	3.6			
						Annual (ADWF) Daily Operational flow (Ml/d)	1.41			
						Peak Production under Wet Weather Flow on any given day (Ml/d)	2.9			
						WWTW Operation expressed in % (i.t.o. Installed Design Capacity)	39%			
		D2) Process Audit	25%	a-1) Condition Assessment report (conducted by a qualified engineering/technical/scientific municipal official). Evidence required of audit findings and recommendations on treatment facility status (Jul '19 - to Oct '21) **OR** a-2) Process Audit report (conducted by a duly qualified independent professional person) to include the (design) capability of the plant to meet compliance standards, as well as actual performance of unit processes (Period: Jul '15 to Oct '21). b) Evidence/plan of implementation of a-1 or a-2 audit recommendations during year(s) following Audit Report *Note: Cross-check if findings (risks) and recommendations (corrective measures) have been incorporated in W $_2$RAP)*		Process Audit or Condition Assessment	Process Audit	Site process comments report - 2018/05/01 High level scope opinion report on the systems also evluating the process performance with recommendations. Process audit in place, conducted by AL Abbott dated June 2020 - June 2021 Report covers, hydraulic design and organic. Report also highlitghts monthly evaluation of reduction in key elemented in order to determine the process performance. Process audit recommendations included on the risk abatement plan (e.g. some risks forms part of P6 upgrades s stated on the table of identified risks) **Moderator Comment:** **Are the contents of the report satisfying requirement a-2) and b of the**		
		D3) Sewer Main Inspection	25%	Site inspection and report on sewer reticulation network and pump station/s. Provide evidence in form of capacity and condition assessment/audit description, findings, and recommendations of system. Report to include a wastewater flow balance that provides evidence which % of total sewage is received at treatment plant. *Note: Cross-check if findings (risks) and recommendations (corrective measures) of Sewer Inspection Report have been incorporated in W $_2$RAP* ***NB! Must report on Functionality of Pumpstations in the Sewer Collector System.***		Number of pump stations in sewer network system	6	Sewer Inspection and pump station report was done by MNE OAK (Pty) Ltd in 2018. A 2021 draft Sewer Master Plan is suploaded. The sewer master plan makes a provision of cummulative sewer network of 194,6 km for all wastewater systems in Witzenberg Local Municipality.		**0.0%**
						Total km of sewer pipe lines in the wastewater network system	39.00			
		D4) Wastewater Asset Register	15%	Updated Wastewater Infrastructure / Asset Register 1. Proof of Asset Register, evidence to be submitted. Asset register to include movable equipment & immovable infrastructure / assets with matching detail. The asset register must detail : a) relevant equipment and infrastructure b) asset description c) location d) condition e) remaining useful life f) replacement value 2. Proof that Asset Register is used to inform Maintenance Plan.		Total current asset value captured in the Asset Register for this Wastewater System (immovable) **in R'000**	R 164,002.00	Replacement value as per asset list "Asset report by condition" for Ceres from municipal System Conditions of assets recorded & used for replacment purposes. WAM Technologies have done an asset condition assesment which talks to replacement and maintenance.		
		D5) *(Advanced Systems Only)* **Bylaws and Enforcement (Local Regulation)**	15%	For Municipalities, provide proof of: a) Municipal Bylaws and b) Enforcement of the Bylaws and regulation of the municipal sewer system, incl the following elements: 1. industrial (trade) influent (volumes & quality) discharged into municipal system 2. package plants 3. decentralised systems 4. vacuum tank discharges 5. Spillages into the environment 6. Stormwater connections to sewer system. For DPW and Private Plants provide proof of: a) copy of the local municipal Bylaws b) evidence of compliance to relevant sections.		Wastewater Influent Comprises of:	Domestic & Commercial	Bilaws in place and enforced: Ceres group(COD) + CFP (blockages) + Stormwater + COD enforcement + Tanker enforcement (rules) >2 listed laws enfirced "Industrial applications" sent out to all industries (Application to discharge) **Mod Comm:** **By-laws address basics of the criteria? why partial score of 80% i dont see the Gap not to award full score.**		
						Bylaws Status	Bylaws in place & Enforced			

E	Effluent and Sludge Quality Compliance *(30%)*	**E1) Monitoring Data Submission to DWS**	15%	1. 12 months of Compliance Monitoring data submitted to DWS on the IRIS (Or as per Authorisation @ Basic System) 2. Frequency: Monthly Submission (or as per Authorisation) 3. WSA must ensure that 12 months' sets of results are submitted and recorded on the IRIS prior to the assessment. Note: All compliance results' data required *If proven that the system is not generating effluent, and oxidation pond is strictly used as per Authorisation Conditions, then 12 months' data records not necessary and*				12 months uploaded on IRIS 1. 12 Months data loaded on IRIS 2. Monthly submitted in line with WUA presented 3. data submitted prior to the date of assessment		***KPA E*** *30%*
		E2) Water Use Authorisation	15%	(a) Copy of authorisation, detailing Effluent Quality Standards. Note to Inspector: List Standards to comply with (GA or License Conditions)		Authorisation Status	NOT AUTHORISED	No authorisation is inplace, not even expired one, however, various communication to resolve have yielded authirsation. Therefore, WSA is currently using GA as a default. e-mails correspondecded noted until 2020		
		E3) Effluent Quality Complaince	50%	a) 90% Microbiological Compliance (e.g. E coli; Feacal coliforms) b) 90% Chemical Compliance (e.g. COD, Ammonia, Nitrogen, Nitrate, Nitrite, Chlorine, Ortho-Phosphates, Fluoride, Arsenic, Cadmium, Copper, Manganese, Iron, Selenium, Zinc, Boron, etc.) c) 90% Physical Compliance (e.g. pH, Suspended Solids, Electrical Conductivity, Soap, Oil or Grease (FOG), etc.)		Microbiological Compliance % *(insert data in G74)*	92%	Only microbial compliance has been achieved		**0.0%**
						Chemical Compliance % *(insert data in G76)*	56%			
						Physical Compliance % *(insert data in G79)*	81%			
		E4) *(Advanced Systems Only)* **Sludge Quality Compliance**	20%	1.) The WSI must proof that sludge is classified as per WRC sludge Guideline 2) Proof that sludge is applied/used as per classification.		Sludge Classification	Not Classified	Not classified (was raining during sampling and couldn't be classified without sample)		
		1		Proportioned Bonus:	0.00%			**Primary Green Drop Score (*incl. Penalties*):**		**0.0%**
F	*Green Drop Bonusses*	**F1) Process Control Training**	15%	Proof of Process Controller and Supervisor staff being subjected to relevant training the past 24 months (Technical or Process Control related incl OHS). Training can be accredited or 'credible' training. Cross-polination and in-house training will be acknowledged as non-accredited capacity building.				Training in place for Sigila trained in 2019 = 50% of PC's trained Training done in Oct & Nov 2020		***KPA F*** *15%*
		F2) Stormwater Management	20%	Proof of a Stormwater Ingress Management Plan detailing how stormwater (and other extraneous flow eg groundwater) entry is quantified, managed and monitored to prevent entry to sewer systems. Plan should also include measures to prevent sewage from entering stormwater systems. Evidence of implementation required				Sewer Master plan in place Proof of implementaiton has been uploaded		
		F3) Water Demand Management	15%	Water Conservation and Water Demand Management Plan which provides a strategy and work plan that identify, quantify, monitor and manage leakages and water losses of any kind that (may) create an artificial water demand due to higher hydraulic loading of wastewater collection and treatment infrastructure. The bonus will be maximised should a wastewater flow balance be provided. *Note: A No Drop Assessment and Water Loss & NRW Management Plan will also be considered evidence - same detail as WCWDM required.*				Water demand management strategy in place (Witzenburg) and proof of implementaiton in place		
		F4) Capital Projects planned for upgrades or refurbishment of wastewater treatment and collector system	30%	Proof of approved business plans for upgrades or refurbishment – capture detail of capital investment: source of funding (MIG, WSIG, Municipal Capital Budget, etc.), amount, project, expected outcome (capacity increase, functional disinfection, added pond, etc.)		CAPEX: Total value of BP Project(s) in R'000	R 1,982,756.48	Capex plan and expenditure uploaded - for **Wosley (whats is the sopurce of funding)???**		**0%**
		F5) Sludge Reuse	10%	Provide proof of plant-specific initiatives that contribute to wastewater resource recovery and climate resilience objectives: energy efficiency, energy generation, beneficial use of sludge, effluent, nutrients, etc. A full score will be awarded if the reduced footprint can be demonstrated by way of the saved CO_2 equavalent.		CO_2 eq saved (kiloton)	0	No specific plan in place		
		F6) Additional Impact Monitoring	10%	Provide proof of plant-specific monitoring of environmental or control sites/location, e.g. groundwater, Up-stream / Down Stream monitoring, and soil anlaysis		Impact Monitoring Done	No Monitoring	None		
G	*Green Drop Penalties* *15%*	**G1) Wastewater Treatment Works operating beyond hydraulic design capacity**	-50%	See D1. *Note: if the plant operates above its installed capacity, but the effluent quality complies on ALL 3 categories, only 50% of the penalty will be applied.*				Flow at 39% of design penalty applied <40% capacity		**0%**
		G2) Any Sewer Collector & Pumpstation dysfunctionality causing long term spillage	-50%	See D3. *Note: Should a WSI have proof of a response to a reported spillage as per its own Incident Management Protocol, within 7 days, then the penalty will not apply. If evidence of a long term spill is observed during the Technical Site Assessment check of the network, a penalty will be applied, and possibly replictated to other systems in this WSI jurisdiction (Inspector discretion).*				None		*15%* ***G: Penalty***
H	*Disqualifier*	**H1) Withholding or false information**		A Disqualifying Penalty will apply should the Department find proof during / post assessment that the WSI is guilty of an offence as per Section 82 of the Water Services Act, by only submitting partial information in order to present a false impression of WWQ performance and/or compliance.						
		H2) Directive Status		If any Directive was issued over the GD Assessment Period by the Department or Delegated Authority to the WSI for this specific WWTW and/or system, then the WSI should present proof of attempts made to adhere to Directive Requirements.	Failure to comply with H2 requirement will result in system score be red-flagged and/or amended at moderator level.				H2 Moderator score amendment	***0%***

In diversity there is beauty and there is strength.

MAYA ANGELOU

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Project report

Professional Services for Water Services Planning Services

Op Die Berg Wastewater Risk Abatement Plan (W_2RAP) including consideration of Climate Resilience Aspects

Witzenberg Local Municipality

Submission date: 2023/11/30

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Document Review and Acceptance

Approved by	**Manager: Water & Wastewater**
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Date	
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Abbreviations and Acronyms

Acronym	Explanation
AADD	Average Annual Daily Demand
COD	Chemical Oxygen Demand
DO	Dissolved Oxygen
DWA	Department of Water Affairs
DWS	Department of Water and Sanitation
ERP	Emergency Response Plan
MLSS	Mixed Liquid Suspended Solids
NRW	Non-Revenue Water
PDDWF	Peak Daily Dry Weather Flow
RAS	Returned Activated Sludge
SANAS	South African National Accreditation System (for laboratories)
SANS	South African National Standard
SVI	Sludge Volume Index
TSS	Total Suspended Solids
WAS	Waste Activated Sludge
WHO	World Health Organization
WSA	Water Services Authority
WSP	Water Safety Plan
W2RAP	Wastewater Risk Abatement Plan
WRC	Water Research Commission
WWS	Wastewater System
WWTW	Wastewater Treatment Works

1 Introduction

1.1 Wastewater Risk Abatement Planning Background

A W_2RAP (wastewater risk abatement plan) provides a systematic approach towards assessing, managing, and monitoring risks throughout the sewage system. The development of the W_2RAP in South Africa was undertaken collectively by DWS (Department of Water Affairs) and WRC (Water Research Commission). The W_2RAP process covers all aspects from sanitation generation (e.g. toilet) to the wastes' final use for agricultural purposes and/or disposal thereof. The W_2RAP focuses on public health and natural resource protection and addresses the most eminent hazards, risks and controls that may apply along the value chain.[1]

DWS integrates risk analysis as part of the audit process with the aim of quantifying, prioritising, and managing the risks to ensure targeted regulation of high-risk municipalities. The W_2RAP is the tool whereby risks are identified and corrected, following a similar process of the reputed WSP (Water Safety Plan) (DWS, GreenDrop2022).

The act of providing basic sanitation services is a basic right according to the Water Services Act 1997 and it is necessary to ensure that the environment is not harmful to the health and well-being of those living in and around it.

Climate change is expected to introduce changes in temporal and spatial distribution of climate and weather-related events; as well as an increase in severe climate and weather-related events (such as floods, droughts, storms, etc.). Witzenberg experiences cool wet winters while during the summertime it is quite the opposite as they have hot dry summers. The biggest implication with the summer weather is that there is a decreased water availability during this season. Consequently, the W_2RAP process has evolved and now also includes consideration of climate change and the need for climate resilience. The inclusion of climate resilience into the W2RAP process helps ensure continued sustainability of treating effluent and discharging into the receiving environment under current and future climate conditions.

1.2 Methodology

The W_2RAP is not a stand-alone process. It is a key step in the risk mitigation strategy where all hazards are evaluated on equal footing, required actions are prioritised, and action plans are formulated. The risk assessment was conducted by the W_2RAP team and considered a combination of information gathered from municipal records (WWTW Process audit reports, Conditional Assessment reports of the relevant components of the system, Existing W_2RAPS, etc.). The methodology followed in developing this W_2RAP is briefly described below:

Conduct site assessments to:

- Identify the respective components of the wastewater system;
- Identify and list all known risks and risk events;
- Interview operational staff to determine operational constraints, if any.

Conduct a risk assessment, using the amended WRC risk management matrix, to:

- Determine if any control measures are in place;
- Identify where control measures are inadequate; and
- Recommend measures to improve on the status quo;

Draft a Wastewater Risk Abatement Plan.

2 Task Team

2.1 Internal W_2RAP Team

The core internal municipal wastewater system team responsible for day-to-day operationalisation of the wastewater system is noted in the table below.

Name	Job title	Role in W2RAP team	Contact details
Nathan Jacobs	Manager: Water & Sewerage	Oversea WSS and coordinate all external stakeholders.	Phone: 023 316 8540 Email: nathan@witzenberg.gov.za
Stephanie Farmer	Senior Technician: Water & Sewerage	Provide technical support, guidance and expertise in the planning, design, operation, and maintenance of WSS & WWS.	Phone: 023 316 8540 Email: stephanie@witzenberg.gov.za
Marquin Pieterse	Technician: Water & Sewerage	Ensure safe and reliable WSS & WWS and take proactive measures to prevent or mitigate any risks to public health and the environment.	Phone: 023 316 8540 Email: marquin@witzenberg.gov.za
Israel Manyashe	Roaming Process Controller (PC)	Monitoring and controlling the treatment processes at the WWTW.	Phone: 076 979 3836
Willem Mepomie	Superintendent	Oversee operation and maintenance of WWS and ensure the effective implementation of the W_2RAP.	Phone: 081 591 9479 Email: willem@witzenberg.gov.za
Andy Nel	PC	Monitoring and controlling the treatment processes at the WWTW.	Phone: 083 470 6877
Cedras Josephs	PC	Monitoring and controlling the treatment processes at the WWTW.	

The Op Die Berg sanitation technical team currently have several vacancies. There are plans in place to fill these vacancies, but it is dependent on available budgets. Efficient and effective operations and maintenance can therefore not always be achieved, however, will be improved once the vacancies have been filled.

The core W_2RAP team is supported by other municipal officials as noted in the table below. These members provide input on an ad-hoc basis (i.e. as and when required).

Name	Job title	Role in W_2RAP team	Contact details
J Barnard	Director: Technical Services	Engage with municipal top management and council	Phone: 023 316 8540 Email: joseph@witzenberg.gov.za
Ingrid Barnard	HR Manager	Staff capacity building and training requirements	Phone: 023 316 1854 Email: ingrid@witzenberg.gov.za
HJ Kritzinger	Director: Financial Services	Budget for improvements	Phone: 023 316 1854 Email: cobus@witzenberg.gov.za
Annelize Lamprecht-Vertue	Manager: Fire, Rescue and Disaster Management Services	Emergency reponse coordination	Email: annelize@witzenberg.gov.za

2.2 External W_2RAP Team

The internal W_2RAP team is also supported by an external W_2RAP team as noted in the table below. These members provide input on an ad-hoc basis (i.e. as and when required).

Name	Organisation / Job title	Role in W_2RAP team	Contact details
Natasia van Binsbergen	A L Abbott & Associates (PTY) LTD Managing Director	Effluent quality monitoring	Phone: 021 448 63 40 Email: natasia@alabbott.co.za
Chris Van Der Walt	Project Executive	Overall leadership, coordination and oversight	Email: Chris.VanderWalt@zutari.com
Dan Abraham	Zutari / Project Lead	Manage and coordinate project team / development of W_2RAP	Email: Dan.Abraham@zutari.com
Philip de Souza	Zutari / Technical Expert	Specialized knowledge and expertise input / development of W_2RAP	Email: Philip.deSouza@zutari.com
Veronique Spanneberg	Zutari / Civil Technologist	Development of W_2RAP	Email: Veronique.Spanneberg@zutari.com
Jana Du Randt	Zutari / Civil Engineer	Development of W_2RAP	Email: JanaDuRandt@zutari.com

3 Wastewater System

3.1 Locality

Op die Berg covers an area of 1.0 square kilometres which is the smallest town of the Witzenberg Local Municipality in the Western Cape Province. Op die Berg is located north of Prince Alfred Hamlet.

The map in Figure 3-1 illustrates the locality of Op Die Berg in relation to the other settlements.

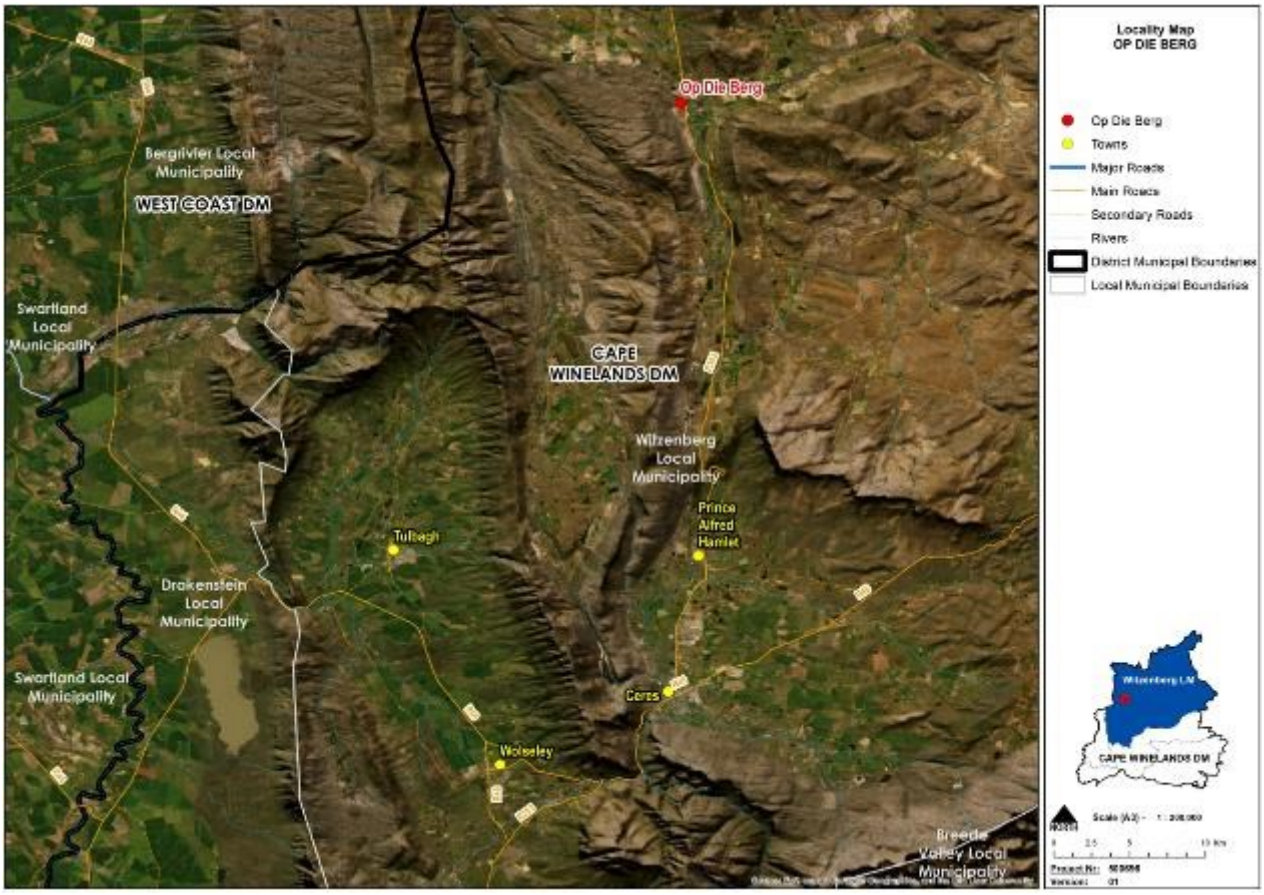


Figure 3-1 Locality Map – Op Die Berg

3.2 Climate Summary

Witzenberg Local Municipality is in the Western Cape province, and forms part of the Cape Winelands District Municipality. According to the Köppen-Geiger climate classification, most of Witzenberg experiences a Mediterranean climate. Witzenberg experiences hot dry summers, and cool wet winters. Typical climate related hazards for Witzenberg include droughts, fires and floods. The processes occurring in a WWTWs are subsequently affected by climate change; temperature impacts the biological processes (increased mesophilic activity), more extreme weather events will lead to more untreated sewer overflows, increased flooding, over capacity but to name a few.

Temperatures indicate an increasing trend for the Western Cape Province (Figure 3 3 a, b, c). Increases over the past decade indicate an increase of about 1°C. Trends in ocean currents also indicate an increase with the Agulhas current temperature having increased by 1.5°C since 1980. Rainfall data for the Western Cape indicates a decrease in the number of rainfall days and that the rainy season is starting later each year (Figure 3 3, d, e, f). Implications of the above is that there is increased risk of insufficient water being available for consumption, subsequently there would be a reduction of flow to WWTW which will cause a reduction in operational flow.

Under the RCP 45 scenario, temperature is expected to increase between 1.67 °C – 2.26°C, whereas under the RCP 85 scenario temperature is expected to increase between 2.19°C – 2.69°C. (NOTE: RCP4.5 represents a scenario whereby greenhouse gas emissions have stabilized before 2100, while RCP8.5 represents a scenario whereby greenhouse gas emissions continue to increase over time, and results in high concentrations of atmospheric greenhouse gases.) Under both RCP 45 and RCP 85 scenarios, rainfall is projected to decrease. These changes are expected to be well out of range of present-day climate variability. The major implication of the above is there will be decreased water availability. Other implications include the increased occurrence of wildfires.

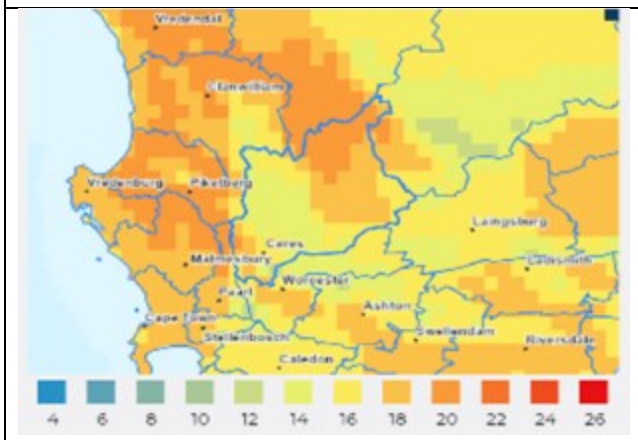
Climate data and information must be used conjunction with operational monitoring, compliance monitoring, catchment monitoring, industrial monitoring and in some cases air quality monitoring to determine the impact of climate change on processes. Temperature can affect operational limits of activated sludge (MLSS and DO), types of organisms that are present in the reactor, and sludge treatment (may be beneficial if temperature increases). Floods may impact collection systems, treatment plant, and discharge point. Floods may result in overcapacity at various point in the system. Droughts may on the catchment if final effluent is of a poor quality. Droughts may also impact on quality and quantity of effluent reaching the plant (Day Zero scenario with water shortages leading to less flushing of toilets).

It should be noted that wastewater treatment contributes to climate change through the release of greenhouse gases (GHGs) Carbon Dioxide (CO2) from aerobic (oxidation processes), methane (CH4) from anaerobic processes (3-19% of global anthropogenic methane emissions), and nitrous oxide (N2O) (3% of N2O emissions from all sources) associated with nitrification/denitrification processes. Therefore, additional control measures may be required to reduce these emissions, such as reuse of biogas for energy production to offset the contribution of WWTW to climate change.

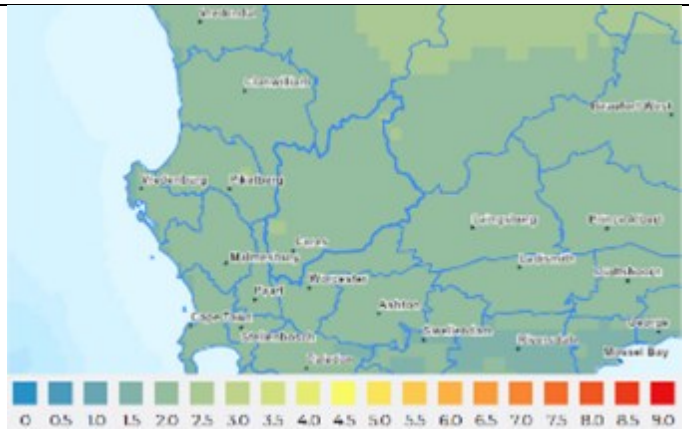
Sanitation-related climate change adaptation and mitigation planning should be considered through risk management practices such as W_2RAPs and outcomes incorporated into the WSDP and IDP. Witzenberg Municipality has a defined role to play in the mitigation of and adaptation to the impacts of climate change. The Western Cape is particularly vulnerable to climate change and the hotter drier conditions predicted for the West Coast could have far reaching impacts. The Municipality's local economy is driven by agriculture and there is concern about the negative impacts of climate change on the agriculture sector which will turn impact on the local economy.

Figure 3-2 Current Average, Projected Average & Projected Very Hot Days and Extreme Rainfall days

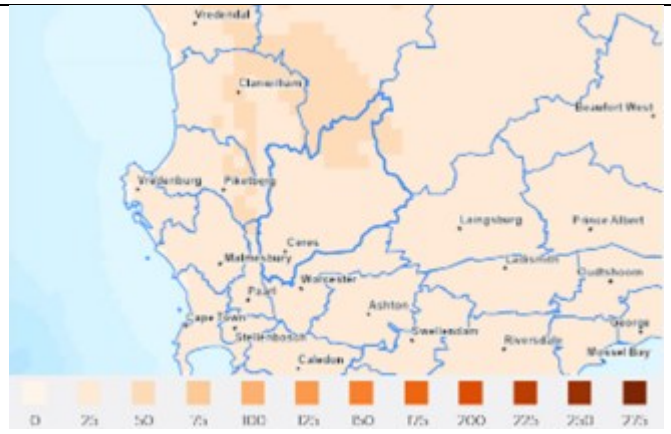
a) Average Temperature (°c)



b) Average Projected Temp (°c) increase 2050

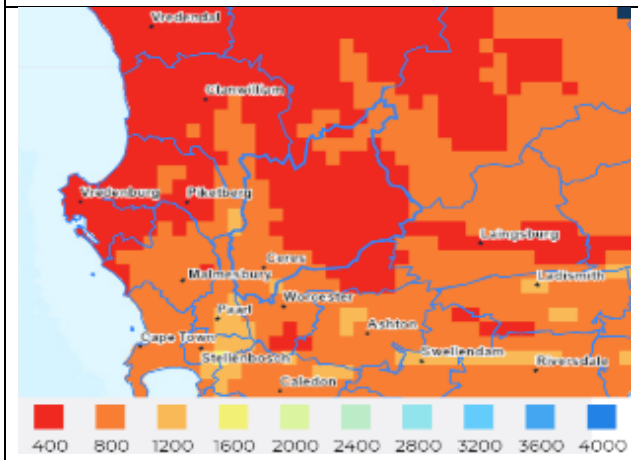


c) Very Hot Days (2050)

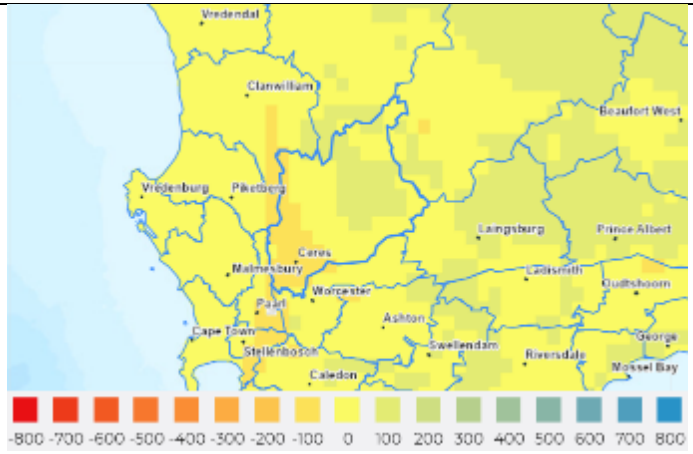


Witzenberg Municipality a) current average temperatures b) average projected temperatures c) projected very hot days (www.greenbook.co.za)

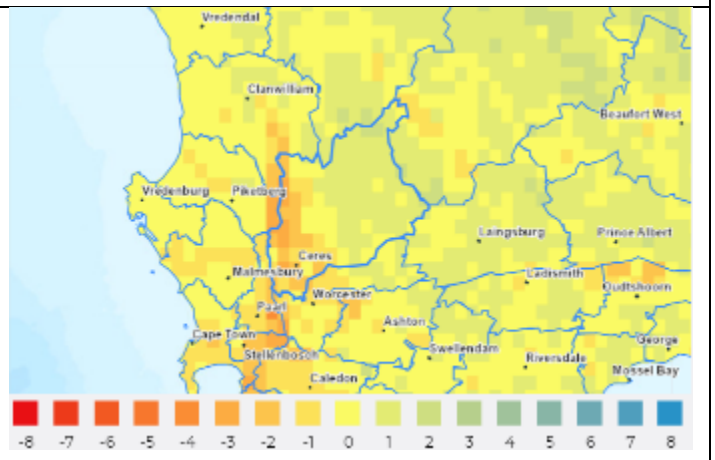
d) Average Rainfall (mm)



e) Average Projected change in rainfall (mm) 2050



f) Extreme Rainfall Days (2050)



Witzenberg Municipality a) current average rainfall b) average projected rainfall c) projected extreme rainfall days (www.greenbook.co.za)

3.3 Overview of the Op Die Berg Wastewater/Sanitation System

Op Die Berg WWS (wastewater system) consists mainly of a sewer system connected to all households. There are no informal settlements but there are number of households that are serviced with non-sewered systems above minimum service level. Whilst there is a relatively small number of households that have flush toilets with septic tanks. The sewerage and faecal sludge from the different systems are treated at Op Die Berg WWTW.

Table 3-1 provides an overview of the sanitation service level profile for Op Die Berg.

Table 3-1 Sanitation Service level profile

Census Category	Number households (Year 2023)
Sanitation service level above minimum level	477
Sanitation service level below minimum level	0

3.3.1 Network

Op Die Berg has two (2) drainage areas which separately gravitate towards its own pumping station. The network is made of 4.86km of gravity pipeline, and two (2) pumping stations which is pumped via a 1.87km rising main to the WWTW, a layout of the network is provided in **Error! Reference source not found.**.

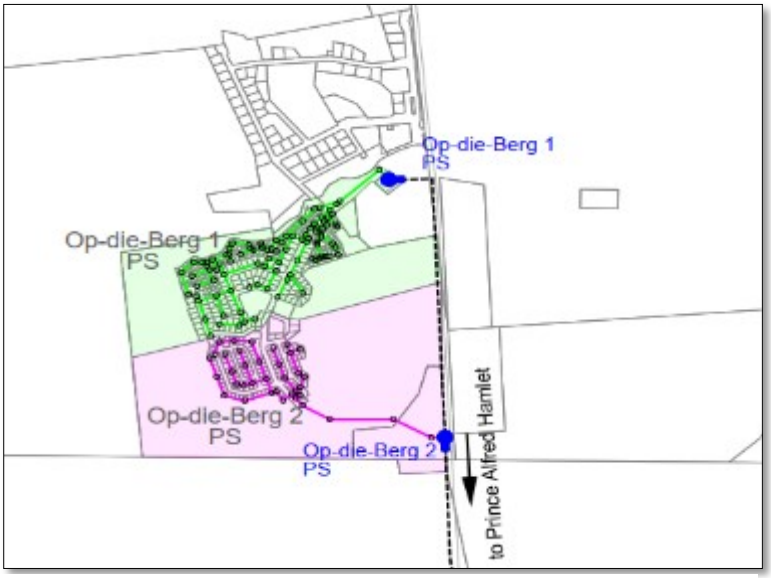


Figure 3-3 Existing Op Die Berg Sewer System Layout

According to the latest sewer master plan the present AADD for the existing Op-Die-Berg system that contributes to the domestic sewer flow is ± 254 kL/d, which includes non-revenue water (NRW).

The PDDWF for the Op-Die-Berg system is estimated at ± 194 kL/d, or roughly 76% of the AADD. an estimated 83% of this is a direct contribution from connections to the sewerage system, and the other 17% is contributed by groundwater infiltration.

The northern part of Op-Die-Berg has no existing waterborne sewer system and therefore flow generated from this area has not been included in the figures.

The PLK PS on the other hand requires an upgrade as the system is old. Also smoke came from the MCC board which needs to be replaced as well.

Figure 3-4 PLK Pump station MCC

Figure 3-5 PLK Pump station fencing secured

3.3.2 Non-sewered systems

There are no informal settlements within Op Die Berg, however, the households in the northern region of the town do not have waterborne sewer systems (see Figure 3-3). The sanitation system in this region consists of flush toilets with septic tanks which are emptied by the WSA on request.

3.3.3 Wastewater Treatment Works

Sewage is delivered to the treatment plant via pumping stations while non-sewered systems utilise municipal vacuum tankers which empty their loads at the inlet. Op Die Berg's process to treat influent is an activated sludge method of treatment. During the site visit it was noted that there are aspects of Occupational Health and Safety which require attention. Otherwise, the site is well run and well maintained. The operators take pride in their work.

3.3.3.1 Flow Diagram

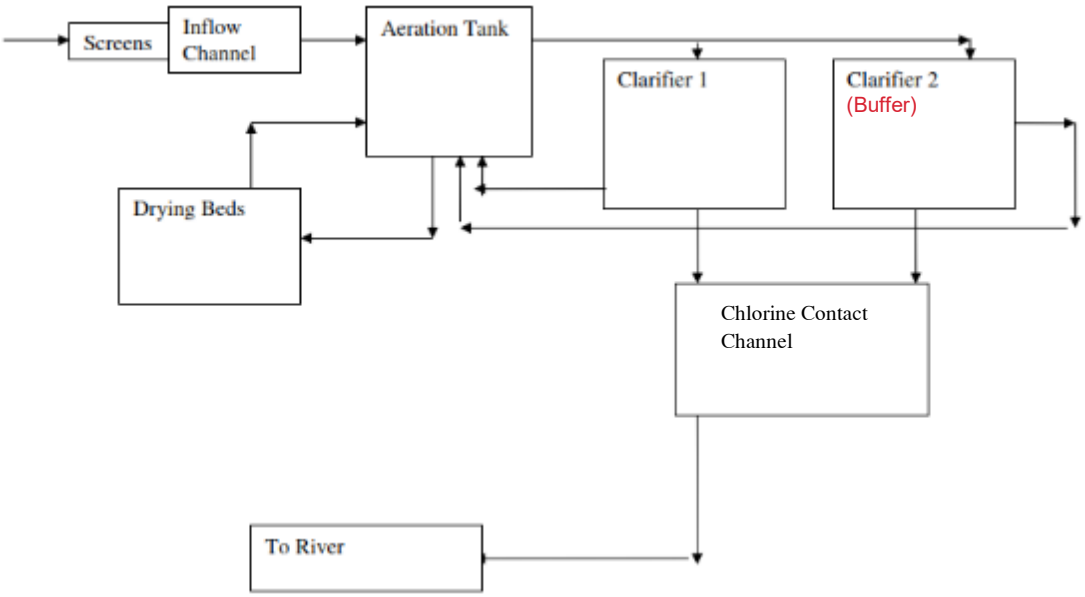


Figure 3-6 Op Die Berg Process Flow Diagram

3.3.3.2 Process Description and Capacity

Primary treatment

Influent enters the treatments works at the inlet where it undergoes mechanical screening. Screenings are removed and placed in a bin for further disposal at either the Op Die Berg or Prince Alfred Hamlet landfill site. In the event of an emergency (or the mechanical screen is non-operational) the influent will by-pass the mechanical screen and be manually screened via a hand rake. The influent then passes through the grit channel to remove grit, it is then adequately buried in a trench which is dug for this purpose. The trench is covered with a layer of lime to avoid bad smells and flies.

At the site visit the mechanical screen was operational and well maintained as well as the grit channel.

Figure 3-7 Emergency bypass and Mechanical Screening

Figure 3-8 Screening placed into bin

Figure 3-9 Grit Channel

Secondary treatment

There is one anoxic zone and one aerobic zone with three (3) High speed propeller type aerators, each equipped with a side channel blower to simulate fine bubble aeration. The aerators each operate on a 24-hour duty cycle. The process volume the aeration basin can handle is 320m^3.

Figure 3-10 Aeration basin (Anoxic zone) – build up of scum

Figure 3-11 Aeration basin (Aerobic Zone) – build up on scum

At the site visit it was noted that scum is accumulated and from previous reports it was stated that no draw-off was provided in the reactor structure. Hence, scum handling on site is an ongoing problem as shown in Figure 3-10. In addition, there are no safety railings around the basin, which is a safety hazard.

Essentially Op Die Berg has two clarifiers sized 4.8m and 6m in diameter, where the one is operational and the other is operating as a buffer (see Figure 3-13). This reduces the capacity of this treatment phase, because there is not enough time for solids to settle.

Treated effluent flows to the Center driven clarifier (see Figure 3-12) complete with a steel center support column, central drive clarifier mechanism, stilling well, fixed steel bridge with handrails and sludge scraper mechanism. RAS (return activated sludge) is pumped via the manhole pump station to the

aeration basin and the WAS (waste activated sludge) is pumped to the sludge drying beds, while the clear effluent is allowed to flow overtop then goes to the tertiary treatment point.

Figure 3-12 Clarifer (operational)

Figure 3-13 Clarifier (Non-operational/Buffer)

Tertiary treatment

During this stage of the process effluent is allowed to flow to the chlorination contact point to be disinfected before discharging. Effluent is treated with chlorine gas but due to the country experiencing a shortage of chlorine gas, the WSA is making use of HTH.

Figure 3-14 Chlorine Contact channel

Figure 3-15 HTH used for disinfection

Figure 3-16 Chlorination building

The chlorination room according to previous reports is not compliant with the SANS 10298:2009 where the following observations were made **Error! Bookmark not defined.**:

- No breathing apparatus available.
- No eye bath and safety shower.
- No alarm installed.
- Proper storage for lime and other site equipment is limited, as a result, the chlorination room is used as a storage room.
- No wind direction indicator.

The chlorination contact channel may not be sufficient as there is a +-30-minute retention time required to ensure the chlorine interacts with the bacteria to disinfect it.

Table 3-2 provides a brief technical summary of the Op Die Berg WWTW.

Table 3-2 WWTW Technical Information

Design capacity	0.308 Ml/d
Operating capacity	0.25 Ml/d
Quantity outflow	0.24 Ml/d
Class WWTW	E
Organic load	595 kg COD/d or 700mg/l
Wastewater Source	Domestic & Industrial
WWTW type (activated sludge, trickling filter)	Activated Sludge
Year commissioned and last upgraded	+- 25 years ago, last upgrade in 2013
Body discharged to	Klein Vlei River

3.3.3.3 WWTW Classification

Op Die Berg WWTW is classified as a Class E works, and the current personnel at the WWTW complies with the applicable requirements in Regulation 3630 (see Table 3-3).

Table 3-3: Wastewater treatment works classification and process controllers' compliance – with consideration of Regulation 3630

Class of works	Required staff	Classified process controllers available at the works	Requirements met
Class E	1 x **I** Process Controller	Andy Nel (IV) Cedras Josephs (III) Israel Manyashe (**IV**)	✓ ✓ ✓
	1 x **V** Supervisor (for weekly inspection)	Stephanie Farmer (**V**) Marquin Pieterse (IV)	✓ ✓
	O&M Support to be available type: • Electrician • Civil • Mechanical Instrumentation technician	WLM internal electrical department Maintenance term tender (Megaflow)	✓

3.3.3.4 Training

It has been noted that in the last 12 months, none of the process controllers have received relevant training. It is important that process controllers attend refresher training courses to improve WWTW operations, maintenance, and performance.

3.3.4 Receiving environment

Treated effluent is discharged into the Klein Vlei River.

To be compliant Op Die Berg must comply with the quantity and quality parameters set out by DWS. In terms of the authorization a maximum 0.300Ml/d of treated effluent may be discharged into the Klein Vlei River. The average daily discharge over the last 12 months is 0.24Ml/d. The discharges is within the limitations set by DWS.

The effluent from Op-die-Berg WWTW is discharged into a wetlands system and therefore the quality must comply with DWS General Limits (Gazette No.26187), Revision of General Authorization in terms of Section 39 of the National Water Act, 1998 (Act No.36 of 1998, dated 26 March 2004) as per the Water Use License. The quality requirements in terms of DWS General Limit are listed in the table below:

Table 3-4 General Authorization – Parameters and General limits

PARAMETERS	GENERAL LIMITS
Faecal Coliforms (org/100ml)	<1000
pH	5.5 - 9.5
Conductivity (at 25ºC) (mS/m)	150
TSS (mg/l) rg/100ml)	25
COD (mg/l)	75
Ammonia Nitrogen as N (mg/l)	6
Nitrate Nitrogen as N (mg/l)	15
Ortho Phosphate as P (mg/l)	10
Free Chlorine	0.25

In terms of Op Die Berg WWTW's authorization, the plant is still operating under the old National Water Act. An application was submitted to DWS but feedback was not provided instead the WSA is in the process of having the authorization process done again.

3.3.5 Sludge Management

WAS is pumped to the sludge drying beds via the manhole pumping station for further treatment of sludge and dewatering. Op Die Berg has 16 drying beds that are in a good condition and well maintained.

At the site visit it was noted that one of the challenges operators were facing was that during the winter season the sludge takes longer to dry out. It is recommended that Witzenberg consider possible solutions to alleviate the sludge handling issues. A study to be done which may include:

- Constructing additional drying beds, approximately 16 beds, to alleviate problems with sludge wastage.
- Introduce a sludge drying process facility.

Considerations to look at when conducting the study is the footprint, OPEX and CAPEX availability, resources to carry out maintenance, etc.

Figure 3-17 Sludge drying beds during visit in summer

Figure 3-18 Sludge drying beds during visit in winter

Figure 3-19 Sludge drying beds during visit in winter

Sludge from Op Die Berg WWTW was classified in May 2022 according to the Guidelines for Utilization and Disposal of Wastewater Sludge and was classified as a B1a sludge.

Three testing samples were taken and tested, and the results are as follows:

	OP-DIE-BERG WWTW
Sludge Type	Composted Sludge
Sampling Point	Stockpile
Microbiological Parameters	B
Vector Attraction Reduction Options Applied	1
Pollutant Class	a
Classification	B1a

Figure 3-20 Characterization and Preliminary Classification of Sludge ex Op Die Berg WWTW - 10 May 2022

South African Sludge Classification		Is disposal an option?	Notes
Microbiological Class	A	Maybe (iii)	Disinfection technologies are costly and this management option therefore represents wasting of potential resource recovery.
	B	Maybe (iii)	It could potentially be used beneficially.
	C	Yes (i)	General restrictions/requirements as well as stringent monitoring requirements will apply.
Stability Class	1	Yes (i)	General restrictions/requirements apply.
	2	Qualified yes (ii)	Depending on the reliability of the vector attraction reduction measures implemented, additional management systems may be required.
	3	Qualified no (iv)	Unstable sludge will not be accepted at landfill sites and land disposal would not be permissible. At least one vector attraction reduction option should be implemented.
Pollutant Class	a	Qualified no (iv)	Beneficial use is recommended.
	b	Maybe (iii)	Delisting according to Minimum Requirements is required.
	c	Maybe (iii)	Disposal of Pollutant class c sludge will only be allowed on hazardous landfills. Stringent restrictions, management and monitoring requirements will apply for land disposal.

Note: Beneficial use of sludge is encouraged and disposal should be the last resort. When the sludge quality is of a high enough standard to be used beneficially, the sludge producer must prove to the authorities which beneficial use option were investigated and why they were not feasible, before disposal will be allowed.

Figure 3-21 Permissible disposal options as the sludge guidelines (DWS, 2007)

3.4 Laboratory Status

3.4.1 External laboratory

The sampling and testing of effluent quality samples is provided by an external laboratory. At the time of compiling this W_2RAP, AL Abbott had been contracted to provide the effluent quality sampling and testing services for the municipality. Both the sampling and testing are done by AL Abbott. The methods of analysis are SANAS accredited, meaning that it has been certified by the South African National Accreditation System as being credible.

For further detailed information of sampling frequency and test results please refer to Section 7 of this document.

3.4.2 Internal laboratory

Operational monitoring is regularly carried out at the Op Die Berg WWTW to assess multiple parameters of the treated effluent including, pH, DO and free chlorine. Detailed information and results are included in Section 6.

The on-site laboratory is not SANAS accredited. The equipment used for monitoring is listed in an inventory, and the process controllers are responsible for calibrating the equipment. However, during the site visit, it was observed that there were instances where there were not enough reagents available for appropriate calibration. It is important to ensure that testing equipment is appropriately calibrated to obtain accurate and reliable results. Therefore, it is recommended that regular calibration checks be conducted and the certificates need to be displayed on site.

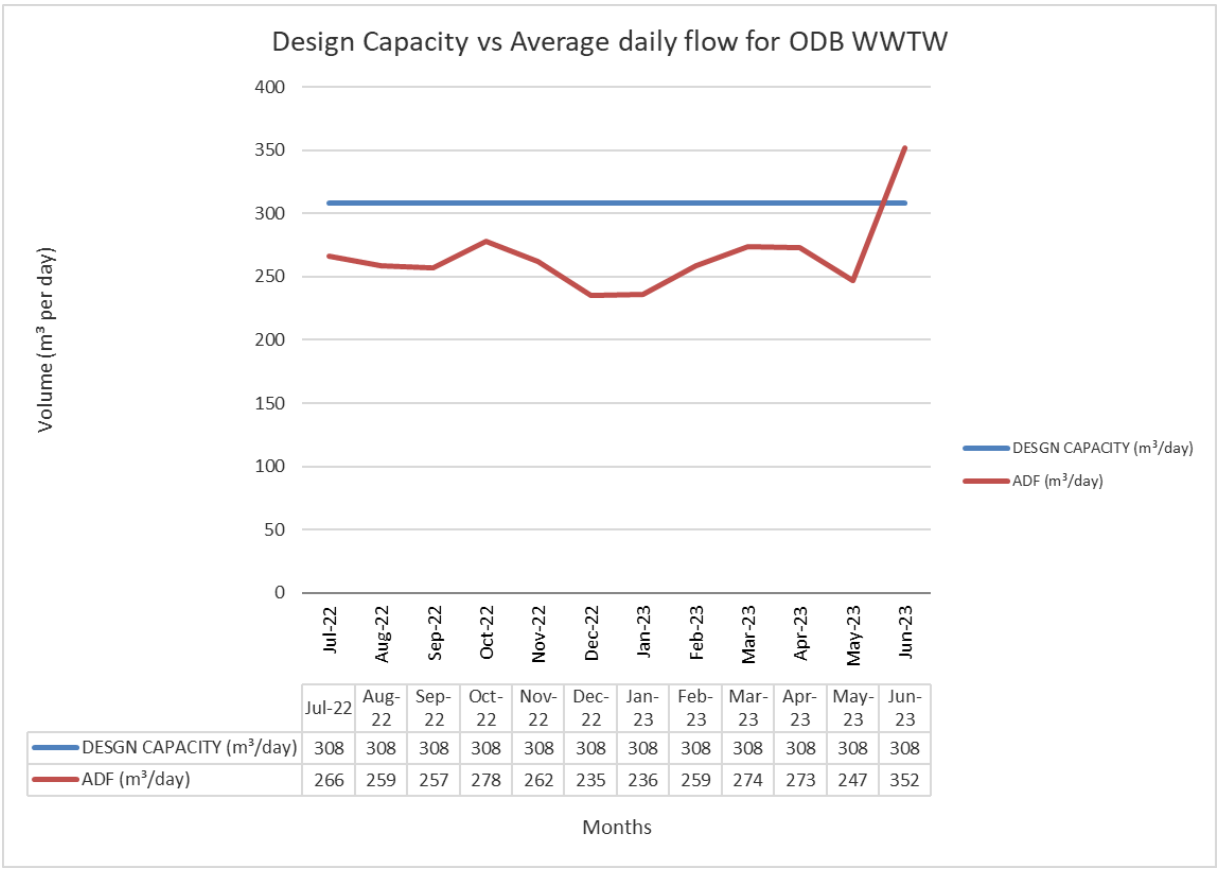
3.4.3 Raw Effluent Quantity and Quality Treated Effluent Quality

Compliance monitoring of the raw effluent quality for the Op Die Berg WWTW is conducted monthly. The table and graphs below highlight the flow and associated organic load to the Op Die Berg WWTW. The results indicate that operational flows are within the design capacity and the organic load is generally within the design organic load. High inflow is noted in June 2023 which is due to the unexpected floods experienced. WLM received a total of 546,7mm of rain during this month. Since then, the inflow was below design capacity.

