

<p>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, 30 Mei 2025 om 10:00 in die Stadsaal, Voortrekkerstraat, Ceres.</p>	<p>Notice is hereby given in terms of Section 29(2) of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998) as amended, that an Ordinary Council meeting of the Witzenberg Municipality will be held in the Town Hall, Voortrekker Street, Ceres on Friday, 30 May 2025 at 10:00.</p>
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Councillors and officials / Raadslede en amptenare		
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 GG Laban
Councillor JS Mouton	Councillor MJ Ndaba	Councillor JF Nel (Executive Deputy Mayor)
Councillor N Nogcinisa	Councillor N Phatsoane	Councillor KA Robyn
Councillor J Rooi	Alderman HJ Smit	Alderman D Swart
Councillor IL Swartz	Alderman JJ Visagie	Councillor K Yisa
Councillor J Zalie		
Municipal Manager	Director: Finance	Director: Community Services
Director: Corporate Services	Deputy Director: Finance	
Chief Internal Audit Executive	Manager: Projects and Performance	Acting Manager: Administration
IDP Manager	Senior Manager: Legal Services	Manager: Communication and Marketing
Intern: Administration		

Agenda: Council meeting 30 May 2025
Agenda: Raadsvergadering 30 Mei 2025

FOR INFORMATION / TER INLIGTING

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

By e-mail		
Alderylady MC du Toit E-mail: marina@destraadt.co.za	Alderylady 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		



ALDERLADY EM SIDEGO
SPEAKER

22 May 2025

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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 Consideration of application for leave of absence (Council meeting 31 March 2025)
(3/1/2/1)

Applications for leave of absence from the meeting were received from Councillors N Phatsoane and GG Laban.

Council unanimously resolved on 31 March 2025:

- (a) that notice be taken of the applications for leave of absence from the meeting, received from Councillors N Phatsoane and GG Laban.

- (b) that in terms of compliance with the Rules of Order for meetings, the applications for leave of absence received, be dealt with at the next Council meeting.

A written application for leave of absence from Councillor GG Laban, is attached as annexure 2.2.

RECOMMENDED

For consideration.

2.3 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 2.3.

NOTED

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

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

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

- Councillor N Nogcinisa 6 April
- Councillor P Daniels 8 April
- Councillor W Alexander 12 April
- Ms S Rooi 2 May
- Councillor N Phatsoane 2 June
- Alderman K Adams 5 June
- Councillor J Rooi 6 June
- Mr J Robyn 17 June
- Ms C Swartz 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 notule
(3/1/2/3)

4.2 Matters arising from the minutes
(3/1/2/3)

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

The following minutes are attached:

- (a) Special Council meeting, held on 25 March 2025: Annexure 4.3(a).
- (b) Council meeting, held on 31 March 2025: Annexure 4.3(b).

RECOMMENDED

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

- (i) Special Council meeting, held on 25 March 2025.*
- (ii) Council meeting, held on 31 March 2025.*

AANBEVEEL

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

- (i) Spesiale Raadsvergadering, gehou op 25 Maart 2025.*
- (ii) Raadsvergadering, gehou op 31 Maart 2025.*

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

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
4.4.1	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	28 May 2025

RECOMMENDED

that notice be taken of the outstanding matter.

AANBEVEEL

dat kennis geneem word van die uitstaande saak.

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

6. INTERVIEWS WITH DELEGATIONS
ONDERHOUDE MET AFVAARDIGINGS

7. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

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

The minutes of the following meetings are attached:

- (a) Committee for Corporate and Financial Services, held on 27 November 2024: Annexure 7.1(a).
- (b) Municipal Public Accounts Committee, held on 16 January 2025: Annexure 7.1(b).
- (c) Committee for Housing Matters, held on 28 January 2025: Annexure 7.1(c).
- (d) Mayoral Committee, held on 24 February 2025: Annexure 7.1(d).
- (e) Committee for Technical Services, held on 13 March 2025: Annexure 7.1(e).
- (f) Special Municipal Public Accounts Committee, held on 20 March 2025: Annexure 7.1(f).
- (g) Committee for Housing Matters, held on 18 March 2025: Annexure 7.1(g).
- (h) Mayoral Committee, held on 26 March 2025: Annexure 7.1(h).
- (i) Committee for Corporate and Financial Services, held on 27 March 2025: Annexure 7.1(i).

RECOMMENDED

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

AANBEVEEL

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

8. RESERVED POWERS GERESERVEERDE BEVOEGDHEDE

8.1 Directorate Finance / Direktoraat Finansies

8.1.1 Section 71 Monthly Budget Statement Reports of the Directorate Finance:
March and April 2025
(9/1/2/2)

The following Section 71 Monthly Budget Statement Reports are attached:

- (a) March 2025: Annexure 8.1.1(a)
- (b) April 2025: Annexure 8.1.1(b).

The Executive Mayoral Committee resolved on 20 May 2025 to recommend to Council:

- (a) that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for March and April 2025.
- (b) that the Section 71 Monthly Budget Statement Reports of the Directorate Finance for March and April 2025 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.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

- (a) that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for March and April 2025.*
- (b) that the Section 71 Monthly Budget Statement Reports of the Directorate Finance for March and April 2025 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 Quarterly Budget Statement [Section 52(d)] report: 3rd Quarter of
2024/2025

Report from Director: Finance, dated 17 April 2025:

"1. Purpose

The purpose of this memorandum is to submit the Quarterly Budget Statement [Section 52(d)] report to Council for information.

2. Background

The required report in terms of Section 52(d) is attached as annexure 8.1.2."

The Executive Mayoral Committee resolved on 20 May 2025 to recommend to Council:

- (a) that notice be taken of the Quarterly Budget Statement [Section 52(d)] report for the 3rd Quarter of 2024/2025.
- (b) that the report supra (a) be referred to the Municipal Public Accounts Committee and Performance, Risk and Audit Committee to take notice or to advise Council if deemed necessary.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

- (a) *that notice be taken of the Quarterly Budget Statement [Section 52(d)] report for the 3rd Quarter of 2024/2025.*
- (b) *that the report supra (a) be referred to the Municipal Public Accounts Committee and Performance, Risk and Audit Committee to take notice or to advise Council if deemed necessary.*

8.1.3 Paragraph 7(4) Quarterly Report ending 31 March 2025: Implementation of Supply Chain Management Policy (9/1/2/2)

A memorandum from the Manager: Supply Chain, dated 4 April 2025, is attached as annexure 8.1.3.

The Executive Mayoral Committee resolved on 20 May 2025 to recommend to Council:

- (a) that notice be taken of the Paragraph 7(4) Quarterly Report ending 31 March 2025.
- (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.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

- (a) *that notice be taken of the Paragraph 7(4) Quarterly Report ending 31 March 2025.*

- (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.*

8.1.4 Finance: Rebates granted during 2023/2024 financial year
(5/12/1/7)

Report from Director: Finance, dated 3 March 2025:

"1. Purpose

To table before Council 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 exemption, 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

Additionally, Council also grants 50 % rebate to qualifying pensioners (persons older than 60 years old) on residential property rates.

A list of rebates granted during the 2023/2024 financial year is attached as annexure 8.1.4.

3. Legislature framework

- Municipal Rates Policy
- Municipal Property Rates Act No.6 of 2004

4. Financial implication

The total revenue foregone in respect of exemptions, reductions and rebates for the 2023/24 financial year in respect of property rates amounts to R11 189 **382.00."**

The Committee for Corporate and Financial Services resolved on 27 March 2025 to recommend to the Executive Mayoral Committee and Council that notice be taken of the list of exemptions, rebates and reductions granted by the municipality during the 2023/2024 financial year.

The Executive Mayoral Committee resolved on 20 May 2025 to recommend to Council that notice be taken of the list of exemptions, rebates and reductions granted by the municipality during the 2023/2024 financial year.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the list of exemptions, rebates and reductions granted by the municipality during the 2023/2024 financial year.

8.1.5 Amendment: Policy for the Allocation of Grants in Aid
(5/15/1/P)

The following documents are attached

- (a) Memorandum from Director: Finance, dated 8 April 2025: Annexure 8.1.5(a).
- (b) Policy for the Allocation of Grants in Aid: Annexure 8.1.5(b).
- (c) MFMA Circular 131 from National Treasury: Annexure 8.1.5(c).

The Executive Mayoral Committee resolved on 20 May 2025 to recommend to Council that the updated Policy for the Allocation of Grants in Aid be approved.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the updated Policy for the Allocation of Grants in Aid be approved.

8.1.6 Finance: Budget 2025/2026 and Reviewed IDP 2025/2026
(5/1/1/24 & 2/2/1)

The following documents are attached:

- (a) Memorandum from Director: Finance, dated 22 May 2025: Annexure 8.1.6(a).
- (b) Reviewed IDP 2025/2026: Annexure 8.1.6(b).
- (c) Budget: 2025/2026 – 2027/2028: Annexure 8.1.6(c).
- (d) Budget Related Policies: 2025/2026: Annexure 8.1.6(d).

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

- (a) *that the annual budget of Witzenberg Municipality for the financial year 2025/2026; and indicative for the two projected years 2026/2027 and 2027/2028, 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 8.1.6(c) and any other municipal tax reflected in annexure 8.1.6(c) are imposed for the budget year 2025/2026.*
- (c) *Tariffs and charges reflected in annexure 8.1.6(c) are approved for the budget year 2025/2026.*
- (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 2025/2026.*
- (e) *The measurable performance objectives for each vote reflected in SA8 are approved for the budget year 2025/2026.*

- (f) *that the new amended budget related policies be approved with implementation as from 1 July 2025:*
- (i) *Tariff Policy*
 - (ii) *Property Rates Policy*
 - (iii) *Credit Control and Debt Collection Policy*
 - (iv) *Cash Management and Investment Policy*
 - (v) *Consumer Payment Incentive Policy*
 - (vi) *Municipal Supply Chain Management Policy*
 - (vii) *SCM Policy for infrastructure Procurement*
 - (viii) *Preferential Procurement Policy*
 - (ix) *Petty Cash Policy*
 - (x) *Indigent Policy*
 - (xi) *Budget Policy*
 - (xii) *Budget Virement Policy*
 - (xiii) *Asset Management Policy*
 - (xiv) *Funding and Reserves Policy*
 - (xv) *Cellular telephone and data card policy*
 - (xvi) *Borrowing Policy*
 - (xvii) *Long Term Financial Plan Policy*
 - (xviii) *Transport, Travel and Subsistence Allowance*
 - (xix) *Post-Employment Medical Aid Contributions*
 - (xx) *Infrastructure Investment Policy*
 - (xxi) *Cost Containment Policy*
- (g) *that the reviewed Integrated Development Plan 2025/2026 be approved.*
- (h) *that Council takes cognisance of the budget circulars issued by National Treasury and Provincial Treasury. (Only for notice).*

8.1.7 Finance: Consideration of approval of long term loan
(8/2/22/17)

The following documents are attached:

- (a) Memorandum from Director: Finance, dated 22 May 2025: Annexure 8.1.7(a).
- (b) Combined annexures regarding loan: Annexure 8.1.7(b).

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the long term loan in terms of Section 46 of the Municipal Finance Management Act to finance the upgrading of the Ceres Power Station as stipulated in the respective tender documents and Public Participation Process.

8.2 Directorate Technical Services / Direktooraat Tegniese Dienste

8.2.1 Draft House Shop By-law (1/3/1/33)

Report from Municipal Manager, dated 17 February 2025:

"Purpose

To consider the Draft House Shop By-law, which will amend Council's current House Shop By-law and to take into consideration the proposal from the National Minister of COGTA to manage spaza/house shop by-laws within the jurisdictional area of the municipality.

Background

A National Disaster has been declared on spaza shops selling contaminated food and items of which the selling date has expired. Council discussed the by-law of COGTA at its Council meeting of December 2024 where it was resolved that Council's current by-law will be amended to incorporate some of the proposals that have been made by COGTA.

The Draft House Shop By-law, which presents some of the amendments made, is attached as annexure 8.2.1."

The Executive Mayoral Committee resolved on 24 February 2025 to recommend to Council that the item be workshopped and thereafter that Council considers the following recommendation:

- (a) That notice be taken of the tabled Draft House Shop By-law.
- (b) That a Public Participation Process be followed to obtain inputs and to refer the draft by-law back to Council for approval.

Council unanimously resolved on 31 March 2025 that the item related to Draft House Shop By-law be held in abeyance and workshopped by Council.

The draft by-law was workshopped by Council on 16 April 2025.

The Executive Mayor resolved on 20 May 2025 to recommend to Council:

- (a) that notice be taken of the tabled Draft House Shop By-law.
- (b) that a Public Participation Process be followed to obtain inputs and to refer the draft by-law back to Council for approval.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

- (a) that notice be taken of the tabled Draft House Shop By-law.*
- (b) that a Public Participation Process be followed to obtain inputs and to refer the draft by-law back to Council for approval.*

8.2.2 Permanently restricting access for purposes of one-way street: Prince **Alfred's Hamlet: Reid Street (from Astrid Avenue to Herta Avenue) and Herta Avenue (from Reid Street to Abraham Street)**
(16/4/2)

The following documents are attached:

- (a) Letter from St Marks Primary School, dated 8 March 2024: Annexure 8.2.2(a).
- (b) Report from the Senior Manager: Streets and Storm Water, dated 11 November 2024: Annexure 8.2.2(b).

The Committee for Technical Services resolved on 15 April 2025 to recommend to the Executive Mayoral Committee and Council:

- (a) Change Reid Street (from Astrid Avenue to Herta Avenue) to a one-way street in a westerly direction.
- (b) Change Herta Avenue (from Reid Street to Abraham Street) to a one-way street in a northerly direction for continuation of the loop.
- (c) Provide formal parallel parking bays on the southern side of the road for parents and taxis doing drop-offs.
- (d) Place the required road signs and signage for one-way streets according to the South African Traffic Signs Manual.
- (e) In accordance with Provincial Gazette for Western Cape no. 6307 of 14 October 2005, Witzenberg Municipality: By-law relating to streets, Section 35(2), give notice of such intention in the local newspaper in at least two official languages.
- (f) In accordance with Provincial Gazette for Western Cape no. 6307 of 14 October 2005, Witzenberg Municipality: By-law relating to streets, Section 35(3), any objection against the intended action must be delivered in writing to the Municipal Manager within 30 days from the date of notification for submission to Council to decide upon it.

The Executive Mayoral Committee resolved on 20 May 2025 to recommend to Council:

- (a) Change Reid Street (from Astrid Avenue to Herta Avenue) to a one-way street in a westerly direction.
- (b) Change Herta Avenue (from Reid Street to Abraham Street) to a one-way street in a northerly direction for continuation of the loop.
- (c) Provide formal parallel parking bays on the southern side of the road for parents and taxis doing drop-offs.
- (d) Place the required road signs and signage for one-way streets according to the South African Traffic Signs Manual.
- (e) In accordance with Provincial Gazette for Western Cape no. 6307 of 14 October 2005, Witzenberg Municipality: By-law relating to streets, Section 35(2), give notice of such intention in the local newspaper in at least two official languages.
- (f) In accordance with Provincial Gazette for Western Cape no. 6307 of 14 October 2005, Witzenberg Municipality: By-law relating to streets, Section 35(3), any objection against the intended action must be delivered in writing to the Municipal Manager within 30 days from the date of notification for submission to Council to decide upon it.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

- (a) *Change Reid Street (from Astrid Avenue to Herta Avenue) to a one-way street in a westerly direction.*
- (b) *Change Herta Avenue (from Reid Street to Abraham Street) to a one-way street in a northerly direction for continuation of the loop.*
- (c) *Provide formal parallel parking bays on the southern side of the road for parents and taxis doing drop-offs.*
- (d) *Place the required road signs and signage for one-way streets according to the South African Traffic Signs Manual.*
- (e) *In accordance with Provincial Gazette for Western Cape no. 6307 of 14 October 2005, Witzenberg Municipality: By-law relating to streets, Section 35(2), give notice of such intention in the local newspaper in at least two official languages.*

- (f) *In accordance with Provincial Gazette for Western Cape no. 6307 of 14 October 2005, Witzenberg Municipality: By-law relating to streets, Section 35(3), any objection against the intended action must be delivered in writing to the Municipal Manager within 30 days from the date of notification for submission to Council to decide upon it.*

8.3 Directorate Community Services / Direktooraat Gemeenskapsdienste

8.3.1 Proposed By-law: Municipal parks and open spaces (1/3/R)

Council unanimously resolved on 12 November 2024 that the matter in respect of the Proposed By-law: Municipal parks and open spaces be advertised for public comments and after that be referred back to Council for further consideration.

The following documents are attached:

- (a) Memorandum from the Senior Manager: Legal Services, dated 17 March 2025: Annexure 8.3.1(a).
- (b) By-law Public Parks: Annexure 8.3.1(b).

The Executive Mayoral Committee resolved on 26 March 2025 to recommend to Council that the By-law for Municipal Parks and Open Spaces be adopted and published in the Government Gazette.

Council unanimously resolved on 31 March 2025 that the item regarding the By-law for Municipal Parks and Open Spaces be held in abeyance.

The Executive Mayoral Committee resolved on 20 May 2025 to recommend to Council that the By-law for Municipal Parks and Open Spaces be adopted and published in the Government Gazette.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the By-law for Municipal Parks and Open Spaces be adopted and published in the Government Gazette.

8.3.2 Prince Alfred's Hamlet: Hamlet Sports Club: Proposed Cooperation Agreement with municipality in respect of operation of sports facilities (5/5/1)

A memorandum from the Manager: Environment and Amenities, dated 25 April 2024, is attached as annexure 8.3.2.

The following enquiries were made and noted by the committee:

- that the sportsgrounds are communal property and after engaging with six (6) community organisations regarding the sports fields, various concerns were raised.
- whether the Witzenberg Sports Council and Forums are functioning and why Ward Councillors are not informed or invited.

- that the hiring costs of Op-die-Berg sports field has not been reduced after Council approved a reduction in costs.

The Manager: Environment and Amenities noted that 50 % reduction in hiring costs were approved by Council and that said resolution was distributed to all offices, but will follow up on the matter. Furthermore, that the Sports Council and Forums are not active and that the position of the Sports Development Officer is currently still vacant.

The Committee for Community Development resolved on 13 March 2025 to recommend to the Executive Mayoral Committee and Council:

- (a) that the Council concludes an agreement with **Prince Alfred's** Hamlet Sports Club for 12 months with the possibility of extending it for a further term.
- (b) that supra (a) serves as the basis for the agreement.

The Executive Mayoral Committee resolved on 20 May 2025 to recommend to Council:

- (a) **that the Council concludes an agreement with the Prince Alfred's Hamlet Sports Club for 12 months with the possibility of extending it for a further term.**
- (b) that an agreement be drafted by the Manager: Legal Services to give effect **to Council's resolution and that the Municipal Manager be mandated to sign the agreement.**
- (c) **that Council's intention to conclude an agreement with the Prince Alfred's Hamlet Sports Club be advertised for any objections.**

RECOMMENDED

- (a) *that the Council concludes an agreement with the Prince Alfred's Hamlet Sports Club for 12 months with the possibility of extending it for a further term.*
- (b) *that an agreement be drafted by the Manager: Legal Services to give effect to Council's resolution and that the Municipal Manager be mandated to sign the agreement.*
- (c) *that Council's intention to conclude an agreement with the Prince Alfred's Hamlet Sports Club be advertised for any objections.*

8.3.3 Disaster Risk Reduction Plan: Witzenberg Municipality
(17/7/3/2)

The following documents are attached:

- (a) Letter from Department of Local Government, dated 25 February 2025: Annexure 8.3.3(a).
- (b) Disaster Risk Reduction Plan: Annexure 8.3.3(b).

The Committee for Community Development resolved on 13 March 2025 to recommend to the Executive Mayoral Committee and Council that notice be taken of the Disaster Risk Reduction Plan for Witzenberg Municipality.

The Executive Mayoral Committee resolved on 20 May 2025 that notice be taken of the Disaster Risk Reduction Plan for Witzenberg Municipality.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Disaster Risk Reduction Plan for Witzenberg Municipality.

8.3.4 Redevelopment of LED Strategy
(17/19/1)

A report from the Manager: Local Economic Development, dated 9 May 2025, is attached as annexure 8.3.4.

RECOMMENDED

For consideration.

8.3.5 Witzenberg Municipal Service Charter
(2/2/2)

A report from the Manager: Local Economic Development, dated 9 May 2025, is attached as annexure 8.3.5.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

- (a) *that the draft Witzenberg Municipal Service Charter be adopted in principle.*
- (b) *that notice be taken of the Communication Plan.*
- (c) *that the Charter be provided in a format accessible to the public.*
- (d) *that the Charter be translated in three official languages.*

8.4 Directorate Corporate Services / Direktooraat Korporatiewe Dienste

8.4.1 Dunlop Business in a Box Initiative (7/1/4/1)

A memorandum from the Manager: Local Economic Development, dated 30 September 2024, is attached as annexure 8.4.1(a).

The Committee for Local Economic Development and Tourism, resolved on 21 November 2024:

- (a) that the Committee for Local Economic Development and Tourism approves the three (3) identified erven for the development of the Dunlop Business in a Box Initiative.
- (b) that consideration be given to deviate from the bulk services and that the cost be for the municipality, despite the business initiative, to further promote it as an affordable economic project.
- (c) that the matter in respect of the three (3) identified erven for the development of the Dunlop Business in a Box Initiative be referred to the Committee for Corporate and Financial Services for further inputs and thereafter to Council for approval.

The Committee for Corporate and Financial Services resolved on 27 March 2025:

- (a) that a comprehensive report be tabled to the Committee for Corporate and Financial Services, clarifying the sites to be considered and rental details.
- (b) that a Special Committee for Corporate and Financial Services meeting be scheduled to deal with supra (a).

A memorandum from the Manager: Local Economic Development, dated 4 April 2025, is attached as annexure 8.4.1(b).

The Committee for Corporate and Financial Services resolved on 15 April 2025 to recommend to the Executive Mayoral Committee and Council:

- (a) that notice be taken of all comments received from the departments as contained in the item.
- (b) that the lease period be determined.
- (c) that the rental amount to be paid, be determined.
- (d) that the cost of the kerbing for erf 389 be determined (see comment of Streets and Storm Water) and to determine who will be responsible for the cost.
- (e) that Council determines who will be responsible for the Bulk Service Cost (Bulk distribution costs of R124 863-78 per erf).

- (f) Municipal Services costs
 - (i) that all the identified erven be rezoned to Business and to determine who will be responsible for the rezoning costs.
 - (ii) that erf 389 Tulbagh; erf 1722 Wolseley and erf 5959 Nduli be subdivided and that Council considers the portion size of 500 square meters and who will be responsible for the costs.
 - (iii) that the lease agreement be subject to the successful subdivision and rezoning.
 - (iv) that a Public Participation Process be followed.

The Executive Mayoral Committee resolved on 20 May 2025 to recommend to Council:

- (a) that notice be taken of all comments received from the departments as contained in the item.
- (b) that a lease period of 5 years be signed with Dunlop and/or the nominated entrepreneur.
- (c) that the rental amount not be market related and that the rental amount be determined by the Municipal Manager.
- (d) that the cost of the kerbing for erf 389 be carried by the municipality.
- (e) that the Bulk Service Cost (bulk distribution costs of R124 863-78 per erf) be budgeted for by the municipality.
- (f) Municipal Services costs
 - (i) that all the identified erven be rezoned to Business and to determine who will be responsible for the rezoning costs.
 - (ii) that erf 389 Tulbagh; erf 1722 Wolseley and erf 5959 Nduli be subdivided and that Council considers the portion size of 500 square meters and all costs for the subdivision be carried by Council.
 - (iii) that the lease agreement be subject to the successful subdivision and rezoning.
 - (iv) that a Public Participation Process be followed.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

- (a) *that notice be taken of all comments received from the departments as contained in the item.*

- (b) *that a lease period of 5 years be signed with Dunlop and/or the nominated entrepreneur.*
- (c) *that the rental amount not be market related and that the rental amount be determined by the Municipal Manager.*
- (d) *that the cost of the kerbing for erf 389 be carried by the municipality.*
- (e) *that the Bulk Service Cost (bulk distribution costs of R124 863-78 per erf) be budgeted for by the municipality.*
- (f) *Municipal Services costs*
 - (i) *that all the identified erven be rezoned to Business and to determine who will be responsible for the rezoning costs.*
 - (ii) *that erf 389 Tulbagh; erf 1722 Wolseley and erf 5959 Nduli be subdivided and that Council considers the portion size of 500 square meters and all costs for the subdivision be carried by Council.*
 - (iii) *that the lease agreement be subject to the successful subdivision and rezoning.*
 - (iv) *that a Public Participation Process be followed.*

8.4.2 Ward Committee Policy: Review and amendments 2025 (3/3/P)

The Ward Committee Policy is attached as annexure 8.4.2.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the reviewed and amended Ward Committee Policy, as was workshopped, be approved and adopted.

8.4.3 Erf 787, Tulbagh: Selling of erf for residential as well as kennel facility purposes: Objections and comments (7/1/4/2)

A report (with annexures) from the Senior Manager: Legal Services, dated 12 May 2025, is attached as annexure 8.4.3.

RECOMMENDED

For consideration.

8.4.4 Request for transfer and immediate Power of Attorney of erf 9230, Ceres in Vredebes to the Western Cape Government for educational purposes (7/1/4/2)

Report from Municipal Manager, dated 22 May 2025:

“Purpose

For Council to consider a request from the Western Cape Education Department to provide the said department with a Power of Attorney to proceed with the development of a new primary school at Vredebes.

Deliberation

With the development of the Vredebes housing project provision was also made for the building of schools. Erf 9230 was earmarked for the construction of a primary school. The Municipal Manager has now received communication from the Western Cape Education Department that they urgently want to proceed with the building of a school which will enable the department to enrol learners for the 2026 academic year. A copy of the letter from the department is attached as annexure 8.4.4(a).

The purpose of the Power of Attorney is to apply for rights on erf 9230, Ceres and to submit all the necessary applications including, but not limited to, any land use management, planning, environmental, heritage and any other development rights application in terms of relevant legislation. The Power of Attorney will also enable the department to apply for all the necessary municipal service connection applications on erf 9230. A copy of the layout of Vredebes as well as a Google map is attached as annexure 8.4.4(b).

Financial implications

The Department of Education will have to pay for all bulk levies as well as development cost of the particular erf.

Legal implication

Council must take a resolution that the asset is not needed in terms of Section 14(2)(a) of the Municipal Finance Management Act (Act 56 of 2003) to provide in the minimum level of basic municipal services.”

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

- (a) *that the Municipal Manager mandates the Western Cape Education Department with the Power of Attorney to proceed with all necessary applications in terms of relevant legislation for the development of erf 9230, Ceres and the construction of a primary school.*

- (b) *that the asset is not needed in terms of Section 14(2)(a) of the Municipal Finance Management Act (Act 56 of 2003) to provide in the minimum level of basic municipal services.*
- (c) *that the Western Cape Education Department be responsible for the payment of all bulk levies applicable on erf 9230, Ceres as well as the development cost of the said erf.*
- (d) *that the Western Cape Education Department be responsible for all costs incidental to the transfer of the erf in the name of the department.*
- (e) *that the Municipal Manager be mandated to sign all the necessary documentation to effect the transfer.*

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

10. FORMAL AND STATUTORY MATTERS
FORMELE EN STATUTêRE SAKE

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

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

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

These items are dealt with in the confidential agenda.

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

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

MUNISIPALITEIT WITZENBERG MUNICIPALITY

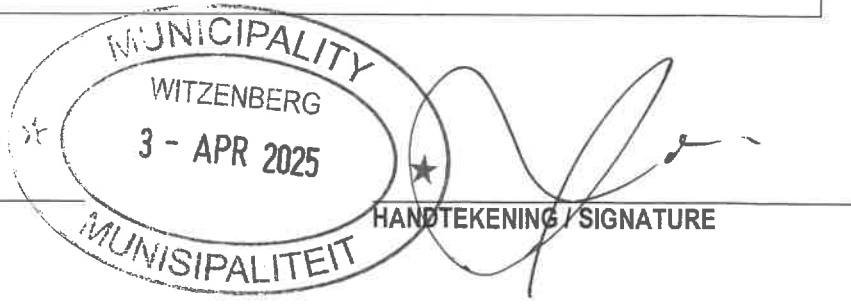
AANSOEK OM VERLOF TOT AFWESIGHEID / APPLICATION FOR LEAVE OF ABSENCE
 (Moet by kantoor van Munisipale Bestuurder ingedien word voor aanvang van vergadering / Must be handed in at office of Municipal Manager before commencement of meeting)

Naam van raadslid / Name of councillor: G. G. Kabau

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
Hoofdsvergadering	31.03.2025
Rede vir afwesigheid / Reason for absence:	
Vrou siek en dokter toe gegaan	

31.03.2025
 DATUM / DATE


 HANDTEKENING / SIGNATURE

Dr. A.A. Laubscher M.B., Ch.B. (Stell.) Dr. A.C. Rossouw M.B., Ch.B. (Stell.)

Dr. Andréa Laubscher M.B., Ch.B. (Stell.)

PR Nr.: 0705365

Oranjestraat 10
CERES 6835

Tel: (023) 312 1350
Faks: (023) 312 1575

Datum: 31.3.15

Gert Fabian
Hiermee getuig ek dat bogenoemde behandel is/word vir

Faam verantwoordelik
M. Mawu

Hy/Sy is ongeskik vir werk van: 31.3.15

Hy/Sy kan weer diens hervat op: 01.4.15

Koste op rekening: _____

Bedrag betaal deur pasiënt: _____

Hy/Sy moet terugkom vir opvolg op: _____

Die uwe _____



CONFIDENTIALITY AND CONFLICT OF INTEREST DECLARATION

Council meeting, held on 30 May 2025

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	

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

MINUTES OF THE HYBRID SPECIAL COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON TUESDAY, 25 MARCH 2025 AT 10:00

PRESENT

Councillors

Alderlady EM Sidego (DA) (Speaker)
Councillor TE Abrahams (DA) (Executive Mayor)
Councillor JF Nel (ICOSA) (Executive Deputy Mayor)
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 GG Laban (Witzenberg Aksie)
Councillor JS Mouton (ANC)
Councillor MJ Ndaba (ANC) (Virtual attendance)
Councillor N Nogcinisa (ANC)
Councillor N Phatsoane (ANC)
Councillor KA Robyn (GOOD)
Councillor J Rooi (Witzenberg Party)
Alderman HJ Smit (DA)
Alderman D Swart (DA) (Virtual attendance)
Councillor IL Swartz (EFF)
Councillor K Yisa (ANC) (Virtual attendance)
Councillor J Zalie (ANC)

Officials

Mr D Nasson (Municipal Manager)
Mr M Mpeluza (Director: Corporate Services)
Ms M Arendse-Smith (Acting Manager: Administration)
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 GG Laban 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 Alderman JJ Visagie.

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

dat die aansoek om verlof tot afwesigheid van die vergadering, ontvang vanaf raadsheer JJ Visagie, goedgekeur en aanvaar 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 is attached as annexure 2.2.

No conflict of interest was declared.

NOTED

3. COUNCIL-in-COMMITTEE / RAAD-in-KOMITEE

These items are dealt with in the confidential minutes.

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY,
HELD IN THE JOHN STEYN LIBRARY HALL, OWEN STREET, CERES ON
MONDAY, 31 MARCH 2025 AT 10:00

COUNCILLORS

Alderlady EM Sidego (DA) (Speaker)
Councillor TE Abrahams (DA) (Executive Mayor)
Councillor JF Nel (ICOSA) (Executive Deputy Mayor)
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 JS Mouton (ANC)
Councillor N Nogcinisa (ANC)
Councillor KA Robyn (GOOD)
Councillor J Rooi (Witzenberg Party)
Alderman HJ Smit (DA)
Alderman 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 Mpeluzza (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 M Arendse-Smith (Acting Manager: Administration)
Mr J Pieterse (Senior ICT Officer)
Mr T McClune (Intern: Administration)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Speaker welcomed everyone present and requested Councillor J Mouton 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
Aansoeke om verlof tot afwesigheid
(3/1/2/1)

Applications for leave of absence from the meeting were received from Councillors N Phatsoane and GG Laban.

UNANIMOUSLY RESOLVED

- (a) *that notice be taken of the applications for leave of absence from the meeting, received from Councillors N Phatsoane and GG Laban.*
- (b) *that in terms of compliance with the Rules of Order for meetings, the applications for leave of absence received, be dealt with at the next Council meeting.*

EENPARIG BESLUIT

- (a) *dat kennis geneem word van die aansoeke om verlof tot afwesigheid van die vergadering, ontvang vanaf raadslede N Phatsoane en GG Laban.*
- (b) *dat ingevolge voldoening aan die Ordereëls vir vergaderings, die aansoeke om verlof tot afwesigheid by die volgende vergadering hanteer 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 is attached as annexure 2.2.

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, Gelukwensing en Meelewing
(11/4/3)

Council's congratulations were conveyed by Councillor G Franse to the following Councillors on their birthdays:

- Councillor MJ Ndaba 3 March
- Councillor G Laban 19 March
- Councillor S de Bruin 30 March

NOTED.

Councillor J Fredericks joined the meeting at 10:10.

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

The Speaker expressed and conveyed the following:

- Blessed Eid Mubarak to Alderman K Adams as well as to the Muslim community.
- Human Rights Day was celebrated on 21 March 2025 and serves as a reminder of the sacrifices made for the attainment of democracy and honours those who fought for equality and human dignity.
- World Tuberculosis day was celebrated on 24 March 2025, amplifying the urgency of ending tuberculosis **which is the world's deadliest** disease.
- World Women's month, which occurs each year in March, celebrates and recognises the unsung heroines of the past and present and is a **vital reminder of women's remarkable achievements and contributions** throughout history.

NOTED.

Councillor K Robyn joined the meeting at 10:17.

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

The Executive Mayor conveyed the following to the meeting:

- Eid Mubarak to the Muslim Community of Witzenberg Municipality.
- Project Fix-It:
 - Finalisation of Phase 1 is extended to the end of April 2025.
 - Phase 2 to be activated in the second week of April 2025 during which ample notice must be given to the PR Councillors for their involvement.
- Tulbagh Water Crisis is not subsiding despite a lot of work already performed. Over time it has been determined that the entire system is due for an upgrade. The number of sand filters have been increased and after the completion of a leak detection survey it was discovered that there were 40 leakages, which are currently being fixed.
- Councillors who have not yet submitted their SASRIA forms are urged to do so as soon as possible.
- Thank you to all who partook in the CANSA Relay. As a municipality and Council, we should keep supporting those affected by cancer.
- Councillors and officials involved in the Fix-It project are requested to kindly diarise 7 April 2025 for the attendance of a Digitisation Workshop.
- Invitation distributed and received by an Independent Power Producer at the United Reformed Church in Lyell Street, Ceres.
- Water and Sanitation Indaba attended in Gauteng, which was taken very seriously in light of what is happening in the area and the country. The President urged all municipalities to improve plans for the water services; water distribution; improve water availability and quality. All this must be done with an urgency. A new White Paper for Local Government related to refunding for local government municipalities and that well performing municipalities will be supported. The culture of non-payment must be broken and the Administration must delve into the principle of refunding.
 - The Minister was furious about the water crisis in municipalities. She appealed that space be given for her to assist municipalities.
 - Establish anti-corruption and anti-vandalism in the communities. Those who vandalise the water infrastructure must be imprisoned.
 - Instruction to disconnect all illegal connections of water in the municipality, but legal connections must be provided. Unspent MIG funding is unacceptable and results in municipalities being unable to apply again.
 - Administration to look into the matter of separation between water services and water authority.
 - The Public Participation Process regulation is under review to make it much easier.
 - CSIR claims to have many technologies for water services including non-payment.

- Discussions with senior officials at ESKOM about the problems of Witzenberg Municipality resulting in piloting a joint account for services.
- Witzenberg Municipality is one of 12 municipalities with an excellent water quality.

Councillor K Yisa and Councillor I Swartz joined the meeting at 10:20.

Councillor A Gili expressed concerns about the loss of clean water and damage to the road as well as water main valves that are leaking and enquired whether it could be addressed via the project.

Councillor K Yisa mentioned the service delivery problems at Vredebes and Nduli as refuse bags are not distributed and outstanding for a year. This results in open spaces becoming dumping grounds. Furthermore, that there is no good sanitation services in the Old Vredebes.

NOTED.

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

The Municipal Manager noted the following:

- Refuse bags were distributed to all household in Vredebes after a complaint had been received.
- That the Director: Community Services, Mr Swartz, would be taking office as of 1 April 2025.
- Proceeds from the Municipal Auction was in excess of R3 million.

NOTED.

4. MINUTES / NOTULES

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

None / Geen

NOTED / AANGETEKEN

4.2 Matters arising from the minutes (3/1/2/3)

None / Geen

NOTED / AANGETEKEN

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

The minutes of the Council meeting, held on 26 February 2025, are attached as annexure 4.3.

RESOLVED

that the minutes of the Council meeting, held on 26 February 2025, be approved and signed by the Speaker.

BESLUIT

dat die notule van die Raadsvergadering, gehou op 26 Februarie 2025, goedgekeur en deur die Speaker onderteken word.

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

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
4.4.1	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	End of March 2025
4.4.2	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	End of March 2025

RESOLVED

- (a) *that notice be taken of the outstanding matters.*
- (b) *that formal reports be submitted at the next Council meeting on the outstanding matters.*

BESLUIT

- (a) *dat kennis geneem word van die uitstaande sake.*
- (b) *dat formele verslae aangaande die uitstaande items by die volgende Raadsvergadering voorgelê word.*

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

None / Geen

NOTED / AANGETEKEN

6. INTERVIEWS WITH DELEGATIONS
ONDERHOUDE MET AFVAARDIGINGS

None / Geen

NOTED / AANGETEKEN

7. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

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 27 November 2024:
Annexure 7.1(a).
- (b) Committee for Technical Services, held on 27 November 2024:
Annexure 7.1(b).
- (c) Executive Mayoral Committee, held on 23 January 2025:
Annexure 7.1(c).

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.

8. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

8.1 Directorate Finance / Direktoraat Finansies

8.1.1 Finance: Draft Budget 2025/2026, Draft Review of IDP 2025/2026 and Draft Top Layer SDBIP 2025/2026 (5/1/1/24; 2/2/1 & 5/1/5/18)

The following memorandum, dated 14 March 2025, was received from the Director: Finance:

“1. Purpose

The purpose of this report is to table the Draft Budget 2025/2026, Draft Review of the IDP 2025/2026 and Draft Top Layer SDBIP 2025/2026 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.'**

3. Tabling

The National Minister of Finance tabled the national budget on 12 March 2025 in parliament. The final budget circular from National Treasury is therefore still outstanding. The increase in Eskom tariffs applicable to municipalities and the allowable increases in tariffs charged to municipal customers are normally included in the mentioned circular. Provincial Treasury still has to advise on the final allocations to municipalities from provincial departments. These allocations are also dependent on the national budget.

The following documents are attached:

- (a) Draft Top Layer SDBIP for 2025/2026: Annexure 8.1.1(a).
- (b) Draft Review of IDP 2025/2026: Annexure 8.1.1(b).
- (c) Draft Budget: 2025/2026 – 2027/2028: Annexure 8.1.1(c).
- (d) Draft Budget Related Policies: 2025/2026: Annexure 8.1.1(d).
- (e) Draft Budget Schedules: 2025/2026 – 2027/2028: Annexure 8.1.1(e).

The Executive Mayoral Committee resolved on 26 March 2025 to recommend to Council:

- (a) that Council takes notice of the Draft Budget, the Draft Review of the IDP and the Draft Top Layer SDBIP of the Witzenberg Municipality for the financial year 2025/2026 and the indicative budget for the two years 2026/2027 and 2027/2028 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.

UNANIMOUSLY RESOLVED

- (a) *that Council takes notice of the Draft Budget, the Draft Review of the IDP and the Draft Top Layer SDBIP of the Witzenberg Municipality for the financial year 2025/2026 and the indicative budget for the two years 2026/2027 and 2027/2028 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, as well as any other places identified by the Councillors of Nduli.*
- (c) *that public meetings be conducted as per the IDP Public Participation Programme.*

Alderman K Adams was excused from the meeting at 11:21.

8.1.2 Section 71 Monthly Budget Statement Report of the Directorate Finance: February 2025
(9/1/2/2)

The Section 71 Monthly Budget Statement Report of the Directorate Finance for February 2025 is attached as annexure 8.1.2.

The Executive Mayoral Committee resolved on 26 March 2025 to recommend to Council:

- (a) that notice be taken of the Section 71 Monthly Budget Statement Report of the Directorate Finance for February 2025.
- (b) that the Section 71 Monthly Budget Statement Report of the Directorate Finance for February 2025 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 Report of the Directorate Finance for February 2025.*
- (b) *that the Section 71 Monthly Budget Statement Report of the Directorate Finance for February 2025 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.*

8.1.3 Finance: Irregular expenditure financial years 2022/2023 and 2023/2024
(9/1/2/2)

Report from Director: Finance, dated 3 December 2024:

“1. Purpose

The purpose of this report is to submit a report on irregular expenditure to Council for consideration.

2. Legal framework

In terms of Section 32(2)(b) of the Municipal Finance Management Act, irregular expenditure may only be written off by Council if, after an investigation by a Council committee, the irregular expenditure is certified as irrecoverable.

3. Background

The Preferential Procurement Regulations of 2017 clearly indicated that the 80/20 preference point system for acquisition of goods or services were only applicable to bids for Rand value equal to or above R30 000 and up to R50 million.

The Supreme Court of Appeal declared the entire Procurement Regulations of 2017 invalid on the basis that the content of the **Regulations exceeded the Minister’s power on what could permissibly be regulated** on in terms of Section 5 of the Procurement Act and Section 217 of the Constitution.

The Preferential Procurement Regulations of 2022 were promulgated by the Minister of Finance on 4 November 2022 in Government Gazette no. 47452 and became effective on 16 January 2023.

The new regulations determine that the 80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million for tender invitations. Quotation for procurement below R30 000 is included in the regulations definition of a tender.

Municipalities and the Western Cape Provincial Government worked closely on a new policy to be considered by each municipality and to ensure consistency in the legal and technical interpretation of the new legislation. The proposed draft policy was approved by the Witzenberg municipal Council before the implementation date and duly implemented by municipal officials.

During the 2022/2023 audit cycle, the office of the Auditor-general audited the implementation of the new legislation and had a different interpretation of the new legislation and concluded that for awards between R2 000 and R30 000, municipalities did not advertise the 80/20 points system and did not perform the calculation of points.

The AGSA issued a transversal finding to all municipalities whose interpretation of the legislation was not consistent with theirs, including Witzenberg Municipality, listing their interpretation of the new **legislation and viewed the municipality's process** as non-compliance with the new legislation and all awards as irregular expenditure.

To resolve the matter, the finding was escalated to the Provincial Treasury, which engaged with the leadership of the AGSA and the National Treasury on the matter. A proposed resolution was communicated within days of finalising the 2022/2023 audit outcome (due to be finalised before 30 November 2023).

This administrative process would not have changed the outcome of the award, i.e. the same bidders would have received the award, with or without the calculation of points.

This was the only outstanding audit matter to finalise the audit and prevented the office of the AGSA from issuing a clean audit for the 2022/2023 financial year. Management agreed to disclose the irregular expenditure and to update the PPPFA policy and its standard operating processes to implement the regulation to be aligned with the interpretation of the AGSA.

In January 2024, Council approved the revised SCM policy, and proposed changes to become effective from 1 February 2024. The AGSA audited the implementation of the changes and compliance with the legislation and SCM Policy and did not identify further irregular expenditure.

MFMA circular 68 titled "Unauthorised, Irregular, Fruitless and Wasteful Expenditure" stipulates the process to be followed when dealing with unauthorised, irregular, fruitless and wasteful expenditure. Section 32(2)(b), irregular expenditure may only be written off by Council if, after an investigation by a Council committee, the irregular expenditure is certified as irrecoverable.

Section 32(2)(b) of the MFMA provides the Council only with the power to consider and resolve on the expenditure. Municipal Councils are therefore advised to ensure that the wording of their Council resolutions is consistent with the wording in Section 32(2)(b) of the MFMA i.e. "Council hereby certify the expenditure as irrecoverable and resolve that it be written off or for recovery of the funds".

Municipal Councils should note that its ability to resolve on the irregular expenditure is not dependent on National Treasury's decision in relation to the municipality's application for condonation in terms of Section 170 of the Municipal Finance Management Act. It is solely dependent on the investigation and recommendation from the Council committee.

Whatever the municipal Council resolves is sufficient for the municipality to adjust its annual financial statements from an accounting disclosure perspective. The treatment of expenditure associated with the non-compliance is therefore the responsibility of the Council.

Circular 68 from National Treasury dealing with Unauthorised, Irregular, Fruitless and Wasteful Expenditure is attached as annexure 8.1.3.

4. Deliberation

The following amounts are disclosed in note 42.1 to the annual financial statements as irregular:

2022/2023 financial year	R5 437 362,00
2023/2024 financial year	R5 891 802,00

The only reason for regarding the expenditure as irregular is that the 80/20 points system was not used in awarding quotations with values of between R2 000,00 and R30 000,00. No instances were identified **were awards should have been made to another bidder."**

The Executive Mayoral Committee resolved on 23 January 2025 to recommend to Council **that the matter related to the irregular expenditure for the financial years 2022/2023 and 2023/2024 be referred to the Municipal Public Accounts Committee for investigation and report back to Council with recommendations.**

Council unanimously resolved on 27 January 2025 **that the matter related to the irregular expenditure for the financial years 2022/2023 and 2023/2024 be referred to the Municipal Public Accounts Committee for investigation and report back to Council with recommendations.**

The Municipal Public Accounts Committee resolved on 20 March 2025 to recommend to Council:

- (a) that in terms of Section 32(2)(b) of the Municipal Finance Management Act, the Municipal Public Accounts Committee certifies that the expenditure is irrecoverable and resolves that it be written off.
- (b) that Council did not suffer any loss and that no official should be held accountable.

UNANIMOUSLY RESOLVED

- (a) *that in terms of Section 32(2)(b) of the Municipal Finance Management Act, the Municipal Public Accounts Committee certifies that the expenditure is irrecoverable and resolves that it be written off.*
- (b) *that Council did not suffer any loss and that no official should be held accountable.*

8.2 Directorate Technical Services / Direktooraat Tegnieste Dienste

8.2.1 Upgrading of gravel road that intersects with Vos Street opposite Faure Street, Ceres
(16/4/4/2)

The following documents are attached:

- (a) Correspondence from Mr Dewald Muller: Annexure 8.2.1(a).
- (b) Memorandum from Manager: Streets and Storm Water, dated 7 October 2024: Annexure 8.2.1(b).

The Committee for Technical Services resolved on 27 November 2024 to recommend to the Executive Mayoral Committee and Council:

- (a) that Mr D Muller accesses Vos Street from his residence via the pedestrian access at his residence.
- (b) that the gravel road be routinely maintained, fixing the surface as and when required, on an ongoing basis.
- (c) that the paving of the gravel road that intersects with Vos Street opposite Faure Street, Ceres be considered by Council.

The Executive Mayoral Committee resolved on 26 March 2025 to recommend to Council:

- (a) that Mr D Muller accesses Vos Street from his residence via the pedestrian access at his residence.
- (b) that the gravel road be routinely maintained, fixing the surface as and when required, on an ongoing basis.
- (c) that a side-walk be paved or tarred for the convenience of Mr Muller and easy access to Vos Street.
- (d) that applications similar in nature be assessed on its own merits.

UNANIMOUSLY RESOLVED

- (a) that Mr D Muller accesses Vos Street from his residence via the pedestrian access at his residence.*
- (b) that the gravel road be routinely maintained, fixing the surface as and when required, on an ongoing basis.*
- (c) that a side-walk be paved or tarred for the convenience of Mr Muller and easy access to Vos Street.*
- (d) that applications similar in nature be assessed on its own merits.*

8.2.2 Draft House Shop By-law
(1/3/1/33)

Report from Municipal Manager, dated 17 February 2025:

"Purpose

To consider the Draft House Shop By-law, which will amend Council's current House Shop By-law and to take into consideration the proposal from the National Minister of COGTA to manage spaza/house shop by-laws within the jurisdictional area of the municipality.

Background

A National Disaster has been declared on spaza shops selling contaminated food and items of which the selling date has expired. Council discussed the by-law of COGTA at its Council meeting of December 2024 where it was **resolved that Council's current by-law** will be amended to incorporate some of the proposals that have been made by COGTA.

The Draft House Shop By-law, which presents some of the amendments made, is attached as annexure 8.2.2."

The Executive Mayoral Committee resolved on 24 February 2025 to recommend to Council that the item be workshopped and thereafter that Council considers the following recommendation:

- (a) That notice be taken of the tabled Draft House Shop By-law.
- (b) That a Public Participation Process be followed to obtain inputs and to refer the draft by-law back to Council for approval.

UNANIMOUSLY RESOLVED

that the item related to Draft House Shop By-law be held in abeyance and workshopped by Council.

8.2.3 Resubmission: Lease and operation of the material recovery facility (MRF) on erf 364/82, Ceres
(17/3/2)

The following documents are attached:

- (a) Memorandum from Director: Technical Services, dated 13 March 2025: Annexure 8.2.3(a).
- (b) Letter from Mr Pieter Swarts: Annexure 8.2.3(b).

- (c) Advertisement in local newspaper: Annexure 8.2.3(c).
- (d) Council resolution of 12 November 2024: Annexure 8.2.3(d).
- (e) Correspondence regarding Material Recovery Facility: Annexure 8.2.3(e).

The Executive Mayoral Committee resolved on 26 March 2025 to recommend to Council:

- (a) that Council takes cognisance of the objections received.
- (b) that the objection be upheld.
- (c) that Council considers the advertising of the lease and operation of the material recovery facility (MRF) on erf 364/82, Ceres through the Supply Chain process.

UNANIMOUSLY RESOLVED

- (a) that Council takes cognisance of the objections received.*
- (b) that the objection be upheld by Council.*
- (c) that a proper Supply Chain Process for the material recovery facility (MRF) on erf 364/82, Ceres be followed.*

8.3 Directorate Community Services / Direktooraat Gemeenskapsdienste

8.3.1 Draft By-law for Informal Traders
(1/3/R)

Report from Manager: Local Economic Development:

“Currently Witzenberg Municipality is utilising the Street Trading By-law of 2002, which is outdated.

The LED Unit has completed a draft for the updated Draft By-law for Informal Traders. Inputs were requested from all relevant municipal departments and responses were considered. The Draft By-law for Informal Traders is attached as annexure 8.3.1.”

The Executive Mayoral Committee resolved on 24 February 2025 to recommend to Council that the item be workshopped and thereafter that Council considers the following recommendation:

- (a) That notice be taken of the tabled Draft By-law for Informal Traders.
- (b) That a Public Participation Process be followed to obtain inputs and to refer the draft by-law back to Council for approval.

Council resolved on 26 February 2025 that the matter be held in abeyance.

UNANIMOUSLY RESOLVED

- (a) that notice be taken of the tabled Draft By-law for Informal Traders.*
- (b) that a Public Participation Process be followed to obtain inputs and to refer the draft by-law back to Council for approval.*

8.3.2 Witzenberg Investment Profile
(9/1/2/4)

A memorandum from the Manager: Local Economic Development, dated 28 October 2024, is attached as annexure 8.3.2.

The Committee for Local Economic Development resolved on 21 November 2024 to recommend to the Executive Mayoral Committee and Council that the Committee for Local Economic Development and Tourism invests towards the development of a Witzenberg Investment Profile.

The Executive Mayoral Committee resolved on 26 March 2025 to recommend to Council that the Witzenberg Investment Profile be supported.

UNANIMOUSLY RESOLVED

that the Witzenberg Investment Profile be supported.

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

Council unanimously resolved on 21 June 2024:

- (a) that a Local Drug Action Committee be established and approved.
- (b) that the Local Drug Action Committee be established from representatives from the following institutions and organisations:
 - (i) Chairperson of Portfolio Committee for Community Development (as Chairperson).
 - (ii) Officials from government departments on local level.
 - (iii) SAPS nominated by local police station Commissioner.
 - (iv) Correctional Services nominated by Commissioner of Correctional Services in area.
 - (v) Representative from educational institute nominated by Executive Mayor.
 - (vi) Local health nominated by Executive Mayor.
 - (vii) Local business nominated by Executive Mayor.
 - (viii) Legal professional nominated by regional head of Department of Justice.
 - (ix) Representative of local traditional authority.

A memorandum from the Manager: Local Economic Development, dated 4 March 2025, is attached as annexure 8.3.3.

The Executive Mayoral Committee resolved on 26 March 2025 to recommend to Council:

- (a) that the Local Drug Action Committee be established.

- (b) that the following elected members, as proposed at the meeting, be accepted as members of the committee and constitutes as follows:
- Executive Deputy Mayor Jonathan Nel from Witzenberg Municipality
 - Executive Mayor Trevor Abrahams from Witzenberg Municipality
 - Alderman Hennie Smit from Witzenberg Municipality
 - Alderman Kariem Adams from Witzenberg Municipality
 - Councillor Patric Daniels from Witzenberg Municipality
 - Councillor J Rooi from Witzenberg Municipality
 - Sonto Maillela from Department of Health
 - Heinrich Marthinus from Department of Social Development
 - Vuyo Methusi from SAPS Tulbagh
 - Capt. ES Pienaar from SAPS Ceres
 - Capt. D Tromp from SAPS Ceres
 - Letha Wessels from Witzenberg Municipality
 - Shareldine de Bruin from Western Cape Education Department
 - Zefra van **Rooyen from SAPS Prince Alfred's Hamlet**
 - Pieter Swartz from Business
- (c) that allowance be made for additional members to join that have not been taken up in the committee and as per approval of the Executive Mayor.
- (d) that the Station Commanders or heads of organisations be delegated **to nominate a secondi, in the event of a member's unavailability.**
- (e) that all SAPS offices and Correctional Services within the Witzenberg district be represented in the Local Drug Action Committee.

UNANIMOUSLY RESOLVED

- (a) *that the Local Drug Action Committee be established.*
- (b) *that the following elected members, as proposed at the meeting, be accepted as members of the committee and constitutes as follows:*
- *Executive Deputy Mayor Jonathan Nel from Witzenberg Municipality*
 - *Executive Mayor Trevor Abrahams from Witzenberg Municipality*
 - *Alderman Hennie Smit from Witzenberg Municipality*
 - *Alderman Kariem Adams from Witzenberg Municipality*
 - *Councillor Patric Daniels from Witzenberg Municipality*
 - *Councillor J Rooi from Witzenberg Municipality*
 - *Sonto Maillela from Department of Health*
 - *Heinrich Marthinus from Department of Social Development*
 - *Vuyo Methusi from SAPS Tulbagh*
 - *Capt. ES Pienaar from SAPS Ceres*
 - *Capt. D Tromp from SAPS Ceres*
 - *Letha Wessels from Witzenberg Municipality*
 - *Shareldine de Bruin from Western Cape Education Department*

- *Zefra van Rooyen from SAPS Prince Alfred's Hamlet*
- *Pieter Swartz from Business*

- (c) *that allowance be made for additional members to join that have not been taken up in the committee and as per approval of the Executive Mayor.*
- (d) *that the Station Commanders or heads of organisations be delegated to nominate a secondj, in the event of a member's unavailability.*
- (e) *that all SAPS offices and Correctional Services within the Witzenberg district be represented in the Local Drug Action Committee.*
- (f) *that the following Councillors from Witzenberg Municipality be added to the Local Drug Action Committee:*
- *Alderman D Swart*
 - *Councillor S De Bruin*
 - *Councillor I Swartz*
 - *Councillor K Robyn*
 - *Councillor N Nogcinisa*
 - *Councillor J Zalie*
 - *Councillor K Yisa*
 - *Councillor A Gili*
 - *Councillor J Mouton*
 - *Councillor G Franse*

8.3.4 Proposed By-law: Municipal parks and open spaces (1/3/R)

Council unanimously resolved on 12 November 2024 that the matter in respect of the Proposed By-law: Municipal parks and open spaces be advertised for public comments and after that be referred back to Council for further consideration.

A memorandum from the Senior Manager: Legal Services, dated 17 March 2025, is attached as annexure 8.3.4.

The Executive Mayoral Committee resolved on 26 March 2025 to recommend to Council that the By-law for Municipal Parks and Open Spaces be adopted and published in the Government Gazette.

UNANIMOUSLY RESOLVED

that the item regarding the By-law for Municipal Parks and Open Spaces be held in abeyance.

8.4 Directorate Corporate Services / Direktooraat Korporatiewe Dienste

8.4.1 By-law for the deployment of electronic communications infrastructure
(16/4/P)

Council unanimously resolved on 12 November 2024:

- (a) that the draft By-law for the deployment of electronic communications infrastructure: Witzenberg Municipality be adopted.
- (b) that the draft By-law be advertised for public comments for at least 30 days.
- (c) that the proposals of the public be considered and incorporated as recommended by the Department Streets and Storm Water.
- (d) that the Municipal Manager as soon as possible after the closing date for public comments, submits a report to the Executive Mayoral Committee for a recommendation to Council.
- (e) that the Policy for work and the installation of services in the road reserve (Revision 2) be adopted.

A memorandum from the Senior Manager: Legal Services, dated 17 March 2025, is attached as annexure 8.4.1.

The Executive Mayoral Committee resolved on 26 March 2025 to recommend to Council that the By-law for the deployment of electronic communications infrastructure be adopted and published in the Government Gazette.

UNANIMOUSLY RESOLVED

that the By-law for the deployment of electronic communications infrastructure be adopted and published in the Government Gazette.

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 / Geen

NOTED / AANGETEKEN

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

The following questions were raised by Councillors:

- What the reporting line of the Control Room is as it is problematic and that the WhatsApp Complaint Reporting System functions better.
- That the language aspect of Control Room operators be addressed to prevent lack of services.
- Access to Wi-Fi is a problem in Nduli and enquired whether the municipality can assist with fibre.
- Why are there Law Enforcement officials stationed in front of the Senior Manager: Traffic and Protection **Services'** residential dwelling.
- Dissatisfaction with the entry fee for the municipal auction as it resulted in locals not being able to partake.
- Whether the Clinic Committee exists.

The Municipal Manager responded with the following:

- Engagements were held with a service provider regarding a complaints management system and that feedback will be provided at the next Council meeting on the successes of the WhatsApp system.
- The language matter will be addressed and will check for software that can automatically translate.
- The idea of the By-law is to include fibre and interested parties will have to submit an application.
- No knowledge of the Law Enforcement matter stationed at a residential property, but will investigate.
- The entry fee of an auction is standard procedure and determined by the auctioneer as individuals bid and then do not pay.
- A follow-up will be made regarding the clinic committee and will invite Dr Titus to address Council in this regard.

The Executive Mayor noted that there is a slight improvement regarding communication with the community and therefore extends the invitation to the digitisation workshops of what communication should be.

The Speaker conveyed her apologies for the short notice received to attend a Health meeting from Cape Winelands District Municipality.

NOTED

12. ADJOURNMENT / VERDAGING

The meeting adjourned at 12:30.

Approved on _____ with / without amendments.

ALDERLADY EM SIDEGO
SPEAKER

/MS Arendse-Smith
/MJ Prins

7.1(a)

MINUTES OF THE MEETING OF THE COMMITTEE FOR CORPORATE AND FINANCIAL SERVICES OF THE WITZENBERG MUNICIPALITY, HELD ON WEDNESDAY, 27 NOVEMBER 2024 AT 14:00 IN THE TOWN HALL, 50 VOORTREKKER STREET, CERES.

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR KORPORATIEWE EN FINANSIËLE DIENSTE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP WOENSDAG, 27 NOVEMBER 2024 OM 14:00 IN DIE STADSAAL, VOORTREKKERSTRAAT 50, CERES

Alderman / Raadsheer /Councillors / Raadslede

JP Fredericks (Chairperson) (FFP)
D Swart (DA)
WJ Alexander (PA)

Officials / Amptenare

Mr / Mnr D Nasson (Municipal Manager / Munisipale Bestuurder)
Mr / Mnr HJ Kritzinger (Director: Finance / Direkteur: Finansies)
Mr / Mnr M Mpeluza (Director: Corporate Services / Direkteur: Korporatiewe Dienste)
Mr / Mnr J Kolkota (Deputy Director: Finance / Adjunk Direkteur: Finansies)
Ms / Me R Hendricks (Manager: Marketing and Communication / Bestuurder: Bemaking en Kommunikasie)
Ms / Me C Stevens (Manager: Income / Bestuurder: Inkomste)
Mr / Mnr W Mars (Manager: Financial Administration / Bestuurder: Finansiële Administrasie)
Mr / Mnr M Frieslaar (Manager: Supply Chain / Bestuurder: Voorsieningskanaal)
Mr / Mnr CG Wessels (Manager: Administration / Bestuurder: Administrasie)
Ms / Me M Arendse-Smith (Chief Administrative Officer / Hoof Administratiewe Beampte)
Ms / Me L Nieuwenhuis (Manager: Legal Services / Bestuurder: Regsdienste)
Mr / Mnr C Titus (Committee Clerk / Komiteeklerk)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested Senior Manager: Protection Services to open the meeting with prayer.

Die Voorsitter verwelkom almal teenwoordig en versoek Senior Bestuurder: Beskermingsdienste om die vergadering te open met gebed.

NOTED / AANGETEKEN

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

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

An apology for absence from the meeting was received from the Manager: IDP.

'n Verskoning vir afwesigheid van die vergadering is ontvang vanaf die Bestuurder: GOP.

RESOLVED

that notice be taken of the apology for absence from the meeting, received from the Manager: IDP, and same be accepted.

BESLUIT

dat kennis geneem word van die verskoning vir afwesigheid van die vergadering, ontvang vanaf die Bestuurder: GOP, en genoemde aanvaar 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 is attached as annexure 2.2.

None

NOTED

3. MINUTES / NOTULES/IMIZUZU

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

None / Geen

NOTED / AANGETEKEN

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

The minutes of the meeting of the Committee for Corporate and Financial Services, held on 8 October 2024, are attached as annexure 3.2.

Die notule van 'n vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou op 8 Oktober 2024, word ingebind as bylae 3.2.

RESOLVED

that the minutes of the meeting of the Committee for Corporate and Financial Services, held on 8 October 2024, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou 8 Oktober 2024, goedgekeur en deur die Voorsitter onderteken word.

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

The Chairperson mentioned the following:

- Thank you to each and every one for their dedication during the year and attending meetings diligently.
- Despite having experienced a very challenging year, the respective sections of the Committee for Corporate Services have not only made improvements, but also continued to be very welcoming, helpful and professional. The guidance received at times were not only informative, but also appreciated.
- Condolences and deepest sympathy to the Manager: Marketing and Communications with the passing of her beloved mother.
- Thank you to the Director: Corporate Services for all the support as well as the support to the Municipal Manager.
- Special word of thanks to Alderman D Swart and Councillor W Alexander for the way items are presented at Council and their hard work.

- Best wishes to the Senior Manager: Protection Services and team for the festive period which lies ahead.

NOTED

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None /Geen

NOTED / AANGETEKEN

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

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

None / Geen.

NOTED / AANGETEKEN

6.2 Monthly report: Directorate: Corporate Services: September 2024 /
Maandverslag: Direktooraat: Korporatiewe Dienste: September 2024
(09/1/2/1)

The monthly report of the Directorate: Corporate Services for September 2024 is attached as annexure 6.2.

Die maandverslag van die Direktooraat: Korporatiewe Dienste vir September 2024 word ingebind as bylae 6.2.

RESOLVED

that the Committee for Corporate and Financial Services, after consideration, takes notice of the content of the monthly report of the Directorate: Corporate Services for September 2024 and same be approved and accepted.

BESLUIT

dat die Komitee vir Korporatiewe en Finansiële Dienste, na oorweging, kennis neem van die inhoud van die maandverslag van die Direktooraat: Korporatiewe Dienste vir September 2024 en dat die verslag goedgekeur en aanvaar word.

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

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

None / Geen

NOTED / AANGETEKEN

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Directorate Finance / Direktooraat Finansies

Section 71 Monthly Budget Statement Report of Directorate Finance:
September 2024 / Artikel 71 Maandelikse Begrotingsverslae van die
Direktooraat Finansies: September 2024
(9/1/2/2)

None / Geen

NOTED / AANGETEKEN

7.2 Request to purchase a portion of Erf 1352, Tulbagh / Versoek om 'n gedeelte
van Erf 1352, Tulbagh aan te koop
(7/1/4/1)

The following item refers:

- (i) Item 8.1 of the Committee for Corporate and Financial Services held on 6 August 2024.
- (ii) Item 7.3 of the Committee for Corporate and Financial Services held on 8 October 2024.

A memorandum from the Manager: Legal Service, dated 19 April 2024, is attached as annexure 7.2.

- (a) The Committee for Corporate and Financial Services held on 6 August 2024 resolved:
 - (i) that the matter in respect of the request to purchase a portion of erf 1352, Tulbagh be held in abeyance for further technical inputs by the Department: Technical Services as well as the Ward Committee of Ward 11 and the matter properly be investigated.
 - (ii) that that the matter in respect of the request to purchase a portion of erf 1352, Tulbagh be held in abeyance for a site inspection to be held.
- (b) The Committee for Corporate and Financial Services held on 8 October 2024 resolved that the matter in respect of the request to purchase a portion of erf 1352, Tulbagh be held in abeyance for a site inspection to be held.

RESOLVED

That item 7.1 be withdrawn and dealt with at item 8.1.

BESLUIT

Dat item 7.1 teruggetrek word en by item 8.1 hanteer word.

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

8.1 Request to purchase a property for the purposes of residential as well as a
kennel and training facility for dog handlers
(7/1/4/1)

A memorandum from the Manager: Legal Service, dated 18 November 2024, is attached
as annexure 8.1.

The Municipal Manager informed the committee that a site visit had taken place and that
the intention to seal the land must still be advertised.

RESOLVED

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

*that erf 787, Tulbagh is most suited for the purposes of residential as well as kennel and
training facility for dog handlers.*

BESLUIT

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

*dat erf 787, Tulbagh die beste geskik is vir doeleindes van residensiële sowel as
huisvesting- en opleidingsfasiliteite vir hondehanteerders.*

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

(In terms of section 20 of the Act on Local Government: Municipal Systems, 2000 (Act 32 of 2000), this item must be dealt with in confidentiality) / (Hierdie items word vertroulik in terme van artikel 20 van die Wet op Plaaslike Regering: Munisipale Stelsels, 2000 (Wet 32 van 2000) hanteer.)

9.1 Delegated Powers / Gedelegeerde bevoegdhede

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

None / Geen

NOTED / AANGETEKEN / IGQUALIWE

9.1.2 Monthly report of Department: Human Resources: September 2024 /
Maandverslag van die Departement: Menslike Hulpbronne: September 2024
(9/1/2/1)

The monthly report of the Department: Human Resources for September 2024 is attached as annexure 9.1.2.

Die maandverslag van die Departement: Menslike Hulpbronne word ingebind as bylae 9.1.2.

RESOLVED

that the Committee for Corporate and Financial Services, after consideration, takes notice of the content of the monthly report of the Department: Human Resources for September 2024 and same be approved and accepted.

BESLUIT

dat die Komitee vir Korporatiewe en Finansiële Dienste, na oorweging, kennis neem van die inhoud van die maandverslag van die Departement: Menslike Hulpbronne vir September 2024 en dat die verslag goedgekeur en aanvaar word.

10. ADJOURNMENT / VERDAGING

The meeting adjourned at 14:25. / Die vergadering verdaag om 14:25.

Approved on / Goedgekeur op / Yaphunyezwa ngo 8 October 2024 _____ .

COUNCILLOR JP FREDERICKS
CHAIRPERSON

MINUTES OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON THURSDAY, 16 JANUARY 2025 AT 10:00

PRESENT

Councillors

Councillor J Rooi (Witzenberg Party) (Chairperson)
Councillor WJ Alexander (PA)
Alderman JJ Visagie (DA)
Councillor K Robyn (Good)
Councillor N Nogcinisa (ANC)

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr J Kolkota (Deputy Director: Finance)
Ms N Oerson (Chief Internal Audit Executive)
Ms C Fortuin (Manager: Internal Audit)
Mr J Swanepoel (Manager: Projects and Performance)
Ms M Arendse-Smith (Chief Administrative Officer)

Other attendees

Ms Nomfundo Henge (Department Local Government: Municipal Governance: Compliance)

1. OPENING AND WELCOME

The Chairperson welcomed everyone present and requested Councillor K Robyn 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)

None / Geen

NOTED / AANGETEKEN

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.

The declaration was duly signed by all committee members. No conflict of interest was declared.

NOTED / AANGETEKEN

3. MINUTES

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

The Chairperson requested that item 4, which reads as follows:

“The Chairperson informed the meeting that he aims to take functions of this committee very seriously and ensures that all matters are correctly dealt with as there has recently been case law resulting in Councillors being charged for irregularities.”

Be amended to read as follows:

“The Chairperson informed the meeting that he aims to take functions of this committee very seriously and ensures that all matters are correctly dealt with as there has recently been case law resulting in officials being charged for irregularities.”

NOTED / AANGETEKEN

3.2 Matters arising from the minutes
(3/1/2/3)

None / Geen

NOTED / AANGETEKEN

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

The minutes of the Municipal Public Accounts Committee meeting, held on 13 December 2024, are attached as annexure 3.3.

RESOLVED

that the minutes of the Municipal Public Accounts Committee meeting, held on 13 December 2024, as amended, be approved and signed by the Chairperson.

A warm welcome was extended to Ms N Henge, an official from Department Local Government: Municipal Governance: Compliance, who joined the meeting at 10:11.

Councillor N Nogcinisa joined the meeting at 10:12.

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY THE CHAIRPERSON

The Chairperson mentioned that after perusing the Annual Report, several questions arose of which the following were highlighted:

- whether the Pine Forest Resort (Dennebos Vakansieoord) was operating at a profit.
- what the reasons were for the 44 vacancies and why so many employees were leaving the employer.

Councillors are requested to forward their questions in this regard to the Chairperson, which will form part of a report that will be submitted to the Municipal Manager.

NOTED

5. INTERVIEWS WITH DELEGATIONS

None

NOTED

6. DELEGATED POWERS

None / Geen

NOTED / AANGETEKEN

7. RESERVED POWERS

7.1 Annual Report, Financial Statements and Oversight Report: 2023/2024
(9/1/1)

The Municipal Public Accounts Committee resolved on 13 December 2024 that notice be taken of the Oversight Report and that after receipt of public comments, the report be tabled at the next meeting for approval.

The Draft Oversight Report on the Annual Report for 2023/2024 is attached as annexure 7.1.

RESOLVED

- (a) *that the Municipal Public Accounts Committee considered and finalised the MPAC Oversight Report during the meeting and submitted the signed report to the Municipal Manager for attachment to the final 2023/2024 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 2023/2024 and, after consideration, accepts same.*
 - (ii) *that, having fully considered the 2023/2024 Annual Report of the Witzenberg Municipality, it is recommended that Council adopts the 2023/2024 Oversight Report and approves the 2023/2024 Annual Report without reservations.*

8. URGENT MATTERS

None / Geen

NOTED / AANGETEKEN

9. QUESTIONS OR MATTERS RAISED BY COUNCILLORS

Alderman JJ Visagie enquired about the water crisis in Tulbagh as seen on social media.

The Municipal Manager informed the meeting the water problem in Tulbagh more related to the colour of the water, which occurred after Christmas. The initial impression was that the problem was the filters and it was replaced. A service provider was appointed on Monday, 10 January 2025 to clean and replace the filters and hopefully the situation will be restored by Monday, 20 January 2025.

It is noted that the life expectancy of filters are 10 years, and some are nearing that period and therefore the municipality will be assessing all purification systems.

10. ADJOURNMENT

The meeting adjourned at 10:30.

Approved on 10 April 2025 without amendments.

COUNCILLOR J ROOI
CHAIRPERSON

/M Arendse-Smith
/M Prins

MINUTES OF THE MEETING OF THE COMMITTEE FOR HOUSING MATTERS OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, MUNICIPAL OFFICES, VOORTREKKER STREET, CERES ON TUESDAY, 28 JANUARY 2025 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR BEHUISINGSAANGELEENTHEDE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DINSDAG, 28 JANUARIE 2025 OM 10:00 IN DIE STADSAAL, MUNISIPALE KANTORE, CERES

PRESENT / TEENWOORDIG

Committee Members / Komiteelede

Alderman / Raadsheer K Adams (Chairperson / Voorsitter) (DA)
Councillor / Raadslid S de Bruin (DA)
Alderman / Raadsheer D Swart (DA)
Councillor / Raadslid IL Swartz (EFF)

Non-Committee members / Nie-Komiteelede

Alderman / Raadsheer JJ Visagie
Councillor / Raadslid J Rooi

Officials/ Amptenare

Ms / Me C Mackenzie (Manager: Housing / Bestuurder: Behuising)
Mr / Mnr T Plaatjies (Senior Housing Officer / Senior Behuisingsbeampte)
(Ms / Me M Arendse-Smith (Acting Manager: Administration / Waarnemende Bestuurder: Administrasie)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested Councillor S de Bruin to open the meeting with prayer.

A special welcome was extended to Councillor J Rooi as well as the Manager: Housing, after a well-deserved break.

Die Voorsitter heet almal teenwoordig welkom en versoek raadslid S de Bruin om die vergadering met gebed te open.

'n Spesiale verwelkoming word aan raadslid J Rooi en die Bestuurder: Behuising gerig na 'n welverdiende wegbreek.

NOTED / AANGETEKEN

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 Phatsoane.

'n Aansoek om verlof tot afwesigheid van die vergadering is ontvang vanaf raadslid N Phatsoane.

RESOLVED

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

BESLUIT

dat die aansoek om verlof tot afwesigheid van die vergadering, ontvang vanaf raadslid N Phatsoane, goedgekeur en aanvaar 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 is attached as annexure 2.2.

No conflict of interest was declared.

NOTED / AANGETEKEN

3. NOTULES

3.1 Matters / Corrections from the minutes

None / Geen

NOTED / AANGETEKEN

3.2 Approval of minutes / Goedkeuring van notules / Ukuphunyezwa kwemizuzu
(3/1/2/3)

The minutes of the special meeting of the Committee for Housing Matters, held on 29 November 2024, is attached as annexure 3.2.

Die notule van die spesiale vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 29 November 2024, word aangeheg as bylae 3.2.

RESOLVED

that the minutes of the special meeting of the Committee for Housing Matters, held on 29 November 2024, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die spesiale vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 29 November 2024, goedgekeur en deur die Voorsitter onderteken word.

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

None / Geen

NOTED / AANGETEKEN

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

The Chairperson conveyed to the meeting that it was quite saddening to be informed of the medical condition of Mr C Titus, the Committee Clerk, which is unfortunately very serious and would like to wish him a speedy recovery in hopes of his return.

NOTED

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

6.1 Monthly report of the Section Housing: November and December 2024 /
Maandverslag van die Afdeling Behuising: November en Desember 2024
(9/1/2/4)

The following monthly reports of the Section Housing are attached:

Die volgende maandverslae van die Afdeling Behuising word ingebind:

- | | | |
|-----|--------------------------|-------------------------|
| (a) | November 2024 | Annexure / Bylae 6.1(a) |
| (b) | December / Desember 2024 | Annexure / Bylae 6.1(b) |

RESOLVED

that the Committee for Housing Matters takes notice of the content of the monthly reports of the Section Housing for November and December 2024 and that same be approved and accepted.

BESLUIT

dat die Komitee vir Behuisingsaangeleenthede kennis neem van die inhoud van die maandverslae van die Afdeling Behuising vir November en Desember 2024 en dat die verslae goedgekeur en aanvaar word.

6.2 Risk Management Report: Department Housing / Risiko Bestuursverslag:
Departement Behuising
(2/12/1)

This is a quarterly report. / Hierdie is 'n kwartaallikse verslag. / Le yingxelo yarhoqo ngenyenga.

None / Geen

NOTED / AANGETEKEN

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

None / Geen

NOTED / AANGETEKEN

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

None / Geen

NOTED / AANGETEKEN

9. COMMITTEE FOR HOUSING MATTERS-in-COMMITTEE

These items are dealt with in the confidential agenda.

MINUTES OF THE EXECUTIVE MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON MONDAY, 24 FEBRUARY 2025 AT 11:00

PRESENT

Executive Mayoral Committee

Councillor TE Abrahams (DA) (Executive Mayor)
Alderman K Adams (DA)
Councillor P Daniels (DA)
Councillor JP Fredericks (FF Plus)
Alderman HJ Smit (DA)

Councillors not on Executive Mayoral Committee

Alderlady EM Sidego (DA) (Speaker) (ex officio)
Councillor J Rooi (Witzenberg Party) (Chairperson: MPAC) (ex officio)

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Ms K Dingilizwe (Acting Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Mr J Kolkota (Deputy Director: Finance)
Ms N Oerson (Chief Internal Audit Executive)
Ms M Arendse-Smith (Acting Manager: Administration)

Other attendees

Mr M de Villiers (Ceres Business Initiative)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Executive Mayor welcomed everyone present and requested Manager: Ceres Business Initiative, Mr M de Villiers, 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
Aansoek om verlof tot afwesigheid, indien enige
(3/1/2/1)

Apologies for absence from the meeting was received from the Acting Director: Technical Services and the Manager: IDP.

RESOLVED

that the apologies for absence from the meeting, received from the Acting Director: Technical Services and the Manager: IDP, be 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 is attached as annexure 2.2.

No conflict of interest was declared.

NOTED

3. MINUTES / NOTULES

3.1 Corrections to the minutes / Regstelling van notule

None / Geen

NOTED / AANGETEKEN

3.2 Matters arising from the minutes
(3/1/2/3)

None / Geen

NOTED / AANGETEKEN

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

The minutes of the Executive Mayoral Committee meeting, held on 23 January 2025, are attached as annexure 3.3.

RESOLVED

that the minutes of the Executive Mayoral Committee meeting, held on 23 January 2025, be approved and signed by the Executive Mayor.

BESLUIT

dat die notule van die Uitvoerende Burgemeesterskomitee vergadering, gehou op 23 Januarie 2025, 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)

The Executive Mayor mentioned the following:

- (a) Improvements in work ethic
 - That there is a major improvement in the way we work as well as a better understanding.
 - There is a more proactive attitude in the coalition MayCo and the biggest commitment is that the MayCo will be in office daily.
 - Thank you to all involved and it is a guarantee that stability will not be affected.

- (b) Embracing Project Fix-It
 - The cut-off date for the execution of what has been captured is end of March 2025.
 - All wards will be revisited to determine whether all projects have been completed successfully.
 - The roll-out of the project is an operational matter and the program thereof must be forwarded to the Mayoral Committee members.

- (c) Water restrictions in Tulbagh
 - An internal meeting regarding the matter will be held in the Town Hall, Ceres at 14:00 today and thereafter a meeting will be held with the community of Tulbagh in Tulbagh Town Hall tomorrow.

- (d) Law Enforcement operations of the weekend
 - Well done to Law Enforcement for bringing in additional resources as Witzenberg cannot continue with the lawlessness and order must be applied. Consideration must be given to implementing such operations more regularly instead of once a month.

- (e) The Local Government Initiative Summit was attended by the Executive Mayor and Councillor J Fredericks and it is clear that Witzenberg Municipality must revisit their current digitization process as it is lacking. Unnecessary criticism is received from the public as public communication is not up to standard. Service providers will be invited to do presentations on improved and innovative systems. This prompts us to reconsider how we communicate with the public and further discussions in this regard will be held between the Executive Mayor and Municipal Manager.

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 / Direkoraat Finansies

7.1.1 Section 71 Monthly Budget Statement Report of the Directorate Finance: January 2025
(9/1/2/2)

The Section 71 Monthly Budget Statement Report of the Directorate Finance for January 2025 is attached as annexure 7.1.1.

RESOLVED

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 January 2025.*
- (ii) *that the Section 71 Monthly Budget Statement Report of the Directorate Finance for January 2025 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.*

7.1.2 Finance: Adjustment budget 2024/2025
(5/1/1/23 & 5/1/5/17)

The following documents are attached:

- (a) Memorandum from Director: Finance, dated 14 February 2025: Annexure 7.1.2(a).
- (b) Adjustment budget 2024/2025 to 2026/2027: Annexure 7.1.2(b).
- (c) Budget schedules 2024/2025: Annexure 7.1.2(c).
- (d) Proposed adjustments: SDBIP Top Layer 2024/2025: Annexure 7.1.2(d).

The Executive Mayor noted that the percentage of funds in the bank account can be misleading taking into account that the collection rate has dropped significantly.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

That the adjustment budget of Witzenberg Municipality for the financial year 2024/2025 as set out in the budget documents be approved:

- (i) *Table B1 - Budget summary.*
- (ii) *Table B2 - Adjustments Budget Financial Performance (by standard classification).*
- (iii) *Table B3 – Budgeted Financial performance (Revenue and Expenditure) by Vote.*
- (iv) *Table B4 - Adjustments Budget Financial Performance (revenue by source); and*
- (v) *Table B5 – Budgeted Capital Expenditure by Vote, standard classification and funding.*

7.1.3 Finance: Implementation of Debt collection and Credit control Policy (5/12/1/3)

A memorandum from the Director: Finance, dated 17 February 2025, is attached as annexure 7.1.3.

The Municipal Manager conveyed the following to the meeting:

- That consideration be given to placing a hold on the Legal Collection Process and that the installation of water meters be reconsidered as water is the biggest accumulator of debt.
- The focus on the water meter is not meant as a credit control measure but if used, the service must be paid for.
- Public Participation will be held and that the municipality be cautious of the auxiliary percentage being too low resulting in non-recovery of arrear monies.

Director: Corporate Services further noted that there are credit control measures in place and that communities are addressed twice a year to make arrangements regarding their arrear municipal accounts.

RESOLVED

That the Executive Mayoral Committee recommends to Council, after the item was duly workshopped:

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. (Current - Auxiliary – 30 %).*

- (iii) That the Credit Control and Debt Collection Policy be amended to allow the auxiliary percentage to be increased to 60 % for accounts outstanding for more than six months, subject to a Public Participation Process being followed before implementation.*
 - (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.*
 - (v) Before any legal process in terms of property is undertaken, the matter must first be referred to Council for approval.*
 - (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 300 litres per day (9 kilolitres per month).*
 - (iii) That the outstanding service debt of the consumer be written off as an incentive for accepting the pre-payment water meter.*

7.1.4 Supply Chain Management: Disposal of movable assets, goods, material and equipment in terms of Section 14(4) of the Municipal Finance Management Act
(6/1/P)

The following documents are attached:

- (a) Memorandum from Chief Financial Officer, dated 18 February 2025: Annexure 7.1.4(a).*
- (b) List of disposals: Annexure 7.1.4(b).*

RESOLVED

That the Executive Mayoral Committee recommends to Council:

- (a) *That the disposal of assets, goods, material and equipment, attached as annexure 7.1.4(b), be approved.*
- (b) *That the Supply Chain Management unit proceeds with the disposal of **assets in accordance with paragraph 48(4) of Council's Supply Chain Management Policy.***

7.1.5 Finance: Possible adjustments to industrial effluent charge
(5/12/1/3)

Memorandum from Director: Finance, dated 21 January 2025:

"1. Purpose

To consider the possible adjustment of the industrial effluent charge for the second quarter of 2024.

2. Legal framework

The business is allowed to dispose of industrial effluent in terms of the permit issued.

3. Background

The volumes of industrial effluent dumped into the municipal system increased over the last number of years due to increase in production and problems encountered **with the industries' own treatment plants.**

The total charges per financial year increased as follows:

Year	Annual charge
2021/2022	6,365,116
2022/2023	28,270,204
2023/2024	51,847,845

The above charges were determined by an external service provider based on the following:

Base rate (T.1) for first 36 260 kg COO dumped per calendar month:

Peak tariff (T.2) of 1.5 times the base tariff for every 1 kg COD dumped above 36 260 kg COD per calendar month up to maximum total monthly mass treatment of 90 000 kg COD:

On top of the Base and Peak Rates:

A penalty rate of 10 times the Base Rate calculated on day-to-day basis and independently the total mass treatment dumped per calendar month may be dumped for every 1 kg of COD above the maximum limit of 3 000 kilolitres or 3 000 kg COD per 24 hours for such period when this deposit exceeds the maximum limit though by the main: Civil Services would be allowed.

The peak tariff and penalty rate are implemented due to the effect of the industrial effluent on the waste water treatment works and the quality of the treated waste water. If the plant cannot treat all the waste water received the municipality will discharge water that does not meet the requirements back into nature. The risk is that the municipality may lose it Green Drop status.

The abovementioned penalty rate has a large impact on the annual charges.

4. Discussion

To date the latest account has not been paid.

The customer requested that a discount be considered on condition that they use the saving to do some improvements to their treatment plant **and possibly the municipal treatment plant."**

RESOLVED

That the Executive Mayoral Committee recommends to Council:

- (a) That consideration be given to amending the penalty of Ceres Fruit Processors for the 2023/2024 and 2024/2025 financial years to five (5) times the base rate.*
- (b) That the By-law related to Industrial Effluent be amended to contain more levels and thereafter be tabled to Council for approval.*

7.2 Directorate Technical Services / Direktooraat Tegnieste Dienste

7.2.1 Draft House Shop By-law (1/3/1/33)

Report from Municipal Manager, dated 17 February 2025:

"Purpose

To consider the Draft House Shop By-law, which will amend Council's current House Shop By-law and to take into consideration the proposal from the National Minister of COGTA to manage spaza/house shop by-laws within the jurisdictional area of the municipality.

Background

A National Disaster has been declared on spaza shops selling contaminated food and items of which the selling date has expired. Council discussed the by-law of COGTA at its Council meeting of December 2024 where it was resolved that **Council's current by-law** will be amended to incorporate some of the proposals that have been made by COGTA.

The Draft House Shop By-law, which presents some of the amendments made, is attached as annexure 7.2.1."

RESOLVED

That the Executive Mayoral Committee recommends to Council that the item be workshopped and thereafter that Council considers the following recommendation:

- (a) *That notice be taken of the tabled Draft House Shop By-law.*
- (b) *That a Public Participation Process be followed to obtain inputs and to refer the draft by-law back to Council for approval.*

7.3 Directorate Community Services / Direkoraat Gemeenskapsdienste

7.3.1 Dilapidated building in Tulbagh cemetery: Approval to demolish (15/6/1/6)

A memorandum from the Manager: Environment and Amenities, dated 25 April 2024, is attached as annexure 7.3.1.

The Committee for Community Development resolved on 27 November 2024 to recommend to the Executive Mayoral Committee and Council that the memorial building at the Tulbagh graveyard, after consideration, be demolished.

Council unanimously resolved on 27 January 2025:

- (a) that the matter related to the dilapidated building in Tulbagh cemetery: Approval to demolish be held in abeyance.
- (b) that an inspection in loco be held prior to deciding on the matter.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that, after consideration, the demolition of the dilapidated memorial building at the Tulbagh cemetery be approved.

7.3.2 Draft By-law for Informal Traders (1/3/R)

Report from Manager: Local Economic Development:

"Currently Witzenberg Municipality is utilising the Street Trading By-law of 2002, which is outdated.

The LED Unit has completed a draft for the updated Draft By-law for Informal Traders. Inputs were requested from all relevant municipal departments and responses were considered. The Draft By-law for Informal Traders is attached as annexure 7.3.2."

RESOLVED

That the Executive Mayoral Committee recommends to Council that the item be workshopped and thereafter that Council considers the following recommendation:

- (a) *That notice be taken of the tabled Draft By-law for Informal Traders.*
- (b) *That a Public Participation Process be followed to obtain inputs and to refer the draft by-law back to Council for approval.*

7.4 Directorate Corporate Services / Direktooraat Korporatiewe Dienste

7.4.1 Request to purchase a property for the purposes of residential as well as a kennel and training facility for dog handlers: Erf 787, Tulbagh (7/1/4/2)

The following documents are attached:

A memorandum from the Senior Manager: Legal Services, dated 19 April 2024 is attached as annexure 7.4.1 (a).

The Committee for Corporate and Financial Services resolved on 8 October 2024 that the matter in respect of the request to purchase a portion of erf 1352, Tulbagh be held in abeyance for a site inspection to be held.

A memorandum from the Manager: Legal Service, dated 18 November 2024, was tabled to the Committee for Corporate and Financial Services on 27 November 2024. The said memorandum is attached as annexure 7.4.1 (b).

The Committee for Corporate and Financial Services resolved on 27 November 2024 to recommend to the Executive Mayoral Committee and Council that erf 787, Tulbagh is most suited for the purposes of residential as well as a kennel and training facility for dog handlers.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

- (a) that erf 787, Tulbagh is most suited for the purposes of residential as well as a kennel and training facility for dog handlers.*
- (b) that the municipal property located at erf 787, Tulbagh be alienated in favour of Mr E Meintjies.*
- (c) that in terms of Section 14.2 of the Municipal Finance Management Act (Act 56 of 2003), erf 787, Tulbagh is not required for the provision of the minimum level of basic services.*
- (d) that in terms of Section 14.2 of the Municipal Finance Management Act (Act 56 of 2003), erf 787, Tulbagh be sold at a market related price.*
- (e) that the potential sale be advertised in the local newspaper for public comment and/or any objections.*
- (f) that the Municipal Manager be mandated to sign all documentation to affect the transfer of the property to Mr E Meintjies.*

7.4.2 Council's immovable property: Request to purchase erf 935, Wolseley (7/1/4/2)

A memorandum from the Manager: Legal Services, dated 17 August 2022, is attached as annexure 7.4.2.

The Committee for Corporate and Financial Services resolved on 20 October 2022 that the matter in respect of Request to purchase erf 935, Wolseley be held in abeyance to obtain the inputs of the Ward Councillor, Councillor P Daniels.

The Municipal Manager informed the Committee for Corporate and Financial Services on 17 November 2022 that the Ward Councillor, Councillor P Daniels, had no objection to the purchase of erf 935, Wolseley and that a Public Participation Process will commence.

The Committee for Corporate and Financial Services resolved on 17 November 2022 to recommend to the Executive Mayoral Committee and Council:

- (a) that the municipal property located at erf 935, Wolseley, be alienated in favour of Wolfpack.
- (b) that in terms of Section 14.2 of the Municipal Finance Management Act (56 of 2003), erf 935, Wolseley is not required for the provision of a minimum level of basic services.
- (c) that in terms of Section 14.2 of the Municipal Finance Management Act (56 of 2003), erf 935, Wolseley be sold at a market related price.
- (d) that the potential sale be advertised in the local newspaper for public comment and / or any objections.
- (e) that the Municipal Manager be mandated to sign all documentation to effect the transfer of the property to Wolfpack.
- (f) that a Public Participation Process be followed and the matter then be tabled again to Council.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

- (a) *that the municipal property located at erf 935, Wolseley, be alienated in favour of Wolfpack.*
- (b) *that in terms of Section 14.2 of the Municipal Finance Management Act (Act 56 of 2003), erf 935, Wolseley is not required for the provision of a minimum level of basic services.*

- (c) *that in terms of Section 14.2 of the Municipal Finance Management Act (Act 56 of 2003), erf 935, Wolseley be sold at a market related price.*
- (d) *that the potential sale be advertised in the local newspaper for public comment and / or any objections.*
- (e) *that the Municipal Manager be mandated to sign all documentation to effect the transfer of the property to Wolfpack.*
- (f) *that a Public Participation Process be followed and the matter then be tabled again to Council.*
- (g) *that the servitude in favour of the Witzenberg Municipality be registered for the area of the Witzenberg storm water canal.*
- (h) *that Wolfpack continues to provide access to municipal employees for official purposes of cleaning the storm water canal.*

7.4.3 Alienation and subdivision of portion of erf 2622, Skoonvlei industrial area, Ceres (unregistered erf 10915 or erf 10916 or erf 10917) (7/1/4/2)

A report from the Senior Manager: Legal Services, dated 13 February 2025, is attached as annexure 7.4.3.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

- (a) *that the municipal property, portion of erf 2622, Skoonvlei Industrial area, Ceres, be alienated in favour of Werner Pharo Electrical (Pty) Ltd.*
- (b) *that in terms of Section 14.2 of the Municipal Finance Management Act (Act 56 of 2003), the portion of erf 2622, Skoonvlei Industrial area, Ceres is not required for the provision of a minimum level of basic services.*
- (c) *that in terms of Section 14.2 of the Municipal Finance Management Act (Act 56 of 2003), portion of erf 2622, Skoonvlei Industrial area, Ceres, be sold at a market related price.*
- (d) *that the potential sale be advertised in the local newspaper for public comment and / or any objections.*
- (e) *that the Municipal Manager be mandated to sign all documentation to effect the transfer of the property to Werner Pharo Electrical (Pty) Ltd.*
- (f) *that a Public Participation Process be followed and the matter then be tabled again to Council.*

7.4.4 Pigeon Society Clubhouse: Erf 496, Stamper Street, Wolseley
(15/4/R)

Council unanimously resolved on 12 November 2024:

- (a) **that Council's intention to lease the** Pigeon Society Clubhouse on erf 496, Stamper Street, Wolseley be advertised in the local newspaper.
- (b) that the repair and maintenance of the asset will be for the cost of the successful lessee or tenant.
- (c) that the asset is not needed in terms of Section 14(2)(a) of the Municipal Finance Management Act (Act 56 of 2003) to provide in the minimum level of basic municipal services.

A report from the Senior Manager: Legal Services, dated 13 February 2025, is attached as annexure 7.4.4.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

That the Council resolution which reads:

- "(a) **that Council's intention to lease the Pigeon Society Clubhouse on erf 496, Stamper Street, Wolseley be advertised in the local newspaper.***
- (b) that the repair and maintenance of the asset will be for the cost of the successful lessee or tenant."*

be rescinded to read as follows:

- "(a) that the property located at erf 496, Stamper Street, Wolseley be sold "voetstoots" to the public and that a Supply Chain process be followed.*
- (b) that the asset is not needed in terms of Section 14(2)(a) of the Municipal Finance Management Act (Act 56 of 2003) to provide in the minimum level of basic municipal services.*
- (c) that the potential bidder be informed of the report of the Building Control Officer in terms of the safety of the building."*

7.4.5 Performance, Risk and Audit Committee: Re-appointment of
Mr J George
(5/14/4)

A memorandum from the Chief Internal Audit Executive, dated 30 January 2025, is attached as annexure 7.4.5.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

That the appointment of Mr J George for a one-year term be approved.

7.4.6 Appointment of new Performance, Risk and Audit Committee member (5/14/4)

The following documents are attached:

- (a) Long list: Appointment of PRAC members: Annexure 7.4.6(a).
- (b) Memorandum from Chief Internal Audit Executive, dated 6 February 2025: Annexure 7.4.6(b).

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that Adv. Nino-Lee Hendricks be appointed on the Performance, Risk and Audit Committee.

7.4.7 Tulbagh Feeding Scheme: Request to lease a portion of erf 1326, Tulbagh (7/1/4/1)

The following documents are attached:

- (a) Report from Senior Manager: Legal Services and Manager: Socio-Economic Development, dated 3 December 2024: Annexure 7.4.7(a).
- (b) Report from Manager: Socio-Economic Development, dated 7 June 2024: Annexure 7.4.7(b).
- (c) Proposal: Witzenville Park by Care4Tulbagh: Annexure 7.4.7(c).

Council unanimously resolved on 12 December 2024 that the matter regarding the Tulbagh Feeding Scheme: Request to lease a portion of erf 1326, Tulbagh be held in abeyance until the next meeting.

Council unanimously resolved on 27 January 2025:

- (a) that the matter related to the Tulbagh Feeding Scheme: Request to lease a portion of erf 1326, Tulbagh be held in abeyance.

- (b) that an inspection in loco be arranged prior to decision making.
- (c) that the portfolio Chairperson of the Committee for Corporate and Financial Services arrange a meeting and engage with the other soup kitchens in this regard.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

- (a) *that one flank of the Community Hall be made available to the feeding scheme.*
 - (b) *that the house at the back of the community hall will not be made available.*
 - (c) *that an updated map be prepared and be made available for purposes of a food garden.*
 - (d) *that clarity be obtained regarding ownership or representation of Food4Good and Pantry Partners.*
 - (e) *that Food4Good enters into engagements with the current interested parties wanting to run a food garden in the area.*
 - (f) *that preference be given to Food4Good and Pantry Partners and a further report be submitted to the Executive Mayoral Committee for other available land for a play park.*
 - (g) ***that the word "beggars" be removed from the document and be replaced with "food insecure residents/individuals".***
 - (h) *that a clause be included in the contract stating that should there be no developments in the project within three (3) years, the property defaults back to the municipality.*
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 13:15.

Approved on 26 March 2025 without amendments.

COUNCILLOR TE ABRAHAMS
EXECUTIVE MAYOR

/M Arendse-Smith
/MJ Prins

MINUTES OF THE MEETING OF THE COMMITTEE FOR TECHNICAL SERVICES OF WITZENBERG MUNICIPALITY, HELD IN THE JOHN STEYN LIBRARY HALL, OWEN STREET, CERES ON THURSDAY, 13 MARCH 2025 AT 14:00

PRESENT

Councillors

Alderman HJ Smit (DA) (Chairperson)
Councillor AL Gili (ANC)
Councillor JS Mouton (ANC)
Alderman D Swart (DA)

Officials

Mr HJ Kritzinger (Acting Municipal Manager)
Senior Manager: Water and Sewerage (Mr N Jacobs)
Acting Senior Manager: Electro-Technical Services (Mr Dyusha)
Senior Manager: Solid Waste and Cleansing Services (Ms P Claasen)
Acting Manager: Administration (Ms M Arendse-Smith)
Intern: Administration (Mr T McClune)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested the Acting Municipal Manager 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)

Apologies for absence from the meeting were received from the Senior Manager: Town Planning and Building Control and Senior Manager: Streets and Storm Water.

RESOLVED

that the apologies for absence from the meeting, received from the Senior Manager: Town Planning and Building Control and Senior Manager: Streets and Storm Water, be 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 is attached as annexure 2.2.

No conflict of interest was declared.

NOTED

3. MINUTES / NOTULES

3.1 Corrections to the minutes / Wysigings aan die notule
(3/1/2/3)

None / Geen

NOTED / AANGETEKEN

3.2 Matters arising from the minutes
(3/1/2/3)

None / Geen

NOTED / AANGETEKEN

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

The minutes of the meeting of the Committee for Technical Services, held on 27 November 2024, are attached as annexure 3.3.

Die notule van die vergadering van die Komitee vir Tegniese Dienste, gehou op 27 November 2024, word ingebind as bylae 3.3.

RESOLVED

that the minutes of the meeting of the Committee for Technical Services, held on 27 November 2024, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Tegniese Dienste, gehou op 27 November 2024, goedgekeur en deur die Voorsitter onderteken word.

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

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
1.	12/1/2/13	Item 7.1 of 27-11-2024 Tulbagh conservation area: Establishment of Advisory Committee	Technical Services	That matter be held in abeyance and referred to Sen. Manager: Town Planning and Building Control for more information.		13 March 2025

RESOLVED

that notice be taken of the outstanding matter.

BESLUIT

dat kennis geneem word van die uitstaande saak.

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

None / Geen

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

6.1 Risk Management Report
(9/1/2/2)

This is a quarterly item on the agenda / Hierdie is 'n kwartaallikse item op die agenda.

None / Geen

NOTED / AANGETEKEN

6.2 Monthly reports of the Electrical Department: November, December 2024 and January 2025
Maandverslae van die Departement Elektrisiteit: November, Desember 2024 en Januarie 2025
(09/1/2/3)

The following monthly reports of the Electrical Department are attached:

Die volgende maandverslae van die Departement Elektrisiteit word ingebind:

- | | | |
|-----|--------------------------|-------------------------|
| (a) | November 2024 | Annexure / Bylae 6.2(a) |
| (b) | December / Desember 2024 | Annexure / Bylae 6.2(b) |
| (c) | January / Januarie 2025 | Annexure / Bylae 6.2(c) |

RESOLVED

that the Committee for Technical Services, after consideration, takes notice of the content of the monthly reports of the Electrical Department for November, December 2024 and January 2025 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 November, Desember 2024 en Januarie 2025 en dat die verslae aanvaar word.

6.3 Monthly reports of the Department Town Planning and Building Control: November, December 2024 and January 2025
Maandverslae van die Departement Stadsbeplanning en Boubeheer: November, Desember 2024 en Januarie 2025
(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:

- | | | |
|-----|--------------------------|-------------------------|
| (a) | November 2024 | Annexure / Bylae 6.3(a) |
| (b) | December / Desember 2024 | Annexure / Bylae 6.3(b) |
| (c) | January / Januarie 2025 | Annexure / Bylae 6.3(c) |

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 November, December 2024 and January 2025 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 November, Desember 2024 en Januarie 2025 en dat die verslae aanvaar word.

- 6.4 Monthly reports of the Department Water and Sewerage: November, December 2024 and January 2025
Maandverslae van die Departement Water en Riolering: November, Desember 2024 en Januarie 2025
(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:

- | | | |
|-----|--------------------------|-------------------------|
| (a) | November 2024 | Annexure / Bylae 6.4(a) |
| (b) | December / Desember 2024 | Annexure / Bylae 6.4(b) |
| (c) | January / Januarie 2025 | Annexure / Bylae 6.4(c) |

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 November, December 2024 and January 2025 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 November, Desember 2024 en Januarie 2025 en dat die verslae aanvaar word.

Councillor A Gili joined the meeting at 14:12.

- 6.5 Monthly reports of the Department Streets and Storm Water: November, December 2024 and January 2025
Maandverslae van die Departement Strate en Stormwater: November, Desember 2024 en Januarie 2025
(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:

- | | | |
|-----|--------------------------|-------------------------|
| (a) | November 2024 | Annexure / Bylae 6.5(a) |
| (b) | December / Desember 2024 | Annexure / Bylae 6.5(b) |
| (c) | January / Januarie 2025 | Annexure / Bylae 6.5(c) |

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, December 2024 and January 2025 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, Desember 2024 en Januarie 2025 en dat die verslae aanvaar word.

- 6.6 Monthly reports of the Department Solid Waste and Cleansing Services: November, December 2024 and January 2025
Maandverslae van die Departement Vaste Afval- en Reinigingsdienste: November, Desember 2024 en Januarie 2025
(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:

- | | | |
|-----|--------------------------|-------------------------|
| (a) | November 2024 | Annexure / Bylae 6.6(a) |
| (b) | December / Desember 2024 | Annexure / Bylae 6.6(b) |
| (c) | January / Januarie 2025 | Annexure / Bylae 6.6(c) |

Councillor A Gili enquired about the distribution of the black bags as the community of Nduli indicated that black bags have not been received for more than one year. An email had also been sent to the relevant section after which bags were suddenly distributed, but no email response had been received to date.

The Senior Manager: Solid Waste and Cleansing services responded that the distribution of the bags at that time coincided with the email enquiry but was not as a result thereof. Furthermore, that an engagement will be held with all role players involved, after which feedback will be provided to the Councillor at end of business on Monday, 17 March 2025.

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, December 2024 and January 2025 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, Desember 2024 en Januarie 2025 en dat die verslae aanvaar word.

- 6.7 Monthly reports of the Department Fleet and Mechanical Workshop:
November, December 2024 and January 2025
Maandverslae van die Departement Vloot en Meganiese Werkswinkel:
November, Desember 2024 en Januarie 2025
(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:

- | | | |
|-----|--------------------------|-------------------------|
| (a) | November 2024 | Annexure / Bylae 6.7(a) |
| (b) | December / Desember 2024 | Annexure / Bylae 6.7(b) |
| (c) | January / Januarie 2025 | Annexure / Bylae 6.7(c) |

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, December 2024 and January 2025 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, Desember 2024 en Januarie 2025 en dat die verslae aanvaar word.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

- 7.1 Permanently restricting access for purposes of one-way street: Prince **Alfred's Hamlet: Reid Street (from Astrid Avenue to Herta Avenue) and Herta Avenue (from Reid Street to Abraham Street)**
(16/4/2)

The following documents are attached:

- (a) Letter from St Marks Primary School, dated 8 March 2024: Annexure 7.1(a).
- (b) Report from the Senior Manager: Streets and Storm Water, dated 11 November 2024: Annexure 7.1(b).

The following recommendation was tabled to the Committee for Technical Services:

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

- (a) Change Reid Street (from Astrid Avenue to Herta Avenue) to a one-way street in a westerly direction.
- (b) Change Herta Avenue (from Reid Street to Abraham Street) to a one-way street in a northerly direction for continuation of the loop.
- (c) Provide formal parallel parking bays on the southern side of the road for parents and taxis doing drop-offs.
- (d) Place the required road signs and signage for one-way streets according to the South African Traffic Signs Manual.
- (e) In accordance with Provincial Gazette for Western Cape no. 6307 of 14 October 2005, Witzenberg Municipality: By-law relating to streets, Section 35(2), give notice of such intention in the local newspaper in at least two official languages
- (f) In accordance with Provincial Gazette for Western Cape no. 6307 of 14 October 2005, Witzenberg Municipality: By-law relating to streets, Section 35(3), any objection against the intended action must be delivered in writing to the Municipal Manager within 30 days from the date of notification for submission to Council to decide upon it.

RESOLVED

- (a) *that the matter related to permanently restricting access for purposes of one-way street: Prince Alfred's Hamlet: Reid Street (from Astrid Avenue to Herta Avenue) and Herta Avenue (from Reid Street to Abraham Street) be held in abeyance to obtain clarity.*
- (b) *that a site visit be arranged by the relevant section in terms of supra (a).*

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

8.1 Minutes: Strategic session of Executive Mayoral Committee with Senior
Management: Project Fix It
(3/3/2)

The minutes of the strategic session of the Executive Mayoral Committee with Senior Management on 3 February 2025 are attached as annexure 8.1.

RESOLVED

that notice be taken of the minutes of the strategic session between the Executive Mayoral Committee and Senior Management, held on 3 February 2025.

BESLUIT

dat kennis geneem word van die notule van die strategiese sessie tussen die Uitvoerende Burgemeesterskomitee en Senior Bestuur, gehou op 3 Februarie 2025.

8.2 Minutes: SALGA Joint PTR and HSUA Provincial Working Groups meeting:
12 February 2025
(12/1/1/11)

The minutes of the SALGA Western Cape Joint Public Transport Roads (PTR) and Human Settlements Urban Development (HSUA) Provincial Working Groups meeting, held on 12 February 2025, are attached as annexure 8.2.

RESOLVED

that notice be taken of the minutes of the SALGA Western Cape Joint Public Transport Roads (PTR) and Human Settlements Urban Development (HSUA) Provincial Working Groups meeting, held on 12 February 2025.

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

Councillor A Gili informed the committee that discussions were held with the Senior Manager: Water and Sewerage regarding the erection of extra toilets in Nduli and the Acting Senior Manager: Electro-Technical Services regarding the streetlights of Nduli and thanked them for attending to the matters. The concern, however, is the attitude of the workers and the notion that it is a waste of taxpayers money resulting in provision of substandard facilities and services because it will be vandalised anyway. The request is therefore that good quality toilet doors be installed instead of substandard toilet doors that can be removed anyway.

Councillor Mouton made the following enquiries:

- the status of the Tulbagh water crisis
- the lawlessness of the taxis and community members at the park in Ward 5
- the main line water pipe that was damaged at Ceres Secondary School

The Senior Manager: Water and Sewerage Services responded as follows:

- that the Tulbagh water crisis is sorted and that additional high-pressure filters will be installed, additional to the 60 filters installed in 2017.
- The water line at Ceres Secondary School was not the main line, but the main connection which had been damaged. The matter was dealt with immediately and a follow-up was done the next day.

NOTED.

10. ADJOURNMENT / VERDAGING

The meeting adjourned at 14:30.

Approved on 15 April 2025 with amendments.

ALDERMAN HJ SMIT
CHAIRPERSON

/M Arendse-Smith
/M Prins

MINUTES OF THE SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON THURSDAY, 20 MARCH 2025 AT 10:00

PRESENT

Councillors

Councillor J Rooi (Witzenberg Party)
Councillor WJ Alexander (PA)
Councillor N Nogcinisa (ANC)
Alderman JJ Visagie (DA)

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr M Mpeluzi (Director: Corporate Services)
Mr J Kolkota (Deputy Director: Finance)
Ms N Oerson (Chief Internal Audit Executive)
Ms C Fortuin (Manager: Internal Audit)
Ms M Arendse-Smith (Acting Manager: Administration)

Other attendees

Ms U Mngqanqeni (AGSA)

1. OPENING AND WELCOME

The Chairperson welcomed everyone present and extended a warm welcome to Ms Mngqanqeni, a representative from the office of the Auditor-general South Africa (AGSA).

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 K Robyn.

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

RESOLVED

- (a) *that the application for leave of absence from the meeting, received from Councillor K Robyn, be approved and accepted.*
- (b) *that the apology for absence from the meeting, received from the Deputy Director: Finance be 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 is attached as annexure 2.2.

No conflict of interest was reported.

NOTED

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY THE
CHAIRPERSON

The Chairperson mentioned that an invitation to the SALGA Western Cape Municipal Public Accounts Committee Meeting, scheduled for 4 April 2025, was sent to all MPAC members and requested that all Councillors attend accordingly.

NOTED

4. INTERVIEWS WITH DELEGATIONS

4.1 Presentation: AGSA

A presentation was made by Messrs AGSA and is attached as annexure 4.1.

NOTED

5. RESERVED POWERS

5.1 Finance: Irregular expenditure financial years 2022/2023 and 2023/2024 (9/1/2/2)

Report from Director: Finance, dated 3 December 2024:

“1. Purpose

The purpose of this report is to submit a report on irregular expenditure to Council for consideration.

2. Legal framework

In terms of Section 32(2)(b) of the Municipal Finance Management Act, irregular expenditure may only be written off by Council if, after an investigation by a Council committee, the irregular expenditure is certified as irrecoverable.

3. Background

The Preferential Procurement Regulations of 2017 clearly indicated that the 80/20 preference point system for acquisition of goods or services were only applicable to bids for Rand value equal to or above R30 000 and up to R50 million.

The Supreme Court of Appeal declared the entire Procurement Regulations of 2017 invalid on the basis that the content of the Regulations exceeded the **Minister’s power on what could permissibly be regulated** on in terms of Section 5 of the Procurement Act and Section 217 of the Constitution.

The Preferential Procurement Regulations of 2022 were promulgated by the Minister of Finance on 4 November 2022 in Government Gazette no. 47452 and became effective on 16 January 2023.

The new regulations determine that the 80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million for tender invitations. Quotation for procurement below R30 000 is included in the regulations definition of a tender.

Municipalities and the Western Cape Provincial Government worked closely on a new policy to be considered by each municipality and to ensure consistency in the legal and technical interpretation of the new legislation. The proposed draft policy was approved by the Witzenberg municipal Council before the implementation date and duly implemented by municipal officials.

During the 2022/2023 audit cycle, the office of the Auditor-general audited the implementation of the new legislation and had a different interpretation of the new legislation and concluded that for awards between R2 000 and R30 000, municipalities did not advertise the 80/20 points system and did not perform the calculation of points.

The AGSA issued a transversal finding to all municipalities whose interpretation of the legislation was not consistent with theirs, including Witzenberg Municipality, listing their interpretation of the new legislation and viewed the **municipality's process as non-compliance** with the new legislation and all awards as irregular expenditure.

To resolve the matter, the finding was escalated to the Provincial Treasury, which engaged with the leadership of the AGSA and the National Treasury on the matter. A proposed resolution was communicated within days of finalising the 2022/2023 audit outcome (due to be finalised before 30 November 2023).

This administrative process would not have changed the outcome of the award, i.e. the same bidders would have received the award, with or without the calculation of points.

This was the only outstanding audit matter to finalise the audit and prevented the office of the AGSA from issuing a clean audit for the 2022/2023 financial year. Management agreed to disclose the irregular expenditure and to update the PPPFA policy and its standard operating processes to implement the regulation to be aligned with the interpretation of the AGSA.

In January 2024, Council approved the revised SCM policy, and proposed changes to become effective from 1 February 2024. The AGSA audited the implementation of the changes and compliance with the legislation and SCM Policy and did not identify further irregular expenditure.

MFMA circular 68 titled "Unauthorised, Irregular, Fruitless and Wasteful Expenditure" stipulates the process to be followed when dealing with unauthorised, irregular, fruitless and wasteful expenditure. Section 32(2)(b), irregular expenditure may only be written off by Council if, after an investigation by a Council committee, the irregular expenditure is certified as irrecoverable.

Section 32(2)(b) of the MFMA provides the Council only with the power to consider and resolve on the expenditure. Municipal Councils are therefore advised to ensure that the wording of their Council resolutions is consistent with the wording in Section 32(2)(b) of the MFMA i.e. "Council hereby certify the expenditure as irrecoverable and resolve that it be written off or for recovery of the funds". Municipal Councils should note that its ability to resolve on the irregular expenditure is not dependent on National Treasury's decision in relation to the municipality's application for condonation in terms of Section 170 of the Municipal Finance Management Act. It is solely dependent on the investigation and recommendation from the Council committee.

Whatever the municipal Council resolves is sufficient for the municipality to adjust its annual financial statements from an accounting disclosure perspective. The treatment of expenditure associated with the non-compliance is therefore the responsibility of the Council.

Circular 68 from National Treasury dealing with Unauthorised, Irregular, Fruitless and Wasteful Expenditure is attached as annexure 5.1.

4. Deliberation

The following amounts are disclosed in note 42.1 to the annual financial statements as irregular:

2022/2023 financial year	R5 437 362,00
2023/2024 financial year	R5 891 802,00

The only reason for regarding the expenditure as irregular is that the 80/20 points system was not used in awarding quotations with values of between R2 000,00 and R30 000,00. No instances were identified where awards should **have been made to another bidder.**"

The Executive Mayoral Committee resolved on 23 January 2025 to recommend to Council **that the matter related to the irregular expenditure for the financial years 2022/2023 and 2023/2024 be referred to the Municipal Public Accounts Committee for investigation and report back to Council with recommendations.**

Council unanimously resolved on 27 January 2025 **that the matter related to the irregular expenditure for the financial years 2022/2023 and 2023/2024 be referred to the Municipal Public Accounts Committee for investigation and report back to Council with recommendations.**

The Chairperson directed the following questions to the AG representative:

- Can it be confirmed that there was a misinterpretation of the Preferential Procurement Regulations of 2017 and 2022?
- In light of the background information, can the amount be deemed as irrecoverable and written off?
-

The AG responded with the following:

- That in terms of the audit performed, it is our view that there was a misinterpretation of how it was applied.
- The AG cannot have a view on whether the expenditure can be regarded as irrecoverable and written-off as it is only the Municipal Manager that can decide whether there is any wrongdoing or an official that should be held accountable.

RESOLVED

That the Municipal Public Accounts Committee recommends to Council:

- that in terms of Section 32(2)(b) of the Municipal Finance Management Act, the Municipal Public Accounts Committee certifies that the expenditure is irrecoverable and resolves that it be written-off.*
- that Council did not suffer any loss and that no official should be held accountable.*

6. ADJOURNMENT

The meeting adjourned at 11:00.

Approved on 10 April 2025 without amendments.

COUNCILLOR J ROOI
CHAIRPERSON

M Arendse-Smith

MINUTES OF THE MEETING OF THE COMMITTEE FOR HOUSING MATTERS OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, MUNICIPAL OFFICES, VOORTREKKER STREET, CERES ON TUESDAY, 18 MARCH 2025 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR BEHUISINGSAANGELEENTHEDE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DINSDAG, 18 MAART 2025 OM 10:00 IN DIE STADSAAL, MUNISIPALE KANTORE, CERES

PRESENT / TEENWOORDIG

Committee Members / Komiteelede

Alderman / Raadsheer K Adams (Chairperson / Voorsitter) (DA)

Councillor / Raadslid S de Bruin (DA)

Councillor / Raadslid N Phatsoane (ANC)

Alderman / Raadsheer D Swart (DA)

Non-Committee members / Nie-Komiteelede

Alderslady / Raadsdame E Sidego

Councillor / Raadslid J Rooi

Councillor / Raadslid J Mouton

Officials/ Amptenare

Ms / Me C Mackenzie (Manager: Housing / Bestuurder: Behuising)

Mr / Mnr T Plaatjies (Senior Housing Officer / Senior Behuisingsbeampte)

Ms / Me M Arendse-Smith (Acting Manager: Administration / Waarnemende Bestuurder: Administrasie)

Mr / Mnr T McClune (Intern: Administration / Praktikant: Administrasie)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested Councillor N Phatsoane to open the meeting with prayer.

Die Voorsitter heet almal teenwoordig welkom en versoek raadslid N Phatsoane om die vergadering met gebed te open.

NOTED / AANGETEKEN

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 I Swartz.

`n Aansoek om verlof tot afwesigheid van die vergadering is ontvang vanaf raadslid I Swartz.

RESOLVED

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

BESLUIT

dat die aansoek om verlof tot afwesigheid van die vergadering, ontvang vanaf raadslid I Swartz, goedgekeur en aanvaar 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 is attached as annexure 2.2.

No conflict of interest was declared.

NOTED / AANGETEKEN

3. NOTULES

3.1 Matters / Corrections from the minutes

None / Geen

NOTED / AANGETEKEN

3.2 Approval of minutes / Goedkeuring van notules / Ukuphunyezwa kwemizuzu
(3/1/2/3)

The minutes of the Special meeting of the Committee for Housing Matters, held on 28 January 2025, are attached as annexure 3.2.

Die notule van die Spesiale vergadering van die Komitee vir Behuising, gehou op 28 Januarie 2025, word aangeheg as bylae 3.2.

RESOLVED

that the minutes of the Special meeting of the Committee for Housing Matters, held on 28 January 2025, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die Spesiale vergadering van die Komitee vir Behuisingsaangeleentede, gehou op 28 Januarie 2025, goedgekeur en deur die Voorsitter onderteken word.

3.3 Outstanding matters / Uitstaande sake / Imiba engakashukuxwa
(3/3/2)

None / Geen / Ayikho

NOTED / AANGETEKEN / IGOALIWE

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY THE CHAIRPERSON / VERKLARINGS, MEDEDELINGS OF SAKE INGEDIEN DEUR DIE VOORSITTER / INGXELO, IZIBHENGZO OKANYE IMIBA ETHE YAPHA KANYISWA NGUSIHLALO

None / Geen / Alukho

NOTED / AANGETEKEN / IGOALIWE

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES / UDLIWANONDLEBE NEGQIZA

None / Geen / Alukho

NOTED / AANGETEKEN / IGOALIWE

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS / AMAGUNYA
ABAWAXAKATHISIWEYO

6.1 Monthly reports of the Section Housing: January and February 2025
Maandverslae van die Afdeling Behuising: Januarie en Februarie 2025
(9/1/2/4)

The following monthly reports of the Section Housing are attached:

Die volgende maandverslae van die Afdeling Behuising word ingebind:

- | | | |
|-----|---------------------------|-------------------------|
| (a) | January / Januarie 2025 | Annexure / Bylae 6.1(a) |
| (b) | February / Februarie 2025 | Annexure / Bylae 6.1(b) |

RESOLVED

that the Committee for Housing Matters takes notice of the content of the monthly reports of the Section Housing for January and February 2025, 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 Januarie en Februarie 2025, en dat die verslae goedgekeur en aanvaar word.

6.2 Risk Management Report: Department Housing / Risiko Bestuursverslag:
Departement Behuising / Ukulawulwa kobungozi: I sebe lezoLwakhiwo
(2/12/1)

This is a quarterly report. / Hierdie is 'n kwartaallikse verslag. / Le yingxelo yarhoqo ngenyenga.

None / Geen / Ayikho

NOTED / AANGETEKEN / IGOALIWE

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE / AMAGUNYA

None / Geen / Awekho

NOTED / AANGETEKEN / IGOALIWE

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

8.1 Minutes: Joint Public Transport Roads [PTR] and Human Settlements
Urban Development [HSUA] Provincial Working Groups meeting:
12 February 2025
(12/1/1/11)

The minutes of the Joint Public Transport Roads and Human Settlements Urban
Development Provincial Working Groups meeting, held on 12 February 2025, are
attached as annexure 8.1.

RESOLVED

*that the Committee for Housing Matters takes notice of the minutes of the Joint
Public Transport Roads and Human Settlements Urban Development Provincial
Working Groups meeting, held on 12 February 2025.*

9. COMMITTEE FOR HOUSING MATTERS-in-COMMITTEE

These items are dealt with in the confidential minutes.

MINUTES OF THE EXECUTIVE MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON WEDNESDAY, 26 MARCH 2025 AT 08:30

PRESENT

Executive Mayoral Committee

Councillor TE Abrahams (DA) (Executive Mayor)
Councillor JF Nel (ICOSA) (Executive Deputy Mayor)
Alderman K Adams (DA)
Councillor P Daniels (DA)
Councillor JP Fredericks (FF Plus)
Alderman D Smit (DA)

Councillors not on Mayoral Committee

Alderlady EM Sidego (DA) (Speaker) (ex officio)
Councillor J Rooi (Witzenberg Party) (Chairperson: MPAC) (ex officio)

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr M Mpeluza (Director: Corporate Services)
Mr J Kolkota (Deputy Director: Finance)
Ms N Oerson (Chief Internal Audit Executive)
Mr A Hofmeester (Manager: IDP)
Ms M Arendse-Smith (Acting Manager: Administration)
Mr T McClune (Intern: Administration)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Executive Mayor welcomed everyone present and requested that attendees have a moment of silence for reflection.

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 / Geen

NOTED / AANGETEKEN

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.

No conflict of interest was declared.

NOTED

3. MINUTES / NOTULES

3.1 Corrections to the minutes / Regstelling van notule

None / Geen

NOTED / AANGETEKEN

3.2 Matters arising from the minutes
(3/1/2/3)

None / Geen

NOTED / AANGETEKEN

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

The minutes of the Executive Mayoral Committee meeting, held on 24 February 2025, is attached as annexure 3.3.

RESOLVED

that the minutes of the Executive Mayoral Committee meeting, held on 24 February 2025, be approved and signed by the Executive Mayor.

BESLUIT

dat die notule van die Uitvoerende Burgemeesterskomitee vergadering, gehou op 24 Februarie 2025, goedgekeur en deur die Uitvoerende Burgemeester onderteken word.

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

None / Geen

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFVAARDIGINGS

None / Geen

NOTED / AANGETEKEN

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

None / Geen

NOTED / AANGETEKEN

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

7.1 Directorate Finance / Direktooraat Finansies

7.1.1 Finance: Draft Budget 2025/2026, Draft Review of IDP 2025/2026 and Draft Top Layer SDBIP 2025/2026 (5/1/1/24; 2/2/1 & 5/1/5/18)

Annexures 8.1.1 of minutes of Council meeting 31 March 2025 are applicable.

The following memorandum, dated 14 March 2025, was received from the Director: Finance:

“1. Purpose

The purpose of this report is to table the Draft Budget 2025/2026, Draft Review of the IDP 2025/2026 and Draft Top Layer SDBIP 2025/2026 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.'**

3. Tabling

The National Minister of Finance tabled the national budget on 12 March 2025 in parliament. The final budget circular from National Treasury is therefore still outstanding. The increase in ESKOM tariffs applicable to municipalities and the allowable increases in tariffs charged to municipal customers are normally included in the mentioned circular.

Provincial Treasury still has to advise on the final allocations to municipalities from provincial departments. These allocations are also dependent on the national budget.

The following documents are attached:

- (a) Draft Top Layer SDBIP for 2025/2026: Annexure 7.1.1(a).
- (b) Draft Review of IDP 2025/2026: Annexure 7.1.1(b).
- (c) Draft Budget: 2025/2026 – 2027/2028: Annexure 7.1.1(c).
- (d) Draft Budget Related Policies: 2025/2026: Annexure 7.1.1(d).
- (e) Draft Budget Schedules: 2025/2026 – 2027/2028: Annexure 7.1.1(e).

RESOLVED

That the Executive Mayoral Committee recommends to Council:

- (a) *that Council takes notice of the Draft Budget, the Draft Review of the IDP and the Draft Top Layer SDBIP of the Witzenberg Municipality for the financial year 2025/2026 and the indicative budget for the two years 2026/2027 and 2027/2028 that have been tabled by the Executive Mayor in Council.*
- (b) *that the documents be advertised and made available at all libraries and municipal offices of Council.*
- (c) *that public meetings be conducted as per the IDP Public Participation Programme.*
- (d) *that the item Finance: Draft Budget 2025/2026, Draft Review of IDP 2025/2026 and Draft Top Layer SDBIP 2025/2026 be workshopped by Council and if deemed necessary amended accordingly.*

7.1.2 Section 71 Monthly Budget Statement Report of the Directorate Finance: February 2025
(9/1/2/2)

The Section 71 Monthly Budget Statement Report of the Directorate Finance for February 2025 is attached as annexure 7.1.2.

RESOLVED

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 February 2025.*
- (ii) that the Section 71 Monthly Budget Statement Report of the Directorate Finance for February 2025 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.*

7.2 Directorate Technical Services / Direktooraat Tegniëse Dienste

7.2.1 Upgrading of gravel road that intersects with Vos Street opposite Faure Street, Ceres
(16/4/4/2)

The following documents are attached:

- (a) Correspondence from Mr Dewald Muller: Annexure 7.2.1(a).
- (b) Memorandum from Manager: Streets and Storm Water, dated 7 October 2024: Annexure 7.2.1(b).

The Committee for Technical Services resolved on 27 November 2024 to recommend to the Executive Mayoral Committee and Council:

- (a) that Mr D Muller accesses Vos Street from his residence via the pedestrian access at his residence.
- (b) that the gravel road be routinely maintained, fixing the surface as and when required, on an ongoing basis.
- (c) that the paving of the gravel road that intersects with Vos Street opposite Faure Street, Ceres be considered by Council.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

- (a) *that Mr D Muller accesses Vos Street from his residence via the pedestrian access at his residence.*
- (b) *that the gravel road be routinely maintained, fixing the surface as and when required, on an ongoing basis.*
- (c) *that a side-walk be paved or tarred for the convenience of Mr Muller and easy access to Vos Street.*
- (d) *that applications similar in nature be assessed on its own merits.*

7.2.2 Resubmission: Lease and operation of the material recovery facility (MRF) on erf 364/82, Ceres (17/3/2)

The following documents are attached:

- (a) Memorandum from Director: Technical Services, dated 13 March 2025: Annexure 7.2.2(a).
- (b) Letter from Mr Pieter Swarts: Annexure 7.2.2(b).
- (c) Advertisement in local newspaper: Annexure 7.2.2(c).
- (d) Council resolution of 12 November 2024: Annexure 7.2.2(d).
- (e) Correspondence regarding Material Recovery Facility: Annexure 7.2.2(e).

RESOLVED

That the Executive Mayoral Committee recommends to Council:

- (a) *that Council takes cognisance of the objections received.*
- (b) *that the objection be upheld.*
- (c) *that Council considers the advertising of the lease and operation of the material recovery facility (MRF) on erf 364/82, Ceres through the Supply Chain process.*

7.3 Directorate Community Services / Direktooraat Gemeenskapsdienste

7.3.1 Witzenberg Investment Profile (9/1/2/4)

A memorandum from the Manager: Local Economic Development, dated 28 October 2024, is attached as annexure 7.3.1.

The Committee for Local Economic Development resolved on 21 November 2024 to recommend to the Executive Mayoral Committee and Council that the Committee for Local Economic Development and Tourism invests towards the development of a Witzenberg Investment Profile.

RESOLVED

that the Executive Mayoral Committee recommends to Council:

that the Witzenberg Investment Profile be supported.

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

Council unanimously resolved on 21 June 2024:

- (a) that a Local Drug Action Committee be established and approved.
- (b) that the Local Drug Action Committee be established from representatives from the following institutions and organisations:
 - (i) Chairperson of Portfolio Committee for Community Development (as Chairperson).
 - (ii) Officials from government departments on local level.
 - (iii) SAPS nominated by local police station Commissioner.
 - (iv) Correctional Services nominated by Commissioner of Correctional Services in area.
 - (v) Representative from educational institute nominated by Executive Mayor.
 - (vi) Local health nominated by Executive Mayor.
 - (vii) Local business nominated by Executive Mayor.
 - (viii) Legal professional nominated by regional head of Department of Justice.

- (ix) Representative of local traditional authority.

A memorandum from the Manager: Local Economic Development, dated 4 March 2025, is attached as annexure 7.3.2.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

- (a) *that the Local Drug Action Committee be established.*
- (b) *that the following elected members, as proposed at the meeting, be accepted as members of the committee and constitutes as follows:*
- *Executive Deputy Mayor Jonathan Nel from Witzenberg Municipality*
 - *Executive Mayor Trevor Abrahams from Witzenberg Municipality*
 - *Alderman Hennie Smit from Witzenberg Municipality*
 - *Alderman Kariem Adams from Witzenberg Municipality*
 - *Councillor Patric Daniels from Witzenberg Municipality*
 - *Councillor J Rooi from Witzenberg Municipality*
 - *Sonto Mailela from Department of Health*
 - *Heinrich Marthinus from Department of Social Development*
 - *Vuyo Methusi from SAPS Tulbagh*
 - *Capt. ES Pienaar from SAPS Ceres*
 - *Capt. D Tromp from SAPS Ceres*
 - *Letha Wessels from Witzenberg Municipality*
 - *Shareldine de Bruin from Western Cape Education Department*
 - *Zefra van Rooyen from **SAPS Prince Alfred's Hamlet***
 - *Pieter Swartz from Business*
- (c) *that allowance be made for additional members to join that have not been taken up in the committee and as per approval of the Executive Mayor.*
- (d) *that the Station Commanders or heads of organisations be delegated to nominate a secondi, in the event of a member's unavailability.*
- (e) *that all SAPS offices and Correctional Services within the Witzenberg district be represented in the Local Drug Action Committee.*

7.3.3 Proposed By-law: Municipal parks and open spaces (1/3/R)

Council unanimously resolved on 12 November 2024 that the matter in respect of the Proposed By-law: Municipal parks and open spaces be advertised for public comments and after that be referred back to Council for further consideration.

A memorandum from the Senior Manager: Legal Services, dated 17 March 2025, is attached as annexure 7.3.3.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the By-law for Municipal Parks and Open Spaces be adopted and published in the Government Gazette.

7.4 Directorate Corporate Services / Direktooraat Korporatiewe Dienste

7.4.1 By-law for the deployment of electronic communications infrastructure (16/4/P)

Council unanimously resolved on 12 November 2024:

- (a) that the draft By-law for the deployment of electronic communications infrastructure: Witzenberg Municipality be adopted.
- (b) that the draft By-law be advertised for public comments for at least 30 days.
- (c) that the proposals of the public be considered and incorporated as recommended by the Department Streets and Storm Water.
- (d) that the Municipal Manager as soon as possible after the closing date for public comments, submits a report to the Executive Mayoral Committee for a recommendation to Council.
- (e) that the Policy for work and the installation of services in the road reserve (Revision 2) be adopted.

A memorandum from the Senior Manager: Legal Services, dated 17 March 2025, is attached as annexure 7.4.1.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the By-law for the deployment of electronic communications infrastructure be adopted and published in the Government Gazette.

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

None / Geen

NOTED / AANGETEKEN

9. FORMAL AND STATUTORY MATTERS
FORMELE EN STATUTÊRE SAKE

None / Geen

NOTED / AANGETEKEN

10. ADJOURNMENT / VERDAGING

The meeting adjourned at 09:35.

Approved on 20 May 2025 without amendments.

COUNCILLOR TE ABRAHAMS
EXECUTIVE MAYOR

M Arendse-Smith

7.1(i)

MINUTES OF THE MEETING OF THE COMMITTEE FOR CORPORATE AND FINANCIAL SERVICES OF THE WITZENBERG MUNICIPALITY, HELD ON THURSDAY, 27 MARCH 2025 AT 10:00 IN THE TOWN HALL, 50 VOORTREKKER STREET, CERES

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR KORPORATIEWE EN FINANSIËLE DIENSTE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 27 MAART 2025 OM 10:00 IN DIE STADSAAL, VOORTREKKERSTRAAT 50, CERES

Alderman / Raadsheer / Councillors / Raadslede

Councillor / Raadslid JP Fredericks (Chairperson) (FFP)
Alderman / Raadsheer D Swart (DA)
Councillor / Raadslid WJ Alexander (PA)
Councillor / Raadslid M Ndaba (ANC) (Virtual)

Officials / Amptenare

Mr / Mnr D Nasson (Municipal Manager / Munisipale Bestuurder)
Mr / Mnr HJ Kritzinger (Director: Finance / Direkteur: Finansies)
Mr / Mnr M Mpeluzza (Director: Corporate Services / Direkteur: Korporatiewe Dienste)
Mr / Mnr J Kolkota (Deputy Director: Finance / Adjunk-direkteur: Finansies)
Mr Mnr A Hofmeester (Manager: IDP / Bestuurder: GOP)
Ms / Me I Barnard (Senior Manager: Human Resources / Senior Bestuurder: Menslike Hulpbronne)
Ms / Me R Hendricks (Manager: Marketing and Communication / Bestuurder: Bemaking en Kommunikasie)
Mr / Mnr W Mars (Manager: Financial Administration / Bestuurder: Finansiële Administrasie)
Mr / Mnr M Frieslaar (Manager: Supply Chain / Bestuurder: Voorsieningskanaal)
Ms / Me M Arendse-Smith (Acting Manager: Administration / Waarnemende Bestuurder: Administrasie)
Ms / Me L Nieuwenhuis (Senior Manager: Legal Services / Senior Bestuurder: Regsdienste)
Mr / Mnr J Pieterse (Senior ICT Officer)
Mr / Mnr T McClune (Intern: Administration)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested the Manager: Supply Chain to open the meeting with prayer.

NOTED.

2. CONSIDERATION FOR ABSENCE OF LEAVE, IF ANY AND DECLARATION OF INTEREST / OORWEGING VAN AANSOEKE OM VERLOF TOT AFWESIGHEID, INDIEN ENIGE EN VERKLARING VAN BELANGE

2.1 Consideration of application for leave of absence
Aansoeke om verlof tot afwesigheid
(3/1/2/1)

A verbal application for leave of absence from the meeting was received from Councillor J Zalie.

'n Mondelinge aansoek om verlof tot afwesigheid van die vergadering is ontvang vanaf Raadshlid J Zalie.

RESOLVED

that the application for leave of absence from the meeting received from Councillor J Zalie, be held in abeyance until the next committee meeting for the submission and consideration of the written application for leave of absence.

BESLUIT

dat die aansoek om verlof tot afwesigheid van die vergadering, ontvang vanaf raadslid J Zalie, oorstaan tot die volgende komiteevergadering vir die indiening en oorweging van die skriftelike aansoek om verlof tot afwesigheid.

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.

No conflict of interest was declared.

NOTED

3. MINUTES / NOTULES

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

None / Geen

NOTED / AANGETEKEN

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

The minutes of the meeting of the Committee for Corporate and Financial Services, held on 27 November 2024, are attached as annexure 3.2.

Die notule van 'n vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou op 27 November 2024, word ingebind as bylae 3.2.

RESOLVED

that the minutes of the meeting of the Committee for Corporate and Financial Services, held on 27 November 2024, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou 27 November 2024, goedgekeur en deur die Voorsitter onderteken word.

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

The Chairperson noted that the most important assets of the municipality are the employees and requested that they be treated well by providing the necessary support, especially during difficult times.

NOTED.

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

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

None / Geen

NOTED / AANGTEKEN

- 6.2 Monthly reports: Directorate: Corporate Services: December 2024, January and February 2025/ Maandverslae: Direktooraat: Korporatiewe Dienste: Desember 2024, Januarie en Februarie 2025 (09/1/2/1)

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

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

- | | | |
|-----|---------------------------|-------------------------|
| (a) | December / Desember 2024 | Annexure / Bylae 6.2(a) |
| (b) | January / Januarie 2025 | Annexure / Bylae 6.2(b) |
| (c) | February / Februarie 2025 | 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 December 2024, January and February 2025 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 Direktooraat: Korporatiewe Dienste vir Desember 2024, Januarie en Februarie 2025 en dat die verslae goedgekeur en aanvaar word.

- 6.3 Minutes: Governance and Intergovernmental Relations (GIGR) Provincial Working Group meeting: 13 February 2025 (12/1/1/11)

The minutes of a Governance and Intergovernmental Relations (GIGR) Provincial Working Group meeting, held on 13 February 2025, are attached as annexure 6.3.

RESOLVED

that notice be taken of the minutes of the Governance and Intergovernmental Relations (GIGR) Provincial Working Group meeting, held on 13 February 2025.

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Section 71 Monthly Budget Statement Reports: September, October, November and December 2024 and January 2025
(9/1/2/2)

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

(a)	September / September 2024	Annexure / Bylae 7.1(a)
(b)	October / Oktober 2024	Annexure / Bylae 7.1(b)
(c)	November 2024	Annexure / Bylae 7.1(c)
(d)	December / Desember 2024	Annexure / Bylae 7.1(d)
(e)	January / Januarie 2025	Annexure / Bylae 7.1(e)

Council unanimously resolved on 12 November 2024:

- (a) that notice be taken of the Section 71 Monthly Budget Statement Report of the Directorate Finance for September 2024.
- (b) that the Section 71 Monthly Budget Statement Report of the Directorate Finance for September 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.

Council unanimously resolved on 12 December 2024:

- (a) that notice be taken of the Section 71 Monthly Budget Statement Report of the Directorate Finance for October 2024.
- (b) that the Section 71 Monthly Budget Statement Report of the Directorate Finance for October 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.

Council unanimously resolved on 27 January 2025:

- (a) that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for November and December 2024.
- (b) that the Section 71 Monthly Budget Statement Reports of the Directorate Finance for November and December 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.

Council unanimously resolved on 26 February 2025:

- (a) that notice be taken of the Section 71 Monthly Budget Statement Report of the Directorate Finance for January 2025.
- (b) that the Section 71 Monthly Budget Statement Report of the Directorate Finance for January 2025 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.

RESOLVED

that notice be taken of the Section 71 Monthly Budget Statements Reports of the Directorate Finance for September, October, November, December 2024 and January 2025 or to advise Council if deemed necessary.

7.2 Finance: Rebates granted during 2023/2024 financial year (5/12/1/7)

Report from Director: Finance, dated 3 March 2025:

"1. Purpose

To table before Council 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 exemption, 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

Additionally, Council also grants 50 % rebate to qualifying pensioners (persons older than 60 years old) on residential property rates.

A list of rebates granted during the 2023/2024 financial year is attached as annexure 7.2.

3. Legislature framework

- Municipal Rates Policy
- Municipal Property Rates Act No.6 of 2004

4. Financial implication

The total revenue foregone in respect of exemptions, reductions and rebates for the 2023/24 financial year in respect of property rates amounts to R11 189 382.00."

RESOLVED

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

that notice be taken of the list of exemptions, rebates and reductions granted by the municipality during the 2023/2024 financial year.

7.3 Dunlop Business in a Box Initiative (7/1/4/1)

Item 7.2 of the Committee for Local Economic Development and Tourism, held on 21 November 2024, refers.

A memorandum received from the Manager: Local Economic Development, dated 30 September 2024, is attached as annexure 7.3.

'n Memorandum ontvang vanaf die Bestuurder: Plaaslike Ekonomiese Ontwikkeling, gedateer 30 September 2024, word aangeheg as bylae 7.3.

The Committee for Local Economic Development and Tourism, resolved on 21 November 2024:

- (a) that the Committee for Local Economic Development and Tourism approves the three (3) identified erven for the development of the Dunlop Business in a Box Initiative.

- (b) that consideration be given to deviate from the bulk services and that the cost be for the municipality, despite the business initiative, to further promote it as an affordable economic project.
- (c) that the matter in respect of the three (3) identified erven for the development of the Dunlop Business in a Box Initiative be referred to the Committee for Corporate and Financial Services for further inputs and thereafter to Council for approval.

RESOLVED

- (a) that a comprehensive report be tabled to the Committee for Corporate and Financial Services, clarifying the sites to be considered and rental details.*
- (b) that a Special Committee for Corporate and Financial Services meeting be scheduled to deal with supra (a).*

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

None / Geen

NOTED / AANGETEKEN

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

These items are dealt with in the confidential minutes.



Monthly Budget Statement Report Section 71 for March 2025

**Financial data is in respect of the period
1 July 2024 to 31 March 2025**

Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, spending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

2.3 Monthly budget statements

In terms of Section 71 of the MFMA the accounting officer must prepare monthly budget statements that comply with this section. This section read as follows:

"71. (1) *The accounting officer of a municipality must by no later than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget reflecting the following particulars for that month and for the financial year up to the end of that month:*

- (a) Actual revenue, per revenue source;*
- (b) actual borrowings;*
- (c) actual expenditure, per vote;*
- (d) actual capital expenditure, per vote;*
- (e) the amount of any allocations received;*
- (f) actual expenditure on those allocations, excluding expenditure on—*
 - (i) its share of the local government equitable share; and*
 - (ii) allocations exempted by the annual Division of Revenue Act from compliance with this paragraph; and*
 - (g) when necessary, an explanation of—*
 - (i) any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote;*
 - (ii) any material variances from the service delivery and budget implementation plan; and*
 - (iii) any remedial or corrective steps taken or to be taken to ensure that projected revenue and expenditure remain within the municipality's approved budget.*

(2) The statement must include—

- (a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and*
- (b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).*

(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts budgeted for in the municipality's approved budget.

(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any particular month must, by no later than 10 working days after

2.3 Maandelikse begroting state

In terme van Artikel 71 van die MFMA die rekenpligtige beampte moet 'n maandelikse begroting state wat voldoen aan hierdie artikel. Hierdie artikel lees soos volg:

"71. (1) *Die rekenpligtige beampte van 'n munisipaliteit moet nie later as 10 werk dae na die einde van elke maand aan die burgemeester van die munisipaliteit en die betrokke Provinsiale Tesourie 1 verklaring in die voorgeskrewe formaat oor die toestand van die munisipaliteit se begroting wat die volgende besonderhede vir die maand en vir die finansiële jaar tot die einde van die maand:*

- (a) werklike inkomste per bron van inkomste;*
- (b) werklike lenings;*
- (c) die werklike uitgawes per stem;*
- (d) die werklike kapitaalbesteding, per stem;*
- (e) die bedrag van enige toekennings ontvang;*
- (f) die werklike uitgawes op daardie toekennings, uitgesluit besteding op*
 - (i) sy deel van die plaaslike regering billike deel;*
 - (ii) toekennings vrygestel is by die jaarlikse Verdeling van Inkomste van die nakoming van hierdie paragraaf, en*
 - (g) wanneer dit nodig is, 'n verduideliking van—*
 - (i) enige wesenlike afwykings van die munisipaliteit se geprojekteerde inkomste deur die bron, en van die munisipaliteit se uitgawe projeksies per stem;*
 - (ii) enige wesenlike afwykings van die dienslewering en begrotings implementeringsplan;*
 - (iii) enige remediërende of korrektiewe stappe geneem is of geneem word om te verseker dat die geprojekteerde inkomste en uitgawes in die munisipaliteit se goedgekeurde begroting bly.*

(2) Die staat moet die volgende insluit-

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

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

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

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

the end of that month, submit that part of the statement reflecting the particulars referred to in subsection (1)(e) and (f) to the national or provincial organ of state or municipality which transferred the allocation.

einde van die maand, moet daardie deel van die verklaring wat die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra

(6) The provincial treasury must by no later than 22 working days after the end of each month submit to the National Treasury a consolidated statement in the prescribed format on the state of the municipalities' budgets, per municipality and per municipal entity.

(6) Die Provinsiale Tesourie moet nie later nie as 22 werksdae na die einde van elke maand aan die Nasionale Tesourie 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van die munisipaliteite se begrotings, per munisipaliteit en per munisipale entiteit.

(7) The provincial treasury must, within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities' budgets per municipality and per municipal entity. The MEC for finance must submit such consolidated statement to the provincial legislature no later than 45 days after the end of each quarter."

(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

A MAYOR'S REPORT

Credit control for various reasons remains a challenge for the municipality.

The monthly billing was also done as scheduled and during this process 20 567 accounts amounting to R58.2 million was printed and distributed to consumers. The prepaid electricity sales amounted to R7.6 million in comparison to sales of R7.8 million for the same month during the prior financial year.

The indigent cost to the municipality for the month amounts to R 2.411 million in comparison to the prior month figure of R2.424 million

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 87% 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 March 2025 an amount of R609 494 was recovered on this basis.

The municipality issued orders to the value of R31.6 million of which R302 thousand was in terms of deviations.

The municipality currently has R94,6 million in its primary bank account and R170 million in investments. The bank balance at the end of the previous month was R113 million with R72 million in investments.

The calculated cost coverage ratio of the municipality as at the end of March 2025 is 3,24 months.

B RECOMMENDATION

It is recommended that council take cognisance of the monthly financial report and supporting documents of March 2025.

C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

A BURGEMEESTERS VERSLAG

Kredietbeheer bly 'n uitdaging vir die munisipaliteit as gevolg van verskillende redes.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 20 567 rekeninge ten bedrae van R58.2 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R7.6 miljoen en was R7.8 miljoen vir dieselfde maand gedurende die vorige finansiële jaar.

Die deernis subsidies vir die maand beloop R 2.411 miljoen in vergelyking met die vorige maand syfer van R2.424 miljoen.

Die opgehoopde debiteure verhouding se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 87% in vergelyking met 87% vir dieselfde maand in die vorige finansiële jaar.

As 'n addisionele kredietbeheer meganisme is 'n aftrekking van 30% op alle voorafbetaalde kragaankope ten opsigte van agterstallige skuld vanaf 20 Desember 2023 geïmplementeer. Vir die maand van March 2025 is 'n bedrag van R609 494 op hierdie wyse ingevorder.

Bestellings ter waarde van R31.6 miljoen uitgereik, waarvan R302 duisend ten opsigte van afwykings is.

Die munisipaliteit het R94,6 miljoen in die primêre bankrekening met R170 miljoen in beleggings. Die bankbalans aan die einde van die vorige maand was R113 miljoen met R72 miljoen in beleggings.

Die berekende koste dekking verhouding van die munisipaliteit soos aan die einde van March 2025 is 3,24 maande.

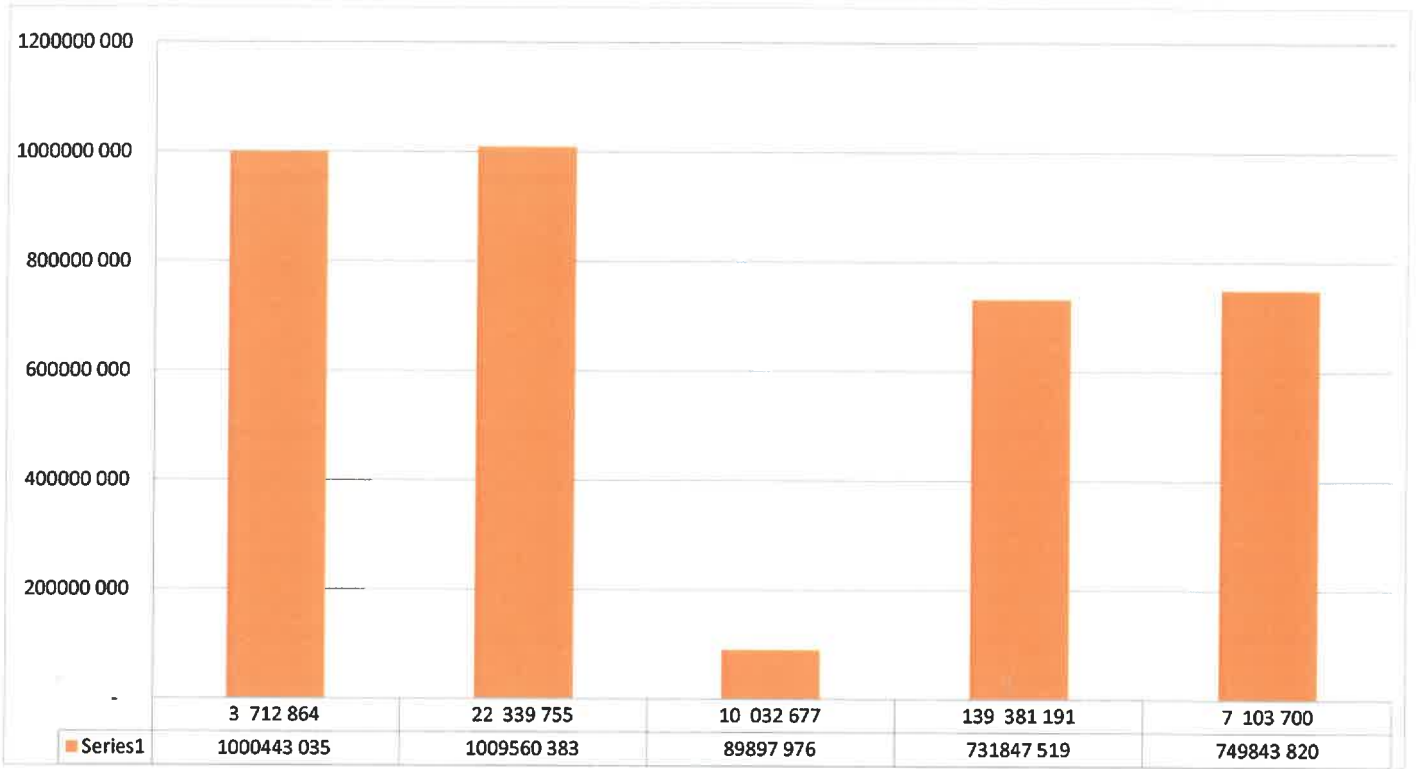
B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Maart 2025.

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiële inligting:

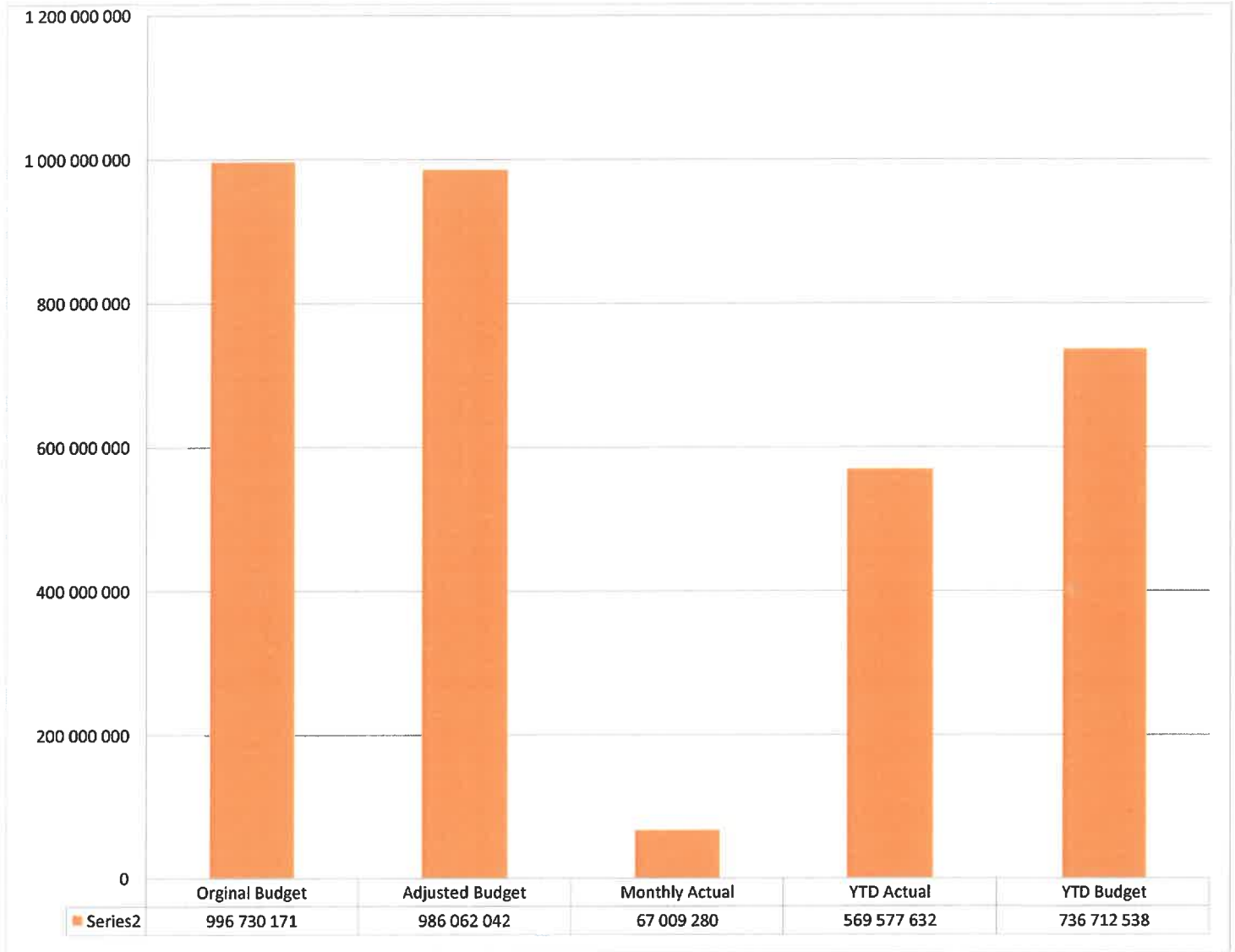
TOTAL OPERATIONAL REVENUE R



For the period 1 July 2024 to 31 March 2025, 72.49% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2024 tot 31 Maart 2025, is 72.49% van die begrote operasionele inkomste gehêf.

TOTAL OPERATIONAL EXPENDITURE R



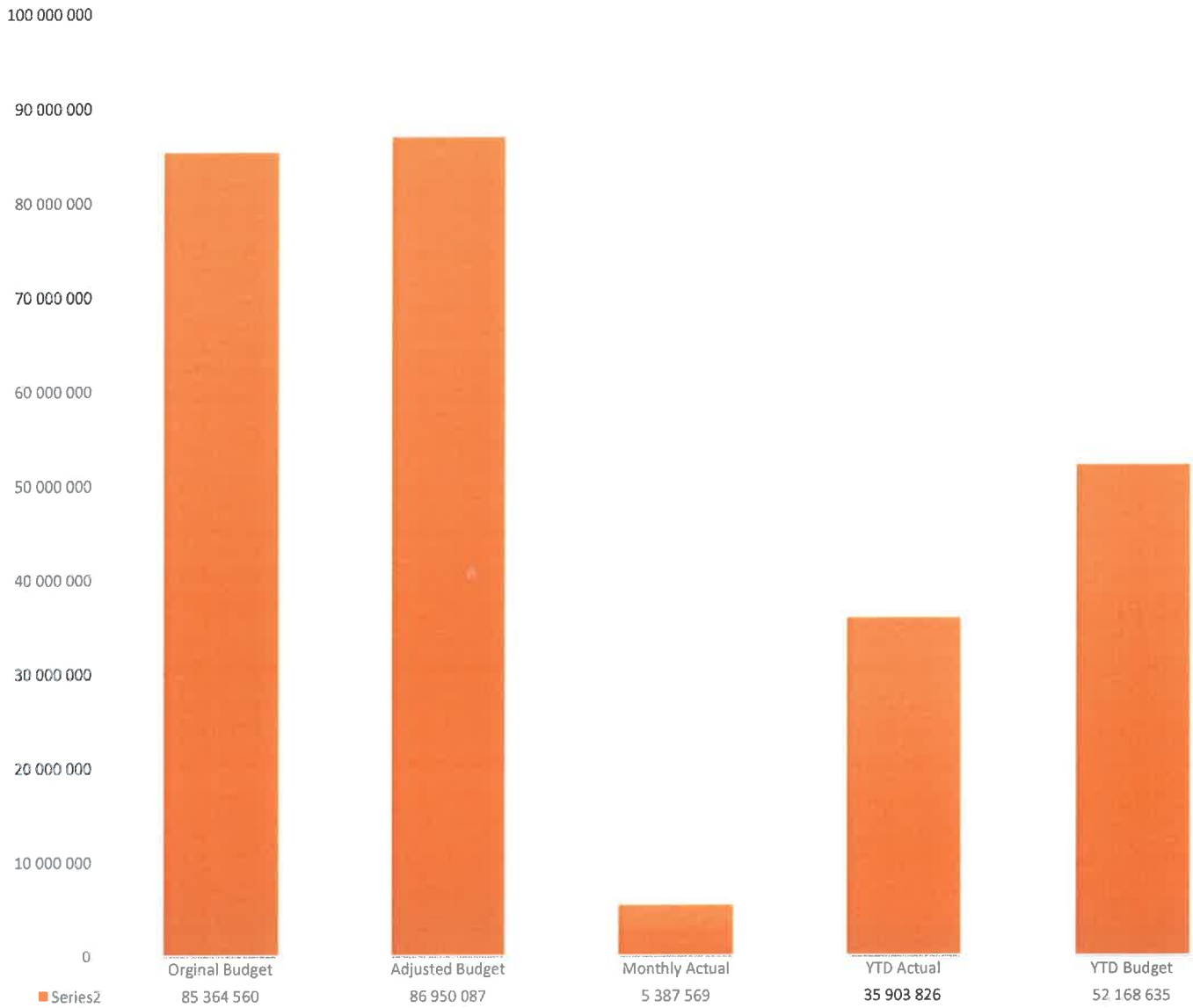
For the period 1 July 2024 to 31 March 2025, 57.76% of the budgeted operational expenditure was incurred.

Vir die periode 1 Julie 2024 tot 31 Maart 2025, is 57.76% van die begrote operasionele uitgawes aangegaan.

Please refer to Supporting Table SC1 for explanations regarding expenditure variances.

Verwys asb na "Supporting Table SC1" vir stawende redes met betrekking tot spandering afwykings.

CAPITAL EXPENDITURE R



For the period 1 July 2024 to 31 March 2025, 41.29% of the budgeted capital expenditure was incurred.

Vir die periode 1 Julie 2024 tot 31 Maart 2025, is 41.29% van die begrote kapitale uitgawes aangegaan.

Please refer to Supporting Table SC1 for explanations regarding expenditure variances.

Verwys asb na "Supporting Table SC1" vir stawende redes met betrekking tot spandering afwykings.