Table 3-5 Op Die Berg WWTW flows(capacities) for the year 2022/23

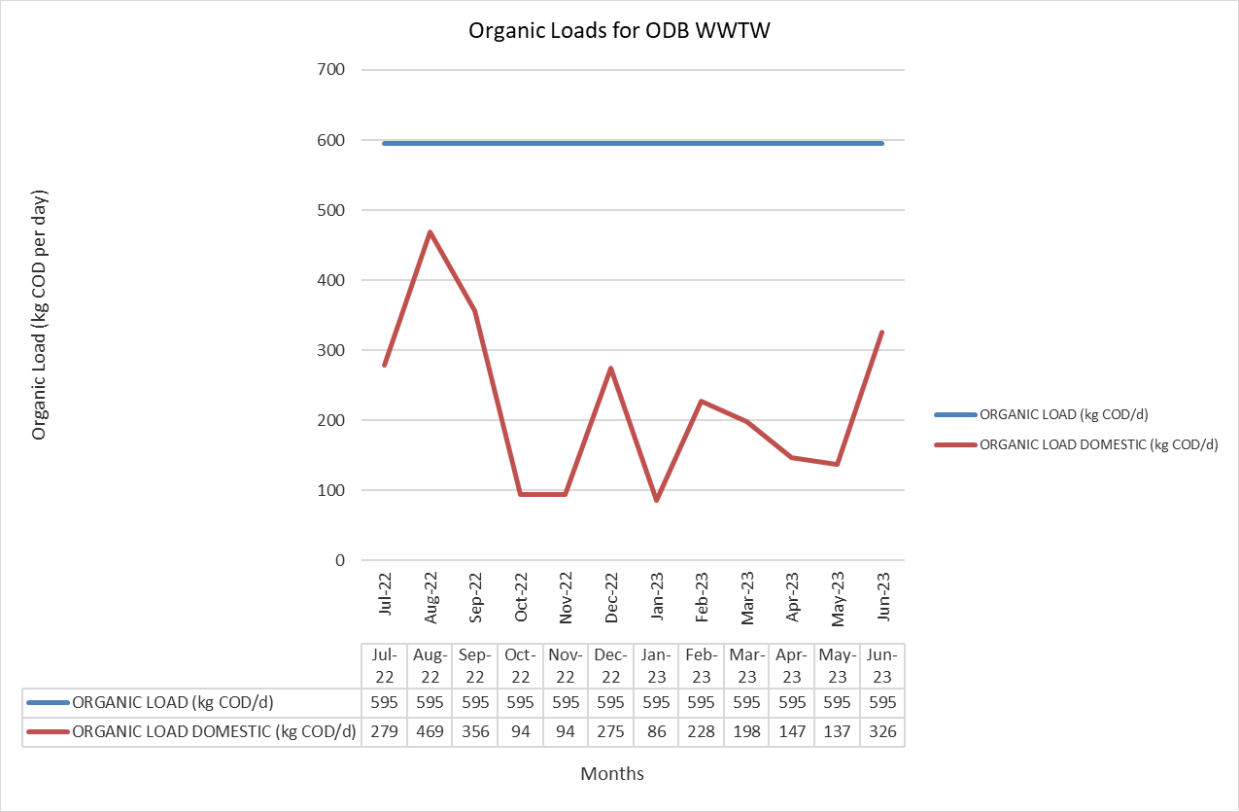
ODB WWTW - FLOWS (CAPACITIES)												
2022/2023												
YEAR	MONTH	DESGN CAPACITY (m³/day)	ADF (m³/day)	%	Per month	Max Design Capacity (m³/day)	Max ADF (m³/day)	%	ORGANIC LOAD (kg COD/d)	ORGANIC LOAD DOMESTIC (kg COD/d)	%	OUTFLOW VOLUMES
2022/2023	Jul-22	308	266	86.4	8246	924	316	34.2	595	279	46.9	239
	Aug-22	308	259	84.1	8029	924	397	43.0	595	469	78.8	233
	Sep-22	308	257	83.4	7967	924	344	37.2	595	356	59.8	231
	Oct-22	308	278	90.3	8618	924	390	42.2	595	94	15.8	250
	Nov-22	308	262	85.1	8122	924	320	34.6	595	94	15.8	236

	Dec-22	308	235	76.3	7285	924	296	32.0	595	275	46.2	212
	Jan-23	308	236	76.6	7316	924	294	31.8	595	86	14.4	212
	Feb-23	308	259	84.1	8029	924	318	34	595	228	38.3	233
	Mar-23	308	274	89.0	8494	924	407	44.0	595	198	33.3	247
	Apr-23	308	273	88.6	8463	924	348	37.7	595	147	24.7	246
	May-23	308	247	80.2	7657	924	380	41.1	595	137	23.0	222
	Jun-23	308	352	114.3	10912	924	507	54.9	595	326	54.8	317
2022/2023			**267**		**99138**					**224**		**240**
PWWF (m³)			**507**	**ACCORDING TO MAX ADF - AS REQUESTED BY DWS - PLEASE NOTE MAX PWWF CAPACITY OF PLANT = 924m³/day**								



	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
DESGN CAPACITY (m³/day)	308	308	308	308	308	308	308	308	308	308	308	308
ADF (m³/day)	266	259	257	278	262	235	236	259	274	273	247	352

Figure 3-22 Design capacity vs Average daily flow for Op Die Berg WWTW



	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
ORGANIC LOAD (kg COD/d)	595	595	595	595	595	595	595	595	595	595	595	595
ORGANIC LOAD DOMESTIC (kg COD/d)	279	469	356	94	94	275	86	228	198	147	137	326

Figure 3-23 Organic Loads for Op Die Berg WWTW

3.4.4 Treated Effluent Quality

Compliance monitoring of the effluent quality for the Op Die Berg WWTW is conducted monthly with the test results data uploaded to the DWS Integrated Regulatory Information System (IRIS). The effluent quality status for the last 12 months is summarised below:

Table 3-6 **Compliance monitoring: Microbiological**

PARAMETERS	GENERAL LIMITS	2022						2023						AVE 12 MONTHS
		Jul	Aug	Sep	Oct	Nov	Dec	Jan-	Feb-	Mar	Apr	May	Jun	
MICROBIOLOGICAL														
Faecal Colif0rms (org/100ml)	< 1000	38	461	62	1	65	<1	326	<1	34	147	2	387	
COMPLIANCE PER MONTH		100	100	100	100	100	100	100	100	100	100	100	100	
												AVERAGE COMPLIANCE		100.00

Table 3-7 Compliance monitoring: Physical

PARAMETERS	GENERAL LIMITS	2022						2023						AVE 12 MONTHS
		Jul	Aug	Sep	Oct	Nov	Dec	Jan-	Feb-	Mar	Apr	May	Jun	
PHYSICAL														
pH	5.5 - 9.5	7.4	7.7	6.9	8.4	8.55	7.6	7.4	7.7	7.5	7.2	6.05	7	
Conductivity (at 25ºC) (mS/m)	150	51	75.4	69.4	79	77.8	81.3	98.8	96.4	102	79.5	118	71	
TSS (mg/l)rg/100ml)	25	10	38	19	18	13	17	21	25	18	22	13	51	
COMPLIANCE PER MONTH		100	67	100	100	100	100	100	100	100	100	100	67	

	AVERAGE COMPLIANCE	94.50

Table 3-8 Compliance monitoring: Chemical

PARAMETERS	GENERAL LIMITS	2022						2023						AVE 12 MONTHS
		Jul	Aug	Sep	Oct	Nov	Dec	Jan-	Feb-	Mar	Apr	May	Jun	
CHEMICAL														
COD (mg/l)	75	53	68.5	69.1	49	57.1	45.3	47.9	70.6	94	69.7	32.1	125	
Ammonia Nitrogen as N (mg/l)	6	0.19	11.7	0.39	0.39	1.5	12.4	32.8	52.6	45	33.7	2	13.1	
Nitrate Nitrogen as N (mg/l)	15	4.6	2.1	8.8	3.5	11.9	0.54	0.69	<0,2	<0,2	0.21	<0,2	7.1	
Ortho Phosphate as P (mg/l)	10	4.9	4.9	3	4.2	8.1	1.8	3.7	5.8	4.8	2.4	<0,2	3.2	
COMPLIANCE PER MONTH		100	75	100	100	100	75	75	75	50	75	100	75	
													AVERAGE COMPLIANCE	83.33
OVERALL		100	81	100	100	100	92	92	92	83	92	100	81	
													OVERALL COMPLIANCE FOR 2022/2023	93

The results indicate that the overall compliance for 2022/2023 for the Op Die Berg WWTW is 93%. In particular:

- Microbiological compliance
  - Faecal Coliforms are routinely monitored.
  - 100% compliance rate achieved.
- Physical
  - pH, conductivity and TSS (total suspended solids) are routinely monitored.
  - pH and conductivity were excellent with a 100% compliance rate whereas TSS exceeded the general limit at least twice during this period indicating insufficient sludge wastage.
- Chemical compliance
  - COD, Ammonia Nitrogen, Nitrate Nitrogen and Ortho Phosphate are routinely monitored.
  - Nitrate Nitrogen and Ortho Phosphate were excellent with 100% compliance rates throughout the considered period, but COD and Ammonia Nitrogen have exceeded the general limits at least twice and six (6) times respectively. COD exceeding the general limit is an indication that there is poor oxidation of organics. Ammonia Nitrogen exceeding the general limit indicates a severe under-aeration which is caused by poor oxygen transfer of the aerators (aerators without blades).

3.5 Wastewater System Performance: Green Drop Status

Table 3-4 below indicates a brief history of Witzenberg's Green Drop Certification performance. The results indicate a proactive municipality with an impressive Green Drop Certification performance record.

Table 3-4: Witzenberg Local Municipality Overall Green Drop Status

Year	Green Drop Score	Regulator's comments
2009	67%	According to the assessment results, the WWQ management performance of the Witzenberg Local Municipality, as a whole, is satisfactory. Performance of the Ceres and Op die berg WWTWs are good. Aspects which required attention is: WWQ compliance, WW Failure Response Management, and medium- and long-term planning to ensure sufficient capacity.
2011	90%	Witzenberg Local Municipality can take a great deal of pride in their 2011 Green Drop performance. In the words of the Lead Assessor: "The WSA impressed with their effort and commitment. The overall performance was excellent and it is a pity that the team did not qualify for more Green Drops. The main stumbling block at this time appears to be effluent quality compliance. The assessment team however has no doubt the WSA will deal with this problem in the near future and improve their overall performance." Most impressive would be the dedication to enhance wastewater management to the extent where all 4 of the systems improved on the 2009 performance. The Lead Assessor's view is echoed by the entire regulatory team since this performance is certainly no small achievement. The Department however trust that the municipality will invest in the optimisation of treatment processes to ensure the much needed overall effluent quality compliance improvement. It is yet impressive that all of the systems' compliance levels came rather close to the required compliance trends. The overloading at Op-die-berg is of great concern but the planned clarifier upgrading promise to arrest this huge risk.
2013	98%	Green Drop achieved for: • Ceres • **Op Die Berg** • Tulbagh • Wolseley Witzenberg Municipality's municipal score during the 2013 Green Drop audit was an astonishing 97.96%, which was a substantial improvement on the already excellent score of 89.70% achieved in 2011. All of the municipal systems achieved Green Drop status! The Municipality is sincerely congratulated on this accomplishment. The commitment by this small team and the support from the Municipal Manager and leadership is evident in this excellent score. During the 2013-14 Green Drop Progress (PAT) Reporting, the Municipality's CRR Risk Ratings increased somewhat (indicating a deterioration) in 2 systems, remained the same in one and decreased in the Op-de-Berg system (signifying improvement). The Municipality is cautioned not to allow any deterioration in the management of their systems. The Municipality has competent staff involved at all of their systems, as well as the necessary operational capacity. This is excellent. Attention should however be given to the non-compliance of some of the variables in the effluent quality: microbiological and chemical compliance in Tulbagh, chemical compliance in Wolseley, and chemical compliance in Op-de-Berg. Overall, Witzenberg can take pride in its all–round low risk positions achieved during the risk assessment and green Drop PAT scoring for 2013/14. It is no small feat to maintain low risk CRR for 4-5 years in a row for Ceres and Wolseley. Well done.
2022	96%	Green Drop achieved for: • Ceres • **Op Die Berg** • Tulbagh Witzenberg Local Municipality is congratulated for once again, delivering a sterling performance during the 2021 audit requirements. The Green Drop score of 96% and 3 Green Drop Certificates attest to the excellent standard and professional service by an expert team. The municipality has maintained the highest standards of professionalism and ongoing high quality service delivery, which resonate not only with Green Drop expectations but is seen as a daily respect to the environment and the residents of Witzenberg. The Regulator acknowledges and thanks the municipal officials for their preparedness, enthusiasm, and dedication, which places Witzenberg as one of the top performers in South Africa and comparable with the best in the world. Areas of improvement have already been identified by the municipality during the audit, as they have a crystal understanding of the future of wastewater services and used the consultative audits to verify their vision and plans. The audit team was impressed by the diligence in loading accurate information onto IRIS

Year	Green Drop Score	Regulator's comments
		prior to audits assessments and having all sites ready for inspections. I t was no surprise to find a solid correlation between the desktop audit score (99%) and the technical inspection score (80%) for the Ceres WWTW (largest facility). Although aging infrastructure was observed, the plant is maintained and operating in a manner that maximizes performance and still managed to achieve legal compliance. Performance on this level is not only a product of subject expertise and diligent implementation on the ground, but also attest to the municipal leadership and setting an enabling, stimulating environment for the wastewater professionals to do their best. Well done.

The following performance is noted for Witzenberg WWS.

Table 3-9 WWTW Green Drop Certification: historical performance

Green Drop Assessment Cycle	Green Drop Score **(%)**
2009	67
2011	90
2013	98
2022	96

The performance for Op Die Berg on the Green Drop is highlighted below, for the detailed report refer to **Appendix C** of this document:

Key Performance Area	Weight	Ceres	Tulbagh	Wolseley	Op de Berg
A. Capacity Management	15%	92.0%	100.0%	96.0%	100.0%
B. Environmental Management	15%	100.0%	100.0%	92.0%	100.0%
C. Financial Management	20%	100.0%	100.0%	100.0%	100.0%
D. Technical Management	20%	92.0%	95.0%	95.0%	95.0%
E. Effluent & Sludge Compliance	30%	93.0%	80.5%	41.0%	93.0%
F. Bonus		92.0%	84.5%	74.5%	84.5%
G. Penalties		0.0%	0.0%	-25.0%	0.0%
H. Disqualifiers		None	None	None	None
Green Drop Score (2021)		**100%**	**97%**	**86%**	**98%**
2013 Green Drop Score		99%	95%	95%	94%
2011 Green Drop Score		93%	84%	84%	81%
2009 Green Drop Score		74%	60%	60%	74%
System Design Capacity	Ml/d	8.5	2.46	3.6	0.31
Capacity Utilisation (% ADWF ito Design Capacity)		75%	48%	39%	81%
Resource Discharged into		Dwars River	Bergrivier	Wetland	Klein Viei River
Microbiological Compliance	%	100%	100%	92%	100%
Chemical Compliance	%	100%	92%	42%	94%
Physical Compliance	%	100%	86%	81%	97%
Wastewater Risk Rating (CRR % of CRR_{max})		Ceres	Tulbagh	Wolseley	Op de Berg
CRR (2011)	%	40.9%	29.1%	41.2%	58.8%
CRR (2013)	%	36.4%	35.3%	29.4%	41.2%
CRR (2021)	%	36.4%	41.2%	64.7%	35.3%

Figure 3-24 Green Drop Score: Op Die Berg WWS

4 Hazard Assessment, Validation of Control Measures and Risk Characterization

A risk assessment is conducted to understand the typical hazards/hazardous events faced at each step of the WWS including management, collection, treatment, disposal and with consideration of impacts associated with climate variability and change.

The risk associated with each hazardous event is determined based on the product of likelihood and consequence (or severity). This assists in determining which risks are more important and which are less important. Witzenberg has adopted the following risk matrix to determine WWS risks. This risk matrix is an adaptation of WHO and WRC W2RAP guidelines:

Table 4-1 Risk matrix and associated definitions (Likelihood and severity contextual definitions, WHO and WRC W2RAP guidelines)

	Risk Category
1	Safety
2	Effluent Quality – Aesthetic
3	Effluent Quality – Environmental Health
4	Effluent Quality – Human Health
5	Infrastructure – Compromised
6	Infrastructure – Failure
7	Infrastructure – Sabotage/Vandalism
8	Security

Likelihood	Definition	Likelihood Rating	Consequence/ Impact	Definition	Consequence/ Impact Rating
Rare	Once every 5 years	1	Insignificant	No impact or not detectable	1
Unlikely	Once per year	2	Minor	Minor impact to large population	2
Moderately Likely	Once per month	3	Moderate	Moderate impact to large population	3
Likely	Once per week	4	Major	Population expected to significant illness	4
Almost certain	Once per day or permanent feature	5	Catastrophic	Death expected from exposure	5

	Root Causes
1	Planning/Design
2	Operation
3	Maintenance
4	Scientific
5	Human Resources
6	Management
7	Budget
8	Procurement
9	Public Awareness
10	Natural/Act of God

5 x 5 risk assessment matrix		SEVERITY				
		Insignificant	Minor	Moderate	Major	Catastrophic
LIKELIHOOD	Rare	1	2	3	4	5
	Unlikely	2	4	6	8	10
	Moderately Likely	3	6	9	12	15
	Likely	4	8	12	16	20
	Almost certain	5	10	15	20	25

Score	Risk Profile
Low ≤5	These are systems that operate with minor deficiency and usually meet the effluent quality specifications set by the Department of Water and Sanitation. It is unlikely that this level of risk is harmful to the health of people and the environment. Aesthetical and/or physical non-compliance can be expected for short periods.
Medium 6 - 14	These are systems with deficiencies which individually or combined pose a high risk to the quality of the receiving environment and health. These systems would not generally require immediate action but the deficiencies should be rectified to avoid future problems and associated cost to rectify once in HIGH risk. Aesthetically and/or physically non-compliance can be expected over a medium term. Medium term impact on infrastructure and partial failure of the wastewater treatment plant and disinfection process is likely.
High ≥15	These are systems with deficiencies which individually or combined pose a high risk to the quality of receiving environment and health and may lead to potential health, safety and environmental concerns. Once systems (or part of a system) are classified under this category, rapid corrective action is required to arrest or eliminate the deficiency. High impact on the health of people and the environment and/or significant damage to infrastructure can be expected. Failure of the collector, treatment and disinfection facility is likely.

Witzenberg has adopted a dual-stage risk assessment approach which considers both “raw risk” (sometimes referred to as the “inherent risk” – the risk before including consideration of the impact of the existing control measures) and “residual risk” (with consideration of the impact of existing control measures). Not all existing control measures are 100% effective, and additional control measures may need to be identified and implemented.

The risk assessment was conducted by the W_2RAP team and considered a combination of information gathered from municipal records (including process audits, existing W_2RAPS, condition assessments, technical reports, etc.) staff and stakeholder engagements and site visits, and aimed to identify what could go wrong and where it could go wrong.

The following summarized risk assessment considering “high” and “medium” risks is presented in the table below (see Table 4-2). The full risk assessment is included in **Appendix A**.

Note that full risk assessment is included in **Appendix A**

Table 4-2 Risk Assessment for Op Die Berg WWS

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
14	Sewer network	Sewer network operational failure because of staff shortage.	Infrastructure - Failure	Human	3	2	6	**Medium**	Approved organogram.	Control measure partially in place. Have an approved organogram, but with budget constraints. Staff shortages remain.	-	-	✓	-	2	6	**Medium**
20	Sewer network	Shortage of staff to operate and maintain the sewer system because of budget constraints.	Infrastructure - Failure	Budget	2	3	6	**Medium**	Filling of vacant posts as per approved organogram	Control measure partially in place. Not all vacancies can be filled as a limited amount of vacancies to be filled is budgeted per year.	-	-	✓	2	3	6	**Medium**
32	Pump stations	Level switches and controls out of order because of aged equipment/ inadequate maintenance.	Infrastructure - Failure	Maintenance	4	2	8	**Medium**	Maintenance contract	Control measure partially in place. Maintenance tender in place. Availability from suppliers however sometimes a challenging.	-	-	✓	4	2	8	**Medium**

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
33	Pump stations	Failure of alarms and monitoring equipment because of aged equipment/inadequate maintenance.	Infrastructure - Failure	Maintenance	4	2	8	**Medium**	Maintenance contract	Control measure partially in place. Maintenance tender in place. Existing telemetry system was vandalized. Need to reinstate.	-	-	✓	4	2	8	**Medium**
47	WWTW-General	Personnel injury/staff loss because of unsafe/unfriendly operations at the WWTW.	Safety	Planning/Design	5	2	10	**Medium**	No control measure in place.	Not applicable.	-	-	-	5	2	10	**Medium**
48	WWTW-General	Loss of process control because of disruption to the power supply and pump operations (loadshedding).	Effluent Quality -	Operation	5	2	10	**Medium**	Portable generators purchased.	Control measure partially in place. Ensure portable generators also available for Op Die Berg.	-	-	✓	5	2	10	**Medium**

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
52	WWTW-General	Loss of process control because issues of concern at WWTW not addressed.	Effluent Quality - Environmental Health	Management	3	2	6	**Medium**	Incident Management Protocol and monitoring programme.	Control measure partially in place. Monitoring programme and Incident management Protocol with reporting system in place, but not always adhered to.	-	-	✓	3	2	6	**Medium**
59	WWTW-General	Compromised staff safety (e.g. drowning) at WWTW because of a lack of safety rails.	Safety	Planning/Design	5	5	25	**High**	No control measure in place.	Not applicable.	-	-	-	5	5	25	**High**
63	WWTW-General	On-site laboratory is not generating reliable data because of insufficient reagents available for appropriate calibration	Effluent Quality - Environmental Health	Operation	3	4	12	**Medium**	Regular on-site testing	Control measure in place. During the site visit, however, it was observed that there were instances where there were not enough reagents available for appropriate alibration of testing equipment.	-	-	✓	2	4	8	**Medium**

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
64	WWTW-General	Inconsistency in quality and compliance because of a lack of SOPs.	Effluent Quality - Environmental	Operation	3	3	9	**Medium**	SOPs	Control measure partially in place. Not all SOPs are available and/or effective.	-	-	✓	3	2	6	**Medium**
83	WWTW-Secondary Treatment (Activated sludge + Secondary Settling Tanks + Chlorination)	Reduced treatment efficiency because aerator(s) out of order/not working.	Effluent Quality - Environmental Health	Budget	5	3	15	**High**	Maintenance contract; standby aerators	Control measure in place, but not working effectively. Need to investigate incident and refine process.	-	-	P	5	3	15	**High**

No	Component	Hazardous Event	Risk Category	Root Cause	Likelihood	Severity (consequence)	Risk score	Risk level	Existing control measure descriptions	Validation notes (basis of effectiveness assessment)	Yes	No	Somewhat	Likelihood	Severity (consequence)	Risk score	Risk level
91	WWTW-Secondary Treatment (Activated sludge + Secondary Settling Tanks + Chlorination)	Compromised disinfection because of shortage of chlorine gas.	Effluent Quality - Environmental Health	Management	5	3	15	High	Hth currently used to treat effluent as alternative to chlorine gas.	Control measure partially in place. Hth dosing observed during site visits. Not as effective as using chlorine gas.	-	-	✓	5	2	10	Medium
103	Sludge Management and Disposal	Exceeded drying bed design capacity because sludge volume too high.	Infrastructure - Failure	Operation	5	3	15	High	Monitoring programme and associated analysis	Control measure partially in place. Monitoring and analysis in place, but challenge with the volume of the drying beds being exceeded remains.	-	-	P	5	3	15	High
104	Sludge Management and Disposal	Exceeded drying bed design capacity because of inability to adequately dry sludge during wet weather conditions.	Infrastructure - Failure	Planning/Design	5	3	15	High	Monitoring programme and associated analysis	Control measure partially in place. Monitoring and analysis in place, but challenge with the volume of the drying beds being exceeded remains.	-	-	P	5	3	15	High

In summary the following are the key risks Op Die Berg is facing:

- Sewer network:
  - 14&20 operational failures due to staff shortages and budgetary constraints
- Pump Stations:
  - 32&33 PLK PS old and needs upgrading. Smoke experienced during operation - MCC Board needs to be replaced.
- General:
  - 63 On-site laboratory not generating reliable data
  - 64 Inconsistency in quality and compliance
- WWTW:
  - 47 Sluice gate into aeration pond hard to lift and can cause injuries by operating staff.
  - 48 Significant loss of process control during extreme loadshedding. No portable generators allocated to the ODB WWTW facility during these times.
  - 52 Loss of process control because issues of concern not addressed timeously.
  - 59 No rails at aeration pond which poses safety risk (falling into pond) on operating staff.
  - 83 Only 1 of the 3 aerators is currently working.
  - 91 Shortage of chlorine gas because of unavailability from supplier but HTH currently used as a short-term solution to mitigate the risk.
  - 103, 104 Drying bed capacity is a problem. Possibly would need to consider incorporating a dewatering mechanism in treatment process.

5 Improvement plan

An improvement/upgrade plan is needed where additional control measures are required to address remaining significant risks. A significant amount of funds and time might be required to successfully implement appropriate control measures, and it is therefore sometimes more appropriate to consider stepwise implementation to enable incremental improvement (i.e., what is required for phase 1, what is required for phase 2, etc.). This requires Witzenberg to also consider and implement low/no cost control measures in the short-term while the necessary funds are secured to enable implementation of long-term control measures.

Considering this, the improvement plan for the Op Die Berg WWS is shown below (see Table 5-1Error! Reference source not found.**)**.

Table 5-1 Op Die Berg WWS improvement plan

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
i)Identify key positions that are essential for functioning of the municipality. Ensure these positions are adequately staffed even if it means reallocating resources from non-essential roles. ii)Develop a long-term staffing plan that aligns with the municipality's strategic goals and financial projections. iii)Investigate means to eliminate budget constraints to reduce staff shortages and meet staffing requirements as per new approved organogram.	Sewer network operational failure because of staff shortage. *(Risk assessment table reference: No. 14)* Shortage of staff to operate and maintain the sewer system because of budget constraints. *(Risk assessment table reference: No. 20)*	Management: Water and Sanitation Division	Internal no additional costs	O&M budget for W&S department	TBD	Not yet started

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
Upgrading of PLK PS (including replacement of MCC Board.) Instruct maintenance contractor soonest to provide quotes and approve for immediate completion.	Level switches and controls out of order because of aged equipment/inadequate maintenance. *(Risk assessment table reference: No. 32)*	Management: Water and Sanitation Division	TBD	O&M budget for W&S department	TBD	Not yet started
Upgrading of PLK PS (including replacement of MCC Board.). PSP needs to be appointed to do inspections and quote on telemetry repairs. As soon as the MCC panels is repaired / replaced, the telemetry should be addressed.	Failure of alarms and monitoring equipment because of aged equipment/inadequate maintenance. *(Risk assessment table reference: No. 33)*	Management: Water and Sanitation Division	TBD	O&M budget for W&S department	TBD	Not yet started
i) Modify/install a sluice gate that requires less mechanical power. Request PSPs to provide a quotation to modify the sluice gate. Once received, approve and implement. ii) Develop and implement H&S SOP to ensure the safety of staff.**Error! Bookmark not defined.**	Personnel injury/staff loss because of unsafe/unfriendly operations at the WWTW. *(Risk assessment table reference: No. 47)*	Management: Water and Sanitation Division	i) TBD ii) Internal no additional costs	O&M budget for W&S department	TBD	Not yet started
Portable generator(s) need to be allocated to ODB WWTW to proceed with operations during extreme loadshedding. Ensure	Loss of process control because of disruption to the power supply and pump operations (loadshedding).	Management: Water and Sanitation Division	R1 400 000 (for Tulbagh, Wolseley and Op die Berg)	O&M budget for W&S department	July 2023	In process/ Completed?

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
tender process is concluded soonest.	*(Risk assessment table reference: No. 48)*					
i)Effluent quality needs to improve. Regarding the TSS failure, need to improve sludge waste. ii)Apply to DWS for funds for a possible dewatering facility. In addition, investigate repairing/ replacing aerators within the next financial year as per capex budget.	Loss of process control because issues of concern at WWTW not addressed. *(Risk assessment table reference: No. 52)*	Management: Water and Sanitation Division	Internal no additional costs	O&M budget for W&S department	TBD	Not yet started
i) Install safety rails around aeration ponds. Get quotations and determine whether can include this project within this financial year, otherwise 2024/2025. ii) Develop and implement H&S SOP to ensure the safety of staff.	Compromised staff safety (e.g. drowning) at WWTW because of a lack of safety rails. *(Risk assessment table reference: No. 59)*	Management: Water and Sanitation Division	i) TBD ii) Internal no additional costs	O&M budget for W&S department	TBD	Not yet started
Have complete calibrated field test kits available to test effluent quality on-site.	On-site laboratory is not generating reliable data because of insufficient reagents available for appropriate calibration. *(Risk assessment table reference: No. 63)*	Management: Water and Sanitation Division	Internal no additional costs	O&M budget for W&S department	TBD	Not yet started
Develop and implement standard operating procedures.	Inconsistency in quality and compliance because of a lack of SOPs.	Management: Water and Sanitation Division	Internal no additional costs	O&M budget for W&S department	TBD	Not yet started

Specific improvement action	Arising from	Responsible party(ies)	Estimated cost	Source of funding	Due date	Status
	(Risk assessment table reference: No. 64)					
i) Repair/replace aerators and implement more efficient issue reporting and follow-up to prevent risk from re-occurring in future. Ensure aerator replacement tender (part of 2024/2025 capex budget) is concluded and implemented. ii)Implement an efficient issue reporting and follow-up system to prevent risk from re-occurring in future.	Reduced treatment efficiency because of activated sludge tanks not regularly cleaned/maintained. (Risk assessment table reference: No. 83)	Management: Water and Sanitation Division	i)R1 200 000 (combined budget for aerator replacement for all WWTWs) ii) Internal – no additional cost	TBD	June 2024	Not yet started
Ensure disinfection with chlorine gas when supplies are available.	Compromised disinfection because of shortage of chlorine gas. *(Risk assessment table reference: No. 91)*	Management: Water and Sanitation Division	Internal no additional costs	O&M budget for W&S department	TBD	Not yet started
Incorporate/install a dewatering facility/mechanism in treatment process. Apply to DWS for funds for a possible dewatering facility.	Exceeded drying bed design capacity because sludge volume too high. *(Risk assessment table reference: No. 103)* Exceeded drying bed design capacity because of inability to adequately dry sludge during wet weather conditions. *(Risk assessment table reference: No. 104)*	Management: Water and Sanitation Division	i) TBD	O&M budget for W&S department	TBD	Not yet started

6 Operational Monitoring and Maintaining Control

Control measures should be monitored to check that the system is effectively managed and that the prescribed effluent quality targets are met. An operational monitoring plan has been implemented to check the performance of existing control measures and to timeously inform corrective action (if required). Where monitoring indicates that control measures are ineffective, new control measures will need to be identified and implemented. Basic operational monitoring as follows:

- At least daily checks of key effluent quality parameters at Op Die Berg WWTW and capturing thereof in appropriate logbooks,
- At least daily checks of key chemical dosages/chemical usage (e.g. chlorine) and capturing thereof in appropriate logbooks, and
- Visual observations/inspections of Op Die Berg WWTW and pump stations and capturing thereof in appropriate logbooks.

Currently, the process controller is responsible for effluent quality testing of the parameters listed in Table 6-1 analysing the results against the corresponding limits and responding or applying corrective actions as described in the Incident Response Management Plan.

6.1 Monitoring parameters: Effluent quality

Table 6-1 Op Die Berg operational monitoring programme: Effluent quality

	Where?					
What is monitored?	Pre-Treatment (Raw Effluent)	During Treatment	Post-Treatment (Final effluent)	**When? (Frequency)**	**DWS General Authorisation General limits**	**Critical limit(s) (Incident Response Management Plan)**
pH at 25°C	✓	✓	✓	Daily	≥5.5 and ≤9.5 pH units	<7.0
Free Chlorine			✓	Daily	≤0.25 mg/L	5mg/L
Flow Rate	✓		✓	Daily		80% of PWWF
DO (Dissolved oxygen)	✓	✓		Daily	0.5 – 2.5 mg/l	<0.5mg/l
MLSS (Mixed Liquid Suspended Solids)	✓		✓	Weekly		<2000mg/l >6000mg/l

What is monitored?	Where?			When? (Frequency)	DWS General Authorisation General limits	Critical limit(s) (Incident Response Management Plan)
	Pre-Treatment (Raw Effluent)	During Treatment	Post-Treatment (Final effluent)			
SS (suspended solids)	✓	✓	✓	Daily	25 mg/l	>20 ml/l
COD	✓	✓	✓	Daily		Raw>400mg/l Treated >75mg/l

Considering current medium and high risks emanating from the risk assessment, the following key observations and other measurements should be introduced as part of the operational monitoring programme.

Table 6-2 Op Die Berg WWS operational monitoring programme: observations and other measurements

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
Sewer network	Pipe replacement programme and protocol	Pipe burst/damage and resulting sewage spill	Bulk sewer pipelines and reticulation system	Events of pipe burst/damage	Visual inspection of bulk sewer pipelines and complaints received from customers	Superintendent	Well maintained pipeline with no burst/damage	Follow SOP for operation and maintenance of the WWS and pipe breaks.
Pump Stations	Manual operation of system (pumps)	Pumps	Pump stations	Daily	Visual observation and maintenance schedule	Process Controller	Operational pumps	Follow SOP for operation and maintenance of a pumping station/pump

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
Pump Stations	Security fencing (Fortification of building)	Condition of security fence and gate	Pump stations	Daily	Visual observation (Follow SOP for site security inspection)	Process Controller	Fence in good condition. Gate closed and locked securely. Windows intact. All assets on-site and in working condition.	Repair fence or gate within 1 day or consider putting up anti-cut and anti-climb fencing. Replace/refurbish damaged assets.
Treatment	Develop SOP for temporary capacity overloading during heavy rainfall, divert excess flow to an emergency dam	Inflow	WWTW	Daily	Take down inflow	Process Controller	Inflow remains below the daily design capacity	Build a dam for emergency storage of excess effluent
Treatment	On-site effluent quality sampling and testing	pH, Flow rate Cylinder test, Free chlorine and DO	WWTW	See Table 6-1	Effluent quality sampling and testing using on-site equipment and recording results in a logbook (Follow SOP for Effluent sample collection and on-site effluent quality testing.)	Process Controller	See Table 6-1	Refer to corrective actions in the Incident Response Management Plan.
Treatment	Security fencing (Fortification of building)	Condition of security fence and gate	Disinfection facility at WWTW	Daily	Visual observation (Follow SOP for site security inspection)	Process Controller	Fence in good condition. Gate closed and locked securely. Windows intact.	Repair fence or gate within 1 day or consider putting up anti-cut and anti-climb fencing.

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
							All assets on-site and in working condition.	Replace/refurbish damaged assets.
Treatment	HTH added to final effluent for disinfection	Quantity chlorine added to effluent (cups, kg)	Final pond	Daily	Record quantities added in logbook	Superintendent	See Table 6-1	Optimize disinfectant
Treatment	Effluent quality testing equipment inventory and record conditions	Effluent quality testing equipment	WWTW	Once per month	Complete inventory checklist and record in logbook	Superintendent	Adequate effluent quality testing equipment to test all required parameters	Replace or service any effluent quality testing equipment that is not currently functioning properly.
Treatment	Regular equipment calibration	Conductivity, pH, free chlorine.	WWTW	Daily (internal) Yearly (external)	Calibrate equipment using on-site calibration materials and recording (Follow SOP for site calibrating equipment)	Process Controller	Calibration performed on a regular basis and on-site calibration materials adequate	Ensure adequate calibration materials are available for daily internal calibration
Treatment	Review of logbook	Issues of concern	WWTW	Daily/Weekly	Review logbook record of all monitoring actions and issues captured at WWTW	Superintendent	No unaddressed issues at WWTW	Address issues of concern accordingly
Discharge	Ensure effluent quality meets receiving environment requirements	Effluent quality testing	Final pond	Daily	Record results in logbook	Superintendent	See Table 6-1	Refer to corrective actions in the Incident Response Management Plan.

Process step	Control measure	What to monitor?	Where?	When?	How?	Who?	Critical limit(s)	Corrective action if acceptable limits are breached *(what action and who is responsible, or refer to SOP)*
General	H&S		WWTW	Daily/Weekly				

7 Verification

Verification provides evidence that the wastewater treatment works is operating effectively and performing as required. This includes monitoring the final effluent quality (chemical, physical, microbiological), and assessing of the impact on the receiving environment. Verification in the W_2RAP context includes:

- Treated effluent compliance monitoring
- Operational monitoring
- Water sources and catchment area monitoring
- Auditing

7.1 Treated Effluent Compliance monitoring

Compliance monitoring confirms that the final effluent quality meets required licence/permit conditions (i.e. DWS General Authorisation General Limits). Witzenberg utilises AL Abbott, a SANAS accredited laboratory in Cape Town, for their compliance monitoring. AL Abbott collect effluent quality samples from all Witzenberg WWTW, conduct the analysis and report results and issues of concern to Witzenberg monthly.

The compliance monitoring points, programme and corresponding limits are captured in the tables that follow. Responses and corrective actions are described in the Incident Response Management Plan. Samples are collected at the following sites at the WWTW:

- Inflow channel
- Aeration tank 1 & 2
- Clarifier 1 & 2,
- Final dam

7.2 Operational monitoring

Priority is placed on monitoring parameters that can be measured quickly and easily and that can indicate if a process is functioning properly. Operational monitoring data should help managers to make corrections that can prevent hazardous events.

An operational monitoring programme has been developed, see chapter 6. Observations or measurements of control parameters listed must be assessed whether a control measure is ineffective and not operating within design specifications, in that case, a new control measure will need to be identified and implemented.

Table 7-1 Op Die Berg compliance monitoring: SANS 241 parameters

SANS 241-2:2015 REQUIREMENTS What is monitored?	When? (Frequency)	Standard Limits (SANS 241-1:2015)	Critical limit(s) (Incident Response Management Plan)
Microbiological			
Faecal Colif0rms (org/100ml)	Monthly	< 1000	0
Physical and Aesthetic			
pH	Monthly	5.5 - 9.5	5.5 – 7.5
Conductivity (at 25ºC) (mS/m)	Monthly	150	100
TSS (mg/l)	Monthly	25	10
Chemical (Macro) Determinants			
COD (mg/l)	Monthly	75	30
Ammonia Nitrogen as N (mg/l)	Monthly	6	2
Nitrate Nitrogen as N (mg/l)	Monthly	15	1.5
Ortho Phosphate as P (mg/l)	Monthly	10	1

7.3 Auditing

Witzenberg have noted that WWTW process audits are conducted by AL Abbott and Associates on an annual basis. Process audits are required to identify process, operations, maintenance and management related water quality compliance risks and need to be performed prior to the W_2RAP compilation.

It is noted that the Zutari team have performed certain elements of an external audit, including inspection of the Op Die Berg WWTW, review of data and information, and identification of gaps and issues of concern. These activities were used to inform the list of hazards and hazardous events and to determine the associated risks. In addition, the hazards identified in the process audit have been considered and included in the risk assessment. The W_2RAP consolidated all identified hazards and rated them in a balanced manner as to prioritise interventions.

Bearing current practice in mind, it is recommended that an internal and/or external audit of the W_2RAP is scheduled on at least an annual basis. Ideally, this audit should consider the entire sanitation system (i.e. sewered and non-sewered systems).

7.4 Water sources and catchment monitoring

The WSA noted that the receiving environments are being monitored both upstream and downstream of the discharge point. There are boreholes at the landfill site which is being monitored by the WSA. It is recommended that resource sampling is done and recorded for WWTWs to monitor.

It should be emphasized that testing the natural resource water quality is particularly important for the following reasons:

- Upstream of the point of effluent discharge, where there is a potential that the resource water into which treated effluent is being released is already polluted beyond or close to safety levels or as part of an investigation of a waterborne disease outbreak, which may therefore require more extensive treatment of the released effluent.[1]
- Downstream of the point of effluent discharge will also be useful following a failure event of the treatment process, in order to identify what remedial actions are required in terms of health and safety for downstream users. [1]
- Groundwater – to ensure that there is no unknown contamination taking place or to monitor the extent of contamination.[1]

The frequency of testing may be once per year unless an incident occurs (see Appendix B) to which the WSA will respond with the given protocols. Having said that, compliance monitoring is covered in the WSP, refer to Op Die Berg's WSP for further information.

[1] WRC Report No. TT 489/11, June 2011

8 Management Procedures & Support Programmes

Management procedures provide documented procedures to follow during normal or incident conditions, or emergency situations. Management procedures include:

- Standard Operating Procedures (SOPs)
  - Normal operations
  - Incident conditions
- Emergency Response Plans (ERPs)

The available SOPs and ERPs are highlighted in the sections that follow.

8.1 Standard Operating Procedures

8.1.1 Normal operations

The following SOPs for normal operations, listed in Table 8 1, are implemented within Witzenberg Municipality. Several additional SOPs are suggested for consideration:

Table 8-1 Standard operating procedures

Category	Standard operating procedure	Procedure in place
General tasks	Site security inspection	
	Wastewater sample collection	
	Dealing with user notifications and complaints	
	Record keeping and reporting	Y
	Entry into confined spaces, sewer manholes, pump stations, WWTW and wet wells	Y
	Digging of trenches	Y
	Wastewater system operation and maintenance including pipe network, pumps, valves and other fittings	
	Pipe breaks procedure	
	Pump station inspection	Y
	Pump station operation and maintenance	Y
	Unblocking of dry well sewer pumps	Y
	Basic maintenance on pump system	Y
	Operating pumps	Y
	New sewer connections procedure	Y
	Waterborne Sewerage systems rates and tariffs	Y
	Fat Traps	Y
	Sewer network inspections	Y
	Sewer manhole inspections	Y
	Basket catcher and grids by the pump station	Y

Category	Standard operating procedure	Procedure in place
	Blockage on a junction	Y
	General maintenance and house keeping	
	Occupational health and safety on site	
Wastewater Treatment	Chemical dosing procedures (e.g. coagulation/flocculation, pH correction)	
	Calibrating equipment and online monitoring systems	
	On-site effluent quality testing	
	Record keeping of operations and maintenance activities (logbook with effluent quality testing results, quantities of chemicals used, minor issues addressed, etc.)	
	Incident register - Wastewater (treatment works and distribution)	Y
	Maintenance logbook	Y
	Operation and Maintenance of screens	
	Maintenance of all ponds (sludge ponds, maturation ponds, final effluent ponds, etc)	
Sludge Management and Disposal Evaluation	Sludge handling, treatment and disposal	Y
	Desludging programme	
Public/Communal facilities	Inspection and maintenance of public/communal toilets	
	Installation of communal toilets	
	Repairs and maintenance of communal toilets	
Non-Sewered Systems	Sewerage Service Tariffs	Y
	Installation of new non-sewered system	
	Sewage delivered by road haulage	
	Maintenance of non-sewered system	

8.1.2 Sanitation Services By-Laws

The following sanitation services related municipal by-laws are in place:

- Connection to sanitation system
- Standards
- Methods for determining charges
- Drainage installations
- On-site sanitation services and associated services
- Industrial effluent
- Sewage delivered by road haulage
- Treated sewage
- Other sanitation service
- Installation work

- Unauthorised water services
  - Obstruction of Access to Infrastructure for the Provision of Water, Sanitation and
  - Sewage Services
  - Unauthorised and Illegal Discharges
  - Use of On-Site Sanitation Services Not Connected to the Sanitation System
- Notices
- Appeals
- Offences
- Documentation
- General provisions

8.1.3 Incident Management

Witzenberg's Wastewater Incident Management Protocol aims to prevent and correct wastewater related incident conditions. The protocol includes: :

► Contact procedures and numbers for:

- Minor incidents – e.g. Blockages
- More serious incidents – e.g. Pipe burst
- Severe emergencies – e.g. Uncontrolled spillage

The Emergency Centre is contacted immediately when a problem is observed. The Manager of Water & Sewerage (Nathan Jacobs) is notified and jointly investigates the situation with the Superintendent and Senior Technicians. Appropriate actions are taken to rectify the situation, which may include mobilizing internal technical personnel or external contractors. Operating personnel at the relevant WWTWs is notified of the problem. The Manager of Water & Sewerage draws up an Incident Report containing information such as the date of the incident, investigator, incident description, recommended steps to prevent a recurrence, and the name of the person compiling the report. In case of serious incidents, the DWS Western Cape Regional Office is notified by the Manager of Water & Sewerage. Once the issue is resolved, the supervisor will notify Emergency services, who will log the query from start to end and provide an emergency report. The report will be submitted along with the monthly report to the Technician: Water & Sewerage. Severe emergencies posing health risks to the community are notified through media after informing all parties as per the contact procedure.

► Alert Levels are categorised as follows:

- Alert Level I – routine problems
- Alert level II – minor emergency
- Alert level III – major emergency

► The Incident Management Protocol considers the following components of the saniattion system:

- Sewer reticulation system
- Sewer pumpstations
- Wastewater treatment plants

- Treatment process

- Troubleshooting guidance is provided for:
  - Pumps
  - Aeration Basin
  - Disinfection
- A serious accidents protocol is included for:
  - Eye incident
  - Bleeding
  - Chemical burns
  - Electrical burns
  - Heat burns
  - Fire burns
  - Shock
  - Poisoning
- An incident register is used to capture all incidents reported in Witzenberg Municipality.

8.2 Emergency response plans

Emergencies can occur even in the best managed systems. W_2RAPs and the developement and implementation of ERPs can aid preparedness for disasters and extreme events, including those that are unforeseen. The following emergency response plans are in place:

- Drought management plan
  - Mainly focussed on water supply related issues, but with noted possible impact on optimal performance of the sewer network and associated WWTW.
- Flood management plan
  - Includes consideration of flooding impacts, vulnerable areas and people, risk reduction strategies and response strategies.
- Disaster response plan
  - Includes the disaster risk assessment, risk reduction strategies, response, and recovery.
  - Education, training, public awareness and research and it outlines the responsibilities of the Municipality's directorate and departments.

9 Supporting Programmes

Supporting programmes could include:

- Consumer education
- Laboratory quality control
- Staff training
- Creating W_2RAP awareness and buy-in

Supporting programmes may either have a direct impact (e.g. through process controller training) or an indirect impact (through public awareness) on good hygiene habits and running campaigns. Municipal efforts to-date are summarised in the sections below.

9.1 Consumer education

Educational programmes should be implemented to support good health and hygiene practices. Programmes to include topics such as appropriate use of sanitation facilities, appropriate handwashing techniques, unacceptable materials to use for wiping/to flush and other basic visual maintenance checks so that communities can monitor their own sanitation systems.

It is also important to educate the communities as to the health and safety dangers posed by accessing WWTW and associated infrastructure. The municipality often informs consumers of water and sanitation related matters via media and social media campaigns (Facebook, newsletters, etc.). It is important that the public is made aware of the dangers of swimming in oxidation ponds, letting livestock graze near oxidation ponds, etc.

9.2 Laboratory quality control

Witzenberg utilises a SANAS accredited laboratory for compliance monitoring.

Operational monitoring is conducted using available on-site laboratory equipment, however it was observed that there were instances where there were not enough reagents available for appropriate calibration. Therefore, it should be ensured that the equipment is calibrated by the process controller on site to ensure accurate results. Additionally, the equipment is sent to the supplier for calibration on an annual basis, further ensuring accurate operational monitoring and alignment to industry standards.

9.3 Staff training

It is recommended that WWTW process controllers and other sanitation staff undergo regular training courses (e.g. NQF training) to improve their knowledge and to enable them to grow their careers within Witzenberg. The municipality seeks to create a formalised staff training schedule that ensures that on-going process controller training is conducted on at least an annual basis.

9.4 Creating W2RAP awareness and buy-in

W_2RAP awareness and buy-in includes investing in capacity building initiatives to empower municipal staff with the necessary awareness, understanding and skills to effectively implement the W_2RAP. This is done by offering internal training programmes, workshops and technical support to enhance staff understanding of risk assessment, monitoring and emergency response protocols. Furthermore, a regular review and update of the W_2RAP (based on feedback, data analysis and emergency challenges) ensures that the W_2RAP remains effective. Sharing results and lessons learned and demonstrating progress in closing gaps within the different sanitation systems assists in maintaining staff engagement

and encourages ongoing collaboration. This helps ensure the provision of reliable and dignified sanitation services to the community.

10 Review of the W_2RAP

The W_2RAP team should meet periodically and review the plan to ensure it remains relevant and up to date. The W_2RAP should be reviewed after an emergency, after an incident occurs or at least once per year. Table 10-1 below captures the status of the Op Die Berg WWS W_2RAP.

Table 10-1 Record of Changes and Amendments

No.	Version	Amendment Date	Document Section/ Clause Ref. No.	Summary of Amendments
1	Version 1	November 2023		
2				
3				
4				
5				
6				
7				
8				
9				
10				

Once the plan has been finalised by the technical team it should be signed off and adopted by the WSA top management for implementation.

Appendix A

Risk Assessment

					Raw risk (no controls in place)					Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
No	Component	**Hazardous Event**	**Category**	**Root Causes**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Existing control measure descriptions**	**Validation notes** *(basis of effectiveness assessment)*	**Yes**	**No**	**Somewhat**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Yes**	**No**	**If yes, proposed controls** *(to be further detailed in improvement plan)*
1	Sewer network	Damaged sewer network because of vandalism.	Infrastructure - Sabotage /Vandalism	Planning/ Design	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
2	Sewer network	Damaged sewer network during construction activities because of construction protocol not met.	Infrastructure - Failure	Planning/ Design	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
3	Sewer network	Exceeded sewer network design capacity because of high permanent population producing high sewage flows.	Infrastructure - Failure	Planning/ Design	1	2	2	Low	0	0	0	0	0	1	2	2	Low			
4	Sewer network	Exceeded sewer network design capacity because of ingress of storm water into the sewer system.	Infrastructure - Failure	Planning/ Design	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
5	Sewer network	Burst pipes/leakage/blockage in the sewer network system because of inappropriate/unmonitored discharge of industrial waste into the sewer system.	Infrastructure - Failure	Public Awareness	1	2	2	Low	0	0	0	0	0	1	2	2	Low			
6	Sewer network	Burst pipes/leakage/blockage in the sewer network system because of inappropriate objects or materials discarded into the sewer system.	Infrastructure - Failure	Public Awareness	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
7	Sewer network	Burst pipes/leakage/blockage in the sewer network system because of the lack of maintenance or replacement of deteriorated infrastructure.	Infrastructure - Failure	Maintenance	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
8	Sewer network	Cross-connection of wastewater pipes to the water supply system because of illegal or unauthorised connections.	Safety	Public Awareness	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
9	Sewer network	Cross-connection of wastewater pipes to the water supply system because of opening/closing of incorrect valves.	Safety	Operation	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
10	Sewer network	Sewer network and associated equipment operational failure because of routine maintenance not undertaken/blockages not cleared.	Infrastructure - Failure	Maintenance	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
11	Sewer network	Sewer network and associated equipment operational failure because of restricted access and poor roads to infrastructure.	Infrastructure - Failure	Planning/ Design	1	2	2	Low	0	0	0	0	0	1	2	2	Low			
12	Sewer network	Sewer network and associated equipment operational failure because of difficulty in opening manhole cover lids.	Infrastructure - Failure	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
13	Sewer network	Sewer network and associated equipment operational failure because of repairs not undertaken.	Infrastructure - Failure	Procurement	2	2	4	Low	0	0	0	0	0	2	2	4	Low			

					Raw risk (no controls in place)					Are existing controls effective?					Residual risk (existing controls in place)				Additional control needed?		
No	Component	**Hazardous Event**	**Category**	**Root Causes**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Existing control measure descriptions**	**Validation notes** *(basis of effectiveness assessment)*	**Yes**	**No**	**Somewhat**		**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Yes**	**No**	**If yes, proposed controls** *(to be further detailed in improvement plan)*
14	Sewer network	Sewer network operational failure because of staff shortage.	Infrastructure - Failure	Human Resources	3	2	6	Medium	Approved organogram.	Control measure partially in place. Have an approved organogram, but with budget constraints. Staff shortages remain.	0	0	Som		3	2	6	Medium	Yes		Identify key positions that are essential for functioning of the municipality. Ensure these positions are adequately staffed even if it means reallocating resources from non-essential roles. Develop a long-term staffing plan that aligns with the municipality's strategic goals and financial projections. Investigate means to eliminate budget constraints to reduce staff shortages and meet staffing requirements as per new approved organogram.
15	Sewer network	Sewer network and associated equipment operational failure because of ineffective communication and reporting of faulty infrastructure.	Infrastructure - Failure	Management	2	2	4	Low	0	0	0	0	0		2	2	4	Low			
16	Sewer network	Reduced volume of water available to convey waste through sewer system because of prolonged droughts.	Infrastructure - Failure	Natural/Act of God	1	3	3	Low	0	0	0	0	0		1	3	3	Low			
17	Sewer network	Altered quality of influent wastewater because of heavy rainfall washing pollutants, debris and contaminants into sewers.	Effluent Quality - Environmental	Natural/Act of God	2	2	4	Low	0	0	0	0	0		2	2	4	Low			
18	Sewer network	Staff injured/infected because of inadequate health and safety precautions in place.	Safety	Planning/ Design	1	5	5	Low	0	0	0	0	0		1	5	5	Low			
19	Sewer network	Staff injured/infected because of untrained or uninformed staff.	Safety	Human Resources	1	5	5	Low	0	0	0	0	0		1	5	5	Low			
20	Sewer network	Shortage of staff to operate and maintain the sewer system because of budget constraints.	Infrastructure - Failure	Budget	2	3	6	Medium	Filling of vacant posts as per approved organogram	Control measure partially in place. Not all vacancies can be filled as a limited amount of vacancies to be filled is budgeted per year.	0	0	Som		2	3	6	Medium	Yes		Identify key positions that are essential for functioning of the municipality. Ensure these positions are adequately staffed even if it means reallocating resources from non-essential roles. Develop a long-term staffing plan that aligns with the municipality's strategic goals and financial projections. Investigate means to eliminate budget constraints to reduce staff shortages and meet staffing requirements as per new approved organogram.
21	Pump stations	Damaged pump station infrastructure and associated equipment because of unauthorised or illegal access to premises and/or vandalism.	Infrastructure - Sabotage /Vandalism	Planning/ Design	2	2	4	Low	0	0	0	0	0		2	2	4	Low			
22	Pump stations	Damaged pump station infrastructure because of natural disasters (e.g. storm, earthquake, flood).	Infrastructure - Failure	Natural/Act of God	1	3	3	Low	0	0	0	0	0		1	3	3	Low			

					Raw risk (no controls in place)					Are existing controls effective?					Residual risk (existing controls in place)				Additional control needed?		
No	Component	**Hazardous Event**	**Category**	**Root Causes**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Existing control measure descriptions**	**Validation notes** *(basis of effectiveness assessment)*	**Yes**	**No**	**Somewhat**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Yes**	**No**	**If yes, proposed controls** *(to be further detailed in improvement plan)*
23	Pump stations	Exceeded pump design capacity because of high permanent population producing high sewage flows.	Infrastructure - Failure	Planning/ Design	1	2	2	Low	0	0	0	0	0	1	2	2	Low			
24	Pump stations	Exceeded pump design capacity because of ingress of storm water into the sewer system.	Infrastructure - Failure	Planning/ Design	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
25	Pump stations	Overflow of pump station because of disruption to the power supply and pump operations (loadshedding).	Effluent Quality - Environmental Health	Operation	4	2	8	Medium	1 portable generator operated amongst the 2 pump stations according to operational plan/schedule.	Operation of portable generator observed in loadshedding period during site visit 2.	Yes	0	0	2	2	4	Low		No	
26	Pump stations	Overflow of pump station because of no or inadequate emergency standby pumps.	Effluent Quality - Environmental Health	Budget	4	2	8	Medium	1 portable generator operated amongst the 2 pump stations according to operational plan/schedule.	Operation of portable generator observed in loadshedding period during site visit 2.	Yes	0	0	2	2	4	Low		No	
27	Pump stations	Overflow of pump station because of damaged pumps and associated equipment.	Effluent Quality - Environmental Health	Maintenance	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
28	Pump stations	Pump station operational failure because of staff shortage.	Infrastructure - Failure	Human Resources	1	2	2	Low	0	0	0	0	0	1	2	2	Low			
29	Pump stations	Pump station operational failure because of blockages not cleared within required time from being reported.	Effluent Quality - Environmental Health	Maintenance	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
32	Pump stations	Level switches and controls out of order because of aged equipment/inadequate maintenance.	Infrastructure - Failure	Maintenance	4	2	8	Medium	Maintenance contract	Control measure partially in place. Maintenance tender in place. Availability from suppliers however sometimes a challenging.		0	0	Son	4	2	8	Medium	Yes		Upgrading of PLK PS (including replacement of MCC Board.) Instruct maintenance contractor soonest to provide quotes and approve for immediate completion.
33	Pump stations	Failure of alarms and monitoring equipment because of aged equipment/inadequate maintenance.	Infrastructure - Failure	Maintenance	4	2	8	Medium	Maintenance contract	Control measure partially in place. Maintenance tender in place. Existing telemetry system was vandalised. Need to reinstate.		0	0	Son	4	2	8	Medium	Yes		Upgrading of PLK PS (including replacement of MCC Board.). PSP needs to be appointed to do inspections and quote on telemetry repairs. As soon as the MCC panels is repaired / replaced, the telemetry should be addressed.
34	Pump stations	Level switches and controls out of order because of theft and/or vandalism.	Infrastructure - Sabotage	Planning/ Design	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
35	Pump stations	Failure of alarms and monitoring equipment because of theft and/or vandalism.	Infrastructure - Sabotage	Planning/ Design	2	2	4	Low	0	0	0	0	0	2	2	4	Low			

					Raw risk (no controls in place)					Are existing controls effective?					Residual risk (existing controls in place)				Additional control needed?		
No	Component	**Hazardous Event**	**Category**	**Root Causes**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Existing control measure descriptions**	**Validation notes** *(basis of effectiveness assessment)*	**Yes**	**No**	**Somewhat**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Yes**	**No**	**If yes, proposed controls** *(to be further detailed in improvement plan)*
36	Pump stations	Pump station and associated equipment operational failure because of routine maintenance not undertaken.	Infrastructure - Failure	Maintenance	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
37	Pump stations	Pump station equipment and operational failure because of budget constraints.	Infrastructure - Failure	Budget	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
38	Pump stations	Pump station and associated equipment operational failure because pump station repairs not undertaken.	Infrastructure - Failure	Procurement	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
39	Pump stations	Pump station and associated equipment operational failure because of restricted access and poor roads to infrastructure.	Infrastructure - Failure	Planning/ Design	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
40	Pump stations	Pump station and associated equipment operational failure because of ineffective communication and reporting of faulty equipment.	Infrastructure - Failure	Management	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
41	Pump stations	Staff injured/infected because of inadequate health and safety precautions in place at pump station.	Safety	Planning/ Design	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
42	Pump stations	Staff injured/infected because of untrained or uninformed staff operating pump station.	Safety	Human Resources	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
43	Pump stations	Shortage of staff to operate and maintain the pump stations because of budget constraints.	Infrastructure - Failure	Budget	1	2	2	Low	0	0	0	0	0	1	2	2	Low			
44	WWTW-General	Damaged WWTW infrastructure and equipment because of unauthorised or illegal access to premises and/or vandalism.	Infrastructure - Sabotage /Vandalism	Planning/ Design	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
45	WWTW-General	Damaged WWTW infrastructure and equipment because of unrestricted access by people and/or animals.	Infrastructure - Sabotage /Vandalism	Planning/ Design	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
46	WWTW-General	Damaged treatment unit operations because of natural disasters (e.g. storm, earthquake, flood).	Infrastructure - Failure	Natural/Act of God	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
47	WWTW-General	Personnel injury/staff loss because of unsafe/unfriendly operations at the WWTW.	Safety	Planning/ Design	5	2	10	Medium	No control measures in place	0	0	0	Som	5	2	10	Medium	Yes		Modify/install a sluice gate that requires less mechanical power. Request PSPs to provide a quotation to modify the sluice gate. Once received, approve and implement.
48	WWTW-General	Loss of process control because of disruption to the power supply and pump operations (loadshedding).	Effluent Quality - Environmental Health	Operation	5	2	10	Medium	Portable generators purchased.	Control measure partially in place. Ensure portable generators also available for Op Die Berg.	0	0	Som	5	2	10	Medium	Yes		Portable generator(s) need to be allocated to ODB WWTW to proceed with operations during extreme loadshedding. Ensure tender process is concluded soonest.
49	WWTW-General	Loss of process control because repairs not undertaken.	Infrastructure - Failure	Procurement	2	2	4	Low	0	0	0	0	0	2	2	4	Low			

					Raw risk (no controls in place)					Are existing controls effective?					Residual risk (existing controls in place)				Additional control needed?		
No	Component	**Hazardous Event**	**Category**	**Root Causes**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Existing control measure descriptions**	**Validation notes** *(basis of effectiveness assessment)*	**Yes**	**No**	**Somewhat**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Yes**	**No**	**If yes, proposed controls** *(to be further detailed in improvement plan)*
50	WWTW-General	Loss of process control because of ineffective communication and reporting of faulty equipment.	Infrastructure - Failure	Management	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
51	WWTW-General	Loss of process control because of theft and/or vandalism of essential equipment.	Infrastructure - Sabotage /Vandalism	Planning/ Design	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
52	WWTW-General	Loss of process control because issues of concern at WWTW not addressed.	Effluent Quality - Environmental Health	Management	3	2	6	Medium	Incident Management Protocol and monitoring programme	Control measure partially in place. Monitoring programme and Incident Management Protocol with reporting system in place, but not always adhered to.	0	0	Son	3	2	6	Medium	Yes		Effluent quality needs to improve. Regarding the TSS failure, need to improve sludge waste. Apply to DWS for funds for a possible dewatering facility. In addition, investigate repairing/replacing aerators within the next financial year as per capex budget.
53	WWTW-General	Non-complying effluent because of short circuiting/bypassing of untreated wastewater.	Effluent Quality - Environmental Health	Operation	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
54	WWTW-General	Reduced volume of water available to allow unit operations to adequately transport and treat wastewater because of prolonged droughts.	Infrastructure - Failure	Natural/Act of God	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
55	WWTW-General	Negative impact on treatment performance because of more frequent/intense changes in temperature.	Effluent Quality - Environmental	Natural/Act of God	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
56	WWTW-General	Ineffective settlement and removal of sludge from wastewater because of cold temperatures resulting in denser and more compact sludge.	Effluent Quality - Environmental	Natural/Act of God	2	1	2	Low	0	0	0	0	0	2	1	2	Low			
57	WWTW-General	Process control inefficiencies because of lack of process understanding and insufficient training.	Effluent Quality - Environmental Health	Management	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
58	WWTW-General	Process control inefficiencies because of lack of qualified process controllers.	Effluent Quality - Environmental Health	Human Resources	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
59	WWTW-General	Compromised staff safety (e.g. drowning) at WWTW because of a lack of safety rails.	Safety	Planning/ Design	5	5	25	High	No control measure in pla	0	0	0	0	5	5	25	High	Yes		Install safety rails around aeration ponds. Get quotations and determine whether can include this project within this financial year, otherwise 2024/2025.
60	WWTW-General	Staff injured/infected because of inadequate health and safety precautions in place at WWTW (including availability of appropriate PPE).	Safety	Planning/ Design	1	5	5	Low	0	0	0	0	0	1	5	5	Low			

					Raw risk (no controls in place)					Are existing controls effective?					Residual risk (existing controls in place)				Additional control needed?		
No	Component	**Hazardous Event**	**Category**	**Root Causes**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Existing control measure descriptions**	**Validation notes** *(basis of effectiveness assessment)*	**Yes**	**No**	**Somewhat**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Yes**	**No**	**If yes, proposed controls** *(to be further detailed in improvement plan)*
61	WWTW-General	Staff injured/infected because of untrained or uninformed staff at WWTW.	Safety	Human Resources	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
62	WWTW-General	Shortage of staff to operate and maintain the WWTW because of budget constraints.	Infrastructure - Failure	Budget	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
63	WWTW-General	On-site laboratory is not generating reliable data because of insufficient reagents available for appropriate calibration	Effluent Quality - Environmental Health	Operation	3	4	12	Medium	Regular on-site testing	Control measure in place. During the site visit, however, it was observed that there were instances where there were not enough reagents available for appropriate calibration of testing equipment.	0	0	Som	2	4	8	Medium	Yes	0	Have complete calibrated field test kits available to test effluent quality on-site.
64	WWTW-General	Inconsistency in quality and compliance because of a lack of SOPs.	Effluent Quality - Environmental Health	Operation	3	3	9	Medium	SOPs	Control measure partially in place. Not all SOPs are available and/or effective.	0	0	Som	3	2	6	Medium	Yes	0	Develop and implement standard operating procedures.
65	WWTW-primary treatment (Screening	Exceeded volumetric load on WWTW and failure of treatment process because of high permanent population producing high sewage flows.	Infrastructure - Failure	Planning/ Design	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
66	WWTW-primary treatment (Screening	Exceeded volumetric load on WWTW and failure of treatment process because of ingress of storm water into the sewer system.	Infrastructure - Failure	Planning/ Design	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
67	WWTW-primary treatment (Screening	Compromised treatment process because of high organic loads at the intake of the works (e.g. no pre-treatment of industrial/commercial waste).	Effluent Quality - Environmental Health	Management	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
68	WWTW-primary treatment (Screening	The expected flow is not reaching the WWTW because of sewer system failures (e.g. pipe breaks).	Effluent Quality - Environmental Health	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
69	WWTW-primary treatment (Screening	No/incorrect/inaccurate flow measurements because of uncalibrated/faulty inflow sensor and/or metering device.	Effluent Quality - Environmental Health	Maintenance	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
70	WWTW-primary treatment (Screening	No flow measurements because of vandalism of inflow sensor and/or metering device.	Effluent Quality - Environmental Health	Maintenance	2	2	4	Low	0	0	0	0	0	2	2	4	Low			

					Raw risk (no controls in place)					Are existing controls effective?				Residual risk (existing controls in place)				Additional control needed?		
No	Component	**Hazardous Event**	**Category**	**Root Causes**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Existing control measure descriptions**	**Validation notes** *(basis of effectiveness assessment)*	**Yes**	**No**	**Somewhat**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Yes**	**No**	**If yes, proposed controls** *(to be further detailed in improvement plan)*
71	WWTW-primary treatment (Screening	Failure of mechanical equipment (such as pumps) because of ineffective removal of WWTW screenings.	Infrastructure - Failure	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
72	WWTW-primary treatment (Screening	Reduced treatment efficiency because of ineffective removal of WWTW screenings.	Effluent Quality - Environmental Health	Operation	2	3	6	Medium	Screening equipment repaired after reporting of faulty equipment.	Screening equipment out of order during 1st site visit and in working condition during 2nd site visit.	Yes	0	0	1	3	3	Low		No	
73	WWTW-primary treatment (Screening	Failure of mechanical equipment (such as pumps) because of ineffective removal of WWTW grit.	Infrastructure - Failure	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
74	WWTW-primary treatment (Screening	Reduced treatment efficiency because of ineffective removal of WWTW grit.	Effluent Quality - Environmental Health	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
75	WWTW-primary treatment (Screening	Reduced treatment efficiency because of primary settling tanks not regularly cleaned/maintained (i.e. mechanical equipment not moving, abnormal sounds, weirs in poor condition, floating deposits on surface, not regularly desludged).	Effluent Quality - Environmental Health	Maintenance	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
76	WWTW-primary treatment (Screening	Reduced treatment efficiency because of inadequate screenings/grit removal at primary treatment.	Effluent Quality - Environmental Health	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
77	WWTW-primary treatment (Screening	Staff infected because of inadequate handling/capturing of screenings/grit prior to disposal.	Safety	Operation	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
78	WWTW-primary treatment (Screening	Staff infected, environmental pollution, and/or health risks posed to communities because of inadequate disposal of screenings/grit (i.e. not in accordance with legislation).	Safety	Operation	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
79	WWTW-Secondary Treatment (Activa	Failure of mechanical equipment (such as pumps and aeration systems) because of grit and settable solids carried over from primary treatment to secondary treatment.	Infrastructure - Failure	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			

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No	Component	**Hazardous Event**	**Category**	**Root Causes**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Existing control measure descriptions**	**Validation notes** *(basis of effectiveness assessment)*	**Yes**	**No**	**Somewhat**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Yes**	**No**	**If yes, proposed controls** *(to be further detailed in improvement plan)*
80	WWTW-Secondary Treatment (Activa	Increased energy use (e.g. need for additional aeration) because of ineffective primary treatment.	Effluent Quality - Environmental Health	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
81	WWTW-Secondary Treatment (Activa	Reduced treatment efficiency (ability to remove organic matter and nutrients from the system) because of grit and settable solids carried over from primary treatment to secondary treatment.	Effluent Quality - Environmental Health	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
82	WWTW-Secondary Treatment (Activa	Reduced treatment efficiency because of activated sludge tanks not regularly cleaned/maintained (i.e. inadequate sludge wasted, scum on surface, poor floc formation, sludge has dark brown/black (septic) colour, aerators not working, dead spots in aeration basin, recycle pumps not working, abnormal sounds from pumps.)	Effluent Quality - Environmental Health	Maintenance	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
83	WWTW-Secondary Treatment (Activa	Reduced treatment efficiency because aerator(s) out of order/not working.	Effluent Quality - Environmental Health	Budget	5	3	15	High	Maintenance contract; standby aerators	Control measure in place, but not working effectively. Need to investigate incident and refine process.	0	0	Son	5	3	15	High	Yes		Repair/replace aerators and implement more efficient issue reporting and follow-up to prevent risk from re-occuring in future. Ensure aerator replacement tender (part of 2024/2025 capex budget) is concluded and implemented.
84	WWTW-Secondary Treatment (Activa	Reduced treatment efficiency because clarifier(s) out of order/not working.	Effluent Quality - Environmental Health	Budget	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
85	WWTW-Secondary Treatment (Activa	Reduced treatment efficiency because of poor activated sludge process monitoring.	Effluent Quality - Environmental Health	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
86	WWTW-Secondary Treatment (Activa	Activated sludge process instability because of poor activated sludge process monitoring.	Effluent Quality - Environmental Health	Operation	2	2		Low	0	0	0	0	0	2	2	4	Low			
87	WWTW-Secondary Treatment (Activa	Reduced treatment efficiency because of rotating biological contactors not regularly cleaned/maintained (i.e. shafts not turning at a steady rate of rotation, ammeter not working, motor not working, sludge return pump not working).	Effluent Quality - Environmental Health	Maintenance	2	2	4	Low	0	0	0	0	0	2	2	4	Low			

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No	Component	**Hazardous Event**	**Category**	**Root Causes**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Existing control measure descriptions**	**Validation notes** *(basis of effectiveness assessment)*	**Yes**	**No**	**Somewhat**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Yes**	**No**	**If yes, proposed controls** *(to be further detailed in improvement plan)*
88	WWTW-Secondary Treatment (Activa	Reduced treatment efficiency because of clarifiers not regularly cleaned/maintained (i.e. effluent weir/channel not clean, launders not clean, sludge withdrawal equipment not working, scum on surface, scum draw-off system not operational, overflow not clear).	Effluent Quality - Environmental Health	Maintenance	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
89	WWTW-Secondary Treatment (Activa	Reduced treatment efficiency because of inadequate sludge removal in secondary treatment.	Effluent Quality - Environmental Health	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
90	WWTW-Secondary Treatment (Activa	Reduced treatment efficiency because of excessive foaming in treatment process.	Effluent Quality - Environmental Health	Operation	5	1	5	Low	0	0	0	0	0	5	1	5	Low			
91	WWTW-Secondary Treatment (Activa	Compromised disinfection because of shortage of chlorine gas.	Effluent Quality - Environmental Health	Management	5	3	15	High	Hth currently used to treat effluent as alternative to chrlorine gas.	Control measure partially in place. Hth dosing observed during site visits. Not as effective as using chlorine gas.	0	0	Som	5	2	10	Medium	Yes		Ensure disinfection with chlorine gas when supplies are available.
92	WWTW-Secondary Treatment (Activa	Compromised disinfection because of vandalism of chlorine dosing facility.	Effluent Quality - Environmental Health	Planning/ Design	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
93	WWTW-Secondary Treatment (Activa	Compromised disinfection because of poor (i.e. short) chlorine contact time in chlorine tank.	Effluent Quality - Environmental Health	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
94	WWTW-Secondary Treatment (Activa	Compromised disinfection because of poor residual chlorine process monitoring.	Effluent Quality - Environmental Health	Operation	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
95	WWTW-Secondary Treatment (Activa	Staff injured/infected because of inadequate storage of chemicals.	Safety	Management	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
96	WWTW-Secondary Treatment (Activa	Uncontrolled/unmonitored effluent outlet point because of structural failure.	Effluent Quality - Environmental Health	Maintenance	1	3	3	Low	0	0	0	0	0	1	3	3	Low			
97	WWTW-Secondary Treatment (Activa	Uncontrolled/unmonitored effluent outlet point because of vandalism of flow meter.	Effluent Quality - Environmental Health	Maintenance	1	3	3	Low	0	0	0	0	0	1	3	3	Low			

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No	Component	**Hazardous Event**	**Category**	**Root Causes**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Existing control measure descriptions**	**Validation notes** *(basis of effectiveness assessment)*	**Yes**	**No**	**Somewhat**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Yes**	**No**	**If yes, proposed controls** *(to be further detailed in improvement plan)*
101	Sludge Management and Disposal	Reduced treatment efficiency because drying beds not regularly cleaned/maintained (i.e. sludge lines not free from debris, sludge beds not raked to keep it level, beds covered in weeds, draining system/piping not in working order).	Effluent Quality - Environmental Health	Maintenance	2	2	4	Low	0	0	0	0	0	2	2	4	Low			
103	Sludge Management and Disposal	Exceeded drying bed design capacity because sludge volume too high.	Infrastructure - Failure	Operation	5	3	15	High	Monitoring programme and associated analysis	Control measure partially in place. Monitoring and analysis in place, but challenge with the volume of the drying beds being exceeded remains.	0	0	Som	5	3	15	High	Yes		Incorporate/install a dewatering facility/mechanism in treatment process. Apply to DWS for funds for a possible dewatering facility.
104	Sludge Management and Disposal	Exceeded drying bed design capacity because of inability to adequately dry sludge during wet weather conditions.	Infrastructure - Failure	Planning/ Design	5	3	15	High	Monitoring programme and associated analysis	Control measure partially in place. Monitoring and analysis in place, but challenge with the volume of the drying beds being exceeded remains.	0	0	Som	5	3	15	High	Yes		Incorporate/install a dewatering facility/mechanism in treatment process. Apply to DWS for funds for a possible dewatering facility.
105	Sludge Management and Disposal	Staff infected because sludge not disposed responsibly or safely.	Safety	Operation	1	5	5	Low	0	0	0	0	0	1	5	5	Low			
106	On-site Sanitation - Septic Tanks	Overloaded tank and potential system failure because of lack of maintenance including periodic emptying.	Infrastructure - Failure	Maintenance	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
107	On-site Sanitation - Septic Tanks	Overflow or surface contamination because of rapidly filled tanks.	Effluent Quality - Environm	Planning/ Design	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
108	On-site Sanitation - Septic Tanks	Reduced tank capacity and potential failure of system because of groundwater ingress.	Infrastructure - Failure	Maintenance	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
109	On-site Sanitation - Septic Tanks	Blockages and potential damage to system because of non-biodegradable items disposed in tanks.	Infrastructure - Failure	Public Awareness	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
110	On-site Sanitation - Septic Tanks	Contamination of groundwater or surface water because of poorly located or maintained tank soakaways.	Effluent Quality -	Maintenance	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
111	On-site Sanitation - Septic Tanks	Environmental pollution and health risks posed to communities because of uncontrolled discharge by vacuum trucks/honeysuckers.	Effluent Quality - Human	Operation	2	4	8	Medium	Standard operating procedure	Control measure in place. Protocol in place and adhered to.	Yes	0	0	2	2	4	Low		No	
112	On-site Sanitation - Septic Tanks	Overflow or structural damage of septic tank because of natural disasters (e.g. storm, earthquake, flood).	Infrastructure - Failure	Natural/Act of God	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
113	On-site Sanitation - Conservancy Tan	Overloaded tank and potential system failure because of lack of maintenance including periodic emptying.	Infrastructure - Failure	Maintenance	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
114	On-site Sanitation - Conservancy Tan	Overflow or surface contamination because of rapidly filled tanks.	Effluent Quality - Environmental Health	Planning/ Design	0	0	0	Low	0	0	0	0	0	0	0	0	Low			

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No	Component	**Hazardous Event**	**Category**	**Root Causes**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Existing control measure descriptions**	**Validation notes** *(basis of effectiveness assessment)*	**Yes**	**No**	**Somewhat**	**Likelihood**	**Severity (consequence)**	**Risk score**	**Risk level**	**Yes**	**No**	**If yes, proposed controls** *(to be further detailed in improvement plan)*
115	On-site Sanitation - Conservancy Tank	Blockages and potential damage to system because of non-biodegradable items disposed in tanks.	Infrastructure - Failure	Public Awareness	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
116	On-site Sanitation - Conservancy Tank	Contamination of groundwater or surface water because of improper lining.	Effluent Quality - Environmental Health	Planning/ Design	0	0	0	Low	0	0	0	0	0	0	0	0	Low			
117	On-site Sanitation - Conservancy Tank	Environmental pollution and health risks posed to communities because of uncontrolled discharge by vacuum trucks/honeysuckers.	Effluent Quality - Human Health	Operation	2	4	8	Medium	Standard operating procedure	Control measure in place. Protocol in place and adhered to.	Yes	0	0	2	2	4	Low		No	

Appendix B

Incident Management Protocol

WITZENBERG
Municipality • Munisipaliteit • U Masipala Wasa

WASTEWATER INCIDENT MANAGEMENT PROTOCOL PLAN

green drop
CERTIFICATION
waste water service
REGULATION

PREVENTION AND CORRECTIONAL MEASURES FOR WASTEWATER EMERGENCIES

Prepared for:
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Background

An Incident Management Protocol must exist to guide the Water Services Authority's response to resolution and communication of any failures (failures as defined according to the National Water Act). Evidence of adherence to the requirements of this protocol must be provided, preferably in the form of an Incident Register.

This protocol must ensure that the Water Services Authority:

- Informs the Director-General of the Department of Water and Sanitation and the head of the relevant Provincial Department of Health within 24 hours of result confirmation.

Emergency protocols and communication plans ensure that during final effluent failures and spillages:

- Key stakeholders are kept fully informed;
- Roles and responsibilities of individuals and organisations are clearly outlined to avoid miscommunication and duplication of effort;
- Timeous interventions are taken to rectify the situation; and

Document Purpose

Emergency response planning is an essential part of managing a wastewater and reticulation system by which responsible staff explores responses to vulnerabilities, make improvements, and establish procedures to follow in an emergency. It is also a process that encourages people to form partnerships and better understand support capabilities.

Preparing an emergency response plan and practicing it can save lives, prevent illness, enhance system security, minimize property damage and environmental impact, and lessen liability.

Also to provide a system with a standardized response and recovery protocol to prevent, minimize, and mitigate injury and damage resulting from emergencies or disasters of man-made or natural origin.

It also provides a description of how a wastewater system will respond to potential threats as well as additional emergency response situations.

Goals

The goals of our IMP are to document and understand the steps needed to:

- Rapidly restore wastewater service after an emergency.
- Minimize wastewater system damage.
- Minimize impact and loss to customers.
- Minimize negative impacts on public health and employee safety.
- Minimize adverse effects on the environment.
- Provide emergency public information concerning customer service.
- Provide wastewater system information for first responders and other outside agencies.
- Ensure effective communication between all those involved in an emergency.

Definition of *emergency*:

1. Pipe failure or other conveyance failure leading to an uncontrolled discharge into the environment of untreated or partially treated sewage.
2. Pumpstation failure leading to an uncontrolled discharge into the environment of untreated or partially treated sewage.
3. Discharge of treated water which does not comply with the stated standard.

Different types of emergencies:

1. **Minor incidents**
   This type of incident can be resolved by the Technical Department internally.

   Example: Blockages

2. **More serious incidents**
   This type of incident requires the involvement of municipal departments other than just Technical.

   Example: Pipe burst

3. **Severe emergencies**
   This type of emergency requires the involvement of adjacent municipalities and provincial government departments.

   Example: Uncontrolled spillages

Predictable incidents:

Many incidents (e.g. exceedance of a critical limit in terms of influent quantity and quality; effluent quality parameters, system breakages, power outages, etc) can be foreseen, and management plans can specify resulting actions. Actions may include e.g. temporary diversion of influent if possible, increasing dosing, use of backup disinfection or increasing disinfectant concentrations, access to backup power, bypassing peak storm water influx to disinfection process unit etc.

In the event of power failures (loadshedding) the Municipality has the following mitigation measures in place:

- Standby generators for all pump stations. Stationary generators at our main pump stations.
- Generators mounted on trailors that can be moved between smaller pump stations.
- Standby personnel monitoring pump stations.
- Own vacuum tankers to assist with emptying of pump station sumps in order to prvent or minimize the risk of sewage spilaege.
- At the WWTW's , water is recycled between emergency storage ponds until it can be treated through the normal process when power is on again. No untreated effluent is discharged from WWTW's during power failures.

Unforeseen incidents:

Some scenarios that lead to returned effluent being considered potentially unsafe might not be specifically identified within incident response plans. This could be due to the fact that the events may either have been unforeseen or because they were considered too improbable / unlikely to justify preparing detailed corrective action plans. To allow for such events, a general incident response plan should be developed, which often will be linked to existing disaster management plans. The plan would be used to provide general guidance on identifying and handling of incidents along with specific guidance on responses that would be applied to many different types of incident.

These incidents / emergencies can be caused by the following:

SEWER RETICULATION SYSTEM						
INCIDENT	**DESCRIPTION**	**CONSEQUENCES**	**ACTION REQUIRED**	**RESPONSIBLE PERSON**	**RESPONSE TIME**	**PREVENTION**
Leakages in the sewer reticulation system	Due to the lack of maintenance or replacement of deteriorated infrastructure.	Poses health risks	Within 24hrs	Distribution team	Within 24hrs	Developing and implementing an operations and maintenance reticulation plan that includes infrastructure replacement, regular inspections and monitoring of the reticulation. Ensuring that planning regulations include ensuring that geographical and updated knowledge base of the location of sewer system is maintained and readily available to prevent damages to services. Ensuring that data and information management systems are current, accurate and have appropriate functionality. Ensuring that there is effective monitoring of industrial activities which have wastewater implications and adherence to their permitted activities / discharge qualities. Promoting awareness in the community of the impact of human activity on wastewater system and potential hazard implications. Control of human activities to prevent access to or vandalism of reticulation system and to reduce
Construction activities.	Damaging of the sewer reticulation system	Damaging reticulation system leading to leakages and blockages.	Within 24hrs	Distribution team	Within 24hrs	
Human interference	Abuse of materials discarded into the sewers.	Causing sewer blockages	Unblocking of sewers or systems	Distribution team	Within 24hrs	
Uncontrolled industrial discharges	Unknown chemicals into the sewer system.	Damaging reticulation system leading to leakages and blockages. WWTW may not be equipped.	Within 24hrs	Distribution team	Within 24hrs	
Capacity of plant	Ingress of storm water especially with heavy rainfall or losses of potable water into the sewer system.	Plant may exceed its design capacity. Influence treatment processes. Overflowing of dams.	Manual screens at emergency overflow channels must be attended to. Divert excess flow to emergency dams. Chlorine dosing rate should be increased accordingly. The contents of the emergency dams should be pumped back to the inlet	Operational plant management + Process controller + Technician	Within 24hrs	

			works as soon as the inflow rate permits.			abuse of system (community awareness programmes identifying action and potentially resultant health & environmental reaction / hazard. Land use planning procedures, use of planning and environmental regulations to regulate potential polluting developments and reduce damages to services by construction activity through prior knowledge of where the services are located. Undertaking effective operations and maintenance activities, timeous replacement of old or aging infrastructure, regular inspection and monitoring of the conditions of and flow within the reticulation, i.e. blockages, leak detection programmes. Diversion of local storm water flows Implementation of by-laws and control systems to discourage abuse of sewer systems. Integrated development planning, including spatial development plans, storm water management plans, water demand management plans, etc.
Human error	Unintentional cross-connection of wastewater or storm water pipes to the distribution system or through illegal or unauthorized connections.	Plant may exceed its design capacity.	Correction of connection and report to Technician for record purposes.	Distribution team WWTW Process Controller	Within 24hrs	

SEWER PUMPSTATIONS						
INCIDENT	**DESCRIPTION**	**CONSEQUENCES**	**ACTION REQUIRED**	**RESPONSIBLE PERSON**	**RESPONSE TIME**	**PREVENTION**
Blockages	Abuse of materials discarded into the sewers.	Tripping of pumps which could lead to discharge of untreated effluent.	Do the necessary repairs	Distribution team	Within 24hrs	Ensuring working alarm and failure monitoring equipment. Ready access to spares and backup systems (generators, spare pumps) Routine checks and monitoring Security from access by animals Security to prevent unauthorized access and tampering.
Inadequate standby on pumps.	No standby pumps available incase of emergency	Discharge of untreated effluent.	Report to Technical office	Distribution team + Technician	Within 24hrs	
Level switches and controls that are out of order.		Discharge of untreated effluent.	Report to internal or external maintenance teams	Distribution team + Maintenance teams + Technician	Within 24hrs	
Human Access	Unauthorized or illegal access to premises.	Vandalism	Report to technical office. Check for any sabotage. Upgrade security systems.	Distribution team + Technician	Within 24hrs	
Human error	Inadequate health and safety precautions taken by staff	Poses health risks	Inform all parties involved of safety act and procedures.	Distribution team + Superintendent + Technician + Office	Within 24hrs	
Failure of alarms and monitoring equipment.		Discharge of untreated effluent.	Report to internal or external maintenance teams	Distribution team + Maintenance teams	Within 24hrs	
Power failures	A disruption in the power supply	Discharge of untreated effluent.	Report to electricians which in turn will attend to problem. Apply emergency standby procedures. Ensure that generators are	Distribution team + Electricians + Maintenance teams	Within 24hrs	

			available.			
Mechanical failures		Discharge of untreated effluent.	Report to internal or external maintenance teams	Distribution team + Maintenance teams	Within 24hrs	
Pump failures	Tripping of pumps	Discharge of untreated effluent.	Report to personnel management.	Distribution team + Maintenance teams + Technician	Within 24hrs	
Uncontrolled discharge from tankers along the reticulation system.		Discharge of untreated effluent.	Report to personnel management. Apply necessary cleaning and disinfection procedures.	Distribution team	Within 24hrs	

WASTE WATER TREATMENT PLANTS						
INCIDENT	**DESCRIPTION**	**CONSEQUENCES**	**ACTION REQUIRED**	**RESPONSIBLE PERSON**	**RESPONSE TIME**	**PREVENTION**
Flow and load variations that exceed the design limits.	Excessive volumetric load on WWTW	Ineffectual management of the treatment process. Overloading conditions. Failure of treatment process.	Manual screens at emergency overflow channels must be attended to. Divert excess flows to emergency dams. Chlorine dosing rate should be increased accordingly. The contents of the emergency dams should be pumped back to the inlet works as soon as the inflow rate permits.	Operational plant management + Process controller + Technician	Within 24hrs	Develop control procedures for dealing with situations of temporary overloading, temporary diversions to secure attenuating holding facilities i.e. tanks etc. Regular flow monitoring / measurement that could assist in the planning for daily peaks and, in conjunction with the water quality data can be used to calculate the plant load and corresponding discharge loads. Maintain effective flow measurement and record keeping.
Ineffectual removal of screenings and grit.	High rag content downstream of screen. Excessive build-up of debris on screen. Rake not removing all debris during cleaning mechanism Obnoxious odours, flies and other insects	Shortening the life of mechanical equipment such as pumps. Accumulating in downstream unit processes decreasing their efficiency.	Remove screenings and grit as prescribed in O&M timeframes. Regular inspections to ensure that grit is being removed reliably and effectively.	Operational plant management + Process controller	O&M timeframes	Check bars and replace. Remove build-up manually and increase frequency of raking (cleaning) Adjust Repair or replace Increase frequency of debris removal and disposal.

Insufficient treatment processes, including disinfection.		Poses a health risk especially if effluent is used for irrigation purposes. Failure of treatment process.				Routine checks and monitoring Process controls Control of water treatment chemicals. Use of approved water treatment chemicals and materials.
Insufficient maintenance	Lack of periodical desludging of settling tanks, fall railings, basic housekeeping, lack of regular condition inspection of equipment, motors, electrical units and infrastructure.	Insufficient treatment process.	Follow O&M and monthly inspection report procedures	Operational plant management + Process controller	O&M timeframes	Develop effective maintenance procedures and schedules. Effective and safe sludge removal. Basic housekeeping
Process control failure and malfunction or poor reliability of equipment.		Insufficient treatment process.	Follow procedures in maintenance schedules and O&M	Operational plant management + Process controller	Within 24hrs	
Disinfection failure	The standard of faecal coliforms is exceeded.	Health risks and contamination of river (environment)	Lab results are evaluated by the Technician. When the standard of faecal coliforms is exceeded, the Technician will inform the PC to adjust the rate of chlorine dosage accordingly.	Technician + PC	48 hours	Do operational monitoring and checks on a regular basis. (Twice a day)
Failure of alarms and monitoring equipment.		Uncontrolled discharges.				Ensuring working alarm and failure monitoring equipment

Power failures or extended interruptions	A disruption in the power supply	Discharge of untreated effluent.	Report to electricians which in turn will attend to problem. Apply emergency standby procedures. Ensure that generators are available.	Distribution team + Electricians + Maintenance teams	Within 24hrs	Ready access to spares and backup systems (generators, spare pumps)
Chlorine gas leak	Chlorine gas leaking from cylinder or pipe line.	Poses health risks.	Small leaks will be attended to by closing the valve on the gas cylinder. A gas mask with appropriate filter must be used. In the case of excessive gas leaks, personnel in the area should be directed upwind of the chlorine building. The wind sock on the building should be used to determine the wind direction. A respirator is used when entering the building in order to attend to the leak. In the case of a faulty cylinder, the supplier must be notified immediately.	Operational plant management + Process controller	Within 24hrs	Install warning signs and introduce necessary chlorine handling courses.

Industrial spillage	The functioning of the biological process is negatively influenced by a substance originating from the industrial effluent.	Insufficient treatment process.	A set of grab samples should be taken at the following locations: Inlet, primary sludge, reactor inlet, reactor outlet, and final effluent. These samples should be analyzed against a standard to identify abnormal concentrations. The pollution department / environmental officials should be notified.	Operational plant management + Process controller + LAB + Pollution control Dept	Within 24hrs	Proper implementation of By-laws as well as awareness campaigns with industries.

EFFLUENT PARAMETERS UNDER LICENSE

TREATMENT PROCESS

PARAMETER	DESCRIPTION	RESPONSIBLE PERSONELL	ACTIONS REQUIRED	RESPONSE TIME
Sludge spillage	A spillage of sewage sludge, caused by pipe burst.	Operational plant management + PC + Maintenance team	Sludge pumps must be shut off. Spilled sludge must be contained to the immediate vicinity. Maintenance personnel should attend to the pipe before pumping of sludge can commence.	Within 24hrs
Ammonia std exceeded	Ammonia level in effluent exceeding 6mg/l	Operational plant management + PC + Maintenance team	Appropriate action should be taken to the process configuration to improve nitrification.	Within 24hrs

Ammonia in the effluent must be reduced to below 6 mg l-1. This is only possible by the conversion (oxidation) of ammonia to nitrites and hence to nitrate
Successful nitrification depends on three main factors:

a) A sufficient long retention time to allow these slow growing bacteria to become well established. An absolute minimum SRT of 15 - 21 days is necessary to prevent the bacteria being washed out with the WAS

b) Sufficient dissolved oxygen for the metabolism of these strict aerobes. A DO concentration of 2 mg l-1 is considered to be the ideal , but they can operate at

concentrations as low as 1 mg l-1

c) Lack of inhibitors. The bacteria responsible for converting ammonia to nitrates are very sensitive to inhibitors in the sewage. Heavy metals, in particular, can be problematical. Rapid fluctuations in ammonia content in the incoming feed can upset the nitrification for a few days after a sludge of highly concentrated Ammonia.

Phosphate std exceeded	Phosphate level in effluent exceeding 10 mg/l	Operational plant management + PC + Maintenance team	Appropriate action should be taken to the process configuration to biological phosphate removal.	Within 24hrs

- The phosphates in the raw sewage are present in the dissolved or orthophosphate form or may occur in organic compounds.
- The total phosphate concentration in raw sewage will vary with the COD or with industrial content and is normally about 6 mg l-1 as P for weak sewages and may be as high as 13 mg l-1 as P for strong sewages.
- Organic phosphates are usually converted to orthophosphates in the activated sludge system and the organic phosphate concentration in the final effluent may be as low as 0.2 mg l-1 as P.
- In the areas affected by the Special Standard for phosphates, they must be reduced to below 1 mg l-1 as P. This may be done chemically by the addition of metal salts to the activated sludge plant, or biologically as described earlier. Many biological plants today produce effluents with a phosphate concentration of well below 1 mg l-1.
- Some laboratories record phosphate concentration as phosphates and for comparative purposes the process controller should divide this by approximately 3 to obtain the phosphates as P.
- A high concentration of suspended solids in the effluent will contribute to the effluent COD or BOD and to phosphates in the effluent in a biological phosphate removal plant.

Nitrate std exceeded	Nitrate level in effluent exceeding 15 mg/l	Operational plant management + PC + Maintenance team	Appropriate action should be taken to the process configuration to improve denitrification.	Within 24hrs

- The nitrogen in the raw sewage will be in the form of free ammonia, ammonia compounds or organic nitrogen. The analysis sheet may indicate ammonia or Total Kjeldahl Nitrogen (TKN).
- The ratio of TKN to ammonia varies considerably and the TKN may be 1.3 to 2 times the ammonia concentration.
- Upon entering the activated sludge plant, organic nitrogen is converted to ammonia compounds. In a high rate activated sludge plant no conversion of ammonia to nitrates takes place while in a low rate, high SRT plant total conversion of ammonia to nitrate takes place and the effluent should contain little ammonia and high nitrates.
- In a nutrient removal plant the nitrates are again reduced and the effluent should contain a low nitrate and a low ammonia concentration. TKN remaining in the effluent normally indicates non-degradable organic nitrogen compounds, which may vary depending on the industrial contents or the sewage.
- The TKN concentration from a well operated nitrifying activated sludge plant may be as low as 0.5 mg l-1 for domestic sewage to as high as 10 mg l-1 for a treated abattoir effluent.
- Although nitrite formation is an intermediate step in the conversion of ammonia to nitrates, the nitrite concentration in the effluent is usually negligible.
- A typical analysis of a well operated nutrient removal activated sludge plant would be as follows:

- Nitrate -N less than 3.0 mg l-1
- Ammonia - N less than 0.5 mg l-1
- TKN less than 1.5 mg l-1
- Nitrite less than 0.1 mg l-1
- The nitrifying organisms are extremely sensitive to toxicants such as heavy metals, phenols and other organic substances. The nitrifying organisms are also temperature dependent and require a longer sludge age in winter for complete conversion of ammonia. These organisms are strictly aerobic and need an adequate supply of oxygen.
- If the SRT is too low for nitrification, the process controller will notice a steady increase of ammonia until he has lost all nitrification.
- The COD to TKN ratio for raw sewage varies from 10 to 1 to 14 to 1 but the inclusion of industrial effluent may distort this figure. COD is preferentially removed in primary sedimentation, which would reduce the COD to TKN ratio to as little as 6:1. For good nitrogen and phosphorous removal a ratio of at least 8:1 is necessary.

Suspended solids exceeded	Suspended Solid in effluent exceeding 25 mg/l	Operational plant management + PC + Maintenance team	Determine the source of the problem and make the necessary adjustments.	Within 24hrs
COD std exceeded	COD level in effluent exceeding 75 mg/l	Operational plant management + PC + Maintenance team	Appropriate action should be taken to the process configuration to reduce COD in the effluent.	Within 24hrs

- The COD of the raw sewage will vary from about 400 - 1000 mg l-1 and 30 - 40% of the COD can be removed in primary sedimentation tanks. Some of the COD is non-degradable and it can generally be stated that a certain percentage of the influent COD will be non-degradable.
- The effluent COD of a well operated activated sludge plant should vary between 30 and 50 mg l-1 for weak to moderately strong sewages but may not exceed the standard of 75 mg l-1 for stronger sewages. The presence of strong organic industrial waste in the influent may result in influent COD concentrations of more than 1500 mg l-1 and effluent CODs is 75 mg l-1 required by the General Standard.
- Suspended solids in the effluent contribute to the COD and efforts should be made to keep the suspended solids as low as possible.

Free chlorine	The free chlorine level in the effluent exceeds 0.25 microgram/l	Operational plant management + PC + Maintenance team	The following aspects should be attended to: contact time, dosing point, dosing rate.	Within 24hrs
Nitrification	Complete nitrification occurs for extended period	Operational plant management + PC + Maintenance team	System pressure should be lowered in order to prevent complete nitrification.	Within 24hrs
Nitrification	Ammonia levels out of reactors rises above 3mg/l	Operational plant management + PC + Maintenance team	System pressure or DO set points should be adjusted to reduce ammonia.	Within 24hrs

- Nitrification refers to the two stage biological process by which 1) ammonia is converted to nitrites by the bacterial species *Nitrosomonas* and 2) the nitrites are then converted to nitrates by the bacterial species *Nitrobacter.*
- Ammonia (NH_4^+) - Nitrites (NO_2) by *Nitrosomonas*
- Nitrites - Nitrates (NO_3) by *Nitrobacter*

- The rate of conversion of ammonia to nitrites determines the rate of the reaction, and the second group of bacteria will normally convert all nitrites formed. Thus under normal operating conditions little nitrite appears in the effluent. The intermediate steps are of little concern to the process controller, who is only concerned with the whole process of nitrification. The bacteria converting ammonia to nitrate are autotrophic, which means they do not use organic food but convert carbon dioxide for their organic needs. When ammonia is not converted to nitrates in the treatment plant, this conversion will usually take place in the receiving body of 13.9
- Water using up available dissolved oxygen and creating an oxygen shortage in the stream or lake. For this reason, nitrification is a requirement of South African effluent standards.
- The nitrifiers are sensitive to chemicals or other poisonous substances and are directly affected by pH, dissolved oxygen and temperature. For these reasons, nitrification will dictate the plant operation to a large degree.
- The growth rate of nitrifying organisms drops sharply with the lowering of temperatures.
- The growth rate is also considerably slower than that of the normal heterotrophic organisms of the activated sludge process, i.e. organisms that use organic carbon as food source in the activated sludge process. The fraction of the total mass of sludge wasted per day (which is the inverse of the SRT) must be smaller than the growth rate of the nitrifying organisms so that they will not be washed out altogether. Thus, if at a certain temperature the nitrifying organisms grow at 10% per day, sludge must be wasted at a lower rate than 10% per day to keep the nitrifying organisms within the system. Thus, sludge must be wasted at say 1/15th of the mass in the aeration basin per day, i.e. the SRT must be 15 days. The following equation relates the minimum SRT required for nitrification to the temperature:
- RX = 3.05 (1. 27) 20-T
- where RX = the minimum SRT required for nitrification,
- T = temperature in ºC.
- There are other factors that can affect the growth rate of nitrifiers to some degree and the above figures must always be used with a safety factor to ensure complete nitrification.
- When operating well above this minimum value of SRT at a certain temperature, virtually complete nitrification will occur, while operating below this line will result in virtually no nitrification. Therefore possible for the process controller to get either no nitrification or full nitrification by controlling the SRT.
- Optimum growth of nitrifiers occurs at pH 8.3 while the maximum rate of nitrification occurs at a dissolved oxygen concentration of more than 2 mg l-1.
- Activated sludge plants are usually safely designed for a much longer SRT than is required by nitrification and are usually safe to operate at a pH of between 7 and 7.5 and dissolved oxygen (DO) concentration of less than 2.

Maintenance	Maintenance done which resulted in one or more blowers to be shut down.	Operational plant management + PC + Maintenance team	Depending on the extent of the down time, complete nitrification should be induced at least 12 hours ahead of shut down. This type of maintenance should also be planned for days which minimum COD load is expected i.e. Sunday and Monday. Above action would minimize the impact.	Within 24hrs

DESCRIPTION AND CAUSES OF ACTIVATED SLUDGE FOAM.	
FOAM DESCRIPTION	**CAUSE**
➢ White to grey, thin foam	➢ Low SRT or “young sludge"; because of insufficient time to degrade common surfactants in wastewater (for example, detergents)
➢ Thick sludge blanket on final Clarifiers (not enriched in filaments)	➢ Denitrification; sludge blanket held too long in the clarifier in presence of nitrate, especially at warmer temperatures
➢ Thick, pasty or slimy, grayish foam (when treating industrial wastes)	➢ Nutrient-deficient foam; foam consists of large amounts of polysaccharide material produced by micro-organisms at nutrient limitation; diagnosed by negative staining with India ink
➢ Thick, brown, stable foam (enriched in filaments)	➢ Filament-induced foaming, caused by Nocardia spp., Microthrix parvicella, or type 1863

TROUBLESHOOTING GUIDE FOR NUTRIENT REMOVAL – AERATION BASIN		
PROBLEM BIOLOGICAL	**POSSIBLE CAUSES**	**CORRECTIVE ACTION**
Decrease in P removal deficiency	➢ The DO concentrations in the return to flow to the anaerobic zone are too high. ➢ The nitrate concentrations in the recycled flow to the anaerobic zone is too high, or has increased. This may be due to an increase in influent TKN. ➢ A decrease in the RBCOD fraction of the influent to the anaerobic zone.	➢ Decrease aeration such that the DO concentration in the return flow is less than 0.2mg/l. ➢ Check the nitrate concentration in the recycle and adjust the A-recycle to reduce the concentration being returned to the anaerobic zone. ➢ Analyze the influent for the RBCOD concentration and check with historical data as to whether there has been a decrease. Dose with chemical salts if P concentrations continue to rise.
Decrease in nitrification/denitrification	➢ Sludge age has reduced significantly. ➢ Shock loading of toxins in the influent flow. (Can sometimes be seen due to changes in colour of raw sewage)	➢ Check the MLSS of the plant to ensure that no excess wasting has occurred. ➢ Sample influent sewage and analyze for toxic constituents e.g. chrome.

	➢ Oxygen levels in the aeration basin are low, causing loss of nitrification. ➢ Low pH causing inhibition of nitrification.	➢ Check if DO in aeration basin is less than 2mg/l or increase aeration time. Check control DO meter calibration. ➢ Increase pH by dosing with lime.
Low pH	➢ Alkalinity in influent wastewater has dropped or denitrification has decreased.	➢ Check nitrate concentration in anoxic and determine if there has been a marked increase. If so, see above. ➢ Dose lime to increase pH. ➢ Check influent pH of possible pH drop due to excess industrial discharge.
Dark brown or black sludge	➢ Solids retention time in reactor is too long. ➢ Low DO levels	➢ Check MLSS and increase sludge wasting. ➢ Check DO concentration and is so, increase aeration.
Accumulation of brown scum on reactor surface	➢ Growth of scum-forming filaments occurring within the process. ➢ Low DO levels in the aeration basin due to excessive COD loads being returned in recycles from digesters, thickeners etc.	➢ Change aeration pattern such that scum can be removed continuously from the aeration basin. ➢ Spray the foam with water jet. ➢ Dose RAS with chlorine. ➢ Reduce MLSS concentrations by increasing wasting period until situation improves. ➢ Increase recycles rate from clarifiers. ➢ Increase DO levels.
White scum or foam on reactor surface	➢ Sludge age is too short resulting in low MLSS	➢ Increase sludge age

	➢ Increased industrial discharge	➢ Analyze influent for change in feed constituents.
OTHER PROTOCOLS		
Sludge Bulking	➢ Certain operating conditions may result in the predominance of light filamentous bacteria, which do not settle well, forming a thin sludge with a high SVI. This leads to the overflow of sludge over the weirs of the final clarifiers and is referred to as sludge bulking. It is caused by the excessive growth of a large number of bacterial species of which *Sphaerotilus natans* is best known. The presence of some filaments in the sludge helps in the formation of a well flocculated mass but excessive filament growth prevents good thickening. ➢ The most common cause for filamentous growth is a low oxygen concentration in certain parts of the aeration basin. At oxygen concentrations of less than 0.5 mg/l, the filaments compete better for food and oxygen and grow excessively. Such conditions can occur when switched-off surface aerators cause large sections of the mixed liquor to have a marginal oxygen concentration. Bulking also occurs in channel type systems when reducing the oxygen input to promote denitrification. In this case it is better to have separate zones for nitrification and denitrification where the dissolved oxygen is either above 0.5 mg l-1 throughout or below zero. ➢ For this reason, stronger sewages usually give less trouble as the oxygen is used up rapidly in zones of low aeration and there is a quick transformation from aerobic to anoxic or anaerobic zones even in channel systems. Excessively high oxygen concentration (greater than 3.0 mg l-1) can also give rise to bulking under certain circumstances. ➢ Bulking may also be caused by: ➢ Lack of nutrient, such as nitrogen and phosphorous, when treating industrial waste ➢ Hydrogen sulphide discharge to the plant ➢ Too low or too high pH values ➢ High carbohydrate discharges such as shock loads ➢ Check sludge age (retention time) ➢ Persistent bulking problems occur mainly as a result of reducing aeration to get nutrient removal. ➢ Weak sewage or an under-loaded plant may be a severe problem, which may only be solved by juggling the aeration. ➢ In plants with surface aerators, the second anoxic zones may need to be aerated, especially when good overall nitrate removal has already taken place in the aeration zone and little further nitrate removal can take place in the second anoxic zone. ➢ The best advice for process controllers in these conditions is to keep an extremely good record of the plant, to observe the type of sludge and the conditions under which the problems occur, and to seek advice on the solution of the problem.	