**COUNCILLOR TE ABRAHAMS
EXECUTIVE MAYOR**

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary -

Description	Budget Year 2024/25								
	2023/24 Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands									
Financial Performance									
Property rates	101 317	113 495	113 495	5 616	90 087	85 122	4 965	6%	113 495
Service charges	528 792	565 288	565 288	28 571	393 242	423 966	(30 724)	-7%	565 288
Investment revenue	22 019	22 444	22 444	1 291	14 452	16 833	(2 382)	-14%	22 444
Transfers and subsidies - Operational	179 020	196 213	181 896	38 075	157 341	136 127	21 214	16%	181 896
Other own revenue	93 594	67 446	89 109	16 345	76 726	61 884	14 841	24%	89 109
Total Revenue (excluding capital transfers and contributions)	924 741	964 887	972 233	89 898	731 848	723 932	7 916	1%	972 233
Employee costs	242 378	277 558	279 205	21 425	204 851	209 404	(4 553)	-2%	279 205
Remuneration of Councillors	11 447	12 311	12 311	982	8 893	9 233	(341)	-4%	12 311
Depreciation and amortisation	34 241	54 219	54 219	-	-	40 664	(40 664)	-100%	54 219
Interest	5 299	10 233	10 233	-	-	7 675	(7 675)	-100%	10 233
Inventory consumed and bulk purchases	347 330	401 186	402 028	36 409	251 088	300 810	(49 722)	-17%	402 028
Transfers and subsidies	36 338	37 116	34 621	1 621	16 104	24 911	(8 806)	-35%	34 621
Other expenditure	189 554	204 107	193 444	6 572	88 641	144 015	(55 374)	-38%	193 444
Total Expenditure	866 587	996 730	986 062	67 009	569 578	736 713	(167 135)	-23%	986 062
Surplus/(Deficit)	58 154	(31 844)	(13 829)	22 889	162 270	(12 781)	175 051	-1370%	(13 829)
Transfers and subsidies - capital (monetary allocations)	36 536	35 557	37 328	-	-	25 912	(25 912)	-100%	37 328
Transfers and subsidies - capital (in-kind)	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	94 691	3 713	23 498	22 889	162 270	13 131	149 139	1136%	23 498
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Intercompany/Parent subsidiary transactions	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	94 691	3 713	23 498	22 889	162 270	13 131	149 139	1136%	23 498
Capital expenditure & funds sources									
Capital expenditure	86 610	85 365	86 950	5 388	35 904	52 169	(16 265)	-31%	86 950
Capital transfers recognised	37 926	39 880	41 519	4 855	21 338	28 948	(7 610)	-26%	41 519
Borrowing	1 460	25 000	10 000	-	555	-	555	-	10 000
Internally generated funds	43 815	20 485	35 431	532	14 011	23 221	(9 210)	-40%	35 431
Total sources of capital funds	83 202	85 365	86 950	5 388	35 904	52 169	(16 265)	-31%	86 950
Financial position									
Total current assets	386 101	362 903	409 791	-	520 545	-	-	-	409 791
Total non current assets	1 101 462	1 138 148	1 179 304	-	1 126 929	-	-	-	1 179 304
Total current liabilities	138 002	186 734	127 588	-	248 111	-	-	-	127 588
Total non current liabilities	129 006	181 358	175 392	-	133 765	-	-	-	175 392
Community wealth/Equity	1 221 231	1 132 959	1 284 082		1 265 659				1 284 082
Cash flows									
Net cash from (used) operating	580 519	74 112	87 341	83 750	116 958	94 580	(22 378)	-24%	948 478
Net cash from (used) investing	(77 852)	(85 365)	(86 950)	(4 997)	(39 923)	(83 885)	(43 962)	52%	86 950
Net cash from (used) financing	(2 951)	25 000	25 000	73	347	7 500	7 153	95%	25 000
Cash/cash equivalents at the month/year end	775 917	231 342	212 636	-	264 618	205 440	(59 178)	-29%	1 247 664
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	70 204	7 674	216	6 060	6 452	5 832	36 730	250 337	383 505
Creditors Age Analysis									
Total Creditors	810	740	-	-	-	-	-	-	1 550

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (functional classification) -

Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Revenue - Functional										
Governance and administration		150 655	153 789	160 225	8 402	114 881	115 266	(385)	0%	160 225
Executive and council		28	31	31	3	24	23	1	5%	31
Finance and administration		150 628	153 758	160 194	8 400	114 857	115 243	(386)	0%	160 194
Internal audit		-	-	-	-	-	-	-	-	-
Community and public safety		221 762	218 327	218 787	39 985	188 303	164 063	24 240	15%	218 787
Community and social services		149 009	158 917	158 917	37 488	155 596	119 188	36 409	31%	158 917
Sport and recreation		9 728	7 820	7 820	664	6 011	5 865	146	2%	7 820
Public safety		24 388	16 654	16 690	1 815	17 990	12 490	5 500	44%	16 690
Housing		38 637	34 936	35 360	18	8 705	26 520	(17 815)	-67%	35 360
Health		-	-	-	-	-	-	-	-	-
Economic and environmental services		21 432	4 338	3 143	834	3 186	2 357	828	35%	3 143
Planning and development		4 663	3 016	3 016	840	3 164	2 262	902	40%	3 016
Road transport		15 837	1 311	116	(6)	21	87	(66)	-76%	116
Environmental protection		932	11	11	-	-	8	(8)	-100%	11
Trading services		567 329	623 849	627 266	40 675	425 371	468 053	(42 682)	-9%	627 266
Energy sources		373 511	430 868	430 868	41 067	278 590	323 151	(44 561)	-14%	430 868
Water management		66 833	95 225	95 490	17 881	58 891	71 393	(12 502)	-18%	95 490
Waste water management		83 087	56 602	59 497	(21 652)	56 737	42 452	14 285	34%	59 497
Waste management		43 898	41 154	41 411	3 379	31 154	31 058	96	0%	41 411
Other	4	100	139	139	1	107	105	2	2%	139
Total Revenue - Functional	2	961 278	1 000 443	1 009 560	89 898	731 848	749 844	(17 996)	-2%	1 009 560
Expenditure - Functional										
Governance and administration		117 071	161 917	166 220	10 685	105 596	123 346	(17 750)	-14%	166 220
Executive and council		29 071	32 064	33 784	3 670	26 530	24 282	2 248	9%	33 784
Finance and administration		83 998	124 776	127 358	6 740	76 415	95 255	(18 840)	-20%	127 358
Internal audit		4 002	5 078	5 078	276	2 651	3 809	(1 157)	-30%	5 078
Community and public safety		151 016	176 506	171 618	9 856	98 771	128 145	(29 375)	-23%	171 618
Community and social services		31 449	36 104	36 089	2 796	22 628	26 692	(4 064)	-15%	36 089
Sport and recreation		38 015	42 561	43 023	3 145	26 845	32 098	(5 253)	-16%	43 023
Public safety		42 724	56 942	55 684	3 437	31 959	41 739	(9 780)	-23%	55 684
Housing		38 829	40 899	36 821	479	17 338	27 616	(10 278)	-37%	36 821
Health		-	-	-	-	-	-	-	-	-
Economic and environmental services		39 351	51 243	44 001	2 457	22 904	32 312	(9 409)	-29%	44 001
Planning and development		13 433	16 351	16 401	1 257	11 222	12 301	(1 079)	-9%	16 401
Road transport		23 305	29 657	22 622	1 031	10 075	16 729	(6 654)	-40%	22 622
Environmental protection		2 613	5 235	4 977	169	1 606	3 283	(1 676)	-51%	4 977
Trading services		558 047	606 005	603 186	44 010	341 557	452 130	(110 573)	-24%	603 186
Energy sources		368 738	428 398	427 875	36 499	260 142	320 906	(60 765)	-19%	427 875
Water management		68 556	55 909	55 443	1 897	27 859	41 550	(13 691)	-33%	55 443
Waste water management		59 365	45 046	42 904	2 096	21 072	32 102	(11 030)	-34%	42 904
Waste management		61 387	76 652	76 963	3 518	32 484	57 572	(25 088)	-44%	76 963
Other		1 102	1 059	1 039	-	750	779	(29)	-4%	1 039
Total Expenditure - Functional	3	866 587	996 730	986 062	67 009	569 578	736 713	(167 135)	-23%	986 062
Surplus/ (Deficit) for the year		94 691	3 713	23 498	22 889	162 270	13 131	149 139	1136%	23 498

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (functional classification) -

Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Revenue - Functional	1									
Municipal governance and administration		150 655	153 789	160 225	8 402	114 881	115 266	(385)	0%	160 225
Executive and council		28	31	31	3	24	23	1	0	31
<i>Mayor and Council</i>		28	31	31	3	24	23	1	0	31
Finance and administration		150 628	153 758	160 194	8 400	114 857	115 243	(386)	(0)	160 194
<i>Administrative and Corporate Support</i>		0	11	11	-	0	8	(8)	(0)	11
<i>Finance</i>		150 152	152 985	159 421	8 375	114 669	114 663	7	0	159 421
<i>Human Resources</i>		418	671	671	-	98	503	(406)	(0)	671
<i>Marketing, Customer Relations, Publicity and Media</i>		-	5	5	-	-	4	(4)	(0)	5
<i>Supply Chain Management</i>		57	86	86	25	89	64	25	0	86
Community and public safety		221 762	218 327	218 787	39 985	188 303	164 063	24 240	0	218 787
Community and social services		149 009	158 917	158 917	37 488	155 596	119 188	36 409	0	158 917
<i>Aged Care</i>		139 162	147 397	147 397	36 588	146 558	110 548	36 010	0	147 397
<i>Cemeteries, Funeral Parlours and Crematoriums</i>		142	266	266	16	178	200	(21)	(0)	266
<i>Community Halls and Facilities</i>		314	543	543	27	235	407	(173)	(0)	543
<i>Libraries and Archives</i>		9 390	10 710	10 710	857	8 626	8 033	593	0	10 710
Sport and recreation		9 728	7 820	7 820	664	6 011	5 865	146	0	7 820
<i>Recreational Facilities</i>		6 539	7 682	7 682	642	5 908	5 761	147	0	7 682
<i>Sports Grounds and Stadiums</i>		3 189	139	139	22	103	104	(1)	(0)	139
Public safety		24 388	16 654	16 690	1 815	17 990	12 490	5 500	0	16 690
<i>Civil Defence</i>		151	-	-	-	-	-	-	-	-
<i>Fire Fighting and Protection</i>		2 215	8	8	1	13	6	8	0	8
<i>Police Forces, Traffic and Street Parking Control</i>		22 023	16 646	16 682	1 813	17 977	12 485	5 492	0	16 682
Housing		38 637	34 936	35 360	18	8 705	26 520	(17 815)	(0)	35 360
<i>Housing</i>		38 637	34 936	35 360	18	8 705	26 520	(17 815)	(0)	35 360
Economic and environmental services		21 432	4 338	3 143	834	3 186	2 357	828	0	3 143
Planning and development		4 663	3 016	3 016	840	3 164	2 262	902	0	3 016
<i>Economic Development/Planning</i>		1 883	105	105	-	-	79	(79)	(0)	105
<i>Town Planning, Building Regulations and Project Management Unit</i>		1 783	1 911	1 911	231	2 555	1 433	1 122	0	1 911
Road transport		997	1 000	1 000	609	609	750	(141)	(0)	1 000
<i>Roads</i>		15 837	1 311	116	(6)	21	87	(66)	(0)	116
Environmental protection		15 837	1 311	116	(6)	21	87	(66)	(0)	116
<i>Biodiversity and Landscape</i>		932	11	11	-	-	8	(8)	(0)	11
<i>Biodiversity and Landscape</i>		932	11	11	-	-	8	(8)	(0)	11
Trading services		567 329	623 849	627 266	40 675	425 371	468 053	(42 682)	(0)	627 266
Energy sources		373 511	430 868	430 868	41 067	278 590	323 151	(44 561)	(0)	430 868
<i>Electricity</i>		373 511	430 868	430 868	41 067	278 590	323 151	(44 561)	(0)	430 868
Water management		66 833	95 225	95 490	17 881	58 891	71 393	(12 502)	(0)	95 490
<i>Water Distribution</i>		62 297	82 182	82 447	17 881	58 891	61 610	(2 719)	(0)	82 447
<i>Water Storage</i>		4 536	13 043	13 043	-	-	9 783	(9 783)	(0)	13 043
Waste water management		83 087	56 602	59 497	(21 652)	56 737	42 452	14 285	0	59 497
<i>Sewerage</i>		83 087	56 602	56 719	(21 652)	56 737	42 452	14 285	0	56 719
<i>Storm Water Management</i>		-	-	2 778	-	-	-	-	-	2 778
Waste management		43 898	41 154	41 411	3 379	31 154	31 058	96	0	41 411

Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
R thousands										
<i>Solid Waste Disposal (Landfill Sites)</i>		-	-	257	-	-	193	(193)	(0)	257
<i>Solid Waste Removal</i>		43 898	41 154	41 154	3 379	31 154	30 865	289	0	41 154
Other		100	139	139	1	107	105	2	0	139
Licensing and Regulation		100	139	139	1	107	105	2	0	139
Total Revenue - Functional	2	961 278	1 000 443	1 009 560	89 898	731 848	749 844	(17 996)	(0)	1 009 560
Expenditure - Functional										
Municipal governance and administration		117 071	161 917	166 220	10 685	105 596	123 346	(17 750)	(0)	166 220
Executive and council		29 071	32 064	33 784	3 670	26 530	24 282	2 248	0	33 784
<i>Mayor and Council</i>		18 064	19 101	19 057	1 316	11 947	14 292	(2 345)	(0)	19 057
<i>Municipal Manager, Town Secretary and Chief</i>		11 007	12 962	14 727	2 354	14 583	9 990	4 593	0	14 727
Finance and administration		83 998	124 776	127 358	6 740	76 415	95 255	(18 840)	(0)	127 358
<i>Administrative and Corporate Support</i>		13 420	15 255	15 182	796	8 834	11 387	(2 552)	(0)	15 182
<i>Asset Management</i>		223	271	273	20	260	204	56	0	273
<i>Finance</i>		21 892	46 823	49 046	1 886	26 836	36 784	(9 948)	(0)	49 046
<i>Fleet Management</i>		4 351	4 221	4 221	318	2 952	3 166	(214)	(0)	4 221
<i>Human Resources</i>		22 114	30 941	31 741	2 073	21 664	23 803	(2 140)	(0)	31 741
<i>Information Technology</i>		4 553	5 493	5 280	214	3 185	3 960	(775)	(0)	5 280
<i>Legal Services</i>		2 311	3 254	3 254	160	1 475	2 441	(965)	(0)	3 254
<i>Marketing, Customer Relations, Publicity and Media</i>		4 125	4 980	4 965	360	3 381	3 724	(343)	(0)	4 965
<i>Property Services</i>		1 766	1 506	1 506	55	454	1 130	(675)	(0)	1 506
<i>Supply Chain Management</i>		8 444	10 268	10 407	808	6 994	7 545	(550)	(0)	10 407
<i>Valuation Service</i>		798	1 763	1 483	49	379	1 112	(734)	(0)	1 483
Internal audit		4 002	5 078	5 078	276	2 651	3 809	(1 157)	(0)	5 078
<i>Governance Function</i>		4 002	5 078	5 078	276	2 651	3 809	(1 157)	(0)	5 078
Community and public safety		151 016	176 506	171 618	9 856	98 771	128 145	(29 375)	(0)	171 618
Community and social services		31 449	36 104	36 089	2 796	22 628	26 692	(4 064)	(0)	36 089
<i>Aged Care</i>		8 100	7 179	7 240	540	4 670	5 055	(385)	(0)	7 240
<i>Cemeteries, Funeral Parlours and Crematoriums</i>		3 773	4 783	4 350	366	3 252	3 263	(11)	(0)	4 350
<i>Child Care Facilities</i>		89	99	99	0	18	74	(57)	(0)	99
<i>Community Halls and Facilities</i>		7 650	9 675	10 005	914	5 877	7 503	(1 626)	(0)	10 005
<i>Disaster Management</i>		13	76	76	0	3	57	(54)	(0)	76
<i>Education</i>		-	2	2	-	-	1	(1)	(0)	2
<i>Libraries and Archives</i>		11 823	14 289	14 318	975	8 808	10 739	(1 930)	(0)	14 318
Sport and recreation		38 015	42 561	43 023	3 145	26 845	32 098	(5 253)	(0)	43 023
<i>Community Parks (including Nurseries)</i>		11 558	14 625	15 214	885	7 987	11 241	(3 254)	(0)	15 214
<i>Recreational Facilities</i>		17 568	18 350	18 285	1 499	13 469	13 714	(245)	(0)	18 285
<i>Sports Grounds and Stadiums</i>		8 888	9 585	9 524	760	5 389	7 143	(1 754)	(0)	9 524
Public safety		42 724	56 942	55 684	3 437	31 959	41 739	(9 780)	(0)	55 684
<i>Fire Fighting and Protection</i>		10 643	12 931	12 889	772	7 534	9 667	(2 133)	(0)	12 889
<i>Police Forces, Traffic and Street Parking Control</i>		32 081	44 011	42 794	2 664	24 425	32 072	(7 647)	(0)	42 794
Housing		38 829	40 899	36 821	479	17 338	27 616	(10 278)	(0)	36 821
<i>Housing</i>		38 811	40 844	36 766	478	17 318	27 574	(10 256)	(0)	36 766
<i>Informal Settlements</i>		18	55	55	0	20	42	(22)	(0)	55
Economic and environmental services		39 351	51 243	44 001	2 457	22 904	32 312	(9 409)	(0)	44 001

Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
R thousands										
Planning and development		13 433	16 351	16 401	1 257	11 222	12 301	(1 079)	(0)	16 401
<i>Corporate Wide Strategic Planning (IDPs, LEDs)</i>		2 847	3 639	3 549	228	1 964	2 662	(698)	(0)	3 549
<i>Economic Development/Planning</i>		1 922	2 624	2 771	253	1 802	2 078	(276)	(0)	2 771
<i>Town Planning, Building Regulations and Project Management Unit</i>		5 768	6 699	6 693	520	5 195	5 020	176	0	6 693
<i>Project Management Unit</i>		2 896	3 389	3 389	256	2 261	2 542	(280)	(0)	3 389
Road transport		23 305	29 657	22 622	1 031	10 075	16 729	(6 654)	(0)	22 622
<i>Roads</i>		23 305	29 657	22 622	1 031	10 075	16 729	(6 654)	(0)	22 622
Environmental protection		2 613	5 235	4 977	169	1 606	3 283	(1 676)	(0)	4 977
<i>Biodiversity and Landscape</i>		2 598	5 036	4 777	169	1 606	3 133	(1 527)	(0)	4 777
<i>Pollution Control</i>		15	199	199	-	-	149	(149)	(0)	199
Trading services		558 047	606 005	603 186	44 010	341 557	452 130	(110 573)	(0)	603 186
Energy sources		368 738	428 398	427 875	36 499	260 142	320 906	(60 765)	(0)	427 875
<i>Electricity</i>		364 073	423 090	422 824	36 326	259 184	317 118	(57 934)	(0)	422 824
<i>Street Lighting and Signal Systems</i>		4 665	5 308	5 051	173	958	3 789	(2 831)	(0)	5 051
Water management		68 556	55 909	55 443	1 897	27 859	41 550	(13 691)	(0)	55 443
<i>Water Treatment</i>		224	251	251	19	169	188	(19)	(0)	251
<i>Water Distribution</i>		65 432	51 504	50 707	1 845	25 309	37 998	(12 688)	(0)	50 707
<i>Water Storage</i>		2 901	4 155	4 485	33	2 381	3 364	(983)	(0)	4 485
Waste water management		59 365	45 046	42 904	2 096	21 072	32 102	(11 030)	(0)	42 904
<i>Public Toilets</i>		1 621	1 842	1 844	152	1 344	1 383	(40)	(0)	1 844
<i>Sewerage</i>		51 283	34 367	33 770	1 575	16 291	25 251	(8 960)	(0)	33 770
<i>Storm Water Management</i>		6 457	8 822	7 288	369	3 436	5 466	(2 030)	(0)	7 288
<i>Waste Water Treatment</i>		3	15	2	-	1	1	0	0	2
Waste management		61 387	76 652	76 963	3 518	32 484	57 572	(25 088)	(0)	76 963
<i>Solid Waste Disposal (Landfill Sites)</i>		6 987	32 050	32 272	685	3 545	24 204	(20 658)	(0)	32 272
<i>Solid Waste Removal</i>		54 372	44 521	44 610	2 829	28 910	33 307	(4 398)	(0)	44 610
<i>Street Cleaning</i>		28	82	82	3	29	61	(32)	(0)	82
Other		1 102	1 059	1 039	-	750	779	(29)	(0)	1 039
<i>Licensing and Regulation</i>		4	58	38	-	-	29	(29)	(0)	38
<i>Tourism</i>		1 098	1 000	1 000	-	750	750	(0)	(0)	1 000
Total Expenditure - Functional	3	866 587	996 730	986 062	67 009	569 578	736 713	(167 135)	(0)	986 062
Surplus/ (Deficit) for the year		94 691	3 713	23 498	22 889	162 270	13 131	149 139	0	23 498

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) -

Vote Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
Revenue by Vote	1									
Vote 1 - Financial Services		147 595	149 934	156 370	8 108	112 581	112 374	206	0,2%	156 370
Vote 2 - Community Services		202 772	201 946	202 370	38 188	170 625	151 777	18 848	12,4%	202 370
Vote 3 - Corporate Services		22 619	17 495	17 531	1 816	18 099	13 121	4 978	37,9%	17 531
Vote 4 - Technical Services		586 545	629 366	631 587	41 089	429 419	471 294	(41 874)	-8,9%	631 587
Vote 5 - Municipal Manager		1 746	1 702	1 702	697	1 123	1 277	(154)	-12,1%	1 702
Total Revenue by Vote	2	961 278	1 000 443	1 009 560	89 898	731 848	749 844	(17 996)	-2,4%	1 009 560
Expenditure by Vote	1									
Vote 1 - Financial Services		31 157	61 135	60 914	2 810	36 011	45 424	(9 413)	-20,7%	60 914
Vote 2 - Community Services		124 415	141 841	137 800	7 639	78 157	102 356	(24 199)	-23,6%	137 800
Vote 3 - Corporate Services		98 508	124 911	124 149	7 725	78 586	93 086	(14 500)	-15,6%	124 149
Vote 4 - Technical Services		595 423	649 300	641 780	46 026	362 639	480 838	(118 199)	-24,6%	641 780
Vote 5 - Municipal Manager		15 442	19 542	21 419	2 809	14 185	15 009	(824)	-5,5%	21 419
Total Expenditure by Vote	2	864 945	996 730	986 062	67 009	569 578	736 713	(167 135)	-22,7%	986 062
Surplus/ (Deficit) for the year	2	96 333	3 713	23 498	22 889	162 270	13 131	149 139	1135,8%	23 498

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Vote Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
5.5 - IDP		2 847	3 639	3 549	228	1 964	2 662	(698)	-26%	3 549
Total Expenditure by Vote	2	864 945	996 730	986 062	67 009	569 578	736 713	(167 135)	(0)	986 062
Surplus/ (Deficit) for the year	2	96 333	3 713	23 498	22 889	162 270	13 131	149 139	0	23 498

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) -

Description	Ref	Budget Year 2024/25								
		2023/24 Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
Revenue										
Exchange Revenue		606 675	629 318	640 001	43 368	460 610	480 001	(19 391)	-4%	640 001
Service charges - Electricity		371 022	431 223	431 223	40 980	277 968	323 417	(45 449)	-14%	431 223
Service charges - Water		48 337	49 359	49 359	5 316	38 935	37 019	1 916	5%	49 359
Service charges - Waste Water Management		75 250	50 932	50 932	(20 546)	49 934	38 199	11 735	31%	50 932
Service charges - Waste management		34 183	33 774	33 774	2 821	26 405	25 330	1 075	4%	33 774
Sale of Goods and Rendering of Services		14 484	5 536	16 219	582	11 932	12 164	(233)	-2%	16 219
Agency services		4 739	4 684	4 684	369	3 748	3 513	235	7%	4 684
Interest		-	11	11	-	-	8	(8)	-100%	11
Interest earned from Receivables		28 557	23 549	23 549	239	19 861	17 662	2 199	12%	23 549
Interest earned from Current and Non Current Assets		22 019	22 444	22 444	1 291	14 452	16 833	(2 382)	-14%	22 444
Rent on Land		-	27	27	-	-	20	(20)	-100%	27
Rental from Fixed Assets		5 038	6 015	6 015	550	4 126	4 511	(385)	-9%	6 015
Operational Revenue		3 046	1 764	-	11 766	13 249	1 323	11 926	902%	1 764
Non-Exchange Revenue		318 067	335 568	332 231	46 530	271 238	243 931	27 307	11%	332 231
Property rates		101 317	113 495	113 495	5 616	90 087	85 122	4 965	6%	113 495
Surcharges and Taxes		9 122	5 501	10 360	728	3 819	7 413	(3 594)	-48%	10 360
Fines, penalties and forfeits		20 634	11 254	11 254	1 346	13 489	8 440	5 049	60%	11 254
Licence and permits		1 183	2 444	2 444	96	801	1 833	(1 031)	-56%	2 444
Transfer and subsidies - Operational		179 020	196 213	181 896	38 075	157 341	136 127	21 214	16%	181 896
Interest		4 091	3 566	3 566	397	3 669	2 675	994	37%	3 566
Operational Revenue		2 991	3 095	3 095	271	2 031	2 321	(290)	-12%	3 095
Gains on disposal of Assets		(291)	-	6 121	-	-	-	-	-	6 121
Total Revenue (excluding capital transfers and contributions)		924 741	964 887	972 233	89 898	731 848	723 932	7 916	1%	972 233
Expenditure By Type										
Employee related costs		242 378	277 558	279 205	21 425	204 851	209 404	(4 553)	-2%	279 205
Remuneration of councillors		11 447	12 311	12 311	982	8 893	9 233	(341)	-4%	12 311
Bulk purchases - electricity		324 086	375 258	376 458	34 722	234 817	282 343	(47 526)	-17%	376 458
Inventory consumed		23 245	25 929	25 570	1 687	16 271	18 467	(2 196)	-12%	25 570
Debt impairment		(75 887)	62 758	62 758	-	14 553	47 068	(32 515)	-69%	62 758
Depreciation and amortisation		34 241	54 219	54 219	-	-	40 664	(40 664)	-100%	54 219
Interest		5 299	10 233	10 233	-	-	7 675	(7 675)	-100%	10 233
Contracted services		55 684	75 234	64 951	3 627	30 686	47 672	(16 986)	-36%	64 951
Transfers and subsidies		36 338	37 116	34 621	1 621	16 104	24 911	(8 806)	-35%	34 621
Irrecoverable debts written off		159 168	2 131	2 131	51	7 432	1 598	5 834	365%	2 131
Operational costs		49 897	60 487	60 109	2 894	35 970	45 055	(9 085)	-20%	60 109
Losses on Disposal of Assets		688	-	-	-	-	-	-	-	-
Other Losses		4	3 497	3 497	-	-	2 622	(2 622)	-100%	3 497
Total Expenditure		866 587	996 730	986 062	67 009	569 578	736 713	(167 135)	-23%	986 062
Surplus/(Deficit)		58 154	(31 844)	(13 829)	22 889	162 270	(12 781)	175 051	(0)	(13 829)
Transfers and subsidies - capital (monetary allocations)		36 536	35 557	37 328	-	-	25 912	(25 912)	(0)	37 328
Surplus/(Deficit) after capital transfers & contributions		94 691	3 713	23 498	22 889	162 270	13 131			23 498
Surplus/(Deficit) after income tax		94 691	3 713	23 498	22 889	162 270	13 131			23 498
Surplus/(Deficit) attributable to municipality		94 691	3 713	23 498	22 889	162 270	13 131			23 498
Surplus/ (Deficit) for the year		94 691	3 713	23 498	22 889	162 270	13 131			23 498

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) -

Vote Description	Ref	Budget Year 2024/25								
		2023/24 Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands	1									
Multi-Year expenditure appropriation	2									
Vote 1 - Financial Services		3 366	100	200	—	88	150	(62)	-41%	200
Vote 2 - Community Services		881	350	850	—	24	262	(238)	-91%	850
Vote 4 - Technical Services		32 776	18 937	23 386	1 085	8 334	14 519	(6 185)	-43%	23 386
Vote 5 - Municipal Manager		—	66	56	—	56	—	56		56
Total Capital Multi-year expenditure	4,7	37 023	19 453	24 493	1 085	8 503	14 931	(6 428)	-43%	24 493
Single Year expenditure appropriation	2									
Vote 1 - Financial Services		530	30	30	—	1	23	(21)	-94%	30
Vote 2 - Community Services		5 550	1 780	1 791	63	797	1 343	(547)	-41%	1 791
Vote 3 - Corporate Services		1 712	760	4 089	49	407	1 027	(619)	-60%	4 089
Vote 4 - Technical Services		41 795	63 311	56 430	4 191	26 195	34 822	(8 627)	-25%	56 430
Vote 5 - Municipal Manager		—	30	30	—	—	23	(23)	-100%	30
Total Capital single-year expenditure	4	49 587	65 911	62 370	4 302	27 401	37 238	(9 837)	-26%	62 370
Total Capital Expenditure	3	86 610	85 365	86 863	5 388	35 904	52 169	(16 265)	-31%	86 863
Capital Expenditure - Functional Classification										
Governance and administration		9 033	2 196	7 966	62	941	3 892	(2 952)	-76%	7 966
Executive and council		124	216	273	14	156	162	(6)	-4%	273
Finance and administration		8 908	1 980	7 694	48	784	3 730	(2 946)	-79%	7 694
Community and public safety		6 252	2 300	2 811	49	802	1 733	(931)	-54%	2 811
Community and social services		58	1 100	1 000	—	496	750	(254)	-34%	1 000
Sport and recreation		3 224	650	1 261	49	281	571	(290)	-51%	1 261
Public safety		2 838	550	550	—	24	412	(388)	-94%	550
Housing		132	—	—	—	—	—	—		—
Economic and environmental services		32 934	7 367	11 500	(86)	8 987	8 560	427	5%	11 500
Planning and development		828	200	133	—	133	99	33	33%	133
Road transport		32 107	7 167	11 368	(86)	8 855	8 460	394	5%	11 368
Trading services		38 390	73 501	64 672	5 362	25 174	37 983	(12 809)	-34%	64 672
Energy sources		9 959	31 352	16 509	168	2 068	4 769	(2 701)	-57%	16 509
Water management		10 426	25 606	27 169	4 124	15 118	20 152	(5 034)	-25%	27 169
Waste water management		4 669	16 343	19 984	939	7 377	12 379	(5 002)	-40%	19 984
Waste management		13 337	200	1 011	132	610	683	(73)	-11%	1 011
Total Capital Expenditure - Functional Classification	3	86 610	85 365	86 950	5 388	35 904	52 169	(16 265)	-31%	86 950
Funded by:										
National Government		21 847	37 504	40 252	4 855	21 338	27 998	(6 660)	-24%	40 252
Provincial Government		14 214	1 941	832	—	—	624	(624)	-100%	832
District Municipality		1 644	435	435	—	—	326	(326)	-100%	435
Transfers and subsidies - capital (monetary allocations) (Nat / Prov Departm Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporatons, Higher Educ Institutions)		222	—	—	—	—	—	—		—
Transfers recognised - capital		37 926	39 880	41 519	4 855	21 338	28 948	(7 610)	-26%	41 519
Borrowing	6	1 460	25 000	10 000	—	555	—	555		10 000
Internally generated funds		43 815	20 485	35 431	532	14 011	23 221	(9 210)	-40%	35 431
Total Capital Funding	7	83 202	85 365	86 950	5 388	35 904	52 169	(16 265)	-31%	86 950

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - A -

Vote Description	Ref	Budget Year 2024/25								
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Capital expenditure - Municipal Vote										
Expenditure of multi-year capital appropriation										
Vote 1 - Financial Services	1	3 366	100	200	-	88	150	(62)	-41%	200
1.1 - Director: Finance		-	100	200	-	88	150	(62)	-41%	200
1.3 - Financial Administration		3 366	-	-	-	-	-	-	-	-
Vote 2 - Community Services		881	350	850	-	24	262	(238)	-91%	850
2.7 - Fire Services & Disaster Management		881	350	350	-	24	262	(238)	-91%	350
2.9 - Community Halls and Amenities		-	-	500	-	-	-	-	-	500
Vote 4 - Technical Services		32 776	18 937	23 386	1 085	8 334	14 519	(6 185)	-43%	23 386
4.2 - Electro Technical Services		6 693	5 593	5 750	146	1 430	4 200	(2 770)	-66%	5 750
4.3 - Water Storage & Distribution		2 857	200	500	-	-	150	(150)	-100%	500
4.4 - Waste Water Management		3 407	13 043	13 905	939	6 627	9 904	(3 277)	-33%	13 905
4.5 - Waste Management		1 685	100	453	-	277	265	12	5%	453
4.6 - Roads		18 133	-	-	-	-	-	-	-	-
4.7 - Storm Water Management		-	-	2 778	-	-	-	-	-	2 778
Vote 5 - Municipal Manager		-	66	56	-	56	-	56	-	56
5.2 - Performance & Project Management		-	66	56	-	56	-	56	-	56
Total multi-year capital expenditure		37 023	19 453	24 493	1 085	8 503	14 931	(6 428)	-43%	24 493
Capital expenditure - Municipal Vote										
Expenditure of single-year capital appropriation										
Vote 1 - Financial Services	1	530	30	30	-	1	23	(21)	-94%	30
1.1 - Director: Finance		-	30	30	-	1	23	(21)	-94%	30
1.3 - Financial Administration		530	-	-	-	-	-	-	-	-
Vote 2 - Community Services		5 550	1 780	1 791	63	797	1 343	(547)	-41%	1 791
2.1 - Director: Community Services		94	30	30	13	19	23	(3)	-15%	30
2.2 - Cemeteries		-	100	-	-	-	-	-	-	-
2.3 - Housing		132	-	-	-	-	-	-	-	-
2.4 - Libraries		58	1 000	1 000	-	496	750	(254)	-34%	1 000
2.5 - Resorts & Swimming Pools		-	450	450	-	78	338	(260)	-77%	450
2.7 - Fire Services & Disaster Management		1 190	-	-	-	-	-	-	-	-
2.8 - Environment & Licencing		24	-	-	-	-	-	-	-	-
2.9 - Community Halls and Amenities		3 224	200	311	49	203	233	(30)	-13%	311
2.10 - Local Economic Development		828	-	-	-	-	-	-	-	-
Vote 3 - Corporate Services		1 712	760	4 089	49	407	1 027	(619)	-60%	4 089
3.1 - Director: Corporate Services		233	30	96	1	79	72	7	10%	96
3.2 - Human Resources		331	80	363	-	-	272	(272)	-100%	363
3.3 - Administration		-	-	2 720	-	-	-	-	-	2 720
3.4 - Information Technology		270	350	610	25	258	457	(200)	-44%	610
3.5 - Marketing & Communication		110	100	100	22	70	75	(5)	-6%	100
3.7 - Traffic and Protection Services		767	200	200	-	-	150	(150)	-100%	200
Vote 4 - Technical Services		41 795	63 311	56 430	4 191	26 195	34 822	(8 627)	-25%	56 430
4.1 - Director: Technical Services		21	30	30	-	-	23	(23)	-100%	30
4.2 - Electro Technical Services		3 266	25 759	10 759	21	638	569	69	12%	10 759
4.3 - Water Storage & Distribution		7 544	25 406	26 669	4 124	15 118	20 002	(4 884)	-24%	26 669
4.4 - Waste Water Management		1 262	2 850	2 850	-	750	2 138	(1 387)	-65%	2 850
4.5 - Waste Management		11 652	100	558	132	333	418	(85)	-20%	558
4.6 - Roads		13 973	7 167	11 281	(86)	8 855	8 460	394	5%	11 281
4.7 - Storm Water Management		-	450	450	-	-	338	(338)	-100%	450
4.8 - Town Planning & Building Control		-	200	133	-	133	99	33	33%	133
4.10 - Mechanical Workshop		4 076	1 350	3 701	-	368	2 775	(2 408)	-87%	3 701
Vote 5 - Municipal Manager		-	30	30	-	-	23	(23)	-100%	30
5.1 - Municipal Manager		-	30	30	-	-	23	(23)	-100%	30
Total single-year capital expenditure		49 587	65 911	62 370	4 302	27 401	37 238	(9 837)	(0)	62 370
Total Capital Expenditure		86 610	85 365	86 863	5 388	35 904	52 169	(16 265)	(0)	86 863

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position -

Description	Ref	2023/24	Budget Year 2024/25			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD Actual	Full Year Forecast
R thousands						
ASSETS	1					
Current assets						
Cash and cash equivalents		187 245	227 306	208 258	266 888	208 258
Trade and other receivables from exchange transactions		111 342	68 636	126 324	36 626	126 324
Receivables from non-exchange transactions		36 119	49 234	40 088	48 963	40 088
Current portion of non-current receivables		-	-	-	-	-
Inventory		22 066	9 181	28 580	18 844	28 580
VAT		28 090	6 836	5 302	146 179	5 302
Other current assets		1 239	1 709	1 239	3 045	1 239
Total current assets		386 101	362 903	409 791	520 545	409 791
Non current assets						
Investments		-	-	-	-	-
Investment property		41 680	40 610	38 799	41 678	38 799
Property, plant and equipment		1 057 490	1 094 459	1 138 462	1 082 341	1 138 462
Biological assets		-	-	-	-	-
Living and non-living resources		-	-	-	-	-
Heritage assets		550	550	550	550	550
Intangible assets		1 741	2 529	1 493	2 360	1 493
Trade and other receivables from exchange transactions		-	-	-	-	-
Non-current receivables from non-exchange transactions		-	-	-	-	-
Other non-current assets		-	-	-	-	-
Total non current assets		1 101 462	1 138 148	1 179 304	1 126 929	1 179 304
TOTAL ASSETS		1 487 563	1 501 051	1 589 094	1 647 474	1 589 094
LIABILITIES						
Current liabilities						
Bank overdraft		-	-	-	-	-
Financial liabilities		59	(3 330)	(3 447)	36	(3 447)
Consumer deposits		9 742	12 158	9 739	14 316	9 739
Trade and other payables from exchange transactions		85 555	110 941	79 518	(24 736)	79 518
Trade and other payables from non-exchange transactions		(5 360)	3 129	9 773	100 158	9 773
Provision		32 720	45 567	36 837	24 845	36 837
VAT		15 287	18 269	(4 831)	133 494	(4 831)
Other current liabilities		-	-	-	-	-
Total current liabilities		138 002	186 734	127 588	248 111	127 588
Non current liabilities						
Financial liabilities		1 220	25 645	27 546	490	27 546
Provision		67 264	77 712	77 693	58 838	77 693
Long term portion of trade payables		-	-	-	-	-
Other non-current liabilities		60 522	78 001	70 154	74 437	70 154
Total non current liabilities		129 006	181 358	175 392	133 765	175 392
TOTAL LIABILITIES		267 008	368 091	302 981	381 876	302 981
NET ASSETS	2	1 220 555	1 132 959	1 286 114	1 265 598	1 286 114
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		1 210 065	1 120 420	1 272 915	1 289 020	1 272 915
Reserves and funds		11 166	12 540	11 166	(23 362)	11 166
Other		-	-	-	-	-
TOTAL COMMUNITY WEALTH/EQUITY	2	1 221 231	1 132 959	1 284 082	1 265 659	1 284 082

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

Description	Ref	Budget Year 2024/25								
		2023/24 Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES	1									
Receipts										
Property rates		4 845	103 281	103 281	6 659	83 225	78 565	4 660	6%	103 281
Service charges		938 669	602 900	602 900	73 196	358 372	391 593	(33 222)	-8%	602 900
Other revenue		13 818	17 029	17 029	966	8 598	12 415	(3 817)	-31%	17 029
Transfers and Subsidies - Operational		187 598	194 392	196 865	36 676	186 368	122 180	64 188	53%	196 865
Transfers and Subsidies - Capital		37 757	46 362	57 118	25 273	37 730	76 642	(38 912)	-51%	57 118
Interest		9 769	49 570	49 570	2 105	13 944	22 895	(8 951)	-39%	49 570
Dividends		-	-	-	-	-	-	-		-
Payments										
Suppliers and employees		(611 936)	(939 422)	(939 422)	(59 505)	(568 233)	(609 711)	(41 478)	7%	(78 285)
Interest		-	-	-	-	(0)	-	0	0%	-
Transfers and Subsidies		-	-	-	(1 621)	(3 045)	-	3 045	0%	-
NET CASH FROM/(USED) OPERATING ACTIVITIES		580 519	74 112	87 341	83 750	116 958	94 580	(22 378)	-24%	948 478
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		(77 852)	(85 365)	(86 950)	(4 997)	(39 923)	(83 885)	(43 962)	52%	86 950
NET CASH FROM/(USED) INVESTING ACTIVITIES		(77 852)	(85 365)	(86 950)	(4 997)	(39 923)	(83 885)	(43 962)	52%	86 950
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		-	-	-	-	-	-	-		-
Borrowing long term/refinancing		-	25 000	25 000	-	-	8 333	(8 333)	-100%	25 000
Increase (decrease) in consumer deposits		(2 951)	-	-	73	347	-	347	0%	-
Payments										
Repayment of borrowing		-	-	-	-	-	(833)	(833)	100%	-
NET CASH FROM/(USED) FINANCING ACTIVITIES		(2 951)	25 000	25 000	73	347	7 500	7 153	95%	25 000
NET INCREASE/ (DECREASE) IN CASH HELD		499 715	13 748	25 391	78 825	77 383	18 195			1 060 428
Cash/cash equivalents at beginning:		276 202	217 594	187 245		187 235	187 245			187 235
Cash/cash equivalents at month/year end:		775 917	231 342	212 636		264 618	205 440			1 247 664

WC022 Witzenberg - Supporting Table SC1 Material variance explanations -

Ref	Description	Variance	Reasons for material deviations	Remedial or corrective steps/remarks
	R thousands			
1	Revenue			
	Service charges - Electricity	(45 449)	Peak of the High Demand Season for Electricity Usage is July-August. Currently within Low Season for Electricity Usage.	
	Service charges - Water	1 916	Immaterial Variance	
	Service charges - Waste Water Management	11 735	Industrial Effluent recognised	
	Service charges - Waste management	1 075	Immaterial Variance	
	Sale of Goods and Rendering of Services	(233)	Immaterial Variance	
	Agency services	235	Immaterial Variance	
	Interest	(8)	Immaterial Variance	
	Interest earned from Receivables	2 199	Interest levied on outstanding service accounts.	
	Interest earned from Current and Non Current A	(2 382)	Remaining investments to mature during March to June 2025.	
	Dividends	-		
	Rent on Land	(20)	Immaterial Variance	
	Rental from Fixed Assets	(385)	Immaterial Variance	
	Licence and permits	-		
	Operational Revenue	11 926	Revenue Recognised in respect of Tulbgh dam	
2	Non-Exchange Revenue			
	Property rates	4 965	Year to date budget (calculated based on months passed) does not take into account annual billing during July 2024.	
	Surcharges and Taxes	(3 594)	Revenue to be recognised in respect of grant funded projects.	
	Fines, penalties and forfeits	5 049	Conservative approach to budgeting for Fines Revenue	
	Licence and permits	(1 031)	Immaterial Variance	
	Transfer and subsidies - Operational	21 214	Third tranche of Equitable Share received in March 2025.	
	Interest	994	Immaterial Variance	
	Fuel Levy	-		
	Operational Revenue	(290)	Immaterial Variance	
	Gains on disposal of Assets	-		
	Other Gains	-		
	Discontinued Operations	-		
3	Expenditure By Type			
	Employee related costs	(4 553)	Primarily due to the filling of vacancies	
	Remuneration of councillors	(341)	Immaterial Variance	
	Bulk purchases - electricity	(47 526)	Currently within Low Season for Electricity Usage.	
	Inventory consumed	(2 196)	Less inventory procured and consumed than expected.	
	Debt impairment	(32 515)	Adjustment to Debt Impairment Provision to be processed.	
	Depreciation and amortisation	(40 664)	Depreciation run performed annually at year end.	
	Interest	(7 675)	Finance charges related to Landfil Sites recognised on an annual basis.	
	Contracted services	(16 986)	Dependant on the Roll Out of Contracts for Electrical, Road, Water & Sewer Maintenance	
	Transfers and subsidies	(8 806)	Delays in expenditure in respect of Housing Top Structures. Transfer payments expected to increase when new educational year commences - financial aid to be provided to performing learners/students.	
	Irrecoverable debts written off	5 834	Debt written off during February 2025	
	Operational costs	(9 085)	Low expenditure experienced for operational cost items.	
	Losses on Disposal of Assets	-		
	Other Losses	(2 622)	Fair value adjustments in terms of Actuarial Assessments processed at year end.	
4	Capital Expenditure			
	Total Capital Expenditure	(16 265)	Longer than anticipated planning phase in respect of major capital projects.	
5	Cash Flow			
6	Measureable performance			
7	Municipal Entities			

WC022 Witzenberg - Supporting Table SC2 Monthly Budget Statement - performance indicators -

Description of financial indicator	Basis of calculation	Ref	Budget Year 2024/25				
			2023/24 Audited Outcome	Original Budget	Adjusted Budget	YearTD Actual	Full Year Forecast
<u>Borrowing Management</u>							
Capital Charges to Operating Expenditure	Interest & principal paid/Operating Expenditure		0,6%	6,5%	6,5%	0,0%	6,5%
Borrowed funding of 'own' capital expenditure	Borrowings/Capital expenditure excl. transfers and grants		1,7%	29,3%	11,5%	1,5%	11,5%
<u>Safety of Capital</u>							
Debt to Equity	Loans, Accounts Payable, Overdraft & Tax Provision/ Funds & Reserves		12,0%	16,4%	11,4%	3,9%	11,4%
Gearing	Long Term Borrowing/ Funds & Reserves		10,9%	204,5%	246,7%	-2,1%	246,7%
<u>Liquidity</u>							
Current Ratio	Current assets/current liabilities	1	279,8%	194,3%	321,2%	209,8%	321,2%
Liquidity Ratio	Monetary Assets/Current Liabilities		135,7%	121,7%	163,2%	107,6%	163,2%
<u>Revenue Management</u>							
Annual Debtors Collection Rate (Payment Level %)	Last 12 Mths Receipts/ Last 12 Mths Billing						
Outstanding Debtors to Revenue	Total Outstanding Debtors to Annual Revenue		16,1%	12,4%	17,2%	12,1%	17,2%
Longstanding Debtors Recovered	Debtors > 12 Mths Recovered/Total Debtors > 12 Months Old		0,0%	0,0%	0,0%	0,0%	0,0%
<u>Creditors Management</u>							
Creditors System Efficiency	% of Creditors Paid Within Terms (within MFMA s 65(e))		100,0%	100,0%	100,0%	100,0%	100,0%
<u>Funding of Provisions</u>							
Percentage Of Provisions Not Funded	Unfunded Provisions/Total Provisions						
<u>Other Indicators</u>							
Electricity Distribution Losses	% Volume (units purchased and generated less units sold)/units purchased and generated	2	11,0%	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	10,3%	0,0%	0,0%	0,0%	0,0%
Employee costs	Employee costs/Total Revenue - capital revenue		26,2%	28,8%	28,7%	28,0%	28,7%
Repairs & Maintenance	R&M/Total Revenue - capital revenue		2,5%	3,3%	2,3%	1,7%	2,3%
Interest & Depreciation	I&D/Total Revenue - capital revenue		4,3%	6,7%	6,6%	0,0%	6,6%
<u>IDP regulation financial viability indicators</u>							
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		2.5 Months			2.3 Months	

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors -

Description	NT Code	Budget Year 2024/25										Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts i.to Council Policy
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days		
R thousands													
Debtors Age Analysis By Income Source													
Trade and Other Receivables from Exchange Transactions - Water	1200	24 402	2 536	46	1 717	2 049	1 870	9 196	62 272	104 090	77 105	-	-
Trade and Other Receivables from Exchange Transactions - Electricity	1300	32 659	1 204	30	678	700	547	2 863	9 773	48 455	14 562	-	-
Receivables from Non-exchange Transactions - Property Rates	1400	6 336	861	16	703	865	638	8 613	32 206	50 239	43 027	-	-
Receivables from Exchange Transactions - Waste Water Management	1500	6 960	1 436	47	1 391	1 261	1 232	6 565	40 968	59 859	51 417	-	-
Receivables from Exchange Transactions - Waste Management	1600	7 389	1 426	43	1 272	1 231	1 176	6 230	38 001	56 768	47 909	-	-
Receivables from Exchange Transactions - Property Rental Debtors	1700	148	14	1	14	13	13	73	873	1 149	986	-	-
Interest on Arrear Debtor Accounts	1810	1 223	156	26	231	293	315	3 007	64 621	69 872	68 467	-	-
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820	-	-	-	-	-	-	-	-	-	-	-	-
Other	1900	(8 914)	40	8	53	39	42	182	1 623	(6 928)	1 939	-	-
Total By Income Source	2000	70 204	7 674	216	6 060	6 452	5 832	36 730	250 337	383 505	305 411	-	-
2023/24 - totals only													
Debtors Age Analysis By Customer Group													
Organs of State	2200	1 026	438	-	328	280	274	1 474	7 759	11 577	10 114	-	-
Commercial	2300	40 319	1 241	2	812	1 244	589	5 803	29 546	79 556	37 994	-	-
Households	2400	28 363	5 779	214	4 723	4 721	4 765	27 533	201 599	277 696	243 340	-	-
Other	2500	496	216	0	197	207	204	1 921	11 434	14 675	13 963	-	-
Total By Customer Group	2600	70 204	7 674	216	6 060	6 452	5 832	36 730	250 337	383 505	305 411	-	-

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors -

Description	NT Code	Budget Year 2024/25									Total	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			
R thousands												
Creditors Age Analysis By Customer Type												
Bulk Electricity	0100	-	-	-	-	-	-	-	-	-	-	-
Bulk Water	0200	-	-	-	-	-	-	-	-	-	-	-
PAYE deductions	0300	-	-	-	-	-	-	-	-	-	-	-
VAT (output less input)	0400	-	-	-	-	-	-	-	-	-	-	-
Pensions / Retirement deductions	0500	-	-	-	-	-	-	-	-	-	-	-
Loan repayments	0600	-	-	-	-	-	-	-	-	-	-	-
Trade Creditors	0700	810	740	-	-	-	-	-	-	-	1 550	-
Auditor General	0800	-	-	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	810	740	-	-	-	-	-	-	-	1 550	-

WC022 - 09 - MONTHLY SECTION 71 REPORT - MARCH 2025

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio -

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 *	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														
Municipality														
		Yrs/Months												
ABSA Bank Ltd		3 Months	Call Investment	Yes	Yes	Yes	No	No	10/03/2025	24 451	56	-24506807,67	-	0
Nedbank Ltd		3 Months	Call Investment	Yes	Yes	Yes	No	No	10/03/2025	24 437	54	-24490652,05	-	-
First National Bank		3 Months	Call Investment	Yes	Yes	Yes	No	No	10/03/2025	24 409	54	-24493643,83	-	(30)
Standard Bank of SA Ltd		3 Months	Call Investment	Yes	Yes	Yes	No	No	18/06/2025		161		50 000	50 161
Nedbank Ltd		2 Months	Call Investment	Yes	Yes	Yes	No	No	19/05/2025		154		50 000	50 154
ABSA Bank Ltd		1 Month	Call Investment	Yes	Yes	Yes	No	No	22/04/2025		104		35 000	35 104
First National Bank		1 Month	Call Investment	Yes	Yes	Yes	No	No	22/04/2026		94		35 000	35 094
-		-	-	-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-	-	-
Municipality sub-total										73 297	677		170 000	170 483
Entities														
-		-	-	-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-	-	-
Entities sub-total										-	-		-	-
TOTAL INVESTMENTS AND INTEREST	2									73 297	677		170 000	170 483

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts -

Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
RECEIPTS:	1,2									
Operating Transfers and Grants										
National Government:		4 797	3 159	3 576	467	3 576	1 969	1 607	81,6%	3 576
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		3 247	1 559	1 559	467	1 559	1 169	390	33,3%	1 559
Local Government Financial Management Grant [Schedule 5B]		1 550	1 600	1 600	–	1 600	800	800	100,0%	1 600
Municipal Disaster Grant [Schedule 5B]		–	–	417	–	417	–	417		417
Provincial Government:		34 087	45 527	47 583	250	15 926	31 686	(15 760)	-49,7%	47 583
Specify (Add grant description)		–	10 683	10 683	–	3 560	5 342	(1 782)	-33,4%	10 683
Specify (Add grant description)		132	132	132	–	132	99	33	33,3%	132
Specify (Add grant description)		–	150	150	(0)	–	–	–		150
Specify (Add grant description)		245	249	249	–	249	–	249		249
Specify (Add grant description)		–	–	–	–	150	–	150		–
Specify (Add grant description)		250	150	250	250	250	187	63	33,3%	250
Specify (Add grant description)		–	25 000	23 264	–	–	17 448	(17 448)	-100,0%	23 264
Specify (Add grant description)		33 460	–	–	–	11 585	–	11 585		–
Specify (Add grant description)		–	1 375	1 375	–	–	–	–		1 375
Specify (Add grant description)		–	7 788	11 480	–	–	8 610	(8 610)	-100,0%	11 480
District Municipality:		150	–	–	–	36	–	36		–
Specify (Add grant description)		–	–	–	–	36	–	36		–
Specify (Add grant description)		150	–	–	–	–	–	–		–
Other grant providers:		2 763	–	–	–	2 792	–	2 792		–
Foreign Government and International Organisations		680	–	–	–	316	–	316		–
Private Enterprises		2 083	–	–	–	2 476	–	2 476		–
Total Operating Transfers and Grants	5	41 797	48 686	51 159	717	22 330	33 655	(11 325)	-33,6%	51 159
Capital Transfers and Grants										
National Government:		25 209	40 630	43 825	20 019	43 790	30 473	13 318	43,7%	43 825
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		900	–	–	–	–	–	–		–
Municipal Infrastructure Grant [Schedule 5B]		24 309	25 630	25 630	13 019	25 595	19 223	6 373	33,2%	25 630
Water Services Infrastructure Grant [Schedule 5B]		–	15 000	15 000	7 000	15 000	11 250	3 750	33,3%	15 000
Municipal Disaster Relief Grant		–	–	3 195	–	3 195	–	3 195		3 195
Provincial Government:		16 559	2 232	9 793	5 359	6 316	6 820	(504)	-7,4%	9 793
Specify (Add grant description)		200	–	–	–	–	–	–		–
Specify (Add grant description)		1 658	–	–	–	–	–	–		–
Specify (Add grant description)		–	1 532	–	–	–	–	–		–
Specify (Add grant description)		–	700	700	–	700	–	700		700
Specify (Add grant description)		–	–	257	–	257	193	64	33,3%	257
Specify (Add grant description)		14 702	–	8 836	5 359	5 359	6 627	(1 268)	-19,1%	8 836
District Municipality:		672	–	–	–	–	–	–		–
Specify (Add grant description)		600	–	–	–	–	–	–		–
Specify (Add grant description)		72	–	–	–	–	–	–		–
Other grant providers:		–	–	–	–	–	–	–		–
Total Capital Transfers and Grants	5	42 440	42 862	53 618	25 378	50 106	37 292	12 814	34,4%	53 618

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Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
TOTAL RECEIPTS OF TRANSFERS & GRANTS	5	84 237	91 548	104 777	26 095	72 437	70 947	1 489	2,1%	104 777

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure -

Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
EXPENDITURE										
Operating expenditure of Transfers and Grants										
National Government:		5 911	(4 029)	(4 446)	797	3 627	(3 021)	6 649	-220,0%	(4 446)
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		3 364	(1 559)	(1 559)	162	1 723	(1 169)	2 892	-247,3%	(1 559)
Local Government Financial Management Grant [Schedule 5B]		1 550	(1 470)	(1 470)	26	1 295	(1 102)	2 397	-217,5%	(1 470)
Municipal Disaster Grant [Schedule 5B]		-	-	(417)	-	-	-	-	-	(417)
Municipal Infrastructure Grant [Schedule 5B]		997	(1 000)	(1 000)	609	609	(750)	1 359	-181,2%	(1 000)
Provincial Government:		39 584	(46 426)	(46 928)	852	11 097	(35 196)	46 293	-131,5%	(46 928)
Specify (Add grant description)		568	-	-	-	-	-	-	-	-
Specify (Add grant description)		-	(10 683)	(10 683)	852	2 531	(8 012)	10 543	-131,6%	(10 683)
Specify (Add grant description)		71	(262)	(262)	-	45	(197)	242	-123,0%	(262)
Specify (Add grant description)		-	(130)	(130)	-	-	(98)	98	-100,0%	(130)
Specify (Add grant description)		196	(858)	(858)	-	-	(643)	643	-100,0%	(858)
Specify (Add grant description)		500	-	-	-	-	-	-	-	-
Specify (Add grant description)		295	(172)	(250)	-	-	(187)	187	-100,0%	(250)
Specify (Add grant description)		-	(1 532)	(23 264)	-	-	(17 448)	17 448	-100,0%	(23 264)
Specify (Add grant description)		37 954	(32 788)	-	-	8 521	-	8 521	-	-
Specify (Add grant description)		-	-	(11 480)	-	-	(8 610)	8 610	-100,0%	(11 480)
District Municipality:		-	-	(36)	-	-	-	-	-	(36)
Specify (Add grant description)		-	-	(36)	-	-	-	-	-	(36)
Other grant providers:		2 767	(205)	(205)	-	-	(154)	154	-100,0%	(205)
Foreign Government and International Organisations		1 793	(205)	(205)	-	-	(154)	154	-100,0%	(205)
Private Enterprises		974	-	-	-	-	-	-	-	-
Total operating expenditure of Transfers and Grants:		48 262	(50 660)	(51 614)	1 649	14 724	(38 371)	53 095	-138,4%	(51 614)
National Government:		23 296	(39 630)	(42 790)	728	2 595	(29 696)	32 291	-108,7%	(42 790)
Municipal Infrastructure Grant [Schedule 5B]		23 296	(24 630)	(24 595)	587	2 051	(18 446)	20 497	-111,1%	(24 595)
Municipal Disaster Recovery Grant [Schedule 4B]		-	-	(3 195)	-	-	-	-	-	(3 195)
Water Services Infrastructure Grant [Schedule 5B]		-	(15 000)	(15 000)	141	544	(11 250)	11 794	-104,8%	(15 000)
Provincial Government:		15 229	(1 375)	(257)	-	-	(193)	193	-100,0%	(257)
Specify (Add grant description)		200	-	-	-	-	-	-	-	-
Specify (Add grant description)		-	(179)	-	-	-	-	-	-	-
Specify (Add grant description)		1 675	-	-	-	-	-	-	-	-
Specify (Add grant description)		475	-	-	-	-	-	-	-	-
Specify (Add grant description)		-	-	(257)	-	-	(193)	193	-100,0%	(257)
Specify (Add grant description)		12 879	(1 196)	-	-	-	-	-	-	-
District Municipality:		1 851	100	100	-	-	75	(75)	-100,0%	100
Specify (Add grant description)		500	100	100	-	-	75	(75)	-100,0%	100
Specify (Add grant description)		1 200	-	-	-	-	-	-	-	-
Specify (Add grant description)		142	-	-	-	-	-	-	-	-
Specify (Add grant description)		9	-	-	-	-	-	-	-	-
Total capital expenditure of Transfers and Grants		40 376	(40 905)	(42 947)	728	2 595	(29 814)	32 409	-108,7%	(42 947)

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Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		88 638	(91 565)	(94 561)	2 377	17 319	(68 185)	85 504	-125,4%	(94 561)

WC022 Witzenberg - Supporting Table SC7(2) Monthly Budget Statement - Expenditure against approved rollovers -

Description	Ref	Budget Year 2024/25				
		Approved Rollover 2023/24	Monthly Actual	YearTD Actual	YTD Variance	YTD Variance %
R thousands						
EXPENDITURE						
<u>Operating expenditure of Approved Roll-overs</u>						
TOTAL EXPENDITURE OF APPROVED ROLL-OVERS		-	-	-	-	

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits -

Summary of Employee and Councillor remuneration	Ref	Budget Year 2024/25								
		2023/24 Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands	1	A	B	C						D
Councillors (Political Office Bearers plus Other)										
Basic Salaries and Wages		9 007	9 658	9 658	748	7 100	7 243	(143)	-2%	9 658
Pension and UIF Contributions		1 339	1 422	1 422	117	1 015	1 066	(52)	-5%	1 422
Medical Aid Contributions		54	86	86	-	-	64	(64)	-100%	86
Motor Vehicle Allowance		-	0	0	34	34	-	34		0
Cellphone Allowance		1 048	1 146	1 146	83	744	859	(115)	-13%	1 146
Other benefits and allowances		-	0	0	-	-	-	-		0
Sub Total - Councillors		11 447	12 311	12 311	982	8 893	9 233	(341)	-4%	12 311
% increase	4		7,5%	7,5%						7,5%
Senior Managers of the Municipality	3									
Basic Salaries and Wages		4 082	4 395	4 395	360	7 119	3 297	3 822	116%	4 395
Pension and UIF Contributions		358	404	404	40	307	303	4	1%	404
Medical Aid Contributions		32	9	9	-	-	7	(7)	-100%	9
Performance Bonus		803	890	890	(35)	598	668	(69)	-10%	890
Motor Vehicle Allowance		1 316	1 115	1 115	77	810	836	(26)	-3%	1 115
Cellphone Allowance		365	332	332	23	240	249	(9)	-4%	332
Housing Allowances		33	57	57	-	-	43	(43)	-100%	57
Other benefits and allowances		45	61	61	0	1	46	(45)	-98%	61
Sub Total - Senior Managers of Municipality		7 034	7 265	7 265	466	9 076	5 449	3 627	67%	7 265
% increase	4		3,3%	3,3%						3,3%
Other Municipal Staff										
Basic Salaries and Wages		141 863	157 900	159 480	12 848	116 634	119 610	(2 976)	-2%	159 480
Pension and UIF Contributions		23 199	26 552	26 602	2 063	18 513	19 952	(1 439)	-7%	26 602
Medical Aid Contributions		9 802	11 093	11 093	883	7 835	8 320	(485)	-6%	11 093
Overtime		23 267	27 792	27 808	1 812	18 094	20 856	(2 762)	-13%	27 808
Performance Bonus		10 640	12 510	12 510	964	8 789	9 383	(594)	-6%	12 510
Motor Vehicle Allowance		6 758	7 751	7 751	628	5 858	5 813	44	1%	7 751
Cellphone Allowance		690	1 018	1 018	62	587	764	(177)	-23%	1 018
Housing Allowances		1 166	1 427	1 427	97	895	1 070	(175)	-16%	1 427
Other benefits and allowances		6 819	7 829	7 829	606	5 919	5 872	47	1%	7 829
Payments in lieu of leave		2 522	3 754	3 754	-	3 686	2 816	870	31%	3 754
Long service awards		913	1 015	1 015	90	808	761	47	6%	1 015
Post-retirement benefit obligations	2	7 706	11 653	11 653	907	8 159	8 740	(581)	-7%	11 653
Sub Total - Other Municipal Staff		235 345	270 293	271 940	20 960	195 775	203 955	(8 180)	-4%	271 940
% increase	4		14,8%	15,5%						15,5%
Total Parent Municipality		253 826	289 869	291 516	22 407	213 744	218 637	(4 893)	-2%	291 516
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	4	-	-	-	-	-	-	-	-	-
% increase	4									
Other Staff of Entities										
Sub Total - Other Staff of Entities	4	-	-	-	-	-	-	-	-	-
% increase	4									
Total Municipal Entities		-	-	-	-	-	-	-	-	-
TOTAL SALARY, ALLOWANCES & BENEFITS		253 826	289 869	291 516	22 407	213 744	218 637	(4 893)	-2%	291 516
% increase	4		14,2%	14,8%						14,8%
TOTAL MANAGERS AND STAFF		242 378	277 558	279 205	21 425	204 851	209 404	(4 553)	-2%	279 205

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts -

Description	Ref	Budget Year 2024/25											2024/25 Medium Term Revenue & Expenditure Framework			
		July Outcome	August Outcome	September Outcome	October Outcome	November Outcome	December Outcome	January Outcome	February Outcome	March Outcome	April Budget	May Budget	June Budget	Budget Year 2024/25	Budget Year +1 2025/26	Budget Year +2 2026/27
R thousands	1															
Cash Receipts By Source																
Property rates		6 736	13 751	8 139	25 750	5 745	4 108	7 982	4 355	6 659	8 607	8 607	2 843	103 281	108 881	115 270
Service charges - electricity revenue		33 478	35 134	34 797	29 483	21 039	17 851	22 840	24 724	35 348	40 600	40 600	151 309	487 205	535 527	588 111
Service charges - water revenue		3 044	3 009	4 585	3 001	2 681	2 536	3 818	3 048	4 400	3 133	3 133	1 213	37 600	42 392	44 386
Service charges - Waste Water Management		1 951	4 835	1 652	2 145	1 847	1 610	2 511	1 488	30 251	4 355	4 355	(4 742)	52 256	51 942	56 286
Service charges - Waste Mangement		2 175	2 402	2 030	2 639	2 103	1 801	2 961	1 965	2 784	2 153	2 153	671	25 839	27 059	30 515
Rental of facilities and equipment		146	239	274	567	254	267	456	421	400	0	0	(3 018)	5	6	6
Interest earned - external investments		998	1 293	758	1 164	3 012	716	777	3 115	2 105	2 921	2 921	26 213	45 994	47 793	49 683
Interest earned - outstanding debtors		-	-	-	-	5	-	-	-	-	298	298	2 976	3 577	3 756	3 944
Fines, penalties and forfeits		93	117	67	123	87	201	115	85	104	372	372	2 733	4 469	4 693	4 928
Licences and permits		136	162	53	98	84	99	85	82	96	213	213	1 236	2 558	2 685	2 820
Agency services		272	490	280	581	339	580	452	328	367	381	381	120	4 570	4 799	5 039
Transfers and Subsidies - Operational		71 099	6 955	132	5 073	7 401	47 653	10 911	467	36 676	15 058	15 058	(19 620)	196 865	196 992	205 715
Other revenue		190	405	222	483	684	475	1 267	267	413	452	452	116	5 426	5 698	5 982
Cash Receipts by Source		120 319	68 792	52 987	71 107	45 281	77 897	54 176	40 346	119 602	78 545	78 545	162 049	969 645	1 032 223	1 112 684
Other Cash Flows by Source																
Transfers and subsidies - capital (monetary allocations) (National / Short term loans		5 000	1 000	-	-	3 700	1 750	750	257	25 273	758	758	17 873	57 118	39 556	30 727
Increase (decrease) in consumer deposits		31	40	55	53	15	27	(37)	90	73	-	-	(347)	-	-	-
Total Cash Receipts by Source		125 350	69 832	53 042	71 159	48 996	79 674	54 888	40 694	144 948	79 303	79 303	200 562	1 047 751	1 067 767	1 139 399
Cash Payments by Type																
Employee related costs		18 868	19 295	22 545	20 494	31 950	23 066	24 455	21 582	20 611	39 424	39 424	191 379	473 093	492 706	518 694
Remuneration of councillors		951	951	951	931	1 401	972	972	782	982	-	-	(8 893)	-	-	-
Interest		0	-	-	-	-	-	-	-	-	-	-	(0)	-	-	-
Bulk purchases - Electricity		44 039	54 856	48 261	26 754	23 730	24 223	23 460	28 558	39 930	35 922	35 922	45 413	431 067	485 812	547 510
Acquisitions - water & other inventory		3 341	776	1 694	1 558	1 822	2 030	1 690	964	1 138	2 000	2 000	4 987	24 000	25 200	26 460
Contracted services		4 220	9 240	3 223	3 079	3 652	5 017	12 999	4 643	3 889	939	939	(40 577)	11 263	11 358	11 500
Transfers and subsidies - other		91	340	144	111	78	267	316	78	1 621	-	-	(3 045)	-	-	-
Other expenditure		10 266	6 701	4 805	6 317	6 210	4 881	3 273	3 173	3 509	-	-	(49 136)	-	-	-
Cash Payments by Type		81 776	92 158	81 622	59 245	68 843	60 455	67 165	59 780	71 681	78 285	78 285	140 127	939 422	1 015 076	1 104 164
Other Cash Flows/Payments by Type																
Capital assets		1 940	348	5 715	4 872	8 562	3 435	2 179	7 875	4 997	-	-	(39 923)	-	-	-
Other Cash Flows/Payments		(11 882)	(13 239)	(9 334)	1 092	(3 592)	(13 091)	(434)	(10 410)	(10 555)	-	-	71 446	-	-	-
Total Cash Payments by Type		71 834	79 267	78 003	65 209	73 813	50 799	68 910	57 245	66 123	78 285	78 285	171 651	939 422	1 015 076	1 104 164
NET INCREASE/(DECREASE) IN CASH HELD		53 516	(9 435)	(24 961)	5 950	(24 816)	28 875	(14 022)	(16 551)	78 825	1 018	1 018	28 912	108 329	52 691	35 236
Cash/cash equivalents at the month/year beginning:		187 235	240 751	231 317	206 356	212 306	187 490	216 365	202 344	185 793	264 618	265 635	266 653	187 235	295 565	348 255
Cash/cash equivalents at the month/year end:		240 751	231 317	206 356	212 306	187 490	216 365	202 344	185 793	264 618	265 635	266 653	295 565	295 565	348 255	383 491

WC022 Witzenberg - NOT REQUIRED - municipality does not have entities or this is the parent municipality's budget -

Description	Ref	2023/24	Budget Year 2024/25							
		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 -

Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
Revenue By Municipal Entity										
<i>Insert name of municipal entity</i>		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
Total Operating Revenue	1	-	-	-	-	-	-	-	-	-
Expenditure By Municipal Entity										
<i>Insert name of municipal entity</i>		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
Total Operating Expenditure	2	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the yr/period		-	-	-	-	-	-	-	-	-
Capital Expenditure By Municipal Entity										
<i>Insert name of municipal entity</i>		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
Total Capital Expenditure	3	-	-	-	-	-	-	-	-	-

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend -

Month	2023/24	Budget Year 2024/25							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	% spend of Original Budget
R thousands									
Monthly expenditure performance trend									
July	216	3 004	3 818	742	742	3 818	3 075	80,6%	1%
August	5 739	3 004	3 818	346	1 088	7 635	6 547	85,8%	1%
September	4 059	15 284	9 754	5 004	6 092	17 390	11 297	65,0%	7%
October	5 014	3 004	3 818	5 140	11 233	21 207	9 975	47,0%	13%
November	7 537	3 004	3 818	7 521	18 754	25 025	6 271	25,1%	22%
December	6 153	15 384	9 754	2 984	21 737	34 779	13 042	37,5%	25%
January	1 226	3 004	3 818	1 853	23 590	38 597	15 006	38,9%	28%
February	4 783	3 004	3 818	6 926	30 516	42 414	11 898	28,1%	36%
March	6 810	15 284	9 754	5 388	35 904	52 169	16 265	31,2%	42%
April	4 180	3 004	3 818	-	35 904	55 986	20 082	35,9%	42%
May	14 828	3 004	3 818	-	35 904	59 804	23 900	40,0%	42%
June	26 064	15 384	27 146	-	35 904	86 950	51 046	58,7%	42%
Total Capital expenditure	86 610	85 365	86 950	35 904					

WC022 Witzenberg - Supporting Table SC13a Monthly Budget Statement - capital expenditure on new assets by asset class -

Description	Ref	Budget Year 2024/25								
		2023/24 Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
Capital expenditure on new assets by Asset Class/Sub-class										
Infrastructure		21 321	22 898	23 405	3 916	15 116	16 803	(1 688)	-10,0%	23 405
Roads Infrastructure		-	1 532	200	-	-	150	(150)	-100,0%	200
Roads		-	1 332	-	-	-	-	-	-	-
Road Structures		-	200	200	-	-	150	(150)	-100,0%	200
Storm water Infrastructure		-	-	-	-	-	-	-	-	-
Electrical Infrastructure		1 037	-	-	-	-	-	-	-	-
MV Networks		1 037	-	-	-	-	-	-	-	-
Water Supply Infrastructure		10 095	21 265	21 789	3 916	14 476	16 117	(1 641)	-10,2%	21 789
Dams and Weirs		2 857	-	-	-	-	-	-	-	-
Boreholes		-	-	223	-	-	168	(168)	-100,0%	223
Reservoirs		4 991	-	-	-	-	-	-	-	-
Bulk Mains		2 246	21 265	21 565	3 916	14 476	15 949	(1 473)	-9,2%	21 565
Sanitation Infrastructure		837	-	862	-	162	121	40	33,3%	862
Reticulation		-	-	700	-	-	-	-	-	700
Toilet Facilities		837	-	162	-	162	121	40	33,3%	162
Solid Waste Infrastructure		9 352	100	554	-	478	416	63	15,1%	554
Landfill Sites		4 301	-	201	-	201	151	50	33,3%	201
Waste Drop-off Points		1 685	100	353	-	277	265	12	4,7%	353
Waste Separation Facilities		3 366	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-
Community Assets		58	1 000	1 000	-	496	750	(254)	-33,8%	1 000
Community Facilities		58	1 000	1 000	-	496	750	(254)	-33,8%	1 000
Libraries		58	1 000	1 000	-	496	750	(254)	-33,8%	1 000
Sport and Recreation Facilities		-	-	-	-	-	-	-	-	-
Heritage assets		-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-
Other assets		748	-	2 720	-	-	-	-	-	2 720
Operational Buildings		616	-	2 720	-	-	-	-	-	2 720
Municipal Offices		-	-	2 720	-	-	-	-	-	2 720
Training Centres		616	-	-	-	-	-	-	-	-
Housing		132	-	-	-	-	-	-	-	-
Social Housing		132	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Intangible Assets		331	80	363	-	-	272	(272)	-100,0%	363
Licences and Rights		331	80	363	-	-	272	(272)	-100,0%	363
Computer Software and Applications		331	80	363	-	-	272	(272)	-100,0%	363
Computer Equipment		932	350	610	25	258	457	(200)	-43,6%	610
Computer Equipment		932	350	610	25	258	457	(200)	-43,6%	610
Furniture and Office Equipment		701	516	505	37	359	337	23	6,7%	505
Furniture and Office Equipment		701	516	505	37	359	337	23	6,7%	505
Machinery and Equipment		6 097	950	1 565	203	764	1 099	(335)	-30,5%	1 565
Machinery and Equipment		6 097	950	1 565	203	764	1 099	(335)	-30,5%	1 565
Transport Assets		12 395	1 000	3 351	-	47	2 513	(2 466)	-98,1%	3 351
Transport Assets		12 395	1 000	3 351	-	47	2 513	(2 466)	-98,1%	3 351
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Living resources		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Total Capital Expenditure on new assets	1	42 583	26 794	33 519	4 181	17 040	22 232	5 192	23,4%	33 519

WC022 Witzenberg - Supporting Table SC13b Monthly Budget Statement - capital expenditure on renewal of existing assets by asset class -										
Description	Ref	Budget Year 2024/25								
		2023/24 Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands	1									
Capital expenditure on renewal of existing assets by Asset Class/Sub-class										
Infrastructure		15 836	8 500	17 505	207	9 852	11 045	(1 192)	-10,8%	17 505
Roads Infrastructure		13 473	5 000	10 476	-	8 895	7 857	1 038	13,2%	10 476
Roads		13 473	5 000	10 476	-	8 895	7 857	1 038	13,2%	10 476
Storm water Infrastructure		-	-	2 778	-	-	-	-	-	2 778
Storm water Conveyance		-	-	2 778	-	-	-	-	-	2 778
Electrical Infrastructure		1 000	500	500	-	-	375	(375)	-100,0%	500
MV Networks		1 000	500	500	-	-	375	(375)	-100,0%	500
Water Supply Infrastructure		100	750	1 500	207	207	1 125	(918)	-81,6%	1 500
Distribution		100	750	1 500	207	207	1 125	(918)	-81,6%	1 500
Sanitation Infrastructure		1 262	2 250	2 250	-	750	1 688	(937)	-55,5%	2 250
Reticulation		1 262	1 000	250	-	-	187	(187)	-100,0%	250
Waste Water Treatment Works		-	1 250	2 000	-	750	1 500	(750)	-50,0%	2 000
Solid Waste Infrastructure		-	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-
Community Assets		-	450	450	-	78	338	(260)	-77,0%	450
Community Facilities		-	-	-	-	-	-	-	-	-
Sport and Recreation Facilities		-	450	450	-	78	338	(260)	-77,0%	450
Outdoor Facilities		-	450	450	-	78	338	(260)	-77,0%	450
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	15 836	8 950	17 955	207	9 930	11 382	1 452	12,8%	17 955

WC022 Witzenberg - Supporting Table SC13c Monthly Budget Statement - expenditure on repairs and maintenance by asset class -

Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands	1									
Repairs and maintenance expenditure by Asset Class/Sub-class										
Infrastructure		18 827	25 463	15 938	673	9 234	11 682	(2 447)	-20,9%	15 938
Roads Infrastructure		7 971	13 159	5 975	226	2 836	4 318	(1 483)	-34,3%	5 975
Roads		6 817	11 976	4 946	226	2 204	3 546	(1 343)	-37,9%	4 946
Road Furniture		1 154	1 183	1 029	-	632	772	(140)	-18,1%	1 029
Storm water Infrastructure		322	1 535	169	0	14	94	(81)	-85,4%	169
Storm water Conveyance		322	1 535	169	0	14	94	(81)	-85,4%	169
Electrical Infrastructure		1 564	2 358	2 276	4	780	1 707	(927)	-54,3%	2 276
HV Substations		-	15	-	-	-	-	-	-	-
MV Substations		770	1 028	995	4	97	747	(650)	-87,0%	995
MV Switching Stations		-	0	-	-	-	-	-	-	-
MV Networks		395	723	711	-	148	533	(385)	-72,2%	711
LV Networks		399	592	570	-	534	427	107	25,1%	570
Water Supply Infrastructure		2 648	2 860	2 850	52	2 312	2 137	175	8,2%	2 850
Dams and Weirs		1 308	1 286	1 745	-	1 722	1 309	413	31,5%	1 745
Boreholes		380	398	198	3	59	148	(89)	-60,1%	198
Pump Stations		56	59	59	6	46	44	1	3,4%	59
Water Treatment Works		307	118	118	-	118	89	30	33,3%	118
Bulk Mains		363	520	330	-	99	248	(148)	-59,9%	330
Distribution		111	350	400	43	268	300	(32)	-10,6%	400
Distribution Points		124	130	-	-	-	-	-	-	-
Sanitation Infrastructure		6 322	5 551	4 668	391	3 293	3 424	(131)	-3,8%	4 668
Reticulation		2 857	2 960	2 571	182	1 996	1 852	144	7,8%	2 571
Waste Water Treatment Works		3 368	2 464	1 970	198	1 229	1 477	(248)	-16,8%	1 970
Toilet Facilities		97	127	127	11	68	95	(28)	-29,0%	127
Solid Waste Infrastructure		-	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-
Community Assets		600	1 103	984	168	519	738	(220)	-29,7%	984
Community Facilities		449	680	687	104	376	515	(139)	-27,0%	687
Halls		137	200	180	62	141	135	6	4,7%	180
Crèches		106	151	151	-	51	113	(62)	-54,8%	151
Libraries		25	31	31	-	3	23	(20)	-87,8%	31
Cemeteries/Crematoria		106	185	158	4	113	119	(6)	-5,2%	158
Public Ablution Facilities		-	32	32	-	-	24	(24)	-100,0%	32
Markets		74	81	135	38	68	101	(33)	-32,6%	135
Sport and Recreation Facilities		151	423	297	64	143	223	(80)	-35,9%	297
Indoor Facilities		75	155	79	1	78	59	19	31,4%	79
Outdoor Facilities		77	268	218	63	65	164	(99)	-60,4%	218
Heritage assets		-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-
Other assets		708	821	719	26	363	539	(176)	-32,6%	719
Operational Buildings		335	559	397	3	160	298	(138)	-46,2%	397
Municipal Offices		335	559	397	3	160	298	(138)	-46,2%	397
Housing		373	262	322	24	203	241	(38)	-15,8%	322
Social Housing		373	262	322	24	203	241	(38)	-15,8%	322
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-
Computer Equipment		122	182	172	35	108	129	(22)	-16,7%	172
Computer Equipment		122	182	172	35	108	129	(22)	-16,7%	172
Furniture and Office Equipment		1	61	35	-	3	26	(23)	-88,5%	35
Furniture and Office Equipment		1	61	35	-	3	26	(23)	-88,5%	35
Machinery and Equipment		163	314	314	5	37	236	(199)	-84,4%	314
Machinery and Equipment		163	314	314	5	37	236	(199)	-84,4%	314
Transport Assets		2 912	3 439	3 997	301	2 042	2 998	(956)	-31,9%	3 997
Transport Assets		2 912	3 439	3 997	301	2 042	2 998	(956)	-31,9%	3 997
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Living resources		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Total Repairs and Maintenance Expenditure	1	23 334	31 384	22 160	1 208	12 306	16 348	4 042	24,7%	22 160

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Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands	1									

WC022 Witzenberg - Supporting Table SC13d Monthly Budget Statement - depreciation by asset class -

Description	Ref	Budget Year 2024/25								
		2023/24 Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
Depreciation by Asset Class/Sub-class										
Infrastructure	1	23 499	38 394	38 394	-	-	28 795	(28 795)	-100,0%	38 394
Roads Infrastructure		6 188	4 758	4 758	-	-	3 568	(3 568)	-100,0%	4 758
Roads		6 188	558	558	-	-	418	(418)	-100,0%	558
Road Structures		-	2 100	2 100	-	-	1 575	(1 575)	-100,0%	2 100
Road Furniture		-	2 100	2 100	-	-	1 575	(1 575)	-100,0%	2 100
Storm water Infrastructure		2 432	2 091	2 091	-	-	1 568	(1 568)	-100,0%	2 091
Drainage Collection		2 432	507	507	-	-	380	(380)	-100,0%	507
Storm water Conveyance		-	1 077	1 077	-	-	808	(808)	-100,0%	1 077
Attenuation		-	507	507	-	-	380	(380)	-100,0%	507
Electrical Infrastructure		3 813	3 912	3 912	-	-	2 934	(2 934)	-100,0%	3 912
HV Substations		-	474	474	-	-	356	(356)	-100,0%	474
HV Switching Station		-	474	474	-	-	356	(356)	-100,0%	474
HV Transmission Conductors		-	474	474	-	-	356	(356)	-100,0%	474
MV Substations		-	474	474	-	-	356	(356)	-100,0%	474
MV Switching Stations		-	474	474	-	-	356	(356)	-100,0%	474
MV Networks		3 357	591	591	-	-	444	(444)	-100,0%	591
LV Networks		457	474	474	-	-	356	(356)	-100,0%	474
Capital Spares		-	474	474	-	-	356	(356)	-100,0%	474
Water Supply Infrastructure		6 066	5 434	5 434	-	-	4 076	(4 076)	-100,0%	5 434
Dams and Weirs		-	407	407	-	-	305	(305)	-100,0%	407
Boreholes		68	407	407	-	-	305	(305)	-100,0%	407
Reservoirs		873	407	407	-	-	305	(305)	-100,0%	407
Pump Stations		439	407	407	-	-	305	(305)	-100,0%	407
Water Treatment Works		-	407	407	-	-	305	(305)	-100,0%	407
Bulk Mains		-	100	100	-	-	75	(75)	-100,0%	100
Distribution		4 686	1 100	1 100	-	-	825	(825)	-100,0%	1 100
Distribution Points		-	1 100	1 100	-	-	825	(825)	-100,0%	1 100
PRV Stations		-	1 100	1 100	-	-	825	(825)	-100,0%	1 100
Sanitation Infrastructure		4 512	5 559	5 559	-	-	4 169	(4 169)	-100,0%	5 559
Pump Station		137	100	100	-	-	75	(75)	-100,0%	100
Reticulation		137	1 200	1 200	-	-	900	(900)	-100,0%	1 200
Waste Water Treatment Works		4 130	1 200	1 200	-	-	900	(900)	-100,0%	1 200
Outfall Sewers		-	1 200	1 200	-	-	900	(900)	-100,0%	1 200
Toilet Facilities		-	1 859	1 859	-	-	1 394	(1 394)	-100,0%	1 859
Capital Spares		108	-	-	-	-	-	-	-	-
Solid Waste Infrastructure		334	16 640	16 640	-	-	12 480	(12 480)	-100,0%	16 640
Landfill Sites		302	15 000	15 000	-	-	11 250	(11 250)	-100,0%	15 000
Waste Transfer Stations		-	328	328	-	-	246	(246)	-100,0%	328
Waste Processing Facilities		-	328	328	-	-	246	(246)	-100,0%	328
Waste Drop-off Points		31	328	328	-	-	246	(246)	-100,0%	328
Waste Separation Facilities		-	328	328	-	-	246	(246)	-100,0%	328
Electricity Generation Facilities		-	328	328	-	-	246	(246)	-100,0%	328
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		153	-	-	-	-	-	-	-	-
Data Centres		153	-	-	-	-	-	-	-	-
Community Assets		2 940	3 527	3 527	-	-	2 645	(2 645)	-100,0%	3 527
Community Facilities		1 014	2 079	2 079	-	-	1 559	(1 559)	-100,0%	2 079
Halls		-	1 422	1 422	-	-	1 066	(1 066)	-100,0%	1 422
Centres		299	-	-	-	-	-	-	-	-
Fire/Ambulance Stations		12	-	-	-	-	-	-	-	-
Libraries		199	385	385	-	-	289	(289)	-100,0%	385
Cemeteries/Crematoria		5	13	13	-	-	9	(9)	-100,0%	13
Public Open Space		7	260	260	-	-	195	(195)	-100,0%	260
Public Ablution Facilities		408	-	-	-	-	-	-	-	-
Markets		83	-	-	-	-	-	-	-	-
Airports		1	-	-	-	-	-	-	-	-
Sport and Recreation Facilities		1 926	1 448	1 448	-	-	1 086	(1 086)	-100,0%	1 448
Outdoor Facilities		1 926	1 448	1 448	-	-	1 086	(1 086)	-100,0%	1 448
Heritage assets		-	-	-	-	-	-	-	-	-
Investment properties		409	742	742	-	-	556	(556)	-100,0%	742
Revenue Generating		-	371	371	-	-	278	(278)	-100,0%	371
Improved Property		-	185	185	-	-	139	(139)	-100,0%	185
Unimproved Property		-	185	185	-	-	139	(139)	-100,0%	185
Non-revenue Generating		409	371	371	-	-	278	(278)	-100,0%	371
Improved Property		409	185	185	-	-	139	(139)	-100,0%	185
Unimproved Property		-	185	185	-	-	139	(139)	-100,0%	185
Other assets		1 653	-	-	-	-	-	-	-	-
Operational Buildings		1 653	-	-	-	-	-	-	-	-
Municipal Offices		1 604	-	-	-	-	-	-	-	-
Workshops		49	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-

Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands	1									
Intangible Assets		12	128	128	-	-	96	(96)	-100,0%	128
Licences and Rights		12	128	128	-	-	96	(96)	-100,0%	128
Water Rights		-	17	17	-	-	13	(13)	-100,0%	17
Computer Software and Applications		12	111	111	-	-	83	(83)	-100,0%	111
Computer Equipment		669	2 373	2 373	-	-	1 780	(1 780)	-100,0%	2 373
Computer Equipment		669	2 373	2 373	-	-	1 780	(1 780)	-100,0%	2 373
Furniture and Office Equipment		834	630	630	-	-	473	(473)	-100,0%	630
Furniture and Office Equipment		834	630	630	-	-	473	(473)	-100,0%	630
Machinery and Equipment		2 221	1 505	1 505	-	-	1 129	(1 129)	-100,0%	1 505
Machinery and Equipment		2 221	1 505	1 505	-	-	1 129	(1 129)	-100,0%	1 505
Transport Assets		2 005	6 921	6 921	-	-	5 191	(5 191)	-100,0%	6 921
Transport Assets		2 005	6 921	6 921	-	-	5 191	(5 191)	-100,0%	6 921
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Living resources		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Total Depreciation	1	34 241	54 219	54 219	-	-	40 664	40 664	100,0%	54 219

WC022 Witzenberg - Supporting Table SC13e Monthly Budget Statement - capital expenditure on upgrading of existing assets by asset class -

Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
1										
Capital expenditure on upgrading of existing assets by Asset Class/Sub-class										
Infrastructure		24 326	48 721	33 757	999	8 544	17 640	(9 096)	-51,6%	33 757
Roads Infrastructure		18 633	585	572	(86)	(86)	364	(450)	-123,7%	572
<i>Roads</i>		-	100	87	(86)	(86)	-	(86)		87
<i>Road Structures</i>		18 633	485	485	-	-	364	(364)	-100,0%	485
Storm water Infrastructure		-	450	450	-	-	338	(338)	-100,0%	450
<i>Storm water Conveyance</i>		-	450	450	-	-	338	(338)	-100,0%	450
Electrical Infrastructure		5 693	30 702	15 859	146	1 985	4 281	(2 297)	-53,6%	15 859
<i>HV Substations</i>		1 373	25 000	10 000	-	555	-	555		10 000
<i>MV Substations</i>		1 500	500	920	-	679	690	(11)	-1,6%	920
<i>MV Networks</i>		1 820	1 609	1 309	146	338	982	(644)	-65,6%	1 309
<i>LV Networks</i>		1 000	3 593	3 630	-	413	2 610	(2 197)	-84,2%	3 630
Water Supply Infrastructure		-	3 340	3 233	-	180	2 425	(2 244)	-92,6%	3 233
<i>Water Treatment Works</i>		-	500	500	-	-	375	(375)	-100,0%	500
<i>Distribution</i>		-	2 840	2 733	-	180	2 050	(1 869)	-91,2%	2 733
Sanitation Infrastructure		-	13 643	13 643	939	6 465	10 233	(3 767)	-36,8%	13 643
<i>Waste Water Treatment Works</i>		-	13 643	13 643	939	6 465	10 233	(3 767)	-36,8%	13 643
Solid Waste Infrastructure		-	-	-	-	-	-	-		-
Rail Infrastructure		-	-	-	-	-	-	-		-
Coastal Infrastructure		-	-	-	-	-	-	-		-
Information and Communication Infrastructure		-	-	-	-	-	-	-		-
Community Assets		3 865	100	500	-	-	-	-	-	500
Community Facilities		828	100	-	-	-	-	-		-
<i>Cemeteries/Crematoria</i>		-	100	-	-	-	-	-		-
<i>Markets</i>		828	-	-	-	-	-	-		-
Sport and Recreation Facilities		3 037	-	500	-	-	-	-		500
<i>Outdoor Facilities</i>		3 037	-	500	-	-	-	-		500
Heritage assets		-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-		-
Non-revenue Generating		-	-	-	-	-	-	-		-
Other assets		-	600	1 020	-	390	765	(375)	-49,1%	1 020
Operational Buildings		-	600	1 020	-	390	765	(375)	-49,1%	1 020
<i>Municipal Offices</i>		-	300	720	-	108	540	(432)	-80,0%	720
<i>Workshops</i>		-	300	300	-	282	225	57	25,3%	300
Housing		-	-	-	-	-	-	-		-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Intangible Assets		-	200	200	-	-	150	(150)	-100,0%	200
Licences and Rights		-	200	200	-	-	150	(150)	-100,0%	200
<i>Computer Software and Applications</i>		-	200	200	-	-	150	(150)	-100,0%	200
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	28 191	49 621	35 477	999	8 934	18 555	9 621	51,9%	35 477

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
08/2/22/75	Supply and delivery of Carry-all trailer with power rodder, rods and associated fittings	01-Apr-2025

The following competitive bids are currently in the advertisement stage:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/22/39	Supply and delivery of new sewer pumps for Witzenberg Municipality	10-Apr-2025
08/2/22/65	Supply, delivery & offloading of Non-perishable food	04-Apr-2025
08/2/22/68	Supply and delivery of meter reading equipment and software (inclusive of support services)	10-Apr-2025
08/2/22/69	Supply and delivery of a portable electrical cable fault locator equipment	04-Apr-2025
08/2/22/76	Leasing of office space to Witzenberg Municipality in Ceres	24-Apr-2025

3.2.1.2 Evaluation stage:

The following competitive bids are currently in the evaluation stage:

3.2 VOORSIENINGSKANAAL BESTUUR**3.2.1 Aanvraag en Verkryging****3.2.1.1 Adverteringsfase**

Die volgende formele geskrewe pryskwotasies is tans in die adverteringsfase nie.

Die volgende mededingende tenders is tans in die adverteringsfase:

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/21/09	Provision of services as an Implementing agent for specified human settlement projects in the Witzenberg Municipal area	03-Dec-2024	Awaiting	C Mackenzie
08/2/21/16	Supply and delivery of Electrical Equipment	03-Oct-2024	21-Nov-2024 28-Mar-2025 BEC held, referred back to user department	V Dyusha
08/2/21/43	Revenue Enhancement Services	14-Mar-2025	Awaiting	V Dyusha
08/2/21/82	Electrical and mechanical maintenance of water and sewer pump stations, treatment works and related infrastructure in Witzenberg area	24-Jan-2025	07-Mar-2025 Referred Back	N Jacobs
08/2/22/02	Maintenance of Water Meters in The Witzenberg Area, Construction of Meter Boxes (New and Repair Vandalised)	27-Mar-2025	Awaiting	N Jacobs
08/2/22/09	Supply, Upgrade And Replacement Of Sewer Networks In The Witzenberg Area	27-Mar-2025	Awaiting	N Jacobs
08/2/22/40	Maintenance & Upgrading of Municipal Geographic Information System	24-Jan-2024	Awaiting	H Taljaard
08/2/22/41	Supply and delivery of process Aerator mixers for Witzenberg municipality	25-Mar-2025	Awaiting	N Jacobs
08/2/22/51	Supply and delivery of polymer concrete manhole covers and frames, ductile iron manhole covers and frames, kerbing and channelling, concrete slabs and concrete bollards, concrete bricks and pavers and clay pavers	28-Mar-2025	Awaiting	E Lintnaar

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/22/52	Road Markings In The Witzenberg Municipal Area	28-Mar-2025	Awaiting	E Lintnaar
08/2/22/55	Construction of Community Library, N'duli, Ceres	14-Mar-2025	Awaiting	J Stuurman
08/2/22/62	Streets And Stormwater Maintenance In Witzenberg Municipal Area	28-Mar-2025	Awaiting	E Lintnaar
08/2/22/73	Supply and delivery of Christmas motif lights and accessories	25-Mar-2025	Awaiting	V Dyusha

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
08/2/22/05	Facilitation of a Business Management Programme & Capacity Building for SMME's (Re-Advertisement)	29-Jan-2024	31-Jan-2025	R Fick
08/2/22/11	Clearing of overgrown erven in the Witzenberg Municipal area	25-Sep-2024	27-Sep-2024	H Truter
08/2/22/47	Supply and installation of new aluminium windows and doors for Witzenville community hall, Tulbagh (Re-advertisement)	24-Mar-2024	26-Mar-2024	H Truter
08/2/22/63	Supply, delivery and installation of Vinyl flooring at Witzenberg municipal offices	18-Mar-2025	Awaiting	C Stevens
08/2/22/67	Supply and delivery of 3phase 160a four quadrant direct connected energy meters and standalone GPRS LTE/ 3g/ 4cr modems	20-Mar-2025	Awaiting	V Dyusha
08/2/22/70	Repairs to two (2) Tractor Loader Backhoes (TLBs or digger loaders)	13-Mar-2025	28-Mar-2025	O Gatyene
08/2/22/74	Supply and delivery of Laptops	19-Mar-2025	24-Mar-2025	R Rhode
08/2/22/77	Clearing of alien vegetation in Ceres nature reserve and Dwarsriver for a period ending 30 June 2025	31-Mar-2024	Awaiting	H Truter

3.2.1.3 Adjudication stage

The following competitive bids are currently in the adjudication stage:

3.2.1.3 Toekenningsfase:

Die volgende mededingende tenders is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/19/39	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
08/2/22/17	Invitation for Long Term Borrowings	09-Oct-2024	16-Jan-2025	-
08/2/22/27	Hiring of double Axle combination vacuum and jetting truck and 12000 litre super sucker vacuum truck	15-Nov-2024	05-Feb-2025 06-Mar-2025	07-Mar-2025

3.2.1.4 Bids awarded

The following bids were awarded by the Bid Adjudication Committee during the month of March 2025:

3.2.1.4 Tenders toegeken

Die volgende tenders was toegeken deur die Tender Toekenningskomitee gedurende Maart 2025:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Estimated Value (incl. VAT)
08/2/22/16	17-Mar-2025	Chemtoll (Pty) Ltd	Supply, delivery and off-loading of calcium hypochlorite and water purification Lime Cluster 1: Calcium Hypochloride	Bidder scored the highest total points	Based on tendered rates not exceeding R 5 000 000.00
		2ACS Services (Pty) Ltd	Cluster 2: Water Purification Lime	Bidder scored the highest total points	Based on tendered rates not exceeding R 500 000.00

The following bids were awarded by the Accounting Officer during the month of March 2025:

Die volgende tenders was toegeken deur die Rekenpligtige Beampte gedurende Maart 2025:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Estimated Value (incl. VAT)
08/2/22/29	04-Mar-2025	VE Reticulation (PTY) Ltd	Upgrade of Ceres 11KV switching substation	Bidder scored the highest total points	R 22 720 985.36

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

The following bids were cancelled during March 2025:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/21/51	20-Mar-2025	Clearing Of Alien Vegetation In Witzenberg Municipal Area	In terms of paragraph 67 (1) (d) of Council's SCM Policy due to the fact that there is a material irregularity in the tender process.

3.2.1.5 Paragraaf 13 (1): Kansellasië en her-uitnodiging van tenders

Die volgende tenders was gekanselleer gedurende Maart 2025:

3.2.1.6 Paragraph 19 (1) I and 19 (2): Written price quotations

The following written price quotations were approved during the month of March 2025:

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
186954	04/03/2025	Sondlo & Knopp Advertising	Publish Notice: Advertisement of Bids	Lowest responsive quotation	R 20 063.27 (Incl. VAT)	Chief Financial Officer
187120	13/03/2025	Tjeka Training Matters	Service Provider for Confined Space Training	Only responsive quotation	R 26 128.00 (Incl. VAT)	Chief Financial Officer
187121	14/03/2025	Sondlo & Knopp Advertising	Publish Notice: Advertisement of Various Positions	Only responsive quotation	R 11 081.88 (Incl. VAT)	Chief Financial Officer

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

Die volgende geskrewe prys kwotasies was goedgekeur gedurende Maart 2025:

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 March 2025:

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
08/2/22/54	27-Mar-2025	Brand Universe (Pty) Ltd	Supply And Delivery Of Promotional Items	Bidder scored the highest total points	R168 237.60	Acting Director: Technical Services

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 Maart 2025:

3.2.1.8 Appeals

The following were lodged or dealt with by the Accounting Officer during the month of March 2025:

Bid ref number	Date of appeal	Name of supplier that bid was awarded to	Brief description of services	Status	Amount (Incl. VAT)	Appellant	Reason for Appeal
NONE							

3.2.1.8 Appelle

Die volgende is ontvang of was hanteer deur die Rekenpligtige beampte gedurende Maart 2025:

3.2.1.9 Deviations**3.2.1.9 Afwykings**

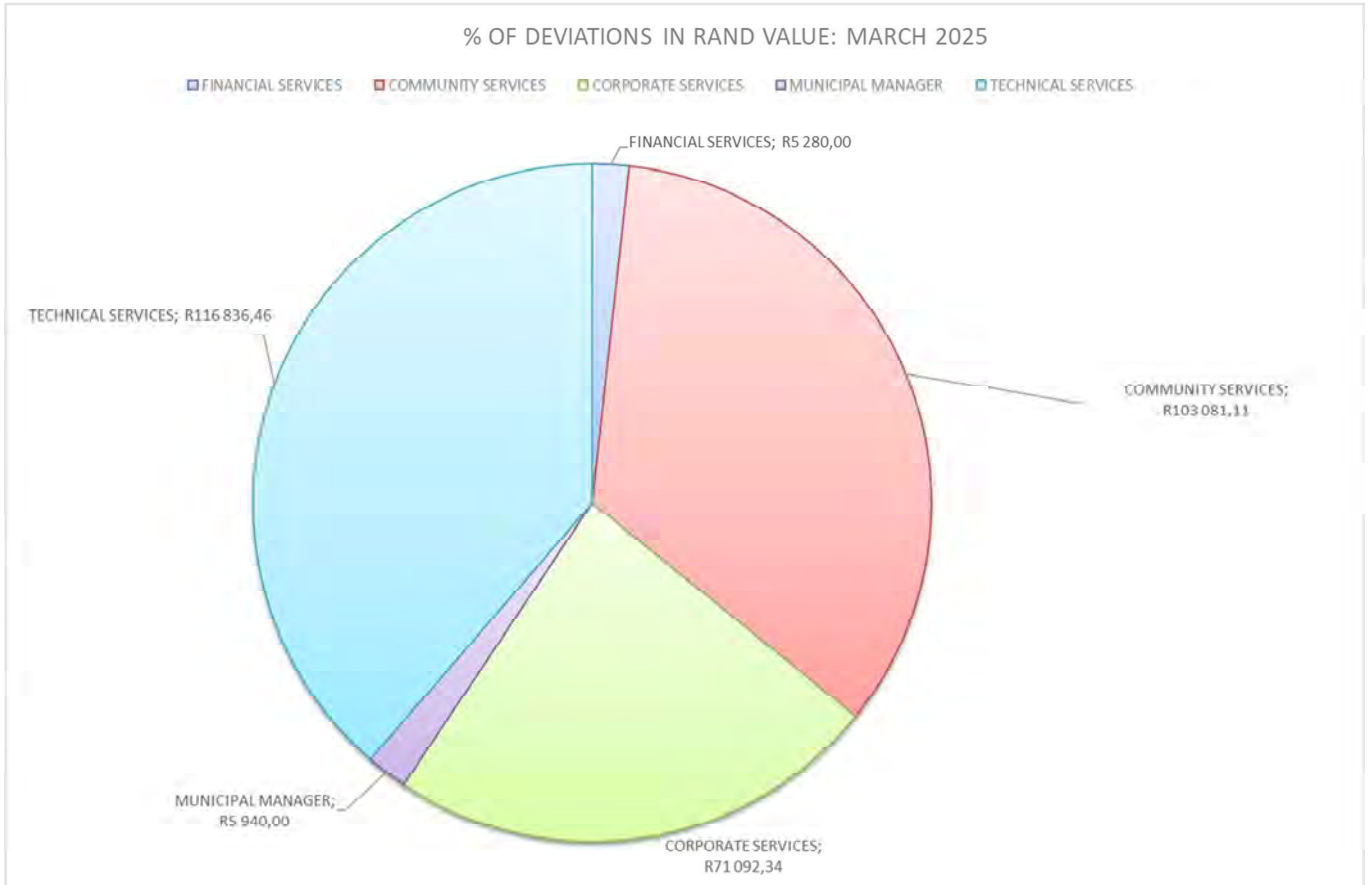
The following table contains the actuals against approved deviations by the Accounting Officer for the month of March 2025 which totals R 302 229

Die volgende tabel bevat die werklike uitgawes teen goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Maart 2025 wat beloop op die totaal van R 302 229

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
03-Mar-25	Witzenberg Herald	Publish Notice: Preliminary planning for Tulbagh Public Transport Facility	Impractical	186928	5 544,00
06-Mar-25	RSL Plumbing & Maintenance (PTY) Ltd	Plumbing work: Lyell Street Sportsfield	Emergency	186939	14 478,50
06-Mar-25	Total Computer Services	Traffic Contravention Management License Fee until June 2025	Single supplier	186985	53 669,72
07-Mar-25	Witzenberg Herald	Publish Notice: Preliminary planning for Tulbagh Public Transport Facility	Impractical	187014	4 544,00
12-Mar-25	Witzenberg Herald	Publish Notice: Municipal auction 26 March 2025	Single supplier	187069	5 280,00
12-Mar-25	South African Music Rights Organisation NPC (SAMRO)	Performing rights fees	Single supplier	187070	88 602,61
18-Mar-25	De Kock & Cronje (PTY) Ltd	Emergency works at Bon Chretien 11kV switching substation	Emergency	187177	106 748,46
19-Mar-25	Ceres Alarms	Repair of faulty alarm system: Main Building Ceres	Single supplier	187182	14 782,62
20-Mar-25	Witzenberg Herald	Publish Notice: Rescheduling of Council meeting to 31 Mar 2025	Single supplier	187224	2 640,00
27-Mar-25	Witzenberg Herald	Publish Notice: Sale of Immovable property	Single supplier	187271	5 940,00

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
Jan 2025	R 1 691 754	R 23 448 481	7.21%
Feb 2025	R 74 204	R 22 285 812	0.33%
Mar 2025	R 302 229	R 31 636 935	0.96%

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	Jan 2025	Feb 2025	Mar 2025
Value of inventory at hand	R 21 027 563	R 18 504 110,22	R 17 967 202,58
Turnover rate of total value of inventory	0.95	0.99	0.86
Date of latest stores reconciliation	31 Mar 2025		
Date of last stock count	19 Mar 2025		
Date of next stock count	27 Jun 2025		

Cash Flow Forecast

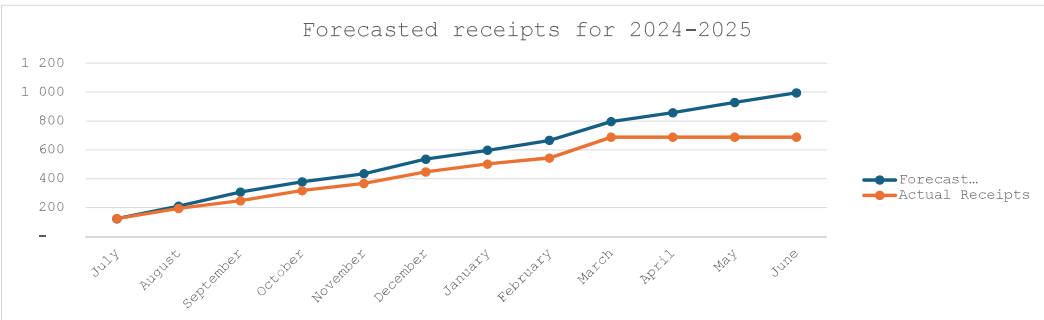
Current commitments against cash

Cash Book Balance plus Investments	R 265 140 057
Total Commitments	(R186 974 876)
Unspent Grants	(R34 316 091)
Eskom Account	(R45 441 433)
Consumer Deposits	(R11 121 455)
Provision for Rehabilitation	(R19 142 364)
Working Capital Requirement	(R17 558 940)
Payables & Accruals	(R28 352 642)
Provision Current Employee Benefits	(R31 041 951)
Uncommitted Cash Balance	R 78 165 181

The estimated cost coverage ratio is as follow

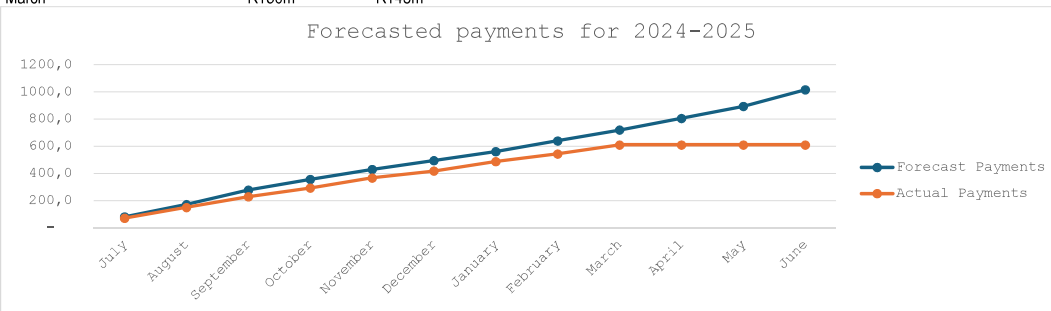
	Current
Cash and Cash Equivalents	R 265 140 057
Less Unspent Grants	R 34 316 091
Estimated Average fixed cost per month	R 71 178 032
Ratio	3,24

The ratio indicates that the municipality has sufficient cash available to cover its fixed cost for the next 3,24 months. The acceptable norm is 3 months



It is estimated that cash receipts will amount to R1000 m for the 2024-2025 Financial Year
The performance of actual receipts against projected receipts for the month can be summarised as follow

Month	Projected Receipts	Actual Receipts
January	R61m	R55m
February	R69m	R41m
March	R130m	R145m



It is estimated that cash payments will amount to R1024 m for the 2024-2025 Financial Year
The performance of actual payments against projected payments for the month can be summarised as follow

Month	Projected Payments	Actual payments
January	R66m	R69m
February	R79m	R57m
March	R80m	R66m

WC022 - 09 - MONTHLY SECTION 71 REPORT - MARCH 2025

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 2024 (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 2025	Unspent 2025 (Payable)	Unpaid 2025 (Receivable)	Current Year Allocation	
	R	R	R	R	R	R	R	R	(DORA) Allocation Division of Revenue Amendment	Not Yet Received
National Government Grants										
Finance Management Grant	-	1 600 000	-	(1 295 128)	-	304 872	304 872	-	1 600 000	-
Municipal infrastructure Grant	59 596	25 595 000	(50 948)	-	(17 372 578)	8 231 070	8 231 070	-	25 630 000	35 000
Regional Bulk Infrastructure Grant (DWAF)	548 655	-	(49 391)	-	-	499 264	499 264	-	-	-
Integrated National Electricity Program	122 359	-	-	-	-	122 359	122 359	-	-	-
Equitable share	-	144 790 000	-	(144 790 000)	-	-	-	-	145 706 000	916 000
Department of Rural Development	471 155	-	-	-	-	471 155	471 155	-	-	-
Expanded Public Works Programme	(198 128)	1 559 000	-	(1 722 682)	-	(361 810)	-	361 810	1 559 000	-
Neighbourhood Development Plan	-	-	-	-	-	-	-	-	-	-
Water Service Infrastructure Grant	-	15 000 000	(5 000)	-	(7 009 612)	7 985 388	7 985 388	-	15 000 000	-
Municipal Water Infrastructure	-	-	-	-	-	-	-	-	-	-
Energy Efficiency and Demand-Side Management Grant	-	3 500 000	-	-	-	3 500 000	3 500 000	-	3 500 000	-
Municipal Disaster Relief Grant	-	3 612 000	-	-	-	3 612 000	3 612 000	-	-	(3 612 000)
Provincial Government Grants										
Library services	-	3 560 000	-	(2 530 794)	-	1 029 206	1 029 206	-	10 683 000	7 123 000
CDW	50 948	132 000	-	(45 184)	-	137 764	137 764	-	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	49 391	249 000	-	-	-	298 391	298 391	-	249 000	-
Human Settlement Development	-	-	-	-	-	-	-	-	23 264 000	23 264 000
Fire Service Capacity Building Grant	10 013	-	-	-	-	10 013	10 013	-	-	-
Capacity Building (Internship)	155 000	-	-	-	-	155 000	155 000	-	-	-
Municipal Infrastructure	(206 126)	-	-	-	-	(206 126)	-	206 126	-	-
Financial Management Support	-	400 000	-	-	-	400 000	400 000	-	150 000	(250 000)
Maintenance and Construction of Transport Infrastructure	(5 061 033)	5 359 144	-	-	-	298 111	298 111	-	1 375 000	(3 984 144)
Local Government Support Grant	-	-	-	-	-	-	-	-	-	-
Regional Social Economical Program	-	-	-	-	-	-	-	-	-	-
Local Government Employment Grant	-	-	-	-	-	-	-	-	-	-
Municipal Service Delivery & Capacity Building	-	-	-	-	-	-	-	-	-	-
Informal Settlements Upgrading Partnership Grant: Provinces (Beneficiaries)	(4 493 639)	11 585 471	-	(8 521 344)	-	(1 429 512)	-	1 429 512	1 532 000	(10 053 471)
Sport and Recreation	-	-	-	-	-	-	-	-	-	-
Municipal Energy Resilience Grant	-	700 000	-	-	-	700 000	700 000	-	700 000	-
Electronic Case Management Intervention	-	-	-	-	-	-	-	-	-	-
Loadshedding	-	-	-	-	-	-	-	-	-	-
Water Resilience	-	-	-	-	-	-	-	-	-	-
Municipal Service Delivery	-	-	-	-	-	-	-	-	-	-
Acceleration of Housing Delivery	49 391	249 000	-	-	-	298 391	298 391	-	7 788 000	7 539 000
Thusong service centres grant: Sustainability Operational Support Grant	-	-	-	-	-	-	-	-	150 000	150 000
Waste Management Compliance Grant(Boreholes Landfill sites)	-	257 000	-	-	-	257 000	257 000	-	257 000	-
District Municipality										
Parks and recreation	800 001	-	-	-	-	800 001	800 001	-	-	-
Sanitation Infrastructure	-	-	-	-	-	-	-	-	-	-
Planning and Development	100 000	-	-	-	-	100 000	100 000	-	-	-
Infrastructure	300 207	-	-	-	-	300 207	300 207	-	-	-
Covid 19	1 944 236	-	-	-	-	1 944 236	1 944 236	-	-	-
Safety Project	65 935	-	-	-	-	65 935	65 935	-	-	-
OPEX Tourism	-	-	-	-	-	-	-	-	-	-
Safety Implementation Grant	-	36 000	-	-	-	36 000	-	-	-	-
Public Contributions										
Table Mountain - Clearing Alien Vegetation	-	-	-	-	-	-	-	-	-	-
Development Bank of South Africa	-	-	-	-	-	-	-	-	-	-
Nedbank	-	476 273	-	-	-	476 273	476 273	-	-	-
Perdekraal Wind Farm	-	2 000 000	-	-	-	2 000 000	2 000 000	-	300 000	(1 700 000)
Essen Belgium	3 684	315 703	-	-	-	319 387	319 387	-	-	(315 703)
China - Water meters	-	-	-	-	-	-	-	-	-	-
Total	(6 274 784)	220 975 591	(105 339)	(158 905 132)	(24 382 190)	31 308 146	34 316 091	3 043 945	239 575 000	19 111 682

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Revenue in respect of Capital grants only recognised when Capitalisation of related Capital Grant Expenditure is processed. VAT portion recognised on a monthly basis.

31 308 146

Insurance Report -March 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	0	1	3	4
Motor Accident	0	2	2	6	10
Public Liability	0	0	3	17	20
Glass	0	0	0	0	0
Money loss	0	0	0	0	0
	0	2	6	26	34

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

High Value Property Loss/Damage and Motor Accident Claims

Claim Description	Value
Jet Machine CT14428	R 40,000
Storm damage to Storm Water Channel	R 3,195,000

Claims Movement for the Month : March

	Property Loss/damage	Motor Accident	Public Liability	Glass	Money loss
Opening Balance	6	9	25	0	0
New Claims	0	1	0	0	0
Claims Closed	2	0	5	0	0
Closing Balance	4	10	20	0	0

Percentage spent on Capital Expenditure for the period ended: 31 March 2025

	Financial Services	Corporate Services	Community Services	Municipal Manager	Technical Services	Total
Budget	30,000	4,111,800	2,641,112	86,445	79,523,724	86,393,081
Actual	1,447	495,671	821,050	56,445	34,529,212	35,903,826
Percentage	4.82%	12.05%	31.09%	65.30%	43.42%	41.56%
Orders	16,693	355,189	25,726	-	26,474,238	26,871,846
	60.47%	20.69%	32.06%	65.30%	76.71%	72.66%

HJ Kritzinger
CFO

Date
14/04/2025

Signature:



Percentage spent on Preventative and corrective planned Maintenance Expenditure for the period ended: 31 March 2025

	Financial Services	Corporate Services	Community Services	Technical Services	Total
Total Budget	42,190	470,631	1,361,017	13,347,249	15,221,087
Less Repairs & Maintenance on Vehicles	42,190	262,304	721,932	2,970,750	3,997,176
Budget to be used for Measurement (A)	-	208,327	639,085	10,376,499	11,223,911
Total Actual	11,288	249,996	560,913	8,597,188	9,419,385
Less Repairs & Maintenance on Vehicles	11,288	163,264	253,605	1,618,446	2,046,604
Actuals to be used for measurement (B)	-	86,732	307,308	6,978,741	7,372,781
Percentage		41.63%	48.09%	67.26%	65.69%

HJ Kritzinger
CFO

Date
04/04/2025

Signature:



OVERTIME & STANDBY REPORT MARCH 2025

OVERTIME	YTD 2024/25	YTD vs Budget %	Adjusted Budget	Original Budget	Projected	Projected Saving / (Shortfall)	Actual 2023/24
Administration	10,211	74.4%	13,721	13,721	13,615	106	12,528
Cemeteries	234,092	121.0%	193,482	193,482	312,123	-118,641	155,234
Community Halls And Facilities	213,017	55.8%	381,439	381,439	284,023	97,416	320,240
Council Cost	0		0	0	0	0	0
Electricity*	1,484,653	49.2%	3,019,523	3,019,523	1,979,538	1,039,985	2,170,666
Environmental Protection	0		0	0	0	0	0
Fire Protection Services	64,311	258.0%	24,922	24,922	85,748	-60,826	18,683
Housing: Administration	0	0.0%	2,982	2,982	0	2,982	0
Human Resources	1,874		0	0	2,499	-2,499	0
IDP	3,430	49.8%	6,883	6,883	4,574	2,309	13,258
Information Technology	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%	3,658	3,658	0	3,658	0
Marketing & Communications	369,084	74.8%	493,272	493,272	492,112	1,160	435,922
Mechanical Workshop	245,606	69.2%	354,719	354,719	327,475	27,244	296,374
Parks	220,360	88.4%	249,266	249,266	293,814	-44,548	188,391
Performance Management	0		0	0	0	0	0
Pine Forest*	553,974	71.3%	777,271	777,271	738,632	38,639	659,857
Project Management	0		0	0	0	0	0
Property & Legal Services	0		0	0	0	0	0
Public Toilets	119,235	90.7%	131,494	131,494	158,980	-27,486	136,351
Recreational Land	265,166	87.2%	304,156	304,156	353,555	-49,399	269,255
Roads	203,281	55.7%	364,774	364,774	271,042	93,732	334,875
Sewerage	1,798,418	52.5%	3,427,782	3,427,782	2,397,891	1,029,891	2,579,774
Social & Welfare Services	3,238	55.8%	5,801	1,801	4,318	1,483	3,389
Solid Waste*	1,714,759	66.6%	2,574,555	2,574,555	2,286,345	288,210	2,326,132
Stormwater Management	128,005	43.6%	293,855	293,855	170,673	123,182	206,319
Supply Chain Management	104,577	84.3%	123,986	123,986	139,436	-15,450	89,348
Swimming Pools	90,491	89.6%	101,018	101,018	120,655	-19,637	100,085
Thusong Centre	0		0	0	0	0	0
Town Secretary	2,189	686.2%	319	319	2,918	-2,599	1,043
Traffic	3,806,735	76.2%	4,994,053	4,994,053	5,075,647	-81,594	4,424,660
Treasury*	114,610	48.3%	237,102	237,102	152,813	84,289	164,336
Vehicle Licensing & Testing	367,732	97.9%	375,598	375,598	490,309	-114,711	380,508
Water Distribution	1,346,589	49.8%	2,702,500	2,702,500	1,795,452	907,048	2,045,934
TOTAL OVERTIME	13,465,638	63.6%	21,158,131	21,154,131	17,954,183	3,203,948	17,333,164

STANDBY	YTD 2024/25	YTD vs Budget %	Adjusted Budget	Original Budget	Projected	Projected Saving / (Shortfall)	Actual 2023/24
Administration	16,715	115.2%	14,508	14,508	22,287	-7,779	17,070
Cemetries	95,087	87.5%	108,673	108,673	126,782	-18,109	96,128
Community Halls And Facilities	85,344	54.7%	156,001	156,001	113,792	42,209	127,781
Council Cost	0		0	0	0	0	0
Electricity*	398,519	67.6%	589,587	589,587	531,359	58,228	526,278
Enviromental Protection	0		0	0	0	0	0
Fire Protection Sevices	720,329	65.9%	1,092,585	1,092,585	960,439	132,146	955,372
Housing: Administration	17,042	65.0%	26,237	26,237	22,723	3,514	14,848
Human Resources	0		0	0	0	0	0
IDP	0		0	0	0	0	0
Information Tecnology	41,884	62.9%	66,629	66,629	55,846	10,783	57,974
Internal Audit	0		0	0	0	0	0
L E D	0		0	0	0	0	0
Library Services	3,978	96.2%	4,136	4,136	5,304	-1,168	4,181
Marketing & Communications	0		0	0	0	0	0
Mechanical Workshop	115,441	71.7%	160,916	160,916	153,922	6,994	143,448
Parks	152,295	64.3%	236,975	236,975	203,061	33,914	197,997
Performance Management	0		0	0	0	0	0
Pine Forest*	138,370	100.7%	137,366	137,366	184,493	-47,127	134,057
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	165,359	74.8%	221,215	221,215	220,479	736	193,214
Roads	190,518	50.0%	381,069	381,069	254,024	127,045	363,508
Sewerage	461,210	66.4%	694,523	694,523	614,947	79,576	560,270
Social & Welfare Services	0		0	0	0	0	0
Solid Waste*	65,515	45.4%	144,348	144,348	87,353	56,995	124,576
Stormwater Management	113,136	45.3%	249,921	249,921	150,849	99,072	214,594
Supply Chain Management	40,629	64.1%	63,339	63,339	54,172	9,167	57,300
Swimming Pools	10,673	99.3%	10,750	10,750	14,231	-3,481	6,243
Thusong Centre	0		0	0	0	0	0
Town Secretary	0		0	0	0	0	0
Traffic	1,216,657	75.7%	1,607,692	1,607,692	1,622,210	-14,518	1,431,510
Treasury*	43,624	61.8%	70,539	70,539	58,165	12,374	61,487
Vehicle Licensing & Testing	126,912	71.6%	177,155	177,155	169,216	7,939	160,741
Water Distribution	391,455	68.6%	570,884	570,884	521,940	48,944	478,657
TOTAL STANDBY	4,610,695	68.0%	6,785,048	6,785,048	6,147,593	637,455	5,927,235




QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that the monthly in year monitoring reports for the month of March 2025 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:





**Monthly Budget Statement Report
Section 71 for April 2025**

**Financial data is in respect of the period
1 July 2024 to 30 April 2025**

Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, spending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

2.3 Monthly budget statements

In terms of Section 71 of the MFMA the accounting officer must prepare monthly budget statements that comply with this section. This section read as follows:

"71. (1) *The accounting officer of a municipality must by no later than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget reflecting the following particulars for that month and for the financial year up to the end of that month:*

- (a) *Actual revenue, per revenue source;*
- (b) *actual borrowings;*
- (c) *actual expenditure, per vote;*
- (d) *actual capital expenditure, per vote;*
- (e) *the amount of any allocations received;*
- (f) *actual expenditure on those allocations, excluding expenditure on—*
 - (i) *its share of the local government equitable share; and*
 - (ii) *allocations exempted by the annual Division of Revenue Act from compliance with this paragraph; and*
 - (g) *when necessary, an explanation of—*
 - (i) *any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote;*
 - (ii) *any material variances from the service delivery and budget implementation plan; and*
 - (iii) *any remedial or corrective steps taken or to be taken to ensure that projected revenue and expenditure remain within the municipality's approved budget.*

(2) *The statement must include—*

- (a) *a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and*
- (b) *the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).*

(3) *The amounts reflected in the statement must in each case be compared with the corresponding amounts budgeted for in the municipality's approved budget.*

(4) *The statement to the provincial treasury must be in the format of a signed document and in electronic format.*

(5) *The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any particular month must, by no later than 10 working days after*

2.3 Maandelikse begroting state

In terme van Artikel 71 van die MFMA die rekenpligtige beampte moet 'n maandelikse begroting state wat voldoen aan hierdie artikel. Hierdie artikel lees soos volg:

"71. (1) *Die rekenpligtige beampte van 'n munisipaliteit moet nie later as 10 werk dae na die einde van elke maand aan die burgemeester van die munisipaliteit en die betrokke Provinsiale Tesourie 1 verklaring in die voorgeskrewe formaat oor die toestand van die munisipaliteit se begroting wat die volgende besonderhede vir die maand en vir die finansiële jaar tot die einde van die maand:*

- (a) *werklike inkomste per bron van inkomste;*
- (b) *werklike lenings;*
- (c) *die werklike uitgawes per stem;*
- (d) *die werklike kapitaalbesteding, per stem;*
- (e) *die bedrag van enige toekennings ontvang;*
- (f) *die werklike uitgawes op daardie toekennings, uitgesluit besteding op*
 - (i) *sy deel van die plaaslike regering billike deel;*
 - (ii) *toekennings vrygestel is by die jaarlikse Verdeling van Inkomste van die nakoming van hierdie paragraaf, en*
 - (g) *wanneer dit nodig is, 'n verduideliking van—*
 - (i) *enige wesenlike afwykings van die munisipaliteit se geprojekteerde inkomste deur die bron, en van die munisipaliteit se uitgawe projeksies per stem;*
 - (ii) *enige wesenlike afwykings van die dienslewering en begrotings implementeringsplan;*
 - (iii) *enige remediërende of korrektiewe stappe geneem is of geneem word om te verseker dat die geprojekteerde inkomste en uitgawes in die munisipaliteit se goedgekeurde begroting bly.*

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

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

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

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

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

the end of that month, submit that part of the statement reflecting the particulars referred to in subsection (1)(e) and (f) to the national or provincial organ of state or municipality which transferred the allocation.

einde van die maand, moet daardie deel van die verklaring wat die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra

(6) The provincial treasury must by no later than 22 working days after the end of each month submit to the National Treasury a consolidated statement in the prescribed format on the state of the municipalities' budgets, per municipality and per municipal entity.

(6) Die Provinsiale Tesourie moet nie later nie as 22 werksdae na die einde van elke maand aan die Nasionale Tesourie 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van die munisipaliteite se begrotings, per munisipaliteit en per munisipale entiteit.

(7) The provincial treasury must, within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities' budgets per municipality and per municipal entity. The MEC for finance must submit such consolidated statement to the provincial legislature no later than 45 days after the end of each quarter."

(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

A MAYOR'S REPORT

Credit control for various reasons remains a challenge for the municipality.

The monthly billing was also done as scheduled and during this process 20 546 accounts amounting to R62.3 million was printed and distributed to consumers. The prepaid electricity sales amounted to R7.2 million in comparison to sales of R7 million for the same month during the prior financial year.

The indigent cost to the municipality for the month amounts to R 2.402 million in comparison to the prior month figure of R 2.411 million

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 2025 an amount of R 268 612 was recovered on this basis.

The municipality issued orders to the value of R 21.7 million of which R 54 thousand was in terms of deviations.

The municipality currently has R 137 million in its primary bank account and R 100 million in investments. The bank balance at the end of the previous month was R 94,6 million with R 170 million in investments.

The calculated cost coverage ratio of the municipality as at the end of April 2025 is 2.92 months.

B RECOMMENDATION

It is recommended that council take cognisance of the monthly financial report and supporting documents of April 2025.

C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

A BURGEMEESTERS VERSLAG

Kredietbeheer bly 'n uitdaging vir die munisipaliteit as gevolg van verskillende redes.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 20 546 rekeninge ten bedrae van R62.3 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R7.2 miljoen en was R7 miljoen vir dieselfde maand gedurende die vorige finansiële jaar.

Die deernis subsidies vir die maand beloop R 2.402 miljoen in vergelyking met die vorige maand syfer van R 2.411 miljoen.

Die opgehoopde debiteure verhalings 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 finansiële jaar.

As 'n addisionele kredietbeheer meganisme is 'n aftrekking van 30% op alle voorafbetaalde kragaankope ten opsigte van agterstallige skuld vanaf 20 Desember 2023 geïmplementeer. Vir die maand van April 2025 is 'n bedrag van R 268 612 op hierdie wyse ingevorder.

Bestellings ter waarde van R 21.7 miljoen uitgereik, waarvan R 54 duisend ten opsigte van afwykings is.

Die munisipaliteit het R 137 miljoen in die primêre bankrekening met R 100 miljoen in beleggings. Die bankbalans aan die einde van die vorige maand was R 94,6 miljoen met R 170 miljoen in beleggings.

Die berekende koste dekking verhouding van die munisipaliteit soos aan die einde van April 2025 is 2.92 maande.

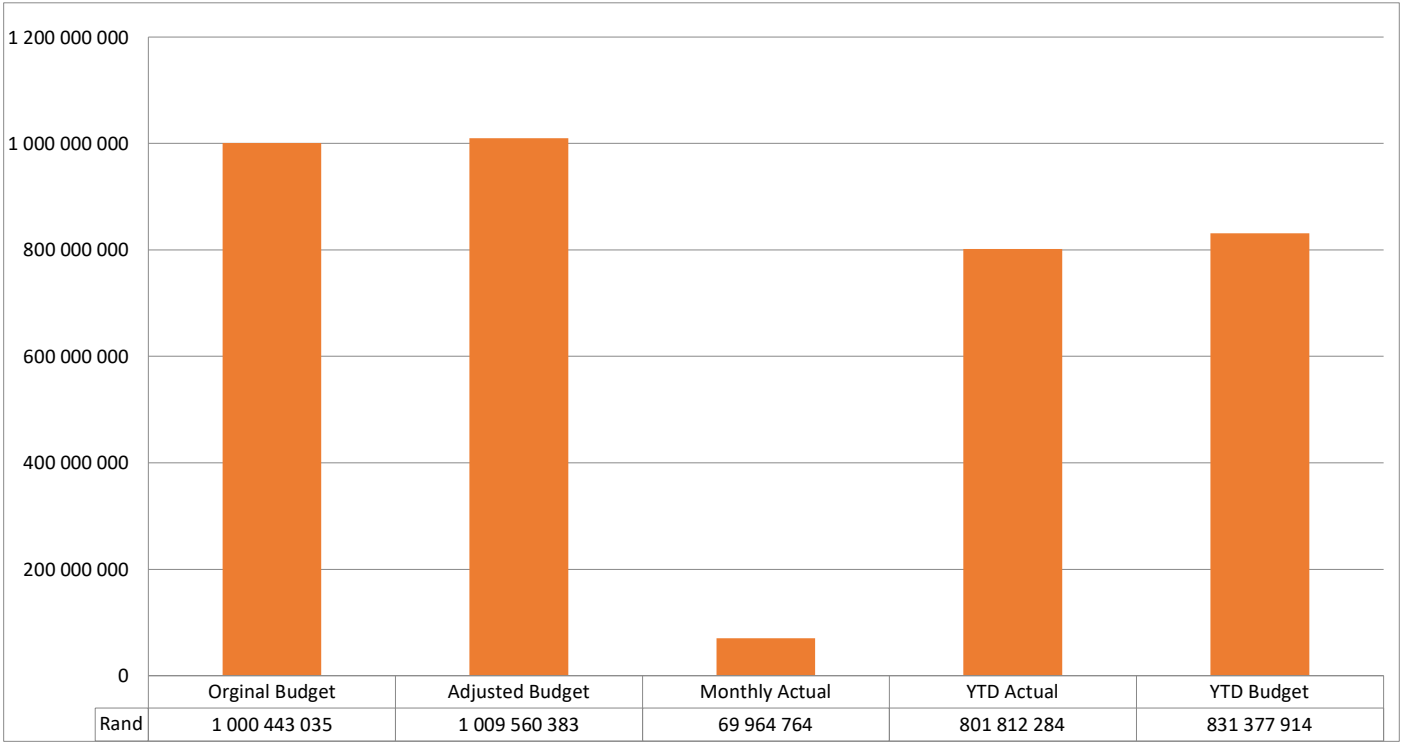
B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir April 2025.

C OPSOMMING

Die volgende tabelle voorsien 'n opsomming van die finansiële inligting:

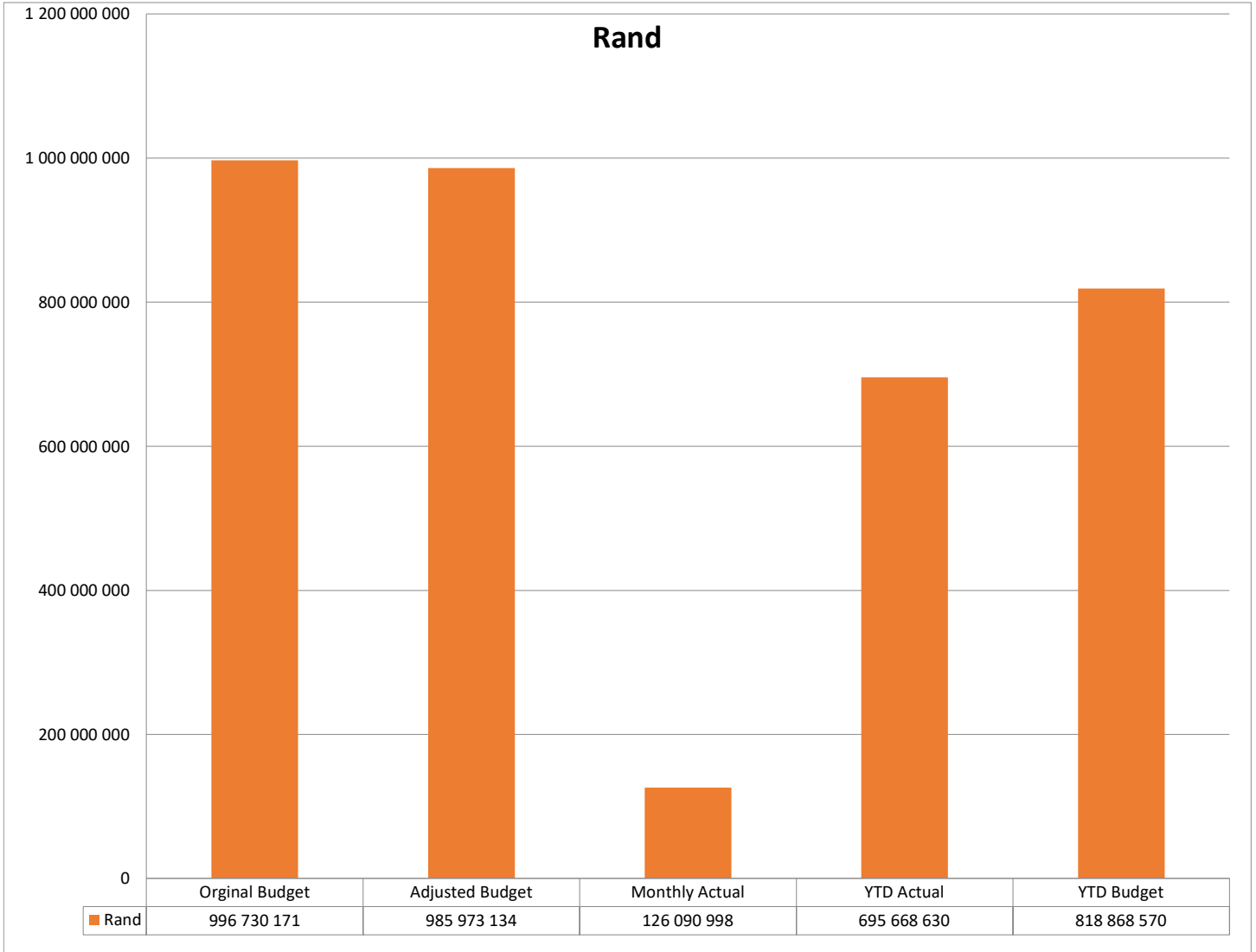
TOTAL OPERATIONAL REVENUE



For the period 1 July 2024 to 30 April 2025, 79.42% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2024 tot 30 April 2025, is 79.42% van die begrote operasionele inkomste gehêf.

TOTAL OPERATIONAL EXPENDITURE



For the period 1 July 2024 to 30 April 2025, 70.56% of the budgeted operational expenditure was incurred.

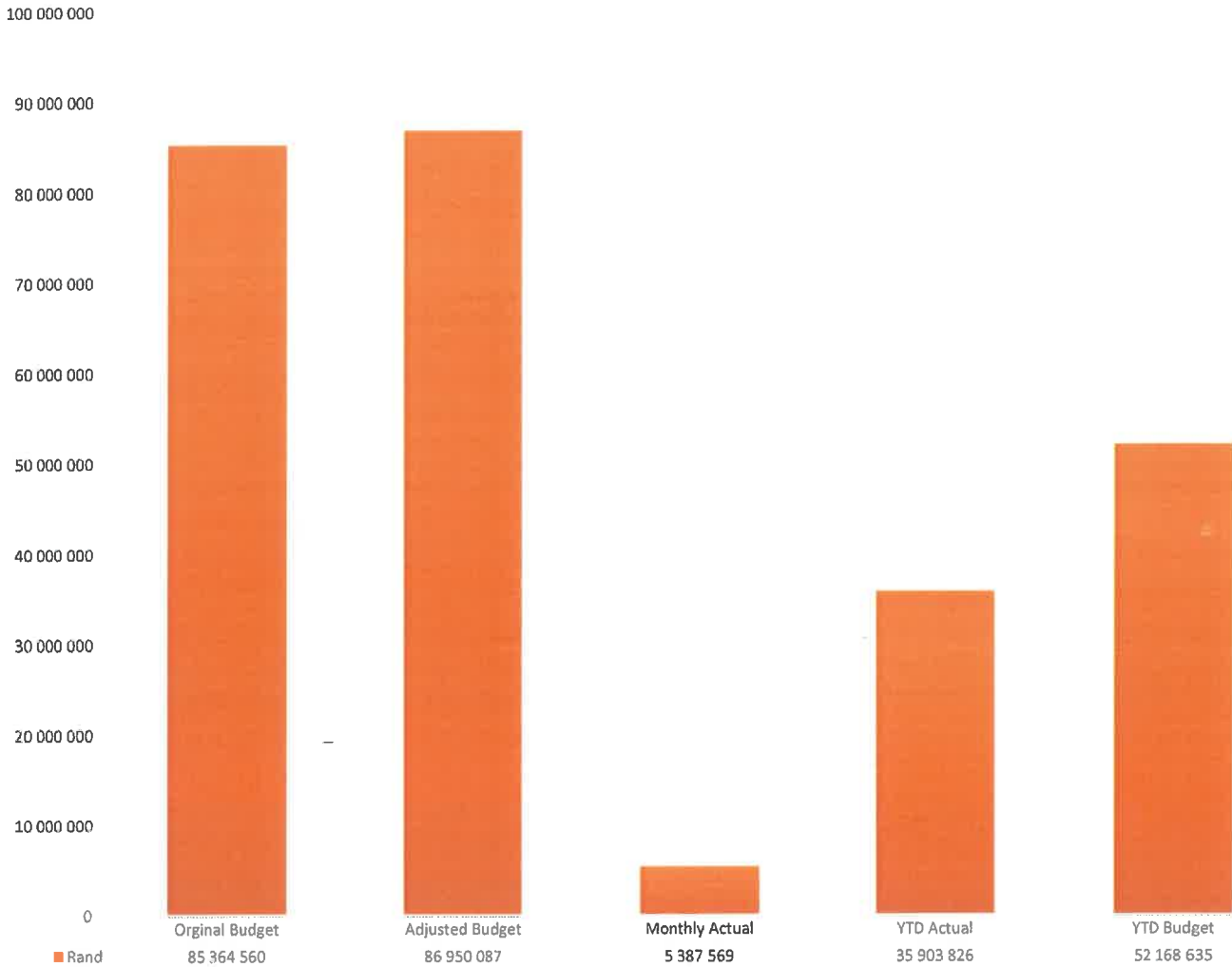
Vir die periode 1 Julie 2024 tot 30 April 2025, is 70.56% van die begrote operasionele uitgawes aangegaan.

Please refer to Supporting Table SC1 for explanations regarding expenditure variances.

Verwys asb na "Supporting Table SC1" vir stawende redes met betrekking tot spandering afwykings.

CAPITAL EXPENDITURE

Rand



For the period 1 July 2024 to 30 April 2025, 41.29% of the budgeted capital expenditure was incurred.

Vir die periode 1 Julie 2024 tot 30 April 2025, is 41.29% van die begrote kapitale uitgawes aangegaan.

Please refer to Supporting Table SC1 for explanations regarding expenditure variances.

Verwys asb na "Supporting Table SC1" vir stawende redes met betrekking tot spandering afwykings.

**COUNCILLOR TE ABRAHAMS
EXECUTIVE MAYOR**

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M10 April

Description	Budget Year 2024/25								
	2023/24	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands	Audited Outcome								
Financial Performance									
Property rates	101 317	113 495	113 495	5 733	95 820	94 580	1 240	1%	113 495
Service charges	528 792	565 288	565 288	55 301	448 543	471 073	(22 530)	-5%	565 288
Investment revenue	22 019	22 444	22 444	982	15 434	18 704	(3 270)	-17%	22 444
Transfers and subsidies - Operational	179 020	196 213	181 896	1 017	158 358	151 252	7 106	5%	181 896
Other own revenue	93 594	67 446	89 109	6 932	83 658	68 760	14 898	22%	89 109
Total Revenue (excluding capital transfers and contributions)	924 741	964 887	972 233	69 965	801 812	804 369	(2 556)	-0%	972 233
Employee costs	242 378	277 558	279 132	21 710	226 561	232 610	(6 049)	-3%	279 132
Remuneration of Councillors	11 447	12 311	12 311	1 024	9 917	10 259	(343)	-3%	12 311
Depreciation and amortisation	34 241	54 219	54 219	-	-	45 182	(45 182)	-100%	54 219
Interest	5 299	10 233	10 233	-	-	8 528	(8 528)	-100%	10 233
Inventory consumed and bulk purchases	347 330	401 186	401 637	42 233	293 322	334 281	(40 959)	-12%	401 637
Transfers and subsidies	36 338	37 116	34 627	325	16 429	27 683	(11 254)	-41%	34 627
Other expenditure	189 554	204 107	193 814	60 799	149 440	160 325	(10 885)	-7%	193 814
Total Expenditure	866 587	996 730	985 973	126 091	695 669	818 869	(123 200)	-15%	985 973
Surplus/(Deficit)	58 154	(31 844)	(13 740)	(56 126)	106 144	(14 500)	120 644	-832%	(13 740)
Transfers and subsidies - capital (monetary allocations)	36 536	35 557	37 328	-	-	27 009	(27 009)	-100%	37 328
Transfers and subsidies - capital (in-kind)	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	94 691	3 713	23 587	(56 126)	106 144	12 509	93 634	749%	23 587
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Intercompany/Parent subsidiary transactions	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	94 691	3 713	23 587	(56 126)	106 144	12 509	93 634	749%	23 587
Capital expenditure & funds sources									
Capital expenditure	86 610	85 365	87 038	5 393	41 297	68 711	(27 414)	-40%	87 038
Capital transfers recognised	37 926	39 880	41 519	3 372	24 710	32 237	(7 527)	-23%	41 519
Borrowing	1 460	25 000	10 000	-	555	8 333	(7 778)	-93%	10 000
Internally generated funds	43 815	20 485	35 489	2 022	16 033	28 116	(12 083)	-43%	35 489
Total sources of capital funds	83 202	85 365	87 008	5 393	41 297	68 686	(27 389)	-40%	87 008
Financial position									
Total current assets	386 101	362 903	409 949		454 677				409 949
Total non current assets	1 101 462	1 138 148	1 179 392		1 132 322				1 179 392
Total current liabilities	138 002	186 734	127 711		242 975				127 711
Total non current liabilities	129 006	181 358	175 392		134 554				175 392
Community wealth/Equity	1 221 231	1 132 959	1 284 082		1 265 659				1 284 082
Cash flows									
Net cash from (used) operating	97 075	74 035	113 496	(22 257)	94 701	94 580	(121)	-0%	113 496
Net cash from (used) investing	(68 377)	(92 143)	(100 661)	(5 330)	(45 252)	(83 885)	(38 632)	46%	(100 661)
Net cash from (used) financing	2 246	10 000	10 000	10	357	7 500	7 143	95%	10 000
Cash/cash equivalents at the month/year end	307 146	209 486	210 079	-	237 040	205 440	(31 600)	-15%	210 070
Debtors & creditors analysis									
	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis									
Total By Income Source	73 846	9 849	7 287	196	5 947	6 400	37 679	255 839	397 043
Creditors Age Analysis									
Total Creditors	2 980	1 704	1 919	865	939	2 071	12 781	-	23 259

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - M10 April

Description	Ref	Budget Year 2024/25								
		2023/24 Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Revenue - Functional										
Governance and administration		150 655	153 789	160 225	7 857	122 738	128 073	(5 335)	-4%	160 225
Executive and council		28	31	31	-	24	26	(2)	-6%	31
Finance and administration		150 628	153 758	160 194	7 857	122 713	128 047	(5 334)	-4%	160 194
Internal audit		-	-	-	-	-	-	-	-	-
Community and public safety		221 762	218 327	218 787	3 346	191 649	182 292	9 356	5%	218 787
Community and social services		149 009	158 917	158 917	1 048	156 644	132 431	24 214	18%	158 917
Sport and recreation		9 728	7 820	7 820	453	6 464	6 517	(53)	-1%	7 820
Public safety		24 388	16 654	16 690	1 817	19 807	13 878	5 929	43%	16 690
Housing		38 637	34 936	35 360	28	8 733	29 467	(20 733)	-70%	35 360
Health		-	-	-	-	-	-	-	-	-
Economic and environmental services		21 432	4 338	3 143	142	3 327	2 619	709	27%	3 143
Planning and development		4 663	3 016	3 016	142	3 306	2 513	793	32%	3 016
Road transport		15 837	1 311	116	-	21	96	(75)	-78%	116
Environmental protection		932	11	11	-	-	9	(9)	-100%	11
Trading services		567 329	623 849	627 266	58 619	483 990	518 277	(34 287)	-7%	627 266
Energy sources		373 511	430 868	430 868	45 323	323 912	359 057	(35 144)	-10%	430 868
Water management		66 833	95 225	95 490	6 339	65 230	77 543	(12 313)	-16%	95 490
Waste water management		83 087	56 602	59 497	3 585	60 322	47 168	13 153	28%	59 497
Waste management		43 898	41 154	41 411	3 372	34 526	34 509	17	0%	41 411
Other	4	100	139	139	2	108	116	(8)	-7%	139
Total Revenue - Functional	2	961 278	1 000 443	1 009 560	69 965	801 812	831 378	(29 566)	-4%	1 009 560
Expenditure - Functional										
Governance and administration		117 071	161 917	165 501	11 590	117 186	136 742	(19 556)	-14%	165 501
Executive and council		29 071	32 064	33 787	4 756	31 286	26 983	4 303	16%	33 787
Finance and administration		83 998	124 776	126 727	6 558	82 974	105 603	(22 629)	-21%	126 727
Internal audit		4 002	5 078	4 988	276	2 927	4 157	(1 230)	-30%	4 988
Community and public safety		151 016	176 506	171 467	9 937	108 707	142 258	(33 551)	-24%	171 467
Community and social services		31 449	36 104	36 089	2 694	25 322	29 658	(4 336)	-15%	36 089
Sport and recreation		38 015	42 561	43 023	3 121	29 966	35 664	(5 698)	-16%	43 023
Public safety		42 724	56 942	55 533	3 372	35 331	46 252	(10 921)	-24%	55 533
Housing		38 829	40 899	36 821	750	18 088	30 684	(12 596)	-41%	36 821
Health		-	-	-	-	-	-	-	-	-
Economic and environmental services		39 351	51 243	44 742	2 608	25 512	36 520	(11 008)	-30%	44 742
Planning and development		13 433	16 351	16 351	1 480	12 702	13 625	(923)	-7%	16 351
Road transport		23 305	29 657	23 444	936	11 011	19 273	(8 262)	-43%	23 444
Environmental protection		2 613	5 235	4 947	193	1 799	3 622	(1 823)	-50%	4 947
Trading services		558 047	606 005	603 225	101 956	443 513	502 483	(58 970)	-12%	603 225
Energy sources		368 738	428 398	427 875	44 270	304 411	356 563	(52 151)	-15%	427 875
Water management		68 556	55 909	55 463	37 078	64 937	46 183	18 754	41%	55 463
Waste water management		59 365	45 046	42 801	11 868	32 940	35 583	(2 643)	-7%	42 801
Waste management		61 387	76 652	77 085	8 740	41 224	64 154	(22 930)	-36%	77 085
Other		1 102	1 059	1 039	-	750	865	(115)	-13%	1 039
Total Expenditure - Functional	3	866 587	996 730	985 973	126 091	695 669	818 869	(123 200)	-15%	985 973
Surplus/ (Deficit) for the year		94 691	3 713	23 587	(56 126)	106 144	12 509	93 634	749%	23 587

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - M10 April

Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
Revenue - Functional	1									
Municipal governance and administration		150 655	153 789	160 225	7 857	122 738	128 073	(5 335)	-4%	160 225
Executive and council		28	31	31	-	24	26	(2)	(0)	31
Mayor and Council		28	31	31	-	24	26	(2)	(0)	31
Finance and administration		150 628	153 758	160 194	7 857	122 713	128 047	(5 334)	(0)	160 194
Administrative and Corporate Support		0	11	11	-	0	9	(9)	(0)	11
Finance		150 152	152 985	159 421	7 855	122 525	127 403	(4 878)	(0)	159 421
Human Resources		418	671	671	-	98	559	(462)	(0)	671
Marketing, Customer Relations, Publicity and Media		-	5	5	-	-	5	(5)	(0)	5
Supply Chain Management		57	86	86	2	91	71	19	0	86
Community and public safety		221 762	218 327	218 787	3 346	191 649	182 292	9 356	0	218 787
Community and social services		149 009	158 917	158 917	1 048	156 644	132 431	24 214	0	158 917
Aged Care		139 162	147 397	147 397	171	146 728	122 831	23 898	0	147 397
Cemeteries, Funeral Parlours and Crematoriums		142	266	266	23	202	222	(20)	(0)	266
Community Halls and Facilities		314	543	543	28	263	453	(190)	(0)	543
Libraries and Archives		9 390	10 710	10 710	826	9 452	8 925	527	0	10 710
Sport and recreation		9 728	7 820	7 820	453	6 464	6 517	(53)	(0)	7 820
Recreational Facilities		6 539	7 682	7 682	425	6 333	6 402	(69)	(0)	7 682
Sports Grounds and Stadiums		3 189	139	139	29	131	115	16	0	139
Public safety		24 388	16 654	16 690	1 817	19 807	13 878	5 929	0	16 690
Civil Defence		151	-	-	-	-	-	-	0	-
Fire Fighting and Protection		2 215	8	8	2	15	6	9	0	8
Police Forces, Traffic and Street Parking Control		22 023	16 646	16 682	1 814	19 791	13 872	5 919	0	16 682
Housing		38 637	34 936	35 360	28	8 733	29 467	(20 733)	(0)	35 360
Housing		38 637	34 936	35 360	28	8 733	29 467	(20 733)	(0)	35 360
Economic and environmental services		21 432	4 338	3 143	142	3 327	2 619	709	0	3 143
Planning and development		4 663	3 016	3 016	142	3 306	2 513	793	0	3 016
Economic Development/Planning		1 883	105	105	-	-	88	(88)	(0)	105
Town Planning, Building Regulations and Project Management Unit		1 783	1 911	1 911	142	2 697	1 593	1 104	0	1 911
Project Management Unit		997	1 000	1 000	-	609	833	(224)	(0)	1 000
Road transport		15 837	1 311	116	-	21	96	(75)	(0)	116
Roads		15 837	1 311	116	-	21	96	(75)	(0)	116
Environmental protection		932	11	11	-	-	9	(9)	(0)	11
Biodiversity and Landscape		932	11	11	-	-	9	(9)	(0)	11
Trading services		567 329	623 849	627 266	58 619	483 990	518 277	(34 287)	(0)	627 266
Energy sources		373 511	430 868	430 868	45 323	323 912	359 057	(35 144)	(0)	430 868
Electricity		373 511	430 868	430 868	45 323	323 912	359 057	(35 144)	(0)	430 868
Water management		66 833	95 225	95 490	6 339	65 230	77 543	(12 313)	(0)	95 490
Water Distribution		62 297	82 182	82 447	6 339	65 230	66 674	(1 443)	(0)	82 447
Water Storage		4 536	13 043	13 043	-	-	10 870	(10 870)	(0)	13 043
Waste water management		83 087	56 602	59 497	3 585	60 322	47 168	13 153	0	59 497
Sewerage		83 087	56 602	56 719	3 585	60 322	47 168	13 153	0	56 719
Storm Water Management		-	-	2 778	-	-	-	-	0	2 778
Waste management		43 898	41 154	41 411	3 372	34 526	34 509	17	0	41 411

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Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
R thousands										
Solid Waste Disposal (Landfill Sites)		-	-	257	-	-	214	(214)	(0)	257
Solid Waste Removal		43 898	41 154	41 154	3 372	34 526	34 295	231	0	41 154
Other		100	139	139	2	108	116	(8)	(0)	139
Licensing and Regulation		100	139	139	2	108	116	(8)	(0)	139
Total Revenue - Functional	2	961 278	1 000 443	1 009 560	69 965	801 812	831 378	(29 566)	(0)	1 009 560
<u>Expenditure - Functional</u>										
Municipal governance and administration		117 071	161 917	165 501	11 590	117 186	136 742	(19 556)	(0)	165 501
Executive and council		29 071	32 064	33 787	4 756	31 286	26 983	4 303	0	33 787
Mayor and Council		18 064	19 101	19 057	3 744	15 691	15 880	(190)	(0)	19 057
Municipal Manager, Town Secretary and Chief		11 007	12 962	14 730	1 012	15 595	11 102	4 493	0	14 730
Finance and administration		83 998	124 776	126 727	6 558	82 974	105 603	(22 629)	(0)	126 727
Administrative and Corporate Support		13 420	15 255	15 331	1 081	9 916	12 776	(2 861)	(0)	15 331
Asset Management		223	271	271	29	290	226	64	0	271
Finance		21 892	46 823	48 439	1 762	28 598	40 366	(11 768)	(0)	48 439
Fleet Management		4 351	4 221	4 221	320	3 273	3 518	(245)	(0)	4 221
Human Resources		22 114	30 941	31 741	1 895	23 559	26 449	(2 889)	(0)	31 741
Information Technology		4 553	5 493	5 280	116	3 301	4 400	(1 098)	(0)	5 280
Legal Services		2 311	3 254	3 254	190	1 666	2 712	(1 046)	(0)	3 254
Marketing, Customer Relations, Publicity and Media		4 125	4 980	4 942	325	3 707	4 119	(412)	(0)	4 942
Property Services		1 766	1 506	1 506	55	509	1 255	(746)	(0)	1 506
Supply Chain Management		8 444	10 268	10 257	752	7 746	8 547	(801)	(0)	10 257
Valuation Service		798	1 763	1 483	31	410	1 236	(826)	(0)	1 483
Internal audit		4 002	5 078	4 988	276	2 927	4 157	(1 230)	(0)	4 988
Governance Function		4 002	5 078	4 988	276	2 927	4 157	(1 230)	(0)	4 988
Community and public safety		151 016	176 506	171 467	9 937	108 707	142 258	(33 551)	(0)	171 467
Community and social services		31 449	36 104	36 089	2 694	25 322	29 658	(4 336)	(0)	36 089
Aged Care		8 100	7 179	7 240	556	5 226	5 616	(390)	(0)	7 240
Cemeteries, Funeral Parlours and Crematoriums		3 773	4 783	4 350	348	3 601	3 625	(25)	(0)	4 350
Child Care Facilities		89	99	99	0	18	83	(65)	(0)	99
Community Halls and Facilities		7 650	9 675	10 005	837	6 714	8 337	(1 623)	(0)	10 005
Disaster Management		13	76	76	11	13	63	(50)	(0)	76
Education		-	2	2	-	-	1	(1)	(0)	2
Libraries and Archives		11 823	14 289	14 318	942	9 750	11 932	(2 181)	(0)	14 318
Sport and recreation		38 015	42 561	43 023	3 121	29 966	35 664	(5 698)	(0)	43 023
Community Parks (including Nurseries)		11 558	14 625	15 214	894	8 881	12 490	(3 609)	(0)	15 214
Recreational Facilities		17 568	18 350	18 285	1 608	15 076	15 237	(161)	(0)	18 285
Sports Grounds and Stadiums		8 888	9 585	9 524	620	6 009	7 937	(1 928)	(0)	9 524
Public safety		42 724	56 942	55 533	3 372	35 331	46 252	(10 921)	(0)	55 533
Fire Fighting and Protection		10 643	12 931	12 889	752	8 286	10 741	(2 455)	(0)	12 889
Police Forces, Traffic and Street Parking Control		32 081	44 011	42 644	2 620	27 045	35 511	(8 466)	(0)	42 644
Housing		38 829	40 899	36 821	750	18 088	30 684	(12 596)	(0)	36 821
Housing		38 811	40 844	36 766	750	18 068	30 638	(12 570)	(0)	36 766
Informal Settlements		18	55	55	-	20	46	(26)	(0)	55
Economic and environmental services		39 351	51 243	44 742	2 608	25 512	36 520	(11 008)	(0)	44 742

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Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
R thousands										
Planning and development		13 433	16 351	16 351	1 480	12 702	13 625	(923)	(0)	16 351
<i>Corporate Wide Strategic Planning (IDPs, LEDs)</i>		2 847	3 639	3 544	238	2 202	2 954	(751)	(0)	3 544
<i>Economic Development/Planning</i>		1 922	2 624	2 725	247	2 049	2 270	(222)	(0)	2 725
<i>Town Planning, Building Regulations and Project Management Unit</i>		5 768	6 699	6 693	733	5 928	5 577	351	0	6 693
<i>Project Management Unit</i>		2 896	3 389	3 389	262	2 523	2 824	(301)	(0)	3 389
Road transport		23 305	29 657	23 444	936	11 011	19 273	(8 262)	(0)	23 444
<i>Roads</i>		23 305	29 657	23 444	936	11 011	19 273	(8 262)	(0)	23 444
Environmental protection		2 613	5 235	4 947	193	1 799	3 622	(1 823)	(0)	4 947
<i>Biodiversity and Landscape</i>		2 598	5 036	4 747	193	1 799	3 456	(1 657)	(0)	4 747
<i>Pollution Control</i>		15	199	199	-	-	166	(166)	(0)	199
<i>Trading services</i>		558 047	606 005	603 225	101 956	443 513	502 483	(58 970)	(0)	603 225
Energy sources		368 738	428 398	427 875	44 270	304 411	356 563	(52 151)	(0)	427 875
<i>Electricity</i>		364 073	423 090	422 824	44 171	303 355	352 353	(48 998)	(0)	422 824
<i>Street Lighting and Signal Systems</i>		4 665	5 308	5 051	98	1 056	4 209	(3 153)	(0)	5 051
Water management		68 556	55 909	55 463	37 078	64 937	46 183	18 754	0	55 463
<i>Water Treatment</i>		224	251	251	17	186	209	(23)	(0)	251
<i>Water Distribution</i>		65 432	51 504	50 637	37 004	62 313	42 161	20 152	0	50 637
<i>Water Storage</i>		2 901	4 155	4 575	57	2 438	3 813	(1 375)	(0)	4 575
Waste water management		59 365	45 046	42 801	11 868	32 940	35 583	(2 643)	(0)	42 801
<i>Public Toilets</i>		1 621	1 842	1 768	158	1 501	1 473	28	0	1 768
<i>Sewerage</i>		51 283	34 367	33 750	11 284	27 575	28 040	(465)	(0)	33 750
<i>Storm Water Management</i>		6 457	8 822	7 281	426	3 862	6 068	(2 206)	(0)	7 281
<i>Waste Water Treatment</i>		3	15	2	-	1	1	(0)	(0)	2
Waste management		61 387	76 652	77 085	8 740	41 224	64 154	(22 930)	(0)	77 085
<i>Solid Waste Disposal (Landfill Sites)</i>		6 987	32 050	32 262	544	4 090	26 885	(22 795)	(0)	32 262
<i>Solid Waste Removal</i>		54 372	44 521	44 742	8 191	37 101	37 201	(101)	(0)	44 742
<i>Street Cleaning</i>		28	82	82	5	34	68	(34)	(0)	82
<i>Other</i>		1 102	1 059	1 039	-	750	865	(115)	(0)	1 039
Licensing and Regulation		4	58	38	-	-	32	(32)	(0)	38
Tourism		1 098	1 000	1 000	-	750	833	(83)	(0)	1 000
Total Expenditure - Functional	3	866 587	996 730	985 973	126 091	695 669	818 869	(123 200)	(0)	985 973
Surplus/ (Deficit) for the year		94 691	3 713	23 587	(56 126)	106 144	12 509	93 634	0	23 587

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WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - M10 April

Vote Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
Revenue by Vote	1									
Vote 1 - Financial Services		147 595	149 934	156 370	7 577	120 158	124 860	(4 703)	-3,8%	156 370
Vote 2 - Community Services		202 772	201 946	202 370	1 548	172 174	168 641	3 532	2,1%	202 370
Vote 3 - Corporate Services		22 619	17 495	17 531	1 814	19 913	14 579	5 334	36,6%	17 531
Vote 4 - Technical Services		586 545	629 366	631 587	58 964	488 383	521 878	(33 495)	-6,4%	631 587
Vote 5 - Municipal Manager		1 746	1 702	1 702	61	1 184	1 419	(235)	-16,5%	1 702
Total Revenue by Vote	2	961 278	1 000 443	1 009 560	69 965	801 812	831 378	(29 566)	-3,6%	1 009 560
Expenditure by Vote	1									
Vote 1 - Financial Services		31 157	61 135	60 159	2 627	38 638	50 132	(11 494)	-22,9%	60 159
Vote 2 - Community Services		124 415	141 841	137 724	7 878	86 034	113 665	(27 631)	-24,3%	137 724
Vote 3 - Corporate Services		98 508	124 911	124 125	10 100	88 687	103 409	(14 722)	-14,2%	124 125
Vote 4 - Technical Services		595 423	649 300	642 641	104 107	466 746	535 065	(68 319)	-12,8%	642 641
Vote 5 - Municipal Manager		15 442	19 542	21 324	1 378	15 564	16 598	(1 034)	-6,2%	21 324
Total Expenditure by Vote	2	864 945	996 730	985 973	126 091	695 669	818 869	(123 200)	-15,0%	985 973
Surplus/ (Deficit) for the year	2	96 333	3 713	23 587	(56 126)	106 144	12 509	93 634	748,5%	23 587

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Vote Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousand										
Total Expenditure by Vote	2	864 945	996 730	985 973	126 091	695 669	818 869	(123 200)	(0)	985 973
Surplus/ (Deficit) for the year	2	96 333	3 713	23 587	(56 126)	106 144	12 509	93 634	0	23 587

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M10 April

Description	Ref	Budget Year 2024/25								
		2023/24 Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
Revenue										
Exchange Revenue		606 675	629 318	640 001	60 305	520 915	533 335	(12 420)	%	640 001
Service charges - Electricity		371 022	431 223	431 223	45 214	323 182	359 353	(36 171)	-10%	431 223
Service charges - Water		48 337	49 359	49 359	4 712	43 647	41 132	2 515	6%	49 359
Service charges - Waste Water Management		75 250	50 932	50 932	2 529	52 463	42 443	10 020	24%	50 932
Service charges - Waste management		34 183	33 774	33 774	2 845	29 250	28 145	1 106	4%	33 774
Sale of Goods and Rendering of Services		14 484	5 536	16 219	264	12 196	13 516	(1 320)	-10%	16 219
Agency services		4 739	4 684	4 684	162	3 910	3 904	6	0%	4 684
Interest		-	11	11	-	-	9	(9)	-100%	11
Interest earned from Receivables		28 557	23 549	23 549	3 269	23 130	19 624	3 506	18%	23 549
Interest earned from Current and Non Current Assets		22 019	22 444	22 444	982	15 434	18 704	(3 270)	-17%	22 444
Rent on Land		-	27	27	-	-	23	(23)	-100%	27
Rental from Fixed Assets		5 038	6 015	6 015	465	4 591	5 013	(422)	-8%	6 015
Operational Revenue		3 046	1 764	1 764	(139)	13 110	1 470	11 640	792%	1 764
Non-Exchange Revenue		318 067	335 568	332 231	9 660	280 898	271 034	9 864	4%	332 231
Property rates		101 317	113 495	113 495	5 733	95 820	94 580	1 240	1%	113 495
Surcharges and Taxes		9 122	5 501	10 360	530	4 349	8 237	(3 888)	-47%	10 360
Fines, penalties and forfeits		20 634	11 254	11 254	1 621	15 110	9 378	5 732	61%	11 254
Licence and permits		1 183	2 444	2 444	31	833	2 036	(1 204)	-59%	2 444
Transfer and subsidies - Operational		179 020	196 213	181 896	1 017	158 358	151 252	7 106	5%	181 896
Interest		4 091	3 566	3 566	463	4 132	2 972	1 160	39%	3 566
Operational Revenue		2 991	3 095	3 095	265	2 297	2 579	(283)	-11%	3 095
Gains on disposal of Assets		(291)	-	6 121	-	-	-	-	-	6 121
Total Revenue (excluding capital transfers and contributions)		924 741	964 887	972 233	69 965	801 812	804 369	(2 556)	0%	972 233
Expenditure By Type										
Employee related costs		242 378	277 558	279 132	21 710	226 561	232 610	(6 049)	-3%	279 132
Remuneration of councillors		11 447	12 311	12 311	1 024	9 917	10 259	(343)	-3%	12 311
Bulk purchases - electricity		324 086	375 258	376 458	40 665	275 482	313 715	(38 233)	-12%	376 458
Inventory consumed		23 245	25 929	25 179	1 569	17 840	20 566	(2 726)	-13%	25 179
Debt impairment		(75 887)	62 758	62 758	52 209	66 763	52 298	14 464	28%	62 758
Depreciation and amortisation		34 241	54 219	54 219	-	-	45 182	(45 182)	-100%	54 219
Interest		5 299	10 233	10 233	-	-	8 528	(8 528)	-100%	10 233
Contracted services		55 684	75 234	66 128	3 502	34 187	53 950	(19 763)	-37%	66 128
Transfers and subsidies		36 338	37 116	34 627	325	16 429	27 683	(11 254)	-41%	34 627
Irrecoverable debts written off		159 168	2 131	2 131	10	7 443	1 776	5 667	319%	2 131
Operational costs		49 897	60 487	59 301	5 078	41 047	49 388	(8 340)	-17%	59 301
Losses on Disposal of Assets		688	-	-	-	-	-	-	-	-
Other Losses		4	3 497	3 497	-	-	2 914	(2 914)	-100%	3 497
Total Expenditure		866 587	996 730	985 973	126 091	695 669	818 869	(123 200)	-15%	985 973
Surplus/(Deficit)		58 154	(31 844)	(13 740)	(56 126)	106 144	(14 500)	120 644	(0)	(13 740)
Transfers and subsidies - capital (monetary allocations)		36 536	35 557	37 328	-	-	27 009	(27 009)	(0)	37 328
Surplus/(Deficit) after capital transfers & contributions		94 691	3 713	23 587	(56 126)	106 144	12 509			23 587
Surplus/(Deficit) after income tax		94 691	3 713	23 587	(56 126)	106 144	12 509			23 587
Surplus/(Deficit) attributable to municipality		94 691	3 713	23 587	(56 126)	106 144	12 509			23 587
Surplus/ (Deficit) for the year		94 691	3 713	23 587	(56 126)	106 144	12 509			23 587

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WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - M10 April

Vote Description	Ref	Budget Year 2024/25								
		2023/24 Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands	1									
Multi-Year expenditure appropriation	2									
Vote 1 - Financial Services		3 366	100	200	-	88	167	(78)	-47%	200
Vote 2 - Community Services		881	350	850	-	24	292	(267)	-92%	850
Vote 4 - Technical Services		32 776	18 937	23 386	1 148	9 481	16 132	(6 650)	-41%	23 386
Vote 5 - Municipal Manager		-	66	56	-	56	-	56		56
Total Capital Multi-year expenditure	4,7	37 023	19 453	24 493	1 148	9 651	16 590	(6 939)	-42%	24 493
Single Year expenditure appropriation	2									
Vote 1 - Financial Services		530	30	30	-	1	25	(24)	-94%	30
Vote 2 - Community Services		5 550	1 780	1 821	26	822	1 518	(695)	-46%	1 821
Vote 3 - Corporate Services		1 712	760	1 447	255	663	1 206	(544)	-45%	1 447
Vote 4 - Technical Services		41 795	63 311	59 217	3 965	30 160	49 347	(19 187)	-39%	59 217
Vote 5 - Municipal Manager		-	30	30	-	-	25	(25)	-100%	30
Total Capital single-year expenditure	4	49 587	65 911	62 545	4 246	31 647	52 121	(20 474)	-39%	62 545
Total Capital Expenditure	3	86 610	85 365	87 038	5 393	41 297	68 711	(27 414)	-40%	87 038
Capital Expenditure - Functional Classification										
Governance and administration		9 033	2 196	10 779	255	1 196	8 935	(7 740)	-87%	10 779
Executive and council		124	216	294	9	165	198	(33)	-17%	294
Finance and administration		8 908	1 980	10 485	246	1 031	8 737	(7 707)	-88%	10 485
Community and public safety		6 252	2 300	2 811	26	828	1 926	(1 098)	-57%	2 811
Community and social services		58	1 100	1 000	-	496	833	(337)	-40%	1 000
Sport and recreation		3 224	650	1 261	26	307	634	(327)	-52%	1 261
Public safety		2 838	550	550	-	24	458	(434)	-95%	550
Housing		132	-	-	-	-	-	-		-
Economic and environmental services		32 934	7 367	11 443	1 024	10 012	9 536	476	5%	11 443
Planning and development		828	200	133	-	133	111	22	20%	133
Road transport		32 107	7 167	11 281	1 024	9 879	9 401	479	5%	11 281
Environmental protection		-	-	30	-	-	25	(25)	-100%	30
Trading services		38 390	73 501	62 005	4 088	29 262	48 314	(19 052)	-39%	62 005
Energy sources		9 959	31 352	13 754	107	2 175	11 337	(9 161)	-81%	13 754
Water management		10 426	25 606	27 256	2 921	18 039	22 464	(4 424)	-20%	27 256
Waste water management		4 669	16 343	19 984	1 060	8 437	13 755	(5 317)	-39%	19 984
Waste management		13 337	200	1 011	-	610	759	(149)	-20%	1 011
Total Capital Expenditure - Functional Classification	3	86 610	85 365	87 038	5 393	41 297	68 711	(27 414)	-40%	87 038
Funded by:										
National Government		21 847	37 504	40 252	3 372	24 710	31 181	(6 472)	-21%	40 252
Provincial Government		14 214	1 941	832	-	-	693	(693)	-100%	832
District Municipality		1 644	435	435	-	-	362	(362)	-100%	435
Transfers and subsidies - capital (monetary allocations) (Nat / Prov Departm Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporatons, Higher Educ Institutions)		222	-	-	-	-	-	-		-
Transfers recognised - capital		37 926	39 880	41 519	3 372	24 710	32 237	(7 527)	-23%	41 519
Borrowing	6	1 460	25 000	10 000	-	555	8 333	(7 778)	-93%	10 000
Internally generated funds		43 815	20 485	35 489	2 022	16 033	28 116	(12 083)	-43%	35 489
Total Capital Funding	7	83 202	85 365	87 008	5 393	41 297	68 686	(27 389)	-40%	87 008

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - A - M10 April

Vote Description	Ref	Budget Year 2024/25								
		2023/24 Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Capital expenditure - Municipal Vote										
Expenditure of multi-year capital appropriation										
Vote 1 - Financial Services	1	3 366	100	200	-	88	167	(78)	-47%	200
1.1 - Director: Finance		-	100	200	-	88	167	(78)	-47%	200
1.3 - Financial Administration		3 366	-	-	-	-	-	-	-	-
Vote 2 - Community Services		881	350	850	-	24	292	(267)	-92%	850
2.7 - Fire Services & Disaster Management		881	350	350	-	24	292	(267)	-92%	350
2.9 - Community Halls and Amenities		-	-	500	-	-	-	-	-	500
Vote 4 - Technical Services		32 776	18 937	23 386	1 148	9 481	16 132	(6 650)	-41%	23 386
4.2 - Electro Technical Services		6 693	5 593	5 750	88	1 517	4 667	(3 149)	-67%	5 750
4.3 - Water Storage & Distribution		2 857	200	500	-	-	167	(167)	-100%	500
4.4 - Waste Water Management		3 407	13 043	13 905	1 060	7 687	11 004	(3 317)	-30%	13 905
4.5 - Waste Management		1 685	100	453	-	277	294	(17)	-6%	453
4.6 - Roads		18 133	-	-	-	-	-	-	-	-
4.7 - Storm Water Management		-	-	2 778	-	-	-	-	-	2 778
Vote 5 - Municipal Manager		-	66	56	-	56	-	56	-	56
5.2 - Performance & Project Management		-	66	56	-	56	-	56	-	56
Total multi-year capital expenditure		37 023	19 453	24 493	1 148	9 651	16 590	(6 939)	-42%	24 493
Capital expenditure - Municipal Vote										
Expenditure of single-year capital appropriation										
Vote 1 - Financial Services	1	530	30	30	-	1	25	(24)	-94%	30
1.1 - Director: Finance		-	30	30	-	1	25	(24)	-94%	30
1.3 - Financial Administration		530	-	-	-	-	-	-	-	-
Vote 2 - Community Services		5 550	1 780	1 821	26	822	1 518	(695)	-46%	1 821
2.1 - Director: Community Services		94	30	30	-	19	25	(6)	-24%	30
2.2 - Cemeteries		-	100	-	-	-	-	-	-	-
2.3 - Housing		132	-	-	-	-	-	-	-	-
2.4 - Libraries		58	1 000	1 000	-	496	833	(337)	-40%	1 000
2.5 - Resorts & Swimming Pools		-	450	450	-	78	375	(297)	-79%	450
2.7 - Fire Services & Disaster Management		1 190	-	-	-	-	-	-	-	-
2.8 - Environment & Licensing		24	-	30	-	-	25	(25)	-100%	30
2.9 - Community Halls and Amenities		3 224	200	311	26	229	259	(30)	-12%	311
2.10 - Local Economic Development		828	-	-	-	-	-	-	-	-
Vote 3 - Corporate Services		1 712	760	1 447	255	663	1 206	(544)	-45%	1 447
3.1 - Director: Corporate Services		233	30	117	9	88	98	(10)	-10%	117
3.2 - Human Resources		331	80	363	-	-	303	(303)	-100%	363
3.4 - Information Technology		270	350	644	241	499	537	(38)	-7%	644
3.5 - Marketing & Communication		110	100	123	5	76	103	(27)	-26%	123
3.7 - Traffic and Protection Services		767	200	200	-	-	167	(167)	-100%	200
Vote 4 - Technical Services		41 795	63 311	59 217	3 965	30 160	49 347	(19 187)	-39%	59 217
4.1 - Director: Technical Services		21	30	30	-	-	25	(25)	-100%	30
4.2 - Electro Technical Services		3 266	25 759	8 004	20	658	6 670	(6 012)	-90%	8 004
4.3 - Water Storage & Distribution		7 544	25 406	26 756	2 921	18 039	22 297	(4 258)	-19%	26 756
4.4 - Waste Water Management		1 262	2 850	2 850	-	750	2 375	(1 625)	-68%	2 850
4.5 - Waste Management		11 652	100	558	-	333	465	(132)	-28%	558
4.6 - Roads		13 973	7 167	11 281	1 024	9 879	9 401	479	5%	11 281
4.7 - Storm Water Management		-	450	450	-	-	375	(375)	-100%	450
4.8 - Town Planning & Building Control		-	200	133	-	133	111	22	20%	133
4.10 - Mechanical Workshop		4 076	1 350	9 155	0	368	7 629	(7 261)	-95%	9 155
Vote 5 - Municipal Manager		-	30	30	-	-	25	(25)	-100%	30
5.1 - Municipal Manager		-	30	30	-	-	25	(25)	-100%	30
Total single-year capital expenditure		49 587	65 911	62 545	4 246	31 647	52 121	(20 474)	(0)	62 545
Total Capital Expenditure		86 610	85 365	87 038	5 393	41 297	68 711	(27 414)	(0)	87 038

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M10 April

Description	Ref	2023/24	Budget Year 2024/25			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD Actual	Full Year Forecast
R thousands						
ASSETS	1					
Current assets						
Cash and cash equivalents		187 245	227 306	208 287	237 017	208 287
Trade and other receivables from exchange transactions		111 342	68 636	126 324	3 773	126 324
Receivables from non-exchange transactions		36 119	49 234	40 088	38 293	40 088
Current portion of non-current receivables		-	-	-	-	-
Inventory		22 066	9 181	28 709	18 592	28 709
VAT		28 090	6 836	5 302	153 958	5 302
Other current assets		1 239	1 709	1 239	3 045	1 239
Total current assets		386 101	362 903	409 949	454 677	409 949
Non current assets						
Investments		-	-	-	-	-
Investment property		41 680	40 610	38 799	41 678	38 799
Property, plant and equipment		1 057 490	1 094 459	1 138 550	1 087 735	1 138 550
Biological assets		-	-	-	-	-
Living and non-living resources		-	-	-	-	-
Heritage assets		550	550	550	550	550
Intangible assets		1 741	2 529	1 493	2 360	1 493
Trade and other receivables from exchange transactions		-	-	-	-	-
Non-current receivables from non-exchange transactions		-	-	-	-	-
Other non-current assets		-	-	-	-	-
Total non current assets		1 101 462	1 138 148	1 179 392	1 132 322	1 179 392
TOTAL ASSETS		1 487 563	1 501 051	1 589 341	1 587 000	1 589 341
LIABILITIES						
Current liabilities						
Bank overdraft		-	-	-	-	-
Financial liabilities		59	(3 330)	(3 447)	36	(3 447)
Consumer deposits		9 742	12 158	9 739	14 457	9 739
Trade and other payables from exchange transactions		85 555	110 941	79 641	(27 382)	79 641
Trade and other payables from non-exchange transactions		(5 360)	3 129	9 773	98 611	9 773
Provision		32 720	45 567	36 837	25 376	36 837
VAT		15 287	18 269	(4 831)	131 876	(4 831)
Other current liabilities		-	-	-	-	-
Total current liabilities		138 002	186 734	127 711	242 975	127 711
Non current liabilities						
Financial liabilities		1 220	25 645	27 546	490	27 546
Provision		67 264	77 712	77 693	58 838	77 693
Long term portion of trade payables		-	-	-	-	-
Other non-current liabilities		60 522	78 001	70 154	75 226	70 154
Total non current liabilities		129 006	181 358	175 392	134 554	175 392
TOTAL LIABILITIES		267 008	368 091	303 104	377 529	303 104
NET ASSETS	2	1 220 555	1 132 959	1 286 238	1 209 471	1 286 238
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		1 210 065	1 120 420	1 272 915	1 289 020	1 272 915
Reserves and funds		11 166	12 540	11 166	(23 362)	11 166
Other		-	-	-	-	-
TOTAL COMMUNITY WEALTH/EQUITY	2	1 221 231	1 132 959	1 284 082	1 265 659	1 284 082

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

Description	Ref	Budget Year 2024/25								
		2023/24 Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES										
Receipts	1								%	
Property rates		92 226	94 278	94 278	4 802	88 026	78 565	9 461	12%	94 278
Service charges		376 330	469 912	469 912	49 939	408 311	391 593	16 718	4%	469 912
Other revenue		32 529	14 898	14 898	550	9 148	12 415	(3 267)	-26%	14 898
Transfers and Subsidies - Operational		102 407	149 721	146 616	318	186 686	122 180	64 505	53%	146 616
Transfers and Subsidies - Capital		66 276	62 680	91 971	-	37 730	76 642	(38 912)	-51%	91 971
Interest		22 831	14 200	27 474	1 262	15 206	22 895	(7 689)	-34%	27 474
Dividends		-	-	-	-	-	-	-	-	-
Payments										
Suppliers and employees		(595 298)	(731 654)	(731 654)	(78 803)	(647 036)	(609 711)	37 325	-6%	(731 654)
Interest		(226)	-	-	-	(0)	-	0	0%	-
Transfers and Subsidies		-	-	-	(325)	(3 370)	-	3 370	0%	-
NET CASH FROM/(USED) OPERATING ACTIVITIES		97 075	74 035	113 496	(22 257)	94 701	94 580	(121)	0%	113 496
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		(68 377)	(92 143)	(100 661)	(5 330)	(45 252)	(83 885)	(38 632)	46%	(100 661)
NET CASH FROM/(USED) INVESTING ACTIVITIES		(68 377)	(92 143)	(100 661)	(5 330)	(45 252)	(83 885)	(38 632)	46%	(100 661)
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing		-	10 000	10 000	-	-	8 333	(8 333)	-100%	10 000
Increase (decrease) in consumer deposits		2 246	-	-	10	357	-	357	0%	-
Payments										
Repayment of borrowing		-	-	-	-	-	(833)	(833)	100%	-
NET CASH FROM/(USED) FINANCING ACTIVITIES		2 246	10 000	10 000	10	357	7 500	7 143	95%	10 000
NET INCREASE/ (DECREASE) IN CASH HELD		30 944	(8 108)	22 834	(27 578)	49 805	18 195			22 834
Cash/cash equivalents at beginning:		276 202	217 594	187 245		187 235	187 245			187 235
Cash/cash equivalents at month/year end:		307 146	209 486	210 079		237 040	205 440			210 070

WC022 Witzenberg - Supporting Table SC1 Material variance explanations - M10 April

Ref	Description	Variance	Reasons for material deviations	Remedial or corrective steps/remarks
	R thousands			
1	<u>Revenue</u>			
	Service charges - Electricity	(36 171)	Peak Electricity consumption is March-May.	
	Service charges - Water	2 515	Immaterial Variance	
	Service charges - Waste Water Management	10 020	Industrial Effluent recognised	
	Service charges - Waste management	1 106	Immaterial Variance	
	Sale of Goods and Rendering of Services	(1 320)	Immaterial Variance	
	Agency services	6	Immaterial Variance	
	Interest	(9)	Immaterial Variance	
	Interest earned from Receivables	3 506	Interest levied on outstanding service accounts.	
	Interest earned from Current and Non Current As	(3 270)	Remaining investments to mature during March to June 2025.	
	Dividends	-		
	Rent on Land	(23)	Immaterial Variance	
	Rental from Fixed Assets	(422)	Immaterial Variance	
	Licence and permits	-		
	Operational Revenue	11 640	Revenue Recognised in respect of Tulbgh dam	
2	<u>Non-Exchange Revenue</u>			
	Property rates	1 240	Year to date budget (calculated based on months passed) does not take into account annual billing during July 2024.	
	Surcharges and Taxes	(3 888)	Revenue to be recognised in respect of grant funded projects.	
	Fines, penalties and forfeits	5 732	Conservative approach to budgeting for Fines Revenue	
	Licence and permits	(1 204)	Immaterial Variance	
	Transfer and subsidies - Operational	7 106	Third tranche of Equitable Share received in March 2025.	
	Interest	1 160	Immaterial Variance	
	Fuel Levy	-		
	Operational Revenue	(283)	Immaterial Variance	
	Gains on disposal of Assets	-		
	Other Gains	-		
	Discontinued Operations	-		
3	<u>Expenditure By Type</u>			
	Employee related costs	(6 049)	Primarily due to the filling of vacancies	
	Remuneration of councillors	(343)	Immaterial Variance	
	Bulk purchases - electricity	(38 233)	April month's Eskom account to be paid in May.	
	Inventory consumed	(2 726)	Less inventory procured and consumed than expected.	
	Debt impairment	14 464	Adjustment to Debt Impairment Provision to be processed.	
	Depreciation and amortisation	(45 182)	Depreciation run performed annually at year end.	
	Interest	(8 528)	Finance charges related to Landfill Sites recognised on an annual basis.	
	Contracted services	(19 763)	Dependant on the Roll Out of Contracts for Electrical, Road, Water & Sewer Maintenance Delays in expenditure in respect of Housing Top Structures. Transfer payments expected to increase when new educational year commences - financial aid to be provided to performing	
	Transfers and subsidies	(11 254)	learners/students.	
	Irrecoverable debts written off	5 667	Debt written off during February 2025	
	Operational costs	(8 340)	Low expenditure experienced for operational cost items.	
	Losses on Disposal of Assets	-		
	Other Losses	(2 914)	Fair value adjustments in terms of Actuarial Assessments processed at year end.	
4	<u>Capital Expenditure</u>			
	Total Capital Expenditure	(27 389)	Long delivery time for Elec equipment and specialised vehicles	
5	<u>Cash Flow</u>			
6	<u>Measureable performance</u>			
7	<u>Municipal Entities</u>			

WC022 Witzenberg - Supporting Table SC2 Monthly Budget Statement - performance indicators - M10 April