	➢ Most of these causes are not common in domestic sewages but where industrial wastes are being treated, attention should be paid to all possible causes. ➢ Excessive growth of filamentous organisms usually leads to clear effluents due to the straining effect of the filaments. Sludge bulking or high SVI values need only concern the process controller when problems are experienced with sludge flowing over the weirs of the clarifiers. Most modern nutrient removing plants tend to have a higher SVI and low effluent suspended solids, which assist in keeping down the phosphate concentration in the effluent.
pH Value	➢ For the correct operation of the activated sludge plant, the pH value should be between 7 and 9. Lower pH values of less than 7 affect nitrification and phosphorous removal even though the normal activated sludge plant can operate at a pH of slightly below 7. At pH values above 8.5, nitrate formation is complete and nitrites may appear in the effluent while at pH values above 9, the activated sludge system will break down. ➢ Organic acids are broken down in an activated sludge plant and it is sometimes possible for the influent to have a low pH value and still maintain a neutral pH in mixed liquor.
Colour	➢ The normal colour of activated sludge plant effluent is straw-coloured but is sometimes only visible when looking down into a test tube or graduating cylinder filled with effluent. Colours of industrial wastes may persist through the sludge plant except for organic dyes, which may be reduced by the bacteria. Industrial waste, such as abattoir waste, wood pulping wastes and others, may impart a colour to the effluent, which can only be removed by ozonation or activated carbon.
Nocardia	➢ *Nocardia* are bacteria that tend to float to the surface causing a thick floating scum on the aeration basin especially on mechanical surface aeration plants. The problem is worsened when oily substances are discharged to the sewage treatment plant. The problem is especially prevalent where there are creameries or edible oil processing plants in the catchment area. ➢ *Nocardia* seem to appear during the winter months and continue into the spring. ➢ Efforts to combat this problem have been unsuccessful and the turbulence created by the surface aerators in the aeration basin serve to turn it over and keep it wet so that the scum only causes a visual problem. The floating *Nocardia* can cause severe problems in the anoxic zones and the removal of scum from these areas may cause the process controller some difficulty. Efforts should be made by the designer to allow for the removal of this scum, but it is normally not possible to move the scum to the aeration section since the action of the aerators would wash it back into the anoxic zones. Ample provision should therefore be made for the removal of the scum from the anoxic zones or to allow the anoxic zones to overspill into the aeration zone. ➢ The presence of *Nocardia* on the aeration basin will also result in scum problems on the

	clarifiers. If the scum on the anoxic basins is continuously broken up by hosing, most of the scum will eventually land in the clarifier from where the scum removal mechanisms must remove it. As long as the scum layers on the anaerobic and anoxic zones are not allowed to dry out, the presence of the scum layer is actually beneficial to the process. Continuous wetting of the scum layer and breaking up with hoses might therefore be a solution.
MLSS	➢ The mixed liquor suspended solids is the dry mass of solids per unit of liquid volume in the aeration basin and is determined by filtering or centrifuging the sludge from a certain volume of the mixed liquor, drying the sludge at 103°C and weighing. The MLSS could then be expressed either as mg l-1, g l-1 or conveniently in kg m-3. The mixed liquor volatile suspended solid (MLVSS) are sometimes determined for the operation of plants but usually does not concern the process controller. The dried sample is ignited at 600°C and the remainder weighed. The difference in mass, being the mass of the volatile material, divided by the volume, is given as the MLVSS concentration. The SRT could be increased or decreased by decreasing or increasing the rate of sludge wastage for a given plant, with a given sewage strength and flow, the product of which would give a certain load. This would in turn result in either an increase or a decrease in the MLSS. On the other hand, if volumetric SRT control is used, increasing the SRT by wasting less mixed liquor will result in an increase in the MLSS. ➢ The amount of new sludge formed in the aeration basin is constant and depends on the incoming load; the only way in which the process controller could reduce the amount of sludge to be wasted is by leaving the sludge in the aeration basin for a longer period. This allows more of it to be degraded or consumed. ➢ This means that more sludge solids are held in the aeration tank and the MLSS concentration will increase. The size of the final clarifiers will set the limit to the MLSS. Increasing the MLSS will correspondingly increase the mass of sludge being passed to the clarifiers per unit time. If the clarifiers are too small, there will not be sufficient time for the settlement and partial thickening of the sludge and it will start spilling over the effluent weirs. ➢ When this happens, the process controller must increase the wastage of sludge from the aeration tank, gradually lowering the MLSS until the clarifiers are able to settle the sludge. Long SRT plants generally are designed to give an SRT of 25 days at a MLSS of between 4.5 - 5 kg m-3, even though it may in exceptional cases be possible to operate at higher values. ➢ The daily determination of the MLSS and of the rate of sludge wastage per day will enable the process controller to determine the SRT. The process controller can vary the sludge wastage to control the SRT at a given number of days.
Sludge Age or Solids Retention Time (SRT)	➢ The mass of organisms in terms of actual sludge in the aeration basin can be expressed as the concentration of the sludge (kg m-3) multiplied by the volume of the basin in m3. The product is the mass of sludge in kg. The mass of surplus sludge wasted per day can be expressed in kg per

	day. Under stable operating conditions the mass of surplus sludge produced per day must equal the mass of sludge wasted per day. If not there will either be an increase or a decrease in the mass of sludge in the aeration basin that would lead to either sludge flowing over the weirs or to a total washout of the sludge. If for instance, the total mass of solids in the aeration basin is 100 kg and 5 kg per day is wasted, the average time that the organisms will spend in the aeration basin will be equal to 100 divided by 5, which equals 20 days. The sludge age or solids retention time can now be expressed as the mass of solids in the aeration basin divided by the mass of solids removed per day. ➢ Ignoring the sludge in the clarifier, the mass of sludge in the aeration basin in kg is: ➢ X = V. CX ➢ where V = Volume in m3 ➢ CX = Mixed liquor suspended solids concentration ➢ in kg m-3 or g ℓ-1 ➢ X = sludge mass in the aeration basin ➢ The sludge age or solids retention time (SRT) in days is then: ➢ SRT = X/dx ➢ where dx = mass of sludge wasted per day (kg d-1) ➢ Since the amount of sludge wasted per day must equal the amount of new sludge formed per day, there is a relationship between the loading rate, expressed as the F/M ratio, and the solids retention time. ➢ The solids retention time is much easier to control, determined by the process controller without the help of sophisticated equipment.
Return activated Sludge (RAS)	➢ Sludge being settled in the clarifiers is continuously pumped back to the aeration basin as discussed before. When the sludge in the clarifiers settles well to a thick consistency, the rate of recycling can be relatively low. However, when the sludge will not thicken well, the rate of recycle will need to be higher to maintain the MLSS in the system and to avoid loss from the clarifier. Normally, the recycle rate for each clarifier is controlled by an individually adjustable overflow weir, telescopic valve or stacked rings discharging into a pump sump. From there the total flow of all the individual units is pumped back to the inlet to the aeration basin. The pumps may be centrifugal sludge pumps or Archimedean screw pumps. The latter have the advantage that they will pump any variation in flow up to their maximum capacity, whereas centrifugal pumps will stop-start if the rate of withdrawal of sludge varies. ➢ The process controller should recycle sludge at the lowest possible rate that will give the desired operating conditions. High rates of recycle will decrease the actual retention times through the various basins and result in a high flow into the stilling box of the clarifiers. This may lead to hydraulic currents in the clarifiers that could be detrimental to the functioning of the unit. Low recycle rates may however cause excessive thickening of the sludge in the sludge withdrawal

	pipe with stoppage of the flow. If a scour pipe is provided, the process controller should scour the sludge pipe regularly. Otherwise, lowering of the weir or the telescopic valve to flush out the pipe would be required. ➢ The type of recycling pump used is not important, but over-aeration of the return activated sludge (RAS) must be avoided for nutrient removal.
Waste Activated Sludge (WAS)	➢ It is most important to accurately control the mass of sludge wasted per day since it must match the sludge production for the day. ➢ However, it is standard practice in most other countries to waste thickened sludge from the underflow from the clarifiers. ➢ When wasting sludge in this manner, the process controller must determine the concentration of the sludge during wastage in order to determine the mass of solids removed. ➢ The underflow sludge concentration from the clarifiers will vary depending on many factors and the process controller must measure the total volume of sludge wasted as well as the average concentration in order to obtain the mass of solids wasted. ➢ He must then also determine the MLSS, which will give him the mass of sludge in the aeration basin at any given time. ➢ By dividing the kg sludge in the aeration basin by the kg wasted per day he can then determine the SRT. ➢ If the SRT is higher than stipulated, he should waste more sludge during the next cycle and when the SRT is below the prescribed value, he should reduce the amount of sludge wasted. ➢ A daily plot should then be made to determine the trend of the SRT. ➢ When wasting from the aeration basin, the concentration of the wasted sludge is the same as the MLSS. ➢ The sludge may be thickened further in a small additional clarifier, thickened directly on the drying beds or be discharged on land in the diluted or in the thickened state. ➢ If flotation thickening is desired, the mixed liquor could be passed directly to the thickening unit. ➢ The mixed liquor wasted directly from the aeration basin, should be metered by means of a weir, V-notch or flume. ➢ Registration of the flow is desirable but, when not available, the process controller should obtain tables or graphs to give the discharge against height over the weir. ➢ He must then set the flow rate as desired and make a number of observations to determine that there is no variation in the flow. ➢ The measured flow may then be passed to a small thickener/clarifier or to pumps for discharging to land or further treatment.
Stability of Sludge	➢ The longer the mixed liquor is aerated, i.e. the longer the SRT, the more stable the sludge. ➢ When operating at longer SRT values of above 20 days, the sludge is sufficiently stable to be

	dried on drying beds provided that it is applied in thin layers. ➢ When applied in such thin layers, the sludge will dry rapidly without causing nuisance odours and can be lifted in as little as 2 days after placing. ➢ However, when the SRT is less than 20 days or the sludge is applied in thick layers drying will be slow and nuisance odours may develop. Various methods of sludge stabilization are: ➢ Anaerobic or aerobic digestion (biological) ➢ Chemical oxidation or lime stabilization (chemical) ➢ Thermal conditioning.
Sludge Volume Index (SVI) and Sludge Density Index (SDI)	➢ These tests are an indication of the ease with which the sludge will settle and could be used by the process controller as a tool in the operation of his plant. ➢ The test consists of pouring mixed liquor into a 1000 ml cylinder to the full mark and allowing it to settle. ➢ The level of the sludge is measured after 30 min and the MLSS of the unsettled sludge is determined at the time of doing the SVI test. ➢ If the MLSS of the sludge is, say, 4 kg m-3 (or g l-1), and the sludge settles to the 300 ml mark, the SVI is expressed as the density of the sludge after settlement in ml g-1. ➢ This is obtained by dividing the volume (300 ml) by the mass (4 g) of sludge in the liter of mixed liquor; the SVI is then 300/4 = 75 ml g-1. ➢ The better the sludge compacts, the lower the SVI. ➢ The determination of the SDI is similar, the only difference being the way in which it is expressed. ➢ To obtain the SDI divide the SVI into 100. ➢ For the above value, the SDI will then be 100/75 = 1.33. In this instance, the denser the sludge, the higher the SDI. ➢ The lower the SVI, the better the settling of the sludge in the clarifier. ➢ Normal SVI values for activated sludge lie between 60 and 150 ml g-1. ➢ When values much in excess of these are found, it is said that the sludge is "bulking", ➢ Some sludge will settle into a granular-like mass while others will have the appearance of a woolly mass. ➢ This latter type of sludge will form bridging in the cylinder and give excessively high values of the SVI although the sludge will settle well in the clarifier. ➢ This problem could be overcome by diluting the mixed liquor by a factor such that after settling for ½ hour, the level of the sludge in the cylinder is around the 200 ml mark. ➢ The procedure is to first do the test as described above. ➢ If the sludge will not settle to around the 200 ml mark after ½ hour, repeat the test using only 500 ml mixed liquor, fill the cylinder to the 1000 ml mark with clean effluent, turn over to mix well and allow settling.

	➢ If the sludge will still not settle to around the 200 ml mark, use 333 ml of mixed liquor fill to 1000 ml with effluent and repeat the test. By this time the sludge should be around the 200 ml mark. ➢ To determine the SVI, follow the procedure as described above but multiply the answer by a factor of 1000 divided by the mark to which the cylinder was filled before dilution with effluent. ➢ Thus if 500 ml was used, multiply by 2 and if 333 ml was used multiply by 3. ➢ For example, if the cylinder is filled to a level of 333 ml with mixed liquor, topped up to the 1000 ml mark and allowed to settle for ½ hour, the top of the sludge layer may be at 210 ml. If the MLSS was 5 kg m-3 (g l-1) or 5 000 mg l-1 and the sludge settled to 210 ml, the SVI would be (210 divided by 5) x (1000 divided by 333) = 126 ml g-1. ➢ This test is now being used all over the world and it eliminates problems that were experienced in determining the SVI of a similar sludge but at different concentrations of the mixed liquor. ➢ The SVI test was designed for MLSS concentrations less than 3000 mg l-1 and problems were experienced with settling of sludges at higher concentrations in the narrow 1000 ml

SECONDARY SETTLING TANK

PROBLEM	POSSIBLE CAUSE	CORRECTIVE ACTION PLAN
High DSVI resulting in solids carry-over	➢ Sludge age may be too short or too long. ➢ Low DO concentrations in the aeration basin. ➢ Anoxic fraction is too large. ➢ Nitrite concentration in excess of 1 to 3 mg N/l entering aerobic zone from anoxic reactor causing bulking sludge. ➢ Bulking sludge	➢ Change sludge age thus changing MLSS ➢ Increase aeration ➢ Alter feed arrangements such that a fraction of the settled sewage can be fed into the anoxic zone. ➢ Decrease the size of the anoxic zone. ➢ Reduce A- recycle rate ➢ Shock dose mixed with chlorine
High concentration of solids in the effluent.	➢ Clarifier is hydraulically overloaded. ➢ Sludge recycle rate is too low. ➢ Pinpoint floc resulting from shearing ➢ Solids loading on clarifier excessive.	➢ Check flow to clarifier and reduce if possible or operate another clarifier. ➢ Increase recycle rate. ➢ Reduce aeration. ➢ Reduce MLSS to aeration basin.
Turbid effluent	➢ Hydraulic flow rate excessive ➢ MLSS concentration too high ➢ Flocs sheared	➢ Operate extra clarifier ➢ Reduce MLSS ➢ Reduce missing intensities and turbulence in transfer channels.

	➢ Sludge age too short. ➢ pH too low	➢ Increase sludge age ➢ Dose with lime
Sludge rising to clarifier surface	➢ Denitrification occurring in clarifier due to prolonged retention times.	➢ Increase recycle rate. ➢ Increase scraper speed. ➢ Decrease nitrate concentration of feed by additional denitrification in anoxic basin. ➢ Inhibit nitrification by reducing the sludge age or aeration rate. ➢ Empty clarifier and checkscraper clearances.
Sludge turned black and gassing, giving off odours.	➢ Septic sludge within clarifier.	➢ Increase recycle rate ➢ Increase aeration in reactor. ➢ Reduce MLSS
Return sludge too thick resulting in pipe blockages	➢ Excess sludge accumulation within the clarifier. ➢ Scraper blades worn or damaged preventing sludge being scraped into the hopper.	➢ Increase recycle rate ➢ Empty tank and check blades.
Very thin sludge being withdrawn	➢ Sludge is being removed too quickly from the clarifier.	➢ Reduce recycle rate.
Scum accumulation on the tank surface	➢ Worn scum scraper blade ➢ Blocked scum hopper ➢ Removal frequency inadequate ➢ Skimmer box incorrectly aligned.	➢ Replace rubber blade. ➢ Unlock outlet pipe with air or high pressure water jet. ➢ Increase removal frequency. ➢ Adjust alignment of skimmer box.
SLUDGE THICKENING		
Septic odour and rising sludge	➢ Sludge pumping rate is too low. ➢ Scraper mechanism not functioning properly. ➢ Supernatant overflow rate is too low.	➢ Increase pumping rate of thickened sludge. ➢ Increase scraper speed or repair mechanism. ➢ Increase influent flow to thickener.
Underflow sludge not thick enough	➢ Supernatant over-flow rate is too high. ➢ Sludge pumping rate is too high. ➢ Short-circuiting of flow through tank.	➢ Decrease influent flow rate. ➢ Decrease pumping rate of thickened sludge. ➢ Check overflow weirs and influent baffles; repair or relocate.

Torque overload of sludge collecting mechanism	➢ Heavy accumulation of sludge. ➢ Foreign object on floor bottom	➢ Agitate sludge blanket in front of collector arms with water jets; increase sludge removal rate. ➢ Remove foreign object with big magnets on rope or empty tank.

MATURATION PONDS

PROBLEM	CORRECTIVE ACTIONS
High seepage rate	➢ Draining the pond and seal it with impermeable soil or plastic membrane.
High vegetation growth on embankments	➢ Mowing or cutting
Vegetation growth through pond surface.	➢ Increase pond depth or loading rate to shut light off from pond bottom; remove weeds from pond bottom using boat; remove any sludge banks causing shallow areas.
Algal mats on facultative and maturation ponds	➢ Break up mats with water jets or from boats; remove the mats and scum.
Fly or mosquito nuisance	➢ Keep pond edges clear of vegetation; keep facultative and maturation ponds free from scum; spray chemicals to kill mosquito larvae; stock maturation ponds with fish.
Overloaded ponds causing poor effluent quality and odour nuisance.	➢ Add additional ponds; increase operational depth of anaerobic ponds; use surface aeration for facultative ponds or recirculation.
Short circuiting causing poor treatment efficiency or odour problems.	➢ Add additional inlets and/or outlets for better distribution; install baffles; re-circulate if necessary.
Toxic material in the influent.	➢ Identify pollution source to find out the origin of the inhibitor and take administrative measures in order to set a limit on the amount of toxic substance that may be admitted into the sewer system.

Troubleshooting:

Potential problems	Possible causes	Suggested remedies/actions
No Chlorine residual	Incorrect measurement Chlorine tank empty Chlorinator faulty High chlorine demand Pump inoperative Precipitate in pumps or pipes causing blockages	Check chlorine analyser Check DPD tablets Check for leakages Check chlorinator Check pump Increase chlorine dosage Determine chlorine demand Check for blockages in pumps and delivery pipes

Gas Chlorination			
Observation	**Probable Cause**	**Check**	**Remedy**
• Injector vacuum reading low	• Flow restrictions • Improper water pressure	• Remove kinks, bends or sags in line • Pump or tubing has carbonate accumulations • Injector water supply system does not supply needed pressure • Check vacuum over a full range of flows, *i.e*. low, half and full	• Clean pump and tubing with muriatic acid solution and flush with vinegar more frequently • Pump solution through pump, lines, and valve to clean • Pump or line may have restriction. Ensure proper pump output is proper in reference to pump curve
• Leakage of chlorine	• Damaged gasket • Loose connection	• Check Joint Connections • Check around valve stems • Check at valve discharge outlet	• Replace gasket or tighten connections • Reset vacuum in accordance with manufacture's recommendations
• Chlorinator will not reach maximum output	• Faulty injector (no vacuum) • Flow restrictions in supply • Leaks in system • Wrong orifice (too small)	• Check for restrictions at orifice • Check supply system for restrictions • Examine size opening of orifice	• Remove obstructions • Leaks can be identified with spray ammonia mist or with ammonia soaked rag • Make needed repairs to system • Replace orifice if too small
• Chlorinator will feed satisfactory at maximum output but will not control at low rate	• Vacuum regulating valve is malfunctioning • If equipped with chlorine pressure reducing valve (CPRV) it is malfunctioning	• Remove valve and clean • Check for any damage to valve components	• Repair diaphragm and valve components • Clean CPRV cartridge, CPRV diaphragm and CRPV gaskets

Gas Chlorination			
Observation	**Probable Cause**	**Check**	**Remedy**
• Chlorine will not feed	• Chlorine cylinder empty • Flow restrictions • Damaged Piping	• Pressure from cylinder should be sufficient	• Replace cylinder if empty • Remove restrictions or repair damaged piping
• Leakage of Chlorine below)	• Damaged gasket • Loose connection	• Check joint connections	• Replace gasket or tighten connections • Reset vacuum in accordance with manufacture's recommendations
• Variable vacuum control. Formerly working well, now will not go below 30%.	• Problem with CPRV	• CPRV is likely obstructed	• Clean CPRV
• Variable vacuum control. • Reaches full feed, but will not go below 50% feed. CPRV satisfactory	• Signal vacuum is too high	• Remove valve and clean • Hole in diaphragm	• Replace diaphragm • Clean dirty filter disks • Clean converter nozzle
• Variable vacuum control Will not go to full feed. Gas pressure and CPRV is satisfactory	• Plugged (rate valve) restrictor • Air leak in signal	• Check at rate valve outlet connection	• Remove restriction • Repair air leak
• Freezing in rotameter	• Chlorine rate too high • Restriction in orifice	• Check at rate valve outlet connection	• Lower feed rate • Remove restriction
• Rotameter float will not fall to bottom in off or in operating position • Rotameter float does not rise or fall smoothly when control knob is rotated	• Leaks in diaphragm or • scared surfaces in pressure regulating valve • Obstruction or dirt in V- notch plug • Feed rate is too high	• Check diaphragm and sealing surfaces for leaks. • Disassemble V-notch assembly	• Clean or replace parts as needed

• No injector vacuum at gas inlet to injector; operating and discharge pressures are satisfactory	• Injector check valve is not opening	• Disassemble and examine for damage to diaphragm or for obstruction	• Repair or replace as needed

Most Common Locations of Chlorine Leaks

Location
Chlorine Valve packing gland
Chlorine Valve seat
Chlorine Valve inlet threads
Broken valves or stems
Fusible Valve threads
Fusible metal of plug

Repairing Chlorine Leaks

Location and Type of Leak	Response (All safety requirements observed)
Valve Stem Leak	Tighten Packing nut or gland
Container Leak	Close container valve and leak stops
Container leaking liquid.	Roll container so gas escapes instead of liquid
Container Valve will not stop leak	Apply outlet plug or cap
Container leak cannot be Stopped	Use emergency capping device required
If it is not possible to direct chlorine into operation; remove cylinder and isolate	Call supplier for assistance

Trouble Shooting Pumps

Trouble	Possible Cause
No Delivery	• Pump not primed • Speed to low • Wrong direction • Operating head to high • Obstruction in piping or impeller
Low capacity	• Speed too low • Operating head to high • Obstruction in piping • Worn rings • Impeller worn or damage • Defective case gasket • Excessive packing leakage
Loss of suction	• Leaks in suction line • Water seal leakage • Suction lift to great
Low discharge pressure	• Speed to low • Air in system • Worn rings • Worn or damage impeller
Hot Bearings	• Inadequate or over lubrication • Misalignment • Defective bearings
Vibration	• Misalignment • Tight packing • Worn bearings • Internal rubbing
High packing leakage	• Packing worn • Glands to loose • High seal water pressure

To prevent incidents and hazards, we will do the following:

- In terms of final effluent not complying - To have an effective operational monitoring programme through which non-compliance can be traced immediately.
- In terms of pump station failures – To always have stand by pumps available; do daily pump inspections; do maintenance on pumps on regular basis as per manufacturer's specifications.
- In terms of pipe failure – To have a pipe replacement programme on all the old and damaged pipes.
- Be clear of responsible persons with their responsibilities, internally and externally.
- Have plans for emergencies available.
- Have communication protocols including notification procedures (internal, media and public)
- Train employees for emergency response to efficiently manage any potential incidents.
- Notify the community or all involved parties regarding the cause of the incidents and the actions taken to minimize future occurrences.

With ***final effluent*** not complying with General or Special Standards, we will apply immediate interventions to avoid significant threat to users, irrigation boards (farmers or sport fields). We will inform all the involved parties including the Cape Winelands District Municipality as well as the responsible catchment DWS official of the following:

- That the treated waste water supplied, poses a health risk.
- The reasons for the health risk.
- Precautions to be taken by the users or involved parties.
- Time frame within which it may be expected that treated waste water of a safe quality will be provided.

With ***pump station*** failures leading to uncontrolled discharge, we will apply immediate interventions to avoid significant threat to irrigation boards and farmers. We will inform all the parties of the following:

- That because of the untreated discharge, the river could be polluted and would suggest trying alternative options seeing that it may poses a health risk.
- The reason for the uncontrolled discharge and the pump failures as well as the plans in action.
- Time frame within which it may be expected that the water for irrigation purposes of a safe quality will be provided.

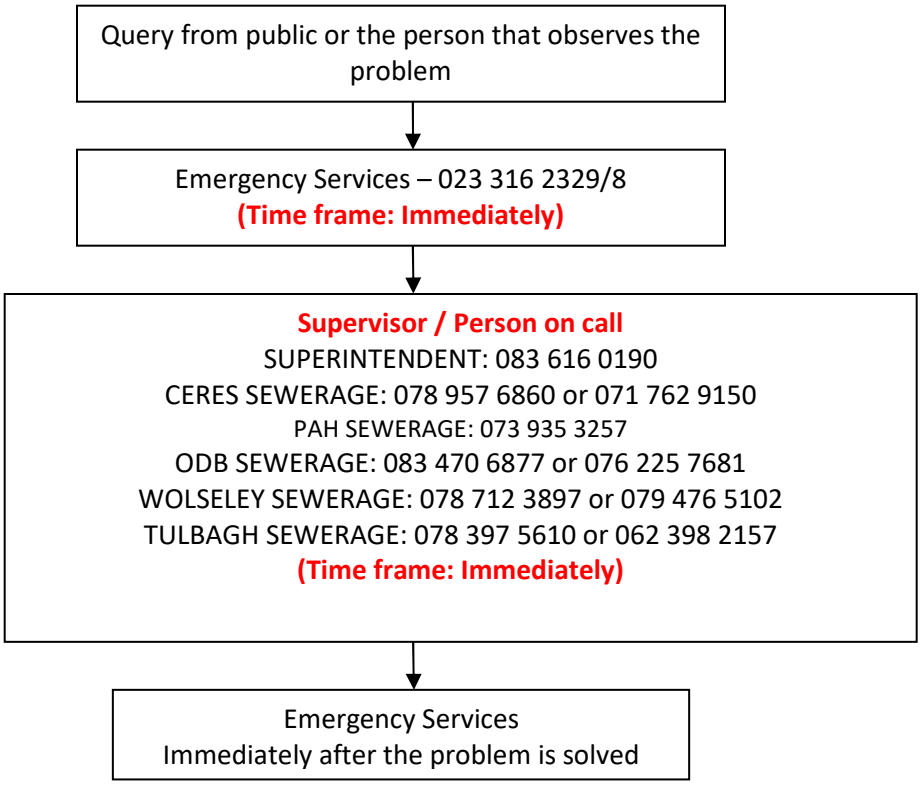
With ***pipe failures*** leading to uncontrolled discharge, we will apply immediate interventions to avoid significant threat to the community. We will take the following immediate steps:

- Immediately after the emergency was reported, the responsible network team will go out and rectify the problem.
- We will secure the discharge area in such a way that it is not accessible for the community especially children seeing that it poses a health risk.
- If any inconvenience caused e.g. traffic disturbance, we will have officials from the Traffic Department available to help.
- As soon as everything is in place and the problem solved, we will clear the whole area and see to that it is safe and poses no health risk.

Communication plans – We will see to the following:

- Key stake holders or affected are kept fully informed.
- Roles and responsibilities of individuals and organizations are clearly outlined to avoid miscommunication and duplication of effort.
- Timeous interventions will be taken to rectify the situation.

PROTOCOL STRUCTURE FOR THE DIFFERENT TYPES OF EMERGENCIES IN TERMS OF SEWERAGE – MINOR INCIDENT E.G. SEWER BLOCKAGE



As soon as the problem is solved, the responsible supervisor will contact the Emergency services where the query will be logged as from the start to the end and an emergency report will be available which is handed in with their monthly report at the end of each month to the Technicians: Water & Sewerage.

PROTOCOL STRUCTURE OF EMERGENCIES IN TERMS OF SEWERAGE – MORE SERIOUS INCIDENTS E.G. SEWER PIPE FAILURES

Query from Public or the person that observes the problem

↓

Emergency Services – 023 316 2329/8
(Time frame: Immediately)

↓

Supervisor / Person on call
SUPERINTENDENT: 083 616 0190
CERES SEWERAGE: 078 126 8205 or 071 762 9150
PAH SEWERAGE: 073 935 3257
ODB SEWERAGE: 083 470 6877 or 076 225 7681
WOLSELEY SEWERAGE: 078 712 3897 or 079 476 5102
TULBAGH SEWERAGE: 078 397 5610 or 062 398 2157
(Time frame: Immediately)

↓

Snr Technician: Water & Sewerage: 073 159 3929
(Time Frame: Immediately)
Technician: Water & Sewerage: 083 646 8994
(Time Frame: Immediately)

Senior Manager: Water & Sewerage: 071 670 3873
Just for notice, depends on the type or how crucial the Emergency is.
(Time Frame: Immediately)

As soon as the problem is solved, the responsible supervisor will contact the Emergency services where the query will be logged as from the start to the end and an emergency report will be available which is handed in with their monthly report at the end of each month to the Senior Technicians: Water & Sewerage.

PROTOCOL STRUCTURE OF EMERGENCIES IN TERMS OF SEWERAGE – SEVERE EMERGENCIES E.G. PUMP STATION FAILURES

Query from Public or the person that observes the problem

↓

Emergency Services – 023 316 2329/8
(Time frame: Immediately)

↓

Supervisor / Person on call
SUPERINTENDENT: 083 616 0190
CERES SEWERAGE: 078 957 6860 or 071 762 9150
PAH SEWERAGE: 073 935 3257
ODB SEWERAGE: 083 470 6877 or 076 225 7681
WOLSELEY SEWERAGE: 078 712 3897 or 079 476 5102
TULBAGH SEWERAGE: 078 397 5610 or 062 398 2157
(Time frame: Immediately)

↓

Snr Technician: Water & Sewerage: 073 159 3929 or
Technician: Water & Sewerage: 083 646 8994 **(Time frame: Immediately)**

↓

Senior Manager: Water & Sewerage: 071 670 3873
(Time Frame: Immediately)

↓

Director: Technical Services: 078 095 3365
(Time Frame: Immediately)

↓

Municipal Manager: 083 647 5909
(Time Frame: Immediately)

NB: The following parties are contacted by the Snr Manager: Water & Sewerage as soon as the Municipal Manager was informed of the severe emergency.

DWS responsible catchments area officials
(Nceba Ncaphayi)
021 950 7146
Are notified when the emergency is crucial and poses a health risks.

Catchment Management Area
(Elkerine / Rafique): 023 347 8131

Are notified when the emergency is crucial and poses a health risks

Media – are notified when all the important parties are aware and the emergency is crucial and poses a health risk, so the community must be informed

EXPLANATION OF THE ABOVEMENTIONED - WHEN AN EMERGENCY OCCURS:

- The person that observes the problem or imminent problem notifies the Emergency Centre where the people responsible are immediately being contacted. (The Superintendent or the Technicians: Water & Sewerage).

- Superintendent or Technicians: Water & Sewerage notifies the Snr Manager: Water & Sewerage (Nathan Jacobs)

- The Snr Manager: Water & Sewerage + Technicians: Water & Sewerage + Superintendent jointly investigate the situation (problem) and take appropriate actions to rectify this situation as a matter of urgency. This may include mobilizing internal technical personnel (electrician; fitter and turner) or external contractors. A list with contact numbers of the key personnel is provided.

- Mr Jacobs notifies the DWS, Western Cape Regional Office, Bellville in the event of serious incidents (see protocol for serious incidents below). Also the CMA and the contact person from the Water use Association. Cape Winelands District municipality is also informed.

- Operating personnel at the relevant treatment plant is notified of the problem(s) and remedial actions that are taken to normalize the situation.

- Nathan Jacobs draws up an Incident Report, which contains the following information:

    - Date of Incident
    - Date of Investigation
    - Investigator
    - Incident Description
    - Circumstances which lead to the Incident
    - Investigation Remarks
    - Action Taken
    - Recommended Steps to Prevent a Recurrence
    - Name of Person Compiling the Report

WITZENBERG MUNICIPALITY – WASTE WATER INCIDENT MANAGEMENT PROTOCOL CONTACTS REQUIRED RESPONSE TIME IS 24HRS OF RESULTS RELEASED EMERGENCY SERVICES – 023 316 2329				
	POST	**NAME**	**TEL NO**	**CELL NO**
	TECHNICAL DEPARTMENT			
	DIRECTOR: TECHNICAL DEPT	JOSEPH BARNARD	023 316 8540	078 095 3365
	MANAGER: WATER & SEWERAGE	NATHAN JACOBS	023 316 8540	071 670 3873
	SNR TECHNICIAN: WATER & SEWERAGE	STEPHANIE FARMER	023 316 8540	073 159 3929
	TECHNICIAN: WATER & SEWERAGE	MARQUIN PIETERSE	023 316 8540	083 646 8994
	SUPERINTENDENT: WITZENBERG	WILLEM MEPOMIE	023 316 8540	083 616 0190
	CERES WWTW			
	FOREMAN	ABRAHAM DANIELS	023 316 1533	071 726 9150
	PROCESS CONTROLLER	ISRAEL MANYASHE	023 316 1533	
	CERES WW DISTRIBUTION			
	FOREMAN	ABRAHAM DANIELS	023 316 8540	071 726 9150
	FOREMAN	NICOLAS SAULS	023 316 8540	078 957 6860
	PAH WW DISTRIBUTION			
	SUPERVISOR	ADAM CARELSE	023 316 8540	073 935 3257
	OP-DIE-BERG WWTW			
	SUPERVISOR	ADAM CARELSE	023 316 8540	073 935 3257
	PROCESS CONTROLLER	ANDY NEL CEDRAS JOSEPHS	023 316 8540	083 470 6877 076 225 7681
	OP-DIE-BERG WW DISTRIBUTION			
	SUPERVISOR	ADAM CARELSE	023 316 8540	073 935 3257
	ASSISTANT	ANDY NEL CEDRAS JOSEPHS	023 316 8540	083 470 6877 076 225 7681
	TULBAGH WWTW			
	SUPERVISOR	FRANKLIN LEWIS GREG LOUW	023 316 8540	078 397 5610 062 398 2157
	PROCESS CONTROLLER	FAIZEL JUMATH	023 316 8540	079 070 7437
	TULBAGH WW DISTRIBUTION			
	SUPERVISOR	FRANKLIN LEWIS GREG LOUW	023 316 8540	078 397 5610 062 398 2157

	WOLSELEY WWTW			
	TEAM LEADER	ADRIAAN SWANEPOEL	023 316 8540	078 712 3897
	TEAM LEADER	JOHANNES NOBLE	023 316 8540	079 476 5102
	PROCESS CONTROLLER	APRIL MALGAS	023 316 8540	073 204 7313
	WOLSELEY WW DISTRIBUTION			
	TEAM LEADER	ADRIAAN SWANEPOEL	023 316 8540	078 712 3897
	TEAM LEADER	JOHANNES NOBLE	023 316 8540	079 476 5102
	STORMWATER			
	SNR MANAGER: STORMWATER	ELTON LINTNAAR	023 316 8540	071 670 6761
	TECHNICAL SUPPORT & MAINTENANCE			
	SENIOR MANAGER: ELECTRIC	PIERRE VAN DEN HEEVER	023 316 8540	076 473 4380
	INSTRUMENT TECHNICIANS	VOX ELECTRIC		083 262 2468
		GW TRAUTMANN		082 569 3978
		HSM	021 551 0660	082 764 0800
		PENINSULA WATER TREATMENT		082 970 0700
		TRICOM	021 948 8636	082 578 3075
	ACCREDITED LABARATORY	AL ABBOTT	021 448 6340	083 326 3887
	DEPARTMENT OF WATER & SANITATION			
	BELLVILLE OFFICE	NATASHA DAVIS-WOLMARANS	021 941 6192	082 908 6023
	DOWNSTREAM USERS: WATER USE ASSOCIATION	SCHALK VAN NIEKERK	023 230 1401	
	CATCHMENT MANAGEMENT AREA	ELKERINE ROSSOUW	023 347 8131	071 685 5444
	CAPE WINELANDS DISTRICT MUN	THERESA DAVIDS	023 312 3111	
	LOCAL NEWS PAPER: WITZENBERG HERALD	FRANCOIS SNYMAN	023 316 2021	
	SAPD		10111	
	FIRE DEPARTMENT		023 312 3111	
	HOSPITAL		023 316 9600	
	AMBULANCE		10177	

The Emergency Management Team should include the following:

- WSA Water Services Manager
- WSA Water Works Operations
- Local Government (DPLG)
- DWS Regional Office
- Department of Health
- District Municipality Environmental Health Officers
- Provincial Disaster Management Unit

ALERT LEVELS FOR WASTE WATER TREATMENT – FINAL EFFLUENT REQUIREMENTS

GENERAL STANDARDS		**SPECIAL STANDARDS**	
COD mg/L	75	COD mg/L	30
TSS mg/L	25	TSS mg/L	10
pH	5.5 – 9.5	pH	5.5 – 7.5
EC mS/m	150	EC mS/m	100
AMMONIA mg/L as N	6	AMMONIA mg/L as N	2
NITRATE mg/L as N	15	NITRATE mg/L as N	1.5
ORTHO – PHOSPHATES mg/L as P	10	ORTHO – PHOSPHATES mg/L as P	1
FAECAL COLIFORMS	1000	FAECAL COLIFORMS	0

Alert Levels and Response Protocol

OPERATIONAL ALERT LEVELS

Operational Samples	Alert Levels		Actions to be taken
WASTEWATER TREATMENT WORKS			
Raw inlet	COD > **1000** mg/L Ammonia > **100** mg/L as N **5.5** > pH > **9.5** EC > **150** mS/m Settl. solids > **20** mL/L	Cd > **0.005** mg/L Cr > **0.05** mg/L Cu > **0.01** mg/L Zn > **0.1** mg/L Pb > **0.01** mg/L	• Check for possible illegal industrial effluent discharge • Do more frequent measurements of DO levels, pH and MLSS in the activated sludge reactor
Raw inlet settled	COD > **400** mg/L		• Check operation of PST (faulty scrapers; blockages) • Check for oils and fats on the water surface
Activated sludge reactor	DO < **0.5** mg/L		• Increase aeration capacity or cycles
	MLSS < **2000** mg/L		• Reduce discharge of WAS and allow MLSS – levels to increase to 4000 mg/L
	MLSS > **6000** mg/L		• Gradually waste more sludge on a daily basis to reduce the MLSS to 4000 mg/L
	pH < **7.0**		• Add lime to the inlet works to maintain the pH in the reactor at 7.0 or slightly above
Secondary settling tanks	COD > **75** mg/L		• Check for sludge carry – over from secondary settling tanks • Check RAS recycle rates • Check for bulking sludge • Check for rising sludge ***Take actions to rectify as appropriate***

EXAMPLE OF ALERT LEVEL APPROACH:

Alert Level l

1. Classification of incident
    - High Faecal Coliforms
2. Effluent quality constituent and concentration
    - Chlorine levels are very low.
3. Risk / Implication
    - Poses a health risk
4. Required response time
    - Within 24hrs of result release.
5. Action
    - Verify chlorine levels and dosage
    - Do immediate resampling to confirm result.
    - If resample result confirms initial result, implement corrective action to rectify the incident.

    If the resample result exceeds the initial result, implement corrective action to rectify the incident and proceed to Alert Level ll.
6. Roles and parties involved
    - Accredited lab that are used
    - Technician: Water & Sewerage
    - Superintendent and Process controller

Alert Level ll

1. Classification of incident
    - Faecal Coliforms exceeds the required limits >1000
2. Effluent quality constituent and concentration
    - Verify chlorine levels and dosage
3. Risk / Implication
    - Poses a health risk
4. Required response time
    - Within 24hrs of Alert Level l's result release

5. Action
    - Verify chlorine levels and dosage
    - Undertake additional monitoring as required with an increased frequency to reasons for failure.
    - Implement corrective action.

    If the resample result exceeds concentrations of Alert Level ll, *proceed to Alert Level lll.*
6. Roles and parties involved
    - Accredited lab that are used
    - Manager: Water & Sewerage
    - Technician: Water & Sewerage
    - Superintendent and Process controller

Alert Level lll

1. Classification of incident
    - Faecal Coliforms exceeds the required limits >1000 and discharged into water source.
2. Effluent quality constituent and concentration
    - Verify chlorine levels and dosage
3. Risk / Implication
    - Poses a health risk
4. Required response time
    - Immediate
5. Action
    - Implement Level l – Level ll
    - Communicate risks to DWA and CMA
    - Inform Irrigation boards and downstream users and alert not to use water for any use.
    - Do additional monitoring once the cause of the incident has been identified and rectified.
    - Notification of community advising of the end of the emergency.
    - Assess required preventative action to reduce the likelihood of the incident recurring.
    - Prepare a report to document and close the incident.
    - Review and update Incident and Management Protocol.

6. Roles and parties involved
    - Accredited lab that are used
    - Manager: Water & Sewerage
    - Director: Technical Services
    - Municipal Manager
    - Technician: Water & Sewerage
    - Superintendent and Process controller

Documentation of emergency events and actions taken in response to these events will help plan future emergency responses. A record of all significant emergency events should be kept.

EXAMPLE OF MAINTENANCE LOG BOOK:

WITZENBERG MUNICIPALITY				
CERES WWTW - MAINTENANCE LOGBOOK		**PROCESS CONTROLLER -**	**MONTH -**	
DATE	**CONTRACTOR**	**DESCRIPTION OF WORKS**	**VALUE OF WORK**	**ORDER NUMBER**

EXAMPLE OF INCIDENT REGISTER:

WITZENBERG MUNICIPALITY								
INCIDENT REGISTER - WASTEWATER (TREATMENT WORKS AND DISTRIBUTION)								
DATE	**TIME**	**DESCRIPTION OF INCIDENT**	**CONSEQUENCES OF THE INCIDENT**	**LENGTH OF TIME OF INCIDENT**	**LOCATION WHERE INCIDENT OCCURRED**	**REPORTED BY**	**REPORTED TO**	**ACTIONS TAKEN BY PC / PERSONNEL INVOLVED**

WITZENBERG MUNICIPALITY

NOTICE OF DISCHARGE OF UNTREATED SEWAGE

September 2018

EXAMPLE

Ceres had a discharge of untreated sewage from a pump station located at the …….. of approximately …… litres. The discharge was first discovered on September 1, 2010 at 14H00 and lasted approximately 3 hours. The untreated wastewater entered the Dwars River and was the result of an electrical failure that causes the pump motor to become inoperative. The pump motor was replaced to prevent further discharge.
Witzenberg Municipality contacted health and regulatory agencies about the discharge.

For more information, please contact Witzenberg Municipality's Snr Manager: Water & Sewerage at 023 316 8540.

Serious accidents

Eye Incidents

- The eye must be washed with water, repeatedly for ten to fifteen minutes.
- Water can be splashed from a running tap or a wash-bottle.
- The patient can then have water run through the affected eye(s) until reaching a doctor for medical treatment.

Bleeding

- Small cuts should be washed out with water and antiseptic solution and a plaster applied.
- If bleeding is heavy, a pad should be applied over the cut, and kept there with hand pressure.
- If the pad becomes saturated with blood, add another pad on top of the first, which should not be removed.
- A tourniquet must not be applied. Try and raise the wound above the general level of the body to discourage the flow of blood to the specific area.
- Expert medical care must be obtained.

Chemical Burns

- Drench the skin with water.
- In case of a blistering, a doctor must be consulted.

Electrical Burns

- Turn off the power supply at the main switch, if possible.
- Then treat as for heat burns.

Heat Burns

- Should be cooled as soon as possible, preferably by immersion in cool or tepid water.
- If the skin has first degree burns (reddening), medical advice may be sought.
- If there are second degree burns (blistering), medical advice should be sought.
- If there are third degree burns (destruction of superficial layer of skin), medical attention must be obtained.
- If clothing burns onto the skin it must not be removed, and expert medical care must be obtained as soon as possible.

Fire Burns

- If a person's clothing ignite, the victim should lie down, burning side up (which protects the neck and head).
- The person should then immediately be covered with a fire blanket (or clothing soaked in water) and the flames smotered.
- Do not remove clothing which is burned to the body.

- Treat for shock and obtain medical care as soon as possible.

Shock

- The patient should be kept warm and resting, and a warm sweet drink may be given if there is no possibility that an anaesthetic might have to be applied later.
- A person who faints should lie down with feet slightly raised, and kept warm.
- If consciousness is not regained within a few minutes, the person should be turned to lie on his/her stomach, with the head placed so that any liquid can run out of the mouth.
- A doctor must be summoned.
- If breathing stops, then artificial respiration must be applied.

Poisoning

- This is caused by swallowing strong acid or alkali.
- Treatment consist of rinsing the mouth immediately, followed by copious draughts of water.
- If acid has been swallowed, milk of magnesia should be given.
- For alkali poisoning, very dilute acetic acid should be administered.
- Vomiting should not be encourage and obtain medical care immediately.

Appendix C
Green Drop Scorecard

A	0.0%	*Responsible Authority / Owner*	Witzenberg LM	*Wastewater System*	Op de Berg		#REF!
B	0.0%	*Type System*	Advanced	*Town(s) / Area(s) / Village(s) served*	Op-die-Berg		
C	0.0%	*Receiving River / Stream*	Klein Vlei River	*Catchment Management Area*	Breede-Gouritz		
D	0.0%	*Population Served*	7,773	*Location Coordinates (South)*	33°01' 04.00"	*System Type:*	
E	0.0%	*No. of Pump Stations in System*	2	*Location Coordination (East)*	19°18' 38.00"		Advanced

Key Performance Area		Sub-KPA	Sub-weight	Green Drop Requirement	Scoring Information	System's Information		Audit Comment	Audit Score	KPA Score
A	Capacity Management *(15%)*	**A1) Registration of Wastewater Treatment Plant**	20%	The wastewater treatment facility is registered as per the requirements of Regulation 2834 or draft Reg. 813 (Draft Reg 813 consider for bonus)		Class of Works	E	The Wastewater System is classified as Class E approved on 21 January 2021		***KPA A***
		A2) Registration of Process Controllers and Supervisor	20%	a) Copies of Registration Certificates of Process Controllers and Supervisor(s) b) Copies of the classification certificates of all process controllers/operators and supervisors/superintendents must be uploaded on the IRIS; c) Compliance with Regulation 2834 coupled with shift details, or compliance with draft Reg 813 - in both cases must comply ≥50% for each shift); WSI must indicate shift patterns or measures in place when a shift does not comply with Regulatory Process Control requirements. d) WSI must indicate process controllers and/or supervisors that are 'shared' across different plants/sites.		# of PCs / Shifts Reg. Requirement (Reg 813) +1 **Number** of Shifts (Status) **Number** of PCs Complying **Number** of Supervisors Complying	1 1 2 1	a) Registration Certificates of Process Controllers and Supervisor(s) on IRIS b) Classifications of process controllers certificates uploaded on IRIS **Process Controllers** 1. Andre Benjamin Nel- Class IV 2. Cedras Daniel Joseph - Class III 3. Marquin Lee-Olin Pieterse Class IV **Supervisor** 1. Stephanie Julianne Farmer- Class V **Inspector** Jacobs Nathan + Manyashe Minenzima Israel c) 1 Shift (day shift) d) WSI must indicate process controllers and/or supervisors that are 'shared' across different plants/sites (shared supervisors and inspectors) Class V (1) = 1 x Class V approved (Stephanie Farmer) (Supervisor) Inspector = Class IV = Marquin Pieterse **Mod Comm:** **Requires Clas I Sup and I*Class 0. The system complies with (a) (b) (c) because of 1 shift arrangment, for a Class E works, relaxation of the requirements not to include a plus 1 for each PC class required . Scores remained unchanged**		*15%*
		A3) Maintenance Capacity	20%	a) Evidence of Maintenance Team used for general maintenance work at the plant & pump-stations (both mechanical and electrical) - (Internal or evidence of Outsourced Term Contract) b) Information on in-house staff (or organogram) and/or external Contractor/s c) Provide proof of competency of team (Qualification & Experience & Trade-test) d) Provide a site specific operation and maintenance schedule (routine / scheduled) e) Contract or Logbook with maintenance entries to serve as evidence of maintenance & repairs. *Note: C&I - control instrumentation resorts under 'electrical'.*		Maintenance arrangement for this WWTW	Internal+Term Contract	a) **"Internal team"** Mechanical: Nicholas Pauls - Plumber (adequate qualifications uploaded and valid) Electrical: A. Karma, A. Pharo, K. Damo (adequate qualifications uploaded and valid) **"External Team"** (Mechanical and Electrical) (pumps + STP maintenance) + Tricom (Fire water systesm) Maintenance Term Contract in addition, the WSI has a maintenance term contract with Viking Pony Africa Pumps Pty Ltd for Electrical and mechanical maintenance Contract has been provided on IRIS" b) In house organogram uploaded on IRIS and with certificates c) Certificates uploaded on IRIS d) Specific O&M manual available e) Maintenance logbook entries noted on site during site visit to the works		**0.0%**
		A4) Engineering Management Capacity	20%	Number of Engineering Staff available in the WSI taking responsibility for Maintenance Planning and General Asset Management: a) 1X Engineering Technician, b) 1 X Engineering Technologist c) 1 X Engineer, or d) More than one of the above.		**No.** of Eng. Technicians in employ: **Number Only.** **No.** of Eng. Technologists in employ **No.** of Engineers in employ	5 1 1	a) Stephanie Farmer - National Diploma (Civil Eng) N. Jacobs - National Diploma (Civil Eng) Elton Lintnaar - Stormwater - National Diploma P. Vd Heefer - National. Diploma (Electrical) Zimasa Chabeli - Stormwater - Nat Dipl b) J. Barnard - B. Tech (Civil Eng) c) D. Greef - B. Eng + Pr. Eng All qualifications have been uploaded on IRIS		
		A5) *(Advanced Systems Only)* **Scientific Capacity (Sampling and Laboratory Information Management)**	20%	Number of Scientific Staff appointed for the management of wastewater treatment management, incl sampling and analyses: a) 1 X Candidate Scientist b) 1 X Professional Scientist, or c) More than one of the above.		**No.** of Scientists in employ	2	WSA has no scientists internally, however, contracted AL Abbott who has a scientist who come once a month to all WWTW (certificate of accreditation on IRIS) 1. Mrs N Van Binsbergen 2. Mr JL Da Silva Appointment letter with AL Abott in place (From March 2019 - 2022)		

B	Environmental Management *(15%)*	**B1) Wastewater Risk Management**	30%	a) A Risk Register available on all risks posed by the wastewater collection and treatment processes to the immediate environment (not older than 3 years) b) A Wastewater Risk Abatement Plan is the more advanced standard, but will only be accepted if not older than 3 years, and approved by Management. - A practical and site specific W_2RAP is in place which describes the system, identify and prioritize risks, with measures to mitigate inefficiencies/inadequacies that result in non-compliance - Implementation evidence and proof of management commitment c) Implementation evidence and proof of management commitment. Providing evidence of risk mitigation (identified during the audit period)		Environmental Risk Management Arrangement	W2RAP & Implemented	The W2RAP is in place and implemented a) WRAP issued for in June 2021 - signed/approval page has been uploaded b) Proof of implementation is evident (document of implementation noted as CCR sheet) WSA is doing a great job in addresing the issues noted on the risk abatement plan The following has been achieved as Part of Risk Implementation Manholes have been covered Pumpstation has been maintained The treatment facility has been fenced Health and Safety signs have been installed		*KPA B* *15%*
		B2) Operational Monitoring	10%	Details of Operational Monitoring: a) Proof of Operational Monitoring sites, determinands and frequency b) Samples must include: i) inflow (raw), ii) outflow (final), iii) process flows, v) sludge streams c) Determinands monitored d) As per Authorization or as per Good Practice per technology type e) Frequency: as per Authorization or Good Practice.				Proof of Operational Monitoring provided on IRIS does not have information. WSA must upload the proper operational monitoring		
		B3) Compliance Monitoring (Effluent)	20%	Details of Compliance Monitoring (For ALL Effluent Discharges). a) Sampling sites/locations as per Authorisation b) Determinands as per Authorisation. (This would include determinands not categorised as Microbiological, Chemical or Physical, eg SAR, biomonitoring, toxicology, heavy metals, etc.) c) Sampling frequency occurs as per Authorisation requirements *Note1: For zero-effluent treatment systems - still need to monitor for impact on catchment / environment (for both lined and unlined systems). Where oxidation ponds are producing effluent for irrigational purposes then General Limits apply* *Note 2: A monitoring programme alone will not be sufficient to obtain full score; Analyses results*				Compliance monitoring of effluent is done and exceeds the requirements of permit. Sampling isdone monthly. Determinants monitored includes Chemical, Microbiological and physical. Effluent compliancemonitoring is done by Al Abbott and Associates		
		B4) *(Advanced Systems Only)* **Sludge Classification and Monitoring**	20%	a) Provide Sludge Treatment Monitoring Programme (location, determinands and frequency) b) Provide sludge monitoring results c) Sludge Management Plan.		Sludge Treatment	Solar / Thermal Drying Beds	Sludge is discharged on an offsite (Landfill) Sludge plan uploaded - August 2021		**0.0%**
						Sludge Management Option Applied	Off-site Disposal			
		B5) Laboratory Credibility	20%	a) Name laboratory(s) for operational analysis (in-house or on-site) and lab for compliance analysis/checks (in-house or external) b1) Certificate of Accreditation for applicable methods b2) Or Z-scores results following participation a recognised Proficiency Testing Scheme (–2 ≥ z-score ≥ 2 are unacceptable) b3) Or proof of intra- and Inter-laboratory proficiency (quality assurance as prescribed in *Standard Methods*) c) Proof of turn-around time from time of sampling to release of results, to allow for proper process control (<5 days for operational samples)		Name of Laboratory used for Compliance Monitoring	AL ABBOTT	a) There is an inhouse laboratory, and that operational monitoring is taking place, external laboratory used for compliance is AL Abbott (SANAS acredited) b) Certificate of accreditation uploaded on IRIS (valid - until 2025 with facility number T0276) c) Turn around time (5 - 6 days) (as noted on the certifcate of analysis)		
						Z-score if applicable	0.00			
C	Financial Management *(20%)*	**Wastewater Operations and Maintenance Cost Determination done:** i) Per Wastewater System; or ii) For Municipal Wastewater business as a whole; or iii) Not Done at all			**For Wastewater business as a whole;**			The Wastewater O&M cost determination was done per wastewater system		*KPA C*
		C1) Wastewater Operations Cost Determination	30%	a) Municipality / WSI must provide evidence of a proper O&M cost determination for the entire wastewater system (network, pumpstations, treatment works) This must at least incl: i) Energy Consumption ii) Compensation of Employees iii) Chemical cost iv) Maintenance Cost b) Provide an operational cost determination per m^3 treated. *Note: Municipal cost sheets are inconsistent in terms of 'including or excluding' interest and redemption cost on capital loans. To ensure standardised approach, the GD21 audit will consider and capture cost excluding I&R*		Cost determination status	Inadequate Determination	Budget in place Approval of municipal budget uploaded The cost determination has been done although the correlation between budget per plant and R/m3 needs to be verified. There are cost determinants and information available.		*20%*
						O&M (system) budget determined - expressed as Rand per volume wastewater treated (Rand/m^3)	R 5.91			
		C2) Energy Demand	10%	WSI is able to provide DWS with proof of Energy Efficiency Management by providing: a) Energy demand data: Past 3-year data on Specific Power Consumption (SPC) (in kWh/m^3) for the WWTW b) Energy unit cost / tariffs (R/kWh) used to calculate the system's energy use c) Energy cost for the specific WWTW in Rand per m^3 treated		Specific Power Consumption (SPC) expressed as kWh/m^3 - average over past 12 months	0.00	No specific power determinant for past 3 years. R/kW energy unit cost provided per system with 3 years tarrif and the increase in cost per WWTW. Energy metered and specifics recorded, but no Kw/m3 determinant displayed.		
		C3) Operations & Maintenance Budget	10%	WSI to provide proof of the wastewater system O&M Budget per annum - for the sewer network and treatment works		System O&M Budget expressed in **R'000/annum**	R 604,073.86	Budget in place - needs identification (ie: which sites) and reference to approved Municipal budget.		**0.0%**
		C4) Operations & Maintenance Expenditure	30%	WSI to provide proof of the wastewater system O&M expenditure per annum		System Expenditure expressed in **R'000/annum**	R 556,282.19	Budget in place - needs identification (ie: which sites) and reference to approved Municipal budget.		
				Comparing Expenditure/m^3 vs Cost Determined/m^3 (actual vs planned O&M)		O&M (system) actual expenditure expressed in R/m^3	R 6.02			
						Shortfall per m^3 treated (Rand)	R -0.11			
		C5) *(Advanced Systems Only)* **Supply Chain Management of Services and Treatment Products**	20%	a) WSI must provide proof of approved contracts for outsourced services for the sewer network (i.e. maintenance, spares) and treatment (chemicals, maintenance, calibration).				The WSI outsourced contract from the following providers: 1. Chloro Cape Pty Ltd - Chemicals Supply 2. ACS Services Pty Ltd - Chemicals Supply 3. Mometek Trading CC - Chemicals Supply 4. Viking Pony Africa Pumps - Electrical and mechanical maintenance 5. West Coast Skies Services - Chemical Supply 6. AL Abott All proof of the contractors uploaded		

D	Technical Management (20%)	**D1) Wastewater Treatment Works Design Capacity Management**	20%	a) Documented design capacity *(hydraulic and organic)* of the wastewater treatment facility 1. Design capacity as Average Dry Weather Flow (ADWF) and COD load to the plant and b) Documented daily receiving flows over 12 months of assessed period (ideally ≤ than design capacity) 1. Evidence of daily flows and subsequent calculated averages. Measurement method to be explained 2. Evidence of peak wet weather flow to plant during rain events. Recording of rain events & volumes & inflow 3. Evidence of minimum night flow (minimum monitoring: monthly) 4. WSI is required to provide motivation/proof of accuracy of meter readings (calibration or verification) c) Monitoring of outflow volumes (available records).		Type of Inflow measurement	Flume with Ultrasonic	Average Organic Load measured: 145mg/l Daily receiving flows of 12 months has been documented, interpreted and uploaded on IRIS a1) DC = 0.31Ml/d and Organic Loading_ 595 Kg COD/d (Source_O&M manual) b1) Documented daily flows 0.25 Ml/d (flow balances sheet by the municipality details uploaded on IRIS)) b2) Peak wet weather flow 0.9 Ml/d (source_12 months daily flow records) b3) Are there night flows data despite only day shift in place - WSA to confirm this? b4) Info on inlet and outflow meter veification (on IRIS a quatotation is loaded from Tricom Africa) was this done? Need cerfificate of calibration or proof? Tricom Africa) was this done? c) WSA has provivded outflow volumes that are monitored (spreasdsheet uploaded showing typical average **Score reduced to 75%, Lead Insp pls provide proof of documented design capacities/peak wet weather and minimum night flows in order to improve scores**		***KPA D*** *20%* **0.0%**
						WWTW Installed Design Capacity (Ml/d)	0.31			
						Available Capacity (e.g. installed capacity minus reduced capacity by way of decommissioning / mothballing / dysfunctional process units)	0.3			
						Annual (ADWF) Daily Operational flow (Ml/d)	0.25			
						Peak Production under Wet Weather Flow on any given day (Ml/d)	0.9			
						WWTW Operation expressed in % (i.t.o. Installed Design Capacity)	81%			
		D2) Process Audit	25%	a-1) Condition Assessment report (conducted by a qualified engineering/technical/scientific municipal official). Evidence required of audit findings and recommendations on treatment facility status (Jul '19 - to Oct '21) **OR** a-2) Process Audit report (conducted by a duly qualified independent professional person) to include the (design) capability of the plant to meet compliance standards, as well as actual performance of unit processes (Period: Jul '15 to Oct '21). b) Evidence/plan of implementation of a-1 or a-2 audit recommendations during year(s) following Audit Report *Note: Cross-check if findings (risks) and recommendations (corrective measures) have been incorporated in W $_2$ RAP)*		Process Audit or Condition Assessment	Process Audit	Site process comments report - 2018/05/01 High level scope opinion report on the systems also evluating the process performance with recommendations. Process audit in place, conducted by AL Abbott dated June 2020 - June 2021 Report covers, hydraulic design and organic. Report also highlitghts monthly evaluation of reduction in key elemented in order to determine the process performance. Process audit recommendations included on the risk abatement plan (e.g. some risks forms part of P6 upgrades s stated on the table of identified risks). **Moderator Comment:** **Are the contents of the report satisfying requirement a-2) and b of the requirements? Full score will be**		
		D3) Sewer Main Inspection	25%	Site inspection and report on sewer reticulation network and pump station/s. Provide evidence in form of capacity and condition assessment/audit description, findings, and recommendations of system. Report to include a wastewater flow balance that provides evidence which % of total sewage is received at treatment plant. *Note: Cross-check if findings (risks) and recommendations (corrective measures) of Sewer Inspection Report have been incorporated in W $_2$ RAP* ***NB! Must report on Functionality of Pumpstations in the Sewer Collector System.***		Number of pump stations in sewer network system	2	Sewer Inspecti and pump station report was done by MNE OAK (Pty) Ltd in 2018. However, the WSI has provided a 2021 draft Sewer Master Plan. The sewer master plan makes a provision of cummulative sewer network of 194,6 km for all wastewater systems in Witzenberg Local Municipality. The sewer pipe lines are not expressed per wastewater system.		
						Total km of sewer pipe lines in the wastewater network system	7.00			
		D4) Wastewater Asset Register	15%	Updated Wastewater Infrastructure / Asset Register 1. Proof of Asset Register, evidence to be submitted. Asset register to include movable equipment & immovable infrastructure / assets with matching detail. The asset register must detail : a) relevant equipment and infrastructure b) asset description c) location d) condition e) remaining useful life f) replacement value		Total current asset value captured in the Asset Register for this Wastewater System (immovable) **in R'000**	R 40,266.00	Asert Audit Report done by WAM Technology in 2010 does not provide the asert value and the replacement value. However, the draft sewer master plan shows the asset replacement value of R40 266 000 in Op die Berg WWTW		
		D5) *(Advanced Systems Only)* **Bylaws and Enforcement (Local Regulation)**	15%	For Municipalities, provide proof of: a) Municipal Bylaws and b) Enforcement of the Bylaws and regulation of the municipal sewer system, incl the following elements: 1. industrial (trade) influent (volumes & quality) discharged into municipal system 2. package plants 3. decentralised systems 4. vacuum tank discharges 5. Spillages into the environment 6. Stormwater connections to sewer system. For DPW and Private Plants provide proof of: a) copy of the local municipal Bylaws b) evidence of compliance to relevant sections.		Wastewater Influent Comprises of:	Domestic & Commercial	Bylaws are in place and enforced. The proof of Bylaws enforcement has been uploaded on IRIS. The Bylaws include the elements of Industries, spilages into environment, vacuum tank discharges **Mod Comm:** **scoring of by-laws supported. comments smilar for other systems.**		
						Bylaws Status	Bylaws in place & Enforced			

E	Effluent and Sludge Quality Compliance (30%)	E1) Monitoring Data Submission to DWS	15%	1. 12 months of Compliance Monitoring data submitted to DWS on the IRIS (Or as per Authorisation @ Basic System) 2. Frequency: Monthly Submission (or as per Authorisation) 3. WSA must ensure that 12 months' sets of results are submitted and recorded on the IRIS				12 months compliance data has been uploaded on IRIS 1. 12 Months data loaded on IRIS 2. Monthly submitted in line with WUA presented 3. data submitted prior to the date of assessment		KPA E 30% 0.0%
		E2) Water Use Authorisation	15%	(a) Copy of authorisation, detailing Effluent Quality Standards. Note to Inspector: List Standards to comply with (GA or License Conditions)		Authorisation Status	Permit	Very old authorisation - same as other systems issues.		
		E3) Effluent Quality Complaince	50%	a) 90% Microbiological Compliance (e.g. E coli; Feacal coliforms) b) 90% Chemical Compliance (e.g. COD, Ammonia, Nitrogen, Nitrate, Nitrite, Chlorine, Ortho-Phosphates, Fluoride, Arsenic, Cadmium, Copper, Manganese, Iron, Selenium, Zinc, Boron, etc.) c) 90% Physical Compliance (e.g. pH, Suspended Solids, Electrical Conductivity, Soap, Oil or Grease (FOG), etc.)		Microbiological Compliance % *(insert data in G74)* Chemical Compliance % *(insert data in G76)* Physical Compliance % *(insert data in G79)*	100% 94% 97%	The Wastewater Systems Complies with criteria E1 and E2 Microbiological, chemical and physical determinants are being complied to **Mod Comm:** **WSA work is commendable for the compliance achieved. Well done!!!**		
		E4) *(Advanced Systems Only)* Sludge Quality Compliance	20%	1.) The WSI must proof that sludge is classified as per WRC sludge Guideline 2) Proof that sludge is applied/used as per classification.		Sludge Classification	C2a	1.) Sludge is tested and classified by AL Abbot as per WRC sludge Guideline 2) Proof that sludge is applied/used as per classification (currently sludge is stockpiled) , prior to discharge in landfill site) **Mod Comm**		
	1			Proportioned Bonus:	0.00%			Primary Green Drop Score (*incl. Penalties*):		0.0%
F	*Green Drop Bonusses*	F1) Process Control Training	15%	Proof of Process Controller and Supervisor staff being subjected to relevant training the past 24 months (Technical or Process Control related incl OHS). Training can be accredited or 'credible' training. Cross-polination and in-house training will be acknowledged as non-accredited capacity building.				The traning done by C. Joseph + A. Nel Dangerous goods and Asbestos training in November 2020.		KPA F 15% 0%
		F2) Stormwater Management	20%	Proof of a Stormwater Ingress Management Plan detailing how stormwater (and other extraneous flow eg groundwater) entry is quantified, managed and monitored to prevent entry to sewer systems. Plan should also include measures to prevent sewage from entering stormwater systems. Evidence of implementation required				Sewer Master plan in place Proof of implementaiton has been uploaded		
		F3) Water Demand Management	15%	Water Conservation and Water Demand Management Plan which provides a strategy and work plan that identify, quantify, monitor and manage leakages and water losses of any kind that (may) create an artificial water demand due to higher hydraulic loading of wastewater collection and treatment infrastructure. The bonus will be maximised should a wastewater flow balance be provided. *Note: A No Drop Assessment and Water Loss & NRW Management Plan will also be considered evidence - same detail as WCWDM required.*				Water demand management strategy in place (Witzenburg) and proof of implementaiton in place		
		F4) Capital Projects planned for upgrades or refurbishment of wastewater treatment and collector system	30%	Proof of approved business plans for upgrades or refurbishment – capture detail of capital investment: source of funding (MIG, WSIG, Municipal Capital Budget, etc.), amount, project, expected outcome (capacity increase, functional disinfection, added pond, etc.)		CAPEX: Total value of BP Project(s) in R'000	R 11,320.00	The CAPEX budget od Network replacement, Security upgrade, bulk sewer pipe and WWTWs refurbishment is in place (source funding???)		
		F5) Sludge Reuse	10%	Provide proof of plant-specific initiatives that contribute to wastewater resource recovery and climate resilience objectives: energy efficiency, energy generation, beneficial use of sludge, effluent, nutrients, etc. A full score will be awarded if the reduced footprint can be demonstrated by way of the saved CO_2 equavalent.		CO_2 eq saved (kiloton)	0	None		
		F6) Additional Impact Monitoring	10%	Provide proof of plant-specific monitoring of environmental or control sites/location, e.g. groundwater, Up-stream / Down Stream monitoring, and soil a		Impact Monitoring Done	Upstream + Downstream	Op-die-berg upstream and downstream monitoring as well as Ground water monitoring (drinking boreholes)		
G	*Green Drop Penalties* *15%*	G1) Wastewater Treatment Works operating beyond hydraulic design capacity	-50%	See D1. *Note: if the plant operates above its installed capacity, but the effluent quality complies on ALL 3 categories, only 50% of the penalty will be applied.*				The Wastewater System is operating at 74%, no penalty		0% 15% *G: Penalty*
		G2) Any Sewer Collector & Pumpstation dysfunctionality causing long term spillage	-50%	See D3. *Note: Should a WSI have proof of a response to a reported spillage as per its own Incident Management Protocol, within 7 days, then the penalty will not apply. If evidence of a long term spill is observed during the Technical Site Assessment check of the network, a penalty will be applied, and possibly replictated to other systems in this WSI jurisdiction (Inspector discretion).*				N/A		
H	*Disqualifier*	H1) Withholding or false information		A Disqualifying Penalty will apply should the Department find proof during / post assessment that the WSI is guilty of an offence as per Section 82 of the Water Services Act, by only submitting partial information in order to present a false impression of WWQ performance and/or compliance.						
		H2) Directive Status		If any Directive was issued over the GD Assessment Period by the Department or Delegated Authority to the WSI for this specific WWTW and/or system, then the WSI should present proof of attempts made to adhere to Directive Requirements.	Failure to comply with H2 requirement will result in system score be red-flagged and/or amended at moderator level.				H2 Moderator score amendment	*0%*

In diversity there is beauty and there is strength.

MAYA ANGELOU

Document Prepared by:

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ENGINEERED.

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

MEMORANDUM

AAN / TO: Committe for Techncial Services

VAN / FROM: Director: Technical Services

DATUM / DATE: 24 May 2023

VERW. / REF.: 7/1/4/1 & 17/19/1

MUNICIPALITY
WITZENBERG
- 2 JUN 2023
MUNISIPALITEIT

LEASE OF ERF 23 TULBAGH TO TULBAGH RECYCLING

BACKGROUND

A letter was recieved from Mr. Jan Lambert, the owner of Tulbagh Recycling, for the lease of erf 23 Tulbagh, for the purposes of a recycling facility.

Letter attached as Annexure A.

DISCUSSION

Erf 23 is situated in Nuwe street close to the river. It is fenced off, with a building of about 125m2. The building facing Nuwe street has 3 garage doors and a entrance door and window facing Nuwe street. The building is not in use currently.

COMMENT

Town Planning

Erf 23 is as oopruimte gesoneer alhoewel die sonering bepaal kan word as "Owerheid" as die bestaande struktuur se historiese aanwending in ag geneem word.

'n Owerheid sonering maak voorsiening vir die voorstel maar slegs as dit deur die plaaslike regering bedryf word.

Die sonering kan egter nie aangewend word nie aangesien die voorstel vir 'n privaat bedryf is.

Die voorstel sal dus 'n aansoek om afwyking benodig.

Properties

Enter into a lease agreement for a period of 5 years.

Lease will be "voetstoots", leased as it is.

Security will be for the account of the lessee.

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

Public participation process to be followed. Advertise for public comment and or objections.

Water & Sewerage

No objection.

Streets & Stormwater

No objection.

Solid Waste & Cleansing

No objection as Mr Jan Lambert is doing recycling in the Tulbagh Valley and liaise with our Solid Waste and Cleansing department if there are any event in that area we contact him for recycling , we must have a meeting with him to discuss the housekeeping in a good and satisfactory manner..

Eletrotechnical Services

The erf in question is divided into 2 parts i.e.:

- The front part- property occupied and has a 3 phase, 40Amp connection with a conventional meter. The occupants only use the connection for 2 light bulbs and 1 plug.
- The second part- does not have power supply point. Building could not be verifed if it has an electrical installation inside due to lack of access.

The following should be noted:

- Only 1 connection per erf is allowed as per the bylaws.

- Should the second part of the premises not have an electrical installation, an electrical Contractor should be appointed to do the electrical installation and issue a COC after the completion of electrical work.
- Should an increase in capacity be required, it will be dependent on an investigation and Council decision to determine the available capacity.
- The applicant will be responsible for the costs of any electrical upgrading including electrical installation if required.

RECOMMENDATION

1. That a portion of erf 23 Tulbagh, as indicated on the map of the report submitted to the portfolio committee be leased to Jan Lambert for a period of 5 years on the following conditions:

a) That a departure application be submitted by the tenant for the use of the property zoned as authority, for the purposes of a recycling facility.
b) Lease will be "voetstoots", leased as it is.
c) Security will be for the account of the lessee.
d) Council to consider exemption of rental charges, on condition that we lease the building as it is, and that the lessee do all repair work to the building.
e) Public participation process to be followed. Advertise for public comment and or objections.
f) Should the second part of the premises not have an electrical installation, an electrical Contractor should be appointed by the tenant to do the electrical installation and issue a COC after the completion of electrical work.
g) The applicant will be responsible for the costs of any electrical upgrading including electrical installation if required.

J F BARNARD
DIRECTOR: TECHNICAL SERVICES

Tulbagh Recycling

11 Geelhout Street
Tulbagh, 6820
063 981 6501

REG: 2022/430656/07 - VAT: 9226052273

Goeie dag Meneer Barnard en Bestuur;
Hiermee rig ek weereens 'n versoek tot die gebruik van die eiendom geleë te Nuwe Straat vir herwinningsdoeleindes. (Sien meegaande foto van perseel)

Ek werk tans van my huis af en kan nie my diens verseker nie, want my spasie is te beperk.

Ek vertrou dat hierdie aansoek goedgunstig oorweeg sal word, sodat my geregistreerde herwinningsbesigheid volgehou kan word.

By voorbaat dank

.....

Jam Lambert - Eienaar
tulbaghrecyclingcompany@gmail.com
063 981 6501

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM –

AAN / TO: Municipal Manager

VAN / FROM: Director: Technical Services

DATUM / DATE: 7 February 2024

VERW. / REF.: 8/2/10/4

REPLACEMENT OF SEWER NETWORK – FABRIEK STREET – PIPE CRACKING – ADDITIONAL WORK ORDER.

Background

The project for the REPLACEMENT OF SEWER NETWORK – FABRIEK STREET was awarded to Trenchless Technologies, as per order numbers 177349 and 180252 according to estimated BOQ as measured at time of quotations.

During construction additional work had to be done, which was unforeseen in order to complete the replacement of the main sewer. These additional work includes additional excavations, backfilling and premix of road surface. These additional work was the result of:

- Heavy rain during the construction period. (Rainfall attached)
- Flooding of launch pit due to excessive rainfall.
- Existing sinkholes that was not visible or known during quotation stage. (photo's attached)
- Collapse of certain section of road due to sinkholes that was unknown, and excessive rainfall.
- Collapse of additional section of main sewer during construction which was not known.

Due to the nature of the replacement, the project could not be stopped halfway due to danger of possible damage to adjacent properties as a result of the existing sinkholes and excavations that was open, and the health hazard as a result of the existing main sewer not flowing.

Due to the urgency of the project no contingencies was initially allowed on the project. Project had to be done as an emergency due to the road collapsing as a result of the sinkholes.

Contractor indicated that the project is re-measurable due to urgency and unforeseen elements and cost, unknown at quotation stage.

The contractor has issued a notice of delay as per GCC clause 5.12.2.4 and 10.1.1.1 on 18 July 2023. Due to the ongoing nature of the delay it could not be quantified at that stage and could only be done on completion.

✉ 44 Ceres 6835 ☎ (023) 316 1854 ◑ (023) 316 1877 admin@witzenberg.gov.za

Financial implication

The original appoint for Trenchless Technologies was:

- Order 177349 – R 1 993 595.66 excluding VAT
- Order 180252 – R 699 967.30 excluding VAT

Cost of additional work amounts to R 536 074.01 excluding VAT

This additional cost is within the allowable expansion of 20% (R 538 712.59) on the original contract value due to unforeseen circumstances beyond the control of the contractor.

Request

The following is requested:

- *That the Accounting Officer approves Additional Works to the amount of R 536 074.01 (excl vat).*

Requested by

_____

N JACOBS
SENIOR MANAGER WATER AND SEWERAGE

J BARNARD
DIRECTOR: TECHNICAL SERVICES

Approved / Not Approved

D. NASSON
MUNICIPAL MANAGER

JOHANNESBURG

UNIT D3 SELBY INDUSTRIAL PARK
SELBY, 2001
P.O. BOX 87155
HOUGHTON, 2041
TEL: 011 – 643 3038
info@trenchless.co.za

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(PTY) LTD
2018/490435/07
Vat: 4410137568

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UNIT 5 MARVELLO PARK
12 MARVELLO ROAD
BELLVILLE SOUTH
7530
TEL: 083 212 4888
sam@trenchless.co.za

Witzenberg Municipality
Water and Sanitation Department
Dromedaris Street
Ceres
6835

Our reference: Quantities 4a
Your ref: Certificate 4a Quantities
Date: 7 February 2024

Attention: Nathan Jacobs

CONTRACT NO: 200490 – FABRIEK STREET SEWER PIPE REPLACEMENT: PIPE CRACKING

RE: SUMMARY OF ADDITIONAL QUANTITIES FOR CERTIFICATE 4A

Sir,

We herewith submit a summary of the additional quantities claimed under Certificate 4a.

Item	Description	Unit	Cert 4a Quantity	Motivation
M	Contractual Requirements	day	20.5	The additional 20.5 days for the extension of time for practical completion was required as a result of delays caused by the excessive rainfall and adverse weather conditions in the region. The 20.5-day quantity is applied to all time related items in the BOQ.
P	a) Office and storage sheds	day	20.5	
Q	e) ablution and latrine facilities	day	20.5	
R	g) Water supplies, electrical power	day	20.5	
BG	Complying with environmental	Day	20.5	
BJ	ii) Asphalt (Over 50mm thick)	m2	174.86	As a consequence of the flooding on site, due to the excessive rainfall, the excavated pits were flooded, causing saturation of the surrounding soil within the excavation. The saturated soil caused the sides of the excavation to collapse behind the shoring. The trench needed to be re-excavated to the widened size caused by the collapsing soil. Subsequently the asphalt needed to be removed to the same widened dimensions. This operation included the saw cutting of the asphalt. These quantities can also be verified by on site measurement.
BL	Saw Cutting – Asphalt	m	107.74	
BR	Earthworks (pipe trenches) – Excavations exceeding 3m	m3	239.56	Apart from the widening of the excavated pits caused by the

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BU	Compaction in road reserve	m3	10.9	collapsed soil (as a result of the flooding and rainfall), the initial quantities stipulated in the BOQ were less than the actual pit excavations required. Therefore, the quantities reflected in Cert 4a are based on actual site measurements taken upon completion of the works.
BX	Shoring of trench 3-4m	m2	206.92	
CA	Reinstate road surfaces a) 150mm G5 gravel subbase	m2	196.52	
CB	b) 150mm G4 gravel base	m2	196.52	
CC	c) Asphalt surfacing	m2	196.52	
CD	d) Tack coat	m2	196.52	

Should you require any additional information or documentation to support this claim, please do not hesitate to contact us.

Yours truly

NEIL VAN ROOYEN
For Trenchless Technologies cc

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Witzenberg Municipality
Water and Sanitation Department
Dromedaris Street
Ceres
6835

Our reference: Rainfall delays
Your ref: Certificate 4a
Date: 7 February 2024

Attention: Nathan Jacobs

CONTRACT NO: 200490 – FABRIEK STREET SEWER PIPE REPLACEMENT: PIPE CRACKING

RE: DELAYS DUE TO EXCESSIVE RAINFALL

Sir,

We herewith submit our motivation for an extension of time for the Practical Completion of the above project. The basis of this extension of time is the unforeseen and exceptionally high levels of rainfall experienced in the region during the construction period, which has significantly impeded progress and necessitated additional time to complete the project.

Rainfall Data

Rainfall data for Witzenberg Municipality (mm of rain)							
Year	**March**	**April**	**May**	**June**	**July**	**August**	**Total**
2022	16	58.4	55.2	176.4	42.5	130.9	479.4
2023	116.7	106.5	86.80	546.70	141.70	165.4	1163.80
Increase in rainfall	100.7	48.10	31.60	370.30	99.20	34.50	684.40
% increase	**629%**	**82%**	**57%**	**210%**	**233%**	**26%**	**170%**

The majority of the project work took place between March to August 2023. As per the rainfall data, the amount of rainfall recorded was significantly higher than the previous year (2022). Approximately 170% higher over that period. The increase in rainfall in March was 629%, with June and July having an increase of over 200% each.

Impact on progress

Despite implementing mitigation measures and deploying additional resources, the adverse weather conditions have rendered certain construction activities impracticable. The following activities were affected:

- **Site accessibility**: due to the flooding in the area, certain roads were inaccessible or closed which hindered material deliveries and the transportation of resources and personnel to site.
- **Excavation**: The heavy rainfall caused major flooding of the road infrastructure which made any excavation work impossible. Excavations which were already opened, flooded as a result of the rainfall

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and caused saturation and collapse of the surrounding soil within the excavated area. The delay to the excavation activities and the subsequent remediation of the flooded excavations had a significant impact on the overall project delays due to this being a critical item on the construction schedule.

- **Backfilling**: Compounding the excavation delays, the rainfall saturated all material on site, including the excavated soil which was required for the backfilling operation. This in conjunction with the lack of site accessibility (closed roads etc), meant that imported material could not be used and therefore the wet material needed to dry out on site before backfilling could resume.
- **Pipe Cracking:** As the excavations were flooded, the pipe cracking operation was delayed due to the heavy rainfall.
- **Welding:** The rainfall also delayed and disrupted the welding of the HDPE pipe.
- **Reinstatement:** the rainfall also delayed and disrupted the reinstatement work. Conversely, before any scheduled work could take place, the debris and damaged caused by the heavy rainfall needed to be remediated before any reinstatement work could commence – adding to the overall project delay.

Consequence of the delays

Taking the above delays into account, we calculated an extension of time for practical completion of **20.5** days. These additional days were included in our final Certificate 4a.

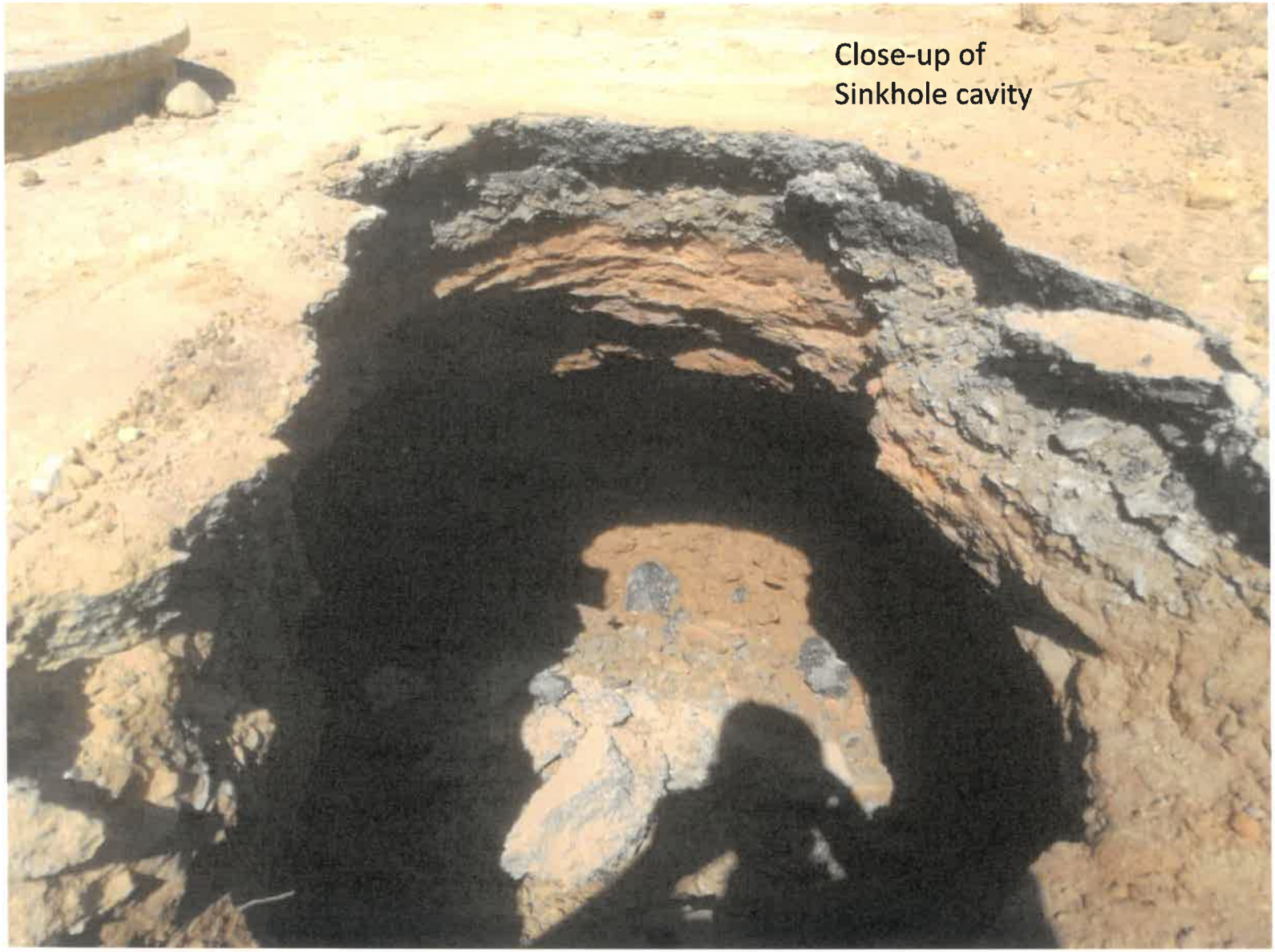
Should you require any additional information or documentation to support this claim, please do not hesitate to contact us.

Yours truly

NEIL VAN ROOYEN
For Trenchless Technologies cc

View of flooded excavations due to pipeline surcharging

Sink hole visible at the edge of the launch pit excavation


Close-up of
Sinkhole cavity

Sinkhole cavity
visible

Sink hole visible
behind manhole
Launch / Retrieval
pit excavation area

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

MEMORANDUM

AAN / TO: Municipal Manager

VAN / FROM: Director: Technical Services

DATUM / DATE: 15 May 2024

VERW. / REF.: 15/4/2/325

CONSTRUCTION AND REFUNDING OF EXTERNAL SERVICES: CERES MALL – ERF 9602 CERES

Purpose

To comment on the letter received from NAD Property Income Fund dated 8 April 2024. Letter attached as **annexure B**.

Background

On 18 December 2023 the application for the SDP & departures on the remainder of erf 9602, has been approved. Approval attached as **annexure C**.

On 5 January 2024 an appeal was received, based on the approval dated 18 December 2023, from IVAN PAUW & PARTERNS, on behalf of NAD Property Income Fund (Pty) Ltd., the registered owner of the Remaining Extent of erf 9602 Ceres and more specifically on the Calculation of Development Charges and set-off.

Various discussions were held between the Municipal Manager, Director: Technical Services and the developer regarding their appeal, trying to resolve the matter.

ON 8 April 2024 a letter was received from NAD Property Income Fund, indicating that they will withdraw their appeal based on certain conditions.

Their argument are as follows:
With the existing land use of industrial, certain bulk services should have been in place, for their proposed zoning of retail/shop.

The developer is not agreeing that they must pay for the upgrade of external bulk services , whilst the previous zoning of the property did allow for such bulk services.

The cost related to this upgrade (DC cost), calculated as per the municipal approved dc policy are as follows (See **annexure D** on the detail of the DC calculation):

- Total DC cost - R 11 724 454.89 (incl VAT).
- DC cost for external bulk services – R 5 452 268.20 (incl VAT)
- DC cost payable by developer – R 6 272 186.69 (incl VAT)

The property is zoned as Industry in terms of the Zoning Scheme. The zoning includes the following uses:

(i) an industrial hive;
(ii) builder's yard
(iii) service station;
(iv) transport usage;
(v) warehouse

(p. 67 of the Witzenberg Municipality: Zoning Scheme By-law, No 8351 of 13 November 2020)

The fact of the matter is that the mentioned property has never been used as per the zoning but was used by the Western Cape Roads Department as a camp and yard.

It follows that since the owner never developed the site for industrial purposes that the bulk services were never installed as per the zoning.

The developer is proposing the following:

The Applicant is willing to subject itself to an obligation to construct the external services (subject to terms and conditions to be agreed upon) on condition that provision be made for the repayment of same on one of the following basis:
3.1 Direct repayment over a period and on such terms as may be agreed upon of the amount by which the DC's are exceeded;
or…..
3.2 The creation of a rates credit against which the Municipality's obligation (less the DC's payable) can be set off for as long as it takes to liquidate the amount owing to NAD.

Recommendation

1. That the developer NAD Property Income Fund install all external bulk services, as per the approval letter dated 18 December 2023 .
2. That the value of the external bulk services will be set off against the applicable development charges.
3. That a Separate services agreement to be drawn up to deal with installation of bulk services by the developer.
4. That a property rates credit be allowed against erf 9602 CERES to NAD Property Income Fund equal to the amount of the external bulk services (R 5 452 268.20 (incl vat), to be constructed by the developer.

J F BARNARD
DIRECTOR: TECHNICAL SERVCIES

8 April 2024

THE MUNICIPAL MANAGER
WITZENBERG LOCAL MUNICIPALITY

FOR ATTENTION: MR DAVID NASSON
VIA EMAIL: david@witzenberg.gov.za

Dear Sir

RE: CONSTRUCTION AND REFUNDING OF EXTERNAL SERVICES: CERES MALL – ERF 9602 CERES

We refer to the meeting that took place in your Municipality's Technical Committee boardroom on Thursday the 4th of April 2024.

Kindly allow us to extend our sincere appreciation for your and your colleague's willingness to have met with us on relatively short notice, and the positive and constructive spirit in which the meeting took place.

We confirm that it was, *inter alia,* agreed that NAD will submit to your office a written proposal regarding the construction and upgrading of certain external municipal services by NAD's appointed contractors, and also the refunding to NAD by the Municipality of that component of the construction costs which exceeds the development contributions ("*DCs*") that REMAIN payable after the application of setoff.

Herewith then our proposals as requested:

1. **INTRODUCTION AND APPLICABLE LEGAL FRAMEWORK:**

1.1 In terms of Section 49(1) of the Spatial Planning and Land Use Management Act, Act 16 of 2013 ("*SPLUMA*") an Applicant (i.e. in this instance NAD) is responsible for the provision and installation of internal engineering services, whilst Section 49(2) determines that a Municipality is responsible for the provision of external engineering services.

Tel: +27 12 662 3411 | Fax: +27 12 662 4385 | E-mail: info@nad.bz
Main Rotor Building, 2180 Theron Street, Lyttelton Manor Ext 8, 0157 | PO Box 11918, Erasmuskloof, 0048, South Africa
NAD Property Income Fund Proprietary Limited | Reg No: 1995/009910/07 | Directors: JPJ van Niekerk / R Houghton

1.2 In Section 1 of SPLUMA, the concepts of internal and external engineering services are defined as follows:

> ***"Internal Engineering Service means an engineering service within the boundaries of a land area which is necessary for the use and development of the land area…"***

and…..

> ***"External Engineering Service means an engineering service situated outside the boundaries of a land area and which is necessary to serve the use and development of the land area."***

1.3 Section 81(1) of your Municipality's Land Use Planning By-Law ("*By-Law"*) confirms the above legal position *verbatim.*

1.4 The Witzenberg Municipality Development Charges Policy (approved by Council on 26 March 2019) provides as follows in paragraph 6.1.2 thereof:

> ***"SPLUMA. In terms of Section 49, an Applicant is responsible for the provision and installation of internal and link engineering services and the Municipality is responsible for the provision of external engineering services."*** [1] *as below*

1.5 SPLUMA, the By-Law and the Policy then make provision for the payment of contributions (DC'S) to the Municipality by an Applicant towards the costs incurred by a Municipality to construct and provide external services (as defined above) to a development area. In the aforesaid regard, Section 82(1) of the By-Law determines as follows:

> ***"The Applicant must pay development charges to the Municipality in respect of the provision of external services."***

1.6 The following extracts from Clause 7 of the Policy are instructive:

[1] Although a link service is, by definition, located outside the land development area and is installed to link a specific land development area with the municipal services infrastructure, such as access roads over municipal property, connector water and sewer pipelines and the like, NAD accepts the principle that it will be liable for the construction of link services and that same will herein form part of the concept of "*internal services"*.

1.6.1 Clause 7.2.1 of the Policy determines as follows:

> ***"Development charges will be levied through the land development approval process; thus the charge will be imposed by the Local Municipality as a condition of land development approval given by the Municipal Tribunal."*** [2] *as below*

1.6.2 Clause 7.2.2 of the Policy determines as follows:

> ***"Where the Municipal Planning Tribunal approves a land development application that gives rise to a more intensive use of land then it must obtain a determination from the Municipality of the development charge liability and impose that as a Condition of Approval."*** *** own emphasis*

1.7 The above provision is also given statutory effect by virtue of Section 82(4) of the By-Law that dictates as follows:

> ***"The date and means of development charges payable, must be specified in the Conditions of Approval …".***

1.8 SPLUMA, the By-Law and the Policy make specific provision for the construction by an Applicant of external services on behalf of the Municipality and that the certified cost of such construction or upgrades then be set-off against DCs that may be payable. What the aforesaid means is that, in the final analysis, the cost of the external upgrades are for the municipality's account. We quote the following from the Policy:

> ***"13.1 The Municipality may agree in writing that a developer installs all or part of the external engineering services, the value of which will be set-off against the applicable development charge."***

1.9 The DCs payable are calculated in accordance with a duly promulgated tariff of the Municipality (as contemplated in the Municipal Systems Act, Act 32 of 2000) and is based on any intensification of land uses (and consequently intensified demand on services) brought about by newly approved land use rights in an approved development. In the aforesaid regard we confirm the following:

---

[2] You will recall that during the meeting, the question as to when development charges (specifically pertaining to electricity) may be levied, was debated. From this extract of the Policy, it is clear that the DC must be determined and levied at the approval process and not at the stage when a physically completed development/structure is connected to the grid.

1.9.1 Clause 7.2.2 of the Policy referred to at 1.6, clearly stipulates that DCs are attracted by ***"… a more intensive use of land …".***

1.9.2 Clause 9.2 of the Policy then determines the following:

> ***"Changes in land use or zoning give rise to a development charge where there is intensified utilisation of the land and resulted increase in loading on the infrastructure. Development charges will be imposed on all these applications where the Municipality is requested to approve a development application in terms of the applicable land use or planning legislation."*** *** own emphasis*

1.9.3 Clause 9.5 of the Policy reads as follows:

> ***"Development charges do not apply:***
>
> ***Development charges will not apply to the following land development applications, which are deemed to have no significant impact on the provision of external infrastructure:***
>
> ***(a) The rezoning applications to a less intensive use, i.e., where one land use (primary or consent use) is replaced by a different land use with similar or lesser infrastructure utilisation impacts for all services."***

1.9.4 Clause 12.2 of the Policy, again confirms the rationale that underpins the payment of DCs by a developer and states as follows:

> ***"The developer is responsible for the payment of development charges because the amount payable is calculated on the basis of the cost of external bulk engineering services required to support the land use changes for which the developer applied."*** *** own emphasis*

1.10 From the above, the following is apparent:

1.10.1 That DCs are calculated and imposed at the approval stage (i.e. before physical development takes place and/or a physical development is linked to the external services infrastructure) based on the potential demand of a new zoning in relation to a historical zoning.

1.10.2 That, once calculated, the value of external service installations or upgrading of services attended to by a developer, may be set-off against the cost of DCs payable.

1.10.3 Nowhere in SPLUMA, the By-Law or the Policy is any obligation imposed on an applicant/developer to, **in addition to** the payment of DC's construct or upgrade (at his exclusive cost) external services of which a municipality will become the owner.

2. THE PREVAILING POSITION:

2.1 Consistent with the above principles the Municipality calculated DCs payable, which resulted in the following:

2.1.1 When the historical "*Industrial 1"* rights have by virtue of the rezoning and approval of the Site Development Plan been replaced with retail rights (of 25 052m²) the situation has been determined to be as follows…..based on the maximum before and after scenarios respectively:

(a) There will be a slight increase on the demand of water services, which results in a relatively small DC of **R33 368.18** being payable.

(b) The demand on sewer infrastructure will reduce, which means that a credit (in favour of the developer) in the amount of **R8 907.62** is created.

(c) There will be a substantial increase in the demand on municipal roads, which results in a DC of approximately **R5 407 746.51** being payable.

(d) A slight increase on the stormwater infrastructure with the result that a minor DC of **R12 960.71** will be payable.

(e) No impact on solid waste.

(f) A substantial reduction on the electricity demand, results in a credit (in favour of the developer) of **R379 701.19** to be created.

2.1.2 The nett effect of the above is that the total DCs payable by the developer will amount to **R5 065 466.59**.

2.2 The total cost of the upgrades to and construction of **external services** by **NAD** to enable the **Municipality** to comply with its statutory obligations (referred to under point 1 above) amount to the following provisional figures…..to be certified in accordance with a mechanism that will be introduced in Service Level Agreements to be entered into:

2.2.1	Water	R 496 000.00
2.2.2	Sewer	R 250 000.00
2.2.3	Electricity	R 4 028 500.00
2.2.4	Municipal roads	R 3 129 000.00

	Total:	R 7 903 500.00

** NOTE that the above figures are intended as estimates only and the actual construction costs will need to be reconciled upon completion of the services installations.

2.3 From the above, it will be noted that the cost of construction of and upgrading to external services will amount to approximately **R7 903 500.00**, whilst the DCs payable (to be set-off against construction costs in terms of the statutory provisions quoted above) will amount to **R5 065 466.59**. This means that the external construction costs that will be assumed by the developer in favour of the municipality, exceeds the DCs by approximately **R2 838 033.41**…..bear in mind these figures are based on estimated construction costs and a final reconciliation of the DC's versus the ACTUAL construction costs will need to be undertaken at the conclusion of the project.

3. **THE APPLICANT'S PROPOSALS RELATING TO REPAYMENT OF THE DIFFERENCE BETWEEN CONSTRUCTION COST OF EXTERNAL SERVICES AND DCS PAYABLE:**

In the above regard, the Applicant is willing to subject itself to an obligation to construct the external services (subject to terms and conditions to be agreed upon) on condition that provision be made for the repayment of same on one of the following basis:

3.1 Direct repayment over a period and on such terms as may be agreed upon of the amount by which the DC's are exceeded;

or…..

3.2 The creation of a rates credit against which the Municipality's obligation (less the DC's payable) can be set off for as long as it takes to liquidate the amount owing to NAD.

Needless to say, should one or both of the above alternatives be supported by the Municipality, the statutory provisions contemplated in the Municipal Finance Management Act (Act 56 of 2003) will have to be followed. To that end, we will be most willing to share with your Municipality the mechanisms (as historically implemented by other Municipalities) in order to ensure statutory compliance and to arrive at the same end goal.

4. **BENEFITS THAT THE DEVELOPMENT OF THE CERES MALL WILL HOLD FOR THE MUNICIPALITY:**

The following are just some of the positive benefits that the establishment of Ceres Mall will bring to the people of Ceres and to the greater Ceres region itself:

4.1 Ceres Mall is expected to be one of the biggest ever capital investments in Ceres.

4.2 The creation of a large and modern shopping centre within Ceres will no doubt change the status of Ceres to become a regional hub, which draws people from the surrounding towns and communities. Bear in mind that people from the surrounding region will spend their money not only at Ceres Mall but throughout Ceres itself.

4.3 By ensuring Ceres Mall offers a wide range of popular and sought-after stores (many not presently represented within Ceres) the need for residents to leave Ceres for their shopping needs will also be greatly reduced. This reduction in "outflow" will ensure that a larger percentage of the money which is generated within Ceres remains within Ceres.

4.4 Based on previous shopping centre developments of a similar size and style to Ceres Mall, it is expected that **temporary employment** will be created for approximately **2,000 people** during construction, with approximately **600 permanent jobs** to be created once the shopping centre becomes operational.

4.5 In addition to the formal employment opportunities created at the actual mall, the development of Ceres Mall will also result in significant "indirect" employment opportunities within the region through the various suppliers and service providers to the mall.

5. **CONCLUSION:**

In conclusion, kindly note that the upgrades and improvements to the roads' infrastructure referred to above, only pertains to municipal roads. In the aforesaid regard, the question regarding the upgrading of Provincial Road TR2202 and the taking over of this road by the Municipality from province, will form the subject matter of further negotiations between the Municipality, Province and NAD.

As discussed during last week's meeting, the plan is to open Ceres Mall towards the end of next year and based on an expected 14-month construction period we need to commence with activities on site without delay. We therefore kindly await your urgent response regarding the above.

Yours faithfully,

Japie van Niekerk
CEO

8.2.6(c)

WITZENBERG
Municipality • Munisipaliteit • uMasipala Wase

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

Verw/Ref: 15/4/2/325
Navrae/Enquiries: HO Taljaard

MUNICIPALITY WITZENBERG 19 DEC 2023 MUNISIPALITEIT

Per Email: aelene.rummel@firstplan.co.za

18 December 2023

First Plan Town and Regional Planners
P O Box 15865
PANORAMA
7506

Dear Sir

APPLICATION FOR APPROVAL OF SDP AND DEPARTURES: REMAINDER OF ERF 9602, CERES

1. Your application refers.

2. It has been resolved by the delegated authority on 18 December 2023 that:

   A The site development plan of the remainder of Erf 9602 Ceres dated 29/06/23 **be approved** in terms of Section 61 of the Witzenberg Municipality: Land Use Planning By-Law, 2015;

   B Departure from the parking requirements **be approved** in terms of Section 61 of the Witzenberg Municipality: Land Use Planning By-Law, 2015;

   C The departure of the height restrictions from 10m to 12m **be approved** in terms of Section 61 of the Witzenberg Municipality: Land Use Planning By-Law, 2015;

   subject to the following conditions:

   i. The Provincial Roads Department's requirements under letter dated 5 October 2023 shall be complied with;

   ii. The Director: Technical Service's requirements under e-mail dated 12 December 2023 shall be complied with;

   iii. The Senior Manager: Electrotechnical Services requirements under e-mail dated 14 September 2023 shall be complied with;

   iv. The Manager: Streets and Stormwater's requirements under memorandum dated 27 September 2023 shall be complied with;

v. The Senior Manager Solid Waste and Cleansing requirements under e-mail dated 18 October 2023 shall be complied with;

vi. that capital contributions be paid by the developer, according to attached table ("*Estimated Capital Contribution as on 09 10 2023 for NAD Property Income Fund on erf 9602 Ceres (estimated area of 7.5ha)*")

3. This approval lapses concurrently with the rezoning approval granted on 5 September 2022.

4. These conditions replaces the conditions under letter dated 5 September 2022 where and when applicable.

5. That the developer pay for the under-provision of parking in accordance with Council tariffs.

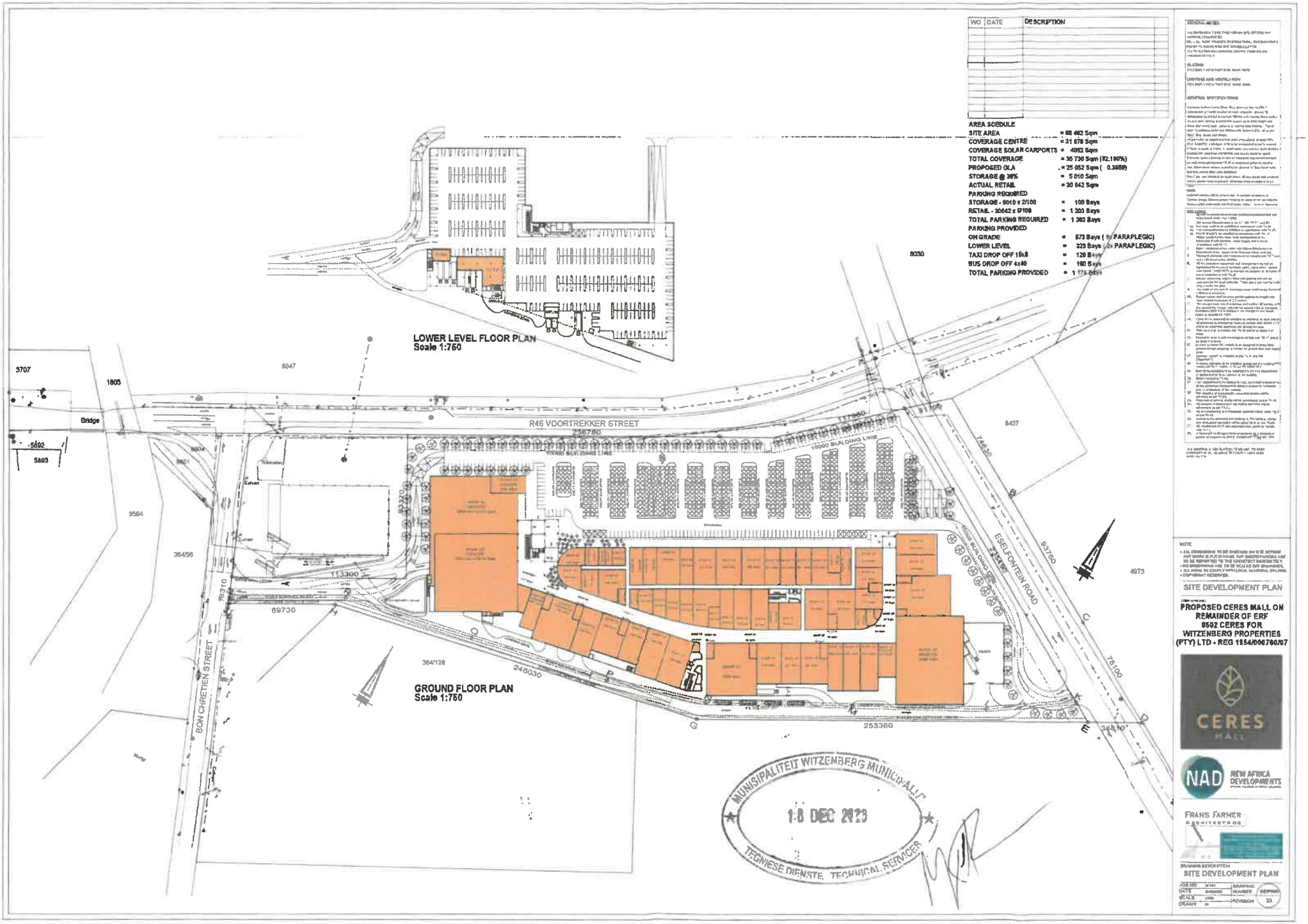
6. You are entitled to appeal against the conditions of approval. The right of appeal must be exercised within twenty-one (21) days of date of registration of this letter. If you wish to appeal, the appeal must be in writing and addressed to:

The Municipal Manager
P O Box 44
CERES
6835

Yours faithfully

for MUNICIPAL MANAGER

Copy to: The Surveyor-General, Private Bag X9028, Cape Town, 8000


LOWER LEVEL FLOOR PLAN
Scale 1:750
GROUND FLOOR PLAN
Scale 1:750
R46 VOORTREKKER STREET
ESELFONTEIN ROAD
BON CHRETIEN STREET
Bridge
Culvert
3707
1805
8047
5892
5893
9584
364/96
364/128
8437
4973
8030
236780
253380
246030
89730
93780
75100
74430
117360
113300
79310
AREA SCHEDULE
SITE AREA = 68 462 Sqm
COVERAGE CENTRE = 31 678 Sqm
COVERAGE SOLAR CARPORTS = 4052 Sqm
TOTAL COVERAGE = 35 730 Sqm (52.180%)
PROPOSED GLA = 25 052 Sqm (0.3639)
STORAGE @ 20% = 5 010 Sqm
ACTUAL RETAIL = 20 042 Sqm
PARKING REQUIRED
STORAGE - 5010 x 2/100 = 100 Bays
RETAIL - 20042 x 5/100 = 1 203 Bays
TOTAL PARKING REQUIRED = 1 303 Bays
PARKING PROVIDED
ON GRADE = 573 Bays (1x PARAPLEGIC)
LOWER LEVEL = 323 Bays (2x PARAPLEGIC)
TAXI DROP OFF 16x8 = 120 Bays
BUS DROP OFF 4x40 = 160 Bays
TOTAL PARKING PROVIDED = 1 176 Bays
NO DATE DESCRIPTION
SITE DEVELOPMENT PLAN
PROPOSED CERES MALL ON REMAINDER OF ERF 9502 CERES FOR WITZENBERG PROPERTIES (PTY) LTD - REG 1954/006760/07
CERES MALL
NAD NEW AFRICA DEVELOPMENTS
FRANS FARMER ARCHITECTS CC
SITE DEVELOPMENT PLAN
MUNISIPALITEIT WITZENBERG MUNICIPALITY
18 DEC 2019
TEGNIESE DIENSTE TECHNICAL SERVICES

Ryan van der Merwe

From: Joseph Barnard
Sent: Tuesday, 12 December 2023 14:22
To: Ryan van der Merwe
Cc: Hennie Taljaard
Subject: RE: Erf 9602 Ceres Mall
Attachments: DC_Calculator 2023 24 erf 9602.pdf

Afternoon Ryan

My final comments on the application are as follows:

- Water & sewerage
  - That all applicable upgrades as per the GLS report dated 18 November 2023, be executed by the Developer and is for the account of the developer.
- Streets & Stormwater
  - No comments , other than that of the Manager.
- Electrical
  - That all upgrades (bulk and load lopping upgrade requirements) as per requirements of the Manager, to be executed by the Developer and is for the account of the developer.
- Solid Waste
  - All requirements as per the Manager are to be complied with, at the applicants cost.

Please find attached DC costs for the said development (including cost of municipal bulk upgrades, as per the relevant engineers reports)(these estimated costs are included in the DC calculator sheet, under the heading *land use not included above with actual demands known*), also take note that all bulk upgrades as per the comments of the Managers are for the developers account.

The developer will install all of the external bulk engineering services, the value of which will be set off against the applicable development charge. A separate services agreement to be drawn up to deal with the installation of bulk services by the developer.

Regards,

Joseph Barnard (Pr. CPM)
Director: Technical Services
Witzenberg Municipality
Tel: (023) 316 8540
Fax: (086) 523 6339
E-mail: joseph@witzenberg.gov.za

From: Joseph Barnard
Sent: Tuesday, October 10, 2023 10:31 AM
To: Ryan van der Merwe <ryan@witzenberg.gov.za>
Cc: Elton Lintnaar <elton@witzenberg.gov.za>; Hennie Taljaard <htaljaard@witzenberg.gov.za>; Khanya Dingilizwe

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

Witzenberg Local Municipality

Calculator Version	v0.66 (2018 / 2 / 15)	Erf No	9802
Application Number	CER 06/2023	Suburb	Ceres
Applicant	NAD Property Income Fund	Erf Location	Ceres
Date	2023/10/09	Erf Size (m2)	75818
Financial Year	2023/24	Approved Building Plan No.	N/A

Services				Water	Sewer	Roads	Stormwater	Solid Waste	Electricity
Service Zone				Ceres	Ceres	Ceres	Ceres	Ceres	Ceres
Land Use Category	Unit	Existing Rights	Proposed New Rights	Development Charge levied (excl. VAT)					
Single Residential > 1000m² Erf	Dwelling unit	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Single Residential > 650m² Erf	Dwelling unit	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Single Residential > 350m² Erf	Dwelling unit	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Single Residential < 350m² Erf	Dwelling unit	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
State Funded Housing	Dwelling unit	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
GAP/Affordable Housing	Dwelling unit	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Group Housing	Dwelling unit	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Flat	Dwelling unit	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Second/ Additional Dwelling/Granny Flat	Dwelling unit	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Rural / Undetermined / Agricultural	Dwelling unit	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Rural Intensification / Agri-subdivisions	Dwelling unit	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Hotel	Rooms	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Accommodation Establishments	Rooms	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
General Business	m²	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Office	m²	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Retail/Shop	m²	0	25052	R 593 890.80	R 302 859.07	R 6 526 590.61	R 246 253.43	R 894 029.63	R 3 417 310.64
Warehouse	m²	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Industrial	m²	25052	0	-R 500 522.62	-R 311 766.69	-R 1 118 844.10	-R 233 292.72	-R 894 029.63	-R 3 797 011.83
Early Childhood Development Centres / Home Child Care	Learner	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Universities / Schools	Learner	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Care / Accommodation (Hospitals, Clinics, Old age home)	Bed	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Office/ Consulting rooms (welfare offices, clinics, hospitals & env. facilities)	m²	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Meeting Places (places of assembly, place of worship)	m²	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Open Spaces / Public Open Spaces	m²	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Land use not included above with actual demands known (proof of a formal study is required)		Yes	kl/d	kl/d	kg/day	C bw	kg/day	kVA	
			93.00	70.31				2657.94	
Unit Costs Per Service Actual			R 5 327.83	R 3 555.65	R 744.35	R 103 470.43	R 1 456.96	R 1 515.65	
Total Development Charge per service			R 495 967.33	R 249 997.90	R 5 407 746.50	R 12 980.71	R -	R 4 028 505.72	
VAT Per Service (%)			R 69 435.43	R 34 999.71	R 757 084.51	R 1 814.50	R -	R 563 990.80	
Total Development Charge Calculated (Excluding VAT)									R 10 195 178.16
VAT									R 1 427 324.84
Total Development Charge Calculated (Including VAT)									R 11 622 503.11
Subsidy granted (%)									
Subsidy granted (Amount including VAT)									R 0.00
Reason for subsidy									
Alternative funding source									
Total Development Charge Payable (Including VAT)									R 11 622 503.11
Application Processed by:									
Signature									
Date									
Amount Paid:									
Date Payment Received									
Receipt Number									

national treasury
Department: National Treasury
REPUBLIC OF SOUTH AFRICA

Witzenberg Local Municipality

Calculator Version	v0.65 (2018 / 2 / 15)	Erf No	9602
Application Number	CER 06/2023	Suburb	Ceres
Applicant	NAD Property Income Fund	Erf Location	Ceres
Date	2023/10/09	Erf Size (m2)	75618
Financial Year	2023/24	Approved Building Plan No.	N/A

Services				Water	Sewer	Roads	Stormwater	Solid Waste	Electricity
Service Zone				Ceres	Ceres	Ceres	Ceres	Ceres	Ceres
Land Use Category	**Unit**	**Existing Rights**	**Proposed New Rights**	**Development Charge levied (excl. VAT)**					
Single Residential > 1000m² Erf	Dwelling unit	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Single Residential > 650m² Erf	Dwelling unit	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Single Residential > 350m² Erf	Dwelling unit	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Single Residential < 350m² Erf	Dwelling unit	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
State Funded Housing	Dwelling unit	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
GAP/Affordable Housing	Dwelling unit	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Group Housing	Dwelling unit	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Flat	Dwelling unit	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Second/ Additional Dwelling/Granny Flat	Dwelling unit	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Rural / Undetermined / Agricultural	Dwelling unit	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Rural Intensification / Agri-subdivisions	Dwelling unit	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Hotel	Rooms	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Accommodation Establishments	Rooms	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
General Business	m²	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Office	m²	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Retail/Shop	m²	0	25052	R 533 890.80	R 302 859.07	R 6 526 590.61	R 246 253.43	R 894 029.63	R 3 417 310.64
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Industrial	m²	25052	0	-R 500 522.62	-R 311 766.69	-R 1 118 844.10	-R 233 292.72	-R 894 029.63	-R 3 797 011.83
Early Childhood Development Centres / Home Child Care	Learner	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Universities / Schools	Learner	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Care / Accommodation (Hospitals, Clinics, Old age home)	Bed	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Office/ Consulting rooms (welfare offices, clinics, hospitals & env. facilities)	m²	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Meeting Places (places of assembly, place of worship)	m²	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Open Spaces / Public Open Spaces	m²	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Land use not Included above with actual demands known (proof of a formal study is required)			**Yes**	**kl/d**	**kl/d**	**trips/day**	**C.ha**	**kg/day**	**kVA**
				93.09	70.31				2657.94
Unit Costs Per Service Actual				R 5 327.83	R 3 555.65	R 744.35	R 103 470.43	R 1 486.96	R 1 515.65
Total Development Charge per service				R 495 967.33	R 249 997.90	R 5 407 746.50	R 12 960.71	R -	R 4 028 505.72
VAT Per Service (%)				R 74 395.10	R 37 499.69	R 811 161.98	R 1 944.11	R -	R 604 275.86

Total Development Charge Calculated (Excluding VAT)	**R 10 195 178.16**
VAT	**R 1 529 276.72**
Total Development Charge Calculated (Including VAT)	**R 11 724 454.89**
Subsidy granted (%)	
Subsidy granted (Amount including VAT)	**R 0.00**
Reason for subsidy	
Alternative funding source	
Total Development Charge Payable (Including VAT)	**R 11 724 454.89**
Application Processed by:	
Signature	
Date	
Amount Paid:	
Date Payment Received	
Receipt Number	

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager

VAN / FROM: Director: Technical Services

DATUM / DATE: 12 April 2024
Updated on 22 May 2024 after site visit

VERW/ REF: 17/04/1/2/2/2

REQUEST FROM PINE VALLEY RESIDENTS INFORMAL SETTLEMENT FOR SUPPLY OF MUNICIPAL SERVICES

1. PURPOSE

To comment on the provision of services, as requested by the residence of the Pine Valley informal settlement dwellers.