Description of financial indicator	Basis of calculation	Ref	2023/24	Budget Year 2024/25			
			Audited Outcome	Original Budget	Adjusted Budget	YearTD Actual	Full Year Forecast
<u>Borrowing Management</u>							
Capital Charges to Operating Expenditure	Interest & principal paid/Operating Expenditure		0,6%	6,5%	6,5%	0,0%	6,5%
Borrowed funding of 'own' capital expenditure	Borrowings/Capital expenditure excl. transfers and grants		1,7%	29,3%	11,5%	1,3%	11,5%
<u>Safety of Capital</u>							
Debt to Equity	Loans, Accounts Payable, Overdraft & Tax Provision/ Funds & Reserves		12,0%	16,4%	11,4%	3,8%	11,4%
Gearing	Long Term Borrowing/ Funds & Reserves		10,9%	204,5%	246,7%	-2,1%	246,7%
<u>Liquidity</u>							
Current Ratio	Current assets/current liabilities	1	279,8%	194,3%	321,0%	187,1%	321,0%
Liquidity Ratio	Monetary Assets/Current Liabilities		135,7%	121,7%	163,1%	97,5%	163,1%
<u>Revenue Management</u>							
Annual Debtors Collection Rate (Payment Level %)	Last 12 Mths Receipts/ Last 12 Mths Billing						
Outstanding Debtors to Revenue	Total Outstanding Debtors to Annual Revenue		16,1%	12,4%	17,2%	5,6%	17,2%
Longstanding Debtors Recovered	Debtors > 12 Mths Recovered/Total Debtors > 12 Months Old		0,0%	0,0%	0,0%	0,0%	0,0%
<u>Creditors Management</u>							
Creditors System Efficiency	% of Creditors Paid Within Terms (within MFMA s 65(e))						
<u>Funding of Provisions</u>							
Percentage Of Provisions Not Funded	Unfunded Provisions/Total Provisions						
<u>Other Indicators</u>							
Electricity Distribution Losses	% Volume (units purchased and generated less units sold)/units purchased and generated	2					
Water Distribution Losses	% Volume (units purchased and own source less units sold)/Total units purchased and own source	2					
Employee costs	Employee costs/Total Revenue - capital revenue		26,2%	28,8%	28,7%	28,3%	28,7%
Repairs & Maintenance	R&M/Total Revenue - capital revenue		2,5%	3,3%	2,3%	1,7%	2,3%
Interest & Depreciation	I&D/Total Revenue - capital revenue		4,3%	6,7%	6,6%	0,0%	6,6%
<u>IDP regulation financial viability indicators</u>							
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						

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WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M10 April

Description	NT Code	Budget Year 2024/25										Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts i.t.o Council Policy
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days		
R thousands													
Debtors Age Analysis By Income Source													
Trade and Other Receivables from Exchange Transactions - Water	1200	24 410	2 226	2 419	44	1 690	2 016	9 505	63 475	105 784	76 729	-	-
Trade and Other Receivables from Exchange Transactions - Electricity	1300	34 181	3 439	1 060	27	644	686	3 020	10 067	53 124	14 444	-	-
Receivables from Non-exchange Transactions - Property Rates	1400	7 170	896	789	11	659	837	8 567	32 088	51 017	42 162	-	-
Receivables from Exchange Transactions - Waste Water Management	1500	6 922	1 454	1 377	44	1 361	1 235	6 704	41 717	60 813	51 061	-	-
Receivables from Exchange Transactions - Waste Management	1600	7 563	1 509	1 343	41	1 234	1 204	6 387	38 724	58 006	47 591	-	-
Receivables from Exchange Transactions - Property Rental Debtors	1700	156	14	13	1	13	13	75	885	1 170	987	-	-
Interest on Arrear Debtor Accounts	1810	1 432	225	243	25	303	370	3 221	67 245	73 064	71 164	-	-
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820	-	-	-	-	-	-	-	-	-	-	-	-
Other	1900	(7 988)	87	43	3	43	39	200	1 639	(5 935)	1 922	-	-
Total By Income Source	2000	73 846	9 849	7 287	196	5 947	6 400	37 679	255 839	397 043	306 061	-	-
2023/24 - totals only													
Debtors Age Analysis By Customer Group													
Organs of State	2200	3 348	1 261	1 001	-	662	419	1 621	8 748	17 060	11 450	-	-
Commercial	2300	41 295	3 054	604	2	473	1 117	5 844	29 656	82 045	37 092	-	-
Households	2400	28 638	5 351	5 469	194	4 617	4 658	28 297	206 084	283 308	243 850	-	-
Other	2500	565	184	213	0	195	205	1 917	11 352	14 630	13 669	-	-
Total By Customer Group	2600	73 846	9 849	7 287	196	5 947	6 400	37 679	255 839	397 043	306 061	-	-

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M10 April

Description	NT Code	Budget Year 2024/25									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	
R thousands											
Creditors Age Analysis By Customer Type											
Bulk Electricity	0100	-	-	-	-	-	-	-	-	-	-
Bulk Water	0200	-	-	-	-	-	-	-	-	-	-
PAYE deductions	0300	-	-	-	-	-	-	-	-	-	-
VAT (output less input)	0400	-	-	-	-	-	-	-	-	-	-
Pensions / Retirement deductions	0500	-	-	-	-	-	-	-	-	-	-
Loan repayments	0600	-	-	-	-	-	-	-	-	-	-
Trade Creditors	0700	2 980	1 704	1 919	865	939	2 071	12 781	-	23 259	-
Auditor General	0800	-	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	2 980	1 704	1 919	865	939	2 071	12 781	-	23 259	-

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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	Commission Paid (Rands)	Commission Recipient	Expiry date of investment	Opening balance	Interest to be realised	Partial / Premature Withdrawal (4)	Investment Top Up	Closing Balance
		Yrs/Months												
R thousands														
Municipality														
-		-								-	-			-
-		-								-	-			-
-		-								-	-			-
-		-								-	-			-
-		-								-	-			-
-		-								-	-			-
-		-								-	-			-
-		-								-	-			-
-		-								-	-			-
-		-								-	-			-
Municipality sub-total										-	-			-
Entities														
-		-								-	-			-
-		-								-	-			-
-		-								-	-			-
-		-								-	-			-
-		-								-	-			-
-		-								-	-			-
-		-								-	-			-
-		-								-	-			-
-		-								-	-			-
-		-								-	-			-
Entities sub-total										-	-			-
TOTAL INVESTMENTS AND INTEREST	2									-	-			-

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M10 April

Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
RECEIPTS:	1,2									
Operating Transfers and Grants										
National Government:		4 797	3 159	3 576	-	3 576	1 969	1 607	81,6%	3 576
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		3 247	1 559	1 559	-	1 559	1 169	390	33,3%	1 559
Local Government Financial Management Grant [Schedule 5B]		1 550	1 600	1 600	-	1 600	800	800	100,0%	1 600
Municipal Disaster Grant [Schedule 5B]		-	-	417	-	417	-	417		417
Provincial Government:		34 087	45 527	47 583	-	15 926	34 602	(18 676)	-54,0%	47 583
Specify (Add grant description)		-	10 683	10 683	-	3 560	5 342	(1 782)	-33,4%	10 683
Specify (Add grant description)		132	132	132	-	132	99	33	33,3%	132
Specify (Add grant description)		-	150	150	-	-	-	-		150
Specify (Add grant description)		245	249	249	-	249	-	249		249
Specify (Add grant description)		-	-	-	-	150	-	150		-
Specify (Add grant description)		250	150	250	-	250	208	42	20,0%	250
Specify (Add grant description)		-	25 000	23 264	-	-	19 387	(19 387)	-100,0%	23 264
Specify (Add grant description)		33 460	-	-	-	11 585	-	11 585		-
Specify (Add grant description)		-	1 375	1 375	-	-	-	-		1 375
Specify (Add grant description)		-	7 788	11 480	-	-	9 567	(9 567)	-100,0%	11 480
District Municipality:		150	-	-	-	36	-	36		-
Specify (Add grant description)		-	-	-	-	36	-	36		-
Specify (Add grant description)		150	-	-	-	-	-	-		-
Other grant providers:		2 763	-	-	-	2 792	-	2 792		-
Foreign Government and International Organisations		680	-	-	-	316	-	316		-
Private Enterprises		2 083	-	-	-	2 476	-	2 476		-
Total Operating Transfers and Grants	5	41 797	48 686	51 159	-	22 330	36 571	(14 241)	-38,9%	51 159
Capital Transfers and Grants										
National Government:		25 209	40 630	43 825	-	43 790	30 473	13 318	43,7%	43 825
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		900	-	-	-	-	-	-		-
Municipal Infrastructure Grant [Schedule 5B]		24 309	25 630	25 630	-	25 595	19 223	6 373	33,2%	25 630
Water Services Infrastructure Grant [Schedule 5B]		-	15 000	15 000	-	15 000	11 250	3 750	33,3%	15 000
Municipal Disaster Relief Grant		-	-	3 195	-	3 195	-	3 195		3 195
Provincial Government:		16 559	2 232	9 793	-	6 316	7 577	(1 261)	-16,6%	9 793
Specify (Add grant description)		200	-	-	-	-	-	-		-
Specify (Add grant description)		1 658	-	-	-	-	-	-		-
Specify (Add grant description)		-	1 532	-	-	-	-	-		-
Specify (Add grant description)		-	700	700	-	700	-	700		700
Specify (Add grant description)		-	-	257	-	257	214	43	20,0%	257
Specify (Add grant description)		14 702	-	8 836	-	5 359	7 363	(2 004)	-27,2%	8 836
District Municipality:		672	-	-	-	-	-	-		-
Specify (Add grant description)		600	-	-	-	-	-	-		-
Specify (Add grant description)		72	-	-	-	-	-	-		-
Other grant providers:		-	-	-	-	-	-	-		-
Total Capital Transfers and Grants	5	42 440	42 862	53 618	-	50 106	38 050	12 056	31,7%	53 618

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Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
TOTAL RECEIPTS OF TRANSFERS & GRANTS	5	84 237	91 548	104 777	-	72 437	74 621	(2 185)	-2.9%	104 777

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M10 April

Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
EXPENDITURE										
<u>Operating expenditure of Transfers and Grants</u>										
National Government:		5 911	(4 029)	(4 446)	198	3 825	(3 357)	7 182	-213,9%	(4 446)
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		3 364	(1 559)	(1 559)	171	1 893	(1 299)	3 192	-245,7%	(1 559)
Local Government Financial Management Grant [Schedule 5B]		1 550	(1 470)	(1 470)	27	1 322	(1 225)	2 547	-208,0%	(1 470)
Municipal Disaster Grant [Schedule 5B]		-	-	(417)	-	-	-	-	-	(417)
Municipal Infrastructure Grant [Schedule 5B]		997	(1 000)	(1 000)	-	609	(833)	1 443	-173,1%	(1 000)
Provincial Government:		39 584	(46 426)	(46 928)	843	11 940	(39 106)	51 047	-130,5%	(46 928)
Specify (Add grant description)		568	-	-	-	-	-	-	-	-
Specify (Add grant description)		-	(10 683)	(10 683)	819	3 350	(8 903)	12 252	-137,6%	(10 683)
Specify (Add grant description)		71	(262)	(262)	-	45	(219)	264	-120,7%	(262)
Specify (Add grant description)		-	(130)	(130)	-	-	(109)	109	-100,0%	(130)
Specify (Add grant description)		196	(858)	(858)	24	24	(715)	739	-103,4%	(858)
Specify (Add grant description)		500	-	-	-	-	-	-	-	-
Specify (Add grant description)		295	(172)	(250)	-	-	(208)	208	-100,0%	(250)
Specify (Add grant description)		-	(1 532)	(23 264)	-	-	(19 387)	19 387	-100,0%	(23 264)
Specify (Add grant description)		37 954	(32 788)	-	-	8 521	-	8 521	-	-
Specify (Add grant description)		-	-	(11 480)	-	-	(9 567)	9 567	-100,0%	(11 480)
District Municipality:		-	-	(36)	-	-	-	-	-	(36)
Specify (Add grant description)		-	-	(36)	-	-	-	-	-	(36)
Other grant providers:		2 767	(205)	(205)	-	-	(171)	171	-100,0%	(205)
Foreign Government and International Organisations		1 793	(205)	(205)	-	-	(171)	171	-100,0%	(205)
Private Enterprises		974	-	-	-	-	-	-	-	-
Total operating expenditure of Transfers and Grants:		48 262	(50 660)	(51 614)	1 041	15 765	(42 634)	58 399	-137,0%	(51 614)
National Government:		23 296	(39 630)	(42 790)	506	3 101	(31 214)	34 315	-109,9%	(42 790)
Municipal Infrastructure Grant [Schedule 5B]		23 296	(24 630)	(24 595)	347	2 398	(18 714)	21 111	-112,8%	(24 595)
Municipal Disaster Recovery Grant [Schedule 4B]		-	-	(3 195)	-	-	-	-	-	(3 195)
Water Services Infrastructure Grant [Schedule 5B]		-	(15 000)	(15 000)	159	703	(12 500)	13 203	-105,6%	(15 000)
Provincial Government:		15 229	(1 375)	(257)	-	-	(214)	214	-100,0%	(257)
Specify (Add grant description)		200	-	-	-	-	-	-	-	-
Specify (Add grant description)		-	(179)	-	-	-	-	-	-	-
Specify (Add grant description)		1 675	-	-	-	-	-	-	-	-
Specify (Add grant description)		475	-	-	-	-	-	-	-	-
Specify (Add grant description)		-	-	(257)	-	-	(214)	214	-100,0%	(257)
Specify (Add grant description)		12 879	(1 196)	-	-	-	-	-	-	-
District Municipality:		1 851	100	100	-	-	83	(83)	-100,0%	100
Specify (Add grant description)		500	100	100	-	-	83	(83)	-100,0%	100
Specify (Add grant description)		1 200	-	-	-	-	-	-	-	-
Specify (Add grant description)		142	-	-	-	-	-	-	-	-
Specify (Add grant description)		9	-	-	-	-	-	-	-	-
Total capital expenditure of Transfers and Grants		40 376	(40 905)	(42 947)	506	3 101	(31 345)	34 446	-109,9%	(42 947)

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Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		88 638	(91 565)	(94 561)	1 546	18 866	(73 979)	92 845	-125,5%	(94 561)

WC022 Witzenberg - Supporting Table SC7(2) Monthly Budget Statement - Expenditure against approved rollovers - M10 April

Description	Ref	Budget Year 2024/25				
		Approved Rollover 2023/24	Monthly Actual	YearTD Actual	YTD Variance	YTD Variance %
R thousands						
<u>EXPENDITURE</u>						
<u>Operating expenditure of Approved Roll-overs</u>						
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	Ref	Budget Year 2024/25								
		2023/24 Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands		A	B	C						D
Councillors (Political Office Bearers plus Other)	1									
Basic Salaries and Wages		9 007	9 658	9 658	790	7 890	8 048	(158)	-2%	9 658
Pension and UIF Contributions		1 339	1 422	1 422	117	1 132	1 185	(53)	-4%	1 422
Medical Aid Contributions		54	86	86	-	-	72	(72)	-100%	86
Motor Vehicle Allowance		-	0	0	34	68	-	68		0
Cellphone Allowance		1 048	1 146	1 146	83	827	955	(128)	-13%	1 146
Other benefits and allowances		-	0	0	-	-	-	-		0
Sub Total - Councillors		11 447	12 311	12 311	1 024	9 917	10 259	(343)	-3%	12 311
% increase	4		7,5%	7,5%						7,5%
Senior Managers of the Municipality	3									
Basic Salaries and Wages		4 082	4 395	4 395	424	7 543	3 663	3 881	106%	4 395
Pension and UIF Contributions		358	404	404	40	347	337	11	3%	404
Medical Aid Contributions		32	9	9	-	-	8	(8)	-100%	9
Performance Bonus		803	890	890	(35)	564	742	(178)	-24%	890
Motor Vehicle Allowance		1 316	1 115	1 115	88	899	929	(31)	-3%	1 115
Cellphone Allowance		365	332	332	23	263	277	(13)	-5%	332
Housing Allowances		33	57	57	-	-	48	(48)	-100%	57
Other benefits and allowances		45	61	61	0	1	51	(50)	-98%	61
Sub Total - Senior Managers of Municipality		7 034	7 265	7 265	541	9 617	6 054	3 563	59%	7 265
% increase	4		3,3%	3,3%						3,3%
Other Municipal Staff										
Basic Salaries and Wages		141 863	157 900	159 406	12 938	129 571	132 838	(3 267)	-2%	159 406
Pension and UIF Contributions		23 199	26 552	26 603	2 082	20 595	22 169	(1 574)	-7%	26 603
Medical Aid Contributions		9 802	11 093	11 093	902	8 737	9 244	(507)	-5%	11 093
Overtime		23 267	27 792	27 808	1 890	19 984	23 173	(3 189)	-14%	27 808
Performance Bonus		10 640	12 510	12 510	974	9 763	10 425	(662)	-6%	12 510
Motor Vehicle Allowance		6 758	7 751	7 751	642	6 500	6 459	41	1%	7 751
Cellphone Allowance		690	1 018	1 018	62	649	849	(200)	-24%	1 018
Housing Allowances		1 166	1 427	1 427	97	991	1 189	(198)	-17%	1 427
Other benefits and allowances		6 819	7 829	7 829	585	6 504	6 524	(20)	0%	7 829
Payments in lieu of leave		2 522	3 754	3 754	-	3 686	3 129	557	18%	3 754
Long service awards		913	1 015	1 015	90	898	846	53	6%	1 015
Post-retirement benefit obligations		7 706	11 653	11 653	907	9 065	9 711	(645)	-7%	11 653
Sub Total - Other Municipal Staff		235 345	270 293	271 867	21 169	216 944	226 556	(9 612)	-4%	271 867
% increase	4		14,8%	15,5%						15,5%
Total Parent Municipality		253 826	289 869	291 443	22 734	236 478	242 869	(6 391)	-3%	291 443
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	4	-	-	-	-	-	-	-		-
% increase	4									
Other Staff of Entities										
Sub Total - Other Staff of Entities	4	-	-	-	-	-	-	-		-
% increase	4									
Total Municipal Entities		-	-	-	-	-	-	-		-
TOTAL SALARY, ALLOWANCES & BENEFITS		253 826	289 869	291 443	22 734	236 478	242 869	(6 391)	-3%	291 443
% increase	4		14,2%	14,8%						14,8%
TOTAL MANAGERS AND STAFF		242 378	277 558	279 132	21 710	226 561	232 610	(6 049)	-3%	279 132

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WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - M10 April

Description	Ref	Budget Year 2024/25											2024/25 Medium Term Revenue & Expenditure Framework			
		July Outcome	August Outcome	September Outcome	October Outcome	November Outcome	December Outcome	January Outcome	February Outcome	March Outcome	April Outcome	May Budget	June Budget	Budget Year 2024/25	Budget Year +1 2025/26	Budget Year +2 2026/27
R thousands	1															
Cash Receipts By Source																
Property rates		6 736	13 751	8 139	25 750	5 745	4 108	7 982	4 355	6 659	4 802	8 607	17 036	91 170	83 091	88 076
Service charges - electricity revenue		33 478	35 134	34 797	29 483	21 039	17 851	22 840	24 724	35 348	41 355	40 600	30 046	454 392	358 410	404 979
Service charges - water revenue		3 044	3 009	4 585	3 001	2 681	2 536	3 818	3 048	4 400	3 910	3 133	6 211	42 665	30 813	28 833
Service charges - Waste Water Management		1 951	4 835	1 652	2 145	1 847	1 610	2 511	1 488	30 251	2 015	4 355	8 628	29 262	16 190	17 248
Service charges - Waste Mangement		2 175	2 402	2 030	2 639	2 103	1 801	2 961	1 965	2 784	2 183	2 153	4 210	25 803	19 053	20 196
Rental of facilities and equipment		146	239	274	567	254	267	456	421	400	338	0	(148)			
Interest earned - external investments		998	1 293	758	1 164	3 012	716	777	3 115	2 105	1 262	2 921	7 579	5	5	5
Interest earned - outstanding debtors		-	-	-	-	5	-	-	-	-	-	298	596	44 630	2 014	2 114
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-	3 576	-	-
Fines, penalties and forfeits		93	117	67	123	87	201	115	85	104	26	372	744	-	-	-
Licences and permits		136	162	53	98	84	99	85	82	96	31	213	290	4 380	1 400	1 470
Agency services		272	490	280	581	339	580	452	328	367	154	381	489	2 436	2 320	2 436
Transfers and Subsidies - Operational		71 099	6 955	132	5 073	7 401	47 653	10 911	467	36 676	318	15 058	(21 839)	4 353	4 145	4 353
Other revenue		190	405	222	483	684	475	1 267	267	413	476	452	753	183 104	117 371	119 457
Cash Receipts by Source		120 319	68 792	52 987	71 107	45 281	77 897	54 176	40 346	119 602	56 871	78 545	54 595	885 777	634 812	689 168
Other Cash Flows by Source																
Transfers and subsidies - capital (monetary allocations) (National /		5 000	1 000	-	-	3 700	1 750	750	257	25 273	-	758	7 242	50 797	52 292	32 436
Transfers and subsidies - capital (monetary allocations) (Nat / Prov		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Proceeds on Disposal of Fixed and Intangible Assets		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Short term loans		-	-	-	-	-	-	-	-	-	-	-	4 244	-	-	-
Borrowing long term/refinancing		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Increase (decrease) in consumer deposits		31	40	55	53	15	27	(37)	90	73	10	-	-	(2 740)	-	-
VAT Control (receipts)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Decrease (increase) in non-current receivables		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Decrease (increase) in non-current investments		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Receipts by Source		125 350	69 832	53 042	71 159	48 996	79 674	54 888	40 694	144 948	56 880	79 303	66 081	933 834	687 103	721 605
Cash Payments by Type																
Employee related costs		18 868	19 295	22 545	20 494	31 950	23 066	24 455	21 582	20 611	20 653	39 424	72 794	211 585	224 093	240 856
Remuneration of councillors		951	951	951	931	1 401	972	972	782	982	1 024	-	-	-	-	-
Interest		0	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bulk purchases - Electricity		44 039	54 856	48 261	26 754	23 730	24 223	23 460	28 558	39 930	46 764	35 922	(15 971)	260 825	302 139	348 895
Acquisitions - water & other inventory		3 341	776	1 694	1 558	1 822	2 030	1 690	964	1 138	1 775	2 000	2 746	-	-	-
Contracted services		4 220	9 240	3 223	3 079	3 652	5 017	12 999	4 643	3 889	4 082	939	(2 390)	-	-	-
Transfers and subsidies - other municipalities		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers and subsidies - other		91	340	144	111	78	267	316	78	1 621	325	-	-	-	-	-
Other expenditure		10 266	6 701	4 805	6 317	6 210	4 881	3 273	3 173	3 509	2 449	-	-	-	-	-
Cash Payments by Type		81 776	92 159	81 623	59 244	68 843	60 455	67 164	59 780	71 680	77 073	78 285	57 178	472 410	526 232	589 751
Other Cash Flows/Payments by Type																
Capital assets		1 940	348	5 715	4 872	8 562	3 435	2 179	7 875	4 997	5 330	-	-	89 244	70 133	27 540
Repayment of borrowing		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Cash Flows/Payments		(11 882)	(13 239)	(9 334)	1 092	(3 592)	(13 091)	(434)	(10 410)	(10 555)	2 056	-	-	-	-	-
Total Cash Payments by Type		71 834	79 267	78 003	65 208	73 812	50 799	68 909	57 245	66 122	84 458	78 285	57 178	561 655	596 365	617 291
NET INCREASE/(DECREASE) IN CASH HELD		53 516	(9 435)	(24 961)	5 951	(24 816)	28 875	(14 021)	(16 551)	78 826	(27 578)	1 018	8 903	372 180	90 738	104 314
Cash/cash equivalents at the month/year beginning:		187 235	240 752	231 316	206 355	212 306	187 490	216 365	202 344	185 793	264 619	237 041	238 059	187 235	559 415	650 153
Cash/cash equivalents at the month/year end:		240 752	231 316	206 355	212 306	187 490	216 365	202 344	185 793	264 619	237 041	238 059	246 962	559 415	650 153	754 467

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WC022 Witzenberg - NOT REQUIRED - municipality does not have entities or this is the parent municipality's budget - M10 April

Description	Ref	2023/24	Budget Year 2024/25							
		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	2023/24	Budget Year 2024/25								
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast	
R thousands											
Revenue By Municipal Entity											
<i>Insert name of municipal entity</i>		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
Total Operating Revenue	1	-	-	-	-	-	-	-	-	-	-
Expenditure By Municipal Entity											
<i>Insert name of municipal entity</i>		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
Total Operating Expenditure	2	-	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the yr/period		-	-	-	-	-	-	-	-	-	-
Capital Expenditure By Municipal Entity											
<i>Insert name of municipal entity</i>		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
Total Capital Expenditure	3	-	-	-	-	-	-	-	-	-	-

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M10 April

Month	2023/24	Budget Year 2024/25							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	% spend of Original Budget
R thousands									
<u>Monthly expenditure performance trend</u>									
July	216	3 004	6 871	742	742	6 871	6 129	89,2%	1%
August	5 739	3 004	6 871	346	1 088	13 742	12 654	92,1%	1%
September	4 059	15 284	6 871	5 004	6 092	20 613	14 521	70,4%	7%
October	5 014	3 004	6 871	5 140	11 233	27 484	16 252	59,1%	13%
November	7 537	3 004	6 871	7 521	18 754	34 355	15 602	45,4%	22%
December	6 153	15 384	6 871	2 984	21 737	41 227	19 489	47,3%	25%
January	1 226	3 004	6 871	1 853	23 590	48 098	24 507	51,0%	28%
February	4 783	3 004	6 871	6 926	30 516	54 969	24 452	44,5%	36%
March	6 810	15 284	6 871	5 388	35 904	61 840	25 936	41,9%	42%
April	4 180	3 004	6 871	5 393	41 297	68 711	27 414	39,9%	48%
May	14 828	3 004	6 871	-	41 297	75 582	34 285	45,4%	48%
June	26 064	15 384	11 456	-	41 297	87 038	45 741	52,6%	48%
Total Capital expenditure	86 610	85 365	87 038	41 297					

WC022 Witzenberg - Supporting Table SC13a Monthly Budget Statement - capital expenditure on new assets by asset class - M10 April

Description	Ref	Budget Year 2024/25								
		2023/24 Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
Capital expenditure on new assets by Asset Class/Sub-class										
Infrastructure		21 321	22 898	25 859	2 280	17 396	20 716	(3 320)	-16,0%	25 859
Roads Infrastructure		-	1 532	200	-	-	167	(167)	-100,0%	200
<i>Roads</i>		-	1 332	-	-	-	-	-	-	-
<i>Road Structures</i>		-	200	200	-	-	167	(167)	-100,0%	200
Storm water Infrastructure		-	-	-	-	-	-	-	-	-
Electrical Infrastructure		1 037	-	-	-	-	-	-	-	-
<i>MV Networks</i>		1 037	-	-	-	-	-	-	-	-
Water Supply Infrastructure		10 095	21 265	24 243	2 280	16 756	19 953	(3 196)	-16,0%	24 243
<i>Dams and Weirs</i>		2 857	-	-	-	-	-	-	-	-
<i>Boreholes</i>		-	-	223	-	-	186	(186)	-100,0%	223
<i>Reservoirs</i>		4 991	-	-	-	-	-	-	-	-
<i>Bulk Mains</i>		2 246	21 265	24 020	2 280	16 756	19 767	(3 010)	-15,2%	24 020
Sanitation Infrastructure		837	-	862	-	162	135	27	20,0%	862
<i>Reticulation</i>		-	-	700	-	-	-	-	-	700
<i>Toilet Facilities</i>		837	-	162	-	162	135	27	20,0%	162
Solid Waste Infrastructure		9 352	100	554	-	478	462	17	3,6%	554
<i>Landfill Sites</i>		4 301	-	201	-	201	168	34	20,0%	201
<i>Waste Drop-off Points</i>		1 685	100	353	-	277	294	(17)	-5,8%	353
<i>Waste Separation Facilities</i>		3 366	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-
Community Assets		58	1 000	1 000	-	496	833	(337)	-40,4%	1 000
Community Facilities		58	1 000	1 000	-	496	833	(337)	-40,4%	1 000
<i>Libraries</i>		58	1 000	1 000	-	496	833	(337)	-40,4%	1 000
Sport and Recreation Facilities		-	-	-	-	-	-	-	-	-
Heritage assets		-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-
Other assets		748	-	-	-	-	-	-	-	-
Operational Buildings		616	-	-	-	-	-	-	-	-
<i>Training Centres</i>		616	-	-	-	-	-	-	-	-
Housing		132	-	-	-	-	-	-	-	-
<i>Social Housing</i>		132	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Intangible Assets		331	80	363	-	-	303	(303)	-100,0%	363
Licences and Rights		331	80	363	-	-	303	(303)	-100,0%	363
<i>Computer Software and Applications</i>		331	80	363	-	-	303	(303)	-100,0%	363
Computer Equipment		932	350	674	241	499	562	(63)	-11,2%	674
Computer Equipment		932	350	674	241	499	562	(63)	-11,2%	674
Furniture and Office Equipment		701	516	549	14	373	411	(38)	-9,1%	549
Furniture and Office Equipment		701	516	549	14	373	411	(38)	-9,1%	549
Machinery and Equipment		6 097	950	1 565	66	830	1 221	(391)	-32,0%	1 565
Machinery and Equipment		6 097	950	1 565	66	830	1 221	(391)	-32,0%	1 565
Transport Assets		12 395	1 000	8 805	-	47	7 337	(7 291)	-99,4%	8 805
Transport Assets		12 395	1 000	8 805	-	47	7 337	(7 291)	-99,4%	8 805
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Living resources		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Total Capital Expenditure on new assets	1	42 583	26 794	38 816	2 602	19 642	31 383	11 741	37,4%	38 816

WC022 Witzenberg - Supporting Table SC13b Monthly Budget Statement - capital expenditure on renewal of existing assets by asset class - M10 April										
Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
<u>Capital expenditure on renewal of existing assets by Asset Class/Sub-class</u>										
<u>Infrastructure</u>		15 836	8 500	17 505	1 527	11 379	12 272	(893)	-7,3%	17 505
Roads Infrastructure		13 473	5 000	10 476	918	9 812	8 730	1 082	12,4%	10 476
<i>Roads</i>		13 473	5 000	10 476	918	9 812	8 730	1 082	12,4%	10 476
Storm water Infrastructure		-	-	2 778	-	-	-	-	-	2 778
<i>Storm water Conveyance</i>		-	-	2 778	-	-	-	-	-	2 778
Electrical Infrastructure		1 000	500	500	-	-	417	(417)	-100,0%	500
<i>MV Networks</i>		1 000	500	500	-	-	417	(417)	-100,0%	500
Water Supply Infrastructure		100	750	1 500	609	816	1 250	(434)	-34,7%	1 500
<i>Distribution</i>		100	750	1 500	609	816	1 250	(434)	-34,7%	1 500
Sanitation Infrastructure		1 262	2 250	2 250	-	750	1 875	(1 125)	-60,0%	2 250
<i>Reticulation</i>		1 262	1 000	250	-	-	208	(208)	-100,0%	250
<i>Waste Water Treatment Works</i>		-	1 250	2 000	-	750	1 667	(917)	-55,0%	2 000
Solid Waste Infrastructure		-	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-
<u>Community Assets</u>		-	450	450	-	78	375	(297)	-79,3%	450
Community Facilities		-	-	-	-	-	-	-	-	-
Sport and Recreation Facilities		-	450	450	-	78	375	(297)	-79,3%	450
<i>Outdoor Facilities</i>		-	450	450	-	78	375	(297)	-79,3%	450
Heritage assets		-	-	-	-	-	-	-	-	-
<u>Investment properties</u>		-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-
<u>Other assets</u>		-	-	-	-	-	-	-	-	-
Operational Buildings		-	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-
<u>Biological or Cultivated Assets</u>		-	-	-	-	-	-	-	-	-
<u>Intangible Assets</u>		-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-
<u>Computer Equipment</u>		-	-	-	-	-	-	-	-	-
<u>Furniture and Office Equipment</u>		-	-	-	-	-	-	-	-	-
<u>Machinery and Equipment</u>		-	-	-	-	-	-	-	-	-
<u>Transport Assets</u>		-	-	-	-	-	-	-	-	-
<u>Land</u>		-	-	-	-	-	-	-	-	-
<u>Zoo's, Marine and Non-biological Animals</u>		-	-	-	-	-	-	-	-	-
<u>Living resources</u>		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Total Capital Expenditure on renewal of existing assets	1	15 836	8 950	17 955	1 527	11 457	12 647	1 190	9,4%	17 955

WC022 Witzenberg - Supporting Table SC13c Monthly Budget Statement - expenditure on repairs and maintenance by asset class - M10 April

Description	Ref	Budget Year 2024/25								
		2023/24 Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
Repairs and maintenance expenditure by Asset Class/Sub-class										
Infrastructure	1	18 827	25 463	16 018	788	10 022	13 046	(3 024)	-23,2%	16 018
Roads Infrastructure		7 971	13 159	5 975	259	3 095	4 798	(1 703)	-35,5%	5 975
<i>Roads</i>		6 817	11 976	4 946	253	2 457	3 940	(1 484)	-37,7%	4 946
<i>Road Furniture</i>		1 154	1 183	1 029	6	639	858	(219)	-25,5%	1 029
Storm water Infrastructure		322	1 535	169	-	14	105	(91)	-86,9%	169
<i>Storm water Conveyance</i>		322	1 535	169	-	14	105	(91)	-86,9%	169
Electrical Infrastructure		1 564	2 358	2 276	9	789	1 897	(1 108)	-58,4%	2 276
<i>HV Substations</i>		-	15	-	-	-	-	-	-	-
<i>MV Substations</i>		770	1 028	995	9	106	830	(723)	-87,2%	995
<i>MV Switching Stations</i>		-	0	-	-	-	-	-	-	-
<i>MV Networks</i>		395	723	711	-	148	593	(444)	-74,9%	711
<i>LV Networks</i>		399	592	570	-	534	475	60	12,6%	570
Water Supply Infrastructure		2 648	2 860	2 850	150	2 462	2 375	87	3,7%	2 850
<i>Dams and Weirs</i>		1 308	1 286	1 745	-	1 722	1 454	267	18,4%	1 745
<i>Boreholes</i>		380	398	198	2	61	165	(104)	-63,0%	198
<i>Pump Stations</i>		56	59	59	12	58	49	9	18,0%	59
<i>Water Treatment Works</i>		307	118	118	-	118	98	20	20,0%	118
<i>Bulk Mains</i>		363	520	330	21	120	275	(155)	-56,2%	330
<i>Distribution</i>		111	350	400	115	383	333	50	14,9%	400
<i>Distribution Points</i>		124	130	-	-	-	-	-	-	-
Sanitation Infrastructure		6 322	5 551	4 748	369	3 662	3 872	(209)	-5,4%	4 748
<i>Reticulation</i>		2 857	2 960	2 571	88	2 085	2 058	27	1,3%	2 571
<i>Waste Water Treatment Works</i>		3 368	2 464	2 050	262	1 491	1 708	(217)	-12,7%	2 050
<i>Toilet Facilities</i>		97	127	127	19	86	106	(20)	-18,5%	127
Solid Waste Infrastructure		-	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-
Community Assets		600	1 103	975	19	538	813	(274)	-33,8%	975
Community Facilities		449	680	678	18	394	565	(171)	-30,3%	678
<i>Halls</i>		137	200	170	-	141	142	(0)	-0,2%	170
<i>Crèches</i>		106	151	151	-	51	126	(74)	-59,3%	151
<i>Libraries</i>		25	31	32	-	3	27	(24)	-89,3%	32
<i>Cemeteries/Crematoria</i>		106	185	158	0	113	132	(19)	-14,4%	158
<i>Public Ablution Facilities</i>		-	32	32	-	-	27	(27)	-100,0%	32
<i>Markets</i>		74	81	135	17	86	112	(27)	-23,8%	135
Sport and Recreation Facilities		151	423	297	2	144	248	(103)	-41,7%	297
<i>Indoor Facilities</i>		75	155	79	0	78	66	12	18,5%	79
<i>Outdoor Facilities</i>		77	268	218	1	66	182	(116)	-63,5%	218
Heritage assets		-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-
Other assets		708	821	776	68	432	646	(215)	-33,2%	776
Operational Buildings		335	559	454	34	194	378	(184)	-48,6%	454
<i>Municipal Offices</i>		335	559	454	34	194	378	(184)	-48,6%	454
Housing		373	262	322	34	237	268	(31)	-11,6%	322
<i>Social Housing</i>		373	262	322	34	237	268	(31)	-11,6%	322
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-
Computer Equipment		122	182	172	16	124	144	(20)	-13,7%	172
Computer Equipment		122	182	172	16	124	144	(20)	-13,7%	172
Furniture and Office Equipment		1	61	35	-	3	29	(26)	-89,7%	35
Furniture and Office Equipment		1	61	35	-	3	29	(26)	-89,7%	35
Machinery and Equipment		163	314	314	3	40	262	(222)	-84,7%	314
Machinery and Equipment		163	314	314	3	40	262	(222)	-84,7%	314
Transport Assets		2 912	3 439	3 987	162	2 204	3 322	(1 118)	-33,7%	3 987
Transport Assets		2 912	3 439	3 987	162	2 204	3 322	(1 118)	-33,7%	3 987
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Living resources		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Total Repairs and Maintenance Expenditure	1	23 334	31 384	22 277	1 057	13 363	18 262	4 899	26,8%	22 277

WC022 Witzenberg - Supporting Table SC13d Monthly Budget Statement - depreciation by asset class - M10 April

Description	Ref	Budget Year 2024/25								
		2023/24 Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands	1									
<u>Depreciation by Asset Class/Sub-class</u>										
Infrastructure		23 499	38 394	38 394	-	-	31 995	(31 995)	-100,0%	38 394
Roads Infrastructure		6 188	4 758	4 758	-	-	3 965	(3 965)	-100,0%	4 758
<i>Roads</i>		6 188	558	558	-	-	465	(465)	-100,0%	558
<i>Road Structures</i>		-	2 100	2 100	-	-	1 750	(1 750)	-100,0%	2 100
<i>Road Furniture</i>		-	2 100	2 100	-	-	1 750	(1 750)	-100,0%	2 100
Storm water Infrastructure		2 432	2 091	2 091	-	-	1 743	(1 743)	-100,0%	2 091
<i>Drainage Collection</i>		2 432	507	507	-	-	422	(422)	-100,0%	507
<i>Storm water Conveyance</i>		-	1 077	1 077	-	-	898	(898)	-100,0%	1 077
<i>Attenuation</i>		-	507	507	-	-	422	(422)	-100,0%	507
Electrical Infrastructure		3 813	3 912	3 912	-	-	3 260	(3 260)	-100,0%	3 912
<i>HV Substations</i>		-	474	474	-	-	395	(395)	-100,0%	474
<i>HV Switching Station</i>		-	474	474	-	-	395	(395)	-100,0%	474
<i>HV Transmission Conductors</i>		-	474	474	-	-	395	(395)	-100,0%	474
<i>MV Substations</i>		-	474	474	-	-	395	(395)	-100,0%	474
<i>MV Switching Stations</i>		-	474	474	-	-	395	(395)	-100,0%	474
<i>MV Networks</i>		3 357	591	591	-	-	493	(493)	-100,0%	591
<i>LV Networks</i>		457	474	474	-	-	395	(395)	-100,0%	474
<i>Capital Spares</i>		-	474	474	-	-	395	(395)	-100,0%	474
Water Supply Infrastructure		6 066	5 434	5 434	-	-	4 529	(4 529)	-100,0%	5 434
<i>Dams and Weirs</i>		-	407	407	-	-	339	(339)	-100,0%	407
<i>Boreholes</i>		68	407	407	-	-	339	(339)	-100,0%	407
<i>Reservoirs</i>		873	407	407	-	-	339	(339)	-100,0%	407
<i>Pump Stations</i>		439	407	407	-	-	339	(339)	-100,0%	407
<i>Water Treatment Works</i>		-	407	407	-	-	339	(339)	-100,0%	407
<i>Bulk Mains</i>		-	100	100	-	-	83	(83)	-100,0%	100
<i>Distribution</i>		4 686	1 100	1 100	-	-	917	(917)	-100,0%	1 100
<i>Distribution Points</i>		-	1 100	1 100	-	-	917	(917)	-100,0%	1 100
<i>PRV Stations</i>		-	1 100	1 100	-	-	917	(917)	-100,0%	1 100
Sanitation Infrastructure		4 512	5 559	5 559	-	-	4 632	(4 632)	-100,0%	5 559
<i>Pump Station</i>		137	100	100	-	-	83	(83)	-100,0%	100
<i>Reticulation</i>		137	1 200	1 200	-	-	1 000	(1 000)	-100,0%	1 200
<i>Waste Water Treatment Works</i>		4 130	1 200	1 200	-	-	1 000	(1 000)	-100,0%	1 200
<i>Outfall Sewers</i>		-	1 200	1 200	-	-	1 000	(1 000)	-100,0%	1 200
<i>Toilet Facilities</i>		-	1 859	1 859	-	-	1 549	(1 549)	-100,0%	1 859
<i>Capital Spares</i>		108	-	-	-	-	-	-	-	-
Solid Waste Infrastructure		334	16 640	16 640	-	-	13 867	(13 867)	-100,0%	16 640
<i>Landfill Sites</i>		302	15 000	15 000	-	-	12 500	(12 500)	-100,0%	15 000
<i>Waste Transfer Stations</i>		-	328	328	-	-	273	(273)	-100,0%	328
<i>Waste Processing Facilities</i>		-	328	328	-	-	273	(273)	-100,0%	328
<i>Waste Drop-off Points</i>		31	328	328	-	-	273	(273)	-100,0%	328
<i>Waste Separation Facilities</i>		-	328	328	-	-	273	(273)	-100,0%	328
<i>Electricity Generation Facilities</i>		-	328	328	-	-	273	(273)	-100,0%	328
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		153	-	-	-	-	-	-	-	-
<i>Data Centres</i>		153	-	-	-	-	-	-	-	-
Community Assets		2 940	3 527	3 527	-	-	2 939	(2 939)	-100,0%	3 527
Community Facilities		1 014	2 079	2 079	-	-	1 732	(1 732)	-100,0%	2 079
<i>Halls</i>		-	1 422	1 422	-	-	1 185	(1 185)	-100,0%	1 422
<i>Centres</i>		299	-	-	-	-	-	-	-	-
<i>Fire/Ambulance Stations</i>		12	-	-	-	-	-	-	-	-
<i>Libraries</i>		199	385	385	-	-	321	(321)	-100,0%	385
<i>Cemeteries/Crematoria</i>		5	13	13	-	-	10	(10)	-100,0%	13
<i>Public Open Space</i>		7	260	260	-	-	216	(216)	-100,0%	260
<i>Public Ablution Facilities</i>		408	-	-	-	-	-	-	-	-
<i>Markets</i>		83	-	-	-	-	-	-	-	-
<i>Airports</i>		1	-	-	-	-	-	-	-	-
Sport and Recreation Facilities		1 926	1 448	1 448	-	-	1 206	(1 206)	-100,0%	1 448
<i>Outdoor Facilities</i>		1 926	1 448	1 448	-	-	1 206	(1 206)	-100,0%	1 448
<u>Heritage assets</u>		-	-	-	-	-	-	-	-	-
Investment properties		409	742	742	-	-	618	(618)	-100,0%	742
Revenue Generating		-	371	371	-	-	309	(309)	-100,0%	371
<i>Improved Property</i>		-	185	185	-	-	155	(155)	-100,0%	185
<i>Unimproved Property</i>		-	185	185	-	-	155	(155)	-100,0%	185
Non-revenue Generating		409	371	371	-	-	309	(309)	-100,0%	371
<i>Improved Property</i>		409	185	185	-	-	155	(155)	-100,0%	185
<i>Unimproved Property</i>		-	185	185	-	-	155	(155)	-100,0%	185
<u>Other assets</u>		1 653	-	-	-	-	-	-	-	-
Operational Buildings		1 653	-	-	-	-	-	-	-	-
<i>Municipal Offices</i>		1 604	-	-	-	-	-	-	-	-
<i>Workshops</i>		49	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-
<u>Biological or Cultivated Assets</u>		-	-	-	-	-	-	-	-	-

WC022 - M10 - MONTHLY SECTION 71 REPORT APRIL 2025

Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands	1									
<u>Intangible Assets</u>		12	128	128	-	-	107	(107)	-100,0%	128
Licences and Rights		12	128	128	-	-	107	(107)	-100,0%	128
<i>Water Rights</i>		-	17	17	-	-	14	(14)	-100,0%	17
<i>Computer Software and Applications</i>		12	111	111	-	-	92	(92)	-100,0%	111
<u>Computer Equipment</u>		669	2 373	2 373	-	-	1 977	(1 977)	-100,0%	2 373
Computer Equipment		669	2 373	2 373	-	-	1 977	(1 977)	-100,0%	2 373
<u>Furniture and Office Equipment</u>		834	630	630	-	-	525	(525)	-100,0%	630
Furniture and Office Equipment		834	630	630	-	-	525	(525)	-100,0%	630
<u>Machinery and Equipment</u>		2 221	1 505	1 505	-	-	1 254	(1 254)	-100,0%	1 505
Machinery and Equipment		2 221	1 505	1 505	-	-	1 254	(1 254)	-100,0%	1 505
<u>Transport Assets</u>		2 005	6 921	6 921	-	-	5 767	(5 767)	-100,0%	6 921
Transport Assets		2 005	6 921	6 921	-	-	5 767	(5 767)	-100,0%	6 921
<u>Land</u>		-	-	-	-	-	-	-	-	-
<u>Zoo's, Marine and Non-biological Animals</u>		-	-	-	-	-	-	-	-	-
<u>Living resources</u>		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Total Depreciation	1	34 241	54 219	54 219	-	-	45 182	45 182	100,0%	54 219

WC022 Witzenberg - Supporting Table SC13e Monthly Budget Statement - capital expenditure on upgrading of existing assets by asset class - M10 April

Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands	1									
<u>Capital expenditure on upgrading of existing assets by Asset Class/Sub-class</u>										
<u>Infrastructure</u>		24 326	48 721	28 548	1 265	9 809	23 665	(13 855)	-58,5%	28 548
Roads Infrastructure		18 633	585	485	86	-	404	(404)	-100,0%	485
<i>Roads</i>		-	100	-	86	-	-	-	-	-
<i>Road Structures</i>		18 633	485	485	-	-	404	(404)	-100,0%	485
Storm water Infrastructure		-	450	450	-	-	375	(375)	-100,0%	450
<i>Storm water Conveyance</i>		-	450	450	-	-	375	(375)	-100,0%	450
Electrical Infrastructure		5 693	30 702	13 104	88	2 072	10 795	(8 723)	-80,8%	13 104
<i>HV Substations</i>		1 373	25 000	7 245	-	555	6 038	(5 483)	-90,8%	7 245
<i>MV Substations</i>		1 500	500	920	88	767	767	0	0,0%	920
<i>MV Networks</i>		1 820	1 609	1 309	-	338	1 091	(753)	-69,0%	1 309
<i>LV Networks</i>		1 000	3 593	3 630	-	413	2 900	(2 487)	-85,8%	3 630
Water Supply Infrastructure		-	3 340	865	31	212	721	(509)	-70,6%	865
<i>Water Treatment Works</i>		-	500	500	-	-	417	(417)	-100,0%	500
<i>Distribution</i>		-	2 840	365	31	212	304	(93)	-30,5%	365
Sanitation Infrastructure		-	13 643	13 643	1 060	7 525	11 370	(3 844)	-33,8%	13 643
<i>Waste Water Treatment Works</i>		-	13 643	13 643	1 060	7 525	11 370	(3 844)	-33,8%	13 643
Solid Waste Infrastructure		-	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-
<u>Community Assets</u>		3 865	100	500	-	-	-	-	-	500
Community Facilities		828	100	-	-	-	-	-	-	-
<i>Cemeteries/Crematoria</i>		-	100	-	-	-	-	-	-	-
<i>Markets</i>		828	-	-	-	-	-	-	-	-
Sport and Recreation Facilities		3 037	-	500	-	-	-	-	-	500
<i>Outdoor Facilities</i>		3 037	-	500	-	-	-	-	-	500
Heritage assets		-	-	-	-	-	-	-	-	-
<u>Investment properties</u>		-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-
Other assets		-	600	1 020	-	390	850	(460)	-54,1%	1 020
Operational Buildings		-	600	1 020	-	390	850	(460)	-54,1%	1 020
<i>Municipal Offices</i>		-	300	720	-	108	600	(492)	-82,0%	720
<i>Workshops</i>		-	300	300	-	282	250	32	12,8%	300
Housing		-	-	-	-	-	-	-	-	-
<u>Biological or Cultivated Assets</u>		-	-	-	-	-	-	-	-	-
<u>Intangible Assets</u>		-	200	200	-	-	167	(167)	-100,0%	200
Licences and Rights		-	200	200	-	-	167	(167)	-100,0%	200
<i>Computer Software and Applications</i>		-	200	200	-	-	167	(167)	-100,0%	200
<u>Computer Equipment</u>		-	-	-	-	-	-	-	-	-
<u>Furniture and Office Equipment</u>		-	-	-	-	-	-	-	-	-
<u>Machinery and Equipment</u>		-	-	-	-	-	-	-	-	-
<u>Transport Assets</u>		-	-	-	-	-	-	-	-	-
<u>Land</u>		-	-	-	-	-	-	-	-	-
<u>Zoo's, Marine and Non-biological Animals</u>		-	-	-	-	-	-	-	-	-
<u>Living resources</u>		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Total Capital Expenditure on upgrading of existing assets	1	28 191	49 621	30 268	1 265	10 199	24 681	14 482	58,7%	30 268

APRIL 2025

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
	none	

The following competitive bids are currently in the advertisement stage:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/22/66	Appointment of A Travel Agency	15-May-2025
08/2/22/80	Leasing of Office Space to Witzenberg Municipality in Ceres	10-Jun-2025
08/2/22/78	Supply, Delivery, Installation And Maintenance of Photocopy Machines	10-Jun-2025
08/2/22/44	Professional Services for Witzenberg Municipality	16-May-2025

3.2.1.2 Evaluation stage:

The following competitive bids are currently in the evaluation stage:

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Aanvraag en Verkryging

3.2.1.1 Adverteringsfase

Die volgende formele geskrewe pryskwotasies is tans in die adverteringsfase nie.

Die volgende mededingende tenders is tans in die adverteringsfase:

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/21/09	Provision of services as an Implementing agent for specified human settlement projects in the Witzenberg Municipal area	03-Dec-2024	09-Apr-2025	C Mackenzie
08/2/21/16	Supply and delivery of Electrical Equipment	03-Oct-2024	21-Nov-2024 28-Mar-2025 10-Apr-2025 BEC held, referred back to user department	V Dyusha
08/2/21/43	Revenue Enhancement Services	14-Mar-2025	Awaiting	V Dyusha
08/2/21/82	Electrical and mechanical maintenance of water and sewer pump stations, treatment works and related infrastructure in Witzenberg area	24-Jan-2025	07-Mar-2025 08-Apr-2025 09-Apr-2025 24-Apr-2025	N Jacobs
08/2/22/02	Maintenance of Water Meters in The Witzenberg Area, Construction of Meter Boxes (New and Repair Vandalised)	27-Mar-2025	Awaiting	N Jacobs
08/2/22/09	Supply, Upgrade And Replacement Of Sewer Networks In The Witzenberg Area	27-Mar-2025	Awaiting	N Jacobs
08/2/22/40	Maintenance & Upgrading of Municipal Geographic Information System	24-Jan-2024	03-Apr-2025	H Taljaard
08/2/22/41	Supply and delivery of process Aerator mixers for Witzenberg municipality	25-Mar-2025	Awaiting	N Jacobs
08/2/22/51	Supply and delivery of polymer concrete manhole covers and frames, ductile iron manhole covers and frames, kerbing and	28-Mar-2025	Awaiting	E Lintnaar

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
	channelling, concrete slabs and concrete bollards, concrete bricks and pavers and clay pavers			
08/2/22/52	Road Markings In The Witzenberg Municipal Area	28-Mar-2025	Awaiting	E Lintnaar
08/2/22/55	Construction of Community Library, N'duli, Ceres	14-Mar-2025	15-Apr-2025	J Stuurman
08/2/22/39	Supply and delivery of new sewer pumps for Witzenberg Municipality	10-Apr-2025	Awaiting	N Jacobs
08/2/22/65	Supply, delivery & offloading of Non-perishable food	04-Apr-2025	08-Apr-2025	R Fick
08/2/22/68	Supply and delivery of meter reading equipment and software (inclusive of support services)	10-Apr-2025	30-Apr-2025	C Stevens
08/2/22/69	Supply and delivery of a portable electrical cable fault locator equipment	04-Apr-2025	23-Apr-2025	V Dyusha
08/2/22/76	Leasing of office space to Witzenberg Municipality in Ceres	24-Apr-2025	29-Apr-2025	M Arendse-Smith

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
08/2/22/11	Clearing of overgrown erven in the Witzenberg Municipal area	25-Sep-2024	27-Sep-2024	H Truter
08/2/22/63	Supply, delivery and installation of Vinyl flooring at Witzenberg municipal offices	18-Mar-2025	Awaiting	C Stevens
08/2/22/67	Supply and delivery of 3phase 160a four quadrant direct connected energy meters and standalone GPRS LTE/ 3g/ 4cr modems	20-Mar-2025	Awaiting	V Dyusha
08/2/22/75	Supply and delivery of Carry-all trailer with power rodder, rods and associated fittings	01-Apr-2025	Awaiting	E Lintnaar

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
08/2/19/39	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
08/2/22/17	Invitation for Long Term Borrowings	09-Oct-2024	16-Jan-2025	-

3.2.1.4 Bids awarded

The following bids were awarded by the Bid Adjudication Committee during the month of April 2025:

3.2.1.4 Tenders toegeken

Die volgende tenders was toegeken deur die Tender Toekenningskomitee gedurende April 2025:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Estimated Value (incl. VAT)
08/2/22/27	16-Apr-2025	Lazar (Pty) Ltd	Hiring of Double Axle Combination Vacuum and Jetting Truck And 12000 Liter Super Sucker Vacuum Truck	Bidder scored highest total points	R 4 887 500.00

The following bids were awarded by the Accounting Officer during the month of April 2025:

Die volgende tenders was toegeken deur die Rekenpligtige Beampte gedurende April 2025:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Estimated Value (incl. VAT)
08/2/22/62	29-April-2025	Actophambili Roads (Pty) Ltd	Streets And Stormwater Maintenance In Witzenberg Municipal Area	Bidder scored highest total points	R 30 000 00.00
RT57/2022	14-April-2025	Mmela Capital (PTY) Ltd (Four Seater Sedan x2)	Supply And Delivery Of Sedan, Light And Heavy Commercial Vehicles, Busses, Motor Cycles, Agricultural Tractors, Construction Plant And Equipment To The State: Period: 1 July 2023 To 30 June 2026	As per RT/572022 Appointment	R 711 444.64
		FE Industrial Supplies CC (Tractor x2)			R 880 605.30
RT57/2022	29-April-2025	Isuzu Motors South Africa (LCV)	Supply And Delivery Of Sedan, Light And Heavy Commercial Vehicles, Busses, Motor Cycles, Agricultural Tractors, Construction Plant And Equipment To The State: Period: 1 July 2023 To 30 June 2026	As per RT/572022 Appointment	R 2 284 899.10
		Key Spirit Trading 218 CC (TLB)			R 2 800 569.03
		Aro Trading (PTY) Ltd (Roller)			R 373 399.99

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders**3.2.1.5 Paragraaf 13 (1): Kansellasië en her-uitnodiging van tenders**

The following bids were cancelled during April 2025: Die volgende tenders was gekanselleer gedurende April 2025:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/22/73	16-Apr-2025	Supply and delivery of Christmas motif lights and accessories	In terms of paragraph 67 (1) (c) of Council's SCM Policy due to the fact that no acceptable bids were received.
08/2/22/47	16-Apr-2025	Supply and installation of new aluminium windows and doors for Witzenville community hall, Tulbagh (Re-advertisement)	In terms of paragraph 67 (1) (c) of Council's SCM Policy due to the fact that no acceptable bids were received.

3.2.1.6 Paragraph 19 (1) I and 19 (2): Written price quotations**3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies**

The following written price quotations were approved during the month of April 2025: Die volgende geskrewe prys kwotasies was goedgekeur gedurende April 2025:

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
187442	09/04/2025	Ndlovu Food Supply & Construction	Supply and Delivery of 50 Double bed blankets	Lowest responsive quotation	R 19 650.00 (Incl. VAT)	Chief Financial Officer
187447	09/04/2025	Van Schoor Gate	Supply and Delivery of three Rooikat Vanghokke (Caracal Trap Large) to Witzenberg Municipality	Lowest responsive quotation	R 13 731.99 (Incl. VAT)	Chief Financial Officer
187476	10/04/2025	Sun Blinds Ceres	Supply, Delivery and Installation of new Sunblind's	Only responsive quotation	R 11 940.00 (Incl. VAT)	Chief Financial Officer
187503	11/04/2025	Perfecto Drycleaners	Provision for Upholstery cleaning services at Tulbagh Council Chambers	Lowest responsive quotation	R 2 240.00 (Incl. VAT)	Chief Financial Officer
187569	17/04/2025	Introstat	Supply and Delivery of Camera and Video Equipment	Only responsive quotation	R 23 948.75 (Incl. VAT)	Chief Financial Officer
187597	22/04/2025	Brand Lifesavers (Pty) Ltd	Supply and Delivery of Branded / Promotional products	Only responsive quotation	R 29 950.60 (Incl. VAT)	Chief Financial Officer
187627	24/04/2025	Sondlo and Knopp Advertising	Publish Notice: Various Vacancies	Lowest responsive quotation	R 23 788.10 (Incl. VAT)	Chief Financial Officer
187714	30/04/2025	Ndlovu Food Supply & Construction	Door-to-Door Distribution of Corporate Newsletter	Only responsive quotation	R 19 800.00 (Incl. VAT)	Chief Financial Officer

3.2.1.7 Formal Written Price Quotations

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of April 2025:

3.2.1.7 Formele Geskrewe Prys Kwotasies

Die volgende formele geskrewe kwotasies, wat meer as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van April 2025:

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
08/2/22/05	17-Apr-2025	NLT Investments (PTY) Ltd	Facilitation of a Business Management Programme & Capacity Building for SMME's (Re-Advertisement)	Bidder scored highest total points	R 158 184.45	Director: Community Services
08/2/22/70	25-Apr-2025	Cape Diggers	Repairs to two (2) Tractor Loader Backhoes (TLBs or digger loaders)	Only responsive bidder	R 208 128.44	Acting Director: Technical Services
					R 65 002.20	
08/2/22/74	01-Apr-2025	Introstat (PTY) Ltd	Supply and delivery of Laptops	Bidder scored highest total points	R 277 428.50	Director: Corporate Services
08/2/22/77	17-Apr-2025	Ply General Services (PTY) Ltd	Clearing of alien vegetation in Ceres nature reserve and Dwarsriver for a period ending 30 June 2025	Bidder scored highest total points	R 169 480.00	Director: Community Services

3.2.1.8 Appeals

The following were lodged or dealt with by the Accounting Officer during the month of April 2025:

3.2.1.8 Appelle

Die volgende is ontvang of was hanteer deur die Rekenpligtige beampte gedurende April 2025:

Bid ref number	Date of appeal	Name of supplier that bid was awarded to	Brief description of services	Status	Amount (Incl. VAT)	Appellant	Reason for Appeal
None							

3.2.1.9 Deviations

The following table contains the actuals against approved deviations by the Accounting Officer for the month of April 2025 which totals R R 54 390

3.2.1.9 Afwykings

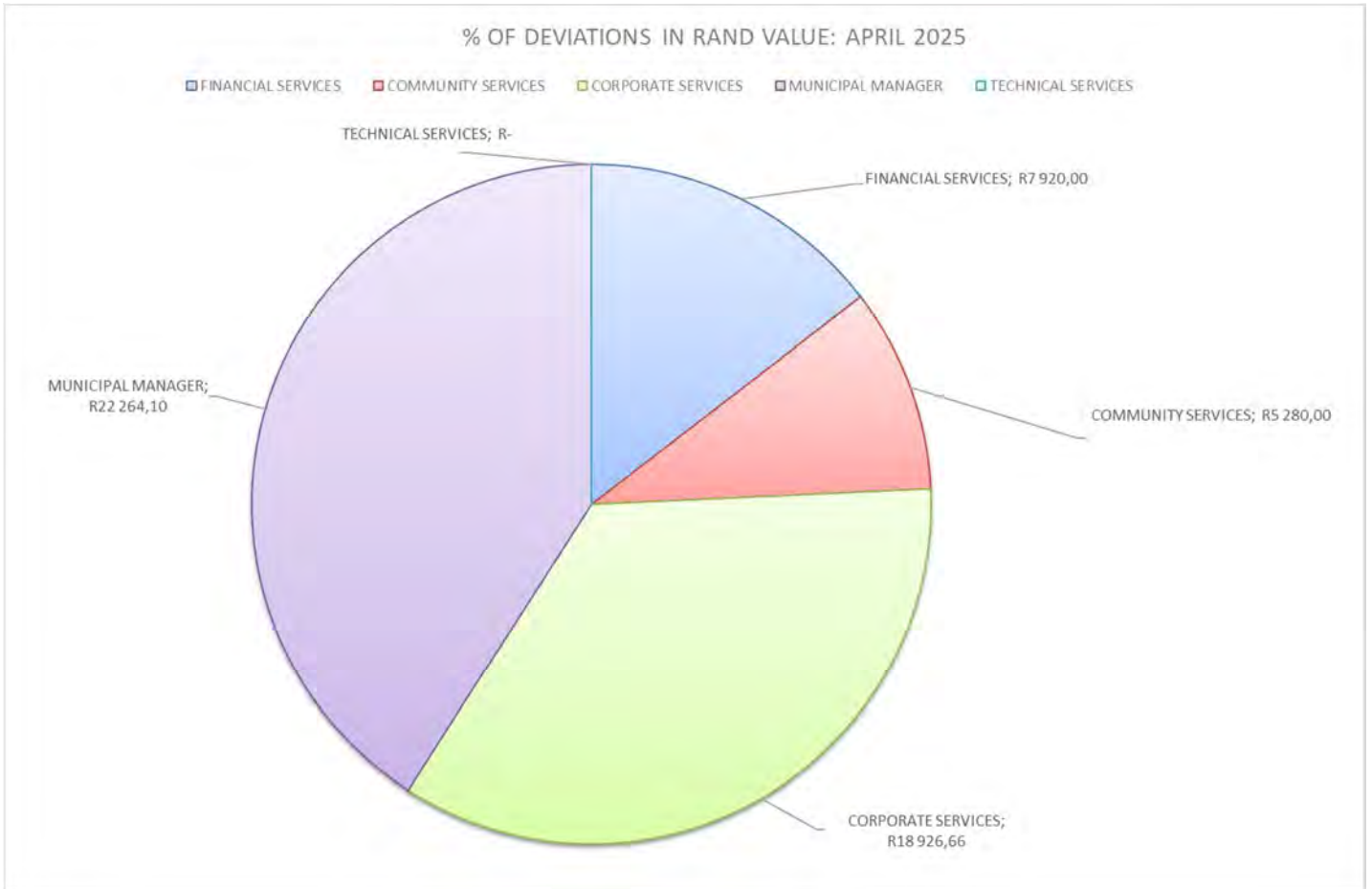
Die volgende tabel bevat die werklike uitgawes teen goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van April 2025 wat beloop op die totaal van R 54 390

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
21-Jan-25	Drager South Africa (PTY) Ltd	Calibration and service of Alco Breath testing equipment	Single supplier	186301	12 991,90
25-Feb-25	ESL Audiovisual	Provide live sound at Tulbagh Public meeting	Impractical	186891	4 650,00
03-Apr-25	Witzenberg Herald	Publish Notice: 2025/26 Budget, IDP & SDBIP	Single supplier	187382	7 920,00
10-Apr-25	Witzenberg Herald	Publish Notice: IDP and Budget 2025/26 - Review	Single supplier	187480	14 998,00
14-Apr-25	Marlo Laubscher Attorneys	Legal Services: Reg. 68 search - Portion 2 of Farms Dixon Berg West No 269	Impractical	187523	7 266,10

17-Apr-25	Witzenberg Herald	Publish Notice: Congratulatory message to Huis P Strauss	Single supplier	187582	2 280,00
17-Apr-25	Witzenberg Herald	Publish Notice: 2025 Easter message	Single supplier	187583	3 800,00
23-Apr-25	PBSA (PTY) Ltd	Renewal of agreement for Maintenance, Inspection, license fees for Franking machine	Single supplier	187609	8 256,66
25-Apr-25	Multi Choice Africa (PTY) Ltd	DSTV: Subscription 3 Months	Single supplier	187668	4 590,00
30-Apr-25	Witzenberg Herald	Publish Notice: Soup kitchen support applications	Single supplier	187712	5 280,00

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
Feb 2025	R 74 204	R 22 285 812	0.33%
Mar 2025	R 302 229	R 31 636 935	0.96%
Apr 2025	R 54 390	R 21 776 751	0.25%

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 2025	Mar 2025	Apr 2025
Value of inventory at hand	R 18 504 110.22	R 17 967 202.58	R 17 836 572.43
Turnover rate of total value of inventory	0.99	0.86	0.85
Date of latest stores reconciliation		31 Apr 2025	
Date of last stock count		19 Mar 2025	
Date of next stock count		27 Jun 2025	

Cash Flow Forecast

Current commitments against cash

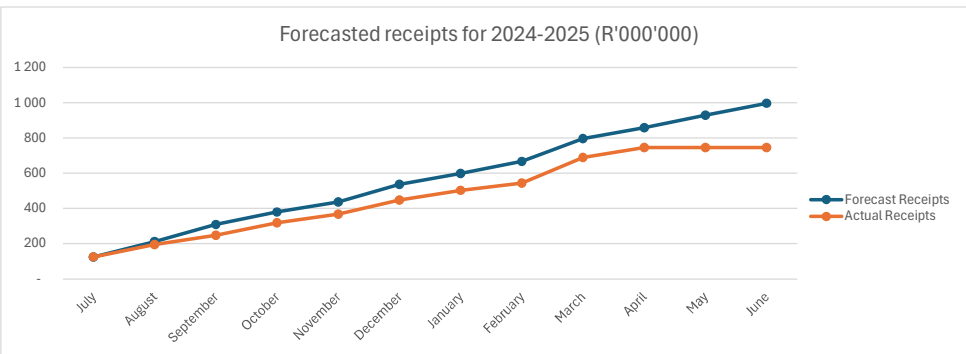
Cash Book Balance plus Investments	R 238 047 640
Total Commitments	(R174 961 825)
Unspent Grants	(R29 864 031)
Eskom Account	(R39 449 356)
Consumer Deposits	(R11 117 282)
Provision for Rehabilitation	(R19 142 364)
Working Capital Requirement	(R17 558 940)
Payables & Accruals	(R26 787 902)
Provision Current Employee Benefits	(R31 041 951)
Uncommitted Cash Balance	R 63 085 815

The estimated cost coverage ratio is as follow

Current

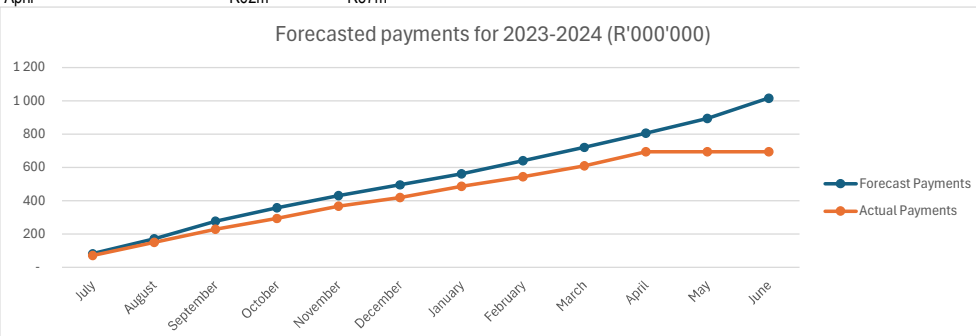
Cash and Cash Equivalents	R 238 047 640
Less Unspent Grants	R 29 864 031
Estimated Average fixed cost per month	R 71 206 891
Ratio	2,92

The ratio indicates that the municipality has sufficient cash available to cover its fixed cost for the next 2,92 months. The acceptable norm is 3 months



It is estimated that cash receipts will amount to R1000 m for the 2024-2025 Financial Year
The performance of actual receipts against projected receipts for the month can be summarised as follow

Month	Projected Receipts	Actual Receipts
February	R69m	R41m
March	R130m	R145m
April	R62m	R57m



It is estimated that cash payments will amount to R1024 m for the 2024-2025 Financial Year
The performance of actual payments against projected payments for the month can be summarised as follow

Month	Projected Payments	Actual payments
February	R79m	R57m
March	R80m	R66m
April	R85m	R84m

WC022 - M10 - MONTHLY SECTION 71 REPORT APRIL 2025

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 2024 (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 2025	Unspent 2025 (Payable)	Unpaid 2025 (Receivable)	Current Year Allocation	
	R	R	R	R	R	R	R	R	(DORA) Allocation Division of Revenue Amendment	Not Yet Received
National Government Grants										
Finance Management Grant	-	1 600 000	-	(1 322 229)	-	277 771	277 771	-	1 600 000	-
Municipal infrastructure Grant	59 596	25 595 000	(50 948)	-	(20 077 173)	5 526 475	5 526 475	-	25 630 000	35 000
Regional Bulk Infrastructure Grant (DWAF)	548 655	-	(49 391)	-	-	499 264	499 264	-	-	-
Integrated National Electricity Program	122 359	-	-	-	-	122 359	122 359	-	-	-
Equitable share	-	144 790 000	-	(144 790 000)	-	-	-	-	145 706 000	916 000
Department of Rural Development	471 155	-	-	-	-	471 155	471 155	-	-	-
Expanded Public Works Programme	(198 128)	1 559 000	-	(1 893 183)	-	(532 311)	-	532 311	1 559 000	-
Neighbourhood Development Plan	-	-	-	-	-	-	-	-	-	-
Water Service Infrastructure Grant	-	15 000 000	(5 000)	-	(8 228 359)	6 766 641	6 766 641	-	15 000 000	-
Municipal Water Infrastructure	-	-	-	-	-	-	-	-	-	-
Energy Efficiency and Demand-Side Management Grant	-	3 500 000	-	-	-	3 500 000	3 500 000	-	3 500 000	-
Municipal Disaster Relief Grant	-	3 612 000	-	-	-	3 612 000	3 612 000	-	-	(3 612 000)
Provincial Government Grants										
Library services	-	3 560 000	-	(3 349 925)	-	210 075	210 075	-	10 683 000	7 123 000
CDW	50 948	132 000	-	(45 184)	-	137 764	137 764	-	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	49 391	249 000	-	-	-	298 391	298 391	-	249 000	-
Human Settlement Development	-	-	-	-	-	-	-	-	23 264 000	23 264 000
Fire Service Capacity Building Grant	10 013	-	-	-	-	10 013	10 013	-	-	-
Capacity Building (Internship)	155 000	-	-	-	-	155 000	155 000	-	-	-
Municipal Infrastructure	(206 126)	-	-	-	-	(206 126)	-	206 126	-	-
Financial Management Support	-	400 000	-	-	-	400 000	400 000	-	150 000	(250 000)
Maintenance and Construction of Transport Infrastructure	(5 061 033)	5 359 144	-	-	-	298 111	298 111	-	1 375 000	(3 984 144)
Local Government Support Grant	-	-	-	-	-	-	-	-	-	-
Regional Social Economical Program	-	-	-	-	-	-	-	-	-	-
Local Government Employment Grant	-	-	-	-	-	-	-	-	-	-
Municipal Service Delivery & Capacity Building	-	-	-	-	-	-	-	-	-	-
Informal Settlements Upgrading Partnership Grant: Provinces (Beneficiaries)	(4 493 639)	11 585 471	-	(8 521 344)	-	(1 429 512)	-	1 429 512	1 532 000	(10 053 471)
Sport and Recreation	-	-	-	-	-	-	-	-	-	-
Municipal Energy Resilience Grant	-	700 000	-	-	-	700 000	700 000	-	700 000	-
Electronic Case Management Intervention	-	-	-	-	-	-	-	-	-	-
Loadshedding	-	-	-	-	-	-	-	-	-	-
Water Resilience	-	-	-	-	-	-	-	-	-	-
Municipal Service Delivery	-	-	-	-	-	-	-	-	-	-
Acceleration of Housing Delivery	49 391	249 000	-	-	-	298 391	298 391	-	7 788 000	7 539 000
Thusong service centres grant: Sustainability Operational Support Grant	-	-	-	-	-	-	-	-	150 000	150 000
Waste Management Compliance Grant(Boreholes Landfill sites)	-	257 000	-	-	-	257 000	257 000	-	257 000	-
District Municipality										
Parks and recreation	800 001	-	-	-	-	800 001	800 001	-	-	-
Sanitation Infrastructure	-	-	-	-	-	-	-	-	-	-
Planning and Development	100 000	-	-	-	-	100 000	100 000	-	-	-
Infrastructure	300 207	-	-	-	-	300 207	300 207	-	-	-
Covid 19	1 944 236	-	-	-	-	1 944 236	1 944 236	-	-	-
Safety Project	65 935	-	-	-	-	65 935	65 935	-	-	-
OPEX Tourism	-	-	-	-	-	-	-	-	-	-
Safety Implementation Grant	-	36 000	-	-	-	36 000	-	-	-	-
Public Contributions										
Table Mountain - Clearing Alien Vegetation	-	-	-	-	-	-	-	-	-	-
Development Bank of South Africa	-	-	-	-	-	-	-	-	-	-
Nedbank	-	793 788	-	-	-	793 788	793 788	-	-	-
Perdekraal Wind Farm	-	2 000 000	-	-	-	2 000 000	2 000 000	-	300 000	(1 700 000)
Essen Belgium	3 684	315 703	-	-	-	319 387	319 387	-	-	(315 703)
China - Water meters	-	-	-	-	-	-	-	-	-	-
Total	(6 274 784)	221 293 106	(105 339)	(159 921 865)	(28 305 533)	26 685 585	29 864 031	3 214 446	239 575 000	19 111 682

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	0	0	3	3
Motor Accident	0	0	3	5	8
Public Liability	1	0	0	16	17
Glass	0	0	0	0	0
Money loss	0	0	0	0	0
	1	0	3	24	28

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

High Value Property Loss/Damage and Motor Accident Claims

None

Claims Movement for the Month : April

	Property Loss/damage	Motor Accident	Public Liability	Glass	Money loss
Opening Balance	3	8	18	0	0
New Claims	0	0	1	0	0
Claims Closed	0	0	2	0	0
Closing Balance	3	8	17	0	0

Percentage spent on Preventative and corrective planned Maintenance Expenditure for the period ended: 30 April 2025

	Financial Services	Corporate Services	Community Services	Technical Services	Total
Total Budget	42,190	460,141	1,361,749	13,347,249	15,211,329
Less Repairs & Maintenance on Vehicles	42,190	251,814	721,932	2,970,750	3,986,686
Budget to be used for Measurement (A)	-	208,327	639,817	10,376,499	11,224,643
Total Actual	14,916	267,792	624,096	8,885,129	9,791,933
Less Repairs & Maintenance on Vehicles	14,916	169,266	298,894	1,722,212	2,205,289
Actuals to be used for measurement (B)	-	98,526	325,202	7,162,916	7,586,644
Percentage		47.29%	50.83%	69.03%	67.59%

HJ Kritzinger
CFO

Date
07/05/2025

Signature: 

Percentage spent on Capital Expenditure for the period ended: 30 April 2025

	Financial Services	Corporate Services	Community Services	Municipal Manager	Technical Services	Total
Budget	30,000	1,647,450	2,641,112	86,445	82,603,080	87,008,087
Actual	1,447	750,747	846,777	56,445	39,641,885	41,297,301
Percentage	4.82%	45.57%	32.06%	65.30%	47.99%	47.46%
Orders	27,943	439,285	86,347	-	23,184,041	23,737,615
	97.97%	72.23%	35.33%	65.30%	76.06%	74.75%

HJ Kritzinger
CFO

Date
07/05/2025

Signature: 

OVERTIME & STANDBY REPORT APRIL 2025

OVERTIME	YTD 2024/25	YTD vs Budget %	Adjusted Budget	Original Budget	Projected	Projected Saving / (Shortfall)	Actual 2023/24
Administration	11,367	82.8%	13,721	13,721	13,640	81	12,528
Cemetries	257,917	133.3%	193,482	193,482	309,501	-116,019	155,234
Community Halls And Facilities	237,226	62.2%	381,439	381,439	284,672	96,767	320,240
Council Cost	0		0	0	0	0	0
Electricity*	1,636,876	54.2%	3,019,523	3,019,523	1,964,251	1,055,272	2,170,666
Enviromental Protection	0		0	0	0	0	0
Fire Protection Sevices	69,236	277.8%	24,922	24,922	83,084	-58,162	18,683
Housing: Administration	6,739	226.0%	2,982	2,982	8,087	-5,105	0
Human Resources	1,874		0	0	2,249	-2,249	0
IDP	3,430	49.8%	6,883	6,883	4,116	2,767	13,258
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%	3,658	3,658	0	3,658	0
Marketing & Communications	407,785	82.7%	493,272	493,272	489,342	3,930	435,922
Mechanical Workshop	275,150	77.6%	354,719	354,719	330,180	24,539	296,374
Parks	241,529	96.9%	249,266	249,266	289,834	-40,568	188,391
Performance Management	0		0	0	0	0	0
Pine Forest*	625,355	80.5%	777,271	777,271	750,426	26,845	659,857
Project Management	0		0	0	0	0	0
Property & Legal Services	0		0	0	0	0	0
Public Toilets	131,191	99.8%	131,494	131,494	157,429	-25,935	136,351
Recreational Land	300,815	98.9%	304,156	304,156	360,978	-56,822	269,255
Roads	219,691	60.2%	364,774	364,774	263,630	101,144	334,875
Sewerage	1,978,457	57.7%	3,427,782	3,427,782	2,374,148	1,053,634	2,579,774
Social & Welfare Services	3,238	55.8%	5,801	1,801	3,886	1,915	3,389
Solid Waste*	1,927,011	74.8%	2,574,555	2,574,555	2,312,414	262,141	2,326,132
Stormwater Management	140,004	47.6%	293,855	293,855	168,005	125,850	206,319
Supply Chain Management	108,596	87.6%	123,986	123,986	130,316	-6,330	89,348
Swimming Pools	108,587	107.5%	101,018	101,018	130,304	-29,286	100,085
Thusong Centre	0		0	0	0	0	0
Town Secretary	2,189	686.2%	319	319	2,627	-2,308	1,043
Traffic	4,173,705	83.6%	4,994,053	4,994,053	5,008,446	-14,393	4,424,660
Treasury*	132,656	55.9%	237,102	237,102	159,187	77,915	164,336
Vehicle Licensing & Testing	399,667	106.4%	375,598	375,598	479,600	-104,002	380,508
Water Distribution	1,484,671	54.9%	2,702,500	2,702,500	1,781,605	920,895	2,045,934
TOTAL OVERTIME	14,884,962	70.4%	21,158,131	21,154,131	17,861,954	3,296,177	17,333,164

STANDBY	YTD 2024/25	YTD vs Budget %	Adjusted Budget	Original Budget	Projected	Projected Saving / (Shortfall)	Actual 2023/24
Administration	19,009	131.0%	14,508	14,508	22,810	-8,302	17,070
Cemetries	105,192	96.8%	108,673	108,673	126,231	-17,558	96,128
Community Halls And Facilities	96,663	62.0%	156,001	156,001	115,995	40,006	127,781
Council Cost	0		0	0	0	0	0
Electricity*	436,344	74.0%	589,587	589,587	523,613	65,974	526,278
Enviromental Protection	0		0	0	0	0	0
Fire Protection Sevices	766,788	70.2%	1,092,585	1,092,585	920,146	172,439	955,372
Housing: Administration	19,979	76.1%	26,237	26,237	23,974	2,263	14,848
Human Resources	0		0	0	0	0	0
IDP	0		0	0	0	0	0
Information Tecnology	47,166	70.8%	66,629	66,629	56,599	10,030	57,974
Internal Audit	0		0	0	0	0	0
L E D	0		0	0	0	0	0
Library Services	4,623	111.8%	4,136	4,136	5,547	-1,411	4,181
Marketing & Communications	0		0	0	0	0	0
Mechanical Workshop	127,874	79.5%	160,916	160,916	153,449	7,467	143,448
Parks	168,586	71.1%	236,975	236,975	202,303	34,672	197,997
Performance Management	0		0	0	0	0	0
Pine Forest*	149,862	109.1%	137,366	137,366	179,835	-42,469	134,057
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	183,979	83.2%	221,215	221,215	220,775	440	193,214
Roads	220,384	57.8%	381,069	381,069	264,461	116,608	363,508
Sewerage	511,056	73.6%	694,523	694,523	613,267	81,256	560,270
Social & Welfare Services	0		0	0	0	0	0
Solid Waste*	69,259	48.0%	144,348	144,348	83,111	61,237	124,576
Stormwater Management	130,735	52.3%	249,921	249,921	156,882	93,039	214,594
Supply Chain Management	44,975	71.0%	63,339	63,339	53,970	9,369	57,300
Swimming Pools	10,673	99.3%	10,750	10,750	12,808	-2,058	6,243
Thusong Centre	0		0	0	0	0	0
Town Secretary	0		0	0	0	0	0
Traffic	1,348,090	83.9%	1,607,692	1,607,692	1,617,708	-10,016	1,431,510
Treasury*	48,756	69.1%	70,539	70,539	58,507	12,032	61,487
Vehicle Licensing & Testing	140,257	79.2%	177,155	177,155	168,309	8,846	160,741
Water Distribution	430,673	75.4%	570,884	570,884	516,807	54,077	478,657
TOTAL STANDBY	5,080,923	74.9%	6,785,048	6,785,048	6,097,107	687,941	5,927,235



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 2025 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:



2024/2025
Quarterly Budget Statement Report
Section 52(d) – 3rd Quarter
1 July 2024 to 31 March 2025

Financial data is in respect of the period
1 July 2024 to 30 June 2025

Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, spending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

In terms of Section 52 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003):

52. General Responsibilities. — The mayor of a municipality—

- (a) must provide general political guidance over the fiscal and financial affairs of the municipality;
- (b) in providing such general political guidance, may monitor and, to the extent provided in this Act, oversee the exercise of responsibilities assigned in terms of this Act to the accounting officer and the chief financial officer, but may not interfere in the exercise of those responsibilities;
- (c) must take all reasonable steps to ensure that the municipality performs its constitutional and statutory functions within the limits of the municipality's approved budget;
- (d) **must, within 30 days of the end of each quarter, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality; and**
- (e) must exercise the other powers and perform the other duties assigned to the mayor in terms of this Act or delegated by the council to the mayor.

In terms of section 11 (4) (a), the Accounting Officer must within 30 days after the end of each quarter table in the municipal council a consolidated report of all withdrawals made in terms of subsection (1) (b) to (j) during that quarter. Section 11(1) read as follow:

“11. (1) Only the accounting officer or the chief financial officer of a municipality, or any other senior financial official of the municipality acting on the written authority of the accounting officer, may withdraw money or authorise the withdrawal of money from any of the municipality's bank accounts, and may do so only—

- (a) to defray expenditure appropriated in terms of an approved budget;*
- (b) to defray expenditure authorised in terms of section 26(4);*
- (c) to defray unforeseeable and unavoidable expenditure authorised in terms of section 29(1);*
- (d) in the case of a bank account opened in terms of section 12, to make payments from the account in accordance with subsection (4) of that section;*
- (e) to pay over to a person or organ of state money received by the municipality on behalf of that person or organ of state, including—*
 - (i) money collected by the municipality on behalf of that person or organ of state by agreement; or*
 - (ii) any insurance or other payments received by the municipality for that person or organ of state;*
- (f) to refund money incorrectly paid into a bank account;*
- (g) to refund guarantees, sureties and security deposits;*
- (h) for cash management and investment purposes in accordance with section 13;*
- (i) to defray increased expenditure in terms of section 31; or*
- (j) for such other purposes as may be prescribed.”*

In terms of Section 66 of the MFMA the Accounting Officer must prepare a report on all expenditure incurred with relation to staff benefits.

Section 66 reads as follow:

“66. The accounting officer of a municipality must, in a format and for periods as may be prescribed, report to the council on all expenditure incurred by the municipality on staff salaries, wages, allowances and benefits, and in a manner that discloses such expenditure per type of expenditure, namely—

- (a) salaries and wages;*
- (b) contributions for pensions and medical aid;*
- (c) travel, motor car, accommodation, subsistence and other allowances;*
- (d) housing benefits and allowances;*
- (e) overtime payments;*
- (f) loans and advances; and*
- (g) any other type of benefit or allowance related to staff.”*

The following regulations of the Local Government: Municipal Finance Management Act Municipal Budget and Reporting Regulations are relevant:

Quarterly reports on implementation of budget

31. (1) The mayor's quarterly report on the implementation of the budget and the financial state of affairs of the municipality as required by section 52(d) of the Act must be-
 - {a) in the format specified in Schedule C and include all the required tables, charts and explanatory information, taking into account any guidelines issued by the Minister in terms of section 168(1) of the Act; and
 - (b) consistent with the monthly budget statements for September, December, March and June as applicable; and
 - (c) submitted to the National Treasury and the relevant provincial treasury within five days of tabling of the report in the council.

Publication of quarterly reports on implementation of budget

32. When publishing the quarterly reports on the implementation of the budget in terms of section 75(1)(k) of the Act, the municipal manager must make public any other information that the municipal council considers appropriate to facilitate public awareness of the quarterly report on the implementation of the budget and the financial state of affairs of the municipality, including -
 - (a) summaries of quarterly report in alternate languages predominant in the community; and
 - {b) information relevant to each ward in the municipality.

PART 1 - IN-YEAR REPORT

Mayors Report

Speaker
Deputy Executive Mayor
Members of the Mayoral Committee
Councillors
Representatives of Provincial Government
Municipal Manager
Directors and officials
Distinguished guests
Members of the media

It is my privilege to present to you the quarterly Budget Statement Report for the quarter ended 31 March 2025. I do submit this report to comply with the relevant legislation.

The year-to-date recovery rate for the year, excluding traffic fines, is 76%. The annual target for debt collection is 94%. The collection of outstanding government debt remains a challenge as well as the municipality's inability to cut electricity in Eskom areas.

Key capital projects for the year under review includes the Tierhokskloof bulk water pipeline in Wolseley, upgrade of the Wolseley Wastewater Treatment works and the upgrade of the electrical substation in Ceres. It is expected that the Tierhokskloof bulk water pipeline in Wolseley, and the upgrade of the Wolseley Wastewater Treatment works shall be completed at year end.

Some amendments to the budget related policies were tabled in council, it is expected that the amendments if approved will improve the collection rate of the municipality.

We experienced water problems in Tulbagh, I am the opinion that the problems have been addressed in the short term and that the reservoir provided for in the 2025/2025 budget will further improve the water availability.

Eskom's inability to increase the electricity supply to the municipality remains a key challenge as it is hampering local economic development and the resulting job opportunities which could be realised from such developments. This has a negative impact on the growth and expansion of the local economy.


COUNCILLOR T ABRAHAMS
EXECUTIVE MAYOR

Municipal Manager's quality certification

QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that the quarterly budget assessment has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.



**MR D NASSON
MUNICIPAL MANAGER
WITZENBERG MUNICIPALITY**

Date:

16/04/2025

FINANCIAL REPORT

For the period 1 July 2024 to 31 March 2025, 72.49% of the budgeted operational revenue was raised.

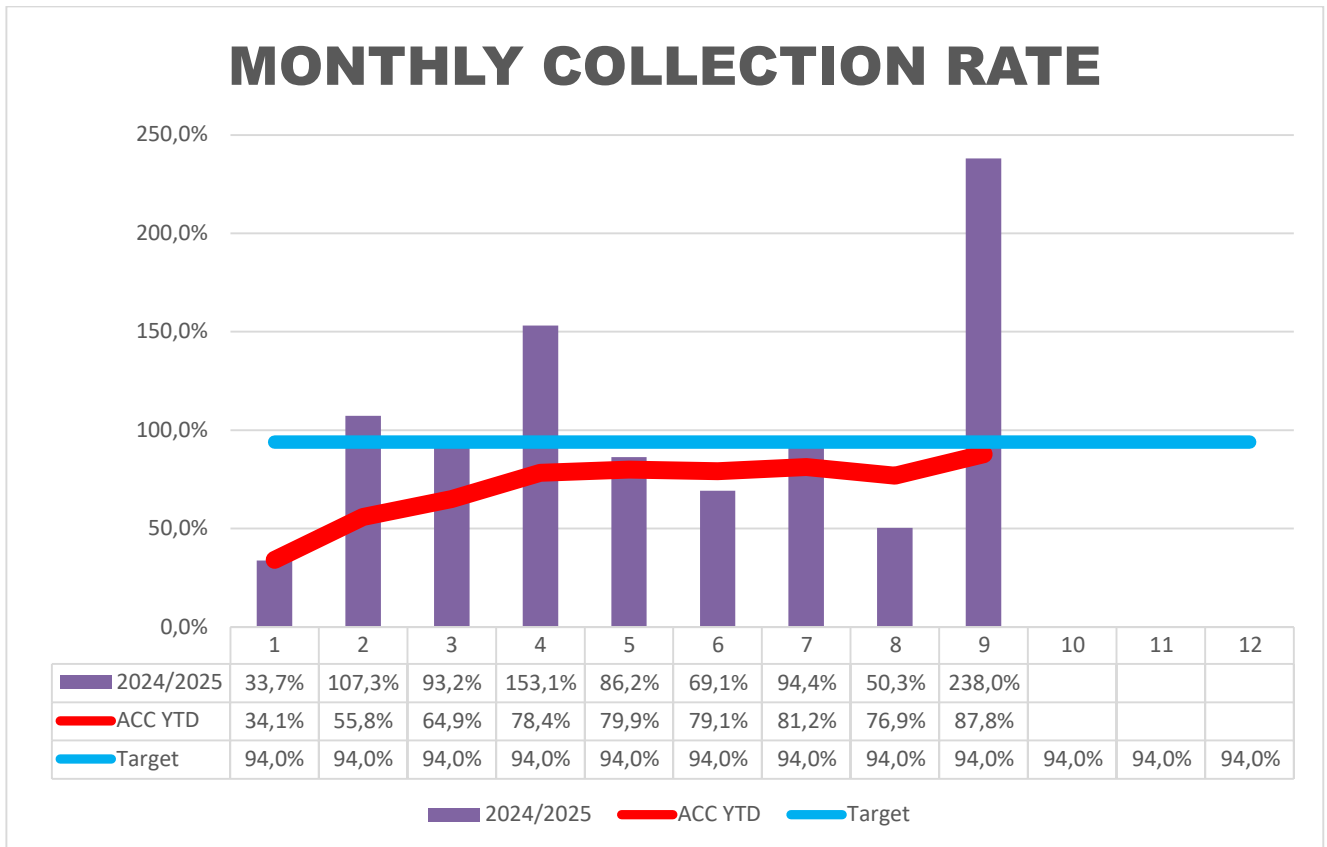
The collection rate of debtors is a challenge as only 87.8% of the debits raised were collected for the period under review, while the target is 94%.

57.76% of the budgeted operational expenditure was incurred during the reporting period. The Eskom account for the last month of the reporting period is not included in the actual expenditure as the account was only received after the reporting period end. The bulk purchases of electricity are expected to increase over the remaining months.

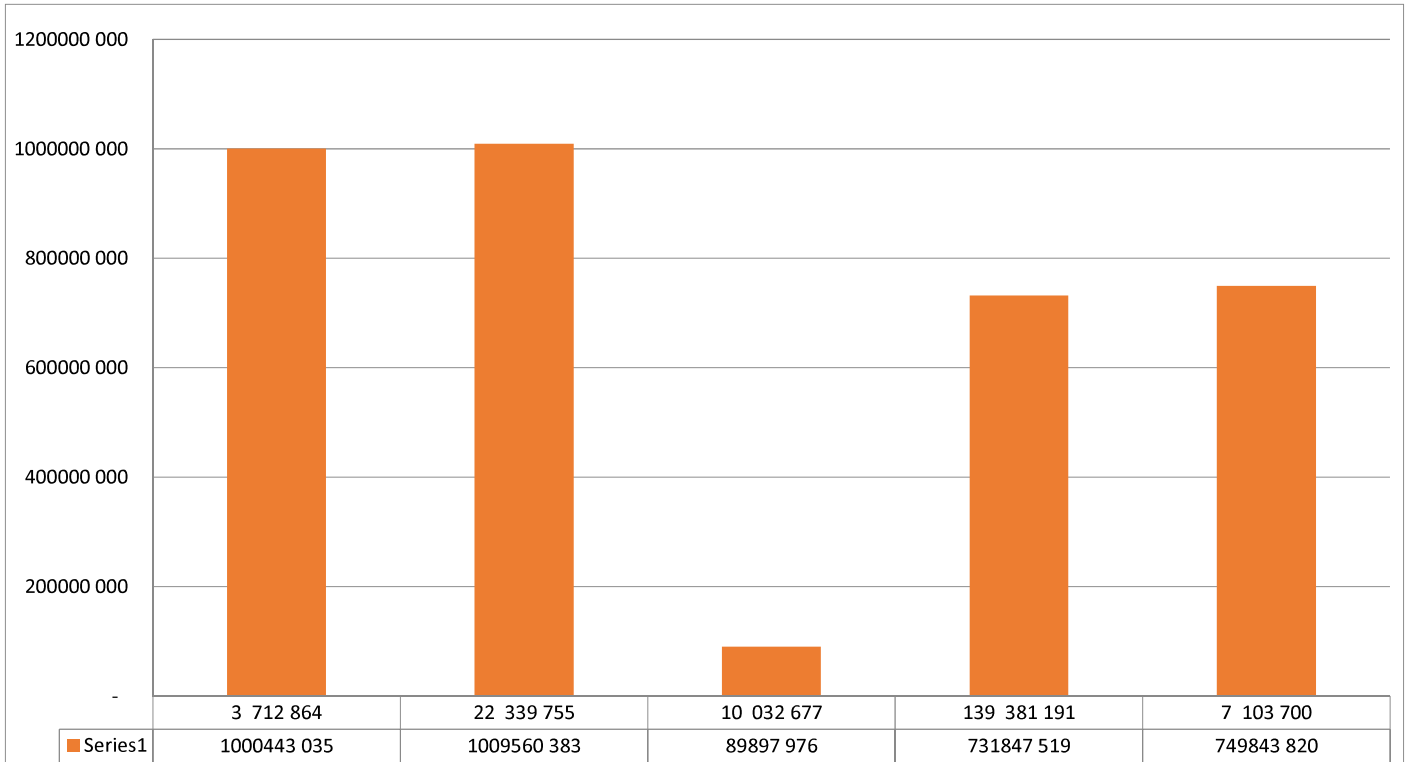
The exact provision for impairment of debtors will only be determined after the financial year end, the final amount is expected to be more than the in-year calculations.

41.29% of the budgeted capital expenditure was incurred during the reporting period.

Kindly refer to the following graphs and tables for further detail:



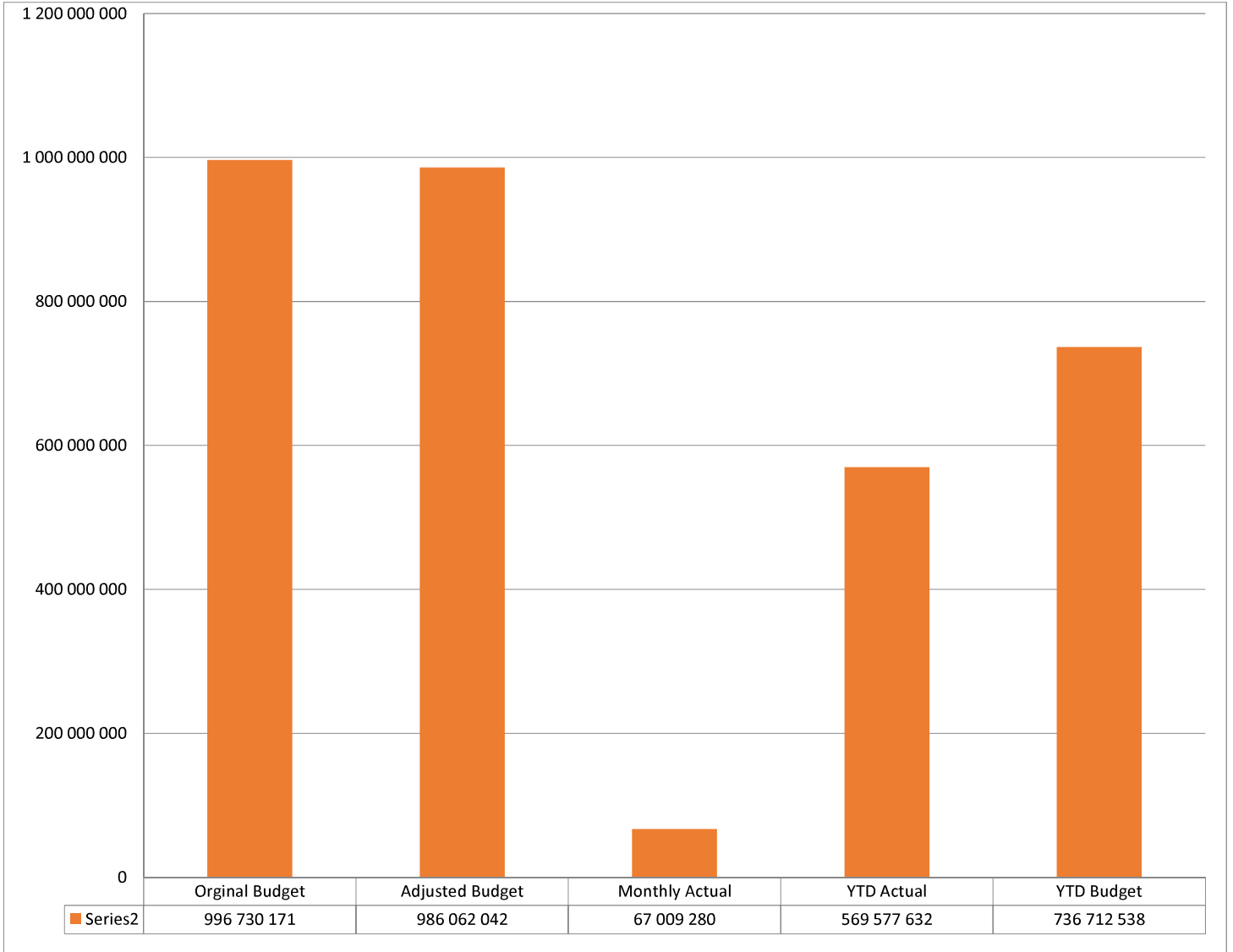
TOTAL OPERATIONAL REVENUE R



For the period 1 July 2024 to 31 March 2025, 72.49% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2024 tot 31 Maart 2025, is 72.49% van die begrote operasionele inkomste gehêf.

TOTAL OPERATIONAL EXPENDITURE R



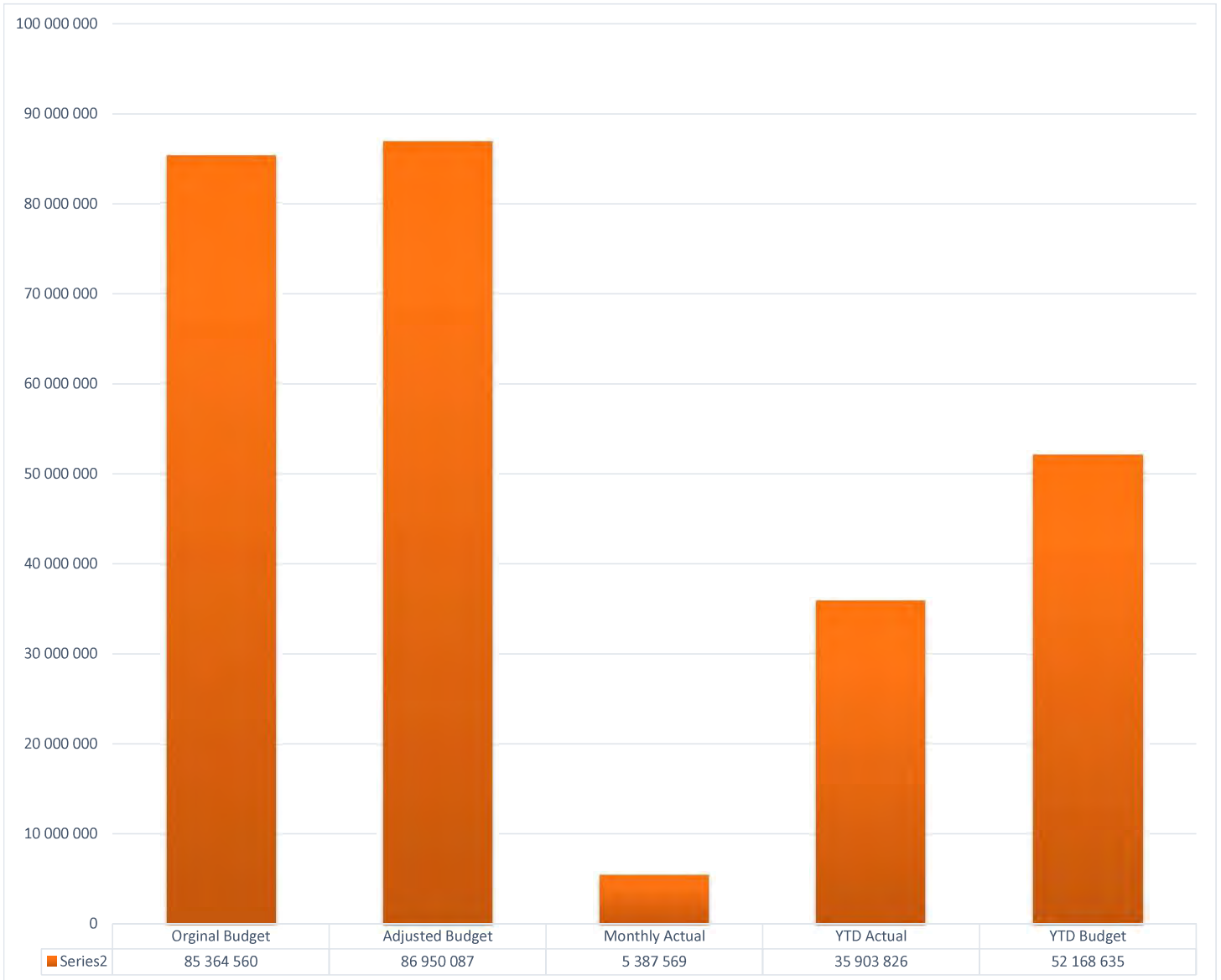
For the period 1 July 2024 to 31 March 2025, 57.76% of the budgeted operational expenditure was incurred.

Vir die periode 1 Julie 2024 tot 31 Maart 2025, is 57.76% van die begrote operasionele uitgawes aangegaan.

Please refer to Supporting Table SC1 for explanations regarding expenditure variances.

Verwys asb na "Supporting Table SC1" vir stawende redes met betrekking tot spandering afwykings.

CAPITAL EXPENDITURE R



For the period 1 July 2024 to 31 March 2025, 41.29% of the budgeted capital expenditure was incurred.

Vir die periode 1 Julie 2024 tot 31 Maart 2025, is 41.29% van die begrote kapitale uitgawes aangegaan.

Please refer to Supporting Table SC1 for explanations regarding expenditure variances.

Verwys asb na "Supporting Table SC1" vir stawende redes met betrekking tot spandering afwykings.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary -

Description	Budget Year 2024/25								
	2023/24 Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands									
Financial Performance									
Property rates	101 317	113 495	113 495	5 616	90 087	85 122	4 965	6%	113 495
Service charges	528 792	565 288	565 288	28 571	393 242	423 966	(30 724)	-7%	565 288
Investment revenue	22 019	22 444	22 444	1 291	14 452	16 833	(2 382)	-14%	22 444
Transfers and subsidies - Operational	179 020	196 213	181 896	38 075	157 341	136 127	21 214	16%	181 896
Other own revenue	93 594	67 446	89 109	16 345	76 726	61 884	14 841	24%	89 109
Total Revenue (excluding capital transfers and contributions)	924 741	964 887	972 233	89 898	731 848	723 932	7 916	1%	972 233
Employee costs	242 378	277 558	279 205	21 425	204 851	209 404	(4 553)	-2%	279 205
Remuneration of Councillors	11 447	12 311	12 311	982	8 893	9 233	(341)	-4%	12 311
Depreciation and amortisation	34 241	54 219	54 219	-	-	40 664	(40 664)	-100%	54 219
Interest	5 299	10 233	10 233	-	-	7 675	(7 675)	-100%	10 233
Inventory consumed and bulk purchases	347 330	401 186	402 028	36 409	251 088	300 810	(49 722)	-17%	402 028
Transfers and subsidies	36 338	37 116	34 621	1 621	16 104	24 911	(8 806)	-35%	34 621
Other expenditure	189 554	204 107	193 444	6 572	88 641	144 015	(55 374)	-38%	193 444
Total Expenditure	866 587	996 730	986 062	67 009	569 578	736 713	(167 135)	-23%	986 062
Surplus/(Deficit)	58 154	(31 844)	(13 829)	22 889	162 270	(12 781)	175 051	-1370%	(13 829)
Transfers and subsidies - capital (monetary allocations)	36 536	35 557	37 328	-	-	25 912	(25 912)	-100%	37 328
Transfers and subsidies - capital (in-kind)	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	94 691	3 713	23 498	22 889	162 270	13 131	149 139	1136%	23 498
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Intercompany/Parent subsidiary transactions	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	94 691	3 713	23 498	22 889	162 270	13 131	149 139	1136%	23 498
Capital expenditure & funds sources									
Capital expenditure	86 610	85 365	86 950	5 388	35 904	52 169	(16 265)	-31%	86 950
Capital transfers recognised	37 926	39 880	41 519	4 855	21 338	28 948	(7 610)	-26%	41 519
Borrowing	1 460	25 000	10 000	-	555	-	555	-	10 000
Internally generated funds	43 815	20 485	35 431	532	14 011	23 221	(9 210)	-40%	35 431
Total sources of capital funds	83 202	85 365	86 950	5 388	35 904	52 169	(16 265)	-31%	86 950
Financial position									
Total current assets	386 101	362 903	409 791	-	520 545	-	-	-	409 791
Total non current assets	1 101 462	1 138 148	1 179 304	-	1 126 929	-	-	-	1 179 304
Total current liabilities	138 002	186 734	127 588	-	248 111	-	-	-	127 588
Total non current liabilities	129 006	181 358	175 392	-	133 765	-	-	-	175 392
Community wealth/Equity	1 221 231	1 132 959	1 284 082		1 265 659				1 284 082
Cash flows									
Net cash from (used) operating	580 519	74 112	87 341	83 750	116 958	94 580	(22 378)	-24%	948 478
Net cash from (used) investing	(77 852)	(85 365)	(86 950)	(4 997)	(39 923)	(83 885)	(43 962)	52%	86 950
Net cash from (used) financing	(2 951)	25 000	25 000	73	347	7 500	7 153	95%	25 000
Cash/cash equivalents at the month/year end	775 917	231 342	212 636	-	264 618	205 440	(59 178)	-29%	1 247 664
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	70 204	7 674	216	6 060	6 452	5 832	36 730	250 337	383 505
Creditors Age Analysis									
Total Creditors	810	740	-	-	-	-	-	-	1 550

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits -

Summary of Employee and Councillor remuneration	Ref	Budget Year 2024/25								
		2023/24 Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands	1	A	B	C						D
Councillors (Political Office Bearers plus Other)										
Basic Salaries and Wages		9 007	9 658	9 658	748	7 100	7 243	(143)	-2%	9 658
Pension and UIF Contributions		1 339	1 422	1 422	117	1 015	1 066	(52)	-5%	1 422
Medical Aid Contributions		54	86	86	-	-	64	(64)	-100%	86
Motor Vehicle Allowance		-	0	0	34	34	-	34		0
Cellphone Allowance		1 048	1 146	1 146	83	744	859	(115)	-13%	1 146
Other benefits and allowances		-	0	0	-	-	-	-		0
Sub Total - Councillors		11 447	12 311	12 311	982	8 893	9 233	(341)	-4%	12 311
% increase	4		7,5%	7,5%						7,5%
Senior Managers of the Municipality	3									
Basic Salaries and Wages		4 082	4 395	4 395	360	7 119	3 297	3 822	116%	4 395
Pension and UIF Contributions		358	404	404	40	307	303	4	1%	404
Medical Aid Contributions		32	9	9	-	-	7	(7)	-100%	9
Performance Bonus		803	890	890	(35)	598	668	(69)	-10%	890
Motor Vehicle Allowance		1 316	1 115	1 115	77	810	836	(26)	-3%	1 115
Cellphone Allowance		365	332	332	23	240	249	(9)	-4%	332
Housing Allowances		33	57	57	-	-	43	(43)	-100%	57
Other benefits and allowances		45	61	61	0	1	46	(45)	-98%	61
Sub Total - Senior Managers of Municipality		7 034	7 265	7 265	466	9 076	5 449	3 627	67%	7 265
% increase	4		3,3%	3,3%						3,3%
Other Municipal Staff										
Basic Salaries and Wages		141 863	157 900	159 480	12 848	116 634	119 610	(2 976)	-2%	159 480
Pension and UIF Contributions		23 199	26 552	26 602	2 063	18 513	19 952	(1 439)	-7%	26 602
Medical Aid Contributions		9 802	11 093	11 093	883	7 835	8 320	(485)	-6%	11 093
Overtime		23 267	27 792	27 808	1 812	18 094	20 856	(2 762)	-13%	27 808
Performance Bonus		10 640	12 510	12 510	964	8 789	9 383	(594)	-6%	12 510
Motor Vehicle Allowance		6 758	7 751	7 751	628	5 858	5 813	44	1%	7 751
Cellphone Allowance		690	1 018	1 018	62	587	764	(177)	-23%	1 018
Housing Allowances		1 166	1 427	1 427	97	895	1 070	(175)	-16%	1 427
Other benefits and allowances		6 819	7 829	7 829	606	5 919	5 872	47	1%	7 829
Payments in lieu of leave		2 522	3 754	3 754	-	3 686	2 816	870	31%	3 754
Long service awards		913	1 015	1 015	90	808	761	47	6%	1 015
Post-retirement benefit obligations	2	7 706	11 653	11 653	907	8 159	8 740	(581)	-7%	11 653
Sub Total - Other Municipal Staff		235 345	270 293	271 940	20 960	195 775	203 955	(8 180)	-4%	271 940
% increase	4		14,8%	15,5%						15,5%
Total Parent Municipality		253 826	289 869	291 516	22 407	213 744	218 637	(4 893)	-2%	291 516
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	4	-	-	-	-	-	-	-		-
% increase	4									
Other Staff of Entities										
Sub Total - Other Staff of Entities	4	-	-	-	-	-	-	-		-
% increase	4									
Total Municipal Entities		-	-	-	-	-	-	-		-
TOTAL SALARY, ALLOWANCES & BENEFITS		253 826	289 869	291 516	22 407	213 744	218 637	(4 893)	-2%	291 516
% increase	4		14,2%	14,8%						14,8%
TOTAL MANAGERS AND STAFF		242 378	277 558	279 205	21 425	204 851	209 404	(4 553)	-2%	279 205

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend -

Month	2023/24	Budget Year 2024/25							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	% spend of Original Budget
R thousands									
Monthly expenditure performance trend									
July	216	3 004	3 818	742	742	3 818	3 075	80,6%	1%
August	5 739	3 004	3 818	346	1 088	7 635	6 547	85,8%	1%
September	4 059	15 284	9 754	5 004	6 092	17 390	11 297	65,0%	7%
October	5 014	3 004	3 818	5 140	11 233	21 207	9 975	47,0%	13%
November	7 537	3 004	3 818	7 521	18 754	25 025	6 271	25,1%	22%
December	6 153	15 384	9 754	2 984	21 737	34 779	13 042	37,5%	25%
January	1 226	3 004	3 818	1 853	23 590	38 597	15 006	38,9%	28%
February	4 783	3 004	3 818	6 926	30 516	42 414	11 898	28,1%	36%
March	6 810	15 284	9 754	5 388	35 904	52 169	16 265	31,2%	42%
April	4 180	3 004	3 818	-	35 904	55 986	20 082	35,9%	42%
May	14 828	3 004	3 818	-	35 904	59 804	23 900	40,0%	42%
June	26 064	15 384	27 146	-	35 904	86 950	51 046	58,7%	42%
Total Capital expenditure	86 610	85 365	86 950	35 904					

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts -

Ref	Description	Budget Year 2024/25												2024/25 Medium Term Revenue & Expenditure Framework				
		July	August	September	October	November	December	January	February	March	April	May	June	Budget Year 2024/25	Budget Year +1 2025/26	Budget Year +2 2026/27		
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Budget					
1	R thousands																	
	Cash Receipts By Source																	
	Property rates	6 736	13 751	8 139	25 750	5 745	4 108	7 982	4 355	6 659	8 607	8 607	103 281	108 881	115 270			
	Service charges - electricity revenue	33 478	35 134	34 797	29 483	21 039	17 851	22 840	24 724	35 348	40 600	40 600	487 205	535 527	588 111			
	Service charges - water revenue	3 044	3 009	4 585	3 001	2 681	2 536	3 818	3 048	4 400	3 133	3 133	37 600	42 392	44 386			
	Service charges - Waste Water Management	1 951	4 835	1 652	2 145	1 847	1 610	2 511	1 488	30 251	4 355	4 355	52 256	51 942	56 286			
	Service charges - Waste Management	2 175	2 402	2 030	2 639	2 103	1 801	2 961	1 965	2 784	2 153	2 153	25 839	27 059	30 545			
	Rental of facilities and equipment	146	239	274	567	254	267	456	421	400	0	0	5	6	6			
	Interest earned - external investments	998	1 293	758	1 164	3 012	716	777	3 115	2 105	2 921	2 921	45 994	47 793	49 663			
	Interest earned - outstanding debtors	-	-	-	-	5	-	-	-	-	298	298	3 577	3 756	3 904			
	Fines, penalties and forfeits	136	162	53	98	84	99	85	82	104	372	372	4 469	4 693	4 920			
	Licences and permits	272	490	280	581	339	580	452	328	367	381	381	2 558	2 685	2 800			
	Agency services	71 099	6 955	132	5 073	7 401	47 653	10 911	467	36 676	15 058	15 058	196 865	196 992	205 735			
	Transfers and Subsidies - Operational	190	405	222	483	684	475	1 267	267	413	452	452	5 426	5 698	5 982			
	Other revenue	120 319	68 792	52 987	71 107	45 281	77 897	54 176	40 346	119 602	78 545	78 545	969 645	1 032 223	1 112 684			
	Cash Receipts by Source																	
	Other Cash Flows by Source																	
	Transfers and subsidies - capital (monetary allocations) (National /	5 000	1 000	-	-	3 700	1 750	750	257	25 273	758	758	57 118	39 556	30 497			
	Short term loans	-	-	-	-	-	-	-	-	-	-	-	20 988	(4 012)	(4 012)			
	Increase (decrease) in consumer deposits	31	40	55	53	15	27	(37)	90	-	-	-	-	-	-			
	Total Cash Receipts by Source	125 350	69 832	53 042	71 159	48 996	79 674	54 888	40 694	144 948	79 303	79 303	1 047 751	1 067 767	1 139 592			
	Cash Payments by Type																	
	Employee related costs	18 868	19 295	22 545	20 494	31 950	23 066	24 455	21 582	20 611	39 424	39 424	473 093	492 706	518 024			
	Remuneration of councillors	951	951	951	931	1 401	972	972	782	982	-	-	-	-	-			
	Interest	0	-	-	-	-	-	-	-	-	-	-	-	-	(0)			
	Bulk purchases - Electricity	44 039	54 856	48 261	26 754	23 730	24 223	23 460	28 558	39 930	35 922	35 922	431 067	485 812	547 930			
	Acquisitions - water & other inventory	3 341	776	1 694	1 558	1 822	2 030	1 690	964	1 138	2 000	2 000	24 000	25 200	26 400			
	Contracted services	4 220	9 240	3 223	3 079	3 652	5 017	12 999	4 643	3 889	939	939	11 263	11 358	11 500			
	Transfers and subsidies - other	91	340	144	111	78	267	316	78	1 621	-	-	-	-	-			
	Other expenditure	10 266	6 701	4 805	6 317	6 210	4 881	3 273	3 173	3 509	-	-	-	-	-			
	Cash Payments by Type	81 776	92 158	81 622	59 245	68 843	60 455	67 165	59 780	71 681	78 285	78 285	939 422	1 015 076	1 104 154			
	Other Cash Flows/Payments by Type																	
	Capital assets	1 940	348	5 715	4 872	8 562	3 435	2 179	7 875	4 997	-	-	-	-	-			
	Other Cash Flows/Payments	(11 882)	(13 239)	(9 334)	1 092	(3 592)	(13 091)	(434)	(10 410)	(10 555)	-	-	-	-	-			
	Total Cash Payments by Type	71 834	79 267	78 003	65 209	73 813	50 799	68 910	57 245	66 123	78 285	78 285	939 422	1 015 076	1 104 154			
	NET INCREASE/(DECREASE) IN CASH HELD	53 516	(9 435)	(24 961)	5 950	(24 816)	28 875	(14 022)	(16 551)	78 825	1 018	1 018	108 329	52 691	35 256			
	Cash/cash equivalents at the month/year beginning:	187 235	240 751	231 317	206 356	212 306	187 490	216 365	202 344	185 793	264 618	265 635	187 235	295 565	348 255			
	Cash/cash equivalents at the month/year end:	240 751	231 317	206 356	212 306	187 490	216 365	202 344	185 793	264 618	265 635	266 653	295 565	348 255	383 511			

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Date : 2025/04/15 08:33

Prepared by : **SAMRAS**

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure -

R thousands <u>EXPENDITURE</u>	Ref	Description	Budget Year 2024/25						Full Year Forecast			
			2023/24 Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget		YTD Variance	YTD Variance %	
Operating expenditure of Transfers and Grants												
National Government:												
		Expanded Public Works Programme Integrated Grant for Municipalities (Schedule 5B)	5 911	(4 029)	(4 446)	797	3 627	(3 021)	6 649	-220,0%	(4 446)	
		Local Government Financial Management Grant (Schedule 5B)	3 364	(1 559)	(1 559)	162	1 723	(1 169)	2 892	-247,3%	(1 559)	
		Municipal Disaster Grant (Schedule 5B)	1 550	(1 470)	(1 470)	26	1 295	(1 102)	2 397	-217,5%	(1 470)	
		Municipal Infrastructure Grant (Schedule 5B)	-	-	(417)	-	-	-	-	-	(417)	
		Municipal Infrastructure Grant (Schedule 5B)	997	(1 000)	(1 000)	609	609	(750)	1 359	-181,2%	(1 000)	
		Provincial Government:	39 584	(46 426)	(46 928)	852	11 097	(35 196)	46 293	-131,5%	(46 928)	
		Specify (Add grant description)	568	-	-	-	-	-	-	-	-	
		Specify (Add grant description)	-	(10 683)	(10 683)	852	2 531	(8 012)	10 543	-131,6%	(10 683)	
		Specify (Add grant description)	71	(262)	(262)	-	45	(197)	242	-123,0%	(262)	
		Specify (Add grant description)	-	(130)	(130)	-	-	(98)	98	-100,0%	(130)	
		Specify (Add grant description)	196	(858)	(858)	-	-	(643)	643	-100,0%	(858)	
		Specify (Add grant description)	500	-	-	-	-	-	-	-	-	
		Specify (Add grant description)	295	(172)	(250)	-	-	(187)	187	-100,0%	(250)	
		Specify (Add grant description)	-	(1 532)	(23 264)	-	-	(17 448)	17 448	-100,0%	(23 264)	
		Specify (Add grant description)	37 954	(32 786)	-	-	8 521	-	8 521	-	-	
		Specify (Add grant description)	-	-	(11 480)	-	-	(8 610)	8 610	-100,0%	(11 480)	
		District Municipality:	-	-	(36)	-	-	-	-	-	(36)	
		Specify (Add grant description)	-	-	(36)	-	-	-	-	-	(36)	
		Other grant providers:	2 767	(205)	(205)	-	-	(154)	154	-100,0%	(205)	
		Foreign Government and International Organisations	1 793	(205)	(205)	-	-	(154)	154	-100,0%	(205)	
		Private Enterprises	974	-	-	-	-	-	-	-	-	
		Total operating expenditure of Transfers and Grants:	48 282	(50 660)	(51 614)	1 649	14 724	(38 371)	53 095	-138,4%	(51 614)	
		National Government:	23 296	(39 630)	(42 790)	728	2 595	(29 696)	32 291	-108,7%	(42 790)	
		Municipal Infrastructure Grant (Schedule 5B)	23 296	(24 630)	(24 595)	587	2 051	(18 446)	20 497	-111,1%	(24 595)	
		Municipal Disaster Recovery Grant (Schedule 4B)	-	-	(3 195)	-	-	-	-	-	(3 195)	
		Water Services Infrastructure Grant (Schedule 5B)	-	(15 000)	(15 000)	141	544	(11 250)	11 794	-104,8%	(15 000)	
		Provincial Government:	15 229	(1 375)	(257)	-	-	(193)	193	-100,0%	(257)	
		Specify (Add grant description)	200	-	-	-	-	-	-	-	-	
		Specify (Add grant description)	-	(179)	-	-	-	-	-	-	-	
		Specify (Add grant description)	1 675	-	-	-	-	-	-	-	-	
		Specify (Add grant description)	475	-	-	-	-	(193)	-	-	(257)	
		Specify (Add grant description)	-	(1 196)	(257)	-	-	-	-	-	-	
		Specify (Add grant description)	12 879	(1 196)	-	-	-	-	-	-	-	
		District Municipality:	1 851	100	100	-	-	75	(75)	-100,0%	100	
		Specify (Add grant description)	500	100	100	-	-	75	(75)	-100,0%	100	
		Specify (Add grant description)	1 200	-	-	-	-	-	-	-	-	
		Specify (Add grant description)	142	-	-	-	-	-	-	-	-	
		Specify (Add grant description)	9	-	-	-	-	-	-	-	-	
		Total capital expenditure of Transfers and Grants	40 376	(40 905)	(42 947)	728	2 595	(29 614)	32 409	-108,7%	(42 947)	
		TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	88 638	(91 565)	(94 561)	2 377	17 319	(68 185)	85 504	-125,4%	(94 561)	

WC022 - Q3 - 2024/2025 SECTION 52 REPORT - WITZENBERG MUNICIPALITY

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio -

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 ,	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														
Municipality														
ABSA Bank Ltd		3 Months	Call Investment	Yes	Yes	Yes	No	No	10/03/2025	24 451	56	-24506807,67	-	0
Nedbank Ltd		3 Months	Call Investment	Yes	Yes	Yes	No	No	10/03/2025	24 437	54	-24490652,05	-	-
First National Bank		3 Months	Call Investment	Yes	Yes	Yes	No	No	10/03/2025	24 409	54	-24493643,83	-	(30)
Standard Bank of SA Ltd		3 Months	Call Investment	Yes	Yes	Yes	No	No	18/06/2025		161		50 000	50 161
Nedbank Ltd		2 Months	Call Investment	Yes	Yes	Yes	No	No	19/05/2025		154		50 000	50 154
ABSA Bank Ltd		1 Month	Call Investment	Yes	Yes	Yes	No	No	22/04/2025		104		35 000	35 104
First National Bank		1 Month	Call Investment	Yes	Yes	Yes	No	No	22/04/2026		94		35 000	35 094
-		-	-	-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-	-	-
Municipality sub-total										73 297	677		170 000	170 483
Entities														
-		-	-	-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-	-	-
Entities sub-total										-	-		-	-
TOTAL INVESTMENTS AND INTEREST	2									73 297	677		170 000	170 483

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors -

Description	NT Code	Budget Year 2024/25									Total	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			
R thousands												
Creditors Age Analysis By Customer Type												
Bulk Electricity	0100	-	-	-	-	-	-	-	-	-	-	-
Bulk Water	0200	-	-	-	-	-	-	-	-	-	-	-
PAYE deductions	0300	-	-	-	-	-	-	-	-	-	-	-
VAT (output less input)	0400	-	-	-	-	-	-	-	-	-	-	-
Pensions / Retirement deductions	0500	-	-	-	-	-	-	-	-	-	-	-
Loan repayments	0600	-	-	-	-	-	-	-	-	-	-	-
Trade Creditors	0700	810	740	-	-	-	-	-	-	-	1 550	-
Auditor General	0800	-	-	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	810	740	-	-	-	-	-	-	-	1 550	-

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors -

Description	NT Code	Budget Year 2024/25										Total	Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts i.to Council Policy		
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Days	151-180 Days	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days					
R thousands																
Debtors Age Analysis By Income Source																
Trade and Other Receivables from Exchange Transactions - Water	1200	24 402	2 536	46	1 717	2 049	1 870	9 196	62 272	104 090	77 105	-	-	-	-	-
Trade and Other Receivables from Exchange Transactions - Electricity	1300	32 659	1 204	30	678	700	547	2 863	9 773	48 455	14 562	-	-	-	-	-
Receivables from Non-exchange Transactions - Property Rates	1400	6 336	861	16	703	865	638	8 613	32 206	50 239	43 027	-	-	-	-	-
Receivables from Exchange Transactions - Waste Water Management	1500	6 960	1 436	47	1 391	1 261	1 232	6 565	40 968	59 859	51 417	-	-	-	-	-
Receivables from Exchange Transactions - Waste Management	1600	7 389	1 426	43	1 272	1 231	1 176	6 230	38 001	56 768	47 909	-	-	-	-	-
Receivables from Exchange Transactions - Property Rental Debtors	1700	148	14	1	14	13	13	73	873	1 149	986	-	-	-	-	-
Interest on Arrear Debtor Accounts	1810	1 223	156	26	231	293	315	3 007	64 621	69 872	68 467	-	-	-	-	-
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	1900	(8 914)	40	8	53	39	42	182	1 623	(6 928)	1 939	-	-	-	-	-
Total By Income Source	2000	70 204	7 674	216	6 060	6 452	5 832	36 730	250 337	383 505	305 411	-	-	-	-	-
2023/24 - totals only																
Debtors Age Analysis By Customer Group																
Organs of State	2200	1 026	438	-	328	280	274	1 474	7 759	11 577	10 114	-	-	-	-	-
Commercial	2300	40 319	1 241	2	812	1 244	589	5 803	29 546	79 556	37 994	-	-	-	-	-
Households	2400	28 363	5 779	214	4 723	4 721	4 765	27 533	201 599	277 696	243 340	-	-	-	-	-
Other	2500	496	216	0	197	207	204	1 921	11 434	14 675	13 963	-	-	-	-	-
Total By Customer Group	2600	70 204	7 674	216	6 060	6 452	5 832	36 730	250 337	383 505	305 411	-	-	-	-	-

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

Description	Ref	Budget Year 2024/25								
		2023/24 Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES	1									
Receipts										
Property rates		4 845	103 281	103 281	6 659	83 225	78 565	4 660	6%	103 281
Service charges		938 669	602 900	602 900	73 196	358 372	391 593	(33 222)	-8%	602 900
Other revenue		13 818	17 029	17 029	966	8 598	12 415	(3 817)	-31%	17 029
Transfers and Subsidies - Operational		187 598	194 392	196 865	36 676	186 368	122 180	64 188	53%	196 865
Transfers and Subsidies - Capital		37 757	46 362	57 118	25 273	37 730	76 642	(38 912)	-51%	57 118
Interest		9 769	49 570	49 570	2 105	13 944	22 895	(8 951)	-39%	49 570
Dividends		-	-	-	-	-	-	-		-
Payments										
Suppliers and employees		(611 936)	(939 422)	(939 422)	(59 505)	(568 233)	(609 711)	(41 478)	7%	(78 285)
Interest		-	-	-	-	(0)	-	0	0%	-
Transfers and Subsidies		-	-	-	(1 621)	(3 045)	-	3 045	0%	-
NET CASH FROM/(USED) OPERATING ACTIVITIES		580 519	74 112	87 341	83 750	116 958	94 580	(22 378)	-24%	948 478
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		(77 852)	(85 365)	(86 950)	(4 997)	(39 923)	(83 885)	(43 962)	52%	86 950
NET CASH FROM/(USED) INVESTING ACTIVITIES		(77 852)	(85 365)	(86 950)	(4 997)	(39 923)	(83 885)	(43 962)	52%	86 950
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		-	-	-	-	-	-	-		-
Borrowing long term/refinancing		-	25 000	25 000	-	-	8 333	(8 333)	-100%	25 000
Increase (decrease) in consumer deposits		(2 951)	-	-	73	347	-	347	0%	-
Payments										
Repayment of borrowing		-	-	-	-	-	(833)	(833)	100%	-
NET CASH FROM/(USED) FINANCING ACTIVITIES		(2 951)	25 000	25 000	73	347	7 500	7 153	95%	25 000
NET INCREASE/ (DECREASE) IN CASH HELD		499 715	13 748	25 391	78 825	77 383	18 195			1 060 428
Cash/cash equivalents at beginning:		276 202	217 594	187 245		187 235	187 245			187 235
Cash/cash equivalents at month/year end:		775 917	231 342	212 636		264 618	205 440			1 247 664

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position -

Description	Ref	2023/24	Budget Year 2024/25			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD Actual	Full Year Forecast
R thousands						
ASSETS	1					
Current assets						
Cash and cash equivalents		187 245	227 306	208 258	266 888	208 258
Trade and other receivables from exchange transactions		111 342	68 636	126 324	36 626	126 324
Receivables from non-exchange transactions		36 119	49 234	40 088	48 963	40 088
Current portion of non-current receivables		-	-	-	-	-
Inventory		22 066	9 181	28 580	18 844	28 580
VAT		28 090	6 836	5 302	146 179	5 302
Other current assets		1 239	1 709	1 239	3 045	1 239
Total current assets		386 101	362 903	409 791	520 545	409 791
Non current assets						
Investments		-	-	-	-	-
Investment property		41 680	40 610	38 799	41 678	38 799
Property, plant and equipment		1 057 490	1 094 459	1 138 462	1 082 341	1 138 462
Biological assets		-	-	-	-	-
Living and non-living resources		-	-	-	-	-
Heritage assets		550	550	550	550	550
Intangible assets		1 741	2 529	1 493	2 360	1 493
Trade and other receivables from exchange transactions		-	-	-	-	-
Non-current receivables from non-exchange transactions		-	-	-	-	-
Other non-current assets		-	-	-	-	-
Total non current assets		1 101 462	1 138 148	1 179 304	1 126 929	1 179 304
TOTAL ASSETS		1 487 563	1 501 051	1 589 094	1 647 474	1 589 094
LIABILITIES						
Current liabilities						
Bank overdraft		-	-	-	-	-
Financial liabilities		59	(3 330)	(3 447)	36	(3 447)
Consumer deposits		9 742	12 158	9 739	14 316	9 739
Trade and other payables from exchange transactions		85 555	110 941	79 518	(24 736)	79 518
Trade and other payables from non-exchange transactions		(5 360)	3 129	9 773	100 158	9 773
Provision		32 720	45 567	36 837	24 845	36 837
VAT		15 287	18 269	(4 831)	133 494	(4 831)
Other current liabilities		-	-	-	-	-
Total current liabilities		138 002	186 734	127 588	248 111	127 588
Non current liabilities						
Financial liabilities		1 220	25 645	27 546	490	27 546
Provision		67 264	77 712	77 693	58 838	77 693
Long term portion of trade payables		-	-	-	-	-
Other non-current liabilities		60 522	78 001	70 154	74 437	70 154
Total non current liabilities		129 006	181 358	175 392	133 765	175 392
TOTAL LIABILITIES		267 008	368 091	302 981	381 876	302 981
NET ASSETS	2	1 220 555	1 132 959	1 286 114	1 265 598	1 286 114
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		1 210 065	1 120 420	1 272 915	1 289 020	1 272 915
Reserves and funds		11 166	12 540	11 166	(23 362)	11 166
Other		-	-	-	-	-
TOTAL COMMUNITY WEALTH/EQUITY	2	1 221 231	1 132 959	1 284 082	1 265 659	1 284 082

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) -

Vote Description	Ref	Budget Year 2024/25								
		2023/24 Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands	1									
Multi-Year expenditure appropriation	2									
Vote 1 - Financial Services		3 366	100	200	—	88	150	(62)	-41%	200
Vote 2 - Community Services		881	350	850	—	24	262	(238)	-91%	850
Vote 4 - Technical Services		32 776	18 937	23 386	1 085	8 334	14 519	(6 185)	-43%	23 386
Vote 5 - Municipal Manager		—	66	56	—	56	—	56		56
Total Capital Multi-year expenditure	4,7	37 023	19 453	24 493	1 085	8 503	14 931	(6 428)	-43%	24 493
Single Year expenditure appropriation	2									
Vote 1 - Financial Services		530	30	30	—	1	23	(21)	-94%	30
Vote 2 - Community Services		5 550	1 780	1 791	63	797	1 343	(547)	-41%	1 791
Vote 3 - Corporate Services		1 712	760	4 089	49	407	1 027	(619)	-60%	4 089
Vote 4 - Technical Services		41 795	63 311	56 430	4 191	26 195	34 822	(8 627)	-25%	56 430
Vote 5 - Municipal Manager		—	30	30	—	—	23	(23)	-100%	30
Total Capital single-year expenditure	4	49 587	65 911	62 370	4 302	27 401	37 238	(9 837)	-26%	62 370
Total Capital Expenditure	3	86 610	85 365	86 863	5 388	35 904	52 169	(16 265)	-31%	86 863
Capital Expenditure - Functional Classification										
Governance and administration		9 033	2 196	7 966	62	941	3 892	(2 952)	-76%	7 966
Executive and council		124	216	273	14	156	162	(6)	-4%	273
Finance and administration		8 908	1 980	7 694	48	784	3 730	(2 946)	-79%	7 694
Community and public safety		6 252	2 300	2 811	49	802	1 733	(931)	-54%	2 811
Community and social services		58	1 100	1 000	—	496	750	(254)	-34%	1 000
Sport and recreation		3 224	650	1 261	49	281	571	(290)	-51%	1 261
Public safety		2 838	550	550	—	24	412	(388)	-94%	550
Housing		132	—	—	—	—	—	—		—
Economic and environmental services		32 934	7 367	11 500	(86)	8 987	8 560	427	5%	11 500
Planning and development		828	200	133	—	133	99	33	33%	133
Road transport		32 107	7 167	11 368	(86)	8 855	8 460	394	5%	11 368
Trading services		38 390	73 501	64 672	5 362	25 174	37 983	(12 809)	-34%	64 672
Energy sources		9 959	31 352	16 509	168	2 068	4 769	(2 701)	-57%	16 509
Water management		10 426	25 606	27 169	4 124	15 118	20 152	(5 034)	-25%	27 169
Waste water management		4 669	16 343	19 984	939	7 377	12 379	(5 002)	-40%	19 984
Waste management		13 337	200	1 011	132	610	683	(73)	-11%	1 011
Total Capital Expenditure - Functional Classification	3	86 610	85 365	86 950	5 388	35 904	52 169	(16 265)	-31%	86 950
Funded by:										
National Government		21 847	37 504	40 252	4 855	21 338	27 998	(6 660)	-24%	40 252
Provincial Government		14 214	1 941	832	—	—	624	(624)	-100%	832
District Municipality		1 644	435	435	—	—	326	(326)	-100%	435
Transfers and subsidies - capital (monetary allocations) (Nat / Prov Departm Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporatons, Higher Educ Institutions)		222	—	—	—	—	—	—		—
Transfers recognised - capital		37 926	39 880	41 519	4 855	21 338	28 948	(7 610)	-26%	41 519
Borrowing	6	1 460	25 000	10 000	—	555	—	555		10 000
Internally generated funds		43 815	20 485	35 431	532	14 011	23 221	(9 210)	-40%	35 431
Total Capital Funding	7	83 202	85 365	86 950	5 388	35 904	52 169	(16 265)	-31%	86 950

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) -

Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Revenue										
Exchange Revenue		606 675	629 318	640 001	43 368	460 610	480 001	(19 391)	-4%	640 001
Service charges - Electricity		371 022	431 223	431 223	40 980	277 968	323 417	(45 449)	-14%	431 223
Service charges - Water		48 337	49 359	49 359	5 316	38 935	37 019	1 916	5%	49 359
Service charges - Waste Water Management		75 250	50 932	50 932	(20 546)	49 934	38 199	11 735	31%	50 932
Service charges - Waste management		34 183	33 774	33 774	2 821	26 405	25 330	1 075	4%	33 774
Sale of Goods and Rendering of Services		14 484	5 536	16 219	582	11 932	12 164	(233)	-2%	16 219
Agency services		4 739	4 684	4 684	369	3 748	3 513	235	7%	4 684
Interest		-	11	11	-	-	8	(8)	-100%	11
Interest earned from Receivables		28 557	23 549	23 549	239	19 861	17 662	2 199	12%	23 549
Interest earned from Current and Non Current Assets		22 019	22 444	22 444	1 291	14 452	16 833	(2 382)	-14%	22 444
Rent on Land		-	27	27	-	-	20	(20)	-100%	27
Rental from Fixed Assets		5 038	6 015	6 015	550	4 126	4 511	(385)	-9%	6 015
Operational Revenue		3 046	1 764	-	11 766	13 249	1 323	11 926	902%	1 764
Non-Exchange Revenue		318 067	335 568	332 231	46 530	271 238	243 931	27 307	11%	332 231
Property rates		101 317	113 495	113 495	5 616	90 087	85 122	4 965	6%	113 495
Surcharges and Taxes		9 122	5 501	10 360	728	3 819	7 413	(3 594)	-48%	10 360
Fines, penalties and forfeits		20 634	11 254	11 254	1 346	13 489	8 440	5 049	60%	11 254
Licence and permits		1 183	2 444	2 444	96	801	1 833	(1 031)	-56%	2 444
Transfer and subsidies - Operational		179 020	196 213	181 896	38 075	157 341	136 127	21 214	16%	181 896
Interest		4 091	3 566	3 566	397	3 669	2 675	994	37%	3 566
Operational Revenue		2 991	3 095	3 095	271	2 031	2 321	(290)	-12%	3 095
Gains on disposal of Assets		(291)	-	6 121	-	-	-	-	-	6 121
Total Revenue (excluding capital transfers and contributions)		924 741	964 887	972 233	89 898	731 848	723 932	7 916	1%	972 233
Expenditure By Type										
Employee related costs		242 378	277 558	279 205	21 425	204 851	209 404	(4 553)	-2%	279 205
Remuneration of councillors		11 447	12 311	12 311	982	8 893	9 233	(341)	-4%	12 311
Bulk purchases - electricity		324 086	375 258	376 458	34 722	234 817	282 343	(47 526)	-17%	376 458
Inventory consumed		23 245	25 929	25 570	1 687	16 271	18 467	(2 196)	-12%	25 570
Debt impairment		(75 887)	62 758	62 758	-	14 553	47 068	(32 515)	-69%	62 758
Depreciation and amortisation		34 241	54 219	54 219	-	-	40 664	(40 664)	-100%	54 219
Interest		5 299	10 233	10 233	-	-	7 675	(7 675)	-100%	10 233
Contracted services		55 684	75 234	64 951	3 627	30 686	47 672	(16 986)	-36%	64 951
Transfers and subsidies		36 338	37 116	34 621	1 621	16 104	24 911	(8 806)	-35%	34 621
Irrecoverable debts written off		159 168	2 131	2 131	51	7 432	1 598	5 834	365%	2 131
Operational costs		49 897	60 487	60 109	2 894	35 970	45 055	(9 085)	-20%	60 109
Losses on Disposal of Assets		688	-	-	-	-	-	-	-	-
Other Losses		4	3 497	3 497	-	-	2 622	(2 622)	-100%	3 497
Total Expenditure		866 587	996 730	986 062	67 009	569 578	736 713	(167 135)	-23%	986 062
Surplus/(Deficit)		58 154	(31 844)	(13 829)	22 889	162 270	(12 781)	175 051	(0)	(13 829)
Transfers and subsidies - capital (monetary allocations)		36 536	35 557	37 328	-	-	25 912	(25 912)	(0)	37 328
Surplus/(Deficit) after capital transfers & contributions		94 691	3 713	23 498	22 889	162 270	13 131			23 498
Surplus/(Deficit) after income tax		94 691	3 713	23 498	22 889	162 270	13 131			23 498
Surplus/(Deficit) attributable to municipality		94 691	3 713	23 498	22 889	162 270	13 131			23 498
Surplus/ (Deficit) for the year		94 691	3 713	23 498	22 889	162 270	13 131			23 498

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) -

Vote Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
Revenue by Vote										
	1									
Vote 1 - Financial Services		147 595	149 934	156 370	8 108	112 581	112 374	206	0,2%	156 370
Vote 2 - Community Services		202 772	201 946	202 370	38 188	170 625	151 777	18 848	12,4%	202 370
Vote 3 - Corporate Services		22 619	17 495	17 531	1 816	18 099	13 121	4 978	37,9%	17 531
Vote 4 - Technical Services		586 545	629 366	631 587	41 089	429 419	471 294	(41 874)	-8,9%	631 587
Vote 5 - Municipal Manager		1 746	1 702	1 702	697	1 123	1 277	(154)	-12,1%	1 702
Total Revenue by Vote	2	961 278	1 000 443	1 009 560	89 898	731 848	749 844	(17 996)	-2,4%	1 009 560
Expenditure by Vote										
	1									
Vote 1 - Financial Services		31 157	61 135	60 914	2 810	36 011	45 424	(9 413)	-20,7%	60 914
Vote 2 - Community Services		124 415	141 841	137 800	7 639	78 157	102 356	(24 199)	-23,6%	137 800
Vote 3 - Corporate Services		98 508	124 911	124 149	7 725	78 586	93 086	(14 500)	-15,6%	124 149
Vote 4 - Technical Services		595 423	649 300	641 780	46 026	362 639	480 838	(118 199)	-24,6%	641 780
Vote 5 - Municipal Manager		15 442	19 542	21 419	2 809	14 185	15 009	(824)	-5,5%	21 419
Total Expenditure by Vote	2	864 945	996 730	986 062	67 009	569 578	736 713	(167 135)	-22,7%	986 062
Surplus/ (Deficit) for the year	2	96 333	3 713	23 498	22 889	162 270	13 131	149 139	1135,8%	23 498

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (functional classification) -

Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Revenue - Functional										
Governance and administration		150 655	153 789	160 225	8 402	114 881	115 266	(385)	0%	160 225
Executive and council		28	31	31	3	24	23	1	5%	31
Finance and administration		150 628	153 758	160 194	8 400	114 857	115 243	(386)	0%	160 194
Internal audit		-	-	-	-	-	-	-	-	-
Community and public safety		221 762	218 327	218 787	39 985	188 303	164 063	24 240	15%	218 787
Community and social services		149 009	158 917	158 917	37 488	155 596	119 188	36 409	31%	158 917
Sport and recreation		9 728	7 820	7 820	664	6 011	5 865	146	2%	7 820
Public safety		24 388	16 654	16 690	1 815	17 990	12 490	5 500	44%	16 690
Housing		38 637	34 936	35 360	18	8 705	26 520	(17 815)	-67%	35 360
Health		-	-	-	-	-	-	-	-	-
Economic and environmental services		21 432	4 338	3 143	834	3 186	2 357	828	35%	3 143
Planning and development		4 663	3 016	3 016	840	3 164	2 262	902	40%	3 016
Road transport		15 837	1 311	116	(6)	21	87	(66)	-76%	116
Environmental protection		932	11	11	-	-	8	(8)	-100%	11
Trading services		567 329	623 849	627 266	40 675	425 371	468 053	(42 682)	-9%	627 266
Energy sources		373 511	430 868	430 868	41 067	278 590	323 151	(44 561)	-14%	430 868
Water management		66 833	95 225	95 490	17 881	58 891	71 393	(12 502)	-18%	95 490
Waste water management		83 087	56 602	59 497	(21 652)	56 737	42 452	14 285	34%	59 497
Waste management		43 898	41 154	41 411	3 379	31 154	31 058	96	0%	41 411
Other	4	100	139	139	1	107	105	2	2%	139
Total Revenue - Functional	2	961 278	1 000 443	1 009 560	89 898	731 848	749 844	(17 996)	-2%	1 009 560
Expenditure - Functional										
Governance and administration		117 071	161 917	166 220	10 685	105 596	123 346	(17 750)	-14%	166 220
Executive and council		29 071	32 064	33 784	3 670	26 530	24 282	2 248	9%	33 784
Finance and administration		83 998	124 776	127 358	6 740	76 415	95 255	(18 840)	-20%	127 358
Internal audit		4 002	5 078	5 078	276	2 651	3 809	(1 157)	-30%	5 078
Community and public safety		151 016	176 506	171 618	9 856	98 771	128 145	(29 375)	-23%	171 618
Community and social services		31 449	36 104	36 089	2 796	22 628	26 692	(4 064)	-15%	36 089
Sport and recreation		38 015	42 561	43 023	3 145	26 845	32 098	(5 253)	-16%	43 023
Public safety		42 724	56 942	55 684	3 437	31 959	41 739	(9 780)	-23%	55 684
Housing		38 829	40 899	36 821	479	17 338	27 616	(10 278)	-37%	36 821
Health		-	-	-	-	-	-	-	-	-
Economic and environmental services		39 351	51 243	44 001	2 457	22 904	32 312	(9 409)	-29%	44 001
Planning and development		13 433	16 351	16 401	1 257	11 222	12 301	(1 079)	-9%	16 401
Road transport		23 305	29 657	22 622	1 031	10 075	16 729	(6 654)	-40%	22 622
Environmental protection		2 613	5 235	4 977	169	1 606	3 283	(1 676)	-51%	4 977
Trading services		558 047	606 005	603 186	44 010	341 557	452 130	(110 573)	-24%	603 186
Energy sources		368 738	428 398	427 875	36 499	260 142	320 906	(60 765)	-19%	427 875
Water management		68 556	55 909	55 443	1 897	27 859	41 550	(13 691)	-33%	55 443
Waste water management		59 365	45 046	42 904	2 096	21 072	32 102	(11 030)	-34%	42 904
Waste management		61 387	76 652	76 963	3 518	32 484	57 572	(25 088)	-44%	76 963
Other		1 102	1 059	1 039	-	750	779	(29)	-4%	1 039
Total Expenditure - Functional	3	866 587	996 730	986 062	67 009	569 578	736 713	(167 135)	-23%	986 062
Surplus/ (Deficit) for the year		94 691	3 713	23 498	22 889	162 270	13 131	149 139	1136%	23 498

MUNICIPALITY WITZENBERG

Report: Withdrawals from Municipal Bank Accounts
Quarter ending March 2025

Report in terms of section 11(4)(a) of the MFMA, Act no 56 of 2003

MFMA Section	Item Description	Income			Expenditure			Income YTD transactions Quarter 3	Expenditure YTD transactions Quarter 3	Total YTD Income	Total YTD Expenditure
		January 2025	February 2025	March 2025	January 2025	February 2025	March 2025				
11(1) (b)	Expenditure authorised in terms of section 26(4) before annual budget is approved)										
11(1) (c)	Unforeseeable and unavoidable expenditure authorised in terms of section 29(1) (Mayor may approve emergency or other exceptional circumstances expenditure for which no budget provision was made)										
11(1) (d)	Section 12 withdrawals charitable, trust or other funds withdrawals)										
11(1) (e) (i)	Money collected on behalf of organ of state: - VAT										
11(1) (e) (ii)	- Agency fees, for example motor registration, drivers licence, etc.										
11(1) (f)	Insurance received by the Municipality on behalf of organ of state										
11(1) (g)	Refund of money incorrectly paid into bank account										
	Refund of guarantees, sureties & security deposits										
		-2 997 000	-2 177 972	-2 376 668	-13 870 014	7 708 975	6 989 035	-7 551 640	827 987	-2 135 383	757 457
										-25 402 044	70 150 592
11(1) (h)	Cash management and investment purposes:										
	- Realised	869 894	-46 794 540	-72 814 472							
	- Made	-	-	170 000 000							
	- Net movement	869 894	-46 794 540	97 185 528							

WITZENBERG MUNICIPALITY						
Report: Expenditure on Staff & Councillor Benefits - YTD Act Dec						
(Report in terms of Section 66 of the MFMA)						
MFMA Section	Item Description	Original Budget 2024/2025	Amended Budget 2024/2025	Year to Date Total	% Spent to date	
Staff Benefits						
66(a)	Salaries and Wages	162 295 132	163 891 427	124 401 632	75,90%	
66(b)	Contributions to pension funds and medical aid	38 057 716	38 109 073	26 661 623	69,96%	
66(c)	Travel, accommodation and subsistence	8 865 877	8 865 877	6 667 903	75,21%	
66(d)	Housing benefits and allowances	1 483 856	1 483 856	894 596	60,29%	
66(e)	Overtime	27 791 848	27 795 848	18 076 333	65,03%	
66(f)	Loans and advances	0	0	0	0,00%	
66(g)	Other type of benefit or allowances related to staff	39 063 705	39 063 706	28 786 731	73,69%	
	Sub - Total (Staff Benefits)	R 277 558 134	R 279 209 787	R 205 488 818	73,60%	
Councillor Benefits						
MAY	Mayor	1 071 605	1 071 605	723 849	67,55%	
DM	Deputy Mayor	669 515	669 515	544 510	81,33%	
SP	Speaker	518 936	518 936	514 485	99,14%	
MCM	Mayoral Committee members	2 505 225	2 505 225	1 522 276	60,76%	
S79	Section 79 committee chairperson	0	0	490 061	#DIV/0!	
CLLR	Other Councillors	7 460 062	7 460 062	5 097 542	68,33%	
MED	Medical aid contributions	85 826	85 826	0	0,00%	
PEN	Pension fund contributions	0	0	0	#DIV/0!	
WARD	Ward Committee Allowance	1 163 928	1 163 928	1 057 000	90,81%	
	Sub - Total (Councillors' Benefits)	13 475 097	R 13 475 097	R 9 949 723	73,84%	
	Total Councillor and Staff Benefits	R 291 033 231	R 292 684 884	R 215 438 541	73,61%	

Total Cost Savings Disclosure for the Quarter Ended: March 2025

Measures	Adj Budget	Q1	Q2	Q3	Q4	Total YTD	Prev Year Total YTD	Savings
Use fo Consultants	17 893 759	1 767 538	1 985 631	4 116 891	211 644	7 870 060	10 162 487	2 292 427
Vehicles used for political office -bearers	7 753	1 314	3 060	-	-	4 374	15 781	11 407
Travel and subsistence	1 346 731	156 213	354 961	140 815	-1 118	651 989	857 253	205 264
Domestic Accomodation	418 047	11 712	54 938	42 340	-	108 990	108 404	-586
Sponsorships, events and catering	985 322	97 249	63 852	44 843	11 496	205 944	180 087	-25 857
Communication	3 486 694	84 196	809 992	639 657	72 430	1 533 845	2 140 942	607 097
Other Related Expenditure Items	2 718 290	194 629	388 127	549 205	70 087	1 131 962	1 160 076	28 114
TOTAL	26 856 596	2 312 852	3 660 560	5 533 751	364 539	11 507 163	14 625 029	3 117 866

*** Savings were calculated based upon a comparison between previous year and current year year-to-date expenditure items

Summary of Budget Virements for the Quarter Ended : March 2025

Municipal Vote	Q1	Q2	Q3	Q4	Total	Net Movement
Financial Services	- 37 710	98 000	- 104 946	-	- 44 656	From()
Community Services	- 339 389	935 844	- 683 907	-	- 87 452	From()
Corporate Services	263 099	- 1 499 330	391 845	-	- 844 386	From()
Technical Services	114 000	57 486	376 508	-	547 994	To
Municipal Manager	-	408 000	20 500	-	428 500	To
	-	-	-	-	-	-



SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN	REPORT ON STRATEGIC / TOP LAYER RESULTS	
	2024/25	QUARTER 3

The Municipal Finance Management Act No. 56 of 2003 (MFMA) and National Treasury MFMA Circular No. 13 requires that municipalities must prepare a service delivery budget implementation plan (SDBIP) indicating how the budget and the strategic objectives of Council will be implemented. The SDBIP is prepared in terms of Section 53(1)(c)(ii) of the Municipal Finance Management (MFMA), National Treasury MFMA Circular No. 13 and the Budgeting and Reporting Regulation.

INDEX	Page
1. ESSENTIAL SERVICES	2
a) Sustainable provision & maintenance of basic infrastructure	2
b) Provide for the needs of informal settlements through improved services	3
2. GOVERNANCE	3
a) Support Institutional Transformation & Development	3
b) Ensure financial viability.	4
c) To maintain and strengthen relations	4
3. COMMUNAL SERVICES	5
a) Provide & maintain facilities that make citizens feel at home.	5
4. SOCIO-ECONOMIC SUPPORT SERVICES	5
a) Support the poor & vulnerable through programmes & policy	5
b) Create an enabling environment to attract investment & support local economy.	6

OVERVIEW OF RESULTS

Key Performance Areas: % of Targets Achieved

Area	% of Targets Achieved
OVERALL	67%
SOCIO-ECONOMIC SUPPORT SERVICES	100%
COMMUNITY SERVICES	75%
GOOD GOVERNANCE	63%
ESSENTIAL SERVICES	46%

Percentage expenditure on Capital Budget

Category	Actual Expenditure (%)	Mar Target (%)	24/25 Target (%)
Corporate	~12%	60%	~95%
Community	~30%	60%	~95%
Technical	~42%	60%	~95%
TOTAL	~42%	60%	~95%

Revenue Collection (FM7.12)

Month	Target (%)	Actual (%)
SEP	75%	65%
DEC	88%	55%
MAR	91%	67%
JUN	93%	-

Percentage of non-revenue water

(sum of un-billed authorised consumption such as informal settlements, recreational areas and apparent & real losses)

Month	Actual (%)	Target (%)
Sept Actual	38%	40%
Dec Actual	36%	40%
Mar Actual	39%	40%
Jun Actual	40%	40%

KEY PERFORMANCE AREA:		Essential Services				
STRATEGIC OBJECTIVE:		Sustainable provision & maintenance of basic infrastructure				
Ref	Key Performance Indicator	Annual Target	Quarterly Target	Quarterly Results	Reason if target not achieved	Corrective measures
TecDir1	Percentage expenditure on the preventative- & corrective planned maintenance budget of the Technical Department	98%	75%	67%	Underspending mainly relates to the following sections with under spent amounts (to achieve 75% target) included: Electricity (R 17 000) & Roads & Stormwater (R1,3m).	Underspending can be contributed to delays in appointment of service provider which is expected to be finalised with expenditure targets to be reached by the 4th quarter.
TecDir3	% Expenditure on Capital Budget by Technical Directorate	95%	60%	43%	Main reason for under spending relates to the following projects: Upgrade of Ceres substation (tender awarded and although budget was decreased with adjustment budget, underspending is expected at year-end). An additional R 3m was allocated by Provincial Government towards disaster projects with adjustment budget as well as an additional R 1m added to budget for services in the Skoonvlei industrial area.	Under expenditure on the Ceres Substation project is expected but as the project is planned to continue in 2025/26, un-spend funds will be transferred to next year.
WS1.11a	Number of new formal sewer connections meeting minimum standards	10	6	5	Only one application received for period.	Connections only done as per request / application.
WS2.11a	Number of new formal water connections meeting minimum standards	10	6	8		
WS4.1	Percentage of drinking water samples complying to SANS241.	98%	98%	100%		
EE1.11a	Number of formal residential dwellings provided with a new connection to mains electricity supply by the municipality	8	6	7		
FinInc28	Number of formal residential properties for which refuse is removed once per week and which are billed for refuse removal as at period end.	11873	11873	12052		
WS5.1	Percentage of non-revenue water (sum of un-billed authorised consumption such as informal settlements, recreational areas and apparent & real losses)	40%	40%	39%		

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EE4.4	Percentage total electricity losses	10%	10,0%	18,2%	Note: Result for 3rd quarter not available at time of report. Result shown is cumulative result up to November 2024. Illegal connections have since taken a climb with the absence of the Revenue Enhancement project, with a bid which has been at BSC for over a year with no award. In addition to this, the Finance dept has a backlog of meter replacements (over 1000 meters) that needed to be changed for TID compliance.	Addressing the concerns mentioned above, should average and normalise the losses over the 12 months window measured in.
TR6.12	Percentage of surfaced municipal road lanes which has been resurfaced and resealed	1%	0,5%	0,0%	Contractor completing last two road section on 17/04/2025.	

KEY PERFORMANCE AREA:		Essential Services				
STRATEGIC OBJECTIVE:		Provide for the needs of informal settlements through improved services				
Ref	Key Performance Indicator	Annual Target	Quarterly Target	Quarterly Results	Reason if target not achieved	Corrective measures
TecDir2	Number of subsidised serviced sites developed.	No target set as development of serviced sites is not planned and budgeted for in 2024/25. Programme to resume in following year.				
WS1.11b (Cir88)	Number of new informal sewer connections meeting minimum standards	2	2	0	No new connections in informal settlements. Repairs and upgrades done.	New connections for next quarter planned.
WS2.11b	Number of new informal water connections meeting minimum standards	2	2	0	No new connections in informal settlements. Repairs and upgrades done.	New connections for next quarter planned.
EE1.11b	Number of informal residential dwellings provided with a new connection to mains electricity supply by the municipality	0	0	0	Target adjusted with adjustment budget	
TecRef31	Percentage of households in demarcated informal areas with access to a periodic solid waste removal or a skip for household waste.	95%	95%	100%		

KEY PERFORMANCE AREA:		Governance				
STRATEGIC OBJECTIVE:		Support Institutional Transformation & Development				
Ref	Key Performance Indicator	Annual Target	Quarterly Target	Quarterly Results	Reason if target not achieved	Corrective measures
CorpHR13	Percentage budget spent on implementation of Workplace Skills Plan.	96%	60%	94%		
CorpHR12	Report on percentage of people from employment equity target groups employed in the three highest levels of management in the municipality.	4 Reports	3	3		
GG1.21	Staff vacancy rate	5%	5%	13%	Panel members not available	Time schedule to be implemented and circulated to all panel members.

KEY PERFORMANCE AREA:		Governance				
STRATEGIC OBJECTIVE:		Ensure Financial Viability				
Ref	Key Performance Indicator	Annual Target	Quarterly Target	Quarterly Results	Reason if target not achieved	Corrective measures
FinFAdm10	Financial viability expressed as Debt-Coverage ratio	200	200	448	No Borrowings. Only borrowing is a Financial Lease liability. The result of the ratio is deemed immaterial	
FinFAdm11	Financial viability expressed outstanding service debtors	60%	60%	67%	Industrial effluent debt outstanding. No restriction of electricity in December.	Conclude an agreement for down-payment. End relaxation of credit control measures in December.
FM7.12	Collection rate ratio	93%	91%	67%	The cutting off of electricity supply and/or blocking of prepaid electricity is only credit control measures currently implemented. There is no credit control measures in areas where Eskom distribute electricity.	Report to be resubmitted to council for workshop and council resolution on credit control measures.
FM1.14	Service Charges and Property Rates Revenue as a percentage of Service Charges and Property Rates Revenue Budget	98%	75%	71%	Seasonal consumption of services	It is expected that the consumption for April to June will be higher than the previous months.
FM3.11	Cash/Cost coverage ratio	3	3	3		
FM4.31	Creditors payment period	40	30	16		
LED3.31	Average number of days from the point of advertising to the letter of award per 80/20 procurement process	180	180	111		
MM1	Percentage expenditure on the preventative- & corrective planned maintenance budget of the whole of the municipality.	98%	75%	66%	Refer to TecDir1	Refer to TecDir1
FM1.11	Total Capital Expenditure as a percentage of Total Capital Budget	95%	60%	42%	Refer to TecDir3 and ComDir2. An additional R2,7m was also included in the adjustment budget to purchase property.	Refer to TecDir3 and ComDir2

FM5.21	Percentage of total capital expenditure on renewal/upgrading of existing assets	68%			Annual Target	
FM5.2	Percentage change of renewal/upgrading of existing Assets	35%			Annual Target	
FM7.2	Percentage of Revenue Growth excluding capital grants	6%			Annual Target	
FM2.1	Percentage of total operating revenue to finance total debt (Total Debt (Borrowing) / Total operating revenue)	6%			Annual Target	
FM4.11	Irregular, Fruitless and Wasteful, Unauthorised Expenditure as a percentage of Total Operating Expenditure	0%			Annual Target	
FM4.2	Percentage of total operating expenditure on remuneration	30%			Annual Target	

KEY PERFORMANCE AREA:		Governance				
STRATEGIC OBJECTIVE:		To maintain and strengthen relations with international- & inter-governmental partners as well as the local community through the creation of participative structures.				
Ref	Key Performance Indicator	Annual Target	Quarterly Target	Quarterly Results	Reason if target not achieved	Corrective measures
MMIDP9	Number of IDP community engagements held.	14	7	7		
GG2.1	Percentage of ward committees that are functional (meet four times a year, are quorate, and have an action plan)	100%	100%	100%		
GG2.11	Percentage of ward committees with 6 or more ward committee members (excluding the ward councillor)	100%	100%	100%		
ComSoc49	Number of meetings with inter-governmental partners.	12	9	11		

KEY PERFORMANCE AREA:		Communal Services				
STRATEGIC OBJECTIVE:		Provide & maintain facilities that make citizens feel at home.				
Ref	Key Performance Indicator	Annual Target	Quarterly Target	Quarterly Results	Reason if target not achieved	Corrective measures
ComAm34	Analysis report on customer satisfaction questionnaires on community facilities.	1 Report				
FD1.11	Percentage compliance with the required attendance time for structural firefighting incidents	90%	90%	94%		
HS3.6	Average number of library visits per library	12 000	9 000	10 077		
HS3.7	Percentage of municipal cemetery plots available	27%	27%	41%		
ComDir2	Percentage expenditure on Capital Budget by Community Directorate	95%	60%	31%	Most of the capital projects is in process of being finalized or delivered and expenditure will then follow.	Meeting with all managers to start the supply chain processes early within the financial year.

KEY PERFORMANCE AREA:		Socio-Economic Support Services				
STRATEGIC OBJECTIVE:		Support the poor & vulnerable through programmes & policy				
Ref	Key Performance Indicator	Annual Target	Quarterly Target	Quarterly Results	Reason if target not achieved	Corrective measures
ComSoc41	Number of account holders subsidised through the municipality's Indigent Policy	4500	4500	3524		
LED2.12	Percentage of the municipality's operating budget spent on indigent relief for free basic services	3%	3%	2,9%		
LED1.21	Number of work opportunities created through Public Employment Programmes (incl. EPWP and other related employment programmes)	400	300	315		
ComSoc42	Number of engagements with target groups with the implementation of social development programmes.	20	15	22		
ComHS14	Number of housing opportunities provided per year.	No Target				

ComHS15	Number of Rental Stock transferred	20	10	18		
KEY PERFORMANCE AREA:		Socio-Economic Support Services				
STRATEGIC OBJECTIVE:		Create an enabling environment to attract investment & support local economy.				
Ref	Key Performance Indicator	Annual Target	Quarterly Target	Quarterly Results	Reason if target not achieved	Corrective measures
ComLed19	Bi-annual report on investment incentives implemented.	2 Reports	1	1		
ComLed20	Quarterly report on the Small Business Entrepreneurs Development Programme.	4 Reports	3	3		
ComLed4	Review of the Witzenberg Local Economic Development Strategy.	1 Reviewed Strategy			Annual Result	
LED3.11	Average time taken to finalise business license applications	5 days	4	0,6		
LED3.12	Average time taken to finalise informal trading permits	7	6	0,5		
LED1.11	Percentage of total municipal operating expenditure spent on contracted services physically residing within the municipal area	5%	5%	15%		

WITZENBERG

MUNISIPALITEIT**UMASIPALA****MUNICIPALITY****- MEMORANDUM -**

AAN / TO: Chief Financial Officer
VAN / FROM: Manager: Supply Chain
DATUM / DATE: 04 April 2025
VERW. / REF.: 09/1/2/2

**SUPPLY CHAIN MANAGEMENT: PARAGRAPH 7 (4) QUARTERLY REPORT ENDING 31 MARCH 2025:
IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT POLICY****1. PURPOSE**

- (a) To report on the implementation of Council's Supply Chain Management Policy with regards to the following sub sections:
- (i) Demand management
 - (ii) Acquisition management
 - (iii) Logistics management
 - (iv) Disposal management
 - (v) Performance management
 - (vi) Other matters

2. POLICY REQUIREMENTS

Paragraph 7 (3) of Council's Supply Chain Management Policy as approved on 16 May 2024, states the following:

The Supply Chain Manager must, within 4 days of the end of each quarter, submit a report on the implementation of the supply chain management policy to the Chief Financial Officer, of which he must submit it within 3 days to the Accounting Officer. The Accounting Officer must within 3 days after receiving the report submit it to the Mayor.

3. DISCUSSION: SUPPLY CHAIN MANAGEMENT COMPONENTS**(a) Demand management**

Demand management requires timely planning and management process to ensure that all goods and services which are required are quantified, budgeted for and delivered in a timely and effective manner at the right locations and at the critical delivery dates. These goods and services must be of appropriate quality and quantity at a fair cost.

Furthermore the required specifications must ensure that needs are met.

In order to enhance the demand planning process, an annual procurement plan was implemented for the 2024-2025 financial year for capital spending. The revised capital budget for 2024-2025 is R 86 950 087. The capital spending for the third quarter amounted to R 36 195 931 which equals **41.63%** spent. This is below the target of **60%** for the third quarter. Measures have been put in place to ensure that targets are met.

Specifications have been drafted unbiased and advertised as such in order to promote the five pillars of procurement as set out in section 217 of the Constitution of South Africa (Act 108 of 1996). It ultimately ensured that the needs are addressed effectively.

(b) Acquisition management

The system of acquisition management must ensure the following:

- (i) That goods and services are procured in accordance with authorized processes only;
- (ii) That expenditure on goods and services is incurred in terms of an approved budget in terms of section 15 of the Municipal Finance Management Act (Act 56 of 2003);
- (iii) That the threshold values for different procurement processes are complied with;
- (iv) That bid documentation, evaluation and adjudication criteria and general conditions of a contract are in accordance with any applicable legislation; and
- (v) That any Treasury guidelines on acquisition management are properly taken into account.

The bid documentation that is utilized is in accordance with the general conditions of contract and applicable legislation such as the Construction Industry Development Board Act (Act 38 of 2000). We have also taken into account guidelines issued by National and Provincial Treasury in order to further enhance our processes.

I. Bid committees

The following table details the number of bid committee meetings held for the quarter under review:

Month	Bid Specification Committee	Bid Evaluation Committee	Bid Adjudication Committee
Jan 2025	4	4	2
Feb 2025	1	2	0
March 2025	3	1	2

In addition, the Internal Audit section, Legal Services and the Local Economic development department have been invited to attend our bid committee meetings on an ad-hoc basis. This is an effort to promote transparency with regards to the processes that they will be concentrating on.

Competitive bids (in excess of R 300 000) to the value of **R21 402 873 (incl. VAT)** was awarded during the quarter under review.

The following table details the number of competitive bids awarded by the bid adjudication committee including the combined values of those bids:

Month	Number of awards	Combined value of awards
Jan 2025	0	-
Feb 2025	5	R15 902 873
March 2025	2	R5 500 000
Total	7	R21 402 873

The following competitive bid(s) was awarded by the Accounting Officer during the quarter under review:

Month	Number of awards	Combined value of awards
Jan 2025	0	-
Feb 2025	0	-
March 2025	1	R22 720 985
Total	1	R22 720 985

The municipality made use of Supply Chain Management Regulation 32 which refers to contracts secured by other organs of state for the quarter under review for the following bids:

Bid ref number	Date	State department / Municipality	Name of supplier	Brief description of services	Value (incl. VAT)
RT57/2022	17-Jan-2025	National Treasury	Isipho Capital Motors	4 Ton Payload Areal Platform Truck	R1 454 617

The following table details the five highest bids awarded during the quarter under review according to its contract value:

Department	Bid number	Bid description	Estimated Contract value
Electricity	08/2/22/29	Upgrade of Ceres 11KV switching substation	R22 720 985
Streets and Stormwater	08/2/21/89	Supply and Delivery of Crushed Stone Aggregate and Sand	R10 000 000
Water and Sewerage	08/2/22/16	Supply, delivery and off-loading of calcium hypochlorite and water purification Lime	R5 000 000
Electricity	08/2/22/42	Energy Efficient Interventions in Witzenberg Municipal Area	R3 401 667
Town Planning	08/2/21/91	Review of Witzenberg Municipal Spatial Development Framework	R1 518 000

II. Formal written price quotations

Formal written price quotations (between R 30 000 and R 300 000) to the value of **R974 846** (incl. VAT) were awarded during the quarter under review. The following table details the number of formal written price quotations that were awarded including the combined values of those quotations:

Month	Number of awards	Combined value of awards
Jan 2025	5	R557 301
Feb 2025	2	R249 306
March 2025	1	R168 237
Total		R974 846

III. Awards made to companies according to their with Broad-Based Black Economic Empowerment (B-BBEE) level of contribution

As from 16 January 2023, the 2022 Preferential Procurement Regulations became effective.

B-BBEE status level of contribution	Combined contract values for competitive bids	Combined contract values for formal written price quotations	Grand total	% of grand total
Level 1	R 43 241 729	R 475 324	R 43 717 053	94,44
Level 2	R 1 518 000	R 68 733	R 1 586 733	3,43
Level 3	-	-	-	0,00
Level 4	-	R 818 746	R 818 746	1,77
Level 5	-	-	-	0,00
Level 6	-	-	-	0
Level 7	-	-	-	0,00
Level 8	-	-	-	0,00
Non-compliant contributors	-	R 168 237	R 168 237	0,36
Total	R 44 759 729	R1 531 041	R 46 290 771	100.00

The new regulations provide for points to be allocated for specific goals” as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994. Council approved amendments to the Preferential Procurement Policy on 24 January 2024 in compliance with the latest Preferential Procurement Regulations.

IV. Appeals by aggrieved bidders

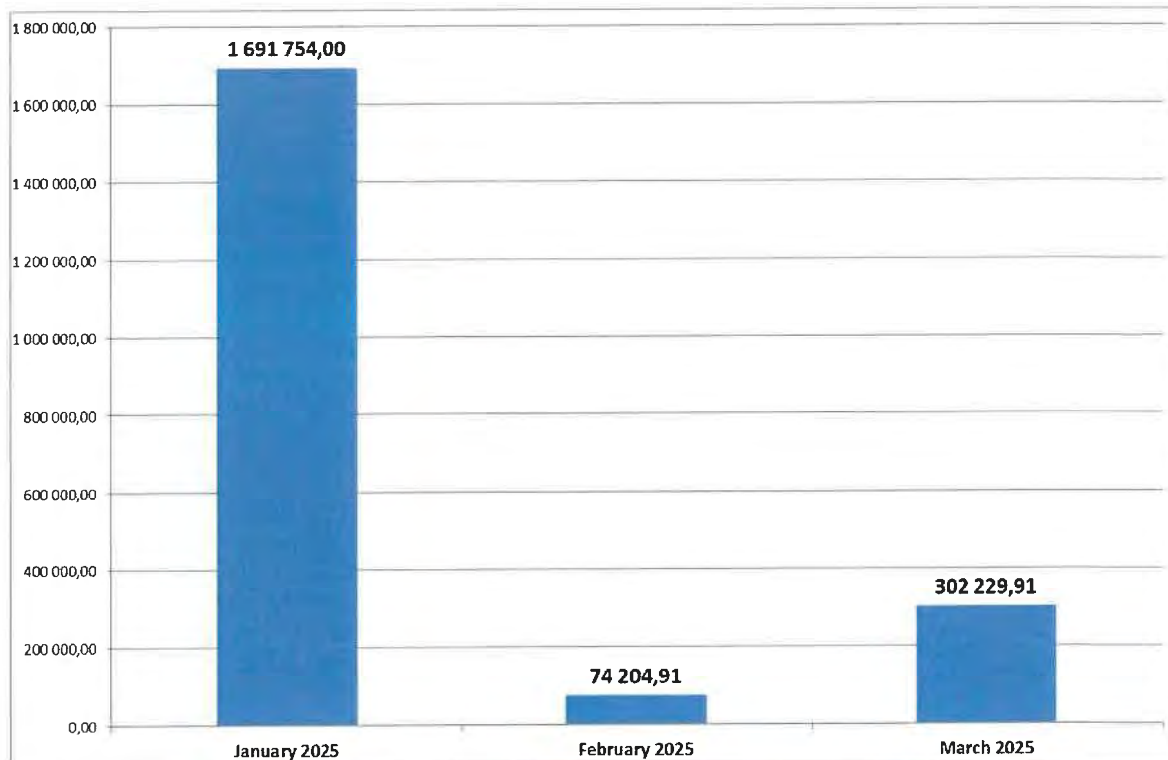
The following appeals were received from aggrieved bidders on awards or were dealt with in terms of section 62 of the Municipal Systems Act (Act 32 of 2000) for the quarter under review:

Bid ref number	Date	Name of supplier that bid was awarded to	Brief description of services	Amount (Incl. VAT)	Appellant	Reason for Appeal	Status
none							

V. Deviations from normal procurement processes

Deviations from the normal procurement processes have been monitored on an ongoing basis. Monthly reporting in terms of paragraph 44 of the SCM policy has been complied with. SCM has identified instances where the normal procurement processes can be followed to avoid having to follow the deviation process. For the quarter under review, the total deviations approved by the Accounting Officer amounted to **R 2 068 188** compared to the previous quarter's figure of **R 1 951 339**. This represents an increase compared to the previous quarter. It is noted that deviation values fluctuate during each period and will not necessarily reflect the same patterns.