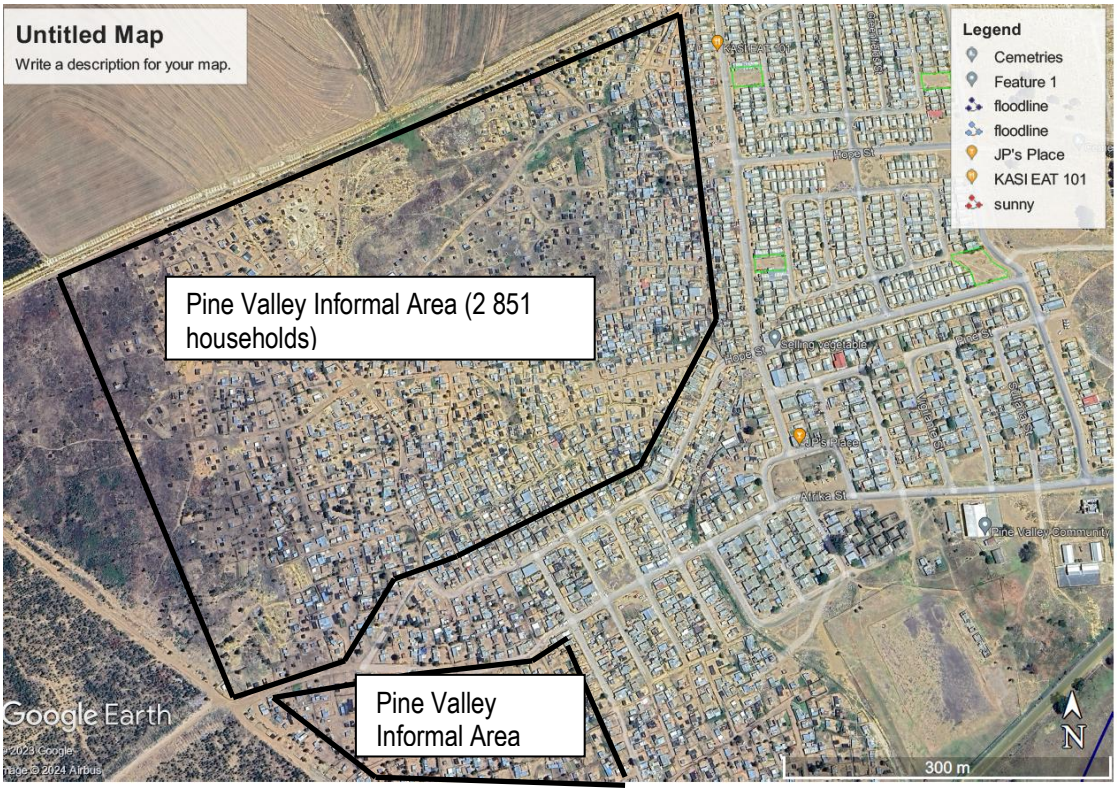
2. BACKGROUND

A memorandum was received by the Mayor and Municipal Manager, for the provision of municipal services on 8 April 2024, attached as annexure A.

This report was updated, after a site visit with some of the committee members on 16 May 2024.

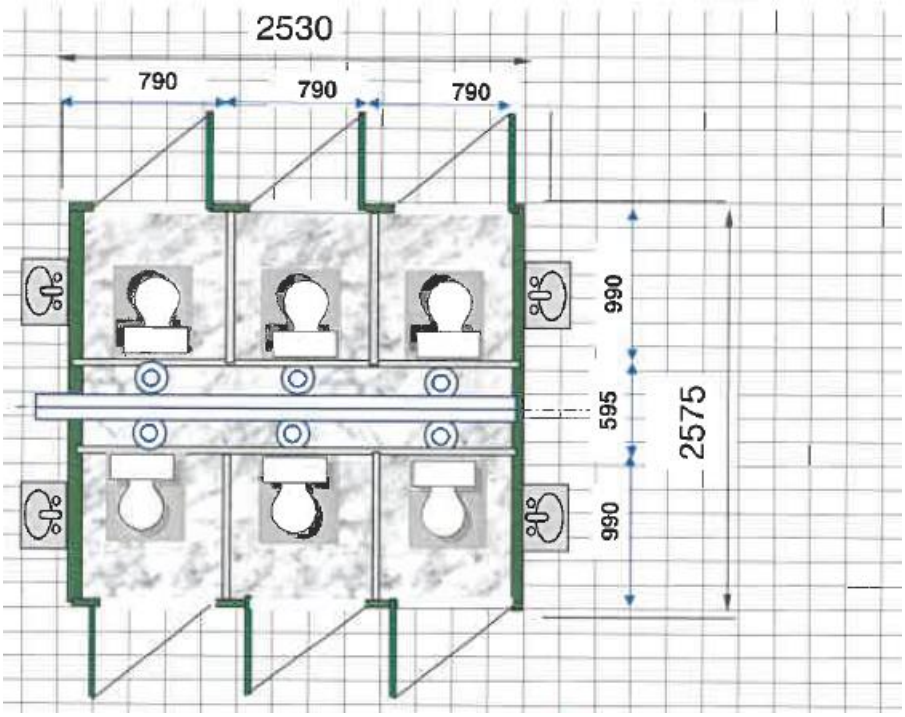
The Pine Valley informal area consists of approximately 2 851 households (December 2023 figures), as per information received from the Manager: Housing.

✉ 44 Ceres 6835 ☎ (023) 316 1854 ◑ (023) 316 1877 admin@witzenberg.gov.za



To supply the informal area with services, the following applies:

- Water & Sanitation
  - Currently we have no formal services in the area.
  - Most of the residents have made illegal water connections to the existing water mains running through to Kluitjieskraal to there informal structures.
  - Estimate to formalise water network:
    - New network (1350m dia 63mm) including standpipes (15) and fire hydrants (10) = R 1 300 000.00
    Currently we have 46 chemical toilets in the area which are serviced 3 times weekly.
    In order to service both areas as indicated we will need 228 chemical toilets in total. (This is calculated at 1 seat for 50 persons as per national norm. currently there are 2851 informal houses)
    - Supply and servicing of 228 x chemical toilets = R 153 900.00 per month.
    The community members agreed to use the chemical toilets , until such time that permanent water borne toilets are in place.
    Additional 228 chemical toilets has been included in new tender currently being advertised.
  - There are no formal sewer network to connect to, only main pumping line going top WWTW.The Policy: Development Charges (DC's) was approved by Council on 26 March 2019, all bulk contribution costs are determined as per the approved policy.
  - As part of a current capital project 14 (1 x 6 cubicle and 2 x 4 cubicle structures), waterborne toilets will be erected in Pine Valley, to service the informal area (Layout drawing of one cubicle below).
  - Existing waterborne toilets in Sakhele area (Pine Valley) are 31 in working condition, and 47 in non-working condition. Planned to be fixed in new financial year.



- If we supply water & sewer to the 2851 households at RDP standards , no bulk upgrades are required, however to supply services per household a bulk services study will need to be done, to determine, what bulk upgrades are required.

- Electricity
  - The land they are erected in includes both the munic and Cape Nature's.
  - The shacks have extended to the old landfill/ dumping site.
  - Access in between the shacks is a major issue. It will not be possible to erect any of our infrastructure to allow for electrification in the current setup.
  - The area needs to be restructured, similar to what we did to Prince Alfred Hamlet to allow for the electricity service to be brought in to the residents.
  - With that said, providing an estimate of the work will not be feasible at this point as the area will need proper design both in the layout and the electricity infrastructure before we can do connections.
  - The MD of Wolseley is 5.4 MVA, to add the additional 2851 households to the electrical network, will require an additional 1.2 MVA, which we currently cannot supply from our substation. Eskom also indicated that they cannot supply any additional MVA's to our supply point. Eskom made it clear in our 2022 Wolseley application that the option that was to provide us with 2.5MVA required funding, which Eskom doesn't have and Council would have to self-built. That is also not feasible for us. As it stands, there isn't available capacity.
  - Due to space constraint, high masts are more feasible compared to streetlights. However, even the area they occupy should be investigated. Cost estimate provided has been provided with the assumption there is space for at least to allow installation of these high masts (a design will be required should Council choose to pursue this and those costs are not included on this cost estimate) and will be supplying the 44 hectares highlighted below. In total this area will require 6 poles, with each costing +-R430 000.00 and this works out to a total of R2 580 000.00. This can be more depending on where the nearest point of supply is.

- Solid Waste
    - Layout and lack of infrastructure renders the area inaccessible for our waste removal trucks:
        - No road infrastructure
        - Structures located in close proximity of each other, with no roadway in-between
    - As an alternative:
        - Bulk waste receptacles (skips/ bins) can be placed on the perimeter, and at strategic points of the border of informal settlement.
        - All filled black bags will then be stored in it, pending removal.
        - With the current population of approximately 2800 households, the number of 15 m³ bins required will be 8. At a once off cost of R160 000 each = R1 280 000
        - Our hooklift truck, recently acquired, can be used to transport these bins.
        - There are no spare 6m3 skips available, and provision must be made for procuring 8 x 15 m³ bins or 20 x 6m³ skips(type we currently use).

    - Residents receives refuse bags on a quarterly basis.
    - Current total cost is R78 200 for a pack of black bags per round of issuing. Annual total = R 312 800
    - For green/ recycling bags per round of issuing is R 98 303. Annual total = R 393 212
    - Hotspots where illegal dumping takes place needs to be cleaned regualry. For this service we have a recently acquired Front End Loader and Hooklift Truck that can arrange for the collecting, transportation, and disposal of such waste.
- Streets & Stormwater
    - No formal streets or stormwater exists in this informal area.
    - The area will have to be formalized, to provide some sort of access to the households, for a gravel road only.
    - A layout must be provided to compile a cost estimate.
    - Procurement process in progress for the closing of the stormwater channel in Pine Valley – DLRRD
    - We plan to fix asphalt road sections, which is damaged as a result of constant waste water on the road, with quick set ready mix concrete.
- Town Planning
    - These households are being erected in no particular order.
    - A layout drawing for a proposed restructuring scheme can be compiled.
    - Important to note that the community will have to cooperate and move their informal structures as per the demarcated areas, to make this project successful.
- Comments by CFO
    - The operational and capital expenditure items were already reduced to affordable levels for the 2024/2025 Budget.
    - The Provincial Treasury in their assessment of the budget advises the Municipality to safeguard itself from the financial impacts of price hikes, wage increases, and rising interest rates, by adopting cost-reduction strategies.
    - No provision was made in the 2024/2025 budget for the services as per this report.

- It is proposed that applications for funding be addressed to the Western Cape Government and the District Municipality for funding.

3. RECOMMENDATION

That is order for the municipality to supply municipal services the following applies:

- Water & Sanitation
  - Estimate to formalize water network:
    - New network (1350m dia 63mm) including standpipes (15) and fire hydrants (10) = R 1 300 000.00
  - In order to service both areas as indicated we will need 228 chemical toilets in total. (This is calculated at 1 seat for 50 persons as per national norm. currently there are 2851 informal houses)
    - Supply and servicing of 228 x chemical toilets = R 153 900.00 per month.
  - These services can only be supplied on the outskirts of the informal area, as access on the inside is not possible, due to the uncontrolled erection of informal structures.
  - As part of a current capital project 14 (1 x 6 cubicle and 2 x 4 cubicle structures), waterborne toilets will be erected in Pine Valley, to service the informal area (Layout drawing of one cubicle below).
  - Existing waterborne toilets in Sakhele area (Pine Valley) are 31 in working condition, and 47 in non-working condition. Planned to be fixed in new financial year.
- Electricity
  - Access in between the shacks is a major issue. It will not be possible to erect any of our infrastructure to allow for electrification in the current setup.
  - The area needs to be restructured, similar to what we did to Prince Alfred Hamlet to allow for the electricity service to be brought in to the residents.
  - Providing an estimate of the work will not be feasible at this point as the area will need proper design both in the layout and the electricity infrastructure before we can do connections.
  - The MD of Wolseley is 5.4 MVA, to add the additional 2851 households to the electrical network, will require an additional 1.2 MVA, which we currently cannot supply from our substation. **Eskom also indicated that they cannot supply any additional MVA's to our supply point**.
  - Eskom made it clear in our 2022 Wolseley application that the option that was to provide us with 2.5MVA required funding, which Eskom doesn't have and Council would have to self-built. That is also not feasible for us. As it stands, there isn't available capacity.
  - In total this area will require 6 high mast lights, with each costing +-R430 000.00 and this works out to a total of R2 580 000.00. This can be more depending on where the nearest point of supply is.
- Solid Waste
  - Layout and lack of infrastructure renders the area inaccessible for our waste removal trucks.
  - Bulk waste receptacles (skips/ bins) can be placed on the perimeter, and at strategic points of the border of informal settlement.
  - With the current population of approximately 2800 households, the number of 15 m³ bins required will be 8. At a once off cost of R160 000 each = R1 280 000

- Streets & Stormwater
    - No formal streets or stormwater exists in this informal area.
    - The area will have to be formalized, to provide some sort of access to the households, for a gravel road only.
    - Procurement process in progress for the closing of the stormwater channel in Pine Valley – DLRRD
- Town Planning
    - These households are being erected in no particular order.
    - A layout drawing for a proposed restructuring scheme can be compiled.
    - Important to note that the community will have to cooperate and move their informal structures as per the demarcated areas, to make this project successful.
- Summary
    - As this is such a large scale and costly project the following is proposed:
        - Application for funding from the Provincial Housing department, as this is a function of the provincial department, for a UISP upgrade (Upgrade of informal settlements).
        - The UISP programme facilitates the structured upgrading of informal settlements. It applies to in situ upgrading of informal settlements as well as where communities are to be relocated for a variety of reasons. The programme entails extensive community consultation and participation, emergency basic services provision, permanent services provision and security of tenure.

_____

J BARNARD
DIRECTOR: TECHNICAL SERVICES

Witzenberg
PALS
GROWING TOGETHER

The Municipal Manager
Mr. David Nasson
Witzenberg Municipality
Per email: david@witzenberg.gov.za

8 March 2024

Dear Sir

RE: APPLICATION FOR IRRIGATION WATER ALLOCATION OF PROTION OF MUNICIPAL ALLOTMENT FROM THE KOEKEDOUW IRRIGATION SCHEME ON BEHALF OF NDULI PIGGERY PROJECT.

Our PALS Office's letter dated 15 February 2023, on behalf of the shareholders and beneficiaries of Nduli Pig Farming (Pty) Ltd refers.

As per previous discussions with the Office of the Municipal Manager, meetings with the Director for Technical Services and his team, as well as our fruitful engagement with the Honourable Mayor, Councillor Trevor Abrahams, the Mayco members and Ward Councillors of Ward 1 on the 1st of February 2024, we hereby wish to request an amendment of the original request of 5ha irrigation water, to 7,5ha of irrigation water for the Nduli Piggery project.

This amendment has been recommended by our agricultural advisors and mainly also neccesitated by the inclusion of both lucerne and vegetables to the farming plan, as it previously was only including vegetables with the pig farming.

The combination of lucerne and vegetables as short-term crops will create expedited additional income streams for the members of the Nduli Piggery, through providing for food

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Voortrekkerstraat / *Voortrekker Street* 84
CERES 6835
Webblad / Web page: www.sapals.co.za

Direkteure / *Directors:* Marion Magdalene Visagie, Raymond Koopstad, Nicholas Dicey, Francois Malan, Danell du Toit, Heinrich Jantjies, Hein Jurries, Gerrit van der Merwe, Georgie Hewitt, Hennie du Toit, Wimpie Paulse, Liza Ambraal

Openbare Weldaadsorganisasie Nr / *Public Benefit Organisation No:* 930 049 981
PALS: PARTNERS IN AGRI LAND SOLUTIONS

security through sales of vegetables and lucerne, and also producing their own animal feed for their pigs going forward.

We hereby once again wish to confirm the appreciation of the PALS Office and that of the members of the Nduli Pig farming company, for the continued support and assistance of the Municipality.

We look forward to hearing from your office on this application.

Regards,

Lennox Plaatjies

PALS Public Liaisons Officer and Projects Manager

Supported by THE JOBS FUND South Africa Siyasebenza

WITZENBERG PALS (PARTNERS IN AGRI LAND SOLUTIONS)
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CERES 6835
Website: www.sapals.co.za

Witzenberg
PALS
GROWING TOGETHER

The Municipal Manager
Witzenberg Municipality
PO Box 44
Ceres, 6835

15 February 2023

Dear Sir

Re: Application for irrigation water allocation of portion of Municipal allotment from the Koekedouw Irrigation Scheme on behalf of the Nduli Piggery project on

Our office previous email correspondence to Mr Nathan Jacobs on 7 November 2022, regarding the above-mentioned matter refers.

As per our previous discussions and numerous engagements on the above-mentioned matter, I wish to confirm that the PALS Office is in the process of facilitating the establishment of the Nduli Piggery project. This project will be established by the Department of Agriculture, Land Reform and Rural Development (DALLRD), Witzenberg Municipality, and PALS on Portions 36 & 37 of 368 Farm Tweefontein, Ceres.

The PALS Centre is hereby making a formal application on behalf of the Nduli Piggery project beneficiaries for an allocation of 5ha of unallocated 15ha water of the Witzenberg Municipality allotment at the Koekedouw Irrigation Scheme.

The water allocation will enable the Nduli pig farmers to operate a sustainable piggery and vegetable farming business, which will increase the livelihoods of the beneficiaries involved, while also contributing to job creation and social harmony in the local community.

With regard to the lease agreement between the Witzenberg Municipality and the Nduli Pig Farming (Pty) Ltd, the PALS Centre is hopeful that it will be to concluded speedily.

The signing and delivery of the lease agreement will expedite the delivery of more enablers to the project, such as assistance from Provincial and National government agencies, as well as private sector donor funding.

We are looking forward to hearing from your office soon on this urgent matter.

Regards,

LENNOX PLAATJIES

PROJECTS MANAGER: WITZENBERG PALS NPC
Mpy Reg Nr / *Co Reg No*: 2015/164704/08
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Webblad / Web page: www sapals co za

Direkteure / *Directors:* Marion Magdalene Visagie, Raymond Koopstad, Nicholas Dicey, Francois Malan, Danell du Toit, Heinrich Jantjies, Hein Jurries, Gerrit van der Merwe, Georgie Hewitt, Hennie du Toit, Wimpie Paulse, Liza Ambraal

Openbare Weldaadsorganisasie Nr / *Public Benefit Organisation No:* 930 049 981
PALS: PARTNERS IN AGRI LAND SOLUTIONS

WITZENBERG

MUNISIPALITEIT **UMASIPALA** **MUNICIPALITY**

- MEMORANDUM -

AAN / TO Munisipale Bestuurder

VAN / FROM: Bestuurder: Behuising

DATUM / DATE: 4 Oktober 2019

VERWYS/REF.: 16/04/P & 3/3/2

MUNICIPALITY
WITZENBERG
- 7 OCT 2019
MUNISIPALITEIT

STRAATNAME : GOEDKEURING VAN STRAATNAME VIR VREDEBES

KOMITEE VIR OORWEGING:

Komitee vir Behuisingsaangeleenthede.

DOEL:

Om die komitee te versoek om die straatname soos voorgelê goed te keur in terme van die raadsbeleid.

BEREDENERING:

Verwysing: Item 9.1.6 van die vergadering van die Komitee vir Behuisingsaangeleenthede gehou op 28 Augustus 2019.

Aangeheg:

(a) Die notule en lys van straatname van Wyk 5 soos aanbeveel tydens 'n wykskomitee vergadering gehou op 7 Februarie 2018.
(b) Die notule en lys van straatname van Wyk 1 soos aanbeveel tydens 'n wykskomitee vergadering gehou op 14 Maart 2019 tesame met motiverings soos versoek.
(c) 'n Lys van name ontvang vanaf die IDP kantoor soos indien deur Wyk 12 gedateer September 2019.

Dit dien gemeld te word dat 32 straatname benodig word vir toekenning aan strate in Fase 1 & 2 in die Vredebes Projek.

WETGEWING:

Beleid vir straatname soos goedgekeur op 18 Mei 2016.

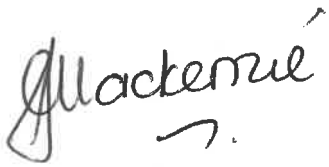
✉ 44 Ceres 6835 ☎ (023) 316 1854 (023) 316 1877 admin@witzenberg.gov.za

FINANSIëLE IMPLIKASIES:

Onbekend.

AANBEVELING:

Ter oorweging.



CJ MACKENZIE
BESTUURDER BEHUISING

Goedgekeur/~~Nie-goedgekeur~~
D NASSON
Wrnde DIREKTEUR: GEMEENSKAPSDIENSTE

Wykskomitee Vergadering Wyk 5 07 Februarie 2018

Opening: Ronnie open vergadering met gebed.

Verskonings: A.Nasson maak verskoning a.g.v werk

Voorstelle: Ronnie noem van ons wyk 5 gemeenskap, rondom ons mense wat bly by die afdakke, Raad werk steeds met die probleem Raadsheer Smit noem dat hulle met 'n voorstel teen die einde van die maand (FEB) gaan voorstel aan die Raad om die mense te verwyder.

Komitee noem dat hulle groei by die afdakke. Komitee noem ook dat plaas mense wat nie meer by die plaas werk nie en word deur plaas – bakkies daar afgelaai gemeenskap moet met oplossings kom, rondom die probleem van die plakkers.

Noem, Milla praat rondom die Burgemeester se honde wat oor sy mure spring vir mense, Komitee voel dat die Munisipaliteit moet Basson –sloot maar skoon maak gereeld en die riviere, wat slange na woonbuurt lok.

Raadsheer het verslag gegee rondom die CWP (LRC) vergaderings en dat die komitee die datums aan die Speaker moet deurgee, sodat die Speaker by alle wyke een wykskomiteelid moet afvaardig, na die vergadering en raadslid. Die volgende CWP vergadering is 7 Maart 2018.

Marius en J. Nel het wyk 5 verteenwoordig in vergadering rondom die vullis verwydering en hoe werk daardeur geskep kan word in Witzenberg – area. Dit was die "Recycle Project"

Straatname by Vredebes Raadsheer Smit noem die verskillende name wat hy ingedien het. Hy noem ons was nie 'n korum nie, dis hoekom ons komitee weer daarna moet kyk. Ronnie stel voor dat die name goedgekeur moet word, maar J.Nel voel dat dit uitheemse name is. Alle komitee stel voor die name moet deurgaan so na die Raad.

Geld van 2017 is nog nie gebruik nie ons moet met voorstelle kom in vlg. Vergadering.

Raadsheer Smit sluit vergadering af met goeie gees.

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

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admin@witzenberg.gov.za
www.witzenberg.gov.za

Ward 5 Ward Committee Meeting Date: 07 Februarie 2018

Place: Council Chambers

Name & Surname	Portfolio	Contact number	Signature
Alderman Smit	Chairperson	083 263 4654	
Fiona Hardneck	Kerke	076 775 0851	
Amelia Abrahams	Gestremdes	076 500 0388	
Alistair Nasson	Sake Gemeenskap	073 019 3002	Verskoning
Maruis Koopman	Civics/Belasting	076 661 3819	
Rudolf Nel	Sport & Kultuur	082 772 4292	
Sylvia Cupido	Vroue	073 826 6742	
Angeline Wildschut	Jeug	062 112 4927	
Hyno Baartman	Gesondheid & Maatskaplik	063 000 7332	
Ronnie Philander	Onderwys	082 468 1616	
Jonathan Nel	Veiligheid	072 254 1124	

Verskoning

15

Kankerbos

Jakkalsbos

Skilpadbossie

Kapokbossie

Kouterbossie

Pienk – Kiesieblaar

Kamferbos

Blouaalwyn

Plakkie – Pigs Ears

Rooi – ysplant – Red iceplant

Botterblom

Rooi vygie

Moesienes

Bitterbos

Bloublommetjie Felicia

Viooltjie

Kinkelblaar

Kanniedood

Hawergras

Witsparrl

Babriana

Witstorm

Perdebossie Pteronia

Polygala

Klein Skilpadbos

Klawergras

Soetdoring

Klip vygie

Brakeveldvygie

Rolbos

Kinpoutbos

Vaalbrakbossie

Karoogroen goggas

Purple Kalkoentjie

Gouesterretjie

Geldbeursie

Bokkool

Roggras

zzzz

WITZENBERG
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Ward 1: Ward Committee **Date: 14 March 2019**

Place: N'Duli

Name & Surname	Portfolio	Contact number	Signature
Councillor N Phatsoane	Chairperson	081 497 2195 072 583 3660	
Mandisa Hinana	Education	078 293 6012	M. Hinana
Sipho Mdange	Sport & Culture	072 148 6442 078 820 2717	No apologie
Kenneth Mbangula	Transport / Business	071 057 8691	
Nandi Mvunyiswa	Housing	062 870 0834	
Cynthia Davids	Health & Social	078 434 3050	
Andile Gili	Youth	073 625 8563	
Ntombi Khewana	Woman	078 251 8059	
Alfred Mpondwana	Churches	079 329 4563	
Mandlakazi Mjelele	Safety	078 694 9422	
Cingiswa Tshuta	Disability & Elderly		Apologie C. Tshuta

Agenda

1. Prayer
   Cynthia Davids
2. Opening/welcome
   Councillor N. Phatsoane
3. Apologies

ANDILE GILI IS IN CAPE TOWN ANC OFFICE

6. Strategic issues for the IDP

COUNCILLOR EXPLAINED WHY THERE'S A NEW COMMITTEE MEMBERS. SHE SAID SOME OF THE COMMITTEE HAVE'NT BEEN ATTENDING THE MEETING, THAT MADE THE TO MAKE NEW COMMITTE MEMBERS BECAUSE OF THE RULES AND REGULATES THAT WEH 3 MONTHS WITH THEM NOT ATTENDING WE SHOULD ELECT NEW COMMITTEE MEMBERS

7. Sector/Portfolio inputs (please attach)

WE AGREED THAT EACH MEMBER WILL HAVE A SECTOR/PORTFOLIO MEETING ON MONTHLY BASES AND THE COUNCILLOR WILL BE PART OF IT OR THEY REPORT BACK TO THE COUNCILLOR. WE CHECKED THE AVAILABILITY OF OF EVERY WARD COMMITTEE MEMBER DURING THE DAY SO THEY CAN ASSIST THE COUNCILLOR ON WARD AFFAIRS. TWO MEMBERS HAVE AVAILED THEMSELVES TO ASSIST THE COUNCILLOR DURING THE DAY AND THEY ARE CYNTHIA DAVIDS AND ALFRED MPONOMANA

8. General

DUE TO NON-FUNCTIONAL OF WARD COMMITTEES THE WARD HAS BEEN FAILED WE HAVENT BEEN ABLE TO HAVE PUBLIC MEETINGS SINCE FROM SEPTEMBER LAST YEAR. OUR FIRST PUBLIC MEETING WILL BE ON THE 20 MARCH 2019. COUNCILLOR EXPLAINED THAT IN NOVEMBER THE WARD COMMITTEES IN STREET

COMMITTEES, WE DEAL WITH THE STREET NAME
OF NEW PROJECTS IN TEEDERS PROJECT WERE
BOTH COMMITTEES TO USE HEROES OF TH STRUGGLE NAMES

9. Next meeting date
19/03/2019 11:00 POLOCROSS TO PREPARE FOR PUBLIC MEETING

10. Closure: Councilr Phatsoana

Signature: Chairperson

General

THE NAMES WERE AS FOLLOW

STEVE BIKO

LUAN MGOJI

GOUIN MBEKI

HECTOR PETERSON

WALTER SISULU

WINNIE MANDELA

ALBERT LUTHULI

LANGALIBALELE DUBE

ENOS SOTONGA

THE COMMITTE AGREED THAT THESE NAMES SHOULD BE FORWARDED AS THEY ARE

(I) Mandela Street → Self/Sosh left his home to be jailed to free the whole South Africa the freedom that we reeped came with his struggle that is why his name we want

(II) Langalibalele Dube → He was many things that made South Africa to be where it is today. He is one of the kind that we want him not to be forgotten. She We want our youth to follow his steps.

(III) Winnie Mandela → She was one the South Africa's most visible and ~~accurate~~ articulate apartheid foes, spend many years as a "banned" person in her own country. We want her spirit to live in our streets.

(IV) Lillian Ngoyi → She was the a South African anti-Apartheid activist, the was the first woman to be elected to the executive committee (A.N.C), and helped launch a federation of South African Woman

(V) Walter Sisulu → He was a South African anti-apartheit activist, He was thrown in jail like Nelson Mandela. We want him to name to be named in our streets.

(VI) Hector Peterson → He was the part of the youth that figured for the rights to be taught in their own languages that we all want our languages to be spoken all over, that is why we want his name to be on our streets.

(VII) Enoch Sontonga → He was the composer who compose the national Anthem which is been sang even today We need his name to be remembered in our streets.

Wrong statement for Oliver Thambo

(VIII) Goran Mbeki → He was the first Presiden of ~~National~~ A.N.C from 1967 to 1991. He is also an anti-apartheid politician and revolutionary who served It will be wrong of us to forget his names in our street.

(IX) Goran Mbeki → He was a publisher in association with the UWC ~~Thando~~ → historical and Cultural Centre Project. The essays formed part of the political education education programme that was developed on Robben Island that was known as the political prisoners. He want his to be named in the Fredebes project

D. Albertina Sisulu → She was known as a anti-apartheid activist and the wife of the fellow activist. She is known afor her leadership ability and maternal power that to her from humble. It will be the wrong of us to forget his name in our streets.

Ward 12

VLEIBIES – STREET NAMES

September 2019

1. Ginger
1. ~~Ginger~~ GQalaqha = Bussiness man & Political activist
2. Elizabeth Mbanguta. = Veteran first female democratic D. mayor
3. Patrick Hinana – First Democratic Clr
4. Greeman Nongwe – Youth developer and youngest prison warder
5. Amos Delato – Communist and community leader.
6. Vengaye Yisa – Church elderly and traditional affairs.
7. SIYAVUMA – We agree
8. PHAMBILI – Volorentoe.
9. Wilson Sicisazana – Hostel traditional and Churches leader
10. Nkamane Skipper – Taxi industry and Community Carer
11. Tea Manjiya – Veteran Community leader
12. Alda Nomjana – Church leader & youth trainer
13. NTSILILI Lalaphi – Unionist leader of workers
14. SIYAHLALA LO – We are here to stay
15. Zonkizizwe – Rainbow nation.

REVIEW OF STREET NAMES WARD 12 COUNSELLOR AND It's COMMITTEE

STREET NAMES	MOTIVATION
Thuma mina	It a just a name out of the bible means send me.
Amos Delato	Community activist humble to everyone.
Patrick Hinana	Former counsellor community worker especially elderly on traditional affairs.
Elizabeth Mbangula-Mrwetyana well-known as (Maxaba)	An Icon veteran who was counsellor, executive committee, and who was our first black female deputy major of the Witzenberg Municipality in our democracy.
Ginger Gqalaqha	A member of SANCO representing the whole community irrespective of party affiliation.
Zola Mdala	He was a humble community leader serving people and also deputy major of the witzenberg.
Ntsiki Lalapi	A unionist who represented her workers irrespective of the race because of that time she only influence Africans speaking.
Trea Manjiya	A veteran (women league) that community leader adopting black, coulored and white families into her house voice of the the community.
Wilson Skisazana	Elderly and hostel dwellers leader involved in projects in community and churches.
Mkhwemnte.T	A committed community leader serving with dedication assisting in job finding especially on farms.
Khauleza	Speed –up vining or/ hurry up people are waiting.
Vengaye Yisa	Traditional leader adviser of chiefs, sport, motivational speaker and supporter.
G T Nongwe	Youth leader in our community he died very young as a manager at warm bokkeveld Prison educated and humble.
Alda Nomjana	Chair lady, women and church leader grooming the youth (singers of god)
Gqalaqha (vice-father)	Old man who was shot and killed in front of his children by arpatheid police in nduli.

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

POLICY FOR RENAMING OF STREETS, RESIDENTIAL AREAS, PUBLIC PLACES, NATURAL AREAS and COUNCIL-OWNED BUILDINGS, FACILITIES and ARTEFACTS

1. BACKGROUND AND INTRODUCTION

1.1 Background

Witzenberg belongs to all its citizens.

It is inadvisable for the Witzenberg Municipality to consider an application for renaming any of its streets, naming or renaming its public places, natural areas and Council-owned buildings, facilities or artefacts without an accepted policy and process.

"The relevant Portfolio Committee be given the brief of ***formulating a policy on Renaming of Streets,*** and that it should further be authorised to investigate and make recommendations to Council's Executive Mayoral Committee on the question of streets, buildings, public places, residential areas and other public entities or institutions whose current names may cause offence."

1.2 The importance of names

1.2.1 Names are essential acceptable locational tools and navigational aids for a predictable, manageable and orderly environment and create a 'sense of place'.

1.2.2 Names have powerful positive or negative meanings for people and provide opportunities to promote community harmony or perpetuate hurt and division.

1.2.3 Names are the beginnings and ends of journeys or destinations.

1.2.4 Names are place markers and focal points through symbolism, association and remembrance.

1.3 Policy objectives

The objectives of this policy are as follows:

1.3.1 To ensure an inclusive, consultative clear process that enjoys public and political support and which will stand the test of time, and which can be followed when a proposal for a name change is received.

1.3.2 To ensure that a transparent and community-driven process is undertaken when a name change is proposed.

1.3.3 To replace controversial and offensive names.

1.3.4 To guide renaming of public streets and Council-owned features which have names that are in conflict with the Council objectives.

2. POLICY CONSIDERATIONS

2.1 Categories of names that should be avoided

2.1.1 Offensive or insensitive names.

2.1.2 Names that are cumbersome in the sense that the name may be construed as unintelligible in the spoken or written form, and physically in the sense that the length of the name may be considered impractical on a street sign.

2.1.3 Linguistically corrupted or modified names.

2.1.4 Similar sounding names should be avoided within a five km radius (e.g. Names like Beach Avenue and Peach Avenue, or Apple Hill Road and Apple Road).

2.1.5 Names that could be construed as commercial advertising.

2.2 Guidelines for name selection

2.2.1 In addition to considerations of sensitivity and offensiveness, the renaming of a specific street, public place, residential area, natural area and Council-owned building, facility or artefact may be considered when duplication of the name occurs within the Witzenberg Municipality and/or when renaming would generally improve the Witzenberg's administration of essential services.

2.2.2 There shall preferably be no duplication of a name within the Witzenberg area or within five kilometre, where the name does not refer to the same street.

2.2.3 Consideration should be given to names of local area or historic significance.

2.2.4 Proposed names should meet one of the following:

(a) refer to fauna and flora;

(b) strengthen community identity;

(c) recognise indigenous and international flora, fauna or natural features relevant to the Witzenberg Municipality;

(d) promote improved place orientation and recognition;

(e) recognise the cultural diversity of Witzenberg;

(f) names of people who were in good standing with the community (with the exception of names of current councillors and officials).

3. PROCESS BY WHICH RENAMING CAN TAKE PLACE

3.1 Conditions for submitting renaming proposals

3.1.1 Each year Council will advertise a window period during which submissions can be made. In a renaming proposed for a previously disadvantaged community, advertising should be augmented by the use of community newspapers and by placing facilities, e.g. libraries, etc.

3.1.2 Any person, community or organisation within the boundaries of the Witzenberg Municipality shall be entitled to propose the renaming of a street or the naming or renaming of a public place, residential area, council-owned building, facility or artefact in accordance with the procedure outlined in this policy.

3.1.3 Proposals shall be in writing and shall include full details of the affected street, public place, residential area, council-owned building, facility or artefact as well as the proposer, proposed name change and fully motivated reasons which shall include research references and evidence of professional or community support. Where the Portfolio Committee is advised in advance that it is difficult for a written submission to be made due to illiteracy or other circumstances, it may use its discretion to entertain oral submissions according to the rules for public hearings.

3.1.4 Proposals may include the results of referenda or similar consultation within communities by way of evidence of support or opposition but shall not be considered as a defining criterion by the Portfolio Committee.

3.1.5 Applications will be assessed by the Portfolio Committee on an annual basis after the close of the window period each year.

3.1.6 No late submissions or emergency proposals will be considered outside of the window period.

3.2 Assessment of renaming proposals

3.2.1 Proposals will be received and processed by the relevant Department strictly according to advertised procedures.

3.2.2 The relevant department will scrutinise the proposals for compliance with the policy considerations contained in this policy. Renaming proposals that do not contain all the requisite information will be returned to the proposer with a request for the missing information.

3.2.3 A report containing all names received with a summary of relevant information will be prepared for submission to the Portfolio Committee. The report will be submitted to committee members at least 14 days prior to a scheduled meeting.

3.2.4 Proposals will be considered by the Portfolio Committee who will meet at maximum 4 (four) times during a year and then make recommendations to Council.

3.2.5 The recommended name changes arising out of the Portfolio Committee deliberations will be advertised and interested and affected parties will be given four weeks within which to submit comments.

3.2.6 Renaming proposals received will be scrutinised by the Portfolio Committee to ensure that they comply with the provisions of this policy. Then the submissions will be advertised to obtain public comment.

3.2.7 Comments received on the renaming proposals will be considered by the Portfolio Committee who will then make a recommendation to Council.

3.2.8 The renaming proposal/s, if still supported by the Portfolio Committee, will be submitted to the full Council via the Mayoral Committee or the relevant delegated authority.

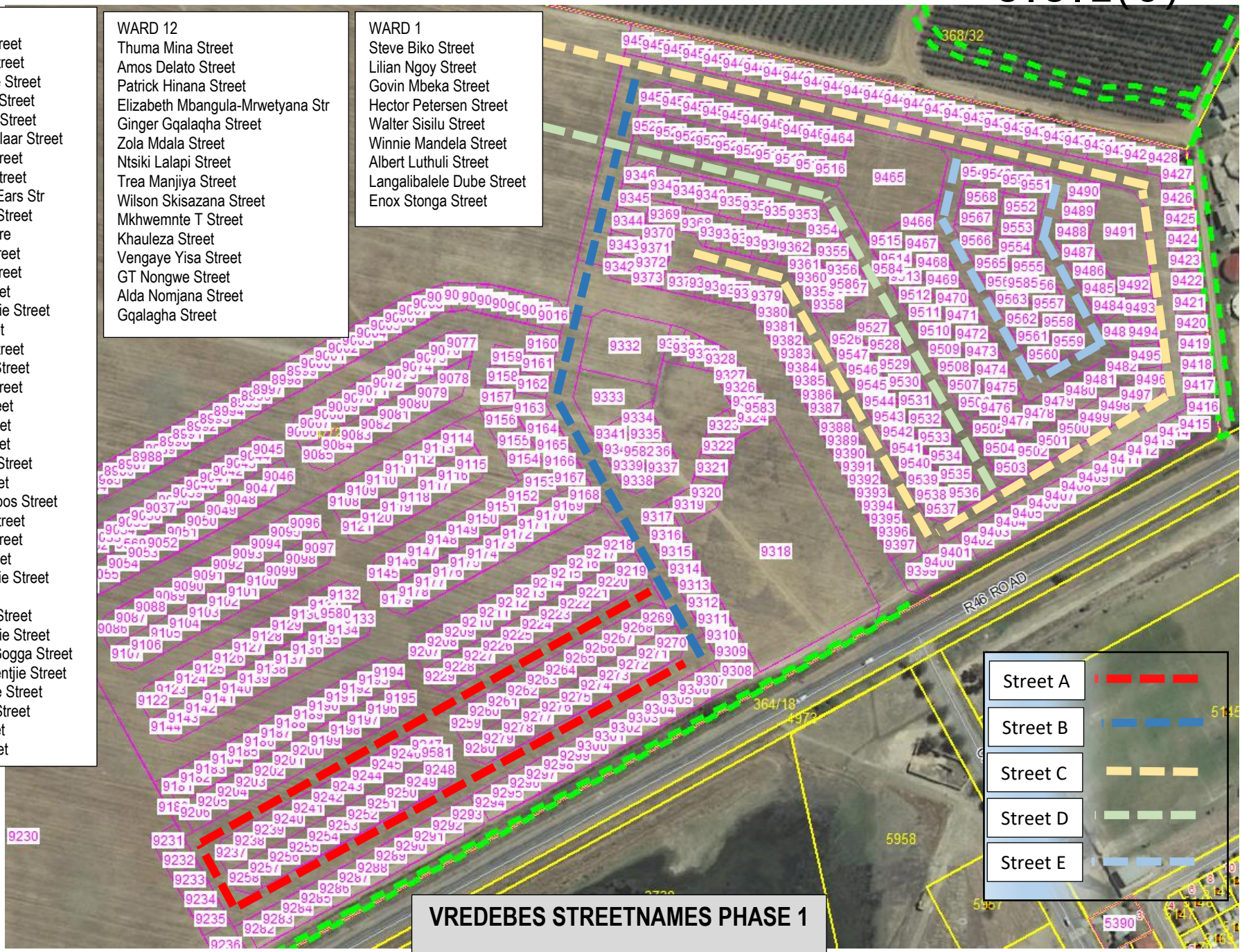
3.2.9 The full Council of the Witzenberg Municipality will take the final decision on whether to accept the implementation of the proposed renaming.

3.2.10 Administrative errors and/or incorrect spelling of names may be rectified without going through the process contained in this policy.

WARD 5
Kankerbos Street
Jakkalsbos Street
Skilpadbossie Street
Kapokbossie Street
Kouterbossie Street
Pienk-Kiesieblaar Street
Kamferbos Street
Blouaalwyn Street
Plakkie-Pigs Ears Str
Rooi-ysplant Street
Botterblom Stre
Rooi vygie Street
Mossienes Street
Bitterbos Street
Bloublommetjie Street
Viooltjie Street
Kinkelblaar Street
Kanniedood Street
Hawergras Street
Witsparril Street
Babriena Street
Witstorm Street
Perdebossie Street
Polygala Street
Klein Skilpadbos Street
Klawergras Street
Soetdoring Street
Klipvygie Street
Brakeveldvygie Street
Rolbos Street
Knipsoutbos Street
Vaalbrakbossie Street
Karoogroen Gogga Street
Purple Kalkoentjie Street
Gouesterretjie Street
Geldbeursie Street
Bokkool Street
Roggras Street

WARD 12
Thuma Mina Street
Amos Delato Street
Patrick Hinana Street
Elizabeth Mbangula-Mrwetyana Str
Ginger Gqalaqha Street
Zola Mdala Street
Ntsiki Lalapi Street
Trea Manjiya Street
Wilson Skisazana Street
Mkhwemnte T Street
Khauleza Street
Vengaye Yisa Street
GT Nongwe Street
Alda Nomjana Street
Gqalagha Street

WARD 1
Steve Biko Street
Lilian Ngoy Street
Govin Mbeka Street
Hector Petersen Street
Walter Sisilu Street
Winnie Mandela Street
Albert Luthuli Street
Langalibalele Dube Street
Enox Stonga Street



VREDEBES STREETNAMES PHASE 1

(Council Workshop 29/09/2020)

17/18)1

8.3.2(a)

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

MEMORANDUM

AAN / TO: MUNICIPAL MANAGER

VAN / FROM: LED OFFICER

DATUM / DATE: 8 August 2023

VERW. / REF.: **HAWKER PREMISES – OP DIE BERG**

Op die Berg Informal Trader Premises

During a meeting with the informal traders of Op die Berg in April 2023, they requested that the current municipal stands be moved closer to the shops in the main road. The following reasons were provided by the hawkers themselves:

- They cannot do effective business from where they are currently standing, because there are little to no business feet.
- All the movement is at the shops further down the road (in front of Spar).
- They are losing a lot of income, because they are struggling to sell their products (as people from the farms tend to only buy when they smell and see the food that is being prepared), which is currently further away from the demarcated stall sites.

The LED unit is tasked to create an enabling environment for businesses in Witzenberg. Assisting the informal traders in trading in a space and area which is more financially condusive due to changing economical factors, will enable the traders to increase their profit and to provide better for their families (as most of the current traders are women who have children that they must support with studying post school qualifications.)

The proposed move of the the current demarcated stall spaces will be on the same side of the road (on the sidewalk with gravel). See attached photos

Recommendations:

- That the informal trader demarcated stands be moved closer to shops where the business market is (+- 20- 25 meter to the right of where the current stands are demarcated currently)
- To advise whether Municipal departments must do an investigation to determine if the reccomendation can be implimented

.....

R SAULS
LED OFFICER

MUNICIPALITY
WITZENBERG
11 AUG 2023
MUNISIPALITEIT

.....

R FICK
ACTING SED MANAGER

.....

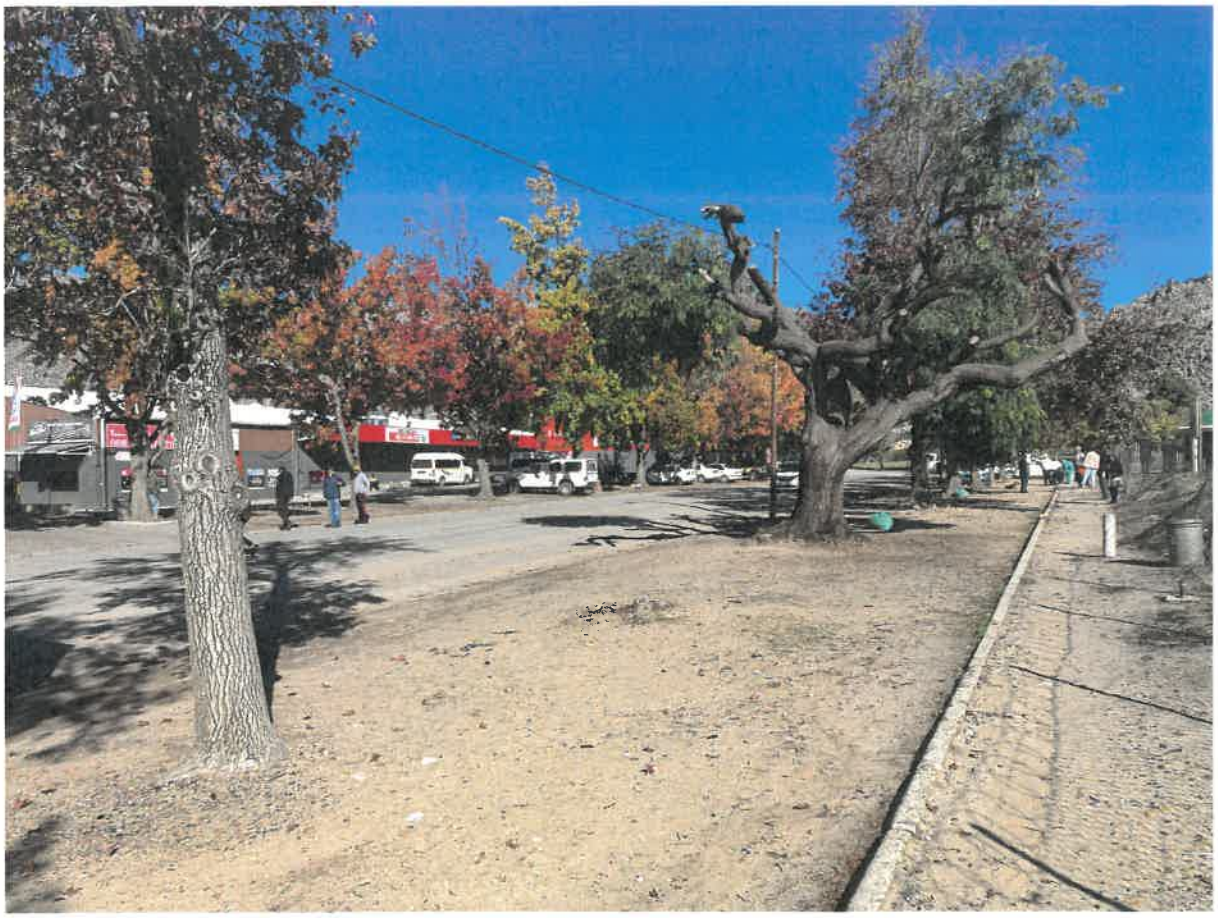
D. NASSON
MUNICIPAL MANAGER

APPROVED / NOT APPROVED
GOEDGEKEUR / NIE GOEDGEKEUR

Please take item to committee

Current allocation

Proposed allocation



WITZENBERG
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MEMORANDUM

AAN / TO: MUNICIPAL MANAGER

VAN / FROM: ACTING SED MANAGER

DATUM / DATE: 3 November 2023

VERW. / REF.: **HAWKER PREMISES – OP DIE BERG**

(17/18/R)

Op die Berg Informal Trader Premises

The minutes of the Committee for Local Economic Development and Tourism dated 19 September 2023 refers (attached).

Inputs were requested from the following Municipal Departments regarding the movement of the demarcated stall area in Op die Berg:

- Town Planning
- Streets and Stormwater
- Water& Sewage
- Parks& Environment
- Legal Services
- Waste Management
- Traffic Services

The follwing inputs were received:

- Streets & Stormwater: no objection
- Waste Management: no objection
- Town Planning:no objection if free movement will not be hampered due to this area being a public area

Recommendations:

That the Committee for Local Economic Development and Tourism:

- Take note of the inputs received
- Refer the application to MAYCO for recommendation

Riaan Fick
Acting Manager: Socio-Economic Development

8.3.3

WITZENBERG
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MEMORANDUM

AAN / TO: MUNICIPAL MANAGER
LED& TOURISM PORTFOLIO COMMITTEE
VAN / FROM: ACTING SOCIO-ECONOMIC DEVELOPMENT MANAGER
DATUM / DATE: 5 April 2024
VERW. / REF.: **Skoonvlei & Prince Alfred's Hamlet Business Hubs request for waiver of rental**

Currently the vacancy rate of the 2 business hubs is as follows:
1) Prince Alfred's Hamlet
- 67% (4 units occupied out of 6)

2) Skoonvlei Business Hub
- 40% (4 units out of 10)

To improve the current vacancy rates, the LED unit is proposing that potential lessees' rent be subsidised to promote businesses becoming a tenant of the business hubs. The idea is that rent for both business hubs, for new lessees, be waived for a period of 6 months. They would still be needed to pay a deposit for setting up a municipal account, but the rent would be waived. Cognisance must also be given for current lessees for a 6-month rental waiver (which can equate to a 6 month write off of bad rental debt or 6 months future rental waiver). This is to encourage current lessees to stay and renew their contracts.

The above mentioned will aim to have the following outcomes:
- Significantly decrease the vacancy rate of both business hubs
- Promote the business hubs as being a cost-effective office space that will benefit entrepreneurs in the surrounding areas
- Enable the business hubs to be utilised to its full potential in creating an enabling environment for businesses to grow

Recommendation:
That the Committee: LED & Tourism decide:
- To waiver the first 6-months rent for new businesses moving into a unit in the 2 business hubs going forward
- To waiver current lessees rent for 6 months (either writing off bad rental debt that may exist or waive 6 month future rent)

.....
MR R FICK
ACTING SOCIO-ECONOMIC DEVELOPMENT MANAGER

MUNICIPALITY
WITZENBERG
- 8 APR 2024
MUNISIPALITEIT

.....
MR D NASSON
MUNICIPAL MANAGER

AAN / TO: MUNICIPAL MANAGER

VAN / FROM: ACTING SOCIO-ECONOMIC DEVELOPMENT MANAGER

DATUM / DATE: 7 JUNE 2024

VERW. / REF.: 7/1/4/1

TULBAGH FEEDING SCHEME PROPOSAL

1. Background

Two NPO's, namely Pantry Partners & Food4Good was recently founded in Tulbagh. These 2 NPO's was founded to manage the logistics of a food bank (collecting, receiving and distributing of food and monetary donations) & to prepare and serve meals, both for an integrated soup kitchen initiative for the vulnerable & street children in Tulbagh.