The following graph shows the breakdown of deviations for the quarter under review:



(c) Logistics management

The system of logistics management must ensure the following:

- (i) the monitoring of spending patterns on types or classes of goods and services incorporating, where practical, the coding of items to ensure that each item has a unique number;
- (ii) the setting of inventory levels that includes minimum and maximum levels and lead times wherever goods are placed in stock;
- (iii) the placing of manual or electronic orders for all acquisitions other than those from petty cash;
- (iv) before payment is approved, certification by the responsible officer that the goods and services are received or rendered on time and is in accordance with the order, the general conditions of contract and specifications where applicable and that the price charged is as quoted in terms of a contract;
- (v) appropriate standards of internal control and warehouse management to ensure that goods placed in stores are secure and only used for the purpose for which they were purchased;
- (vi) regular checking to ensure that all assets including official vehicles are properly managed, appropriately maintained and only used for official purposes; and
- (vii) Monitoring and review of the supply vendor performance to ensure compliance with specifications and contract conditions for particular goods or services.

Each stock item at the municipal stores, Dromedaris Street are coded and are listed on the financial system. Monthly monitoring of patterns of issues and receipts are performed by the Storekeeper.

Inventory levels were revised at the start of each financial year to ensure sufficient stock for normal operations. Regular checking of the condition of stock is performed.

As at 31 March 2025 the value of stock at hand was R 17 967 202. The stock turnover rate was 0.86 times, which is below the norm of 1.50 times. The quarterly stock count of 19 March 2025 revealed no redundant stock.

Shortages, surpluses, slow moving and damaged stock were reported on. The quarterly report pertaining to the stock count will be submitted to the relevant portfolio committee, MAYCO and Council in due course.

(d) Disposal management

The system of disposal management must ensure the following:

- (i) immovable property is sold only at market related prices except when the public interest or the plight of the poor demands otherwise;
- (ii) movable assets are sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous;
- (iii) Firearms are not sold or donated to any person or institution within or outside the Republic unless approved by the National Conventional Arms Control Committee;
- (iv) Immovable property is let at market related rates except when the public interest or the plight of the poor demands otherwise;
- (v) All fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are annually reviewed;
- (vi) Where assets are traded in for other assets, the highest possible trade-in price is negotiated; and
- (vii) In the case of the free disposal of computer equipment, the provincial department of education is first approached to indicate within 30 days whether any of the local schools are interested in the equipment.

We are complying with section 14 of the MFMA which deals with the disposal of capital assets. A Consolidated report of all assets identified for disposal were approved by Council and will be auctioned. An auctioneer was appointed in January 2023 and an auction was held on 26 March 2025. Reconciliation of the results is still in progress. The final outcome will be reported on in the next quarter.

(e) Performance management

The SCM policy requires that an internal monitoring system be established and implemented in order to determine, on the basis of retrospective analysis, whether the SCM processes were followed and whether the objectives of the SCM policy were achieved.

The Accounting Officer has appointed the Internal Auditor as an independent observer. His task is only to observe the bidding process at a bid committee level and to report back to the Accounting Officer on the following issues:

- Compliance with chapter 11 of the Municipal Finance Management Act (Act 56 of 2003);

- Adherence to bid committee structures as stipulated in the Supply Chain Management regulations of 2005 and the Witzenberg Municipality's Supply Chain Management Policy;
- The applicable sections relating to points scoring and the evaluation of bids in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2005);
- Compliance with the code of conduct for Supply Chain Practitioners and Bid Committee Members; and
- To propose improvements to the bid committee system and process.

No meetings were attended by the Internal Audit section during this quarter therefore no report is available.

(f) Other matters

The SCM staff is equipped to comply with the provisions of the said regulations.

The following training/ workshops were attended by SCM staff during the quarter under review:

Presenter	Topic	Name of attendee(s) and position(s)	Date from	Date to
none				

Furthermore:

- (i) No awards were made to persons whose tax matters were not in order.
- (ii) No awards were made to persons who are in the service of the state.

5. RECOMMENDATION

- (a) That the Chief Financial Officer submits the report to the Accounting Officer by 07 April 2025;
- (b) That the Accounting Officer submits the report to the Executive Mayor by 10 April 2025;
- (c) That the report serves before the relevant portfolio committee, the Executive Mayoral Committee and Council for information; and
- (d) That the report be made available to the public in terms of section 21 A of the Municipal Systems Act (Act no 32 of 2000) after it has served before Council.

Yours sincerely



**M FRIESLAAR
MANAGER: SUPPLY CHAIN**

WITZENBERG

MUNISIPALITEIT

UMASIPALA


MUNICIPALITY

- MEMORANDUM -

RECEIPT OF REPORT:


.....
HJ KRITZINGER
CHIEF FINANCIAL OFFICER

DATE: 22/09/2025


.....
D NASSON
ACCOUNTING OFFICER

DATE: 22/09/2025

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

MEMORANDUM

AAN / TO: Executive Mayor
VAN / FROM: Manager: Supply Chain
DATUM / DATE: 04 April 2025
VERW. / REF.: 09/1/2/2/

SUPPLY CHAIN MANAGEMENT: PARAGRAPH 7 (4) QUARTERLY REPORT ENDING 31 MARCH 2025: IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT POLICY

With reference to the attached quarterly report. I, T Abrahams, in my capacity as Executive Mayor of Witzenberg Municipality hereby acknowledge the report as submitted to the Chief Financial Officer.



Signature
T Abrahams
EXECUTIVE MAYOR OF WITZENBERG MUNICIPALITY

23 April 2025
Date

WITZENBERG

8.1.4

MUNISIPALITEIT UMASIPALA MUNICIPALITY

Detail of Rebates granted during the 2023/2024 Financial Year

TOTAL

2023/24	
Annual	- 3 168 180,00
Monthly	- 8 021 202,00
	- 11 189 382,00

ANNUAL

Tariff	Category	Jul-23
WITJ1	Residential Property	- 467 760
WITJ2	Residential Informal	- 2 692 320
WITJ5	Pensioners	- 8 100
FARJ2	Business/Farms	-
FARJ3	Business/Farms	-
		- 3 168 180

MONTHLY

Tariff	Category	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
WITS1	Residential Property	- 600 508	- 591 352	- 595 349	- 595 274	- 594 924	- 594 324	- 593 724	- 592 260	- 591 505	- 591 289	- 591 447	- 591 232	- 7 123 188
WITS2	Residential Informal	- 61 636	- 61 636	- 55 636	- 55 636	- 55 636	- 55 636	- 55 636	- 55 201	- 55 201	- 55 201	- 55 201	- 55 201	- 677 457
WITS5	Pensioners	- 16 280	- 16 617	- 17 142	- 17 367	- 17 742	- 18 042	- 18 605	- 19 280	- 19 655	- 19 767	- 20 030	- 20 030	- 220 557
		- 678 424	- 669 605	- 668 127	- 668 277	- 668 302	- 668 002	- 667 965	- 666 741	- 666 361	- 666 257	- 666 678	- 666 463	- 8 021 202

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager

VAN / FROM: Director: Finance

DATUM / DATE: 8 April 2025

VERW. / REF.:

AMENDMENT OF GRANT IN AID POLICY

1. PURPOSE

To submit amendments to the Grant in Aid Policy to Council for consideration.

2. LEGAL FRAMEWORK

Section 67 of the Municipal Finance Management Act (act 56 of 2003) (MFMA) provides for the transfer of funds by Municipalities to Organisations and Bodies Outside the Government

3. DISCUSSION

National Treasury issued MFMA Circular No.131 dealing with Funds Transferred by Municipalities to Organisations and Bodies Outside the Government, dated 31 March 2025. Attached as **Annexure** for ease of reference.

The following transfers are specifically prohibited in terms of the National treasury Circular:

- Payments to NGOs providing local tourism promotion/ facilities for the accommodation, care and burial of animal services for which municipalities are responsible;
- Payments to NGOs in the furtherance of crime prevention, including initiatives to support the South African Police Service;
- Sponsorships to sports teams;
- Payments to NGOs/ NPOs operating special rating areas/ City Improvement Districts (CIDs);
- Ward projects; and
- Festivals/ events.

The Grant in Aid Policy has been updated in line with MFMA circular 131, and is Attached as **Annexure**

RECOMMENDATION

That the updated Grant in Aid policy be approved.

Yours faithfully

H J Kritzinger
DIRECTOR FINANCE



POLICY FOR THE ALLOCATION OF GRANTS IN AID

Date approved by Council: 17 March 2011
Date of implementation: 17 March 2011

Reviewed and amendments by Council on:
__/04/2025

1. Glossary and Abbreviations

COUNCIL	Political institution as described in structures act
GRANT IN AID	Donation of municipal funds, to an organisation or body outside any sphere of government, which does not constitute a commercial or business transaction.
MUNICIPALITY	The place of geographical area of Witzenberg
IDP	Integrated Development Plan
MOA	Memorandum of Agreement
NGO	Non-Governmental Organisation
NPO	Non-Profitable Organisation
SLA	Service Level Agreement
GIA	Grants-In-Aid
MFMA	Municipal Finance Management Act
MSA	Municipal Systems Act
CFO	Chief Financial Officer
Accounting Officer	The municipal manager of a municipality is the accounting officer of the municipality
Auditable Output Deliverables	Verifiable and identifiable products as a result to a step of work
Organs of State	Section 239 of the Constitution
Partnerships	A partnership is a type of business entity in which partners share with each other the profits or losses of the business undertaking in which all have invested.
Input Costs	Cost of direct material and other overhead items devoted to the production of a good or service

2. Introduction¹

- 2.1. This policy aims to provide a framework for Grant-in-Aid to non-governmental organisations (NGOs), community-based organisations (CBOs), non-profit organisations (NPOs) and bodies that are used by government as an agency to serve the poor, marginalised or otherwise vulnerable, as envisaged by Sections 12 and 67 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003).
- 2.2. The purpose of the Grant-in-Aid Policy is to complement the goals, objectives, and actions of the Witzenberg Municipality to create a sustainable, credible and caring town through the empowerment of communities.
- 2.3. Grant-in-Aid is intended to support community-based and external organisations which deliver essential services to communities that fall within the municipal area. It allows the municipality to create an enabling environment for community development.

3. Legal Framework

- 3.1. The Constitutional Court held in the Fedsure case that a municipality is constrained by the principle that it may not perform any function nor exercise any power other than that permitted by law.
- 3.2. The power of the Council to make grants in aid is regulated by section 156 of the Constitution as read with section 8 of the Municipal Systems Act (MSA), Act 32 of 2000. These provisions limit the power to make grants in aid to circumstances where it is reasonable and necessary for or incidental to the functions and exercise by the municipality of its powers.

¹ Recommended for amendment April 2025

- 3.3. The power and functions of municipalities are set out in section 156 of the Constitution as read with parts B of Schedules 4 and 5 to the Constitution; annexed as Annexure A.
- 3.4. Any grant made that does not conform to the abovementioned requirements is irregular expenditure in terms of the Municipal Finance Management Act (MFMA) and could also be considered in some circumstance as unauthorised. These funds would therefore have to be recovered from the person liable for the expenditure in terms of section 32 of the MFMA.
- 3.5. All particulars of grants must be reflected in the budget and any adjustment budgets, in accordance with S17(3)(j) of the MFMA. Before transferring funds in terms of the grant in aid policy, the provisions of section 67 of the MFMA must be complied with.

4. Purpose

Within the legislative framework, the purpose of these Grants in Aid Policy is to complement the goals, objectives, programmes and actions of the Council to create a sustainable, credible and caring Council by empowering and building communities and enhancing growth and sharing through partnerships.

5. Objectives

- 5.1. Grants in Aid and grants in terms of Ward Allocations should improve the opportunity for the Council to elicit the support of external organisations to deliver those services to communities which fall within the Council's area of responsibility in a way that allows the Council to create an enabling environment for community development and partnerships.
- 5.2. A key objective is to provide the opportunity of creating sustainable partnerships with outside agencies to achieve the objectives of the Municipality as outlined in the Integrated Development Plan.
- 5.3. It should also provide the opportunity for developing methods of joint funding strategies with outside agencies such as matching funding or sponsorship partnerships to meet the objectives of developmental local government.

6. Grants in Aid in terms of Ward Allocations

Any grants in Aid made from the Council's Ward Allocations, must comply with this policy and the procedures embodied in this policy.

7. Applicability

This Grants in Aid policy does not apply for the following, which Council may regulate via separate policies.

- 7.1. Bursaries or funds to bursars for other activities / reasons / resources.
- 7.2. Disaster relief.
- 7.3. Indigent grants.
- 7.4. Donation of assets, moveable or immovable.
- 7.5. Rewards and Awards.
- 7.6. Conditional grants received by the Council, which are in turn awarded too outside organisations to perform the service/function.
- 7.7. Inter-Governmental Grants

8. Criteria – General Guidelines

The following guidelines shall apply upon application:

- 8.1. Applicants are required to be registered as non-profit organisations in terms of Section 13 of the Non-Profit

- Organisation Act, 1997 or registered as Section 21 (not for gain) Companies in terms of the Companies Act, 1973, or organs of state, or properly constituted community, welfare or voluntary organisations which have a constitution, provable active membership and an annual general meeting held within the previous 12 months.
- 8.2. Notwithstanding 7.1 above, in exceptional circumstances as determined by the delegated authority, grants in aid may be made to any organisation or body that complies with the other criteria contained in the policy.
- 8.3. Section 7.1 does not apply to grants regulated in terms of sect. 67 (4) of the MFMA to organisations or bodies serving the poor provided.
- 8.4. Organisations or bodies having received funding from the Municipality during the previous financial year are required to attach to any new applications, a copy of the audited Financial Statements or audit certificate relating to the year in which the funding was received from the Council, as required in terms of section 67(1) of the MFMA.
- 8.5. The Council reserves the right not to fund an organisation or body two years in succession or in any future years.
- 8.6. Funding to organisations must be for auditable output deliverables and not input costs. Direct funding for salaries, wages, travel costs, subsistence, accommodation, food or entertainment is excluded, but organisations may use grant funds towards such costs where they are integral to the delivery of the project.
- 8.7. Subsequent requests from applicant to cover overspending on projects will not be considered.
- 8.8. Applications for Grants in Aid should be aligned with the powers and functions allocated to municipalities by the Constitution of South Africa (Section 156) (Annexure A) section 8 of the Systems Act, as interpreted by the Council's IDP and the relevant sections of the MFMA.
- 8.9. Applicants / organisations and bodies may not be in arrears with their municipal accounts, where applicable.
- 8.10. To ensure the sustainability of project(s) undertaken by the organisation or body, consideration should be given to granting the full funding requirements of deserving projects / programmes, rather than pro-rata allocations.
- 8.11. Funding will not be considered in the following instances:
- 8.11.1. where only an individual will benefit.
 - 8.11.2. political organisations/groupings.
 - 8.11.3. where the utilisation of the grant in aid will be outside the boundaries of the Municipality, unless a clear and compelling benefit to the Council can be demonstrated.
 - 8.11.4. where expenses have already been incurred.
 - 8.11.5. where the application does not meet with the stated objectives of this policy.
 - 8.11.6. where the application does not meet with the priorities, strategies and objectives as set out in the IDP.
 - 8.11.7. subsidies for municipal rates.
- 8.12. Funding prohibited by MFMA Circular No. 131.²
- 8.12.1. Payments to NGOs providing local tourism promotion/ facilities for the accommodation, care and burial of animal services for which municipalities are responsible.
 - 8.12.2. Payments to NGOs in the furtherance of crime prevention, including initiatives to support the South African Police Service.

² Recommended for inclusion April 2025

- 8.12.3. Sponsorships to sports teams.
- 8.12.4. Payments to NGOs/ NPOs operating special rating areas/ City Improvement Districts (CIDs).
- 8.12.5. Ward projects; and
- 8.12.6. Festivals/ events.

9. Process

Applications for Grants in Aid must be made on the application forms approved by the Chief Financial Officer (CFO) and be accompanied by all the required documentation such as Registration Certificates, Project Proposals, Business Plans, Annual Financial Statements or Management Accounts, latest municipal account and banking particulars.

The application forms should include at least the following:

- 9.1. Final date of application
- 9.2. Contact details of the Council department and person dealing with the grants.
- 9.3. Contact details of the organisation.
- 9.4. Date established.
- 9.5. Type of organisation (NPO, Section 21 Company, Trust, Community Org.).
- 9.6. Registration number.
- 9.7. Details of previous funding by the Council
- 9.8. Details of other funding received from the Council for the current financial year.
- 9.9. Purpose or aim of grant.
- 9.10. Detailed description of project to be implemented utilising the funding.
- 9.11. Detailed breakdown of project costs.
- 9.12. Details of sources of income and funding.
- 9.13. Banking details.
- 9.14. References.
- 9.15. Certification of details provided by senior person or organisation.
- 9.16. Checklist of supporting documentation.

10. Transfer of funds

Before any funds are transferred to any organisation or body, the Accounting Officer must ensure that S67 of the MFMA has been complied with. Any delegations relating to this matter must be taken into consideration.

11. Monitoring of Grants in Aid and grants from Sub-Council Ward allocations

Legislation stipulates that the Accounting Officer is responsible for the monitoring of the allocations. Any delegations relating to this matter must be taken into consideration.

- 11.1. Line Departments must monitor the grants once awarded to ensure that Grants allocated are utilized exclusively for the purpose defined in the agreement reached with successful applicants.
- 11.2. Successful applicants are required to submit monthly review progress reports to the Line Departments in terms of section 67(1)(a)(iii) of the MFMA Payment or part payment of grants may be allocated based on project review/progress.
- 11.3. Where grants are made to organisations serving the poor in terms of section 67(4) of the MFMA, the responsible Line Department must ensure that the targeted beneficiaries receive the benefit, by obtaining receipts of the actual expenditure incurred and any other appropriate evidence.

11.4. Where it is found that grants are being used in breach of the agreement, the provisions contained in the agreement must be invoked and the matter must be reported to the Accounting Officer and the Integrated Grants Administrative Committee.

12. Transparency

Successful applicants are required to acknowledge the Council as the provider of funding in their funding record as well as any public record of grants/donations received.

13. Evaluation and review

This policy will be evaluated and reviewed annually together with the budget related policies.

Annexure A

“Section 156 of the Constitution: Powers and functions of municipalities. –

- (1) A municipality has executive authority in respect of, and has the right to administer-
 - a the local government matters listed in Part B of Schedule 4 and Part B of Schedule 5; and
 - b any other matter assigned to it by national or provincial legislation.
- (2) A municipality may make and administer by-laws for the effective administration of the matter which it has the right to administer.
- (3) Subject to section 151(4), a by-law that conflicts with national or provincial legislation is invalid. If there is a conflict between a bylaw and national or provincial legislation that is inoperative because of a conflict referred to in section 149, the by-law must be regarded as valid for as long as that legislation is inoperative.
- (4) The national government and provincial governments must assign to a municipality, by agreement and subject to any conditions, the administration of a matter listed in Part A of Schedule 4 or Part A of Schedule 5 which necessarily relates to local government, if—
 - a. that matter would most effectively be administered locally; and
 - b. the municipality has the capacity to administer it
- (5) A municipality has the right to exercise any power concerning a matter reasonably necessary for, or incidental to, the effective performance of its functions.”

SCHEDULE 4

PART B

The following local government matters to the extent set out in section 155(6)(a) and (7): Air pollution

Building regulations

Childcare facilities

Electricity and gas reticulation

Fire-fighting services

Local tourism

Municipal airports

Municipal planning

Municipal health services

Municipal public transport

Municipal public works only in respect of the needs of municipalities in the discharge of their responsibilities

to administer functions specifically assigned to them under this Constitution or any other law

Pontoons, ferries, jetties, piers and harbours, excluding the regulation of international and national shipping and matters related thereto.

Storm water management systems in built-up-areas

Trading regulations

Water and sanitation services limited to potable water supply systems and domestic wastewater and sewage disposal systems

SCHEDULE 5

PART B

The following local government matters to the extent set out for provinces in section 155(6)(a) and (7):

Beaches and amusement facilities
Billboards and the display of advertisement in public places
Cemeteries, funeral parlours and crematoria
Cleansing
Control of public nuisances
Control of undertakings that sell liquor to the public
Facilities for the accommodation, care and burial of animals
Fencing and fences
Licensing and dogs
Licensing and control of undertakings that sell food to the public
Local amenities
Local sport facilities
Markets
Municipal abattoirs
Municipal Park and recreation
Municipal roads
Noise pollution
Pounds
Public places
Refuse removal, refuse dumps and solid waste disposal
Street trading
Street lighting
Traffic and parking

Annexure B

Section 67 of MFMA. Funds transferred to organisations and bodies outside government. —

- (1) Before transferring funds of the municipality to an organisation or body outside any sphere of government otherwise than in compliance with a commercial or other business transaction, the accounting officer must be satisfied that the organisation or body—
- (a) has the capacity and has agreed—
 - (i) to comply with any agreement with the municipality.
 - (ii) for the period of the agreement to comply with all reporting, financial management and auditing requirements as may be stipulated in the agreement.
 - (iii) to report at least monthly to the accounting officer on actual expenditure against such transfer; and
 - (iv) to submit its audited financial statements for its financial year to the accounting officer promptly.
 - (b) implements effective, efficient and transparent financial management and internal control systems to guard against fraud, theft and financial mismanagement; and
 - (c) has in respect of previous similar transfers complied with all the requirements of this section.

-
- (2) If there has been a failure by an organisation or body to comply with the requirements of subsection (1) in respect of a previous transfer, the municipality may despite subsection (1) (c) make a further transfer to that organisation or body provided that—
- (a) subsection (1) (a) and (b) is complied with; and
 - (b) the relevant provincial treasury has approved the transfer.
- (3) The accounting officer must through contractual and other appropriate mechanisms enforce compliance with subsection (1).
- (4) Subsection (1) (a) does not apply to an organisation or body serving the poor or used by government as an agency to serve the poor, provided—
- (a) that the transfer does not exceed a prescribed limit; and
 - (b) that the accounting officer—
 - (i) takes all reasonable steps to ensure that the targeted beneficiaries receive the benefit of the transferred funds; and
 - (ii) certifies to the Auditor-General that compliance by that organisation or body with subsection (1) (a) is uneconomical or unreasonable.



NATIONAL TREASURY

MFMA Circular No.131

Municipal Finance Management Act No. 56 of 2003

Section 67 of the MFMA: Funds Transferred by Municipalities to Organisations and Bodies Outside the Government

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1. Purpose of Circular

The purpose of this Circular is to guide municipalities on the implementation of section 67 in the Municipal Finance Management Act 56 of 2003 (MFMA) relating to instances when municipalities transfer funds to organisations or bodies outside of government, i.e. non-governmental organisations (NGOs), which also includes nonprofit organisation (NPOs). This Circular includes an Annexure, which outlines examples of instances where municipalities must follow procurement processes instead of making a transfer payment as contemplated in terms of section 67 of the MFMA. Note that the provisions of section 67 of the MFMA are not applicable to municipal entities.

2. Background

Section 67 of the MFMA outlines a process which must be followed before transferring funds to NGOs in instances where such transfers are not for the actual supply of goods or services. **Where a municipality procures goods and services, even from an NGO, it must comply with the procurement processes as required in terms of section 217 of the Constitution, read with chapter 11 of the MFMA, the Municipal Supply Chain Management (SCM) Regulations and other applicable procurement prescripts, before appointing an NGO to provide goods and services to a municipality.** Section 67 of the MFMA should, therefore, not be used as a mechanism to bypass official public sector procurement legal prescripts as it only enables municipalities to make transfers to NGOs in instances other than through the normal course of providing municipal services.

A transfer within the context of section 67 of the MFMA refers to instances where a municipality does not buy any item or pay for goods or services, regardless of whether it is in furtherance of a municipal assigned or unassigned function. Section 67 of the MFMA provides a mechanism for municipalities to make transfers to organisations or bodies outside of government, such as nonprofit organisations (which include non-governmental organisations and community-based organisations), to enable them to support projects and programmes of these organisations.

Municipalities should prioritise budgeting for sufficient service delivery municipal mandates over budgeting for unassigned functions. Irrespective of whether a municipality is performing an assigned or unassigned function, section 217 of the Constitution will apply to any procurement of goods or services in relation to the performance of the assigned or unassigned function. Therefore, section 67 of the MFMA cannot be used to procure goods and services from NGOs for unassigned functions.

In budgeting for section 67 transfers, municipalities must always take cognisance of sections 62(1)(a) of the MFMA, which stipulates that the accounting officer of a municipality is responsible for managing the financial administration of a municipality and must, for this purpose take all reasonable steps to ensure that the resources of the municipality are used effectively, efficiently and economically. Service delivery must always be prioritised.

3. Council Policy

Municipalities should develop and approve a policy to transfer funds to NGOs in terms of section 67 of the MFMA to ensure transparency and accountability. This policy must govern how a municipality will provide financial assistance to NGOs. Below are some key elements that should be addressed in a section 67 transfer policy:

- **Purpose and objectives:** Clearly state the purpose, desired outcomes, and impacts that the funding aims to achieve.

- **Eligibility criteria:** Specify the eligibility requirements for potential recipients. These criteria may include jurisdiction, project alignment with funding priorities, and compliance with legal and financial standards.
- **Application process:** Outline the process for NGOs to apply for transfer funding. This should include details on the application form, submission deadlines, and required documentation associated with the application.
- **Selection criteria:** Describe the criteria and evaluation process used to assess transfer applications. Explain how applications will be scored and selected for transfer funding.
- **Funding amounts and duration:** Specify the minimum and maximum transfer amounts that can be awarded and the duration of funding support. Address any conditions or milestones that may affect funding levels.
- **Reporting and accountability:** Define the reporting requirements for transfer funding recipients. Explain how recipients will be held accountable for the spending of transferred funds. Outline the responsibilities of the municipality and the transfer funding recipients in ensuring compliance with the funding terms and conditions. Describe the monitoring processes to ensure funds are used appropriately.
- **Payment and disbursement:** Detail the method of disbursement. Specify how funds can be used. This may include budget categories, allowable expenses, and limitations on administrative costs.
- **Amendment and termination:** Address the circumstances under which a transfer agreement may be amended or terminated and the procedures for doing so.
- **Appeals and grievance procedures:** Establish a process for addressing disputes or grievances related to funding decisions or implementation, which should also include reference to a public process as part of the annual budget approval process.
- **Transparency and public information:** Discuss the level of transparency the municipality will maintain regarding funding decisions, recipients, and outcomes. Clarify how information about the transfer program will be communicated to potential applicants, stakeholders, and the public.
- **Legal and regulatory compliance:** Ensure that the policy aligns with all relevant laws, regulations, and guidelines governing grant-making activities.
- **Evaluation and review:** Specify how the section 67 policy will be periodically reviewed and updated to reflect changing needs, priorities, and best practices.
- **Conflict of interest:** Address conflict of interest guidelines for both the municipality's staff and transfer review committee members.

The municipality's section 67 transfer policy should align with its integrated development plan and legal requirements and be regularly reviewed and updated to meet evolving needs.

4. Meaning of “otherwise, than in Compliance with a Commercial or Other Business Transaction”

Section 67 of the MFMA makes reference to “otherwise than in compliance with a commercial or other business transaction”. These terms have not been defined in the MFMA and should, therefore, be interpreted based on the ordinary meanings of the words within the context of the scope and purpose of section 67 of the MFMA, as well as the overarching principles in the MFMA. The word “commerce” in general, is defined as the exchange of goods and services between two or more persons and “commercial” generally means one is engaged in commerce. The general meaning of “business transaction” is the process of executing a transaction where goods and services are exchanged between two or more parties. Therefore,

this section was never meant to be applied to procuring goods and services for the municipality's own benefit or even in the case where it is not for the municipality's own benefit.

In *Agribee Beef Fund (Pty) Ltd and Another v Eastern Cape Development Agency and Another* [2023] ZACC 6, the Court confirmed that section 217(1) of the Constitution applies to all public procurement, even if the organ of state is not the direct beneficiary of the goods or services. In line with the principle that section 217(1) is "not confined to instances of procurement of goods and services by an organ of state for its own benefit or use," any arrangement in which an organ of state procures goods and services, must be done in terms of section 217(1) of the Constitution.

5. Irregular Expenditure due to Incorrect Application of Section 67 of the MFMA

Chapter 11 of the MFMA, read together with Municipal Supply Chain Management Regulations apply to the procurement of goods and services. In the context of section 67 of the MFMA, where a municipality receives or is due to receive goods or services from an NGO, the payment for those goods or services cannot be made in terms of section 67 of the MFMA. For a transfer to be in line with section 67 of the MFMA, it must be truly unrequited for the municipality in form and in substance - i.e. the municipality should not receive or have not received any goods and services in exchange for the transfer to the NGO.

Therefore, municipalities must not circumvent the procurement processes by procuring goods and services from NGOs under the guise that section 67 of the MFMA is applicable. Where the municipality procures goods and services in terms of section 67 of the MFMA, instead of the applicable procurement processes, the expenditure incurred will be classified as irregular as defined in the MFMA. If a municipality pays an NGO without following procurement processes, this irregular expenditure must be referred to the Municipal Public Accounts Committee (MPAC) for investigation in terms of section 32(2)(b) of the MFMA. MPAC's recommendations must then be tabled at the next available council meeting. Municipalities must, therefore, identify and address transactions where section 67 was incorrectly applied, as required in section 32 of the MFMA.

6. Financial Misconduct, Financial Offence and Other Offences

The irregular expenditure incurred must also be referred to the municipality's disciplinary board for a financial misconduct investigation in line with section 171 of the MFMA, read together with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, 2014. If there is suspected fraud or the conduct of the officials also amounts to a financial offence in terms of section 173 of the MFMA, then the matter must also be reported to the South African Police Service for investigation. Municipalities must also take cognisance of section 34 of the Prevention and Combating of Corrupt Activities Act 12 of 2004, where there is suspicion of corruption involving an amount of more than R100,000.

7. The Requirement to Provide Audited Financial Statements

Section 67(1)(a)(iv) of the MFMA requires an NGO that will be receiving a transfer in terms of section 67 to submit its audited financial statements to the municipality. Given the various legal forms an NGO can take, not all NGOs are compelled to have audited financial statements. If the organisation is a nonprofit organisation, then the municipality may, subject to compliance with section 67(4) of the MFMA, enter into an agreement with the relevant organisation requiring that organisation to submit financial statements that comply with the requirements of the Nonprofit Organisations Act 71 of 1997 (NPO Act) instead of submitting audited financial statements as required by section 67(1)(a)(iv) of the MFMA. Note that the possible exemption from submitting audited financial statements is limited to NGOs serving the poor, as contemplated in and subject to section 67(4) of the MFMA.

8. General Budgeting Requirements of Section 67 Transfers

Section 67 of the MFMA read with section 17(3)(j)(iv) of the MFMA, requiring that an annual budget tabled under section 16(2) of the MFMA includes details of proposed allocations to NGOs. Consequently, the municipal council approves NGO transfers as part of the budget, contingent on affordability. The accounting officer, empowered by section 67 of the MFMA, implements these transfers according to the approved budget. Municipalities must ensure that the proposed NGO transfers are clearly indicated in the budget submission to the council, including names of NGOs intended to receive funds.

Municipalities should start the section 67 process by July of the preceding financial year, ensuring provisional NGO allocations are disclosed during consultations on the draft budget. The section 67 policy must state that NGO allocations are provisional and subject to public participation. If objections arise, NGOs must be given a chance to respond to objections, but if the municipality deems their response inadequate, no transfer should be made to an NGO.

9. NGOs Serving the Poor/ Indigent

NGOs serving the poor/ indigent are exempted from compliance with section 67(1)(a) of the MFMA as stated in section 67(4) of the MFMA, subject to the following:

- If the transfer does not exceed a prescribed limit;
- If the accounting officer takes all reasonable steps to ensure that the targeted beneficiaries receive the benefit of the transferred funds; and
- If the accounting officer certifies to the Auditor-General that compliance by that NGO with subsection (1)(a) is uneconomical or unreasonable.

Although section 67(4) of the MFMA might appear to fully exempt municipalities from section 67(1)(a), this exemption is limited and applies only to specific NGO agreement requirements. A funding agreement with the NGO remains necessary, and if compliance is relaxed, the accounting officer must certify in writing to the Auditor-General of South Africa (AGSA) why such compliance would be uneconomical or unreasonable. The certification contemplated in section 67(4) refers to at least a letter to the AGSA.

The minimum considerations that must be included in the AGSA certification are the following:

- The relevant factors behind the accounting officer's conclusion;
- Why compliance with section 67(1)(a) of the MFMA is deemed uneconomical or unreasonable; and
- The compensatory compliance measures the municipality will require from the NGO.

The accounting officer's conclusion must be justifiable, reasonable and fact-specific.

While section 67(4) does not prescribe a limit on the total transfer amount per year, municipalities must consider their budget constraints. Despite relaxed compliance requirements under section 67(1)(a), the accounting officer must ensure internal controls confirm that funds reach intended beneficiaries.

10. Section 67 Application Process Timeline

Transfers in terms of section 67 of the MFMA should be effected in terms of a budget-related policy, and should, therefore, follow a municipality's typical budget process. The following minimum steps are relevant to consider as part of a full-cycle section 67 transfer process.

Figure 1: Steps in a typical section 67 transfer full-cycle process:



11. Conclusion

The municipality's accounting officer must ensure that this Circular, including the Annexure to this Circular, are tabled in the next available Municipal Council meeting by submitting the Circular to the municipality's Speaker as an Annexure to a Council item. The contemplated Council item should explain the Circular and the impact of the Circular on the municipality's operations and policies. The Circular must also be brought to the attention of officials within the municipality, including the municipality's disciplinary board and the audit committee.

All clarification requests concerning this Circular should be emailed to mfma@treasury.gov.za.

Contact



Post Private Bag X115, Pretoria 0001
Email – General mfma@treasury.gov.za
Website www.treasury.gov.za/mfma

Mr W McComans
Chief Director: MFMA Implementation
31 March 2025

Annexure: Examples of NGO payments that do not qualify as section 67 transfers

Annexure: Examples of NGO payments that do not qualify as section 67 transfers

The National Treasury has observed certain payments made to NGOs in terms of section 67 of the MFMA for goods and services provided to municipalities by the NGO. Below are examples of section 67 payments that should have been subjected to a proper supply chain management process.

The following examples are covered in this Annexure:

- Payments to NGOs providing local tourism promotion/ facilities for the accommodation, care and burial of animal services for which municipalities are responsible;
- Payments to NGOs in the furtherance of crime prevention, including initiatives to support the South African Police Service;
- Sponsorships to sports teams;
- Payments to NGOs/ NPOs operating special rating areas/ City Improvement Districts (CIDs);
- Ward projects; and
- Festivals/ events.

Payments to NGOs providing local tourism promotion/ facilities for the accommodation, care and burial of animal services for which municipalities are responsible

Municipalities have a constitutional mandate to promote local tourism (Schedule 4B) and to provide facilities for the accommodation, care, and burial of animals (Schedule 5B). The National Treasury has noted that some municipalities outsource these services to NGOs in terms of section 67 of the MFMA instead of following a procurement process as required by section 217 of the Constitution. Where tourism promotion and animal care functions are outsourced in this manner, any expenditure incurred should be disclosed as irregular expenditure if not procured through the prescribed supply chain management processes.

Payments to NGOs in the furtherance of crime prevention, including initiatives to support the South African Police Service

Where provincial and national functions have not been assigned to municipalities, such as crime prevention services, and a municipality partners with security firms to procure, maintain, and operate cameras under crime prevention objectives (mandated to the South African Police Services), these services must be procured through a procurement process. Paying any service provider in terms of section 67 of the MFMA without following the legally required procurement process—constitutes non-compliance and must be disclosed as irregular expenditure.

Sponsorships to sports teams or sports organisers

National Treasury has observed that municipalities sponsor sports teams in terms of section 67 of the MFMA for various reasons, including promoting local economic development and tourism. In some instances, irrespective of whether the sports team uses municipal facilities or its own, in order to receive a sponsorship, there will be an obligation to advertise and market the municipality. This is the procurement of a service, and it must follow the necessary procurement process.

When a municipality sponsors a sports team, the sports team or sports organiser's may provide complimentary tickets (including food and beverages) to councillors and officials, which constitutes fringe benefits not covered by the upper limits of councillor remuneration or salary agreements. This non-compliance triggers irregular expenditure and contravenes Regulation 10 of the Municipal Cost Containment Regulations, 2019.

Payments to NGOs/ NPOs operating special rating areas/ City Improvement Districts (CIDs)

Section 22 of the Municipal Property Rates Act 6 of 2004 allows municipalities to designate special rating areas and levy additional rates to fund extra services exceeding the standard level of service in a specific municipal area. Once a special rating area is established, the municipality collects additional rates from property owners in that area. It then pays the collected additional rate over to a nonprofit company (NPC) managing the area.

Payments to the NPC are not section 67 transfers as such payments are made in the normal course of business, e.g. paying a service provider for municipal waste collection or paying a security firm to provide security services for residents/organisations in the special rating area from the additional rates charged. As a result, the payment to the NPC is part of a standard business transaction, much like any other municipal service arrangement.

Ward projects

The basis of budgeting for ward projects lies in the municipality's Integrated Development Plan (IDP), with each ward identifying and prioritising local needs through its ward committee and councillor. These needs, such as youth camps, outreach programmes, and events for the elderly, are communicated to the municipal council as part of the budgeting process. Once the budget is approved, resources are allocated based on overall budgetary constraints, project priorities, and equitable distribution across the municipality.

Where the municipality appoints an NGO to implement ward projects, the required procurement processes must be followed to appoint the NGO. However, if the municipality donates funds to an organisation whose primary objective is to pursue social purposes, compliance with section 67 of the MFMA is required.

Festivals/ events

It has been observed that municipalities host annual events, such as festivals of lights and other cultural and heritage celebrations. Where a municipality appoints an NGO to execute the event, the NGO must be appointed via a procurement process before any payment is made to the NGO for the event services rendered. The municipality cannot simply pay the NGO via section 67 of the MFMA.

Where a municipality procures artists' or bands' services to perform at the festival or event, the artists or bands must be procured following a procurement process before any payment is made to the artist or band for the event services rendered. The municipality cannot simply pay the artist or band via section 67 of the MFMA.

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager

VAN / FROM: Director: Finance

DATUM / DATE: 22 May 2025

VERW. / REF.: 05/01/1/24 & 2/2/1

DRAFT BUDGET 2025 / 2026 AND REVIEWED IDP 2025 / 2026

1. Purpose

The purpose of this report is to table the 2025/2026 Draft Budget, Draft Review of the IDP 2025/2026 and Draft Top Layer SDBIP 2025/2026 to the Executive Mayor and Council for consideration.

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.'** “

3. Tabling

The national minister of finance tabled the national budget on 12 March 2025 in parliament. The final budget circular from national treasury is therefore still outstanding. The increase in Eskom tariffs applicable to municipalities and the allowable increases in tariffs charged to municipal customers is normally included in the mentioned circular.

Provincial treasury still has to advice on the final allocations to municipalities from provincial departments, these allocations are also dependent on the national budget.

The following documents are included:

- (a) Draft Top Layer SDBIP for 2025/2026:
- (b) Draft Amendment of IDP 2025/2026:
- (c) Draft Budget: 2025/2026 – 2027/2028:
- (d) Draft Budget Related Policies: 2025/2026:
- (e) Draft Budget Schedules: 2025/2026 – 2027/2028.

RECOMMENDED

- (a)** That the annual budget of Witzenberg Municipality for the financial year 2025/2026; and indicative for the two projected years 2026/2027 and 2027/2028, as set out in the schedules contained in Section 4, be approved:
 - (i)** Table A2: Budgeted Financial Performance (expenditure by standard classification).
 - (ii)** Table A3: Budgeted Financial Performance (expenditure by municipal vote).
 - (iii)** Table A4: Budgeted Financial Performance (revenue by source).
 - (iv)** Table A5: Budgeted Capital Expenditure for both multi-year and single year by vote, standard classification and funding.
- (b)** Property rates reflected in Annexure 8.1.8(c) and any other municipal tax reflected in Annexure 8.1.8(c) are imposed for the budget year 2025/2026.
- (c)** Tariffs and charges reflected in Annexure 8.1.8(c) are approved for the budget year 2025/2026.
- (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 2025/2026.
- (e)** The measurable performance objectives for each vote reflected in SA8 are approved for the budget year 2025/2026.

(f) That the new amended budget related policies be approved with implementation as from 1 July 2025:

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

(g) That the reviewed Integrated Development Plan be approved

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

(i) That Council takes cognisance of the Top Layer SDBIP

Yours faithfully

H J Kritzinger
DIRECTOR FINANCE



Integrated Development Plan

3rd Review 2025-2026 (2022- 2027)

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GLOSSARY

BBBEE	Broad Based Black Economic Empowerment
BEE	Black Economic Empowerment
CDWs	Community Development Workers
CBD	Central Business District
CDI	City Development Index
CWDM	Cape Winelands District Municipality
CAPEX	Capital Expenditure
DM	District Municipality
DWAF	Department of Water Affairs and Forestry
DBSA	Development Bank of Southern Africa
DTI	Department of Trade and Industry
DPLG	Department of Provincial and Local Government
DEAT	Department of Environmental Affairs and Tourism
DLA	Department of Land Affairs
DSDF	District Spatial Development Framework
EE	Employment Equity
EL	External Loans
GDPR	Gross Domestic Product Regional
GDP	Gross Domestic Product
GCIS	Government Communications and Information Systems
HDI	Human Development Index
HR	Human Resources
IDP	Integrated Development Plan
IWMP	Integrated Waste Management Plan
IS	Information Systems
ICASA	Independent Communications Authority of South Africa
IT	Information Technology
JDA	Joint District Approach
KPAs	Key Performance Areas
KPIs	Key Performance Indicators
LED	Local Economic Development
MSA	Municipal Systems Act
MSIG	Municipal Systems Improvement Grant
MIG	Municipal Infrastructure Grant
MAYCO	Mayoral Committee
MTREF	Medium Term Revenue Expenditure Framework
MPCC	Multi-purpose Community Centre
NSDP	National Spatial Development Framework
NGO's	Non-governmental Organisation
OPEX	Operational Expenditure
PPP	Public Private Partnerships
PGDS	Provincial Growth and Development Strategy
PMS	Performance Management System
PTIP	Public Transport Improvement Plan



RDP	Reconstruction and Development Programme
RED Door	Real Economic Development Door
RSEP	Regional Socio-Economic Programme
SDF	Spatial Development Framework
SEDA	Small Enterprise Development Agency
SDBIP	Service Delivery Budget Implementation Plan
SCM	Supply Chain Management
SMME	Small, Micro and Medium Enterprise
SALGA	South African Local Government Association
STR	Small Town Regeneration
UISP	Upgrade of Informal Settlements Programme
IUDF	Integrated Urban Development Framework
VIP	Vision Inspired Priorities
WCED	Western Cape Education Department

1 EXECUTIVE SUMMARY



A. EXECUTIVE MAYOR FOREWORD

It is indeed an honour and privilege to present the third review of our 5th generation Integrated Development Plan. No amendments were made to the IDP and the changes are mostly statistical emanating from Census 2022 as released by STATS SA. I must express my concern and disappointment with the figures released by STATS SA. The figures show a decline in our population whereas the reality points to something different. The population figure released from the latest Census is even lower than 2011 and I fear that it might negatively impact on the Municipality more specifically the calculation of our equitable share. I am confident that the process established by the Premier of the Western Cape will hopefully address the concerns as pointed out. Our vision and mission for the remaining period of the IDP will be the

same. Our focus areas will be outcomes-based and I believe that through proper documented deliverables we will create projects that will ensure a change in our municipal landscape. The IDP remains focused on the following outcomes, which will align and integrate with our municipal objectives, namely:

1. Creating more opportunities
2. Making local government responsive
3. Providing better service delivery
4. Preventing and/or stopping corruption
5. Providing meaningful redress

I am very proud to announce that the Van Breda Bridge which was rehabilitated at a cost of approximately R67million has reached practical completion stage. I want to thank and express my gratitude to the Infrastructure Department of the Western Cape Government who was responsible for 80% of the cost. Without the Department's assistance and approval this project would not have been possible. This project together with the upgrading and rehabilitation of our provincial roads within our municipal area are making Witzenberg an attractive investment destination. The road projects are not only creating job opportunities within our municipal area but surely stimulating local economic development within all sectors of our society.

The water infrastructure and holding dams are giving me confidence that we will have enough water capacity to deliver on our mandate in especially the towns of Tulbagh and Ceres. Wolseley is still a challenge and we are in the process of starting with our planning which will include studies and investigations on the composition of a dam.

The biggest crisis and challenge for the Municipality in the forthcoming years remains the unstable Eskom network that supplies the Witzenberg of electricity. The network's vulnerability has led to a situation where no new businesses can be approved in either the municipal / Eskom area of electricity supply. In the forthcoming financial year, the Municipality will be taking up a loan of R20million to refurbish the Ceres substation. We have taken hands with the private sector to look at alternative energy and is in the final stages of our environment impact assessment for the construction of a 19.5 MWh solar plant. The Municipality will be going out on tender in the new financial year, and this will be a joint project between Provincial Government, our Municipality and the private sector.

The Municipality is still very much committed and focused on its LED Strategy, and RSEP/VPUU programmes. We are extremely proud of our Intergovernmental relationship with both National and Provincial Government as well as our International Partnership with Essen Municipality in Belgium and will continue to foster and nurture this relationship to the benefit of our communities.

I want to thank the Council, the Speaker, Executive Members of my Mayoral Committee, Councillors, the Municipal Manager, Directors and employees for their effort to make Witzenberg a better place for all and to fulfill its vision as set out in the IDP. I am particularly proud with the positive strides that the Municipality have made in our first year and half in office and it remains our main aim in creating better opportunities for our citizens. We have achieved our 11th consecutive clean audit and remains committed to service delivery, good and sound governance practices. I am optimistic about the future of the Municipality, especially if we succeed in addressing the Eskom network problems.

I thank you.

T Abrahams – Executive Mayor

B. MUNICIPAL MANAGER FOREWORD



The IDP remains the legislative planning instrument for the municipality and will align itself more intimately with strategic National and Provincial Plans and Provincial Strategic Plan to ensure that both national and provincial strategies are enshrined at a local level.

The Municipality will continue to deliver on our four key performance areas and predetermined objectives namely:

- *Essential Services:*
 - Sustainable provision and maintenance of basic infrastructure
 - Provide for the needs of informal settlements through improved services
- *Governance:*
 - Support Institutional transformation and development
 - Ensure financial viability
 - Maintain and strengthen relations with international and intergovernmental partners
 - *Communal Services:*
 - Provide and maintain facilities that make citizens feel at home
 - *Socio-Economic Support Services:*
 - Support the poor and vulnerable through programmes and policy
 - Create an enabling environment to attract investment and to support the local economy

The challenge remains on making local government (Witzenberg) sustainable and there will be a renewed focus on opportunities and challenges that impact on such sustainability. The Municipality is continuously looking to broaden its tax base to ensure its financial viability. Our administration is committed to the principles of Batho Pele and will ensure that we strive towards

- Strategic, credible and focused planning guided by intelligent analysis of our external and internal environment
- A skilled, qualified, disciplined and motivated workforce
- Optimising our limited financial and administrative resources for maximum performance and output
- Improving our organisational design and governance that will ensure Council meets its objectives of creating a better life for all citizens and communities of Witzenberg
- Improving customer relations and building strong community and business partnerships

In conclusion, the administration will continue to improve on service excellence and commit to delivering on this new five-year strategic mandate of Council and the people of Witzenberg.

David Nasson – Municipal Manager

2 INTRODUCTION

A. ABOUT THE IDP

I. EXECUTIVE SUMMARY

As Witzenberg Municipality we are proud to present this 1st Review of our 5th Generation IDP as developed and drafted in consultation with the people of Witzenberg, provincial government and sector departments, local business forums and civil society stakeholders.

The new five-year IDP sets out the vision and mission of the municipality and clearly defines the strategies and plans to deliver our objectives of infrastructure-led growth, sustainable human settlements, financial sustainability, LED, social development, strategic partnerships and international relationships.

The development of a credible IDP allows the municipality to engage in continuous planning, monitoring and evaluation of all the sector plans that form part of this IDP.

A thorough **analysis of the spatial, economic and environmental issues** in conjunction with the community, partners in government and other stakeholders has highlighted two major issues that will influence our strategies and planning over the next five years. The increased growth of especially our more vulnerable population will be addressed through the implementation of **social housing programmes such as Vredebes** and the upgrade of the informal settlement in N'Duli. These projects require major bulk infrastructure upgrading that will take up the largest portion of our grant funding for the next five years. The analysis of our **Agri-economic environment** has also indicated a

positive growth over the next five years and is it essential that the municipality provides sufficient bulk and network infrastructure to support investment and job creation opportunities. It is in this regard that we will work together with the Department of Rural Development and Land Reform as well as the Department of Agriculture to ensure the successful implementation of the Agri-Park.

Witzenberg has identified four key performance areas (KPAs) based on the objectives of local government as set out in Section 156 of the Constitution.

The **KPA: Essential Services** includes the objectives of sustainable provision and maintenance of basic services and provision for the needs of informal settlements. These objectives include programmes and projects that will especially focus on the provision of **bulk infrastructure for housing projects**. The provision of **bulk electricity by Eskom** has been identified as a major risk as existing Eskom bulk infrastructure currently cannot provide for the growth requirements of Witzenberg. Other programmes and projects include the development and implementation of a **waste management strategy** with the focus on decreasing waste through the implementation of a material recovery facility and drop-off points to replace the garden waste skips. This will be done with the support and cooperation of Witzenberg's twinning municipality, Essen, in Belgium. The ongoing drought in the Western Cape has also had an impact on Witzenberg and it is especially in **Tulbagh** where insufficient **water storage** capacity has resulted in the implementation of water restrictions. Funding

has been allocated by the Department of Water Affairs for the construction of a storage dam over the next three years.

The key performance area of **Governance** includes the objectives of institutional development and transformation, financial viability and the strengthening of partnerships.

Financial Viability is essential towards a sustainable and developmental local government. We will especially focus on **debt management** to address non-payment, but will also continue to support our vulnerable communities through our **indigent and pro-poor policies**.

Our third key performance area of **Communal Services** includes the objective of providing and maintaining facilities and the environment. The Witzenberg mountains are the source of four of the Western Cape's major rivers and programmes. The focus will be on the **conservation of our natural environment**, the eradication of aliens in our rivers and ongoing

awareness programmes that will be implemented in conjunction with various role-players.

The **Socio-Economic Support Services** KPA focuses on the objectives to support the poor and to create an enabling environment to support the local economy. The construction of houses in Vredebes will **improve the living conditions of those in informal settlements, overcrowded houses and structures in backyards**. The Vredebes development will also make provision for "GAP" housing under the FLISP Programme of the Department of Human Settlements.

The continued support and implementation of the Agri-Park will create **opportunities for investment, job creation and land reform** as an enabling environment for local economic growth.

We also understand that this is merely a strategic document and that the major challenge will be implementing and realising our plans. The Council and administration commit to achieving the objectives as set out in this IDP and urge the people of Witzenberg to walk this exciting road with us towards improved livelihoods.

II. DEFINITION

Integrated Development Planning is the process through which the municipality prepares a

strategic developmental plan, which is the principal strategic instrument guiding all planning, management, investment, development and implementation decisions, taking into account input from all stakeholders.

The IDP crosses departmental divisions by linking the physical, social, institutional and economic components of planning and development with management and development structure. It also integrates and aligns planning in different spheres of government and therefore enforces and upholds the spirit of cooperative governance in the public sector.

The Constitution of the Republic of South Africa (1996) commits government to take reasonable measures, within its available resources, to ensure that all South Africans have access to adequate housing, healthcare, education, food, water and social security. Developmental local government can only be realised through integrated development planning and the compilation of a credible Integrated Development Plan (IDP).

III. LEGISLATION

Legal Framework for Integrated Development Planning

According to the Constitution of the Republic of South Africa, the local sphere of government is charged with the responsibility of implementing developmental local government as well as cooperative governance. The mandate to relate its management, budgeting and planning functions to its objectives gives a clear indication of the intended purposes of municipal integrated development planning, namely:

- Ensure sustainable provision of services
- Promote social and economic development
- Promote a safe and healthy environment
- Give priority to the basic needs of communities
- Encourage involvement of communities

The first piece of legislation drafted to reflect the responsibility of the local sphere of government to implement integrated development planning by means of the compilation of an IDP document, was the Local Government Transition Act (1993) as amended by the Local Government Transition

Second Amendment Act (1996). In this legislation the IDP was presented as the main planning instrument that guides all planning and decision-making process of the municipality.

The Local Government Transition Act was an interim piece of legislation applicable to the local sphere of government until the demarcation of municipalities was finalised, and the need then arose to enact legislation regulating integrated development planning on a more permanent basis.

In 2000 the Local Government: Municipal Systems Act 32 of 2000 (MSA) came into effect. Section 25(1) of the Act stipulates that each municipal council must, after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the municipality which:

- Links, integrates and coordinates plans and takes into account proposals for the development of the municipality;
- Aligns the resources and capacity of the municipality with the implementation of the plan;
- Forms the policy framework and general basis on which the annual budget must be based; and
- Is compatible with national and provincial development plans, and planning requirements binding on the municipality in terms of legislation.

The MSA is therefore the principal piece of legislation governing integrated development planning at municipal level. Municipalities are bound by it and must ensure its implementation. Other legislation and policy documents that contain reference to integrated development planning are:

- The Constitution of the Republic of South Africa Act 108 of 1996;
- Reconstruction and Development Programme (RDP);
- Growth, Employment and Redistribution Strategy (GEAR);
- Tourism Act 72 of 1993;
- Development Facilitation Act 67 of 1995;

- National Water Act 36 of 1997;
- Housing Act 107 of 1997;
- White Paper on Local Government of 1998;
- Local Government: Municipal Structures Act 117 of 1998;
- National Environmental Management Act 107 of 1998;
- National Land and Transportation Transition Act 22 of 2000;
- Disaster Management Act 52 of 2002;
- White Paper on National Civil Aviation Policy (2005); and
- The Local Government: Municipal Finance Management Act 56 of 2003.

A further piece of legislation which has a tremendous impact on the IDP is the Municipal Finance Management Act (MFMA). Due to the coming into effect of this Act, the revision of the IDPs must be aligned with the stipulations and timeframes as set out in this Act.

Section 35 of the MSA states explicitly that an integrated development plan adopted by municipal council is the principal strategic planning instrument which:

- Guides and informs all planning and development, and all decision making with regard to planning, management and development in the municipality;
- Binds the municipality in the exercise of its executive authority, except to the extent of any inconsistency between a municipality's IDP and national or provincial legislation, in which case such legislation prevails; and
- Binds all other persons to the extent that those parts of the IDP that impose duties or affect the rights of those persons have been passed as a by-law.

Legislation stipulates clearly that a municipality must not only give effect to its IDP, but must also conduct its affairs in a manner which is consistent with its IDP.

IV. PROCESS

Developing the Integrated Development Plan

In compliance with the Municipal's Systems Act as amended, the IDP Review/ Amended and Budget Process Plan were adopted by full Council on ~~22 November 2021~~.

This IDP and Budget Process Plan inter alia seek to address the:

- Identification of areas requiring additional attention in terms of legislative requirements, proper planning processes and sound financial management;
- Inclusion of the most current Census and own statistical data;
- Consideration and review of any other relevant and new information;
- Addressing comments received from the various role-players;
- Shortcomings and weaknesses identified through self-assessment;
- Preparation and review of sector plans and its alignment with the IDP;
- Preparation and review of the Performance Management System (PMS);
- Update of the 5-year Financial Plan; and
- Preparation and finalisation of the annual Budget in terms of the relevant legislation.

The situational analysis process started in March 2024

All further actions in accordance with legislative and regulatory requirements, such as the final approval of the IDP, and the Medium Term Revenue and Expenditure Framework for the ensuing three year financial cycles, SDBIPs, the submission of all the relevant documentation to the appropriate authorities and the making public of these final documents will be executed.

Public Participation Process

Section 29 of the Municipal Systems Act, No 32 of 2000 states that –

29. (1) The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must –

(b) through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for –

(i) the local community to be consulted on its development needs and priorities;

(ii) the local community to participate in the drafting of the integrated development plan.

It provides an opportunity for all stakeholders with different needs and priorities to learn from each other and to negotiate and compromise

around their viewpoints, leading to unification and consensus building.

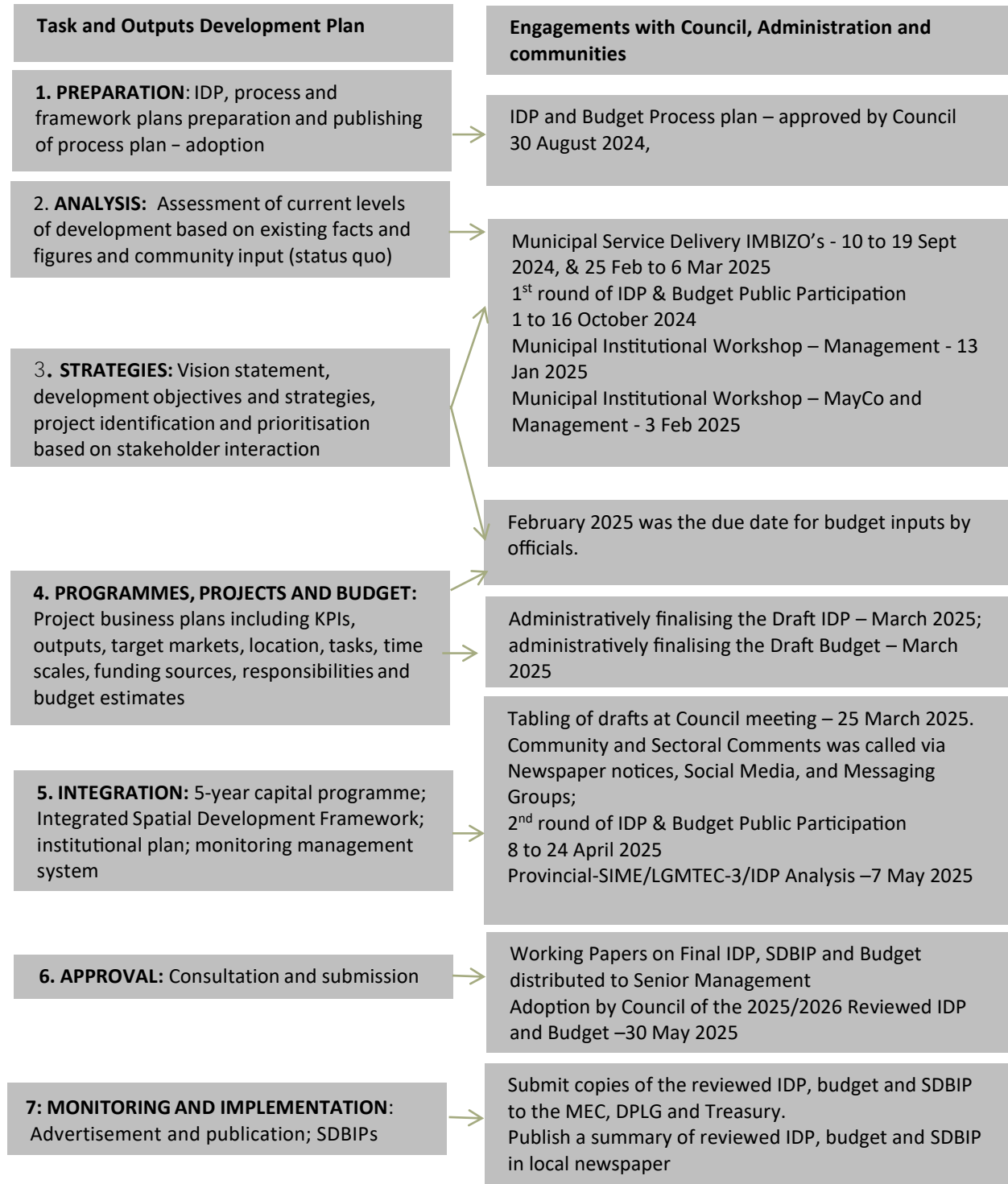
~~The municipality adopted the 2023 – 2024 Reviewed/Amended IDP and Budget Process Plan on 28 August 2022.~~

Amongst others, it includes appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, and other role-players in the IDP drafting process.

~~The diagram on the following page outlines the steps in developing the Amended Integrated Development Plan 2023 – 2024.~~

Public participation allows the municipality and the community to focus on itself, and develop a future-orientated vision and mission, proactively positioning itself and adapting and learning from an ever-changing environment.

Steps and events 2024/2025



B. VISION, MISSION, OBJECTIVES

I. VISION AND MISSION

Our Vision

A municipality that cares for its community, creating growth and opportunities.

Our Mission

The Witzenberg Municipality is committed to improve the quality of life of its community by:

- Providing and maintaining affordable services
- Promoting social and economic development
- The effective and efficient use of available resources
- Effective stakeholder and community participation

Value System

- Driven by the aspirations of our community, we will respect and uphold the Constitution of the Republic of South Africa.
- We commit ourselves to the Code of Conduct for Councillors and officials in terms of the Municipal Systems Act.
- We commit ourselves to the principles of sound financial management.

We subscribe to the principles of Batho Pele

- Consultation – Citizens should be consulted about service levels and quality when possible.
- Service standards – Citizens must be made aware of what to expect in terms of the level and quality of services.
- Access – Citizens should have equal access to the services to which they are entitled.
- Courtesy – Citizens should be treated with courtesy and consideration.
- Information – Citizens must receive full and accurate information about their services.
- Openness and transparency – Citizens should be informed about government departments' operational budgets and management structures.
- Redress – Citizens are entitled to an apology, explanation and remedial action if they are promised a standard of service that is not delivered.
- Value for money – Public services should be provided economically and efficiently.

II. STRATEGIC MAP

Witzenberg Municipality: Strategic Map 2025/2026					
Vision	Mission	Municipal KPA		Pre-determined Objectives	
A municipality that cares for its community, creating growth and opportunities.	<p>The Witzenberg Municipality is committed to improve the quality of life of its community by:</p> <ul style="list-style-type: none"> - Providing & maintaing affordable services - Promoting Social & Economic Development - The effective & efficient use of resources - Effective stakeholder & community participation. 	1	Essential Services	1,1	Sustainable provision & maintenance of basic infrastructure
				1,2	Provide for the needs of informal settlements through improved services
		2	Governance	2,1	Support Institutional Transformation & Development
				2,2	Ensure financial viability.
				2,3	To maintain and strengthen relations with international- & inter-governmental partners as well as the local community through the creation of participative structures.
		3	Communal Services	3,1	Provide & maintain facilities that make citizens feel at home.
		4	Socio-Economic Support Services	4,1	Support the poor & vulnerable through programmes & policy
				4,2	Create an enabling environment to attract investment & support local economy.

III. SWOT ANALYSIS

Strengths	Weaknesses
<ul style="list-style-type: none"> ▪ Pro-poor policies (e.g. indigent; procurement) ▪ Close cooperation at management level ▪ Good dialogue with business and agricultural sectors ▪ Good water quality ▪ Effective international relations ▪ IGR structures and forums ▪ Budget control ▪ Natural environment ▪ Location for certain opportunities ▪ Good governance and good IGR ▪ Meeting constitutional obligations ▪ Visionary leadership ▪ Low vacancy rate in organisational structure ▪ Community engagements 	<ul style="list-style-type: none"> ▪ Financial limitations ▪ Town management ▪ Inadequate storm water systems in some areas ▪ Old asbestos water and sanitation networks ▪ Resealing and maintenance of roads ▪ Garden refuse – Tulbagh, Wolseley and N’Duli ▪ Law enforcement ▪ Ageing infrastructure ▪ Centralisation/town management ▪ High water losses ▪ Lack of integration policies, silo operations ▪ Office space ▪ Slow turnaround time ▪ Vulnerable IT (integration)
Opportunities	Threats
<ul style="list-style-type: none"> ▪ Tourism potential ▪ Active ward committees and related activities ▪ Further international relations ▪ IGR and cooperation on transversal programmes ▪ Wolwekloof Learning Academy ▪ EPWP for poverty reduction ▪ Close working relationship with big business to enhance economic development ▪ Performance management system to monitor organisational performance not fully in place ▪ Pine forest ▪ Recycling and composting ▪ Renewable energy ▪ Reduce water losses/unaccounted to acceptable standards ▪ Available natural resources to stimulate economic growth ▪ Development of GIS ▪ Good communication and branding ▪ Marketing (internal and external) ▪ Expand international relationships ▪ Upgrade infrastructure ▪ LED pilot projects ▪ Land audit ▪ Natural environment ▪ Revenue enhancement ▪ Koekedouw Dam ▪ Rural wards – funding possibilities ▪ Improvement of client services ▪ Real law enforcement 	<ul style="list-style-type: none"> ▪ Seasonal agriculture-based labour shrinks revenue base ▪ Political volatility (fragile coalitions) ▪ High level unemployment/economically inactive people ▪ Increasing TB and HIV/Aids prevalence ▪ Vandalism, theft of municipal assets and property ▪ Legacy of decrepit infrastructure and insufficient infrastructure replacement programme ▪ Uncontrolled habitation in informal settlements ▪ Insufficient revenue base/lack of economic growth ▪ Equitable funding formula ▪ Insufficient land for graveyards ▪ Substance abuse can become a threat ▪ Farm eviction ▪ Tulbagh roads ▪ Service delivery in informal settlements ▪ Social ills – HIV and TB, crime, substance abuse ▪ Unemployment ▪ Migration / influx control ▪ Land availability ▪ Financial sustainability ▪ Cost of services ▪ Sustainability of low-cost housing ▪ Grant dependency ▪ Animal management ▪ NERSA legislation – non-compliance / compliance ▪ ESKOM / load shedding – incapacity to increase for demand from municipality

IV. GOVERNMENT ALIGNMENT

Municipalities are encouraged and supported by both national and provincial government to develop realistic and credible IDPs that not only comply with relevant legislation but also–

1. are owned by local leadership, municipal management and the community as the single strategic plan to direct resources within the municipality;
2. are driven by the management team and systems within the municipality with implementation regularly monitored during the year through the performance management system;

National Policy Directives

There is a clear hierarchical structure of national policy directives starting with the Medium Term Strategic Framework for 2019-2044 (MTSF). The plan focuses on the seven priorities and related interventions of the sixth

Medium-term Strategic Framework for 2019-2024 (MTSF)

The National Development Plan (NDP) 2030 issued in 2012 set out a long-term vision for the country and provides the programme through which South Africa can advance radical economic transformation through development planning. The Medium Term Strategic Framework (MTSF) 2014-2019 outlined the plan and outcome-based monitoring framework for implementing the NDP during the country's fifth democratic administration. This MTSF 2019-2024 outlines the priorities to be implemented in the

3. contain a long-term development strategy that can guide investment across the municipal area;
4. provide an investment plan for national, provincial and local government and non-governmental stakeholders to enhance and enable joint planning and resource alignment to improve service delivery to all stakeholders; and
5. include local area or ward plans to localise the strategy and implementation of the IDP.

sixth administration of government, and the integrated monitoring framework focuses on monitoring outcomes, indicators and targets towards the achievement of the priorities.

sixth administration. It also outlines the priorities and interventions across South Africa's national development pillars.

The South African government sees development planning as a means to achieve national development goals. All three spheres of government conduct development planning: The MTSF reflects the NDP Five Year Implementation Plan and Integrated Monitoring Framework at a national level, the Provincial Growth and Development Strategies / Plans (PGDS/P) of all nine provinces, and will in 2020 incorporate the Integrated Development Plans (IDPs) at Metropolitan and District Municipality level to ensure effective service delivery.

▪ NATIONAL DEVELOPMENT PLAN – VISION FOR 2030

The plan, adopted by Cabinet on 11 November 2011, helps us to chart a new path for our country.

It focuses on putting in place the things that people need to grasp opportunities such as education and public transport and to broaden the opportunities through economic growth, the availability of jobs and change the life chances of our youth that remain underdeveloped by our apartheid history. Everything in the plan is aimed at reducing poverty and inequality.

In summary the plan has the following objectives that must be achieved by 2030:

1. Create Jobs
2. Expand Infrastructure
3. Transform Urban and Rural Spaces
4. Education and Training
5. Provide Quality Healthcare
6. Build a Capable State
7. Fight Corruption Transformation and Unity



- **PROVINCIAL STRATEGIC PLAN (PSP) – 2019–2024**
- **AN OUTLINE OF THE VISION-INSPIRED PRIORITIES**

1. SAFE AND COHESIVE COMMUNITIES

THE WESTERN CAPE IS A PLACE WHERE RESIDENTS AND VISITORS FEEL SAFE.

When people feel unsafe, it affects every area of their lives. For example, it prevents people from enjoying public spaces and travelling safely to work and discourages our businesses from growing and creating jobs. This is why safety is a theme in our other priorities, and every provincial department will contribute to a safer Province.

This priority focuses on improving law enforcement and addressing the root causes of violent crime, such as child abuse and unemployment.

2. GROWTH AND JOBS

AN ENABLING ENVIRONMENT FOR THE PRIVATE SECTOR AND MARKETS TO DRIVE GROWTH AND CREATE JOBS.

We want to make the Western Cape a place where businesses want to invest and from where businesses export their products. This means we must have excellent infrastructure, skilled workers, and companies that can compete with the best in the world. With this in place, more and more people in the Province will have jobs.

3. EMPOWERING PEOPLE

RESIDENTS OF THE WESTERN CAPE HAVE OPPORTUNITIES TO SHAPE THEIR LIVES AND THE LIVES OF OTHERS, TO ENSURE A MEANINGFUL AND DIGNIFIED LIFE.

We see a Western Cape where families are strong, our youth have the skills, knowledge, and personal character to succeed in the 21st Century world of technology and computers, and all of our people have access to excellent health services.

4. MOBILITY AND SPATIAL TRANSFORMATION

RESIDENTS LIVE IN WELL-CONNECTED, VIBRANT, AND SUSTAINABLE COMMUNITIES AND MOVE AROUND EFFICIENTLY ON SAFE, AFFORDABLE, LOW CARBON PUBLIC TRANSPORT.

We want to see a Western Cape where our people use safe, affordable, and green public transport and live in neighbourhoods that include different racial and income groups and are close to economic and social opportunities.

5. INNOVATION AND CULTURE

GOVERNMENT SERVICES ARE DELIVERED TO THE PEOPLE OF THE WESTERN CAPE IN AN ACCESSIBLE, INNOVATIVE, AND CITIZEN-CENTRIC WAY.

As your provincial government, we are constantly looking for ways to improve our services to you. We will assess our services regularly and try new things, and change what we are doing if we are not meeting your needs.

The Witzenberg Municipality, through its Integrated Development Plan, strives to align its priorities to those of provincial and national government, The following matrix provides the strategic alignment between the three spheres of government.

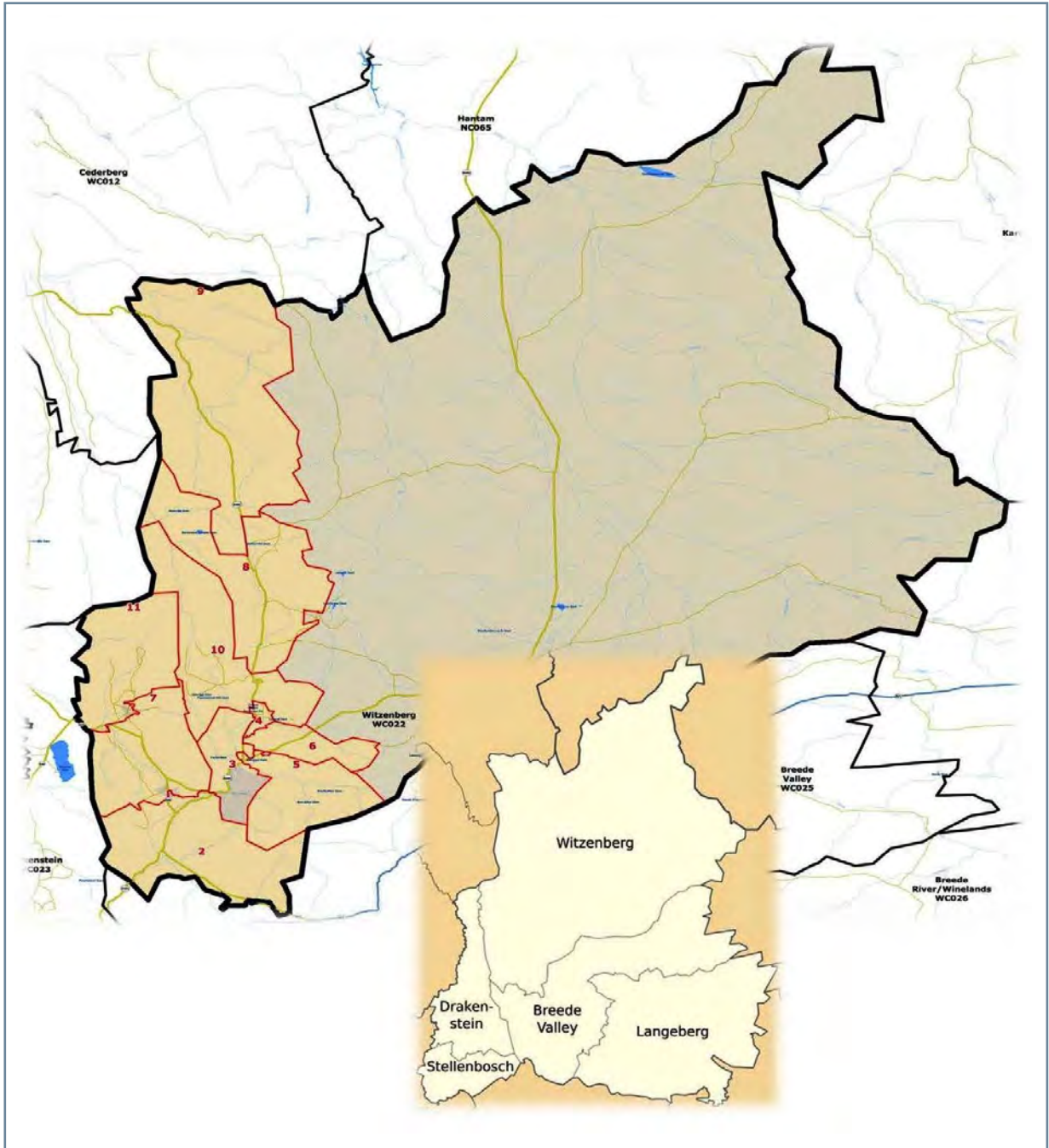
National Priorities	Western Cape Provincial Government	Cape Winelands District Strategic Objectives	Witzenberg Strategic Objectives
5: Social cohesion & safe communities 2: Education, skills & health	<u>1: Safe and Cohesive communities</u>	<u>SO 1:</u> To create an environment and forge partnerships that ensure the health, safety, social and economic development of all communities including the empowerment of the poor in the Cape Winelands District through economic, environmental and social infrastructure investment	2.1 Support Institutional Transformation and Development. 3.1 Provide and maintain facilities that make citizens feel at home.
5: Social cohesion & safe communities	<u>1: Safe and Cohesive communities</u> <u>3: Empowering People</u> <u>5: Innovation and Culture</u>	<u>SO 1:</u> To create an environment and forge partnerships that ensure the health, safety, social and economic development of all communities including the empowerment of the poor in the Cape Winelands District through economic, environmental and social infrastructure investment.	4.1 Support the poor and vulnerable through programmes and policy
1: Economic transformation and job creation. 4: Spatial integration, human settlements & local government	<u>4: Mobility and Spatial Transformation</u> <u>2: Growth and Jobs</u>	<u>SO : 2</u> Managing a sustainable bulk services strategy and transport system which foster social and economic opportunities.	1.2 Create an enabling environment to attract investment and support local economy.
6: Capable, ethical and developmental state	<u>5: Innovation and Culture and Governance</u>	<u>SO 3:</u> To provide effective and efficient financial and strategic support services to the Cape Winelands District Municipality.	2.1 Support institutional transformation and development.
4: Spatial integration, human settlements & local government	<u>4: Mobility and Spatial Transformation</u>	<u>SO : 2</u> Managing a sustainable bulk services strategy and transport system that foster social and economic opportunities.	4.2 Create an enabling environment to attract investment and support local economy.
5: Social cohesion & safe communities 2: Education, skills & health	<u>1: Safe and Cohesive communities</u> <u>3: Empowering People</u>	<u>SO 1:</u> To create an environment and forge partnerships that ensure the health, safety, social and economic development of all communities including the empowerment of the poor in the Cape Winelands District through economic,	4.1 Support the poor and vulnerable through programmes and policy

National Priorities	Western Cape Provincial Government	Cape Winelands District Strategic Objectives	Witzenberg Strategic Objectives
		<i>environmental and social infrastructure investment.</i>	
<p>5: Social cohesion & safe communities</p> <p>2: Education, skills & health</p>	<u>1: Safe and Cohesive communities</u>	<u>SO 1:</u> <i>To create an environment and forge partnerships that ensure the health, safety, social and economic development of all communities including the empowerment of the poor in the Cape Winelands District through economic, environmental and social infrastructure investment.</i>	<p>1.1 Sustainable provision and maintenance of basic infrastructure</p> <p>1.2 Provide for the needs of informal settlements through improved services.</p>
6: Capable, ethical and developmental state	<u>5: Innovation and Culture</u>	<u>SO 3:</u> <i>To provide effective and efficient financial and strategic support services to the Cape Winelands District Municipality.</i>	<p>2.2 Ensure financial viability</p> <p>2.3 Maintain and strengthen relations with international and inter-governmental partners as well as the local community through the creation of participative structures.</p>

3 SITUATIONAL ANALYSIS

A. SNAPSHOT

I. MAP

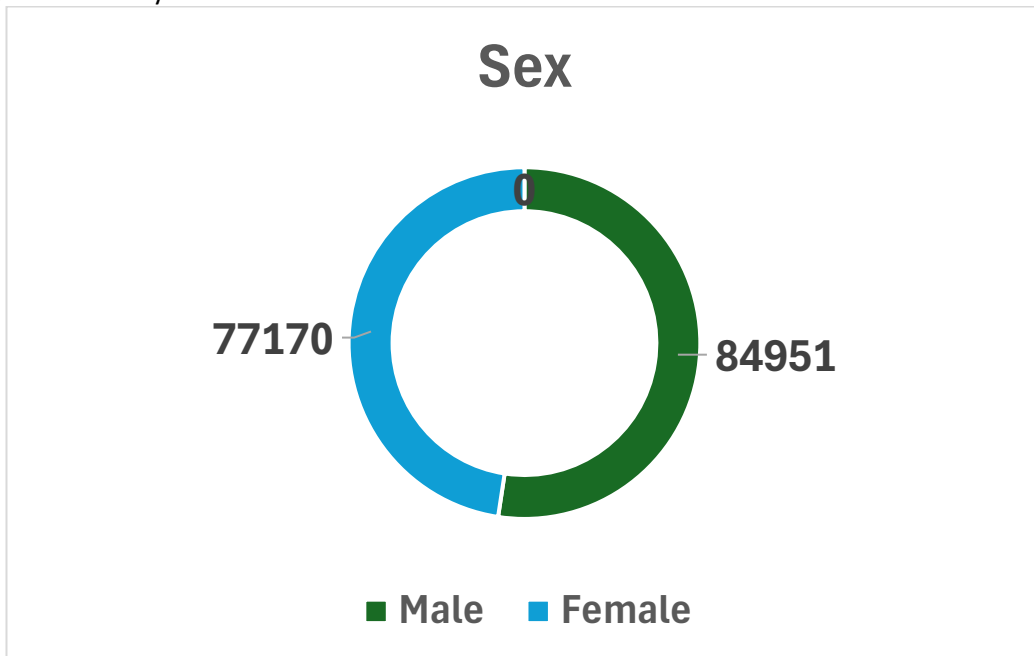


The Witzenberg Local Municipality (LM), founded in 2000, is classified as a Category B-municipality and is responsible for basic service provision to the demarcated municipal area that includes the towns of Ceres, Tulbagh, Prince Alfred’s Hamlet, Wolseley and Op-die-Berg. The rural areas within the municipal boundary are Ceres Valley, Koue Bokkeveld, Achter-Witzenberg and the northern portion of the Breede River Valley area.

generally north-westerly or south-easterly. The average annual rainfall in Ceres is about 1 088 mm and the average temperature range is 2,4°C to 29,9°C.

Located in the picturesque and fertile Breede Valley, Witzenberg is best known for its fruit and wine products. The region is also well-known for producing other agriculture-linked products such as olives and grain, as well as for producing beef and pork products. Horse and cattle stud farms are also found within the municipal area.

The climate in Witzenberg is known for its hot and dry summer days. Winds are seasonal and



Source: Statistics South Africa Mid Year Population Estimates(MYPE)/Socio-Economic Profile 2024

Witzenberg population by gender:

Sex		
Name	Frequency	%
Male	84951	47.6%
Female	77170	52.4%

Source: Source: Statistics South Africa Mid Year Population Estimates(MYPE)/Socio-Economic Profile 2024

Analysis of socio-economic profile

The municipal summary below provides a fair reflection of the socio-economic reality of the municipality. This profile uses data primarily sourced from Statistics South Africa, the Socio-Economic Profile, the Municipal Economic Review and Outlook compiled by Provincial Treasury and administrative data from sector departments. The data sourced from sector departments are the most recent available. ~~The latest survey data available at municipal level from Statistics South Africa is from the 2016 Community Survey; comparisons are also made with the 2011 Census~~, and the 2024 Socio-Economic Profile produced by Western Cape Provincial Treasury.¹

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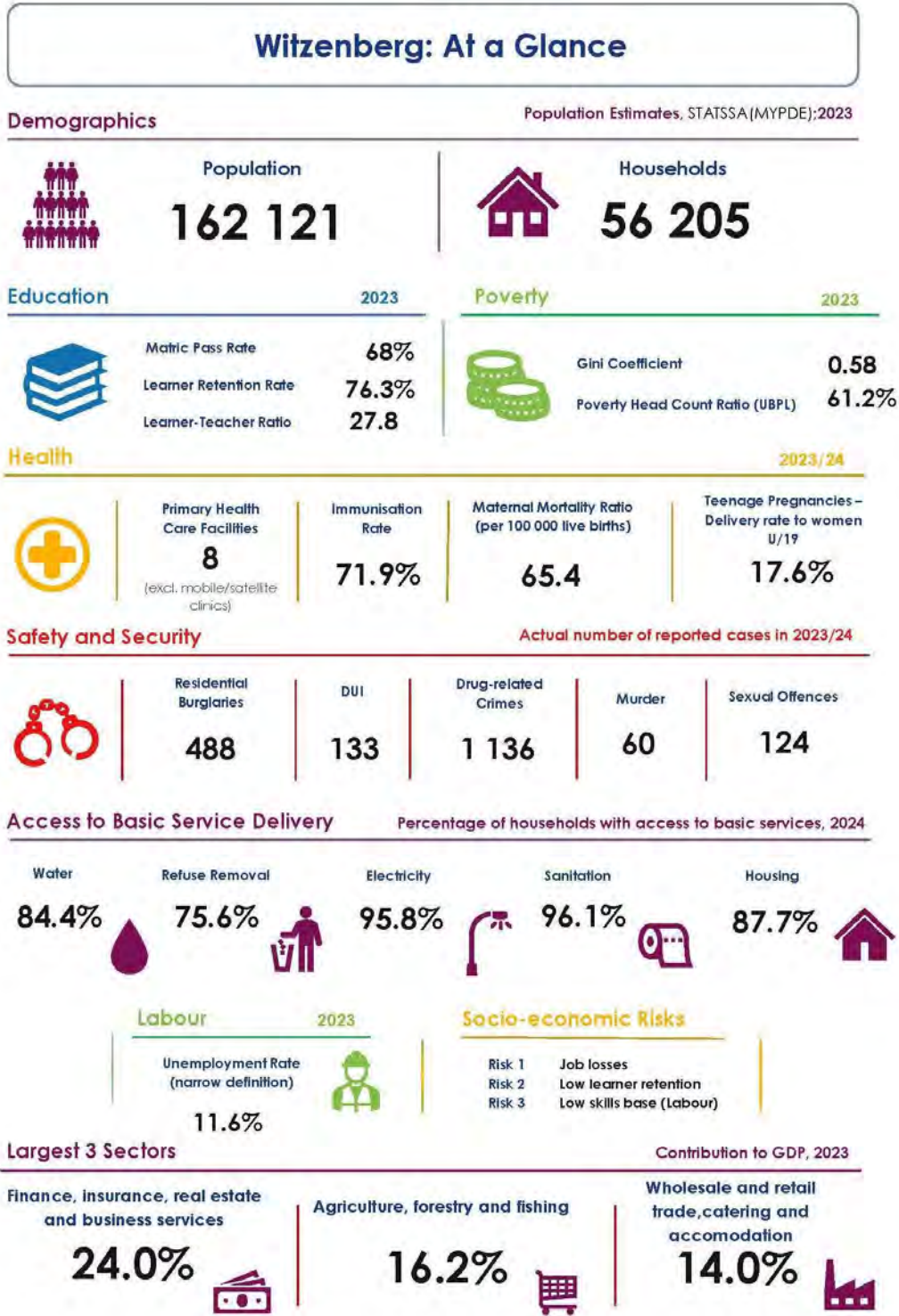
Witzenberg population by gender %

	1996	2001	2011	2016	2023
Male	39237	44454	59554	67912	84 951
Female	37149	44633	56392	62635	77 170
Total	76386	89087	115946	130548	162 121
Male %	51,4	49,9	51,4	52,0	52,4%
Female %	48,6	50,1	48,6	48,0	47,6%

Source: Statistics South Africa Mid Year Population Estimates(MYPE)/Socio-Economic Profile 2024

¹ Demographic information to be updated or confirmed following dispute resolution with StatsSA Data released.

1 SNAPSHOT: WITZENBERG AT A GLANCE



Municipal demographics

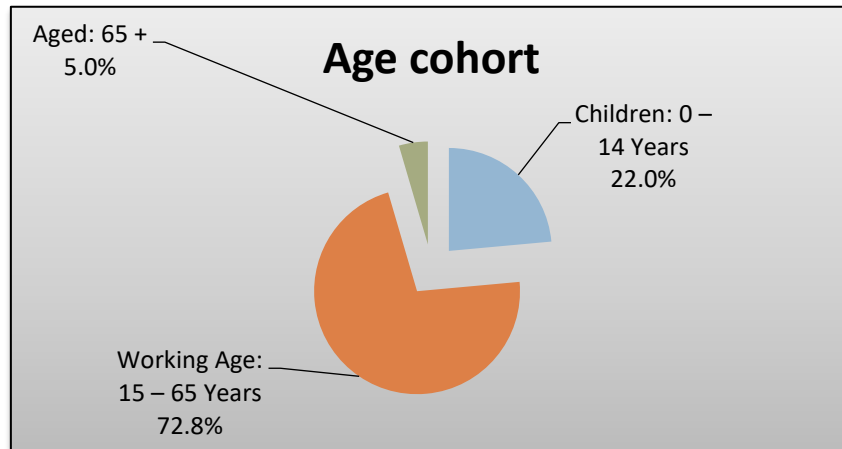
In 2022, the Witzenberg municipal area accommodated 16 per cent of the Cape Winelands' populace, with a population of 101 765 individuals. However, the Municipality raised concerns regarding undercounting of the Witzenberg population in the Census. The undercounting was evident when comparing the Mid year Population Estimates(MYPE) and Census 2022 figures. The undercounting of a population bears implications for the provisioning of municipal services and the requisite infrastructure.

As a result in 2024, the Witzenberg population has been revised and is estimated at 162 121 as per the Medium-Term Population estimates. The Municipal population is forecast to grow by 1.8

per cent between 2024 -2029 above the expected district growth.

This demographic trend holds significant socio-economic implications for the region, influencing resource allocation, infrastructure development, and overall economic planning in the Cape Winelands. The mean household size is anticipated to persist at 2.9 individuals per household in 2023. This constancy in average household size is influenced by various contributing factors, encompassing lower fertility rates, an aging demographic, divorce rates, cultural norms pertaining to intergenerational co-residence, and socioeconomic variables influencing patterns in employment, education, and the housing market.

Witzenberg: Population age cohort, 2022



Source: Statistics South Africa Mid Year Population Estimates(MYPE)/Socio-Economic Profile 2024

The graphical representation also illustrates the demographic composition of the municipal area across distinct age cohorts. These categorizations are elucidated through a dependency ratio, elucidating the division between the workforce segment (age 15 - 64) at 72.8 per cent and those reliant on them, encompassing children (22.0 per cent) and senior citizens (5.0 per cent). This results into an improved dependency ratio of

37.2 per cent in 2024. The diminishing dependency ratio holds economic advantages, indicating a diminished burden on social systems and municipal services. This implies a smaller proportion of the Witzenberg populace is non-working, thereby alleviating pressure on governmental support and the working demographic in sustaining the non-working segment of the population.

Basic education

Education serves as a transformative force capable of elevating a nation and cultivating a robust and efficient economy. Enhanced educational outcomes contribute to heightened productivity, facilitate employment acquisition, and play a pivotal role in fostering economic and social advancement. Beyond these direct impacts, education exerts indirect positive effects on health and life expectancy, thereby influencing the overall well-being of a municipal area. In the

Witzenberg municipal area, learner enrolment witnessed an increase from 18 705 in 2020 to 19 282 in 2023. This rise in enrolment underscores the importance of accommodating the educational needs of an expanding population, necessitating strategic planning and resource allocation to ensure continued access to quality education.

Learner enrolment			Learner-teacher ratio	
Year	2020	2023	Average learner-teacher ratio (2020)	Average learner-teacher ratio (2023)
Witzenberg	18 705	19 282	27.8	27.8

Source: Statistics South Africa Mid Year Population Estimates(MYPE)/Socio-Economic Profile 2024

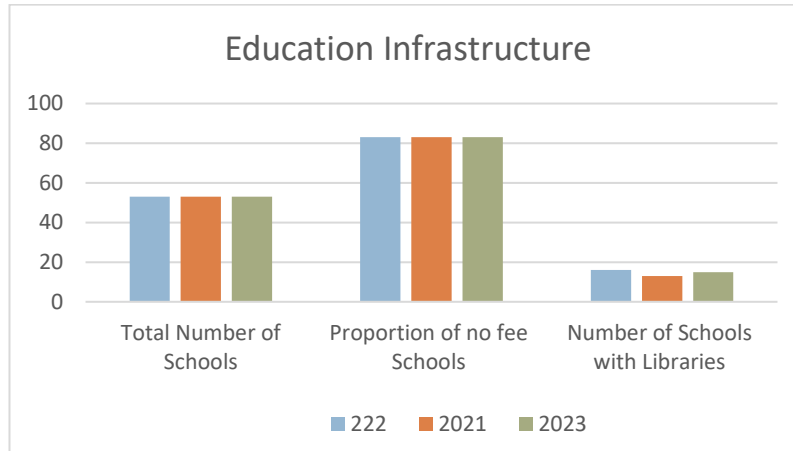
Learner retention, a key metric reflecting continued participation in the schooling system, has shown a positive trend in Witzenberg. The retention rate increased from 69.5 per cent in 2022 to 76.3 per cent in 2023. This upward trajectory signifies improved efficiency and quality within the schooling system. However, it is crucial to address the socio-economic conditions of learners and implement targeted retention strategies to equip them with essential skills for meaningful contributions to the country's economy.

The learner-teacher ratio is a critical indicator of a school's capacity to accommodate students effectively. In South African public schools, class sizes, though large by international standards, play a role in shaping learner outcomes. The Witzenberg municipal area exhibits a favourable learner-teacher ratio, standing at 27, 8 in 2023,

below the prescribed upper limits of 35:1-40:1. This lower ratio suggests the potential for higher-quality learning experiences and more personalized teaching, contributing to improved educational outcomes.

Education remains a vital avenue through which the state influences the economy. Policy decisions in the realm of education play a pivotal role in shaping individuals for future labor market engagement, directly impacting economic and poverty reduction endeavors. Although there is a positive trend in learner retention, Witzenberg's matric pass rate improved from 64.7 per cent in 2021 to 70.9 per cent in 2022 however, decreased to 68.0 per cent in 2023. This necessitates focused intervention strategies to maintain and improve matric pass rates in the municipal area.

Educational facilities



Source: Statistics South Africa Mid Year Population Estimates(MYPE)/Socio-Economic Profile 2024

As of 2023 the Witzenberg municipal area hosts a stable count of 53 public ordinary schools, a figure that has remained consistent in recent years. In adherence to the No-Fee Schools policy, which eliminates school fees in the poorest 40 per cent of schools nationally for Grade R to Grade 9 learners, the Witzenberg municipal area maintains a substantial proportion of no-fee schools. In 2023, this policy encompasses 84.9 per cent of schools within the municipal area. This demonstrates a concerted effort to alleviate financial barriers to education, as no-fee schools receive a greater portion of funding per learner from the national budget. This approach is instrumental in fostering inclusivity and ensuring that economic constraints do not hinder access to quality education, thereby promoting a more equitable and accessible educational landscape.

Of the 53 schools in the Witzenberg municipal area, 17 are currently equipped with libraries. The provision of library facilities in schools is instrumental in bridging academic disparities by affording students access to diverse sources of information. This accessibility is directly correlated with enhanced educational outcomes. The ongoing efforts to expand library infrastructure signify a commitment to fostering a knowledge-rich environment,

contributing to the intellectual development of students and promoting educational excellence within the municipal area.

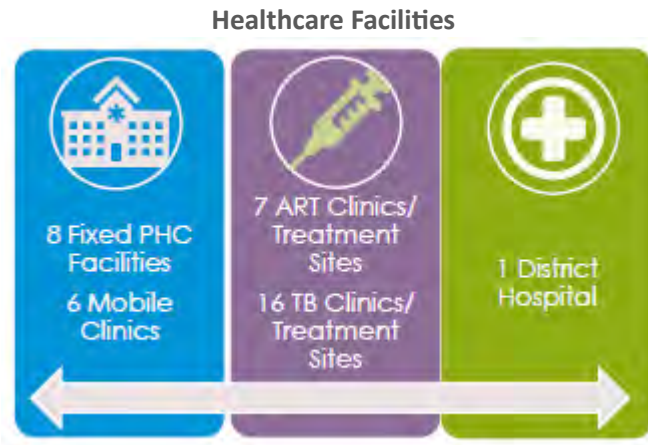
The examination outcomes across various subjects in the Witzenberg municipal area present a nuanced picture of academic performance with potential socio-economic implications. Afrikaans and Mathematics literacy show higher numbers of learners passing these subjects in 2023. However, disparities become more pronounced in Mathematics, Physical Science and English with lower pass rates in 2023. This will potentially limit the learner prospects in certain vocations that will have an impact on critical skills that are necessary to drive economic growth in the Municipal area.

In summary, the subject-wise analysis underscores the importance of addressing disparities in academic performance, particularly in Mathematics Literacy, to ensure a more inclusive and adept workforce. Strengthening proficiency in key subjects can enhance overall educational outcomes, thereby positively influencing socio-economic development by equipping individuals with the skills necessary for diverse economic contributions.

Health

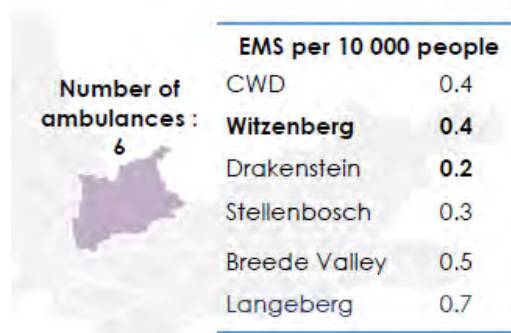
In 2022, the Witzenberg municipal area boasted 8 fixed primary healthcare clinics and 6 mobile/satellite clinics. Additionally, it houses 1 district hospital, 7 Antiretroviral Treatment (ART) sites, and 16 Tuberculosis (TB) clinics. This signifies a comprehensive healthcare infrastructure within the municipal area, constituting 17.9 per cent of the total healthcare facilities in the Cape Winelands

District. The allocation of resources to health facilities underscores the commitment to public health, contributing to the overall well-being of the population. However, a decrease in the number of patients receiving ART treatment raises concerns about sustained viral suppression, emphasizing the importance of continuous care in mitigating the transmission of HIV and managing healthcare costs.



Source: Statistics South Africa Mid Year Population Estimates(MYPE)/Socio-Economic Profile 2024

Emergency Medical Services

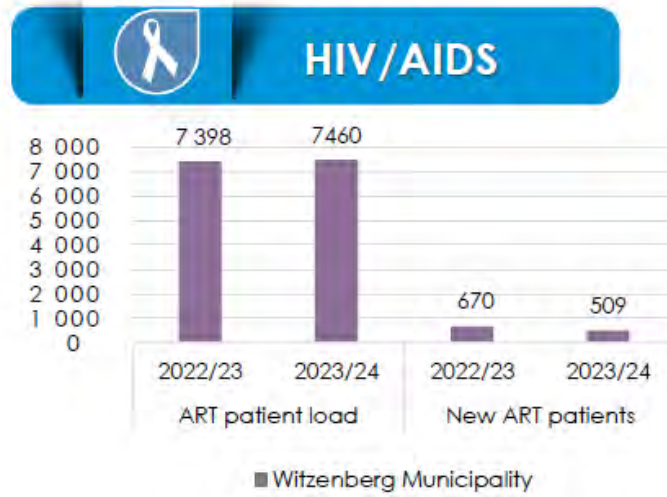


Source: Statistics South Africa Mid Year Population Estimates(MYPE)/Socio-Economic Profile 2024

With 0,4 ambulances per 10 000 people, the provision of operational ambulances in Witzenberg reflects a foundational aspect of emergency medical services. However, comprehensive coverage may require further

consideration, and the inclusion of private service providers is a factor to be weighed in optimizing emergency medical services within the municipal area.

HIV/Aids

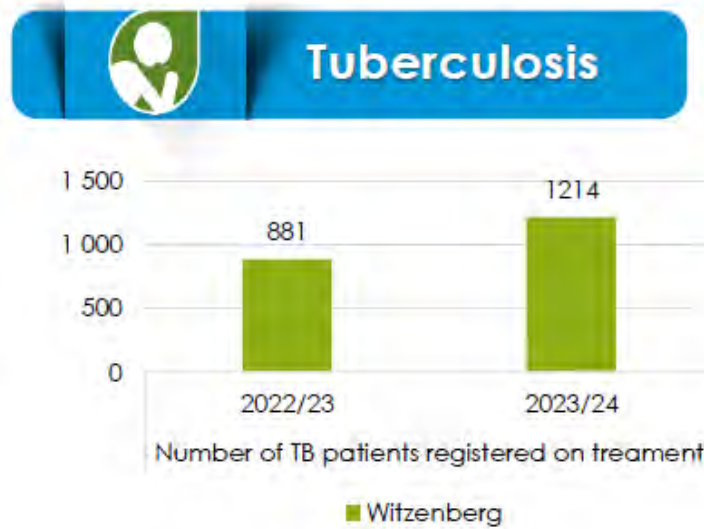


Statistics South Africa Mid Year Population Estimates(MYPE)/Socio-Economic Profile 2024

The Witzenberg municipal area exhibits an increase in registered patients receiving ART. The registered patients receiving TB treatment also increased during the reported period. Continuous ART is vital not only for individual

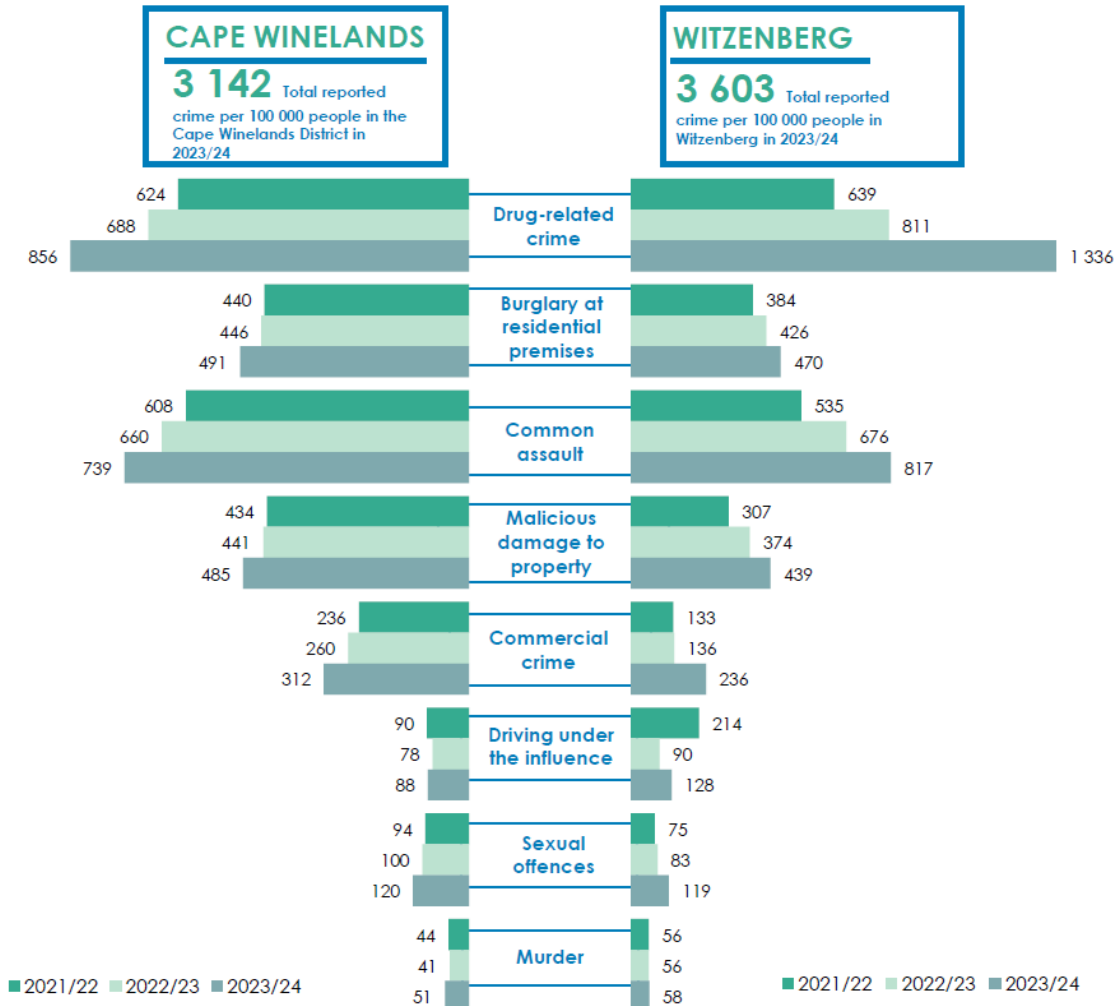
health but also for broader public health goals. The decrease in new patients receiving ART emphasizes the need for targeted interventions to ensure ongoing access to essential healthcare services....

Tuberculosis(TB)



Statistics South Africa Mid Year Population Estimates(MYPE)/Socio-Economic Profile 2024

Safety and Security



Source: Statistics South Africa Mid Year Population Estimates(MYPE)/Socio-Economic Profile 2024

Murder

The count of actual murders in the Witzenberg municipal area declined from 79 murders in 2022/23 to 60 murders in 2023/24, resulting in a downward momentum in the murder rate to 58

incidents per 100 000 people in the municipal area. However, despite the decline the rate is still above that of the district rate of 51 murders per 100 000 in 2023/24.

Sexual offences

Sexual offences, encompassing various acts such as rape, sex work, pornography, public indecency, and human trafficking, was recorded at 124 cases in 2023/24 an increase from 119 cases reported in 2022/23. The rate per 100 000 people in Witzenberg (119) is

almost on par with the the District rate of 120 per 100 000, emphasizing the local context within the broader South African context, where the issue of rape remains a significant concern..

Drug-related offences

Incidents related to illegal drugs is recorded at 1 387 cases in 2023/24 reflecting a substantial increase from 1 154 cases reported in 2022/23. With a rate of 1336 cases per 100

000 people in 2023/24, Witzenberg's rate surpasses that of the District (856) in 2023/24 , indicating a localized challenge that necessitates attention.

Driving under the influence

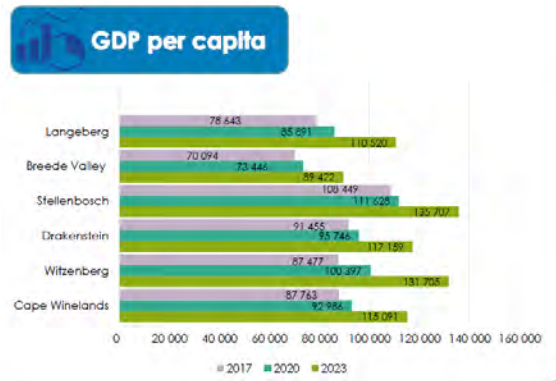
Instances of driving under the influence of alcohol or drugs also increased to 133 cases in 2023/24 when compared to 128 cases

reported in 2022/23. These statistics underscore the importance of addressing impaired driving for public safety.

Poverty

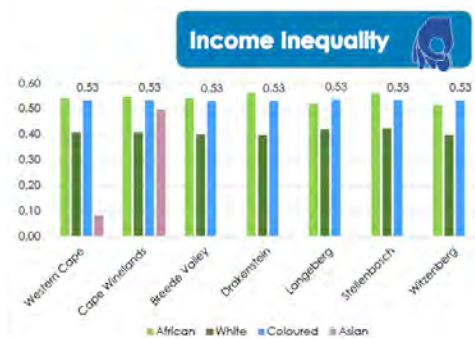
The GDP per capita serves as a key metric in gauging economic output per individual, calculated by dividing the municipal area's total GDP by its population. An upturn in GDP per capita occurs only when economic growth surpasses population growth. Witzenberg's GDP per capita, standing at R131 705 in 2023 (current prices), positions

the municipal areas GDP per capita above the Cape Winelands District of R115 091. This discrepancy underscores the need for targeted strategies to foster economic growth that outpaces demographic trends, thereby enhancing individual economic contributions within the municipal area.



Source: South Africa Mid Year Population Estimates(MYPE)/Socio-Economic Profile 2024

Income Inequality

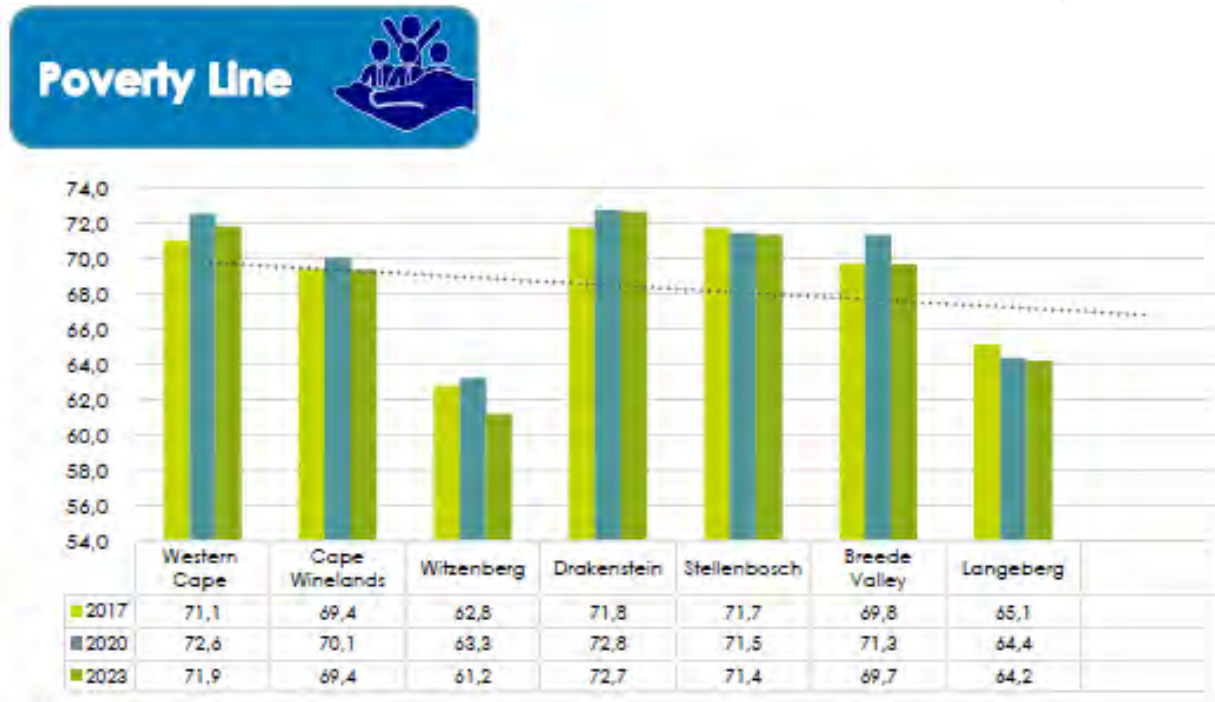


Source: South Africa Mid Year Population Estimates(MYPE)/Socio-Economic Profile 2024

South Africa contends with one of the world's highest levels of inequality, as measured by the Gini index, reflecting skewed income distribution and regional disparities. The Gini coefficient, ranging from 0 to 1, with 0 denoting complete equality and 1 indicating complete inequality, is a crucial measure of income disparity. The National Development Plan (NDP) seeks to reduce South Africa's Gini

coefficient from 0.7 in 2010 to 0.6 by 2030. Witzenberg Gini coefficient improved to 0.58 in 2023; accentuating the imperative to address disparities and foster more inclusive economic growth. In terms of racial inequality, the Colored and the Black African groups have higher inequalities when compared to the white racial group and Indians.

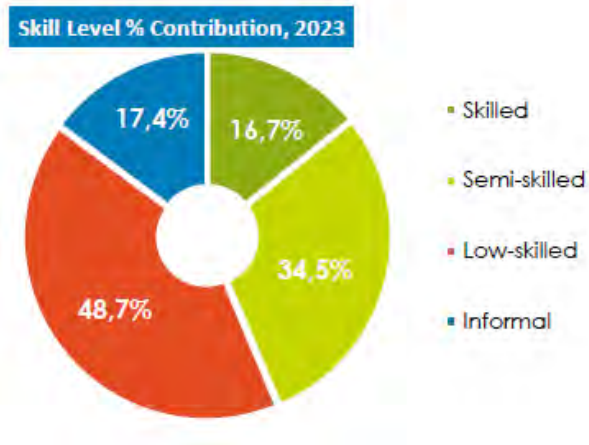
Poverty Line



Source: South Africa Mid Year Population Estimates(MYPE)/Socio-Economic Profile 2024

The Upper Bound Poverty Line (UBPL) head count ratio gauges the per centage of the population unable to afford sufficient food and non-food items, underscoring the social ramifications of poverty. Poverty detrimentally impacts life expectancy, nutrition, educational attainment, and overall living conditions. The NDP aspires to eradicate poverty by 2030. In 2023, 61.2 per cent of Witzenberg's population fell below the UBPL, showcasing an

improvement from 2017 (62.8 per cent) and 2020 (63.3 per cent). Witzenberg stands out with the lowest proportion of individuals living in poverty compared to other municipalities in the District and falls below the District figure of 69.4 per cent recorded in 2023. This improvement highlights progress in addressing poverty within the municipal area and suggests the efficacy of targeted poverty alleviation efforts.



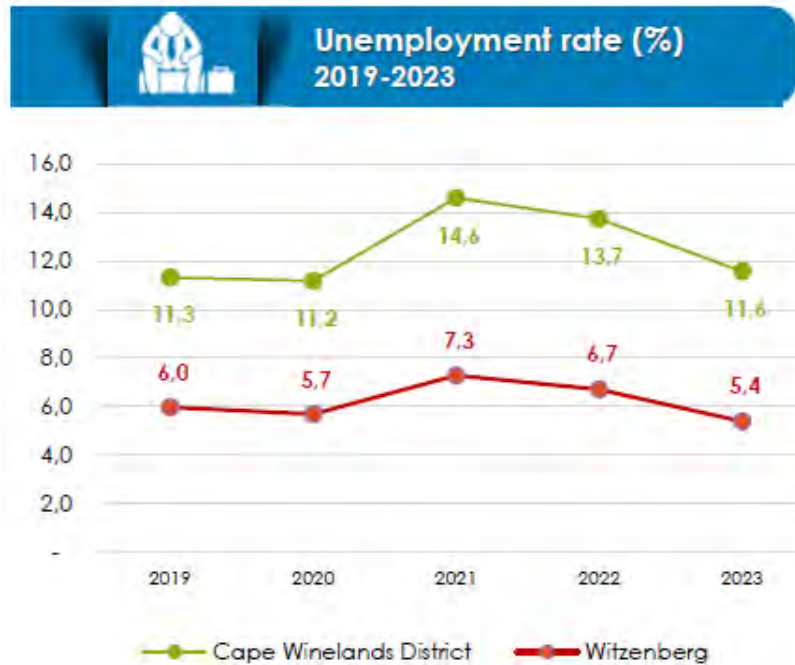
Source: South Africa Mid Year Population Estimates(MYPE)/Socio-Economic Profile 2024

Between 2023 and 2022, the total number of employed individuals increased by 3 888, with agriculture, forestry and fishing contributing more than 40.2 per cent of new jobs (1 556 jobs). This growth marked further progress in the journey to pre-COVID levels of economic performance. The positive trends in labour force participation (up by 3.8 percentage points) and labour absorption (4.8 percentage points) point to a decrease in both the economically inactive population and the unemployment rate (which fell by 1.3 percentage points in 2023).

While sectors such as finance, insurance, real estate, and business services contribute significantly to GDP, they provide relatively few jobs, with most of the employment concentrated in the agriculture sector. Agriculture, including the growing of pome fruits, stone fruits, and mixed farming, remains the key driver of employment. However, this

sector faces ongoing challenges, such as climate risks and vulnerability to market fluctuations.

The presence of manufacturing and processing sectors also highlights the importance of secondary industries, although their contribution to job creation is more limited compared to agriculture. Public administration, particularly at the local and national government levels, plays a crucial role in employment. To achieve balanced and sustainable growth, Witzenberg must focus on increasing the productivity and resilience of its agricultural sector while also fostering growth in higher-value sectors like finance and manufacturing. By addressing these challenges and leveraging the strengths of both primary and secondary industries, Witzenberg can create a more diversified and robust economy that supports long-term job creation and inclusive growth.



Source: South Africa Mid Year Population Estimates(MYPE)/Socio-Economic Profile 2024

In 2023, the Witzenberg municipal area demonstrated resilience, recording the highest labor force participation rate at 91.2 per cent. Moreover, the labor force absorption rate experienced a notable increase from 87.4 per cent to 91.2 per cent in 2023.

In Witzenberg, FTE jobs are concentrated in the agriculture sector. There are over 14 000 jobs in the growing of pome fruits and stone fruits, 9 632 jobs in mixed farming, and 3 875 FTE jobs in the processing and preserving of fruits and vegetables. Other key agricultural activities include the growing of other tree and bush fruits and nuts (1 834 jobs) and the growing of vegetables, melons, roots, and tubers (1

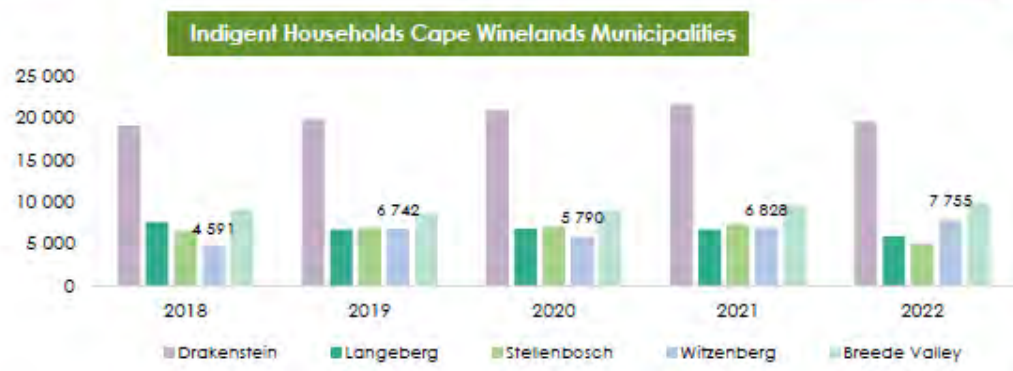
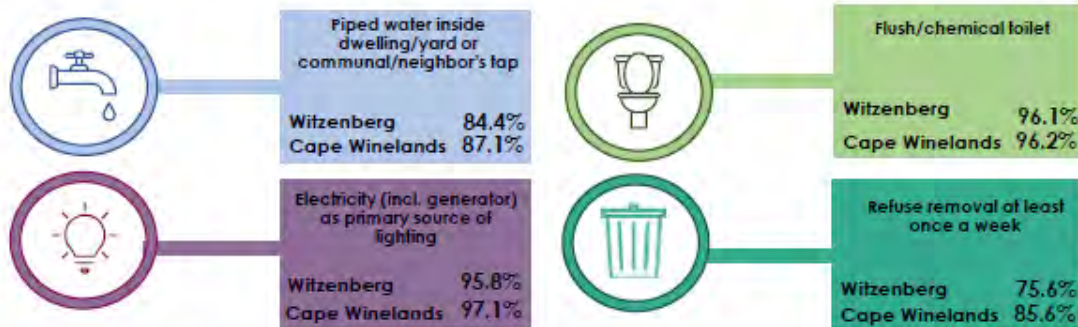
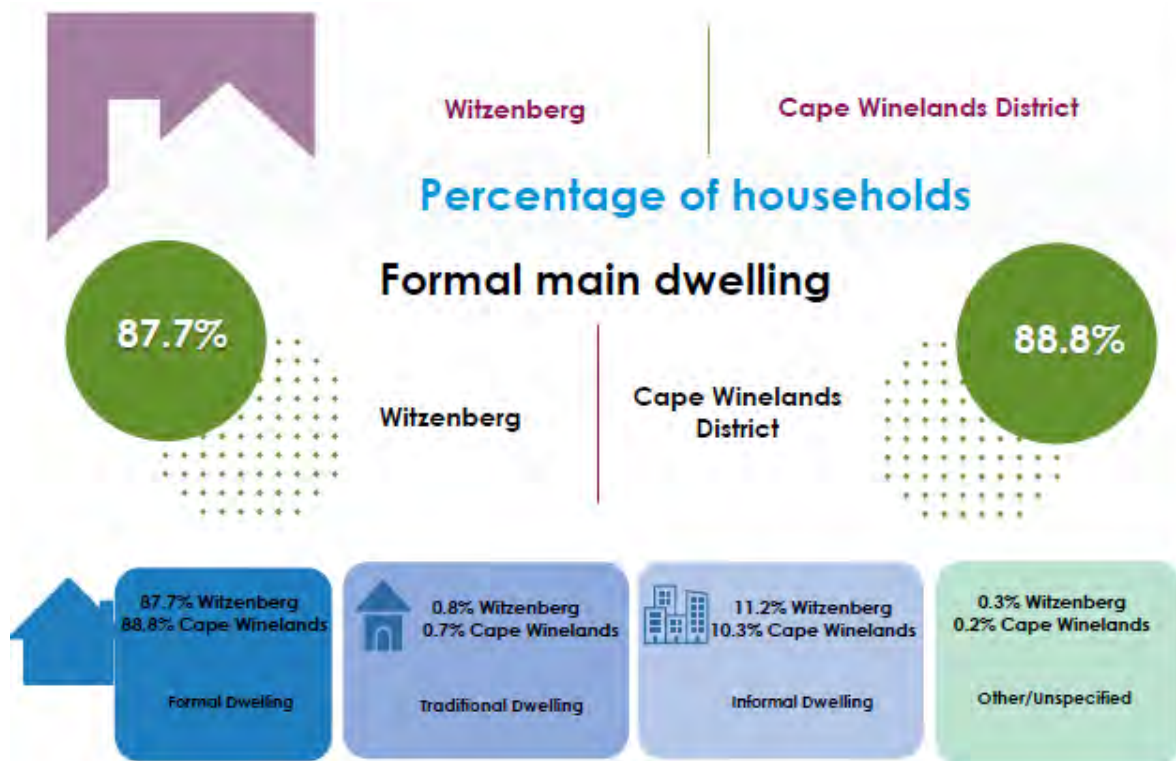
702 jobs). Public administration also plays a significant role in employment, with 1 125 jobs in local government and 378 jobs in national government.

Conversely, job losses were prominent in the growing of pome fruits and stone fruits (-709 jobs), the growing of other tree and bush fruits and nuts (-160 jobs), and retail sales (-86 jobs). Farmers have faced several challenges in recent years, including load shedding, which impacts irrigation systems and cold rooms, port congestion delaying time-sensitive crops, and climate change, which has brought anomalies such as irregular rainfall, hail, and fires..

II. BASIC SERVICES ANALYSIS

The Constitution enshrines the right of every citizen to access adequate housing, necessitating the state's commitment to progressive realization through reasonable legislative and resource-based measures. This right extends beyond mere shelter to encompass essential services like potable

water, basic sanitation, safe energy, and refuse removal, ensuring a decent standard of living. This assessment examines the extent of fulfillment of this constitutional mandate, drawing on the latest information from Quantec Research for 2024..



Source: South Africa Mid Year Population Estimates(MYPE)/Socio-Economic Profile 2024

Housing

In the Witzenberg municipal area, 87.7 per cent have access to formal housing. The prevalence of informal dwellings in the municipal area, at 11.2 per cent, aligns closely with the District's rate of 10.3 per cent. Access to critical services exhibits notable levels, with piped water inside/within 200m of the dwelling at 84.4 per cent, electricity

access (for lighting) at 95.8 per cent, flush or chemical toilet access at 96.1 per cent, and regular refuse removal by the local authority at 75.6 per cent of households. These access levels surpass District averages for water and sanitation services, while falling below District averages for electricity and refuse removal.

Free Basic Services

Municipalities extend a package of free basic services to financially vulnerable households grappling with service payment challenges. In the Witzenberg municipal area, the number of households receiving free basic services has seen an increase between 2020 to 2023. Economic strain is anticipated to augment the demand for free basic services, given increased financial

pressures on households. The specificities of this trend depend on area-specific criteria and qualifying conditions. As economic conditions continue to evolve, monitoring and adapting policies for indigent households become imperative to ensure continued access to essential services.

Access to basic services for residential communities

The following tables indicate access to basic services with regard to each residential community in Witzenberg. The figures show the number of formal households (accounts) connected to a service delivery network as well as the number of households in informal

settlements with access to communal service points. The shortfall in housing units is derived from the Housing Waiting List information as contained in the audited 2022/23 Annual Report.

Basic service provision per ward/town (within urban edge).

Wards	Town	Nr. of Accounts				*Informal Households	Housing Waiting List
		Water	Sanitation	Electricity	Refuse		
1,12	Nduli	1 438	1 358	2 382	1 346	1 122	1 506
3,5	Ceres	2 402	2 794	2 886	3 207		2 500
4,6	Bella Vista	2 686	2 637	2 668	2 580		
4,1	Hamlet	1 394	1 368	ESKOM	1 362	242	1 202
9	Op-Die-Berg	546	477	ESKOM	621		850
7,11	Tulbagh	1 943	1 851	2 687	1 740	2 634	994
2,7	Wolseley	2 578	2 553	2 568	2 630	2 642	1 302
TOTALS		12 987	13 038	13 191	13 486	6 640	8 354

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*Informal Households – nr of households in informal areas (excluding backyarders)

Top four service delivery priorities per ward/town.

Wards	Town	Priority Name & Detail	Progress During 2022/23
1,12	Nduli	Housing Project safety	Regular patrols at new housing developments
		Sports grounds needs to be restored/ upgraded	On-going vandalism & theft prohibits restoration
		Electrical theft needs to be clamped down	Illegal connections remain high priority to be addressed through newly developed Illegal electricity connection & theft strategy
		Taxi Violence	Public Transport Plan to address and continuous engagements with roleplayers.
3,5	Ceres	Weekends the Town Main Roads have too much traffic	Spatial Development Plan completed. In progress with precinct plan for R46 towards Nduli.
		Housing need	635 Serviced sites completed & top structures being developed at Vredebes
		Stray animal control getting out of hand	
		Provide Floodlights/solar at strategic areas	
		Walkways along main pedestrian routes to be upgraded	
4,6	Bella Vista	Vandalizing of Municipal property	Increasing law enforcement & coordination with SAPS
		Graveyard vandalism becoming big problem	
		Business hub/mini CBD for Bella Vista	In process to develop container park at Bella Vista / Skoonvlei industry.
		Clamp down on illegal dumping of refuse.	New Waste Management Policy
4,1	Hamlet	Animal control in all areas	Increased law-enforcement
		Illegal occupation of land	Continued law enforcement and inspections
		Xhosa medium school for PA Hamlet area	Conveyed to Provincial Government
		Business hub/mini CBD for P A Hamlet	
		Housing need	Development at Vredebes

Wards	Town	Priority Name & Detail	Progress During 2022/23
9	Op-Die-Berg	Public transport	Negotiations needs to take place with Transport associations
		Restoration and securing of Skurweberg Sports grounds	Sports Master Plan Dev
		Illegal shops and shebeens need to be closed	Continued law enforcement & inspections
		Speed calming still a problem	Increased law enforcement
7,11	Tulbagh	More ablution facilities needed in Chris Hani area, and ASLA Camp	Upgrade of Informal Settlements project underway for Chris Hani
		Informal households utilising storm water as a means to dump their grey water & waste water, which contaminates river. Storm water network in Tulbagh needs to be maintained regularly	Formal housing to be included in housing pipeline to alleviate problem.
		Heritage Sites needs to be safeguarded	
		Sewerage network in Chris Hani area needs to be maintained regularly	Periodic maintenance
		River Rehabilitation Programs	Negotiations needs to take place with illegal occupants on river banks
2,7	Wolseley	Illegal occupation of land	Continued law enforcement and inspections
		Restoration and securing of Pine Valley Sports grounds	Sports Master Plan Dev
		Develop programs to attract investors to the area, Banking Services	
		Back yard dwellers still a problem, housing need	Housing project planned for future, dependant on grant funding allocations.
		Illegal shops and shebeens need to be closed	Continued law enforcement and inspections

C SOCIO-ECONOMIC ANALYSIS (PROFILE)

Status of LED Strategy

The purpose of local economic development is to build up the economic capacity of a local area to improve its economic future and the quality of life for all. It is a process by which public, business and non-governmental sector partners work collectively to create better conditions for economic growth and employment generation.

The most prominent places in the WLM area are Tulbagh, Wolseley and Ceres, with Prince Alfred's Hamlet and Op-die-Berg two northern outposts. Activities around these settlements are essentially agriculture based, with the towns being "agricultural service centres", with some agri-processing related to wine, fruit, vegetables and other niche products. The region is also well-known for its fruit and wine products, as well as producing other agriculturally linked products such as olive and grain producing areas, beef and pork products. Horse and cattle stud farms are also found within the municipality.

The municipality has made tremendous progress in mobilising and harnessing the energies and expertise of the business sector in developing effective economic development strategies and programmes.

"To strategically partner with the private sector, other spheres of government and its agencies, development institutions and donor agencies and in concert develop sizable commercial projects which encompasses the imperatives of employment creation and broad-based black economic empowerment and contributing to the general expansion of the economic base of Witzenberg."

This has led to the creation of a relationship between Witzenberg Municipality and Ceres Business Initiative (CBI) who represents the

major commercial farmers and businesses in Ceres and surrounding areas.

The other major economic driver in the area is the Tourism Sector and the municipality has undertaken a number of initiatives which should come to fruition over the next five years, including:

1. The Tourism Industry has recorded a very strong growth and has become an important element of the local economy. Key tourism activities include: wine tasting, 4x4 routes, hiking, game reserves, camping, horse riding, fishing, annual community festivals, snow in Ceres during the winter months, agricultural tourism attractions, fruit tours, San cave, museums and historic buildings.
2. Witzenberg Tourism caters for Cape Town and other Western Cape day and weekend tourists, as well as up-country seasonal tourists.
3. The strengthening and partnering with national, provincial and district municipality tourist initiatives.
4. The finalisation and completion of the National Road Corridor through Witzenberg.
5. The finalisation and completion of the Ceres Golf Estate Project.
6. The strengthening of international twinning and partnership agreements (Belgium).
7. The expansion and promotion of the Epic Mountain Bike Tour.

The expansion and promotion of the 4x4 trails, hiking trails, wine and fruit tourist routes

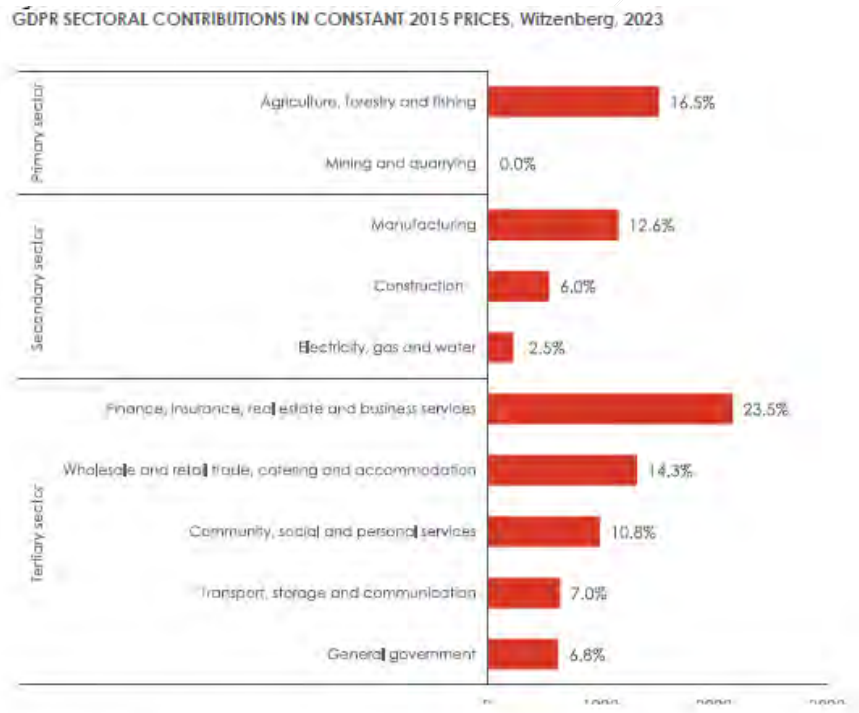
Growth in GDP Performance and Employment

The Witzenberg municipal area is renowned for producing export-quality deciduous fruit. The municipal area encompasses five towns: Ceres, Tulbagh, Wolseley, Op die Berg, and Prince Alfred Hamlet. These towns provide goods and services for the local agricultural industry, with some agri-processing also taking place.

Ceres is known for its fruit orchards and is currently the country’s largest producer of dessert peaches. It hosts the famous annual Ceres Cherry Festival. The Matroosberg mountains, often blanketed in snow during

the winter months, attract many tourists to spend a day in and around Ceres.

Tulbagh is renowned for its historic Cape Dutch architecture, showcasing beautifully preserved buildings from the 18th and 19th centuries. Wolseley, nestled in the fertile Breede River Valley, is celebrated for its tranquil atmosphere and vineyard vistas. Prince Alfred Hamlet, a quaint farming town, provides a serene retreat for those seeking respite amid the Witzenberg municipal area’s natural splendour.



Source: Quantec, 2024

Source: Municipal Economic Review Outlook – PT

The importance of economic diversity is evident when examining the drivers of Witzenberg’s sectoral contributions to its economic performance in 2023. Witzenberg’s economy grew by 1.7 per cent in GDP in

2023, with contributions from a broad range of sectors.

The finance, insurance, real estate, and business services sector was the largest

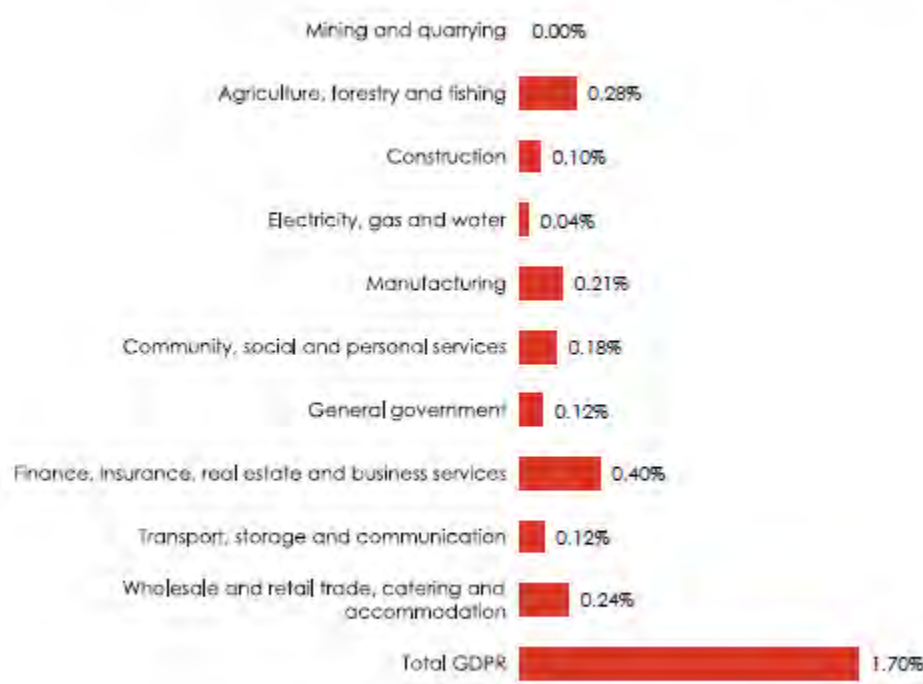
contributor, adding 0.4 percentage points. This was followed by wholesale and retail trade, catering, and accommodation, which contributed 0.2 percentage points. Manufacturing also made a notable contribution, adding 0.2 percentage points, while transport, storage, and communication contributed 0.1 percentage points.

Community, social, and personal services added 0.2 percentage points, and general government contributed 0.1 percentage points. Agriculture, forestry, and fishing contributed 0.3 percentage points to overall GDP growth.

The construction sector added 0.1 percentage points, and electricity, gas, and water contributed 0.04 percentage points. Mining and quarrying had little impact on GDP growth, contributing 0.0 percentage points. These diverse sectoral contributions highlight Witzenberg’s relatively balanced economy, with services, manufacturing, and agriculture all playing vital roles in driving growth. The limited contribution from the mining and energy sectors points to areas for potential future development.

GDP contribution and average growth rates per municipal area

SECTORAL CONTRIBUTION TO GDP GROWTH (PERCENTAGE POINTS), Witzenberg, 2023



Source: Quantec, 2024

Source: Municipal Economic Review Outlook – PT

Between 2023 and 2022, the total number of employed individuals increased by 3 888, with agriculture, forestry and fishing contributing more than 40.2 per cent of new jobs (1 556 jobs). This growth marked further progress in the journey to pre-COVID levels of economic performance. The positive trends in labour force participation (up by 3.8 percentage points) and labour absorption (4.8 percentage points) point to a decrease in both the economically inactive population and the unemployment rate (which fell by 1.3 percentage points in 2023).

An analysis of the spatial tax data that assesses the jobs growth based on the number of establishments in a region shows a different view.²⁶ This data reveals that Witzenberg only grew by 0.7 per cent of the total FTE in 2023, after being on an upward trajectory in 2022. The recent job losses seem to be the culmination of a loss of land due to excessive fires and flooding, coupled with dilapidated infrastructure and financial constraints. However, Witzenberg recorded just under 41 000 FTE jobs. Notably, the municipal area now has more jobs than the pre-COVID period.

FULL-TIME EQUIVALENT JOBS AND GROWTH, Witzenberg, 2014 - 2023²⁷



Source: Neil, A. & Visagie, J. *Spatial Tax Panel 2014 – 2023 (dataset)*. Version 3. National Treasury Cities Support Programme and Human Sciences Research Council (producer and distributor), 2024

In Witzenberg, FTE jobs are concentrated in the agriculture sector. There are over 14 000 jobs in the growing of pome fruits and stone fruits, 9 632 jobs in mixed farming, and 3 875 FTE jobs in the processing and preserving of fruits and vegetables. Other key agricultural activities include the growing of other tree and bush fruits and nuts (1 834 jobs) and the growing of vegetables, melons, roots, and tubers (1 702 jobs). Public administration also plays a significant role in employment, with 1

125 jobs in local government and 378 jobs in national government.

This concentration of employment in agriculture underscores its labour-intensive nature, while also highlighting the economic reliance on primary sector activities in Witzenberg. The government is also a notable employer, especially at the local and national government levels. The finance, insurance, real estate, and business services sectors,

despite contributing significantly to GDP, do not provide as many jobs. Strategic investments to boost agricultural productivity, alongside fostering growth in higher-value

sectors like finance and manufacturing, will be key to driving sustainable economic growth and job creation in Witzenberg.

TOP 10 SECTORS BY NUMBER OF FTE JOBS, Witzenberg, 2023

Occupation	No. of FTE jobs	Main Sector
Growing of pome fruits and stone fruits	14 613	Primary
Mixed farming	9 632	Primary
Processing and preserving of fruit and vegetables	3 875	Secondary
Growing of other tree and bush fruits and nuts	1 834	Primary
Growing of vegetables and melons, roots and tubers	1 702	Primary
General public administration at Local Government level	1 125	Tertiary
Growing of grapes	642	Primary
General public administration at National Government level	378	Tertiary
Plant propagation	358	Primary
Public order and safety activities at National Government level	356	Tertiary

Source: Nell, A & Visagie, J. Spatial Tax Panel 2014 – 2023 (dataset). Version 3. National Treasury Cities Support Programme and Human Sciences Research Council (producer and distributor), 2024

Between 2022 and 2023, the change in FTE jobs indicates that certain sectors are rebounding and creating jobs, while others are still experiencing job losses. A total of 1 325 jobs were created, with the majority in the primary sector, including mixed farming (367 jobs) and support activities for animal production, totalling 674 jobs. The secondary sector also saw an increase, with 477 jobs added in the processing and preserving of fruit and vegetables.

Conversely, job losses were prominent in the growing of pome fruits and stone fruits (-709 jobs), the growing of other tree and bush fruits and nuts (-160 jobs), and retail sales (-86 jobs). Farmers have faced several challenges in recent years, including load shedding, which impacts irrigation systems and cold rooms, port congestion delaying time-sensitive crops, and climate change, which has brought anomalies such as irregular rainfall, hail, and fires.

Household income

While the CWD saw an increase in taxpayer numbers, the average monthly taxable income data for 2021 and 2022 provides additional layers to the economic picture. The District’s average monthly taxable income rose from R25 617 to R27 021, marking a 5.5 per cent inflation-related adjustment equal to R1 404 per month. This shows that more individuals were paying taxes and earning more on average. Drakenstein and Stellenbosch experienced significant increases, with Drakenstein’s income

rising from R25 863 to R28 173 and Stellenbosch’s from R33 643 to R36 304, reflecting strong economic performance in these areas. Breede Valley and Langeberg showed marginal increases, with Breede Valley’s income growing from R20 443 to R20 877 and Langeberg’s from R19 585 to R19 833. In contrast, Witzenberg experienced a decline in average monthly taxable income, dropping from R20 755 in 2021 to R19 896 in 2022, indicating economic challenges in that municipality.-

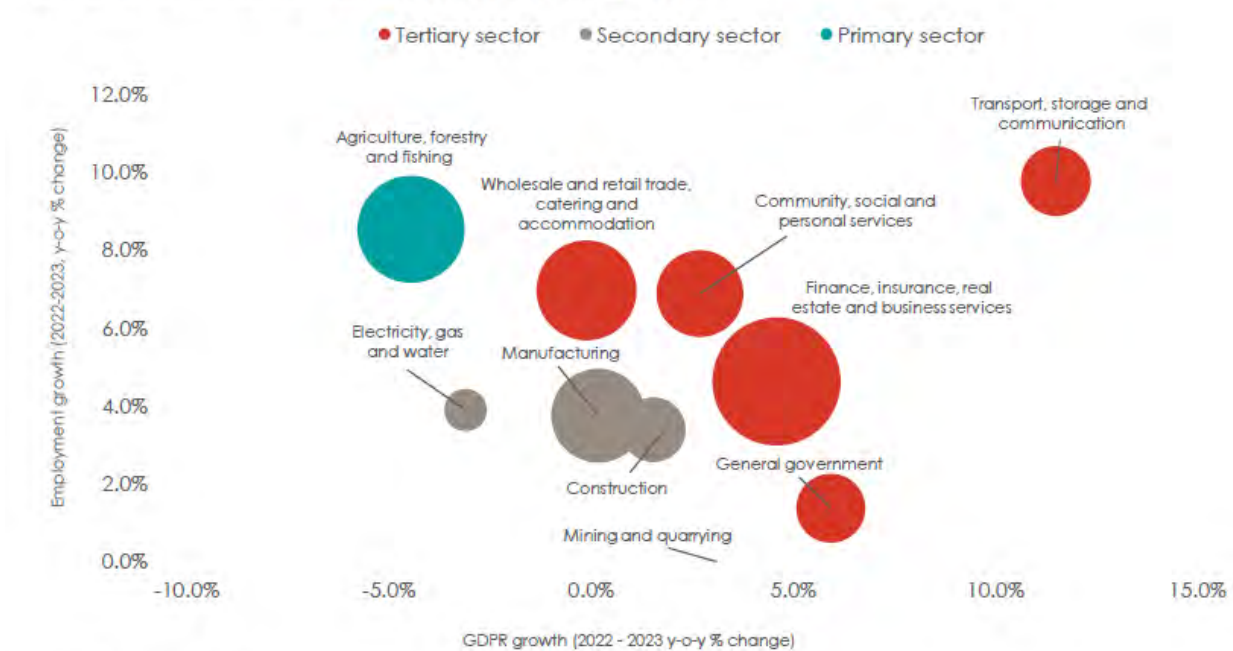
Average Monthly Taxable Income		
	2021	2022
Cape Winelands District	R25 617	R27 021
Breede Valley	R20 443	R20 877
Drakenstein	R25 863	R28 173
Langeberg	R19 585	R19 833
Stellenbosch	R33 643	R36 304
Witzenberg	R20 755	R19 896

Source: Municipal Economic Review Outlook – PT

Employment per sector

Witzenberg GDPR and employment performance per sector, 2021

GDPR²⁸ PERFORMANCE PER SECTOR, Witzenberg, 2023



Source: Quantec, 2024

Source: Municipal Economic Review Outlook – PT

The analysis of Witzenberg’s GDPR and employment performance paints a complex picture. While sectors such as finance, insurance, real estate, and business services contribute significantly to GDPR, they provide

relatively few jobs, with most of the employment concentrated in the agriculture sector. Agriculture, including the growing of pome fruits, stone fruits, and mixed farming, remains the key driver of employment.

However, this sector faces ongoing challenges, such as climate risks and vulnerability to market fluctuations.

The presence of manufacturing and processing sectors also highlights the importance of secondary industries, although their contribution to job creation is more limited compared to agriculture. Public administration, particularly at the local and national government levels, plays a crucial role in employment. To achieve balanced and

sustainable growth, Witzenberg must focus on increasing the productivity and resilience of its agricultural sector while also fostering growth in higher-value sectors like finance and manufacturing. By addressing these challenges and leveraging the strengths of both primary and secondary industries, Witzenberg can create a more diversified and robust economy that supports long-term job creation and inclusive growth..

V. SMALL, MICRO AND MEDIUM ENTERPRISES

Most current economic research data indicate that SMMEs play major role in creation of jobs at a local level. The Witzenberg SMME sector has been organised into an active business forum that meets regularly to develop new projects and shares business challenges. The municipality has organised a number of training sessions with this sector around mentoring and coaching, business skills, business plan writing, budgeting and financial planning etc. These programmes were organised through the Red Door, IDT, Seda, Provincial Economic Unit, DTI etc. These programmes will be expanded and specific attention will be given to the promotion of this sector through the municipal procurement supply chain.

Local contractors were capacitated with contractor development training, as well as Western Cape Department Supply Chain workshops, where they could also access information on SARS and the Construction Industry Development Board (CIDB). Mentoring projects for contractors are planned for the new financial year.

Arts and crafts entrepreneurs were capacitated with tourism awareness training and creativity workshops. Entrepreneurs were also connected with organisations in Cape Town such as the Cape Craft Development Institute (CCDI), where they were assisted with business services and product enhancement. Access to markets were provided to entrepreneurs by means of an arts and crafts expo and craft market.

A Tulbagh arts and crafts programme was also launched for youth in Tulbagh where training in products such as recycling, painting and mosaic were conducted by a local entrepreneur, thereby also empowering local artists to impart their skill. The youth were also connected with festivals where they could sell their products to tourists.

Tourism projects planned for the new financial year include increased efforts for entrepreneurs to access markets and business capacity building.

III. TOURISM

Witzenberg Municipality manages local tourism in the form of a service level agreement (SLA) with three local tourism organisations, which conduct marketing of the municipal area and local established businesses in order to draw investment and trade to the area.

Local businesses join as members of the local tourism authorities to participate in the marketing initiative. Membership holds businesses accountable to ethical norms and standards for the industry, and to a code of conduct. Tourism aims to market Witzenberg Municipality as an affordable holiday destination with activities for the entire family. Tourism liaises with district, provincial and national stakeholders to develop the Witzenberg brand through the attraction of tourists, awareness campaigns, roadshows, expos, events and festivals.

Tourism further aims to train and skill local entrepreneurs to meet tourism-related demands, and provide the requisite services and products necessary to promote local trade and economic development.

Their functions include:

Marketing the area, events and activities.

Creating opportunities for transformation, niching, diversification and support of new stakeholders.

Ensuring that tourism development remains on trend.

Promotion and development of Accessible Tourism.

To enlist new members and plan for the growth of both operations and market.

As per our SLA with Witzenberg Tourism, which is an external entity to Witzenberg Municipality, we have the following strategic priorities:

Promotion of our towns as travel destinations and as film and photoshoot locations (with attractive scenes in farm and desert areas, mountains, snow, and skylines).

Promotion and protection of the local towns, events and the municipal brand.

Promotion of conservation and Green Tourism. Provision of statistical research and data outputs. Promotion of Agri-Tourism.

The growth and expansion of tourism.

Witzenberg Tourism runs educational packages with schools, front of house staff, and local stores to promote clientele service. The entity also sources courses such as first aid training, communication, administration and hospitality to help local businesses improve their output and skill levels.

Part of the municipality's agreement with Witzenberg Tourism is to expand the broad demographic of tourism to encompass culture, heritage, diversity and transformation. We aim to develop two new travel routes within Witzenberg to promote social cohesion as well as introduce formal trade to township and rural areas.

Witzenberg Tourism has produced tear-off maps which are distributed to points of sale with high traffic, providing location and contact details of local tourist attractions. They have also produced a joint brochure called the Witzenberg Meander, covering activities throughout the municipality. Tourism bureaus for Wolseley, Ceres and Tulbagh also created their own brochures with niche marketing of their sectors in conjunction with social media promotion through Facebook and websites. Witzenberg Tourism has been successful in marketing the destination to visitors within South Africa as an affordable and picturesque location for weddings, snow tourism, heritage tourism, agri-tourism, wine tourism, adventure tourism, cultural tourism, sports tourism and rural tourism. Witzenberg Tourism also conducts quarterly educational visits of the areas to tourism authorities outside of our borders as well as to journalists, media groups and bloggers, in order to review and publicise the activities and services offered in the area. A significant area of focus in the IDP for tourism is access to qualitative and quantitative research, specific to our area.

5 SPATIAL ANALYSIS

EXECUTIVE SUMMARY AND MAIN FOCUS OF THE WITZENBERG MSDF

The 2019 Witzenberg Municipal Spatial Development Framework (MSDF) – once approved by Council – will replace the current MSDF prepared in 2012. The 2019 MSDF has been prepared within the legislative and regulatory framework set by the national Spatial Planning and Land Use Management Act (ACT 16 of 2013), provincial Land Use Planning Act (2014), and Witzenberg Municipality Land Use Planning By- Law, 2015. It is also directed by a range of policy and guideline documents prepared by different spheres of government, including the Western Cape Government Provincial Spatial Development Framework (2014) and the Witzenberg Municipality Integrated Development Plan (IDP) 2017-2022 (and annual reviews).

Based on analysis of existing patterns of spatial development within the municipal areas, and expected need for different activities to be accommodated over the planning period, the MSDF sets outline spatial policy, plans, proposals, guidelines, and implementation measures for Witzenberg Municipality as a whole and individual settlements within the Municipality.

In its direction, the MSDF has five specific foci:

1. The first is to maintain and protect the integrity, authenticity and accessibility of Witzenberg’s natural environment and associated resources. Humanity depends on nature for physical and spiritual sustenance, livelihoods, and survival. Ecosystems provide numerous benefits or ecosystem services that underpin economic development and support human well- being. They include provisioning services such as food, freshwater, and fuel as well as an array of regulating services such as water purification, pollination, and climate regulation. Healthy ecosystems are a prerequisite to sustaining economic development and mitigating and adapting to

climate change. The plan provides for activities enabling access to nature in a manner which does not detract from the functionality and integrity of nature and farming areas and landscapes.

2. The second is to maintain and expand the Municipality’s key regional and intra-regional infrastructure. Appropriate infrastructure – whether in the form of transport routes or municipal services – is critical to support economic development, agriculture, and livelihoods.

3. The third is to maintain and grow the agricultural assets within the Municipality. Agriculture remains the mainstay of the regional economy and require on-going support. In a spatial sense, this specifically requires protecting high- value agricultural land from urban development.

The opportunity also exists to diversify farm income in a manner which does not detract from the functionality and integrity of farming areas and landscapes, and to expand access to farming to smaller entrepreneurs and emerging farmers.

4. The fourth is to maintain and expand access to Witzenberg’s unique sense of people and place. Important is the recognition and maintenance of unique landscapes, and diverse expressions over time of peoples’ interaction with the landscape. Also critical is the SPLUMA principle of “spatial justice”; implying that past spatial and other development imbalances must be redressed through improved access to and use of land, as well as the inclusion of persons and areas that were previously excluded, with an emphasis on informal settlements, and areas characterised by widespread poverty and deprivation.

5. The fifth is to maintain and expand opportunity associated with Witzenberg’s key settlements. Settlements need to be managed and provide for expansion in a manner which enables efficiency in infrastructure provision, integration and compaction to enable better thresholds and more sustainable movement, and protection of surrounding assets of nature

and agriculture.

It is anticipated that a major review of the MSDF will occur every five years, in parallel with the municipal IDP. Improvements, amendments, and refinements to the MSDF can occur annually.

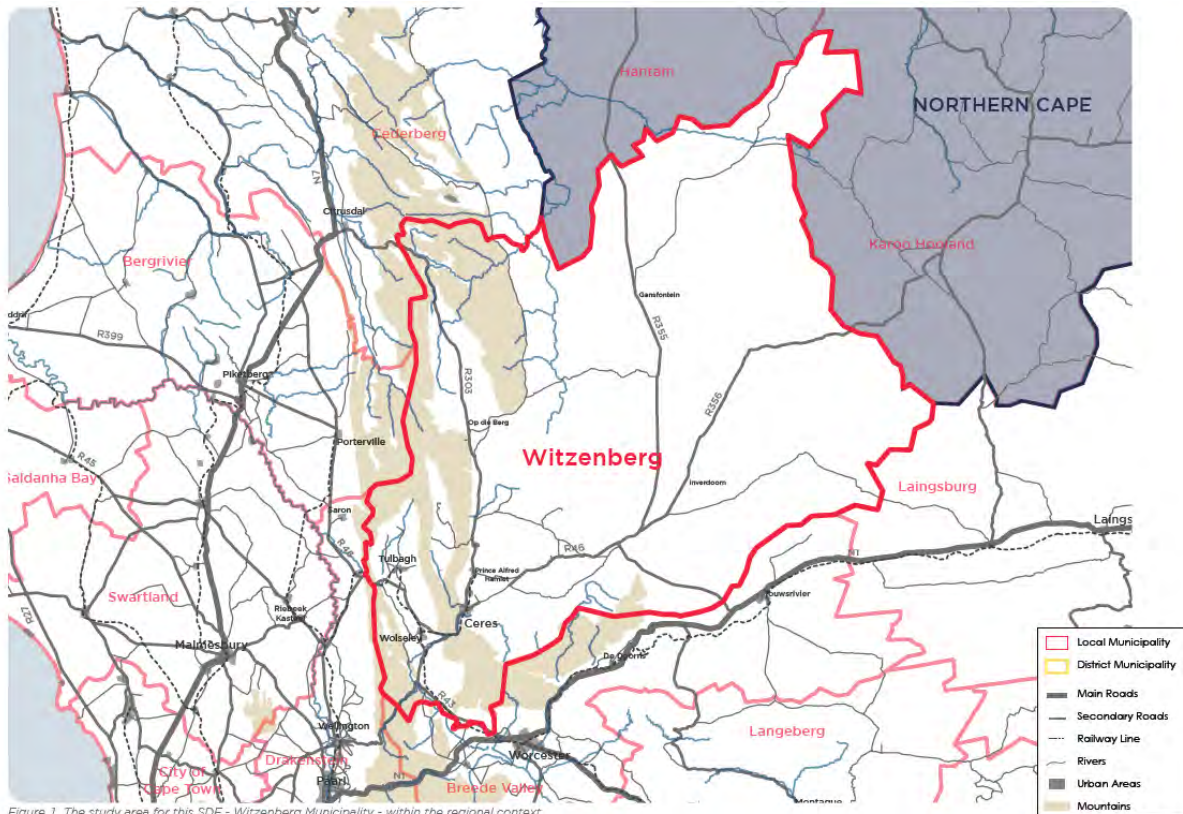


Figure 1. The study area for this SDF - Witzenberg Municipality - within the regional context

REGIONAL CONTEXT

Witzenberg Municipality is situated within the Cape Winelands District (CWD), the largest non-metro district within the broader Western Cape Province economy, contributing 11,7 % towards provincial GDP and 14.2 % to provincial employment (as per the 2015 statistics recorded in the IDP 2017-2022). CWD is also the biggest producer of stone fruit in the Province, and accounts for approximately 74% of all stone fruit production. The most economic functional areas for the production of stone fruits in this

region are the Ceres-Tulbagh area (40%) and the Montagu-Robertson area (39%). Most processors and storage facilities are located in these areas. Finished products are sent from these areas to Stellenbosch, Paarl and Wellington from where it is distributed to retailers. Most of the produce is directly exported (for example, the Du Toit Group exports to 50 countries).

Witzenberg's importance as a functional region within the broader agricultural space economy and its role as a primary regional service center has been recognized through the identification of a possible Agri-park in Ceres. The area is also situated within one of the PSDF's identified Rural Development Corridors.

Ceres is strategically situated between the N1 and N7 national routes, forming part of the proposed regional road freight network as identified in the Greater Cape Metro and Greater Saldanha Regional Implementation frameworks.

These networks aim to improve linkages from

Piketberg via Gouda/ Tulbagh through to Ceres and then linking into the N1 either via Worcester or Touwsriver, placing Ceres at the centre of the regional network.

In addition to Witzenberg's regional agricultural economic role, the area also hosts a high concentration of heritage resources, mountains, mountain passes and unique landscapes, as illustrated in Figure 21. Its position within the region as the primary gateway to the Warm and Koue Bokkeveld and Tanka Karoo also contributes to its strategic position and role in terms of tourism.



The position of Ceres and Tulbagh in relation to the GCM area and the PSDF Rural Development Corridors (GCM RSIF, 2017)



The position of Ceres in relation to the proposed regional road freight network of the Province (GS RSIF, 2018)

PLANS AND SETTLEMENT PROPOSALS

The sections below outline plans and written proposals for:

- Witzenberg Municipality as a whole.
- Individual settlements within Witzenberg Municipality.
- Guidelines for managing specific activities landscape-wide and within settlements.

It is important to remember that the plans constitute one type of planning instrument. Not all of the MSDF objectives or intent can be readily illustrated two dimensionally on a plan. Therefore, the plans are accompanied by descriptions of plan elements and associated

proposals. The plans should be read with the written information contained in the descriptions accompanying the plans as well as the policies and guidelines contained in the MSDF. Each settlement plan is introduced by a concept plan, an illustration of the core ideas related to spatial management and development of the settlement.

As indicated elsewhere in this document, spatial plans and proposals can seldomly be fully implemented without supportive actions in other functional areas or sectors. For example, it is doubtful whether the desired form of compact, diverse, inclusive, and walkable settlements will be achieved without parallel supportive initiatives to manage the unimpeded use of private vehicles. For this reason, the plan descriptions also include – where important – related non-spatial proposals.

Broadly – and aligned to the SPLUMA MSDF guidelines – the settlement plans entail three types of actions or initiatives:

- Protective actions – things to be protected and maintained to achieve the vision and spatial concept.
- Change actions – things that need to change, transformed, or enhanced to achieve the vision and spatial concept.
- New development actions – new development or initiatives to be undertaken to achieve the vision and spatial concept.

Under these broad types of actions, strategic focus areas and settlement elements are dealt with; for example, protective actions will broadly relate to protecting elements of nature, agriculture, scenic landscapes, historically and culturally significant precincts and places, and so on.

WITZENBERG MUNICIPALITY AS A WHOLE

The overall plan for Witzenberg Municipality essentially comprises of:

- Landscape-wide Spatial Planning Categories (SPCs) and associated land use guidelines.
- A settlement hierarchy and associated settlement development and management guidelines.
- Places of cultural and scenic significance.
- Municipal-wide infrastructure.

LANDSCAPE-WIDE SPATIAL PLANNING CATEGORIES

At the broadest level of municipal planning, desired land use patterns are reflected in the delineation of landscape-wide or municipal-wide Spatial Planning Categories (SPCs), namely

Core, Buffer, Agriculture and Settlement categories. The definition of SPCs is based on the Western Cape Biodiversity Spatial Plan, 2017 (WCBSP) which delineates the Western Cape’s biodiversity network.

In general terms, the definition of SPCs is directed by the understanding that:

- The Western Cape’s biological diversity underpins livelihoods, the Province’s economy and the provision of ecosystem services. The spatial continuity and connectivity of the biodiversity network strengthens its resilience. Different categories of biodiversity areas indicated in the WCBSP Map and SPCs have specific management objectives, according to their biodiversity priority. In broad terms, the biodiversity priority areas need to be maintained in a healthy and functioning condition, whilst those that are less important for biodiversity can be used for a variety of other land uses.

- Cultivable soils and mineral resources are non-renewable assets, important foundations of the Western Cape economy. As agricultural output is the basis of the Western Cape’s rural economy and an important input to the urban economy, safeguarding the Province’s agricultural resources, and productively using them without compromising biodiversity, heritage and scenic resources, remains a key challenge. There is limited suitable land available for extension of the Province’s agricultural footprint, and water availability limits the use of cultivatable soils.

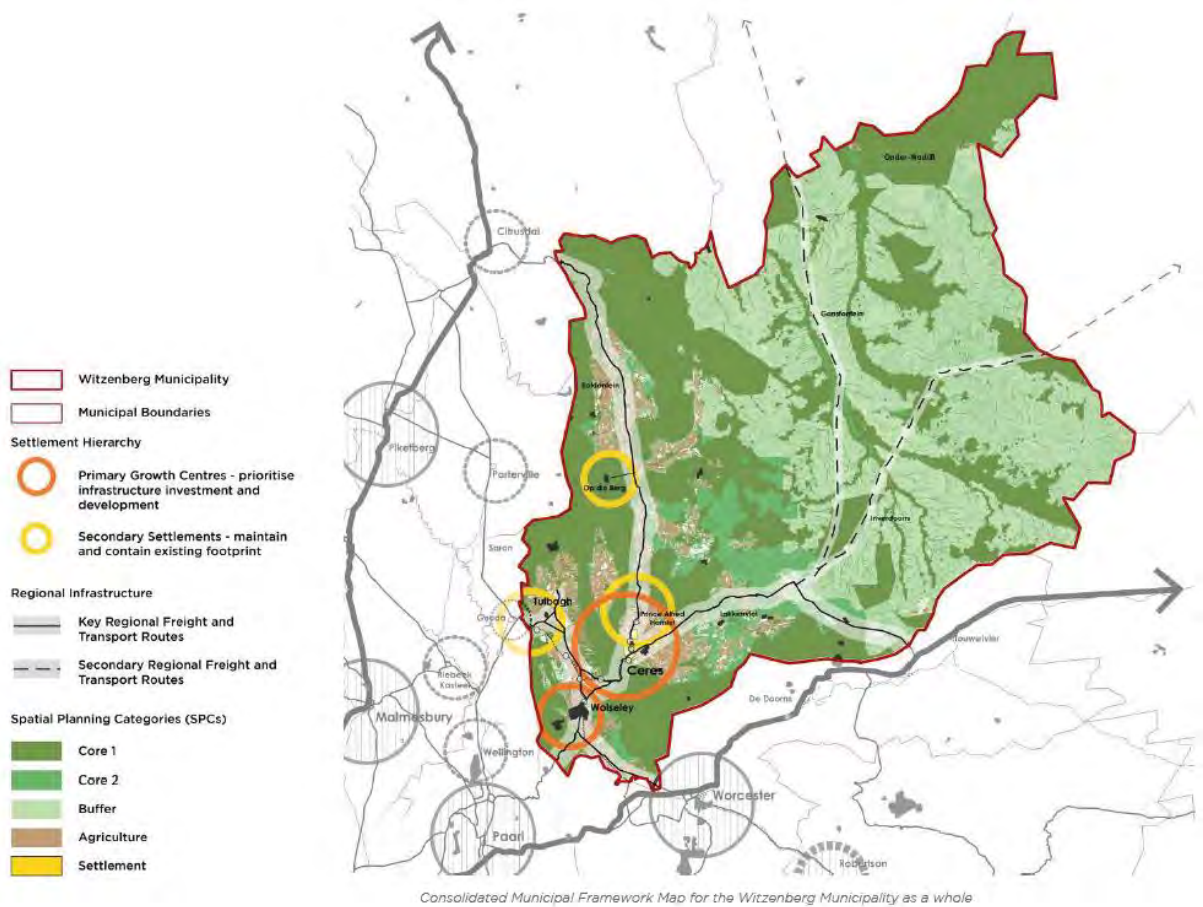
- Settlements – of different sizes – support critical livelihood opportunity and economic exchange. A key concern is to maintain and grow the efficient functioning of settlements while preventing encroachment into priority biodiversity, agricultural, scenic areas.

The landscape- wide SPCs for Witzenberg Municipality. The tables also list the names of key places which forms part of each SPC, what activities are broadly supported in each category, the activities not supported, and the overall desired form of development in each category.

The activities supported and overall desired form of development in each SPC is based on the guidelines contained in the Western Cape

Land Use Planning Guidelines Rural, March 2019. For a fuller explanation of each SPC, the full Rural Guidelines document should be consulted¹.

The guidelines were prepared to establish norms and standards based on evidence and is aligned with international, national, and provincial policy related to the sustainable use of natural resources and agricultural land.



Landscape-wide Spatial Planning Categories

SPC	DESCRIPTION	KEY PLACES IN WITZENBERG	ACTIVITIES SUPPORTED	ACTIVITIES NOT SUPPORTED	OVERALL DESIRED FORM OF DEVELOPMENT
Core 1	Areas that must be maintained in, or restored to, a natural state in order to sustain biodiversity patterns and processes and the functionality of ecosystem services.	<ul style="list-style-type: none"> Formal protected areas and Mountain Catchment Areas: Tankwa Karoo NP, Matroosberg MCA, Cederberg MCA, Kouebokkeveld MCA, Winterhoek MCA, Hawequas MCA. Private nature reserves. Areas designated by the WCBS as CBA1. 	<ul style="list-style-type: none"> Essentially Core areas are "no-go" areas from a development perspective. Human impact must be restricted to ensure that there is no further loss of natural habitat. Conservation management activities should be encouraged. Subject to stringent controls biodiversity-compatible land uses that may be accommodated include non-consumptive low impact eco-tourism activities (e.g. hiking trails, bird and game watching, and visitor overnight accommodation); and harvesting of natural resources (e.g. wildflowers for medicinal, culinary or commercial use). Controlled livestock grazing and game farming must be informed by the habitat type, grazing potential and other site sensitivities. No further loss of natural habitat should occur and lower than standard stocking rates should be applied. Land consolidation 	<ul style="list-style-type: none"> Mining or prospecting. Extensive or intensive grazing. Conversion of natural habitat for cultivation or forestry. Large-scale eco-tourism. Subdivision. Expansion of settlements. 	Small low-density footprints, and temporary structures are preferred with units carefully dispersed or clustered to achieve least impact. The use of alternative porous materials and innovative eco-friendly design concepts are encouraged.
Core 2	Areas in a degraded condition that must be rehabilitated in order to sustain biodiversity patterns and processes and the functionality of ecosystem services. Includes areas that support the ecological functioning of critical biodiversity areas.	<ul style="list-style-type: none"> Areas designated by the WCBS as CBA2 or ESA1. Lower slopes and foothills in Land van Waveren and Warm Bokkeveld. Degraded reaches of the Groot and Doring Rivers in the Ceres and Tankwa Karoo. Watercourses and their buffers in the Ceres and Tankwa Karoo. 	<ul style="list-style-type: none"> As for Core 1 whilst allowing for a limited increase in scale of development in less sensitive areas (provided ecological processes are not disrupted). Where existing agricultural activities (e.g. extensive livestock or game farming) occur in Core 1 or Core 2 Areas, it needs to be subject to inter alia lower impact practices, lower than standard stocking rates, resting cycles wetland and riverbank protection, and avoiding areas containing red data species. 	<ul style="list-style-type: none"> Extension of intensive or extensive agriculture. Mining or prospecting. Large-scale cultivation. Urban or industrial development. 	As for Core 1. Detailed site-level mapping of habitat conditions should inform the placement of essential buildings or structures in Core Areas. Disturbed footprints should preferably be utilised.
Buffer 1	Large intact portions and remnants of natural or near natural vegetation not designated as Core Areas but in proximity to them.	<ul style="list-style-type: none"> Areas designated by the WCBS as Other Natural Area, in proximity to or adjacent to Core Areas. Livestock farming areas in the Ceres and Tankwa Karoo. 	<ul style="list-style-type: none"> Conservation activities as per Core 1 and 2 Areas, including sustainable consumptive or non-consumptive uses. Extensive agriculture such as game or livestock farming, subject to lower impact practices, sustainable stocking rates, rotational grazing cycles, protection of watercourses, and avoidance of areas containing species of conservation concern. Development (e.g. structures) in support of both tourism and biodiversity conservation in Core Areas. Extensive agriculture comprising extensive game and livestock farming, subject to inter alia lower impact practices, lower than standard stocking rates, resting cycles wetland and riverbank protection, and avoiding areas containing red data species. 	<ul style="list-style-type: none"> Case-specific determination based on impact on biodiversity. 	<p>Development should reinforce existing farm precincts and reflect similar vernacular in terms of scale, form and design.</p> <p>In the absence of existing farmsteads, development should reflect compact and unobtrusive characteristics, conforming to local vernacular in terms of scale, form and design.</p> <p>The design of all proposed development should embrace the spatial form, movement patterns, building design and conservation and ecology of the local area.</p>

Landscape-wide Spatial Planning Categories (continued)

SPC	DESCRIPTION	KEY PLACES IN WITZENBERG	ACTIVITIES SUPPORTED	ACTIVITIES NOT SUPPORTED	OVERALL DESIRED FORM OF DEVELOPMENT
Buffer 2	Natural or near natural areas located in an agricultural matrix as the dominant land use.	<ul style="list-style-type: none"> Areas designated by the WCBS as ESA2 or Other Natural Area, located in an extensive or intensive agricultural matrix as the dominant land use. River corridors on cultivated land in the Warm and Koue Bokkeveld and Land van Waveren. 	<ul style="list-style-type: none"> Activities and uses directly relating to the primary agricultural enterprise. Additional land uses to facilitate diversification and "value adding", including restaurant and venue facility, farmstall and farm store, home occupation; local product processing, and tourist and recreational facilities. Buffer 2 Areas within the "fringe" of settlements can accommodate space extensive uses not suited to location within the urban edge (e.g. regional sports and recreation facilities, tourist facilities); or associated with nuisance and buffer requirements (e.g. waste water treatment plants, cemeteries, solid waste disposal sites, airports, feedlots, quarries and mines, truck stops). 	<ul style="list-style-type: none"> Case-specific determination based on impact on agriculture and biodiversity. 	<p>Building development should reflect the style, scale, and form of the farmstead precinct or farm outpost, their buildings and setting.</p> <p>In the absence of existing farmsteads or farm outposts, development should be compact and unobtrusive, conforming to local vernacular in terms of scale, form and design.</p>
Agriculture	Existing and potential intensive agricultural land where significant or complete loss of natural habitat and ecological functioning has taken place due to ploughing, hardening of surfaces, mining, cultivation, and so on.	<ul style="list-style-type: none"> Existing intensive agriculture including irrigated and dry land crop cultivation, primarily in the western parts of the municipal area. 	<ul style="list-style-type: none"> Activities and uses directly related to the primary agricultural enterprise. Additional dwelling units to support rural tourism and diversify farm income, to a maximum of 1 additional non-alienable du per 10 ha and 5 per farm. Additional land uses to facilitate diversification and "value adding", including restaurant and venue facility, farmstall and farm store, home occupation; local product processing, and tourist and recreational facilities. 	<ul style="list-style-type: none"> Large scale resorts. Tourist and recreation facilities. 	<p>Facilities for ancillary on-farm activities should be in scale with and reinforce the farmstead precinct, enhance the historic built fabric and respect conservation-worthy places (these could be natural areas or areas which are degraded but still provide ecological connectivity and/or ecosystem services).</p> <p>Fragmentation of farm cadastral units should be prevented, and consent processes and spot zoning employed for managing land uses ancillary to or associated with agriculture.</p>
Settlement	Existing towns, villages and hamlets.	<ul style="list-style-type: none"> Ceres. Wolseley. Tulbagh. Prince Alfred Hamlet. Op-die-berg. 	<ul style="list-style-type: none"> "Normal" activities associated with urban development. 	<ul style="list-style-type: none"> New settlement formation that negatively impacts on municipal financial sustainability. 	<p>Development should:</p> <ul style="list-style-type: none"> Retain the compact form of smaller settlements. Prevent settlement encroachment into agricultural areas, scenic landscapes and biodiversity- and ecological system service priority areas. Maintain and enhance public spaces. Reinforce the close relationship of settlements to the regional route structure. Integrate new development into the settlement structure. Respect socio-historical and cultural places.

RENEWABLE ENERGY DEVELOPMENT CORRIDORS

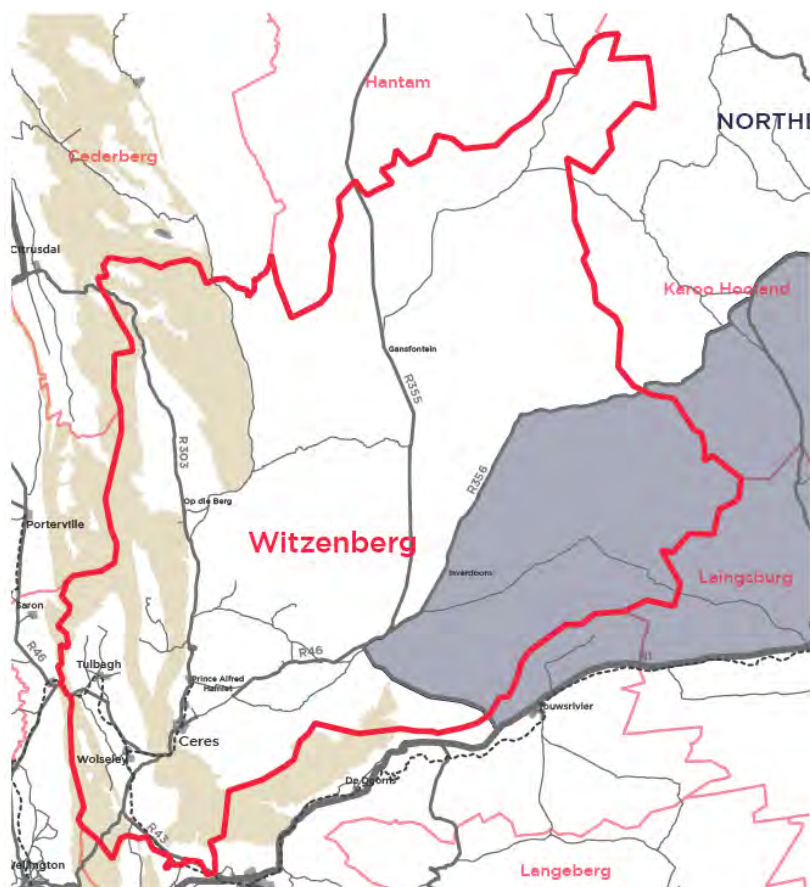
The Strategic Environmental Assessment for Wind and Solar Photo-voltaic Energy in South Africa identified 8 Renewable Energy Development Zones (REDZs) in 2015 that are of strategic importance for large scale wind and solar photo- voltaic energy development including the roll-out of its supporting transmission and distribution infrastructure. New wind or PV projects located within one of the eight REDZ areas will now be subject to a Basic Assessment and not a full EIA process, as well as a shortened timeframe of 57 days for the processing of an Application for Environmental Authorisation.

The Council for Scientific and Industrial Research (CSIR) identified eight geographic REDZ's following a Strategic Environmental

Assessment:

NAME	SIZE	PROVINCE
Overberg	5 263 km ²	Western Cape
Komsberg	8 846 km ²	Western Cape
Cookhouse	7 366 km ²	Eastern Cape
Stormberg	12 041 km ²	Eastern Cape
Kimberley	9 568 km ²	Free State & Northern Cape
Vryburg	9 204 km ²	North West
Uptington	12 833 km ²	Northern Cape
Springbok	15 214 km ²	Northern Cape
Total	80 335 km²	

The Witzenberg Municipality forms part of the Komsberg REDZ. Any projects or renewable energy developments in the municipal area should preferably be located inside of this boundary, however, proposals for renewable energy developments outside of this boundary will be considered on a case by case basis based on its own merits.



The location of the Komsberg REDZ area within the Witzenberg Municipality

4 FINANCIAL VIABILITY

Capability of the municipality to execute capital projects

The capital budget for the next financial year amounts to R 80 million of which R 35 million is from own revenue. The rest of the capital budget is financed from Grants and External loans. Only funded capital projects are included in the capital budget. The upgrade to the Nduli Library, the upgrade of the Electrical Power Station, the construction of a taxi rank in Ceres, the development of a regional cemetery, the upgrade of Streetlights, the Resealing of streets, the construction of the Tulbagh Reservoir as well the development and upgrade of Sport Facilities in Vredebes, Tulbagh and Wolseley are some of the key projects that will be undertaken during the new IDP phase.

Indigent support (including free basic services)

The equitable share allocation is utilized to fund the provision of free basic services to indigent households and informal areas.

The development of plots and building of RDP houses is a challenge to the financial viability and sustainability of Witzenberg Municipality as most of the beneficiaries will qualify for indigent support and will not contribute financially to the municipality, but will be entitled to municipal services.

In addition to the legislative R15 000 exempted valuation on a qualifying property, the first R135 000 of the municipal valuation of all residential properties are exempt from property rates.

Indigent households receive 50 kWh of electricity and 10 kilolitres of water per month while their basic charges for water refuse and sewerage are fully subsidised.

Indigents earning between R 5 000 to R 6 000 may qualify for 50% of benefits as indicated above

Indigent households with conventional electricity and/or water meters will be converted to prepaid meters to avoid over consumption, subject to affordability to the municipality.

Revenue enhancement and protection strategie

The revenue must be increased to ensure that Witzenberg Municipality can meet all the financial obligations and to improve service delivery. A policy providing for rebates on municipal services is available to new businesses/industries or extension of existing businesses/industries where new jobs are created.

New businesses and/or industries will not only increase the revenue base of the municipality, but will also assist in reducing unemployment – one of the largest challenges for Witzenberg Municipality.

Consumers with conventional water meters who do not pay their municipal accounts will be converted to prepaid meters to avoid increased outstanding debt in respect of water, subject to affordability to the municipality.

Municipal consumer debt position

The impairment provision for debtors have been emphasised by the office of the Auditor-General of South Africa.

The increase in the provision is due to:

Limited credit control procedures available in areas where Eskom is the service provider for electricity.

Limited application of the credit control procedures to indigent households.

Community resistance to the cutting of electricity in certain areas and the installation of water management devices. Assistance from the South African Police Service is needed.

Grants and subsidies

Grants and subsidies are used for their intended purposes as per the Division of Revenue Act and/or Provincial Gazettes. The equitable share allocation is utilised to fund the provision of free basic services to indigent households and informal areas. Grants and subsidies are utilised to finance 53% of the capital budget over the 3 year budget period. Most of the capital expenditure financed from grants and subsidies are in respect of the provision of infrastructure.

Municipal Infrastructure Assets and Maintenance (Q&M)

The expenditure on repairs and maintenance needs to be increased. The limited revenue base of the municipality limits the amount of funding that can be earmarked for repairs and maintenance.

It is accepted that it is important to maintain municipal assets; therefore the funds available for repairs and maintenance are increased on an annual basis.

The implementation of MSCOA (Municipal Standard Chart of Accounts) regulations will improve the reporting on spending on repairs and maintenance.

Municipality's credit rating

No official credit rating has been performed, but the financial indicators show positive movement during the last four financial years.

The cost coverage ratio deteriorated from 3.9 months to 2.4 months. The cost coverage ration is slightly below the acceptable norm of 3 months. The municipality will have to increase collection efforts and exercise prudent expenditure measures to ensure its cash and cash equivalents can cover the operating expenditure.

The current ratio increased from 2.06:1 to 2.64:1 from 2023 to 2024, indicating that for

every R1 owed in current liabilities, the municipality has R 2.64 in current assets available. The ratio above the acceptable norm of 1:1. The ratio indicates that the municipality has sufficient cash available to settle its debt when it becomes due. A positive liquidity position can also result in better interest rates being obtained if new loans are sourced and can also provide confidence to companies that consider investing in the Witzenberg area.

Employee-related costs (including Councillor allowances)

The employee-related costs, including Councillor allowances, account for 31% of the operating expenditure over the medium term.

More vacant positions need to be filled to meet the demand of service delivery due to the growth of households that needs services. Any decrease in the mentioned ratio will impact negatively on service delivery.

The salary increase of permanent employees is negotiated nationally, limiting the municipality's influence over the annual salary increase. Councillors are remunerated in terms of national legislation as per annual Government Gazette publications.

Supply chain management (SCM)

Supply chain processes are followed in terms of the Municipal Supply Chain Regulations. Bids are awarded in terms of the points scored according to the Preferential Procurement Policy Framework Act.

The new Preferential Procurement Regulations were recently implemented by the municipality whereby it enables the municipality to determine its own preference points allocation in terms of identified goals. The implementation of these regulations has the potential to improve local economic development

5 DISASTER MANAGEMENT

Disaster Risk Management is not a sole responsibility that can be assigned to a municipal department. Instead, collective ownership of the principles of disaster risk management is essential if Witzenberg Municipality is to ensure the provision of sustainable service delivery. Whilst a response (as envisaged in the Disaster Management Act) is essential to ensure rapid relief and recovery from crisis, the elements of preparedness, planning and risk reduction are pivotal to success. This Plan is intended to be a working document that is expected to change as the contextual environment changes and will continually re-align to incorporate or make provisions for such changes.

A fully established and functioning Municipal Disaster Management Centre (DMC) is a key element of this plan. Therefore, the Witzenberg Municipality consults with and operates in close collaboration with the Cape Winelands District Disaster Management Centre. The completion of the Cape Winelands District-based Disaster Management

Operating Centre in Worcester will serve the district's base needs.

In any event requiring DMOC activation, the primary role-players, i.e. disaster management representatives from both CWDM and the Witzenberg Municipality, the coordinator from SAPS, an EMS representative and any other sectorial representative are activated to these centres and coordinate all activities from this DMOC. Due to the regular occurrences of major events (e.g. floods) this DMOC is well established and functions effectively.

Institutional Arrangement

A Disaster Management Advisory Forum has been established which holds regular quarterly meeting to facilitate risk monitoring and knowledge sharing. It further ensures coordination of disaster risk reduction measures among stakeholders. The diagram below illustrates the various entities and departments that form part of the Disaster Management Advisory Forum.



Risk prioritisation table for Witzenberg Local Municipality

Hazard	Exposure	Severity	Probability	Actions needed
Drought	Occasional	Moderate	Normal	Preparedness Planning
Earthquake	Occasional	Moderate	Normal	Preparedness Planning
Fire	Occasional	Insignificant	Unlikely	Risk Reduction interventions and Preparedness
Flood	Seldom	Insignificant	Unlikely	Preparedness Planning
Severe Storm	Seldom		Unlikely	Preparedness Planning
Tuberculosis	Continuous	Moderate	Normal	Risk Reduction interventions and Preparedness
HIV /AIDS	Continuous	Moderate	Normal	Risk Reduction interventions and Preparedness
Hazmat accidents by road	Seldom	Insignificant	Unlikely	Preparedness Planning
Air Pollution	Occasional	Insignificant	Unlikely	Preparedness Planning

CPUT: Community-based Risk Assessment

Numerous workshops were held in the Witzenberg Municipality, and a wide spectrum of communities and applicable

role-players were involved during the information gathering sessions during the process (2008).

The results of the assessment, in tabular form, are as follows:

WITZENBERG MUNICIPALITY			
	LIKELY	NORMAL	UNLIKELY
Floods	22	0	0
Water management	21	1	0
Hazardous loads	17	3	0
Drought	16	4	0
Electricity theft	14	5	0
Economic vulnerability	11	10	1
Veld fire	10	9	0
Epidemics	9	10	0
Road infrastructure	7	13	4
Dangerous installations	4	16	2
Rapid development	4	3	14
Erosion	1	19	1
Structural fire	0	20	0
Bus accidents	0	18	3
Earthquakes	0	6	15
Nuclear spill-over	0	0	16

The above list illustrates the types of disasters that pose the highest risk within the area of the Witzenberg Municipality and their possible effects. The communities at risk can be derived from the risk list, and are also shown in the risk assessment that was conducted for the area.

To form a more realistic profile, it would be necessary to combine the two profiles and then indicate priorities – especially as some of the areas of risk identified are beyond the scope of municipal service delivery.

It will be seen from Disaster Management Risk reduction projects that common elements present in both are addressed.

It needs to be noted that the Cape Winelands District Municipality has initiated a further Risk Assessment Project, in conjunction with the University of Stellenbosch, with the focus on Ward Disaster Management Risk Assessment,

i.e. the training of representatives in wards to empower them with the knowledge and skills to perform the assessments. The US was appointed for the compilation of, and the setting of training for selected officials and ward representatives.

Risk Assessment

The following table can be used as a template to reflect risk assessment outcomes in the IDP:

<i>Risk</i>	<i>Dept 1</i>	<i>Dept 2</i>	<i>Dept 3</i>	<i>Dept 4</i>
<i>Risk A: Fires</i>	<i>Fire Services Witzenberg and CWDM</i>	<i>Housing</i>	<i>Provincial Social Services</i>	
<i>Risk B: Floods</i>	<i>Disaster Management</i>	<i>Engineering Services</i>	<i>Traffic Services</i>	<i>SAPS and EMS</i>
<i>Risk C: Transportation of dangerous goods (rail and road)</i>	<i>Provincial Roads</i>	<i>Western Cape Province</i>	<i>Dept Health CWDM: Health</i>	

These main risks are taken from the risk assessment tables of both Africon and the community-based assessments, as they are the main commonalities derived from the specific risk assessments.

Disaster Risk Reduction Measures/Projects

Hazard	Preparedness Planning	Policies and Regulations	Education, Training and Awareness	Infrastructure Projects	Enforcement
Wildfire	A wildfire workgroup was established with the participation of various stakeholders to coordinate wildfire management and resource management.	Memorandums of Understanding (MoU) are in place with the various local municipalities for wildfire management and issuing permits for controlled burning.	Ongoing wildfire and disaster awareness campaigns in various areas targeting schools (learners and teachers).	Ongoing alien vegetation clearing in water catchment areas (CWDM).	N/A
	Developed wildfire response plans for the entire Cape Winelands District area.		Ongoing wild-fire communication through various media platforms (CWDM).	Combined alien vegetation management and awareness (Cape Nature).	
	Risk Mapping for Wildfires.		Fire awareness programmes are conducted in schools, radio, communities and social media (Cape Nature).	Fuel load reduction (alien clearing and prescribed burning) on or adjacent to protected areas (Cape Nature).	
	District Wildfire Working Group members engage on an ongoing basis with landowners on risk mitigation for fires.	Provide comment and input to land use development applications on behalf of the Department of Environmental Affairs	Basic fire training is conducted internally with staff members to provide additional capacity for firefighting.	Firebreaks are being done in various areas in the CWDM- both strategic and tactical (WFPA).	

	Identification of hotspots, recording and populating fire trends and other relevant statistics.	and Planning (DEA & DP).	Ongoing training of members of the WFPA in wildfire fighting strategies and skills using accredited service providers. Training includes Incident Command System (ICS).	Fire breaks are developed on or next to Cape Nature's protected areas (Cape Nature).	
	Early Warning System in place for monitoring fire risk which is disseminated to relevant stakeholders.		Ongoing awareness campaigns at all schools and social media platforms (WFPA).		
Informal Settlement Fire	Establishment and installation of the Smoke Alarm Projects in high-risk areas namely Pine Valley in Wolseley, Chris Hani in Tulbagh and Nduli.	N/A	Ongoing awareness campaigns on informal settlement fires.	Phase 6: plans have been developed in terms of layout to improve access for emergency vehicles and will be able to install water taps and chemical toilets.	Enforcement: anti-land invasion policies
	Fire Safe Communities (Kluyties).		Established an informal settlement committee of the community members together with the municipality housing inspector to carry out an awareness campaign for safety issues and sanitation		

			issues and prevent further sprawl.		
Riverine and Urban Flooding	The Joint Operations Centre (JOC) has been established with identified JOC members. These members assist with the timely dissemination of early warnings, and the activation of a JOC enables the coordination of multidisciplinary services and response to an escalating incident. Furthermore, the activation of JOC promotes a cohesive response and prevents the duplication of resources.	N/A	Hazard awareness campaigns are ongoing. The awareness campaigns are tailored to address the hazards our communities continue to grapple with. Thus, these awareness campaigns are carried out in schools, Early Childhood Development Centres (ECDCs) and local communities (namely old age homes and or shelters)	N/A	N/A
	Early Warnings are disseminated to all role-players via municipal social media.		Door-to-door awareness Campaigns have been launched to raise community awareness about the water stressed areas within the municipal namely in Tulbagh.		
	Compilation of flood response plan. Compilation of contingency plans promotes the				

	<p>establishment of a state of readiness prior to the occurrence of impending disasters. It further promotes effective coordination to ensure optimal resource use. More importantly, contingency plans promote disaster preparedness and rapid and effective disaster response and recovery capabilities. Furthermore, the contingency plans promote joint standard operational procedures with disaster management role-players</p>				
	<p>Disaster Ready is a preparedness toolkit as it provides information pertaining to hazard information layers (namely mapping) as well as the identification of evacuation centres for</p>				

	adverse events such as flooding.				
	Operational Planning for stormwater maintenance and the development of the River Management Plan.				

Fire Services Department

In terms of the Municipal Structures Act, B-Municipalities such as Witzenberg are responsible for all structural fires within their municipal area. The Cape Winelands District Municipality is currently assisting Witzenberg through an unofficial inter-governmental agreement to assist with this function. It is the objective of the municipality to incrementally over a five-year period establish a fire brigade service in terms of the firefighting functions and in accordance with SANS 10090: 2003. This will effectively mean the establishment of a 24-hour facility for the eastern area (Ceres, Nduli, Prince Alfred's

Risk reduction

Fire risks

Risk reduction in respect of fire risks is not really possible, although the enforcement of building plan codes takes place and all building plans are scrutinised for fire safety requirements. Mountain and veld fires, fires in informal structures and dwellings form the general basis of fires in accordance with fire statistics. The Planning for Fire Services is included in a Fire Protection Plan that is submitted annually for consideration and approval by the Witzenberg Municipal Council. It must be noted that municipalities need to do planning and evaluate budgetary priorities from the wards in accordance with national and provincial strategic objectives.

The Department of Cooperative Governance and Traditional Affairs (CoGTA) assesses the progress made by municipalities against five key performance areas (KPA) and cross-cutting interventions adopted in the Five-year Local Government Strategic Agenda. The five KPAs that form the basis of the assessments are:

- Municipal Transformation and Organisational Development;
- Basic Service Delivery;
- Local Economic Development (LED);

Hamlet and Op-die-Berg) that will drastically improve reaction time. The municipality has started with the extension of this function to the western area (Wolseley and Tulbagh) and the eastern area (Nduli). Full-time staff and Working on Fire firefighting personnel and equipment were relocated to Tulbagh and Nduli for these purposes. A Manager Fire Services and Disaster Management and a Station Officer for Fire Safety and Fire Operations were appointed. The recent consultations with stakeholders at Op-die-Berg highlighted that there is a need to appoint firefighters and allocate equipment and vehicles to this area.

- Municipal Financial Viability and Management; and
- Good Governance and Public Participation.

These elements will become the basis of priority determination when evaluating priorities during the IDP process, project identification and compilation of a budget. This in effect implies that municipal performance will be measured in terms of these standards.

Section 152 of the Constitution of the Republic sets out clear requisites for local government in paragraph (d) "To promote a safe and healthy environment". As this forms the legal basis in terms of the Constitution, it can however not be totally ignored.

As disaster management is not a function allocated to one discipline, but to all disciplines in a local authority, it implies that the total budget must be evaluated for inclusion of Disaster Mitigation Projects. For instance, the provision of housing will be a disaster mitigation project as it implicates the reduction of informal structures. The provision and extension of electrical power in accordance with needs is a disaster mitigation project as it decreases the effects of dwellings

without power (e.g. dangers with open fires)
with all its consequences.

Municipal Risk Assessment Relating to Load Shedding

Infrastructure affected by Load Shedding with possible consequences

Service at Risk	Primary Impacts
Water	<ul style="list-style-type: none"> ➤ Non-provision of fresh water
Sewerage	Failure to pump and treat sewerage <ul style="list-style-type: none"> ➤ Pollution could be caused ➤ Contamination could arise
Transport/Traffic	<ul style="list-style-type: none"> ➤ Traffic disruptions ➤ Congestion of critical intersections ➤ Dysfunctional traffic lights ➤ Capacity to transport fuel ➤ Increased accidents
Health	Disruption of Health Facilities <ul style="list-style-type: none"> ➤ Hospitals ➤ Clinics and pharmacies ➤ Support activities
Emergency Services	Fire, Rescue and Emergency Medical Services <ul style="list-style-type: none"> ➤ Disruption of emergency call taking ➤ Disruption of communications ➤ Inability to co-ordinate resources
Communications/ Telecommunications and Information Technology	Disruption of telecommunications <ul style="list-style-type: none"> ➤ Disruption of mobile communications ➤ Shut down of IT systems ➤ Disruption of public radio and TV ➤ Disruptions of satellite networks ➤ Late payment of accounts
Commercial Industrial Financial Markets	Disruption of commercial enterprises <ul style="list-style-type: none"> ➤ Disruption of operations at vital installations and National Key Points ➤ Disruption of operations of Banks (ATM's and credit card systems) ➤ Non-functioning of commercial centres ➤ Non-functioning of cold storage facilities ➤ Non-functioning of municipal pay points

Law Enforcement and Security Services	Increased Security Risk <ul style="list-style-type: none"> ➤ Increased crime ➤ Decrease in surveillance capacity in key areas ➤ Public disorder
Fuel Security	Disruption of operations with high fuel demand <ul style="list-style-type: none"> ➤ Inability of movement of municipal vehicles ➤ Inability of emergency response by emergency vehicles ➤ Inability to fill critical emergency generators ➤ Inability of fuel supplier to supply fuel to Municipality
Funeral Homes	Inability to maintain cold storage <ul style="list-style-type: none"> ➤ Inadequad generator capacity ➤ Inadequad fuel storage

The Municipal departmental response teams will:

- Represent their department at Municipal Joint Operation Centre at
- Witzenberg Fire, Rescue and Disaster Management Center. Determine nature and location of critical services affected.
- Determine impact of incident on municipal service delivery areas.
- Identify energy priorities.
- Identify resources needed to stabilize the situation.
- Mobilize municipal structures and assets.
- Implement action plans for crucial services.
- Communication with key clients.
- Implementation of business continuity plans.
- Escalation of issues beyond planned capability to Municipal Joint Operation Centre.

Floods

The Witzenberg municipal area is prone to floods. Over the past decade, flooding occurred at least once a year. Due to the effects of global warming and climate change with resultant cut-off lows, it has become increasingly difficult to forecast or predict critical time periods and/or affected areas.

As stated in the Spatial Development Plan, the Planning and Development Section takes cognisance of the effects and do their planning accordingly in the face of undetermined or ambiguous flood lines in some areas.

Response and recovery

Due to the fact that flooding and other events occur frequently in this area, there is a good understanding of the different roles allocated to the different sectors during any event of disaster potential or consequences. This is

managed and coordinated by the immediate activation of a DMOC (Disaster Management Operational Centre, situated in Munnik Street in Ceres), in conjunction and cooperation with the Cape Winelands District Municipality.

Information Management and Communication

Information management and communication is vital regarding all aspects of Disaster Management, especially in an age where the development of technological infrastructure is occurring at an immeasurable pace. Uninterrupted service delivery and continuation of services are imperative aspects over the total sphere of Disaster Management, albeit recordkeeping, financial control, real-time logging of incidents and the effects and fiscal implications of all occurrences taking place in the management of a local authority.

Dissemination of information to governmental agencies, NGOs and other role-players in the all-encompassing era of electronic information sharing is of paramount importance to ensure that systems are compatible to prevent time losses and confusing information.

Training, education and awareness

In terms of reduction, apart from the normal first aid courses and such, the Cape Winelands District Municipality, in cooperation with the University of Stellenbosch, designed a training course in Ward Based Disaster Risk Assessment which commenced during August 2013. This course has as objective to train identified

Community Emergency Response Team (CERT)

The municipality embarked on this project that entailed performing a various tasks needed before, during and after fire emergencies and disasters, including public education programmes (community and schools), cutting fire breaks, data gathering, simple firefighting tasks, damage evaluation of structures, triage, first aid and assisting in the evacuation of residents. This freed highly trained professional responders for more technical tasks. A CERT team may self-

Vehicles

<i>Tulbagh</i>	<i>Ceres</i>	<i>Administrative</i>
<i>Toyota Hino Light pumper (6000Lt Water)</i>	<i>Isuzu Light pumper (3000Lt Water)</i>	<i>Nissan x Trail</i>
<i>Nissan Hard body (Hazmat, Rescue)</i>	<i>New Iveco Heavy pumper (6000Lt Water)</i>	

The two critical aspects regarding Information Technology in the Witzenberg are:

- The IT platform is being updated. Regarding this, short-term plans and budgets are in place. Acquisition processes for the upgrade/replacement of infrastructure (soft- as well as hardware) as reflected in the three year budget is in place.
- The establishment of a DM recovery site: This is subject to the completion of the upgrade/replacement of infrastructure, thus of more medium and long-term implication. As with the previous aspect this is well reflected in the multi-year budget.

personnel and other persons to enable them to assist in Ward Based Disaster Risk Assessment which will serve to ensure that risk assessments per ward are carried out, risks addressed during ward meetings and tabled as such for consideration during the IDP and budgetary process.

activate (self-deploy) when their own community is affected by fire or disaster. A self-activated team will size-up the loss in their community and begin performing the skills they have learned to minimise further loss of life, property, and the environment. They will continue to respond safely until redirected or relieved by the fire and emergency services or professional responders on-scene.

	<i>Nissan Patrol Bakkie unit (500Lt Water)</i>	
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Personnel

<i>Tulbagh</i>	<i>Ceres</i>	<i>Day Shift</i>
<i>Firemen X 2</i>	<i>Firemen X 1</i>	<i>Chief Fire Officer X1</i>
<i>Cadet Firemen X 1</i>	<i>Cadet Firemen X 2</i>	<i>Station Officer X 1</i>

IV. AGRICULTURE IN THE WITZENBERG AREA

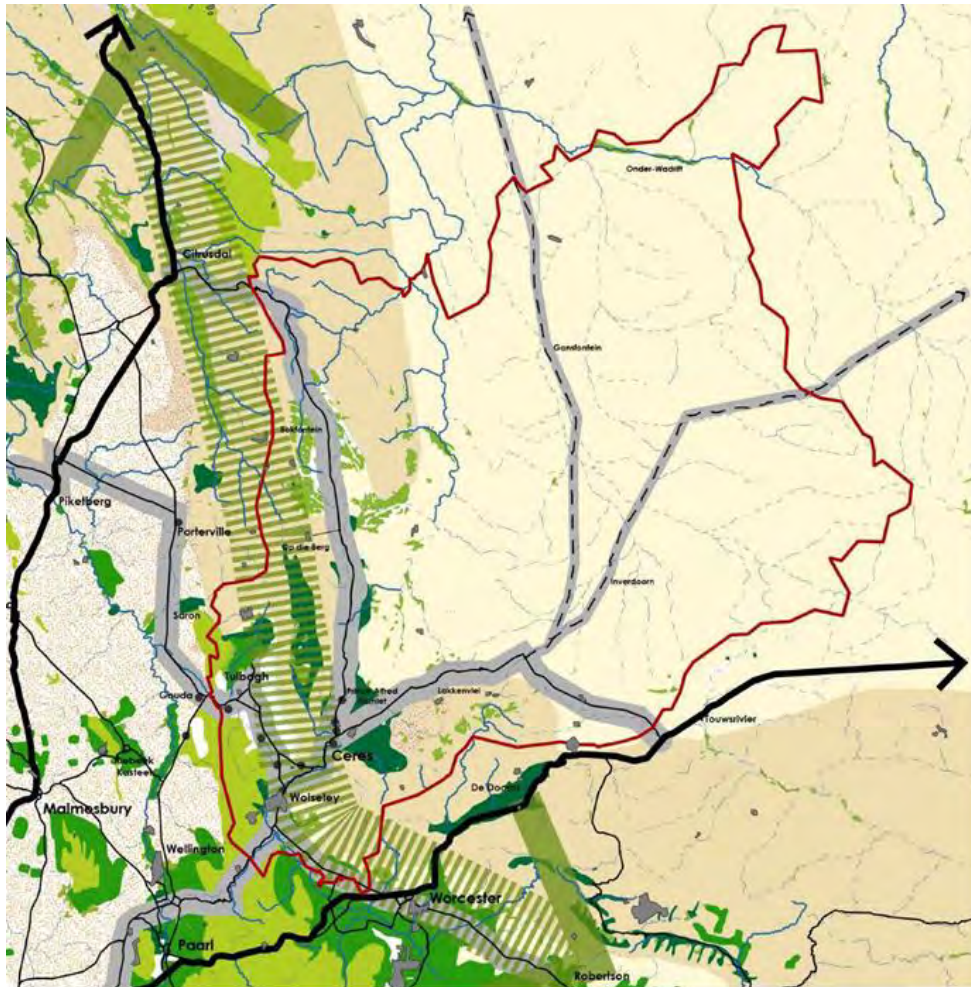
Focus: Protect food security while supporting sustainable diversification of the agricultural sector and encouraging more efficient methods and models.

Key Development Implications:

- Support private sector led institutional arrangements to enable joint planning and development of agriculture related activities.
- Avoid the subdivision of agricultural land or changes in land-use to minimise the loss of agricultural activities while also avoiding the creation of uneconomical agricultural units.
- Enable the diversification of farmer income through enabling complimentary uses on farms in a manner which does not

detract from the functionality and integrity of farming areas and landscapes.

- Develop incentives for smarter/ green agricultural practices and technologies.
- Make municipal commonages and land on the edges of settlements close to communities available for small/ emerging farmers and/or community gardens.
- Support alternative farming models such as the possibility of transforming unused and uncontaminated industrial land into community gardens.
- Support private initiatives to provide in the housing needs of agri-workers and the provision and management of associated social services.



Agricultural Concept for Witzenberg - showing key farming areas, production types and supporting infrastructure concentrated along the agricultural band along the western edge of the municipal area

Deciduous fruit is the dominant product

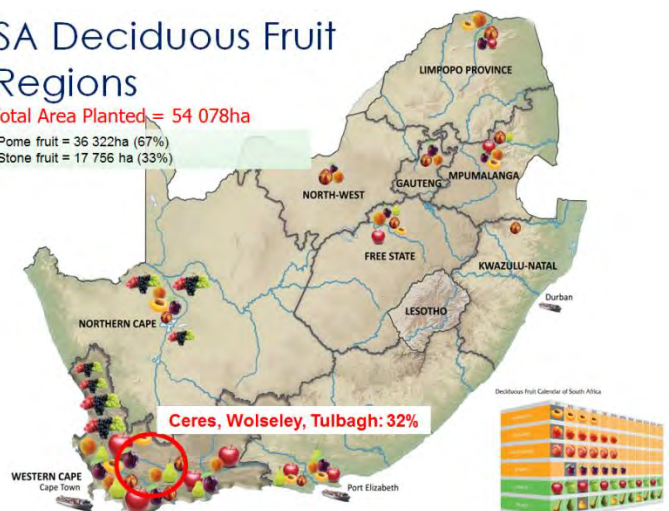
1. Primary
 - i. Deciduous: Apples, Pears, Nectarines, Peaches, Plums, Apricots
 - ii. Onions
 - iii. Potatoes
 - iv. Cattle and sheep
 - v. Butternuts
 - vi. Wheat
 - vii. Forestry
 - viii. Horses

2. Secondary
 - i. Cold storage
 - ii. Packing houses
 - iii. Concentrates and Puree
 - iv. Single Strength Products
 - v. Dried fruit products
 - vi. Logistics
 - vii. Agri Chemical
 - viii. Agri Mechanical
 - ix. Technical, admin and financial services

SA Deciduous Fruit Regions

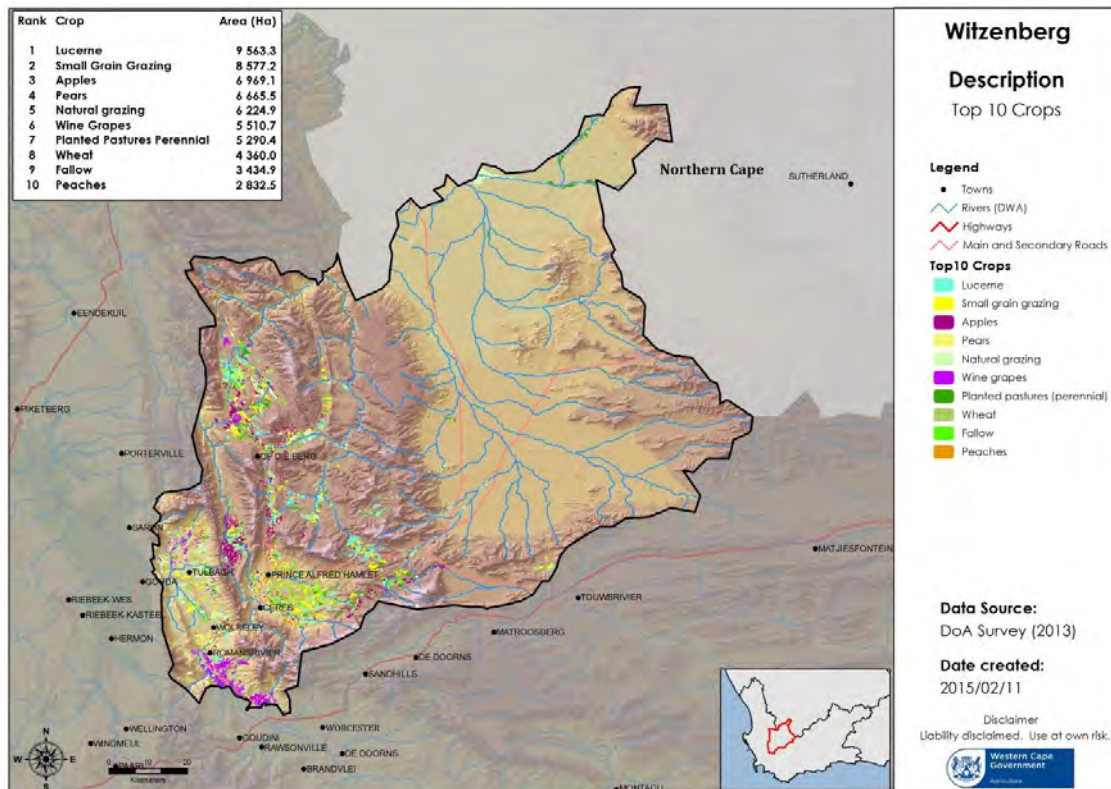
Total Area Planted = 54 078ha

- Pome fruit = 36 322ha (67%)
- Stone fruit = 17 756 ha (33%)



x. Plant material (nurseries)

Top 10 crops by area



DISTRICT DEVELOPMENT MODEL & JOINT DISTRICT AND METRO APPROACH

Cabinet adopted the District Development Model to build on the White Paper on Local Government (1998) which seeks to ensure that local government is capacitated and transformed to play a developmental role. The objectives are to:

- Coordinate a government response to challenges of poverty, unemployment and inequality particularly amongst women, youth and people living with disabilities;
- Ensure inclusivity by gender budgeting based on the needs and aspirations of our people and communities at a local level;
- Narrow the distance between people and government by strengthening the coordination role and capacities at the District and City levels;
- Foster a practical intergovernmental relations mechanism to plan, budget and implement jointly to provide a coherent government for the people of the Republic (solve silos, duplication and fragmentation) maximise impact and align plans and resources at our disposal through the development of 'One District, One Plan and One Budget';
- Build government capacity to support municipalities;
- Strengthen monitoring and evaluation at district and local levels;
- Implement a balanced approach towards development between urban and rural areas; and
- Exercise oversight over budgets and projects in an accountable and transparent manner.

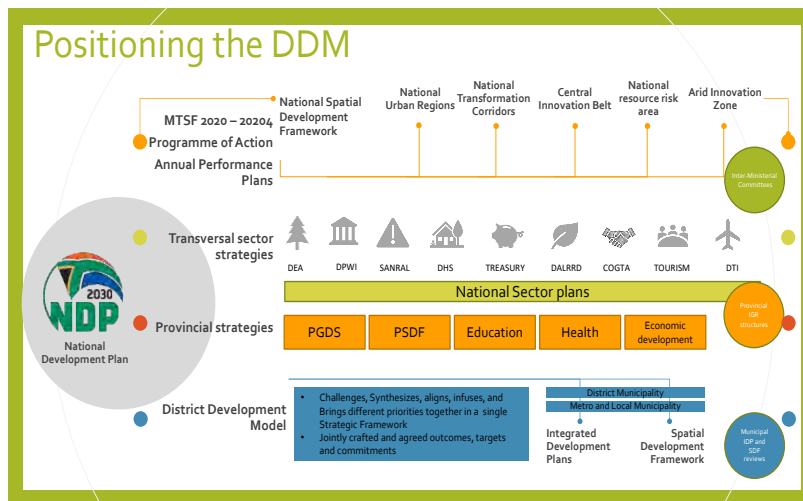
President Ramaphosa in his budget Speech 2019 identified that there has been a pattern of operating in silos which has led to a lack of coherence in planning and implementation and has made monitoring and oversight of government’s programme difficult. He thus called for the rolling out of a new integrated district-based approach to address service delivery challenges, localised procurement and job creation, to promote and support local businesses and involve communities.

The DDM ‘One Plan’ is a long-term (25 to 30 year) strategic framework guiding investment, service delivery and development in relation to each of the district and metro spaces.

- The DDM is positioned in relation to the NDP, MTSF and NSDF to enhance the overall system by synergizing

national, provincial and local priorities in relation to the district and metro spaces.

- The One Plans as contemplated in the DDM does not deal with the non-strategic aspects that each of the existing plans may cover.
- Neither does it cover the full range of responsibilities that existing plans cover in relation to core powers and functions.
- They are IG strategic frameworks that make strategic sense of the available plans and synthesize or localize these plans in the context of the spatial and place making logic of the district and metropolitan spaces.



The Western Cape Government introduced the Joint District & Metro Approach in November 2018. As the JDMA was already institutionalized in the Province, the Provincial Cabinet endorsed the JDMA as a Western Cape approach towards the National District Development Model (DDM).

The JDMA is a geographical and team based, citizen focused approach with a Single District Plan to facilitate developmental initiatives and government services.

The Cape Winelands District (CWD) has followed the following comprehensive consultative approach to ensure the systematic institutionalisation of the JDA:

- One-on-one JDA introductory discussions between the JDA team leader and Municipal Managers and / or Senior Management Teams.
- A Joint District Approach (JDA) Coordination Interface Team between some national and provincial departments, the district and local municipalities was constituted which meet regularly to discuss matters related thereto.
- One-on-one discussions have been scheduled at political and administrative level between the District Municipality and Local Municipalities’ Senior Management teams.

- The approach adopted to compile this profile was to agree on the aim of this profile: To provide an information source that at a glance highlights the challenges, what must be maintained and opportunities facing the Cape Winelands District; and
- Assist in informing catalytic or strategic projects for incorporation into the Joint District Approach Implementation Plan for this geographical area.

In view of the above, the following Strategic Priorities have been identified as of relevance to the Cape Winelands District JDA:

- Waste Management: Various Projects
- Community Safety Plan implemented
- District Urbanisation Management: Various Projects
- Develop and implement a District Plan to address Youth unemployment and related challenges
- Financial Sustainability
- Improving Resilience in terms of: Climate Change, Water Security and Electricity Security

- Working Group established to draft a Concept Paper on Data Governance (Beyond Profile 2020)
- IGR structures mapped and recommendations proposed for rationalisation
- JDA Communication Plan developed and implemented
- N1 De Doorns: Private Sector involvement in JDA

Project leaders have been constituted per priority area project identified. A core municipal and provincial team provides strategic direction and ensure that the interlinkages between the strategic priorities are managed.

The CWD JDA Implementation Plan is further underpinned by operational support plans; based on requests received following various engagements between the provincial departments and municipalities and that are not addressed on the Annual Performance Plans of provincial departments.

REGIONAL SOCIO-ECONOMIC PROGRAMME (RSEP) / VIOLENCE PREVENTION THROUGH URBAN UPGRADING (VPUU)

The Regional Socio-Economic Programme and Violence Prevention through Urban Upgrading Programme (RSEP/VPUU Programme) is an intergovernmental programme run in the Western Cape. The programme will comprise a variety of projects, driven by different role-players, including municipalities, provincial departments, the VPUU Not for Profit Company (VPUU NPC) and communities.

A core component of the programme is to promote learning and to mainstream lessons learnt, best practice and opportunities for replication in municipalities and towns.

The RSEP/VPUU Programme is about a capable state partnering with active citizens, communities and other stakeholders to plan and implement projects that improve quality of life. The majority of projects funded through the

programme will be local and precinct-based, and these will mainly be urban upgrading projects that involve the development of physical infrastructure.

Infrastructure projects are supported by social projects that focus on providing activities, programmes or facilities for specific groups or address social challenges within communities, such as early childhood development, education, safety, economic development or social cohesion. All of the projects will be identified at municipal level through a collaborative process involving many stakeholders.

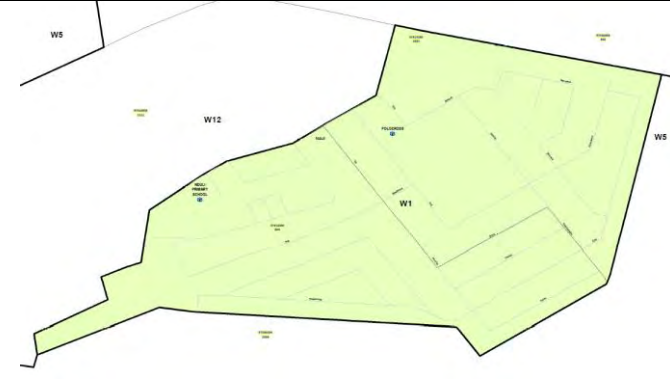
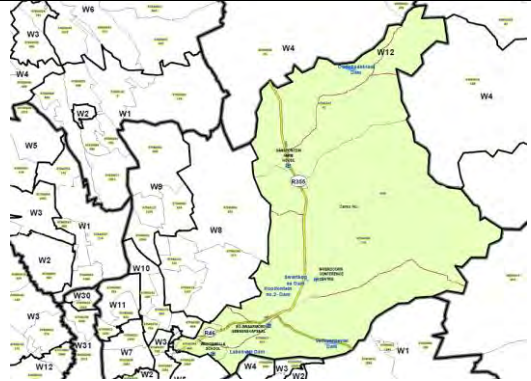
The scope of the actual work being undertaken under the RSEP/VPUU Programme operates at different scales and is grouped under eight streams. Under each of the streams, there are one or two overarching goals that indicate the

broad intentions of the work undertaken within that stream as well as a few objectives, which

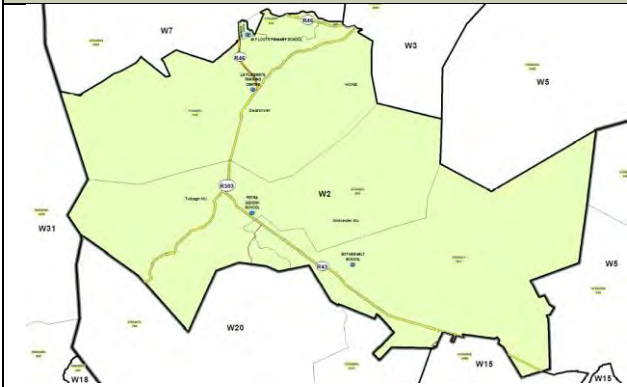
indicate some of the steps that may be taken to achieve the goal(s).



B. IDP PUBLIC NEED ANALYSIS

Wards 1 and 12	
	
<p>Library services should be restored</p> <p>Provide street/security lights in unsafe areas</p> <p>More secure fencing at public facilities</p> <p>Upgrading of older streetlights</p> <p>Better dialogue in future with the youth</p> <p>Water resources for small farmers</p> <p>Policies must be communicated with the community</p> <p>Safe “walk way” / bridge between N’Duli and Vredebos</p> <p>Ongoing programmes on speed control</p> <p>Combat erosion on sidewalks and streets (rehabilitation)</p> <p>Community facilities need to be upgraded</p> <p>Rehabilitation of graveyard and fencing</p> <p>More prepaid electricity selling points</p> <p>Mobile Clinic Services – Tankwa Karroo Area</p> <p>Maintenance of roads</p> <p>Satellite connectivity in rural areas, emergency and law enforcement connectivity</p> <p>Resource farm watch</p> <p>Information signage along gravel roads in Tankwa Karroo Area</p> <p>Television and network connectivity in the Tankwa Karroo Area</p> <p>Livestock Theft Unit to have more Programms in the Tankwa Karroo Area</p>	<p>Skips programme needs to be sustained</p> <p>Sewer network needs to be improved</p> <p>Sports grounds needs to be restored/ upgraded</p> <p>Electrical theft needs to be clamped down</p> <p>Mini CBD to be developed in N’Duli</p> <p>Implementation of recycling projects/ programmes</p> <p>JOJO Tank subsidies from small farmers</p> <p>Rehabilitation of playgrounds and parks</p> <p>Development programmes for women and persons with disabilities</p> <p>Police station for N’Duli</p> <p>Hostel facilities for primary school children in Tankwa Karroo Area</p> <p>ABET facilities in the Rural Areas</p> <p>Substance abuse in rural farming areas</p> <p>Rest areas on rural roads, maintenance, district to stop cutting down trees</p> <p>District Municipality to rehabilitate rest areas along farming main routes</p> <p>Solar/renewable energy for farm houses</p> <p>Firefighting volunteers</p> <p>Water Security Programmes for communities living in the Tankwa Karroo Area</p>

Wards 2 and 7



Pine Valley library and swimming pool
 Bathroom facilities in the graveyard areas
 Secure fencing at the graveyard
 Substance abuse escalating under scholars
 Illegal shebeens and off-sales
 Job creation programmes
 Back yard dwellers still a problem, housing need
 Foreigners' activities (illegal) still a problem
 Bathroom facilities at informal settlements
 Wolseley requires a fire station
 Neighbourhood watches in all areas RDP houses are being sold to foreigners
 Drop-off and pick-up points at die Bossie, as you enter Wolseley
 Communal and church plots at Kluitjieskraal
 Mobile library service for the Breederiver area
 Homeless shelter

The water canal in Wolseley still a safety concern
 A concern on the education levels of Breederiver farming area, a need for training programs for people in these rural areas
 More Tourism programs to be rolled out
 Building a playpark in Kluitjieskraal and Pine Valley
 Taxi rank placements to be investigated
 Public bathroom facilities in the CBD
 The piece of land between Kluitjies Kraal and Pine Valley to be developed, or be made available for development e.g. food gardens, small scale farming
 ECD centers to be formalised
 Skills development programs in the Agri sector

Wards 3 and 5

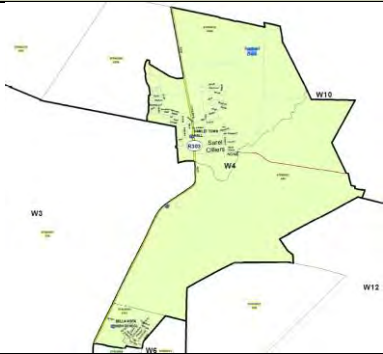



Playgrounds for the northeastern part of the Rooikamp area
 Animal control a big problem, dogs and stray animals / problem has escalated
 Better/more speed calming efforts
 Street signage to be upgraded

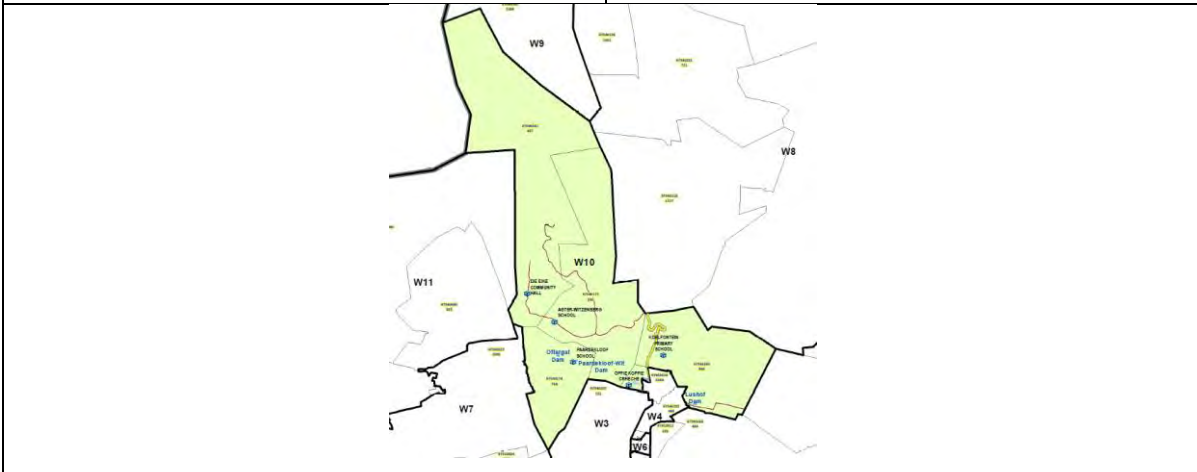
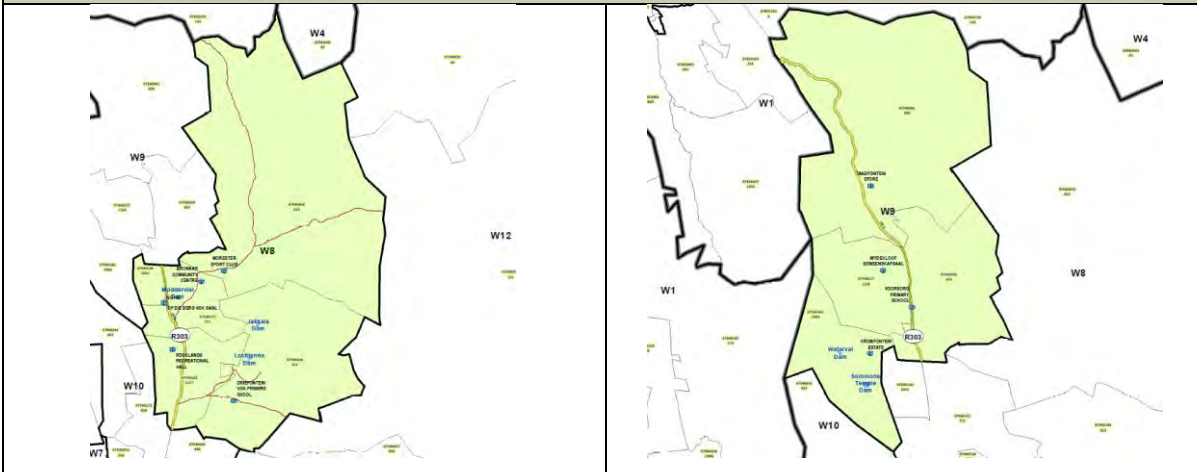
Owen Street unsafe due to poor street lighting
 Owen Street walkway to be developed, as this has become a main taxi route, unsafe for pedestrians
 Inspection/policing of shops, occupants use as accommodation

<p>Mainmast light/ high-beam floodlights to be installed at parks and walk way areas</p> <p>Gap housing developments</p> <p>Free broadband and WiFi hotspots</p> <p>Establishment of CPFs in all areas and more regular SAPS patrols/ high crime still a problem</p> <p>Library in Lyell Street to be upgraded/ modernised</p> <p>Recreational facilities similar to neighbouring municipalities</p> <p>Sidewalks to be tarred or paved</p> <p>Streetlights to be upgraded, streetlights that are lower than the trees, outdated</p> <p>Community “Clean Green” programmes for the Rooikamp area</p> <p>Solar emergency street and floodlights in the Rooikamp Areas</p> <p>Heavy vehicles to be forced to use main routes</p> <p>Signage to prohibit heavy vehicles from using neighborhood streets</p>	<p>Walkway to be developed from the nature reserve, past the pine forest</p> <p>Homeless people problem getting out of hand</p> <p>Stormwater network a problem</p> <p>Walkway and lights from Egoli to Albert Crescent behind houses</p> <p>Railway line to be cleaned frequently, better quality fence</p> <p>Weekends the Town Main Roads have too much traffic</p> <p>Gambling taking place on street corners, SAPS need to act</p> <p>Bathroom facilities needed in cemeteries</p> <p>Better lighting needed along walkway to the Hospital</p> <p>Bus shelters for scholars on the outside rural roads</p> <p>Some playparks to be converted to gym parks</p>
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Wards 4 and 6

	
<p>Community hall for Phases 3, 4 and 5</p> <p>Backyard dwellers still a problem – housing need</p> <p>Sports facilities for Phases 3, 4 and 5</p> <p>High dropout rate of scholars a problem</p> <p>Business hub/mini CBD for Kliprug area</p> <p>Better controlled refuse removal in Phases areas</p> <p>Availability of church sites</p> <p>Not all dwellings connected to main sewer line</p> <p>Ongoing speed control programmes</p> <p>Animal control in all areas</p> <p>Xhosa medium school for PA Hamlet area</p> <p>More electrical selling points, even at Thusong</p> <p>Business hub/mini CBD for Bella Vista</p> <p>More prepaid electricity selling points</p> <p>Bus and taxi shelters for scholars</p> <p>Vandalization of Municipal property</p>	<p>Clamp down on illegal dumping of refuse</p> <p>Upgrade of Bella Vista Community Hall</p> <p>Sewer network a problem at graveyard</p> <p>Development of youth centre at one of municipal facilities</p> <p>Land availability for small farmers</p> <p>Off-ramp lanes at Bella Vista entrances</p> <p>Gap housing developments</p> <p>Major need for pavilions at sports grounds</p> <p>Need a walkway around Jakaranda, Vrede Street and Mooi Uitsig School</p> <p>Bella Vista clinic too small</p> <p>Thusong Centre open on Saturdays from 09:00 to 12:00</p> <p>Walk way needed from Mooi Uitsig School to Vrede Street</p>



Wards 8, 9 and 10



Clinic for the Agter Witzenberg area
 Ambulance services still a problem
 SAPS service must be intensified
 Bus and taxi shelters along main routes
 Fire station for Op-die-Berg and also to service surrounding areas
 Crime also escalating – CPF
 Sports grounds need secure fencing
 The location public ablutions facilities in the CBD area
 Speed calming still a problem
 Illegal house shops need to be regulated
 Illegal shebeens need to be closed
 Playgrounds and parks are unsafe
 Business development support programmes
 There are still streets that need tarring; Grond, Bokveld Street, etc.
 Upgrading of the R303 Gydo Pass
 Servicing of unserved erven

E-Centers needed
 Tourism/ ecotourism to be promoted in the area
 Bridge in Phase 5 to be repaired
 Christmas and holiday lights to be budgeted for Op-die-Berg
 River rehabilitation programme to be sustained
 No pavement curbs along main CBD routes
 Tarring of CBD open spaces and sidewalks
 Swimming pool needed for Op-die-Berg
 Subsidised water storage tanks for all houses
 Better quality street/security lights
 Investigation needed regarding trees in CBD area
 Spotlights floodlights needed at walkway over the foot bridge
 More municipal services to be rendered at Op Die Berg offices
 Illegal hokkies to be marked/numbered

Wards 7 and 11

	
<p>Replacement and maintenance of roads Substance abuse a problem in Tulbagh area Small-scale farmers need land for their animals Animal control must be intensified Sector departments need to assist with the establishment of sports facilities in farming areas Water shortage a problem during summer months Small business development opportunities Gap housing developments Traffic Services for Tulbagh Illegal house shops need to be regulated Upgrading of street lights Parks and playgrounds to be upgraded Better ablution facilities for schools on farms Libraries to be open on Saturday mornings Control the influx and illegal structures Informal housing getting out of control Development of vacant land/property</p>	<p>Illegal shebeens need to be closed Storm water network in Tulbagh needs to be maintained regularly The use of local contractors for municipal work Sewerage network in Chris Hani area needs to be maintained regularly River rehabilitation programmes to be sustained Development of Sports Facilities Tourism campaigns to be developed to attract more tourists Speed calming needed along main street walkway routs Roll out of programs for people with disabilities More ablution facilities needed in Chris Hani area, and ASLA Camp Scholar road safety to be looked at, school road/street crossings; traffic signage to be put up,</p>

4 KEY PERFORMANCE AREAS

Witzenberg Municipality has identified four key performance areas that group related functions and activities into focused units. Strategic objectives have been developed for each of the KPAs that are further broken down

into programmes, projects and activities. Key performance indicators will indicate performance and progress on our strategic objectives over the five-year IDP term. Note that the KPAs do not relate to directorates as currently being used in the municipality.

KPA Essential Services include the following functions:

- Water Services
- Sanitation Services
- Roads and Storm water
- Transport Management
- Electrical Services
- Street lighting
- Solid waste management and collection



KPA Governance includes the following functions:

- Human Resources
- Administration
- Information Technology
- Marketing and Communication
- Internal Audit and Risk Management
- Performance Management
- Traffic and law enforcement
- Building Control
- Town Planning
- Financial administration
- Income
- Supply Chain Management
- Integrated Development Planning
- Legal and property management
- Council



KPA Communal includes the following functions:

- Environmental Management
- Open Spaces
- Air and noise pollution
- Trading regulations
- Amusement facilities
- Cemeteries



- Fencing
- Amenities
- Sport facilities
- Parks and Recreation

KPA **Socio-Economic Support** includes the following functions:

- Social Development
- Local Economic Development
- Indigent support
- Housing
- Job creation



Key performance area 1:

ESSENTIAL SERVICES

OBJECTIVE 1.1:

SUSTAINABLE PROVISION AND MAINTENANCE OF BASIC SERVICES

OBJECTIVE 1.2:

PROVIDE FOR THE NEEDS OF INFORMAL SETTLEMENTS THROUGH IMPROVED SERVICES



Key Performance Area 1

A. ESSENTIAL SERVICES

I. OBJECTIVE 1.1: SUSTAINABLE PROVISION AND MAINTENANCE OF BASIC SERVICES INFRASTRUCTURE

An important emphasis for the municipality is to ensure that basic services infrastructure is provided and upgraded to support areas of growth. The further maintenance of existing infrastructure will ensure the sustainable

provision of services. This will happen by means of the following programmes:

■ PROGRAMME 1.1 (A): UPGRADING OF BULK RESOURCES AND INFRASTRUCTURE

Water Sources, storage and purification

The main resources for **Ceres** are the Koekedouw dam with a capacity of 17 million m³ of which the municipality is entitled to 10 million m³. Current usage is 3,9 million m³ p/a. At the current population growth rate of 2,67%, the current supply will be sufficient for the next 20 years, excluding supplementation from our boreholes. Emergency boreholes can supply 20% of our ADD. Water quality from Koekedouw is good and is only chlorinated before distribution.

Two reservoirs (3 and 5 MI) serve as storage reservoirs to the distribution network of 114 km with four supply zones (Bella Vista, N'Duli, Ceres main supply zone and Ceres central PRV zone). The network includes a 2 X 2 MI service reservoirs, a booster pump station to the pressure tower at Bella Vista (500kl) as well as a 750 kl and a 4,5 MI service reservoir at N'Duli. All the bulk infrastructure for the planned housing projects have been completed and are in operation.

Moordenaarskloof and Tierkloof are the main resources for the supply of water to **Tulbagh** at present. Construction has been completed to provide an additional 1,2 x 10⁶ m³/a from the Klein Berg River. Additional boreholes were drilled adjacent to Nuwekloof pass but the yields are insufficient for supply to the town of Tulbagh.

Moordenaarskloof is evenly shared with two other users (SAPCO and Kruysvallei). The existing storage dam(Dorpsdam) arise insufficient and requires the implementation of water restrictions on an annual basis. Funding for the construction of the Waverenskroon dam has been approved from DWS, and the construction of the new Waverenskroon dam, pump station and rising main has been completed, and is fully operational.

The purification plant consists of five slow gravity sand filters as well as a chlorination system. Two reservoirs (800 kl and 1 MI) serve as clear water storage reservoirs to the distribution network of 29 km with two pressure zones. The network includes a booster pump station to the pressure tower (500 kl). Funding for a new 3ML reservoir to the amount of R 19 198 715.00 has been approved, and construction will start in the 25/26 financial year, which should ensure sufficient storage capacity.

Wolseley receives its water supply from the Tierkloof weir. Purification consists of pressure filters and chlorination. The Ceres Road Reservoir (680 kl) and newly constructed 6 MI Wolseley reservoir serve as storage reservoirs to the distribution network of 44 km with two pressure zones. The network includes a 4.5 MI services

reservoir (Stamper Street Reservoir), which has been resealed to prevent losses, and a booster pump station. An additional pump station enables the transfer of irrigation water during periods of low flow from the Artois canal to this reservoir. The absence of a storage dam for Wolseley places the town at risk during periods of severe drought. The bulk supply line from the Tierkloof weir is at risk of collapsing due to age and is currently being replaced at a cost of R 23 073 146.00. this works will include the upgrade of the intake weir in Tierhokskloof.

Prince Alfred’s Hamlet’s water sources consist of the Wabooms River weir, a fountain, three boreholes as well as a link through the

agricultural pipe network of the Koekedouw Dam. Due to the quality of the raw water, only chlorination is required. Four 500 kl reservoirs serve as storage reservoirs to the distribution network of 32 km with only one pressure zone.

Op-die-Berg has three water sources, a fountain and two boreholes. Due to the quality of the water, only chlorination is required. Three reservoirs as follows: 50kl, 60kl and 500kl serve as storage reservoirs to the distribution network of 6 km with only one pressure zone. A new 500kl reservoir has been completed at a cost of R 4 334 915.00, with completion in March 2024.. The absence of a storage dam places the town at risk during periods of severe drought.

<i>Infrastructure Investment: Bulk Water (Note: Refer to final approved/adjusted budget for correct figures)</i>			
<u>Project Name</u>	<u>Area</u>	<u>Budget</u>	<u>Year</u>
<i>New Reservoir</i>	<i>Tulbagh</i>	<i>R 7 200 000</i>	<i>2023/2025</i>
<i>New Reservoir</i>	<i>Tulbagh</i>	<i>R19 198 715.00</i>	<i>2025/2026</i>
<i>Tierhokskloof pipe line upgrade</i>	<i>Wolseley</i>	<i>R 869 565</i> <i>R23 073 146.00</i>	<i>2022/2023</i> <i>2024/2025</i>

Waste water treatment works and pump stations

Sewage and industrial effluent are collected from consumers via a sewer system and treated at the **Ceres** wastewater treatment plant. The plant services the areas of Ceres, N’Duli, Bella Vista and Prince Alfred’s Hamlet. The sewer system includes nine booster pump stations. A portion of the treated effluent is used for irrigation. The **Tulbagh** wastewater treatment plant was upgraded in 2015 and the system includes three booster pump stations. The Wolseley Wastewater treatment plant was upgraded in

22/23 when a new chlorine dosing facility was constructed. Currently the inlet works at the Wolsley WWTW are being upgraded at a cost of R 14 528 214.00. the scope of the works has been reduced due to funding constraints. The **Op-die-Berg** wastewater treatment plant serves approximately 75% of the consumers and the rest are serviced with septic tanks. Septic tanks are emptied by the municipality on request.

PLANT	SIZE (ML/DAY)	TECHNOLOGY	OPERATIONAL FLOW (% of design capacity)
<i>CERES WWTW</i>	<i>8.5</i>	<i>Activated Sludge</i>	<i>82</i>
<i>ODB WWTW</i>	<i>0.308</i>	<i>Activated Sludge</i>	<i>86</i>
<i>WOLSELEY WWTW</i>	<i>3.6</i>	<i>Activated Sludge</i>	<i>25</i>
<i>TULBAGH WWTW</i>	<i>2.46</i>	<i>Activated Sludge</i>	<i>73</i>

The effectiveness of the plants is measured through the quality of waste water discharge with all plants achieving targets in 2017/18. The Op-die-Berg plant requires an upgrade of

sandfilters as the quality of discharge decreases, especially during winter months due to insufficient evaporation.

Electricity bulk supply and substations

Witzenberg Municipality is the main provider of electrical services to the domestic and agricultural economy within its area of jurisdiction, whilst Ceres itself is synonymous with 'world-class fruit'.

Without a sufficient and sustainable electricity supply, this economy finds itself in dire straits. The hard-hitting facts are that Witzenberg Municipality is for all intents and purposes running at its Notified Maximum Demand (NMD) of 48,2 MVA (total). An increase of 2MVA in addition to the then 46,2MVA, was granted by Eskom in October 2024. Therefore making the new total NMD of 48,2MVA. However, the new NMD is still not sufficient to cater for the load demand of the municipality. The current Eskom backbone network does not permit any addition increase of this NMD until such time as their backbone network has been upgraded. The implications thereof are eight years and R250 million, meaning that 2030 is the earliest our NMD can be upgraded. Eskom however originally moved this date from 2022 to 2030 and more recently back to 2027. Time will however show when the upgrade really happens.

A conservative estimate of 2,5% growth per annum is that Witzenberg Municipality's load will be in excess of 50 MVA by then.

The realistic estimate however includes agriculture's own estimate for their industry alone to be 2,5% in addition to the natural growth of Witzenberg mentioned above. This then is a projected growth, realistically, of 5% per annum over the next ten years. By this estimate Witzenberg Municipality's load will be

90+ MVA by 2030. The reality however is that Eskom's inability to supply capacity has had a huge negative effect on the economy of Witzenberg. The intermittent load-shedding also adding to our woes.

The following initiatives were implemented to assist over the short term:

- The Witzenberg Municipality installed power factor correction equipment at the Ceres main electrical substation, which effectively provides us with an additional 1 Mva of electricity.
- Although Eskom cannot currently increase Witzenberg's NMD, applications for additional capacity as listed below were however submitted.
 - 5 MVA submitted in September 2019,
 - and 1MVA submitted in July 2022.
- Council has approved procurement of 19.5 MWp of solar energy from Independent Power Producers (IPP's). A process to get Environmental Impact Assessment (EIA) approval is underway.

Over the short term (1-2 years), the above interventions will assist Witzenberg to provide in its customers' growing demand. Should Eskom not be in a position to complete the upgrade of their bulk electricity by 2030, the Witzenberg Municipality and its agricultural economy will be brought to its knees because of Eskom's inability to provide an increased Notified Maximum Demand.

On the municipal side Witzenberg has three main areas of supply with four Eskom intake points as follows:

- The **Ceres** electrical network receives its bulk electricity from Eskom via two 11kV bulk metering points at Eskom’s Ceres Power Station (northwest of the urban area) and Bon Chretien (northeast of the urban area) substation, current NMD is 36,5 MVA.
- The Tulbagh electrical network receives its bulk electricity from Eskom via one 11kV bulk metering point at Eskom’s Tulbagh substation, current NMD has been increased from 4,5 MVA to 6,5MVA.
- The **Wolseley** electrical network receives its bulk from Eskom via a single 11kV bulk metering point at Eskom’s Wolseley substation, current NMD is 5,2 MVA.

services to all its residents in a sustainable manner. Electricity provision to the un-electrified rural areas of Witzenberg municipal area is a huge untapped resource that the municipality is unable to exploit due to the current Eskom NMD constraints. In terms of the municipality’s NERSA approved distribution licence, the municipal supply area is:

“The municipal area of WITZENBERG. Customers being supplied by Eskom or any other Licensed Distributor at the date of commencement of this licence are excluded from this licence”

This implies that all un-electrified areas are considered ‘green field’ supply areas for the municipality and that Eskom is not allowed to supply electricity to these areas without the express permission of the municipality.

It remains the duty of any municipality to pursue all avenues of revenue enhancement in order to ensure the provision of the full bouquet of

Load forecast

Below is a table depicting the current and immediate future growth.

	Ceres	Tulbagh	Wolseley
NMD	NMD of 36.5 MVA Highest registered maximum demand is 37.8MVA (Feb 24)	NMD of 6.5 MVA Highest registered maximum demand is 4.622MVA (Jan 24)	NMD of 5.2 MVA Highest registered maximum demand is 4.8 MVA (Mar 24)
Developments Proceeding	<ul style="list-style-type: none"> • Vredebes development (2850 RDP house units) 5.2MVA • Bella Frutta 1MVA • Golfing estate development (slow growth) 0.5MVA • Erf 9602 Ceres Mall 1MVA <p style="text-align: center;">[7.7MVA]</p>	<ul style="list-style-type: none"> • Informal settlement growth 1MVA <p style="text-align: center;">[1MVA]</p>	<ul style="list-style-type: none"> • Pine Valley 2H (120 Houses) 0.5MVA <p style="text-align: center;">[0.5MVA]</p>
Developments on “hold”	<ul style="list-style-type: none"> • Belmont development 0.5MVA • Kleinbegin (220 RDP housing units) 0.5MVA • Mazoe (270 RDP housing units) 0.8MVA <p style="text-align: center;">[1.8 MVA]</p>	<ul style="list-style-type: none"> • Natural growth short term 0.5MVA • Digby (315 housing units) 1MVA • Waverenskroon (1350 housing unit / commercial 16 970m / Institutional 20 775 m / recreation 24 400m) 1.5MVA <p style="text-align: center;">[3 MVA]</p>	<ul style="list-style-type: none"> • Natural growth short term 0.5MVA • VV4 1MVA(phased) • Goedgevonden (269 units security/frail care) 1MVA <p style="text-align: center;">[2.5MVA]</p>
	Total 9.5MVA	Total 4 MVA	Total 3MVA

Proposed interventions

Eskom supplies the Ceres area with a 132 kV line that has, due to consistent growth in demand, reached its capacity in 2014. A moratorium on all

new demand is currently in place. Upgrading the existing supply will consist of four phases with an associated cost of R250 million.

Management of landfill sites

The provision and operation of landfill sites in the Witzenberg Municipality have reached critical proportions due to drastically increased operating costs and permit conditions of existing sites, available landfill space and increasingly strict legislation to adhere to.

The Ceres landfill site has been closed since 1999 as a permit was not issued due to the nature of soil conditions that could lead to underground water pollution. Rehabilitation is however still outstanding at a cost of R 4,2m.

The Prince Alfred’s Hamlet site is the only operational landfill site. All waste for disposal is transported to this site. It accepts builders’ rubble, garden waste and general waste. A hallow core concrete fence with lockable gate was installed in 2024. This addressed the challenge of unauthorized entry to the site, as access could now be effectively controlled. Since its installation, the numerous fires caused during the absence of access control, was no longer prevalent. Rehabilitation is however still outstanding at a cost of R71,2m.

The Op-die-Berg site needs to be closed in the near future due to high operating costs. Rehabilitation is however still outstanding at a cost of R10,5m

The Wolseley site is licensed for general waste, garden refuse and builders’ rubble and have sufficient space up to 2026. The municipality was forced to close the site, after the adjacent informal community burnt down the offices and damaged equipment, and it is not foreseen that the site will be opened again in the near future. Rehabilitation is however still outstanding at a cost of R42m.

The Tulbagh site is no longer operational. A court order prevented the ongoing operation of the site. WLM lodged an appeal against the court order that called for inter alia, further onsite studies to be conducted. An appeal was lodged, which the MEC upheld. The Variation Waste Management Licence issued, was set aside. Rehabilitation costs amounts to R33m.

Witzenberg Municipality is in the process of developing a **long-term strategy for waste**

management as a whole. The strategy will be required to address the following issues:

Component	Activity	Description
Waste avoidance	Public awareness	The municipality developed and implemented a public awareness programme to promote waste avoidance and waste minimisation at source.
Waste collection	Optimise collection System	The municipality to optimise its waste collection resources.
Waste diversion	Recycling	The municipality should cooperate with the private recyclers in the municipal area instead of competing with them. Source-separated recyclables could be collected by the private recyclers after a competitive bidding process (tender). A wet MRF will be constructed at Ceres over the next 2 financial years. A waste drop off site is being constructed at Wolseley.

	Composting of green waste	The municipality should extend its current garden waste separation system to ban all garden waste from the domestic waste stream, thereby also capturing the fine garden waste (grass cuttings) for the composting process. A chipping and composting facility should be developed at the existing Prince Alfred's Hamlet garden waste site.
	Crushing of builder's rubble	Builder's rubble should be stored until a size stockpile is created to justify the mobilisation of a crusher. Such a storage area can spatially be provided at the centrally located proposed transfer facility or until then, at the Tulbagh landfill area.
	Food waste	The quantity of food waste in Witzenberg is too low to economically justify anaerobic digestion, but the food waste fraction could be composted with the garden waste. This would require source separation of food waste, but it is recommended that this activity be postponed until the composting of green waste has been successfully implemented. A zero waste to landfill pilot is currently being done at Tulbagh.
	Waste-to-energy	Witzenberg's waste volumes are too low to economically justify waste-to-energy technologies.
Waste disposal	Disposal at licensed landfill	Witzenberg Municipality has the option to either utilise the proposed new regional landfill near Worcester or to further develop the existing Tulbagh landfill. It is recommended that the regional initiative be supported because the transport cost would be the incentive to maximise the diversion of waste from landfill. A centrally located transfer facility should be established near Wolseley where the collected waste, after diversion technologies have been applied, would be transferred to long-haul vehicles.

Investigate usage of **regional landfill sites**. The development of a regional landfill site at Worcester is currently in process with the purpose to accommodate the municipalities of Witzenberg, Breede Valley (Worcester) and

Langeberg (Robertson, Ashton, Montagu). The operation of a regional site should see a decrease in operating costs, but transport costs should determine if such a shift would be viable

Witzenberg Municipality has a long-term twinning agreement with Essen Municipality in Belgium. As part of their Federal Government Programme, an application was approved for intellectual assistance and funding for the abovementioned strategy and related infrastructure such as the

material recovery facility. The project will further assist with the establishment of drop-off points (transfer stations) in all towns that would replace the existing skip system. Additional funding for the MRF and one drop-off was approved MIG and own funding.

<i>Infrastructure Investment: Solid Waste (Note: Refer to final approved/adjusted budget for correct figures)</i>			
<i>Project Name</i>	<i>Area</i>	<i>Budget</i>	<i>Year</i>
<i>Drop-offs and Transfer stations</i>	<i>Witzenberg</i>	<i>R 4 000 000</i>	<i>2025/26</i>
<i>Bulk Waste containers</i>	<i>Witzenberg</i>	<i>R100 000</i>	<i>2025/26</i>

▪ **PROGRAMME 1.1 (B): UPGRADE AND MAINTENANCE OF NETWORK INFRASTRUCTURE**

Water and sanitation networks

The Witzenberg urban area is serviced through 327 km of water networks and 216.2 km of sewer networks with pipes varying in diameter. All urban areas have access to a water connection point with the exception of the informal areas of Tulbagh, Wolseley and N’Duli, which are supplied with communal water points. All urban areas have access to a sewerage connection point with the exception of approximately 25% of the Op-die-Berg and Prince Alfred’s Hamlet consumers that are not connected to a network but use septic tanks that are emptied on request. The informal areas are provided with communal toilets. Septic tanks are serviced by two sewerage

trucks over an area of 10,753 km² that entails mainly rural areas.

Normal maintenance and repair has increased drastically over the past couple of years due to the ageing of networks. A pipe replacement programme and upgrade of pump stations programme are being implemented and budgeted for on an annual basis. The increasing number of pipe breakages also has an influence on water losses, although water losses have decreased significantly over the past couple of years due to several interventions that were implemented.

<i>Infrastructure Investment: Water & Sanitation (Note: Refer to final approved/adjusted budget for correct figures)</i>			
<i>Project Name</i>	<i>Area</i>	<i>Budget</i>	<i>Year</i>
<i>Water Network Replacement</i>	<i>Witzenberg</i>	<i>R 100 000</i>	<i>2023/2024</i>
		<i>R 750 000</i>	<i>2024/2025</i>
<i>Sewer Network Replacement</i>	<i>Witzenberg</i>	<i>R 100 000</i>	<i>2023/2024</i>
		<i>R 750 000</i>	<i>2024/2025</i>
<i>Aerator replacement program</i>	<i>Witzenberg</i>	<i>R 500 000</i>	<i>2024/2025</i>
<i>Sewer pump replacement program</i>	<i>Witzenberg</i>	<i>R 250 000</i>	<i>2024/2025</i>

Electrical networks

Ongoing maintenance of the network is essential to safeguard network reliability and sustainability and to ensure safe working conditions for employees and consumer safety. The negative impact of loadshedding on the electrical infrastructure can however never be emphasised enough. With its uptake in 2022, the municipality has witnessed a deep incline in cable theft, substation vandalism estimated to over R 2million and electrical fire damage to the PFC Control panels due to excessive switching as a result of loadshedding. The cable network of **Ceres** is considered sufficient to handle a reasonable capacity increase over the foreseeable short to medium term.

In the case of both Wolseley and Tulbagh, the cable capacity is 2,38 MVA, which is insufficient to handle the Notified Maximum Demand and the 35 mm cables should be replaced with 70 mm cables. Ageing infrastructure considered very outdated and even dangerous to operate are, e.g., oil circuit breakers which are estimated to be up to 50 years old and spares are not available. Old outdoor switchgear is susceptible to water ingress. Underway, is however a customer self-built project with plans of upgrading the existing 2x 95mm Incomer cables at Wolseley Main Switching station to 185mm, increasing the cable capacity to 5MVA.

The Electrical Masterplan was reviewed in 2022/23. Witzenberg has developed a Small-scale Embedded Generation (SSEG) plan that supports the management of renewable energy production in the municipal jurisdiction. The municipality will continue with upgrading and installing street and public lighting to ensure a safe environment. However, continued cable theft and vandalism continue to pose a threat to the sustainable and safe provisioning of electricity and street lighting.

Illegal connections, especially in areas such as N'Duli and Pine Valley (Wolseley), pose a major threat in terms of electrical losses, loss of income and public safety if not properly addressed.

Although electricity losses are well managed at 10,5% annually it remains just above the 10% norm set by the Department of Energy, losses in areas such as N'Duli remain out of control, at times exceeding 85% mainly due to illegal connections with the result that only 15% of electricity supplied to the area is metered. Especially in die winter, the N'Duli associated network trips due to overload. This constant tripping obviously has a frustratingly detrimental effect on the consumers with legal connections.

Council has however, intensified efforts to bringing the electrical losses down through the Revenue Enhancement project, that is solely looking at disconnecting illegal connections.

<i>Infrastructure Investment: Electricity (Note: Refer to final approved/adjusted budget for correct figures)</i>			
<i>Project Name</i>	<i>Area</i>	<i>Budget</i>	<i>Year</i>
<i>MV Substation Equipment</i>	<i>Witzenberg</i>	<i>R 920 000</i>	<i>2024/2025</i>
<i>Upgrade of LV network cables</i>	<i>Witzenberg</i>	<i>R380 000</i>	<i>2024/2025</i>
<i>MV Network Equipment</i>	<i>Witzenberg</i>	<i>R200 000</i>	<i>2024/2025</i>
<i>Upgrade of MV Cables</i>	<i>Witzenberg</i>	<i>R 500 000</i>	<i>2024/2025</i>

Solid waste collection

All formal urban residential erven receive a **weekly door-to-door waste collection** service with a wheelie-bin system being implemented for business. The implementation of the wheelie-bin system was necessary to ensure business pays for the amount of waste generated, as it was problematic with the provision of black bags in the past. The system further encourages recycling as business will save on waste removal costs when waste is collected by private recycling companies. It also addresses the problem of black bags and waste in boxes being left on pavements for collection that created pollution and unsightly

streets. A new Compactor was procured in 2018/19 budget.

The **minimisation of waste** by private households is encouraged through public awareness and educational programmes. The strategic placement of large recycle bins at especially shopping centres and schools will be further expanded to support waste minimisation and recycling. The cost-effectiveness of recycling is still problematic as Witzenberg has low populations with limited volumes of waste generated. To increase the cost-effectiveness of the business, private companies have engaged with commercial

farmers and the agri-industry to collect waste to increase volumes.

Approximately 70 skips are distributed throughout towns for the **collection of garden refuse**. An additional skip truck was procured to alleviate backlogs, but illegal dumping, dumping of household waste in skips and overflowing skips still remain an immense challenge. The municipality appointed additional law enforcement officers in to assist with curbing of illegal dumping.

Witzenberg will further implement a **waste management strategy** as mentioned under Programme 1.1 Sustainable provision and maintenance of basic services infrastructure – Managing of landfill sites that will include the placement of **drop-off points** (transfer stations) to replace the skips. The first drop-off point in Wolseley is being constructed this financial year, drop off points will be strategically placed in all towns with permanent personnel. A thorough

public awareness campaign with ward committees and door-to-door visits by Waste Ambassadors-ensure public buy-in. The project is partly funded with the assistance of **Essen Municipality in Belgium** with whom Witzenberg has a long-term twinning agreement.

The volumes of garden waste generated by the public are however insufficient to cost-effectively implement a composting facility and it is foreseen that Witzenberg will enter a **partnership with local private composting companies**. The strategy will also seek to implement more cost-effective operational methods as it is expected that the establishment of new RDP housing projects will put more pressure on the existing workforce and vehicles. Over the past 15 years, **residential households increased by approximately 30%** and it is expected that the trend will continue over the next 10 years mainly due to the implementation of RDP housing projects. The existing workforce and vehicles will therefore have to be increased to ensure a sustainable service.

■ PROGRAMME 1.1 (C): TRANSPORT MANAGEMENT AND ROAD MAINTENANCE

Integrated Transport planning

The Witzenberg Local Integrated Transport Plan (LITP) 2022-2027 was prepared as part of the review of the Cape Winelands District (CWD) Integrated Transport Plan (DITP) for 2022 - 2027.

As per Section 36 of the National Land Transport Act (Act 5 of 2009) all Planning Authorities must prepare an Integrated Transport Plan (ITP) for their area for a five-year period. These ITPs need to be overhauled every five years and updated annually. The Integrated Transport Plans for the Cape Winelands District have been prepared to meet the minimum requirements for preparing an Integrated Transport Plan as published by the Department of Transport (Notice No 881, July 2016).

As part of the previous update of the Cape Winelands District Integrated Transport Plan (2014/15), the planning authorities for each of

the local municipalities were re-categorised. The Witzenberg Local Municipality (WLM), through the previous update process, was classified as a Level 3 Planning Authority, which requires that a Local Integrated Transport Plan be prepared.

This report comprises the 5-year review of the Witzenberg Local Integrated Transport Plan, as part of the review of the Cape Winelands District Integrated Transport Plan.

The Witzenberg Local Municipality have had two excellent documents completed for it in the recent past, namely the Roads Master Plan (March 2020) and the Operating Licence Strategy (August 2020). With the upgrade of the IDP (March 2022) and the Spatial Development Framework (April 2022) there was excellent recent information with which to compile this LITP to a very high standard.

The Roads Master Plan did not only provide the costing of required road projects and road maintenance actions, but also provided information of NMT projects and certain public transport projects.

The Witzenberg area has been experiencing urban development growth in the recent years. It is essential that all development planning be guided by a predetermined Roads Master Plan. The urban areas to be evaluated in the Roads Master Plan are Bella Vista, Ceres, Nduli, Op-die-Berg, Prince Alfred Hamlet, Tulbagh and Wolseley.

The Vision for Witzenberg LM Roads Master Plan was formulated to be “To provide a safe, reliable, effective and efficient road and transport system to serve the public of Witzenberg Municipality”.

Due to the extent which the Roads Master Plan for Witzenberg must cover- with limited funding- the methodology would be to take information from existing sector plans and update only the information on which the capacity analysis of the roads will be based. This will ensure that all the road-related information is reported in one document where a more integrated approach is taken.

The District wide Road Asset Management System (RRAMS) 2019, has been implemented to assist in managing the road network. The purpose of the document is to assist the Witzenberg Local Municipality (LM) to develop and implement a Road Asset Management Plan in order to maintain its road assets in a reasonably optimal manner.

The Plan indicated that the municipal road network is in good condition, 59% of road network being in a very good to good condition, 30% being in fair condition with 11% being poor and very poor. Out of the 204.8km of road, 91% is black top roads, 2% is block paved and 7% is gravel roads. The proposed maintenance cost over 2-3years is R42.4 mil.

Since the 2019 RAMMS plan the Municipality has spent approximately R45.5m on resealing and rehabilitation projects.

Five bridges and 3 major culverts were assessed as part of the RRAMS project. The maintenance cost of these structures without professional fees were estimated to be R1.59 mil.

The widening and strengthening of the existing Ceres Van Breda bridge project was successfully completed in June 2024, to the value of R66.7. The Van Breda Bridge is located in Ceres within the Witzenberg Municipality, Western Cape. It is on the main provincial R46 route through the town, and crosses the picturesque Dwars River. It is a strategically important route in the region, that carries major traffic, in particular large transport vehicles for the fruit industry which is a major employment provider in the area. The bridge has been upgraded to current standards, and operates efficiently to the economic benefit of the town and wider region, while still maintaining its landmark status.

Traffic counts were done on 108 intersections, of which six intersections operated with an approach lower than LOS D.

A formal request was sent to WCG to obtain accident data within the Witzenberg LM area to identify hazardous locations. The request was denied. Potentially dangerous intersections on Vos Street (R303) and Voortrekker Street (R46) were identified by others and further investigated.

Minibus taxis is the main source of public transport within Witzenberg LM, in the absence of a public bus service. There is a need to consolidate the various taxi ranks in Ceres. The site for the new taxi rank in Ceres has been identified and should be pursued within the short to medium term.

A host of new pedestrian walkways were identified as well as the required maintenance on existing facilities. In the town of Ceres, kerbs at pedestrian crossings must be dropped to improve universal access.

Precinct planning were previously done in Ceres and Tulbagh. A variety of projects were proposed to connect nodes with general beautifying of the area, improve vehicular, pedestrian and cycle movements. The proposed cost for Ceres was R56 mil and R7.2 mil for Tulbagh.

Pedestrian and cycle facilities should be a requirement up to Class 4 roads which are generally bus or taxi routes. Class 5 roads may however be fitted with walkways or cycling lanes, if it serves public land-uses like schools, hospitals or community buildings.

Freight routes and by-pass routes were identified by previous studies. The initial survey, planning and environmental approvals should be sought in the short to medium term.

Master Planning is key to provide long term steering of projects, with the SDF and IDP planning for a shorter term. Municipal Grants like MIG is key to the sustainability of municipal projects. Developer contributions should be used to augment the bulk infrastructure where required. Tariffs are not applicable to roads and transport.

The Witzenberg LM is geared to use and project manage consultants with internal staff concentrating on smaller capital projects and operational projects. Community Participation projects needs a champion within the municipality to drive it and the handling of labour related issues as they arise. It also requires full time supervision to guide low skilled labour.

Risk Management needs to be made part of the management processes. Officials in Witzenberg, like most others in the transportation field handle problems and challenges as it arises.

The provincial roads and some bridges were identified as critical assets.

The strategy for prioritising projects would be;

All maintenance and repair actions should happen over the short and medium term;
All small to medium size capital projects should happen over the short and medium term;
All project likely to fall outside of this scope should happen over the long term;
The initial work for the long-term projects (survey, planning and environmental), should be done over the short to medium term;

It can be expected that projects will be shifted forward or backwards as priorities change. These priorities are often influenced by political influences as pressure mounts from communities. It could also be that co-funding becomes available or some developments are happening faster than expected.

The OLS document (August 2020) includes the following recommendations:

The Provincial Regulatory Entity maintains a database of all current Operating Licences. Municipalities do not currently have access to this database. Regular engagement between Municipalities and the PRE is necessary to discuss the outcome of Operating Licence applications. This will ensure that all parties are informed about the status of OLs applications. Regular surveys should be conducted to establish the current situation in terms of supply and demand, verify the vehicles currently in operation and identify vehicles operating without Operating Licences. NPR cameras at key point could be put up to collect data on an ongoing basis.

Surveys should be conducted during the picking season, when minibus taxis experience peak demand, and also during the off season. To avoid an oversupply of OLs, OLs should be issued based on the demand during the off season. During the picking season additional temporary licences could be issued to

supplement the existing operating licences and accommodate the increased demand.

A strategy should be developed to rationalise all existing OLs and manage the approval of OLs. Before issuing new OLs, the OLs of routes which are over supplied with public transport trips should be reassigned to routes which are undersupplied in terms of public transport trips. Operating Licences not brought into use within 90 days of approval or Operating Licences not used for a period longer than 180 days should be cancelled.

No new Operating Licences should be approved on routes where there is an oversupply of public transport trips.

Businesses should be made aware of the Operating Licence system and be encouraged to only use licenced vehicles for staff transport.

Vehicles without Operating Licences should be subject to law enforcement as a matter of course. Operators without OLs should be encouraged to apply for OLs on routes where a demand for additional trips has been identified. A regularly-updated database which provides easy access for enforcement of OLS information and route descriptions should be established. When considering the impact that a development will have on the transport network, Traffic Impact Assessments should investigate the number of public transport trips a development will generate and address the provision of public transport in the area. This will help the Planning Authority to identify new routes and possible OL requirements.

Stormwater Master Planning

The Witzenberg area has been experiencing urban development growth in the recent years. It is essential that all development planning be guided by a predetermined Stormwater Plan.

The Vision for Witzenberg LM Stormwater Plan was formulated to be “To provide a database for the Witzenberg Municipality where all stormwater data can be viewed, queried, stored, added, maintained and expanded.

The Stormwater Master Plans must identify upgrades to the existing stormwater system and propose new infrastructure in order to meet current and future infrastructure needs to accommodate growth. It must include a funding model and a programme for the implementation of all the projects identified and prioritized. It must evaluate the long-term viability of existing infrastructure to cope with expansion and augmentation.”

The Witzenberg LED Strategy (2004) stated that flooding of stormwater pipes is common in winter as these pipes are not inspected for blockages in the summer as required. The Draft

Reviewed IDP 2019-2020 indicated that some areas within the Witzenberg Municipality have inadequate stormwater systems.

The existing stormwater infrastructure within Witzenberg is made up of 68.6 km of reticulation and 35.6 km of open channel.

The condition of the stormwater infrastructure was assessed based on blockage and structural integrity. 92% were found to be less than 25% blocked, 3% were found be partially blocked, and 5% were full of material (litter or debris). 46% of the structures were in a good condition, 39% were found to be in fair condition, and 15% were found to be in poor (damaged or broken) condition.

For the study area 28% of the Witzenberg PCSWMM model (existing minor system) require new stormwater infrastructure (upgrades, replacements and additional stormwater systems).

Pipe replacement and new minor systems for resolving the problem areas are proposed in

this report, together with preliminary cost estimates. Costs have been calculated for each conduit that requires upgrading or new infrastructure to increase the capacity of the existing stormwater network.

The total cost estimate for the installation and upgrading of the local minor stormwater network to either the 1:2 year and 1:5 year return period standard amounts to R180.8 million, excluding long-term upgrade proposals, and R190.2 million including long-term upgrade proposals.

The hydrological analyses have indicated that the future developments requires the inclusion of detention facilities in the modelling in order to reduce the estimated post-development flood peaks to the predevelopment flood peaks.

Where practically possible, developments should be required to accommodate the difference between the pre and post-development run-offs up to the 1:50 year flood, on the development. This will reduce major and

minor stormwater run-off and improve water quality.

The detention ponds modelled and proposed to be implemented to reduce the future peak floods within Witzenberg Municipal area. The high level cost estimate to construct these detention ponds amounts to R159.9 million. The bulk stormwater infrastructure required to connect the future developments to existing watercourses or the existing stormwater network amounts to R19.7 million. The proposed bulk stormwater The main concern is that developments within Ceres and Wolseley are within the 1:50 Koekedow Flood lines.

Stormwater damage, with stormwater pipes of a major discharge outlet, was washed away as a result of abnormal rainfall experienced in June 2024. Relieve funds of R3.1m was made available by the National Disaster Management Centre for the repair work.

<i>Infrastructure Investment: Roads & Storm water (Note: Refer to final approved/adjusted budget for correct figures)</i>			
<u>Project Name</u>	<u>Area</u>	<u>Budget</u>	<u>Year</u>
<i>Upgrade Van Breda bridge</i>	<i>Ceres</i>	<i>R 20 113 000</i>	<i>2023/2024</i>
<i>Upgrade Van Breda bridge (Own funding)</i>	<i>Ceres</i>	<i>R 2 500 000</i>	<i>2023/2024</i>
<i>Network Streets</i>	<i>Witzenberg</i>	<i>R 2 500 000</i>	<i>2024/2025</i>

II. OBJECTIVE 1.2: PROVIDE FOR THE NEEDS OF INFORMAL SETTLEMENTS THROUGH IMPROVED SERVICES

The Constitution of South Africa sets out in Section 152.1 the responsibilities of local government with the emphasis on the provision of services to communities in a sustainable manner. The provision of services to formal billed households is covered under the previous strategic objective.

The provision of services to informal settlements create another type of challenge as informal communities are usually made up of

the more vulnerable groupings with limited access to services, which usually consist of communal infrastructure.

It is for this reason that Witzenberg has identified informal settlements as one of its strategic objectives to ensure that the provision of services and upgrade of informal areas receive priority attention. This objective addresses the provision of services to existing informal settlements and the upgrade of

informal areas through the Department of Human Settlements programme for the development of serviced sites.

The implementation of housing programmes such as RDP and FLISP is discussed under the Strategic Objective – “Support the poor and vulnerable through programmes and policy” as it relates to the construction of top structures.

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- **PROGRAMME 1.2 (A): IMPLEMENTATION OF HUMAN SETTLEMENT PLAN (SERVICED SITES)**

Serviced sites are funded by the Department of Human Settlements under the Upgrading of Informal Settlements Programme at approximately R70 000 per site. Services included are a water connection, toilet with washbasin and surfaced roads.

~~Electrical networks are funded by the Department of Energy. Serviced sites projects were recently completed at Prince Alfred’s Hamlet (242 sites) and Pine Valley, Wolseley (158 sites). Although 605 serviced sites were completed in 2016/17 in Vredebes with a further 635 sites planned for 2018/19, these sites are earmarked for the construction of top structures. It is expected that serviced sites will be developed in the N’Duli informal settlement for beneficiaries who would not qualify for a housing subsidy at the Vredebes development.~~

At this stage the number of non-qualifiers is unknown as surveys are presently in process amongst the approximately 1133 families living in the N’Duli informal settlement. The N’duli housing project were planned to be implemented in 2021/22 to ensure alignment with the Vredebes construction of houses but due to the delay in construction on Vredebes the N’duli project could not start yet because of ESCOM’s inability to provide electricity due capacity constrains on the grid. It is expected that some of the approved qualified beneficiaries in the N’Duli informal settlement will be accommodated at Vredebes. The informal areas in N’Duli are planned to be upgraded for top structures for those that qualify as well as serviced sites for the non-qualifiers.

<i>Infrastructure Investment (Note: Refer to final approved/adjusted budget for correct figures)</i>			
<i>Project Name</i>	<i>Area</i>	<i>Budget</i>	<i>Year</i>
<i>Vredebes Access Collector</i>	<i>Ceres,</i>	<i>R 10 909 000</i>	<i>2022/2023</i>
	<i>Vredebes</i>	<i>R 2 284 454</i>	<i>2023/2024</i>

The provision of serviced sites for non-qualifiers does create a problem as a number of the non-qualifiers are foreign citizens with the result that these can’t be upgraded with top structures in the future. It is further experienced in areas such as Prince Alfred’s Hamlet and Pine Valley where serviced sites were occupied in the past, that the sites are occupied by more than one family, in some cases as many as six families, which also hampers the upgrade to top structures as the additional families will have to be accommodated in a new project. A service provider was appointed by the DoHS so assist the municipality with the enumeration of the informal settlements in Tulbagh and N’duli over the period 1 April 2019 to 31 March 2021.

▪ **PROGRAMME 1.2 (B): PROVISION AND MAINTENANCE OF COMMUNAL SERVICES**

The informal areas of N’Duli, Pine Valley and Tulbagh are serviced with communal toilets and water points.

The table below gives an indication of the number households and services ratio:
Informal household with communal services

<i>Informal area</i>	<i>Households</i>	<i>Water points</i>	<i>Toilets</i>
<i>N’Duli, Ceres</i>	1147	25	14
<i>Tulbagh</i>	2926	107	165(including chemical toilets)
<i>Pine Valley, Wolseley</i>	3403	9	43 in total Only 15 in working condition

Note: The number of service points as at end of June 2024. Tulbagh service points include serviced sites occupied by more than one household.


The aforementioned informal areas have limited access to an electrical network. The main reason being that the Department of Energy does not fund electrical networks in informal areas. The upgrade of informal areas to serviced sites is however funded. The maintenance of the communal facilities is managed by the housing section. Due to limited capacity and on-going vandalism, facilities are not always in a working order with blockages resulting in sewer overflows that lead to unhygienic conditions. It remains one

of the biggest challenges for the Housing Department to provide education on the hygiene and usage of the public facilities. These conditions are further examples of the urgent need to upgrade the informal settlements. Refuse bags are distributed for weekly door-to-door collections. The system is not always effective with illegal dumping and littering ongoing. Skips are also placed at some areas with regular cleaning operations by the cleansing department.

▪ **PROGRAMME 1.2 (C): MANAGEMENT AND CONTROL OF INFORMAL SETTLEMENTS AND ILLEGAL OCCUPATION**

The programme focuses on the management and control of informal settlements in relation to in-migration and unlawful occupation especially in the informal settlements of N’Duli, Tulbagh and Pine Valley (Wolseley). The growth of informal settlements is monitored through a bi-annual count by officials from the Housing Department. The demolishing of illegal structures through a legal process is however costly and time consuming. Capacity of law enforcers is limited and they have to work after hours and over weekends. Eight additional EPWP workers were utilised from 16 December 2018 to assist the housing officials and law enforcement to demolish illegal structures.

Two additional EPWP workers were appointed as from 1 April 2018 to assist with the cleaning of ASLA Camp p and these contract are still ongoing. However because of the constant growth of the settlement an additional 4 EPWP staff members were appointed in July 2022 to assist the daily cleaning of the toilets, streets and area around these settlements. 6 additional EPWP workers were appointed as from 1 June 2024 to assist with the cleaning of the ASLA Camp, and these contracts are still ongoing. However, because of the constant growth of the settlement an additional 14 EPWP workers were appointed in June 2024 to assist with the daily cleaning of the toilets,



streets and areas around these settlements, in total 20 EPWP workers are currently on contract for the whole informal area, of Chris Hani, ASLA Camp, Die Gaatjie and Kleinbegin.

Key Performance Area 2

GOVERNANCE

OBJECTIVE 2.1:

SUPPORT INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION

OBJECTIVE 2.2:

ENSURE FINANCIAL VIABILITY

OBJECTIVE 2.3:

MAINTAIN AND STRENGTHEN RELATIONS WITH INTERNATIONAL – AND INTER-GOVERNMENTAL PARTNERS AS WELL AS THE LOCAL COMMUNITY



Key Performance Area 2

B. GOVERNANCE

I. OBJECTIVE 2.1 SUPPORT INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION

▪ PROGRAMME 2.1 (A) HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT

The primary objective of Human Resource Management is to render an innovative HR service that addresses both skills development and an administrative function. There were 49 vacant positions at the end 2015/16, resulting in a vacancy rate of 5,7%. Measurements are to be put in place to ensure that vacant positions are filled as soon as possible for service delivery to continue.

Performance management

The TASK process needs to be completed as a matter of urgency with proper job descriptions for all positions on the approved organogram. Witzenberg will further start with the roll-out of operating procedures in certain departments with evaluation measures to ensure effective

Equity

The Employment Equity Act (1998), Chapter 3, Section 15 (1) states that affirmative action measures are measures designed to ensure that suitable qualified people from designated groups have equal employment opportunities and are equitably represented in all occupational categories and levels in the workforce of a

Witzenberg has put in place a set of human resource (HR) management and development processes, including performance management, personal development plans and workplace skills planning, all of which guide staff training and development. These also deliver effective talent management by creating a 'fit for purpose' organisation that is service delivery-oriented.

personnel performance management. The latter will ensure more effective disciplinary action, and policies and measures will be put in place to ensure that disciplinary actions are timeously finalised.

designated employer. The national performance indicator also refers to: "Number of people from employment equity target groups employed in the three highest levels of management in compliance with a municipality's approved employment equity plan".

EE targets/Actual by racial classification

Development

Section 68(1) of the MSA states that a municipality must develop its human resource capacity to a level that enables it to perform its functions and exercise its powers in an economical, effective, efficient and accountable

way. For this purpose the human resource capacity of a municipality must comply with the Skills Development Act (SDA), 1998 (Act No. 81 of 1998), and the Skills Development Levies Act, 2019 (Act No. 28 of 1999).

■ PROGRAMME 2.1 (B): LAW ENFORCEMENT AND TRAFFIC

Witzenberg aims to expand partnerships with communities, the private sector and other departments and spheres of government to improve safety and security. The aims of the Traffic Department Law Enforcement Department are as follows:

- Reduce road accident fatalities within the region and increase service delivery to all the towns within Witzenberg.
- Develop road safety initiatives and programmes aimed at educational institutions from primary to tertiary level.
- Ensure increased legal compliance to through enforcement of municipal by-laws and traffic regulations.
- Implement the Violence Prevention through Urban Upgrading (VPUU) programme
- Develop strategies to reduce road fatalities within Witzenberg

VPUU is a systemic approach to neighbourhood upgrades. It is a multilateral collaboration between Witzenberg, the Provincial Government and residents of a specific geographic area. VPUU aims to prevent violence in these areas and, consequently, to improve the quality of life of the residents. The goals include a general increase in the safety of the beneficiary population, upgrades to neighbourhood facilities, and economic and community development.

We are acutely aware that the Traffic Department is understaffed, which impacts negatively on the department's ability to effectively deal with traffic violations within the municipal jurisdictional area. It is therefore critical that the law enforcement personnel (traffic component) be progressively expanded over the next five years. The traffic infrastructure also needs to be upgraded to comply with the provincial and national regulations and requirements. It is also envisaged to purchase new traffic vehicles over the IDP term in order to render the department competitive in combating traffic-related

offences. Responding to traffic-related offences as well as general law enforcement matters is not only a municipal traffic function, but also includes positive action from other law enforcement agencies. Intergovernmental relations will thus be strengthened to combat crime effectively within the Witzenberg area and to promote a proactive stance to public safety. It is further envisaged that a specialised traffic officers' component (fast response unit) be established that will lead the municipality's zero tolerance approach to speeding, reckless, negligent and drunk driving. Strategies will include specialised operations to apprehend offenders and start a name-and-shame campaign.

During October 2020 Witzenberg Municipality, together with the Department of Community Safety recruited seven peace officers to assist with the enforcement COVID 19 regulations, these learners are to be utilised on twelve month learner ship program assist the municipality render more effective and efficient by-law enforcement within Witzenberg. Coupled with the intended expansion of the fleet of traffic vehicles, the visibility and effectiveness of traffic services in all the responsible areas of Witzenberg, especially the outer towns, will improve due to this initiative.

The gradual implementation of the amended organogram will streamline the different work components and not only improve the level of service in all spheres of the department, but also present career opportunities.

During the course of the second and third quarter of the 2020 resources within the uniform component was strained mainly due to the COVID 19 Disaster Management Act and the enforcement of said regulations. Currently most of the services are decentralised to Ceres and needs to be expanded to the other towns within Witzenberg.

The intended expansion of the law enforcement component and the increased number of prosecutions, coupled with the possible impounding of items, pose a storage dilemma because at present there is no storage facility for impounded items. The long-term goal is to make available suitably secure storage facilities for such impoundments, which will in turn curb the present continuum of violations. For the period June 2020 until January 2021, 5 020 traffic cases, 40 arrest 58 vehicles were suspended by traffic officers. In addition for

same period Law Enforcement Officers issued 789 violations with 23 arrest.

The Witzenberg Traffic Department is gradually expanding its services and operations, within all the towns however a decentralised approach will enhance service delivery to the various communities. However, this can only be done with expert planning, coupled with experienced management and the availability of adequate resources and financial provision.

■ PROGRAMME 2.1 (C): SPATIAL AND TOWN PLANNING

The **Spatial Planning and Land Use Management Act** (Act 16 of 2013)(SPLUMA) brought about a new planning system which was implemented on 1 July 2015. The SPLUMA replaced the old 1985 Ordinance that was found to be unconstitutional. The most far-reaching changes are the following:

- Municipalities needed to regulate their own planning function within the legislative framework (SPLUMA) set by National Government. To this end the Witzenberg Land Use Planning By-Law was approved by Council and gazetted on 21 August 2015.
- Municipalities had to establish a Municipal Planning Tribunal (MPT) in order to determine land use and development applications. Witzenberg Council appointed the MPT members on 26 November 2015, consisting of 5 members; 3 internal and 2 external.
- Municipalities must adopt a single land use scheme within five years of implementation of the SPLUMA.
- The executive authority of the municipality is the appeal authority.
- Developments that will have an effect on provincial planning and agriculture will also need approval from the Provincial Department of Environmental Affairs and Development Planning.

Spatial Development Framework

Legislation requires that the Municipality adopt an SDF concurrently with the adoption of the IDP, which SDF must give spatial expression to the goals and objectives of the IDP.

Work commenced early in 2019 to review the SDF and Council approved the process plan on 31 July 2019.

Public engagements were held between 18 and 25 November 2019 at venues located in each of the towns. The draft SDF was also advertised in the press for public comment until 31 January 2020, and the Provincial Gazette with the closing date 30 March 2020.

Pursuant to section 13 of the Western Cape Land Use Planning Act, 2014 the draft SDF was presented to the Minister for comment on 4 February 2020. Comment was received from the Minister's Head of Department: Environmental Affairs and Development Planning on 5 February 2020.

On 27 May 2020 the final SDF was adopted by Council.

The MSDF has five specific focus areas.

The first is to maintain and protect the integrity, authenticity and accessibility of Witzenberg's natural environment and associated resources. The plan provides for activities enabling access to nature in a manner which does not detract from the functionality and integrity of nature and farming areas and landscapes.

The second is to maintain and expand the Municipality's key regional and intra-regional infrastructure. Appropriate infrastructure – whether in the form of transport routes or municipal services – is critical to support economic development, agriculture, and livelihoods.

The third is to maintain and grow the agricultural assets within the Municipality. Agriculture remains the mainstay of the regional economy and require on-going support. In a spatial sense, this specifically requires protecting high-value agricultural land from urban development. The opportunity also exists to diversify farm income in a manner which does not detract from the functionality and integrity of farming areas and landscapes, and to expand access to farming to smaller entrepreneurs and emerging farmers.

The fourth is to maintain and expand access to Witzenberg's unique sense of people and place. Important is the recognition and maintenance of unique landscapes, and diverse expressions over time of peoples' interaction with the landscape.

The fifth is to maintain and expand opportunity associated with Witzenberg's key settlements. Settlements need to be managed and provide for expansion in a manner which enables efficiency in infrastructure provision, integration and compaction to enable better thresholds and more sustainable movement, and protection of surrounding assets of nature and agriculture.

▪ **PROGRAMME 2.1 (D): ADMINISTRATION**

The Administration Section aims to ensure good governance, administrative transparency and

It is anticipated that a major review of the MSDF will occur every five years.

Land Use Management

Under the previous planning system, the municipality had three zoning schemes. The Spatial Planning and Land Use Management Act, 2013 stipulates in Section 24(1) that a municipality must adopt a single land use scheme for its entire municipal area within 5 years from the commencement of said Act.

Consequently, on 30 September 2020 Council adopted the Zoning Scheme By-law.

Land Use Management at Witzenberg focus on:

- Capacity of engineering services;
- Community facility needs;
- Demographic conditions;
- Transportation and road network master planning;
- Urban and rural problems;
- Visual form;
- Biodiversity and heritage resources;
- Environmental opportunities and constraints;
- Current land use;
- Housing market;
- Agricultural resources;
- Land availability;
- Growth potential;
- Existing and anticipated private and public development.

The SDF is the primary means by which the above-mentioned land use management aspects are addressed and which provides appropriate guidance as necessary.

openness. To promote clean and sound administration and to ensure access and

information in respect of Council resolutions, minutes, policies and by-laws. Witzenberg has

started to implement a paperless policy to reduce use of paper with Council agendas and minutes.

▪ **PROGRAMME 2.1 (E): FLEET MANAGEMENT**

Witzenberg will develop a vehicle replacement policy that will entail the effective maintenance of vehicular resources and a well-planned replacement programme for ageing vehicle fleets spanning five, 10 and 15 years. Witzenberg is

currently in the process of investigating the financial implications of long-term leasing. A vehicle tracking system will be implemented during to ensure effective monitoring and cost-effective usage of the municipal fleet.

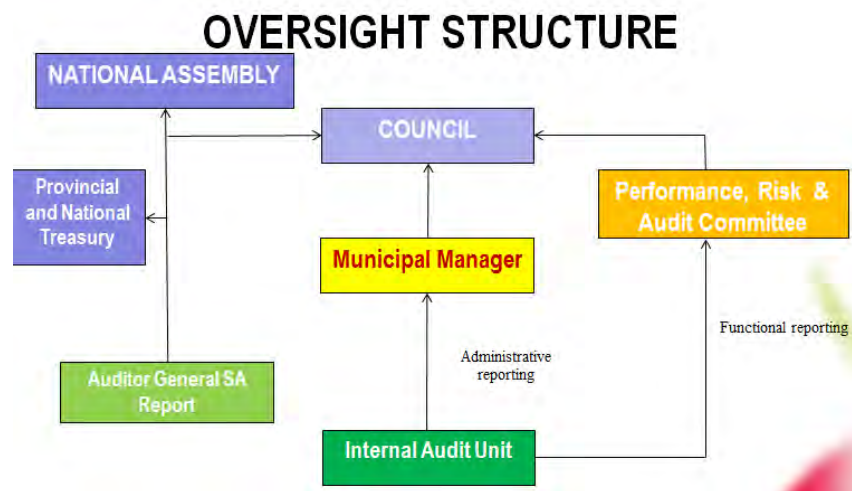
▪ **PROGRAMME 2.1 (F): TRANSPARENT GOVERNMENT (OVERSIGHT)**

According to Section 62(c) of the MFMA, the municipality has and maintains effective, efficient and transparent systems of financial and risk management and internal control and **internal audit** operating in accordance with any prescribed norms and standards

committee on the implementation of the internal audit plan and matters relating to -

- internal audit and internal controls; accounting procedures and practices;
- risk and risk management and performance management;
- loss control; and compliance with this Act, the annual Division of Revenue Act and any other applicable legislation.

Section 165 further states that a municipality must have an internal audit unit that advises the accounting officer and reports to the audit



The Witzenberg Internal Audit unit must evaluate the adequacy and effectiveness of controls in responding to risks within the organisation's

governance, operations and information systems regarding the:

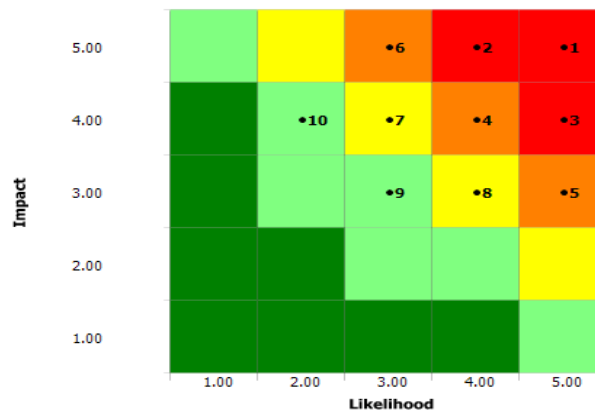
- reliability and integrity of financial and operational information

- effectiveness and efficiency of operations and programmes
- safeguarding of assets; and
- compliance with laws, regulations, policies, procedures and contracts.

Internal Audit assists the organisation in maintaining effective controls (of which management is the custodian) by evaluating the effectiveness and efficiency and by promoting continuous improvement. A “fraud hotline” (0800 701 701) has been implemented and is communicated on a regular basis through newsletters.

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

Inherent risk heat map for Witzenberg Municipality indicating the top major risks applicable.



Title	II	IL	IR	Pt
Major unplanned not disaster related interruptions to service deliver	5.0	5.0	25.0	1
Inadequate supply for electricity to meet existing and future demands	5.0	4.0	20.0	2
Un-recoverability of outstanding receivables	5.0	4.0	20.0	2
Uneconomical utilization of assets (Klipriver Park)	4.0	5.0	20.0	3
Poor growth in revenue base	4.0	5.0	20.0	3
Non-compliance to rehabilitate closed landfill site	4.0	5.0	20.0	3
Deteriorating electrical infrastructure	4.0	5.0	20.0	3
Deteriorating water and sanitation pipe infrastructure	4.0	5.0	20.0	3
Solid waste management ineffective	4.0	5.0	20.0	3
Inability to implement provincial approved budgeted housing projects	4.0	5.0	20.0	3
Increase in unaccounted water and electricity losses	4.0	5.0	20.0	3
Inability to create a safe environment for communities	4.0	5.0	20.0	3
Escalation in vulnerable households	4.0	5.0	20.0	3
Deteriorating road infrastructure	4.0	5.0	20.0	3
Community is dissatisfied with slow progress towards services delivery	4.0	5.0	20.0	3
Growth in informal settlements	4.0	5.0	20.0	3

II – Inherent Impact; IL – Inherent Likelihood; IR – Inherent Rating; RR – Residual Rating; Pt – Map Indicator.

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- **PROGRAMME 2.1 (G): DISASTER MANAGEMENT AND FIREFIGHTING**

2.1.1 Fire and Rescue Services

The CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA (ACT 108 OF 1996) establishes fire-fighting services as a Local Government matter. The FIRE BRIGADE SERVICES ACT (99 OF 1987) provides for the Witzenberg Municipality as a local authority to establish and maintain a fire brigade service for the following different purpose:

- a. Preventing the outbreak or spread of a fire;
- b. Fighting or extinguishing a fire;
- c. The protection of life or property against a fire or other threatening danger;
- d. The rescue of life or property from a fire or other danger;
- e. Subject to the provisions of the Health Act, 1977 (Act No. 63 of 1977), the rendering of an ambulance service as an integral part of the fire brigade service; or
- f. The performance of any other function connected with any of the matters referred to in paragraphs (a) to (e).

The Witzenberg Municipality therefore has the duty to perform the following firefighting functions:

- Coordination and regulation of local authority fire services, designated fire authorities and volunteer fire associations;
- Development of specialised fire services capacity to deal with specialised fire risks prevalent in the area such as veld fires, chemical incidents, informal settlement fires, etc.;
- Facilitation and coordination of the training and development of practitioners;

- Development and facilitation of the implementation of standardised municipal By-laws;
- Coordinate planning for the provision of fire safety and prevention;
- Development, support and implementation of community-based fire safety and Prevention programs;
- Preventing the outbreak and or spread of a fire;
- The provision of information, publicity, training, education and encouragement in respect of the steps to be taken to prevent fires and death or injury by fire;
- Conduct regular and random fire safety inspections;
- Provide advice on the means of escape from buildings and other property in case of fire;
- Fighting and extinguishing a fire; by making arrangements amongst others for having sufficient staff, equipment and vehicles at its disposal to deal with the fire risks in its area of jurisdiction;
- Provide for call taking and dispatching facilities to deal with incoming calls to report emergencies and summoning personnel and resources amongst others;
- Control and stabilisation of dangerous goods incidents;
- Protection of life and or property against fire or other related danger;
- Rescue of life and or property from fire or another form of entrapment;
- Rendering of an emergency medical care.
- Participation in special events planning;

- Provision of fire resilience training to fire practitioners and civil society at large;
- Conducting fire risk assessments;
- Provision of training and to fire services practitioners;

The SOUTH AFRICAN NATIONAL STANDARD for COMMUNITY PROTECTION AGAINST FIRE, SANS 10090:2018, is a measurement tool that indicates whether a fire service is meeting the minimum mandatory community fire protection standard, which in turn is indicative of whether a fire authority is indeed contributing to the objects of local government. The Witzenberg Municipality Fire and Rescue Service is currently classified as a category 5(b) which mean that we meet the performance criteria for staff availability and appliance availability by only 35% to 45%.

2.1.2 Disaster Management Services

DISASTER MANAGEMENT ACT (57 OF 2005), Sections 52 and 53 require each municipality and municipal entity to prepare a Disaster Management Plan (DMP). The Witzenberg municipality has a legislated duty to:

- Establish a functional Disaster Management Centre.
- Appoint of a Head of Centre and suitably qualified persons.
- Responsible for the implementation and maintenance of an all-hazard, full-spectrum comprehensive disaster management programme, ensuring:

- Prevention
- Mitigation
- Preparedness
- Response.
- Rehabilitation and reconstruction

- Monitor progress with post-disaster recovery & rehabilitation.
- Serve as repository of and conduit for, disaster information.
- Be the advisory and consultative body on disaster issues.
- Make recommendations regarding DM funding.
- Make recommendations on legislation affecting DM.
- Promote the recruitment, training and participation of volunteers in DM.
- Promote disaster management capacity building, training and education throughout the republic, including in schools.
- Promote research into all aspects of disaster management.
- Liaise and coordinate its activities with other relevant DM Centres.

II. OBJECTIVE 2.2: ENSURE FINANCIAL VIABILITY

The objective is to ensure that Witzenberg Municipality is financially viable over the short term and sustainable over the long term, while tariff increases are kept as low as possible to ensure that tariffs are affordable to the community at large and competitive to ensure that new businesses and/or industries are attracted.

The development of plots and building of RDP houses are challenges to the financial viability and sustainability of Witzenberg Municipality as most of the beneficiaries will qualify for indigent support and will not contribute financially to the municipality, but will be entitled to municipal

services. The current workforce also needs to be extended to ensure service delivery to the new houses.

The maximum electricity demand of the Witzenberg Municipality reached the maximum supply by Eskom. Increased demand can only be supplied by Eskom in 2030. The lack of available electricity supply has a negative effect on economic growth, which also has an effect on the creation of work opportunities and the financial viability and sustainability of the municipality.

■ PROGRAMME 2.2 (A): INCOME AND DEBT MANAGEMENT

The revenue must be increased to ensure that Witzenberg Municipality can meet all its financial obligations and to improve service delivery. A policy providing for rebates on municipal services is available to new businesses/industries or extension of existing businesses/industries where new jobs are created.

New businesses and/or industries will not only increase the revenue base of the municipality but will also assist in reducing unemployment – one of the largest challenges for Witzenberg Municipality.

Witzenberg Municipality's revenue stream is modelled on a combination of past trends, forecasted economic and fiscal conditions. The revenue sources are monitored and determined to ensure sustainable medium-term to long-term cash flows.

■ PROGRAMME 2.2 (B): EXPENDITURE MANAGEMENT

The financial goal was to pay off the external long-term loans and to finance new infra-structure. The bulk of the loans were redeemed and the future

The collection rate of the municipality has decreased from 94% to 88%. This was primarily due to credit control measures not being implemented as a form of Covid-19 relief to the community. It is expected that the collection rate will increase again as we have started to implement credit control measures and have thus estimated that the budgeted collection rate for the new financial year will reach 91%.

Consumers are billed once a month for services rendered. In addition to the current practice of printing and mailing, technology will be utilised to implement an e-billing solution (**Citizen Mobile Portal**), using e-mail technology to make invoices more accessible and to encourage online transacting for citizens with internet access. Witzenberg will implement a Geospatial Information System to display billing information on maps to determine whether all users receive accounts and to easily view outstanding discrepancies.

The biggest problems exist in the towns of N'Duli, Prince Alfred's Hamlet and Op-die-Berg. The main reason being that effective debt collection through the cutting of electricity can't be implemented as Op-die-Berg and Prince Alfred's Hamlet are serviced by Eskom and in N'Duli illegal electricity connections can't be addressed due to safety issues of personnel.

interest and redemption burden has been reduced significantly. The salary budget was kept below 30% of total expenditure. Controls are in place to

mitigate the possibility of unauthorised, irregular and fruitless and wasteful expenditure being incurred.

▪ **PROGRAMME 2.2 (C): SUPPLY CHAIN**

Witzenberg Municipality is a large procurer of goods and services and as such it has enormous buying power to support economic growth through procurement. The supply chain unit will be revising their policies and procedures to ensure that goods and services are first secured locally.

Unfortunately current legislation does not provide for any preference for local suppliers. The municipality will ensure that local SMMEs and local businesses are adequately empowered to provide these goods and services.

▪ **PROGRAMME 2.2 (D): MSCOA**

The Municipal Standard Chart of Accounts (MSCOA) regulation was implemented from 1 July 2017. The tendency of National Treasury to move the goalpost makes it even more difficult to achieve compliance with the regulation.

III. OBJECTIVE 2.3: MAINTAIN AND STRENGTHEN RELATIONS WITH INTERNATIONAL AND INTER-GOVERNMENTAL PARTNERS AND THE LOCAL COMMUNITY

▪ **PROGRAMME 2.3 (A): COMMUNICATION AND MARKETING**

Local government has a legal obligation and a political responsibility to ensure regular and effective communication with the community. The Constitution of the Republic of South Africa Act 1996 and other statutory enactments all impose an obligation on local government communicators and require high levels of transparency, accountability, openness, participatory democracy and direct communication with the community to improve the lives of all.

Good customer care is of fundamental importance to government organisations due to their constant

interaction with members of the public. All local government entities strive to uphold the following constitutional ideals towards the development of acceptable policy and legislative framework regarding service delivery in public service:

- Promoting and maintaining high standards of professional ethics.
- Providing service impartially, fairly, equitably and without bias.
- Utilising resources efficiently and effectively.
- Responding to people's needs; citizens are encouraged to participate in policy making.

- Rendering accountable, transparent, and development-oriented public administration.

The Witzenberg Municipality Communication Strategy is a vital document which illustrates the views of local residents regarding communication as well as their perceptions of the municipality. Many of the views expressed display dissatisfaction with aspects related to elements beyond the scope of local government, such as access to housing, employment opportunities, education and healthcare.

However, local government acts as the conduit to expedite issues of this nature to the correct A successful communication strategy therefore links local demographics to the municipality's programme for the year, and influences budgetary expenditure according to the needs of the public. The aims of Witzenberg Municipality's Marketing and Communication Department are:

- To integrate communication.
- To offer service that communicates commitment, loyalty and interest.
- To generate content that engages the public with openness and positivity.
- To become proactive with communication instead of reactive.

government entities, while supporting and investing in various programmes aimed at skills development, youth development, social development and short-term temporary employment. Levels of literacy and education, understanding of language, public apathy, knowledge of government processes and access to communication tools can also affect how the public formulates perceptions of local government and can potentially hamper how local government communicates and assimilates information, especially within rural environs.

- To make ease of access to communication and relaying information easier for the public.
- To effectively engage with international stakeholders and clients.
- To perform oversight and development of tourism expenditure and activities to promote the various towns within the municipality.
- To manage operations for contact centre query management and emergency services relay.

Communication is managed in the following ways:

▪ PROGRAMME 2.3 (B): INTEGRATED COMMUNICATION TECHNOLOGY

Witzenberg is in the process of developing an IT Governance Policy and will implement the following projects over the next five years:

Wide Area Network:

The establishment of a high speed backbone linking Ceres, Tulbagh, Wolseley and Op-die-Berg using AirFiber Micro towers. This will increase our network speed from 0,5 Mbps to 700Mbps which will greatly improve our footprint in these towns. Phase 1 is already completed. Phase 2 will be the upgrading of all client sites. Phase 3 configuration and qOs.

Disaster Recovery Site:

We have established a DR site at Traffic Services where we replicate from our live site. At the moment we are using virtualisation to replicate and synchronise our mission critical servers including our exchange, file, document servers. We are planning to increase these to include all servers. On completion of the WAN backbone, the movement of the site to Wolseley and the upgrading of the equipment to centralised storage. This project is critical as it would ensure business contingency during a disaster.

Citizen Mobile Portal:

We need to be able to provide all services to customers on a digital platform accessible via Mobile device or a PC/Laptop. This will include internet portals or mobile apps where users can

access their accounts, perform payments, apply for services, fault reporting, procure prepaid services, refuse removal programmes, etc.

▪ PROGRAMME 2.3 (C): BUILDING STRATEGIC PARTNERSHIPS

Witzenberg is committed to working closely with the provincial and national spheres of government to put the needs of our community first. To achieve this, we engage with Provincial- and National Government on various formal and informal platforms.

Witzenberg will formally engage Province and other municipalities through the Premier's Coordinating Forum at a political level, as well as by means of the IDP indabas and MTECH committees at an administrative level. Witzenberg is an active partner in the Consolidated Rural Development Programme (CRDP) with regular engagements with the Department of Rural development in this regard.

The **Thusong Centre** is a decentralised government access hub available to the public, allowing easier access to government services such as Social Development, Home Affairs, etc., eliminating the need for clients to travel great distances to their closest office.

Being a public hub, this building experiences high volumes of public visitors, placing much pressure on the building. The government stakeholders making use of the building are tenants to the municipality and the rental generated is used to manage the overheads of the centre. As a result,

Witzenberg will continue with a long-term twinning agreement with Belgium Municipality, Essen.

Several projects relating to youth development and the environment were implemented successfully in the past. Current projects include a Flemish Programme on Youth development and upgrading of open spaces. A Federal Programme focusing on Waste Management was implemented in 2017/18.

a frequent expenditure for this building is maintenance. There are also capital requirements at this site, as we need to reinforce the security of the building as well as look into the expansion of the centre to accommodate more offices for rental, and provide space in the form of a sports hall for training and conferencing, recreation, cultural or sports activities for the youth and the aged.

The staff at the site is appointed on a temporary basis and we require an administrator to be appointed on a permanent basis in order to address the needs of this facility.

Key Performance Area 3

COMMUNAL SERVICES

OBJECTIVE 3.1:

PROVIDE AND MAINTAIN FACILITIES AND AN ENVIRONMENT THAT MAKE CITIZENS FEEL AT HOME.



Key Performance Area 3

C. COMMUNAL SERVICES

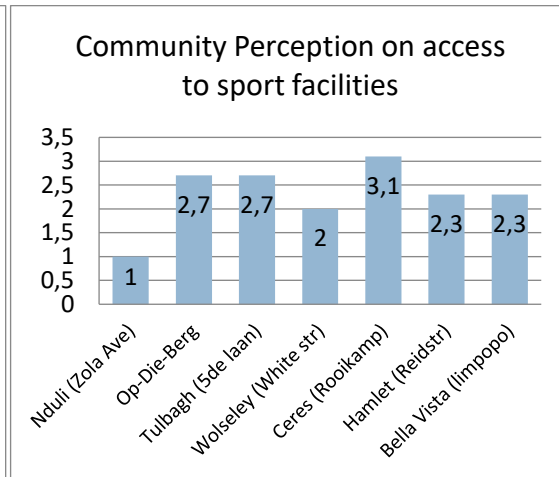
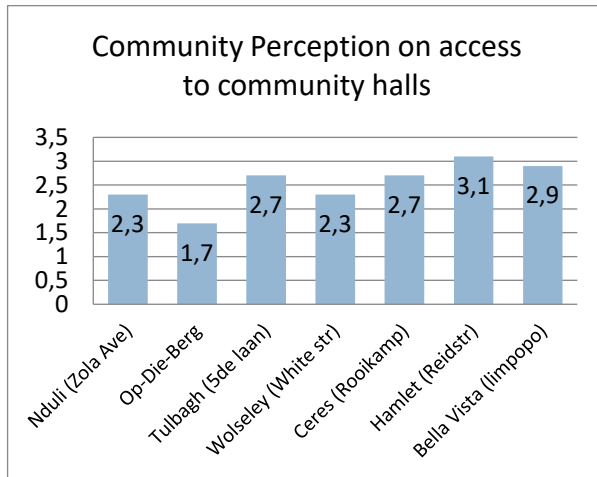
I. OBJECTIVE 3.1: PROVIDE AND MAINTAIN FACILITIES AND AN ENVIRONMENT THAT MAKE CITIZENS FEEL AT HOME

PROGRAMME 3.1 (A): UPGRADING AND MAINTENANCE OF FACILITIES

Backlogs in repairs and maintenance (reactive maintenance) will be addressed, and proactive maintenance programmes for ageing infrastructure (community facilities, cemeteries, park equipment, small plant and machinery) will be investigated and implemented to meet minimum maintenance standards. The municipality aims to maintain all 55 community parks to the set standards. A five-year budgeted maintenance for communal facilities will be developed with standard operating procedures to ensure a cost-effective management of facilities.

Witzenberg will continue partnerships with local sport forums and will continue with the establishment of new sport forums in all towns. The planning and development of sport facilities will be done accordingly the Sport Master Plan.

Witzenberg has implemented a community satisfaction survey for public facilities and amenities and achieved an overall score of a “fair” perception on facilities from the community. The survey is an important tool to determine perceptions across communities and where focus and attention are required.



Perception scores: 1-poor, 2-fair, 3-good, 4-very good, 5-excellent

To address the escalating city burial demand resulting from population growth and over capacity of existing **cemeteries**, an approximate total of 4 ha of land is required for new cemeteries. It is especially the areas of Ceres, Bella Vista, N’Duli and Op-die-Berg that are in urgent need. To address the escalating burial demand, Witzenberg will identify suitable land and establish new burial sites for the areas as

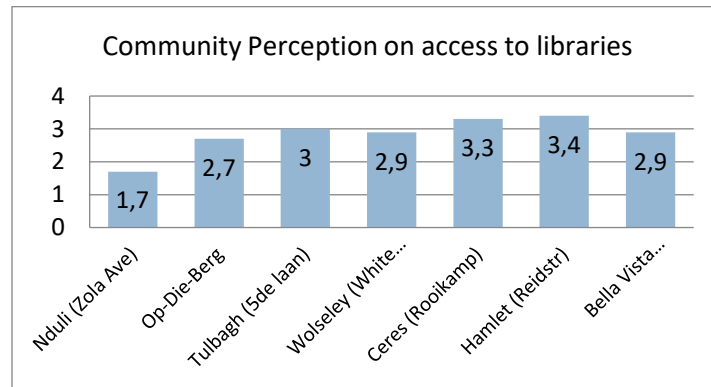
mentioned. Due to scarce suitable land, the possibility exists that a regional burial site might be developed for the greater Ceres area. The cemeteries of Wolseley and Tulbagh can be extended but proper fencing is required to cope with increasing vandalism and theft. Witzenberg will also implement an electronic booking system for burials.

Libraries are generally in a good state in terms of equipment with the exception of the John Steyn Library where urgent upgrading is required.

The libraries' core functions are primarily the:

- dissemination of information

- collection building of local, indigenous and international material
- provision of reference services
- creating awareness campaigns through exhibitions
- preserving and maintaining assets



Perception scores: 1-poor, 2- fair, 3-good, 4-very good, 5-excellent

Library Services

The Constitution of the Republic of South Africa, Act 108 of 1996, Section 29(1), states that everyone has the right to education and information – including adult basic education and further education – which the State, through reasonable measures, must progressively make available and accessible. The Witzenberg Municipality's Library Service, in pursuit of this right, and in fulfilment of the government's obligations under the Constitution to make information progressively available.

Libraries are an integral part of our society, providing access to educational, cultural, and recreational documents, programmes, and other types of resources. Various types of libraries and resource centres play a vital role in providing information, supporting formal and non-formal education, and promoting a culture of reading and learning. Robust library and information services offer a potent contribution to social reconstruction and development.

Building a responsive library system involves keeping abreast of scientific and technological advancement. The challenges and opportunities of the information age mean that high-quality education, training and lifelong learning is essential if the Municipality is to keep up with changes in the nature of knowledge as well as new methods to eliminate illiteracy.

Funding for libraries is received from the three spheres of government, namely, national government, provincial government, and local government. All three spheres of government must realise that libraries are an essential component of any long-term strategy for culture, information provision, literacy, and education.

Motivation for funding of library building project

There are no library facilities in the Breë River Area and a facility will add value to the lives of the community and will also help to address the high illiteracy numbers of the municipality at large.

▪ PROGRAMME 3.1 (B): ENVIRONMENTAL MANAGEMENT

The Witzenberg municipality is situated within the Cape Floristic region and is rich in biodiversity and associated ecosystem services. The livelihood of Witzenberg is totally dependent on its biodiversity and ecosystem services, which are essential to ensure sustainable socio-economic development and support human well-being. However, the municipality faces many environmental challenges, including rapid urbanization, limited resources (water, land, energy), and pollution of air, land, and freshwater ecosystems, including climate change-related risks like floods, drought, and wildfires. These challenges contribute to environmental degradation, social and economic issues, and health risks. The development of an integrated environmental strategy or framework to address complex environmental, social, and economic issues is essential to promote sustainability and sustainable development. The composition of an environmental steering committee, which includes internal and external stakeholders, will ensure good and effective governance. The Perdekraal East Wind Farm has entered into an agreement with the municipality and supports the Witzenberg Biodiversity Conservation and Climate Change program, which aims to secure resilience against the impacts of climate change by restoring biodiversity and protecting water resources within the Ceres Mountain Fynbos Nature Reserve. The Witzenberg Invasive Alien Species (IAS) Strategy provides a framework to allow the Witzenberg Local Municipality (WLM) to fulfill its responsibilities in successfully managing and controlling IAS on land under its jurisdiction. Invasive alien vegetation is controlled and managed according to the eradication, monitoring and control plans for the Ceres Mountain Fynbos Nature Reserve (CMFNR), Wolseley, Prince Alfred Hamlet, and Op-Die-Berg commonage. The main goal of the alien vegetation projects is to conserve water at mountain catchment areas, water source areas, and riverbanks, and to conserve and promote biodiversity in the Witzenberg area. The Ceres

Business Initiative (CBI) funds follow-up alien clearing and areas of low infestation projects in the CMFNR. The Environmental section is continuously liaising with national and international funders to support alien vegetation clearing projects in the Witzenberg area. Rivers in our urban areas are degrading due to illegal dumping, illegal water extractions, illegal land occupation, erosion, and agricultural and industrial activities. The loss of important freshwater ecosystems and erosion can also lead to flooding and biodiversity loss. The Ceres River Restoration Program (CRRP) is a three-year pilot project funded by WWF. The project aims to tackle the current negative impacts and challenges identified at the Dwars, Modder, and Titus rivers. The program aims to improve the integrity of the Dwars, Modder, and Titus river sections within the Ceres peri-urban areas by developing a collaborative understanding of the activities and impacts, as well as a shared level of responsibility to restore, protect, and conserve the water resources and ecological infrastructure upon which all local businesses and farmers depend. The municipality continuously facilitates environmental awareness and educational programs in collaboration with Cape Nature, the Breede-Olifants Catchment Management Agency, and SANBI in the Witzenberg area.

Climate Change

The municipal climate change response has been identified in the National Climate Change response plan (NCCRP) for inclusion into IDP planning (DEA, 2010). Municipalities, especially, play a vital role in addressing the country's social, economic and environmental needs. Local government is tasked with the provision of services in a sustainable and equitable manner which includes climate change resilience, the facilitation of socio and economic development and the promotion of a safe and healthy environment for all. Climate change and climate variability already have a direct impact on the ability of municipalities to meet these objectives.

Services that have a great impact on climate change within the WM is the Energy/Electricity, Town planning, Stormwater and roads, water and sanitation, waste management, human settlements, fire and disaster management, Environment, Parks & Amenities. LED & SD. The vision for Sustainable Energy Use in the Western Cape is for the province to have a “secure supply of quality, reliable, clean and safe energy, which delivers social, economic and environmental benefits to the Province’s citizens, while also addressing the climate change challenges facing the region and the eradication of energy poverty” (White Paper for Sustainable Energy Use in the Western Cape, 2010)

The White Paper for Sustainable Energy Use in the Western Cape (2010) sets targets in respect of sustainable energy use for the province. It stipulates that 15% of electricity consumed in the Western Cape Province is to be sourced from renewable energy sources by 2014 – this has been measured against the 2006 Provincial consumption. The policy framework recognizes that in order to fulfil international commitments to sustainable development and climate change, the use of renewable energy as a source of electricity is to be promoted

The Western Cape Climate Change Strategy (2008) identified a number of possible likely stress factors in the period 2030 – 2045 that could affect the province:

- An increase in the annual average temperature of at least 1 °C by 2050 (the Intergovernmental Panel on Climate Change (IPCC) Fourth Assessment Report released in February this year shows an expected increase of between 3 and 5 °C by 2100);
- Possible increase in the frequency and intensity of extreme events;
- An increase in conditions conducive to wildfires (higher temperatures and increased wind velocity);
- Reduced rainfall in the western parts of the Western Cape;

- Decreased water resources;
- Reduced soil moisture from an increase in temperature coupled with a decrease in average precipitation; and,
- Temperature impacts on crop activities – crop burn, drought, pests and microbes resulting in yield reductions, and loss of rural livelihoods. The goals and objectives of this strategy, with specific reference to energy is to reduce the Provincial carbon footprint by means of air quality management; household fuel replacement; cleaner fuels for transport; energy efficiency and renewable energy – maximizing benefits through stimulating and subsidizing innovation in clean and renewable technologies.

The Western Cape is particularly vulnerable to climate change and the hotter drier conditions predicted for the Western Cape could have far reaching impacts. The Witzenberg Municipality’s local economy is driven by agriculture and there is concern about the negative impacts of climate change on the agricultural sector which will in turn impact on the local economy. Although there is day to day evidence of what may be climate change (fruit not ripening at the right time, increased activity of baboons in residential areas), it is difficult to predict how climate change will affect the Witzenberg municipal area and the Municipality needs to put climate change mitigation and adaption plans in place.

Compliance with Environmental Legislation within our own organisation is critical if we are to retain the functionality and resilience of the natural systems that support the town.

The Witzenberg municipality, in partnership with Democracy Works Foundation, conducted a comprehensive Climate Change Needs Assessment and developed a Climate Change Response Plan. This plan offers a thorough evaluation of the region's vulnerabilities to climate change and outlines strategic measures to mitigate and adapt to these impacts. The assessment identifies key areas of concern, including increased temperatures, altered

precipitation patterns, and the heightened frequency and intensity of extreme weather events. The Climate Change Response Plan emphasizes the importance of building resilience in the community, protecting natural resources, and ensuring sustainable socio-economic development. Strategic measures include enhancing water conservation efforts, implementing green infrastructure projects, and raising public awareness about climate change.

Air quality

Principal functions of municipalities as per National Framework for AQM:

Air Quality is a function of all spheres of government, ranging from local, district, provincial and national government.

The setting of municipal standards for emissions from point, non-point or mobile sources in respect of identified substances or mixtures of substances in ambient air, which through ambient concentrations, bioaccumulation, deposition or in any other way present a threat to health, wellbeing or the environment in the municipality. Municipalities have to monitor ambient air quality and point, non-point and mobile source emissions. The second generation Air Quality Management Plan which was approved by Council on 30 September 2020 needs to be review in 2024. It is important to expand the plan parallel with economic growth and spatial development. The designated Air Quality Officer is member of the Provincial Air Quality Forum which meets on quarterly basis with the purpose of increasing knowledge regarding air quality issues as well as sharing experiences and lessons learned. In addition, the Air Quality Officer attended an Environmental Management Inspectorate training course which deals with the regulatory and enforcement aspects as described in the National Environmental Act (NO 107 of 1998).

Air Quality have budgetary implications as air emission monitoring appliances in this field is expensive and needs to be budgeted for.

Work on the Air Quality By-law for the Municipality has been completed and needs to be approved by Council. The municipality is also in need of audio measuring equipment for the control of noise in its jurisdiction in terms of the Western Cape Noise Control Regulations PN200/2013. Monitoring of compliance in respect of offensive odors caused by any activity is essential for the compilation of an atmospheric impact report. An Emissions Inventory will form part of the reviewed Air Quality Management Plan.

Wellbeing of communities

The application and regulation of the requirements of Section 24 of the Constitution must be complied with to ensure an environment that is not harmful to any person's health or wellbeing. Offensive odours, noise and dust by means of the use of monitoring equipment should be prioritized. The municipality currently does not own any monitoring equipment, thus there is a need for obtaining measuring equipment to combat offences in this regard sufficiently and thereby secure the wellbeing and safety of all inhabitants.

Roaming animals

Roaming animals are still problematic in some residential areas and of great concern for the municipality. Despite of efforts to control the problems, there are still many challenges. The Municipality currently employs animal monitors in Ceres, Nduli, Tulbagh, PA Hamlet and Wolseley which brought some relief to a certain extent in combatting the problems. Witzenberg Municipality comprises of several informal settlements all of which are spread across the municipal area. Various concerns have been raised relating to animals and their presence within communities These problems varies from lack of land for grazing, keeping of too many

animals by emerging farmers, ability to feed their animals and the lack of supervising their animals.

Farm animals are a regular feature in most informal settlements. In most cases, owners either allow them to graze in grassy areas or cut grass to feed for their animals. Further problems of roaming animals occur after working hours when these animals go into the residential areas, entering private properties, destroying people’s gardens and also creates unsafe situations for residents and vehicles. However, some animals such as cows, goats and pigs often roam freely between residential structures. This situation creates a number of risks for both human and animal health.

Parks and Urban Greening Program

Through 2022 Urban Forest Management Plan (UFMP) identified the issues and values that are crucial to the Witzenberg municipality (highlighting the central business district), describe a vision for the future of an urban forest, and provide approaches to achieve that vision. The Urban Forest Management Plan (UFMP) consists of several trees inventories (indigenous and common trees) from residential and municipality properties. Tree maintenance and planting needs have been identified. The plan extends beyond planting and pruning schedules to include a variety of long-term goals, strategies and priorities that address tree canopy in a comprehensive, systematic manner. It also requires that all tree works decisions have a focus on always retaining and protecting the current and future tree investments.

Vision

The vision is to establish urban forest that provides maximum benefit while sustaining a healthy, vital canopy over the residential and governmental zones and coexisting and adapting to the expanding development of the central business district.

Goal of The UFMP Include:

Develop, promote and maintain strong community involvement for the urban forest by

increasing awareness among municipality staff, local/ private landowners, and residents about the benefits and services provided by the urban forest and how to care for it.

Outcome: Passionate, knowledgeable staff, landowners and residents.

Strategic Plan

STRATEGIC GOALS, OBJECTIVES, ACTIONS

SG 1: Grow the Urban Forest Through New Planting to Maximize (the Social, Economic and Environmental) Benefits of Trees and Urban Greening. Address disparity between soft-scapes and hardscapes.

OBJECTIVE	ACTION (HOW)
Maximise sustainable planting of trees in order to increase percentage canopy cover	<ul style="list-style-type: none"> 1 Encourage and educate through workshops on value and benefits of trees
	<ul style="list-style-type: none"> 2 Revise 5-year tree planting plan focused on access to alternative water sources
	<ul style="list-style-type: none"> 3 Propagate and procure high quality plant material in line with 5 Year Tree Demand Plan
	<ul style="list-style-type: none"> 4 Establish a committed tree planting team for big tree planting at focal points and visible sites

SG2: Protect the urban forest from threats and loss by preserving the town’s existing trees

OBJECTIVE	ACTION (HOW)
Develop and give input into guiding documents for Tree Protection	<ul style="list-style-type: none"> Review Tree Policy – conduct review workshops
	<ul style="list-style-type: none"> Give input into Tree Bylaw (Environmental Bylaw)
Recognize trees for their special contributions to the City’s landscape	<ul style="list-style-type: none"> Invite nominations for Trees of Significance, implement higher level of protection and maintenance
Monitor and control diseases and pests	<ul style="list-style-type: none"> Develop strategies to combat diseases and pests

SG3: Manage, monitor, measure and maintain the urban forest to ensure sustainability

OBJECTIVE	ACTION (HOW)
Maintain urban forest according to accepted best practice - including skill and competency development of staff and service providers	<ul style="list-style-type: none"> Revise the Tree Work Procedures (TWP)
	<ul style="list-style-type: none"> Workshop TWP to ensure skilled and trained staff and to minimize tree loss through comprehensive maintenance of trees
	<ul style="list-style-type: none"> Revise / develop specifications for external contractors (minimum technical requirements and service standards)
	<ul style="list-style-type: none"> Enforce Tree Work Procedures
Collect and use data to measure and monitor the urban forest	<ul style="list-style-type: none"> Tree Inventory through GIS mapping that contains data for each tree
	<ul style="list-style-type: none"> Procure and process Infrared Imagery to establish a baseline for urban forest canopy cover and to define canopy targets for future
	<ul style="list-style-type: none"> Tree Planting Register maintained

SG4: Secure Resources

OBJECTIVE	ACTION (HOW)
Committed funding and resources for tree related programs and activities	<p>Assess existing resources and identify gaps e.g.</p> <ul style="list-style-type: none"> Equipment / tools: mobile tankers, fixed tanks, pumps Identify key technical positions and motivate for appropriately skilled and trained staff Funding for special projects Ensure sufficient operating funding is available for tree maintenance

SG5: Stakeholder Engagements and Awareness campaigns

OBJECTIVE	ACTION (HOW)
Source Urban Forest training and education opportunities	<ul style="list-style-type: none"> Identify specialized training needs and facilitate training
Experiential opportunities	<ul style="list-style-type: none"> Engage with groups to establish partnerships to transfer special skills and knowledge Utilize Nursery as training facility e.g. Bonsai training
Encourage participation in the planting, establishment and maintenance of trees	<ul style="list-style-type: none"> Community Gardens Participate in Friends Group initiatives where feasible
Participate in national, international awareness campaigns related to trees	<ul style="list-style-type: none"> Arbor Month Arbor City
Increase knowledge and engagement (residents, community groups, private sector, public agencies)	<ul style="list-style-type: none"> Establish External and Internal Reference Group/ Tree Committee Press and media releases Tree-Talk internal publication

Key Performance Area 4:

SOCIO-ECONOMIC SUPPORT SERVICES

OBJECTIVE 4.1:

SUPPORT THE POOR AND VULNERABLE THROUGH PROGRAMMES AND POLICY

OBJECTIVE 4.2:

CREATE AN ENABLING ENVIRONMENT TO SUPPORT LOCAL ECONOMY



Witzenberg Day for the Aged

Key Performance Area 4

D. SOCIO-ECONOMIC SUPPORT SERVICES

I. OBJECTIVE 4.1: SUPPORT THE POOR AND VULNERABLE THROUGH PROGRAMMES AND POLICY

PROGRAMME 4.1 (A): SOCIAL DEVELOPMENT PROGRAMMES

Witzenberg is committed to the development of its **youth**, and recognises the important part they play in society. Young people living in Witzenberg face a number of challenges on a daily basis: Not only are youth unemployment levels high, but substance abuse, particularly drug abuse, is on the increase. In order to facilitate youth development and support, Witzenberg will improve its capacity to deliver on its various programmes. The programme interventions supporting youth development are multifaceted, taking into account the many challenges facing the youth.

An Implementation protocol has been signed with Western Cape Department of Social Development for the implementation of projects and initiatives in the Witzenberg Municipal area. The Protocol aims to address gaps in social development in the Witzenberg Municipal area. The Implementation Protocol agreement declare the Municipality and the Department of Social Development's shared commitment to the following in the context of social and community development:

- Building strategic partnerships towards developing communities in the Witzenberg Municipal precinct
- Promotion of the ideals of integrated governance
- Integrated, sustainable and community centred policies and programmes
- Co-ordination of shared work areas, responsibilities, skills and capacity, resources and concerns
- The Witzenberg Municipality & Department of Social Development will support, within its available resources, the following initiatives, with a special focus on Gender Based

Violence (GBV) in building sustainable communities:

- Gender Based Violence
- Substance Abuse
- Disability Programmes
- HIV Programmes
- Early Childhood Development
- Homelessness
- Community Development
- Youth Development

A Joint District Approach (JDA) Social Cluster has been established that will aim to facilitate discussion around social development service delivery aspects in the various Municipal towns of Witzenberg. It will also aim to address developmental gaps in areas in order that a collaborative approach can be implemented, therefore strengthening initiatives across Government service delivery Departments and ensuring the majority of needs of the most vulnerable can be met. The JDA Social cluster meets quarterly and will be focussed on action and not duplication. The members of the Social cluster will encompass all relevant social development service delivery orientated government departments and related stakeholders.

The following major youth programmes will be implemented, in association with Government, private sector and public organisations:

- Skills development, including personal assessment, development plans and career pathing, entrepreneurial skills, income opportunity skills, technical training and computer skills development.

- Youth programmes with the focus on building physically, emotionally and spiritually healthy citizens who can contribute meaningfully to the community in a socio-economic context by means of nation-building programmes
- Facilitate the formation of Youth forums in all 5 towns, in order to mobilise youth to engage & plan with the Municipality in regards to youth programmes for targeted, sustainable impact
- Establishing partnerships with private, public and government sector to strengthen youth initiatives for bigger, collaborative impact
- Identifying youth recreational infrastructure needs and funding opportunities for implementation
- Capacity building in the fields of organisational development, leadership skills training, moral regeneration and train-the-trainer initiatives.
- Greater awareness of youth at risk, teenage pregnancy, HIV/Aids, substance abuse, the risks of gang involvement, etc.
- Getting youth involved in public participation processes
- Creating platforms for youth to engage around topical issues that affect them, so that they can take ownership and advocate for change, where necessary.
- Putting practical monitoring and evaluation mechanisms in place to ensure that programmes and interventions are relevant and that those doing youth work are held accountable.
- Innovative IT development solutions to facilitate access.
- Creating linkages between corporate entities and assessed youth with a view to possible permanent employment.
- Creating platforms and opportunities for the youth to grow in various art forms such as dancing, drama and craft skills
- Linking the youth with skills training opportunities such as artisan related training

- Conducting youth dialogue with vulnerable youth about social challenges and inspiring them
- Creating opportunities for youth to showcase their arts and crafts talents
-

Substance abuse is a priority area, given the high incidence of drug and alcohol abuse in Witzenberg. The substance abuse programme focuses on prevention, intervention, suppression and coordination services with other spheres of government. It also includes tackling the root cause of drug abuse and social dialogue regarding the impact that it has on society. The Municipality will also facilitate the establishment of a Local Drug Action Committee (LDAC). The LDAC will aim to bring stakeholders together to identify, plan and implement action plans that have sustainable outcomes in regards to drug abuse.

HIV is a reality in Witzenberg and thus the HIV programme focuses on awareness, early intervention and prevention, in association with the Department of Health and other stakeholders. It includes preventative actions, measures & discussions with the community.

Poverty alleviation requires a targeted effort to care for the marginalised and vulnerable in Witzenberg. Given the current economic environment of ever-higher unemployment and the increasing number of residents living below the poverty line, indigent programmes and other economic enabling measures require urgent attention. The main thrust of the programme is to facilitate the resources and conditions required to satisfy poor communities' physical, social and psychological needs. The current focus of the programme is to support food production and security through the establishment and maintenance of food gardens. Food gardens help improve household food security and people's nutritional status, and also offer an opportunity for a group of people to come together and produce food collectively.

People living with disabilities programme recognises the various challenges experienced by people with disabilities. Witzenberg focuses on awareness-raising initiatives concerning disability in order to break down the barriers and promote and foster social integration and opportunities for persons with disabilities. The programme interventions are aimed at empowering and promoting a fully inclusive society for persons with disabilities. Support to caregivers and parents of disabled children is another goal of this programme. Life skills, hand skills and social skills are some of the main areas of intervention for youth who are differently disabled. Disability access discussions will also be facilitated for municipal buildings and then also with the private sector. The Municipality plan to facilitate the formation of a persons with disability forum that will aim to create platform for multi-sectoral collaboration.

The **Gender programme** create an enabling environment that celebrates women rising above adversity, Witzenberg seeks to raise awareness of domestic and gender-based violence as well as the support services on offer to both women and men. The following programmes are provided in collaboration with numerous partner organisations:

- Women's Day events celebrating women rising above adversity
- Training to create greater awareness of domestic and gender-based violence
- Fatherhood training programmes, which entail the training and education of young men and fathers to improve gender relations and to facilitate prevention and early intervention in respect of domestic and gender-based violence

- Discussions regarding facilitating of establishment of safe house
- Awareness programme on domestic and gender-based violence during the 16 Days of Activism campaign

The **Protection of vulnerable children programme** is focused on coordinating services of all NGOs/FBOs and government departments in the field of working with children and their families.

- Awareness and prevention of child abuse and child neglect.
- Fire, water and road safety awareness campaigns in collaboration with the relevant stakeholders.
- Support and assistance to other departments/stakeholders working with children.
- Assistance with addressing the problem of children under 16 who are roaming around in towns under supervised

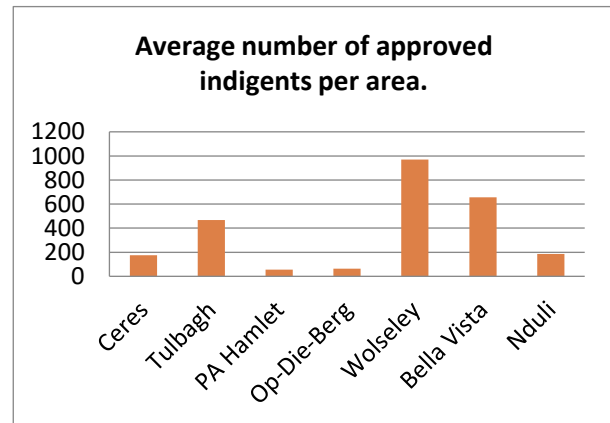
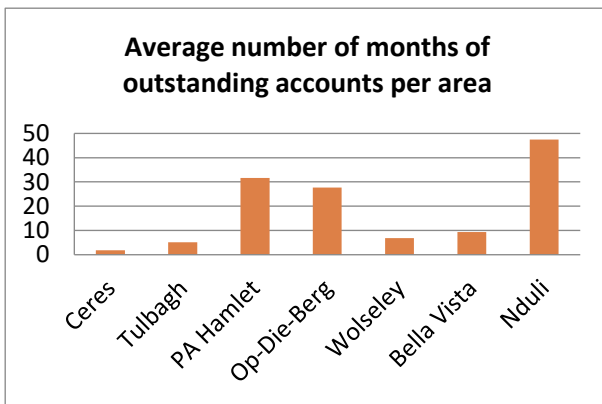
The **Early childhood development (ECD)** programme supports quality ECD services with a variety of development components, such as ECD training, expansion and awareness, as well as the construction of ECD facilities. This also includes supporting and strengthening the role and function of the Witzenberg ECD Forum.

Furthermore, discussions must occur between the various education roleplayers regarding the need for more Model C schools on primary and secondary level.

▪ **PROGRAMME 4.1 (B): INDIGENT SUPPORT**

Witzenberg supports the poor through its Indigent Policy and subsidises municipal services to approved households with an income of R3 000 or less per month or R5 000 or less. The total subsidy value per month is approximately R1, 8m. The outstanding debt of indigents of around R20m remains a challenge as no credit control procedures are currently implemented against indigents.

The table below gives an indication of the number of indigents per area. The low numbers for areas such as Prince Alfred’s Hamlet, Op-die-Berg and N’Duli are particularly clear. The main reason being the ineffectiveness of debt control measures as discussed under programme 2.2(a). The table above indicates the outstanding debt per area to show how it compares with the number of indigents per area.



▪ **PROGRAMME 4.1 (C): HOUSING PROGRAMME**

One of the Witzenberg’s biggest challenges relates to growing informality – the expansion of informal settlements and the rising number of households living in makeshift shelters in backyards. Witzenberg needs to ensure integrated sustainable human settlements and access to housing for those in need in an incremental manner.

reconsideration of how to deliver more opportunities to access housing in an incremental, more rapid and more integrated, sustainable manner. Key elements for successful urban restructuring include higher-density housing developments in well-located areas, major improvements in public transport to link fragmented places, and higher employment levels in townships and informal settlements.

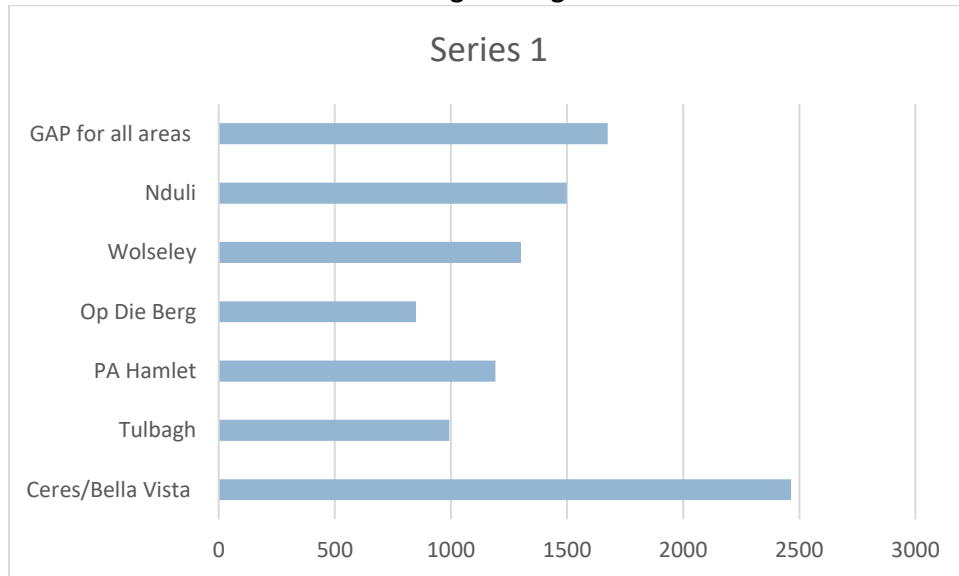


Interventions will require significant additional capital investment, together with a fundamental

The table below gives an indication of the number of people on the municipals housing waiting list. Although the statistics includes farm residents and people from informal settlements, it is expected that the need might be much higher. The total of people on the waiting list amounts to approximately 8 450 with the agricultural sector indicating that the need of farm dwellers to obtain houses could also amount to approximately 9 000. There are approximately 17 000 residential consumers that receives services from the municipality and if the need indicated are to be accommodated all towns in the Witzenberg will

have to be doubled. Currently the existing resources and infrastructure are not available to accommodate such a growth and it is not expected that it would be able in the near to medium future.

Housing Waiting List



	Ceres/Bella Vista	Tulbagh	PA Hamlet	Op Die Berg	Wolseley	Nduli	GAP for all areas
Series 1	2598	994	1220	864	1305	1525	1796

Witzenberg will implement the following projects over the next couple of years:

Project	2018/19			2019/20			2020/21		
	Sites	Houses	Funds	Sites	Houses	Funds	Sites	Houses	Funds
Vredebes (2911)		30	R3.9 m		200 (IRDP) 50 (FLIPS)	R26 m R3 m R12 m	200	200 (IRDP) 50 (FLIPS)	R26 m R3 m R12m
N'Duli (planning money only)	0	0							R558

Dependant on the allocation of funding from Provincial Government.

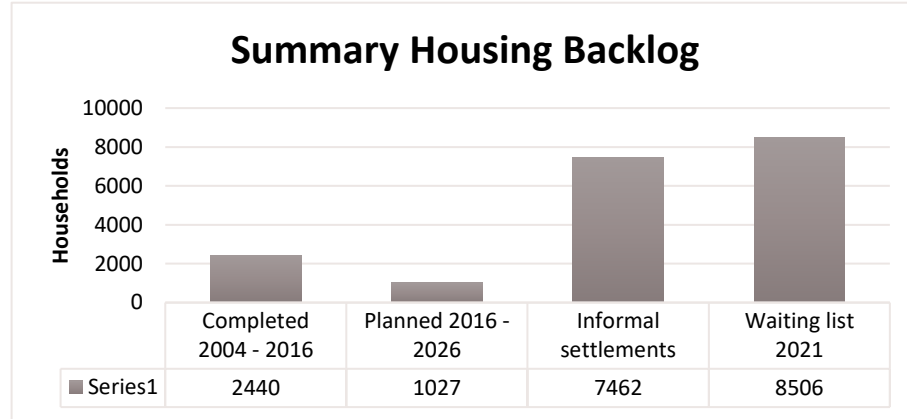
Gap (affordable) housing

The term ‘gap housing’ refers to houses that are provided to households earning between R3 501 and R22 000 per month, who are not provided for by the private sector or the state. The number of people seeking homes in the R150 000 to

R350 000 price range has been growing steadily in the past years. The municipality recognises the critical importance of supplying houses within this price range for the proper functioning of the overall residential housing market. In this spirit,

Witzenberg has undertaken the sale of serviced plots at reduced prices to enable buyers to build their own homes on a piecemeal basis via access to short-term loans or with employer assistance.

The table below gives an indication of progress made in terms of the provision of housing over the past couple of years and the planning for the future.



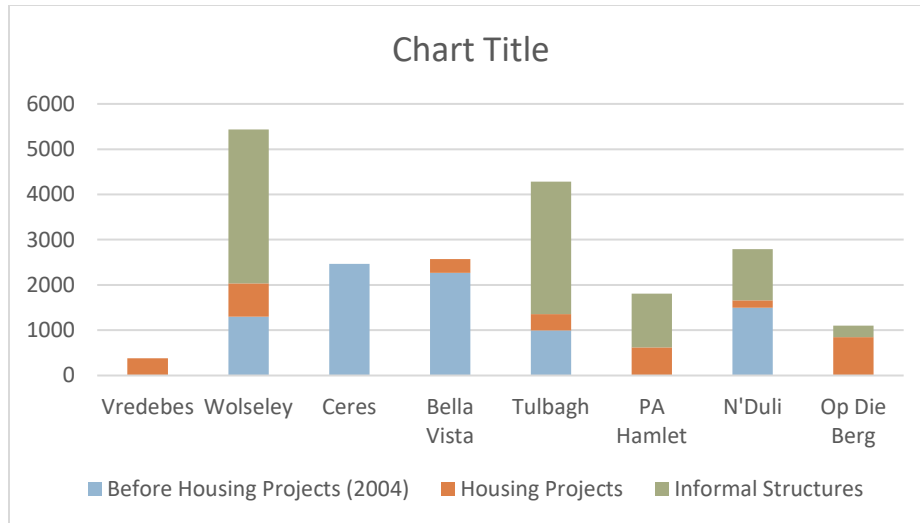
Resources and bulk infrastructure remains a major challenge in achieving planned targets. Witzenberg is in process of implementing the Bella Vista (307 units) and Vredebes (2 800 units) housing projects. Both these projects require significant bulk infrastructure upgrades. The Bella Vista project were completed in 2017 with the Vredebes project being developed over the next couple of years depending on the availability of funding to complete bulk infrastructure. Currently 379 top structures were completed until the end of June 2024 in Vredebes

Eskom cannot supply due to insufficient bulk capacity as discussed under Programme 1.1(a).

All bulk water and sanitation infrastructure required was completed, with the construction of houses can start. The upgrading of the adjacent R44, bus routes, bulk stormwater, and link road however require in the access of R150m. It should also be noted that the project’s electricity requirements are approximately 5MVA of which

Witzenberg is committed to creating sustainable, integrated human settlements rather than merely providing low-cost housing. The Vredebes project when completed will have a significant influence on the municipal financial viability, service delivery, transport network and Ceres CBD. The Provincial Government will assist Witzenberg through the Regional Social and Economic Programme (RSEP) to develop an implementation plan for Vredebes to ensure an integrated and sustainable community. The main focus would be to ensure the buy-in of all sectors such as education, social and economic development, security, etc. and to align the construction of houses with the availability of social and technical infrastructure.

The table below gives an indication of the size of Vredebes. It also provides the number of beneficiaries per town over the past couple of years.



Rental stock disposal programme

During the 1980s, government initiated the discount benefit scheme to encourage tenants and sales debtors to acquire ownership of their saleable housing units. An asset management improvement programme will soon be finalised, which will enable Witzenberg to better manage and maintain its assets especially in terms of rental stock. To meet this need, Witzenberg will assess

the possible sale or transfer of rental stock to clearly identified beneficiaries according to prescripts of the National Housing Codes. This will allow for a sense of ownership for community members and support economic independence for beneficiaries. Approximately 240 of these rental units are earmarked for transfer to tenants over the next three years.

- **PROGRAMME 4.1 (D): JOB CREATION**

The Expanded Public Works Programme (EPWP) is a national government programme that aims to provide social protection through the creation of jobs. The programme's mandate is "to contribute to development by providing work opportunities to poor and unemployed people in the labour-intensive delivery of public and community assets and services". EPWP programmes in Witzenberg will complement existing municipal service delivery and will also aim to provide unemployed persons with experience in environmental cleaning initiatives, infrastructure and maintenance projects, as well as social sector programmes. An existing operating procedure are regularly updated that would include the maintenance of an unemployed database for job seekers to be utilised with EPWP recruitment. The

Department of Public Works Conditional Grant will be utilised to complement service delivery in the municipality, such as assistance to youth, maintenance of parks, rivers and open spaces, neighbourhoods, the various CBD (Central Business District), as well as road & storm water maintenance. There is also a focus on maintenance projects where unemployed persons can grow in their skills and obtain experience. At the same time municipal infrastructure are being maintained on a regular basis. Workers on the programme can also benefit from training initiatives (where funding is available). The Municipality will aim to prioritize persons with disabilities, youth and women.

II. OBJECTIVE 4.2: CREATE AN ENABLING ENVIRONMENT TO SUPPORT LOCAL ECONOMY

▪ PROGRAMME 4.2 (A): LOCAL ECONOMIC DEVELOPMENT

Local Economic Development (LED) is concerned with promoting participation and local dialogue, as well as connecting people and their resources for better economic opportunities, job creation and a higher quality of life for both men and women.

LED is thus a participatory process and can be regarded as the process whereby the wealth in local communities is created not by government alone, but by the complement of private enterprise. These enterprises depend on favourable local business conditions to create prosperity, while the local governments have the key role of providing the enabling environment for businesses to succeed.

Witzenberg Municipality is committed to support local economic development not only through various Inter-governmental. The Witzenberg Local Economic Development Strategy is currently in its final stages of review. The implementation of the existing strategy is measured on a bi-annual basis.

Witzenberg Municipality will be supporting SMME developments through the following projects.

1. Small Business development

Facilitation of:

- Business training (entrepreneurship, business plans, marketing, financial management, customer service)
- Establishment of a Witzenberg Entrepreneurship Academy
- SARS workshops (tax clearance, benefits for small business, business registration options)
- Contractor development (Construction & site compliance)
- International business capacity building missions

- Mentorship programmes
 - SMME email network establishment to distribute information and opportunities
 - Business advice
 - Business dialogue with small businesses in town to disseminate information, discuss challenges and tackle solutions together
 - Liaison with small business forums
 - Collaboration with Ceres Business Initiative
- 2) Linking entrepreneurs with funding opportunities by means of: information sharing, workshops & online application assistance:
- District Municipality, Provincial & National Government funding
 - Corporate / Private (Company linked funding)
- 3) Linking clients with Supplier database registrations
- Municipal supplychain & Western Cape supplier database (assistance with completion of application forms)
 - Central supplier database (online registrations at local E-Centre's)
 - Small business consultations
 - Referrals to organisations or State Departments
- 4) Facilitating access to markets
- Small Business infrastructure (construction of business centres & market related infrastructure)
 - Small business expo's
 - Linkages with government department procurement opportunities
 - Linkages with tourism related opportunities at festivals
 - Linking local contractors with construction opportunities

- Procurement input during tender supply chain processes

- Linkages with local established businesses

5) Application & processing of informal trader permits & business licence registrations

- Include an informal trader programme to provide training and support on a business level to informal traders

- Establishment of informal trader forum

- Assisting with red tape challenges/ blockages

- Identifying new & better trading space

6) Providing SMME opportunities in new developments

- Assistance with expediting business applications for municipal land

- Waste entrepreneurship interventions and capacity building

- Investigating possible land for business development

Tourism

Witzenberg Municipality has a service level agreement (SLA) with three local tourism associations that conduct marketing of the municipal area and local established businesses in order to draw investment and trade to the area. Local businesses join as members of the local tourism authorities to participate in the marketing initiative. Membership holds businesses accountable to ethical norms and standards for the industry, and to a code of conduct.

Their functions include:

- Marketing the area, events and activities.
- Creating opportunities for transformation, niching, diversification and support of new stakeholders.
- Ensuring that tourism development remains on trend.
- Promotion and development of Accessible Tourism.

- Development of a policy for film production companies for permits to enable, attract and to streamline applications

- The development of a small business training academy

- Creating flagship LED events such as Supplier & funding registration days where businesses can register for business services and apply for funding

7) Red tape reduction

- Implementation of municipal wide case management system that aim to fast track business and public complaints, solutions and swift implementation

- Development of a Public Service Charter that will indicate the standards of service delivery that the various Municipal Departments are committing to

Tourism aims to market Witzenberg Municipality as an affordable holiday destination with activities for the entire family. Tourism liaises with district, provincial and national stakeholders to develop the Witzenberg brand through attraction of tourists, awareness campaigns, roadshows, expos, events and festivals. Tourism further aims to train and skill local entrepreneurs to meet tourism-related demands, and provide the requisite services and products necessary to promote local trade and economic development.

- To enlist new members and plan for the growth of both operations and market.

As per our SLA with Witzenberg Tourism, which is an external entity to Witzenberg Municipality, we have the following strategic priorities:

- Promotion of our towns as travel destinations and as film and photoshoot locations (with

attractive scenes in farm and desert areas, mountains, snow, and skylines.)

- Promotion and protection of the local towns, events and the municipal brand.
- Promotion of conservation and Green Tourism. Provision of statistical research and data outputs.
- Promotion of Agri-Tourism.
- The growth and expansion of tourism.

Witzenberg Tourism runs educational packages with schools, front of house staff, and local stores to promote clientele service. The entity also sources courses such as first aid training, communication, administration and hospitality to help local businesses improve their output and skill levels.

Part of the municipality's agreement with Witzenberg Tourism is to expand the broad demographic of tourism to encompass culture, heritage, diversity and transformation. We aim to develop two new travel routes within Witzenberg to promote social cohesion as well as introduce formal trade to township and rural areas.

Witzenberg Tourism has produced tear-off maps which are distributed to points of sale with high traffic, providing location and contact details of local tourist attractions. They have also produced a joint brochure called the Witzenberg Meander, covering activities throughout the municipality.

Tourism bureaus for Wolseley, Ceres and Tulbagh also created their own brochures with niche marketing of their sectors in conjunction with social media promotion through Facebook and websites. Witzenberg Tourism has been

▪

▪ **PROGRAMME 4.2 (B): UTILISING MUNICIPAL AND PUBLIC PROPERTY TO SUPPORT ECONOMIC GROWTH AND SUSTAINABLE DEVELOPMENT**

Witzenberg completed a land audit in 2009 indicating all municipal and public properties. These properties are categorised with the focus on underutilised properties. The land audit is updated regularly and an implementation plan was developed with annual implementation

successful in marketing the destination to visitors within South Africa as an affordable and picturesque location for weddings, snow tourism, heritage tourism, agri-tourism, wine tourism, adventure tourism, cultural tourism, sports tourism and rural tourism.

Witzenberg Tourism also conducts quarterly educational visits of the areas to tourism authorities outside of our borders as well as to journalists, media groups and bloggers, in order to review and publicise the activities and services offered in the area. A significant area of focus in the IDP for tourism is access to qualitative and quantitative research, specific to our area.

Ceres Business Initiative

The Ceres Business Initiative was originally founded as the Ceres Chamber of Commerce in 1936. The institution represents various business and enterprise areas in the Witzenberg area. The Witzenberg Municipality has a good relation with the CBI and plays an important supporting role in achieving the following goals of CBI:

- Building bridges between the municipality & the business community.
- Ensure that the town is clean & safe
- Accomplish economic growth, create opportunities for entrepreneurs
- To consult with the municipality regarding service delivery.

CBI has initiated several opportunities for small and upcoming entrepreneurs with support from its members and other role-players.

targets. The purpose is mainly to sell or make available underutilised municipal property to leverage growth, support economic development and job creation with the focus on sustainable development especially in poor communities.

Economic benefits include:

- small-business development through support initiatives stimulating local economic activity and possible job creation
- the creation of potential opportunity streams through mixed-use activities
- encouraging and enhancing entrepreneurship across various key sectors.

Witzenberg will, in conjunction with the Department of Rural Development and Land Reform and the Department of Agriculture, investigate the utilisation of **commonage land as part of the Agri-Park development**. The main purpose would be to grow the local economy, job creation and empowerment of the previously disadvantaged.

The investigation should give an indication of the preferred commodity as determined by soil conditions and available markets, but also water

availability and support by existing commercial farmers.

Large tracks of commonage has been identified as Critical Biodiversity Areas. These areas are however not managed and protected as it is being overgrazed and illegal dumping occurs in some areas.

It is therefore necessary to investigate if the land



INTERNAL MONITORING AND REPORTING

Measuring of performance on Strategic Objectives is measured through the Service Delivery and Budget Implementation Plan as included in Chapter 7. The results are published in the Annual Report.