The concept is that current operating soup kitchens in Tulbagh prepare and provide meals to the community at a central location, which is easily accessible by the community. Food donations will also be managed by the NPO and distributed to the participating soup kitchens.

The purpose of the NPO's Food4Good and Pantry Partners is the following:

- To support informal soup kitchens, as well as to structure and organize
- To support & improve soup kitchens' interests
- To obtain stock for the soup kitchens
- To apply control regarding application of donations
- To establish formal agreements with donors and to provide feedback regarding application
- To provide accountability regarding application of donations and from individuals to whom food are being served
- To provide facilities for food preparation and serving

2. Soup kitchens in Tulbagh participating in the initiative

Food4 Good was asked to provide the Municipality with a signature list of participating soup kitchens to ensure that this initiative is being supported by local soup kitchens. According to the applicant, a total of 20 soup kitchens in Tulbagh have indicated to form part of the initiative; only 16 application signatures for participating soup kitchens has been received (the other 4 applications are being awaited).

3. Request & Proposal

A request was received by the 2 NPO's, as a collective, for a municipal site where food can be stored, prepared and served. The specific site that is requested is a portion of Erven 389: the north-west corner of the current Waste division depot in Tulbagh and the Old Badisa building (currently not utilized).

The proposal is to:

- Use the Old Badisa building to prepare and store food
- To use as a central gathering place for community members that want to volunteer in the soup kitchen (utilising the area surrounding the building to serve food outdoors)
- To arrange activities for the community
- Thus to utilise the building and area as a muti-purpose community centre

Attached is the proposal submitted by the NPO collective, a list of participating soup kitchens (16) & the 2 NPO constitutions.

See below the area in red on the map that is requested.

4. Alternative use of the Badisa building

The alternative utilization of the municipal building (that Badisa used to occupy) is for a facility for the current municipal workers as a canteen and rest area.

5. RECOMMENDATIONS:

a) For Council consideration for approval of the proposal

b) In the event of approval, that Council give consideration for leasing of the building and the north-west corner of the Waste division depot as "voetstoots" for a period of 3 years, with the option of renewal for an additional 3 years on discretion of Council.

c) That Council consider that the space of the property that is to be leased is not required for provision of minimum level of basic services (MFMA Section 14.2 a).

d) That the fair market value for rent is not applicable due to the economic and community value that are received in exchange for the lease of the asset (MFMA Section 14.2 b). Council to consider exemption of rental charges, on condition that the building is rented as it is, and that the lessee do all maintenance work to the building, including fencing, changes needed for the development and repair of the severely vandalised building. All other costs related to the transaction will be for the account of the lessee, including municipal services.

R Fick
Acting SED Manager

David Nasson
Municipal Manager

Tulbagh Feeding Scheme
2024 Update and Request

1. Community meeting
2. Task Team
3. Training and information workshop
4. Founding of NPOs
5. The plan
6. Request

Following up on previous communications with the Witzenberg Municipality regarding a Tulbagh Feeding Scheme, particularly referring to the document sent to Councilor Sidego and the Municipal Manager on 1 September 2023, we are happy to report on progress made.

Subsequent to that document, the following has been achieved.

Research was conducted on the topics of soup kitchens, beggars, street kids and the hungry. The research covered an investigation into best practices in more than 20 countries that will serve as a framework for the Tulbagh Feeding Scheme.

A **request** is made to the Witzenberg Municipality for a suitable and safe property where this social development project can be implemented. Details about the request follows in Item 6

It must be noted that according to the requirements of local municipal Integrated Development Plans,
"*municipalities must now also take a leading role in addressing poverty*" *.
The Witzenberg Municipality is thus mandated to address the problem of hunger in Tulbagh.

1. Community meeting

11 October 2023
Held at the VGK, Ryk Tulbagh St.

This public meeting was attended by more than 40 people (including all but one of the known soup kitchens), the Witzenberg Municipality (Margaretha Wessels), Cape Winelands Municipality, Badisa, Department of Correctional Services and interested community members.

A Task Team was appointed to take the matter further.

2. Task Team

The Task Team first met on 16 October 2023 originally consisting of eight members and several planning meetings were held.

3. Training and information workshop

On 9 November 2023 a training and information workshop was conducted by the Social Development Department of the Witzenberg Municipality, Cape Winelands District Municipality, the National Department of Social Development and Badisa.

The workshop dealt with the operation of soup kitchens, health and safety requirements, and how to formalize the soup kitchens. A committee was established to take the matter further.

4. Founding of NPOs

Two NPOs were founded. Registration numbers are awaited.

Pantry Partners was founded to manage the logistics of a food bank, such as collecting, receiving food donations and monetary donations, and distributing donations to the teams preparing food.

Food4Good was founded for the food preparers. It must be noted that presently food preparers (the soup kitchen "Tannies") often buy food form their own pockets, use their own kitchens and pay for the electricity and gas used from their own pockets.

5. The plan

The plan presented here is based on research done on best practices in more than 20 countries. It is evident that successful plans address several components and do not focus on just one aspect. An integrated plan is required.

For the Tulbagh Feeding Scheme four pillars have been identified.

5.1 Pantry Partners

Pantry Partners deals with the collection and distribution of food, logistics, and funds management. For food, Pantry Partners will benefit from national foodbanks, from local businesses, and from farmers' excess products.

Once the four systems are up and running, an awareness campaign will be launched. This will include a campaign to inform the community, tourists and visitors to not give to beggars and direct them to premises where food is served and activities offered to develop them. Donations of food and money should rather be channeled to Pantry Partners who will distribute donations fairly among food preparers. Control and management will ensure that

donations are not abused as is presently the case. Beggars will have no reason to beg as food will be available at Food4Good outlets. The founding members of Pantry Partners are:

- Ragel Louw (VGK Church)
- Charlotta Steyn
- Naudine Verryne
- Nella Souris

5.2 Food4Good

Food4Good prepares and serves food and represents traditional "soup kitchens". A nutritionist will assist in designing healthy meals. Soup kitchens presently operate only 4 days per week, not serving over weekends. We need to extend serving food 7 days per week.

Initially food preparers will continue to prepare food in their private homes and serve near their homes. The longer term plan is to find a suitable location where the needy live. This location must have a well-equipped kitchen, serving area, and space for social activities.

Presently the volunteers who operate soup kitchens use their own equipment, their own stoves (paying energy expenses from their own pockets) and often buy food from their own pockets too. There are also complaints that food donations are not distributed fairly. This complaint will be addressed by Pantry Partners by introducing a proper management structure.

The founding members of Pantry Partners are:

- Pastor Gavin Buttress (AFM Church)
- Ragel Louw (VGK Church)
- Naudine Verryne
- Charlotta Steyn

5.3 Activities

The poor have no hopes, no dreams and are often despondent. Poor children have no activities to keep them busy. Various activities are planned to entice the poor, especially activities that lead children to dream and to improve themselves to escape the claws of poverty. Activities of all types - physical and mental - include sport, playfulness, reading, ideally educational video materials during meal times and others.

Activities already happening include yoga and martial arts classes presently offered in the Zahn Church Museum.

5.4 Support

The poor, especially the kids, need to be reintegrated into society. Among others, supporting efforts will include skills development and assistance by organisations such as Badisa.

6. Request

A request is made for a particular site. If it is impossible to make use of that site, the Municipality should assist in finding another suitable site.

A location is required where food can be stored, prepared and served. We hereby request the Witzenberg Municipality for a suitable and safe property where this social development project can be implemented.

Requirements for such a location are the following:

- Easy access by both the food preparers and people who are fed.

- Safe and secure
- Space for food storage
- Space for food preparation
- Space for food served
- Space to eat in peace
- Space for activities

A possible location is at the north-western corner of the present Waste Depot. See the site plan further below.

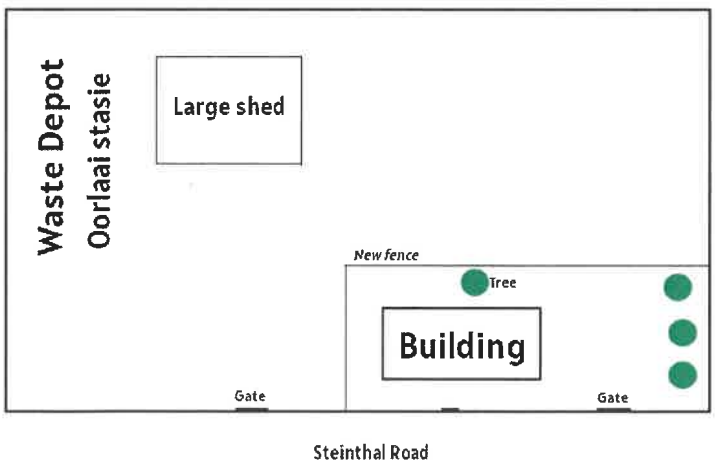
The depot has recently been properly walled and safe. The building was severely vandalized and requires restoration. The area to the west of the building can be used for activities and outdoors serving of food.

The space around the building can be fenced in to separate the feeding and related activities from the rest of the property.

Photo 1 **Photo 2**

The area in Photo 2 can be converted into a community space for activities and serving of meals.

Site Plan



If the area is fenced in the community members who are served food at the location won't interfere with municipal operations on the rest of the property.

* Page 11 of the IDP Template developed by the national Department of Rural Development and Land Reform.
Available at https://www.westerncape.gov.za/text/2013/April/integrated-development-planning-template.pdf

Aansoekvorm vir Lidmaatskap van Food4Good

1	**Persoonlike Inligting**		
	Van	Damon (Melody).	
	Voornaam	Magrieta.	
	ID	6012010079083	
	Foonnommer	078 311 5551 WhatsApp Melody.	
	Email	—	
	Straatadres	64 Rossouw Str	
		Tulbagh	
2	**Bestaande sopkombuis**		
2.1	Ek het 'n ongeregistreerde sopkombuis	Nie geregistreer nie	
		Ja	Nee
2.2	My sopkombuis is geregistreer NPO / NGO / Ander		
		Ja	Nee
2.3	Registrasie nommer	Nvt.	
2.4	Ek doen my sopkombuis al sedert die jaar	Dit het begin op Uitsluig Plaas toe ons 2 jaar kant. 40 kinders/hulp vd kinders 2 potte	
2.5	Ek maak kos en bedien soveel mense per dag		
2.6	Ek bedien kos op hierdie dae	Dinsdae en Donderdae	
2.7	Ek ontvang tans donasies van	Rhodes winkel? moet weer aansoek doen.	
	Het groente self gekoop om by blikkies te sit.		
3	**My sopkombuis adres**	Vul slegs in indien dit verskil van jou persoonlike adres	
	Adres		
	64 Rossouw Tulbagh.		

4. Verklaring

Ek onderneem om die volgende streng na te volg:

- Om alle voedselvoorbereiding higiënies te doen
- Om al my medemense met respek te hanteer
- Om eerbaar op te tree met betrekking tot kosvoorraad wat aan my toevertou word
- Om eerbaar en verantwoordelik op te tree met betrekking tot enige toerusting wat ek gebruik van Food4Good
- Om die verwagtinge en reëls van Food4Good na te kom
- Ek is betrokke by Food4Good as vrywilliger om my medemense te help, en nie vir eie gewin nie

Handtekening: M. Damon

Datum: 7/7/24

Food4Good
Community Recycle

Aansoekvorm vir Lidmaatskap van Food4Good

1	**Persoonlike Inligting**		
	Van	Manho	
	Voornaam	Yvonne	
	ID	6608250263088	
	Foonnommer	0727080509	
	Email	yvonnemanho@gmail.com	
	Straatadres	8 Esseldn str.	
		Tilburgh	
2	**Bestaande sopkombuis**	Ja.	
2.1	Ek het 'n ongeregistreerde sopkombuis	Nee.	
		Ja	Nee
2.2	My sopkombuis is geregistreer NPO / NGO / Ander	Wag nog.	
		Ja√	Nee
2.3	Registrasie nommer	Wat aansoek doen meer niemand help nie.	
2.4	Ek doen my sopkombuis al sedert die jaar	17 jaar. Het deur kerk begin Nie meer nie.	
2.5	Ek maak kos en bedien soveel mense per dag	30 mense. Drink dan tee die Vendors.	
2.6	Ek bedien kos op hierdie dae	Donderdae. Op die hoek	
2.7	Ek ontvang tans donasies van Kedel Self.	Koop self kos om te gee. Charmaine Willemse	
	Het geskryf aan Kheelesmaar niks gehoor nie.	doen dit ook so	
3	**My sopkombuis adres**	Vul slegs in indien dit verskil van jou persoonlike adres	
	8 Esseldn str. Adres	Envy help me!	

4. Verklaring

Ek onderneem om die volgende streng na te volg:

- Om alle voedselvoorberei higiënies to doen
- Om al my medemense met respek te hanteer
- Om eerbaar op te tree met betrekking tot kosvoorraad wat aan my toevertou word
- Om eerbaar en verantwoordelik op te tree met betrekking tot enige toerusting wat ek gebruik van Food4Good
- Om die verwagtinge en reëls van Food4Good na te kom
- Ek is betrokke by Food4Good as vrywilliger om my medemense te help, en nie vir die gewin nie

Handtekening

Manho

Datum

6/06/24

Aansoekvorm vir Lidmaatskap van Food4Good

1	**Persoonlike Inligting**		
	Van	Mates	
	Voornaam	Cecelia (Marta)	
	ID	650201 0130 085	
	Foonnommer	084 775 1936	
	Email		
	Straatadres	250 2de laan Tuilbagh	
2	**Bestaande sopkombuis**		
2.1	Ek het 'n ongeregistreerde sopkombuis	Ja ✓	Nee
2.2	My sopkombuis is geregistreer NPO / NGO / Ander	Ja	Nee
2.3	Registrasie nommer		
2.4	Ek doen my sopkombuis al sedert die jaar	15 jaar tank. 1ste Sopkombuis in Tuilbagh. Saam met Renie ✱.	
2.5	Ek maak kos en bedien soveel mense per dag	40 kinders - soms 80 grootmense ook	
2.6	Ek bedien kos op hierdie dae	Soms Dinsdae / Donderdae soms Woensdae	
2.7	Ek ontvang tans donasies van	Agtmaal Oup Sarie 8h00 pm of gas uit Urydae Spar - uitskot produkte Tuitjie se baas Kallie ook reksc	
3	**My sopkombuis adres**	Vul slegs in indien dit verskil van jou persoonlike adres	
	Adres		
	250 2de laan.		

✱ Andries se vrou

4. Verklaring

Ek onderneem om die volgende streng na te volg:

- Om alle voedselvoorberei higiënies to doen
- Om al my medemense met respek te hanteer
- Om eerbaar op te tree met betrekking tot kosvooraad wat aan my toevertou word
- Om eerbaar en verantwoordelik op te tree met betrekking tot enige toerusting wat ek gebruik van Food4Good
- Om die verwagtinge en reëls van Food4Good na te kom
- Ek is betrokke by Food4Good as vrywilliger om my medemense te help, en nie vir eie gewin nie

Handtekening ..... Datum 7/7/24

Aansoekvorm vir Lidmaatskap van Food4Good

1	**Persoonlike Inligting**		
	Van	SWARTS	
	Voornaam	JENNIFER	
	ID	7009240320 82	
	Foonnommer	0680617616	
	Email		
	Straatadres	FISANTE STRAAT 22	
2	**Bestaande sopkombuis**		
2.1	Ek het 'n ongeregistreerde sopkombuis	Ja	Nee
2.2	My sopkombuis is geregistreer NPO / NGO / Ander	~~274-042~~ Ja	~~274-042-012~~ ~~Nee~~
2.3	Registrasie nommer	274-012	
2.4	Ek doen my sopkombuis al sedert die jaar	2021	
2.5	Ek maak kos en bedien soveel mense per dag	110 MENSE	
2.6	Ek bedien kos op hierdie dae	DINSDAE + DONDERDAG	
2.7	Ek ontvang fans donasies van	GEEN	
3	**My sopkombuis adres**	Vul slegs in indien dit verskil van jou persoonlike adres	
	Adres FISANTE STRAAT 22		

4. Verklaring

Ek onderneem om die volgende streng na te volg:

- Om alle voedselvoorberei higiënies to doen
- Om al my medemense met respek te hanteer
- Om eerbaar op te tree met betrekking tot kosvoorraad wat aan my toevertou word
- Om eerbaar en verantwoordelik op te tree met betrekking tot enige toerusting wat ek gebruik van Food4Good
- Om die verwagtinge en reëls van Food4Good na te kom
- Ek is betrokke by Food4Good as vrywilliger om my medemense te help, en nie vir eie gewin nie

Handtekening

Swarts

Datum

05 Junie 2024

Aansoekvorm vir Lidmaatskap van Food4Good

1	**Persoonlike inligting**	
	Van	Kamfer Liesie
	Voornaam	Aletta agter Lighthouse
	ID	5704210007086
	Foonnommer	072 7345 176 WhatsApp Liesie
	Email	—
	Straatadres	61 Lde laan (naby Liesie)
2	**Bestaande sopkombuis**	
2.1	Ek het 'n ongeregistreerde sopkombuis	~~Eagles Nest~~ ~~Feeding Scheme~~ Ja / Nee
2.2	My sopkombuis is geregistreer NPO / NGO / Ander	Wil graag bedien en help. Ja / Nee
2.3	Registrasie nommer	—
2.4	Ek doen my sopkombuis al sedert die jaar	—
2.5	Ek maak kos en bedien soveel mense per dag	Weet nie
2.6	Ek bedien kos op hierdie dae	Woensdae deur CWP; Nog nie ingeskakel nie.
2.7	Ek ontvang fons donasies van	Moenbe Aghmad.
3	**My sopkombuis adres**	Vul slegs in indien dit verskil van jou persoonlike adres
	Adres	—
		By Food4Good kook en kos uit vir siek en ou mense

4. Verklaring

Ek onderneem om die volgende streng na te volg:

- Om alle voedselvoorbereidingsmaatreëls te doen
- Om al my medemense met respek te hanteer
- Om eerbaar op te tree met betrekking tot kosvoorsiening wat aan my toevertrou word
- Om eerbaar en verantwoordelik op te tree met betrekking tot enige toerusting wat ek gebruik van Food4Good
- Om die verwagtinge en reëls van Food4Good na te kom
- Ek is betrokke by Food4Good as vrywilliger om my medemense te help, en nie vir eie gewin nie

Handtekening: A Kamfer

Datum: 9/6/24

Food4Good
Community Service

Aansoekvorm vir Lidmaatskap van Food4Good

1	**Persoonlike Inligting**	
	Van	Laurens
	Voornaam	Dalen
	ID	650824 0216 081
	Foonnommer	063 077 5976
	Email	—
	Straatadres	18 Haugh str Tulbagh
2	**Bestaande sopkombuis**	
2.1	Ek het 'n ongeregistreerde sopkombuis	Eagles Nest Feeding Scene (Ja / Nee)
2.2	My sopkombuis is geregistreer NPO / NGO / Ander	NPO Eagles Nest (Ja / Nee) Ayhmad can help? Ayhmad sorry.
2.3	Registrasie nommer	NPO 222-026 NPO
2.4	Ek doen my sopkombuis al sedert die jaar	2017. – NPO 2019.
2.5	Ek maak kos en bedien soveel mense per dag	100 mense
2.6	Ek bedien kos op hierdie dae	Maandae en Woensdae.
2.7	Ek ontvang tans donasies van	Het gekry by Spar / Rhodes.
	Pamdie	
3	**My sopkombuis adres**	Vul slegs in indien dit verskil van jou persoonlike adres
	Adres	Suster se huis → Helzahel str ?

4. Verklaring

Ek onderneem om die volgende streng na te volg:

- Om alle voedselvoorbereiding higiënies te doen
- Om al my medemense met respek te hanteer
- Om eerbaar op te tree met betrekking tot kosvoorraad wat aan my toevertou word
- Om eerbaar en verantwoordelik op te tree met betrekking tot enige toerusting wat ek gebruik van Food4Good
- Om die verwagtinge en reëls van Food4Good na te kom
- Ek is betrokke by Food4Good as vrywilliger om my medemense te help, en nie vir eie gewin nie

Handtekening: D. Laurens

Datum: 9/6/2024

Food4Good
Community Service

Aansoekvorm vir Lidmaatskap van Food4Good

1	**Persoonlike inligting**		
	Van	Marang (Antie Tilly)	
	Voornaam	Mathilda Elsa Francis	
	ID	631014 0059 087	
	Foonnommer	0681620533	
	Email	slegs whatsApp.	
	Straatadres	12 Denne laan	
		Tulbagh	
2	**Bestaande sopkombuis**		
2.1	Ek het 'n ongeregisteerde sopkombuis	Ja	Nee
2.2	My sopkombuis is geregistreer NPO / NGO / Ander	✓ Ja	114-249 NPO Nee
2.3	Registrasie nommer	114-249 NPO	
2.4	Ek doen my sopkombuis al sedert die jaar	2019 in Covid dyd saam met Aghmad	
2.5	Ek maak kos en bedien soveel mense per dag	Kinders - ± 30 Grootmense 5	
2.6	Ek bedien kos op hierdie dae	Omsdae	
2.7	Ek ontvang fans donasies van	Werk by Aghmad - Gebruik ele geld kry R900 pm.	
		CWP Government gee.	
3	**My sopkombuis adres**	Vul slegs in indien dit verskil van jou persoonlike adres	
	Adres	Soos bo.	

4. Verklaring

Ek onderneem om die volgende streng na te volg:

- Om alle voedselvoorbereiding higiënies te doen
- Om al my medemense met respek te hanteer
- Om eerbaar op te tree met betrekking tot kosvoorraad wat aan my toevertou word
- Om eerbaar en verantwoordelik op te tree met betrekking tot enige toerusting wat ek gebruik van Food4Good
- Om die verwagtinge en reëls van Food4Good na te kom
- Ek is betrokke by Food4Good as vrywilliger om my medemense te help, en nie vir ele gewin nie

Handtekening: M. Marang

Datum: 30/06/24

Food4Good
Community Supplier

Aansoekvorm vir Lidmaatskap van Food4Good

1	**Persoonlike inligting**		
	Van	Arnolds	
	Voornaam	Charmyn Lenore	
	ID	7509100184087	
	Foonnommer	074 343 6050	
	Email		
	Straatadres	Melkhoutstraat 8, Tulbagh	
2	**Bestaande sopkombuis**		
2.1	Ek het 'n ongeregistreerde sopkombuis	X Ja	 Nee
2.2	My sopkombuis is geregistreer NPO / NGO / Ander	 Ja	 Nee
2.3	Registrasie nommer		
2.4	Ek doen my sopkombuis al sedert die jaar	2 Jaar	
2.5	Ek maak kos en bedien soveel mense per dag	50 mense	
2.6	Ek bedien kos op hierdie dae	Dinsdae en Donderdae	
2.7	Ek ontvang tans donasies van	My werkgewer en	
		Privaat hulp	
3	**My sopkombuis adres**	Vul slegs in indien dit verskil van jou persoonlike adres	
	Adres	Melkhoutstraat 8, Tulbagh	

4. Verklaring

Ek onderneem om die volgende streng na te volg:

- Om alle voedselvoorberei higiënies to doen
- Om al my medemense met respek te hanteer
- Om eerbaar op te tree met betrekking tot kosvoorraad wat aan my toevertou word
- Om eerbaar en verantwoordelik op te tree met betrekking tot enige toerusting wat ek gebruik van Food4Good
- Om die verwagtinge en reëls van Food4Good na te kom
- Ek is betrokke by Food4Good as vrywilliger om my medemense te help, en nie vir eie gewin nie

Handtekening

C Arnolds

Datum

4 Junie 2024

Aansoekvorm vir Lidmaatskap van Food4Good

1	**Persoonlike inligting**		
	Van	ADAMS	
	Voornaam	ANDRE MERVIN	
	ID	7102285285083	
	Foonnommer	0780136084	
	Email	andremervadam5@gmail.com	
	Straatadres	HOLZAPHELSTRAAT 28	
		TULBAGH 6820	
2	**Bestaande sopkombuis**		
2.1	Ek het 'n ongeregistreerde sopkombuis	Ja X	Nee
2.2	My sopkombuis is geregistreer NPO / NGO / Ander	Ja	Nee X
2.3	Registrasie nommer		
2.4	Ek doen my sopkombuis al sedert die jaar	NUUT GEGTIG 2024	
2.5	Ek maak kos en bedien soveel mense per dag	MANDAE + WOENS +-100 MENSE	
2.6	Ek bedien kos op hierdie dae	MAAN + WOENS	
2.7	Ek ontvang tans donasies van	GEEN	
3	**My sopkombuis adres**	Vul slegs in indien dit verskil van jou persoonlike adres	
	Adres	HOLZAPHELSTRAAT 28	
		TULBAGH 6820	

4. Verklaring

Ek onderneem om die volgende streng na te volg:

- Om alle voedselvoorbereë higiënies te doen
- Om al my medemense met respek te hanteer
- Om eerbaar op te tree met betrekking tot kosvoorraad wat aan my toevertou word
- Om eerbaar en verantwoordelik op te tree met betrekking tot enige toerusting wat ek gebruik van Food4Good
- Om die verwagtinge en reëls van Food4Good na te kom
- Ek is betrokke by Food4Good as vrywilliger om my medemense te help, en nie vir eie gewin nie

Handtekening

A Adams

Datum

4 June 24

Aansoekvorm vir Lidmaatskap van Food4Good

1	**Persoonlike inligting**		
	Van	EMMANUEL SOCIETY FOR THE AGED	
	Voornaam	ELSABÉ KLEIN	
	ID	5905270064087	
	Foonnommer	083 431 8014	
	Email	eklein1824@gmail.com	
	Straatadres	EERSTELAAN 32	
		TULBAGH	
2	**Bestaande sopkombuis**		
2.1	Ek het 'n ongeregistreerde sopkombuis	Ja	Nee
2.2	My sopkombuis is geregistreer NPO / NGO / Ander	078-343 Ja	Nee
2.3	Registrasie nommer		
2.4	Ek doen my sopkombuis al sedert die jaar		
2.5	Ek maak kos en bedien soveel mense per dag	25	
2.6	Ek bedien kos op hierdie dae	MAANDAG TOT WOENSDAG	
2.7	Ek ontvang fana donasies van		
3	**My sopkombuis adres**	Vul slegs in indien dit verskil van jou persoonlike adres	
	Adres: RYK TULBAGH STRAAT		

4. Verklaring

Ek onderneem om die volgende streng na te volg:

- Om alle voedselvoorberei higiënies to doen
- Om al my medemense met respek te hanteer
- Om eerbaar op te tree met betrekking tot kosvooraad wat aan my toevertou word
- Om eerbaar en verantwoordelik op te tree met betrekking tot enige toerusting wat ek gebruik van Food4Good
- Om die verwagtinge en reëls van Food4Good na te kom
- Ek is betrokke by Food4Good as vrywilliger om my medemense te help, en nie vir eie gewin nie

Handtekening ..... Datum 2024.05.05

(Voorsitter)

Food4Good

Aansoekvorm vir Lidmaatskap van Food4Good

1	**Persoonlike inligting**	
	Van: Schippers	
	Voornaam: Hanri	
	Id: [illegible]	
	Poskantoor: [illegible]	
	Email: hanrischippers@gmail.com	
	Straatadres: Kerkenstraat 3	
	Tilburgh	
2	**Besigheids sopkombuis**	
2.1	Is het 'n ongeregistreerde sopkombuis	Ja ✓ / Nee
2.2	My sopkombuis is geregistreer NPO / NGO / Ander	Ja / Nee
2.3	Registrasie nommer	
2.4	Ek doen my sopkombuis al sedert/ die jaar	✓
2.5	Ek maak kos en bedien sowat mense per dag	
2.6	Ek bedien kos op hierdie dae	Donderdag en Vrydag
2.7	Ek ontvang tans donasies van	Rhodes Food Bank
3	**My sopkombuis adres**	Vul slegs in indien dit verskil van jou persoonlike adres
	Adres	

4. **Verklaring**

Ek onderneem om die volgende streng na te volg:

- Om alle voedselkwaliteit higiëniese te doen
- Om al my medewerkers met respek te hanteer
- Om eerlikheid op te tree met betrekking tot boekhouding wat aan my toevertrou word
- Om eerlikheid en verantwoordelikheid op te tree met betrekking tot enige toerusting wat ek gebruik van Food4Good
- Om alle verwysings en reëls van Food4Good na te kom
- Ek is bereidte by Food4Good as vrywilliger om my medemense te help, en nie vir wat gewin nie

Handtekening: [illegible]

Datum: [illegible]

Aansoekvorm vir Lidmaatskap van Food4Good

1	**Persoonlike inligting**		
	Van	MAY	
	Voornaam	Leon	
	ID	5812300727081	
	Foonnommer	0711214965	
	Email	leonmay2019@gmail.com	
	Straatadres	94 Uyfde Laan	
		Tulbagh	
2	**Bestaande sopkombuis**		
2.1	Ek het 'n ongeregistreerde sopkombuis	Ja	Nee ✓
2.2	My sopkombuis is geregistreer NPO / NGO / Ander	Ja ✓	Nee
2.3	Registrasie nommer	2019/485560/08	
2.4	Ek doen my sopkombuis al sedert die jaar	Vir meer as twintig jaar	
2.5	Ek maak kos en bedien soveel mense per dag	Twee honderd → Twee Vyftig	
2.6	Ek bedien kos op hierdie dae	maandae + Woensdag	
2.7	Ek ontvang fans donasies van	Geen donasies bekend	
		Can fruit, work vir Sod	
3	**My sopkombuis adres**	Vul slegs in indien dit verskil van jou persoonlike adres	
	Adres		
	94 Uyfde Laan Tulbagh 6820		

4. **Verklaring**

Ek onderneem om die volgende streng na te volg:

- Om alle voedselvoorberei higiënies to doen
- Om al my medemense met respek te hanteer
- Om eerbaar op te tree met betrekking tot kosvooraad wat aan my toevertou word
- Om eerbaar en verantwoordelik op te tree met betrekking tot enige toerusting wat ek gebruik van Food4Good
- Om die verwagtinge en reëls van Food4Good na te kom
- Ek is betrokke by Food4Good as vrywilliger om my medemense te help, en nie vir eie gewin nie

Handtekening: L. May

Datum: 6/6/2024

Aansoekvorm vir Lidmaatskap van Food4Good

1	**Persoonlike Inligting**		
	Van	Vilander	
	Voornaam	Michelle	
	ID	8109270173082	
	Foonnommer	083 405 9783 (Francois)	
	Email	—	
	Straatadres	14 Patrys str. Tulbagh	
2	**Bestaande sopkombuis**		
2.1	Ek het 'n ongeregistreerde sopkombuis	Ja	Nee
2.2	My sopkombuis is geregistreer NPO / NGO / Ander	Nvt Ja	Nee
2.3	Registrasie nommer	Sleg CWP deur Aghmad	
2.4	Ek doen my sopkombuis al sedert die jaar	2014 saam met Aghmad CWP	
2.5	Ek maak kos en bedien soveel mense per dag	Skoolkinders na skool en Klentjies Sekmense	
2.6	Ek bedien kos op hierdie dae	Dinsdag en Donderdae	
2.7	Ek ontvang fare donasies van	J	
	Aghmad R960 pm - verder krag/gas, kos uit eie sak		
3	**My sopkombuis adres**	Vul slegs in indien dit verskil van jou persoonlike adres	
	Adres 14 Patrys str.		

4. Verklaring

Ek onderneem om die volgende streng na te volg:

- Om alle voedselvoorbereiding higiënies te doen
- Om al my medemense met respek te hanteer
- Om eerbaar op te tree met betrekking tot kosvoorraad wat aan my toevertou word
- Om eerbaar en verantwoordelik op te tree met betrekking tot enige toerusting wat ek gebruik van Food4Good
- Om die verwagtinge en reëls van Food4Good na te kom
- Ek is betrokke by Food4Good as vrywilliger om my medemense te help, en nie vir eie gewin nie

Handtekening

Datum

9/6/24

Food4Good
Community Service

Aansoekvorm vir Lidmaatskap van Food4Good

1	**Persoonlike Inligting**	
	Van	Elizabeth Jumath
	Voornaam	Liesie
	ID	5908140139089
	Foonnommer	078 1125 388
	Email	—
	Straatadres	103 3de Laan
		Tulbagh

2	**Bestaande sopkombuis**		
2.1	Ek het 'n ongeregistreerde sopkombuis	Ja	Nee
2.2	My sopkombuis is geregistreer NPO / NGO / Ander	Ja	Nee
2.3	Registrasie nommer	Nut	
2.4	Ek doen my sopkombuis al sedert die jaar	2de jaar betrokke by CWP - (Aghmad)	
2.5	Ek maak kos en bedien soveel mense per dag	50	
2.6	Ek bedien kos op hierdie dae	Dinsdae of Woensdag	
2.7	Ek ontvang tans donasies van	CWP R900 pm	
	Soms gee Aghmad of Menda	Koop self die kos	

3	**My sopkombuis adres**	Vul slegs in indien dit verskil van jou persoonlike adres
	Adres	Geen — geen kos.
	Ons staan op die hoek van 2de of 5de Laan of 3de laan	

4. Verklaring

Ek onderneem om die volgende streng na te volg:

- Om alle voedselvoorberei higiënies to doen
- Om al my medemense met respek te hanteer
- Om eerbaar op te tree met betrekking tot kosvoorraad wat aan my toevertou word
- Om eerbaar en verantwoordelik op te tree met betrekking tot enige toerusting wat ek gebruik van Food4Good
- Om die verwagtinge en reëls van Food4Good na te kom
- Ek is betrokke by Food4Good as vrywilliger om my medemense te help, en nie vir sio gewin nie

Handtekening

E Jumath

Datum

7/7/22

Food4Good
Community Service

Aansoekvorm vir Lidmaatskap van Food4Good

1	**Persoonlike Inligting**	
	Van	Jantjies
	Voornaam	Minki
	ID	7306270060084
	Foonnommer	0722093431
	Email	minajantjies56@gmail.com
	Straatadres	8 Malherbe str. Kleinbegin Tulbagh.
2	**Bestaande sopkombuis**	
2.1	Ek het 'n ongeregistreerde sopkombuis	Het aansoek gedoen. Ja / Nee
2.2	My sopkombuis is geregistreer NPO / NGO / Ander	Verwysingsnr. Ja / Nee
2.3	Registrasie nommer	* 2023/656360/08
2.4	Ek doen my sopkombuis al sedert die jaar	2019
2.5	Ek maak kos en bedien soveel mense per dag	250 baie kinders informele settlement.
2.6	Ek bedien kos op hierdie dae	Donsdae en Donderdae
2.7	Ek ontvang fans donasies van	Komitee Kleinbegin David Lintnaar Joey Daniels Pedro Brown Minjca Jobo Nina Fortuin Jaun Buttress.
	Dak (Nuni) het gega	
3	**My sopkombuis adres**	Vul slegs in indien dit verskil van jou persoonlike adres
	Adres	Kleinbegin Informal Settlement
	8 Malherbe str. Kleinbegin	KB 8 Tulbagh.

4. Verklaring

Ek onderneem om die volgende streng na te volg:

- Om alle voedselvoorbereidingshigiënies te doen
- Om al my medemense met respek te hanteer
- Om eerbaar op te tree met betrekking tot kosvoorraad wat aan my toevertrou word
- Om eerbaar en verantwoordelik op te tree met betrekking tot enige toerusting wat ek gebruik van Food4Good
- Om die verwagtinge en reëls van Food4Good na te kom
- Ek is betrokke by Food4Good as vrywilliger om my medemense te help, en nie vir eie gewin nie

Handtekening: M Jantjies

Datum: 7/6/2024

Aansoekvorm vir Lidmaatskap van Food4Good

1	**Persoonlike Inligting**		
	Van	Ndabeni (Lamberts)	
	Voornaam	Patricia	
	ID	7506080766086	
	Foonnommer	0760462080	
	Email	jmia1315@gmail.com	
	Straatadres	34 Ruitekant str. Tulbagh	
2	**Bestaande sopkombuis**	Nee Ut en sak kos.	
2.1	Ek het 'n ongeregistreerde sopkombuis	nie gereg. Ja ✓	Nee
2.2	My sopkombuis is geregistreer NPO / NGO / Ander	Ja	Nee
2.3	Registrasie nommer	Nvt.	
2.4	Ek doen my sopkombuis al sedert die jaar	2019 Plaasmense inq	
2.5	Ek maak kos en bedien soveel mense per dag	Maak self - Kerkmense 170 (30/40) *	
2.6	Ek bedien kos op hierdie dae	Saterdae oggende Ut vir plase	
2.7	Ek ontvang tans donasies van	Geen. Ofter met huur.	
	Belinda het altyd gehelp - woon nou in Durban		
3	**My sopkombuis adres**	Vul slegs in indien dit verskil van jou persoonlike adres	
	Adres	Kerk adres 34 Ruitekant.	
	Ry uit. Geen.		

4. Verklaring

Ek onderneem om die volgende streng na te volg:

- Om alle voedselvoorberei higiënies to doen
- Om al my medemense met respek te hanteer
- Om eerbaar op te tree met betrekking tot kosvoorraad wat aan my toevertou word
- Om eerbaar en verantwoordelik op te tree met betrekking tot enige toerusting wat ek gebruik van Food4Good
- Om die verwagtinge en reëls van Food4Good na te kom
- Ek is betrokke by Food4Good as vrywilliger om my medemense te help, en nie vir eie gewin nie

Handtekening .....

Datum 7 Junie 2024.

Food for Good
Constitution

1. Preamble
2. Name
3. Definitions
4. Purpose
5. Objectives
6. Legal Status
7. Powers of the Association
8. Membership
9. Executive Committee
10. The Board
11. Board Meetings
12. Financial matters
13. Annual Narrative Report and Financial Statements
14. Amendments to the Constitution
15. Indemnity
16. Dispute resolution
17. Dissolution of the Association

1. Preamble

A large proportion of the Tulbagh population lives under the poverty line. There are many informal and private efforts to help the poor with soup kitchens, and most of these are funded from the pockets of the soup kitchens themselves. They operate independently and there is no cooperation between them.

Food for Good was founded as a platform for cooperation among food preparers (traditionally known as soup kitchens) and to share the load of preparing food on offer for the needy. Food for Good will enable food preparers to consolidate resources and campaign for adequate kitchen facilities and equipment, as well as serving locations and the required infrastructure for such activities.

2. Name

The Association established in terms of this Constitution shall be known as the Food for Good (Food4Good).

3. Definitions

In this Constitution unless inconsistent with, or otherwise indicated by the context, terms are defined as follows:

3.1 Clause headings have been inserted for means of reference and are not to be used for the interpretation of the Constitution;

3.2 The word "discretion" shall mean sole, absolute and unfettered discretion of the person or persons to whom such discretion is granted;

3.3 "in writing" shall mean written, printed or digital, or partly one and partly the other, and other modes of representing or reproducing words in a clear communication form;

3.4 "Tulbagh Valley" shall refer to the geographical area roughly within boundaries as follows:

- Western boundary: Obiqua mountains
- Northern boundary: Groot Winterhoek Mountains
- Eastern boundary: Witzenberg mountains
- South boundary: roughly at the valley junction with Bainskloof

3.5 A "Special Board Meeting" is any Board Meeting in addition to the specified annual Board Meeting.

3.6 Appendices do not form part of the Constitution and serve an explanatory and elucidatory purpose, and unless otherwise stipulated, may be amended by a simple majority of members present or represented by proxy at a general meeting of Food for Good.

4. Purpose

The purpose of Food for Good is to prepare and distribute food for the benefit of the underprivileged community of Tulbagh Valley.

5. Objectives

5.1 Food for Good is a voluntary, non-profit organisation established for the primary objective of preparing and distributing food for the benefit of the underprivileged community of Tulbagh Valley.

5.2 A secondary objective is to offer opportunities for food preparers to process and sell excess agricultural products for the benefit of Food for Good.

6. Legal Status

6.1 Food for Good is an incorporated association with its own legal identity which is separate from its individual members. Food for Good shall continue to exist even if the members change.

6.2 Any income and property of Food for Good shall be used solely for the promotion of its stated objectives.

6.3 Members and the office-bearers shall have no rights to the property or other assets of Food for Good by virtue of their being members or office-bearers.

6.4 No portion of the income or property of Food for Good shall be paid or distributed directly or indirectly to any person (otherwise than in the ordinary course of undertaking any public benefit activity) or to any member of Food for Good or Board, except for:

6.4.1 reasonable compensation for services actually rendered to Food for Good; and

6.4.2 reimbursement of actual costs or expenses reasonably incurred on behalf of Food for Good.

6.4.3 Upon the dissolution of Food for Good all debts and commitments must be settled. Neither Board members or ordinary members will receive any compensation. Any remaining assets shall be transferred by donation to some other non-profit organisation which the Board (as oversight body) considers appropriate. Such an organisation or organisations must have objectives the same or similar to the objectives of Food for Good. This process will be in compliance with the applicable legislation and in accordance with the process of dissolution of Food for Good as set out in Clause 17 of this Constitution.

6.5 Food for Good may apply to the Commissioner for the South African Revenue Service for exemption from taxes and duties as a Public Benefit Organization. In such case, compliance with the provisions of the Income Tax Act, 1962 (Act 58 of 1962 as amended) shall bind Food for Good and qualify this Constitution.

7. Powers of the Association

7.1 Food for Good, acting through its Executive Committee, shall have all the powers necessary for it to carry out its stated objectives effectively. Such powers shall include, but not be limited to the following general investment and administrative powers:

7.1.1 employ staff and hire professional and other services;

7.1.2 institute or defend any legal or arbitration proceedings and to settle any claims made by or against Food for Good;

7.1.3 open and operate accounts with registered financial institutions;

7.1.4 make and vary investments and re-invest the proceeds of such investments on condition that any investments made by Food for Good shall be with registered Financial Institutions;

7.1.5 work in collaboration with other organisations and affiliate to organisations with the same or similar objectives; and

7.1.6 accept donations made to Food for Good and retain them in the form in which they are
received, or sell them and re-invest the proceeds.

7.2 With regard to movable and immovable property and tangible and intangible assets of whatsoever nature, Food for Good, acting through its Executive Committee may:

7.2.1 purchase or acquire property and assets;

7.2.2 maintain, manage, develop, exchange, lease, sell, or in any way deal with the property and assets of Food for Good;

7.2.3 donate or transfer the property and assets of Food for Good to organisations with the same or similar objectives and the same exemptions from taxes and duties to those of Food for Good;

7.2.4 borrow and use the property or assets of Food for Good as security for borrowing; and

7.2.5 guarantee the performance of contracts or obligations of any person mandated to act on behalf of Food for Good and which further the objectives of Food for Good.

8. Membership

8.1 Membership is open to individuals or groups with similar interests and goals as Food for Good (eg. *4 Purpose* and *5. Objectives*).

8.2 Specifics of criteria for Membership will be decided by the Executive Committee at their discretion.

8.3 Application and resignation of membership must be in writing.

8.4 The Executive Committee may, by resolution at a duly convened meeting of the Executive Committee, at its discretion, refuse admission to any person or association that has breached the Code of Conduct of Food for Good or is found to be in contravention of the conditions of membership, and whose membership would, in the opinion of the Executive Committee, bring Food for Good into disrepute. Compelling evidence shall be presented and a unanimous vote will be required to reject admission on these grounds.

8.5 No membership fees are payable until such time as circumstances change and the Board decides otherwise.

9. Executive Committee

Powers of the Executive Committee
9.1 The affairs of Food for Good shall be controlled and managed by the Executive Committee, which shall exercise all the management and executive powers that are normally vested in a Board of Directors of a Company, subject to the terms of this Constitution and to the resolutions of the Food for Good Board.

9.2 The Executive Committee shall exercise sound corporate governance in the administration of the affairs of Food for Good.

9.3 The Executive Committee may appoint a Chief Executive Officer and other employees as it may consider necessary and upon such terms and conditions as it may consider appropriate.

9.4 The Executive Committee may investigate any complaint and shall investigate any formal grievance lodged in terms of its policies.

Members of the Executive Committee
9.5 The founders of Food for Good will be the initial members of the Executive Committee.

9.6 Executive Committee membership is voluntary.

9.7 New Executive Committee members are appointed by the Board

9.8 Nominations for new Executive Committee members may be submitted by any associated or affiliated member, and Executive Committee, and by the Board.

9.9 Nominations, seconded by one other member, must be submitted in writing, following the requirements of *11. Board Meetings*.

9.10 The Board, or a duly appointed panel consisting of at least three (3) members, may request and hold interviews with candidates.

9.11 Election of new Executive Committee members must be done by ballot, or by show of hands, as decided by the Board.

9.12 A successful candidate requires a two-thirds (2/3) majority of the Board.

9.13 In case of resigning as member of the Executive Committee, the resigning member may nominate a replacement for his/her position.

9.14 The Board will accept or reject the nominee, and may make their own appointment.

Composition of the Executive Committee
9.15 The Executive Committee shall comprise at least three (3) but not more than seven (7) voting members.

9.16 The Executive Committee shall comprise at minimum of a Chair, Vice Chair, and Secretary / Treasurer.

9.17 The Executive Committee may co-opt additional non-voting members for such a period as the Executive Committee considers appropriate.

Rights
9.18 Membership of the Executive Committee is voluntary and not remunerable, except in cases where funding is earmarked for remuneration.

Chair of the Executive Committee
9.19 The founder will be the initial Chair of the Executive Committee.

9.20 The position of the Chair is voluntary and not remunerable, except in cases where funding is earmarked for remuneration.

9.21 A new Chair is appointed by the Board with a two-thirds (2/3) majority vote.

9.22 Nominations for a new Chair may be submitted by any associated or affiliated member, the serving Chair, (as per 9.13, 9.14), Executive Committee members, and by the Board.

9.23 Nominations, seconded by one other member, must be submitted in writing, following the requirements of *11. Board Meetings*.

Meetings of the Executive Committee
9.24 Standard Executive Committee Meetings shall be held on a monthly basis.

9.25 Any Executive Committee member shall be entitled to place items on the Agenda on provision of Clauses 9.33 and 9.34

9.26 Operational and Task Team meetings are *ad hoc*. Minutes must be kept in accordance with 9.30, 9.31 and 9.32.

Quorum
9.27 Executive Committee Meetings may be held online.

9.28 A quorum constituting an Executive Committee Meeting of Food for Good shall be at least two thirds of all the Executive Committee members.

9.29 In case a scheduled meeting cannot be held due to unforeseen circumstances, a new date should be set within the shortest possible time suitable to all members.

Minutes
9.30 Formal Minutes, including a record of attendance, shall be kept of the proceedings of all Executive Committee Meetings.

9.31 The Executive Committee may, at its discretion, make an audio recording of the proceedings of any meeting of the association to support the taking of minutes.

9.32 Upon adoption, the Minutes shall be signed by the Chair of the Executive Committee, and shall be made available to all members within two weeks after the meeting.

Notices
9.33 Notice of all meetings provided for in this Constitution, shall be delivered electronically to the most recent electronic address provided by members to Food for Good, or in any other manner as the Executive Committee may determine.

9.34 Food for Good shall not be liable, nor will proceedings of any meeting be invalidated, should members not receive notices either because they have not kept Food for Good informed of updated contact details, or because of any other circumstance beyond the control of Food for Good.

Resolutions and Voting
9.35 At all Executive Committee Meetings, a resolution put to the vote shall be decided by means of a show of hands or by ballot. A vote by ballot shall be held only if so determined by a majority votes of two-thirds.

9.36 Each member shall be entitled to one vote.

9.37 Resolutions shall be decided by a majority of votes.

Election of Members of the Executive Committee
9.38 New members of the Executive Committee can be nominated by any member, Board member, or Executive Committee member.

9.39 Nominees for Executive Committee membership must be approved by the Board.

9.40 Should the Board not be able to resolve the appointment of nominees, the founding members of Food for Good need to be consulted and their vote will be final.

9.41 Executive Committee membership is continuous and ceases under these conditions:

9.41.1 An Executive Committee member may resign

9.41.2 An Executive Committee member may be replaced with a two-third majority vote
9.41.3 The Board may vote to remove a member.

10. The Board

10.1 The Board shall comprise at least five (5) but not more than seven (7) voting members.

10.2 The Board shall always consist of at least one Non-Executive member more than the number of Executive members on the Board.

10.3 The positions of both Executive Committee and Non-executive members are voluntary and non-remunable, except in cases where funding is earmarked for remuneration.

Board member appointment
10.4 Initial Board members are invited and appointed by founding members.

10.5 Nominations for new Board members may be submitted by any associated or affiliated member, and the Executive Committee.

10.6 New Board members are elected by majority of all members.

10.7 Nominations, seconded by one other member, must be submitted in writing, following the requirements of *11. Board Meetings*.

10.8 The existing Board, or a duly appointed panel consisting of at least three (3) members, may request and hold interviews with candidates.

10.9 Election of new Board members must be done by ballot, or by show of hands, as decided by the members.

10.10 A successful candidate requires a two-thirds (2/3) majority of the Board.

11. Board Meetings

11.1 Board Meetings shall be held annually within at most two months after the financial year-end (Clause 12.9).

11.2 A Special Board Meeting may be called at any time by the Executive Committee with fair and reasonable notice given to each Board member.

11.3 Board Meetings shall be convened by the Chair of the Board with no less than four weeks prior written notice to all members entitled to attend the meeting. This notice shall state the date, time and place of the meeting and the business to be transacted at the meeting.

11.4 If all Board members acknowledge receipt of the notice, are present at the meeting, or waive notice of the meeting, the meeting may proceed even if sufficient notice was not given.

11.5 The business of Board Meetings shall include:

11.5.1 consideration and adoption the Minutes of the previous Board Meeting

11.5.2 the presentation and adoption of the Annual Report of the Chair;

11.5.3 the consideration of the Financial Statements;

11.5.4 the replacement of members of the Executive Committee

11.5.5 other matters as may be considered appropriate by the Board.

11.6 Any Board member shall be entitled to place items on the Agenda on provision of Clauses 11.3, and 11.7.

11.7 Agenda items should take the form of clear proposals. Any member (or duly delegated person) placing a proposal on the Agenda shall be present at the Board Meeting to formally present the item.

11.8 The final agenda of the meeting, together with draft Minutes for consideration at the annual Board Meeting, shall be circulated to members not less than one week prior to the annual Board Meeting.

11.9 All documentation related to points to be discussed must be received by the Executive Committee at least two weeks prior to the annual Board Meeting. Such documentation shall serve as addenda to the Agenda.

Quorum
11.10 Board Meetings may be held online.

11.11 A quorum constituting a Board Meeting of Food for Good shall be at least two thirds of all the Board members.

11.12 In case a scheduled meeting cannot be held due to unforeseen circumstances, a new date should be set within the shortest possible time suitable to all members.

Resolutions and Voting
11.13 At all Board Meetings, a resolution put to the vote shall be decided by means of a show of hands or by ballot. A vote by ballot shall be held only if so determined by the Chair of the Board.

11.14 Each member shall be entitled to one vote.

11.15 Resolutions shall be decided by a majority of votes.

Special Board Meetings
11.16 Special Board Meetings of Food for Good may be convened by the Board as deemed necessary by resolution; or by the Chair; or upon request to the Board by at least one quarter (1/4) of the members of Food for Good.

11.17 Any Board Meeting other than annual Board Meetings shall be convened on at least fourteen (14) day's written notice to all members (with the exception of *14. Amendments to the Constitution*). The notice shall state the date, time and place of the meeting and the

business to be transacted. The Special Board Meeting shall only deal with those matters for which it has been convened.

11.18 In the case of Special Board Meetings the Agenda and relevant additional documents must be available to the Executive Committee for distribution to Board members at least seven days before the meeting.

Minutes
11.19 Formal Minutes, including a record of attendance, shall be kept of the proceedings of all Board Meetings.

11.20 The Executive committee may, at its discretion, make an audio recording of the proceedings of any meeting of the association to support the taking of minutes.

11.21 Upon adoption, the Minutes shall be signed by the Chair of the Board, and shall be made available to all members within two weeks after the meeting.

Notices
11.22 Notice of all meetings provided for in this Constitution, shall be delivered electronically to the most recent electronic address provided by members to Food for Good, or in any other manner as the Board may determine.

11.23 Food for Good shall not be liable, nor will proceedings of any meeting be invalidated, should members not receive notices either because they have not kept Food for Good informed of updated contact details, or because of any other circumstance beyond the control of Food for Good.

Election of Members of the Board
11.24 The members of the Board under this Constitution shall be those listed in the List Of Board members.

11.25 New members of the Board can be nominated by any Board member.

11.26 Nominees for Board membership must be approved by an existing Board.

11.27 Should the Board not be able to resolve the appointment of nominees, the founding members of Food for Good need to be consulted and their vote will be final.

11.28 Board membership is continuous and ceases under these conditions:

11.27.1 A Board member may resign

11.27.2 A Board member may be replaced with a two-third majority vote

12. Financial matters

12.1 The Executive Committee shall establish appropriate financial controls and procedures to safeguard the finance and assets of Food for Good.

Bank Account
12.2 The Executive Committee shall open and maintain a bank account in the name of Food for Good with a registered financial institution.

12.3 The Executive Committee shall ensure that all monies received by Food for Good are deposited in the above-mentioned bank account as soon as possible after receipt.

12.4 A minimum of two signatories is required to establish and maintain Food for Good's bank account.

12.5 All cheques, promissory notes and other documents requiring signature on behalf of Food for Good shall be signed by two (2) of the Executive Committee members. The second signature may be obtained by methods as stated in 12.6 and 12.7.

12.6 All payments (including types of electronic or online) must be supported by source documents and include authorization in compliance with sound accounting practices and conform to such limits as may be stipulated annually by resolution of the Executive Committee.

12.7 Electronic payments such as online purchases must also be pre-approved by the second signatory, in which case an electronic message (such as email or SMS) endorsing the transaction will be regarded as valid.