Departmental indicators are included in the Departmental SDBIP with monthly internal reporting to managers

5 MANAGEMENT AND GOVERNANCE

A. COUNCIL STRUCTURE



WITZENBERG MUNICIPAL COUNCIL - 2026



SPEAKER



Alderady Elizabeth Sidego
Speaker of Council
WARD 11 (DA)

MAYORAL COMMITTEE



Cllr Trevor Abrahams
Executive Mayor
(DA)



Cllr Jonathan Nel
Executive Deputy Mayor &
Mayco: Community Development
PR (ICOSA)



Alderman Karriem Adams
Mayco: Housing Matters
WARD 6 (DA)



Alderman Hendrik Smit
Mayco: Technical Services
WARD 5 (DA)



Cllr John Fredericks
Mayco: Corporate &
Financial Services
PR (VF+)



Cllr Patric Daniels
Mayco: LED & Tourism
WARD 2 (DA)



Cllr Jacob Rool
MPAC Chairperson,
PR (WP)

WARD COUNCILLORS



Cllr Andile Gili
WARD 1 (ANC)



Alderman Dirk Swart
WARD 3 (DA)



Alderman Ronald Visagie
WARD 4 (DA)



Cllr Jacob Zille
WARD 7 (ANC)



Cllr Gwen Franse
WARD 8 (DA)



Cllr Mvelisi Ndaba
WARD 9 (ANC)



Cllr Spolisa de Bruin
WARD 10 (DA)



Cllr Khamiso Yisa
WARD 12 (ANC)

PR COUNCILLORS



Cllr Warrick Alexander
PR (PA)



Cllr Gerrit Laban
PR (WA)



Cllr Johnnerey Mouton
PR (ANC)



Cllr Isak Swartz
PR (EFF)



Cllr Katriena Robyn
PR (GOOD)



Cllr Nonzame Phatsone
PR (ANC)



Cllr Nokuhandlo Ngqichisa
PR (ANC)

B. AUDIT COMMITTEE

Members of the Performance, Risk and Audit Committee	
<p>Mr J George (Chairperson) 2 Dickens Close, Somerset Park, Van der Stel, SOMERSET-WEST Cell: (062) 655-0455 E-mail: jonathang@quantumadvisory.co.za</p>	<p>Ms Mohlekhu Constance Fagan Corner Trumali and Strand Road Parmalat Park STELLENBOSCH Cell: (082) 927-6548 / 22 Email: m.connie.fagan@gmail.com</p>
<p>Ms Jacqueline Lapoorta 17 Driebergen Street, Highbury KUILSRIVER Cell: E-mail: jacquilap@gmail.com</p>	<p>Mr Jacobus J Swarts 6 Bass Street, Soneike KUILSRIVER Cell: E-mail: jacobus.swarts@enslins.co.za</p>

C. ESTABLISHMENT OF WARD COMMITTEES

Through the establishment process, it is intended that members of the community will understand the purpose and potential benefits of the Ward Committee System. Community members would also be in a better position to make informed decisions with regard to nominating and electing appropriate members of Ward Committees and be able to hold Ward Committees accountable once they are established.

For the months of February and March 2022 Witzenberg Municipality had an intensive mobilisation campaign on the process for the establishment of Ward Committees. On 30 March 2022 the nomination process closed.

The verifications on nominations were done, some candidates were only disqualified after

verifications were done. Candidates were disqualified if they were not registered voters, if they were nominated in the wrong voting district, if they were not nominated by a registered voter, if they were nominated by a voter that was not registered in the same voting district as the candidate, and if nominations were received after the deadline of 30 March 2022.

The election process was facilitated by contract workers who also did duty as contract workers for the Independent Electoral Committee (IEC) during the 2021 Local Government Elections. The elections in the different wards took place on 4, 5, 6 and 7 April 2022. **The newly elected Ward Committee inauguration took place in May 2022.**

D. MACRO MANAGEMENT



Monwabisi Mpeluza

Director: Corporate Services

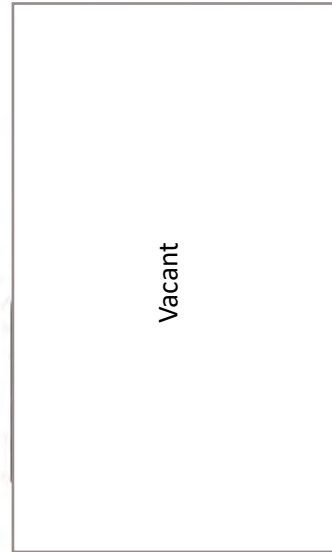
Email: monwabisi@witzenberg.gov.za



David Nasson

Municipal Manager

Email: david@witzenberg.gov.za



Vacant

Director: Technical Services



Cobus Kritzinger

Director: Finance

Email: cobus@witzenberg.gov.za



Seon Swartz

Director: Community Services

Email:

seon@witzenberg.gov.za

6 STRATEGIC FINANCIAL OUTLOOK

E. EXECUTIVE SUMMARY

The National Treasury projects GDP growth to average 1.8 per cent from 2025 to 2027. Continued investments in renewable energy and easing structural constraints are expected to support higher investment. Key factors for achieving faster economic growth and creating much-needed jobs include greater collaboration with the private sector in energy and transport, rapid implementation of structural reforms, easing of regulatory constraints and increased infrastructure investment.

The current economic challenges in the country place pressure on the ability of consumers to settle municipal accounts, therefore, municipal own revenue generation gets affected. The main risks to the economic outlook are weaker-than-expected growth, continued deterioration in the public finances and a failure to implement structural reforms. Electricity remains a binding constraint on economic recovery.

Population statistics suggest that the municipality has experienced a steep increase in population during the past 10 years.

The expansion of Informal settlements within the municipal area supports this argument and

this places pressure on the municipality to provide basic services within these areas. The municipality is in the process of lodging a dispute to Statistics South Africa as it is of the opinion that the population figure is higher than the numbers published by Statistics South Africa.

The municipality's notional maximum demand (NMD) ceiling has also been reached, and this is hampering its ability to attract investments to the municipal area. Continued talks are underway with Eskom to increase Witzenberg Municipality's NMD.

The aging electricity infrastructure has necessitated the municipality to budget for a substantial investment in the replacement of key components to ensure that the standard of electricity service is maintained and that the local economy remains active.

The municipality followed a conservative approach for projecting revenue by keeping increases in tariffs to affordable levels.

F. FINANCIAL STRATEGIC APPROACH

The 2025/26 MTREF process commenced with a technical analysis of previous years' performance outcomes, an assessment of the economic

outlook, and consultation with various role-players. The process encompassed the following:

- Framework for and strategic direction of the budget provided by the MAYCO
- Long-term Financial Plan presentations to Council.
- Eskom’s application for electricity tariff increases to the National Energy Regulator of South Africa (NERSA).

G. FINANCIAL MODELLING AND KEY PLANNING DRIVERS

The outcome of the LTFP modelling incorporated the assumptions outlined in the paragraphs below on which the 2025/26 MTREF was compiled. The principles applied to the MTREF in determining and maintaining an affordability envelope included:

- Higher increases to selected cost elements subjected to higher-than-average inflationary pressure, such as employee related costs and fuel cost
- The assumption of a 95% capital expenditure implementation rate;
- Credible collection rates based on collection achievements to date, and also incorporating anticipated improvements in selected revenue items;
- National and provincial allocations as per the 2025 Division of Revenue Act (DORA); and
- Province’s 2025/26 MTREF allocations circular to municipalities.

H. ECONOMIC OUTLOOK/EXTERNAL FACTORS

The sluggish growth experienced in the South African economy is aggravated by the constraints in electricity supply, the increase in

living cost, the increase in transportation cost and an increase in delivering basic services. The municipality is not immune to global

I. NATIONAL AND PROVINCIAL INFLUENCES

Conditional grant funding targets delivery of national government’s service delivery priorities. It is imperative that Witzenberg Municipality understands and complies with the conditions stipulated in the Division of Revenue Act (DoRA) in order to access this funding. The equitable share constitutes unconditional funding, and is designed to fund the provision of free basic services to disadvantaged communities.

The municipality has recently challenged the population figure published by STATSSA as it is of the opinion that the said figure is substantially higher. The population figure has a direct impact on the municipality’s equitable share allocation which is used to provide free basic services to the most vulnerable portion of the population.

J. EXPENDITURE ANALYSIS – A THREE-YEAR PREVIEW

III. GENERAL INFLATION OUTLOOK AND ITS IMPACT ON MUNICIPAL ACTIVITIES

The MFMA Budget Circular for 2025/2026 indicates the following inflation forecasts:

2025/2026	4,3%
2026/2027	4,6%
2027/2028	4,4%

IV. INTEREST RATES FOR BORROWING AND INVESTMENT OF FUNDS

Changes in interest rates will not affect the budget over the medium term as the interest rates on most of the existing loans are fixed. The interest and redemption expenses will decrease as loans are being redeemed.

V. COLLECTION RATE FOR REVENUE SERVICES

The collection rate for revenue service will be under more pressure due to the weak economic outlook. Prepaid water meters will be installed to reduce the provision for impairment of water debtors.

VI. SALARY, WAGES AND RELATED STAFF EXPENSES

The increase in employee-related costs is expected to be more than the inflation forecast. A 2,5% notch increase will increase the employee-related costs even further. The job descriptions of all employees are in the process of being re-evaluated – the outcome of the evaluations is still unknown, but it is expected that the salaries of some employees will increase.

VII. REPAIRS AND MAINTENANCE

Higher-than-inflation repairs and maintenance provision is made in the budget to attain nationally benchmarked levels, thereby ensuring and enhancing the preservation of Witzenberg Municipality assets.

VIII. DEPRECIATION

Depreciation charges will increase on an annual basis due to new assets being added to the asset register through the capital budget.

K. REVENUE ANALYSIS – A THREE-YEAR PREVIEW

IX. GROWTH OR DECLINE IN MUNICIPAL TAX BASE

The revenue base is not growing enough to support the rising cost of service delivery. Most of the economic development in Witzenberg occurs in the rural areas where the municipality is not the service provider.

The Skoonvlei area is being developed as an industrial area with assistance from Rural Development to attract industries to the town areas and to create job opportunities.

X. MAJOR TARIFFS AND CHARGES: ECONOMIC AND TRADING SERVICES

Witzenberg Municipality strives to keep tariff increases below inflation. The three-year indicative tariffs are determined for

major services to illustrate the financial effect of medium-term operational and investment plans.

XI. PROPERTY RATES

Property rates revenue is used to finance municipal functions other than economic and trade services. Property rates revenue is subsidised by the surpluses from economic and trade services. Property rates tariffs are therefore increased with more than the inflation forecasts. A new

valuation roll was implemented from 1 July 2023. The limitations on property rates tariffs of Agricultural Property, Public Service Infrastructure and Public Benefit Organisation Property has a negative effect on the possible rates revenue.

L. IMPACT OF NATIONAL, PROVINCIAL AND LOCAL POLICIES ON OPERATING REVENUE

XII. 2024 DORA

Allocations and grants to Witzenberg Municipality are included in the DoRA.

The equitable share allocation is utilised to fund the provision of free basic services to indigent households.

The Municipal Infrastructure Grant is mainly allocated to the provision of bulk service infrastructure to new low cost housing projects.

The Regional Bulk Infrastructure Grant is earmarked for Bulk Water Storage for the Tulbagh area.

XIII. MAJOR PARAMETERS

The following table summarizes the major parameters applied to the operating budget:

Description	Budget year 2024/2025	Budget year +1 2025/2026	Budget year +2 2026/2027
CPI	4.9%	4.6%	4.6%
Collection rate	92%	92%	92%
Tariff Increases:			
Rates	8%	8%	8%
Electricity - Residential	10.8%	10.8%	10.8%
Electricity - Business	10.8%	10.8%	10.8%
Water consumption - Residential	5%	5%	5%
Water consumption - Business	5%	5%	5%
Sewerage	5%	5%	5%
Refuse removal	5%	5%	5%
Equitable share allocation	R 146 mil	R 157 mil	R 170 mil
Total grant allocations	R 241 mil	R 237 mil	R 236 mil

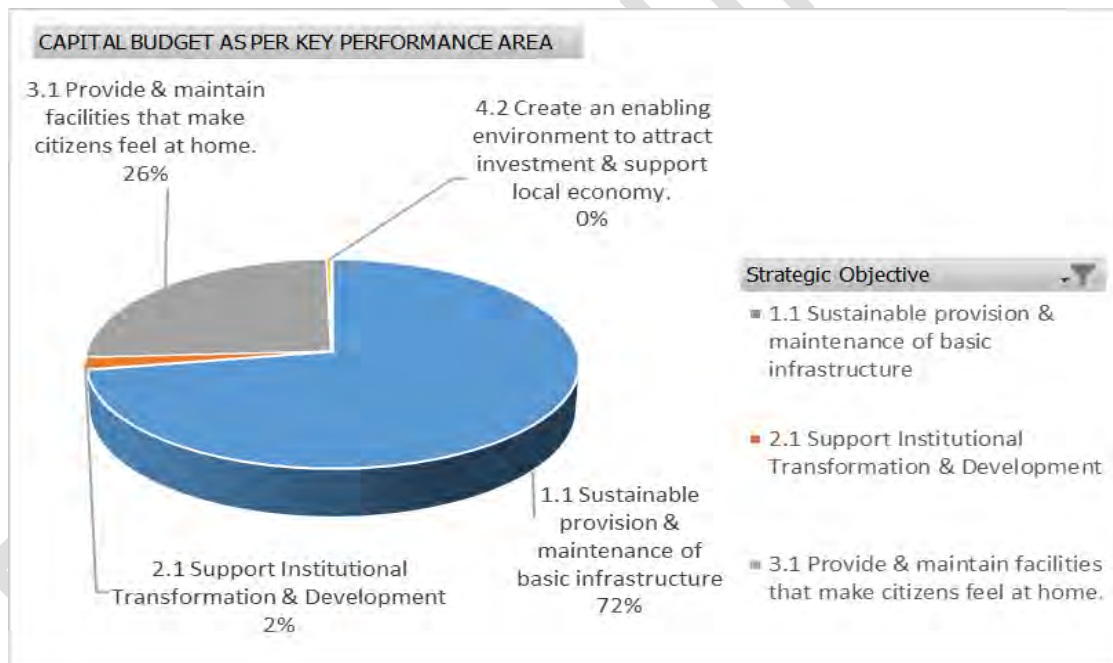
M. CAPITAL INVESTMENT FRAMEWORK

The past couple of financial years, capital investment was dominated by bulk infrastructure projects linked to especially the Vredebes subsidized housing project. Most of the required bulk infrastructure has been completed and construction of houses and servicing of sites has commenced. The construction of Top Structures is currently underway. It must be noted that due to a policy change from the National Department of Housing, the focus will be more on serviced sites. With regards to housing, 529 sites at Vredebes were completed with the purpose to accommodate the informal settlement at Nduli. Major projects mainly include the upgrade of the Wolseley Waste Water Treatment Works,

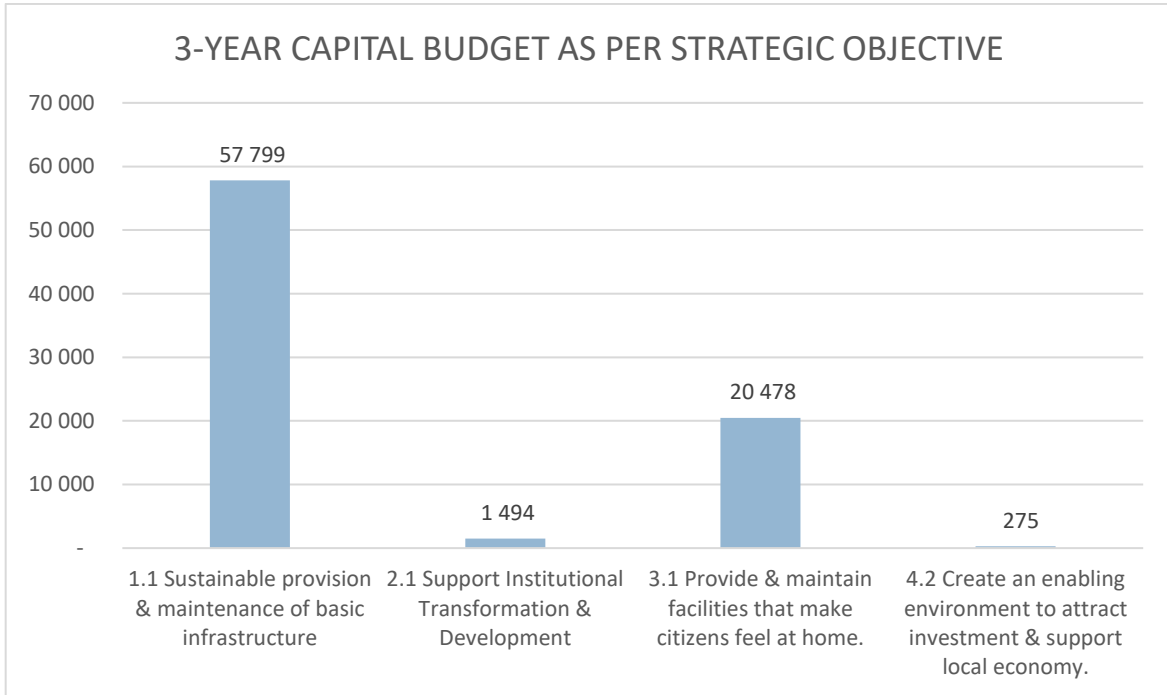
construction of additional reservoir at Tulbagh, upgrade of bulk water supply line (Tierhokskloof) to Wolseley and upgrade of the Ceres Electrical substation.

In terms of the Witzenberg Strategic Map, the bulk of the funding is allocated to the key performance area of Essential Services with the strategic objectives related to the provision of services receiving most of the capital funding as indicated in the graphs below.

NOTE: PLEASE REFER TO APPROVED BUDGET AND ADJUSTED BUDGET FOR UPDATED FIGURES IN TABLES BELOW.



Key Performance Area	Strategic Objective	Budget 2025-26	Budget 2026-27	Budget 2027-28
Essential Services	1.1 Sustainable provision & maintenance of basic infrastructure	55 949 447	52 825 904	38 363 851
Governance	2.1 Support Institutional Transformation & Development	3 580 000	3 035 000	400 000
Communal Services	3.1 Provide & maintain facilities that make citizens feel at home.	20 242 378	1 030 000	11 186 452
Socio-Economic Support Services	4.2 Create an enabling environment to attract investment & support local economy	275 000	-	-
Total		80 046 825	56 890 904	49 950 303



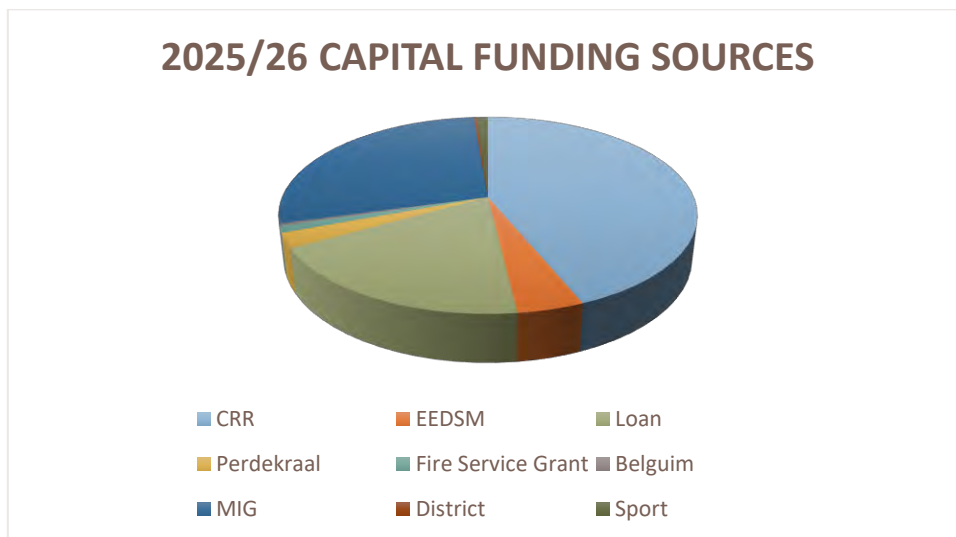
Funding Sources

The Capital Budget is funded by the following sources:

Funding Source Name		Institution	Purpose
Capital Replacement Reserve	CRR	Municipality	Mainly upgrading and equipment
Integrated Housing and Human Settlements Development Grant	IHSDG	Dept. of Human Settlements	Capital funding for internal social housing developments' infrastructure networks as well as related bulk infrastructure. <i>Funding for top structures (houses) is included in the operational budget.</i>

Municipal Infrastructure Grant	MIG	Dept. of Cooperative Governance	Infrastructure that supports the poor, mainly bulk infrastructure related to social housing projects.
Regional Bulk Infrastructure Grant	RBIG	Dept. of Water Affairs	Bulk water and sanitation related projects.
Integrated National Electrification Programme	INEP	Dept. of Energy	Electrical networks for social housing projects.
Regional Socio-Economic Programme	RSEP	Provincial Government	Socio-economic upgrading – non-motorised transport – walkways.
Twinning agreement with Essen, Belgium	Belgium	Belgium Federal Government	Support in implementation of Waste Management Strategy
CWDM	District	Cape Winelands District Municipality	Identified projects. Non-motorised Transport such as walkways & pavements
Provincial Government	Prov Grant	Western Cape Provincial Government	Various Grant related to upgrading of main roads (bridges), fire fighting vehicles, libraries
Water Services Improvement Grant	WSIG	Department of Water and Sanitation	Upgrade to Waste Water Treatment Works
Loans	Loans	Financial Institution	Landfill Site Fencing & Transfer/Drop-off Facilities
Energy Efficiency Demand Side Management	EEDSM	Department of Energy	Reduce electricity consumption by optimizing their use of energy. For example, replacing conventional streetlights with LED streetlights.

The graph below gives an indication of the contribution value of the different funding sources to the capital budget:



Detailed long-term Capital Budget

The following tables show the individual budgeted projects as allocated per ward (note that outer years are indicative and only for planning purposes).

KEY PERFORMANCE AREA: 1. ESSENTIAL SERVICES

Strategic Objective: 1.1 Sustainable provision and maintenance of basic infrastructure

Department	Project Description	Funding	Region	Budget 2025-26	Budget 2026-27	Budget 2027-28
Electricity	Capex Electrical Network Housing Project	INEP	Whole of the Municipality	0	518 261	542 608
Electricity	Capex Electrical Network Refurbishment	CRR	Whole of the Municipality	1 000 000	1 000 000	1 000 000
Electricity	Capex Mv Network Equipment	CRR	Whole of the Municipality	1 000 000	1 000 000	1 000 000
Electricity	Capex Mv Substation Equipment	CRR	Whole of the Municipality	1 630 000	1 400 000	1 400 000
Electricity	Capex Upgrade Of Lv Network Cables	CRR	Whole of the Municipality	500 000	400 000	400 000
Electricity	Capex Upgrade Of Mv Cables	CRR	Whole of the Municipality	1 500 000	1 400 000	1 400 000
Electricity	Capex Upgrade Of Streetlights	EEDMS	Whole of the Municipality	3 478 261	0	4 013 913
Electricity	Capex Upgrade Of Streetlights	CRR	Whole of the Municipality	210 000	100 000	100 000
Electricity	Capex Upgrade Power Station	Loan	Whole of the Municipality	15 000 000	0	0
Roads	Capex Ceres Bella Vista Taxi Rank	MIG	Whole of the Municipality	0	8 695 652	8 695 652
Roads	Capex Ceres Bella Vista Taxi Rank	CRR	Whole of the Municipality	4 700 000	0	2 500 000
Roads	Capex Main Roads Ceres	Prov Grant	Ceres	0	4 822 174	1 481 739
Roads	Capex Main Roads Tulbagh	Prov Grant	Tulbagh	0	4 822 174	1 481 739
Roads	Capex Network Street	CRR	Whole of the Municipality	6 000 000	8 000 000	5 000 000
Roads	Capex Rehabilitation - Streets Wolseley	MIG	Wolseley	0	6 741 820	8 612 244
Roads	Capex Rehabilitation Cellier Street	CRR	Ceres	5 000 000	0	0
Roads	Capex Traffic Calming	CRR	Whole of the Municipality	50 000	0	0
Sewerage	Capex Aerator Replacement Programme	CRR	Whole of the Municipality	200 000	200 000	200 000
Sewerage	Capex Sewer Network Replacement	CRR	Whole of the Municipality	1 000 000	0	0
Sewerage	Capex Sewer Pumps-replacement	CRR	Whole of the Municipality	100 000	100 000	100 000
Sewerage	Capex Toilets For Informal Settlements	CRR	Whole of the Municipality	500 000	0	0
Sewerage	Capex Upgrade Of Waste Water Treatment Works	CRR	Whole of the Municipality	200 000	200 000	200 000
Solid Waste	Capex Bulk Waste Container Bins	CRR	Whole of the Municipality	1 000 000	434 600	235 956
Water Distribution	Capex Nduli Upgrade And Replace Water Pipe Along R46	MIG	N'duli	3 268 625	0	0
Water Distribution	Capex Nduli Upgrade And Replace Water Pipe Along R46	CRR	N'duli	1 500 000	0	0
Water Distribution	Capex Network- Water Pipes & Valve Replacement	CRR	Whole of the Municipality	1 000 000	1 000 000	0
Water Distribution	Capex Security Upgrades	CRR	Whole of the Municipality	500 000	200 000	0
Water Distribution	Capex Tierhokskloof Bulk Pipeline	MIG	Wolseley	723 503	0	0
Water Distribution	Capex Tierhokskloof Bulk Pipeline	CRR	Wolseley	700 000	0	0
Water Distribution	Capex Tulbagh Reservoir	MIG	Tulbagh	5 189 058	9 591 223	0
Water Distribution	Capex Tulbagh Reservoir	CRR	Tulbagh	0	2 200 000	0
Total				55 949 447	52 825 904	38 363 851

KEY PERFORMANCE AREA: 2. GOVERNANCE

Strategic Objective: 2.1 Support Institutional Transformation and Development

Department	Project Description	Funding	Region	Budget 2025-26	Budget 2026-27	Budget 2027-28
Administration	Capex Vehicle Replacement Programme	CRR	Whole of the Municipality	300 000	0	0
Council Cost	Capex Furniture & Equipment	CRR	Whole of the Municipality	500 000	0	0
Director Corporate	Capex Furniture & Equipment	CRR	Whole of the Municipality	50 000	50 000	50 000
Director: Finance	Capex Furniture & Equipment	CRR	Whole of the Municipality	50 000	50 000	50 000
Director: Technical	Capex Furniture & Equipment	CRR	Whole of the Municipality	50 000	50 000	50 000
Electricity	Capex: Tools & Equipment	CRR	Whole of the Municipality	250 000	200 000	200 000
Information Technol	Capex It Equipment	CRR	Whole of the Municipality	300 000	300 000	0
Marketing & Comm	Capex Camera Equipment	CRR	Whole of the Municipality	30 000	35 000	0
Marketing & Comm	Capex: Access Control - Furniture And Equipment	CRR	Whole of the Municipality	100 000	250 000	0
Mechanical Worksh	Capex Tools & Equipment	CRR	Whole of the Municipality	0	50 000	0
Mechanical Worksh	Capex Vehicle Replacement Programme	Belguim	Whole of the Municipality	300 000	0	0
Mechanical Worksh	Capex Vehicle Replacement Programme	CRR	Whole of the Municipality	1 000 000	2 000 000	0
Mechanical Worksh	Capex Workshop Building Upgrade	CRR	Ceres	300 000	0	0
Municipal Manager	Capex Furniture & Equipment	CRR	Whole of the Municipality	50 000	50 000	50 000
Traffic Services	Capex Building Upgrade Traffic Department	CRR	Whole of the Municipality	300 000	0	0
Total				3 580 000	3 035 000	400 000

KEY PERFORMANCE REA: 3. COMMUNAL SERVICES

Strategic Objective: 3.1 Provide and Maintain Facilities and Environment that make citizens feel at home

Department	Project Description	Funding	Region	Budget 2025-26	Budget 2026-27	Budget 2027-28
Cemeteries	Develop land for regional cemetery new_Ceres/Bella Vista	MIG	Ceres/Bella Vista/ Nduli	0	0	8 736 452
Cemeteries	Capex Expanding Of Existing Cemetery	CRR	Whole of the Municipality	100 000	0	0
Community Halls	Replace asbestos roof Kliprug Community hall_PAH	CRR	PAH	0	0	2 100 000
Community Halls	Replace vinyl flooring Montana Comm hall_Wolseley	CRR	Wolseley	0	520 000	0
Director: Communit	Capex Furniture & Equipment	CRR	Whole of the Municipality	50 000	50 000	50 000
Environmental Man	Air quality equipment_all	CRR	all	220 000	0	0
Fire Services	Capex Fire Fighting Equipment	CRR	Whole of the Municipality	150 000	0	0
Fire Services	Fire Fighting Equipment	Fire	Whole of the Municipality	869 565	0	0
LED	Office furniture (office chairs)_Ceres	CRR	Ceres	14 000	0	0
Libraries	Capex Library Nduli_Office Equipment	Perdekraal	N'duli	200 000	0	0
Libraries	Capex Library Nduli	MIG	N'duli	8 925 959	0	0
Libraries	Capex Library Nduli	Perdekraal	N'duli	1 739 130	0	0
Libraries	Capex Library Nduli	CRR	N'duli	1 000 000	0	0
Parks	Capex Brushcutters	CRR	Whole of the Municipality	110 000	120 000	150 000
Parks	Capex Chainsaws	CRR	Whole of the Municipality	130 000	140 000	150 000
Parks	Capex Irrigation Equipment For Parks	CRR	Whole of the Municipality	200 000	0	0
Parks	Capex Landscaping Of Parks	CRR	Whole of the Municipality	200 000	0	0
Parks	Capex Plant & Equipment	CRR	Whole of the Municipality	300 000	200 000	0
Recreational Land	Upgrade of sports facilities	Sport	Whole of the Municipality	832 174	0	0
Sport & Recreation	Capex Sports Facilities Upgrade Tulbagh	Municipal In	Tulbagh	4 301 550	0	0
Sport & Recreation	Capex Sports Facilities Upgrade Tulbagh	CRR	Tulbagh	700 000	0	0
Sport & Recreation	Capex Sportsground Development & Upgrading	CRR	Ceres	200 000	0	0
Total				20 242 378	1 030 000	11 186 452

KEY PERFORMANCE AREA: 4. SOCIO-ECONOMIC SUPPORT SERVICES

Strategic Objective: 4.1 Support the poor and vulnerable through programmes and policies

Strategic Objective: 4.2 Create an enabling environment to support local economy

Department	Project Description	Funding	Region	Budget 2025-26	Budget 2026-27	Budget 2027-28
LED	Informal Trader infrastructure_Op die Berg	CWDM	Op die Berg	185 000	0	0
LED	Installation of electronic roller shutter door motors & equ	CRR	Prince Alfred's Hamlet	60 000	0	0
LED	Installation of solar panels for Gate motors at Skoonlei	CRR	Bella Vista	30 000	0	0
Total				275 000	0	0

Provincial Investment

Below is a table - Summary of Planned and Funded Provincial Infrastructure Projects & Programmes in the Witzenberg Municipality for the MTEF period 2025/26 – 2027/28.

Sector	No of Projects	Value of infrastructure projects & programmes (Rand)						Total (Rand)
		Infrastructure Transfers Capital & Current	Maintenance and Repairs	New or Replaced Infrastructure	Non-Infrastructure	Rehabilitation Renovations Refurbishments	Upgrading and Additions	
Education	0	0	0	0	0	0	0	0
Environmental Affairs	2	0	0	0	0	0	5900000	5900000
Health	7	0	0	0	14995000	43072000	1000	58068000
Human Settlements	2	2147000	0	0	0	0	0	2147000
Public Works	0	0	0	0	0	0	0	0
Transport	5	0	182735000	0	0	228249750	70000000	480984750
Grand Total	16	2147000	182735000	0	14995000	271321750	75901000	547099750

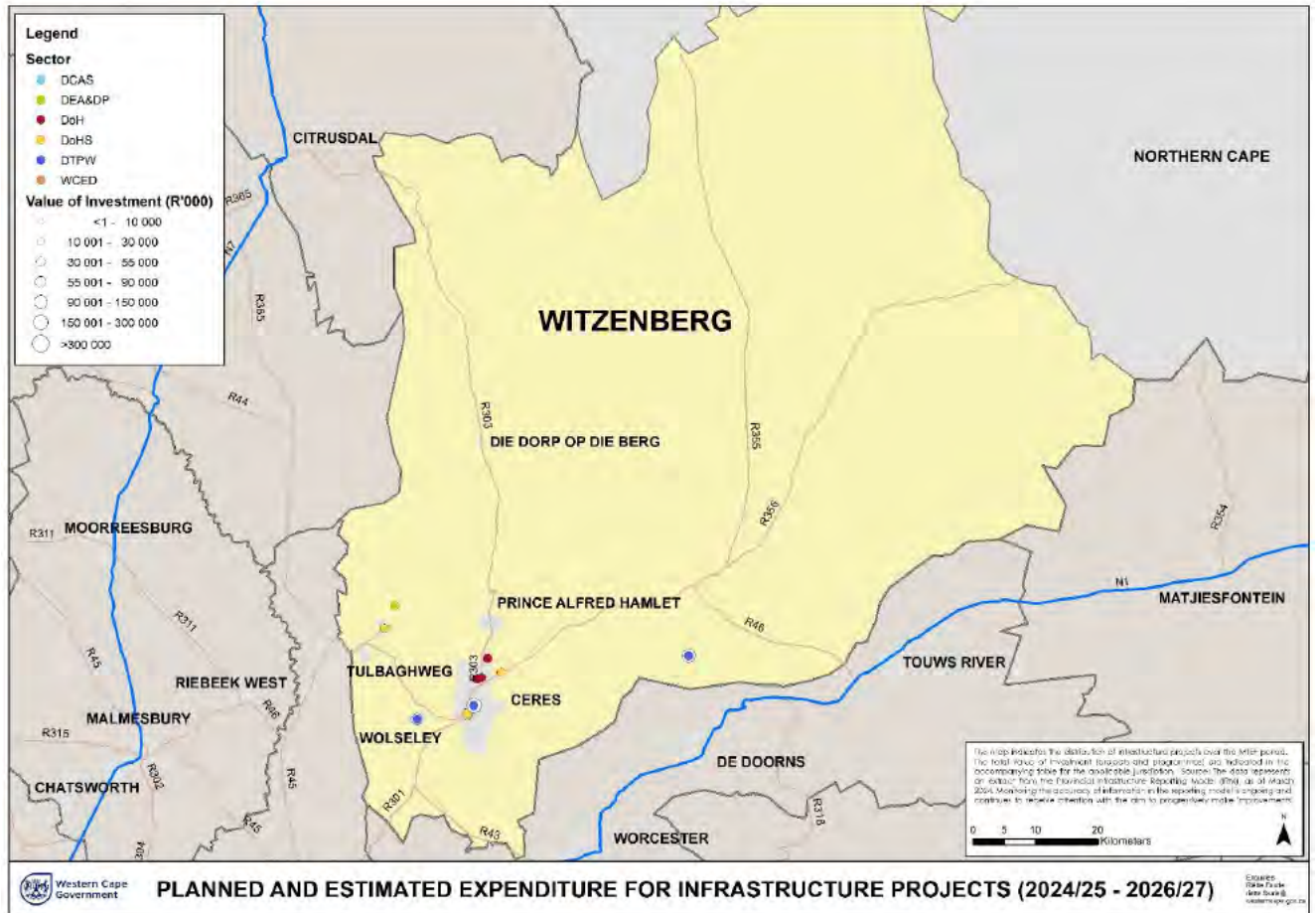
Summary: Infrastructure Projects in Witzenberg Municipality Source: Western Cape Government:

List of Provincial Infrastructure Investment Projects in the Witzenberg Municipality for the MTEF period 2025/26 – 2027/28

Sector	Nature of Investment	Project no	Project Name	Funding	Latitude	Longitude	Delivery mechanism	Total Project Cost	Previous Years Expenditure	MTEF 1 2025/26	MTEF 2 2026/27	MTEF 3 2027/28	MTEF Total (Rand)
Environmental Affairs	Upgrading and Additions	25-26 Boland hiking	Boland Mountain Complex	Equitable Share	-33,4134	19,2832	Individual Project	900000	0	900000	0	0	900000
Environmental Affairs	Upgrading and Additions	25-26 Wolwe Ablution	Wolwekloof Upgrade	Equitable Share	-33,4134	19,2832	Individual Project	5000000	0	5000000	0	0	5000000
Health	Rehabilitation, Renovations & Refurbishment	HC1810020	Ceres - Ceres CDC - Enabling work and rehabilitation	Health Facility Revitalisation Grant	-33,3603	19,3091	Individual Project	38800000	4938332	20597000	4000	0	20601000
Health	Rehabilitation, Renovations & Refurbishment	CI830120	Ceres - Ceres Hospital - Hospital and nurses home repairs and renovation	Health Facility Revitalisation Grant	-33,3629	19,3011	Individual Project	41091000	4716352	2629000	11856000	7986000	22471000
Health	Upgrading and Additions	CI830114	Ceres - Ceres Hospital - New Acute Psychiatric Ward	Health Facility Revitalisation Grant	-33,3629	19,3011	Individual Project	6441000	5759259	1000	0	0	1000
Health	Non-Infrastructure	CH810210	Ceres - Ceres CDC - HT - Enabling work for Hospital OPD	Health Facility Revitalisation Grant	-33,3626	19,3012	Individual Project	4089000	855514	881000	1869000	0	2750000
Health	Non-Infrastructure	CH830120	Ceres - Ceres Hospital - HT - Hospital and Nurses Home Repairs and Renovation	Health Facility Revitalisation Grant	-33,3629	19,3011	Individual Project	2275000	0	0	1934000	0	1934000
Health	Non-Infrastructure	HCH810020	Ceres - Ceres CDC - HT - Enabling work and rehabilitation	Health Facility Revitalisation Grant	-33,3603	19,3091	Individual Project	11680000	0	2040000	7846000	0	9886000
Health	Non-Infrastructure	HCH810036	Ceres - Bella Vista Clinic - HT - General maintenance (Alpha)	Health Facility Revitalisation Grant	-33,333	19,32	Individual Project	500000	0	425000	0	0	425000
Human Settlements	Infrastructure Transfers - Capital	ISUPG Tulbagh (500)	Tulbagh (500)	Informal Settlements Upgrading Partnership Grant	-33,2872	19,1434	Individual Project	4400000	0	1147000	0	0	1147000
Human Settlements	Infrastructure Transfers - Capital	tulbagh ibs - chris hani & die gaatjie - isupg	tulbagh ibs - chris hani & die gaatjie - isupg	Informal Settlements Upgrading Partnership Grant	-33,4134	19,2832	Individual Project	5000000	0	1000000	0	0	1000000

Sector	Nature of Investment	Project no	Project Name	Funding	Latitude	Longitude	Delivery mechanism	Total Project Cost	Previous Years Expenditure	MTEF 1 2025/26	MTEF 2 2026/27	MTEF 3 2027/28	MTEF Total (Rand)
Transport	Maintenance and Repairs	RRM CW DM	Routine Maintenance CW DM	Equitable Share	-33,3333	19,6667	Packaged with Sub-Contracts	700000000	486261000	0	89140000	93595000	182735000
Transport	Rehabilitation, Renovations & Refurbishment	C1216	C1216 Reseal/rehab Ceres-Opdie Berg-Citrusdal	Equitable Share	-33,4007	19,295	Individual Project	115489000	19924000	59509000	10000000	0	69509000
Transport	Rehabilitation, Renovations & Refurbishment	C1116.1 PRMG	C1116.1 Reseal Wolseley - Ceres - Touwsrivier 86km	Provincial Roads Maintenance Grant	-33,4191	19,1969	Individual Project	144520000	82920000	14500000	3750000	0	18250000
Transport	Rehabilitation, Renovations & Refurbishment	C1216 PRMG	C1216 Reseal/rehab Ceres-Opdie Berg-Citrusdal	Provincial Roads Maintenance Grant	-33,4007	19,295	Individual Project	542654859	194694000	100490750	40000000	0	140490750
Transport	Upgrading and Additions	C1116	C1116 Reseal Wolseley - Ceres - Touwsrivier Wolseley Ceres	Equitable Share	-33,4191	19,1969	Individual Project	127000000	0	0	0	70000000	70000000
TOTAL								1749839859	800068457	209119750	166399000	171581000	547099750

Map showing the spatial distribution of Provincial infrastructure investment projects in the Witzenberg Municipality for the MTEF period 2025/26 -2027/28



7 PERFORMANCE MONITORING AND EVALUATION

The Municipal Systems Act requires that the IDP be reviewed every five years in line with municipal elections, with an annual review of the budget and progress. A Performance Management Policy Framework has been approved by the Council.

The IDP is considered as the five-year strategic plan for the municipality and therefore provides an outline of Witzenberg Municipality's vision, mission, objectives, and operational and service delivery indicators that are realistic and attainable.

The Municipal Finance Management Act 56 of 2003 (MFMA) and National Treasury MFMA Circular No. 13 requires that municipalities prepare a service delivery budget implementation plan (SDBIP) indicating how the budget and the strategic objectives of Council as included in the IDP will be implemented. The SDBIP is prepared in terms of Section 53(1)(c)(ii) of the Municipal Finance Management (MFMA), National Treasury MFMA Circular No. 13 and the Budgeting and Reporting Regulations.

The SDBIP serves as a "contract" between the administration, council, and community; expressing the goals and objectives set by the council as quantifiable outcomes that can be implemented by the administration in the applicable financial year. It provides the link between the mayor, the council (executive) and the administration, and facilitates the process for holding management accountable for its performance. It is therefore a management, implementation and monitoring tool that will assist the mayor, councilors, municipal manager, senior managers, and community to monitor the municipality's performance on a quarterly basis. The SDBIP will ensure that appropriate information is circulated internally and externally for purposes of monitoring the implementation of the budget, the execution of projects, the

performance of senior management and the achievement of the strategic objectives set by council.

The SDBIP sets in-year information, such as quarterly service delivery and monthly budget targets, and links each service delivery output to the budget of the municipality, thus providing credible management information and a detailed plan for how the municipality will provide such services with the inputs and financial resources that will be utilized.

The SDBIP will determine the performance agreements of the municipal manager and senior managers, including the outputs and deadlines for which they will be held responsible. Expenditure information (for capital projects and services) per municipal ward is provided so that each output can be broken down per ward, where it is possible to support ward councilors to provide feedback to their communities on progress with service delivery.

Reporting on achievements is done through a mid-year report and combined in the Annual Performance report included in the Annual Report.

Implementation of MFMA Circular 88 indicators is still in pilot phase and attached as annexure.

The tables below indicate the following (**Note: refer to approved SDBIP for final indicators & targets**):

- Strategic Map – Strategic Objectives and linkage to Key Performance Areas.
- Five-year Scorecard – Key Performance Indicators with targets linked to the Strategic Objectives
- Definitions of Key Performance Indicators

A. STRATEGIC MAP

VISION

A MUNICIPALITY THAT CARES FOR ITS COMMUNITY, CREATING GROWTH AND OPPORTUNITIES.

MISSION

THE MUNICIPALITY IS COMMITTED TO IMPROVE THE QUALITY OF LIFE OF THE COMMUNITY BY:

- Providing & maintaining affordable services
- Promoting Social- & Economic Development
- The Effective & Efficient Use of Resources
- Effective Stakeholder & Community Participation

KEY PERFORMANCE AREAS

STRATEGIC OBJECTIVES

Essential Services

- Sustainable provision and maintenance of basic infrastructure
- Provide for the needs of Informal Settlements through improved services

Governance

- Support Institutional Transformation and Development
- Ensure Financial Viability
- To maintain and strengthen relations with international- & inter-governmental partners as well as the local community through the creation of participative structures.

Communal Services

- Provide and Maintain Facilities and Environment that make citizens feel at home

Socio-Economic Support

- Support the poor & vulnerable through programmes & policy
- Create an enabling environment to support local economy



B. 5 YEAR SCORECARD

KEY PERFORMANCE AREA: 1. ESSENTIAL SERVICES

Strategic Objective: 1.1 Sustainable provision and maintenance of basic infrastructure

Owner Department	Ref	Key Performance Indicator	2025/26 Annual Target	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	2026/27 Target	2027/28 Target	2028/29 Target	2029/30 Target
Water & Sanitation	WS1.11a	Number of new formal sewer connections meeting minimum standards	2		1	1	2	5	6	7	14
Water & Sanitation	WS2.11a	Number of new formal water connections meeting minimum standards	2		1	1	2	5	6	7	14
Water & Sanitation	WS4.1	Percentage of drinking water samples complying to SANS241.	98%	98%	98%	98%	98%	98%	98%	98%	98%
Electricity	EE1.11a	Number of formal residential dwellings provided with a new connection to mains electricity supply by the municipality	8	2	4	6	8	10	10	10	10
Solid Waste	FinInc28	Number of formal residential properties for which refuse is removed once per week, and which are billed for refuse removal as at period end.	12045	12045	12045	12045	12045	12050	12100	12150	12000
Water & Sanitation	WS5.1	Percentage of non-revenue water (sum of un-billed authorised consumption such as informal settlements, recreational areas and apparent & real losses)	39%	39%	39%	39%	39%	38%	38%	37%	37%
Electricity	EE4.4	Percentage total electricity losses	10%				10%	10%	10%	10%	10%
Roads	TR6.12	Percentage of surfaced municipal road lanes which has been resurfaced and resealed	1%	0%	0%	1%	1%	1%	1%	2%	2%

Strategic Objective: 1.2 Provide for the needs of Informal Settlements through improved services

Owner Department	Ref	Key Performance Indicator	2025/26 Annual Target	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	2026/27 Target	2027/28 Target	2028/29 Target	2029/30 Target
Director Technical	TecDir2	Number of subsidised serviced sites developed.	Not included in Human Settlements Pipeline budget for 2025/26.					130		50	50
Water & Sanitation	WS1.11b	Number of new informal sewer connections meeting minimum standards	3	0	0	3	3	3	3	3	3
Water & Sanitation	WS2.11b	Number of new informal water connections meeting minimum standards	3	0	0	3	3	3	3	3	3
Electricity	EE1.11b	Number of informal residential dwellings provided with a new connection to mains electricity supply by the municipality	5	1	2	3	5	7	10	12	15
Solid Waste	TecRef31	Percentage of households in demarcated informal areas with access to a periodic solid waste removal or a skip for household waste.	95%	95%	95%	95%	95%	97%	97%	97%	97%

KEY PERFORMANCE AREA: 2. GOVERNANCE

Strategic Objective: 2.1 Support Institutional Transformation and Development

Owner Department	Ref	Key Performance Indicator	2025/26 Annual Target	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	2026/27 Target	2027/28 Target	2028/29 Target	2029/30 Target
Human Resources	CorpHR13	Percentage budget spent on implementation of Workplace Skills Plan.	96%	10%	35%	60%	96%	96%	96%	96%	96%

Owner Department	Ref	Key Performance Indicator	2025/26 Annual Target	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	2026/27 Target	2027/28 Target	2028/29 Target	2029/30 Target
Human Resources	CorpHR12	Report on percentage of people from employment equity target groups employed in the three highest levels of management in the municipality.	4 Reports	1	2	3	4	4 Reports	4 Reports	4 Reports	4 Reports
Human Resources	GG1.21	Staff vacancy rate	8%	8%	8%	8%	8%	7%	7%	6%	6%

Strategic Objective: 2.2 Ensure Financial Viability

Owner Department	Ref	Key Performance Indicator	2025/26 Annual Target	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	2026/27 Target	2027/28 Target	2028/29 Target	2029/30 Target
Financial Administration	FinFAdm10	Financial viability expressed as Debt-Coverage ratio	200	200	200	200	200	200	200	200	200
Financial Administration	FinFAdm11	Financial viability expressed outstanding service debtors	60%	60%	60%	60%	60%	60%	60%	60%	60%
Income	FM7.12	Collection rate ratio	93%	75%	88%	91%	93%	94%	95%	95%	96%
Financial Administration	FM3.11	Cash/Cost coverage ratio	3	3	3	3	3	3	3	3	3
Expenditure	FM4.31	Creditors payment period	40	30	30	30	40	40	40	40	40
Supply Chain	LED3.31	Average number of days from the point of advertising to the letter of award per 80/20 procurement process	140	140	140	140	140	135	135	130	130
Municipal Manager	MM1	Percentage expenditure on the preventative- & corrective planned maintenance budget of the whole of the municipality.	98%	15%	40%	75%	98%	99%	99%	99%	99%

Owner Department	Ref	Key Performance Indicator	2025/26 Annual Target	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	2026/27 Target	2027/28 Target	2028/29 Target	2029/30 Target
Municipal Manager	FM1.11	Total Capital Expenditure as a percentage of Total Capital Budget	95%	10%	40%	60%	95%	95%	96%	97%	97%

Strategic Objective: 2.3 To maintain and strengthen relations with international- & inter- governmental partners as well as the local community through the creation of participative structures.

Owner Department	Ref	Key Performance Indicator	2025/26 Annual Target	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	2026/27 Target	2027/28 Target	2028/29 Target	2029/30 Target
IDP	MMIDP9	Number of IDP community engagements held.	14		7		14	14	14	14	14
IDP	GG2.1	Percentage of ward committees that are functional (meet four times a year, are quorate, and have an action plan)	100%				100%	100%	100%	100%	100%

KEY PERFORMANCE AREA: 3. COMMUNAL SERVICES

Strategic Objective: 3.1 Provide and Maintain Facilities and Environment that make citizens feel at home

Owner Department	Ref	Key Performance Indicator	2025/26 Annual Target	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	2026/27 Target	2027/28 Target	2028/29 Target	2029/30 Target
Fire & Disaster Management	FD1.11	Percentage compliance with the required attendance time for structural firefighting incidents	90%	90%	90%	90%	90%	90%	92%	92%	93%
Amenities & Environment	HS3.5	Percentage utilisation rate of community halls	4%				4%	4%	4%	4%	4%

Owner Department	Ref	Key Performance Indicator	2025/26 Annual Target	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	2026/27 Target	2027/28 Target	2028/29 Target	2029/30 Target
Libraries	HS3.6	Average number of library visits per library	12000	3000	6000	9000	12000	12500	12500	13000	13000
Amenities & Environment	HS3.7	Percentage of municipal cemetery plots available	30%	36%	35%	32%	30%	25%	24%	22%	22%

KEY PERFORMANCE AREA: 4. SOCIO-ECONOMIC SUPPORT SERVICES

Strategic Objective: 4.1 Support the poor & vulnerable through programmes & policy

Owner Department	Ref	Key Performance Indicator	2025/26 Annual Target	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	2026/27 Target	2027/28 Target	2028/29 Target	2029/30 Target
Socio-Economic	LED2.12	Percentage of the municipality's operating budget spent on indigent relief for free basic services	3,0%	4,0%	4,0%	3,0%	3,0%	5,0%	5,0%	4,5%	4,5%
Socio-Economic	LED1.21	Number of work opportunities created through Public Employment Programmes (incl. EPWP and other related employment programmes)	400	100	200	300	400	405	410	410	410
Socio-Economic	ComSoc42	Number of engagements with target groups with the implementation of social development programmes.	20	5	10	15	20	22	23	23	24
Human Settlements	ComHS14	Number of housing opportunities provided per year.	110			50	110	70	70	70	70
Human Settlements	ComHS15	Number of Rental Stock transferred	10	2	4	6	10	40	50	50	50

Strategic Objective: 4.2 Create an enabling environment to support local economy

Owner Department	Ref	Key Performance Indicator	2025/26 Annual Target	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	2026/27 Target	2027/28 Target	2028/29 Target	2029/30 Target
Socio-Economic	ComLed20	Quarterly report on the Small Business Entrepreneurs Development Programme.	4 Reports	1	2	3	4	4 Reports	4 Reports	4 Reports	4 Reports
Socio-Economic	ComLed4	Report on the implementation of action plans as identified in the Witzenberg LED Strategy.	4 Reports	1	2	3	4	4 Reports	4 Reports	4 Reports	4 Reports
Socio-Economic	LED3.11	Average time taken to finalise business license applications	5 days	2	3	4	5	5	5	5	5
Expenditure	LED1.11	Percentage of total municipal operating expenditure spent on contracted services physically residing within the municipal area	5%	5%	5%	5%	5%	6%	6%	7%	7%

KPI Definitions

Ref	Key Performance Indicator	Definitions
WS1.11a	Number of new formal sewer connections meeting minimum standards	The total number of new sewer connections (defined as connections to a flush toilet connected to the sewerage system or a septic tank or a VIP toilet) made by the municipality. (1) Number of new sewer connections to consumer units (Exclude informal settlements - WS1.11b)
WS2.11a	Number of new formal water connections meeting minimum standards	Total number of new water connections meeting minimum standards (supply of water is Piped (tap) water inside dwelling/institution and piped (tap) water inside yard (formal erf). (1) Number of new water connections to piped (tap) water. Excludes informal settlements - WS2.11b)
WS4.1	Percentage of drinking water samples complying to SANS241.	The percentage of water samples measured that comply with the SANS 241 requirements over a 12-month period for the defined parameters. See the SANS 241 requirements for a detailed breakdown of the various tests involved and the associated standard limits for application. ((1) Number of water sample tests that complied with SANS 241 requirements / (2) Total number of water sample tests undertaken).
EE1.11a	Number of formal residential dwellings provided with a new connection to mains electricity supply by the municipality	The number of new formal residential electricity connections to dwellings energised by the municipality. (1) Number of new residential supply points energised by the municipality. (Excludes informal areas - EE1.11b)
FinInc28	Number of formal residential properties for which refuse is removed once per week, and which are billed for refuse removal as at period end.	The number of residential properties that have access to the service according to the number of properties billed for the service on the financial system.
WS5.1	Percentage of non-revenue water (sum of un-billed authorised consumption such as informal settlements, recreational areas and apparent & real losses)	Non-revenue water is defined as the sum of unbilled authorized consumption, apparent losses (unbilled unauthorised consumption and meter inaccuracies) and real losses (from transmission mains, storage facilities, distribution mains or service connections). (((1) Number of Kiloliters Water Purchased or Purified - (2) Number of Kiloliters Water Sold) / (1) Number of Kiloliters Water Purchased or Purified)
EE4.4	Percentage total electricity losses	Electricity losses have two components: technical and non-technical. Technical losses occur naturally and consist mainly of power dissipation in electricity system components such as transmission and distribution lines, transformers, and measurement systems. Non-technical losses are caused by actions external to the power system and consist primarily of electricity theft, faulty or inaccurate meters, and errors in accounting and record-keeping. Losses is a measure of unaccounted for energy. Thus, non-payment is not included as losses. (((1) Electricity Purchases in kWh - (2) Electricity sales in kWh) / (1) Electricity Purchases in kWh)
TR6.12	Percentage of surfaced municipal road lanes which has been resurfaced and resealed	The distance of surfaced municipal road lanes (class 3-5) in kilometers which has been resurfaced and resealed in relation to the total road lane length. A lane is part of a carriageway that is designated to be used by a single line of vehicles to control and guide drivers and reduce traffic conflicts. Lane widths may vary in width from 3.1m at their narrowest, to 5.5m lanes in higher-order mixed-usage streets. Total municipal road length is measured on a per lane basis, so a road that is four-lanes wide for 1 km has a total network length of 4kms for the purpose of this indicator. ((1) Kilometers of municipal road lanes resurfaced and resealed / (2) Kilometers of surfaced municipal road lanes)
TecDir2	Number of subsidised serviced sites developed.	A housing opportunity is incremental access to and or delivery of one of the following Housing products: Incremental Housing which provides a serviced site with or without tenure. A serviced site is being defined as a demarcated site with access to water & sanitation services located adjacent to a road.

Ref	Key Performance Indicator	Definitions
WS1.11b	Number of new informal sewer connections meeting minimum standards	Total number of new sanitation connections to communal toilet facilities meeting basic sanitation standards made by the municipality. (2) Number of new sewer connections to communal toilet facilities. (only informal areas)
WS2.11b	Number of new informal water connections meeting minimum standards	Total number of new water connections to public/communal taps made by the municipality. (2) Number of new water connections to public/communal facilities. (only informal areas).
EE1.11b	Number of informal residential dwellings provided with a new connection to mains electricity supply by the municipality	Number of new informal residential electricity connections to dwellings energised by the municipality. Only informal areas.
TecRef31	Percentage of households in demarcated informal areas with access to a periodic solid waste removal or a skip for household waste.	This indicator reflects the percentage of households in demarcated informal areas with access to a to a periodic solid waste removal or a skip for household waste. Access are being defined as households within 200m of a periodic waste pick-up route or skip for household waste. Certain skips may however have been vandalised or removed after provision. Excluding areas that was illegally occupied and not part of the municipalities planning initiatives. Proxy for National KPI.
CorpHR13	Percentage budget spent on implementation of Workplace Skills Plan.	A Workplace Skills Plan is a document that outlines the planned education, training and development interventions for the organisation. Its purpose is to formally plan and allocate the budget for appropriate training interventions which will address the needs arising out of Local Governments' Skills Sector Plan, the municipality's strategic requirements as contained in the IDP and the individual departmental staffing strategies and individual employees' PDP's. The WSP shall also take into account the Employment Equity Plan, ensuring incorporation of relevant developmental equity interventions into the plan. Kpi measures percentage expenditure of vote allocated towards training needs as arise from WSP. Proxy for National KPI.
CorpHR12	Report on percentage of people from employment equity target groups employed in the three highest levels of management in the municipality.	Quarterly reports on the percentage of people from employment equity target groups employed in the three highest levels of management in compliance with the municipality's approved employment equity plan. Quarterly report submitted to Municipal Manager. Proxy for National Performance Indicator.
GG1.21	Staff vacancy rate	The number of unfilled posts in the municipal organisational structure as a percentage of the total number of employee posts in the municipality's organisational structure. The unfilled posts are inclusive of temporary and contract positions that appear on the municipality's approved organisational structure. They are exclusive of unfunded vacant positions on the municipality's approved organisational structure. $((1) \text{ The number of budgeted employee posts on the approved organisational structure} - (2) \text{ The number of actual employees in the municipality}) / (1) \text{ The number of budgeted employee posts on the approved organisational structure}$
FinFAdm10	Financial viability expressed as Debt-Coverage ratio	This indicator measures debt coverage as $(\text{total operating revenue} - \text{operating grants received}) / \text{debt service payments due within the year}$. This means the municipality is able to cover its debt service payments from operating revenue excluding grants number of times. Proxy for National KPI.
FinFAdm11	Financial viability expressed outstanding service debtors	These indicator measure service debtors to revenue $(\text{total outstanding service debtors} / \text{revenue received for services})$. This means that a % of revenue in the SFP is still outstanding as at year end. Proxy for National KPI.
FM7.12	Collection rate ratio	The ratio measures the revenue collection level of a municipality. It considers the level of increase or decrease of gross debtors relative to annual billed revenue. In addition, in order to determine the real collection rate bad debts written-off is taken into consideration. $((1) \text{ Gross Debtors Opening Balance} + (2) \text{ Billed Revenue} - (3) \text{ Gross Debtors Closing Balance} - (4) \text{ Bad Debts Written Off}) / (2) \text{ Billed Revenue}$

Ref	Key Performance Indicator	Definitions
FM3.11	Cash/Cost coverage ratio	The ratio tracks how long it can take the municipality to pay at least its monthly fixed operating commitments from cash and short-term investment without collecting any additional revenue, during that month. $\frac{((1) \text{ Cash and Cash Equivalents} - (2) \text{ Unspent Conditional Grants} - (3) \text{ Overdraft}) + (4) \text{ Short Term Investment}}{(5) \text{ Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, Provision for Bad Debts, Impairment and Loss on Disposal of Assets)}}$
FM4.31	Creditors payment period	This indicator reflects the average number of days taken for trade creditors to be paid. It is a useful indicator to measure the cash flow or liquidity position of a municipality. Total outstanding creditors is total amount owed (capital and operating expenditure) by the municipality. $\frac{(1) \text{ Trade Creditors Outstanding}}{(2) \text{ Credit purchases (operating and capital)}} \times (3) \text{ Number of days in the reporting year to date}$
LED3.31	Average number of days from the point of advertising to the letter of award per 80/20 procurement process	The average number of days from the point of advertising to the letter of award per 80/20 procurement process. An 80/20 procurement process refers to public procurement as per the terms of the Preferential Procurement Regulations in terms of the Preferential Procurement Policy Framework Act for bids where an 80/20 Broad-Based Black Economic Empowerment (B-BBEE) thresholds of between R30 000 and R50 million applies. This would apply to tenders awarded within the financial year, and where disputes to the outcome of the tender process were not raised. This does not apply to requests for quotations. (1) Sum of the number of days from the point of advertising a tender in terms of the 80/20 procurement process to the issuing of the letter of award/ (2) Total number of 80/20 tenders awarded as per the procurement process
MM1	Percentage expenditure on the preventative- & corrective planned maintenance budget of the whole of the municipality.	Percentage reflecting year to date spend on identified preventative- & corrective planned maintenance budget votes for the whole of the municipality. Maintenance as defined according to mSCOA and excludes emergency corrective maintenance.
FM1.11	Total Capital Expenditure as a percentage of Total Capital Budget	This indicator measures the extent to which budgeted capital expenditure has been spent during the financial year. Capital expenditure is all costs incurred by the municipality for acquiring, upgrading, and renewing assets such as property, equipment, plants, buildings, intangible assets, investment property or any other assets meeting the definition of assets in terms of GRAP. $\frac{(1) \text{ Actual Capital Expenditure}}{(2) \text{ Budgeted Capital Expenditure}}$
MMIDP9	Number of IDP community engagements held.	Bi-annual community engagements as per IDP Process Plan held in each of the 7 towns.
GG2.1	Percentage of ward committees that are functional (meet four times a year, are quorate, and have an action plan)	The percentage of ward committees that are deemed to be 'functional' out of all wards in the municipality. Functional is defined as- they have an agreed annual ward committee action plan by end of Q1 of the year under review and had at least four quorate meetings in that year. $\frac{(1) \text{ Functional ward committees}}{(2) \text{ Total number of wards}}$
FD1.11	Percentage compliance with the required attendance time for structural firefighting incidents	Structural fire incidents are defined as incidents of fire outbreaks in habitable formal structures (buildings that have approved building plans) and habitable informal structures (informal residential dwellings where no approved building plans exist). The indicator measures the percentage of times that these incidents receive a response within the 14-minute standard. This measure of the attendance time is the difference between the time of call (the time an official call or notice is received at the official call or reporting center) and the arrival time (refers to the time captured for the first arriving firefighting response unit regardless from where dispatched or regardless of order of dispatch).

Ref	Key Performance Indicator	Definitions
HS3.5	Percentage utilisation rate of community halls	The percentage of available hours across all community halls that are booked in a year. ((1) Sum of hours booked across all community halls in the period of assessment / (2) Sum of available hours for all community halls in the period of assessment)
HS3.6	Average number of library visits per library	The average number of library visits per library per year. This measures only municipality managed libraries. (1) Total number of library visits / (2) Count of municipal libraries
HS3.7	Percentage of municipal cemetery plots available	The number of burial plots currently available within active, municipal-owned cemeteries as a percentage of the total amount of burial plots in all municipal-owned cemeteries. Based on the municipality's current policy provisions and used plots, the indicator measures what percentage of the total available cemetery capacity in active cemeteries is currently utilised. (1) Number of available municipal burial plots in active municipal cemeteries / (2) Total capacity of all burial plots in active municipal cemeteries
LED2.12	Percentage of the municipality's operating budget spent on indigent relief for free basic services	The amount municipal operating budget expended on free basic services to indigent households (R-value) as a percentage of the total operating budget of the municipality for the period. Free Basic Services are understood in terms of water, sanitation, electricity and waste removal services only.
LED1.21	Number of work opportunities created through Public Employment Programmes (incl. EPWP and other related employment programmes)	Simple count of the number of short-term work opportunities provided through the municipality by Public Employment Programmes such as Expanded Public Works Programme and other related infrastructure initiatives. The indicator tracks the number of unique work opportunities generated within the quarter, regardless of the duration. (1) Number of work opportunities provided by the municipality through the Expanded Public Works Programme + (2) the Number of work opportunities provided through other related infrastructure initiatives.
ComSoc42	Number of engagements with target groups with the implementation of social development programmes.	The indicator refers to the number of engagements with target groups for the implementation social developmental programmes and /or initiatives.
ComHS14	Number of housing opportunities provided per year.	A housing opportunity is incremental access to and or delivery of one of the following Housing products: Practically completed Subsidy Housing which provides a minimum 40m ² house.
ComHS15	Number of Rental Stock transferred	Number of rental stock transferred to approved beneficiaries, using established criteria. Rental stock is being defined as subsidised houses constructed before 1994 (scheme houses) and leased by the municipality to identified and approved beneficiaries.
ComLed20	Quarterly report on the Small Business Entrepreneurs Development Programme.	Quarterly report on the Small Business Entrepreneurs Development Programme.
ComLed4	Report on the implementation of action plans as identified in the Witzenberg LED Strategy.	The LED Strategy has identified several action plans to be implemented aimed at achieving economic development objectives. Quarterly reports are to be submitted indicating action plans as per the LED strategy and progress on completion of action plans.

Ref	Key Performance Indicator	Definitions
LED3.11	Average time taken to finalise business license applications	The indicator measures the average number of working days a business owner can expected to wait from the date of submission of a complete business licence application to the date of outcome of licensing decision from the municipality. Business license applications refer to those businesses applying in terms of the Businesses Act of 1991. A 'complete application' refers to the point at which all of the required administrative information has been supplied, allowing the municipality to proceed with the processing. A 'finalised' application refers to an application where the municipality has taken a decision to approve or deny the application. An application is consider finalised at the point of the decision, regardless of the time between the decision and the communication of the application outcome. (1) Sum of the total working days per business application finalised/ (2) Number of business applications finalised
LED1.11	Percentage of total municipal operating expenditure spent on contracted services physically residing within the municipal area	This indicator measures the value of municipal operating expenditure that has been spent on payments to contracted organisations with a physical address within the municipal area as a percentage of the total operating expenditure on payments to all contracted organisations. Contracted service providers are inclusive of consultancy services and refer to services rendered by any entity outside of the municipality secured through a public procurement process. (1) R-value of operating expenditure on contracted services within the municipal area / (2) Total municipal operating expenditure on contracted services

8 LIST OF STATUTORY, STRATEGIC AND OPERATIONAL PLANS

Operational Strategies and Sector Plans (See Annexures)

SECTOR PLAN	STATUS	ADOPTED DATE
INTEGRATED DEVELOPMENT PLAN 2022-2027	Adopted	██████
SPATIAL DEVELOPMENT FRAMEWORK	Adopted	██████
LOCAL ECONOMIC DEVELOPMENT PLAN	Adopted	██████
FINANCIAL PLAN	Adopted	
DISASTER MANAGEMENT PLAN	Adopted	███
WATER SERVICES DEVELOPMENT PLAN	Adopted	███
AIR QUALITY MANAGEMENT	Adopted	███
INTEGRATED TRANSPORT AND ROADS PLAN	Adopted	██████
ELECTRICITY / ENERGY MASTER PLAN	Adopted	
HOUSING PIPELINE	Adopted	██████
HUMAN SETTLEMENT PLAN	Adopted	██████
INTEGRATED WASTE MANAGEMENT PLAN	Adopted	██████
COMMUNICATIONS STRATEGY	Adopted	███
IDP PROCESS PLAN	Adopted	██████
PUBLIC PARTICIPATION PROCESS PLAN	1 st Draft	██████
ORGANISATIONAL PERFORMANCE MANAGEMENT SYSTEM	Adopted	

9 ADDENDUMS AND ANNEXURES

ADDENDUMS AND ANNEXURES	STATUS	ADOPTED DATE
MFMA CIRCULAR 88: WITZENBERG MUNICIPALITY NATIONAL INDICATORS & QUESTIONS		
WITZENBERG CAPITAL EXPENDITURE FRAMEWORK		

10 BIBLIOGRAPHY

- Witzenberg Municipality – Institutional Analysis
 1. Du Toit – Mr Pieter Du toit
 2. Department of Health – Ceres Hospital
 3. South African Police Services – Ceres Cluster
 4. Department of Education – Mr Sarel Brown
 5. Directorate Technical Services
 - i. Water and Sanitation
 - ii. Streets and Storm water
 - iii. Town Planning
 - iv. Solid waste
 6. Directorate Community Services
 - i. Human Settlements
 - ii. Environmental Services and Amenities
 - iii. Fire and Disaster Management
 7. Directorate Corporate Services
 - i. Information and Communications Technology
 - ii. Marketing and Communications
 - iii. Traffic Services
 - iv. Human Resources
 8. Directorate Finance
- Department of Local Government
- Provincial Treasury
- Department of Agriculture
- Department of Environmental Affairs and Development Planning
- Cape Winelands District Municipality
- Cooperative Governance and Traditional Affairs(CoGTA)
- South African Local Government Association (SALGA)
- Municipal Systems Act (No. 32 of 2000)
- Municipal Finance Management Act (No.56 of 2003)
- Municipal Structures Amendment Act (No.33 of 2000)



DRAFT BUDGET FOR

2025/2026 – 2027/2028

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1 Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short-term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principal piece of legislation relating to municipal financial management.

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004) as amended.

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day-to-day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, spending without, or more than, 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

2 Mayors Report

Speaker

Aldermen

Deputy Executive Mayor

Members of the Mayoral Committee

Councillors

Representatives of Provincial Government

Municipal Manager

Directors and officials

It is my privilege to present to you the budget for the 2025/2026 financial year as well as the 2026/2027 to 2027/2028 medium term revenue and expenditure framework.

It remains a challenge to collect sufficient funds for improved service delivery while tariffs must still be affordable to the community. Debt collection will have to improve to make more funds available for capital expenditure for much needed maintenance and replacement of aging municipal infrastructure. The level of outstanding debt was also highlighted in the Audit Report. Strict credit control and stewardship from council will have to improve to enhance our ability to collect what is due to the municipality.

The collection rate of the municipality has declined from 90% to 88%. This is still below the National Treasury norm of 95%. We believe that the collection rate will rise again as we have started to implement credit control measures and have thus estimated that the budgeted collection rate for the new financial year will reach 90%. The collection rate is under pressure as no new business or expansions of current businesses cannot be allowed due to the inability of Eskom to increase the electricity supply to the municipal area. The ongoing load shedding has a negative effect on the financial sustainability of businesses, which are the main sources of job creation in the municipal area. We experience an alarming decrease in electricity sales that can only be attributed to load shedding

The inability to implement credit control measures in the Eskom supply areas Op-Die-Berg & Prince Alfred's Hamlet is of great concern. National revenue sources such as the Equitable Share are decreasing in nominal terms, and this will urge the municipality to explore other potential sources of income.

It is estimated that 18 415 households receive basic services from the municipality. Of these

households an estimated 6 632 lives in informal areas where services need to be delivered, these households are not billed for services. The current indigent register has 3 127 households listed. The remainder of 8 656 households are billed for services. A recovery rate of 90% indicate that a maximum of 7 790 of the 18 415 households pay for the services delivered by the municipality.

It will be of utmost importance that we collectively strive to always ensure that we receive value for money on every rand spent from the municipal coffers. We must ensure radical constitutional economic growth to expand billable services. It must also be noted that Capital expenditure funded from our own resources and expenditure on repairs and maintenance is very limited due to a limited to no increase in cash and cash equivalents over the past 3 year.

The municipality cash and cash equivalents are only sufficient to cover expenditure for about 3 months. A balance must be found between improving the available cash and cash equivalents and spending money on service delivery.

Community Relief Initiatives

The following financial relief to the community was introduced in previous and the current budgets. These reliefs have contributed tremendously to the economic upliftment of the citizens of our valley. We continuously strive to increase these packages of financial relief but are constraint by the limited financial resources to implement the necessary relief to all citizens. We have so far implemented the below:

- The Indigent policy's qualifying criteria has been amended to only include the income of the property owner or account holder and his or her spouse.
- Households earning less than R5 000 rand qualify for the indigent subsidy.
- Households earning between R5 000 and R6 000 rand may qualify for a rebate equal to 50% of the normal indigent subsidy.
- A pensioner's rebate in terms of Property Rates.
- A general exemption of on the first R150 000 of residential property as previous.
- It is recommended that the 6-kl free water be increased to 10 kl per month.

The capital budget.

The capital budget for the next financial year amounts to R 80 million of which R 35 million is from own revenue. The rest of the capital budget is financed from Grants of R 30 million and a proposed external loan of R15 million.

As can be seen from the above mentioned, the municipality is reliant on Grants to fund its capital expenditure. That said we are thankful for the Grants allocated to Witzenberg Municipality. The bulk of the proposed capital expenditure is in respect of service delivery and infrastructure.

The operating budget

The operating revenue budget for next year amounts to R 1 011 million of which R 798 million is from own revenue. The rest of the operating budget is financed from Grants.

Tariff implications of the annual budget

Electricity:

It is estimated that the average increase in electricity tariffs will be 11.32%. This increase is dependent on NERSA guidelines and approval that will only be available after the tabling of the budget. The tariffs have been calculated based on the cost of supply study approved by Council. The effect of the study will be implemented over a three-year period.

Some tariffs will no longer be available from 1 July 2025 and consumers are advised to study the new tariff structure to ensure a smooth transition.

The study recommended that a fixed charge be levied on prepaid consumers. It is envisaged that such a tariff structure may be implemented in future periods to ensure a more equitable distribution of the cost of electricity amongst the different categories of consumers

A revised cost of supply study must be performed for implementation from 1 July 2026 as the new tariffs applicable to bulk purchases were drastically amended by Eskom. (e.g. the network capacity charge will increase from R 32,29 to R 36,97, a 14,5% increase and the transmission network charges of R 16,59 per kVA per month will be replaced by a legacy charge of 22,59 cents per kWh.)

Water:

The water consumption tariff increase will be 5% for all consumers.

Rates:

The increase of Property Rates Revenue will be 8%.

Sanitation:

The increase of Sanitation Tariffs will be 5%.

Refuse removal:

The average tariff increase for Refuse Removal Tariffs will be 5%.

Availability charges:

These charges are proposed to be amended to provide for the possible financial impact of subdividing large plots (larger than 1000 m²) into smaller plots.

Tabling:

Honourable Speaker, I hereby table the annual budget, budget related policies, tariffs and the reviewed Integrated Development Plan.

COUNCILLOR T ABRAHAMS

EXECUTIVE MAYOR

3 Draft Resolutions

- (a) *That the annual budget of Witzenberg Municipality for the financial year 2025/2026; and indicative for the two projected years 2026/2027 and 2027/2028, as set out in the schedules contained in Section 4, be approved:*
 - (i) *Table A2: Budgeted Financial Performance (expenditure by standard classification).*
 - (ii) *Table A3: Budgeted Financial Performance (expenditure by municipal vote).*
 - (iii) *Table A4: Budgeted Financial Performance (revenue by source).*
 - (iv) *Table A5: Budgeted Capital Expenditure for both multi-year and single year by vote, standard classification and funding.*
- (b) *Property rates reflected in Annexure 8.1.8(c) and any other municipal tax reflected in Annexure 8.1.8(c) are imposed for the budget year 2025/2026.*
- (c) *Tariffs and charges reflected in Annexure 8.1.8(c) are approved for the budget year 2025/2026.*
- (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 2025/2026.*
- (e) *The measurable performance objectives for each vote reflected in SA8 are approved for the budget year 2025/2026.*
- (f) *That the new amended budget related policies be approved with implementation as from 1 July 2025:*
 - (i) *Tariff Policy*

- (ii) Property Rates Policy*
 - (iii) Credit Control and Debt Collection Policy.*
 - (iv) Cash Management and Investment Policy*
 - (v) Consumer Payment Incentive Policy.*
 - (vi) Municipal Supply Chain Management Policy.*
 - (vii) SCM Policy for infrastructure Procurement.*
 - (viii) Preferential Procurement Policy.*
 - (ix) Petty Cash Policy*
 - (x) Indigent Policy*
 - (xi) Budget Policy*
 - (xii) Budget Virement Policy*
 - (xiii) Asset Management Policy*
 - (xiv) Funding and Reserves Policy*
 - (xv) Cellular telephone and data card policy*
 - (xvi) Borrowing Policy*
 - (xvii) Long Term Financial Plan Policy*
 - (xviii) Transport, Travel and Subsistence Allowance*
 - (xix) Post-Employment Medical Aid Contributions*
 - (xx) Infrastructure Investment Policy*
 - (xviiv) Cost Containment Policy*
 - (xviiiiv) Grant in Aid policy*
- (g) That the reviewed Integrated Development Plan be approved*
- (h) That Council takes cognisance of the budget circulars issued by National Treasury and Provincial Treasury. (Only for noting)*
- (i) That Council takes cognisance of the Top Layer SDBIP*

4 Executive Summary

Economic outlook

GDP growth is projected to average 1.8 per cent from 2025 to 2027 as the frequency of power cuts declines, lower inflation supports household consumption, and employment and credit extensions recover gradually.

Headline inflation is projected to moderate from 6 per cent in 2023/2024 to 4.4 per cent in 2024/2025 and 4.3 per cent in 2025/2026 and 4.6 per cent in 2026/2027 as food and fuel inflation continue to decline. In 2023 food inflation slowed less than expected due to power cuts and rand depreciation, keeping imported food costs high.

The current economic challenges in the country place pressure on the ability of consumers to settle municipal accounts, therefore municipal own revenue generation gets affected.

The municipality's notional maximum demand (NMD) ceiling has also been reached, and this is hampering its ability to attract investments to the municipal area. Continued talks are underway with Eskom to increase Witzenberg Municipality's NMD.

Population statistics suggest that the municipality has experienced a steep increase in population during the past 10 years. The expansion of informal settlements within the municipal area supports this argument and this places pressure on the municipality to provide basic services within these areas. The municipality is in the process of lodging a dispute to STATSSA as it is of the opinion that the population figure is higher than the numbers published by STATSSA.

As a result of the above-mentioned challenges, the municipality followed a conservative approach for projecting revenue and expenditure.

Past performance

Witzenberg Municipality has now attained twelve consecutive clean audit reports. Whilst the reports are very positive achievements one must be honest and say that it tells the reader little about whether we have improved service delivery or even delivered on our constitutional mandate. What they do say is that the Council is reasonably honest in its operations to tax and spending on behalf of the local population.

Budget Summary

The Municipality's 2025/2026 budget amounts to R 1 099 million, represented by a Capital Budget of R 80 million and an Operating Budget of R 1 019 million.

The total 2025/2026 budget (operating and capital) will be financed from own income R 800 million, Government Grants R 208 million, R25 million loan funding and the remaining portion from Cash Backed Accumulated Surplus. Debt Impairment is estimated at R76 million.

Revenue / tariff increases

- The increase of Property Rates Revenue will be \pm 8%.
- The increase of Water Consumption Tariffs will be \pm 5%
- The increase of Sanitation Tariffs will be 5%.
- The average tariff increase for Refuse Removal Tariffs will be 5%.
- The tariff increase for Electricity Tariffs will be 11.32%

Expenditure category increases

The budgeted increase in expenditure categories are as follows:

Expenditure by Type	2024/2025	2025/2026	Variance
	R'000	R'000	
Employee related costs	267 520	297 101	11%
Job Creation	8 203	11 969	46%
Post Employment Provisions	11 653	12 224	5%
Remuneration of councilors	12 311	13 228	7%
Depreciation	54 219	34 090	-37%
Bulk purchases	375 258	396 245	6%
Debt Impairment	62 758	76 891	23%
Repairs & Maintenance	22 931	25 778	12%
Operational Projects	21 852	22 472	3%
Housing Top Structures	30 212	1 867	-94%
General Expenses	120 350	127 469	6%
TOTAL	987 266	1 019 335	3%

The increase in salary expenditure is based on an expected increase of 5.05% CPI as well as the notch increase of 2.4% for qualifying employees. The municipality has also limited the budget

for Overtime & Standby expenditure and expenditure on these items will be closely monitored.

It is estimated that the increase in bulk purchases will be 11.32%.

The financing of capital expenditure from own funds (CRR) totals R 35 million. This amount is earmarked to address specific infrastructural capital investment aligned to IDP focus areas. This level is affordable over the MTREF 3-year period.

Capital investment funding from Capital Grants represents a significant portion (38%) of the Municipality's Capital Budget in 2025/2026 and consist mainly of the Municipal Infrastructure Grant (MIG) & Energy Efficiency and Demand Side Management Grant

The 2025/2026 Budget was compiled in terms of the Municipal Budget and Reporting Regulations and a phased-in process will be followed to include all information regarding the tables and supporting documentation.

Financial position and MTREF strategy

The financial position of Witzenberg Municipality is set out in Table A6: Budgeted Financial Position.

Integrated Development Plan & Priorities

The Strategic priorities as per the IDP I is available in Supporting Table SA4 Reconciliation of IDP strategic objectives and budget (revenue), Supporting Table SA5 Reconciliation of IDP strategic objectives and budget (operating expenditure) and Supporting Table SA6 Reconciliation of IDP strategic objectives and budget (capital expenditure).

Effect of the annual budget

The annual budget for 2025/2026 to 2027/2028 is disclosed in detail in 'Section 4: Annual budget tables' and in 'Annexure 2: Supporting budget tables. Each of the summarised sections below is discussed in more detail later in this document.

Financial performance

The revenue by source for medium term revenue and expenditure framework can be summarized as follows:

Revenue by source	2024/2025	2025/2026	Variance
	R'000	R'000	R'000
Property Rates	130 355	129 110	-1%
Service Charges: Electricity	436 016	448 000	3%
Service Charges: Water	53 298	58 005	9%
Service Charges: Sewerage	62 229	66 340	7%
Service Charges: Refuse	43 435	45 607	5%
Rebates	46 549	39 815	-14%
Transfers and Subsidies	219 224	209 765	-4%
Other Revenue	18 454	13 828	-25%
TOTAL	1 009 560	1 010 471	0,1%

The National, Provincial and District Context

The Municipality's budget must be seen within the context of the policies and financial priorities of National and Provincial Government as well as the district municipality. In essence, the spheres of Government are partners in meeting the service delivery challenges faced in Witzenberg Municipality. The Municipality alone cannot meet these challenges, and we require support from the other spheres of Government through the direct and indirect allocation of resources as well as the achievement of their own policies.

The following table shows the allocations to Witzenberg Municipality as set out in the National Division of Revenue Bill.

NATIONAL ALLOCATIONS	2025/2026	2026/2027	2027/2028
	R'000	R'000	R'000
UNCONDITIONAL GRANTS			
EQUITABLE SHARE	156 647	166 360	173 883
CONDITIONAL GRANTS INFRASTRUCTURE			
MIG	26 770	28 783	29 951
INEP		596	624
ENERGY EFFICIENT GRANT	4 000		4 616
WSIG			
CONDITIONAL GRANT'S SPECIFIC PURPOSE ALLOCATIONS			
LG FMG	1 700	1 800	1 900
EPWP	2 272		
NATIONAL GRANTS TOTAL	191 389	197 539	210 974

The following table shows the allocations to Witzenberg Municipality from the Provincial Government of the Western Cape:

PROVINCIAL ALLOCATIONS	2025/2026	2026/2027	2027/2028
	R'000	R'000	R'000
DEPARTMENT OF HUMAN SETTLEMENTS			
Informal Settlement Upgrading Partnership Grant	2 147		
DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING			
Regional socio-economic project/violence prevention through urban upgrading	1 000		
DEPARTMENT OF Infrastructure			
Maintenance of proclaimed roads	130	11 091	3 408
Title Deeds Restoration Grant	530		
DEPARTMENT OF CULTURAL AFFAIRS AND SPORT			
Library Services	6 604		
Library services: Municipal Replacement Funding	4 444		
Development of Sport & Recreation Facilities	957		
DEPARTMENT OF LOCAL GOVERNMENT			
Thusong Centre	150	300	300
Community Development Worker Operational Support Grant	132	132	132
Fire Service Capacity Building Grant	1 000		
PROVINCIAL TREASURY			
PROVINCIAL GRAND TOTAL	17 094	11 523	3 840

Budget-related policies

Please refer to paragraph 9 for details of proposed amendments to the budget related policies.

Annual budget Tables

- A1 Budget Summary
- A2 Budgeted Financial Performance – by standard classification.
- A3 Budgeted Financial Performance – by municipal vote.

- A4 Budgeted Financial Performance
- A5 Budgeted capital Expenditure by vote and Funding
- A6 Budgeted Financial Position
- A7 Budgeted Cash Flows
- A8 Cash backed reserves/accumulated surplus reconciliation.
- A9 Asset Management
- A10 Basic service delivery measurement

Annual budget Supporting Tables

SA1: Supporting Detail to Budgeted Financial Performance

SA2: Matrix Financial Performance Budget (revenue source/expenditure type and dept.)

SA3: Supporting detail to Budgeted Financial Position

SA4: Reconciliation of IDP, Strategic Objectives and Budget (Revenue)

SA5: Reconciliation of IDP, Strategic Objectives and Budget (Operating Expenditure)

SA6: Reconciliation of IDP, Strategic Objectives and Budget (Capital Expenditure)

SA7: Measurable Performance Objectives

SA8: Performance Indicators and Benchmarks

SA9: Social, Economic and Demographic Statistics and Assumptions

SA10: Funding Measurement

SA11: Property Rates Summary

SA12a: Property rates by category (current year)

SA12b: Property rates by category (budget year)

SA13: Service Tariffs by category

SA 14: Household Bills

SA15: Investment Particulars by Type

SA16: Investment Particulars by Type

SA17: Borrowing

SA18: Transfers and Grant Receipts

SA19: Expenditure on Transfers and Grant Programme

SA20: Reconciliation of Transfers, Grant Receipts and Unspent Funds

SA21: Transfers and Grants made by the Municipality.

SA22: Summary Councillor and Staff Benefits

SA23: Salaries, Allowances and Benefits (political office bearers/councillors/senior managers)

SA24: Summary of Personnel Numbers

SA25: Budgeted Monthly Revenue and Expenditure

SA26: Budgeted Monthly Revenue and Expenditure (Municipal Vote)

SA27: Budgeted Monthly Revenue and Expenditure (Standard Classification)

SA28: Budgeted Monthly Capital Expenditure (Municipal Vote)

SA29: Budgeted Monthly Capital Expenditure (Standard Classification)

SA30: Budgeted Monthly Cash Flow

SA31: Entities not required

SA32: List of External Mechanisms

SA33: Contracts having Future Budgetary Implications

SA34a: Capital Expenditure on New Assets by Asset Class

SA34b: Capital Expenditure on the Renewal of Existing Assets by Asset Class

SA34c: Repairs and Maintenance Expenditure by Asset Class

SA34d: Depreciation by Assets Class

SA35: Future Financial Implications of the Capital Budget

SA36: Detail Capital Budget

SA37: Projects Delayed from Previous Financial Years

Budget Circulars – only attached for information.

5 Overview of the Budget Process

5.1 Political oversight of the budget process

Section 53 (1) of the MFMA stipulates that the mayor of a municipality must provide general political guidance over the budget process and the priorities that guide the preparation of the budget.

Section 21(1) of the MFMA states that the mayor of a municipality must coordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible.

Furthermore, this section also states that the mayor must at least 10 months before the start of the budget year, table in municipal council, a time schedule outlining key deadlines for the preparation, tabling and approval of the annual budget.

This time schedule provides for political input from formal organizations such as portfolio Committees.

5.2 Schedule of Key Deadlines relating to budget and IDP process [MFMA s 21(1) (b)]

The IDP and Budget time schedule of the 2025/2026 budget cycle was adopted by Council during August 2024, 10 months before the start of the budget year in compliance with legislative directives.

The IDP and Budget Process Plan ensure that the role-players within the process are well prepared. All activities outlined within this document have been prepared in close inter-relation with the Framework that governs both the district and all local municipalities.

Public budget and IDP meetings will be held throughout Witzenberg, and all members of the public are urged to attend.

5.3 Process used to integrate the review of the IDP and preparation of the Budget

Updating the IDP and Budget is an evolving and re-iterative process over a 10-month period. The initial parallel process commenced with the consultative process of the IDP in 2023 and the update of the MTREF to determine the affordability and sustainability framework at the same time.

5.4 Process for consultation with each group of stakeholders

Following tabling of the draft budget in March 2025, local input has been solicited via notices published in the media and budget meetings held in the different towns. The budget documentation was also made available on the municipal website: witzenberg.gov.za.

Most of the comments from the community relates to service delivery issues which has already been included in the budget, subject to financial affordability.

Inputs were received from Ceres Koelkamers & Ceres Fruit Growers regarding the implementation of the electricity tariffs in relation to the cost of supply study undertaken by the municipality. The municipality has considered their input, regarded it as reasonable and made provision for it in terms of the Option 2 proposal. It is envisaged that the impact on the proposal will have a just and fair impact on the increase of the electricity municipal accounts relating to these categories of consumers. Furthermore, it is envisaged that the proposal of Option 2 will not have a material impact on the electricity revenue initially estimated by the municipality. Please see Annexure A for further details.

Inputs were received from Ceres Fruit Processers regarding the upgrades required at the Ceres Wastewater Treatment Works to deal with Industrial Effluent. The municipality has considered the input and tentatively made provision for a Capital Project to address the client's request in the short term. In the long term, it is envisaged that a feasible study as well as an environmental impact study will have to be undertaken to comprehensively conclude and make recommendations to Council regarding the total capital layout required in future financial years. Please see Annexure B for further details.

The rest of the inputs is already part of the IDP process and will, subject to financial affordability, be included in future budgets.

5.5 Stakeholders involved in consultations

The tabled budget was provided to National Treasury and Provincial Treasury in March/April 2025 for their consideration in line with S23 of the MFMA. Comments on the budget were received via Provincial treasury's SIME engagement and its overall assessment concluded that the budget is funded. Please See Annexure D for Assessment and Annexure E for Municipal Responses.

5.6 Process and media used to provide information on the Budget to the community.

The Municipality's consultation process on its draft IDP and budget was published in the relevant media during April/May 2025, where input from various stakeholders were requested.

5.7 Methods employed to make the Budget document available (including websites)

In compliance with the Municipal Finance Management Act and the Municipal Systems Act with regards to the advertising of Budget Documents (including the Tariffs, Fees and Charges for 2025/2026), advertisements were placed in the media. The information relating to budget documentation was displayed at the notice boards in the municipal offices as well as libraries.

In compliance with S22 of the MFMA, the Budget documentation was published on the municipality's website.

6 IDP Overview and Amendments

- **VISION**

A Municipality that cares for its community, creating growth and opportunities

- **MISSION**

The Witzenberg Municipality is committed to improve the quality of life of its communityby:

- Providing and maintaining affordable services.
- Promoting Social and Economic Development
- The effective and efficient use of available resources
- Effective Stakeholder and Community participation

- **VALUE SYSTEM**

- Driven by the aspirations of our community, we will respect and uphold the Constitution of the Republic of South Africa.
- We commit ourselves to the Code of Conduct for Councillors and officials in the Municipal Systems Act.
- We commit ourselves to the principles of sound financial management.

- **Alignment with Provincial and National Government**

Witzenberg Municipality's development plan needs to align with National and Provincial initiatives to ensure optimal impact from the combined efforts of government. In this regard

there are six critical elements: Accelerated and Shared Growth-South Africa (ASGI-SA), National Spatial Development Perspective (NSDP), National Strategy for Sustainable Development (NSSD), Provincial Growth and Development Strategy (PGDS) and Provincial Spatial Development Framework (PSDF).

All these feed into and influence the Integrated Development Plan.

- **Witzenberg Municipality Budget Priorities (Key Performance areas)**

The Municipality's 2025/2026 to 2027/2028 integrated development plan focuses on four strategic focus areas. The concrete objectives for each strategic focus area have been outlined and elaborated on. These objectives will be used to further develop key performance indicators against which performance implementation monitoring and reporting will be done. The corporate scorecard outlines these indicators and targets.

The four focus areas are:

- Essential Services
- Governance
- Communal Services
- Socio-Economic Support Services

7 Measurable performance objectives and indicators

(a) KEY FINANCIAL INDICATORS AND RATIOS

Information regarding key financial indicators and ratios are provided on Supporting Table SA8.

(b) MEASURABLE PERFORMANCE OBJECTIVES

Information regarding revenue is provided as follows:

Revenue for each vote- Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)

Revenue for each source- Table A4 Budgeted Financial Performance (revenue and expenditure)

Provision of free basic services:

- (i) Cost to the Witzenberg Municipality in rand value for each of the free basic services provided to indigent households:

DESCRIPTION	2025-2026	2026-2027	2027-2028
	R'000	R'000	R'000
Property rates	8 819	9 348	9 909
Water	4 604	4 699	4 799
Sanitation	11 750	12 455	13 202
Electricity	5 311	5 985	6 745
Refuse	9 331	9 891	10 484
Total	39 815	42 377	45 139

More detail is provided in Table A10 Basic service delivery measurement,

- (ii) Level of service to be provided.

The first R 150 000 of the municipal valuation of property in Town areas are exempt from property rates.

Indigent households will receive 50 kWh of electricity and 10 kilolitre of water per month while their basic charges for water refuse and sewerage will be subsidized.

- (iii) Number of households to receive free basic services.

There is budgeted for 3 500 households that will receive 50 kWh electricity per month as well as 10 kilolitre water per month. Provision has also been made for households earning between R5 000 and R6 000 which may qualify for 50% of the indigent subsidy.

An estimated further 6 632 households in informal areas receive all services excluding electricity free of charge.

8 Overview of Budget Related Policies and Amendments

The following budget related policies are tabled with the budget documentation for comments and inputs:

Budget Policy

Tariff Policy

Property Rates Policy

Credit Control and Debt Collection Policy
Cash Management and Investment Policy
Consumer Payment Incentive Policy
Petty Cash Policy
Indigent Policy
Budget Virement Policy
Asset Management Policy
Funding and Reserves Policy
Borrowing Policy
Cellular the phone and data card policy
Municipal Supply Chain Management Policy
Preferential Procurement Policy
Long Term Financial Plan Policy
Transport- travel- and subsistence allowance Policy
Post-Employment Medical Aid Contribution Policy
Infrastructure Investment Policy
Grant in aid policy

Policies will be available at libraries in the municipal area and the website of the municipality.

The budget related policies were reviewed by management. The amendments recommended are explained below:

BUDGET POLICY

The aim of the policy is to set out the principles which the municipality will follow in preparing each medium-term revenue and expenditure framework (budget) and the responsibilities of the mayor and officials.

TARIFF POLICY

The Municipal System Act requires Council to adopt a Tariff Policy. The general financial management functions covered in section 62 of the MFMA includes the implementation of a tariff policy. Specific legislation applicable to each service has been taken into consideration when determining this policy.

It is recommended that a paragraph be added to provide that new rates and tariffs approved during the budget cycle is applicable to all debits raised after 1 July of the relevant year, regardless of the time off consumption.

PROPERTY RATES POLICY

A new Rates Policy is included in the budget documentation to give effect to the amendments of the Municipal Property Rates Act (No 6 of 2004) and to provide for rates to be levied in terms of the new general valuation.

The policy guides the annual setting of property rates.

It is recommended that the section on exceptions be amended to be better defined.

CREDIT CONTROL AND DEBT COLLECTION POLICY

This Policy has been formulated in terms of section 96 (b) and 98 of the Local Government: Municipal Systems Act, 2000 and the Credit Control and Debt Collection By-Law.

It recommended that the Auxiliary percentage deduction from the electricity prepaid services be progressively amended to foster a culture of payment of services to prevent the increase in outstanding debt

CASH MANAGEMENT AND INVESTMENT POLICY

The underlying cash is managed and invested in accordance with the Municipality's approved Cash Management and Investment Policy, which is aligned with National Treasury's municipal investment regulations dated 01 April 2005.

Amendments recommended:

Recommendation: That section 5.3.1 be amended be amended a follow:

Currently:

"Council will only make investments with approved institutions which have an A rating as per"

Proposed amendment:

Council will apply the following criteria in assessing the suitability of an investment institution:

- a) Investments will only be placed with credit-worthy institutions with a credit – rating with either a:
 - A.1 (S&P) /F1 (Fitch) / P-1 (Moody's) and

- A (Fitch & S&P) / A2 (Moody's) or better, long term, from a nationally or internationally recognised credit rating agency.

(b) Ratings to be obtained of all investment institutions before a financial institution may be considered for investing funds.

(c) Ratings must be updated at least annually or when there has been structural change in the market or at the institution.

(d) The optimal combination of the most favourable rated institution and the institution offering the best returns for the investment sought, should be the determining factor when choosing the institution.

(e) Only deposits with banks registered in terms of the Banks Act, 1990 (Act 94 of 1990) are permitted.

(f) Should the National negative rating of South Africa affect the rating of financial institutions, and therefore below F1, the CFO may invest with the highest rated financial institutions. This may only be done under abnormal circumstances and should as such be noted on the investment workings for that month and only financial institutions that are under normal circumstances are rated F1 or higher will be considered for investment.

g) In the event that the credit rating of an institution with whom the municipality has an investment, falls below the municipality's benchmark rate as specified, the Chief Financial Officer (CFO) has the discretion to determine whether it would be in the municipality's best interest to call in the investment immediately or retain it either until maturity or a prior more opportune time.

h) Notwithstanding the above criteria and as a further safeguard of the investments, Council reserves the right to invest only with the banking institutions which are considered as the 5 major banks of South Africa.

i) Where quotations are subjected to terms and conditions which, in the opinion of the Accounting Officer or his duly delegated official, are unfavourable and unfairly prejudice the rights of the municipality, the municipality reserves the right not to accept such a quote.

Recommendation: That 5.3.2 be amended as follow:

Currently:

“Not more than 30% of available funds will be placed with a single institution. This does not apply to funds to section 5.4 of this policy”

Proposed Amendment:

The municipality envisage to invest a maximum of 35% of available funds will be placed with a single institution. This does not apply to funds to section 5.4 of this policy. Should the municipality not be able to obtain 3 market related quotes, the municipality reserve the right to invest any amount with any one institution who has submitted a valid quote provided that the municipality take into consideration the diversification of the investment amount amongst the remaining valid quotations.

Recommendation: That Appendix B: Approved Institutions be repealed

CONSUMER PAYMENT INCENTIVE POLICY

The purpose of the policy is to encourage residents of Witzenberg to pay for services and to promote the culture of payment amongst its citizens.

Amendments recommended:

Verified debt as at 30 June 2024 to be “parked” and written off in instalments as the conditions are met. Verified debt accrued after 1st July 2024 to be dealt with via an acknowledgement of debt and arrangement for payment by the participant.

PETTY CASH POLICY

The policy provides for the cash purchases up to a transaction value of R 2 000.00

It is recommended to amend the policy to include additional expenditure items such as fruit baskets, Data, Airtime, Batteries, Official photos, parking fees and cost involved with the registration of vehicles.

INDIGENT POLICY

The aim of the policy is to ensure a sound and sustainable manner to provide affordable basic services to the poor by means of assisting them financially within the legal framework of the powers and functions of the municipality to improve the livelihood, in an effort to create a prosperous municipality free of poverty.

It is recommended that the monthly free water be increased from 6KI to 10KI and the 3 KI to 5 KI.

BUDGET VIREMENT POLICY

National Treasury has advised municipalities to implement a Virement policy to ensure that funds can be shifted for of operational requirements to ensure that service delivery is not hampered.

It is recommended that the accounting officer can approve adjustment to projects linked to the SDBIP to enhance service delivery and other operational requirements.

ASSET MANAGEMENT POLICY

The aim of the policy is to ensure that the assets of the municipality are properly managed and accounted for.

FUNDING AND RESERVE POLICY

In terms of section 8 of the Municipal Budget and Reporting Regulations each municipality must have a funding and reserves policy.

The policy aims to set standards and guidelines towards ensuring financial viability over both the short- and long term and includes funding as well as reserves requirements.

No amendments are recommended.

BORROWING POLICY

The policy aims to set out the objectives, statutory requirements as well as guidelines for the borrowing of funds.

No amendments are recommended.

CELLULAR TELEPHONE AND DATA CARD POLICY

The policy aims to curb the expenditure on cellular telephones by setting maximum expenditure levels and providing processes to approve and/or recover expenditure above the levels.

No significant amendments.

MUNICIPAL SUPPLY CHAIN MANAGEMENT POLICY

Section 111 of the MFMA requires each Municipality and municipal entity to adopt and implement a supply chain management policy, which gives effect to the requirements of the Act. The Municipality's Supply Chain Management Policy was approved by Council.

No amendments are recommended.

PREFERENTIAL PROCUREMENT POLICY

The purpose of this policy is to provide for categories of preference in awarding of bids and to provide for the advancement of persons or categories of persons disadvantaged by unfair discrimination.

It is recommended that the definition of local businesses be redefined.

LONG TERM FINANCIAL PLAN POLICY

The long-term financial plan policy integrates the financial relationships of various revenue and expenditure streams to give effect to the Integrated Development Plan.

No amendments are recommended.

TRAVEL MANAGEMENT POLICY

This policy applies to all Councillors and employees of Witzenberg Municipality who are travelling on official business.

It is recommended that the benefits in terms of the policy be updated will be subject to an annual increase on 01 July based on the average CPIX of the preceding 12 months, as determined by the Bargaining Council from 1 July 2026.

It is further recommended that provision be made separately for deputy director positions.

POST-EMPLOYMENT MEDICAL AID CONTRIBUTION POLICY

The purpose of this policy is to determine guidelines for the management of contributions to medical aids, post-employment and to determine whether an employee is entitled to the post-employment medical aid benefit.

No amendments recommended.

INFRASTRUCTURE INVESTMENT POLICY

This policy sets out the process and methodology for capital investment of any nature, regardless of the funding source.

No amendments are recommended.

9 Overview of Budget Related By-Laws and Amendments

No amendments to any By-Laws are recommended.

10 Overview of Budget Assumptions

Expenditure

Salaries and Allowances

Provision has been made for a 5.05 % increase in salaries plus an additional notch increase (2.5%) for qualifying employees.

Provision has been made for a 4.5% increase in councillor allowances; the councillor allowances is subject to approval by the National Minister.

General expenditure

It is assumed that costs for services will increase in line with the CPIX. The current oil price is a concern, and it is expected that the fuel price hikes will have a substantial effect on expenditure. It is also assumed that the capital projects for 2024/2025 will be completed during the financial year as there were budgeted for the depreciation of such projects as per general recognized accounting practice (GRAP). Depreciation on new capital expenditure is calculated at a varying rate ranging between 3 and 100 years depending on the nature of the asset.

Repairs and Maintenance

It is assumed that municipal infrastructure and assets will be maintained as per previous year and that no major breakages will take place during the financial year.

Capital costs.

It is assumed that interest rates will be stable during the financial year, but the provision for capital has not been decreased.

Bulk Purchases

It is assumed that electricity tariffs of Eskom will increase by 11.32 % as from 1 July 2025, as per initial guideline by NERSA. The NERSA Tariff Guidelines for municipalities has not been received but it is envisaged that the bulk cost increase will be adjusted to 11.32 % for the final budget for consideration.

Income

Households

It is assumed that the total households in the municipal area (the tax base) will stay stable during the financial year.

Collection rate for municipal services

It is assumed that the collection rate (percentage of service charges recovered) for the financial year will be the same as the current payment rate.

In accordance with relevant legislation and national directives, the estimated revenue recovery rates are based on realistic and sustainable trends. The Municipality's collection rate is set at an average of 92%. Adequate provision is made for non-recovery.

The collection rate of 92% is attributable to:

- Inability to apply credit control measures in Eskom areas such as Prince Alfred Hamlet and Op-Die-Berg.
- Inability to implement Smart Water Meters to prevent excessive usage of water and enabling consumers to manage their water consumption effectively.
- General socio-economic conditions such as unemployment, low economic growth, inflation, etc.

Grants

It is assumed that the National and Provincial grants as per Division of Revenue Act (DORA) which has been included in the budget will be received during the 2025/2026 financial year.

Indigents

It is assumed that the total number of indigents will remain stable during the budget year, ranging within the bandwidth of 3 000-3 500 indigent households. The municipality urges the communities of Prince Alfred Hamlet & Op-Die-Berg to apply for Indigency to enable the municipality to plan more effectively.

Efficiencies and cost containment measures

The municipality is committed through its applications and strengthening of its existing internal controls, policies and using technology to ensure that the resources at its disposal will be used to the best of its ability. Cost containment measures have been implemented and operational expenses such as travelling cost, catering services and consultant services are managed within the parameters of the Cost containment measures.

11 Overview of Budget Funding

Summary

The operating budget for 2025/2026 will be financed as follows:

	2024/2025	2025/2026	Variance
	R'000	R'000	R'000
Service Charges	565 288	586 957	4%
Property Rates	113 495	120 291	6%
Operating Grants	181 896	182 230	0%
Sundry charges / Other	111 553	93 458	-16%
Total Operating Revenue excl. Capital Transfers	972 233	982 936	1%

The capital budget for 2025/2026 to 2027/2028 will be financed as follows:

	2025/2026	2026/2027	2027/2028
	R'000	R'000	R'000
Own Funds (Capital Replacement Reserves)	35 034	21 700	16 186
Grants	30 013	35 191	33 564
Borrowing (Adjusted)	10 000	15 000	-
Total Capital Budget	80 047	56 891	49 950

Reserves

All the reserves of the municipality are not cash funded. The process to accumulate sufficient funds is a long-term process as tariff increases must be kept to a minimum, and service delivery must be continued.

Sustainability of municipality

The way that the budget is funded will ensure that the municipality will be sustainable on the short term. The full effect of huge increases in electricity tariffs may on the long run impact negatively on the sustainability of the municipality. This is a huge concern for the municipality and the municipality has no control over the increases approved by NERSA. In addition, one of the greatest risks facing the municipality is the inability to promote local economic development due to Eskom's inability to increase the Notional Maximum Demand.

Impact on rates and tariffs

The way that the budget is funded will ensure that, except for electricity, refuse removal and water tariffs, service tariff increases will be $\pm 5\%$. Property rates revenue will increase with $\pm 8\%$. The municipality has no control over the increases of electricity tariffs and the proposed municipal tariff of 11.32% increase in electricity tariffs is subjected to NERSA approval.

Property valuations, rates, tariffs and other charges

The rates tariff as well as tariffs for electricity, water, refuse, sewage together with the sundry tariffs are listed in Section B – Tariffs. The tariff increases are also indicated.

Collection Rate

Income levels for service charges and rates for the budget year were based on the following revised collection rates:

Rates	95.0%
Electricity	98.0%
Water	60.0%
Sanitation	72.0%
Refuse	60.0%

Planned savings and efficiencies.

The following areas were identified for possible savings after the efficiency of the usage of the assets/services has been evaluated:

- Overtime
- Standby
- Operational Cost
- Contracted Services
- Materials & Supplies

Contributions and donations received.

There was not budgeted for any contributions and donations to be received.

Planned proceeds of sale of assets

The municipality envisage no sale of fixed property during the 2025/2026 financial year.

Planned use of previous year's cash backed accumulated surplus

Where cash backed accumulated surplus is available, the municipality will utilize it to fund the budget.

Particulars of existing and any new borrowing proposed to be raised.

No new loans proposed.

12 Expenditure on allocations and grant programs

Particulars of budgeted allocations and grants

Please refer to Supporting Table SA19: Expenditure on transfers and grant programs.

13 Allocations or grants made by the Municipality.

Please refer to Supporting Table SA21 Transfers and grants made by the municipality.

14 Councillor allowances and employee benefits

Costs to Municipality:

Councillors' allowances – Budgeted amounts

Position	2025/2026 R
Speaker (1)	888 610
Executive Mayor (1)	1 015 416
Deputy Executive Mayor (1)	857 473
Executive Committee (4)	2 363 464
Chairperson MPAC (1)	791 412

Other councillors (15)	4 723 571
TOTAL	10 639 946

Senior Managers (Including performance bonus provision) (budgeted amount)

Position	2025/2026 R
Municipal Manager	2 452 307
Director: Corporate Services	2 343 660
Director: Community Services	2 343 660
Director: Technical Services	2 343 660
Chief Financial Officer	2 343 659
TOTAL Senior Management	10 731 653
All other staff	297 533 490

Number of Councillors:	23
Number of Senior Managers employed:	3
(Vacancies: Director Technical Services):	1

Details of employee numbers can be obtained on Supporting Table SA24: Summary of personnel numbers.

15 Monthly targets for revenue, expenditure and cash flow

The monthly targets for revenue and expenditure are provided in Supporting Table SA25 Budgeted monthly revenue and expenditure.

The monthly targets for cash flows are provided in Supporting Table SA30 Budgeted monthly cash flow.

16 Capital spending detail.

Information/detail regarding capital projects by vote is provided in Supporting Table SA36: Detailed capital budget.

17 List of significant amendments from Tabled to Final Budget

Please See Annexure C for further details.

18 Legislation compliance status

Witzenberg Municipality complies in general with legislation applicable with municipalities.

19 Municipal Manager's quality certification

Quality Certificate

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

Print name Mr D NASSON

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature: _____

Date: _____

Capital Budget MTREF 2025-26

80 046 825 56 890 904 49 950 303

Directorate	Department	Project Code	Project Description	Funding	Region	Final Budget 2025-26	Final Budget 2026-27	Final Budget 2027-28
Finance	Director: Finance	CAP005	Capex Furniture & Equipment	Transfer from	Whole of the Munic	50 000	50 000	50000
Community	Cemetries	CAP130	Capex Expanding Of Existing Cemetery	Transfer from	Whole of the Munic	100 000	-	0
Community	Libraries	CAP192	Capex Library Nduli	Transfer from	N'duli	1 000 000	-	0
Community	Libraries	CAP192	Capex Library Nduli	Municipal Infra	N'duli	8 925 959	-	0
Community	Libraries	CAP244	Capex Library Ndu_ Office Equipment	Perdekraal	N'duli	200 000	-	0
Community	Libraries	CAP192	Capex Library Nduli	Perdekraal	N'duli	1 739 130	-	0
Community	Fire Services	CAP144	Capex Fire Fighting Equipment	Transfer from	Whole of the Munic	150 000	-	0
Community	Parks	CAP011	Capex Plant & Equipment	Transfer from	Whole of the Munic	300 000	200 000	0
Community	Parks	CAP043	Capex Brushcutters	Transfer from	Whole of the Munic	110 000	120 000	150000
Community	Parks	CAP044	Capex Chainsaws	Transfer from	Whole of the Munic	130 000	140 000	150000
Community	Parks	CAP149	Capex Irrigation Equipment For Parks	Transfer from	Whole of the Munic	200 000	-	0
Community	Parks	CAP188	Capex Landscaping Of Parks	Transfer from	Whole of the Munic	200 000	-	0
Corporate	Traffic Services	CAP228	Capex Building Upgrade Traffic Department	Transfer from	Whole of the Munic	300 000	-	0
Community	Sport & Recreation	CAP141	Capex Sportsground Development & Upgrading	Transfer from	Ceres	200 000	-	0
Community	Sport & Recreation	CAP151	Capex Sports Facilities Upgrade Tulbagh	Municipal Infra	Tulbagh	4 301 550	-	0
Community	Sport & Recreation	CAP151	Capex Sports Facilities Upgrade Tulbagh	Transfer from	Tulbagh	700 000	-	0
Community	Director: Commu	CAP005	Capex Furniture & Equipment	Transfer from	Whole of the Munic	50 000	50 000	50000
Corporate	Information Tecno	CAP002	Capex It Equipment	Transfer from	Whole of the Munic	300 000	300 000	0
Corporate	Administration	CAP032	Capex Vehicle Replacement Programme	Transfer from	Whole of the Munic	300 000	-	0
Corporate	Council Cost	CAP005	Capex Furniture & Equipment	Transfer from	Whole of the Munic	500 000	-	0
Corporate	Director Corporate	CAP005	Capex Furniture & Equipment	Transfer from	Whole of the Munic	50 000	50 000	50000
Corporate	Marketing & Comm	CAP065	Capex: Access Control - Furniture And Equipm	Transfer from	Whole of the Munic	100 000	250 000	0
Corporate	Marketing & Comm	CAP189	Capex Camera Equipment	Transfer from	Whole of the Munic	30 000	35 000	0
Technical	Electricity	CAP013	Capex Electrical Network Housing Project	INEP	Whole of the Munic	0	518 261	542608
Technical	Electricity	CAP067	Capex: Tools & Equipment	Transfer from	Whole of the Munic	250 000	200 000	200000
Technical	Electricity	CAP137	Capex Mv Network Equipment	Transfer from	Whole of the Munic	1 000 000	1 000 000	1000000

Capital Budget MTREF 2025-26

80 046 825 56 890 904 49 950 303

Directorate	Department	Project Code	Project Description	Funding	Region	Final Budget 2025-26	Final Budget 2026-27	Final Budget 2027-28
Technical	Electricity	CAP138	Capex Mv Substation Equipment	Transfer from	Whole of the Munic	1 630 000	1 400 000	1400000
Technical	Electricity	CAP139	Capex Upgrade Of Lv Network Cables	Transfer from	Whole of the Munic	500 000	400 000	400000
Technical	Electricity	CAP140	Capex Upgrade Of Mv Cables	Transfer from	Whole of the Munic	1 500 000	1 400 000	1400000
Technical	Electricity	CAP186	Capex Electrical Network Refurbishment	Transfer from	Whole of the Munic	1 000 000	1 000 000	1000000
Technical	Electricity	CAP227	Capex Upgrade Power Station	Loan	Whole of the Munic	15 000 000	-	0
Technical	Electricity	CAP142	Capex Upgrade Of Streetlights	Energy Efficient	Whole of the Munic	3 478 261	-	4 013 913
Technical	Electricity	CAP142	Capex Upgrade Of Streetlights	Transfer from	Whole of the Munic	210 000	100 000	100000
Technical	Mechanical Works	CAP032	Capex Vehicle Replacement Programme	Transfer from	Whole of the Munic	1 000 000	2 000 000	0
Technical	Mechanical Works	CAP032	Capex Vehicle Replacement Programme	Belguim	Whole of the Munic	300 000	-	0
Technical	Mechanical Works	CAP073	Capex Tools & Equipment	Transfer from	Whole of the Munic	-	50 000	0
Technical	Mechanical Works	CAP200	Capex Workshop Building Upgrade	Transfer from	Ceres	300 000	-	0
Technical	Sewerage	CAP018	Capex Sewer Network Replacement	Transfer from	Whole of the Munic	1 000 000	-	0
Technical	Sewerage	CAP072	Capex Sewer Pumps-replacement	Transfer from	Whole of the Munic	100 000	100 000	100000
Technical	Sewerage	CAP075	Capex Aerator Replacement Programme	Transfer from	Whole of the Munic	200 000	200 000	200000
Technical	Sewerage	CAP195	Capex Toilets For Informal Settlements	Transfer from	Whole of the Munic	500 000	-	0
Technical	Sewerage	CAP198	Capex Upgrade Of Waste Water Treatment Works		Whole of the Munic	200 000	200 000	200000
Technical	Roads	CAP020	Capex Traffic Calming	Transfer from	Whole of the Munic	50 000	-	0
Technical	Roads	CAP077	Capex Network Street	Transfer from	Whole of the Munic	6 000 000	8 000 000	5000000
Technical	Roads	CAP231	Capex Rehabilitation Cellier Street	Transfer from	Ceres	5 000 000	0	0
Technical	Roads	CAP225	Capex Rehabilitation - Streets Wolseley	Municipal Infra	Wolseley	0	6 741 820	8 612 244
Technical	Solid Waste	CAP232	Capex Bulk Waste Container Bins	Transfer from	Whole of the Munic	1 000 000	434 600	235 956
Technical	Water Distribution	CAP207	Capex Tulbagh Reservoir	Municipal Infra	Tulbagh	5 189 058	9 591 223	-
Technical	Water Distribution	CAP207	Capex Tulbagh Reservoir	Transfer from	Tulbagh	-	2 200 000	-

Capital Budget MTREF 2025-26

80 046 825 56 890 904 49 950 303

Directorate	Department	Project Code	Project Description	Funding	Region	Final Budget 2025-26	Final Budget 2026-27	Final Budget 2027-28
Technical	Water Distribution	CAP030	Capex Network- Water Pipes & Valve Rep	Transfer from	Whole of the Munic	1 000 000	1 000 000	-
Technical	Water Distribution	CAP083	Capex Security Upgrades	Transfer from	Whole of the Munic	500 000	200 000	-
Technical	Water Distribution	CAP167	Capex Tierhokskloof Bulk Pipeline	Municipal Infra	Wolseley	723 503	-	-
Technical	Water Distribution	CAP167	Capex Tierhokskloof Bulk Pipeline	Transfer from	Wolseley	700 000	-	-
Technical	Water Distribution	CAP212	Capex Nduli Upgrade And Replace Water Pipe	Municipal Infra	N'duli	3 268 625	-	-
Technical	Water Distribution	CAP212	Capex Nduli Upgrade And Replace Water Pipe	Transfer from	N'duli	1 500 000	-	-
Technical	Director: Technica	CAP005	Capex Furniture & Equipment	Transfer from	Whole of the Munic	50 000	50 000	50 000
Technical	Municipal Manage	CAP005	Capex Furniture & Equipment	Transfer from	Whole of the Munic	50 000	50 000	50 000
Community	LED	CAP245	Informal Trader infrastructure_Op die Berg	CWDM	Op die Berg	185 000	-	-
Community	LED	CAP246	Installation of solar panels for Gate motors at S	Transfer from	Bella Vista	30 000	-	-
Community	LED	CAP247	Installation of electronic roller shutter door mo	Transfer from	Prince Alfred's Han	60 000	-	-
Community	LED	CAP005	Office furniture (office chairs)_Ceres	Transfer from	Ceres	14 000	-	-
Community	Environmental Mar	CAP248	Air quality equipment_all	Transfer from	all	220 000	-	-
Community	Community Halls	CAP249	Replace asbestos roof Kliprug Community hall	Transfer from	PAH	0	-	2 100 000
Community	Community Halls	CAP250	Replace vinyl flooring Montana Comm hall_Wo	Transfer from	Wolseley	-	520 000	-
Community	Cemeteries	CAP252	Develop land for regional cemetery new_Ceres	Municipal Infra	Ceres/Bella Vista/		0	8 736 452
Technical	Roads	CAP241	Capex Ceres Bella Vista Taxi Rank	Municipal Infra	Whole of the Munic		8 695 652	8 695 652
Technical	Roads	CAP241	Capex Ceres Bella Vista Taxi Rank	Transfer from	Whole of the Munic	4 700 000	-	2 500 000
Community	Fire Services	CAP218	Fire Fighting Equipment	Fire	Whole of the Munic	869 565	-	0
Community	Recreational Land	CAP203	Upgrade of sports facilities	Sport	Whole of the Munic	832 174	-	-
Technical	Roads	CAP242	Capex Main Roads Ceres	Main Roads	Ceres		4 822 174	1 481 739
Technical	Roads	CAP243	Capex Main Roads Tulbagh	Main Roads	Tulbagh		4 822 174	1 481 739

WC022 Witzenberg - Table A1 Budget Summary

Description	2021/22	2022/23	2023/24	Current Year 2024/25				2025/26 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousands										
Financial Performance										
Property rates	88 709	98 157	101 317	113 495	113 495	113 495	95 820	120 291	130 091	140 685
Service charges	431 573	437 257	528 792	565 288	565 288	565 288	452 138	586 957	643 049	706 129
Investment revenue	5 580	14 390	22 019	22 444	22 444	22 444	16 191	23 567	24 745	25 982
Transfer and subsidies - Operational	124 619	142 884	179 020	196 213	181 896	181 896	158 358	182 230	182 904	195 443
Other own revenue	64 739	70 700	93 594	67 446	89 109	89 109	84 729	69 891	73 762	76 990
Total Revenue (excluding capital transfers and	715 220	763 389	924 741	964 887	972 233	972 233	807 235	982 936	1 054 551	1 145 229
Employee costs	202 247	217 108	242 378	277 558	279 132	279 132	227 277	309 360	328 514	353 139
Remuneration of councillors	10 070	10 766	11 447	12 311	12 311	12 311	9 917	13 228	14 160	15 145
Depreciation and amortisation	38 331	34 730	34 241	54 219	54 219	54 219	-	34 090	35 794	37 584
Interest	7 676	9 910	5 299	10 233	10 233	10 233	-	10 742	11 279	11 843
Inventory consumed and bulk purchases	300 157	298 471	347 330	401 186	401 724	401 724	294 122	424 390	469 647	520 598
Transfers and subsidies	2 624	2 208	36 338	37 116	34 627	34 627	16 429	4 931	3 246	3 428
Other expenditure	127 629	126 975	189 554	204 107	193 791	193 791	151 316	222 593	228 131	240 008
Total Expenditure	688 735	700 168	866 587	996 730	986 037	986 037	699 061	1 019 335	1 090 772	1 181 745
Surplus/(Deficit)	26 486	63 221	58 154	(31 844)	(13 804)	(13 804)	108 173	(36 399)	(36 221)	(36 516)
Transfers and subsidies - capital (monetary allocations)	64 244	65 693	36 536	35 557	37 328	37 328	-	27 535	35 191	29 550
Transfers and subsidies - capital (in-kind)	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers &	90 730	128 914	94 691	3 713	23 523	23 523	108 173	(8 865)	(1 030)	(6 966)
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-	-
Intercompany/Parent subsidiary transactions	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) for the year	90 730	128 914	94 691	3 713	23 523	23 523	108 173	(8 865)	(1 030)	(6 966)
Capital expenditure & funds sources										
Capital expenditure	72 390	(3 080)	86 610	85 365	87 060	87 060	42 151	80 047	56 891	49 950
Transfers recognised - capital	64 143	65 693	37 926	39 880	41 519	41 519	25 046	30 013	35 191	33 564
Borrowing	1 478	-	1 460	25 000	10 000	10 000	618	15 000	-	-
Internally generated funds	9 398	21 496	43 815	20 485	35 511	35 511	16 487	35 034	21 700	16 386
Total sources of capital funds	75 019	87 190	83 202	85 365	87 030	87 030	42 151	80 047	56 891	49 950
Financial position										
Total current assets	276 846	342 652	386 101	362 903	409 841	409 841	463 629	388 701	391 290	398 111
Total non current assets	1 063 497	1 006 307	1 010 907	1 138 148	1 179 413	1 179 413	1 041 358	1 220 387	1 241 483	1 253 849
Total current liabilities	120 825	167 944	138 002	186 734	127 603	127 603	250 750	141 164	148 067	155 198
Total non current liabilities	178 225	60 229	129 006	181 358	175 392	175 392	134 554	192 053	209 866	228 887
Community wealth/Equity	1 040 061	1 155 050	1 221 231	1 132 959	1 284 082	1 284 082	1 209 471	1 275 870	1 274 841	1 267 875
Cash flows										
Net cash from (used) operating	(76 445)	416	(184 957)	74 112	87 341	87 341	(1 968 386)	97 347	75 653	51 194
Net cash from (used) investing	(8 169)	(16 814)	1 539	-	(30)	(30)	9 737	(80 047)	(56 891)	(49 950)
Net cash from (used) financing	2 246	(25 033)	(3 788)	20 988	20 988	20 988	(2 186)	(6 369)	(6 369)	(6 369)
Cash/cash equivalents at the year end	32 937	103 449	39 595	312 694	295 544	295 544	(1 771 842)	220 769	233 162	228 037
Cash backing/surplus reconciliation										
Cash and investments available	144 880	226 802	187 245	227 306	208 265	208 265	269 175	220 325	221 293	224 954
Application of cash and investments	53 724	56 641	11 016	52 383	22 787	22 787	65 007	12 317	8 838	(1 363)
Balance - surplus (shortfall)	91 156	170 161	176 229	174 923	185 479	185 479	204 168	208 008	212 456	226 316
Asset management										
Asset register summary (WDV)	1 063 497	1 006 307	1 010 907	1 138 148	1 179 413	1 179 413	-	1 220 387	1 241 483	1 253 849
Depreciation	38 331	34 730	34 241	54 219	54 219	54 219	34 090	35 794	37 584	37 584
Renewal and Upgrading of Existing Assets	14 112	51 308	44 027	58 571	48 222	48 222	49 711	31 906	28 490	28 490
Repairs and Maintenance	14 233	27 047	23 334	31 384	22 502	22 502	25 778	25 322	26 137	26 137
Free services										
Cost of Free Basic Services provided	6 568	5 462	34 022	3 939	3 939	3 939	-	6 254	6 986	7 806
Revenue cost of free services provided	22 683	21 351	57 093	42 611	42 611	42 611	-	33 560	35 392	37 334
Households below minimum service level										
Water:	-	-	-	-	-	-	-	-	-	-
Sanitation/sewerage:	-	-	-	-	-	-	-	-	-	-
Energy:	3	4	6	7	7	7	7	7	7	7
Refuse:	3	4	6	7	7	7	7	7	7	7

WC022 Witzenberg - Table A2 Budgeted Financial Performance (revenue and expenditure by functional classification)

Functional Classification Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Revenue - Functional										
Governance and administration		121 109	132 992	150 655	153 789	160 225	160 225	164 944	172 744	189 015
Executive and council		8 088	33	28	31	31	31	308	323	339
Finance and administration		113 021	132 960	150 628	153 758	160 194	160 194	164 636	172 421	188 676
Internal audit		-	-	-	-	-	-	-	-	-
Community and public safety		146 358	162 177	221 762	218 327	218 787	218 787	171 856	173 187	180 719
Community and social services		121 745	135 409	149 009	158 917	158 917	158 917	141 914	145 779	151 929
Sport and recreation		9 438	13 311	9 728	7 820	7 820	7 820	9 044	8 622	9 053
Public safety		14 298	13 168	24 388	16 654	16 690	16 690	18 356	18 361	19 279
Housing		878	289	38 637	34 936	35 360	35 360	2 542	425	458
Health		-	-	-	-	-	-	-	-	-
Economic and environmental services		15 086	38 840	21 432	4 338	3 143	3 143	5 541	14 611	8 197
Planning and development		2 643	3 780	4 663	3 016	3 016	3 016	2 407	2 333	2 450
Road transport		12 443	34 568	15 837	1 311	116	116	122	9 772	3 097
Environmental protection		0	491	932	11	11	11	3 013	2 506	2 650
Trading services		519 512	494 961	567 329	623 849	627 266	627 266	667 983	729 046	796 686
Energy sources		355 727	314 721	373 511	430 868	430 868	430 868	448 729	499 440	555 846
Water management		74 345	75 627	66 833	95 225	95 490	95 490	93 390	98 509	103 198
Waste water management		37 587	63 893	83 087	56 602	59 497	59 497	72 294	74 859	78 602
Waste management		51 853	40 720	43 898	41 154	41 411	41 411	53 571	56 239	59 040
Other	4	116	111	100	139	139	139	146	154	161
Total Revenue - Functional	2	802 181	829 082	961 278	1 000 443	1 009 560	1 009 560	1 010 471	1 089 742	1 174 779
Expenditure - Functional										
Governance and administration		109 775	119 880	120 122	161 917	165 479	165 479	161 558	170 846	181 968
Executive and council		23 583	28 044	29 071	32 064	33 794	33 794	36 516	39 042	41 728
Finance and administration		84 278	89 318	87 049	124 776	126 697	126 697	118 781	125 073	133 006
Internal audit		1 914	2 518	4 002	5 078	4 988	4 988	6 261	6 730	7 234
Community and public safety		107 325	110 786	156 017	176 506	171 467	171 467	170 748	175 090	186 628
Community and social services		28 105	28 049	32 317	36 104	36 089	36 089	36 698	35 453	37 598
Sport and recreation		36 468	39 411	42 015	42 561	43 023	43 023	57 930	60 719	64 629
Public safety		37 799	38 563	42 916	56 942	55 533	55 533	66 786	71 408	76 353
Housing		4 952	4 763	38 769	40 899	36 821	36 821	9 334	7 509	8 048
Health		-	-	-	-	-	-	-	-	-
Economic and environmental services		32 142	41 212	39 489	51 243	44 797	44 797	48 038	48 752	51 642
Planning and development		11 332	12 313	13 572	16 351	16 436	16 436	19 767	19 191	20 579
Road transport		20 001	27 484	23 305	29 657	23 414	23 414	21 119	22 366	23 816
Environmental protection		808	1 416	2 613	5 235	4 947	4 947	7 152	7 195	7 247
Trading services		461 277	427 383	549 856	606 005	603 255	603 255	637 915	694 954	760 322
Energy sources		321 379	301 630	356 845	428 398	427 875	427 875	436 177	481 067	533 493
Water management		40 802	53 960	69 289	55 909	55 533	55 533	60 594	64 005	67 616
Waste water management		44 169	52 730	63 304	45 046	42 761	42 761	55 472	59 214	63 230
Waste management		54 928	19 064	60 419	76 652	77 085	77 085	85 672	90 668	95 983
Other	4	933	907	1 102	1 059	1 039	1 039	1 076	1 130	1 186
Total Expenditure - Functional	3	711 451	700 168	866 587	996 730	986 037	986 037	1 019 335	1 090 772	1 181 745
Surplus/(Deficit) for the year		90 730	128 914	94 691	3 713	23 523	23 523	(8 865)	(1 030)	(6 966)

WC022 Witzenberg - Table A2 Budgeted Financial Performance (revenue and expenditure by functional classification)

Functional Classification Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Revenue - Functional										
Municipal governance and administration		121 109	132 992	150 655	153 789	160 225	160 225	164 944	172 744	189 015
Executive and council		8 088	33	28	31	31	31	308	323	339
Mayor and Council		8 088	33	28	31	31	31	227	239	251
Municipal Manager, Town Secretary and Chief Executive		-	-	-	-	-	-	80	84	88
Finance and administration		113 021	132 960	150 628	153 758	160 194	160 194	164 636	172 421	188 676
Administrative and Corporate Support		1	0	0	11	11	11	11	12	13
Finance		112 606	132 534	150 152	152 985	159 421	159 421	163 524	171 569	187 781
Fleet Management		-	-	-	-	-	-	300	-	-
Human Resources		354	374	418	671	671	671	705	740	777
Marketing, Customer Relations, Publicity and Media Co-ordination		-	-	-	5	5	5	6	6	6
Supply Chain Management		60	52	57	86	86	86	90	95	99
Community and public safety		146 358	162 177	221 762	218 327	218 787	218 787	171 856	173 187	180 719
Community and social services		121 745	135 409	149 009	158 917	158 917	158 917	141 914	145 779	151 929
Aged Care		110 799	124 226	139 162	147 397	147 397	147 397	128 055	133 463	138 785
Cemeteries, Funeral Parlours and Crematoriums		262	178	142	266	266	266	280	294	308
Community Halls and Facilities		186	310	314	543	543	543	564	716	739
Libraries and Archives		10 498	10 695	9 390	10 710	10 710	10 710	13 016	11 307	12 098
Sport and recreation		9 438	13 311	9 728	7 820	7 820	7 820	9 044	8 622	9 053
Recreational Facilities		6 547	6 908	6 539	7 682	7 682	7 682	8 066	8 469	8 893
Sports Grounds and Stadiums		2 891	6 403	3 189	139	139	139	978	153	160
Public safety		14 298	13 168	24 388	16 654	16 690	16 690	18 356	18 361	19 279
Civil Defence		-	65	151	-	-	-	-	-	-
Fire Fighting and Protection		25	29	2 215	8	8	8	877	8	9
Police Forces, Traffic and Street Parking Control		14 273	13 074	22 023	16 646	16 682	16 682	17 479	18 352	19 270
Housing		878	289	38 637	34 936	35 360	35 360	2 542	425	458
Housing		878	289	38 637	34 936	35 360	35 360	2 542	425	458
Economic and environmental services		15 086	38 840	21 432	4 338	3 143	3 143	5 541	14 611	8 197
Planning and development		2 643	3 780	4 663	3 016	3 016	3 016	2 407	2 333	2 450
Economic Development/Planning		902	513	1 883	105	105	105	400	226	237
Town Planning, Building Regulations and Enforcement, and City Project Management Unit		1 741	2 313	1 783	1 911	1 911	1 911	2 007	2 107	2 212
Project Management Unit		-	954	997	1 000	1 000	1 000	-	-	-
Road transport		12 443	34 568	15 837	1 311	116	116	122	9 772	3 097
Roads		12 443	34 568	15 837	1 311	116	116	122	9 772	3 097
Environmental protection		0	491	932	11	11	11	3 013	2 506	2 650
Biodiversity and Landscape		0	491	932	11	11	11	3 013	2 506	2 650
Trading services		519 512	494 961	567 329	623 849	627 266	627 266	667 983	729 046	796 686
Energy sources		355 727	314 721	373 511	430 868	430 868	430 868	448 729	499 440	555 846
Electricity		354 161	314 721	373 511	430 868	430 868	430 868	448 729	499 440	555 846
Street Lighting and Signal Systems		1 565	-	-	-	-	-	-	-	-
Water management		74 345	75 627	66 833	95 225	95 490	95 490	93 390	98 509	103 198
Water Distribution		74 345	75 004	62 297	82 182	82 447	82 447	93 390	98 509	103 198
Water Storage		-	623	4 536	13 043	13 043	13 043	-	-	-
Waste water management		37 587	63 893	83 087	56 602	59 497	59 497	72 294	74 859	78 602

Functional Classification Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand	1									
Public Toilets		164	812	-	-	-	-	-	-	-
Sewerage		36 534	55 127	83 087	56 602	56 719	56 719	72 294	74 859	78 602
Storm Water Management		889	-	-	-	2 778	2 778	-	-	-
Waste Water Treatment		-	7 955	-	-	-	-	-	-	-
Waste management		51 853	40 720	43 898	41 154	41 411	41 411	53 571	56 239	59 040
Solid Waste Disposal (Landfill Sites)		16 237	-	-	-	257	257	-	-	-
Solid Waste Removal		35 616	40 720	43 898	41 154	41 154	41 154	53 571	56 239	59 040
Other		116	111	100	139	139	139	146	154	161
Licensing and Regulation		116	111	100	139	139	139	146	154	161
Total Revenue - Functional	2	802 181	829 082	961 278	1 000 443	1 009 560	1 009 560	1 010 471	1 089 742	1 174 779
Expenditure - Functional										
Municipal governance and administration		109 775	119 880	120 122	161 917	165 479	165 479	161 558	170 846	181 968
Executive and council		23 583	28 044	29 071	32 064	33 794	33 794	36 516	39 042	41 728
Mayor and Council		14 331	17 235	18 064	19 101	19 057	19 057	19 787	21 108	22 502
Municipal Manager, Town Secretary and Chief Executive		9 252	10 809	11 007	12 962	14 738	14 738	16 729	17 934	19 225
Finance and administration		84 278	89 318	87 049	124 776	126 697	126 697	118 781	125 073	133 006
Administrative and Corporate Support		13 002	15 064	16 471	15 255	15 331	15 331	16 982	17 879	18 988
Asset Management		31	57	223	271	271	271	336	361	388
Finance		34 833	33 780	21 892	46 823	48 439	48 439	36 646	38 011	40 322
Fleet Management		4 925	4 300	4 351	4 221	4 200	4 200	5 144	5 519	5 921
Human Resources		11 708	13 932	22 114	30 941	31 771	31 771	29 547	31 332	33 227
Information Technology		3 868	4 553	4 553	5 493	5 250	5 250	5 902	6 238	6 595
Legal Services		1 368	1 533	2 311	3 254	3 246	3 246	3 722	3 961	4 215
Marketing, Customer Relations, Publicity and Media Co-ordination		4 022	4 173	4 125	4 980	4 942	4 942	6 198	6 442	6 919
Property Services		3 057	2 709	1 766	1 506	1 506	1 506	1 390	1 486	1 588
Risk Management		7	-	-	-	-	-	-	-	-
Supply Chain Management		7 006	7 723	8 445	10 268	10 257	10 257	11 239	12 066	12 954
Valuation Service		451	1 493	798	1 763	1 483	1 483	1 676	1 779	1 889
Internal audit		1 914	2 518	4 002	5 078	4 988	4 988	6 261	6 730	7 234
Governance Function		1 914	2 518	4 002	5 078	4 988	4 988	6 261	6 730	7 234
Community and public safety		107 325	110 786	156 017	176 506	171 467	171 467	170 748	175 090	186 628
Community and social services		28 105	28 049	32 317	36 104	36 089	36 089	36 698	35 453	37 598
Aged Care		6 893	5 638	8 109	7 179	7 226	7 226	4 336	2 231	2 355
Cemeteries, Funeral Parlours and Crematoriums		3 537	3 955	3 806	4 783	4 350	4 350	6 494	6 098	6 333
Child Care Facilities		36	5	89	99	98	98	103	108	114
Community Halls and Facilities		6 187	6 590	8 023	9 675	10 020	10 020	12 585	13 479	14 358
Disaster Management		118	49	13	76	76	76	79	83	87
Education		1	-	-	2	2	2	1	1	1
Libraries and Archives		11 333	11 811	12 278	14 289	14 318	14 318	13 101	13 452	14 350
Sport and recreation		36 468	39 411	42 015	42 561	43 023	43 023	57 930	60 719	64 629
Community Parks (including Nurseries)		8 969	11 231	12 259	14 625	15 214	15 214	22 560	24 076	25 557
Recreational Facilities		17 637	18 751	19 693	18 350	18 285	18 285	23 409	23 877	25 443
Sports Grounds and Stadiums		9 863	9 428	10 063	9 585	9 524	9 524	11 961	12 767	13 628
Public safety		37 799	38 563	42 916	56 942	55 533	55 533	66 786	71 408	76 353

Functional Classification Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
<i>Civil Defence</i>		96	-	-	-	-	-	-	-	-
<i>Fire Fighting and Protection</i>		9 111	9 874	10 650	12 931	12 889	12 889	16 598	17 737	18 955
<i>Police Forces, Traffic and Street Parking Control</i>		28 592	28 689	32 266	44 011	42 644	42 644	50 188	53 671	57 398
Housing		4 952	4 763	38 769	40 899	36 821	36 821	9 334	7 509	8 048
<i>Housing</i>		4 922	4 710	38 752	40 844	36 766	36 766	9 308	7 481	8 019
<i>Informal Settlements</i>		30	54	18	55	55	55	26	28	29
Economic and environmental services		32 142	41 212	39 489	51 243	44 797	44 797	48 038	48 752	51 642
<i>Planning and development</i>		11 332	12 313	13 572	16 351	16 436	16 436	19 767	19 191	20 579
<i>Corporate Wide Strategic Planning (IDPs, LEDs)</i>		2 310	2 465	2 985	3 639	3 630	3 630	3 900	4 174	4 468
<i>Economic Development/Planning</i>		1 669	1 975	1 922	2 624	2 725	2 725	2 809	3 040	3 239
<i>Town Planning, Building Regulations and Enforcement, and City Project Management Unit</i>		4 880	5 246	5 768	6 699	6 693	6 693	9 112	8 805	9 457
<i>Project Management Unit</i>		2 473	2 628	2 896	3 389	3 389	3 389	3 946	3 172	3 415
Road transport		20 001	27 484	23 305	29 657	23 414	23 414	21 119	22 366	23 816
<i>Roads</i>		20 001	27 484	23 305	29 657	23 414	23 414	21 119	22 366	23 816
Environmental protection		808	1 416	2 613	5 235	4 947	4 947	7 152	7 195	7 247
<i>Biodiversity and Landscape</i>		808	1 416	2 598	5 036	4 747	4 747	7 152	7 195	7 247
<i>Pollution Control</i>		-	-	15	199	199	199	-	-	-
Trading services		461 277	427 383	549 856	606 005	603 255	603 255	637 915	694 954	760 322
Energy sources		321 379	301 630	356 845	428 398	427 875	427 875	436 177	481 067	533 493
<i>Electricity</i>		318 642	298 191	352 180	423 090	422 824	422 824	422 404	467 065	518 760
<i>Street Lighting and Signal Systems</i>		2 737	3 438	4 665	5 308	5 051	5 051	13 773	14 002	14 733
Water management		40 802	53 960	69 289	55 909	55 533	55 533	60 594	64 005	67 616
<i>Water Treatment</i>		201	199	224	251	251	251	315	339	365
<i>Water Distribution</i>		37 735	51 020	66 164	51 504	50 707	50 707	57 264	60 498	63 921
<i>Water Storage</i>		2 866	2 741	2 901	4 155	4 575	4 575	3 015	3 168	3 330
Waste water management		44 169	52 730	63 304	45 046	42 761	42 761	55 472	59 214	63 230
<i>Public Toilets</i>		1 717	1 684	1 625	1 842	1 768	1 768	2 390	2 562	2 746
<i>Sewerage</i>		34 614	43 359	55 218	34 367	33 680	33 680	45 454	48 472	51 706
<i>Storm Water Management</i>		7 838	7 685	6 457	8 822	7 311	7 311	7 627	8 179	8 776
<i>Waste Water Treatment</i>		0	0	3	15	2	2	1	2	2
Waste management		54 928	19 064	60 419	76 652	77 085	77 085	85 672	90 668	95 983
<i>Solid Waste Disposal (Landfill Sites)</i>		19 973	(22 903)	7 058	32 050	32 262	32 262	33 026	34 742	36 549
<i>Solid Waste Removal</i>		34 781	41 923	53 332	44 521	44 742	44 742	52 543	55 815	59 316
<i>Street Cleaning</i>		174	45	28	82	82	82	103	110	119
Other		933	907	1 102	1 059	1 039	1 039	1 076	1 130	1 186
<i>Licensing and Regulation</i>		33	7	4	58	38	38	26	27	29
<i>Tourism</i>		900	900	1 098	1 000	1 000	1 000	1 050	1 103	1 158
Total Expenditure - Functional	3	711 451	700 168	866 587	996 730	986 037	986 037	1 019 335	1 090 772	1 181 745
Surplus/(Deficit) for the year		90 730	128 914	94 691	3 713	23 523	23 523	(8 865)	(1 030)	(6 966)

WC022 Witzenberg - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)

Vote Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand										
Revenue by Vote	1									
Vote 1 - Financial Services		111 015	131 131	147 595	149 934	156 370	156 370	161 635	169 585	185 698
Vote 2 - Community Services		133 362	150 347	202 772	201 946	202 370	202 370	157 944	157 594	164 366
Vote 3 - Corporate Services		22 716	13 547	22 619	17 495	17 531	17 531	18 558	19 610	20 578
Vote 4 - Technical Services		534 478	532 474	586 545	629 366	631 587	631 587	671 596	742 179	803 324
Vote 5 - Municipal Manager		611	1 584	1 746	1 702	1 702	1 702	737	774	813
Total Revenue by Vote	2	802 181	829 082	961 278	1 000 443	1 009 560	1 009 560	1 010 471	1 089 742	1 174 779
Expenditure by Vote to be appropriated	1									
Vote 1 - Financial Services		44 240	44 269	31 157	61 135	60 159	60 159	49 466	52 705	56 100
Vote 2 - Community Services		81 674	86 108	129 153	141 841	137 724	137 724	132 005	132 199	140 326
Vote 3 - Corporate Services		81 013	89 298	103 002	124 911	124 125	124 125	135 277	143 935	153 388
Vote 4 - Technical Services		493 008	467 080	587 694	649 300	642 619	642 619	678 226	736 936	805 184
Vote 5 - Municipal Manager		11 515	13 413	15 580	19 542	21 410	21 410	24 361	24 996	26 746
Total Expenditure by Vote	2	711 451	700 168	866 587	996 730	986 037	986 037	1 019 335	1 090 772	1 181 745
Surplus/(Deficit) for the year	2	90 730	128 914	94 691	3 713	23 523	23 523	(8 865)	(1 030)	(6 966)

WC022 Witzenberg - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)A

Vote Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand										
Revenue by Vote	1									
Vote 1 - Financial Services		111 015	131 131	147 595	149 934	156 370	156 370	161 635	169 585	185 698
1,2 - Income		79 478	98 484	101 042	114 101	114 101	114 101	120 942	130 774	141 403
1,3 - Financial Administration		31 477	32 597	46 497	35 464	41 899	41 899	40 305	38 403	43 867
1,4 - Credit Control		-	(2)	(1)	284	284	284	298	313	329
1,5 - Supply Chain & Expenditure		60	52	57	86	86	86	90	95	99
Vote 2 - Community Services		133 362	150 347	202 772	201 946	202 370	202 370	157 944	157 594	164 366
2,2 - Cemeteries		262	178	142	266	266	266	280	294	308
2,3 - Housing		1 072	482	38 863	35 029	35 453	35 453	2 630	507	532
2,4 - Libraries		10 575	10 788	9 487	10 947	10 947	10 947	13 016	11 307	12 098
2,5 - Resorts & Swimming Pools		6 547	6 542	6 539	7 682	7 682	7 682	8 315	8 731	9 167
2,6 - Social Services		110 799	124 226	139 162	147 397	147 397	147 397	128 055	133 463	138 785
2,7 - Fire Services & Disaster Management		25	29	2 215	8	8	8	877	8	9
2,8 - Environment & Licencing		116	603	1 032	150	150	150	3 159	2 660	2 812
2,9 - Community Halls and Amenities		3 064	6 985	3 449	362	362	362	1 212	399	419
2,10 - Local Economic Development		902	513	1 883	105	105	105	400	226	237
Vote 3 - Corporate Services		22 716	13 547	22 619	17 495	17 531	17 531	18 558	19 610	20 578
3,2 - Human Resources		354	374	418	671	671	671	705	740	777
3,3 - Administration		1	0	0	11	11	11	11	12	13
3,5 - Marketing & Communication		-	-	-	5	5	5	6	6	6
3,6 - Thusong Centre		-	-	-	130	130	130	130	261	261
3,7 - Traffic and Protection Services		14 273	13 139	22 174	16 646	16 682	16 682	17 479	18 352	19 270
3,9 - Council Cost		8 088	33	28	31	31	31	227	239	251
Vote 4 - Technical Services		534 478	532 474	586 545	629 366	631 587	631 587	671 596	742 179	803 324
4,1 - Director: Technical Services		-	-	-	-	-	-	80	84	88
4,2 - Electro Technical Services		356 784	315 576	375 252	433 104	433 104	433 104	449 772	500 545	557 019
4,3 - Water Storage & Distribution		74 345	75 627	66 833	95 225	95 490	95 490	93 390	98 509	103 198
4,4 - Waste Water Management		36 534	63 082	83 087	56 985	57 102	57 102	72 696	75 281	79 045
4,5 - Waste Management		51 789	40 720	43 854	41 081	41 338	41 338	53 494	56 158	58 955
4,6 - Roads		12 443	34 568	15 837	1 311	116	116	122	9 772	3 097
4,7 - Storm Water Management		889	-	-	-	2 778	2 778	-	-	-
4,8 - Town Planning & Building Control		1 530	2 090	1 682	1 660	1 660	1 660	1 742	1 830	1 921
4,9 - Public Toilets		164	812	-	-	-	-	-	-	-
4,10 - Mechanical Workshop		-	-	-	-	-	-	300	-	-
Vote 5 - Municipal Manager		611	1 584	1 746	1 702	1 702	1 702	737	774	813
5,2 - Performance & Project Management		-	954	997	1 000	1 000	1 000	-	-	-
5,3 - Property & Legal Services		611	630	749	702	702	702	737	774	813
Total Revenue by Vote	2	802 181	829 082	961 278	1 000 443	1 009 560	1 009 560	1 010 471	1 089 742	1 174 779

WC022 Witzenberg - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)A

Vote Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Expenditure by Vote	1									
Vote 1 - Financial Services		44 240	44 269	31 157	61 135	60 159	60 159	49 466	52 705	56 100
1,1 - Director: Finance		1 926	2 157	2 296	2 033	2 041	2 041	1 980	2 131	2 293
1,2 - Income		12 476	11 507	(3 796)	18 980	18 747	18 747	10 521	11 274	12 083
1,3 - Financial Administration		12 945	13 798	13 227	17 127	16 660	16 660	18 190	19 265	20 341
1,4 - Credit Control		9 868	9 045	10 841	12 593	12 321	12 321	7 368	7 789	8 234
1,5 - Supply Chain & Expenditure		7 025	7 761	8 589	10 401	10 390	10 390	11 406	12 247	13 149
Vote 2 - Community Services		81 674	86 108	129 153	141 841	137 724	137 724	132 005	132 199	140 326
2,1 - Director: Community Services		322	341	551	1 564	1 326	1 326	1 728	1 862	2 005
2,2 - Cemeteries		3 527	3 955	3 803	4 775	4 412	4 412	6 485	6 090	3 283
2,3 - Housing		4 952	4 763	39 189	40 899	36 821	36 821	10 204	7 509	6 323
2,4 - Libraries		15 075	15 020	15 681	17 487	17 556	17 556	13 101	13 452	8 048
2,5 - Resorts & Swimming Pools		13 895	15 543	16 289	15 153	15 047	15 047	23 973	24 469	14 350
2,6 - Social Services		6 930	5 643	8 054	6 999	7 107	7 107	4 417	2 317	26 064
2,7 - Fire Services & Disaster Management		9 182	9 924	10 663	13 007	12 965	12 965	16 677	17 820	2 445
2,8 - Environment & Licensing		841	1 422	2 566	5 210	4 901	4 901	7 090	7 130	19 042
2,9 - Community Halls and Amenities		25 375	27 523	30 289	33 843	34 645	34 645	45 482	48 469	7 178
2,10 - Local Economic Development		1 574	1 975	2 066	2 906	2 943	2 943	2 849	3 082	51 588
Vote 3 - Corporate Services		81 013	89 298	103 002	124 911	124 125	124 125	135 277	143 935	153 388
3,1 - Director: Corporate Services		1 904	2 277	2 314	2 568	2 568	2 568	3 196	3 440	3 702
3,2 - Human Resources		11 708	13 949	22 194	30 941	31 771	31 771	29 547	31 332	33 227
3,3 - Administration		15 112	16 899	17 657	15 891	15 967	15 967	18 242	19 227	20 433
3,4 - Information Technology		3 868	4 553	4 553	5 473	5 230	5 230	5 902	6 238	6 595
3,5 - Marketing & Communication		4 022	4 173	4 125	5 000	4 962	4 962	6 198	6 442	6 919
3,6 - Thusong Centre		577	625	734	926	926	926	1 168	1 374	1 454
3,7 - Traffic and Protection Services		28 592	28 689	32 266	44 011	42 644	42 644	50 188	53 671	57 398
3,8 - Tourism		900	900	1 098	1 000	1 000	1 000	1 050	1 103	1 158
3,9 - Council Cost		14 331	17 235	18 064	19 101	19 057	19 057	19 787	21 108	22 502

WC022 Witzenberg - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)A

Vote Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Vote 4 - Technical Services		493 008	467 080	587 694	649 300	642 619	642 619	678 226	736 936	805 184
4,1 - Director: Technical Services		1 885	2 317	2 502	2 772	2 803	2 803	3 447	3 705	3 982
4,2 - Electro Technical Services		317 019	297 616	352 209	423 621	421 899	421 899	435 687	480 503	532 845
4,3 - Water Storage & Distribution		40 802	53 960	69 289	56 326	55 950	55 950	61 074	64 557	68 251
4,4 - Waste Water Management		38 967	47 365	59 838	38 686	39 186	39 186	45 456	48 473	51 708
4,5 - Waste Management		54 928	18 973	60 419	76 652	77 085	77 085	85 672	90 668	95 983
4,6 - Roads		20 001	27 329	23 305	29 657	23 414	23 414	21 119	22 366	23 816
4,7 - Storm Water Management		7 838	8 292	8 388	8 822	9 621	9 621	9 127	9 779	10 476
4,8 - Town Planning & Building Control		4 880	5 246	5 768	6 699	6 693	6 693	9 112	8 805	9 457
4,9 - Public Toilets		1 717	1 684	1 625	1 842	1 768	1 768	2 390	2 562	2 746
4.10 - Mechanical Workshop		4 972	4 300	4 351	4 221	4 200	4 200	5 144	5 519	5 921
Vote 5 - Municipal Manager		11 515	13 413	15 580	19 542	21 410	21 410	24 361	24 996	26 746
5,1 - Municipal Manager		3 413	4 243	3 385	4 058	6 032	6 032	6 419	6 840	7 289
5,2 - Performance & Project Management		2 473	2 628	2 896	3 389	3 389	3 389	3 946	3 172	3 415
5,3 - Property & Legal Services		1 399	1 558	2 311	3 379	3 371	3 371	3 852	4 098	4 359
5,4 - Internal Audit		1 921	2 518	4 002	5 078	4 988	4 988	6 261	6 730	7 234
5,5 - IDP		2 310	2 465	2 985	3 639	3 630	3 630	3 883	4 156	4 449
Total Expenditure by Vote	2	711 451	700 168	866 587	996 730	986 037	986 037	1 019 335	1 090 772	1 181 745
Surplus/(Deficit) for the year	2	90 730	128 914	94 691	3 713	23 523	23 523	(8 865)	(1 030)	(6 966)

WC022 Witzenberg - Table A4 Budgeted Financial Performance (revenue and expenditure)

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25				2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Revenue											
Exchange Revenue											
Service charges - Electricity	2	326 063	311 865	371 022	431 223	431 223	431 223	326 780	442 689	492 693	548 344
Service charges - Water	2	45 340	45 356	48 337	49 359	49 359	49 359	43 645	53 401	56 207	59 152
Service charges - Waste Water Management	2	31 194	48 851	75 250	50 932	50 932	50 932	52 463	54 590	56 152	58 836
Service charges - Waste Management	2	28 976	31 185	34 183	33 774	33 774	33 774	29 250	36 276	37 996	39 797
Sale of Goods and Rendering of Services		5 069	5 460	14 484	5 536	16 219	16 219	12 335	5 813	6 103	6 409
Agency services		4 415	4 611	4 739	4 684	4 684	4 684	4 165	4 918	5 164	5 423
Interest		-	-	-	11	11	11	-	11	12	13
Interest earned from Receivables		14 935	22 715	28 557	23 549	23 549	23 549	23 130	24 727	25 963	27 261
Interest earned from Current and Non Current Assets		5 580	14 390	22 019	22 444	22 444	22 444	16 191	23 567	24 745	25 982
Rent on Land		-	-	-	27	27	27	-	29	30	31
Rental from Fixed Assets		4 604	4 786	5 038	6 015	6 015	6 015	4 731	6 316	6 632	6 963
Operational Revenue		2 652	8 063	3 046	1 764	1 764	1 764	13 416	1 852	1 944	2 042
Non-Exchange Revenue											
Property rates	2	88 709	98 157	101 317	113 495	113 495	113 495	95 820	120 291	130 091	140 685
Surcharges and Taxes		9 083	9 986	9 122	5 501	10 360	10 360	4 349	4 849	5 468	5 281
Fines, penalties and forfeits		9 670	8 487	20 634	11 254	11 254	11 254	15 110	11 816	12 407	13 028
Licences or permits		1 198	1 145	1 183	2 444	2 444	2 444	893	2 566	2 694	2 829
Transfer and subsidies - Operational		124 619	142 884	179 020	196 213	181 896	181 896	158 358	182 230	182 904	195 443
Interest		2 315	2 822	4 091	3 566	3 566	3 566	4 303	3 744	3 932	4 128
Operational Revenue		2 736	2 625	2 991	3 095	3 095	3 095	2 297	3 250	3 412	3 583
Gains on disposal of Assets		8 062	-	(291)	-	6 121	6 121	-	-	-	-
Total Revenue (excluding capital transfers and contributions)		715 220	763 389	924 741	964 887	972 233	972 233	807 235	982 936	1 054 551	1 145 229
Expenditure											
Employee related costs	2	202 247	217 108	242 378	277 558	279 132	279 132	227 277	309 360	328 514	353 139
Remuneration of councillors		10 070	10 766	11 447	12 311	12 311	12 311	9 917	13 228	14 160	15 145
Bulk purchases - electricity	2	285 708	279 960	324 086	375 258	376 458	376 458	275 482	396 245	441 118	491 072
Inventory consumed	8	14 449	18 511	23 245	25 929	25 266	25 266	18 641	28 145	28 529	29 525
Debt impairment	3	37 106	57 793	(75 887)	62 758	62 758	62 758	66 763	76 891	81 490	86 399
Depreciation and amortisation		38 331	34 730	34 241	54 219	54 219	54 219	-	34 090	35 794	37 584
Interest		7 676	9 910	5 299	10 233	10 233	10 233	-	10 742	11 279	11 843
Contracted services		33 782	50 714	55 684	75 234	66 145	66 145	34 783	76 979	74 756	77 629
Transfers and subsidies		2 624	2 208	36 338	37 116	34 627	34 627	16 429	4 931	3 246	3 428
Irrecoverable debts written off		14 711	9 576	159 168	2 131	2 131	2 131	7 443	0	0	0
Operational costs		39 835	8 054	49 897	60 487	59 261	59 261	42 327	68 723	71 885	75 980
Losses on disposal of Assets		2 196	838	688	-	-	-	-	-	-	-
Other Losses		-	-	4	3 497	3 497	3 497	-	-	-	-
Total Expenditure		688 735	700 168	866 587	996 730	986 037	986 037	699 061	1 019 335	1 090 772	1 181 745
Surplus/(Deficit)		26 486	63 221	58 154	(31 844)	(13 804)	(13 804)	108 173	(36 399)	(36 221)	(36 516)
Transfers and subsidies - capital (monetary allocations)	6	64 244	65 693	36 536	35 557	37 328	37 328	-	27 535	35 191	29 550
Transfers and subsidies - capital (in-kind)	6	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions		90 730	128 914	94 691	3 713	23 523	23 523	108 173	(8 865)	(1 030)	(6 966)
Income Tax		-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after income tax		90 730	128 914	94 691	3 713	23 523	23 523	108 173	(8 865)	(1 030)	(6 966)
Share of Surplus/Deficit attributable to Joint Venture		-	-	-	-	-	-	-	-	-	-
Share of Surplus/Deficit attributable to Minorities		-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) attributable to municipality		90 730	128 914	94 691	3 713	23 523	23 523	108 173	(8 865)	(1 030)	(6 966)
Share of Surplus/Deficit attributable to Associate	7	-	-	-	-	-	-	-	-	-	-
Intercompany/Parent subsidiary transactions		-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) for the year	1	90 730	128 914	94 691	3 713	23 523	23 523	108 173	(8 865)	(1 030)	(6 966)

WC022 Witzenberg - Table A5 Budgeted Capital Expenditure by vote, functional classification and funding

Vote Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25				2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand	1										
Capital expenditure - Vote											
Multi-year expenditure to be appropriated	2										
Vote 1 - Financial Services		(2 779)	(90 270)	3 366	100	200	200	88	-	-	-
Vote 2 - Community Services		-	-	881	350	850	850	24	6 221	-	8 736
Vote 4 - Technical Services		53 353	53 369	32 776	18 937	23 386	23 386	9 772	19 907	35 631	23 673
Vote 5 - Municipal Manager		-	-	-	66	56	56	56	-	-	-
Capital multi-year expenditure sub-total		50 574	(36 901)	37 023	19 453	24 493	24 493	9 941	26 128	35 631	32 409
Single-year expenditure to be appropriated	2										
Vote 1 - Financial Services		2 415	179	530	30	30	30	13	50	50	50
Vote 2 - Community Services		4 434	7 397	5 550	1 780	1 821	1 821	849	14 296	1 030	2 450
Vote 3 - Corporate Services		685	691	1 712	760	1 447	1 447	706	1 580	635	50
Vote 4 - Technical Services		14 282	25 554	41 795	63 311	59 238	59 238	30 642	37 942	19 495	14 941
Vote 5 - Municipal Manager		-	-	-	30	30	30	-	50	50	50
Capital single-year expenditure sub-total		21 817	33 821	49 587	65 911	62 567	62 567	32 209	53 918	21 260	17 541
Total Capital Expenditure - Vote	3,7	72 390	(3 080)	86 610	85 365	87 060	87 060	42 151	80 047	56 891	49 950

WC022 Witzenberg - Table A5 Budgeted Capital Expenditure by vote, functional classification and funding

Vote Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25				2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Capital Expenditure - Functional											
Governance and administration		1 381	(87 661)	9 033	2 196	10 801	10 801	1 627	3 094	2 885	250
Executive and council		-	409	124	216	294	294	208	764	250	250
Finance and administration		1 381	(88 069)	8 908	1 980	10 507	10 507	1 419	2 330	2 635	-
Community and public safety		3 939	7 086	6 252	2 300	2 811	2 811	850	20 258	980	11 136
Community and social services		667	160	58	1 100	1 000	1 000	496	11 965	520	10 836
Sport and recreation		3 031	6 870	3 224	650	1 261	1 261	329	6 974	460	300
Public safety		240	57	2 838	550	550	550	24	1 320	-	-
Housing		-	-	132	-	-	-	-	-	-	-
Economic and environmental services		13 136	45 050	32 934	7 367	11 443	11 443	10 012	16 245	33 082	27 771
Planning and development		736	-	828	200	133	133	133	275	-	-
Road transport		12 401	45 050	32 107	7 167	11 281	11 281	9 879	15 750	33 082	27 771
Environmental protection		-	-	-	-	30	30	-	220	-	-
Trading services		53 934	32 444	38 390	73 501	62 005	62 005	29 662	40 449	19 944	10 792
Energy sources		9 573	4 827	9 959	31 352	13 754	13 754	2 529	24 568	6 018	10 057
Water management		20 159	14 903	10 426	25 606	27 256	27 256	18 085	12 881	12 991	-
Waste water management		2 448	12 517	4 669	16 343	19 984	19 984	8 437	2 000	500	500
Waste management		21 754	197	13 337	200	1 011	1 011	610	1 000	435	236
Total Capital Expenditure - Functional	3,7	72 390	(3 080)	86 610	85 365	87 060	87 060	42 151	80 047	56 891	49 950
Funded by:											
National Government		47 307	41 976	21 847	37 504	40 252	40 252	25 046	25 887	25 547	30 601
Provincial Government		16 432	22 759	14 214	1 941	832	832	-	1 702	9 644	2 963
District Municipality		404	762	1 644	435	435	435	-	185	-	-
Transfers and subsidies - capital (monetary allocations) (Nat / Prov Departm		-	197	222	-	-	-	-	2 239	-	-
Transfers recognised - capital	4	64 143	65 693	37 926	39 880	41 519	41 519	25 046	30 013	35 191	33 564
Borrowing	6	1 478	-	1 460	25 000	10 000	10 000	618	15 000	-	-
Internally generated funds		9 398	21 496	43 815	20 485	35 511	35 511	16 487	35 034	21 700	16 386
Total Capital Funding	7	75 019	87 190	83 202	85 365	87 030	87 030	42 151	80 047	56 891	49 950

WC022 Witzenberg - Table A5 Budgeted Capital Expenditure by vote, functional classification and funding

Vote Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25				2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand	1										
Capital expenditure - Municipal Vote											
Multi-year expenditure appropriation	2										
Vote 1 - Financial Services		(2 779)	(90 270)	3 366	100	200	200	88	-	-	-
1,1 - Director: Finance		-	-	-	100	200	200	88	-	-	-
1,3 - Financial Administration		(2 779)	(90 270)	3 366	-	-	-	-	-	-	-
Vote 2 - Community Services		-	-	881	350	850	850	24	6 221	-	8 736
2,2 - Cemeteries		-	-	-	-	-	-	-	-	-	8 736
2,7 - Fire Services & Disaster Management		-	-	881	350	350	350	24	1 020	-	-
2,9 - Community Halls and Amenities		-	-	-	-	500	500	-	5 202	-	-
Vote 4 - Technical Services		53 353	53 369	32 776	18 937	23 386	23 386	9 772	19 907	35 631	23 673
4,2 - Electro Technical Services		2 098	4 236	6 693	5 593	5 750	5 750	1 808	9 318	5 300	9 314
4,3 - Water Storage & Distribution		19 270	13 838	2 857	200	500	500	-	5 189	11 791	-
4,4 - Waste Water Management		-	7 955	3 407	13 043	13 905	13 905	7 687	700	200	200
4,5 - Waste Management		21 754	-	1 685	100	453	453	277	-	-	-
4,6 - Roads		10 231	27 340	18 133	-	-	-	-	4 700	18 340	14 159
4,7 - Storm Water Management		-	-	-	-	2 778	2 778	-	-	-	-
Vote 5 - Municipal Manager		-	-	-	66	56	56	56	-	-	-
5,2 - Performance & Project Management		-	-	-	66	56	56	56	-	-	-
Capital multi-year expenditure sub-total		50 574	(36 901)	37 023	19 453	24 493	24 493	9 941	26 128	35 631	32 409

Vote Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25				2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand	1										
Capital expenditure - Municipal Vote											
Single-year expenditure appropriation	2										
Vote 1 - Financial Services		2 415	179	530	30	30	30	13	50	50	50
1,1 - Director: Finance		-	-	-	30	30	30	13	50	50	50
1,3 - Financial Administration		2 415	179	530	-	-	-	-	-	-	-
Vote 2 - Community Services		4 434	7 397	5 550	1 780	1 821	1 821	849	14 296	1 030	2 450
2,1 - Director: Community Services		-	137	94	30	30	30	24	64	50	50
2,2 - Cemeteries		-	-	-	100	-	-	-	100	-	-
2,3 - Housing		-	-	132	-	-	-	-	-	-	-
2,4 - Libraries		667	124	58	1 000	1 000	1 000	496	11 865	-	-
2,5 - Resorts & Swimming Pools		-	-	-	450	450	450	100	-	-	-
2,7 - Fire Services & Disaster Management		-	-	1 190	-	-	-	-	-	-	-
2,8 - Environment & Licencing		-	-	24	-	30	30	-	220	-	-
2,9 - Community Halls and Amenities		3 031	7 136	3 224	200	311	311	229	1 772	980	2 400
2.10 - Local Economic Development		736	-	828	-	-	-	-	275	-	-
Vote 3 - Corporate Services		685	691	1 712	760	1 447	1 447	706	1 580	635	50
3,1 - Director: Corporate Services		-	194	233	30	117	117	115	50	50	50
3,2 - Human Resources		-	-	331	80	363	363	-	-	-	-
3,3 - Administration		-	-	-	-	-	-	-	300	-	-
3,4 - Information Technology		445	441	270	350	644	644	515	300	300	-
3,5 - Marketing & Communication		-	-	110	100	123	123	76	130	285	-
3,7 - Traffic and Protection Services		240	57	767	200	200	200	-	300	-	-
3,9 - Council Cost		-	-	-	-	-	-	-	500	-	-
Vote 4 - Technical Services		14 282	25 554	41 795	63 311	59 238	59 238	30 642	37 942	19 495	14 941
4,1 - Director: Technical Services		-	79	21	30	30	30	-	50	50	50
4,2 - Electro Technical Services		7 475	591	3 266	25 759	8 004	8 004	721	15 250	718	743
4,3 - Water Storage & Distribution		889	1 065	7 544	25 406	26 756	26 756	18 085	7 692	1 200	-
4,4 - Waste Water Management		1 395	3 278	1 262	2 850	2 850	2 850	750	1 300	300	300
4,5 - Waste Management		-	197	11 652	100	558	558	333	1 000	435	236
4,6 - Roads		2 169	17 710	13 973	7 167	11 281	11 281	9 879	11 050	14 742	13 612
4,7 - Storm Water Management		889	-	-	450	450	450	-	-	-	-
4,8 - Town Planning & Building Control		-	-	-	200	133	133	133	-	-	-
4,9 - Public Toilets		164	1 284	-	-	-	-	-	-	-	-
4.10 - Mechanical Workshop		1 301	1 350	4 076	1 350	9 177	9 177	741	1 600	2 050	-
Vote 5 - Municipal Manager		-	-	-	30	30	30	-	50	50	50
5,1 - Municipal Manager		-	-	-	30	30	30	-	50	50	50
Capital single-year expenditure sub-total		21 817	33 821	49 587	65 911	62 567	62 567	32 209	53 918	21 260	17 541
Total Capital Expenditure		72 390	(3 080)	86 610	85 365	87 060	87 060	42 151	80 047	56 891	49 950

WC022 Witzenberg - Table A6 Budgeted Financial Position

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25				2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand											
ASSETS											
Current assets											
Cash and cash equivalents		144 880	226 802	187 245	227 306	208 265	208 265	269 175	220 325	221 293	224 954
Trade and other receivables from exchange transactions	1	92 229	77 124	111 342	68 636	126 324	126 324	(14 572)	82 787	77 033	71 040
Receivables from non-exchange transactions	1	12 734	10 131	36 119	49 234	40 088	40 088	33 277	55 304	66 940	79 159
Inventory	2	9 035	16 830	22 066	9 181	28 622	28 622	18 322	26 712	25 783	22 718
VAT		17 290	10 056	28 090	6 836	5 302	5 302	154 382	3 333	-	-
Other current assets		677	1 709	1 239	1 709	1 239	1 239	3 045	240	240	240
Total current assets		276 846	342 652	386 101	362 903	409 841	409 841	463 629	388 701	391 290	398 111
Non current assets											
Investment property		42 842	42 328	41 680	40 610	38 799	38 799	41 678	38 604	38 399	38 185
Property, plant and equipment	3	1 017 992	962 145	966 936	1 094 459	1 138 572	1 138 572	996 771	1 179 702	1 201 097	1 213 777
Heritage assets		550	550	550	550	550	550	550	550	550	550
Intangible assets		2 113	1 283	1 741	2 529	1 493	1 493	2 360	1 531	1 437	1 338
Total non current assets		1 063 497	1 006 307	1 010 907	1 138 148	1 179 413	1 179 413	1 041 358	1 220 387	1 241 483	1 253 849
TOTAL ASSETS		1 340 343	1 348 959	1 397 008	1 501 051	1 589 254	1 589 254	1 504 987	1 609 088	1 632 773	1 651 960
LIABILITIES											
Current liabilities											
Financial liabilities		1 405	36	59	(3 330)	(3 447)	(3 447)	36	(3 433)	(3 418)	(3 402)
Consumer deposits		11 549	12 158	9 742	12 158	9 739	9 739	14 383	9 739	9 739	9 739
Trade and other payables from exchange transactions	4	61 817	103 355	85 555	110 941	79 532	79 532	(20 512)	89 877	93 955	94 235
Trade and other payables from non-exchange transactions	5	6 781	6 817	(5 360)	3 129	9 773	9 773	98 929	6 797	6 067	5 612
Provision		27 705	28 030	32 720	45 567	36 837	36 837	25 376	38 184	39 598	41 083
VAT		11 570	14 961	15 287	18 269	(4 831)	(4 831)	132 539	-	2 125	7 930
Other current liabilities		-	2 588	-	-	-	-	-	-	-	-
Total current liabilities		120 825	167 944	138 002	186 734	127 603	127 603	250 750	141 164	148 067	155 198
Non current liabilities											
Financial liabilities	6	1 019	492	1 220	25 645	27 546	27 546	490	20 299	14 432	8 591
Provision	7	115 881	59 737	67 264	77 712	77 693	77 693	58 838	87 943	98 705	110 006
Other non-current liabilities		61 324	-	60 522	78 001	70 154	70 154	75 226	83 812	96 728	110 291
Total non current liabilities		178 225	60 229	129 006	181 358	175 392	175 392	134 554	192 053	209 866	228 887
TOTAL LIABILITIES		299 050	228 173	267 008	368 091	302 995	302 995	385 304	333 218	357 933	384 086
NET ASSETS		1 041 293	1 120 786	1 130 000	1 132 959	1 286 259	1 286 259	1 119 684	1 275 870	1 274 841	1 267 875
COMMUNITY WEALTH/EQUITY											
Accumulated surplus/(deficit)	8	1 027 522	1 142 511	1 210 065	1 120 420	1 272 915	1 272 915	1 232 833	1 264 704	1 263 674	1 256 708
Reserves and funds	9	12 540	12 540	11 166	12 540	11 166	11 166	(23 362)	11 166	11 166	11 166
TOTAL COMMUNITY WEALTH/EQUITY	10	1 040 061	1 155 050	1 221 231	1 132 959	1 284 082	1 284 082	1 209 471	1 275 870	1 274 841	1 267 875

WC022 Witzenberg - Table A6-Inventory

Store Type	Classification	2022/23	2021/22	2023/24	Current Year 2024/25				2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousands											
Agricultural	Opening balance - Agricultural	1 291	2 007	1 423	1 740	1 740	1 740	1 740	1 740	1 740	1 740
	Issues - Agricultural	716	(583)	316	-	-	-	-	-	-	-
Agricultural Total		2 007	1 423	1 740	1 740	1 740	1 740	1 740	1 740	1 740	1 740
Consumables Standard Rated	Opening balance - Consumables Standard Rated	898	961	2 511	2 596	2 596	2 596	2 596	2 263	1 045	3
	Acquisitions - Consumables Standard Rated	3 949	6 686	6 280	2 400	2 400	2 400	4 286	2 400	2 400	-
	Adjustments - Consumables Standard Rated	(3 886)	(5 136)	(6 191)	(2 360)	(2 574)	(2 574)	(5 548)	(3 618)	(3 441)	(3 614)
	Write Off - Consumables Standard Rated	-	-	(3)	-	-	-	-	-	-	-
Consumables Standard Rated Total		961	2 511	2 596	2 636	2 422	2 422	1 335	1 045	3	(3 611)
Consumables Zero Rated	Opening balance - Consumables Zero Rated	187	185	185	186	186	186	186	186	159	131
	Acquisitions - Consumables Zero Rated	4	6	9	-	-	-	8	-	-	-
	Adjustments - Consumables Zero Rated	(5)	(6)	(8)	(34)	(25)	(25)	(9)	(27)	(28)	(29)
Consumables Zero Rated Total		185	185	186	152	162	162	186	159	131	102
Finished Goods	Opening balance - Finished Goods	7 588	5 902	12 553	23 015	23 015	23 015	23 015	24 393	23 753	23 893
	Acquisitions - Finished Goods	5 334	17 599	23 761	24 000	24 000	24 000	3 686	24 000	25 200	26 460
	Adjustments - Finished Goods	(7 020)	(10 947)	(13 298)	(23 534)	(22 540)	(22 540)	(9 582)	(24 640)	(25 060)	(25 882)
	Write Off - Finished Goods	-	-	(1)	-	-	-	-	-	-	-
Finished Goods Total		5 902	12 553	23 015	23 481	24 475	24 475	17 119	23 753	23 893	24 471
Materials and Supplies	Opening balance - Materials and Supplies	7 588	5 902	12 553	23 015	23 015	23 015	23 015	24 393	23 753	23 893
	Acquisitions - Materials and Supplies	5 334	17 599	23 761	24 000	24 000	24 000	3 686	24 000	25 200	26 460
	Adjustments - Materials and Supplies	(7 020)	(10 947)	(13 298)	(23 534)	(22 540)	(22 540)	(9 582)	(24 640)	(25 060)	(25 882)
	Write Off - Materials and Supplies	-	-	(1)	-	-	-	-	-	-	-
Materials and Supplies Total		5 902	12 553	23 015	23 481	24 475	24 475	17 119	23 753	23 893	24 471
Water	Opening balance - Water	-	(20)	157	(176)	(176)	(176)	(176)	16	16	16
	Acquisitions - Water bulk purchases	(20)	-	-	-	-	-	-	-	-	-
	Acquisitions - Water treatment works	-	177	(333)	-	-	-	-	-	-	-
	Non-revenue Water	-	-	-	(0)	(0)	(0)	-	(0)	(0)	(0)
	Unavoidable Annual Real Losses	-	-	-	(0)	(0)	(0)	-	(0)	(0)	(0)
Water Total		(20)	157	(176)	(176)	(176)	(176)	(176)	16	16	16
Grand Total		14 937	29 383	50 377	51 314	53 097	53 097	37 322	50 465	49 676	47 189

WC022 Witzenberg - Table A7 Budgeted Cash Flows

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25				2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand											
CASH FLOW FROM OPERATING ACTIVITIES											
Receipts											
Property rates		2 383	2 754	4 845	103 281	103 281	103 281	(3 171)	114 277	123 586	133 651
Service charges		615 625	766 796	938 669	602 900	602 900	602 900	(574 694)	623 670	658 620	728 332
Other revenue		16 186	16 318	13 818	17 029	17 029	17 029	(13 379)	38 334	31 852	33 444
Transfers and Subsidies - Operational	1	114 187	99 341	187 598	194 392	196 865	196 865	(173 328)	175 756	179 869	188 582
Transfers and Subsidies - Capital	1	65 900	100 181	37 757	46 362	57 118	57 118	(50 411)	35 189	40 470	38 599
Interest		3 265	7 939	9 769	49 570	49 570	49 570	(7 735)	52 049	54 651	32 053
Payments											
Suppliers and employees		(893 992)	(992 855)	(1 377 413)	(939 422)	(939 422)	(939 422)	(1 145 667)	(941 929)	(1 013 395)	(1 103 466)
Interest		-	(58)	-	-	-	-	-	-	-	-
NET CASH FROM/(USED) OPERATING ACTIVITIES		(76 445)	416	(184 957)	74 112	87 341	87 341	(1 968 386)	97 347	75 653	51 194
CASH FLOWS FROM INVESTING ACTIVITIES											
Receipts											
Proceeds on disposal of PPE		-	-	-	-	-	-	(3 080)	-	-	-
Payments											
Capital assets		(8 169)	(16 814)	1 539	-	(30)	(30)	12 817	(80 047)	(56 891)	(49 950)
NET CASH FROM/(USED) OPERATING ACTIVITIES		(8 169)	(16 814)	1 539	-	(30)	(30)	9 737	(80 047)	(56 891)	(49 950)
CASH FLOWS FROM FINANCING ACTIVITIES											
Receipts											
Borrowing long term/refinancing		-	-	-	25 000	25 000	25 000	-	-	-	-
Increase (decrease) in consumer deposits		2 246	(25 033)	(3 788)	-	-	-	(2 186)	-	-	-
Payments											
Repayment of borrowing		-	-	-	(4 012)	(4 012)	(4 012)	-	(6 369)	(6 369)	(6 369)
NET CASH FROM/(USED) FINANCING ACTIVITIES		2 246	(25 033)	(3 788)	20 988	20 988	20 988	(2 186)	(6 369)	(6 369)	(6 369)
NET INCREASE/ (DECREASE) IN CASH HELD		(82 368)	(41 431)	(187 207)	95 100	108 299	108 299	(1 960 834)	10 932	12 394	(5 125)
Cash/cash equivalents at the year begin:	2	115 305	144 880	226 802	217 594	187 245	187 245	188 992	209 837	220 769	233 162
Cash/cash equivalents at the year	2	32 937	103 449	39 595	312 694	295 544	295 544	(1 771 842)	220 769	233 162	228 037

References

1. Local/District municipalities to include transfers from/to District/Local Municipalities
2. Cash equivalents includes investments with maturities of 3 months or less
3. The MTREF is populated directly from SA30.

WC022 Witzenberg - Table A8 Cash backed reserves/accumulated surplus reconciliation

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25				2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand											
Cash and investments available											
Cash/cash equivalents at the year end	1	32 937	103 449	39 595	312 694	295 544	295 544	(1 771 842)	220 769	233 162	228 037
Other current investments > 90 days		111 942	123 353	147 650	(85 388)	(87 279)	(87 279)	2 041 017	(444)	(11 869)	(3 084)
Cash and investments available:		144 880	226 802	187 245	227 306	208 265	208 265	269 175	220 325	221 293	224 954
Application of cash and investments											
Trade payables from Non-exchange transactions: Unspent cor		7 827	7 863	(4 313)	6 316	10 819	10 819	99 975	3 651	(3 549)	(10 865)
Unspent borrowing		-	-	-	-	-	-	-	-	-	-
Statutory requirements	2	-	-	12 877	11 433	(10 133)	(10 133)	(21 844)	(3 333)	2 125	7 930
Other working capital requirements	3	46 221	88 480	35 172	61 006	39 741	39 741	12 251	32 042	30 364	21 703
Other provisions		(324)	(39 703)	(32 720)	(26 371)	(17 641)	(17 641)	(25 376)	(20 043)	(20 102)	(20 131)
Total Application of cash and investments:		53 724	56 641	11 016	52 383	22 787	22 787	65 007	12 317	8 838	(1 363)
Surplus(shortfall)		91 156	170 161	176 229	174 923	185 479	185 479	204 168	208 008	212 456	226 316

References

1. Must reconcile with Budgeted Cash Flows
2. For example: VAT, taxation
3. Council approval for policy required - include sufficient working capital (e.g. allowing for a % of current debtors > 90 days as uncollectable)
4. For example: sinking fund requirements for borrowing
5. Council approvals required for each reserve created and basis of cash backing of reserves

<u>Other working capital requirements</u>											
Debtors		14 549	13 828	50 383	49 935	39 791	39 791	(32 763)	57 835	67 248	80 054
Creditors due		60 770	102 308	85 555	110 941	79 532	79 532	(20 512)	89 877	97 612	101 757
Total		(46 221)	(88 480)	(35 172)	(61 006)	(39 741)	(39 741)	(12 251)	(32 042)	(30 364)	(21 703)

<u>Debtors collection assumptions</u>											
Balance outstanding - debtors		12 734	10 131	36 119	49 234	40 088	40 088	33 277	55 304	66 940	79 159
Estimate of debtors collection rate		114,2%	136,5%	139,5%	101,4%	99,3%	99,3%	-98,5%	104,6%	100,5%	101,1%

<u>Long term investments committed</u>											
Balance (Insert description; eg sinking fund)		-	-	-	-	-	-	-	-	-	-

<u>Reserves to be backed by cash/investments</u>											
Capital replacement		12 540	12 540	11 166	12 540	11 166	11 166	(23 362)	11 166	11 166	11 166
	6	12 540	12 540	11 166	12 540	11 166	11 166	(23 362)	11 166	11 166	11 166

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited	Audited	Audited	Original	Adjusted	Full Year	Budget Year	Budget Year +1	Budget Year +2
R thousand										
Community Assets		64 683	76 521	69 174	72 479	80 423	80 423	96 869	95 355	104 055
Heritage Assets		550	550	550	550	550	550	550	550	550
Investment properties		42 842	42 328	41 680	40 610	38 799	38 799	38 604	38 399	38 185
Operational Buildings		-	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-
Other Assets		144 116	73 378	51 373	133 346	158 107	158 107	161 427	161 427	161 427
Servitudes		-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-
Intangible Assets		2 113	1 283	1 741	2 529	1 493	1 493	1 531	1 437	1 338
Computer Equipment		1 846	2 252	2 142	(2 250)	371	371	(1 969)	(4 183)	(6 859)
Furniture and Office Equipment		1 278	835	1 529	2 392	2 114	2 114	2 420	2 288	1 874
Machinery and Equipment		16 642	15 256	19 241	17 741	19 324	19 324	20 568	21 311	21 770
Transport Assets		2 282	1 804	11 004	15 846	21 779	21 779	10 419	7 142	1 602
Land		71 774	74 012	71 568	71 568	74 012	74 012	74 012	74 012	74 012
TOTAL ASSET REGISTER SUMMARY - PPE (WDV)	5	1 063 497	1 006 307	1 010 907	1 138 148	1 179 413	1 179 413	1 220 387	1 241 483	1 253 849
EXPENDITURE OTHER ITEMS										
Depreciation	7	38 331	34 730	34 241	54 219	54 219	54 219	34 090	35 794	37 584
Repairs and Maintenance by Asset Class	3	14 233	27 047	23 334	31 384	22 502	22 502	25 778	25 322	26 137
Roads Infrastructure		3 986	11 903	7 971	13 159	6 125	6 125	7 181	7 421	7 792
Storm water Infrastructure		1 976	1 554	322	1 535	199	199	204	214	225
Electrical Infrastructure		1 291	1 503	1 564	2 358	2 276	2 276	2 390	2 509	2 635
Water Supply Infrastructure		696	3 021	2 648	2 860	2 785	2 785	2 856	2 999	3 149
Sanitation Infrastructure		2 652	5 083	6 322	5 551	4 688	4 688	4 730	4 967	5 215
Infrastructure		10 602	23 064	18 827	25 463	16 073	16 073	17 361	18 110	19 015
Community Facilities		430	353	449	680	663	663	1 715	688	723
Sport and Recreation Facilities		431	162	151	423	297	297	312	328	344
Community Assets		861	515	600	1 103	960	960	2 027	1 016	1 067
Operational Buildings		293	313	335	559	454	454	557	585	614
Housing		97	215	373	262	322	322	275	289	303
Other Assets		390	528	708	821	776	776	832	874	917
Computer Equipment		104	160	122	182	172	172	176	184	194
Furniture and Office Equipment		19	10	1	61	35	35	24	25	27
Machinery and Equipment		89	107	163	314	314	314	330	347	364
Transport Assets		2 169	2 664	2 912	3 439	4 172	4 172	5 028	4 766	4 553
TOTAL EXPENDITURE OTHER ITEMS		52 564	61 778	57 575	85 603	76 721	76 721	59 868	61 117	63 721
<i>Renewal and upgrading of Existing Assets as % of total capex</i>		19,5%	-1665,9%	50,8%	68,6%	55,4%	55,4%	62,1%	56,1%	57,0%
<i>Renewal and upgrading of Existing Assets as % of deprecn</i>		36,8%	147,7%	128,6%	108,0%	88,9%	88,9%	145,8%	89,1%	75,8%
<i>R&M as a % of PPE & Investment Property</i>		1,3%	2,7%	2,3%	2,8%	1,9%	1,9%	2,1%	2,0%	2,1%
<i>Renewal and upgrading and R&M as a % of PPE and Investment Prop</i>		2,7%	7,8%	6,7%	7,9%	6,0%	6,0%	6,2%	4,6%	4,4%

WC022 Witzenberg - Table A10 Basic service delivery measurement

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Household service targets	1									
Water:										
Piped water inside dwelling		12 453	12 394	12 649	12 662	12 662	12 662	12 662	12 662	12 662
Using public tap (at least min.service level)	2	2 967	4 027	5 807	6 632	6 632	6 632	6 632	6 632	6 632
<i>Minimum Service Level and Above sub-total</i>		15 420	16 421	18 456	19 294	19 294	19 294	19 294	19 294	19 294
Total number of households	5	15 420	16 421	18 456	19 294	19 294	19 294	19 294	19 294	19 294
Sanitation/sewerage:										
Flush toilet (connected to sewerage)		12 861	12 993	13 012	13 017	13 017	13 017	13 017	13 017	13 017
Chemical toilet		2 967	4 027	5 807	6 632	6 632	6 632	6 632	6 632	6 632
<i>Minimum Service Level and Above sub-total</i>		15 828	17 020	18 819	19 649	19 649	19 649	19 649	19 649	19 649
Total number of households	5	15 828	17 020	18 819	19 649	19 649	19 649	19 649	19 649	19 649
Energy:										
Electricity (at least min.service level)		2 260	2 228	2 136	2 112	2 112	2 112	2 112	2 112	2 112
Electricity - prepaid (min.service level)		10 704	10 924	11 843	12 312	12 312	12 312	12 312	12 312	12 312
<i>Minimum Service Level and Above sub-total</i>		12 964	13 152	13 979	14 424	14 424	14 424	14 424	14 424	14 424
Other energy sources		2 967	4 027	5 807	6 632	6 632	6 632	6 632	6 632	6 632
<i>Below Minimum Service Level sub-total</i>		2 967	4 027	5 807	6 632	6 632	6 632	6 632	6 632	6 632
Total number of households	5	15 931	17 179	19 786	21 056	21 056	21 056	21 056	21 056	21 056
Refuse:										
Removed at least once a week		13 319	13 465	13 485	13 491	13 491	13 491	13 491	13 491	13 491
<i>Minimum Service Level and Above sub-total</i>		13 319	13 465	13 485	13 491	13 491	13 491	13 491	13 491	13 491
Using communal refuse dump		2 967	4 027	5 807	6 632	6 632	6 632	6 632	6 632	6 632
<i>Below Minimum Service Level sub-total</i>		2 967	4 027	5 807	6 632	6 632	6 632	6 632	6 632	6 632
Total number of households	5	16 286	17 492	19 292	20 123	20 123	20 123	20 123	20 123	20 123
Households receiving Free Basic Service	7									
Water (6 kilolitres per household per month)		2 670 961	2 268 460	28 338 456	3 938 664	3 938 664	3 938 664	943 740	1 000 365	1 060 386
Electricity/other energy (50kwh per household per month)		3 889 461	3 181 799	5 687 524	-	-	-	5 310 689	5 985 147	6 745 260
Refuse (removed at least once a week)		7 174	12 071	(4 146)	-	-	-	-	-	-
Cost of Free Basic Services provided - Formal Settlements (R'000)	8									
Water (6 kilolitres per indigent household per month)		2 671	2 268	28 338	3 939	3 939	3 939	944	1 000	1 060
Electricity/other energy (50kwh per indigent household per month)		3 889	3 182	5 688	-	-	-	5 311	5 985	6 745
Refuse (removed once a week for indigent households)		7	12	(4)	-	-	-	-	-	-
Total cost of FBS provided		6 568	5 462	34 022	3 939	3 939	3 939	6 254	6 986	7 806
Highest level of free service provided per household										
Property rates (R value threshold)		120 000	120 000	120 000	120 000	120 000	120 000	120 000	120 000	120 000
Water (kilolitres per household per month)		6	6	6	6	6	6	6	6	6
Sanitation (Rand per household per month)		216	228	242	257	257	257	275	295	317
Electricity (kwh per household per month)		50	50	50	50	50	50	50	50	50
Refuse (average litres per week)		20	20	20	20	20	20	20	20	20
Revenue cost of subsidised services provided (R'000)	9									
Property rates exemptions, reductions and rebates and impermissable values in excess of		9 471	7 777	(1 418)	16 860	16 860	16 860	8 819	9 348	9 909
Water (in excess of 6 kilolitres per indigent household per month)		(1 740)	7	53	-	-	-	3 660	3 698	3 738
Sanitation (in excess of free sanitation service to indigent households)		8 128	7 350	20 554	11 297	11 297	11 297	11 750	12 455	13 202
Electricity/other energy (in excess of 50 kwh per indigent household per month)		-	-	18 879	4 793	4 793	4 793	-	-	-
Refuse (in excess of one removal a week for indigent households)		6 824	6 217	19 025	9 661	9 661	9 661	9 331	9 891	10 484

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Total revenue cost of subsidised services provided		22 683	21 351	57 093	42 611	42 611	42 611	33 560	35 392	37 334

References

1. Include services provided by another entity; e.g. Eskom
2. Stand distance <= 200m from dwelling
3. Stand distance > 200m from dwelling
4. Borehole, spring, rain-water tank etc.
5. Must agree to total number of households in municipal area (informal settlements receiving services must be included)
6. Include value of subsidy provided by municipality above provincial subsidy level
7. Show number of households receiving at least these levels of services completely free (informal settlements must be included)
8. Must reflect the cost to the municipality of providing the Free Basic Service
9. Reflect the cost to the municipality in terms of 'revenue foregone' of providing free services (note this will not equal 'Revenue Foregone' on SA1)

WC022 Witzenberg - Supporting Table SA1 Supporting detail to 'Budgeted Financial Performance'

Description	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand											
REVENUE ITEMS:											
Non-exchange revenue by source											
Property rates											
Total Property Rates	6	98 180	105 934	99 898	130 355	130 355	130 355	83 516	129 110	139 439	150 594
less Revenue Foregone (exemptions, reductions and rebates and		9 471	7 777	(1 418)	16 860	16 860	16 860	(12 303)	8 819	9 348	9 909
Net Property Rates		88 709	98 157	101 317	113 495	113 495	113 495	95 820	120 291	130 091	140 685
Exchange revenue service charges											
Service charges - Electricity											
Total Service charges - Electricity	6	329 953	315 047	395 588	436 016	436 016	436 016	346 711	448 000	498 678	555 089
less Revenue Foregone (in excess of 50 kwh per indigent household per		-	-	18 879	4 793	4 793	4 793	16 921	-	-	-
less Cost of Free Basic Services (50 kwh per indigent household per		3 889	3 182	5 688	-	-	-	3 010	5 311	5 985	6 745
Net Service charges - Electricity		326 063	311 865	371 022	431 223	431 223	431 223	326 780	442 689	492 693	548 344
Service charges - Water											
Total Service charges - Water	6	46 271	47 632	76 729	53 298	53 298	53 298	68 882	58 005	60 906	63 951
less Revenue Foregone (in excess of 6 kilolitres per indigent household per		(1 740)	7	53	-	-	-	(2 709)	3 660	3 698	3 738
less Cost of Free Basic Services (6 kilolitres per indigent household per		2 671	2 268	28 338	3 939	3 939	3 939	27 946	944	1 000	1 060
Net Service charges - Water		45 340	45 356	48 337	49 359	49 359	49 359	43 645	53 401	56 207	59 152
Service charges - Waste Water Management											
Total Service charges - Waste Water Management		39 322	56 201	95 804	62 229	62 229	62 229	63 724	66 340	68 607	72 038
less Revenue Foregone (in excess of free sanitation service to indigent		8 128	7 350	20 554	11 297	11 297	11 297	11 261	11 750	12 455	13 202
Net Service charges - Waste Water Management		31 194	48 851	75 250	50 932	50 932	50 932	52 463	54 590	56 152	58 836
Service charges - Waste Management											
Total refuse removal revenue	6	34 899	36 115	52 187	42 504	42 504	42 504	38 951	44 629	46 860	49 203
Total landfill revenue		908	1 298	1 016	931	931	931	844	978	1 027	1 078
less Revenue Foregone (in excess of one removal a week to indigent		6 824	6 217	19 025	9 661	9 661	9 661	10 549	9 331	9 891	10 484
less Cost of Free Basic Services (removed once a week to indigent		7	12	(4)	-	-	-	(4)	-	-	-
Net Service charges - Waste Management		28 976	31 185	34 183	33 774	33 774	33 774	29 250	36 276	37 996	39 797
Basic Salaries and Wages	2	127 716	132 207	145 945	162 295	163 801	163 801	137 824	176 748	186 065	200 110
Pension and UIF Contributions		20 540	21 836	28 294	32 373	32 425	32 425	25 581	36 718	39 509	42 528
Medical Aid Contributions		8 519	8 939	9 834	11 102	11 102	11 102	8 737	11 085	11 936	12 851
Overtime		13 010	16 956	17 339	21 007	21 011	21 011	14 885	26 503	28 542	30 734
Performance Bonus		10 163	10 539	11 443	13 401	13 401	13 401	10 327	16 793	18 082	19 467
Motor Vehicle Allowance		6 912	7 357	8 074	8 866	8 866	8 866	7 398	10 304	11 097	11 950
Cellphone Allowance		501	973	1 054	1 350	1 350	1 350	912	1 520	1 637	1 763
Housing Allowances		1 412	1 454	1 200	1 484	1 484	1 484	991	1 401	1 508	1 624
Other benefits and allowances		9 827	12 123	6 235	7 159	7 171	7 171	5 570	8 708	9 379	10 101
Payments in lieu of leave		1 859	1 893	2 522	3 754	3 754	3 754	3 686	4 719	5 083	5 474
Long service awards		966	2 225	2 156	2 298	2 298	2 298	2 077	1 347	1 415	1 485
Post-retirement benefit obligations	4	(263)	(649)	6 463	10 370	10 370	10 370	7 887	10 877	11 421	11 992
Acting and post related allowance		1 086	1 255	1 819	2 098	2 098	2 098	1 402	2 638	2 841	3 060
sub-total	5	202 247	217 108	242 378	277 558	279 132	279 132	227 277	309 360	328 514	353 139
Total Employee related costs	1	202 247	217 108	242 378	277 558	279 132	279 132	227 277	309 360	328 514	353 139
Depreciation of Property, Plant & Equipment		38 246	33 487	34 120	54 091	54 091	54 091	-	34 000	35 700	37 485

Description	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand											
Lease amortisation		78	76	12	128	128	128	-	90	94	99
Capital asset impairment		6	1 167	108	-	-	-	-	-	-	-
Total Depreciation and amortisation	1	38 331	34 730	34 241	54 219	54 219	54 219	-	34 090	35 794	37 584
Electricity Bulk Purchases		285 708	279 960	324 086	375 258	376 458	376 458	275 482	396 245	441 118	491 072
Total bulk purchases	1	285 708	279 960	324 086	375 258	376 458	376 458	275 482	396 245	441 118	491 072
Transfers and grants											
Cash transfers and grants		2 624	2 208	36 338	37 116	34 627	34 627	16 429	4 931	3 246	3 428
Total transfers and grants	1	2 624	2 208	36 338	37 116	34 627	34 627	16 429	4 931	3 246	3 428
Contracted services											
Outsourced Services		17 971	21 078	32 327	39 552	39 082	39 082	22 728	44 029	45 156	47 276
Consultants and Professional Services		10 931	25 261	18 478	27 688	18 281	18 281	8 604	22 205	20 203	20 512
Contractors		4 879	4 375	4 879	7 994	8 782	8 782	3 451	10 745	9 397	9 841
sub-total	1	33 782	50 714	55 684	75 234	66 145	66 145	34 783	76 979	74 756	77 629
Operational Costs											
Collection costs		2 785	2 614	2 136	2 600	2 350	2 350	1 634	2 730	2 867	3 010
Contributions to 'other' provisions		(324)	(39 703)	1 546	1	1	1	-	1	1	1
Audit fees		3 232	3 776	3 754	4 267	4 395	4 395	4 379	4 615	4 846	5 088
Other Operational Costs	3										
Operating Leases		951	1 025	1 107	1 300	1 306	1 306	1 101	1 371	1 440	1 512
Operational Cost		33 191	40 343	41 354	52 319	51 208	51 208	35 213	60 006	62 732	66 369
Total Operational Costs	1	39 835	8 054	49 897	60 487	59 261	59 261	42 327	68 723	71 885	75 980
Repairs and Maintenance by Expenditure Item											
Employee related costs	8	1 452	575	-	-	31	31	-	-	-	-
Inventory Consumed (Project Maintenance)		3 323	3 063	5 870	-	5 868	5 868	4 528	-	-	-
Contracted Services		8 252	21 103	13 960	-	11 988	11 988	6 558	-	-	-
Other Expenditure		1 206	2 307	3 503	-	4 614	4 614	3 376	-	-	-
Total Repairs and Maintenance Expenditure	9	14 233	27 047	23 334	-	22 502	22 502	14 462	-	-	-
Inventory Consumed											
Inventory Consumed - Other		10 911	16 089	19 497	25 928	25 139	25 139	15 139	28 285	28 529	29 525
Total Inventory Consumed & Other Material		10 911	16 089	19 497	25 928	25 139	25 139	15 139	28 285	28 529	29 525

WC022 Witzenberg - Supporting Table SA2 Matrix Financial Performance Budget (revenue source/expenditure type and dept.)

R thousand	1	Vote 1 - Financial Services	Vote 2 - Community Services	Vote 3 - Corporate Services	Vote 4 - Technical Services	Vote 5 - Municipal Manager	Total
Revenue							
Exchange Revenue							
Service charges - Electricity		546	-	-	442 144	-	442 689
Service charges - Water		-	-	-	53 401	-	53 401
Service charges - Waste Water Management		-	-	-	54 590	-	54 590
Service charges - Waste Management		-	-	-	36 276	-	36 276
Sale of Goods and Rendering of Services		-	-	-	-	-	-
Agency services		-	-	4 918	-	-	4 918
Interest		3 744	-	-	-	-	3 744
Interest earned from Receivables		163	183	-	24 420	-	24 766
Interest earned from Current and Non Current Assets		23 567	-	-	-	-	23 567
Rent on Land		-	-	-	-	-	-
Rental from Fixed Assets		-	5 174	-	-	737	5 911
Licence and permits		6	146	2 414	-	-	2 566
Operational Revenue		1 157	4 119	749	2 045	-	8 069
Non-Exchange Revenue							
Property rates		120 291	-	-	-	-	120 291
Surcharges and Taxes		4 507	341	-	-	-	4 849
Fines, penalties and forfeits		1 626	29	10 152	9	-	11 816
Licences or permits		-	-	-	-	-	-
Transfer and subsidies - Operational		2 550	146 064	325	31 752	-	180 691
Service charges		-	-	-	3 250	-	3 250
Total Revenue (excluding capital transfers and contribution)		158 157	156 057	18 558	647 887	737	981 397
Expenditure							
Employee related costs		20 491	85 945	79 445	103 751	19 729	309 360
Remuneration of councillors		-	-	13 228	-	-	13 228
Bulk purchases - electricity		0	11	-	396 234	-	396 245
Inventory consumed		861	5 817	1 004	20 332	132	28 145
Debt impairment		6 015	-	9 453	61 423	-	76 891
Depreciation and amortisation		331	4 834	2 737	26 178	10	34 090
Interest		18	85	54	10 638	-	10 794
Contracted services		4 340	20 658	8 832	40 840	2 309	76 979
Transfers and subsidies		8	1 941	1 600	-	1 382	4 931
Irrecoverable debts written off		-	-	-	0	-	0
Operational costs		17 403	5 981	17 586	26 902	799	68 670
Total Expenditure		49 466	125 271	133 940	686 298	24 361	1 019 335
Surplus/(Deficit)							
		108 691	30 786	(115 382)	(38 410)	(23 624)	(37 938)
Transfers and subsidies - capital (monetary allocations)		3 478	1 887	-	23 709	-	29 074
Income Tax		112 170	32 673	(115 382)	(14 702)	(23 624)	(8 865)

WC022 Witzenberg - Supporting Table SA3 Supporting detail to 'Budgeted Financial Position'

Description	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand											
ASSETS											
<u>Trade and other receivables from exchange transactions</u>											
Electricity		55 515	57 560	71 215	66 142	80 090	80 090	67 022	90 271	101 603	114 215
Water		124 962	148 411	97 127	186 751	116 270	116 270	133 006	141 452	167 951	195 835
Waste		72 822	90 773	61 407	113 181	73 145	73 145	72 662	90 271	107 898	126 361
Waste Water		64 587	83 080	94 891	123 180	107 120	107 120	82 643	91 308	106 318	122 029
Other trade receivables from exchange transactions		17 067	13 536	12 883	25 453	27 002	27 002	15 613	17 683	16 297	14 843
Gross: Trade and other receivables from exchange transactions		334 953	393 360	337 523	514 707	403 626	403 626	370 947	430 985	500 068	573 283
Less: Impairment for debt		(242 725)	(316 236)	(226 181)	(446 070)	(277 302)	(277 302)	(385 519)	(348 476)	(423 461)	(502 826)
Impairment for Electricity		(2 577)	(14 213)	(13 424)	(19 850)	(22 744)	(22 744)	(18 759)	(31 704)	(41 678)	(52 780)
Impairment for Water		(117 305)	(140 622)	(92 496)	(164 290)	(109 401)	(109 401)	(175 477)	(131 786)	(155 290)	(179 969)
Impairment for Waste		(68 339)	(85 319)	(57 740)	(100 486)	(69 273)	(69 273)	(98 149)	(87 813)	(106 968)	(127 080)
Impairment for Waste Water		(50 701)	(71 720)	(59 292)	(84 298)	(64 347)	(64 347)	(89 276)	(76 182)	(88 610)	(101 658)
Impairment for other trade receivables from exchange transactions		(3 802)	(4 363)	(3 229)	(77 146)	(11 537)	(11 537)	(3 857)	(20 990)	(30 916)	(41 338)
Total net Trade and other receivables from Exchange Trx		92 229	77 124	111 342	68 636	126 324	126 324	(14 572)	82 509	76 606	70 457
<u>Receivables from non-exchange transactions</u>											
Property rates		38 257	7 297	53 482	71 350	65 096	65 096	60 445	86 785	93 290	100 324
Less: Impairment of Property rates		(31 033)	(4 334)	(43 283)	(46 981)	(53 524)	(53 524)	(71 708)	(75 213)	(81 718)	(88 752)
Net Property rates		7 224	2 963	10 200	24 369	11 572	11 572	(11 263)	11 572	11 572	11 572
Other receivables from non-exchange transactions		16 171	14 020	29 059	31 717	31 655	31 655	51 393	42 879	54 665	67 040
Impairment for other receivables from non-exchange transactions		(10 660)	(6 852)	(3 139)	(6 852)	(3 139)	(3 139)	(6 852)	(3 139)	(3 139)	(3 139)
Net other receivables from non-exchange transactions		5 511	7 168	25 920	24 865	28 516	28 516	44 541	39 741	51 526	63 901
Total net Receivables from non-exchange transactions		12 734	10 131	36 119	49 234	40 088	40 088	33 277	51 313	63 098	75 473
Inventory											
Water											
Opening Balance		-	(20)	157	(176)	(176)	(176)	(176)	16	16	16
System Input Volume		(20)	177	(333)	-	-	-	-	-	-	-
Water Treatment Works		-	177	(333)	-	-	-	-	-	-	-
Bulk Purchases		(20)	-	-	-	-	-	-	-	-	-
Water Losses		-	-	-	(0)	(0)	(0)	-	(0)	(0)	(0)
Real losses		-	-	-	(0)	(0)	(0)	-	(0)	(0)	(0)
Unavoidable Annual Real Losses		-	-	-	(0)	(0)	(0)	-	(0)	(0)	(0)
Non-revenue Water		-	-	-	(0)	(0)	(0)	-	(0)	(0)	(0)
Closing Balance Water		(20)	157	(176)	(176)	(176)	(176)	(176)	16	16	16
Agricultural											
Opening Balance		1 291	2 007	1 423	1 740	1 740	1 740	1 740	1 740	1 740	1 740
Adjustments	8	716	(583)	316	-	-	-	-	-	-	-
Closing balance - Agricultural		2 007	1 423	1 740	1 740	1 740	1 740	1 740	1 740	1 740	1 740
Consumables											
Standard Rated											
Opening Balance		898	961	2 511	2 596	2 596	2 596	2 596	2 263	1 045	3
Acquisitions		3 949	6 686	6 280	2 400	2 400	2 400	4 286	2 400	2 400	-
Issues	7	(3 886)	(5 136)	(6 191)	(2 360)	(2 574)	(2 574)	(5 548)	(3 618)	(3 441)	(3 614)
Write-offs	9	-	-	(3)	-	-	-	-	-	-	-
Closing balance - Consumables Standard Rated		961	2 511	2 596	2 636	2 422	2 422	1 335	1 045	3	(3 611)
Zero Rated											
Opening Balance		187	185	185	186	186	186	186	186	159	131
Acquisitions		4	6	9	-	-	-	8	-	-	-
Issues	7	(5)	(6)	(8)	(34)	(25)	(25)	(9)	(27)	(28)	(29)
Closing balance - Consumables Zero Rated		185	185	186	152	162	162	186	159	131	102
Materials and Supplies											
Opening Balance		7 588	5 902	12 553	23 015	23 015	23 015	23 015	24 393	23 753	23 893
Acquisitions		5 334	17 599	23 761	24 000	24 000	24 000	3 686	24 000	25 200	26 460
Issues	7	(7 020)	(10 947)	(13 298)	(23 534)	(22 540)	(22 540)	(9 582)	(24 640)	(25 060)	(25 882)
Write-offs	9	-	-	(1)	-	-	-	-	-	-	-
Closing balance - Materials and Supplies		5 902	12 553	23 015	23 481	24 475	24 475	17 119	23 753	23 893	24 471
Closing Balance - Inventory & Consumables		9 035	16 830	27 362	27 833	28 622	28 622	20 203	26 712	25 783	22 718
<u>Property, plant and equipment (PPE)</u>											
PPE at cost/valuation (excl. finance leases)		1 363 534	1 294 472	1 334 068	1 581 674	1 600 833	1 600 833	1 364 012	1 675 921	1 732 812	1 782 762
Leases recognised as PPE	3	3 345	4 563	2 678	4 563	1 460	1 460	4 563	1 460	1 460	1 460
Less: Accumulated depreciation		(348 887)	(336 890)	(369 810)	(491 778)	(463 721)	(463 721)	(371 805)	(497 679)	(533 175)	(570 445)
Total Property, plant and equipment (PPE)	2	1 017 992	962 145	966 936	1 094 459	1 138 572	1 138 572	996 771	1 179 702	1 201 097	1 213 777
LIABILITIES											
<u>Current liabilities - Financial liabilities</u>											
Current portion of long-term liabilities		1 405	36	59	(3 330)	(3 447)	(3 447)	36	(3 433)	(3 418)	(3 402)
Total Current liabilities - Financial liabilities		1 405	36	59	(3 330)	(3 447)	(3 447)	36	(3 433)	(3 418)	(3 402)
<u>Trade and other payables</u>											
Trade and other payables from exchange transactions		61 817	103 355	85 555	110 941	79 532	79 532	(20 512)	89 877	97 612	101 757
Other trade payables from exchange transactions		(1 046)	(1 046)	-	-	-	-	-	-	-	-
Trade payables from Non-exchange transactions: Unspent conditional		7 827	7 863	(4 313)	6 316	10 819	10 819	99 975	3 651	(3 549)	(10 865)
Trade payables from Non-exchange transactions: Other		-	-	(1 046)	(3 187)	(1 046)	(1 046)	(1 046)	2 454	2 454	2 454
VAT		11 570	14 961	15 287	18 269	(4 831)	(4 831)	132 539	(94 204)	(186 546)	(178 103)
Total Trade and other payables	2	80 167	125 133	95 482	132 339	84 474	84 474	210 955	1 778	(90 030)	(84 757)
<u>Non current liabilities - Financial liabilities</u>											
Borrowing	4	1 019	492	1 220	23 028	26 189	26 189	490	20 299	14 432	8 591
Other financial liabilities		-	-	-	2 618	1 357	1 357	-	-	-	-

Description	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand											
Total Non current liabilities - Financial liabilities		1 019	492	1 220	25 645	27 546	27 546	490	20 299	14 432	8 591
<u>Non current liabilities - Long Term portion of trade payables</u>											
Total Non current liabilities - Long Term portion of trade payables		-	-	-	-	-	-	-	-	-	-

Description	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand											
Provisions											
<i>List other major provision items</i>											
Refuse landfill site rehabilitation		106 001	49 646	55 294	67 596	65 723	65 723	48 748	75 973	86 736	98 037
Other		9 880	10 091	11 969	10 116	11 969	11 969	10 090	11 969	11 969	11 969
Total Provisions		115 881	59 737	67 264	77 712	77 693	77 693	58 838	87 943	98 705	110 006
CHANGES IN NET ASSETS											
Accumulated surplus/(deficit)											
Accumulated surplus/(deficit) - opening balance		935 990	1 023 320	1 113 324	1 116 707	1 251 448	1 251 448	1 126 689	1 273 568	1 264 704	1 263 674
GRAP adjustments		9 365	1 809	-	-	-	-	-	-	-	-
Restated balance		945 354	1 025 129	1 113 324	1 116 707	1 251 448	1 251 448	1 126 689	1 273 568	1 264 704	1 263 674
Surplus/(Deficit)		78 036	120 313	51 535	3 713	21 467	21 467	106 144	(8 545)	(672)	(6 570)
									(319)	(358)	(396)
Transfers to/from Reserves		-	-	45 205	-	-	-	-	-	-	-
Other adjustments		4 131	(2 930)	-	-	-	-	-	-	-	-
Accumulated Surplus/(Deficit)	1	1 027 522	1 142 511	1 210 065	1 120 420	1 272 915	1 272 915	1 232 833	1 264 704	1 263 674	1 256 708
Reserves											
Housing Development Fund		-	-	-	-	-	-	-	-	-	-
Capital replacement		12 540	12 540	11 166	12 540	11 166	11 166	(23 362)	11 166	11 166	11 166
Self-insurance		-	-	-	-	-	-	-	-	-	-
Other reserves		-	-	-	-	-	-	-	-	-	-
Revaluation		-	-	-	-	-	-	-	-	-	-
Total Reserves	2	12 540	12 540	11 166	12 540	11 166	11 166	(23 362)	11 166	11 166	11 166
TOTAL COMMUNITY WEALTH/EQUITY	2	1 040 061	1 155 050	1 221 231	1 132 959	1 284 082	1 284 082	1 209 471	1 275 870	1 274 841	1 267 875

WC022 Witzenberg - Supporting Table SA4 Reconciliation of IDP strategic objectives and budget (revenue)

R thousand		Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28	
Essential Services	1.1 Sustainable provision &		533 629	530 554	593 368	627 706	629 928	629 928	669 773	740 265	801 315	
Governance	2.1 Support Institutional		2 522	4 278	3 874	4 080	4 080	4 080	3 640	3 946	4 130	
Governance	2.2 Ensure financial viability.		111 015	131 131	139 339	149 934	156 370	156 370	161 635	169 585	185 698	
Governance	2.3 To maintain and strengthen		-	-	-	-	-	-	-	-	-	
Communal Services	3.1 Provide & maintain facilities		145 661	162 125	184 242	183 588	183 624	183 624	172 392	175 213	182 867	
Socio-Economic Support Services	4.1 Support the poor & vulnerable		1 072	482	38 863	35 029	35 453	35 453	2 630	507	532	
Socio-Economic Support Services	4.2 Create an enabling		221	513	1 883	105	105	105	400	226	237	
Allocations to other priorities												
Total Revenue (excluding capital transfers and contributions)			1	794 120	829 082	961 569	1 000 443	1 009 560	1 009 560	1 010 471	1 089 742	1 174 779

WC022 Witzenberg - Supporting Table SA5 Reconciliation of IDP strategic objectives and budget (operating expenditure)

R thousand		Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28	
Essential Services	1.1 Sustainable provision &		486 243	470 569	579 452	639 829	633 373	633 373	665 667	724 427	791 745	
Governance	2.1 Support Institutional		60 167	78 754	91 062	107 506	109 326	109 326	117 028	122 308	130 340	
Governance	2.2 Ensure financial viability.		44 538	43 675	30 759	59 103	58 583	58 583	47 771	50 874	54 121	
Governance	2.3 To maintain and strengthen		1 921	2 518	4 002	5 078	5 078	5 078	6 261	6 730	7 234	
Communal Services	3.1 Provide & maintain facilities		104 012	108 326	120 359	141 409	141 096	141 096	169 554	175 841	186 973	
Socio-Economic Support Services	4.1 Support the poor & vulnerable		4 935	4 744	39 177	40 899	36 821	36 821	10 204	7 509	8 048	
Socio-Economic Support Services	4.2 Create an enabling		1 574	1 975	2 066	2 906	2 989	2 989	2 849	3 082	3 283	
Allocations to other priorities												
Total Expenditure			1	703 390	710 561	866 878	996 730	987 266	987 266	1 019 335	1 090 772	1 181 745

WC022 Witzenberg - Supporting Table SA6 Reconciliation of IDP strategic objectives and budget (capital expenditure)

R thousand			Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Essential Services	1.1 Sustainable provision &	A		67 635	78 845	74 659	82 018	79 823	79 823	57 799	48 334	29 952
Governance	2.1 Support Institutional	B		445	849	790	1 046	4 266	4 266	1 494	835	250
Governance	2.2 Ensure financial viability.	C		937	179	5 247	-	-	-	-	-	-
Governance	2.3 To maintain and strengthen	D		-	-	-	-	-	-	-	-	-
Communal Services	3.1 Provide & maintain facilities	E		3 939	7 316	4 954	2 300	2 941	2 941	20 478	7 722	19 749
Socio-Economic Support Services	4.1 Support the poor & vulnerable	F		-	-	132	-	-	-	-	-	-
Socio-Economic Support Services	4.2 Create an enabling	G		736	-	828	-	-	-	275	-	-
Allocations to other priorities			3									
Total Capital Expenditure			1	73 691	87 190	86 610	85 365	87 030	87 030	80 047	56 891	49 950

WC022 Witzenberg - Supporting Table SA7 Measureable performance objectives

Description	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Essential Services									
Sustainable provision & maintenance of basic									
Percentage expenditure on the preventative- & % Expenditure on Capital Budget by Technical	99,0%	99,0%	99,0%	98,0%	98,0%	98,0%	98,0%	99,0%	99,0%
Number of new formal sewer connections meeting	New	New	New	1000,0%	1000,0%	1000,0%	1000,0%	1200,0%	1200,0%
Number of new formal water connections meeting	New	New	New	1000,0%	1000,0%	1000,0%	1000,0%	1200,0%	1200,0%
Percentage of drinking water samples complying to	100,0%	100,0%	100,0%	98,0%	98,0%	98,0%	98,0%	98,0%	98,0%
Number of formal residential dwellings provided	New	New	New	800,0%	800,0%	800,0%	1000,0%	1000,0%	1000,0%
Number of formal residential properties for which	1348500,0%	1348500,0%	1348500,0%	1187300,0%	1187300,0%	1187300,0%	1190000,0%	1191000,0%	1192000,0%
Percentage of non-revenue water (sum of un-billed	New	New	New	40,0%	40,0%	40,0%	39,0%	38,0%	38,0%
Percentage total electricity losses	10,7%	10,7%	10,7%	10,0%	10,0%	10,0%	10,0%	10,0%	10,0%
Percentage of surfaced municipal road lanes which	New	New	New	1,0%	1,0%	1,0%	1,0%	1,0%	1,5%
Provide for the needs of informal settlements									
Number of subsidised serviced sites developed.	0,0%	0,0%	0,0%	No target set as	No target set as	No target set as	13000,0%		5000,0%
Number of new informal sewer connections	New	New	New	200,0%	200,0%	200,0%	200,0%	200,0%	200,0%
Number of new informal water connections	New	New	New	200,0%	200,0%	200,0%	200,0%	200,0%	200,0%
Number of informal residential dwellings provided	New	New	New	The target was	The target was	The target was	700,0%	1000,0%	1200,0%
Percentage of households in demarcated informal	100,0%	100,0%	100,0%	95,0%	95,0%	95,0%	97,0%	97,0%	97,0%
Governance									
Support Institutional Transformation &									
Percentage budget spent on implementation of	82,0%	82,0%	82,0%	96,0%	96,0%	96,0%	96,0%	96,0%	96,0%
Report on percentage of people from employment	400,0%	400,0%	400,0%	4 Reports	4 Reports	4 Reports	4 Reports	4 Reports	4 Reports
Staff vacancy rate	New	New	New	5,0%	5,0%	5,0%	5,0%	4,0%	4,0%
Ensure financial viability.									
Financial viability expressed as Debt-Coverage	116300,0%	116300,0%	116300,0%	20000,0%	20000,0%	20000,0%	20000,0%	20000,0%	20000,0%
Financial viability expressed outstanding service	84,0%	84,0%	84,0%	60,0%	60,0%	60,0%	60,0%	60,0%	60,0%
Percentage of total operating revenue to finance	New	New	New	6,0%	6,0%	6,0%	6,0%	6,0%	6,0%
Collection rate ratio	93,0%	93,0%	93,0%	93,0%	93,0%	93,0%	94,0%	95,0%	95,0%
Percentage of Revenue Growth excluding capital	New	New	New	6,0%	6,0%	6,0%	6,0%	6,0%	6,0%
Service Charges and Property Rates Revenue as	New	New	New	98,0%	98,0%	98,0%	98,0%	98,0%	98,0%
Cash/Cost coverage ratio	New	New	New	300,0%	300,0%	300,0%	300,0%	300,0%	300,0%
Irregular, Fruitless and Wasteful, Unauthorised	New	New	New	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
Percentage of total operating expenditure on	New	New	New	30,0%	30,0%	30,0%	30,0%	30,0%	30,0%
Creditors payment period	New	New	New	4000,0%	4000,0%	4000,0%	4000,0%	4000,0%	4000,0%
Percentage of total capital expenditure on	New	New	New	68,0%	68,0%	68,0%	68,0%	70,0%	72,0%
Percentage change of renewal/upgrading of	New	New	New	35,0%	35,0%	35,0%	-16,0%	-17,0%	0,0%
Average number of days from the point of	New	New	New	15000,0%	15000,0%	15000,0%	14500,0%	14500,0%	14000,0%
Percentage expenditure on the preventative- &	99,0%	99,0%	99,0%	98,0%	98,0%	98,0%	99,0%	99,0%	99,0%
Total Capital Expenditure as a percentage of Total	87,0%	87,0%	87,0%	95,0%	95,0%	95,0%	95,0%	96,0%	97,0%
To maintain and strengthen relations with									
Number of IDP community engagements held.	1400,0%	1400,0%	1400,0%	1400,0%	1400,0%	1400,0%	1400,0%	1400,0%	1400,0%
Percentage of ward committees that are functional	New	New	New	100,0%	100,0%	100,0%	100,0%	100,0%	100,0%
Percentage of ward committees with 6 or more	New	New	New	100,0%	100,0%	100,0%	100,0%	100,0%	100,0%
Number of meetings with inter-governmental	1200,0%	1200,0%	1200,0%	1200,0%	1200,0%	1200,0%	1200,0%	1200,0%	1200,0%
Communal Services									
Provide & maintain facilities that make citizens feel									
Analysis report on customer satisfaction	100,0%	100,0%	100,0%	1 Report	1 Report	1 Report	1 Report	1 Report	1 Report
Percentage compliance with the required	New	New	New	90,0%	90,0%	90,0%	90,0%	92,0%	92,0%
Percentage utilisation rate of community halls	New	New	New	The target was	The target was	The target was	4,0%	4,0%	4,0%
Average number of library visits per library	New	New	New	1200000,0%	1200000,0%	1200000,0%	1250000,0%	1250000,0%	1300000,0%
Percentage of municipal cemetery plots available	New	New	New	27,0%	27,0%	27,0%	25,0%	24,0%	22,0%
Percentage expenditure on Capital Budget by	83,0%	83,0%	83,0%	95,0%	95,0%	95,0%	95,0%	96,0%	96,0%
Socio-Economic Support Services									
Support the poor & vulnerable through									
Number of account holders subsidised through the	320500,0%	320500,0%	320500,0%	450000,0%	450000,0%	450000,0%	440000,0%	430000,0%	430000,0%
Percentage of the municipality's operating budget	New	New	New	3,0%	3,0%	3,0%	5,0%	5,0%	4,5%
Number of work opportunities created through	New	New	New	40000,0%	40000,0%	40000,0%	40500,0%	41000,0%	41000,0%
Number of engagements with target groups with	2900,0%	2900,0%	2900,0%	2000,0%	2000,0%	2000,0%	2200,0%	2300,0%	2300,0%
Number of housing opportunities provided per	No target	No target	No target	No Target	No Target	No Target	8000,0%	8000,0%	8000,0%
Number of Rental Stock transferred	2200,0%	2200,0%	2200,0%	2000,0%	2000,0%	2000,0%	4000,0%	5000,0%	5000,0%
Create an enabling environment to attract									
Bi-annual report on investment incentives	New	New	New	2 Reports	2 Reports	2 Reports	2 Reports	2 Reports	2 Reports
Quarterly report on the Small Business	400,0%	400,0%	400,0%	4 Reports	4 Reports	4 Reports	4 Reports	4 Reports	4 Reports
Review of the Witzenberg Local Economic	400,0%	400,0%	400,0%	1 Reviewed	1 Reviewed	1 Reviewed	Measure	Measure	Measure
Average time taken to finalise business license	New	New	New	5 days	5 days	5 days	500,0%	500,0%	500,0%
Average time taken to finalise informal trading	New	New	New	700,0%	700,0%	700,0%	700,0%	700,0%	700,0%
Percentage of total municipal operating	New	New	New	5,0%	5,0%	5,0%	6,0%	6,0%	7,0%

1. Include a measurable performance objective for each revenue source (within a relevant function) and each vote (MFMA s17(3)(b))
2. Include all Basic Services performance targets from 'Basic Service Delivery' to ensure Table SA7 represents all strategic responsibilities
3. Only include prior year comparative information for individual measures where relevant activity occurred in that year/s

WC022 Witzenberg - Supporting Table SA8 Performance indicators and benchmarks

Description of financial indicator	Basis of calculation	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Borrowing Management											
Credit Rating											
Capital Charges to Operating Expenditure	Interest & Principal Paid /Operating Expenditure	1,1%	1,4%	0,6%	1,4%	1,4%	1,4%	0,0%	1,7%	1,6%	1,5%
Capital Charges to Own Revenue	Finance charges & Repayment of borrowing /Own Revenue	1,1%	1,3%	0,6%	1,5%	1,5%	1,5%	0,0%	1,7%	1,7%	1,6%
Borrowed funding of 'own' capital expenditure	Borrowing/Capital expenditure excl. transfers and grants and contributions	0,0%	0,0%	0,0%	122,0%	70,3%	70,3%	0,0%	0,0%	0,0%	0,0%
Safety of Capital											
Gearing	Long Term Borrowing/ Funds & Reserves	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
Liquidity											
Current Ratio	Current assets/current liabilities	2,3	2,0	2,8	1,9	3,2	3,2	1,8	2,8	2,6	2,6
Current Ratio adjusted for aged debtors	Current assets less debtors > 90 days/current liabilities	2,3	2,0	2,8	1,9	3,2	3,2	1,8	2,8	2,6	2,6
Liquidity Ratio	Monetary Assets/Current Liabilities	2,0	1,8	2,2	1,6	2,6	2,6	1,0	2,1	2,0	1,9
Revenue Management											
Annual Debtors Collection Rate (Payment Level %)	Last 12 Mths Receipts/Last 12 Mths Billing	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
Current Debtors Collection Rate (Cash receipts % of Ratepayer & Other revenue)		141,5%	173,8%	173,7%	123,7%	121,4%	121,4%	-124,4%	124,5%	120,5%	121,0%
Outstanding Debtors to Revenue	Total Outstanding Debtors to Annual Revenue	11,5%	10,4%	13,8%	11,0%	11,6%	11,6%	30,7%	12,6%	12,4%	12,2%
Longstanding Debtors Recovered	Debtors > 12 Mths Recovered/Total Debtors > 12 Months Old										
Creditors Management											
Creditors System Efficiency	% of Creditors Paid Within Terms (within 'MFMA' s 65(e))	99,0%	99,0%	99,0%	99,0%	99,0%	99,0%	99,0%	99,0%	99,0%	99,0%
Creditors to Cash and Investments		187,7%	99,9%	216,1%	35,5%	26,9%	26,9%	1,2%	40,7%	41,9%	44,6%

Description of financial indicator	Basis of calculation	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Other Indicators											
Electricity Distribution Losses (2)	Total Volume Losses (kW) technical	#####	21782563	21782563	21782563	21782563	21782563	21782563	21782563	21782563	21782563
	Total Volume Losses (kW) non technical										
	Total Cost of Losses (Rand '000)	23 698	25 880	25 880	25 880	25 880	25 880	25 880	25 880	25 880	25 880
	% Volume (units purchased and generated less units sold)/units purchased and generated	10.68%	0	0	0	0	0	0	0	0	0
Water Volumes :System input	Bulk Purchase										
	Water treatment works										
	Natural sources										
Water Distribution Losses (2)	Total Volume Losses (kℓ)	1 009	871	871	871	871	871	871	871	871	871
	Total Cost of Losses (Rand '000)	379461	355945,69	355945,6928	355945,6928	355945,6928	355945,6928	355945,6928	355945,6928	355945,6928	355945,693
	% Volume (units purchased and generated less units sold)/units purchased and generated	15.04%	0	0	0	0	0	0	0	0	0
Employee costs	Employee costs/(Total Revenue - capital revenue)	28,3%	28,4%	26,2%	28,8%	28,7%	28,7%	28,2%	31,5%	31,2%	30,8%
Remuneration	Total remuneration/(Total Revenue - capital revenue)	29,7%	29,9%	27,4%	30,0%	30,0%	30,0%		32,8%	32,5%	32,2%
Repairs & Maintenance	R&M/(Total Revenue excluding capital revenue)	2,0%	3,5%	2,5%	3,3%	2,3%	2,3%		2,6%	2,4%	2,3%
Finance charges & Depreciation	FC&D/(Total Revenue - capital revenue)	6,4%	5,8%	4,3%	6,7%	6,6%	6,6%	0,0%	4,6%	4,5%	4,3%
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	8,9%	8,3%	15,7%	11,3%	12,6%	12,6%	44,0%	14,3%	14,2%	14,2%
iii. Cost coverage	(Available cash + Investments)/monthly fixed operational expenditure	0,7	1,9	0,8	4,3	4,1	4,1	(32,5)	2,9	2,8	2,5

References

1. Consumer debtors > 12 months old are excluded from current assets
2. Only include if services provided by the municipality

Calculation data

Debtors > 90 days											
Monthly fixed operational expenditure	50 077	53 257	52 383	73 419	72 622	72 622	54 586	76 730	82 363	89 541	
Fixed operational expenditure % assumption	40,0%	40,0%	40,0%	40,0%	40,0%	40,0%	40,0%	40,0%	40,0%	40,0%	
Own capex	6 769	(68 773)	47 224	20 485	35 541	35 541	16 487	35 034	21 700	16 386	
Borrowing	-	-	-	25 000	25 000	25 000	-	-	-	-	

WC022 Witzenberg - Supporting Table SA9 Social, economic and demographic statistics and assumptions

Description of economic indicator	Ref.	Basis of calculation	2001 Census	2007 Survey	2011 Census	2021/22	2022/23	2023/24	Current Year 2024/25	2025/26 Medium Term Revenue & Expenditure Framework		
						Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Demographics												
Population		Stats SA community survey / SEP -LG	-	-	-	116	116	116	116	162	162	162
Females aged 5 - 14		Stats SA community survey	-	-	-	-	-	-	-	-	-	-
Males aged 5 - 14		Stats SA community survey	-	-	-	-	-	-	-	-	-	-
Females aged 15 - 34		Stats SA community survey	-	-	-	21	21	21	21	21	21	21
Males aged 15 - 34		Stats SA community survey	-	-	-	24	24	24	24	24	24	24
Unemployment		Stats SA community survey	-	-	-	3	3	3	3	3	3	3
Monthly household income (no. of households)												
No income	1, 12	Stats SA community survey	-	-	-	2	2	2	2	2	2	2
R1 - R1 600		Stats SA community survey	-	-	-	7	7	7	7	7	7	7
R1 601 - R3 200		Stats SA community survey	-	-	-	7	7	7	7	7	7	7
R3 201 - R6 400		Stats SA community survey	-	-	-	6	6	6	6	6	6	6
R6 401 - R12 800		Stats SA community survey	-	-	-	3	3	3	3	3	3	3
R12 801 - R25 600		Stats SA community survey	-	-	-	2	2	2	2	2	2	2
R25 601 - R51 200		Stats SA community survey	-	-	-	1	1	1	1	1	1	1
R52 201 - R102 400		Stats SA community survey	-	-	-	0	0	0	0	0	0	0
R102 401 - R204 800		Stats SA community survey	-	-	-	0	0	0	0	0	0	0
R204 801 - R409 600		Stats SA community survey	-	-	-	0	0	0	0	0	0	0
R409 601 - R819 200		Stats SA community survey	-	-	-	-	-	-	-	-	-	-
> R819 200		Stats SA community survey	-	-	-	-	-	-	-	-	-	-
Poverty profiles (no. of households)												
< R2 060 per household per month	13	0	-	-	-	8 460	8 460	8 460	8 460	8 460	8 460	8 460
	2	0	-	-	-	15 539	15 539	15 539	15 539	15 539	15 539	15 539
Household/demographics (000)												
Number of people in municipal area		Stats SA community survey / SEP -LG	-	-	-	116	116	116	116	162	162	162
Number of poor people in municipal area		Stats SA community survey	-	-	-	90	90	90	90	90	90	90
Number of households in municipal area		Stats SA community survey	-	-	-	27	27	27	27	27	27	27
Number of poor households in municipal area		Stats SA community survey	-	-	-	21	21	21	21	21	21	21
Definition of poor household (R per month)		Stats SA community survey	-	-	-	>R6400	>R6400	>R6400	>R6400	>R6400	>R6400	>R6400
Housing statistics												
Formal	3	0	-	-	-	23 642	23 642	23 642	23 642	49 292	49 292	49 292
Informal		0	-	-	-	3 778	3 778	3 778	3 778	6 913	6 913	6 913
Total number of households			-	-	-	27 420	27 420	27 420	27 420	56 205	56 205	56 205

Detail on the provision of municipal services for A10

Total municipal services	Ref.		2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
			Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
		Household service targets (000)									
		Water:									
	8	Piped water inside dwelling	12 453	12 394	12 649	12 662	12 662	12 662	12 662	12 662	12 662
		Piped water inside yard (but not in dwelling)									
		Using public tap (at least min.service level)	2 967	4 027	5 807	6 632	6 632	6 632	6 632	6 632	6 632
		<i>Minimum Service Level and Above sub-total</i>	15 420	16 421	18 456	19 294	19 294	19 294	19 294	19 294	19 294
		Total number of households	15 420	16 421	18 456	19 294	19 294	19 294	19 294	19 294	19 294
		Sanitation/sewerage:									
		Flush toilet (connected to sewerage)	12 861	12 993	13 012	13 017	13 017	13 017	13 017	13 017	13 017
		Chemical toilet	2 967	4 027	5 807	6 632	6 632	6 632	6 632	6 632	6 632
		<i>Minimum Service Level and Above sub-total</i>	15 828	17 020	18 819	19 649	19 649	19 649	19 649	19 649	19 649
		Total number of households	15 828	17 020	18 819	19 649	19 649	19 649	19 649	19 649	19 649
		Energy:									
		Electricity (at least min.service level)	2 260	2 228	2 136	2 112	2 112	2 112	2 112	2 112	2 112
		Electricity - prepaid (min.service level)	10 704	10 924	11 843	12 312	12 312	12 312	12 312	12 312	12 312
		<i>Minimum Service Level and Above sub-total</i>	12 964	13 152	13 979	14 424	14 424	14 424	14 424	14 424	14 424
		Other energy sources	2 967	4 027	5 807	6 632	6 632	6 632	6 632	6 632	6 632
		<i>Below Minimum Service Level sub-total</i>	2 967	4 027	5 807	6 632	6 632	6 632	6 632	6 632	6 632
		Total number of households	15 931	17 179	19 786	21 056	21 056	21 056	21 056	21 056	21 056
		Refuse:									
		Removed at least once a week	13 319	13 465	13 485	13 491	13 491	13 491	13 491	13 491	13 491
		<i>Minimum Service Level and Above sub-total</i>	13 319	13 465	13 485	13 491	13 491	13 491	13 491	13 491	13 491
		Using communal refuse dump	2 967	4 027	5 807	6 632	6 632	6 632	6 632	6 632	6 632
		<i>Below Minimum Service Level sub-total</i>	2 967	4 027	5 807	6 632	6 632	6 632	6 632	6 632	6 632
		Total number of households	16 286	17 492	19 292	20 123	20 123	20 123	20 123	20 123	20 123
Municipal in-house services	Ref.		2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
			Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
		Household service targets (000)									
		Water:									
	8	Piped water inside dwelling	12 453	12 394	12 649	12 662	12 662	12 662	12 662	12 662	12 662
		Piped water inside yard (but not in dwelling)									
		Using public tap (at least min.service level)	2 967	4 027	5 807	6 632	6 632	6 632	6 632	6 632	6 632
		<i>Minimum Service Level and Above sub-total</i>	15 420	16 421	18 456	19 294	19 294	19 294	19 294	19 294	19 294
		Total number of households	15 420	16 421	18 456	19 294	19 294	19 294	19 294	19 294	19 294
		Sanitation/sewerage:									
		Flush toilet (connected to sewerage)	12 861	12 993	13 012	13 017	13 017	13 017	13 017	13 017	13 017
		Flush toilet (with septic tank)	-	-							
		Chemical toilet	2 967	4 027	5 807	6 632	6 632	6 632	6 632	6 632	6 632
		<i>Minimum Service Level and Above sub-total</i>	15 828	17 020	18 819	19 649	19 649	19 649	19 649	19 649	19 649
		Total number of households	15 828	17 020	18 819	19 649	19 649	19 649	19 649	19 649	19 649
		Energy:									
		Electricity (at least min.service level)	2 260	2 228	2 136	2 112	2 112	2 112	2 112	2 112	2 112
		Electricity - prepaid (min.service level)	10 704	10 924	11 843	12 312	12 312	12 312	12 312	12 312	12 312
		<i>Minimum Service Level and Above sub-total</i>	12 964	13 152	13 979	14 424	14 424	14 424	14 424	14 424	14 424
		Other energy sources	2 967	4 027	5 807	6 632	6 632	6 632	6 632	6 632	6 632

		<i>Below Minimum Service Level sub-total</i>	2 967	4 027	5 807	6 632	6 632	6 632	6 632	6 632	6 632
		Total number of households	15 931	17 179	19 786	21 056	21 056	21 056	21 056	21 056	21 056
		Refuse:									
		Removed at least once a week	13 319	13 465	13 485	13 491	13 491	13 491	13 491	13 491	13 491
		<i>Minimum Service Level and Above sub-total</i>	13 319	13 465	13 485	13 491	13 491	13 491	13 491	13 491	13 491
		Using communal refuse dump	2 967	4 027	5 807	6 632	6 632	6 632	6 632	6 632	6 632
		<i>Below Minimum Service Level sub-total</i>	2 967	4 027	5 807	6 632	6 632	6 632	6 632	6 632	6 632
		Total number of households	16 286	17 492	19 292	20 123	20 123	20 123	20 123	20 123	20 123
Municipal entity services	Ref.		2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
			Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
		<u>Household service targets (000)</u>									
Services provided by 'external mechanisms'	Ref.		2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
			Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
		<u>Household service targets (000)</u>									
Detail of Free Basic Services (FBS) provided			2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
			Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Electricity	Ref.	<u>Location of households for each type of FBS</u>									
List type of FBS service		Formal settlements - (50 kwh per indigent household per month Rands)	3 889 461	3 181 799	5 687 524	-	-	-	5 310 689	5 985 147	6 745 260
Water	Ref.	<u>Location of households for each type of FBS</u>									
List type of FBS service		Formal settlements - (6 kilolitre per indigent household per month Rands)	2 670 961	2 268 460	28 338 456	3 938 664	3 938 664	3 938 664	943 740	1 000 365	1 060 386
Refuse Removal	Ref.	<u>Location of households for each type of FBS</u>									
List type of FBS service		Formal settlements - (removed once a week to indigent households)	7 174	12 071	(4 146)	-	-	-	-	-	-

WC022 Witzenberg Supporting Table SA10 Funding measurement

Description	MFMA section	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Funding measures												
Cash/cash equivalents at the year end - R'000	18(1)b	1	32 937	103 449	39 595	312 694	295 544	295 544	(1 771 842)	220 769	233 162	228 037
Cash + investments at the yr end less applications - R'000	18(1)b	2	91 156	170 161	176 229	174 923	185 479	185 479	204 168	208 008	212 456	226 316
Cash year end/monthly employee/supplier payments	18(1)b	3	0,7	1,9	0,8	4,3	4,1	4,1	(32,5)	2,9	2,8	2,5
Surplus/(Deficit) excluding depreciation offsets: R'000	18(1)	4	90 730	128 914	94 691	3 713	23 523	23 523	108 173	(8 865)	(1 030)	(6 966)
Service charge rev % change - macro CPIX target exclusive	18(1)a,(2)	5	N.A.	(3,1%)	11,7%	1,7%	(6,0%)	(6,0%)	(25,3%)	(1,8%)	3,3%	3,5%
Cash receipts % of Ratepayer & Other revenue	18(1)a,(2)	6	114,2%	136,5%	139,5%	101,4%	99,3%	99,3%	(98,5%)	104,6%	100,5%	101,1%
Debt impairment expense as a % of total billable revenue	18(1)a,(2)	7	7,1%	10,8%	(12,0%)	9,2%	9,2%	9,2%	12,2%	10,9%	10,5%	10,2%
Capital payments % of capital expenditure	18(1)c;19	8	11,3%	(545,9%)	(1,8%)	0,0%	0,0%	0,0%	(30,4%)	100,0%	100,0%	100,0%
Borrowing receipts % of capital expenditure (excl. transfers)	18(1)c	9	0,0%	0,0%	0,0%	55,0%	54,9%	54,9%	0,0%	0,0%	0,0%	0,0%
Grants % of Govt. legislated/gazetted allocations	18(1)a	10								102,9%	101,5%	101,5%
Current consumer debtors % change - incr(decr)	18(1)a	11	N.A.	(16,9%)	69,0%	(20,1%)	41,2%	0,0%	(88,8%)	(17,0%)	4,3%	4,3%
Long term receivables % change - incr(decr)	18(1)a	12	N.A.	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
R&M % of Property Plant & Equipment	20(1)(vi)	13	1,3%	2,7%	2,3%	2,8%	1,9%	1,9%	2,1%	2,0%	2,1%	0,0%
Asset renewal % of capital budget	20(1)(vi)	14	0,0%	(169,4%)	18,3%	10,5%	20,6%	20,6%	0,0%	11,6%	19,0%	12,6%

References

1. Positive cash balances indicative of minimum compliance - subject to 2
2. Deduct cash and investment applications (defined) from cash balances
3. Indicative of sufficient liquidity to meet average monthly operating payments
4. Indicative of funded operational requirements
5. Indicative of adherence to macro-economic targets (prior to 2003/04 revenue not available for high capacity municipalities and later for other capacity classifications)
6. Realistic average cash collection forecasts as % of annual billed revenue
7. Realistic average increase in debt impairment (doubtful debt) provision
8. Indicative of planned capital expenditure level & cash payment timing
9. Indicative of compliance with borrowing 'only' for the capital budget - should not exceed 100% unless refinancing
10. Substantiation of National/Province allocations included in budget
11. Indicative of realistic current arrear debtor collection targets (prior to 2003/04 revenue not available for high capacity municipalities and later for other capacity classifications)
12. Indicative of realistic long term arrear debtor collection targets (prior to 2003/04 revenue not available for high capacity municipalities and later for other capacity classifications)
13. Indicative of a credible allowance for repairs & maintenance of assets - functioning assets revenue protection
14. Indicative of a credible allowance for asset renewal (requires analysis of asset renewal projects as % of total capital projects - detailed capital plan) - functioning assets revenue protection

Description	MFMA section	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Supporting indicators												
% incr total service charges (incl prop rates)	18(1)a		0,0%	2,9%	17,7%	7,7%	0,0%	0,0%	(19,3%)	4,2%	9,3%	9,5%
% incr Property Tax	18(1)a		0,0%	10,7%	3,2%	12,0%	0,0%	0,0%	(15,6%)	6,0%	8,1%	8,1%
% incr Service charges - Electricity	18(1)a		0,0%	(4,4%)	19,0%	16,2%	0,0%	0,0%	(24,2%)	2,7%	11,3%	11,3%
% incr Service charges - Water	18(1)a		0,0%	0,0%	6,6%	2,1%	0,0%	0,0%	(11,6%)	8,2%	5,3%	5,2%
% incr Service charges - Waste Water Management	18(1)a		0,0%	56,6%	54,0%	(32,3%)	0,0%	0,0%	3,0%	7,2%	2,9%	4,8%
% incr Service charges - Waste Management	18(1)a		0,0%	7,6%	9,6%	(1,2%)	0,0%	0,0%	(13,4%)	7,4%	4,7%	4,7%
% incr in Sale of Goods and Rendering of Services	18(1)a		0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
Total billable revenue	18(1)a		520 282	535 414	630 108	678 783	678 783	678 783	547 958	707 248	773 140	846 814
Service charges			520 282	535 414	630 108	678 783	678 783	678 783	547 958	707 248	773 140	846 814
Property rates			88 709	98 157	101 317	113 495	113 495	113 495	95 820	120 291	130 091	140 685
Service charges - electricity revenue			326 063	311 865	371 022	431 223	431 223	431 223	326 780	442 689	492 693	548 344
Service charges - water revenue			45 340	45 356	48 337	49 359	49 359	49 359	43 645	53 401	56 207	59 152
Service charges - sanitation revenue			31 194	48 851	75 250	50 932	50 932	50 932	52 463	54 590	56 152	58 836
Service charges - refuse removal			28 976	31 185	34 183	33 774	33 774	33 774	29 250	36 276	37 996	39 797
Service charges - other												
Interest			4 415	4 611	4 739	4 684	4 684	4 684	4 165	4 918	5 164	5 423
Capital expenditure excluding capital grant funding			8 247	(68 773)	48 684	45 485	45 541	45 541	17 104	50 034	21 700	16 386
Cash receipts from ratepayers	18(1)a		634 194	785 868	957 332	723 210	723 210	723 210	(591 244)	776 282	814 058	895 427
Ratepayer & Other revenue	18(1)a		555 105	575 791	686 306	713 061	728 603	728 603	600 522	742 312	810 334	885 407
Change in consumer debtors (current and non-current)		N/A		(17 708)	60 205	(29 591)	48 542	-	(147 708)	119 385	5 883	6 226
Operating and Capital Grant Revenue	18(1)a		188 863	208 578	215 557	231 769	219 224	219 224	158 358	209 765	218 095	224 993
Capital expenditure - total	20(1)(vi)		72 390	(3 080)	86 610	85 365	87 060	87 060	42 151	80 047	56 891	49 950
Capital expenditure - renewal	20(1)(vi)		-	5 216	15 836	8 950	17 955	17 955		9 300	10 820	6 300
Supporting benchmarks												
Growth guideline maximum			6,0%	6,0%	6,0%	6,0%	6,0%	6,0%	6,0%	6,0%	6,0%	6,0%
CPI guideline			4,3%	3,9%	4,6%	5,0%	5,0%	5,0%	5,0%	5,4%	5,6%	5,4%
DoRA operating grants total MFY										160 460	168 027	175 593
DoRA capital grants total MFY										26 887	25 547	30 601
Provincial operating grants										14 585	11 653	12 442
Provincial capital grants										1 702	9 644	2 963
District Municipality grants										185	-	-
Total gazetted/advised national, provincial and district grants										203 819	214 871	221 600
Average annual collection rate (arrear inclusive)												

Description	MFMA section	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
DoRA operating												
Operational Revenue:General Revenue:Equitable Share										156 647	166 360	173 883
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]										2 246	-	-
Local Government Financial Management Grant [Schedule 5B]										1 567	1 667	1 710
										160 460	168 027	175 593
DoRA Capital												
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]										-	518	543
Municipal Infrastructure Grant [Schedule 5B]										23 409	25 029	26 044
Energy Efficiency and Demand Side Management Grant										3 478	-	4 014
										26 887	25 547	30 601
Trend												
Change in consumer debtors (current and non-current)			N/A	(17 708)	60 205	(29 591)	48 542	-	(147 708)	119 385	5 883	6 226
Total Operating Revenue			715 220	763 389	924 741	964 887	972 233	972 233	807 235	982 936	1 054 551	1 145 229
Total Operating Expenditure			688 735	700 168	866 587	996 730	986 037	986 037	699 061	1 019 335	1 090 772	1 181 745
Operating Performance Surplus/(Deficit)			26 486	63 221	58 154	(31 844)	(13 804)	(13 804)	108 173	(36 399)	(36 221)	(36 516)
Cash and Cash Equivalents (30 June 2012)												
Revenue												
% Increase in Total Operating Revenue				6,7%	21,1%	4,3%	0,8%	0,0%	(17,0%)	1,1%	7,3%	8,6%
% Increase in Property Rates Revenue				10,7%	3,2%	12,0%	0,0%	0,0%	(15,6%)	25,5%	8,1%	8,1%
% Increase in Electricity Revenue				(4,4%)	19,0%	16,2%	0,0%	0,0%	(24,2%)	2,7%	11,3%	11,3%
% Increase in Property Rates & Services Charges				2,9%	17,7%	7,7%	0,0%	0,0%	(19,3%)	4,2%	9,3%	9,5%
Expenditure												
% Increase in Total Operating Expenditure				1,7%	23,8%	15,0%	(1,1%)	0,0%	(29,1%)	3,4%	7,0%	8,3%
% Increase in Employee Costs				7,3%	11,6%	14,5%	0,6%	0,0%	(18,6%)	10,8%	6,2%	7,5%
% Increase in Electricity Bulk Purchases				(2,0%)	15,8%	15,8%	0,3%	0,0%	(26,8%)	5,3%	11,3%	11,3%
Average Cost Per Budgeted Employee Position (Remuneration)					392833,5508	485241,493				540839,9231		
Average Cost Per Councillor (Remuneration)					0	0				0		
R&M % of PPE			1,3%	2,7%	2,3%	2,8%	1,9%	1,9%		2,1%	2,0%	2,1%
Asset Renewal and R&M as a % of PPE			2,7%	7,8%	6,7%	7,9%	6,0%	6,0%		6,2%	4,6%	4,4%
Debt Impairment % of Total Billable Revenue			7,1%	10,8%	(12,0%)	9,2%	9,2%	9,2%	12,2%	10,9%	10,5%	10,2%

Description	MFMA section	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Capital Revenue												
Internally Funded & Other (R'000)			1 478	–	1 460	25 000	10 000	10 000	618	15 000	–	–
Borrowing (R'000)			64 143	65 693	37 926	39 880	41 519	41 519	25 046	30 013	35 191	33 564
Grant Funding and Other (R'000)			–	–	–	–	–	–	–	–	–	–
Internally Generated funds % of Non Grant Funding			786,0%	(14,3%)	201,0%	538,8%	273,3%	273,3%	259,4%	271,3%	262,2%	304,8%
Borrowing % of Non Grant Funding			682,5%	305,6%	86,6%	194,7%	116,9%	116,9%	151,9%	85,7%	162,2%	204,8%
Grant Funding % of Total Funding			0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
Capital Expenditure												
Total Capital Programme (R'000)			–	–	–	–	–	–	–	–	–	–
Asset Renewal			–	–	–	–	–	–	–	–	–	–
Asset Renewal % of Total Capital Expenditure			0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
Cash												
Cash Receipts % of Rate Payer & Other			114,2%	136,5%	139,5%	101,4%	99,3%	99,3%	(98,5%)	104,6%	100,5%	101,1%
Cash Coverage Ratio			0	0	0	0	0	0	(0)	0	0	0
Borrowing												
Credit Rating (2009/10)										0		
Capital Charges to Operating			1,1%	1,4%	0,6%	1,4%	1,4%	1,4%	0,0%	1,7%	1,6%	1,5%
Borrowing Receipts % of Capital Expenditure			0,0%	0,0%	0,0%	55,0%	54,9%	54,9%	0,0%	0,0%	0,0%	0,0%
Reserves												
Surplus/(Deficit)			91 156	170 161	176 229	174 923	185 479	185 479	204 168	208 008	212 456	226 316
Free Services												
Free Basic Services as a % of Equitable Share			0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
Free Services as a % of Operating Revenue (excl operational transfers)			0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
Total Operating Revenue			715 220	763 389	924 741	964 887	972 233	972 233	807 235	982 936	1 054 551	1 145 229
Total Operating Expenditure			688 735	700 168	866 587	996 730	986 037	986 037	699 061	1 019 335	1 090 772	1 181 745
Surplus/(Deficit) Budgeted Operating Statement			26 486	63 221	58 154	(31 844)	(13 804)	(13 804)	108 173	(36 399)	(36 221)	(36 516)
Surplus/(Deficit) Considering Reserves and Cash Backing			91 156	170 161	176 229	174 923	185 479	185 479	204 168	208 008	212 456	226 316
MTREF Funded (1) / Unfunded (0)		15	1	1	1	1	1	1	1	1	1	1
MTREF Funded ✓ / Unfunded ✖		15	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

References

15. Subject to figures provided in Schedule.

WC022 Witzenberg - Supporting Table SA11 Property rates summary

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Valuation:	1									
Date of valuation:										
Financial year valuation used		2020/21	2021/22	2022/23	2023/24			2024/25		
Municipal by-laws s6 in place? (Y/N)	2	Yes	Yes	Yes	Yes			Yes		
Municipal/assistant valuer appointed? (Y/N)		Yes	Yes	Yes	Yes			Yes		
Municipal partnership s38 used? (Y/N)		No	No	No	No			No		
No. of assistant valuers (FTE)	3	Service provider	Service provider	Service provider	Service provider			Service provider		
No. of data collectors (FTE)	3	Service provider	Service provider	Service provider	Service provider			Service provider		
No. of internal valuers (FTE)	3	Service provider	Service provider	Service provider	Service provider			Service provider		
No. of external valuers (FTE)	3	Service provider	Service provider	Service provider	Service provider			Service provider		
No. of additional valuers (FTE)	4	Service provider	Service provider	Service provider	Service provider			Service provider		
Valuation appeal board established? (Y/N)		Yes	Yes	Yes	Yes			Yes		
Implementation time of new valuation roll (mths)		July	July	July	July			July		
No. of properties	5	13 919	13 919	13 919	15 050			15 050		
No. of sectional title values	5	558	558	558	558			558		
Valuation reductions:										
Total value used for rating (Rm)	5	-	19 301	19 446	22 266	22 266	22 266	22 266	22 266	22 266
Rating:										
Residential rate used to determine rate for other categories? (Y/N)		Yes	Yes	Yes	Yes			Yes		
Differential rates used? (Y/N)	5	Yes	Yes	Yes	Yes			Yes		
Limit on annual rate increase (s20)? (Y/N)		No	No	No	No			No		
Special rating area used? (Y/N)		No	No	No	No			No		
Rates policy accompanying budget? (Y/N)		Yes	Yes	Yes	Yes			Yes		
Fixed amount minimum value (R'000)		N/A	N/A	N/A	N/A			N/A		
Rate revenue:										
Rate revenue budget (R '000)	6									
Rate revenue expected to collect (R'000)	6									
Expected cash collection rate (%)										
Special rating areas (R'000)	7									
Rebates, exemptions - indigent (R'000)										
Rebates, exemptions - pensioners (R'000)										
Rebates, exemptions - bona fide farm. (R'000)										
Rebates, exemptions - other (R'000)										
Phase-in reductions/discounts (R'000)										
Total rebates,exemptns,eductns,discs (R'000)		-	-	-	-	-	-	-	-	-

WC022 Witzenberg - Supporting Table SA12a Property rates by category (current year)

Description	Ref	Business and commercial properties	Industrial properties	Mining properties	Residential properties	Agricultural properties	Public benefit organisations	Public service purpose properties	Public service infrastructure properties	Vacant land	Sport Clubs and Fields (Bitou only)	Sectional Title Garages (Drakenstein only)	Sum
Current Year 2024/25													
Valuation:													
No. of properties		556	79	-	11 228	2 105	-	166	144	779	-	-	15
No. of sectional title property values													-
No. of unreasonably difficult properties s7(2)													-
No. of supplementary valuations													-
Supplementary valuation (Rm)													-
No. of valuation roll amendments													-
No. of objections by rate-payers													-
No. of appeals by rate-payers													-
No. of appeals by rate-payers finalised													-
No. of successful objections	5												-
No. of successful objections > 10%	5												-
Estimated no. of properties not valued													-
Years since last valuation (select)													-
Frequency of valuation (select)													-
Method of valuation used (select)													-
Base of valuation (select)													-
Phasing-in properties s21 (number)													-
Combination of rating types used? (Y/N)													-
Flat rate used? (Y/N)													-
Is balance rated by uniform rate/variable rate?													-

Description	Ref	Business and commercial properties	Industrial properties	Mining properties	Residential properties	Agricultural properties	Public benefit organisations	Public service purpose properties	Public service infrastructure properties	Vacant land	Sport Clubs and Fields (Bitou only)	Sectional Title Garages (Drakenstein only)	Sum
Valuation reductions:													
Valuation reductions-public infrastructure (Rm)													-
Valuation reductions-nature reserves/park (Rm)													-
Valuation reductions-mineral rights (Rm)													-
Valuation reductions-R15,000 threshold (Rm)													-
Valuation reductions-public worship (Rm)													-
Valuation reductions-other (Rm)	2												-
Total valuation reductions:													
Total value used for rating (Rm)	6	1 222	714	-	5 861	13 281	-	1 024	26	138	-	-	22 265 954
Total land value (Rm)	6	182	96	-	1 430	10 152	-	132	14	138	-	-	12 143 088
Total value of improvements (Rm)	6	1 040	618	-	4 431	3 130	-	892	12	-	-	-	10 122 866
Total market value (Rm)	6	1 222	714	-	5 861	13 281	-	1 024	26	138	-	-	22 265 954
Rating:													
Average rate	3	0,017718	0,017793	-	0,006296	0,001927	-	0,017807	0,017631	0,017820	-	-	
Rate revenue budget (R '000)		21 650	12 704	-	36 902	25 593	-	18 229	459	2 456	-	-	117 994
Rate revenue expected to collect (R'000)		22 213	13 035	-	37 862	27 851	-	18 703	471	2 520	-	-	122 655
Expected cash collection rate (%)	4	95,0%	95,0%	0,0%	95,0%	95,0%	0,0%	95,0%	95,0%	95,0%	0,0%	0,0%	0
Special rating areas (R'000)													-
Rebates, exemptions - indigent (R'000)					3 092								3 092
Rebates, exemptions - pensioners (R'000)													-
Rebates, exemptions - bona fide farm. (R'000)													-
Rebates, exemptions - other (R'000)					5 074								5 074
Phase-in reductions/discounts (R'000)													-
Total rebates,exemptns,eductns,discs (R'000)													-

References

1. Land & Assistance Act, Restitution of Land Rights, Communal Property Associations
2. Include value of additional reductions is 'free' value greater than MPRA minimum.
3. Average rate - cents in the Rand. Eg 10.26 cents in the Rand is 0.1026, expressed to 6 decimal places maximum
4. Include arrears collections
5. In favour of the rate-payer
6. Provide relevant information for historical comparisons.

WC022 Witzenberg - Supporting Table SA12b Property rates by category (budget year)

Description	Ref	Business and commercial properties	Industrial properties	Mining properties	Residential properties	Agricultural properties	Public benefit organisations	Public service purpose properties	Public service infrastructure properties	Vacant land	Sport Clubs and Fields (Bitou only)	Sectional Title Garages (Drakenstein only)	Sum
Budget Year 2025/26													
Valuation:													
No. of properties		556	79	-	11 228	2 105	-	166	144	779	-	-	15
No. of sectional title property values													-
No. of unreasonably difficult properties s7(2)													-
No. of supplementary valuations													-
Supplementary valuation (Rm)													-
No. of valuation roll amendments													-
No. of objections by rate-payers													-
No. of appeals by rate-payers													-
No. of appeals by rate-payers finalised													-
No. of successful objections	5												-
No. of successful objections > 10%	5												-
Estimated no. of properties not valued													-
Years since last valuation (select)													
Frequency of valuation (select)													
Method of valuation used (select)													
Base of valuation (select)													
Phasing-in properties s21 (number)													-
Combination of rating types used? (Y/N)													
Flat rate used? (Y/N)													
Is balance rated by uniform rate/variable rate?													
Valuation reductions:													

Description	Ref	Business and commercial properties	Industrial properties	Mining properties	Residential properties	Agricultural properties	Public benefit organisations	Public service purpose properties	Public service infrastructure properties	Vacant land	Sport Clubs and Fields (Bitou only)	Sectional Title Garages (Drakenstein only)	Sum
Valuation reductions-public infrastructure (Rm)													-
Valuation reductions-nature reserves/park (Rm)													-
Valuation reductions-mineral rights (Rm)													-
Valuation reductions-R15,000 threshold (Rm)													-
Valuation reductions-public worship (Rm)													-
Valuation reductions-other (Rm)	2												-
Total valuation reductions:													
Total value used for rating (Rm)	6	1 222	714	-	5 861	13 281	-	1 024	26	138	-	-	22 265 954
Total land value (Rm)	6	182	96	-	1 430	10 152	-	132	14	138	-	-	12 143 088
Total value of improvements (Rm)	6	1 040	618	-	4 431	3 130	-	892	12	-	-	-	10 122 866
Total market value (Rm)	6												-
Rating:													
Average rate	3	0,019135	0,019217	-	0,006800	0,002207	-	0,019231	0,019042	0,019246	-	-	
Rate revenue budget (R '000)		23 382	13 721	-	39 854	29 317	-	19 687	496	2 653	-	-	129 110
Rate revenue expected to collect (R'000)		22 213	13 035	-	37 862	27 851	-	18 703	471	2 520	-	-	122 655
Expected cash collection rate (%)	4	95,0%	95,0%	0,0%	95,0%	95,0%	0,0%	95,0%	95,0%	95,0%	0,0%	0,0%	0
Special rating areas (R'000)													-
Rebates, exemptions - indigent (R'000)					3 339								3 339
Rebates, exemptions - pensioners (R'000)													-
Rebates, exemptions - bona fide farm. (R'000)													-
Rebates, exemptions - other (R'000)					5 480								5 480
Phase-in reductions/discounts (R'000)													-
Total rebates,exemptns,reductns,discs (R'000)		-	-	-	8 819	-	-	-	-	-	-	-	8 819

References

1. Land & Assistance Act, Restitution of Land Rights, Communal Property Associations
2. Include value of additional reductions is 'free' value greater than MPRA minimum.
3. Average rate - cents in the Rand. Eg 10.26 cents in the Rand is 0.1026, expressed to 6 decimal places maximum
4. Include arrears collections
5. In favour of the rate-payer
6. Provide relevant information for historical comparisons.

WC022 Witzenberg - Supporting Table SA13a Service Tariffs by category

Description	Ref	Provide description of tariff structure where appropriate	2021/22	2022/23	2023/24	Current Year 2024/25	2025/26 Medium Term Revenue & Expenditure Framework		
							Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Property rates (rate in the Rand)	1								
Residential properties			0,0098	0,0105					
Residential properties - vacant land			0,0148	0,0158					
Formal/informal settlements			0,0094	0,0105					
Small holdings			0,0098	0,0105					
Farm properties - used			0,0140	0,0190					
Farm properties - not used			0,0140	0,0190					
Industrial properties			0,0173	0,0190					
Business and commercial properties			0,0177	0,0190					
Communal land - residential			0,0098	0,0105					
Communal land - small holdings			0,0098	0,0105					
Communal land - farm property			0,0098	0,0105					
Communal land - business and commercial			0,0177	0,0190					
Communal land - other			0,0098	0,0105					
State-owned properties			0,0155	0,0172					
Municipal properties			0,0098	0,0105					
Public service infrastructure			0,0025	0,0026					
Privately owned towns serviced by the owner			-	n/a					
State trust land			0,0173	0,0190					
Restitution and redistribution properties		n/a	n/a	n/a					
Protected areas		n/a	n/a	n/a					
National monuments properties			0,0148	0,0158					
Property rates by usage									
Business and commercial properties					0,0165	0,0178	0,0192	0,0208	0,0224
Industrial properties					0,0165	0,0178	0,0192	0,0208	0,0224
Mining properties					n/a	n/a	n/a	n/a	n/a
Residential properties					0,0060	0,0065	0,0070	0,0076	0,0082
Agricultural properties					0,0015	0,0015	0,0016	0,0017	0,0019
Public benefit organisations					0,0015	0,0016	0,0017	0,0019	0,0020
Public service purpose properties					0,0015	0,0178	0,0192	0,0208	0,0224
Public service infrastructure properties					0,0165	0,0178	0,0192	0,0224	0,0192
Vacant land					0,0165	0,0178	0,0192	0,0224	0,0192
Sport Clubs and Fields (Bitou only)					n/a	n/a	n/a	n/a	n/a
Sectional Title Garages (Drakenstein only)					n/a	n/a	n/a	n/a	n/a
Exemptions, reductions and rebates (Rands)									
Residential properties									
R15 000 threshold rebate			15 000	15 000	15 000	15 000	15 000	15 000	15 000
General residential rebate			105 000	105 000	105 000	105 000	135 000	135 000	135 000
Indigent rebate or exemption			105 000	105 000	105 000	105 000	135 000	135 000	135 000
Pensioners/social grants rebate or exemption									
Temporary relief rebate or exemption									
Bona fide farmers rebate or exemption									
Other rebates or exemptions	2								
Water tariffs									
Domestic									
Basic charge/flat fee (Rands/month)			83	83	83	83	87	90	94
Service point - vacant land (Rands/month)			162	164	174	182	190	198	207
Water usage - flat rate tariff (c/kl)		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Water usage - life line tariff		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Water usage - Block 1 (c/kl)			3	4	4	410	4	5	5
Water usage - Block 2 (c/kl)			10	11	11	1 186	12	13	14
Water usage - Block 3 (c/kl)			10	11	11	1 186	12	13	14
Water usage - Block 4 (c/kl)			10	11	11	1 186	12	13	14
Water usage - Block 5 (c/kl)			-	-	39	4 136	43	46	49
Water usage - Block 6 (c/kl)									
Other	2								

Description	Ref	Provide description of tariff structure where appropriate	2021/22	2022/23	2023/24	Current Year 2024/25	2025/26 Medium Term Revenue & Expenditure Framework		
							Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Waste water tariffs									
Domestic									
Basic charge/fixed fee (<i>Rands/month</i>)			257	275	292	306	322	341	361
Service point - vacant land (<i>Rands/month</i>)			91	97	103	108	114	121	128
Waste water - flat rate tariff (<i>c/kl</i>)		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Volumetric charge - Block 1 (<i>c/kl</i>)		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Volumetric charge - Block 2 (<i>c/kl</i>)		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Volumetric charge - Block 3 (<i>c/kl</i>)		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Volumetric charge - Block 4 (<i>c/kl</i>)		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Other	2	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Electricity tariffs									
Domestic									
Basic charge/fixed fee (<i>Rands/month</i>)			-	-	-	-			
Service point - vacant land (<i>Rands/month</i>)			263,57	286,00	339,19	375,82	956,27	1 262,58	1 625,99
FBE			-	-	-	-			
Meter - IBT Block 1 (<i>c/kwh</i>)			2,12	2,30	2,65	2,93	2,34	2,26	2,13
Meter - IBT Block 2 (<i>c/kwh</i>)			2,12	2,30	2,65	2,93	2,34	2,26	2,13
Meter - IBT Block 3 (<i>c/kwh</i>)			2,12	2,30	2,65	2,93	2,34	2,26	2,13
Meter - IBT Block 4 (<i>c/kwh</i>)			2,86	3,70	4,25	4,71	3,98	3,96	3,88
Meter - IBT Block 5 (<i>c/kwh</i>)			2,86	3,70	4,25	4,71	3,98	3,96	3,88
Prepaid - IBT Block 1 (<i>c/kwh</i>)			1,86	2,02	2,33	2,58	2,91	3,25	3,62
Prepaid - IBT Block 2 (<i>c/kwh</i>)			1,86	2,02	2,33	2,58	2,91	3,25	3,62
Prepaid - IBT Block 3 (<i>c/kwh</i>)			1,86	2,07	2,33	2,58	2,91	3,25	3,62
Prepaid - IBT Block 4 (<i>c/kwh</i>)			3,21	3,49	4,01	4,44	4,99	5,55	6,17
Prepaid - IBT Block 5 (<i>c/kwh</i>)			3,21	3,49	4,01	4,44	4,99	5,55	6,17
Other	2								
Waste management tariffs									
Domestic									
Street cleaning charge		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Basic charge/fixed fee			203	219	310	326	343	364	386

WC022 Witzenberg - Supporting Table SA13b Service Tariffs by category - explanatory

Description	Ref	Provide description of tariff structure where appropriate	2021/22	2022/23	2023/24	Current Year 2024/25	2025/26 Medium Term Revenue & Expenditure Framework		
							Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Exemptions, reductions and rebates (Rands)		Please refer to Tariff Policy							
Residential properties		Please refer to Tariff Policy							
Residential properties - vacant land		Please refer to Tariff Policy							
Formal/informal settlements		Please refer to Tariff Policy							
Small holdings		Please refer to Tariff Policy							
Farm properties - used		Please refer to Tariff Policy							
Farm properties - not used		Please refer to Tariff Policy							
Industrial properties		Please refer to Tariff Policy							
Business and commercial properties		Please refer to Tariff Policy							
Water tariffs									
Communal land - farm property		Please refer to Tariff Policy							
Communal land - business and commercial		Please refer to Tariff Policy							
Communal land - other		Please refer to Tariff Policy							
State-owned properties		Please refer to Tariff Policy							
Municipal properties		Please refer to Tariff Policy							
Public service infrastructure		Please refer to Tariff Policy							
Privately owned towns serviced by the owner		Please refer to Tariff Policy							
State trust land		Please refer to Tariff Policy							
Restitution and redistribution properties		Please refer to Tariff Policy							
Protected areas		Please refer to Tariff Policy							
National monuments properties		Please refer to Tariff Policy							
Exemptions, reductions and rebates (Rands)		Please refer to Tariff Policy							
Residential properties		Please refer to Tariff Policy							
R15 000 threshold rebate		Please refer to Tariff Policy	15 000	15 000	15 000	15 000	15 000	15 000	15 000
Waste water tariffs									
Pensioners/social grants rebate or exemption		Please refer to Tariff Policy							
Temporary relief rebate or exemption		Please refer to Tariff Policy							
Bona fide farmers rebate or exemption		Please refer to Tariff Policy							
Other rebates or exemptions	2	Please refer to Tariff Policy							
Water tariffs									
Domestic		Please refer to Tariff Policy							
Basic charge/fixed fee (Rands/month)		Please refer to Tariff Policy							
Electricity tariffs									
Water usage - life line tariff		Please refer to Tariff Policy							
Water usage - Block 1 (c/kl)		Please refer to Tariff Policy							
Water usage - Block 2 (c/kl)		Please refer to Tariff Policy							
Water usage - Block 3 (c/kl)		Please refer to Tariff Policy							
Water usage - Block 4 (c/kl)		Please refer to Tariff Policy							
Other	2	Please refer to Tariff Policy							
Waste water tariffs									
Domestic		Please refer to Tariff Policy							
Basic charge/fixed fee (Rands/month)		Please refer to Tariff Policy							

Description	Ref	Provide description of tariff structure where appropriate	2021/22	2022/23	2023/24	Current Year 2024/25	2025/26 Medium Term Revenue & Expenditure Framework		
							Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Service point - vacant land (Rands/month)		Please refer to Tariff Policy							
Waste water - flat rate tariff (c/kl)		Please refer to Tariff Policy							
Volumetric charge - Block 1 (c/kl)		Please refer to Tariff Policy							
Volumetric charge - Block 2 (c/kl)		Please refer to Tariff Policy							
Volumetric charge - Block 3 (c/kl)		Please refer to Tariff Policy							

WC022 Witzenberg - Supporting Table SA14 Household bills

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework			
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26 % incr.	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Rand/cent											
Monthly Account for Household - 'Middle Income Range'											
Rates and services charges:											
Property rates		560,89	601,56	342,50	369,90	369,90	369,90	16,6%	399,49	431,45	465,97
Electricity: Basic levy		-	-	-	-	-	-	-	-	-	-
Electricity: Consumption		2 088,00	2 267,78	2 609,92	2 941,38	2 941,38	2 941,38	23,4%	3 206,00	3 584,44	3 990,19
Water: Basic levy		72,17	72,17	72,17	72,17	72,17	72,17	3,8%	74,95	78,51	81,89
Water: Consumption		225,29	241,70	256,21	269,02	269,02	269,02	9,8%	281,24	299,42	317,38
Sanitation		223,21	239,39	253,75	266,44	266,44	266,44	10,3%	279,76	297,84	315,71
Refuse removal		237,24	254,44	269,71	283,20	283,20	283,20	10,3%	297,36	316,57	335,57
Other		(110,54)	(118,56)	(67,50)	(72,90)	(72,90)	(72,90)	16,6%	(78,73)	(85,03)	(91,83)
sub-total		3 296,27	3 558,49	3 736,76	4 129,21	4 129,21	4 129,21	8,0%	4 460,07	4 923,19	5 414,87
VAT on Services		426,89	461,32	519,26	574,83	574,83	574,83	-	641,59	709,40	781,31
Total large household bill:		3 723,15	4 019,82	4 256,03	4 704,04	4 704,04	4 704,04	8,5%	5 101,67	5 632,59	6 196,19
% increase/-decrease			8,0%	5,9%	10,5%	-	-	8,5%	8,5%	10,4%	10,0%
Monthly Account for Household - 'Affordable Range'											
Rates and services charges:											
Property rates		560,89	601,56	342,50	369,90	369,90	369,90	16,6%	399,49	431,45	465,97
Electricity: Basic levy		-	-	-	-	-	-	-	-	-	-
Electricity: Consumption		810,00	879,74	1 012,60	1 141,20	1 141,20	1 141,20	23,3%	1 245,00	1 391,96	1 549,53
Water: Basic levy		72,17	72,17	72,17	72,17	72,17	72,17	3,8%	74,95	78,51	81,89
Water: Consumption		182,09	195,35	207,08	217,43	217,43	217,43	9,8%	227,31	242,00	256,52
Sanitation		223,21	239,39	253,75	266,44	266,44	266,44	10,3%	279,76	297,84	315,71
Refuse removal		237,24	254,44	269,71	283,20	283,20	283,20	10,3%	297,36	316,57	335,57
Other		(110,54)	(118,56)	(67,50)	(72,90)	(72,90)	(72,90)	16,6%	(78,73)	(85,03)	(91,83)
sub-total		1 975,07	2 124,11	2 090,31	2 277,44	2 277,44	2 277,44	7,4%	2 445,14	2 673,30	2 913,35
VAT on Services		228,71	246,17	272,30	297,07	297,07	297,07	-	329,28	360,67	393,58
Total small household bill:		2 203,77	2 370,27	2 362,61	2 574,51	2 574,51	2 574,51	7,8%	2 774,42	3 033,97	3 306,92
% increase/-decrease			7,6%	(0,3%)	9,0%	-	-	7,8%	7,8%	9,4%	9,0%
Monthly Account for Household - 'Indigent' Household receiving free basic services											
Rates and services charges:											
Property rates		233,36	250,28	142,50	153,90	153,90	153,90		166,21	179,51	193,87
Electricity: Basic levy		-	-	-	-	-	-	-	-	-	-
Electricity: Consumption		81,00	87,97	101,26	114,12	114,12	114,12		124,50	139,20	154,95
Water: Basic levy		72,17	72,17	72,17	72,17	72,17	72,17		74,95	78,51	81,89
Water: Consumption		138,89	149,01	157,95	165,84	165,84	165,84		173,38	184,58	195,66
Sanitation		223,21	239,39	253,75	266,44	266,44	266,44		279,76	297,84	315,71
Refuse removal		218,16	233,97	248,01	260,41	260,41	260,41		273,43	291,09	308,56
Other		(723,00)	(771,29)	(763,08)	(807,44)	(807,44)	(807,44)		(842,40)	(903,77)	(966,98)
sub-total		243,78	261,51	212,56	225,44	225,44	225,44	10,8%	249,84	266,96	283,66
VAT on Services		18,14	19,47	20,63	21,67	21,67	21,67		25,17	26,73	28,15
Total small household bill:		261,93	280,97	233,20	247,11	247,11	247,11	11,3%	275,01	293,70	311,81
% increase/-decrease			7,3%	(17,0%)	6,0%	-	-	11,3%	11,3%	6,8%	6,2%

WC022 Witzenberg - Supporting Table SA15 Investment particulars by type

Investment type	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand										
Parent municipality										
Securities - National Government		-	-	-	-	-	-	-	-	-
Listed Corporate Bonds		-	-	-	-	-	-	-	-	-
Deposits - Bank		-	-	-	No investments	No investments	No investments	No investments	No investments	No investments
Deposits - Public Investment Commissioners		-	-	-	-	-	-	-	-	-
Deposits - Corporation for Public Deposits		-	-	-	-	-	-	-	-	-
Bankers Acceptance Certificates		-	-	-	-	-	-	-	-	-
Negotiable Certificates of Deposit - Banks		-	-	-	-	-	-	-	-	-
Guaranteed Endowment Policies (sinking)		-	-	-	-	-	-	-	-	-
Repurchase Agreements - Banks		-	-	-	-	-	-	-	-	-
Municipal Bonds		-	-	-	-	-	-	-	-	-
Municipality sub-total	1	-	-	-	-	-	-	-	-	-
Consolidated total:		-	-	-	-	-	-	-	-	-

WC022 Witzenberg - Supporting Table SA16 Investment particulars by maturity

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 *	Commission Paid (Rands)	Commission Recipient	Expiry date of investment	Opening balance	Interest to be realised	Partial / Premature Withdrawal (4)	Investment Top Up	Closing Balance
		Yrs/Months												
Parent municipality														
No Investments at year-end		No Investments at year-end												
-														
-														
-														
-														
-														
-														
-														
-														
-														
-														
Municipality sub-total														
TOTAL INVESTMENTS AND INTEREST	1													

WC022 Witzenberg - Supporting Table SA17 Borrowing

Borrowing - Categorised by type	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand										
Parent municipality										
Annuity and Bullet Loans		-	-	(2)	23 846	25 000	25 000	20 447	15 981	11 610
Long-Term Loans (non-annuity)		-	-	-	-	-	-	-	-	-
Local registered stock		-	-	-	-	-	-	-	-	-
Instalment Credit		-	-	-	-	-	-	-	-	-
Financial Leases		-	-	-	-	-	-	-	-	-
PPP liabilities		-	-	-	-	-	-	-	-	-
Finance Granted By Cap Equipment Supplier		-	-	-	-	-	-	-	-	-
Marketable Bonds		-	-	-	-	-	-	-	-	-
Non-Marketable Bonds		-	-	-	-	-	-	-	-	-
Bankers Acceptances		-	-	-	-	-	-	-	-	-
Financial derivatives		-	-	-	-	-	-	-	-	-
Other Securities		1 019	492	1 222	-	731	731	731	731	731
Municipality sub-total	1	1 019	492	1 220	23 846	25 731	25 731	21 177	16 711	12 340
Total Borrowing	1	1 019	492	1 220	23 846	25 731	25 731	21 177	16 711	12 340
Unspent Borrowing - Categorised by type										
Parent municipality										
Long-Term Loans (annuity/reducing balance)		-	-	-	-	-	-	-	-	-
Long-Term Loans (non-annuity)		-	-	-	-	-	-	-	-	-
Local registered stock		-	-	-	-	-	-	-	-	-
Instalment Credit		-	-	-	-	-	-	-	-	-
Financial Leases		-	-	-	-	-	-	-	-	-
PPP liabilities		-	-	-	-	-	-	-	-	-
Finance Granted By Cap Equipment Supplier		-	-	-	-	-	-	-	-	-
Marketable Bonds		-	-	-	-	-	-	-	-	-
Non-Marketable Bonds		-	-	-	-	-	-	-	-	-
Bankers Acceptances		-	-	-	-	-	-	-	-	-
Financial derivatives		-	-	-	-	-	-	-	-	-
Other Securities		-	-	-	-	-	-	-	-	-
Municipality sub-total	1	-	-	-	-	-	-	-	-	-
Total Unspent Borrowing	1	-	-	-	-	-	-	-	-	-

WC022 Witzenberg - Supporting Table SA18 Transfers and grant receipts

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
RECEIPTS:	1, 2									
Operating Transfers and Grants										
National Government:		110 833	125 455	140 526	148 865	149 282	149 282	160 619	168 160	175 783
Operational Revenue:General Revenue:Equitable Share		106 666	121 668	135 729	145 706	145 706	145 706	156 647	166 360	173 883
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		2 617	2 237	3 247	1 559	1 559	1 559	2 272	-	-
Local Government Financial Management Grant [Schedule 5B]		1 550	1 550	1 550	1 600	1 600	1 600	1 700	1 800	1 900
Municipal Disaster Grant [Schedule 5B]		-	-	-	-	417	417	-	-	-
Provincial Government:		13 370	14 189	34 087	45 527	47 583	47 583	15 137	11 709	12 799
Capacity Building and Other		13 370	14 189	627	11 364	11 464	11 464	12 860	11 709	12 799
Infrastructure		-	-	33 460	34 163	36 119	36 119	2 277	-	-
District Municipality:		-	-	150	-	-	-	-	-	-
All Grants		-	-	150	-	-	-	-	-	-
Other Grant Providers:		-	1 700	2 083	-	-	-	-	-	-
Private Enterprises		-	1 700	2 083	-	-	-	-	-	-
Total Operating Transfers and Grants	5	124 203	141 344	176 846	194 392	196 865	196 865	175 756	179 869	188 582
Capital Transfers and Grants										
National Government:		57 742	56 124	25 209	44 130	47 325	47 325	30 770	29 379	35 191
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		12 762	-	900	-	-	-	-	596	624
Municipal Infrastructure Grant [Schedule 5B]		24 980	25 184	24 309	25 630	25 630	25 630	26 770	28 783	29 951
Energy Efficiency and Demand Side Management Grant		-	-	-	3 500	3 500	3 500	4 000	-	4 616
Regional Bulk Infrastructure Grant (Schedule 5B)		20 000	19 239	-	-	-	-	-	-	-
Water Services Infrastructure Grant [Schedule 5B]		-	11 701	-	15 000	15 000	15 000	-	-	-
Municipal Disaster Relief Grant		-	-	-	-	3 195	3 195	-	-	-
Provincial Government:		7 894	27 101	16 559	2 232	9 793	9 793	4 104	11 091	3 408
Capacity Building and Other		-	875	985	-	-	-	1 000	-	-
Infrastructure		7 894	26 226	15 574	2 232	9 793	9 793	3 104	11 091	3 408
District Municipality:		264	60	672	-	-	-	185	-	-
All Grants		264	60	672	-	-	-	185	-	-
Total Capital Transfers and Grants	5	65 900	83 284	42 440	46 362	57 118	57 118	35 059	40 470	38 599
TOTAL RECEIPTS OF TRANSFERS & GRANTS		190 103	224 628	219 286	240 754	253 983	253 983	210 815	220 339	227 181

WC022 Witzenberg - Supporting Table SA19 Expenditure on transfers and grant programme

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
EXPENDITURE:	1									
Operating expenditure of Transfers and Grants										
National Government:		110 530	125 373	140 477	149 622	149 985	149 985	161 460	168 027	175 593
Operational Revenue:General Revenue:Equitable Share		106 666	121 668	135 729	145 706	145 706	145 706	156 647	166 360	173 883
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		2 446	2 300	3 358	1 559	1 559	1 559	2 246	-	-
Local Government Financial Management Grant [Schedule 5B]		1 418	1 405	1 390	1 357	1 357	1 357	1 567	1 667	1 710
Municipal Disaster Grant [Schedule 5B]		-	-	-	-	363	363	-	-	-
Municipal Infrastructure Grant [Schedule 5B]		-	-	-	1 000	1 000	1 000	1 000	-	-
Provincial Government:		12 424	12 646	46 072	49 451	45 128	45 128	14 585	11 653	12 442
Capacity Building and Other		11 993	12 646	12 438	15 131	14 916	14 916	12 605	11 653	12 442
Infrastructure		431	-	33 634	34 320	30 212	30 212	1 980	-	-
District Municipality:		24	-	150	0	31	31	-	-	-
All Grants		24	-	150	0	31	31	-	-	-
Other Grant Providers:		1 445	3 731	3 877	5 644	5 644	5 644	3 705	3 223	3 392
Foreign Government and International Organisations		1 445	3 239	2 903	3 496	3 496	3 496	704	728	754
Private Enterprises		-	492	974	2 149	2 149	2 149	3 001	2 494	2 638
Total operating expenditure of Transfers and Grants:		124 424	141 750	190 576	204 717	200 788	200 788	179 750	182 902	191 427
Capital expenditure of Transfers and Grants										
National Government:		47 307	41 976	21 847	37 504	40 252	40 252	25 887	25 547	30 601
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		7 475	591	-	-	-	-	-	518	543
Municipal Infrastructure Grant [Schedule 5B]		20 562	20 041	21 847	21 417	21 387	21 387	22 409	25 029	26 044
Energy Efficiency and Demand Side Management Grant		-	-	-	3 043	3 043	3 043	3 478	-	4 014
Regional Bulk Infrastructure Grant (Schedule 5B)		19 270	13 388	-	-	-	-	-	-	-
Water Services Infrastructure Grant [Schedule 5B]		-	7 955	-	13 043	13 043	13 043	-	-	-
Municipal Disaster Relief Grant		-	-	-	-	2 778	2 778	-	-	-
Provincial Government:		16 432	22 759	14 214	1 941	832	832	1 702	9 644	2 963
Capacity Building and Other		667	124	1 261	-	-	-	870	-	-
Infrastructure		15 764	22 635	12 953	1 941	832	832	832	9 644	2 963
District Municipality:		404	762	1 644	435	435	435	185	-	-
All Grants		404	762	1 644	435	435	435	185	-	-
Other Grant Providers:		-	197	222	-	-	-	2 239	-	-
Foreign Government and International Organisations		-	197	222	-	-	-	2 239	-	-
Total capital expenditure of Transfers and Grants		64 143	65 693	37 926	39 880	41 519	41 519	30 013	35 191	33 564
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		188 567	207 444	228 503	244 597	242 308	242 308	209 763	218 093	224 991

WC022 Witzenberg - Supporting Table SA20 Reconciliation of transfers, grant receipts and unspent funds

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Operating transfers and grants:	1,3									
National Government:										
Balance unspent at beginning of the year		(9 267)	2 790	1 073	(38 287)	198	198	1 198	1 065	932
Current year receipts		110 833	125 455	140 526	148 865	149 282	149 282	160 619	168 160	175 783
Conditions met - transferred to revenue		(110 530)	(125 373)	(140 477)	(149 622)	(149 985)	(149 985)	(161 460)	(168 027)	(175 593)
Closing Balance		(8 964)	2 871	1 121	(39 044)	(505)	(505)	357	1 198	1 122
Provincial Government:										
Balance unspent at beginning of the year		(6 900)	(5 761)	(5 383)	(3 398)	4 238	4 238	3 583	7 716	7 849
Current year receipts		13 370	14 189	34 087	45 527	47 583	47 583	15 137	11 709	12 799
Conditions met - transferred to revenue		(12 424)	(12 646)	(46 072)	(49 451)	(45 128)	(45 128)	(14 585)	(11 653)	(12 442)
Conditions still to be met - transferred to liabilities		2 335	646	1 174	-	-	-	-	-	-
Closing Balance		(3 619)	(3 572)	(16 193)	(7 322)	6 693	6 693	4 135	7 772	8 206
District Municipality:										
Balance unspent at beginning of the year		(2 633)	(2 605)	(2 605)	(2 520)	(2 284)	(2 284)	(2 248)	(2 248)	(2 248)
Current year receipts		-	-	150	-	-	-	-	-	-
Conditions met - transferred to revenue		(24)	-	(150)	(0)	(31)	(31)	-	-	-
Closing Balance		(2 657)	(2 605)	(2 605)	(2 520)	(2 315)	(2 315)	(2 248)	(2 248)	(2 248)
Other grant providers:										
Balance unspent at beginning of the year		(4 481)	(3 688)	(2 818)	(13)	(2 312)	(2 312)	(2 107)	5 876	13 323
Current year receipts		-	1 700	2 083	-	-	-	-	-	-
Conditions met - transferred to revenue		(1 445)	(3 731)	(3 877)	(5 644)	(5 644)	(5 644)	(3 705)	(3 223)	(3 392)
Closing Balance		(5 926)	(5 719)	(4 612)	(5 658)	(7 956)	(7 956)	(5 812)	2 653	9 931
Total operating transfers and grants revenue		(124 424)	(141 750)	(190 576)	(204 717)	(200 788)	(200 788)	(179 750)	(182 902)	(191 427)
Total operating transfers and grants - CTBM	2	-	-	-	-	-	-	-	-	-
Capital transfers and grants:	1,3									
National Government:										
Balance unspent at beginning of the year		(679)	(5 777)	(4 822)	38 337	(731)	(731)	(1 896)	(5 896)	(5 896)
Current year receipts		57 742	56 124	25 209	44 130	47 325	47 325	30 770	29 379	35 191
Conditions met - transferred to revenue		(47 307)	(41 976)	(21 847)	(37 504)	(40 252)	(40 252)	(25 887)	(25 547)	(30 601)
Conditions still to be met - transferred to liabilities		10 340	5 147	4 678	-	-	-	-	-	-
Closing Balance		20 096	13 518	3 218	44 963	6 342	6 342	2 987	(2 064)	(1 306)
Provincial Government:										
Balance unspent at beginning of the year		(2 989)	8 134	9 712	2 673	5 184	5 184	(4 352)	(6 629)	(6 629)
Current year receipts		7 894	27 101	16 559	2 232	9 793	9 793	4 104	11 091	3 408
Conditions met - transferred to revenue		(16 432)	(22 759)	(14 214)	(1 941)	(832)	(832)	(1 702)	(9 644)	(2 963)
Conditions still to be met - transferred to liabilities		830	2 993	506	-	-	-	-	-	-
Closing Balance		(10 696)	15 469	12 564	2 964	14 145	14 145	(1 949)	(5 182)	(6 185)
District Municipality:										
Balance unspent at beginning of the year		(1 110)	(1 422)	(2 105)	(126)	(1 398)	(1 398)	(1 498)	(1 498)	(1 498)
Current year receipts		264	60	672	-	-	-	185	-	-
Conditions met - transferred to revenue		(404)	(762)	(1 644)	(435)	(435)	(435)	(185)	-	-
Closing Balance		(1 250)	(2 124)	(3 077)	(561)	(1 832)	(1 832)	(1 498)	(1 498)	(1 498)
Other grant providers:										
Balance unspent at beginning of the year		501	501	501	501	-	-	-	1 939	1 939
Closing Balance		501	501	501	501	-	-	-	1 939	1 939
Total capital transfers and grants revenue		(64 143)	(65 497)	(37 705)	(39 880)	(41 519)	(41 519)	(27 774)	(35 191)	(33 564)
Total capital transfers and grants - CTBM	2	8 652	27 364	13 207	47 868	18 655	18 655	(460)	(6 805)	(7 049)
TOTAL TRANSFERS AND GRANTS REVENUE		(188 567)	(207 247)	(228 281)	(244 597)	(242 308)	(242 308)	(207 524)	(218 093)	(224 991)
TOTAL TRANSFERS AND GRANTS - CTBM		8 652	27 364	13 207	47 868	18 655	18 655	(460)	(6 805)	(7 049)

WC022 Witzenberg - Supporting Table SA21 Transfers and grants made by the municipality

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25				2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Cash Transfers to Organisations											
<i>Operational</i>		1 906	1 747	2 224	2 160	2 096	2 096	1 504	2 264	2 377	2 496
Total Cash Transfers To Organisations		1 906	1 747	2 224	2 160	2 096	2 096	1 504	2 264	2 377	2 496
Cash Transfers to Groups of Individuals											
<i>Operational</i>		718	461	34 114	34 955	32 532	32 532	14 925	2 668	869	932
Total Cash Transfers To Groups Of Individuals:		718	461	34 114	34 955	32 532	32 532	14 925	2 668	869	932
TOTAL CASH TRANSFERS AND GRANTS	6	2 624	2 208	36 338	37 116	34 627	34 627	16 429	4 931	3 246	3 428
TOTAL TRANSFERS AND GRANTS	6	2 624	2 208	36 338	37 116	34 627	34 627	16 429	4 931	3 246	3 428

WC022 Witzenberg - Supporting Table SA22 Summary councillor and staff benefits

Summary of Employee and Councillor remuneration	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand										
Councillors (Political Office Bearers plus Other)										
Basic Salaries and Wages		7 856	8 319	9 007	9 658	9 658	9 658	10 442	11 235	12 074
Pension and UIF Contributions		1 071	1 384	1 339	1 422	1 422	1 422	1 493	1 567	1 646
Medical Aid Contributions		122	87	54	86	86	86	90	95	99
Motor Vehicle Allowance		-	-	-	0	0	0	-	-	-
Cellphone Allowance		1 006	975	1 048	1 146	1 146	1 146	1 203	1 263	1 327
Housing Allowances		15	-	-	-	-	-	-	-	-
Other benefits and allowances		-	-	-	0	0	0	-	-	-
Sub Total - Councillors		10 070	10 766	11 447	12 311	12 311	12 311	13 228	14 160	15 145
% increase	4		6,9%	6,3%	7,5%	-	-	7,5%	7,0%	7,0%
Senior Managers of the Municipality										
Basic Salaries and Wages	2	3 901	4 125	4 082	4 395	4 395	4 395	5 525	5 951	6 409
Pension and UIF Contributions		343	345	358	404	404	404	508	547	589
Medical Aid Contributions		57	60	32	9	9	9	12	13	14
Performance Bonus		781	789	803	890	890	890	1 119	1 205	1 298
Motor Vehicle Allowance	3	990	991	1 316	1 115	1 115	1 115	1 401	1 509	1 626
Cellphone Allowance	3	(2)	365	365	332	332	332	399	430	463
Housing Allowances	3	282	281	33	57	57	57	72	77	83
Other benefits and allowances	3	115	53	45	61	61	61	77	83	89
Sub Total - Senior Managers of Municipality		6 468	7 009	7 034	7 265	7 265	7 265	9 112	9 815	10 571
% increase	4		8,4%	0,4%	3,3%	0,0%	-	25,4%	7,7%	7,7%
Other Municipal Staff										
Basic Salaries and Wages		123 814	128 082	141 863	157 900	159 406	159 406	171 223	180 114	193 702
Pension and UIF Contributions		20 197	21 491	23 199	26 552	26 603	26 603	30 291	32 589	35 079
Medical Aid Contributions		8 462	8 879	9 802	11 093	11 093	11 093	11 073	11 924	12 838
Overtime		13 010	16 956	17 339	21 007	21 011	21 011	26 503	28 542	30 734
Performance Bonus		9 382	9 750	10 640	12 510	12 510	12 510	15 674	16 877	18 169
Motor Vehicle Allowance	3	5 922	6 366	6 758	7 751	7 751	7 751	8 903	9 588	10 324
Cellphone Allowance	3	503	609	690	1 018	1 018	1 018	1 121	1 208	1 301
Housing Allowances	3	1 130	1 172	1 166	1 427	1 427	1 427	1 329	1 431	1 540
Other benefits and allowances	3	9 712	12 071	10 928	12 516	12 527	12 527	14 550	15 669	16 872
Payments in lieu of leave		1 859	1 893	2 522	3 754	3 754	3 754	4 719	5 083	5 474
Long service awards		966	963	913	1 015	1 015	1 015	-	-	-
Post-retirement benefit obligations	6	(263)	613	7 706	11 653	11 653	11 653	12 224	12 835	13 477
Acting and post related allowance		1 086	1 255	1 819	2 098	2 098	2 098	2 638	2 841	3 060
Sub Total - Other Municipal Staff		195 780	210 099	235 345	270 293	271 867	271 867	300 248	318 699	342 569
% increase	4		7,3%	12,0%	14,8%	0,6%	-	10,4%	6,1%	7,5%
Total Parent Municipality		212 317	227 874	253 826	289 869	291 443	291 443	322 589	342 675	368 284
			7,3%	11,4%	14,2%	0,5%	-	10,7%	6,2%	7,5%
TOTAL SALARY, ALLOWANCES & BENEFITS		212 317	227 874	253 826	289 869	291 443	291 443	322 589	342 675	368 284
% increase	4		7,3%	11,4%	14,2%	0,5%	-	10,7%	6,2%	7,5%
TOTAL MANAGERS AND STAFF	5,7	202 247	217 108	242 378	277 558	279 132	279 132	309 360	328 514	353 139

WC022 Witzenberg - Supporting Table SA23 Salaries, allowances & benefits (political office bearers/councillors/senior managers)

Disclosure of Salaries, Allowances & Benefits 1.	Ref	No.	Salary	Contributions	Allowances	Performance Bonuses	In-kind benefits	Total Package
Rand per annum				1.				2.
Speaker	4	1	714 802	128 664	45 144	–	–	888 610
Executive Mayor		1	860 522	154 894	–	–	–	1 015 416
Deputy Executive Mayor		1	688 414	123 915	45 144	–	–	857 473
Executive Committee		–	1 888 163	339 869	135 432	–	–	2 363 464
Total for all other councillors		–	4 214 517	623 305	677 160	–	–	5 514 983
Total Councillors	8	3	8 366 419	1 370 647	902 880			10 639 946
Senior Managers of the Municipality	5							
Municipal Manager (MM)		1	1 646 596	296 387	208 164	301 161	–	2 452 307
Chief Finance Officer		1	1 105 535	198 996	751 310	287 818	–	2 343 659
Director Corporate Services		1	1 759 898	–	295 944	287 818	–	2 343 660
Director Community Services		–	811 118	146 001	137 940	153 308	–	1 248 367
Director Technical Services		1	1 105 535	198 996	751 310	287 818	–	2 343 659
<i>List of each official with packages >= senior manager</i>								
Total Senior Managers of the Municipality	8,10	4	6 428 681	840 381	2 144 669	1 317 922		10 731 653
TOTAL COST OF COUNCILLOR, DIRECTOR and EXECUTIVE REMUNERATION	10	7	14 795 100	2 211 028	3 047 549	1 317 922		21 371 599

References

1. Pension and medical aid
2. Total package must equal the total cost to the municipality
3. List each political office bearer by designation. Provide a total for all other councillors
4. Political office bearer is defined in MFMA s 1: speaker, executive mayor, deputy executive mayor, member of executive committee, mayor, deputy mayor, member of mayoral committee, the councillor designated to exercise powers and duties of mayor (MSA s 57)
5. Also list each senior manager reporting to MM by designation and each official with package >= senior manager by designation
6. List each entity where municipality has an interest and state percentage ownership and control
7. List each senior manager reporting to the CEO of an Entity by designation
8. Must reconcile to relevant section of Table SA24
9. Must reconcile to totals shown for the budget year of Table SA22
10. Correct as at 30 June

WC022 Witzenberg - Supporting Table SA24 Summary of personnel numbers

Summary of Personnel Numbers		Ref	2023/24			Current Year 2024/25			Budget Year 2025/26		
Number		1,2	Positions	Permanent employees	Contract employees	Positions	Permanent employees	Contract employees	Positions	Permanent employees	Contract employees
Municipal Council and Boards of Municipal Entities											
Councillors (Political Office Bearers plus Other Councillors)			23	-	23	23	-	23	23	-	23
Board Members of municipal entities	4		-	-	-	-	-	-	-	-	-
Municipal employees											
Municipal Manager and Senior Managers	3		4	-	4	4	2	1	5	2	3
Other Managers	7		20	20	-	24	24	-	24	24	-
Professionals			36	36	-	4	4	-	4	4	-
<i>Finance</i>			4	4	-	2	2	-	2	2	-
<i>Spatial/town planning</i>			-	-	-	-	-	-	-	-	-
<i>Information Technology</i>			-	-	-	-	-	-	-	-	-
<i>Roads</i>			-	-	-	-	-	-	-	-	-
<i>Electricity</i>			1	1	-	-	-	-	-	-	-
<i>Water</i>			-	-	-	-	-	-	-	-	-
<i>Sanitation</i>			-	-	-	-	-	-	-	-	-
<i>Refuse</i>			-	-	-	-	-	-	-	-	-
<i>Other</i>			31	31	-	2	2	-	2	2	-
Technicians			75	65	10	122	111	11	122	111	11
<i>Finance</i>			5	5	-	5	3	2	5	3	2
<i>Spatial/town planning</i>			4	4	-	7	7	-	7	7	-
<i>Information Technology</i>			2	2	-	2	2	-	2	2	-
<i>Roads</i>			1	1	-	-	-	-	-	-	-
<i>Electricity</i>			7	7	-	6	6	-	6	6	-
<i>Water</i>			2	2	-	1	1	-	1	1	-
<i>Sanitation</i>			-	-	-	-	-	-	-	-	-
<i>Refuse</i>			-	-	-	-	-	-	-	-	-
<i>Other</i>			54	44	10	101	92	9	101	92	9
Clerks (Clerical and administrative)			132	105	27	111	98	13	111	98	13
Service and sales workers			-	-	-	10	1	9	10	1	9
Skilled agricultural and fishery workers			-	-	-	1	-	1	1	-	1
Craft and related trades			-	-	-	9	9	-	9	9	-
Plant and Machine Operators			82	82	-	67	66	1	67	66	1
Elementary Occupations			245	215	30	572	188	384	572	188	384
TOTAL PERSONNEL NUMBERS	9		617	523	94	947	503	443	948	503	445
% increase						53,5%	(3,8%)	371,3%	0,1%	-	0,5%
Total municipal employees headcount	6, 10		617	523	94	947	503	443	948	503	445
Finance personnel headcount	8, 10		60	54	6	60	54	6	60	54	6
Human Resources personnel headcount	8, 10		10	7	3	10	7	3	10	7	3

WC022 Witzenberg - Supporting Table SA25 Budgeted monthly revenue and expenditure

Description	Ref	Budget Year 2025/26												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Revenue																
Exchange Revenue																
Service charges - Electricity		48 786	44 325	44 325	30 943	30 943	26 483	26 483	35 404	39 865	44 325	39 865	30 943	442 689	492 693	548 344
Service charges - Water		4 450	4 450	4 450	4 450	4 450	4 450	4 450	4 450	4 450	4 450	4 450	4 450	53 401	56 207	59 152
Service charges - Waste Water Management		4 549	4 549	4 549	4 549	4 549	4 549	4 549	4 549	4 549	4 549	4 549	4 549	54 590	56 152	58 836
Service charges - Waste Management		3 023	3 023	3 023	3 023	3 023	3 023	3 023	3 023	3 023	3 023	3 023	3 023	36 276	37 996	39 797
Sale of Goods and Rendering of Services		484	484	484	484	484	484	484	484	484	484	484	484	5 813	6 103	6 409
Agency services		410	410	410	410	410	410	410	410	410	410	410	410	4 918	5 164	5 423
Interest		1	1	1	1	1	1	1	1	1	1	1	1	11	12	13
Interest earned from Receivables		2 061	2 061	2 061	2 061	2 061	2 061	2 061	2 061	2 061	2 061	2 061	2 061	24 727	25 963	27 261
Interest earned from Current and Non Current Assets		1 964	1 964	1 964	1 964	1 964	1 964	1 964	1 964	1 964	1 964	1 964	1 964	23 567	24 745	25 982
Rent on Land		2	2	2	2	2	2	2	2	2	2	2	2	29	30	31
Rental from Fixed Assets		526	526	526	526	526	526	526	526	526	526	526	526	6 316	6 632	6 963
Operational Revenue		157	156	156	153	153	152	152	154	155	156	155	153	1 852	1 944	2 042
Non-Exchange Revenue																
Property rates		54 782	5 721	4 430	5 721	5 721	5 721	5 721	5 721	4 430	8 303	7 012	7 012	120 291	130 091	140 685
Surcharges and Taxes		45	45	992	45	45	992	45	45	992	45	45	1 514	4 849	5 468	5 281
Fines, penalties and forfeits		985	985	985	985	985	985	985	985	985	985	985	985	11 816	12 407	13 028
Licences or permits		214	214	214	214	214	214	214	214	214	214	214	214	2 566	2 694	2 829
Transfer and subsidies - Operational		13 774	13 774	17 140	13 774	13 774	17 140	13 774	13 774	17 140	13 774	13 774	20 618	182 230	182 904	195 443
Interest		312	312	312	312	312	312	312	312	312	312	312	312	3 744	3 932	4 128
Operational Revenue		271	271	271	271	271	271	271	271	271	271	271	271	3 250	3 412	3 583
Total Revenue (excluding capital transfers and contributions)		136 796	83 273	86 294	69 888	69 888	69 739	65 426	74 350	81 833	85 855	80 102	79 492	982 936	1 054 551	1 145 229

Description	Ref	Budget Year 2025/26												Medium Term Revenue and Expenditure Framework			
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28	
R thousand																	
Expenditure																	
Employee related costs		25 506	25 506	25 506	25 506	25 506	25 506	25 506	25 506	25 506	25 506	25 506	28 796	309 360	328 514	353 139	
Remuneration of councillors		1 102	1 102	1 102	1 102	1 102	1 102	1 102	1 102	1 102	1 102	1 102	1 102	13 228	14 160	15 145	
Bulk purchases - electricity		43 574	3 998	51 489	23 786	23 786	23 786	19 828	27 744	31 701	35 659	27 744	83 151	396 245	441 118	491 072	
Inventory consumed		2 297	2 297	2 297	2 297	2 297	2 297	2 297	2 297	2 297	2 297	2 297	2 874	28 145	28 529	29 525	
Debt impairment		-	-	-	-	-	-	-	-	-	-	-	76 891	76 891	81 490	86 399	
Depreciation and amortisation		2 841	2 841	2 841	2 841	2 841	2 841	2 841	2 841	2 841	2 841	2 841	2 841	34 090	35 794	37 584	
Interest		900	900	900	900	900	900	900	900	900	900	900	847	10 742	11 279	11 843	
Contracted services		6 205	6 205	6 601	6 205	6 205	6 601	6 205	6 205	6 601	6 205	6 205	7 536	76 979	74 756	77 629	
Transfers and subsidies		411	411	411	411	411	411	411	411	411	411	411	411	4 931	3 246	3 428	
Irrecoverable debts written off		-	-	-	-	-	-	-	-	-	-	-	0	0	0	0	
Operational costs		5 564	5 564	5 630	5 564	5 564	5 630	5 564	5 564	5 630	5 564	5 564	7 322	68 723	71 885	75 980	
Other Losses		6 408	6 408	6 408	6 408	6 408	6 408	6 408	6 408	6 408	6 408	6 408	(70 483)	-	-	-	
Total Expenditure		94 808	55 231	103 185	75 019	75 019	75 481	71 062	78 977	83 397	86 892	78 977	141 286	1 019 335	1 090 772	1 181 745	
Surplus/(Deficit)		41 988	28 042	(16 891)	(5 132)	(5 132)	(5 742)	(5 635)	(4 628)	(1 564)	(1 037)	1 125	(61 794)	(36 399)	(36 221)	(36 516)	
Transfers and subsidies - capital (monetary allocations)		-	-	6 591	-	-	7 026	-	-	6 591	-	-	7 326	27 535	35 191	29 550	
Transfers and subsidies - capital (in-kind)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Surplus/(Deficit) after capital transfers & contributions		41 988	28 042	(10 299)	(5 132)	(5 132)	1 284	(5 635)	(4 628)	5 027	(1 037)	1 125	(54 468)	(8 865)	(1 030)	(6 966)	
Income Tax		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Surplus/(Deficit) after income tax		41 988	28 042	(10 299)	(5 132)	(5 132)	1 284	(5 635)	(4 628)	5 027	(1 037)	1 125	(54 468)	(8 865)	(1 030)	(6 966)	
Share of Surplus/Deficit attributable to Joint Venture		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Share of Surplus/Deficit attributable to Minorities		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Surplus/(Deficit) attributable to municipality		41 988	28 042	(10 299)	(5 132)	(5 132)	1 284	(5 635)	(4 628)	5 027	(1 037)	1 125	(54 468)	(8 865)	(1 030)	(6 966)	
Share of Surplus/Deficit attributable to Associate		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Intercompany/Parent subsidiary transactions		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Surplus/(Deficit)	1	41 988	28 042	(10 299)	(5 132)	(5 132)	1 284	(5 635)	(4 628)	5 027	(1 037)	1 125	(54 468)	(8 865)	(1 030)	(6 966)	

WC022 Witzenberg - Supporting Table SA26 Budgeted monthly revenue and expenditure (municipal vote)

Description	Ref	Budget Year 2025/26												Medium Term Revenue and Expenditure Framework			
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28	
R thousand																	
Revenue by Vote																	
Vote 1 - Financial Services		57 510	8 448	8 311	8 448	8 448	9 602	8 448	8 448	8 311	11 030	9 739	14 893	161 635	169 585	185 698	
Vote 2 - Community Services		11 790	11 790	15 688	11 790	11 790	16 123	11 790	11 790	15 688	11 790	11 790	16 123	157 944	157 594	164 366	
Vote 3 - Corporate Services		1 536	1 536	1 536	1 536	1 536	1 536	1 536	1 536	1 536	1 536	1 536	1 666	18 558	19 610	20 578	
Vote 4 - Technical Services		65 111	60 649	66 501	47 264	47 264	48 655	42 803	51 726	62 040	60 649	56 187	62 747	671 596	742 179	803 324	
Vote 5 - Municipal Manager		61	61	61	61	61	61	61	61	61	61	61	61	737	774	813	
Total Revenue by Vote		136 008	82 484	92 097	69 099	69 099	75 977	64 638	73 561	87 636	85 066	79 314	95 491	1 010 471	1 089 742	1 174 779	
Expenditure by Vote to be appropriated																	
Vote 1 - Financial Services		4 035	4 035	4 035	4 035	4 035	4 035	4 035	4 035	4 035	4 035	4 035	5 085	49 466	52 705	56 100	
Vote 2 - Community Services		10 510	10 509	10 922	10 509	10 509	10 921	10 509	10 509	10 922	10 510	10 509	15 166	132 005	132 199	140 326	
Vote 3 - Corporate Services		11 163	11 163	11 213	11 163	11 163	11 213	11 163	11 163	11 213	11 163	11 163	12 337	135 277	143 935	153 388	
Vote 4 - Technical Services		67 154	27 578	75 069	47 366	47 366	47 366	43 408	51 323	55 281	59 238	51 323	105 754	678 226	736 936	805 184	
Vote 5 - Municipal Manager		2 030	2 030	2 030	2 030	2 030	2 030	2 030	2 030	2 030	2 030	2 030	2 030	24 361	24 996	26 746	
Total Expenditure by Vote		94 891	55 314	103 268	75 102	75 102	75 565	71 145	79 060	83 480	86 975	79 060	140 373	1 019 335	1 090 772	1 181 745	
Surplus/(Deficit) before assoc.		41 117	27 170	(11 171)	(6 003)	(6 003)	412	(6 507)	(5 499)	4 156	(1 909)	254	(44 882)	(8 865)	(1 030)	(6 966)	
Surplus/(Deficit) after income tax		-	-	-	-	-	-	-	-	-	-	-	(8 865)	(8 865)	(1 030)	(6 966)	
Share of Surplus/Deficit attributable to Associate		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Intercompany/Parent subsidiary transactions		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Surplus/(Deficit)	1	41 117	27 170	(11 171)	(6 003)	(6 003)	412	(6 507)	(5 499)	4 156	(1 909)	254	(44 882)	(8 865)	(1 030)	(6 966)	

References

1. Surplus (Deficit) must reconcile with Budgeted Financial Performance

WC022 Witzenberg - Supporting Table SA27 Budgeted monthly revenue and expenditure (functional classification)

Description	Ref	Budget Year 2025/26												Medium Term Revenue and Expenditure Framework			
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28	
R thousand																	
Revenue - Functional																	
<i>Governance and administration</i>		57 760	8 699	8 562	8 699	8 699	9 853	8 699	8 699	8 562	11 281	9 990	15 444	164 944	172 744	189 015	
Executive and council		26	26	26	26	26	26	26	26	26	26	26	26	308	323	339	
Finance and administration		57 735	8 673	8 536	8 673	8 673	9 827	8 673	8 673	8 536	11 255	9 964	15 418	164 636	172 421	188 676	
<i>Community and public safety</i>		13 091	13 089	16 579	13 083	13 083	17 005	13 081	13 085	16 577	13 089	13 087	17 007	171 856	173 187	180 719	
Community and social services		10 732	10 732	14 014	10 732	10 732	14 014	10 732	10 732	14 014	10 732	10 732	14 014	141 914	145 779	151 929	
Sport and recreation		684	684	892	684	684	892	684	684	892	684	684	892	9 044	8 622	9 053	
Public safety		1 457	1 457	1 457	1 457	1 457	1 892	1 457	1 457	1 457	1 457	1 457	1 892	18 356	18 361	19 279	
Housing		217	215	215	209	209	207	207	211	213	215	213	209	2 542	425	458	
<i>Economic and environmental services</i>		328	327	735	324	324	732	324	325	734	327	326	733	5 541	14 611	8 197	
Planning and development		188	187	233	184	184	229	183	185	232	187	186	230	2 407	2 333	2 450	
Road transport		10	10	10	10	10	10	10	10	10	10	10	10	122	9 772	3 097	
Environmental protection		130	130	492	130	130	492	130	130	492	130	130	492	3 013	2 506	2 650	
<i>Trading services</i>		65 604	61 145	66 998	47 770	47 770	49 163	43 311	52 228	62 539	61 145	56 687	53 622	667 983	729 046	796 686	
Energy sources		49 284	44 825	44 825	31 449	31 449	26 991	26 991	35 908	40 366	44 825	40 366	31 449	448 729	499 440	555 846	
Water management		5 832	5 832	11 684	5 832	5 832	11 684	5 832	5 832	11 684	5 832	5 832	11 684	93 390	98 509	103 198	
Waste water management		6 025	6 025	6 025	6 025	6 025	6 025	6 025	6 025	6 025	6 025	6 025	6 025	72 294	74 859	78 602	
Waste management		4 464	4 464	4 464	4 464	4 464	4 464	4 464	4 464	4 464	4 464	4 464	4 464	53 571	56 239	59 040	
<i>Other</i>		12	12	12	12	12	12	12	12	12	12	12	12	146	154	161	
Total Revenue - Functional		136 796	83 273	92 886	69 888	69 888	76 765	65 426	74 350	88 424	85 855	80 102	86 818	1 010 471	1 089 742	1 174 779	
Expenditure - Functional																	
<i>Governance and administration</i>		13 323	13 323	13 373	13 323	13 323	13 373	13 323	13 323	13 373	13 323	13 323	14 858	161 558	170 846	181 968	
Executive and council		3 030	3 030	3 030	3 030	3 030	3 030	3 030	3 030	3 030	3 030	3 030	3 180	36 516	39 042	41 728	
Finance and administration		9 770	9 770	9 820	9 770	9 770	9 820	9 770	9 770	9 820	9 770	9 770	11 155	118 781	125 073	133 006	
Internal audit		522	522	522	522	522	522	522	522	522	522	522	522	6 261	6 730	7 234	
<i>Community and public safety</i>		13 246	13 246	13 630	13 246	13 246	13 630	13 246	13 246	13 630	13 246	13 246	23 888	170 748	175 090	186 628	
Community and social services		2 786	2 786	2 804	2 786	2 786	2 804	2 786	2 786	2 804	2 786	2 786	5 999	36 698	35 453	37 598	
Sport and recreation		4 160	4 160	4 410	4 160	4 160	4 410	4 160	4 160	4 410	4 160	4 160	11 418	57 930	60 719	64 629	
Public safety		5 562	5 562	5 562	5 562	5 562	5 562	5 562	5 562	5 562	5 562	5 562	5 603	66 786	71 408	76 353	
Housing		738	738	854	738	738	854	738	738	854	738	738	867	9 334	7 509	8 048	
<i>Economic and environmental services</i>		3 765	3 765	3 793	3 765	3 765	3 793	3 765	3 765	3 793	3 765	3 765	6 542	48 038	48 752	51 642	
Planning and development		1 636	1 636	1 665	1 636	1 636	1 665	1 636	1 636	1 665	1 636	1 636	1 682	19 767	19 191	20 579	
Road transport		1 760	1 760	1 760	1 760	1 760	1 760	1 760	1 760	1 760	1 760	1 760	1 761	21 119	22 366	23 816	
Environmental protection		369	369	369	369	369	369	369	369	369	369	369	3 098	7 152	7 195	7 247	
<i>Trading services</i>		64 384	24 808	72 300	44 596	44 596	44 596	40 638	48 554	52 511	56 469	48 554	95 909	637 915	694 954	760 322	
Energy sources		47 412	7 835	55 327	27 623	27 623	27 623	23 666	31 581	35 539	39 496	31 581	80 871	436 177	481 067	533 493	
Water management		5 127	5 127	5 127	5 127	5 127	5 127	5 127	5 127	5 127	5 127	5 127	4 195	60 594	64 005	67 616	
Waste water management		4 624	4 624	4 624	4 624	4 624	4 624	4 624	4 624	4 624	4 624	4 624	4 603	55 472	59 214	63 230	
Waste management		7 221	7 221	7 221	7 221	7 221	7 221	7 221	7 221	7 221	7 221	7 221	6 242	85 672	90 668	95 983	
<i>Other</i>		90	90	90	90	90	90	90	90	90	90	90	90	1 076	1 130	1 186	
Total Expenditure - Functional		94 808	55 231	103 185	75 019	75 019	75 481	71 062	78 977	83 397	86 892	78 977	141 286	1 019 335	1 090 772	1 181 745	
Surplus/(Deficit) before assoc.		41 988	28 042	(10 299)	(5 132)	(5 132)	1 284	(5 635)	(4 628)	5 027	(1 037)	1 125	(54 468)	(8 865)	(1 030)	(6 966)	
Intercompany/Parent subsidiary transactions		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Surplus/(Deficit)	1	41 988	28 042	(10 299)	(5 132)	(5 132)	1 284	(5 635)	(4 628)	5 027	(1 037)	1 125	(54 468)	(8 865)	(1 030)	(6 966)	

WC022 Witzenberg - Supporting Table SA28 Budgeted monthly capital expenditure (municipal vote)

Description	Ref	Budget Year 2025/26												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	Nov.	Dec.	January	Feb.	March	April	May	June	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Multi-year expenditure to be appropriated	1															
Vote 2 - Community Services		29	29	204	29	29	204	29	29	204	29	29	5 375	6 221	–	8 736
Vote 4 - Technical Services		–	–	3 680	–	–	3 680	–	–	3 680	–	–	8 869	19 907	35 631	23 673
Capital multi-year expenditure sub-total	2	29	29	3 884	29	29	3 884	29	29	3 884	29	29	14 244	26 128	35 631	32 409
Single-year expenditure to be appropriated																
Vote 1 - Financial Services		–	–	13	–	–	13	–	–	13	–	–	13	50	50	50
Vote 2 - Community Services		42	42	1 212	42	42	1 292	42	42	1 212	42	42	10 248	14 296	1 030	2 450
Vote 3 - Corporate Services		61	61	198	61	61	198	61	61	198	61	61	498	1 580	635	50
Vote 4 - Technical Services		346	346	6 471	346	346	6 621	346	346	6 471	346	346	15 613	37 942	19 495	14 941
Vote 5 - Municipal Manager		–	–	13	–	–	13	–	–	13	–	–	13	50	50	50
Capital single-year expenditure sub-total	2	448	448	7 906	448	448	8 136	448	448	7 906	448	448	26 384	53 918	21 260	17 541
Total Capital Expenditure	2	477	477	11 790	477	477	12 020	477	477	11 790	477	477	40 628	80 047	56 891	49 950

References

1. Table should be completed as either Multi-Year expenditure appropriation or Budget Year and Forward Year estimates
2. Total Capital Expenditure must reconcile to Budgeted Capital Expenditure

WC022 Witzenberg - Supporting Table SA29 Budgeted monthly capital expenditure (functional classification)

Description	Ref	Budget Year 2025/26												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	Nov.	Dec.	January	Feb.	March	April	May	June	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Capital Expenditure - Functional	1															
Governance and administration		169	169	360	169	169	360	169	169	360	169	169	660	3 094	2 885	250
Executive and council		-	-	191	-	-	191	-	-	191	-	-	191	764	250	250
Finance and administration		169	169	169	169	169	169	169	169	169	169	169	469	2 330	2 635	-
Community and public safety		96	96	1 324	96	96	1 374	96	96	1 324	96	96	15 471	20 258	980	11 136
Community and social services		-	-	735	-	-	785	-	-	735	-	-	9 711	11 965	520	10 836
Sport and recreation		58	58	551	58	58	551	58	58	551	58	58	4 853	6 974	460	300
Public safety		38	38	38	38	38	38	38	38	38	38	38	907	1 320	-	-
Economic and environmental services		4	4	4 030	4	4	4 060	4	4	4 030	4	4	4 090	16 245	33 082	27 771
Planning and development		-	-	46	-	-	76	-	-	46	-	-	106	275	-	-
Road transport		4	4	3 929	4	4	3 929	4	4	3 929	4	4	3 929	15 750	33 082	27 771
Environmental protection		-	-	55	-	-	55	-	-	55	-	-	55	220	-	-
Trading services		208	208	7 325	208	208	7 475	208	208	7 325	208	208	16 657	40 449	19 944	10 792
Energy sources		-	-	6 142	-	-	6 142	-	-	6 142	-	-	6 142	24 568	6 018	10 057
Water management		125	125	675	125	125	675	125	125	675	125	125	9 856	12 881	12 991	-
Waste water management		83	83	258	83	83	408	83	83	258	83	83	408	2 000	500	500
Waste management		-	-	250	-	-	250	-	-	250	-	-	250	1 000	435	236
Total Capital Expenditure - Functional	2	477	477	13 040	477	477	13 270	477	477	13 040	477	477	36 878	80 047	56 891	49 950
Funded by:																
National Government		-	-	870	-	-	870	-	-	870	-	-	23 278	25 887	25 547	30 601
Provincial Government		-	-	208	-	-	208	-	-	208	-	-	1 078	1 702	9 644	2 963
District Municipality		-	-	46	-	-	46	-	-	46	-	-	46	185	-	-
Other transfers and grants		25	25	510	25	25	510	25	25	510	25	25	510	2 239	-	-
Transfers recognised - capital		25	25	1 634	25	25	1 634	25	25	1 634	25	25	24 912	30 013	35 191	33 564
Public contributions & donations		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowing		-	-	3 750	-	-	3 750	-	-	3 750	-	-	3 750	15 000	-	-
Internally generated funds		452	452	7 656	452	452	7 886	452	452	7 656	452	452	8 216	35 034	21 700	16 386
Total Capital Funding		477	477	13 040	477	477	13 270	477	477	13 040	477	477	36 878	80 047	56 891	49 950

References

1. Table should be completed as either Multi-Year expenditure appropriation or Budget Year and Forward Year estimates
2. Total Capital Expenditure must reconcile to Budgeted Capital Expenditure

WC022 Witzenberg - Supporting Table SA30 Budgeted monthly cash flow

MONTHLY CASH FLOWS	Budget Year 2025/26												Medium Term Revenue and Expenditure Framework		
	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Cash Receipts By Source													1		
Property rates	9 523	9 523	9 523	9 523	9 523	9 523	9 523	9 523	9 523	9 523	9 523	9 523	114 277	123 586	133 651
Service charges - electricity revenue	41 578	41 578	41 578	41 578	41 578	41 578	41 578	41 578	41 578	41 578	41 578	41 578	498 938	555 293	618 014
Service charges - water revenue	1 878	1 878	1 878	1 878	1 878	1 878	1 878	1 878	1 878	1 878	1 878	1 878	22 539	28 880	32 307
Service charges - sanitation revenue	3 834	3 834	11 622	3 834	3 834	11 622	3 834	3 834	11 622	3 834	3 834	11 622	77 164	48 230	50 552
Service charges - refuse revenue	2 086	2 086	2 086	2 086	2 086	2 086	2 086	2 086	2 086	2 086	2 086	2 086	25 030	26 217	27 460
Rental of facilities and equipment	0	0	0	0	0	0	0	0	0	0	0	0	6	6	6
Interest earned - external investments	1 964	1 964	1 964	1 964	1 964	1 964	1 964	1 964	1 964	1 964	1 964	1 964	23 567	24 745	652
Interest earned - outstanding debtors	2 374	2 374	2 374	2 374	2 374	2 374	2 374	2 374	2 374	2 374	2 374	2 374	28 482	29 906	31 402
Fines, penalties and forfeits	332	332	332	332	332	332	332	332	332	332	332	332	3 984	4 183	4 392
Licences and permits	224	224	224	224	224	224	224	224	224	224	224	224	2 685	2 820	2 961
Agency services	400	400	400	400	400	400	400	400	400	400	400	400	4 799	5 039	5 291
Transfers and Subsidies - Operational	14 433	14 433	14 504	14 433	14 433	14 504	14 433	14 433	14 504	14 433	14 433	16 776	175 756	179 869	188 582
Other revenue	1 572	1 572	1 572	1 572	1 572	1 572	1 572	1 572	1 572	1 572	1 572	9 572	26 861	19 804	20 794
Cash Receipts by Source	80 199	80 199	88 057	80 199	80 199	88 057	80 199	80 199	88 057	80 199	80 199	98 329	1 004 087	1 048 579	1 116 062
Other Cash Flows by Source															
Transfers and subsidies - capital (monetary allocations)	-	-	819	-	-	1 298	-	-	819	-	-	32 253	35 189	40 470	38 599
Total Cash Receipts by Source	80 199	80 199	88 876	80 199	80 199	89 354	80 199	80 199	88 876	80 199	80 199	130 582	1 039 276	1 089 049	1 154 661
Cash Payments by Type															
Employee related costs	(23 331)	(23 331)	(23 331)	(23 331)	(23 331)	(23 331)	(23 331)	(23 331)	(23 331)	(23 331)	(23 331)	(23 331)	(279 975)	(297 037)	(319 329)
Remuneration of councillors	(1 102)	(1 102)	(1 102)	(1 102)	(1 102)	(1 102)	(1 102)	(1 102)	(1 102)	(1 102)	(1 102)	(1 102)	(13 228)	(14 160)	(15 145)
Bulk purchases - Electricity	(38 414)	(38 414)	(38 414)	(38 414)	(38 414)	(38 414)	(38 414)	(38 414)	(38 414)	(38 414)	(38 414)	(38 414)	(460 969)	(513 171)	(571 286)
Other materials	(2 000)	(2 000)	(2 000)	(2 000)	(2 000)	(2 000)	(2 000)	(2 000)	(2 000)	(2 000)	(2 000)	(2 000)	(24 000)	(25 200)	(26 460)
Contracted services	(7 283)	(7 283)	(7 283)	(7 283)	(7 283)	(7 283)	(7 283)	(7 283)	(7 283)	(7 283)	(7 283)	(7 283)	(87 400)	(86 006)	(89 318)
Other expenditure	(6 363)	(6 363)	(6 363)	(6 363)	(6 363)	(6 363)	(6 363)	(6 363)	(6 363)	(6 363)	(6 363)	(6 363)	(76 356)	(77 820)	(81 929)
Cash Payments by Type	(78 494)	(78 494)	(78 494)	(78 494)	(78 494)	(78 494)	(78 494)	(78 494)	(78 494)	(78 494)	(78 494)	(78 494)	(941 929)	(1 013 395)	(1 103 466)
Other Cash Flows/Payments by Type															
Capital assets	-	-	-	-	-	-	-	-	-	-	-	(80 047)	(80 047)	(56 891)	(49 950)
Repayment of borrowing	(265)	(265)	(265)	(265)	(265)	(265)	(265)	(265)	(265)	(265)	(265)	(3 450)	(6 369)	(6 369)	(6 369)
Total Cash Payments by Type	(78 759)	(78 759)	(78 759)	(78 759)	(78 759)	(78 759)	(78 759)	(78 759)	(78 759)	(78 759)	(78 759)	(161 991)	(1 028 344)	(1 076 655)	(1 159 786)
NET INCREASE/(DECREASE) IN CASH HELD	1 439	1 439	10 116	1 439	1 439	10 595	1 439	1 439	10 116	1 439	1 439	(31 409)	10 932	12 394	(5 125)
Cash/cash equivalents at the month/year begin:	209 837	211 276	212 715	222 831	224 271	225 710	236 305	237 744	239 183	249 299	250 738	252 178	209 837	220 769	233 162
Cash/cash equivalents at the month/year end:	211 276	212 715	222 831	224 271	225 710	236 305	237 744	239 183	249 299	250 738	252 178	220 769	220 769	233 162	228 037

References

- Note that this section of Table SA 30 is deliberately not linked to Table A4 because timing differences between the invoicing of clients and receiving the cash means that the cashflow will differ from budgeted revenue, and similarly for budgeted expenditure. However for the MTREF it is now directly linked to A7.
- Bulk purchases - Electricity & Waste Water - use detail information from Table SA1
- Acquisition Inventory - Water & other inventory - use detail information from Table SA3

WC022 Witzenberg - NOT REQUIRED - municipality does not have entities

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R million										
Financial Performance										
Total Revenue (excluding capital transfers and contributions)		-	-	-	-	-	-	-	-	-
Total Expenditure		-	-	-	-	-	-	-	-	-
Surplus/(Deficit)		-	-	-	-	-	-	-	-	-
Capital expenditure & funds sources										
Capital expenditure										
Total sources		-	-	-	-	-	-	-	-	-
Financial position										
Total current assets		-	-	-	-	-	-	-	-	-
Total non current assets		-	-	-	-	-	-	-	-	-
Total current liabilities		-	-	-	-	-	-	-	-	-
Total non current liabilities		-	-	-	-	-	-	-	-	-
Community wealth/Equity		-	-	-	-	-	-	-	-	-
Cash flows										
Net cash from (used) operating		-	-	-	-	-	-	-	-	-
Net cash from (used) investing		-	-	-	-	-	-	-	-	-
Net cash from (used) financing		-	-	-	-	-	-	-	-	-
Cash/cash equivalents at the year end		-	-	-	-	-	-	-	-	-

WC022 Witzenberg - Supporting Table SA32 List of external mechanisms

External mechanism Name of organisation	Yrs/ Mths	Period of agreement 1. Number	Service provided	Expiry date of service delivery agreement or contract	Monetary value of agreement 2. R thousand
No External Mechanisms used					

References

1. Total agreement period from commencement until end
2. Annual value

WC022 Witzenberg - Supporting Table SA33 Contracts having future budgetary implications

Description	Ref	Preceding Years	Current Year 2024/25	2025/26 Medium Term Revenue & Expenditure Framework			Forecast 2028/29	Forecast 2029/30	Forecast 2030/31	Forecast 2031/32	Forecast 2032/33	Forecast 2033/34	Forecast 2034/35	Total Contract Value
		Total	Original Budget	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
R thousand	1,3													
Parent Municipality:														
Revenue Obligation By Contract	2													
Contract 1														-
Contract 2														-
Contract 3														-
Contract 4														-
Contract 5														-
Contract 6														-
Contract 7														-
Long Term Lease of Klipriver Park Resort								720	720	720	720	720	10 800	14 400
Contract 9														-
Contract 10														-
Contract 11														-
Contract 12														-
Contract 13														-
Contract 14														-
Contract 15														-
Contract 16														-
Contract 17														-
Contract 18														-
Contract 19														-
Contract 20														-
Total Operating Revenue Implication		-	-	-	-	-	-	720	720	720	720	720	10 800	14 400
Expenditure Obligation By Contract	2													
Supply of Banking Services		731	508	508	508	508								2 763
Voice over ip and communication solution		467	1 660	1 660	1 660	1 660	2 514							9 622
Financial System				1 200	2 000	2 000	2 000							7 200
Contract 4														-
Contract 5														-
Contract 6														-
Contract 7														-
Contract 8														-
Contract 9														-
Contract 10														-
Contract 11														-
Contract 12														-
Contract 13														-
Contract 14														-
Contract 15														-
Contract 16														-
Contract 17														-
Contract 18														-
Contract 19														-
Contract 20														-
Total Operating Expenditure Implication		1 198	2 168	3 368	4 168	4 168	4 514	-	-	-	-	-	-	19 585
Capital Expenditure Obligation By Contract	2													
Long Term Lease of Klipriver Park Resort			3 825			2 038	1 000							6 863
Contract 2														-
Contract 3														-

Description	Ref	Preceding Years	Current Year 2024/25	2025/26 Medium Term Revenue & Expenditure Framework			Forecast 2028/29	Forecast 2029/30	Forecast 2030/31	Forecast 2031/32	Forecast 2032/33	Forecast 2033/34	Forecast 2034/35	Total Contract Value
		Total	Original Budget	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
<i>Contract 4</i>	1,3													-
<i>Contract 5</i>														-
<i>Contract 6</i>														-
<i>Contract 7</i>														-
<i>Contract 8</i>														-
<i>Contract 9</i>														-
<i>Contract 10</i>														-
<i>Contract 11</i>														-
<i>Contract 12</i>														-
<i>Contract 13</i>														-
<i>Contract 14</i>														-
<i>Contract 15</i>														-
<i>Contract 16</i>														-
<i>Contract 17</i>														-
<i>Contract 18</i>														-
<i>Contract 19</i>														-
<i>Contract 20</i>														-
Total Capital Expenditure Implication		-	3 825	-	-	2 038	1 000	-	-	-	-	-	-	6 863
Total Parent Expenditure Implication		1 198	5 993	3 368	4 168	6 206	5 514	-	-	-	-	-	-	26 448

Description	Ref	Preceding Years	Current Year 2024/25	2025/26 Medium Term Revenue & Expenditure Framework			Forecast 2028/29	Forecast 2029/30	Forecast 2030/31	Forecast 2031/32	Forecast 2032/33	Forecast 2033/34	Forecast 2034/35	Total Contract Value
		Total	Original Budget	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
R thousand	1,3													
Entities:														
Revenue Obligation By Contract	2													
Contract 1														-
Contract 2														-
Contract 3														-
Contract 4														-
Contract 5														-
Contract 6														-
Contract 7														-
Contract 8														-
Contract 9														-
Contract 10														-
Contract 11														-
Contract 12														-
Contract 13														-
Contract 14														-
Contract 15														-
Contract 16														-
Contract 17														-
Contract 18														-
Contract 19														-
Contract 20														-
Total Operating Revenue Implication		-	-	-	-	-	-	-	-	-	-	-	-	-
Expenditure Obligation By Contract	2													
Contract 1														-
Contract 2														-
Contract 3														-
Contract 4														-
Contract 5														-
Contract 6														-
Contract 7														-
Contract 8														-
Contract 9														-
Contract 10														-
Contract 11														-
Contract 12														-
Contract 13														-
Contract 14														-
Contract 15														-
Contract 16														-
Contract 17														-
Contract 18														-
Contract 19														-
Contract 20														-
Total Operating Expenditure Implication		-	-	-	-	-	-	-	-	-	-	-	-	-

Description	Ref	Preceding Years	Current Year 2024/25	2025/26 Medium Term Revenue & Expenditure Framework			Forecast 2028/29	Forecast 2029/30	Forecast 2030/31	Forecast 2031/32	Forecast 2032/33	Forecast 2033/34	Forecast 2034/35	Total Contract Value
		Total	Original Budget	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
R thousand	1,3													
Capital Expenditure Obligation By Contract	2													
Contract 1														-
Contract 2														-
Contract 3														-
Contract 4														-
Contract 5														-
Contract 6														-
Contract 7														-
Contract 8														-
Contract 9														-
Contract 10														-
Contract 11														-
Contract 12														-
Contract 13														-
Contract 14														-
Contract 15														-
Contract 16														-
Contract 17														-
Contract 18														-
Contract 19														-
Contract 20														-
Total Capital Expenditure Implication		-	-	-	-	-	-	-	-	-	-	-	-	-
Total Entity Expenditure Implication		-	-	-	-	-	-	-	-	-	-	-	-	-

References

1. Total implication for all preceding years to be summed and total stated in 'Preceding Years' column
2. List all contracts with future financial obligations beyond the three years covered by the MTREF (MFMA s33)
3. For municipalities with approved total revenue not exceeding R250 m - all contracts with an annual cost greater than R500 000. For municipalities with approved total revenue greater than R250 m - all contracts with an annual cost greater than R1million. For municipalities with approved total revenue greater than R500 m - all contracts with an annual cost greater than R5 million

WC022 Witzenberg - Supporting Table SA34a Capital expenditure on new assets by asset class

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Capital expenditure on new assets by Asset Class/Sub-class	1									
Infrastructure		52 286	(57 795)	21 321	22 898	25 859	25 859	11 863	21 005	11 738
Roads Infrastructure		2 169	15 725	-	1 532	200	200	4 750	8 696	11 196
Roads		1 457	15 725	-	1 332	-	-	-	-	-
Road Structures		712	-	-	200	200	200	4 750	8 696	11 196
Storm water Infrastructure		889	-	-	-	-	-	-	-	-
Storm water Conveyance		889	-	-	-	-	-	-	-	-
Electrical Infrastructure		9 041	591	1 037	-	-	-	-	518	543
MV Networks		7 475	591	1 037	-	-	-	-	518	543
LV Networks		1 565	-	-	-	-	-	-	-	-
Water Supply Infrastructure		20 159	14 875	10 095	21 265	24 243	24 243	6 613	11 791	-
Dams and Weirs		19 270	13 388	2 857	-	-	-	-	-	-
Boreholes		-	-	-	-	223	223	-	-	-
Reservoirs		-	623	4 991	-	-	-	5 189	11 791	-
Bulk Mains		-	863	2 246	21 265	24 020	24 020	1 424	-	-
Distribution		889	-	-	-	-	-	-	-	-
Sanitation Infrastructure		1 053	1 284	837	-	862	862	500	-	-
Reticulation		889	-	-	-	700	700	-	-	-
Toilet Facilities		164	1 284	837	-	162	162	500	-	-
Solid Waste Infrastructure		18 975	(90 270)	9 352	100	554	554	-	-	-
Landfill Sites		-	-	4 301	-	201	201	-	-	-
Waste Drop-off Points		-	-	1 685	100	353	353	-	-	-
Waste Separation Facilities		18 975	(90 270)	3 366	-	-	-	-	-	-
Community Assets		736	584	58	1 000	1 000	1 000	12 250	-	8 736
Community Facilities		736	-	58	1 000	1 000	1 000	12 050	-	8 736
Libraries		-	-	58	1 000	1 000	1 000	11 665	-	-
Cemeteries/Crematoria		-	-	-	-	-	-	-	-	8 736
Parks		-	-	-	-	-	-	200	-	-
Markets		736	-	-	-	-	-	185	-	-
Sport and Recreation Facilities		-	584	-	-	-	-	200	-	-
Outdoor Facilities		-	584	-	-	-	-	200	-	-
Other assets		-	-	748	-	-	-	-	-	-
Operational Buildings		-	-	616	-	-	-	-	-	-
Training Centres		-	-	616	-	-	-	-	-	-
Housing		-	-	132	-	-	-	-	-	-
Social Housing		-	-	132	-	-	-	-	-	-
Intangible Assets		-	-	331	80	363	363	-	-	-
Licences and Rights		-	-	331	80	363	363	-	-	-
Computer Software and Applications		-	-	331	80	363	363	-	-	-
Computer Equipment		2 091	653	932	350	674	674	330	335	-
Computer Equipment		2 091	653	932	350	674	674	330	335	-
Furniture and Office Equipment		1 436	320	701	516	549	549	1 064	500	250
Furniture and Office Equipment		1 436	320	701	516	549	549	1 064	500	250
Machinery and Equipment		189	306	6 097	950	1 587	1 587	3 230	1 145	736
Machinery and Equipment		189	306	6 097	950	1 587	1 587	3 230	1 145	736
Transport Assets		1 541	1 543	12 395	1 000	8 805	8 805	1 600	2 000	-
Transport Assets		1 541	1 543	12 395	1 000	8 805	8 805	1 600	2 000	-
Total Capital Expenditure on new assets	1	58 278	(54 388)	42 583	26 794	38 838	38 838	30 336	24 985	21 461

References

1. Total Capital Expenditure on new assets (SA34a) plus Total Capital Expenditure on renewal of existing assets (SA34b) plus Total Capital Expenditure on upgrading of existing assets (SA34e) must reconcile to total capital expend.