12.8 Regular operating expenses, or payments in terms of a budget previously approved by the Board, shall be cross-referenced to the minutes where such expenditure was approved, and signed by the Treasurer.

Financial Records
12.9 Food for Good's financial year-end shall be the last day of February.

12.10 The Executive Committee shall keep, or cause to be kept, books of account concerning all transactions and affairs entered into by them in connection with Food for Good,
including but not limited to:

12.10.1 records showing the assets and liabilities of Food for Good;

1310.2 a register of fixed assets showing the respective dates of acquisition and the cost thereof, if any, the respective dates of any disposals and the considerations received in respect thereof;

12.10.3 full accounting records updated at least monthly.

12.11 A bank statement, trial balance and draft income statement shall be tabled at every meeting of the Board.

12.12 Food for Good shall not be required, unless so decided by the Board, to have the accounts of Food for Good audited regularly or at all; but should it become a legal requirement for Food for Good to be audited, the Board shall at its discretion appoint an auditor.

12.13 In the event that an auditor is not appointed, the Annual Financial Statements of Food for Good shall be reviewed by a registered Accountant.

13. Annual Narrative Report and Financial Statements

13.1 The Executive Committee shall ensure that Food for Good prepares an annual narrative report covering the activities of Food for Good, and an Annual Financial Statement for each financial year. The Annual Financial Statements shall conform with generally accepted accounting principles and shall include a statement of income and expenditure and a balance sheet of assets and liabilities.

13.2 Within forty (40) days of the end of the financial year, the Executive Committee shall ensure that:

13.2.1 the financial statements are submitted to a registered Accountant to examine and certify that the annual financial statements are consistent with the financial records of Food for Good; and

13.2.2 that its accounting policies are appropriate and have been appropriately applied in the preparation of its financial statements.

13.3 The Annual Narrative Report shall be presented by the Chair, and the Annual Financial Statements shall be presented by the Treasurer or its delegate.

14. Amendments to the Constitution

14.1 Should the Board propose an amendment, or receive a proposal to amend this Constitution which does not deal with contentious matters, such a proposal may be put to the vote at a Board Meeting or a Special Board Meeting with the exception of timelines and deadlines stated in Clause 11.17, and on condition that:

14.1.1 any resolution affecting such amendment is clearly motivated and reaches the Board Secretary at least six weeks prior to a Board Meeting or Special Board Meeting;

14.1.2 all Board members are notified of the wording of the proposed amendment at least four weeks prior to the set Board Meeting or Special Meeting at which it is to be considered;
and

14.1.3 such amendments are approved by at least two-thirds of the members who are present, in person or by proxy at that meeting.

14.2 Any proposals affecting such amendment shall be clearly motivated and voting papers drawn up in such a way that it is quite clear to any voter that:

14.2.1 the member votes for or against the proposed amendment;

14.2.2 the voting paper shall be returned to the polling officers on or before a specific date; and in the event of these conditions not being complied with, the voting paper shall be deemed invalid.

15. Indemnity

15.1 Subject to the provisions of relevant statutes, members of the Board and other officers of Food for Good shall be indemnified by Food for Good for all acts done by them on its

behalf, in good faith and in accordance with Food for Good's policies and procedures. In such cases Food for Good shall pay costs and expenses incurred, or for which it becomes liable as a result of any contract entered into, or act done, by its office bearers and officials in the discharge of their duties on behalf of Food for Good.

15.2 Subject to the provisions of any relevant statutes, no member of the Board and or other officers of Food for Good shall be liable for the acts, receipts, neglects or defaults of any other member or office bearer, or for any loss, damage or expense suffered by Food for Good, which occurs in the execution of the duties of his/her office, unless it arises as a result of her dishonesty, or failure to exercise the degree of care, diligence and skill required by law.

16. Dispute resolution

16.1 In the event of a serious disagreement between the members of the Board and/or the Executive Committee regarding the interpretation of this Constitution, any two (2) Board members or any two (2) members of the Executive Committee shall be entitled to declare a dispute. Such declaration shall be in writing, shall state the issue in dispute, and be addressed to the Chair of the Board.

16.2 The Board shall consider such declaration within two (2) weeks of receiving it. Should the Board not be able to resolve the dispute to the satisfaction of the persons declaring it, the dispute may be referred first for mediation and if not resolved, for arbitration.

Mediation
16.3 Should the dispute be referred to a mediator, the persons declaring the dispute and the Board are required to agree on a suitable mediator and to the costs of such mediation. A mediator may recommend an appropriate resolution of the dispute.

Arbitration
16.4 In the absence of agreement regarding a mediator or should mediation not resolve the dispute, the dispute may be referred for arbitration. The arbitrator shall be such suitably qualified person as the persons declaring the dispute and the Board may mutually agree.

16.5 In case the Board cannot come to an agreement for appointing an arbitrator, each of the parties shall be entitled to nominate one arbitrator, who shall act jointly with a third person to be nominated jointly by the respective nominees of the parties; on the basis that a majority decision of the appointed arbitrators shall be final and binding.

16.6 The arbitrator(s) shall have the power to determine the procedure to be adopted subject to principles of natural justice. The arbitrator(s) may base the decision not only upon the applicable law but also upon the principles of equity and fairness. The persons declaring the dispute shall be liable for the costs of the arbitration unless the arbitrator(s) decide(s) which party shall be liable for the costs or apportions the costs.
16.7 The decision of the arbitrator(s) shall be final and binding upon all parties.

17. Dissolution of the Association

17.1 Should the need arise to consider the dissolution of Food for Good, a Special Meeting of the Board shall be called. Notification of the venue and date thereof shall be sent to every Board member not less than thirty days before such a special meeting.

17.2 Notwithstanding any other stipulation in this Constitution, the Board members present at such a special meeting shall constitute a quorum. If this meeting is conducted by post, the number of voting papers returned by Board members before or on the thirtieth (30th) day after mailing the voting papers to them, shall constitute a quorum. A resolution to proceed with the dissolution of Food for Good shall be valid if passed by not less than two-thirds of such a quorum.

17.3 Notification of such a decision to proceed with the dissolution of Food for Good shall be sent to every associate or affiliate in good standing not later than fourteen days after the decision of the Board has been taken. This notification shall contain:

17.4.1 the exact wording of the decision taken by the Board;

17.4.2 a summary of the reasons for the decision taken by the Board;

17.4.3 a statement explaining the debts and liabilities of Food for Good as well as the assets and the value thereof;

17.4.4 alternative suggestions on how any assets which might remain after payment of all debts and liabilities shall be disposed of;

17.4.5 a voting paper drawn up in such a way that it is quite clear that the voter:

17.4.5.1 may vote for or against the dissolution of Food for Good;

17.4.5.2 may vote for or against the suggestions on how any remaining assets may be disposed of, subject to clause 10 of this Constitution and any applicable legislation;

17.4.6 must return the voting paper no later than thirty days (30) after the date on which the notification of the decision taken by the Board was posted to each member in good standing.

17.4.7 Any voting paper will be declared invalid in the event of any of the above stipulations not being complied with.

17.4 Notwithstanding any other stipulation in this Constitution, the number of voting papers returned before or on the date specified shall be considered to represent a quorum of the voters and a resolution to dissolve Food for Good shall be valid only if passed by not less than two-thirds (2/3) of the votes received. Any remaining assets of Food for Good shall be disposed of in such a manner as may be determined by a majority of the votes received.

* * *

This Constitution was adopted by a Meeting of the founding members of Food for Good at Tulbagh on 11 March 2024.

Signed

Pantry Partners
Constitution

1. Preamble
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17. Dissolution of the Association

1. Preamble

A large proportion of the Tulbagh population lives under the poverty line. There are many informal and private efforts to help the poor with soup kitchens, and most of these are funded from the pockets of the soup kitchens themselves.

Tulbagh is also known as the valley of abundance due to its prominent agricultural activities, especially fruits. Many fruits are exported in the fruit-fly management area. Farmers often do not know what to do with excess fruit, which is often buried or thrown away.

In view of this poverty and no adequate or sustainable management of products that could be used to feed those who need food, Pantry Partners was founded to serve as a formal foodbank for the community.

2. Name

The Association established in terms of this Constitution shall be known as the Pantry Partners.

3. Definitions

In this Constitution unless inconsistent with, or otherwise indicated by the context, terms are defined as follows:

3.1 Clause headings have been inserted for means of reference and are not to be used for the interpretation of the Constitution;

3.2 The word "discretion" shall mean sole, absolute and unfettered discretion of the person or persons to whom such discretion is granted;

3.3 "in writing" shall mean written, printed or digital, or partly one and partly the other, and other modes of representing or reproducing words in a clear communication form;

3.4 "Tulbagh Valley" shall refer to the geographical area roughly within boundaries as follows:

- Western boundary: Obiqua mountains
- Northern boundary: Groot Winterhoek Mountains
- Eastern boundary: Witzenberg mountains
- South boundary: roughly at the valley junction with Bainskloof

3.5 A "Special Board Meeting" is any Board Meeting in addition to the specified annual Board Meeting.

3.6 Appendices do not form part of the Constitution and serve an explanatory and elucidatory purpose, and unless otherwise stipulated, may be amended by a simple majority of members present or represented by proxy at a general meeting of Pantry Partners.

4. Purpose

The purpose of Pantry Partners is to procure, manage and distribute food for the benefit of the underprivileged community of Tulbagh Valley.

5. Objectives

5.1 Pantry Partners is a voluntary, non-profit organisation established for the primary objective of procuring, managing and distributing food for the benefit of the underprivileged community of Tulbagh Valley.

5.2 Pantry Partners will engage with all stakeholders which include, but not limited to, national, provincial and local government, foodbanks, soup kitchens, the agricultural community, corporations, businesses and other organisations to meet its purpose

5.3 To cooperate with the entities listed in 5.2, as well as other organisations that promote similar community initiatives and efforts

6. Legal Status

6.1 Pantry Partners is an incorporated association with its own legal identity which is separate from its individual members. Pantry Partners shall continue to exist even if the members change.

6.2 Any income and property of Pantry Partners shall be used solely for the promotion of its stated objectives.

6.3 Members and the office-bearers shall have no rights to the property or other assets of Pantry Partners by virtue of their being members or office-bearers.

6.4 No portion of the income or property of Pantry Partners shall be paid or distributed directly or indirectly to any person (otherwise than in the ordinary course of undertaking any public benefit activity) or to any member of Pantry Partners or Board, except for:

6.4.1 reasonable compensation for services actually rendered to Pantry Partners; and

6.4.2 reimbursement of actual costs or expenses reasonably incurred on behalf of Pantry Partners.

6.4.3 Upon the dissolution of Pantry Partners, after all debts and commitments have been settled, any remaining assets shall not be paid to or distributed amongst members, but shall be transferred by donation to some other non-profit organisation which the Board considers appropriate and which has objectives the same or similar to the objectives of Pantry Partners, in compliance with the applicable legislation and in accordance with the process of dissolution of Pantry Partners as set out in Clause 17 of this Constitution.

6.5 Pantry Partners may apply to the Commissioner for the South African Revenue Service for exemption from taxes and duties as a Public Benefit Organization. In such case, compliance with the provisions of the Income Tax Act, 1962 (Act 58 of 1962 as amended) shall bind Pantry Partners and qualify this Constitution.

7. Powers of the Association

7.1 Pantry Partners, acting through its Executive Committee, shall have all the powers necessary for it to carry out its stated objectives effectively. Such powers shall include, but not be limited to the following general investment and administrative powers:

7.1.1 employ staff and hire professional and other services;

7.1.2 institute or defend any legal or arbitration proceedings and to settle any claims made by or against Pantry Partners;

7.1.3 open and operate accounts with registered financial institutions;

7.1.4 make and vary investments and re-invest the proceeds of such investments on condition that any investments made by Pantry Partners shall be with registered Financial Institutions;

7.1.5 work in collaboration with other organisations and affiliate to organisations with the same or similar objectives; and

7.1.6 accept donations made to Pantry Partners and retain them in the form in which they are
received, or sell them and re-invest the proceeds.

7.2 With regard to movable and immovable property and tangible and intangible assets of whatsoever nature, Pantry Partners, acting through its Executive Committee may:

7.2.1 purchase or acquire property and assets;

7.2.2 maintain, manage, develop, exchange, lease, sell, or in any way deal with the property and assets of Pantry Partners;

7.2.3 donate or transfer the property and assets of Pantry Partners to organisations with the same or similar objectives and the same exemptions from taxes and duties to those of Pantry Partners;

7.2.4 borrow and use the property or assets of Pantry Partners as security for borrowing; and

7.2.5 guarantee the performance of contracts or obligations of any person mandated to act on behalf of Pantry Partners and which further the objectives of Pantry Partners.

8. Membership

8.1 Membership is open to individuals or groups with similar interests and goals as Pantry Partners (eg. *4 Purpose* and *5. Objectives*).

8.2 Specifics of criteria for Membership will be decided by the Executive Committee at their discretion.

8.3 Application and resignation of membership must be in writing.

8.4 The Executive Committee may, by resolution at a duly convened meeting of the Executive Committee, at its discretion, refuse admission to any person or association that has breached the Code of Conduct of Pantry Partners or is found to be in contravention of the conditions of membership, and whose membership would, in the opinion of the Executive Committee, bring Pantry Partners into disrepute. Compelling evidence shall be presented and a unanimous vote will be required to reject admission on these grounds.

8.5 No membership fees are payable until such time as circumstances change and the Board decides otherwise.

9. Executive Committee

Powers of the Executive Committee
9.1 The affairs of Pantry Partners shall be controlled and managed by the Executive Committee, which shall exercise all the management and executive powers that are normally vested in a Board of Directors of a Company, subject to the terms of this Constitution and to the resolutions of the Pantry Partners Board.

9.2 The Executive Committee shall exercise sound corporate governance in the administration of the affairs of Pantry Partners.

9.3 The Executive Committee may appoint a Chief Executive Officer and other employees as it may consider necessary and upon such terms and conditions as it may consider appropriate.

9.4 The Executive Committee may investigate any complaint and shall investigate any formal grievance lodged in terms of its policies.

Members of the Executive Committee
9.5 The founders of Pantry Partners will be the initial members of the Executive Committee.

9.6 Executive Committee membership is voluntary.

9.7 New Executive Committee members are appointed by the Board

9.8 Nominations for new Executive Committee members may be submitted by any associated or affiliated member, and Executive Committee, and by the Board.

9.9 Nominations, seconded by one other member, must be submitted in writing, following the requirements of *11. Board Meetings*.

9.10 The Board, or a duly appointed panel consisting of at least three (3) members, may request and hold interviews with candidates.

9.11 Election of new Executive Committee members must be done by ballot, or by show of hands, as decided by the Board.

9.12 A successful candidate requires a two-thirds (2/3) majority of the Board.

9.13 In case of resigning as member of the Executive Committee, the resigning member may nominate a replacement for his/her position.

9.14 The Board will accept or reject the nominee, and may make their own appointment.

Composition of the Executive Committee
9.15 The Executive Committee shall comprise at least three (3) but not more than seven (7) voting members.

9.16 The Executive Committee shall comprise at minimum of a Chair, Vice Chair, and Secretary / Treasurer.

9.17 The Executive Committee may co-opt additional non-voting members for such a period as the Executive Committee considers appropriate.

Rights
9.18 Membership of the Executive Committee is voluntary and not remunerable, except in cases where funding is earmarked for remuneration.

Chair of the Executive Committee
9.19 The founder will be the initial Chair of the Executive Committee.

9.20 The position of the Chair is voluntary and not remunerable, except in cases where funding is earmarked for remuneration.

9.21 A new Chair is appointed by the Board with a two-thirds (2/3) majority vote.

9.22 Nominations for a new Chair may be submitted by any associated or affiliated member, the serving Chair, (as per 9.13, 9.14), Executive Committee members, and by the Board.

9.23 Nominations, seconded by one other member, must be submitted in writing, following the requirements of *11. Board Meetings*.

Meetings of the Executive Committee
9.24 Standard Executive Committee Meetings shall be held on a monthly basis.

9.25 Any Executive Committee member shall be entitled to place items on the Agenda on provision of Clauses 9.33 and 9.34

9.26 Operational and Task Team meetings are *ad hoc*. Minutes must be kept in accordance with 9.30, 9.31 and 9.32.

Quorum
9.27 Executive Committee Meetings may be held online.

9.28 A quorum constituting an Executive Committee Meeting of Pantry Partners shall be at least two thirds of all the Executive Committee members.

9.29 In case a scheduled meeting cannot be held due to unforeseen circumstances, a new date should be set within the shortest possible time suitable to all members.

Minutes
9.30 Formal Minutes, including a record of attendance, shall be kept of the proceedings of all Executive Committee Meetings.

9.31 The Executive Committee may, at its discretion, make an audio recording of the proceedings of any meeting of the association to support the taking of minutes.

9.32 Upon adoption, the Minutes shall be signed by the Chair of the Executive Committee, and shall be made available to all members within two weeks after the meeting.

Notices
9.33 Notice of all meetings provided for in this Constitution, shall be delivered electronically to the most recent electronic address provided by members to Pantry Partners, or in any other manner as the Executive Committee may determine.

9.34 Pantry Partners shall not be liable, nor will proceedings of any meeting be invalidated, should members not receive notices either because they have not kept Pantry Partners informed of updated contact details, or because of any other circumstance beyond the control of Pantry Partners.

Resolutions and Voting
9.35 At all Executive Committee Meetings, a resolution put to the vote shall be decided by means of a show of hands or by ballot. A vote by ballot shall be held only if so determined by a majority votes of two-thirds.

9.36 Each member shall be entitled to one vote.

9.37 Resolutions shall be decided by a majority of votes.

Election of Members of the Executive Committee
9.38 New members of the Executive Committee can be nominated by any member, Board member, or Executive Committee member.

9.39 Nominees for Executive Committee membership must be approved by the Board.

9.40 Should the Board not be able to resolve the appointment of nominees, the founding members of Pantry Partners need to be consulted and their vote will be final.

9.41 Executive Committee membership is continuous and ceases under these conditions:

9.41.1 An Executive Committee member may resign

9.41.2 An Executive Committee member may be replaced with a two-third majority vote
9.41.3 The Board may vote to remove a member.

10. The Board

10.1 The Board shall comprise at least five (5) but not more than seven (7) voting members.

10.2 The Board shall always consist of at least one Non-Executive member more than the number of Executive members on the Board.

10.3 The positions of both Executive Committee and Non-executive members are voluntary and non-remunable, except in cases where funding is earmarked for remuneration.

Board member appointment
10.4 Initial Board members are invited and appointed by founding members.

10.5 Nominations for new Board members may be submitted by any associated or affiliated member, and the Executive Committee.

10.6 New Board members are elected by majority of all members.

10.7 Nominations, seconded by one other member, must be submitted in writing, following the requirements of *11. Board Meetings*.

10.8 The existing Board, or a duly appointed panel consisting of at least three (3) members, may request and hold interviews with candidates.

10.9 Election of new Board members must be done by ballot, or by show of hands, as decided by the members.

10.10 A successful candidate requires a two-thirds (2/3) majority of the Board.

11. Board Meetings

11.1 Board Meetings shall be held annually within at most two months after the financial year-end (Clause 12.9).

11.2 A Special Board Meeting may be called at any time by the Executive Committee with fair and reasonable notice given to each Board member.

11.3 Board Meetings shall be convened by the Chair of the Board with no less than four weeks prior written notice to all members entitled to attend the meeting. This notice shall state the date, time and place of the meeting and the business to be transacted at the meeting.

11.4 If all Board members acknowledge receipt of the notice, are present at the meeting, or waive notice of the meeting, the meeting may proceed even if sufficient notice was not given.

11.5 The business of Board Meetings shall include:

11.5.1 consideration and adoption the Minutes of the previous Board Meeting

11.5.2 the presentation and adoption of the Annual Report of the Chair;

11.5.3 the consideration of the Financial Statements;

11.5.4 the replacement of members of the Executive Committee

11.5.5 other matters as may be considered appropriate by the Board.

11.6 Any Board member shall be entitled to place items on the Agenda on provision of Clauses 11.3, and 11.7.

11.7 Agenda items should take the form of clear proposals. Any member (or duly delegated person) placing a proposal on the Agenda shall be present at the Board Meeting to formally present the item.

11.8 The final agenda of the meeting, together with draft Minutes for consideration at the annual Board Meeting, shall be circulated to members not less than one week prior to the annual Board Meeting.

11.9 All documentation related to points to be discussed must be received by the Executive Committee at least two weeks prior to the annual Board Meeting. Such documentation shall serve as addenda to the Agenda.

Quorum
11.10 Board Meetings may be held online.

11.11 A quorum constituting a Board Meeting of Pantry Partners shall be at least two thirds of all the Board members.

11.12 In case a scheduled meeting cannot be held due to unforeseen circumstances, a new date should be set within the shortest possible time suitable to all members.

Resolutions and Voting
11.13 At all Board Meetings, a resolution put to the vote shall be decided by means of a show of hands or by ballot. A vote by ballot shall be held only if so determined by the Chair of the Board.

11.14 Each member shall be entitled to one vote.

11.15 Resolutions shall be decided by a majority of votes.

Special Board Meetings
11.16 Special Board Meetings of Pantry Partners may be convened by the Board as deemed necessary by resolution; or by the Chair; or upon request to the Board by at least one quarter (1/4) of the members of Pantry Partners.

11.17 Any Board Meeting other than annual Board Meetings shall be convened on at least fourteen (14) day's written notice to all members (with the exception of *14. Amendments to the Constitution*). The notice shall state the date, time and place of the meeting and the business to be transacted. The Special Board Meeting shall only deal with those matters for which it has been convened.

11.18 In the case of Special Board Meetings the Agenda and relevant additional documents must be available to the Executive Committee for distribution to Board members at least seven days before the meeting.

Minutes
11.19 Formal Minutes, including a record of attendance, shall be kept of the proceedings of all Board Meetings.

11.20 The Executive committee may, at its discretion, make an audio recording of the proceedings of any meeting of the association to support the taking of minutes.

11.21 Upon adoption, the Minutes shall be signed by the Chair of the Board, and shall be made available to all members within two weeks after the meeting.

Notices
11.22 Notice of all meetings provided for in this Constitution, shall be delivered electronically to the most recent electronic address provided by members to Pantry Partners, or in any other manner as the Board may determine.

11.23 Pantry Partners shall not be liable, nor will proceedings of any meeting be invalidated, should members not receive notices either because they have not kept Pantry Partners informed of updated contact details, or because of any other circumstance beyond the control of Pantry Partners.

Election of Members of the Board
11.24 The members of the Board under this Constitution shall be those listed in the List Of Board members.

11.25 New members of the Board can be nominated by any Board member.

11.26 Nominees for Board membership must be approved by an existing Board.

11.27 Should the Board not be able to resolve the appointment of nominees, the founding members of Pantry Partners need to be consulted and their vote will be final.

11.28 Board membership is continuous and ceases under these conditions:

11.27.1 A Board member may resign

11.27.2 A Board member may be replaced with a two-third majority vote

12. Financial matters

12.1 The Executive Committee shall establish appropriate financial controls and procedures to safeguard the finance and assets of Pantry Partners.

Bank Account
12.2 The Executive Committee shall open and maintain a bank account in the name of Pantry Partners with a registered financial institution.

12.3 The Executive Committee shall ensure that all monies received by Pantry Partners are deposited in the above-mentioned bank account as soon as possible after receipt.

12.4 A minimum of two signatories is required to establish and maintain Pantry Partners's bank account.

12.5 All cheques, promissory notes and other documents requiring signature on behalf of Pantry Partners shall be signed by two (2) of the Executive Committee members. The second signature may be obtained by methods as stated in 12.6 and 12.7.

12.6 All payments (including types of electronic or online) must be supported by source documents and include authorization in compliance with sound accounting practices and conform to such limits as may be stipulated annually by resolution of the Executive Committee.

12.7 Electronic payments such as online purchases must also be pre-approved by the second signatory, in which case an electronic message (such as email or SMS) endorsing the transaction will be regarded as valid.

12.8 Regular operating expenses, or payments in terms of a budget previously approved by the Board, shall be cross-referenced to the minutes where such expenditure was approved, and signed by the Treasurer.

Financial Records
12.9 Pantry Partners's financial year-end shall be the last day of February.

12.10 The Executive Committee shall keep, or cause to be kept, books of account concerning all transactions and affairs entered into by them in connection with Pantry Partners,
including but not limited to:

12.10.1 records showing the assets and liabilities of Pantry Partners;

1310.2 a register of fixed assets showing the respective dates of acquisition and the cost thereof, if any, the respective dates of any disposals and the considerations received in respect thereof;

12.10.3 full accounting records updated at least monthly.

12.11 A bank statement, trial balance and draft income statement shall be tabled at every meeting of the Board.

12.12 Pantry Partners shall not be required, unless so decided by the Board, to have the accounts of Pantry Partners audited regularly or at all; but should it become a legal requirement for Pantry Partners to be audited, the Board shall at its discretion appoint an auditor.

12.13 In the event that an auditor is not appointed, the Annual Financial Statements of Pantry Partners shall be reviewed by a registered Accountant.

13. Annual Narrative Report and Financial Statements

13.1 The Executive Committee shall ensure that Pantry Partners prepares an annual narrative report covering the activities of Pantry Partners, and an Annual Financial Statement for each financial year. The Annual Financial Statements shall conform with generally accepted accounting principles and shall include a statement of income and expenditure and a balance sheet of assets and liabilities.

13.2 Within forty (40) days of the end of the financial year, the Executive Committee shall ensure that:

13.2.1 the financial statements are submitted to a registered Accountant to examine and certify that the annual financial statements are consistent with the financial records of Pantry Partners; and

13.2.2 that its accounting policies are appropriate and have been appropriately applied in the preparation of its financial statements.

13.3 The Annual Narrative Report shall be presented by the Chair, and the Annual Financial Statements shall be presented by the Treasurer or its delegate.

14. Amendments to the Constitution

14.1 Should the Board propose an amendment, or receive a proposal to amend this Constitution which does not deal with contentious matters, such a proposal may be put to the vote at a Board Meeting or a Special Board Meeting with the exception of timelines and deadlines stated in Clause 11.17, and on condition that:

14.1.1 any resolution affecting such amendment is clearly motivated and reaches the Board Secretary at least six weeks prior to a Board Meeting or Special Board Meeting;

14.1.2 all Board members are notified of the wording of the proposed amendment at least four weeks prior to the set Board Meeting or Special Meeting at which it is to be considered;
and

14.1.3 such amendments are approved by at least two-thirds of the members who are present, in person or by proxy at that meeting.

14.2 Any proposals affecting such amendment shall be clearly motivated and voting papers drawn up in such a way that it is quite clear to any voter that:

14.2.1 the member votes for or against the proposed amendment;

14.2.2 the voting paper shall be returned to the polling officers on or before a specific date; and in the event of these conditions not being complied with, the voting paper shall be deemed invalid.

15. Indemnity

15.1 Subject to the provisions of relevant statutes, members of the Board and other officers of Pantry Partners shall be indemnified by Pantry Partners for all acts done by them on its behalf, in good faith and in accordance with Pantry Partners's policies and procedures. In such cases Pantry Partners shall pay costs and expenses incurred, or for which it becomes liable as a result of any contract entered into, or act done, by its office bearers and officials in the discharge of their duties on behalf of Pantry Partners.

15.2 Subject to the provisions of any relevant statutes, no member of the Board and or other officers of Pantry Partners shall be liable for the acts, receipts, neglects or defaults of any other member or office bearer, or for any loss, damage or expense suffered by Pantry Partners, which occurs in the execution of the duties of his/her office, unless it arises as a result of her dishonesty, or failure to exercise the degree of care, diligence and skill required by law.

16. Dispute resolution

16.1 In the event of a serious disagreement between the members of the Board and/or the Executive Committee regarding the interpretation of this Constitution, any two (2) Board members or any two (2) members of the Executive Committee shall be entitled to declare a dispute. Such declaration shall be in writing, shall state the issue in dispute, and be addressed to the Chair of the Board.

16.2 The Board shall consider such declaration within two (2) weeks of receiving it. Should the Board not be able to resolve the dispute to the satisfaction of the persons declaring it, the dispute may be referred first for mediation and if not resolved, for arbitration.

Mediation
16.3 Should the dispute be referred to a mediator, the persons declaring the dispute and the Board are required to agree on a suitable mediator and to the costs of such mediation. A mediator may recommend an appropriate resolution of the dispute.

Arbitration
16.4 In the absence of agreement regarding a mediator or should mediation not resolve the dispute, the dispute may be referred for arbitration. The arbitrator shall be such suitably qualified person as the persons declaring the dispute and the Board may mutually agree.

16.5 In case the Board cannot come to an agreement for appointing an arbitrator, each of the parties shall be entitled to nominate one arbitrator, who shall act jointly with a third person to be nominated jointly by the respective nominees of the parties; on the basis that a majority decision of the appointed arbitrators shall be final and binding.

16.6 The arbitrator(s) shall have the power to determine the procedure to be adopted subject to principles of natural justice. The arbitrator(s) may base the decision not only upon the applicable law but also upon the principles of equity and fairness. The persons declaring the dispute shall be liable for the costs of the arbitration unless the arbitrator(s) decide(s) which party shall be liable for the costs or apportions the costs.
16.7 The decision of the arbitrator(s) shall be final and binding upon all parties.

17. Dissolution of the Association

17.1 Should the need arise to consider the dissolution of Pantry Partners, a Special Meeting of the Board shall be called. Notification of the venue and date thereof shall be sent to every Board member not less than thirty days before such a special meeting.

17.2 Notwithstanding any other stipulation in this Constitution, the Board members present at such a special meeting shall constitute a quorum. If this meeting is conducted by post, the number of voting papers returned by Board members before or on the thirtieth (30th) day after mailing the voting papers to them, shall constitute a quorum. A resolution to proceed with the dissolution of Pantry Partners shall be valid if passed by not less than two-thirds of such a quorum.

17.3 Notification of such a decision to proceed with the dissolution of Pantry Partners shall be sent to every associate or affiliate in good standing not later than fourteen days after the decision of the Board has been taken. This notification shall contain:

17.4.1 the exact wording of the decision taken by the Board;

17.4.2 a summary of the reasons for the decision taken by the Board;

17.4.3 a statement explaining the debts and liabilities of Pantry Partners as well as the assets and the value thereof;

17.4.4 alternative suggestions on how any assets which might remain after payment of all debts and liabilities shall be disposed of;

17.4.5 a voting paper drawn up in such a way that it is quite clear that the voter:

17.4.5.1 may vote for or against the dissolution of Pantry Partners;

17.4.5.2 may vote for or against the suggestions on how any remaining assets may be disposed of, subject to clause 10 of this Constitution and any applicable legislation;

17.4.6 must return the voting paper no later than thirty days (30) after the date on which the notification of the decision taken by the Board was posted to each member in good standing.

17.4.7 Any voting paper will be declared invalid in the event of any of the above stipulations not being complied with.

17.4 Notwithstanding any other stipulation in this Constitution, the number of voting papers returned before or on the date specified shall be considered to represent a quorum of the voters and a resolution to dissolve Pantry Partners shall be valid only if passed by not less than two-thirds (2/3) of the votes received. Any remaining assets of Pantry Partners shall be disposed of in such a manner as may be determined by a majority of the votes received.

* * *

This Constitution was adopted by a Meeting of the founding members of Pantry Partners at Tulbagh on 14 March 2024.
Signed

8.3.5

AAN / TO: MUNICIPAL MANAGER

VAN / FROM: ACTING SOCIO-ECONOMIC DEVELOPMENT MANAGER

DATUM / DATE: 10 JUNE 2024

VERW. / REF.: 12/1/2/11

ESTABLISHING OF LOCAL DRUG ACTION COMMITTEE (LDAC)

1. Background

According to the Prevention of & Treatment of substance Abuse Act 70 of 2008 (section 60):
A municipality must:
(1) Establish a LDAC to give effect to the DMP (Drug Master plan)
(3) Members of a LDAC must be appointed by the Mayor.
(7) LDAC must be linked to the PSAF (Provincial Substance Abuse Forum) & must represent forum at local government level.
(8) The municipality in which the LDAC is situated must, from the moneys appropriated by municipality for that purpose, provide financial support to the LDAC

Section 61 states, an LDAC must:
(a) *ensure that effect is given* to the NDMP (National Drug Master Plan) in the relevant municipality.
(b) *compile an action plan* to combat substance abuse in the relevant municipality in cooperation with provincial and local governments;
(c) *ensure that its action plan* is in line with the priorities and the objectives of the integrated PDMP (Provincial Drug Master Plan) & that it is *aligned with the strategies of government departments*;
(d) *implement its action plans*;
(e) *annually provide a report* to the relevant PSAF concerning *actions, progress, problems and other related events in its area.*

The LDAC committee should consist of interested persons and stakeholders involved in combating substance abuse in the municipal area.

The following organisations should be represented:

- Officials from government departments on local level
- SAPS nominated by local police station Commissioner.
- Correctional Services nominated by Commissioner of Correctional Services in area.
- Representative from Educational institute nominated by Mayor.
- Representative from prevention, treatment and aftercare services nominated by Mayor.
- Local Health nominated by Mayor.
- Local Business nominated by Mayor.
- Legal professional nominated by regional head of Department of Justice
- Representative of local traditional authority

2. Roles and responsibilities of an LDAC

- LDAC designate a member of the committee as chairperson.
- Provincial coordinator of DSD assists in development of structures
- May co-opt additional members for special expertise skills.
- Must link with provincial Substance Abuse Forum
- Municipality must provide moneys appropriated by the municipality for that purpose to provide financial support to LDAC's.
- LDAC may make rules regarding the holding of, and procedures of its meetings.

3. **Function of an LDAC**
    - Ensure effect is given to NDMP.
    - Compile action plans.
    - Implement action plans.
    - Report to provincial forms.
    - Provide information to CDA (Central Drug Authority).

4. **Implementation Cycle of a LDAC**

- Step 1: PSAF Chair conducts: Orientation Workshop with Mayors / Municipality.
- Step 2: Mayor appoints municipal official to drive LDAC from municipality.
- Step 3: Stakeholder Engagement – varies stakeholders attend orientation workshop by Chair.
- Step 4: Mayor establishes LDAC: nominations and appointment letters.
- Step 5: LDAC: map analysis/needs/resource assessment: Municipality with support from DSD (Department Social Development).
- Step 6: Based on needs/resource assessment drafts TOR (Terms of Reference)& Action Plan & resource directory.
- Step 7: Submits strategy to council for budget allocation (IDP)
- Step 8: LDAC: implements action plan (activities / workshops / trainings/ project) submits Annual Report to PSAF

5. **Current situation**

An orientation workshop (Step 1) was held on 6 March 2024 with Department Social Development, the socio-economic section from Witzenberg Municipality and the Mayor. The next step is to identify role players that must be appointed to serve on the LDAC structure.

6. **RECOMMENDATIONS:**

a) For Council consideration for approval of the establishment of a Local Drug Action Committee

R Fick
Acting SED Manager

David Nasson
Municipal Manager

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

Witzenberg Municipality Language Policy 2023 - 2026

Definitions

In this policy the following meaning will be attached to the words below should it not be indicated otherwise:

Municipality: Refers to a demarcated area identified as the smaller sectors of a District Municipality that perform administrative and operational functions to ensure service delivery to residents of the area. A municipality also manages laws known as "by-laws" to manage issues of contention/control prevalent in the municipality.

By-law: Refers to laws created by a municipality to govern areas of their exclusive competence for the province as per Schedule 5 of the Constitution of South Africa. This includes areas such as liquor licenses, town planning, recreation and amenities, traffic management, cemeteries, cleansing, licensing of pets, parking, street lighting, refuse removal and maintenance of electrical infrastructure.

District Municipality: Refers to a unit of local governance that plays an oversight role of smaller demarcated municipalities.

Administration: Refers to the administrative leg of Witzenberg Municipality.

Committees: Refers to the Executive Mayoral Committee, Portfolio Committees as well as any other committee that can be established by Council.

Council: Refers to a full Council Meeting or the Municipal Council of Witzenberg Municipality.

Province: Refers to the Provincial Government of the Western Cape.

Three Official Languages: Refers to the three official languages of the Western Cape, namely: Afrikaans, English and isiXhosa in terms of Section 5 of the Constitution of the Government of the Western Cape.

PANSALB: Refers to the Pan South African Language Board established in terms of Section 6 of the RSA Constitution of 1996: Refers to the bodies established in terms of Section 8 (8) of the PanSALB Act no. 59/1995 amended 1999.

Name of Policy

The Language Policy of Witzenberg Municipality

Purpose

To give effect to:

- Sections 6 and 9 of the Constitution of the Republic of South Africa, (Act 108 of 1996).
- Articles 18.2 and 21.2 of the Municipal Systems Act, 2000, (Act 32 of 2000).
- The principals of Batho Pele as contained in the Government Gazette no. 1834 of October 1997.
- The Western Cape Language Policy (B/no. 369/2001 of 27 November 2001).
- The Pan South African Language Board Act (Act 59 of 1995) and support from established national language bodies.
- The National Language Policy Framework (2003)
- PanSALB South African Sign Language Charter in October 2019
- Witzenberg Municipality's IDP

Goals

- To establish the use of languages of the Municipality's communities as well as to determine the preference of those languages.
- To render support to impartial service delivery through the promotion of equal access of Municipal services and programmes to eliminate language barriers.
- To render support to and promote multilingualism amongst staff members and the community.
- Subject to 4.1, to in the interim, recommend the use of the three official languages in the interaction with the Municipality.
- To promote the equal status of the three official languages in the Municipal area.
- To make provision to assist persons by provision of SASL and Braille, as well as to address their specific needs and disabilities, as far as possible. (E.g. sign language, braille etc).

- To foster respect and protect language rights, thereby avoiding the use of languages for exploitation and domination based on gender, race, class, age, religion, culture, sexual orientation or language that condones violence.

Policy Provisions for the Use of the Office Languages by the Council

- Any one of the three official languages may be used during any debate and/or other proceedings of Council and Committees. The Municipality must make provision for translation services for members and the community in the three official languages during Council and Committee sessions.
- All approved policies, Regulations and Decisions of Council and Committees must be made available on request in all official three languages (not to discriminate) by the respective sections.
- A Notice of a motion or "formal motion" of Council or Committee must be made available in the three official languages. The Municipality may make practical arrangements to draft motions in one official language for presentation and within reasonable time before a meeting, as well as to make the motion available in the official language as requested by a person.
- Reports and Memorandums, (inclusive of annexure and addendums), that must be tabled before Council and Committees, must be presented in their original format. The recommendations of all reports must be made available in the three official languages.
- Notices of meetings and the business of all agendas of Council and Committees may, on request, be provided in the three official languages.
- Recommendations to Council and Committees will for all purposes be considered in the language as presented in a report or memorandum.
- All decisions of Council and Committees will be noted in the language of the presented report or memorandum. The decisions of such reports or memorandums, will, if requested, be provided in the official language as requested by the applicant.

Disciplinary Hearings

- All disciplinary hearings must be conducted in any of the three official languages as requested from any person that is supposed to be involved at such a hearing and translation/interpretation services must be made available.

Official Notices & Advertisements

- All official notices and advertisements for the information of the community that is issued or advertised by the municipality must be issued in all three the official languages, as far as possible, except on social media (which is immediate) where mostly English is used as universal language.

Internal Communications

- English is the official language for the purpose of communication in the administration, on condition that, should the addressee not understand the language in which he/she is addressed, he/she may request that a language be used that he/she understands.
- The Municipality and all staff and Council must comply with the Language Policy.

External Communications

- Any member of the public may use any of the three official languages when communicating with the Municipality and submit documentation in their language of choice.
- All external communications must be conducted in the language in which it is received. In the event that the correspondence received is not in one of the three official languages, effort must be made to provide the information in the language official as requested by the person that he/she understands.
- The Municipality must, in its communication and service delivery to the public, ensure that it is delivered in the most appropriate manner with the assistance of interpreters, translators and technical resources and in all three languages as far as possible.

Identification Signs

- Identification and direction signs of the Municipality or facilities must be in the three official languages, as far as possible and within available capital budget of the respective sections.
- Where legislation allows, the three official languages should be used on local road and direction signs on a rotation basis. For street names, due consideration must be given to the community's language usage and preferences.

Online media

- English will be the preferential language for online communication due to the method and immediacy of the platform. However, communication can and should be made available, and where possible be published, in the other two official languages too.

- Herewith a summary of which languages are to used with the respective methods of communication, whether internally or externally:

Communication Method	All 3 local languages	English	Afrikaans	Xhosa
IGR		x		
Website & Social media		x		
Newspaper Advertisements	x			
Radio	x			
Newsletters	x			
Notices	x			
Internal Communication (emails, and notices)		x		
Official Documentation (memos, policies, transcripts, minutes, by-laws, etc)		x		
Municipal Agendas	x			
Signage and Branding	x			
Public Meetings & Events		x		
Loud hailing	x			
Hearings		x		
Posters & Pamphlets, Booklets	x			

Execution of the Language Policy

Language Services Unit

- The Municipality should ideally establish a Language Services Unit (capacity dependent) under the supervision and management of the Director: Corporate Services. This Services Unit would be responsible for the translation, interpretation services, language acquisition and language related special programmes of the Municipality.
- Professional and specialised translators and interpreters should be appointed in this Services Unit, and adequate capacity and budget resources to be made available.
- The Municipality must make these services available in order for all citizens to have equal access to Municipal services in general.
- The Municipality's Language Services Unit must liaise with the Language Units from the Provincial and National Governments as well as any other relevant institution with regards to the terminological development and language norms with specific reference to the use of language in the Western Cape, including sign language.

Code of Conduct

- The Municipality must on an ongoing basis ensure that staff members demonstrate sensitivity at all times with regards to the value of multilingualism as an instrument to build social cooperation, to establish economic development as well as to establish the consolidation of a democratic government through respecting cultural differences.
- The Municipality must ensure that notices are placed in all buildings, informing the public that the Municipality supports multilingualism and that officials will make every effort to use the three official languages used by the client.
- The Municipality should ensure that all Councillors and officials respect the preferential language of other Councillors and officials as gestures of courtesy.

Development & Education

- Councillors and officials should be encouraged to, in the case that they do not have full command of the three official languages, learn the language that they do not have full command of. Training programmes should be arranged to support Councillors and officials in the development of their language use as well as the learning of another language. This is a function of HR.
- Departments, Divisions, Sections, and Services must play an active role in promoting multilingualism, in an effort to ensure that the three official languages enjoys equal recognition, as well as to identify the levels of languages needed for effective and efficient service delivery to the community.

- When vacant posts need to be filled, attention must be given to the Municipality's Language Policy with regards to advertisements, recruitment, selection and appointments.

Translation & Interpretation Services

- The Municipality must make translation and interpretation services available when deemed necessary.
- Allocation of budget must be prioritized for provision of language services.

Control Centre & General Switchboard Systems

- The control room and general switchboard systems of all administration buildings should serve the community in their language of preference in the three official languages, as far as possible. If assistance is needed, a staff member that has command of the preferred language should assist the member(s) of public.
- Language training programmes are to be implemented by HR on an ongoing basis.

The Establishment of a Language Committee for Witzenberg Municipality

That a multiparty, ad-hoc committee consisting of atleast 3 councillors representative of the three offcial languages, as well as atleast one person of each directorate and or section, be established as the "Witzenberg Language Committee" to:

- Determine the common use of language of communities of the Municipality, and to inform the Council accordingly.
- To monitor the use of Afrikaans, English and isiXhosa within the organization and directorates.
- To actively promote the principle of multilingualism.
- To monitor the implementation of the Language Policy.
- To give advice and make recommendations to the Portfolio Committee: Corporate Services and Finances regarding any language related matter.
- The promotion of respect of the use of the three official languages.
- The promotion of multilingualism in the Witzenberg Municipality.
- The promotion of the use of language aids in the Witzenberg area.
- To prevent that any language be used for dominance and exploitation.
- To establish interaction between all parties concerned with regards to language matters.

- To conduct public awareness campaigns about the language policy and its provisions, where possible.

Financing & Implementation

The Municipality must, within the budget of the Director of Corporate Services, budget for funds for planning and training, language policy development and implementation, language aids and awareness campaigns to meet the commitments of the Language Policy.

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager

VAN / FROM: Manager: Administration

DATUM / DATE: 12 June 2024

VERW. / REF.: 03/P

COUNCIL: CONFERMENT OF ALDERMAN AND ALDERLADY STATUS: COUNCILLORS DIRK SWART AND ELIZABETH SIDEGO

PURPOSE

To inform Council that Councillors Dirk and Elizabeth Sidego qualify for the status of Alderman and Alderlady and that Council considers the conferment of same to them.

In terms of the municipal Policy: Conferment of Aldermanship on Councillors of Witzenberg Municipality the criteria stipulate in clause 4.1 (a-f) as follows: (attached as annexure 1)

4.1 who obtains the minimum of 20 points on the following scale:

(a) one (1) point for each completed year (12 months) service as a Councillor of Witzenberg; plus

(b) one additional point for each completed year (12 months) service as a member of the Executive of the Witzenberg / Cape Winelands District Municipality prior to 5 December 2000; or a chairperson of a portfolio / standing committee of the Witzenberg / Cape Winelands Municipality; plus.

(c) one (1) additional point for each completed year service (12 months) as a mayor, deputy mayor, speaker of a chairperson of a portfolio / standing committee of any municipality in the Cape Winelands District, plus

(d) three (3) additional points for each completed year served (12 months) as a mayor of Witzenberg Municipality; plus

(e) two (2) additional points for each completed year (12 months) served as a member of the Executive Committee / Mayoral Committee or chairperson of a portfolio / standing committee of the Witzenberg / Cape Winelands District Municipality subsequent to 5 December 2000; plus

(f) two (2) additional points for each completed year served as a deputy mayor or speaker of Witzenberg Council.

Based on the aforesaid criteria Councillors D Swart and EM Sidego qualify in terms of Council's policy to be awarded the status of Alderman and Alderlady respectively.

RECOMMENDED

(a) *that in terms of the Witzenberg Municipal Council Policy, conferment of Alderman/Alderlady status be awarded to Councillors Dirk Swart and Elizabeth Sidego respectively.*

(b) *that the two Councillors be granted the benefits in terms of Council's policy, associated with the conferment of Alderman/Alderlady status.*

C.G. WESSELS
MANAGER: ADMINISTRATION

D NASSON
MUNICIPAL MANAGER

/esl

Annexure 1

WITZENBERG MUNICIPALITY MUNICIPALITY

POLICY

CONFERMENT OF ALDERMANSHIP ON COUNCILLORS OF THE WITZENBERG MUNICIPALITY

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10. Date of Commencement

Annexure A

1. DEFINITIONS

"Councillor" means a member of the Municipal Council of the Witzenberg Municipality.

""District Municipality" means a municipality that has municipal executive and legislative authority in an area that includes more than one municipality, and which is described in section 155 (1) of the Constitution as a category C municipality;

"Municipality" means the Witzenberg Municipality established in terms of Section 12 of the Municipal Structures Act, 117 of 1998 by Provincial Notice 480 dated 22 September 2000 (PN 480/2000)

"Municipal Manager" means the person that is the head of administration and also accounting officer for the municipality, appointed in terms of section 82 of the Municipal Structures Act, Act 117/1998;

2. NAME OF POLICY

Conferment of Aldermanship on Councillors of the Witzenberg Municipality

3. POLICY OBJECTIVE

The policy makes provision to honour long-serving members of the Council by awarding them Alderman-status. Councillors are honoured for their contribution to the community.

The policy makes provision for the bestowing of Aldermanship on Councillors on developing communities and in recognition of service rendered to local government and the community it serves. This policy also institute a set criteria to recognize those Councillors who prior to 1 February 1995 serve on the council of municipalities and include concurrent service to municipalities (and disestablished municipalities) within the jurisdiction of the Witzenberg Municipality.

4. CRITERIA FOR ALDERMANSHIP

Aldermanship shall be conferred on a Councillor of the Witzenberg Municipality:

4.1 who obtains the minimum of **20 points** on the following scale:

(a) one (1) point for each completed year (12 months) service as a Councillor of Witzenberg; plus

(b) **one additional point** for each completed year (12 months) service as a member of the Executive of the Witzenberg/Cape Winelands District Municipality **prior** to 5 December 2000; or a chairperson of a portfolio / standing committee of the Witzenberg / Cape Winelands Municipality; plus

(c) **one (1) additional point** for each completed year service (12 months) as a mayor, deputy mayor, speaker or a chairperson of a portfolio / standing committee of any municipality in the Cape Winelands District, plus

(d) **three (3) additional points** for each completed year served (12 months) as a mayor of the Witzenberg Municipality; plus

(e) **two additional points** for each completed year (12 months) served as a member of the Executive Committee / Mayoral Committee or chairperson of a portfolio / standing committee of the Witzenberg/Cape Winelands District Municipality subsequent to 5 December 2000; plus

(f) **two additional points** for each completed year served as deputy mayor or speaker of the Witzenberg Council.

4.2 who has served on one or more municipalities within the Republic of South Africa for a total period of 10 consecutive years; (include any term of office prior to 1 February 1995)

Points can only be awarded for service to 1 municipality and not double allocation for e.g if an Appointed councilor is serving on a B-municipality and the! District Municipality, only points for being a councillor at the Witzenberg Municipality can be claimed or awarded.

Double allocation of points cannot be claimed / awarded if such councilor is a mayor, deputy mayor or speaker AND serves on the Executive Committee / Mayoral Committee. Only points will be allocated for the position held as Mayor, Deputy Mayor or Speaker.

Double allocation of points cannot be claimed / awarded if such councilor is a mayor or speaker AND serves on the Executive Committee / Mayoral Committee. Only points will be allocated for the position held as Mayor, Deputy Mayor or Speaker.

4.3 who serve on the Transitional council;

4.4 A **once-off allocation of ten (10) points** awarded to Councillors currently serving and who also served prior to 1 February 1995 (*i.e the period before the commencement of the pre-interim phase of local government transition)*

5. POSTHUMOUS CONFERRAL OF ALDERMANSHIP

The Mayor together with the other members of Council may confer Aldermanship to on any person and may make a posthumous conferral of a Municipal Aldermanship as

described in Section 4 (Criteria for Aldermanship) of this policy. The relatives of the Councillors will receive the badge and certificate.

6. "BENEFITS AND PRIVILEGES

The following benefits or privileges are given to Alderman in as far agreed to by council not prohibited by law:

a) issuing of a lapel badge identifying the wearer as an alderman
b) issuing of printed certificates;
c) may attend and take part in civic ceremonies, as invited;
d) at the discretion of the Executive Mayor, be presented to international/national delegations during his/her term of office as a councillor;
e) making special parking available within the municipal premises during his/her term of office as a councillor;
f) retaining his/her name on the municipality's invitation list;
g) any other privileges or benefits as may be determined by the Council from time to time;

7. IMPLEMENTATION OF POLICY

Any current serving councilor who is the view that he/she qualifies for Aldermanship should notify the Municipal manager in writing together with the necessary details as prescribed in the criteria.

The Municipal Manager shall make a recommendation to the Executive Mayoral Committee after having considered all the relevant details that any current serving Councillors qualifies for Aldermanship.

For monitoring purposes an appropriate database of all current serving councilors as from 5 December 2000 to be created

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Please note that Councillors that are bestowed as Alderman are not entitled to receive any allowances or payments or any rights in terms of attending meetings of the Council (if one no longer serve on Council)

8. REMOVAL OF THE TITLE OF ALDERMAN

Subject to the requirements of just administrative action:

a) Breach the Code of Conduct for Councillors as prescribed in Schedule 1 of the Municipal Systems Act, Act 32 of 2000'
b) The Council may remove such title should a councilor be found guilty of misconduct; or
c) When the actions of such a councilor brings the Council into disrepute; or
d) He/she has acted in a manner unbecoming the office of Alderman;

e) The Council may remove the title from an ex-councillor who is convicted of a Serious criminal offence or where the actions of such ex-councillor brings the municipality into disrepute or;
f) The Council shall on good cause shown investigate the facts and circumstances which should give rise to the removal of the title of Aldermanship from any person and report his/her findings to the municipal councilor relevant committee of Council.

9. DATE OF COMMENCEMENT

Takes effect on date of resolution by Council

ANNEXURE A

1. APPLICATION

An application is submitted by the Chief Whip of respective Political Party to the Office of the Municipal Manager requesting the Aldermanship be bestowed on a councilor should be qualify for such honours in terms of the policy.

2. CALCULATION OF POINTS

Following the above application, Directorate Corporate Services compiled a memorandum to the Municipal Manager, confirming that, according to his records, the councilor qualifies for Aldermanship with the total of points as per the policy.

3. CERTIFICATE BY MUNICIPAL MANAGER

The Municipal Manager confirms that the calculations were verified by him and that the awarding of points was within the prescribed criteria.

4. KEEPING AND ADMINISTERING OF CONFERMENT OF COUNCILLORS

Golden badge labels shall be numbered and recorded in a register to be opened for this purpose. These badges shall be kept in a safe place (Archives).

5. KEEPING OF A REGISTER OF TITLE OF ALDERMANSHIP ON COUNCILLORS +CONFERRED

Register must be kept and should indicate the following:

5.1 full details of person (s) on whom Aldermanship was conferred
5.2 date and detail of Council resolution
5.3 copy of certificate and photo of ceremony
5.4 date of ceremony
5.5 description of badge
5.6 serial number of badge
5.7 blazer

6. ISSUING OF ACCOMPANYING CERTIFICATES

A description and standard wording of the certificates will be on printed on all certificates and accompanies the golden badge.

7. REPLACEMENT OF BADGE

Councillors who are bestowed as Alderman are responsible for the safekeeping of the badge since the badge is the respective Aldermans's property. If lost, they are responsible for the replacement cost thereof.

8. PROTOCOL REGARDING THE HANDING OVER OF BADGE AND CERTIFICATE

The Executive Mayor will hand over the badge, certificate and blazer/jacket bestowing the title of Alderman to Councillors at the last General Council meeting of the Municipality.

In the event of Posthumous conferment, the immediate relatives of the "Alderman" will receive the badge and certificate.

9. PUBLICATION OF CONFERMENT OF TITLE OF ALDERMAN

This ceremonial conferment of the title of Alderman will be published in the local media and the website of the municipality.