WC022 Witzenberg - Supporting Table SA34b Capital expenditure on the renewal of existing assets by asset class

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Capital expenditure on renewal of existing assets by Asset Class/Sub-class										
Infrastructure		-	5 216	15 836	8 500	17 505	17 505	9 300	10 300	6 300
Roads Infrastructure		-	1 985	13 473	5 000	10 476	10 476	6 000	8 000	5 000
Roads		-	1 985	13 473	5 000	10 476	10 476	6 000	8 000	5 000
Storm water Infrastructure		-	-	-	-	2 778	2 778	-	-	-
Storm water Conveyance		-	-	-	-	2 778	2 778	-	-	-
Electrical Infrastructure		-	-	1 000	500	500	500	1 000	1 000	1 000
MV Networks		-	-	1 000	500	500	500	1 000	1 000	1 000
Water Supply Infrastructure		-	28	100	750	1 500	1 500	1 000	1 000	-
Distribution		-	28	100	750	1 500	1 500	1 000	1 000	-
Sanitation Infrastructure		-	3 203	1 262	2 250	2 250	2 250	1 300	300	300
Reticulation		-	3 203	1 262	1 000	250	250	1 100	100	100
Waste Water Treatment Works		-	-	-	1 250	2 000	2 000	200	200	200
Community Assets		-	-	-	450	450	450	-	520	-
Community Facilities		-	-	-	-	-	-	-	520	-
Halls		-	-	-	-	-	-	-	520	-
Sport and Recreation Facilities		-	-	-	450	450	450	-	-	-
Outdoor Facilities		-	-	-	450	450	450	-	-	-
Total Capital Expenditure on renewal of existing assets	1	-	5 216	15 836	8 950	17 955	17 955	9 300	10 820	6 300
Renewal of Existing Assets as % of total capex		0,0%	-169,4%	18,3%	10,5%	20,6%	20,6%	11,6%	19,0%	12,6%
Renewal of Existing Assets as % of deprecn"		0,0%	15,0%	46,2%	16,5%	33,1%	33,1%	27,3%	30,2%	16,8%

References

1. Total Capital Expenditure on renewal of existing assets (SA34b) plus Total Capital Expenditure on new assets (SA34a) plus Total Capital Expenditure on upgrading of existing assets (SA34e) must reconcile to total capital expenc

WC022 Witzenberg - Supporting Table SA34c Repairs and maintenance expenditure by asset class

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Repairs and maintenance expenditure by Asset Class/Sub-class										
Infrastructure		10 602	23 064	18 827	25 463	16 073	16 073	17 361	18 110	19 015
Roads Infrastructure		3 986	11 903	7 971	13 159	6 125	6 125	7 181	7 421	7 792
Roads		3 293	11 204	6 817	11 976	4 946	4 946	5 974	6 154	6 462
Road Furniture		694	699	1 154	1 183	1 179	1 179	1 207	1 267	1 330
Storm water Infrastructure		1 976	1 554	322	1 535	199	199	204	214	225
Storm water Conveyance		1 976	1 554	322	1 535	199	199	204	214	225
Electrical Infrastructure		1 291	1 503	1 564	2 358	2 276	2 276	2 390	2 509	2 635
HV Substations		-	-	-	15	-	-	-	-	-
MV Substations		396	784	770	1 028	995	995	1 045	1 097	1 152
MV Switching Stations		-	-	-	0	-	-	-	-	-
MV Networks		337	644	395	723	711	711	747	784	823
LV Networks		557	75	399	592	570	570	598	628	659
Water Supply Infrastructure		696	3 021	2 648	2 860	2 785	2 785	2 856	2 999	3 149
Dams and Weirs		-	1 031	1 308	1 286	1 745	1 745	1 832	1 924	2 020
Boreholes		68	1 357	380	398	133	133	313	328	345
Pump Stations		-	54	56	59	59	59	62	65	68
Water Treatment Works		247	107	307	118	118	118	124	130	137
Bulk Mains		195	296	363	520	330	330	105	110	116
Distribution		149	106	111	350	400	400	420	441	463
Distribution Points		38	70	124	130	-	-	-	-	-
Sanitation Infrastructure		2 652	5 083	6 322	5 551	4 688	4 688	4 730	4 967	5 215
Reticulation		1 206	1 579	2 857	2 960	2 571	2 571	2 592	2 722	2 858
Waste Water Treatment Works		1 414	3 394	3 368	2 464	1 990	1 990	2 004	2 104	2 209
Toilet Facilities		32	110	97	127	127	127	134	140	147
Community Assets		861	515	600	1 103	960	960	2 027	1 016	1 067
Community Facilities		430	353	449	680	663	663	1 715	688	723
Halls		152	141	137	200	170	170	1 250	200	210
Crèches		54	46	106	151	136	136	158	166	174
Libraries		45	29	25	31	32	32	33	34	36
Cemeteries/Crematoria		115	35	106	185	158	158	132	138	145
Public Ablution Facilities		1	-	-	32	32	32	1	1	1
Markets		65	100	74	81	135	135	141	148	156
Sport and Recreation Facilities		431	162	151	423	297	297	312	328	344
Indoor Facilities		186	101	75	155	79	79	83	87	92
Outdoor Facilities		245	62	77	268	218	218	229	241	253
Other assets		390	528	708	821	776	776	832	874	917
Operational Buildings		293	313	335	559	454	454	557	585	614
Municipal Offices		293	313	335	559	454	454	557	585	614
Housing		97	215	373	262	322	322	275	289	303
Social Housing		97	215	373	262	322	322	275	289	303
Computer Equipment		104	160	122	182	172	172	176	184	194
Computer Equipment		104	160	122	182	172	172	176	184	194
Furniture and Office Equipment		19	10	1	61	35	35	24	25	27
Furniture and Office Equipment		19	10	1	61	35	35	24	25	27
Machinery and Equipment		89	107	163	314	314	314	330	347	364
Machinery and Equipment		89	107	163	314	314	314	330	347	364
Transport Assets		2 169	2 664	2 912	3 439	4 172	4 172	5 028	4 766	4 553
Transport Assets		2 169	2 664	2 912	3 439	4 172	4 172	5 028	4 766	4 553
Total Repairs and Maintenance Expenditure	1	14 233	27 047	23 334	31 384	22 502	22 502	25 778	25 322	26 137

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand	1									
R&M as a % of PPE		1,4%	2,8%	2,4%	2,9%	2,0%	2,0%	2,2%	2,1%	2,2%
R&M as % Operating Expenditure		2,1%	3,9%	2,7%	3,1%	2,3%	2,3%	3,7%	2,5%	2,4%

References

1. Total Repairs and Maintenance Expenditure by Asset Category must reconcile to total repairs and maintenance expenditure on Table SA1

WC022 Witzenberg - Supporting Table SA34d Depreciation by asset class

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Depreciation by Asset Class/Sub-class										
Infrastructure		30 233	23 465	23 499	38 394	38 394	38 394	22 416	23 537	24 713
Roads Infrastructure		5 475	5 952	6 188	4 758	4 758	4 758	586	615	646
Roads		5 475	5 952	6 188	558	558	558	586	615	646
Road Structures		-	-	-	2 100	2 100	2 100	-	-	-
Road Furniture		-	-	-	2 100	2 100	2 100	-	-	-
Storm water Infrastructure		2 389	2 422	2 432	2 091	2 091	2 091	532	559	587
Drainage Collection		2 389	2 422	2 432	507	507	507	532	559	587
Storm water Conveyance		-	-	-	1 077	1 077	1 077	-	-	-
Attenuation		-	-	-	507	507	507	-	-	-
Electrical Infrastructure		3 424	3 484	3 813	3 912	3 912	3 912	996	1 046	1 098
HV Substations		-	-	-	474	474	474	-	-	-
HV Switching Station		-	-	-	474	474	474	-	-	-
HV Transmission Conductors		-	-	-	474	474	474	-	-	-
MV Substations		-	-	-	474	474	474	-	-	-
MV Switching Stations		-	-	-	474	474	474	-	-	-
MV Networks		3 105	3 165	3 357	591	591	591	498	523	549
LV Networks		319	319	457	474	474	474	498	523	549
Capital Spares		-	-	-	474	474	474	-	-	-
Water Supply Infrastructure		4 880	5 544	6 066	5 434	5 434	5 434	1 582	1 661	1 744
Dams and Weirs		-	-	-	407	407	407	-	-	-
Boreholes		42	72	68	407	407	407	-	-	-
Reservoirs		817	833	873	407	407	407	427	449	471
Pump Stations		104	104	439	407	407	407	-	-	-
Water Treatment Works		-	-	-	407	407	407	-	-	-
Bulk Mains		-	-	-	100	100	100	-	-	-
Distribution		3 918	4 536	4 686	1 100	1 100	1 100	1 155	1 213	1 273
Distribution Points		-	-	-	1 100	1 100	1 100	-	-	-
PRV Stations		-	-	-	1 100	1 100	1 100	-	-	-
Sanitation Infrastructure		3 770	5 002	4 512	5 559	5 559	5 559	2 625	2 756	2 894
Pump Station		(226)	231	137	100	100	100	105	110	116
Reticulation		137	136	137	1 200	1 200	1 200	1 260	1 323	1 389
Waste Water Treatment Works		3 859	3 939	4 130	1 200	1 200	1 200	1 260	1 323	1 389
Outfall Sewers		-	-	-	1 200	1 200	1 200	-	-	-
Toilet Facilities		-	-	-	1 859	1 859	1 859	-	-	-
Capital Spares		-	695	108	-	-	-	-	-	-
Solid Waste Infrastructure		10 116	900	334	16 640	16 640	16 640	16 094	16 899	17 744
Landfill Sites		10 116	878	302	15 000	15 000	15 000	15 750	16 538	17 364
Waste Transfer Stations		-	-	-	328	328	328	-	-	-
Waste Processing Facilities		-	-	-	328	328	328	-	-	-
Waste Drop-off Points		1	22	31	328	328	328	344	362	380
Waste Separation Facilities		-	-	-	328	328	328	-	-	-
Electricity Generation Facilities		-	-	-	328	328	328	-	-	-
Information and Communication Infrastructure		178	161	153	-	-	-	-	-	-
Data Centres		178	161	153	-	-	-	-	-	-
Community Assets		2 727	2 683	2 940	3 527	3 527	3 527	1 937	2 034	2 136
Community Facilities		1 244	1 017	1 014	2 079	2 079	2 079	417	438	460
Halls		-	-	-	1 422	1 422	1 422	-	-	-
Centres		285	304	299	-	-	-	-	-	-
Fire/Ambulance Stations		12	12	12	-	-	-	-	-	-
Libraries		260	199	199	385	385	385	404	424	446
Cemeteries/Crematoria		5	5	5	13	13	13	13	14	15
Public Open Space		7	7	7	260	260	260	-	-	-
Public Ablution Facilities		645	407	408	-	-	-	-	-	-
Markets		29	83	83	-	-	-	-	-	-
Airports		1	1	1	-	-	-	-	-	-
Sport and Recreation Facilities		1 483	1 666	1 926	1 448	1 448	1 448	1 520	1 596	1 676
Outdoor Facilities		1 483	1 666	1 926	1 448	1 448	1 448	1 520	1 596	1 676
Investment properties		281	749	409	742	742	742	195	204	215

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand	1									
Revenue Generating		-	468	-	371	371	371	-	-	-
Improved Property		-	468	-	185	185	185	-	-	-
Unimproved Property		-	-	-	185	185	185	-	-	-
Non-revenue Generating		281	281	409	371	371	371	195	204	215
Improved Property		281	281	409	185	185	185	195	204	215
Unimproved Property		-	-	-	185	185	185	-	-	-
Other assets		1 080	2 187	1 653	-	-	-	-	-	-
Operational Buildings		1 080	2 187	1 653	-	-	-	-	-	-
Municipal Offices		1 032	2 138	1 604	-	-	-	-	-	-
Workshops		49	49	49	-	-	-	-	-	-
Capital Spares		0	-	-	-	-	-	-	-	-
Intangible Assets		78	76	12	128	128	128	90	94	99
Licences and Rights		78	76	12	128	128	128	90	94	99
Water Rights		-	-	-	17	17	17	-	-	-
Computer Software and Applications		78	76	12	111	111	111	90	94	99
Computer Equipment		376	376	669	2 373	2 373	2 373	2 428	2 549	2 677
Computer Equipment		376	376	669	2 373	2 373	2 373	2 428	2 549	2 677
Furniture and Office Equipment		451	677	834	630	630	630	602	632	663
Furniture and Office Equipment		451	677	834	630	630	630	602	632	663
Machinery and Equipment		1 134	2 526	2 221	1 505	1 505	1 505	1 397	1 467	1 541
Machinery and Equipment		1 134	2 526	2 221	1 505	1 505	1 505	1 397	1 467	1 541
Transport Assets		1 970	1 993	2 005	6 921	6 921	6 921	5 025	5 277	5 540
Transport Assets		1 970	1 993	2 005	6 921	6 921	6 921	5 025	5 277	5 540
Total Depreciation	1	38 331	34 730	34 241	54 219	54 219	54 219	34 090	35 794	37 584

References

1. Depreciation based on write down values. Not including Depreciation resulting from revaluation.

WC022 Witzenberg - Supporting Table SA34e Capital expenditure on the upgrading of existing assets by asset class

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Capital expenditure on upgrading of existing assets by Asset Class/Sub-class										
Infrastructure		11 081	39 607	24 326	48 721	28 548	28 548	33 787	21 086	20 090
Roads Infrastructure		10 231	27 340	18 633	585	485	485	5 000	16 386	11 576
Roads		-	-	-	100	-	-	5 000	16 386	11 576
Road Structures		10 231	27 340	18 633	485	485	485	-	-	-
Storm water Infrastructure		-	-	-	450	450	450	-	-	-
Storm water Conveyance		-	-	-	450	450	450	-	-	-
Electrical Infrastructure		533	4 236	5 693	30 702	13 104	13 104	23 318	4 300	8 314
HV Substations		-	-	1 373	25 000	7 245	7 245	15 000	-	-
MV Substations		533	950	1 500	500	920	920	1 630	1 400	1 400
MV Networks		-	2 236	1 820	1 609	1 309	1 309	2 500	2 400	2 400
LV Networks		-	1 050	1 000	3 593	3 630	3 630	4 188	500	4 514
Water Supply Infrastructure		-	-	-	3 340	865	865	5 269	200	-
Water Treatment Works		-	-	-	500	500	500	500	200	-
Distribution		-	-	-	2 840	365	365	4 769	-	-
Sanitation Infrastructure		317	8 030	-	13 643	13 643	13 643	200	200	200
Waste Water Treatment Works		317	8 030	-	13 643	13 643	13 643	200	200	200
Community Assets		3 031	6 485	3 865	100	500	500	5 934	-	2 100
Community Facilities		-	-	828	100	-	-	100	-	2 100
Halls		-	-	-	-	-	-	-	-	2 100
Cemeteries/Crematoria		-	-	-	100	-	-	100	-	-
Markets		-	-	828	-	-	-	-	-	-
Sport and Recreation Facilities		3 031	6 485	3 037	-	500	500	5 834	-	-
Outdoor Facilities		3 031	6 485	3 037	-	500	500	5 834	-	-
Other assets		-	-	-	600	1 020	1 020	600	-	-
Operational Buildings		-	-	-	600	1 020	1 020	600	-	-
Municipal Offices		-	-	-	300	720	720	300	-	-
Workshops		-	-	-	300	300	300	300	-	-
Intangible Assets		-	-	-	200	200	200	-	-	-
Licences and Rights		-	-	-	200	200	200	-	-	-
Computer Software and Applications		-	-	-	200	200	200	-	-	-
Machinery and Equipment		-	-	-	-	-	-	90	-	-
Machinery and Equipment		-	-	-	-	-	-	90	-	-
Total Capital Expenditure on upgrading of existing assets	1	14 112	46 092	28 191	49 621	30 268	30 268	40 411	21 086	22 190
Upgrading of Existing Assets as % of total capex		0,0%	-1496,5%	32,5%	58,1%	34,8%	34,8%	50,5%	37,1%	44,4%
Upgrading of Existing Assets as % of deprecn"		36,8%	132,7%	82,3%	91,5%	55,8%	55,8%	118,5%	58,9%	59,0%

References

1. Total Capital Expenditure on upgrading of existing assets (SA34e) plus Total Capital Expenditure on new assets (SA34a) plus Total Capital Expenditure on renewal of existing assets (SA34b) must reconcile to total capital expenditure

WC022 Witzenberg - Supporting Table SA35 Future financial implications of the capital budget

Vote Description	Ref	2025/26 Medium Term Revenue & Expenditure Framework		
		Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand				
Capital expenditure	1			
Vote 1 - Financial Services		50	50	50
Vote 2 - Community Services		20 517	1 030	11 186
Vote 3 - Corporate Services		1 580	635	50
Vote 4 - Technical Services		57 849	55 126	38 614
Vote 5 - Municipal Manager		50	50	50
Vote 6 - Planning and Development		-	-	-
Vote 7 - [NAME OF VOTE 7]		-	-	-
Vote 8 - [NAME OF VOTE 8]		-	-	-
Vote 9 - [NAME OF VOTE 9]		-	-	-
Vote 10 - [NAME OF VOTE 10]		-	-	-
Vote 11 - [NAME OF VOTE 11]		-	-	-
Vote 12 - [NAME OF VOTE 12]		-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-
<i>List entity summary if applicable</i>				
Total Capital Expenditure		80 047	56 891	49 950
Future operational costs by vote	2			
Vote 1 - Financial Services		49 416	52 655	56 050
Vote 2 - Community Services		111 488	131 169	129 140
Vote 3 - Corporate Services		133 697	143 300	153 338
Vote 4 - Technical Services		620 376	681 810	766 570
Vote 5 - Municipal Manager		24 311	24 946	26 696
Vote 6 - Planning and Development		-	-	-
Vote 7 - [NAME OF VOTE 7]		-	-	-
Vote 8 - [NAME OF VOTE 8]		-	-	-
Vote 9 - [NAME OF VOTE 9]		-	-	-
Vote 10 - [NAME OF VOTE 10]		-	-	-
Vote 11 - [NAME OF VOTE 11]		-	-	-
Vote 12 - [NAME OF VOTE 12]		-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-
<i>List entity summary if applicable</i>				
Total future operational costs		939 288	1 033 881	1 131 795
Future revenue by source	3			
Exchange Revenue		32 840	492 693	548 344
Service charges - Electricity		442 689	492 693	548 344
Service charges - Water		53 401	56 207	59 152
Service charges - Waste Water Management		54 590	56 152	58 836
Service charges - Waste Management		36 276	37 996	39 797
Agency services		4 918	5 164	5 423
<i>List other revenues sources if applicable</i>				
<i>List entity summary if applicable</i>				
Total future revenue		624 715	1 140 906	1 259 896
Net Financial Implications		394 620	(50 134)	(78 151)

References

1. Summarise the total capital cost until capital project is operational (MFMA s19(2)(a))
2. Summary of future operational costs from when projects operational (present value until the end of each asset's useful life) (MFMA s19(2)(b))
3. Summarise the future revenue from when projects are operational, including municipal tax and tariff implications, (present value until the end of asset)

WC022 Witzenberg - Supporting Table SA36 Detailed capital budget

R thousand								2025/26 Medium Term Revenue & Expenditure Framework		
Function	Project Description	Project Number	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Parent municipality:										
<i>List all capital projects grouped by Function</i>										
Cemeteries, Funeral Parlours and Crematoriums	Capex Expanding Of Existing Cemetery	CAP130	<i>Community Facilities</i>	<i>Cemeteries/Crematoria</i>	Whole of the Municipality	19.30725877409244	-33.37130853694222	100	-	-
Cemeteries, Funeral Parlours and Crematoriums	Develop land for regional cemetery new cemetery	CAP252	<i>Community Facilities</i>	<i>Cemeteries/Crematoria</i>	Whole of the Municipality	19.30725877409244	-33.37130853694222	-	-	8 736
Community Halls and Facilities	Replace asbestos roof Kliprug Community hall	CAP249	<i>Community Facilities</i>	<i>Halls</i>	PA Hamlet	19.32701184855348	-33.28887016857954	-	-	2 100
Community Halls and Facilities	Replace vinyl flooring Montana Comm hall	CAP250	<i>Community Facilities</i>	<i>Halls</i>	Wolseley	19.19789295035211	-33.41284899620041	-	520	-
Community Parks (including Nurseries)	Capex Plant & Equipment	CAP011	<i>Machinery and Equipment</i>	<i>Machinery and Equipment</i>	Whole of the Municipality	19.30725877409244	-33.37130853694222	300	200	-
Community Parks (including Nurseries)	Capex Brushcutters	CAP043	<i>Machinery and Equipment</i>	<i>Machinery and Equipment</i>	Whole of the Municipality	19.30725877409244	-33.37130853694222	110	120	150
Community Parks (including Nurseries)	Capex Chainsaws	CAP044	<i>Machinery and Equipment</i>	<i>Machinery and Equipment</i>	Whole of the Municipality	19.30725877409244	-33.37130853694222	130	140	150
Community Parks (including Nurseries)	Capex Irrigation Equipment For Parks	CAP149	<i>Machinery and Equipment</i>	<i>Machinery and Equipment</i>	Whole of the Municipality	19.30725877409244	-33.37130853694222	200	-	-
Community Parks (including Nurseries)	Capex Landscaping Of Parks	CAP188	<i>Community Facilities</i>	<i>Parks</i>	Whole of the Municipality	19.30725877409244	-33.37130853694222	200	-	-
Economic Development/Planning	Installation of solar panels for Gate motors	CAP246	<i>Machinery and Equipment</i>	<i>Machinery and Equipment</i>	Bella Vista	19.31828188698563	-33.32997098951867	30	-	-
Economic Development/Planning	Installation of electronic roller shutter door	CAP247	<i>Machinery and Equipment</i>	<i>Machinery and Equipment</i>	PA Hamlet	19.32701184855348	-33.28887016857954	60	-	-
Economic Development/Planning	Informal Trader infrastructure_ Op die Berg	CAP245	<i>Machinery and Equipment</i>	<i>Markets</i>	Op-die-Berg	19.31244901100523	-33.02363646856553	185	-	-
Electricity	Capex Upgrade Power Station	CAP227	<i>Electrical Infrastructure</i>	<i>HV Substations</i>	Whole of the Municipality	19.30725877409244	-33.37130853694222	15 000	-	-
Electricity	Capex Upgrade Of Lv Network Cables	CAP139	<i>Electrical Infrastructure</i>	<i>LV Networks</i>	Whole of the Municipality	19.30725877409244	-33.37130853694222	500	400	400
Electricity	Capex: Tools & Equipment	CAP067	<i>Machinery and Equipment</i>	<i>Machinery and Equipment</i>	Whole of the Municipality	19.30725877409244	-33.37130853694222	250	200	200
Electricity	Capex Electrical Network Housing Project	CAP013	<i>Electrical Infrastructure</i>	<i>MV Networks</i>	Whole of the Municipality	19.30725877409244	-33.37130853694222	-	518	543
Electricity	Capex Mv Network Equipment	CAP137	<i>Electrical Infrastructure</i>	<i>MV Networks</i>	Whole of the Municipality	19.30725877409244	-33.37130853694222	1 000	1 000	1 000
Electricity	Capex Upgrade Of Mv Cables	CAP140	<i>Electrical Infrastructure</i>	<i>MV Networks</i>	Whole of the Municipality	19.30725877409244	-33.37130853694222	1 500	1 400	1 400
Electricity	Capex Electrical Network Refurbishment	CAP186	<i>Electrical Infrastructure</i>	<i>MV Networks</i>	Whole of the Municipality	19.30725877409244	-33.37130853694222	1 000	1 000	1 000
Electricity	Capex Mv Substation Equipment	CAP138	<i>Electrical Infrastructure</i>	<i>MV Substations</i>	Whole of the Municipality	19.30725877409244	-33.37130853694222	1 630	1 400	1 400
Fire Fighting and Protection	Capex Fire Fighting Equipment	CAP144	<i>Machinery and Equipment</i>	<i>Machinery and Equipment</i>	Whole of the Municipality	19.30725877409244	-33.37130853694222	150	-	-
Fire Fighting and Protection	Fire Fighting Equipment	CAP218	<i>Machinery and Equipment</i>	<i>Machinery and Equipment</i>	Whole of the Municipality	19.30725877409244	-33.37130853694222	870	-	-
Fleet Management	Capex Tools & Equipment	CAP073	<i>Machinery and Equipment</i>	<i>Machinery and Equipment</i>	Whole of the Municipality	19.30725877409244	-33.37130853694222	-	50	-
Fleet Management	Capex Vehicle Replacement Programme	CAP032	<i>Transport Assets</i>	<i>Transport Assets</i>	Whole of the Municipality	19.30725877409244	-33.37130853694222	1 300	2 000	-
Finance and Administration	Capex Vehicle Replacement Programme	CAP032	<i>Transport Assets</i>	<i>Transport Assets</i>	Whole of the Municipality	19.30725877409244	-33.37130853694222	300	-	-
Fleet Management	Capex Workshop Building Upgrade	CAP200	<i>Operational Buildings</i>	<i>Workshops</i>	Ceres	19.31164140006567	-33.36897405048223	300	-	-
Information Technology	Capex It Equipment	CAP002	<i>Computer Equipment</i>	<i>Computer Equipment</i>	Whole of the Municipality	19.30725877409244	-33.37130853694222	300	300	-
Libraries and Archives	Capex Library Nduli_Office Equipment	CAP244	<i>Furniture and Office Equipment</i>	<i>Furniture and Office Equipment</i>	N'duli	19.34285681435944	-33.3558989814609	200	-	-
Libraries and Archives	Capex Library Nduli	CAP192	<i>Community Facilities</i>	<i>Libraries</i>	N'duli	19.34285681435944	-33.3558989814609	11 665	-	-
Marketing, Customer Relations, Publicity and	Capex Camera Equipment	CAP189	<i>Computer Equipment</i>	<i>Computer Equipment</i>	Whole of the Municipality	19.30725877409244	-33.37130853694222	30	35	-
Marketing, Customer Relations, Publicity and	Capex: Access Control - Furniture And Equipment	CAP065	<i>Furniture and Office Equipment</i>	<i>Furniture and Office Equipment</i>	Whole of the Municipality	19.30725877409244	-33.37130853694222	100	250	-
Mayor and Council	Capex Furniture & Equipment	CAP005	<i>Furniture and Office Equipment</i>	<i>Furniture and Office Equipment</i>	Whole of the Municipality	19.30725877409244	-33.37130853694222	500	-	-
Municipal Manager, Town Secretary and	Capex Furniture & Equipment	CAP005	<i>Furniture and Office Equipment</i>	<i>Furniture and Office Equipment</i>	Whole of the Municipality	19.30725877409244	-33.37130853694222	264	250	250
Police Forces, Traffic and Street Parking	Capex Building Upgrade Traffic Department	CAP228	<i>Operational Buildings</i>	<i>Municipal Offices</i>	Whole of the Municipality	19.30725877409244	-33.37130853694222	300	-	-

Function	Project Description	Project Number	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Pollution Control	Air quality equipment_all	CAP248	Machinery and Equipment	Machinery and Equipment	Whole of the Municipality	19.30725877409244	-33.37130853694222	220	-	-
Roads	Capex Traffic Calming	CAP020	Roads Infrastructure	Road Structures	Whole of the Municipality	19.30725877409244	-33.37130853694222	50	-	-
Roads	Capex Rehabilitation Cellier Street	CAP231	Roads Infrastructure	Roads	Ceres	19.31164140006567	-33.36897405048223	5 000	-	-
Roads	Capex Main Roads Ceres	CAP242	Roads Infrastructure	Roads	Ceres	19.31164140006567	-33.36897405048223	-	4 822	1 482
Roads	Capex Main Roads Tulbagh	CAP243	Roads Infrastructure	Roads	Tulbagh	19.14462848402406	-33.28572647212659	-	4 822	1 482
Roads	Capex Network Street	CAP077	Roads Infrastructure	Roads	Whole of the Municipality	19.30725877409244	-33.37130853694222	6 000	8 000	5 000
Roads	Capex Rehabilitation - Streets Wolseley	CAP225	Roads Infrastructure	Roads	Wolseley	19.19789295035211	-33.41284899620041	-	6 742	8 612
Sewerage	Capex Sewer Network Replacement	CAP018	Sanitation Infrastructure	Reticulation	Whole of the Municipality	19.30725877409244	-33.37130853694222	1 000	-	-
Sewerage	Capex Sewer Pumps-replacement	CAP072	Sanitation Infrastructure	Reticulation	Whole of the Municipality	19.30725877409244	-33.37130853694222	100	100	100
Sewerage	Capex Toilets For Informal Settlements	CAP195	Sanitation Infrastructure	Toilet Facilities	Whole of the Municipality	19.30725877409244	-33.37130853694222	500	-	-
Sewerage	Capex Aerator Replacement Programme	CAP075	Sanitation Infrastructure	Waste Water Treatment Works	Whole of the Municipality	19.30725877409244	-33.37130853694222	200	200	200
Sewerage	Capex Upgrade WWTW		Sanitation Infrastructure	Waste Water Treatment Works	Whole of the Municipality	19.30725877409244	-33.37130853694222	200	200	200
Solid Waste Removal	Capex Bulk Waste Container Bins	CAP232	Solid Waste Infrastructure	Machinery and Equipment	Whole of the Municipality	19.30725877409244	-33.37130853694222	1 000	435	236
Sports Grounds and Stadiums	Capex Sportsground Development & Upgrade	CAP141	Sport and Recreation Facilities	Outdoor Facilities	Ceres	19.31164140006567	-33.36897405048223	200	-	-
Sports Grounds and Stadiums	Capex Sports Facilities Upgrade Tulbagh	CAP151	Sport and Recreation Facilities	Outdoor Facilities	Tulbagh	19.14462848402406	-33.28572647212659	5 002	-	-
Sports Grounds and Stadiums	Upgrade of sports facilities	CAP203	Sport and Recreation Facilities	Outdoor Facilities	Whole of the Municipality	19.30725877409244	-33.37130853694222	832	-	-
Street Lighting and Signal Systems	Capex Upgrade Of Streetlights	CAP142	Electrical Infrastructure	LV Networks	Whole of the Municipality	19.30725877409244	-33.37130853694222	3 688	100	4 114
Taxi Ranks	Capex Ceres Bella Vista Taxi Rank	CAP241	Roads Infrastructure	Road Structures	Whole of the Municipality	19.30725877409244	-33.37130853694222	4 700	8 696	11 196
Water Distribution	Capex Tierhokskloof Bulk Pipeline	CAP167	Water Supply Infrastructure	Bulk Mains	Wolseley	19.19789295035211	-33.41284899620041	1 424	-	-
Water Distribution	Capex N'duli Upgrade And Replace Water P	CAP212	Water Supply Infrastructure	Distribution	N'duli	19.34285681435944	-33.3558989814609	4 769	-	-
Water Distribution	Capex Network- Water Pipes & Valve F	CAP030	Water Supply Infrastructure	Distribution	Whole of the Municipality	19.30725877409244	-33.37130853694222	1 000	1 000	-
Water Distribution	Capex Security Upgrades	CAP083	Water Supply Infrastructure	Water Treatment Works	Whole of the Municipality	19.30725877409244	-33.37130853694222	500	200	-
Water Storage	Capex Tulbagh Reservoir	CAP207	Water Supply Infrastructure	Reservoirs	Tulbagh	19.14462848402406	-33.28572647212659	5 189	11 791	-
Parent Capital expenditure								80 047	56 891	49 950
Entities:										
<i>List all capital projects grouped by Entity</i>										
Entity A										
Water project A										
Entity B										
Electricity project B										
Entity Capital expenditure								-	-	-
Total Capital expenditure								80 047	56 891	49 950

WC022 Witzberg - Supporting Table SA37 Projects delayed from previous financial year/s

EXCLUDE
NL

R thousand	Function	Project name	Project number	Type	MTSF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	Previous target year to complete	Current Year 2024/25		2025/26 Medium Term Revenue & Expenditure Framework		
														Original Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Parent municipality:																		
<i>List all capital projects grouped by Function</i>																		
Electricity		Upgrade of Ceres Powerstation	CAF227	Upgrading			of sustainable bas	Electrical Infrastructure	HV Substations	Ceres	-33.36111298310013	19.294025842284636	29000	25 000	10 000	15 000		
Entities:																		
<i>List all capital projects grouped by Entity</i>																		
Entity Name																		
<i>Project name</i>																		

References
 List all projects with planned completion dates in current year that have been re-budgeted in the MTREF
 Asset class as per table A0 and asset sub-class as per table SA34
 GPS coordinates correct to seconds. Provide a logical starting point on networked infrastructure.
 Project Number consists of MSCOA-Project Longcode and seq No (sample PC00102006002_00002)

WC022 Witzenberg - Supporting Table SA38 Consolidated detailed operational projects

Municipal Vote/Operational project	Ref	Program/Project description	Project number	IDP Goal code 2	Individually Approved (Yes/No) 6	Asset Class	Asset Sub-Class	GPS co-ordinates 5	2025/26 Medium Term Revenue & Expenditure Framework			Project information
									Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28	
R thousand	4											
Parent municipality: <i>List all operational projects grouped by Municipal Vote</i>												
Administrative and Corporate Support		RM COR Emergency OTHER Operational Buildings Municipal OfficesBuildings	RM062		Yes	Buildings	Buildings	7130853694222;19.3072587740	100	105	110	Whole of the Municipa
Administrative and Corporate Support		RM COR Planned OTHER Operational Buildings Municipal OfficesBuildings	RM074		Yes	Buildings	Buildings	7130853694222;19.3072587740	110	115	121	Whole of the Municipa
Administrative and Corporate Support		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(11)	(12)	(13)	Whole of the Municipa
Administrative and Corporate Support		RM COR Emergency MACH Machinery and Equipment	RM053		Yes	Machinery and Equipment	Machinery and Equipment	7130853694222;19.3072587740	6	7	7	Whole of the Municipa
Administrative and Corporate Support		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	16 654	17 534	18 626	Whole of the Municipa
Administrative and Corporate Support		Municipal Running Cost Vehicles Corporate Services	MRVEH03		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	81	85	90	Whole of the Municipa
Administrative and Corporate Support		Typical Work Streams EPWP Project	TW111		Yes	Project	Project	7130853694222;19.3072587740	10	11	11	Whole of the Municipa
Administrative and Corporate Support		RM PREV INTERVAL BASED Transport Assets - Corporate Services	RM112		Yes	Transport Assets	Transport Assets	7130853694222;19.3072587740	20	21	23	Whole of the Municipa
Aged Care		RM COR Emergency COMM Community Facilities Cr`chésBuildings	RM057		Yes	Buildings	Buildings	7130853694222;19.3072587740	70	74	77	Whole of the Municipa
Aged Care		Typical Work Streams Cancer	TW006		Yes	Cancer	Cancer	7130853694222;19.3072587740	1	1	2	Whole of the Municipa
Aged Care		Typical Work Streams Community Development Initiatives	TW025		Yes	Community Development Initiatives	Community Development Initiatives	7130853694222;19.3072587740	572	627	658	Whole of the Municipa
Aged Care		Typical Work Streams Community Development Initiatives	TW110		Yes	Community Development Initiatives	Community Development Initiatives	7130853694222;19.3072587740	68	39	36	Whole of the Municipa
Aged Care		Typical Work Streams Community Initiatives	TW024		Yes	Community Initiatives	Community Initiatives	7130853694222;19.3072587740	315	331	347	Whole of the Municipa
Aged Care		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(128 055)	(133 463)	(138 785)	Whole of the Municipa
Aged Care		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	1 010	1 051	1 121	Whole of the Municipa
Aged Care		Municipal Running Cost Vehicles Community Services	MRVEH01		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	37	39	41	Whole of the Municipa
Aged Care		Typical Work Streams EPWP Project	TW111		Yes	Project	Project	7130853694222;19.3072587740	2 196	-	-	Whole of the Municipa
Aged Care		Typical Work Streams Social Development Programme (Welfare)	TW038		Yes	Social Development Programme (Welfare)	Social Development Programme (Welfare)	7130853694222;19.3072587740	8	9	9	Whole of the Municipa
Aged Care		RM PREV INTERVAL BASED Transport Assets - Community Services	RM110		Yes	Transport Assets	Transport Assets	7130853694222;19.3072587740	34	36	38	Whole of the Municipa
Aged Care		Typical Work Streams Youth Development	TW040		Yes	Youth Development	Youth Development	7130853694222;19.3072587740	24	25	26	Whole of the Municipa
Asset Management		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	336	361	388	Whole of the Municipa
Biodiversity and Landscape		Typical Work Streams Alien and Invasive Trees	TW049		Yes	Alien and Invasive Trees	Alien and Invasive Trees	7130853694222;19.3072587740	2	2	2	Whole of the Municipa
Biodiversity and Landscape		Typical Work Streams Catchment and Forestry	TW051		Yes	Catchment and Forestry	Catchment and Forestry	7130853694222;19.3072587740	2 782	2 381	2 518	Whole of the Municipa
Biodiversity and Landscape		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(3 013)	(2 506)	(2 650)	Whole of the Municipa
Biodiversity and Landscape		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	4 339	4 813	4 726	Whole of the Municipa
Biodiversity and Landscape		Typical Work Streams EPWP Project	TW111		Yes	Project	Project	7130853694222;19.3072587740	29	0	0	Whole of the Municipa
Cemeteries, Funeral Parlours and Crema		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(280)	(294)	(308)	Whole of the Municipa
Cemeteries, Funeral Parlours and Crema		Municipal Departmental Charges & Recoveries	MUNCOST		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	19	20	21	Whole of the Municipa
Cemeteries, Funeral Parlours and Crema		RM PREV Interval Based COMM Community Facilities Cemeteries	RM041		Yes	External Facilities	External Facilities	7130853694222;19.3072587740	3	3	3	Whole of the Municipa
Cemeteries, Funeral Parlours and Crema		RM COR Planned COMM Community Facilities Cemeteries/Crematoria External Faci	RM078		Yes	External Facilities	External Facilities	7130853694222;19.3072587740	77	80	85	Whole of the Municipa
Cemeteries, Funeral Parlours and Crema		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	6 274	5 868	6 091	Whole of the Municipa
Cemeteries, Funeral Parlours and Crema		Municipal Running Cost Vehicles Community Services	MRVEH01		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	102	108	113	Whole of the Municipa
Cemeteries, Funeral Parlours and Crema		RM PREV INTERVAL BASED Transport Assets - Community Services	RM110		Yes	Transport Assets	Transport Assets	7130853694222;19.3072587740	19	20	21	Whole of the Municipa
Child Care Facilities		RM COR Planned COMM Community Facilities CréchesBuildings	RM070		Yes	Buildings	Buildings	7130853694222;19.3072587740	88	92	97	Whole of the Municipa
Child Care Facilities		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	15	16	17	Whole of the Municipa
Community Halls and Facilities		RM COR Emergency COMM Community Facilities HallsBuildings	RM054		Yes	Buildings	Buildings	7130853694222;19.3072587740	250	200	210	Whole of the Municipa
Community Halls and Facilities		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	#N/A	(61)	(64)	(67)	Bella Vista
Community Halls and Facilities		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	6897405048223;19.3116414000	(61)	(64)	(67)	Ceres
Community Halls and Facilities		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	3558989814609;19.34285681435	(16)	(17)	(18)	N'duli
Community Halls and Facilities		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	8887016857954;19.3270118485	(41)	(43)	(45)	PA Hamlet
Community Halls and Facilities		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	8572647212659;19.1446284840	(10)	(10)	(11)	Tulbagh
Community Halls and Facilities		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(315)	(455)	(464)	Whole of the Municipa
Community Halls and Facilities		Municipal Departmental Charges & Recoveries	MUNCOST		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	832	873	917	Whole of the Municipa
Community Halls and Facilities		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	1284899620041;19.1978929503	(61)	(64)	(67)	Wolsey
Community Halls and Facilities		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	11 167	12 052	12 860	Whole of the Municipa
Community Halls and Facilities		Typical Work Streams EPWP Project	TW111		Yes	Project	Project	7130853694222;19.3072587740	336	353	370	Whole of the Municipa
Community Parks (including Nurseries)		Typical Work Streams Catchment and Forestry	TW051		Yes	Catchment and Forestry	Catchment and Forestry	7130853694222;19.3072587740	700	648	668	Whole of the Municipa
Community Parks (including Nurseries)		Municipal Departmental Charges & Recoveries	MUNCOST		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	5 190	5 450	5 722	Whole of the Municipa
Community Parks (including Nurseries)		RM PREV Interval Based COMM Community Facilities Cemeteries	RM041		Yes	External Facilities	External Facilities	7130853694222;19.3072587740	53	55	58	Whole of the Municipa
Community Parks (including Nurseries)		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	13 871	15 039	16 081	Whole of the Municipa
Community Parks (including Nurseries)		Municipal Running Cost Vehicles Community Services	MRVEH01		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	1 937	2 034	2 135	Whole of the Municipa
Community Parks (including Nurseries)		Typical Work Streams Parks Programme	TW061		Yes	Parks Programme	Parks Programme	7130853694222;19.3072587740	629	661	694	Whole of the Municipa
Community Parks (including Nurseries)		RM PREV INTERVAL BASED Transport Assets - Community Services	RM110		Yes	Transport Assets	Transport Assets	7130853694222;19.3072587740	180	189	199	Whole of the Municipa
Corporate Wide Strategic Planning (IDPs)		Municipal Departmental Charges & Recoveries	MUNCOST		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	17	18	19	Whole of the Municipa
Corporate Wide Strategic Planning (IDPs)		Typical Workstreams IDP Implementation and Monitoring	TW072		Yes	IDP Implementation and Monitoring	IDP Implementation and Monitoring	7130853694222;19.3072587740	3	3	3	Whole of the Municipa

Municipal Vote/Operational project	Ref	Program/Project description	Project number	IDP Goal code 2	Individually Approved (Yes/No)	Asset Class	Asset Sub-Class	GPS co-ordinates	2025/26 Medium Term Revenue & Expenditure Framework			Project information		
									Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28		Ward location	
R thousand	4				6			5						
Corporate Wide Strategic Planning (IDPs)		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	3 257	3 498	3 758		Whole of the Municipa	
Corporate Wide Strategic Planning (IDPs)		Typical Work Streams Public Participation Meeting	TW022		Yes	Public Participation Meeting	Public Participation Meeting	7130853694222;19.3072587740	0	0	0		Whole of the Municipa	
Corporate Wide Strategic Planning (IDPs)		Typical Work Streams Special Events and Functions	TW054		Yes	Special Events and Functions	Special Events and Functions	7130853694222;19.3072587740	80	84	89		Whole of the Municipa	
Corporate Wide Strategic Planning (IDPs)		Typical Work Streams Ward Initiatives	TW083		Yes	Ward Initiatives	Ward Initiatives	3558989814609;19.34285681433	53	55	58		Ward 1	
Corporate Wide Strategic Planning (IDPs)		Typical Work Streams Ward Initiatives	TW083		Yes	Ward Initiatives	Ward Initiatives	#N/A	53	55	58		Ward 10	
Corporate Wide Strategic Planning (IDPs)		Typical Work Streams Ward Initiatives	TW083		Yes	Ward Initiatives	Ward Initiatives	#N/A	108	113	119		Ward 11	
Corporate Wide Strategic Planning (IDPs)		Typical Work Streams Ward Initiatives	TW083		Yes	Ward Initiatives	Ward Initiatives	#N/A	61	64	68		Ward 12	
Corporate Wide Strategic Planning (IDPs)		Typical Work Streams Ward Initiatives	TW083		Yes	Ward Initiatives	Ward Initiatives	#N/A	3	3	3		Ward 2	
Corporate Wide Strategic Planning (IDPs)		Typical Work Streams Ward Initiatives	TW083		Yes	Ward Initiatives	Ward Initiatives	#N/A	63	66	69		Ward 4	
Corporate Wide Strategic Planning (IDPs)		Typical Work Streams Ward Initiatives	TW083		Yes	Ward Initiatives	Ward Initiatives	#N/A	2	2	2		Ward 6	
Corporate Wide Strategic Planning (IDPs)		Typical Work Streams Ward Initiatives	TW083		Yes	Ward Initiatives	Ward Initiatives	#N/A	145	152	159		Ward 7	
Corporate Wide Strategic Planning (IDPs)		Typical Work Streams Ward Initiatives	TW083		Yes	Ward Initiatives	Ward Initiatives	#N/A	53	55	58		Ward 8	
Corporate Wide Strategic Planning (IDPs)		Typical Work Streams Ward Initiatives	TW083		Yes	Ward Initiatives	Ward Initiatives	7130853694222;19.3072587740	4	4	5		Whole of the Municipa	
Disaster Management		Typical Work Streams Disaster Relief	TW043		Yes	Disaster Relief	Disaster Relief	7130853694222;19.3072587740	44	46	48		Whole of the Municipa	
Disaster Management		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	36	37	39		Whole of the Municipa	
Economic Development/Planning		RM COR Planned COMM Community Facilities MarketsBuildings	RM069		Yes	Buildings	Buildings	7130853694222;19.3072587740	141	148	156		Whole of the Municipa	
Economic Development/Planning		Typical Work Streams Clean-up Actions	TW019		Yes	Clean-up Actions	Clean-up Actions	7130853694222;19.3072587740	148	159	171		Whole of the Municipa	
Economic Development/Planning		Typical Work Streams Compilation of Plan	TW056		Yes	Compilation of Plan	Compilation of Plan	7130853694222;19.3072587740	1	1	1		Whole of the Municipa	
Economic Development/Planning		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(400)	(226)	(237)		Whole of the Municipa	
Economic Development/Planning		Typical Work Streams Education and Training	TW027		Yes	Education and Training	Education and Training	7130853694222;19.3072587740	10	10	11		Whole of the Municipa	
Economic Development/Planning		Typical Work Streams Leadership Development	TW016		Yes	Leadership Development	Leadership Development	7130853694222;19.3072587740	70	141	148		Whole of the Municipa	
Economic Development/Planning		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	2 125	2 286	2 443		Whole of the Municipa	
Economic Development/Planning		Municipal Running Cost Vehicles Community Services	MRVEH01		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	33	35	36		Whole of the Municipa	
Economic Development/Planning		Typical Work Streams EPWP Project	TW111		Yes	Project	Project	7130853694222;19.3072587740	175	184	193		Whole of the Municipa	
Economic Development/Planning		Typical Work Streams Project Implementation	TW057		Yes	Project Implementation	Project Implementation	7130853694222;19.3072587740	35	14	15		Whole of the Municipa	
Economic Development/Planning		Typical Work Streams Special Events and Functions	TW054		Yes	Special Events and Functions	Special Events and Functions	7130853694222;19.3072587740	60	49	51		Whole of the Municipa	
Economic Development/Planning		Typical Work Streams Training	TW059		Yes	Training	Training	7130853694222;19.3072587740	3	3	3		Whole of the Municipa	
Economic Development/Planning		RM PREV INTERVAL BASED Transport Assets - Community Services	RM110		Yes	Transport Assets	Transport Assets	7130853694222;19.3072587740	3	3	4		Whole of the Municipa	
Economic Development/Planning		Typical Work Streams Youth Development	TW040		Yes	Youth Development	Youth Development	7130853694222;19.3072587740	6	6	6		Whole of the Municipa	
Electricity		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	1	1	1		Whole of the Municipa	
Electricity		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	3558989814609;19.34285681433	(11)	(12)	(13)		N'duli	
Electricity		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(454 228)	(505 413)	(562 578)		Whole of the Municipa	
Electricity		Municipal Departmental Charges & Recoveries	MUNCOST		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(14 216)	(14 927)	(15 673)		Whole of the Municipa	
Electricity		Cost of Free Basic Services - Electricity (50 kwh per household per month)	TW085		Yes	Electricity Bulk Meters	Electricity Bulk Meters	7130853694222;19.3072587740	5 311	5 985	6 745		Whole of the Municipa	
Electricity		RM PREV Interval Based ELEC MV Substations Electricity Bulk Meters	RM006		Yes	Electricity Bulk Meters	Electricity Bulk Meters	1284899620041;19.1978929503	109	114	120		Wolseley	
Electricity		RM COR Emergency ELEC LV Networks Electricity Meters	RM035		Yes	Electricity Meters	Electricity Meters	3558989814609;19.34285681433	428	450	472		N'duli	
Electricity		RM COR Emergency ELEC LV Networks Electricity Meters	RM035		Yes	Electricity Meters	Electricity Meters	8572647212659;19.1446284840	32	34	35		Tulbagh	
Electricity		RM COR Emergency ELEC LV Networks Electricity Meters	RM035		Yes	Electricity Meters	Electricity Meters	1284899620041;19.1978929503	2	2	2		Wolseley	
Electricity		RM COR Emergency ELEC LV Networks LV Conductors	RM032		Yes	LV Conductors	LV Conductors	8572647212659;19.1446284840	45	47	50		Tulbagh	
Electricity		Typical Workstreams Master Plan	TW200		Yes	Master plan	Master plan	7130853694222;19.3072587740	220	231	243		Whole of the Municipa	
Electricity		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	430 020	475 560	528 135		Whole of the Municipa	
Electricity		Municipal Running Cost Vehicles Technical Services	MRVEH04		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	1 427	1 499	1 574		Whole of the Municipa	
Electricity		RM COR Emergency ELEC MV Networks MV Conductors	RM031		Yes	MV Conductors	MV Conductors	6897405048223;19.3116414000	5	5	5		Ceres	
Electricity		RM COR Emergency ELEC MV Networks MV Network Equipment	RM029		Yes	MV Network Equipment	MV Network Equipment	6897405048223;19.3116414000	589	618	649		Ceres	
Electricity		RM COR Emergency ELEC MV Substations MV Network Equipment	RM019		Yes	MV Network Equipment	MV Network Equipment	1284899620041;19.1978929503	45	47	50		Wolseley	
Electricity		RM COR Emergency ELEC HV Substations MV Substation Equipment	RM012		Yes	MV Substation Equipment	MV Substation Equipment	6897405048223;19.3116414000	451	474	498		Ceres	
Electricity		RM COR Emergency ELEC HV Substations MV Substation Equipment	RM012		Yes	MV Substation Equipment	MV Substation Equipment	7130853694222;19.3072587740	440	462	485		Whole of the Municipa	
Electricity		RM COR Emergency ELEC MV Networks MV Transformers	RM030		Yes	MV Transformers	MV Transformers	6897405048223;19.3116414000	153	161	169		Ceres	
Electricity		RM COR Planned Roads Pavements	RM091		Yes	Pavements	Pavements	7130853694222;19.3072587740	879	923	970		Whole of the Municipa	
Electricity		RM COR Emergency ELEC LV Networks Public Lighting	RM033		Yes	Public Lighting	Public Lighting	8572647212659;19.1446284840	45	47	50		Tulbagh	
Electricity		RM COR Emergency ELEC LV Networks Public Lighting	RM033		Yes	Public Lighting	Public Lighting	1284899620041;19.1978929503	45	47	50		Wolseley	
Electricity		RM PREV INTERVAL BASED Transport Assets - Technical Services	RM113		Yes	Transport Assets	Transport Assets	7130853694222;19.3072587740	1 702	1 269	877		Whole of the Municipa	
Finance		RM COR Emergency OTHER Operational Buildings Municipal OfficesBuildings	RM062		Yes	Buildings	Buildings	7130853694222;19.3072587740	32	33	35		Whole of the Municipa	
Finance		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(172 343)	(180 917)	(197 690)		Whole of the Municipa	
Finance		Property Rates Rebate - Indigent Owners	TW096		Yes	Indigent Owners	Indigent Owners	7130853694222;19.3072587740	8 819	9 348	9 909		Whole of the Municipa	
Finance		Typical Work Streams Meter Conversion and Replacement	TW203		Yes	Meter Conversion and Replacement	Meter Conversion and Replacement	7130853694222;19.3072587740	661	694	729		Whole of the Municipa	
Finance		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	33 879	35 800	37 409		Whole of the Municipa	
Finance		Municipal Running Cost Vehicles Financial Services	MRVEH02		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	265	278	292		Whole of the Municipa	

Municipal Vote/Operational project	Ref	Program/Project description	Project number	IDP Goal code 2	Individually Approved (Yes/No)	Asset Class	Asset Sub-Class	GPS co-ordinates	2025/26 Medium Term Revenue & Expenditure Framework			Project information
									Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28	
Finance	4	Typical Work Streams EPWP Project	TW111		Yes	Project	Project	7130853694222;19.3072587740	1 500	1 600	1 700	Whole of the Municipa
Finance		RM PREV INTERVAL BASED Transport Assets - Financial Services	RM111		Yes	Transport Assets	Transport Assets	7130853694222;19.3072587740	33	35	36	Whole of the Municipa
Finance		Typical Work Streams Workshops, Seminars and Subject Matter Training	TW017		Yes	rkshops, Seminars and Subject Matter Trainrkshops, Seminars and Subject Matter Train	rkshops, Seminars and Subject Matter Train	7130853694222;19.3072587740	275	289	121	Whole of the Municipa
Fire Fighting and Protection		RM COR Emergency OTHER Operational Buildings Municipal OfficesBuildings	RM062		Yes	Buildings	Buildings	7130853694222;19.3072587740	6	6	6	Whole of the Municipa
Fire Fighting and Protection		RM COR Planned OTHER Operational Buildings Municipal OfficesBuildings	RM074		Yes	Buildings	Buildings	7130853694222;19.3072587740	10	11	11	Whole of the Municipa
Fire Fighting and Protection		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(877)	(8)	(9)	Whole of the Municipa
Fire Fighting and Protection		Municipal Departmental Charges & Recoveries	MUNCOST		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	23	24	25	Whole of the Municipa
Fire Fighting and Protection		RM PREV Interval Based MACH Machinery and Equipment	RM052		Yes	Machinery and Equipment	Machinery and Equipment	7130853694222;19.3072587740	73	77	81	Whole of the Municipa
Fire Fighting and Protection		RM COR Emergency MACH Machinery and Equipment	RM053		Yes	Machinery and Equipment	Machinery and Equipment	7130853694222;19.3072587740	199	209	220	Whole of the Municipa
Fire Fighting and Protection		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	12 819	13 770	14 789	Whole of the Municipa
Fire Fighting and Protection		Municipal Running Cost Vehicles Community Services	MRVEH01		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	1 146	1 203	1 263	Whole of the Municipa
Fire Fighting and Protection		Typical Work Streams EPWP Project	TW111		Yes	Project	Project	7130853694222;19.3072587740	1 933	2 030	2 131	Whole of the Municipa
Fire Fighting and Protection		Typical Work Streams Public Protection and Safety	TW064		Yes	Public Protection and Safety	Public Protection and Safety	7130853694222;19.3072587740	9	9	10	Whole of the Municipa
Fire Fighting and Protection		RM PREV INTERVAL BASED Transport Assets - Community Services	RM110		Yes	Transport Assets	Transport Assets	7130853694222;19.3072587740	379	398	418	Whole of the Municipa
Fleet Management		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(300)	-	-	Whole of the Municipa
Fleet Management		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	4 848	5 208	5 595	Whole of the Municipa
Fleet Management		Municipal Running Cost Vehicles Technical Services	MRVEH04		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	197	207	218	Whole of the Municipa
Fleet Management		RM PREV INTERVAL BASED Transport Assets - Technical Services	RM113		Yes	Transport Assets	Transport Assets	7130853694222;19.3072587740	99	104	109	Whole of the Municipa
Governance Function		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	6 261	6 730	7 234	Whole of the Municipa
Housing		RM COR Emergency COMM Community Facilities Public Ablution FacilitiesBuildings	RM055		Yes	Buildings	Buildings	7130853694222;19.3072587740	1	1	1	Whole of the Municipa
Housing		RM COR Emergency OTHER Housing Social HousingBuildings	RM063		Yes	Buildings	Buildings	7130853694222;19.3072587740	275	289	303	Whole of the Municipa
Housing		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(2 542)	(425)	(458)	Whole of the Municipa
Housing		Municipal Departmental Charges & Recoveries	MUNCOST		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	13	14	15	Whole of the Municipa
Housing		Typical Work Streams Housing Projects	TW037		Yes	Housing Projects	Housing Projects	7130853694222;19.3072587740	31	33	34	Whole of the Municipa
Housing		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	8 676	6 818	7 322	Whole of the Municipa
Housing		Municipal Running Cost Vehicles Community Services	MRVEH01		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	237	248	261	Whole of the Municipa
Housing		RM PREV INTERVAL BASED Transport Assets - Community Services	RM110		Yes	Transport Assets	Transport Assets	7130853694222;19.3072587740	75	78	82	Whole of the Municipa
Human Resources		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(705)	(740)	(777)	Whole of the Municipa
Human Resources		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	28 171	29 886	31 709	Whole of the Municipa
Human Resources		Typical Work Streams Workshops, Seminars and Subject Matter Training	TW017		Yes	rkshops, Seminars and Subject Matter Trainrkshops, Seminars and Subject Matter Train	rkshops, Seminars and Subject Matter Train	7130853694222;19.3072587740	1 377	1 445	1 518	Whole of the Municipa
Informal Settlements		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	26	28	29	Whole of the Municipa
Information Technology		RM COR Emergency COMP Computer Equipment	RM064		Yes	Computer Equipment	Computer Equipment	7130853694222;19.3072587740	172	181	190	Whole of the Municipa
Information Technology		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	5 730	6 058	6 405	Whole of the Municipa
Legal Services		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	3 722	3 961	4 215	Whole of the Municipa
Libraries and Archives		RM COR Planned LIB Libraries	RM114		Yes	Buildings	Buildings	7130853694222;19.3072587740	33	34	36	Whole of the Municipa
Libraries and Archives		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(13 016)	(11 307)	(12 098)	Whole of the Municipa
Libraries and Archives		Municipal Departmental Charges & Recoveries	MUNCOST		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	156	164	172	Whole of the Municipa
Libraries and Archives		Typical Work Streams Library Programmes	TW036		Yes	Library Programmes	Library Programmes	7130853694222;19.3072587740	10	10	11	Whole of the Municipa
Libraries and Archives		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	12 902	13 244	14 131	Whole of the Municipa
Licensing and Regulation		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(146)	(154)	(161)	Whole of the Municipa
Licensing and Regulation		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	26	27	29	Whole of the Municipa
Marketing, Customer Relations, Publicity		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(6)	(6)	(6)	Whole of the Municipa
Marketing, Customer Relations, Publicity		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	6 183	6 427	6 903	Whole of the Municipa
Marketing, Customer Relations, Publicity		Typical Work Streams EPWP Project	TW111		Yes	Project	Project	7130853694222;19.3072587740	14	15	16	Whole of the Municipa
Mayor and Council		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(227)	(239)	(251)	Whole of the Municipa
Mayor and Council		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	19 274	20 577	21 952	Whole of the Municipa
Mayor and Council		Municipal Running Cost Vehicles Corporate Services	MRVEH03		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	5	5	5	Whole of the Municipa
Mayor and Council		Typical Work Streams Special Events and Functions	TW054		Yes	Special Events and Functions	Special Events and Functions	7130853694222;19.3072587740	505	523	542	Whole of the Municipa
Mayor and Council		RM PREV INTERVAL BASED Transport Assets - Corporate Services	RM112		Yes	Transport Assets	Transport Assets	7130853694222;19.3072587740	3	3	4	Whole of the Municipa
Municipal Manager, Town Secretary and		RM COR Emergency COMP Computer Equipment	RM064		Yes	Computer Equipment	Computer Equipment	7130853694222;19.3072587740	3	4	4	Whole of the Municipa
Municipal Manager, Town Secretary and		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(80)	(84)	(88)	Whole of the Municipa
Municipal Manager, Town Secretary and		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	158	165	174	Tulbagh
Municipal Manager, Town Secretary and		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	14 832	15 942	17 134	Whole of the Municipa
Municipal Manager, Town Secretary and		Typical Work Streams EPWP Project	TW111		Yes	Project	Project	7130853694222;19.3072587740	1 114	1 170	1 229	Tulbagh
Municipal Manager, Town Secretary and		Typical Work Streams EPWP Project	TW111		Yes	Project	Project	7130853694222;19.3072587740	520	546	573	Whole of the Municipa
Municipal Manager, Town Secretary and		Typical Work Streams Special Events and Functions	TW054		Yes	Special Events and Functions	Special Events and Functions	7130853694222;19.3072587740	102	107	113	Whole of the Municipa
Police Forces, Traffic and Street Parking		RM COR Planned OTHER Operational Buildings Municipal OfficesBuildings	RM074		Yes	Buildings	Buildings	7130853694222;19.3072587740	85	89	93	Whole of the Municipa
Police Forces, Traffic and Street Parking		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(17 479)	(18 352)	(19 270)	Whole of the Municipa

Municipal Vote/Operational project	Ref	Program/Project description	Project number	IDP Goal code 2	Individually Approved (Yes/No)	Asset Class	Asset Sub-Class	GPS co-ordinates	2025/26 Medium Term Revenue & Expenditure Framework			Project information
									Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28	
R thousand	4				6			5				
Police Forces, Traffic and Street Parking		Municipal Departmental Charges & Recoveries	MUNCOST		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	18	19	20	Whole of the Municipa
Police Forces, Traffic and Street Parking		RM COR Planned FURN Furniture and Office Equipment	RM075		Yes	Furniture and Office Equipment	Furniture and Office Equipment	7130853694222;19.3072587740	24	25	27	Whole of the Municipa
Police Forces, Traffic and Street Parking		RM COR Emergency MACH Machinery and Equipment	RM053		Yes	Machinery and Equipment	Machinery and Equipment	7130853694222;19.3072587740	12	13	13	Whole of the Municipa
Police Forces, Traffic and Street Parking		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	47 949	51 320	54 929	Whole of the Municipa
Police Forces, Traffic and Street Parking		Municipal Running Cost Vehicles Community Services	MRVEH01		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	1 880	1 974	2 073	Whole of the Municipa
Police Forces, Traffic and Street Parking		RM PREV INTERVAL BASED Transport Assets - Community Services	RM110		Yes	Transport Assets	Transport Assets	7130853694222;19.3072587740	220	231	243	Whole of the Municipa
Project Management Unit		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	3 946	3 172	3 415	Whole of the Municipa
Property Services		Municipal Departmental Charges & Recoveries	MUNCOST		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	285	299	314	Whole of the Municipa
Property Services		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	1 104	1 186	1 273	Whole of the Municipa
Property Services		Municipal Running Cost Vehicles Community Services	MRVEH01		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	1	1	1	Whole of the Municipa
Public Toilets		RM COR Emergency SEWER Toilet Facilities Communal Sanitation	RM040		Yes	Communal Sanitation	Communal Sanitation	7130853694222;19.3072587740	134	140	147	Whole of the Municipa
Public Toilets		Municipal Departmental Charges & Recoveries	MUNCOST		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	90	95	99	Whole of the Municipa
Public Toilets		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	2 166	2 327	2 499	Whole of the Municipa
Recreational Facilities		RM COR Planned COMM Sport and Recreation Facilities Indoor FacilitiesBuildings	RM071		Yes	Buildings	Buildings	7130853694222;19.3072587740	83	87	92	Whole of the Municipa
Recreational Facilities		RM COR Planned COMM Community Facilities HallsBuildings	RM068		Yes	Buildings	Buildings	7130853694222;19.3072587740	1 000	-	-	Whole of the Municipa
Recreational Facilities		RM COR Planned COMM Sport and Recreation Facilities Outdoor FacilitiesCivil Stru	RM073		Yes	Civil Structures	Civil Structures	7130853694222;19.3072587740	1	1	1	Whole of the Municipa
Recreational Facilities		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	6897405048223;19.3116414000	(628)	(660)	(693)	Ceres
Recreational Facilities		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(7 437)	(7 809)	(8 200)	Whole of the Municipa
Recreational Facilities		Municipal Departmental Charges & Recoveries	MUNCOST		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	1 092	1 146	1 204	Whole of the Municipa
Recreational Facilities		RM COR Emergency MACH Machinery and Equipment	RM053		Yes	Machinery and Equipment	Machinery and Equipment	7130853694222;19.3072587740	39	41	43	Whole of the Municipa
Recreational Facilities		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	19 938	21 282	22 718	Whole of the Municipa
Recreational Facilities		Municipal Running Cost Vehicles Community Services	MRVEH01		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	260	273	287	Whole of the Municipa
Recreational Facilities		Typical Work Streams EPWP Project	TW111		Yes	Project	Project	7130853694222;19.3072587740	942	990	1 039	Whole of the Municipa
Recreational Facilities		RM PREV INTERVAL BASED Transport Assets - Community Services	RM110		Yes	Transport Assets	Transport Assets	7130853694222;19.3072587740	53	56	59	Whole of the Municipa
Roads		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(122)	(9 772)	(3 097)	Whole of the Municipa
Roads		Municipal Departmental Charges & Recoveries	MUNCOST		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	1	1	1	Whole of the Municipa
Roads		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	13 448	14 430	15 484	Whole of the Municipa
Roads		Municipal Running Cost Vehicles Technical Services	MRVEH04		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	1 173	1 231	1 293	Whole of the Municipa
Roads		RM COR Planned Roads Pavements	RM091		Yes	Pavements	Pavements	7130853694222;19.3072587740	5 094	5 230	5 492	Whole of the Municipa
Roads		RM COR Planned Road Furniture Traffic Signs	RM103		Yes	Traffic Signs	Traffic Signs	7130853694222;19.3072587740	1 207	1 267	1 330	Whole of the Municipa
Roads		RM PREV INTERVAL BASED Transport Assets - Technical Services	RM113		Yes	Transport Assets	Transport Assets	7130853694222;19.3072587740	195	205	216	Whole of the Municipa
Sewerage		RM PREV Condition Based Waste Water Treatment Buildings	RM094		Yes	Buildings	Buildings	7130853694222;19.3072587740	15	15	16	Whole of the Municipa
Sewerage		RM COR Planned Reticulation Civil Structures	RM098		Yes	Civil Structures	Civil Structures	7130853694222;19.3072587740	1 717	1 803	1 893	Whole of the Municipa
Sewerage		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(84 044)	(87 314)	(91 804)	Whole of the Municipa
Sewerage		Municipal Departmental Charges & Recoveries	MUNCOST		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(116)	(122)	(128)	Whole of the Municipa
Sewerage		RM COR Emergency Waste Water Treatment Earthworks	RM096		Yes	Earthworks	Earthworks	7130853694222;19.3072587740	394	413	434	Whole of the Municipa
Sewerage		RM COR Emergency Waste Water Treatment Electrical Equipment	RM097		Yes	Electrical Equipment	Electrical Equipment	7130853694222;19.3072587740	370	388	408	Whole of the Municipa
Sewerage		RM COR Emergency Waste Water Treatment Works	RM107		Yes	Mechanical Equipment	Mechanical Equipment	7130853694222;19.3072587740	1 056	1 109	1 165	Whole of the Municipa
Sewerage		RM COR Planned Waste Water Treatment Works	RM108		Yes	Mechanical Equipment	Mechanical Equipment	7130853694222;19.3072587740	169	178	187	Whole of the Municipa
Sewerage		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	39 524	42 245	45 168	Whole of the Municipa
Sewerage		Municipal Running Cost Vehicles Technical Services	MRVEH04		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	1 263	1 326	1 392	Whole of the Municipa
Sewerage		RM COR Planned Reticulation Municipal Service Connection	RM101		Yes	Municipal Service Connection	Municipal Service Connection	7130853694222;19.3072587740	478	501	527	Whole of the Municipa
Sewerage		RM Cor Planned Reticulation Pipe Bridges	RM100		Yes	Pipe Bridges	Pipe Bridges	7130853694222;19.3072587740	270	283	297	Whole of the Municipa
Sewerage		RM COR Planned Reticulation Pipe Work	RM099		Yes	Pipe Work	Pipe Work	7130853694222;19.3072587740	128	135	141	Whole of the Municipa
Sewerage		RM PREV INTERVAL BASED Transport Assets - Technical Services	RM113		Yes	Transport Assets	Transport Assets	7130853694222;19.3072587740	187	196	206	Whole of the Municipa
Sewerage		Revenue Cost of Free Services - Waste Water Management	TW093		Yes	Waste Water Management	Waste Water Management	7130853694222;19.3072587740	11 750	12 455	13 202	Whole of the Municipa
Solid Waste Disposal (Landfill Sites)		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	33 026	34 742	36 549	Whole of the Municipa
Solid Waste Removal		RM COR Planned OTHER Operational Buildings Municipal OfficesBuildings	RM074		Yes	Buildings	Buildings	7130853694222;19.3072587740	215	226	237	Whole of the Municipa
Solid Waste Removal		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	#N/A	(834)	(875)	(919)	Administrative or Head
Solid Waste Removal		MUNICIPAL INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(62 068)	(65 254)	(68 605)	Whole of the Municipa
Solid Waste Removal		Municipal Departmental Charges & Recoveries	MUNCOST		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(997)	(1 047)	(1 099)	Whole of the Municipa
Solid Waste Removal		Typical Work Streams Education Programme: Litter	TW028		Yes	Education Programme: Litter	Education Programme: Litter	7130853694222;19.3072587740	173	171	171	Whole of the Municipa
Solid Waste Removal		Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	47 400	50 421	53 638	Whole of the Municipa
Solid Waste Removal		Municipal Running Cost Vehicles Technical Services	MRVEH04		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	4 028	4 248	4 481	Whole of the Municipa
Solid Waste Removal		Typical Work Streams EPWP Project	TW111		Yes	Project	Project	7130853694222;19.3072587740	18	-	-	Whole of the Municipa
Solid Waste Removal		Typical Work Streams Special Events and Functions	TW054		Yes	Special Events and Functions	Special Events and Functions	7130853694222;19.3072587740	40	42	42	Whole of the Municipa
Solid Waste Removal		RM PREV INTERVAL BASED Transport Assets - Technical Services	RM113		Yes	Transport Assets	Transport Assets	7130853694222;19.3072587740	1 666	1 753	1 845	Whole of the Municipa
Solid Waste Removal		Revenue Cost of Free Services - Waste Management	TW092		Yes	Waste Management	Waste Management	7130853694222;19.3072587740	9 331	9 891	10 484	Whole of the Municipa

Municipal Vote/Operational project	Ref	Program/Project description	Project number	IDP Goal code 2	Individually Approved (Yes/No)	Asset Class	Asset Sub-Class	GPS co-ordinates	2025/26 Medium Term Revenue & Expenditure Framework			Project information
									Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28	
R thousand	4				6			5				
Sports Grounds and Stadiums	RM	COR Emergency COMM Sport and Recreation Facilities Outdoor FacilitiesBuildi	RM060		Yes	Buildings	Buildings	7130853694222;19.3072587740	228	239	251	Whole of the Municipa
Sports Grounds and Stadiums	MUNICIPAL	INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(978)	(153)	(160)	Whole of the Municipa
Sports Grounds and Stadiums	MUNICIPAL	Departmental Charges & Recoveries	MUNCOST		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	426	447	470	Whole of the Municipa
Sports Grounds and Stadiums	MR001	Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	9 931	10 636	11 391	Whole of the Municipa
Sports Grounds and Stadiums	MRVEH01	Municipal Running Cost Vehicles Community Services	MRVEH01		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	154	162	170	Whole of the Municipa
Sports Grounds and Stadiums	TW111	Typical Work Streams EPWP Project	TW111		Yes	Project	Project	7130853694222;19.3072587740	399	418	439	Whole of the Municipa
Sports Grounds and Stadiums	TW067	Typical Workstreams Spaces for Sport	TW067		Yes	Spaces for Sport	Spaces for Sport	7130853694222;19.3072587740	808	848	891	Whole of the Municipa
Sports Grounds and Stadiums	RM110	PREV INTERVAL BASED Transport Assets - Community Services	RM110		Yes	Transport Assets	Transport Assets	7130853694222;19.3072587740	15	16	16	Whole of the Municipa
Storm Water Management	RM104	COR Planned Storm water Conveyance Civil Structures	RM104		Yes	Civil Structures	Civil Structures	7130853694222;19.3072587740	47	49	51	Whole of the Municipa
Storm Water Management	RM105	COR Planned Storm water Conveyance Drainage	RM105		Yes	Drainage	Drainage	7130853694222;19.3072587740	78	82	86	Whole of the Municipa
Storm Water Management	MR001	Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	7 151	7 684	8 256	Whole of the Municipa
Storm Water Management	MRVEH04	Municipal Running Cost Vehicles Technical Services	MRVEH04		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	221	232	244	Whole of the Municipa
Storm Water Management	RM106	COR Planned Storm water Conveyance Pipework	RM106		Yes	Pipe Work	Pipe Work	7130853694222;19.3072587740	80	84	88	Whole of the Municipa
Storm Water Management	TW111	Typical Work Streams EPWP Project	TW111		Yes	Project	Project	7130853694222;19.3072587740	4	-	-	Whole of the Municipa
Storm Water Management	RM113	PREV INTERVAL BASED Transport Assets - Technical Services	RM113		Yes	Transport Assets	Transport Assets	7130853694222;19.3072587740	46	49	51	Whole of the Municipa
Street Cleaning	MR001	Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	103	110	119	Whole of the Municipa
Street Lighting and Signal Systems	MUNICIPAL	Departmental Charges & Recoveries	MUNCOST		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	8 099	8 503	8 929	Whole of the Municipa
Street Lighting and Signal Systems	MR001	Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	5 674	5 498	5 805	Whole of the Municipa
Supply Chain Management	MUNICIPAL	INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(90)	(95)	(99)	Whole of the Municipa
Supply Chain Management	MR001	Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	11 181	12 006	12 891	Whole of the Municipa
Supply Chain Management	MRVEH02	Municipal Running Cost Vehicles Financial Services	MRVEH02		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	54	56	59	Whole of the Municipa
Supply Chain Management	RM111	PREV INTERVAL BASED Transport Assets - Financial Services	RM111		Yes	Transport Assets	Transport Assets	7130853694222;19.3072587740	4	4	4	Whole of the Municipa
Tourism	MR001	Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	1 050	1 103	1 158	Whole of the Municipa
Town Planning, Building Regulations and	INC001	INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(2 007)	(2 107)	(2 212)	Whole of the Municipa
Town Planning, Building Regulations and	MR001	Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	9 112	8 805	9 457	Whole of the Municipa
Valuation Service	MR001	Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	1 676	1 779	1 889	Whole of the Municipa
Waste Water Treatment	MR001	Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	1	2	2	Whole of the Municipa
Water Distribution	TW049	Typical Work Streams Alien and Invasive Trees	TW049		Yes	Alien and Invasive Trees	Alien and Invasive Trees	8572647212659;19.1446284840	200	210	222	Tulbagh
Water Distribution	INC001	INCOME ITEMS	INC001		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(97 994)	(103 207)	(107 997)	Whole of the Municipa
Water Distribution	MUNICIPAL	Departmental Charges & Recoveries	MUNCOST		Yes	Default Transactions	Default Transactions	7130853694222;19.3072587740	(933)	(979)	(1 028)	Whole of the Municipa
Water Distribution	RM083	COR Emergency Boreholes Electrical	RM083		Yes	Electrical Equipment	Electrical Equipment	7130853694222;19.3072587740	189	198	208	Whole of the Municipa
Water Distribution	RM087	COR Emergency Pump stations Electrical Equipment	RM087		Yes	Electrical Equipment	Electrical Equipment	7130853694222;19.3072587740	62	65	68	Whole of the Municipa
Water Distribution	RM080	PREV Planned Condition Based Dams & Weirs land	RM080		Yes	Land	Land	7130853694222;19.3072587740	1 832	1 924	2 020	Whole of the Municipa
Water Distribution	RM082	COR Emergence Boreholes Mechanical	RM082		Yes	Mechanical Equipment	Mechanical Equipment	7130853694222;19.3072587740	124	130	137	Whole of the Municipa
Water Distribution	RM090	COR Emergency Water Treatment Mechanical Equipment	RM090		Yes	Mechanical Equipment	Mechanical Equipment	7130853694222;19.3072587740	124	130	137	Whole of the Municipa
Water Distribution	MR001	Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	50 968	53 887	56 979	Whole of the Municipa
Water Distribution	MRVEH04	Municipal Running Cost Vehicles Technical Services	MRVEH04		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	1 299	1 364	1 432	Whole of the Municipa
Water Distribution	RM084	COR Emergency Bulk Mains Pipe Work	RM084		Yes	Pipe Work	Pipe Work	7130853694222;19.3072587740	105	110	116	Whole of the Municipa
Water Distribution	RM109	COR Emergency Distribution Pipe Work	RM109		Yes	Pipe Work	Pipe Work	7130853694222;19.3072587740	420	441	463	Whole of the Municipa
Water Distribution	TW111	Typical Work Streams EPWP Project	TW111		Yes	Project	Project	7130853694222;19.3072587740	2 779	2 918	3 064	Whole of the Municipa
Water Distribution	RM113	PREV INTERVAL BASED Transport Assets - Technical Services	RM113		Yes	Transport Assets	Transport Assets	7130853694222;19.3072587740	94	99	104	Whole of the Municipa
Water Distribution	TW094	Revenue Cost of Free Services - Water	TW094		Yes	Water	Water	7130853694222;19.3072587740	3 660	3 698	3 738	Whole of the Municipa
Water Distribution	TW088	Cost of Free Basic Services - Water (6 kl per household per month)	TW088		Yes	Water (6 kl per household per month)	Water (6 kl per household per month)	7130853694222;19.3072587740	944	1 000	1 060	Whole of the Municipa
Water Storage	MR001	Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	3 015	3 168	3 330	Whole of the Municipa
Water Treatment	MR001	Municipal Running Cost	MR001		Yes	Municipal Running Cost	Municipal Running Cost	7130853694222;19.3072587740	315	339	365	Whole of the Municipa
Parent operational expenditure	1								8 865	1 028	6 966	
Entities:												
List all operational projects grouped by Entity												
Entity A												
Water project A												
Entity B												
Electricity project B												
Entity Operational expenditure												
Total Operational expenditure												
									8 865	1 028	6 966	

References
1. Must reconcile with Budgeted Operating Expenditure
2. As per Table SA5

Supporting Table SA7 Measureable performance objectives

Description	Unit of measure	Outcomes			Current Year			MTREF		
		2021/22	2022/23	2023/24	Original	Adjusted	Forecast	2025/26	2026/27	2027/28
Essential Services										
Sustainable provision & maintenance of basic infrastructure										
Percentage expenditure on the preventative- & corrective planned		99,0%	99,0%	99,0%	98,0%	98,0%	98,0%	98,0%	99,0%	99,0%
% Expenditure on Capital Budget by Technical Directorate		88,0%	88,0%	88,0%	95,0%	95,0%	95,0%	95,0%	96,0%	96,0%
Number of new formal sewer connections meeting minimum	New	New	New	New	10,00	10,00	10,00	10,00	12,00	12,00
Number of new formal water connections meeting minimum standards	New	New	New	New	10,00	10,00	10,00	10,00	12,00	12,00
Percentage of drinking water samples complying to SANS241.		100,0%	100,0%	100,0%	98,0%	98,0%	98,0%	98,0%	98,0%	98,0%
Number of formal residential dwellings provided with a new	New	New	New	New	8,00	8,00	8,00	10,00	10,00	10,00
Number of formal residential properties for which refuse is removed		13 485	13 485	13 485	11 873	11 873	11 873	11 900	11 910	11 920
Percentage of non-revenue water (sum of un-billed authorised	New	New	New	New	40,0%	40,0%	40,0%	39,0%	38,0%	38,0%
Percentage total electricity losses		10,7%	10,7%	10,7%	10,0%	10,0%	10,0%	10,0%	10,0%	10,0%
Percentage of surfaced municipal road lanes which has been	New	New	New	New	1,0%	1,0%	1,0%	1,0%	1,0%	1,5%
Provide for the needs of informal settlements through										
Number of subsidised serviced sites developed.		0,0%	0,0%	0,0%	No target set as	No target set as	No target set as	130,00		50,00
Number of new informal sewer connections meeting minimum	New	New	New	New	2,00	2,00	2,00	2,00	2,00	2,00
Number of new informal water connections meeting minimum	New	New	New	New	2,00	2,00	2,00	2,00	2,00	2,00
Number of informal residential dwellings provided with a new	New	New	New	New	The target was	The target was	The target was	7,00	10,00	12,00
Percentage of households in demarcated informal areas with access to a periodic solid waste removal or a skip for household waste.		1,00	1,00	1,00	0,95	0,95	0,95	0,97	0,97	0,97
Governance										
Support Institutional Transformation & Development										
Percentage budget spent on implementation of Workplace Skills Plan.		82,0%	82,0%	82,0%	96,0%	96,0%	96,0%	96,0%	96,0%	96,0%
Report on percentage of people from employment equity target		400,0%	400,0%	400,0%	4 Reports	4 Reports	4 Reports	4 Reports	4 Reports	4 Reports
Staff vacancy rate	New	New	New	New	5,0%	5,0%	5,0%	5,0%	4,0%	4,0%
Ensure financial viability.										
Financial viability expressed as Debt-Coverage ratio		1163,00	1163,00	1163,00	200,00	200,00	200,00	200,00	200,00	200,00
Financial viability expressed outstanding service debtors		84%	84%	84%	60%	60%	60%	60%	60%	60%
Percentage of total operating revenue to finance total debt (Total Debt	New	New	New	New	0,06	0,06	0,06	0,06	0,06	0,06
Collection rate ratio		0,93	0,93	0,93	0,93	0,93	0,93	0,94	0,95	0,95
Percentage of Revenue Growth excluding capital grants	New	New	New	New	0,06	0,06	0,06	0,06	0,06	0,06
Service Charges and Property Rates Revenue as a percentage of	New	New	New	New	0,98	0,98	0,98	0,98	0,98	0,98
Cash/Cost coverage ratio	New	New	New	New	3,00	3,00	3,00	3,00	3,00	3,00
Irregular, Fruitless and Wasteful, Unauthorised Expenditure as a	New	New	New	New	0,00	0,00	0,00	0,00	0,00	0,00
Percentage of total operating expenditure on remuneration	New	New	New	New	0,30	0,30	0,30	0,30	0,30	0,30
Creditors payment period	New	New	New	New	40,00	40,00	40,00	40,00	40,00	40,00
Percentage of total capital expenditure on renewal/upgrading of	New	New	New	New	0,68	0,68	0,68	0,68	0,70	0,72
Percentage change of renewal/upgrading of existing Assets	New	New	New	New	0,35	0,35	0,35	-0,16	-0,17	0,00
Average number of days from the point of advertising to the letter of	New	New	New	New	150,00	150,00	150,00	145,00	145,00	140,00
Percentage expenditure on the preventative- & corrective planned		99%	99%	99%	98%	98%	98%	99%	99%	99%
Total Capital Expenditure as a percentage of Total Capital Budget		87%	87%	87%	95%	95%	95%	95%	96%	97%
To maintain and strengthen relations with international- & inter-										
Number of IDP community engagements held.		14,00	14,00	14,00	14,00	14,00	14,00	14,00	14,00	14,00
Percentage of ward committees that are functional (meet four times a	New	New	New	New	1,00	1,00	1,00	1,00	1,00	1,00
Percentage of ward committees with 6 or more ward committee	New	New	New	New	1,00	1,00	1,00	1,00	1,00	1,00
Number of meetings with inter-governmental partners.		12,00	12,00	12,00	12,00	12,00	12,00	12,00	12,00	12,00
Communal Services										

Supporting Table SA7 Measureable performance objectives

Description	Unit of measure	Outcomes			Current Year			MTREF		
		2021/22	2022/23	2023/24	Original	Adjusted	Forecast	2025/26	2026/27	2027/28
Provide & maintain facilities that make citizens feel at home.										
Analysis report on customer satisfaction questionnaires on community		100,0%	100,0%	100,0%	1 Report	1 Report	1 Report	1 Report	1 Report	1 Report
Percentage compliance with the required attendance time for	New	New	New	New	90,0%	90,0%	90,0%	90,0%	92,0%	92,0%
Percentage utilisation rate of community halls	New	New	New	New	The target was	The target was	The target was	4,0%	4,0%	4,0%
Average number of library visits per library	New	New	New	New	12000	12000	12000	1250000,0%	1250000,0%	1300000,0%
Percentage of municipal cemetery plots available	New	New	New	New	27,0%	27,0%	27,0%	25,0%	24,0%	22,0%
Percentage expenditure on Capital Budget by Community Directorate		83,0%	83,0%	83,0%	95,0%	95,0%	95,0%	95,0%	96,0%	96,0%
Socio-Economic Support Services										
Support the poor & vulnerable through programmes & policy										
Number of account holders subsidised through the municipality's		3205,00	3205,00	3205,00	4500,00	4500,00	4500,00	4400,00	4300,00	4300,00
Percentage of the municipality's operating budget spent on indigent	New	New	New	New	0,03	0,03	0,03	0,05	0,05	0,05
Number of work opportunities created through Public Employment	New	New	New	New	400,00	400,00	400,00	405,00	410,00	410,00
Number of engagements with target groups with the implementation		29,00	29,00	29,00	20,00	20,00	20,00	22,00	23,00	23,00
Number of housing opportunities provided per year.	No target	No target	No target	No target	No Target	No Target	No Target	80,00	80,00	80,00
Number of Rental Stock transferred		22,00	22,00	22,00	20,00	20,00	20,00	40,00	50,00	50,00
Create an enabling environment to attract investment &										
Bi-annual report on investment incentives implemented.	New	New	New	New	2 Reports	2 Reports	2 Reports	2 Reports	2 Reports	2 Reports
Quarterly report on the Small Business Entrepreneurs Development	4,00	4,00	4,00	4,00	4 Reports	4 Reports	4 Reports	4 Reports	4 Reports	4 Reports
Review of the Witzenberg Local Economic Development Strategy.	4,00	4,00	4,00	4,00	1 Reviewed	1 Reviewed	1 Reviewed	Measure	Measure	Measure
Average time taken to finalise business license applications	New	New	New	New	5 days	5 days	5 days	500,0%	500,0%	500,0%
Average time taken to finalise informal trading permits	New	New	New	New	700,0%	700,0%	700,0%	700,0%	700,0%	700,0%
Percentage of total municipal operating expenditure spent on	New	New	New	New	5,0%	5,0%	5,0%	6,0%	6,0%	7,0%



Municipal Budget Circular for the 2025/26 MTREF

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Introduction

This budget circular provides guidance to municipalities with their compilation of the 2025/26 Medium Term Revenue and Expenditure Framework (MTREF). It is linked to the Municipal Budget and Reporting Regulations (MBRR) and the Municipal Standard Chart of Accounts (mSCOA) and strives to support municipalities' budget preparation processes so that the minimum requirements are achieved.

Among the objectives of this budget circular is to demonstrate how municipalities should undertake annual budget preparation in accordance with the budget and financial management reform agenda by focussing on key "game changers". These game-changers include ensuring that municipal budgets are funded, revenue management is optimised, assets are managed efficiently, supply chain management processes are adhered to, mSCOA is implemented correctly and that audit findings are addressed. Municipalities are reminded to refer to the annual budget circulars of the previous years for guidance in areas of the budget preparation that are not covered in this circular.

1. The South African economy and inflation targets

The National Treasury has lowered its 2024 economic growth forecast to 1.1 per cent, from the 1.3 per cent projected in the 2024 Budget Review, weighed down by stop-start economic growth and stubborn inflation in the first half of the year. The economy has since strengthened in response to the suspension of power cuts since March 2024, improved confidence following the formation of the government of national unity in June, better than-expected inflation outcomes in recent months and reduced borrowing costs. All these factors are expected to continue to support the economy over the period ahead.

GDP growth is projected to average 1.8 per cent from 2025 to 2027, up from 1.2 per cent in the preceding three years. The pace of growth is still being limited by persistent – though gradually easing – constraints, particularly in logistics infrastructure. Faster growth depends largely on maintaining macroeconomic stability, the continued implementation of structural economic reforms, improving state capabilities and supporting higher infrastructure investment.

The following macro-economic forecasts must be considered when preparing the 2025/26 MTREF municipal budgets.

Table 1: Macroeconomic performance and projections, 2023 - 2027

Fiscal year	2023/24	2024/25	2025/26	2026/27	2027/28
	Actual	Estimate	Forecast		
CPI Inflation	5.9%	4.6%	4.4%	4.5%	2.5%

Source: Medium Term Budget Policy Statement 2024.

Note: the fiscal year referred to is the national fiscal year (April to March) which is more closely aligned to the municipal fiscal year (July to June) than the calendar year inflation.

Growth in household consumption expenditure is expected to improve to 1.2 per cent in 2024, up from 0.7 per cent in 2023. Households have seen growth in real incomes as this year progressed and inflation has cooled, while consumer confidence has been buoyed by several factors, including stable electricity supply and expectations of improving financial conditions following a September cut in interest rates. Real purchasing power is expected to be bolstered by a further moderation in inflation and lower interest rates supporting household balance sheets. The newly implemented two-pot retirement system, which allows consumers to withdraw a portion of their savings before retirement, may also boost household consumption over the next few years depending on the eventual use of the withdrawn funds.

During 2024, headline inflation has cooled to its lowest rate in over three years, supported by lower food and transport prices. Underlying inflation – measured by the core inflation rate, which excludes volatile items such as food, non-alcoholic beverages, fuels, and energy – has also moderated to two-year lows, supported by lower imported inflation. Headline inflation is projected to stabilise around the midpoint of the 3–6 per cent inflation target range in the medium term. Lower food prices, a stronger rand and comparatively low oil prices present favourable risks. Meanwhile, unfavourable risks to the outlook include higher administered prices and unfavourable weather conditions for agriculture.

Even though confidence of the consumers has been uplifted by the improved economy, households are still struggling to pay municipal accounts and that has a negative impact on municipal own revenues. It is therefore noted that variations in regional specifics are possible, however, any variation of assumptions must be explicitly set out and well explained in the budget narratives, in the absence of which the Treasuries will refer the budget back to council for alignment to the macroeconomic performance projections.

2. Key focus areas for the 2025/26 budget process

2.1 Local government conditional grants allocations

Over the 2025 Medium-Term Expenditure Framework (MTEF), the government proposes an allocation of 9.8 per cent to local government. Local government funding is projected to increase from R184.8 billion in 2025/26 to R197.9 billion in 2027/28. In 2025/26, this comprises R106.1 billion for the local government equitable share, R16.8 billion from the general fuel levy sharing with metros, and R61.8 billion for both direct and indirect conditional grants. The increased allocations to local government reflect the government's commitment to social protection as a cornerstone of its fiscal strategy, ensuring ongoing support for indigent populations and the expansion of critical infrastructure through conditional grants. These figures represent the preliminary fiscal framework outlined in the 2024 Medium Term Budget Policy Statement. The final details will be provided in the 2025 Budget Review.

Notable changes to the conditional grants system

Government has finalised its review of the conditional grant system and developed a range of reforms based on the results. These reforms are aimed to rationalise conditional grants and enhance their effectiveness and will be implemented from 2025/26.

In the metro space, National Treasury remain committed to consolidating grants to improve efficiency and effectiveness. Starting with the 2025 Budget, the Neighbourhood Development Partnership Grant (NDPG direct) and the Programme and Project Preparation Support Grant (PPPSG) will be consolidated. Over the 2025 Medium-Term Revenue and Expenditure Framework (MTREF), further reforms will include integrating the Municipal Systems Improvement Grant (MSIG) and the Neighbourhood Development Partnership Grant (NDPG indirect) into the budget baselines of the Department of Cooperative Governance and the National Treasury, respectively. Both departments will still earmark these to ensure that these allocations are used for their original purposes.

Additionally, the non-metro components of the NDPG direct will be merged with a portion of the PPPSG, and the grant will be redesigned to better serve its objectives. Most of other proposed reforms being discussed currently are planned for medium- to long-term implementation.

NT advise municipalities to utilise the indicative numbers that were presented in the 2024 Division of Revenue Act when developing the 2025/26 MTREF calculations. It is crucial to also consider the

proposed changes to baselines that were presented in the 2024 MTBPS, as they may have an impact. NT recommend this must be prioritised in all budgetary planning for the upcoming fiscal year. In terms of the outer year allocations (2027/28 financial year), it is proposed that municipalities conservatively limit funding allocations to the indicative numbers as presented in the 2024 Division of Revenue Act for 2025/26. The Division of Revenue Bill, 2024, which includes the annexures outlining allocations to each municipality is available at:

<https://www.treasury.gov.za/documents/national%20budget/2024/default.aspx>

Division Of Revenue Amendment Bill, 2024 (DoRAB)

Additional funding to the Municipal Disaster Recovery Grant – R684 million is added to the Municipal Disaster Recovery Grant (MDRG – Recovery) to fund the reconstruction and rehabilitation of municipal infrastructure damaged by the flood and storm surges that occurred in various parts of the country between December 2023 and July 2024. This will benefit several municipalities in five provinces with the following breakdown: Eastern Cape municipalities (10): R319 million; Free State municipalities (4): R48 million; KwaZulu-Natal municipalities (7): R152 million; Limpopo municipalities (4): R88 million; and Mpumalanga municipalities (4): R77 million.

Reprioritisation from the Public Transport Network Grant – R300 million is shifted from the Public Transport Network Grant (PTNG) to the Taxi Relief Fund to fund the extension of the programme. While the fund was introduced as a relief measure during the height of the COVID- 19 pandemic, it has been extended and forms part of the work that the Department of Transport is undertaking in the formalisation of the taxi industry.

Rescheduling of BFI funding in the Regional Bulk Infrastructure Grant – reduction of R225 million to the allocation of Drakenstein Local Municipality in the Regional Bulk Infrastructure Grant (RBIG) to align to the revised implementation plan and cashflow projections for the sanitation infrastructure upgrade project funded through the BFI.

Roll-over – R29 million is rolled over in the MSIG to complete projects related to the development of the Smart Cities Framework, Capital Expenditure Framework, Data Management Project, and Records Management Project.

Changes to conditional grant frameworks and allocations

The framework of the MDRG – recovery will be amended to ring-fence the additional funds for the repair and reconstruction of municipal infrastructure damaged by the disasters that occurred between December 2023 and June 2024.

The framework of the RBIG will be updated to amend the ring-fenced BFI amount for Drakenstein Local Municipality's sanitation infrastructure upgrade project.

The framework of the PTNG is amended to reflect the revised 2024/25 baseline following the reprioritisation towards the Taxi Relief Fund.

The framework of the MSIG is amended to account for the approved roll-over in the 2024/25 financial year.

Details per municipality, of the changes to allocations for the municipal disaster recovery grant, municipal systems improvement grant, public transport network grant and regional bulk infrastructure grant that have been described in Part 2 of the explanatory memorandum to the DoRAB will be gazetted. These changes per municipality are shown in **Annexures D to E and Appendix A** of the DoRAB.

All amended frameworks will be gazetted in terms of section 15(2) of the 2024 DoRA, after consulting Parliament.

2.2 Metropolitan Municipalities Trading Services Reform performance incentive

The provision of water, sanitation, electricity, and solid waste management are in a significant decline, resulting in poor reliability, safety, and accessibility of these services. The immediate cause of service decline is long-term and systemic underinvestment in maintaining, rehabilitating, and expanding infrastructure assets. Fundamental weaknesses in the structure and management of trading services underpin and exacerbate underinvestment in trading services infrastructure and assets. Currently, trading services face negative cash flows, placing at risk overall metropolitan municipalities (refers herein as metros)'s finances and their ability to support the necessary investments and contribute to the financial health of the entire municipality. Thus, there is a growing risk to municipal finances from the impact of failing trading services and an urgent need to incentivise the turnaround of trading services/ utilities to improve performance and increase investment in infrastructure.

A new feature of the conditional grant structure from 2024/25 is a performance incentive for metros who agree to embark upon specific trading services reforms, subject to performance on accountability, financial and operational performance metrics. The purpose of the Metro Trading Services performance incentive is to support and incentivise the turnaround of metro trading services to functional utilities that can access loan finance.

The incentive programme is currently planned to run over six years, from 2024/25 to 2030/31, and will cover water and sanitation (W&S), electricity and energy (E&E), and solid waste management (SWM). Maximum performance incentive amounts will be allocated to metros through the annual Division of Revenue Act, based on household and poverty indices. The envisaged scale of the incentive is such that, with commensurate internally generated funding, metro trading services capital expenditure can more than double compared to the current baseline.

To access the performance incentive, most metros have already developed Trading Services Reform Strategies, with two annexures (A1: Institutional Road Map, and A2: Business and Investment Plans) for their Water and Sanitation and Electricity and Energy Trading Services. (See Guidance Note 2: Assessment Criteria, Process and Timeframes, Metro preparations for the introduction of trading services infrastructure financing reforms). The date for submission of Solid Waste Management A, A1 and A2s is 31 July 2025. The guidance note is accessible [at this link on the National Treasury website](#).

Metros with acceptable reform strategies for W&S and E&E will need to develop a third Annexure to their sector-specific Trading Services Reform Strategies, namely Annexure 3: Performance Improvement Action Plan (PIAP). Each A3: PIAP will have approximately 40 indicators across three performance areas (Accountability, Financial and Operational (W&S or E&E or SWM)).

For each indicator, metros will specify their starting points, ambitions, programmes to accomplish the ambitions, and annual targets for the six years of the programme. The A3: PIAP as agreed to by National Treasury and passed by the metro council will become the metro's trading service **performance contract** against which incentive allocations are confirmed or adjusted, through the Division of Revenue Act. The Council-approved sector-specific A3: PIAP must be submitted to National Treasury as part of the metro's submission of budget documentation.

Metros are currently receiving formal feedback on submissions already made. Workshop briefings, a Guidance Note, and direct support will be provided to enable metros to complete the A3: PIAP template.

For metros seeking to access the incentive, the second day of the Mid-year Budget and Performance Review (MYBR) engagements will be dedicated in assessing the readiness for trading services reform and the details of A3: PIAP. Metros should submit a complete first draft A3: PIAP prior to the MYBR engagement.

Similarly, for metros seeking to access the incentive, the Budget and Benchmark engagements will devote time to assess investment plans, commercial initiatives, of trading services. Metros should be ready for the meeting with a final A3: PIAP.

Metros who have been or are unable to generate satisfactory Trading Services Reform Strategy documents will have further opportunities (with assistance of NT) to join the programme in future.

2.3. Reporting requirements for Disaster Allocations

National Treasury has in the previous circular (MFMA Circular No. 126 dated 07 December 2023) indicated that municipalities that receive their disaster funding before the start of the municipal year, i.e., 01 July, but after the end of the national financial year, 31 March, do not need to request a rollover as any deemed unspent disaster fund transferred to municipalities during that period (01 April to 30 June) will be regarded as an automatic rollover. This consideration is done because funding for this form of a disaster would have been transferred from the new year's allocation. Therefore, National Treasury will support that these unspent monies be carried over into the new municipal year's budget. The contents of MFMA Circular No 126 are not repeated here as the position still holds.

Disaster response funding for local government is provided for in the Division of Revenue Act, 2024 (Act No. 24 of 2024) (DoRA) through the Municipal Disaster Response Grant schedule 7B (MDRG 7B); and the Municipal Recovery Grant schedule 5B (MDRG 5B).

Funds from the MDRG 7B allocations are unallocated until a classification of a disaster by the Head of National Disaster Management Centre (NDMC) in terms of Section 23(1)(b) of the Disaster Management Act, 2002 (Act No. 57 of 2002). This grant provides for the immediate release of funds for disaster response if an occurrence cannot be adequately addressed in line with section 2(1)(b) of the Disaster Management Act, 2002 (Act No. 57 of 2002).

The MDRG 5B funds longer-term rehabilitation and reconstruction of municipal infrastructure damaged by a disaster.

Section 25 of the 2024 DoRA provides that:

(3) (a) The transferring officer may, with the approval of the National Treasury, make one or more transfers of a Schedule 7 allocation to a province or municipality for a classified disaster, within 100 days after the date of the classification of the disaster.

(c) The National Treasury must, within 21 days after the end of the 100-day period envisaged in paragraph (a), by notice in the Gazette, publish all transfers of a Schedule 7 allocations made for a classified disaster.

(f) The funds approved in terms of paragraph (a) must be included in municipal adjustments budgets.

Any additional disaster funding that may be approved by the National Treasury through section 19 (6) of the DoRA which states that "On a joint request by the transferring officer and the National Disaster Management Centre (NDMC), the National Treasury may approve that a conditional allocation in Schedule 4, 5 or 6, or a portion thereof, be reallocated to pay for the alleviation of the impact of a classified disaster or the reconstruction or rehabilitation of infrastructure damage caused by a classified disaster", must comply with all the reporting requirements in the DoRA. Before the National Treasury approves a reallocation, the receiving officer of the conditional allocation in Schedule 4 or 5 or the transferring officer of a Schedule 6

allocation must confirm that the affected funds are not committed in terms of any statutory or contractual obligation". These funds upon approval constitute a part of the total disaster allocation for that financial year and must comply with the framework conditions of the disaster funding.

Upon approval by the National Treasury either through section 25(3)(a) or section 19(6), municipalities are required to follow all reporting prescripts in terms of the DoRA. In terms of the duties of receiving officer in respect of schedule 5 or 7 allocations, section 12 requires municipalities to report expenditure and transfers received monthly, not later than 10 working days after the end of each month. Further, a municipality must submit a quarterly non-financial performance report within 30 days after the end of each quarter. Lastly, municipalities must evaluate the financial and non-financial performance of the municipality, in respect of programmes partially or fully funded by a schedule 5 allocation and submit such evaluation to the transferring officer and the relevant provincial treasury within two months after the end of the 2024/25 financial year applicable to a municipality. The reporting must also comply with the framework of the Disaster grant.

In addition to the reporting requirements outlined in section 12 of the DoRA, municipalities must adhere to the reporting guidelines specified in the disaster management frameworks. Municipalities are required to implement all approved projects and ensure that allocated funds are used for their intended purposes. Municipalities should submit disaster assessment reports and funding requests, signed by the Accounting Officer, to the Provincial Disaster Management Centre (PDMC) within 14 days of the disaster classification. Additionally, municipalities must provide a performance report, including supporting evidence (such as payment certificates, photographs, and invoices) demonstrating the progress of project implementation, to the PDMC within 30 days after the end of the quarter in which the funds were utilised. National Treasury may withhold and / or stop any funds due to the municipality that does not adhere to the reporting requirements in the DoRA.

In terms of any disaster funding that municipalities receive between 01 July and 31 March and have not been spent by the end of the municipal year, 30 June, a request for a rollover is required and it is not deemed automatic. This is slightly different from an instance wherein disaster response funds are transferred to municipalities after the end of the national financial year, 31 March.

2.4. Budgeting and reporting of the Integrated National Electrification Programme (INEP)

The DoRA provides for the allocation to ensure access to electricity through provision of capital subsidies to Eskom and municipalities for the eradication of the household's electrification backlogs and to ensure universal access to electricity.

These allocations are made to Eskom for the Eskom areas of supply and to municipalities for their areas of supply. This allocation criteria on the electrification programme follows the powers and functions (licensed and unlicensed) to both municipalities and Eskom. However, there are instances where some allocations that are within the Eskom areas of supply, are made to municipalities. This is done to accelerate the delivery of the electrification services and the eradication of backlogs.

National Treasury has therefore issued the *mSCOA* Circular No. 16 dated 16 October 2024 to provide more detailed guidance on the budgeting for these forms of funding. Municipalities are therefore requested to follow the *mSCOA* Circular No. 16.

2.5. Stopping and reallocation guidelines

The Division of Revenue Act provides that in instances where municipalities reflect a serious or persistent material breach of the Act (DoRA and MFMA), i.e., non-compliance against the provisions of the Acts, non-compliance against grant framework and significant under-expenditure, National Treasury may at its discretion or at the request of the transferring officer stop and reallocate the conditional grants from non-complying municipalities to best performing municipalities.

Following the 2024/25 mid-year expenditure reports (second quarter report) in terms of section 10 of the 2024 DoRA and sections 71 and 72 of the Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA), National Treasury annually considers invoking sections 18 and 19 of DoRA.

In terms of DoRA, National Treasury utilises the reported information from both municipalities and the transferring officers in terms of section 10 and section 71 of the DoRA and MFMA, respectively. The second quarter reports dated 31 December annually is targeted as a benchmark to determine whether municipalities have adequately performed against the total allocations made. Various conditional grant frameworks give guide on the conditions required for compliance and as a measure of the performance of the municipalities.

Transferring officers are required as part of section 12 of DoRA (duties of the transferring officer) to assess and monitor the performance of the municipalities against the conditional grants and recommend to National Treasury that underperforming municipalities should be considered for stopping, while best performing municipalities are considered for additional funding in terms of sections 18 and 19 of DoRA (stopping and reallocation). In terms of section 18(2) of DoRA, a request by a transferring officer or a receiving officer to stop the transfer of a schedule 4B or 5B allocation, or a portion thereof must be submitted to the National Treasury by **31 January 2025**.

National Treasury is required in terms of sections 17, 18 and 19 of DoRA and section 38 of the MFMA to consult municipalities and afford them an opportunity to make a written representation as to why their conditional grants should not be stopped. Only after National Treasury has consulted and engaged municipalities on this intention (stopping), would the Treasury decide to either stop or not stop. Therefore, the stopping and reallocation process is a consultative “process” for which National Treasury must decide on. Recommendations from all relevant stakeholders, i.e., transferring officers and provincial treasuries are considered before the National Treasury decides.

The following questions form part of the decision when National Treasury writes to municipalities to consider stopping the allocation due to persistent underspending and non-compliance against the provisions of the legislations:

- Why expenditure reported as at 31 December 2024 is below 40 per cent;
- Progress report against approved projections (provide list/ names of approved projects);
- Representation on the cash coverage for grants transferred (Liquidity ratio) and all committed unspent funds must be ringfenced;
- Representation on the initial cash flow projections against actual performance;
- Progress report on any approved rolled over for 2023/24 financial year;
- Commitment that the allocated funds are committed and that they will be fully spent by the end of the financial year, 30 June 2025, i.e., commitment that the municipality will not request rollover against the funds proposed to be stopped;
- Representation on all projects awarded after the second quarter of the municipal financial year as at 31 December 2024;

- Representation on any commitments made against Supply Chain Management Regulation 32 projects in terms of the Supply Chain Management policy and chapter 11 of the MFMA and progress made against these projects;
- Declaration by the municipality on the amount that should be stopped by National Treasury;
- All reporting must be accurate and aligned to mSCOA system and
- An acceleration plan against the 2024/25 approved implementation plan.

According to section 19 of DoRA, when a schedule 4B or 5B allocation, or a portion thereof, is stopped in terms of section 18, the National Treasury may, after consultation with the transferring officer and the relevant provincial treasury, determine the portion of the allocation to be reallocated, as the same type of allocation as it was allocated originally, to one or more provinces or municipalities, on condition that the allocation must be spent by the end of the 2024/25 financial year.

Reallocation is therefore based on availability of funding, with priority being reallocation of funds within the same district or a province. Priority is also given to the best performing municipalities, municipalities with ready projects for implementation, committed multi-projects that could be brought forward, etc i.e., A maximum expenditure of 70 per cent against original allocation is used as an indicator for reallocation. In terms of stopping of the allocations against slow spending municipalities, a 40 per cent benchmark is used to engage municipalities whether their funds should be stopped or not. It is important to note that a representation from municipalities in terms of section 38(2) (a) of the MFMA and a recommendation from the transferring officer/provincial treasury is considered before National Treasury can stop the funds.

3. Revenue Management

The weak economic growth continues to impact municipal finances, and this has strained consumers' ability to pay for services as communicated in MFMA Circular No. 89. Coupled with this conundrum is the marginal growth in national transfers as compared to the past. These two critical factors necessitate municipalities to function optimally, suggesting that municipal operations, processes, and procedures must be efficient. Inefficiencies in this space are guaranteed to manifest on municipal finances. Although some municipalities have managed these challenges well, others have fallen into financial distress and face liquidity challenges. Subsequently, municipalities are unable to meet their payment obligations to Eskom, water boards and other creditors. Therefore, municipalities must maximise their revenue generating potential and collect what is due to them and concurrently, eliminate wasteful and non-core spending. Municipal budgets will be scrutinised to ensure that municipalities adequately provide for their core mandate and to service their debt obligations. Municipalities must ensure that expenditure is limited to the maximum revenue collected and not spend money that they do not have.

National Treasury encourages municipalities to maintain tariff increases at levels that reflect an appropriate balance between the affordability to poorer households and other customers while ensuring that the tariffs are cost reflective for the financial sustainability of the municipality. The Consumer Price Index (CPI) inflation is forecasted to be 4.4 per cent; therefore, municipalities are required to justify all increases more than the projected inflation target for 2025/26 in their budget narratives and pay careful attention to the differential incidence of tariff increases across all consumer groups. In addition, municipalities should include details of their revenue growth assumptions for the different service charges in the budget narrative.

3.1 Revenue enhancement and Improved debt collection

Although different methods and tools are available to municipalities for improving revenue and debt collection through external sources, National Treasury would like to encourage municipalities to productively make use of the available revenue tools developed and available.

A useful method to ensure that all properties in the municipality are levied as per the 2014 Amended Property Rates Act and the municipality's tariffs and rates policies, is the correct use of the **National Treasury Valuation Roll Reconciliation Tool**. Except for property rates, other statistical data of consumers, like the number of users for different services (although it will not perfectly match) can also be benchmarked against.

The correct use of **National Treasury Cost Reflective Tariff** and **Valuation Roll Reconciliation Tools**, together with the statistical data from the municipal billing system, must be utilised to ensure the maximum levying of revenue. Unfortunately, these tools cannot be used successfully if the input data is not correct and / or output is not correctly interpreted.

The **Smart Meters Grant Roll-Out and RT29-2024** Transversal Tender (available to all government institutions) are both useful not only to improve revenue in municipalities, but also to assist in improving debt collection. Not only can water and electricity losses be reduced, but cash can be generated up front.

By making use of the available tools and smart metering systems, municipalities will be in a better position to prepare cost-reflective tariffs and credible funded budgets, budgets that align with actual revenues and expenditures.

Municipalities must focus on increasing collection rates, curbing material losses, and aligning their budgets with actual financial realities.

3.2 Maximising the revenue generation of the municipal revenue base

Property Rates

Reference is made to MFMA Circulars No. 93, paragraph 3, 98 paragraph 4.1 and 123 paragraph 5.1. The emphasis in these MFMA Circulars is to ensure that municipalities are using their entire revenue base for the revenue budget projections. The status quo remains; however, it is essential that municipalities reconcile their most recent consolidated valuation roll data to that of the current billing system to ensure that revenue anticipated from property rates is realistic. The municipalities should implement a data management strategy and develop internal capacity to perform these reconciliations and investigations to improve completeness of billing.

The periodic general valuation of properties can result in significant changes in the market values of properties, especially where regular supplementary valuations are not done during the period of validity of the valuation roll. In the year in which a new valuation roll is implemented, where the general valuation of properties results in significant increases in the market values of a significant proportion of the properties, it would be advisable to reduce the cent in the Rand rates for categories of rateable properties for which the greater proportion of the market values increased significantly in the general valuation. To do this, the municipality must run various permutations of different cent in the Rand rates against different categories of properties to ascertain the rates payable against the different permutations.

The use of the Valuation Roll Reconciliation tool of National Treasury, can assist to test the various permutations of tariffs. After running the different permutations, the municipality can then determine cent in the Rand rates for the different categories of rateable properties that do not cause rates shocks that increase the rates payable by property owners excessively.

Municipalities are referred to the Department of Cooperative Governance's practice note in this regard, which is contained in the Local Government: Municipal Property Rates Act General Guidelines (March 2020) which can be found at the following link:

<https://www.cogta.gov.za/index.php/municipal-property-rates/>

Requirements for a billing report

The Billing report must at a minimum provide the following per each property:

- Market value;
- Property category;
- Amount billed;
- Unique property identifier (linked to the Valuation Roll);
- Property owner;
- Rebate value;
- Exemption value; and
- Reduction value.

Although the format of the billing reports will vary across municipalities, the billing report will always have the above-mentioned specifics for any municipality regardless of the financial system used as they all use the valuation roll as the basis to update the municipal financial system. Municipalities are advised to engage their service providers in ensuring that there is a standardised billing report that considers the minimum billing report requirements.

Part A and Part B Register

Reference is made to the Municipal Property Rates Act – section 23 of the MPRA reads as follows:

1. A municipality must draw up and maintain a register in respect of properties situated within that municipality, consisting of a Part A and Part B;
2. Part A of the register consists of the current valuation roll of the municipality, including any supplementary valuation rolls of the municipality prepared in terms of section 78;
3. Part B of the register must specify which properties on the valuation roll or any supplementary valuation rolls are subject to – (a) an exemption from the rate in terms of section 15; (b) a rebate on or a reduction in the rate in terms of section 15; (c) a phasing-in of the rate in terms of section 21; or (d) an exclusion referred to in section 17 (1) (a), (e), (g), (h) and (i);
4. The register must be open for inspection by the public during office hours. If the municipality has an official website or another website available to it, the register must be displayed on that website; and
5. A municipality must at regular intervals, but at least annually, update Part B of the register. Part A of the register must be updated in accordance with the provisions of this Act relating to the updating and supplementing of valuation rolls.

Based on the cited section, municipalities are expected to comply with the provisions of section 23 of the MPRA to ensure that the latest information is used in the reconciliation process. All revenue foregone as supported by municipal policies due to municipal reductions rebates and exemptions must be accounted for in the Part B register and all subsequent supplementary rolls performed are accounted for using a Part A register.

Furthermore, municipalities are also advised and expected to comply with section 8(1) of the MPRA in terms of the billing methodology that should be specified within their policies to ensure that the correct categories (based on the selection made by the municipality) are used

in the reconciliation process. A further test would be to reconcile this information with the Deeds Office registry.

In accordance with the MFMA Circular No. 93, municipalities are once more requested to submit their reconciliation of the Valuation roll, Part A register of the billing system to National Treasury on a quarterly basis by no later than the 10th working day after the end of the quarter. A detailed action plan must accompany the reconciliation where variances are noted.

[A copy of the Valuation Roll Reconciliation Tool template is available as Annexure A of this Circular.](#)

The information must be uploaded by the municipality's approved registered user(s) using the GoMuni Upload Portal at: https://lg.treasury.gov.za/ibi_apps/signin.

3.3 Setting cost reflective tariffs

It is important that municipalities periodically conduct cost of supply studies in the provision of each basic service. Municipalities must ensure that when tariffs are designed that consumption charges for services are only based on consumption and all other variable costs and fixed costs e.g., salary and wages, etc. should be covered by a fixed charge. Municipalities must ensure that when tariffs are designed, capital repayment of loans are included in the provision for depreciation that must be budgeted for.

During the budgeting process, provision must be made for revenue to be generated by the tariffs levied for services to address the maintenance of infrastructure. Repairs and Maintenance need to be sufficiently covered in Employee Related Costs, Contracted Services, Operational Expenditure, and Inventory Consumed. New infrastructure developments in a municipal area of jurisdiction should be obliged to consider and incorporate efficiency sources of energy available such as solar or wind to respond to the ongoing global energy crisis. Using the latest format of the Cost Reflective Tariff Tool after the upload of the Adjustments Budget, again after the Tabled Budget (Draft Budget) and again after the Council Approved Budget, municipalities will be able to have a better understanding of the cost reflectiveness of its tariffs and future tariff adjustments successfully explained.

It is important to note that the Cost Reflective Tariff Tool's outcome is dependent on a well-structured budget with all applicable revenue and expenditure items included.

The latest version, National Treasury Tariff Tool Linked Vol. 2 of 27 November 2024, is available as **Annexure B** of this Circular. This latest Volume 2 now replaces the Tariff Setting Tool - 05 November 2019 mentioned in MFMA Circular No. 98.

The populated Cost Reflective Tariff Tool, must be uploaded by the municipality's approved registered user(s) using the GoMuni Upload Portal at:

https://lg.treasury.gov.za/ibi_apps/signin.

3.4 Consumer Deposits and securities

Credit control policies must be reviewed and amended to include the raising of consumer deposits, the authority to raise deposits must be deleted where it is still in the Electricity and Water by-laws, this must be included in the credit control and debt collection by-laws. Deposits must be equal or more than two months bulk accounts from water services authorities and Eskom.

3.5 Contracts with customers

All municipalities should ensure that their service agreements with customers address the following matters:

- Requirements of POPIA;
- Digital and Physical Domicile for the delivery of notices;
- Acceptance of liability in the case of proven tampering of services;
- Acceptance of Magistrates Court Jurisdiction if in arrears and legal action has been taken;
- Acceptance to adhere to Municipal policies and by-laws;
- Acceptance and approval to be handed over to third party if in arrears inclusive of credit bureau;
- Acceptance to give access to meter readers to read meters;
- Municipality accept to render promptly bills; and
- Municipality accept to limit the estimation of consumption on meters.

3.6 Indigent Management

It is critical to progressively manage the restriction of free basic services to national policy limits. Therefore, free basic services to indigent households must be restricted. Where any unlimited supply or supply above national policy limits is provided, the budget narrative must explicitly articulate how this is funded, also in a context of facilitating adequate asset management and adequate provision for related debt impairment and ability to maintain payment of Eskom, bulk water, and other creditors.

Establishing and maintaining credible indigent register – It is important that the municipalities undertake the following actions to conduct quality control and monitor the indigents:

- Check accuracy and identify any overstatement of the indigent debtor which will enable municipalities to confirm the accuracy of the reported number of indigent debtors;
- Proactively identify indigent citizens and accelerate the registration process through data-driven indigency status verification, as a precursor to tabling applications to Council for approval;
- Verify the status of indigents on the current indigent register thereby reducing the risk of citizens benefiting from the indigent subsidy when they do not qualify for it anymore;
- Create a verifiable indigent register which reduces performance audit risk through the provision of monthly controls and credible, third party, data-driven evidence to support the validity of households registered as indigent;
- Use the insight provided regarding indigents to make any necessary amendments to current Indigent Policy; and
- Municipalities are advised to work closely with DCoG and their respective provincial counterparts to simplify its indigent management registration processes – even consider qualifying criteria that can be independently checked without requiring a hefty administration burden on indigent households that are already financially constrained, including facilitating such on-site close to where indigents may reside. It is noted that the municipality needs to report on all indigent households for water and energy within its demarcation also in the Eskom supplied areas since the LGES: Free basis services (FBS) allocation is targeted at the demarcation. The municipality must therefore focus in its 2024/25 MTREF Schedule A submission to report on all indigent households (also in Eskom supplied areas).

3.7. Voluntary restriction of notified maximum demand (NMD)

Municipalities are advised that Eskom agreed with National Treasury that once a municipality in principle agreed to a Notified Maximum Demand (NMD) restriction with National Treasury,

Eskom will within 30 days of National Treasury request advise on its ability to restrict the NMD at bulk supply points in that municipality. Eskom will restrict the NMD or not charge any NMD exceedance charges and penalties to the municipality until 30 June 2027 or earlier as may be agreed between National Treasury and the municipality. Should any municipality with the electricity function not be able to maintain its Eskom bulk account, it is strongly urged to make an application to the National Treasury for such a voluntary restriction of its NMD by Eskom. The application must include a council resolution to the effect that council approves and agrees to such a voluntary restriction and the effective date thereof. National Treasury will then make an application to Eskom for this purpose.

3.8. Pro-actively managing collection of municipal revenue in Eskom supplied areas

The National Treasury notes that in the context of the Electricity Regulation Act, 2006 (ERA) existing section 21(5) prohibiting Eskom to cut supply in their areas to assist municipalities to collect on rates, water, wastewater and refuse removal – municipalities have no other tool but the restriction of water to collect in Eskom supply areas. Until ERA is amended it is critical that municipalities update their By-laws and policies to facilitate and legally allow the restriction of water as part of proper credit control for municipal revenue collection in Eskom supplied areas. The process before the supply of water is restricted/ limited, must honour the water supply rights of the indigent as well as the administrative processes and procedures, as contained in the municipal by-laws and policies read with section 4(3)(a) of the Water Services Act.

3.9. Eskom Bulk Tariff increases

The National Energy Regulator of South Africa (NERSA) is responsible for the price determination of the bulk costs of electricity. In the municipal financial year 2024/25, bulk electricity costs increased by 12.7 per cent, a slight decrease as compared to 15.0 per cent in the 2023/24 municipal financial year.

Given the absence of an approved tariff increase by Eskom and no approval of Eskom tariff application available yet for the 2025/26 financial year, municipalities are cautioned to not only use the National Treasury Cost Reflective Tariff Tool, but also to do the Cost of Supply Study as prescribed by NERSA.

3.10. Organ of State Debt

The reconciliation of Organ of State debt begins with the municipal statement as the foundational document, serving as the baseline for reviewing and verifying all transactions, balances, and outstanding amounts between the municipality and the respective organ of state. This statement ensures that the reconciliation process is rooted in the municipality's official financial records. Technical and provincial advisors must meticulously analyse the statement to confirm that it accurately reflects all billed amounts, payments received, adjustments made, and any interest or penalties applied. By starting with the municipal statement, the process systematically identifies discrepancies and allows for their resolution through collaboration with the municipality and the organ of state.

Using the municipal statement as the starting point, the municipality will cross-check it against the organ of state's financial records, identifying mismatches or omissions. The detailed analysis will uncover issues such as unrecorded payments, incorrect billing, or misallocated funds. Once all discrepancies are resolved and the accounts are reconciled, the verified amounts become final and binding. It is imperative that all accounts verified during this reconciliation process are settled in full. This ensures that both the municipality and the organ of state fulfil their financial obligations, promoting accountability and reducing long-standing debt burdens.

As part of the reconciliation, municipalities must apply their credit control and debt collection policies, which are also applicable to Organ of State accounts. These policies ensure structured and proactive debt management, including efforts to engage the organ of state to finalise payment agreements for the settled amounts. Additionally, any credits or overpayments identified during reconciliation must be processed promptly by the municipality through issuing credit notes or adjusting in their financial systems. Evidence supporting reconciled balances, credits, or any adjustments must be retained to ensure compliance with financial management standards and to maintain transparency.

Finally, once the reconciliation is complete and all parties agree on the verified balances, the municipality must formally sign off on the reconciled accounts. This step signifies the accuracy and acceptance of the financial records. The organ of state must then ensure that all verified accounts are settled in full without delay, demonstrating its commitment to sound financial management and equitable treatment of debtors. By enforcing credit control measures and focusing on timely settlement, the municipality not only improves its financial position, but also strengthens relationships with organs of state, fostering a culture of accountability and mutual respect.

4. Funding of municipal budgets and other management issues

4.1. Funding of municipal budgets

National Treasury has observed over the years that many municipalities that adopt unfunded budgets are adopting budget funding plans as a mere compliance exercise. There is very little progress made to turn around from an unfunded budget position, to a funded one. To this effect, National Treasury will only allow municipalities to turn around from an unfunded budget position to a funded position within three years, of which in each year there should be measurable progress in terms of the improvement in the collection rate and cost containment initiatives. Failure for the municipalities to show visible progress each year, such municipality will not be allowed to table an unfunded budget. On monthly basis, these municipalities are required to submit progress reports to the GoMuni Portal which must be closely monitored by the respective Provincial Treasuries.

Also note that all municipalities that adopted funded budgets in 2024/25, will not be allowed to adopt unfunded budgets in 2025/26 and going forward, this implies that such budget will be referred by National/ Provincial treasury for review until the funded position is achieved. This is to enforce compliance with Section 18 of the MFMA and to encourage prudent financial management which includes collecting what is due to a municipality and paying for services rendered.

4.2. Employee related Costs

The salary and wage collective agreement were signed by the parties of the South African Local Government Bargaining Council (SALGBC) on Friday, 6 September 2024 and municipalities are expected to implement the agreement with immediate effect as from 1 July 2024.

In respect of the 2025/26 financial year, all employees covered by this agreement shall receive, with effect from 1 July 2025, an increase based on the average CPI percentage for the period 1 February 2024 until 31 January 2025, plus 0.75 per cent. The publications of Statistics South Africa shall be used to determine the average CPI.

In case the average CPI percentage for the period 1 February 2025 until 31 January 2026 is less than 4 per cent, it will be deemed to be 4 per cent, and if the average CPI percentage for this period is higher than 7 per cent, it will be deemed to be 7 per cent.

Municipalities that wish to be exempted from the collective agreement for this financial year, should apply 30-days from the date of approval of the budget of the municipality by the municipal council, or 30 June 2025. The onus to prove the case for the granting of exemption lies with the applicant municipality, and guidance is provided by SALGA.

If the municipality has missed the deadline to apply for exemption, and still wishes to do so, then the municipality will have to apply for condonation for the late referral and must show good cause of the referral as the panellist has the power to condone any failure to meet timelines. The panellist has the powers to grant full or partial exemption, and a municipality can apply to be exempted from any provision in the agreement.

In addition, the municipality must ensure that it enlists responses to all the indicators in terms of Sections 138 and 140 of the Municipal Finance Management Act. All the above are intended to ensure that municipalities find it easier to file appropriate exemption applications backed by relevant financial information.

4.3. Remuneration of Councillors

Municipalities are advised to budget for the actual costs approved in accordance with the Government Gazette on the Remuneration of Public Office Bearers Act: Determination of Upper Limits of Salaries, Allowances and Benefits of different members of municipal councils published annually between December and January by the Department of Cooperative Governance. It is anticipated that this salary determination will also consider the fiscal constraints. Municipalities should also consider the guidance provided above on salary increases for municipal officials during this process. Any overpayment to councillors contrary to the upper limits as published by the Minister of Cooperative Governance and Traditional Affairs will be irregular expenditure in terms of section 167 of the MFMA and must be recovered from the councillor(s) concerned.

4.4. Municipal Pension Fund Contributions

It has been observed that municipalities have defaulted on their responsibility to ensure that 3rd party payment obligations are met, despite deductions being made from employees' salaries. This has put several municipal employees in a very unfortunate situation where they have no funds in their pension fund accounts despite salary deductions having been made.

We wish to refer accounting officers to their fiduciary responsibilities as outlined in section 61(2)(a) of the MFMA, in terms of which an accounting officer may not act in a way that is inconsistent with the duties assigned to accounting officers of municipalities in terms of the MFMA. The failure to pay over deductions to pension funds is inconsistent with section 65(2)(f) of the MFMA which requires the accounting officer to ensure that the municipality complies with its tax, levy, duty, pension, medical aid, audit fees and other statutory commitments. Equally of importance is to ensure that payments to these statutory bodies are prioritised, or suitable arrangements are made with them towards settling their accounts.

Such failure constitutes an act of financial misconduct in terms of section 171(1)(b) of the MFMA, which provides that the accounting officer of a municipality commits an act of financial misconduct if he or she deliberately or negligently fails to comply with a duty imposed by a provision of the Act on the accounting officer of a municipality.

Additionally, the above failure also constitutes a financial offence in terms of section 173 of the MFMA, read together with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings. Section 173 of the MFMA provides that the accounting officer is guilty of an offence if that accounting officer, amongst others, deliberately or in a grossly negligent way contravenes or fails to comply with section 65(2)(f) of the MFMA.

Municipalities must therefore ensure that measures are put in place to ensure that salary deductions for pension fund contributions are paid over to the pension funds. In addition, those municipalities who have outstanding pension fund contributions are advised to ensure that any outstanding payments are paid over by latest end of the 2024/25 financial year, failure which will result in punitive measures being implemented against relevant municipalities.

Equally important is to ensure that payments to these statutory bodies are prioritised, or suitable arrangements are made with them towards settling their accounts. The two bodies must be equally urged to ensure that they provide suitable attachments when they issue their invoices to the municipality so that there is clarity of payments being made.

4.5. Unauthorised, irregular, fruitless and wasteful expenditure reduction and implementation of consequence management

Section 62(1)(d) of the Local Government: Municipal Finance Management Act, 2003 (MFMA) requires an accounting officer of a municipality to take reasonable steps to prevent unauthorised, irregular, or fruitless and wasteful expenditure (UIFWE) and other losses. Section 62(1)(e) of the MFMA obligates the accounting officer to ensure that disciplinary or, when appropriate, criminal proceedings are instituted against any municipal official who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15 of the MFMA.

We have noted that many municipalities still have high UIFWE disclosed in their annual financial statements. The high UIFWE balances confirms that more still needs to be done by the Municipal Public Accounts Committee (MPAC) in line with section 32 of the MFMA to address the balance of UIFWE. Municipalities are continuing to incur UIFWE year-on-year, which is indicative of ineffective preventative.

In addition to the above, many municipalities are still not establishing disciplinary boards or ensuring that the board in place to investigate allegations or instances of financial misconduct are functional. The disciplinary board is an independent advisory body that assists the council with the investigation of allegations of financial misconduct and is required in terms of regulation 4(1) of the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, 2014. Therefore, the establishment of a disciplinary board is a legislative requirement.

Therefore, municipalities are required to submit an action plan that must address timelines for the establishment of the disciplinary board (where one does not exist) as well as addressing the backlogs of financial misconduct investigations. The action plan must address the period from 02 January 2024 to 31 August 2025. The action plan should include monthly calendar actions that will allow the monitoring of the compiled action plan.

The action plan should include the following information:

- a. a plan to process the UIFWE balances up to 30 June 2024 by 31 August 2025 and how future UIFWE will be prevented with specific UIFWE prevention controls;
- b. the key process changes (including administrative processes) the municipality will implement to ensure that the UIFWE balances are processed to adhere to the August 2025 deadline; and
- c. the process to be followed to establish and appoint members of the disciplinary board and address the backlog of financial misconduct referrals to the disciplinary board.

The above action plan must be approved by council together with the 2024/25 adjustments budget and should be submitted to the National Treasury through the MFMA helpdesk at mfma@treasury.gov.za by the latest end of February 2025.

4.6. Special Adjustment Budget to authorise 2023/24 Unauthorised Expenditure

Section 28(2)(g) of the MFMA, read with regulation 23(6) of the Municipal Budget and Reporting (MBRR), provides the circumstances and the timelines within which the municipality must adjust its budget in relation to the unauthorised expenditure incurred during the previous financial year.

Regulation 23(6)(a) of the MBRR requires that the budget be dealt with as part of the adjustments budget contemplated in sub-regulation (1) of the MBRR. In terms of sub-regulation (1), an adjustments budget referred to in sections 28(2)(b), (d) and (f) of the MFMA 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. Additionally, in terms of regulation 23(6)(b), a special adjustments budget must be tabled in the municipal council when a mayor tables the annual report in terms of section 127(2) of the MFMA, 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 MFMA.

Therefore, municipalities are reminded to take this opportunity to table and approve an adjustments budget in relation to the unauthorised expenditure which was incurred during the 2023/24 financial year in line with section 28(2)(g) of the MFMA, read with regulation 23(6).

5. Municipal Standard Chart of Accounts (*mSCOA*)

5.1. Release of Version 6.9 of the Chart

On an annual basis, the *mSCOA* chart is reviewed to address implementation challenges and correct chart related errors. Towards this end, Version 6.9 is released with this circular. Version 6.9 of the chart will be effective from 2025/26 and must be used to compile the 2025/26 MTREF. The linkages to chart version 6.9 can be downloaded from GoMuni on the following link under the *mSCOA*/ List *mSCOA* WIP account linkages menu option:

https://lg.treasury.gov.za/ibi_apps/signin

The reports on the Local Government and Reporting System (LGDRS) are populated from financial and non-financial data strings. Municipalities must use the linkages on GoMuni referred to above and not the formulas in the regulated MBRR Schedules when generating their data strings.

The MBRR Schedules (A to F) and non-financial data string (A1S) was also aligned to chart version 6.9. A protected version of the MBRR Schedules for version 6.9 of the A1S are available on the MFMA Webpage on the link below:

<http://mfma.treasury.gov.za/RegulationsandGazettes/Municipal%20Budget%20and%20Reporting%20Regulations/Pages/default.aspx>

Municipalities must verify that the A1S data string does not contain spaces and special characters prior to submission to the GoMuni Upload portal as this will result in the data not pulling through on table A10 of the A1 system generated schedule.

All municipalities must prepare their 2025/26 MTREF budgets using the budget modules of their integrated systems solution, generate their financial and non-financial data string and produce the Schedule A1 directly from the integrated systems solution. The manual preparation of these documents outside the integrated systems solution is not allowed in terms of the *mSCOA* Regulations.

For the National Treasury to consider a new chart change in version 6.10 of the chart, the issue must be logged with all relevant detail, supporting documents and screenshots (where applicable) on the *m*SCOA Frequently Asked Question (FAQ) portal by 31 August 2025. The *m*SCOA FAQ portal can be accessed by all registered GoMuni users on the following link:

https://lg.treasury.gov.za/ibi_apps/signin

Importantly, when a FAQ is logged, it is considered by the FAQ committee after it has been investigated. If the FAQ members do not find grounds for a chart change, the FAQ will be closed with an explanation. If there is merit for a chart change in the next version of the chart, the matter is referred to the *m*SCOA Technical and Steering Committees for recommendation and approval. This process only concludes by the end of October annually. The FAQ process will therefore not provide quick responses to queries.

If a query pertains to GoMuni related issues (such as the **A**, **B** and **C** Schedules) and not a chart change, then an email with all relevant detail, supporting documents and screenshots must be sent to lgdataqueries@treasury.gov.za.

It should also be noted that *m*SCOA Circulars No 9, 10, 11 and 12 have also been aligned to *m*SCOA chart version 6.9 and the addendums to these circulars are released with this circular and will be published on the MFMA webpage. The addendums to these circulars can be accessed on the following link:

<https://mfma.treasury.gov.za/RegulationsandGazettes/MunicipalRegulationsOnAStandardChartOfAccountsFinal/Pages/default.aspx>

5.2. Future chart changes

The following chart changes are still under consultation and if approved, it will be effected in chart version 6.10:

5.2.1. Cost capitalisation to assets (current and non-current)

The National Treasury has received multiple requests through the *m*SCOA FAQ database to include items for Cost Capitalisation to Assets (current and non-Current) in alignment with the principle applied to Employee Related Costs (Cost Capitalisation to PPE). The requested items pertain mainly to the following categories:

- Employee Related Cost
- Depreciation
- Contracted services (such as maintenance)
- Consumables and materials
- Other operating costs etc

In terms of the Generally Recognised Accounting Practice (GRAP), GRAP 1.104 states that *an entity shall present an analysis of expenses using a classification based on either the nature of expenses or their function within the entity, whichever provides information that is reliable and more relevant.*

Municipalities provide this analysis based on the nature of the expenses.

GRAP 12 further requires that *Inventories paragraphs 19 to 28 must be considered to determine which costs must be included in the cost price of inventory. In terms of paragraph 19 the cost of inventories shall comprise all costs of purchase, costs of conversion and other costs incurred in bringing the inventories to their present location and condition.*

This GRAP standard specifically requires that any conversion costs be accounted for as part of the cost of inventory, rather than being expensed according to their nature. These costs may include labour and other expenses for personnel directly involved in the conversion process, such as water purification, as well as any attributable overheads.

When costs related to water inventory are capitalised in accordance with GRAP 12.19, no expense is recognised at the time of incurrence since a capital item is created. The expense is only recognised when the water inventory is distributed, at which point it is recorded as "Inventory consumed". This will reflect the nature of the expense incurred.

This is similar in principle to costs that are capitalised to property, plant, and equipment in accordance with GRAP 17.22. GRAP 17.22 outlines that examples of directly attributable costs that should be capitalised as part of the cost of an item of property, plant, and equipment (PPE) include expenses such as employee costs related to the construction or acquisition of the PPE, site preparation, delivery, installation, and assembly costs, among others. Once the PPE is ready for use (i.e., when it becomes available for its intended purpose), an expense is recognised in the form of "Depreciation". This depreciation represents the nature of the expense incurred over time, rather than the individual costs that were initially capitalised.

Therefore, it would not be correct to analyse and present the cost items incurred per GRAP 12.19 as the expense items outlined in the requirements of GRAP 1.104. The actual expense, by nature, is the "inventory consumed" expense, which reflects the consumption of the inventory rather than the individual costs incurred during its acquisition or conversion.

Given the current lack of consistency and the fact that only a few municipalities are accurately accounting for cost capitalisation, a guide will be issued once the consultation process with National Treasury's Office of the Accountant-General, the Accounting Standards Board (OAG), and the Auditor-General (AGSA) has been concluded.

5.2.2. Entity reporting

Currently the Local Government Database and Reporting System (LGDRS) does not make provision for the separate submission of data strings for municipal entities. However, NT is in the process of developing data strings for entities for implementation in chart version 6.10. In the interim, municipalities must verify the VAT 201 return information directly with their entity. It should be emphasised that SARS is using the *mSCOA* data strings submitted to the GoMuni Upload portal for their verification processes relating to VAT 201 returns, and municipalities should ensure that their consolidated data strings are credible, as incorrect data will negatively impact this process.

5.2.3. SARS binding general ruling BGR74

This binding general ruling issued by SARS under section 89 of the Tax Administration Act 28 of 2011 sets out the VAT treatment of supplies of goods or services made by municipalities to the national or provincial government under each contracting method. This BGR does not determine the contractual agreement between the parties but gives the VAT implications based on the nature of the transaction and the contractual capacity of the parties to the agreement. Note that the BGR 74 must be interpreted with the Value-Added Tax Act 89 of 1991.

In applying the principles of BGR 74, it is possible for municipalities to recognise output tax liabilities which they previously did not recognise. Municipalities must make appropriate payment arrangements with SARS to settle their previous unrecognised output tax liabilities due to SARS while ensuring that current output tax liabilities are settled without delay. While municipalities under BGR 74 may need to recognise output tax liabilities, municipalities should

also recognise possible previously unrecognised input tax deductions, for example, in the case of VAT expenditure incurred while completing certain housing programmes.

In accordance with the guidelines outlined in mSCOA Circular No. 12: Guidance on Value Added Tax (VAT), where municipalities are the developers for housing projects (excluding where the housing project relates to rental stock), municipalities can deduct the input tax on VAT expenditure incurred in the payment of housing and other contractors, which they have contracted in the course of constructing the houses. The VAT 409 Guide for Fixed Property and Construction for Vendors provides further guidance on the issue of low-cost housing.

In accordance with section 65(2)(f) of the MFMA, the municipality must comply with its tax commitments. Failure by the accounting officer of a municipality to comply with the duty imposed by section 65(2)(f) of the MFMA, which relates to tax commitments, not only constitutes an act of financial misconduct in terms of section 171(1)(b) of the MFMA, but also a financial offence in terms of section 173 of the MFMA. In terms of MFMA Circular No. 74, municipalities were advised to refrain from engaging tax consultants or other external service providers in preparing and reviewing their VAT returns. Where municipalities appoint tax consultants and other service providers to assist with the preparation, submission, review or correcting of VAT returns, the expenditure incurred in paying for the tax consultants and other service providers constitutes fruitless and wasteful expenditure.

5.2.4. Costing segment

The costing segment includes provisions for secondary cost allocation and categorise charge-out and recoveries separately. This approach ensures that there is a clear distinction in costs associated with both internal allocations and external recoveries, allowing for more accurate financial management and reporting. Due to the inconsistent implementation of the costing segment across municipalities, the National Treasury will review the costing segment in 2025. Changes to the principles in the Project Summary Document (PSD) as well as the mSCOA chart version 6.10 are envisaged.

5.3. Improving mSCOA data strings credibility

5.3.1 Balance Sheet Budgeting

Balance sheet budgeting refers to the practise where the revenue and expenditure transactions, as well as the financial impact of these transactions on the statement of financial position, are included in the budget. In other words, all the planned transactions must be included in the budget. The debiting and crediting of all the transactions that will transpire in the ensuing financial year equates to balance sheet budgeting; thus, planning for the expense as well as the accrual, and payment of the liability. The revenue and expenditure must be accrued in the control accounts at correct posting levels and payments made and received. The correct combination of the mSCOA segments must also be used to ensure that data strings are credible. The PSD provides guidance on data string combinations.

Financial system solutions should be set-up correctly for balance sheet budgeting.

5.3.2 Use of external service providers

When municipalities appoint external service providers, they must ensure that these service providers have the expertise and skills to comply with the mSCOA Regulations. Section 5(2) of these regulations states that:

- (2) The financial and business applications or systems used by a municipality or municipal entity must—
- (a) provide for the hosting of the general ledger structured in accordance with the classification framework determined in terms of regulation 4(2);
 - (b) be capable of accommodating and operating the standard chart of accounts;
 - (c) provide a portal allowing for free access, for information purposes, to the general ledger of the municipality or municipal entity, by any person authorised by the Director-General or the Accounting officer of the municipality.

This means that service providers appointed by the municipality **must** comply with the following requirements when performing the work that they were appointed to do:

- Have sufficient working knowledge to use the *m*SCOA accounts and regulated segments correctly;
- Use systems and tools that comply with the provisions of the *m*SCOA Regulation 5(1) and (2);
- Use the data available on the integrated financial system solution of the municipality to:
 - Prepare key documents such as the IDP, budget, in-year reports, AFS, asset registers, etc.; and
 - Develop analysis tools and dashboards for the municipality.

When an external service provider uses excel spreadsheets or systems and tools that are not *m*SCOA compliant and populate these spreadsheets and tools from data outside of the system solution, it has a detrimental impact on the credibility of data string submitted to the GoMuni Upload portal as the data will not be aligned to the data in the spreadsheets and tools of the external service provider. This compromises the intention of *m*SCOA to have one version of the truth for reporting to municipal management, council, provincial and national government.

*m*SCOA requires planning, budgeting, transacting, and reporting to be done directly in and from the integrated financial system solution. Furthermore, the MFMA and the Preferential Procurement Regulations (2022) that became effective on 16 January 2023 allows for the blacklisting of companies to do business with the state for a period of up to 10 years for non-performance and other malpractices such as not complying with legislative requirements.

5.3.4 Use of modules on integrated system solution

The *m*SCOA Regulations required municipalities to acquire integrated system solutions from 01 July 2017 to enable the seamless integration of information to the General Ledger on the core financial system. Whereas most municipalities have complied with the Regulations, a number of municipalities are not fully utilising the modules available on their integrated system solution. Instead, they are purchasing the same modules from third-party system providers, and this constitutes fruitless and wasteful expenditure.

Often these third-party modules and sub-systems do not integrate seamlessly with the core system solution to ensure smooth and efficient operations; thereby necessitating manual intervention to integrate and consolidate reporting.

Where third-party modules/ sub-systems are being used by municipalities, it is important to ensure that monthly and year-end adjustments are processed in the core system solution and not in the third-party modules/ sub-systems to achieve accuracy in financial reporting and

prevent discrepancies in information. It should also be noted that the rules for integration between the core system solution and third-party modules/ sub-systems must be set by the core system provider and the latter is not required to integrate with any third-party module/ sub-system provider unless this has been agreed upon in the service level agreement.

5.3.5 Audited Actuals (AUDA) Data String vs Annual Financial Statements (AFS)

The *m*SCOA data string assessments performed by the national and provincial treasuries identified that there is generally poor alignment between the audited data strings submitted to the GoMuni Upload portal and the AFS submitted and audited by the Auditor-General South Africa (AGSA).

Adjusting journals agreed upon with AGSA must be processed in the core financial system and not in the AFS Tool. The misalignment has a direct impact on the opening balances that is critical to the statement of financial position and cash flow.

Municipalities must ensure that the pre-audited (PAUD), audited (AUDA) and restated (RAUD) data strings are carefully reviewed before submission thereof to the GoMuni Upload portal. The Trial Balance, audit data strings and AFS must be in perfect alignment before submission.

5.4. Ownership of data on municipal systems

Section 65(2)(e) of the MFMA requires that monies owed by the municipality must be paid within 30 days of receipt of an invoice. Often when municipalities default for extended periods on payments to municipal system providers, system support is suspended until payment has been received or a payment plan has been agreed to. National Treasury supports that penalties are imposed by creditors for the non-payment of services and goods that were delivered. However, it must be emphasised that the ownership of the data contained in municipal systems rests with the municipality and in cases where services are suspended, the municipality should still be able to access their data. Also, where there is a migration to another system solution, the data on the legacy system must be transferred to the municipality. This applies to data stored on a server owned by the municipality, off-site server owned by a third party or in the cloud.

It is therefore important that the service level agreement entered with system providers clearly outlines the format and procedures related to access to data to minimise operational disruptions and ensure that legislative deadlines are met.

5.5. Budget override and virement

In terms of Sections 15 of the MFMA, a municipality may incur expenditure only within the limits of the amounts appropriated for the different votes in a council approved budget. However, National and Provincial Treasuries often identify transactions against items where no budget has been allocated in their data string analysis. This is a clear indication that the budget controls in the integrated system solution have been overridden. The National Treasury has instructed system vendors to ensure that strict controls are in place when the budget is overridden on the system as this bad practice circumvents the build-in system controls that should eliminate unauthorised and irregular expenditure.

Municipalities must review their Virement policy annually and ensure that it aligns with the principles and guidance in *m*SCOA Circular No. 8 (29 April 2020). Virements may only be made between existing budget provisions and must be included in an adjustments budget.

Accounting Officers are reminded that once the council has approved the annual budget for the financial year, it must be locked, and any amendments to the budget can only be made through the adjustments budget process, in accordance with the MBRR.

From the 2025/26 MTREF, municipalities will be required to report on their virements through the submission of a separate data string on virements in the form of a virement string and budget report. Validation rules applicable to the virement data string will be communicated in due course.

5.6. Regulation of the minimum business processes and technical specifications for *m*SCOA

In terms of Regulation 6(1) and 7(1) of Municipal Regulations on Standard Chart of Accounts (2014), the Minister of Finance may determine the minimum business process requirements and system requirements for municipalities and municipal entities to enable the implementation of the regulations.

In 2024, extensive work was done regarding the regulations. The project consists of the following main outputs and planned time frames:

No	Output	Planned Time Frame
1	Review and update the minimum business processes for <i>m</i> SCOA	April 2024 to March 2025
2	Develop standard operating procedures for <i>m</i> SCOA	February 2025 to April 2025
3	Review and update the minimum technical specifications for <i>m</i> SCOA	April 2025 to Oct 2025
4	Align the current ICT due diligence assessment for <i>m</i> SCOA to the updated <i>m</i> SCOA requirements	
5	Develop Regulations on the minimum business processes and technical specifications for <i>m</i> SCOA	Oct/November 2025
6	Training on the new Regulations	November 2025 to Feb 2026

The comments and inputs received at the working groups engagements and via the dedicated email box on the minimum business processes for *m*SCOA have been considered and incorporated as applicable. Stakeholders are encouraged to provide their final inputs by **31 January 2025** to mSCOARegs@treasury.gov.za

All presentations and draft documents for comments can be located on the MFMA Webpage under *m*SCOA – Municipal Standard Chart of Accounts/ Regulations on Minimum Business Processes and Technical Specifications for *m*SCOA/ Working Groups on the following link:

<https://mfma.treasury.gov.za/RegulationsandGazettes/MunicipalRegulationsOnAStandardChartOfAccountsFinal/mSCOA%20Minimum%20Requirements/Forms/AllItems.aspx>

6. Muni eMonitor, FMCMM and Audit Action Plan System

6.1 Muni eMonitor

National Treasury launched and rolled out the Muni eMonitor System in November 2023 to strengthen the capacity and capability of municipalities and municipal entities to comply with the provisions of the MFMA and its regulations, to improve information flows for public accountability, to enhance monitoring, oversight, support measures and effective reporting by various stakeholders in municipalities, municipal entities, provincial treasuries, and National Treasury. Numerous capacity-building sessions were undertaken with various stakeholders, and Muni eMonitor champions were identified in every municipality and provincial treasury. More information on the system is also provided in MFMA Circular No. 125 on National Treasury's website.

The system consists of two main components, namely: the MFMA legislated calendar with the Actions Management function and the Evaluations Questionnaire function. The implementation plan of the two main components is as follows:

MFMA legislated calendar with the Actions Management function – All Actions appearing under the legislative calendar for each month must be processed within the specific month that they appear in the calendar.

Evaluations Questionnaire – Evaluations (covering various financial management disciplines) will be published by National Treasury (on a quarterly and ad hoc basis) for municipalities to complete and submit on the system within the deadlines stipulated by National Treasury (These evaluations replace the previous reporting requirements that municipalities were required to complete in Excel).

It has been noted that since the launch and rollout of the system, there are still municipalities/ municipal entities that have not completed and submitted the Actions Management and Evaluation Questionnaire on the Muni eMonitor system. Please note that sections 74 and 104 of the MFMA state that the Accounting Officer of a municipality/ municipal entity must submit to the National Treasury such information, returns, documents, explanations, and motivations as may be prescribed or as may be required. Therefore, to avoid any possible non-compliance, municipalities are requested to complete and submit both the Actions Management and Evaluation Questionnaires within the timeframes/ deadlines stipulated in the system.

Furthermore, it has also been noted that some municipalities are reporting information without adequate review and verification of the accuracy of the information provided by the municipality/ municipal entity. Municipalities/ municipal entities are advised that National Treasury will be using the information submitted on the Muni eMonitor system as input into the MFMA Compliance report, and thus, the onus lies with municipalities/municipal entities to submit credible information on the system to ensure that the report correctly reflects the situation at their institution.

6.2 Audit Action Plans

It is mandatory that municipalities and municipal entities develop their Audit Action plans on the FMCMM and Audit Action Plan web-enabled system and monitor and report on the implementation of the developed action plans to address the findings on the system. It has been noted that a few municipalities are still preparing and monitoring audit action plans outside of the web-enabled system.

Municipalities are reminded that the completion of the Audit Action Plan on the web-enabled system is one of the criteria required for the disbursement of the Equitable Share. Therefore, to avoid any possible withholding of the grant, municipalities are requested to develop, monitor, and report on the implementation of the Audit Action Plan on the FMCMM and Audit Action Plan web-enabled system.

6.3 Financial Management Capability Maturity Model (FMCMM)

MFMA Circular No. 114 documents the annual implementation plan for the completion of the FMCMM assessment. It breaks down the completion of the 21 modules over a 12-month period. It has been noted that many municipalities are still not completing the FMCMM on the web-enabled system and/ or are not developing action plans to address internal control deficiencies identified through the assessment.

The Auditor General of South Africa has repeatedly reported that the system of internal controls at municipalities is either not in place or ineffective. Furthermore, the 2022/23 audit outcomes indicate that 42 per cent of municipalities (excluding outstanding audits) are still receiving

negative audit outcomes, thereby highlighting weaknesses in financial management and internal control deficiencies.

We have also noted a strong correlation between municipalities scoring low in specific modules and them having audit findings in those same disciplines. Therefore, it is requested that municipalities prioritise the completion of the FMCMM assessment (in line with MFMA Circular No. 114) as well as complete the development and implementation of the generated action plans to address the internal control deficiencies identified and to put in place risk mitigation strategies to ensure that weaknesses identified are addressed proactively so that they do not adversely impact on the future audit outcomes.

7. SERVICE DELIVERY BUDGET AND IMPLEMENTATION PLANS (SDBIP)

7.1. Key Performance Indicators (KPIs) in the top-layer of SDBIP

SDBIPs serve as a critical performance management tool, aligning municipal KPIs with budgets and Integrated Development Plans (IDPs) to enable effective monitoring of service delivery performance, as emphasised in MFMA Circular No. 13. To operationalise IDPs, municipalities translate the broader strategic objectives outlined in IDPs into specific, measurable, and monitorable performance indicators and targets in the SDBIP. A distinguishing feature of the SDBIP is its emphasis on measurability. National Treasury has observed ongoing challenges in structuring and revising key KPIs within the SDBIP during the financial year. These challenges stem from misalignment between the Integrated Development Plan (IDP), budget, and SDBIP, leading to ineffective performance monitoring and reporting.

To address these issues, municipalities are advised to adhere to the Municipal Finance Management Act (MFMA) and guidance outlined in related MFMA Circulars. Specifically, MFMA Circular No. 13 emphasises the importance of aligning the SDBIP with the IDP and budget to ensure cohesive planning and execution. Additionally, MFMA Circular No. 88 provides guidance on standardised set of indicators, aiming to improve the quality of performance information across municipalities.

Overcrowding of KPIs in the SDBIP

Municipalities continue to include an extensive number of KPIs in their strategic scorecard or top-layer SDBIP or without aggregating departmental output indicators or lower layer SDBIP, despite the guidance outlined in MFMA Circular No. 13. This high volume of indicators in top-layer SDBIPs can dilute focus and make monitoring cumbersome. Municipalities are therefore encouraged to streamline their indicators by consolidating KPIs in the top-layer SDBIP, focusing on most critical indicators in achieving strategic objectives, ensuring a more manageable and effective monitoring process.

Clarity of objectives

Many KPIs lack clarity regarding their alignment with municipal objectives and intended service delivery outcomes outlined in the IDPs. This raises concerns about the 'ultimate objective' of these indicators, questioning their relevance and purpose. Additionally, municipalities duplicate KPIs across multiple functional areas or departments, resulting in redundant reporting efforts. Municipalities are urged to align all KPIs with the SMART criteria (Specific, Measurable, Achievable, Relevant, and Time-bound) and strategic objectives or priorities outlined in IDPs, this will enable better monitoring of progress, identifying performance challenges, and taking

timely corrective actions. Reference is made to the Framework of Managing Performance and Programme Information (FMPPI) for further guidance on performance management.

7.2. Adjustments to the SDBIP

Municipalities adjust KPIs during the financial year, generally following adjustments budgets under Section 28 of the MFMA. While these KPI adjustments may be necessary to respond to unforeseen circumstances, underperformance of revenue or policy changes, some municipalities use this process to manipulate original KPIs to avoid accountability for underperformance. This practice undermines transparency, as original KPIs are excluded from Section 52(d) reports or Annual Performance Reports (APRs), compromising the municipal council's role to exercise oversight, and limiting stakeholders' ability to assess actual performance against initial KPIs and targets.

Adjustments to KPIs are driven by either external or internal factors. External factors include but are not limited to, significant changes in external circumstances, unforeseeable or unavoidable expenditure referred to in Sections 28(2)(c) and 29, national policy developments or changes to nationally prescribed indicators. Internal factors include, adjustments budgets as contemplated in Section 28(2) (a, b, d, e, and f), wording errors and poorly defined KPIs.

7.3. Criteria for adjusting KPIs in the SDBIP

The following criteria outline the conditions under which a municipality may amend the KPIs in the SDBIP during the financial year:

<p>Internal factors</p> <ul style="list-style-type: none"> • Only KPI targets may be adjusted due to under-collection of revenue or reprioritisation of funds, in terms of the council-approved adjustments budget referred to in Section 28(2) (a, e & d) of the MFMA. • Only KPI targets may be adjusted during the financial year, in line with Section 28(2)(b), to account for additional funding or resources that have become available during the financial year, enabling the revision or acceleration of spending programme already prioritised in the IDP. • KPI description may be revised to correct errors in the wording. An explanation for the correction must accompany the revision. • KPIs may be adjusted to align with changes in municipal circumstances or emergencies, provided these adjustments remain consistent with the strategic objectives and priorities outlined in the IDP. The reasons for these changes must be clearly explained in the revised SDBIP.
<p>External factors</p> <ul style="list-style-type: none"> • KPIs may be adjusted in response to amendments to legislation, government policies, or frameworks introduced by national or relevant provincial departments, affecting original KPIs. The related legislation or policy must be referenced and documented as evidence for the change. • KPIs may be changed to respond to natural disasters, unforeseeable or unavoidable expenditures referred to in Sections 28(2)(c) and 29 of the MFMA. The reasons for these changes must be adequately justified. • KPIs may change because of revisions to nationally prescribed indicators as contemplated by the applicable legislation or circular. An explanation for these KPI revisions must be articulated in the SDBIP, referencing the relevant legislation, framework or circular.
<p>Cross-cutting conditions</p> <ul style="list-style-type: none"> • Municipalities must reflect all KPI changes in their SDBIPs and APRs, providing clear and justifiable reasons for each change and detailing the process followed.

- Both the original and revised KPIs must continue to be reported on in the Section 52(d) of the MFMA and the APR for accountability and transparency.
- KPI changes are prohibited during the fourth quarter of the financial year (April – June). Only KPI changes in relation to natural disaster or unavoidable or unforeseen expenditure will be permitted during the fourth quarter of the financial year.

7.4. Alignment of the adjustments budget and adjustments to the SDBIP

When a municipality adjusts its KPIs during the financial year, it must align the changes with the provisions of Section 28 of the MFMA and the Municipal Budgeting and Reporting Regulations (MBRR). The table below outlines the different types of adjustments budgets and their linkage to SDBIP adjustments:

Types of adjustments budget	Timeframes	Sections of MFMA and MBRR	SDBIP KPIs in-year changes
Adjustments due to under-collection of revenue	Anytime	S.28(2)(a)	Only changes to KPI targets are allowed
Main adjustments budget	February – after the tabling of the mid-year budget assessment and performance Only one adjustments budget referred to in Section 23(1) except S.28(2)(b)	S.28(2) (b, d & f) Reg. 23(1&2)	Allows for amendments to the SDBIP to address underperformance or realignment with revised priorities and allocations. This is subjected to the conditions outlined above
Additional funds from national / provincial government	60 days after the approval of the relevant national / provincial adjustments budget	S.28(2)(b) Reg. 23(3)	Only changes to KPI targets are allowed
Unforeseen and unavoidable expenditure	Within 60 days of expenditure being incurred	S.28(2)(c), 29(3) & 32 Reg. 23(4), 71 & 72	KPIs may be adjusted to reflect changes in resources or priorities caused by these expenditures
Roll-over of municipal funds	Before 25 August	S.28 (2)(e), Reg. 23(5)	Linked to revisions of the SDBIP to include projects and targets funded by rolled-over amounts
Authorisation of unauthorised expenditure	During main adjustments budget in February. After tabling of the annual report for that year (7 months after the financial year end)	S. 28(g), 32, 127(2) Reg. 23(6)	No changes to KPIs are allowed

All SDBIP adjustments must be tabled and approved in council.

National Treasury further discourages excessive or unjustified KPI revisions during the financial year as such practices distort municipal performance monitoring and reporting.

N.B This guidance relating to in-year KPI changes in SDBIP should be read in conjunction with guidance provided in the MFMA Circular No. 88 – Addendum 6.

8. The Municipal Budget and Reporting Regulations

8.1. Assistance with the compilation of budgets

If municipalities require advice with the compilation of their respective budgets, specifically the budget documents or Schedule A, they should direct their enquiries to their respective provincial treasuries or to the following National Treasury officials:

Province	Responsible NT officials	Tel. No.	Email
Eastern Cape	Matjatji Mashoeshoe Pitso Zwane	012-315 5553 012-315 5171	Matjatji.Mashoeshoe@treasury.gov.za Pitso.Zwane@Treasury.gov.za
Buffalo City	Mandla Gilimani	012-315 5807	Mandla.Gilimani@treasury.gov.za
Free State	Sifiso Mabaso Cethekile Moshane	012-315 5952 012-315 5079	Sifiso.mabaso@treasury.gov.za Cethekile.moshane@treasury.gov.za
Gauteng	Matjatji Mashoeshoe Pitso Zwane Oreal Tshidino	012-315 5553 012-315 5171 012 315 5090	Matjatji.Mashoeshoe@treasury.gov.za Pitso.Zwane@Treasury.gov.za Oreal.Tshidino@Treasury.gov.za
City of Tshwane and City of Johannesburg	Willem Voigt Makgabo Mabotja	012-315 5830 012-315 5156	WillemCordes.Voigt@treasury.gov.za Makgabo.Mabotja@treasury.gov.za
City of Ekurhuleni	Enock Ndlovu Kgomotso Baloyi Lunathi Dumani	012-315 5866 012-315 5866	Enock.Ndlovu@treasury.gov.za Kgomotso.Baloyi@treasury.gov.za Lunathi.dumani@treasury.gov.za
KwaZulu-Natal	Kgomotso Baloyi Lunathi Dumani	012-315 5866	Kgomotso.Baloyi@treasury.gov.za Lunathi.dumani@treasury.gov.za
eThekweni uMhlathuze	Kevin Bell Sifiso Mabaso Matjatji Mashoeshoe Pitso Zwane	012-315 5725 012-315 5952 012-315 5553	Kevin.Bell@treasury.gov.za Sifiso.mabaso@treasury.gov.za Matjatji.Mashoeshoe@treasury.gov.za Pitso.Zwane@Treasury.gov.za
Limpopo	Sifiso Mabaso Jabulile Ngwenya	012-315 5952	Sifiso.Mabaso@treasury.gov.za Jabulile.ngwenya@treasury.gov.za
Mpumalanga	Mandla Gilimani Liyasa Nxosi	012-315 5807 012 315 5613	Mandla.Gilimani@treasury.gov.za liyasa.nxosi@treasury.gov.za
Northern Cape	Mandla Gilimani Liyasa Nxosi	012-315 5807 012 315 5613	Mandla.Gilimani@treasury.gov.za liyasa.nxosi@treasury.gov.za
North West	Willem Voigt Makgabo Mabotja Khanyisile Khoza	012-315 5830 012-315 5156	WillemCordes.Voigt@treasury.gov.za Makgabo.Mabotja@treasury.gov.za khanyisile.khoza@treasury.gov.za
Mafikeng	Cethekile Moshane	012-315 5079	Cethekile.moshane@treasury.gov.za
Western Cape	Willem Voigt Enock Ndlovu Khanyisile Khoza	012-315 5830 012-315 5385	WillemCordes.Voigt@treasury.gov.za Enock.Ndlovu@treasury.gov.za khanyisile.khoza@treasury.gov.za
Cape Town George	Kgomotso Baloyi Sifiso Mabaso	012-315 5866 012-315 5952	Kgomotso.Baloyi@treasury.gov.za Sifiso.Mabaso@treasury.gov.za
Technical issues on GoMuni Website	Data management		lqdataqueries@treasury.gov.za

9. Submitting budget documentation and A schedules for the 2025/26 MTREF

9.1. Submissions to the National Treasury

Municipalities are reminded to submit documents and queries to the correct portals/ mailboxes. These portals/ mailboxes are:

- https://lg.treasury.gov.za/ibi_apps/welcome (GoMuni Upload Portal) – All documents required in terms of legislation by approved registered users, including: mSCOA Data Strings; Budget-related, in-year and year-end documents and schedules (A, B and C); Revenue and MFRS Documents (as per MFMA Circular No. 126) procurement spent reports, etc.:
- lgdataqueries@treasury.gov.za – Database related and submission queries;
- lgdocuments@treasury.gov.za – Only Provincial Treasuries may send contact details to lgdocuments@treasury.gov.za ; and
- mSCOA Regulations@treasury.gov.za – all inputs and comments relating to the intended mSCOA Regulations on the minimum business processes and system specifications; and
- Rolloverapplication@treasury.gov.za – all rollover applications and queries related to the conditional grants.

Any document/ queries that are submitted to the incorrect portal/ mailbox will not be processed and the submission status report will continue to reflect the documents as outstanding.

9.2. Time frames for submission

The LGDRS will be locked at 00:00 on the 10th working day of every month for the submission of data strings due, as required in terms of section 71 of the MFMA. Closed periods will not be opened to correct errors or to accommodate non-submission of data strings, regardless of whether a Schedule G application was done or not.

Municipalities must therefore verify the credibility and accuracy of the information in their financial system prior to closing the month on the ERP system and submitting the mSCOA data strings to the LGDRS. In 2025, functionality will be added to the GoMuni Upload portal that will require accounting officers and Chief Financial Officers to sign-off on the accuracy and completeness of the data strings prior to the submission thereof.

The GoMuni Upload portal can be accessed by registered users on the following link:

https://lg.treasury.gov.za/ibi_apps/signin

Since the 2020/21 MTREF, municipalities are no longer required to submit hard copies of all required documents including budget related, Annual Financial Statements and Annual Reports to National Treasury via post or courier services. PDF versions of documents must be submitted to the GoMuni Upload portal.

9.3. Updating of contact details on GoMuni

Municipalities are reminded to update their contact details on the LGDRS as and when changes occur. Often emails containing important information and deadlines are returned and do not reach the intended LGDRS users due to outdated contact information of users. From 01 July 2024, municipal officials must update their own contact details on the LGDRS. Updates made by municipal officials on the LGDRS are validated and approved for upload by the Contacts Administrators within each municipality that was nominated by the Municipal Manager for this purpose.

Municipalities that have not yet nominated Contact Administrators to validate and approve changes in contact details for their municipality are requested to nominate two officials by 30 January 2025 to ensure that the contact details for their respective municipality are always up

to date. Nomination forms can be requested from lgdataqueries@treasury.gov.za. Municipal Contacts Administrators will be trained in a virtual session to perform this task.

Registered LGDRS users can download the contact details for their municipality on the LGDRS by logging-in to GoMuni on the following link and then accessing the report under Database/Contacts/Reporting/Contact information:

https://lg.treasury.gov.za/ibi_apps/signin

9.4. Training on GoMuni

The training schedule and GoMuni links for 2025 to assist those users that require new or refresher training on how to draw reports on the LGDRS, is available on the GoMuni/ Go Training portal on the following link:

https://lg.treasury.gov.za/ibi_apps/portal

Contact



Post Private Bag X115, Pretoria 0001
Phone 012 315 5009
Fax 012 395 6553
Website <http://www.treasury.gov.za/default.aspx>

JH Hattingh
Chief Director: Local Government Budget Analysis
06 December 2024



Municipal Budget Circular for the 2025/26 MTREF

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Introduction:

This budget circular provides guidance to municipalities with their compilation of the 2025/26 Medium Term Revenue and Expenditure Framework (MTREF). It is linked to the Municipal Budget and Reporting Regulations (MBRR) and the Municipal Standard Chart of Accounts (mSCOA) and strives to support municipalities' budget preparation processes so that the minimum requirements are achieved.

Among the objectives of this budget circular is to demonstrate how municipalities should undertake annual budget preparation in accordance with the budget and financial management reform agenda by focussing on key "game changers". These game changers include ensuring that municipal budgets are funded, revenue management is optimised, assets are managed efficiently, supply chain management processes are adhered to, mSCOA is implemented correctly and that audit findings are addressed. Municipalities are reminded to refer to the annual budget circulars of the previous years for guidance in areas of the budget preparation that are not covered in this circular.

1. The South African economy and inflation targets:

GDP growth is expected to average 1.8 per cent from 2025 to 2027. Medium-term growth will be underpinned by household consumption on the back of rising purchasing power, moderate employment recovery and wealth gains. Continued investments in renewable energy and easing structural constraints are expected to support higher investment. Key factors for achieving faster economic growth and creating much-needed jobs include greater collaboration with the private sector in energy and transport, rapid implementation of structural reforms, easing of regulatory constraints and increased infrastructure investment.

The following macro-economic forecasts must be considered when preparing the 2025/26 MTREF municipal budgets.

Table 1: Macroeconomic performance and projections, 2023 - 2028

Fiscal year	2023/24	2024/25	2025/26	2026/27	2027/28
	Actual	Estimate	Forecast		
CPI Inflation	6.0%	4.4%	4.3%	4.6%	4.4%

Source: National Treasury Budget Review 2025.

Note: the fiscal year referred to is the national fiscal year (April to March) which is more closely aligned to the municipal fiscal year (July to June) than the calendar year inflation.

Headline inflation declined to 2.9 per cent in the fourth quarter of 2024, resulting in average inflation of 4.4 per cent for the year. Consumer inflation is projected to average 4.3 per cent in 2025 and 4.6 per cent in 2026, picking up slightly as the value-added tax (VAT) increase pushes up prices. The VAT effect is seen mainly in core inflation, which, after averaging 4.3 per cent in 2024, is projected to rise to 4.6 per cent in 2026. Lower global crude oil prices are expected to support muted fuel price inflation.

Due to weaker economic growth and other economic factors such as the current VAT increase which puts added pressure on households, households will likely struggle to pay municipal accounts which will impact negatively on municipal own revenues. It is therefore noted that variations in regional specifics are possible, however, any variation of assumptions must be explicitly set out and well explained in the budget narratives, in the absence of which the Treasuries will refer the budget back to council for alignment to the macroeconomic performance projections or for clear articulation of all the factors affecting the tariffs.

VAT Increase

In the Minister's Budget speech on 12 March 2025, two increases in the standard rate of VAT were announced. The first-rate increase of 0.5 percentage point applies from 1 May 2025, and the second-rate increase of 0.5 percentage point will apply from 1 April 2026. SARS has issued the following guidelines in this regard:

- A Pocket Guide on the VAT rate increase on 1 May 2025; and
- Frequently Asked Questions (FAQs) to guide vendors and the public on the first rate increase effective from 1 May 2025 and to ensure consistency on certain practical and technical aspects of implementing the change to the VAT rate. More guidance on the second-rate increase will be communicated in due course.

Municipalities should also refer to **VAT 404 – Guide for Vendors**. These guidelines are available on the SARS website www.sars.gov.za.

2. Key focus areas for the 2025/26 budget process:

2.1. Local government allocations

Over the 2025 MTEF, the local government equitable share and direct conditional grants amount to a total of R552.7 billion, made up of R332.4 billion in the local government equitable share, R52.9 billion in the general fuel levy sharing with metros and R167.4 billion in direct conditional grants. Direct transfers to local government grow in line with inflation, increasing at an annual average of 4.4 per cent over the MTEF, with the local government equitable share growing at a slightly higher rate (5.2 per cent).

Review of the Municipal Capacity Building Programme

As part of the next phase of the ongoing review of local government capacity-building programmes, the National Treasury will consolidate its financial management support initiatives into a unified Local Government Financial Management Capability Development Programme. This integrated programme will provide a comprehensive framework for equipping municipalities with the tools, knowledge and resources needed to strengthen governance and improve service delivery. By streamlining existing initiatives and fostering collaboration, the programme aims to deliver targeted, impactful and sustainable support to municipalities across the country.

The programme will align with the National Treasury's Capability Development Framework and adopt a differentiated approach tailored to the unique needs and maturity levels of municipalities. Key features include pre-grant capacity assessments to identify gaps, multi-year grants to build sustainable in-house capabilities and a municipal scorecard to monitor progress and link it to grant allocations. Collaboration with partners such as South African Local Government Association (SALGA), the Department of Cooperative Governance (DCoG) and academic institutions will ensure the design and delivery of customised capacity-building packages. Beyond financial management, the programme will serve as a foundation for a broader government-wide initiative to integrate capability development across all municipal functions, including governance and service delivery. This cohesive, long-term strategy underscores the importance of a unified effort to achieve sustainable municipal development and improve outcomes for communities nationwide.

Update on the conditional grant for smart prepaid meters

As indicated in the 2024/25 financial year, the National Treasury now oversees the smart meters grant as an indirect grant through a transversal contract to regulate distribution quality and costs. This grant aims to enhance energy efficiency and support the integration of renewable energy to better meet consumer needs.

Over the 2025 MTEF period, the grant will continue to support municipal debt relief efforts by focusing on municipalities already enrolled in the program. Over time, the grant is expected to expand to additional municipalities, aiming to enhance financial sustainability and management. This grant is allocated R2.3 billion over the 2025 MTEF.

Improving regulatory levers and reforms

By enhancing the usage of regulatory frameworks in the conditional grants system, the government is taking steps to ensure that municipalities prioritise critical projects and utilise resources effectively. The use of results from the Department of Water and Sanitation's Watch Reports in the prioritisation of water and sanitation projects funded from general-purpose grants such as the integrated urban development grant (IUDG), municipal infrastructure grant (MIG) and the urban settlements development grant (USDG) will improve the quality and impact of these projects. Further, requiring municipalities to use the results of green drop, blue drop and no drop assessments in planning and prioritising projects will drive greater accountability and transparency in the use of grant funds, promoting sustainable and effective service delivery.

2.2. Post 2024 MTBPS changes

Since the tabling of the 2024 MTBPS, additional changes have been proposed to local government allocations. These include:

- Shifting R245 million over the MTEF period from the MIG to the IUDG. This follows Alfred Duma Local Municipality qualifying to participate in the IUDG;
- Shifting R494 million in 2025/26 from the direct component of the MIG to the indirect component to address wastewater infrastructure issues in 21 municipalities;
- Introducing a new Urban Development Financing Grant (UDFG). The baseline of this grant is funded from the metro component of the neighbourhood development partnership grant (NDPG) (R924 million over the MTEF period) and 80 per cent of the programme and project preparation support grant (PPPSG) (R981 million over the MTEF period);
- Introducing a new Urban Development Financing Grant (UDFG). The baseline of this grant is funded from the component of the neighbourhood development partnership grant (NDPG) (R924 million over the MTEF period) and 80 per cent of the programme and project preparation support grant (PPPSG) (R981 million over the MTEF period);
- Expansion of the Water Financing Component in the 2024/25 Urban Settlement Development Grant to electricity and solid waste management, in addition to water and sanitation, in the Trading Services Component of the 2025/26 Urban Settlement Development Grant framework. This component introduces a condition that a minimum of 56 per cent of the USDG be allocated to water and sanitation, electricity and energy; and solid waste management services capital infrastructure projects aligned to metro-approved trading services investment plans of the grant;
- An additional R450 million in 2025/26, from the Public Employment Programme;
- Additional funding from the Budget Facility for Infrastructure that will flow through the UDFG is as follows:
 - City of Johannesburg: R578 million in 2026/27 and R533 million in 2027/28 for a wastewater project.

- eThekweni Metropolitan Municipality: R56 million in 2025/26, R109 million in 2026/27 and R101 million in 2027/28 for a project to address non-revenue water.
- Merging the non-metro component of the NDPG and the remaining 20 per cent of the PPPSG into a single grant (called NDPG), with a baseline of R1.4 billion over the MTEF period;
- A reduction of R435 million in 2025/26 and increases of R425 million in 2026/27 and R660 million in 2027/28 to the public transport network grant (PTNG) to align with the revised implementation plan and cash flow projections for the City of Cape Town's MyCiTi programme, funded from the Budget Facility for Infrastructure;
- An additional R225 million in 2026/27 to the regional bulk infrastructure grant (RBIG) allocation for Drakenstein Local Municipality. This adjustment, carried through from the 2024 Division of Revenue Amendment Act, aligns with the municipality's revised implementation plan and cash flow projections; and
- Discontinuing the municipal systems improvement grant (MSIG). Its baseline will be redirected to the Department of Cooperative Governance and earmarked for national government to support municipalities.

2.3. Review of the local government fiscal framework

The aim of the review is to critically examine the financial viability of the local government fiscal framework (LGFF) and identify key factors influencing its effectiveness, stability, and long-term sustainability. This will be achieved by conducting an in-depth examination of existing policies, practices, and mechanisms governing the allocation, management, and utilisation of fiscal resources at the local government level. The review will be mainly centred around the following thematic areas:

- Overall LGFF baseline profile of distressed and optimally functioning local governments institutions and refinement of LGFF problem statement;
- LGES formula;
- Local government expenditure reviews;
- Fiscal leakages in local government; and
- Additional revenue considerations, including existing revenues options, including those that are undersubscribed, and exploring new additional own revenue sources and improved municipal borrowing for strengthening infrastructure investment and maintenance.

2.4. Update on the review of the conditional grants

In September 2024, government concluded a comprehensive review of the conditional grant system and developed reforms based on the findings. These reforms, which will be implemented progressively over the next three years, are designed to rationalise the conditional grant framework, integrate certain grants into the provincial equitable share and national departments' budget vote, and enhance the overall effectiveness of the system. This initiative underscores government's commitment to improving service delivery while ensuring the prudent management of public resources.

The review process was underpinned by an extensive consultation phase conducted between July and December 2024 during which the National Treasury presented the findings and recommendations arising from the review. Most of the proposed reforms are intended for medium- to long-term implementation, with a select number of reforms being prioritised for the short-term and will be introduced during the 2025 MTEF period.

Further consultations are planned to follow the tabling of the 2025 Budget. These engagements will include impact assessments and preparatory work to ensure the successful rollout of the proposed changes. The reforms aim to address systemic challenges within the grant system and are guided by the principles of equity, efficiency, and sustainability. Key areas of reform include the following:

- I) *Enhancing differentiation and effectiveness in the grant system:* A central objective of the reforms is to introduce greater differentiation within the grant system to address the diverse needs of municipalities. This includes reducing the growing reliance on grants by metropolitan municipalities while providing targeted support to municipalities with limited capacity. By addressing service delivery challenges and locational disparities, the reforms aim to create a more responsive and equitable system. Specific measures under this initiative include refining allocation methodologies to balance equity and efficiency considerations, strengthening co-funding requirements to promote shared responsibility and sustainability, reducing restrictive earmarking and ring-fencing to allow for greater flexibility in the use of funds, introducing or enhancing performance-based incentives to drive accountability and improve outcomes, and improving the alignment of related grants to reduce fragmentation and duplication; and
- II) *Rationalising the number of grants:* As part of the reforms, the number of conditional grants allocated to subnational governments will be streamlined to address the duplication of grants and mitigate the administrative burdens associated with the proliferation of funding streams. By simplifying the grant system, government aims to improve efficiency and reduce reporting requirements, enabling municipalities to focus on service delivery. Proposed measures include:
 - Merging water reticulation grants to create a unified funding mechanism for water infrastructure;
 - Consolidating energy grants to streamline support for energy-related projects;
 - Combining urban development grants to enhance the coordination of urban infrastructure investments; and
 - Discontinuing grants that are better suited as provincial programmes, such as those for road maintenance, sports development, and capacity-building initiatives.

These reforms represent a decisive step towards a more efficient and effective intergovernmental fiscal framework. By addressing systemic inefficiencies and aligning resources with service delivery priorities, government reaffirms its commitment to fostering sustainable development and improving the quality of life for all citizens. The implementation of these reforms will be closely monitored to ensure that they achieve their intended objectives while maintaining fiscal discipline and accountability.

2.5. Funding for Local Economic Development (LED) Programmes

National Treasury is mindful of the essential role played by municipalities in driving economic development and job creation to mitigate inequality and attract private investment. In addition to the infrastructure grants, municipalities also receive about 66 per cent of their allocations in unconditional grants, which can be utilised to fund operational parts of the LED initiatives. However, it is important to note that economic development does not rely solely on a single funding pot, but on various forms of government programmes and grants. This includes support and initiatives from the Department of Trade, Industry and Competition funded by provinces through their equitable share.

Whilst there is a call for the creation of a conditional grant, it is worth noting that the creation of a dedicated grant for LED initiatives comes with its challenges. In the past, when such grants were introduced, government institutions reprioritised funds that were initially funding the LED programmes, leading to over-reliance on conditional grants. This dependence undermines the

purpose and sustainability of these programmes, as their funding is primarily dependent on the availability of funds from the fiscus and the performance of the economy. Therefore, there is a need to align conditional grants with economic development areas while also ensuring their integration with other government spheres to support the developmental mandate effectively.

In addition, it is also crucial for municipalities to provide essential services such as electricity, water, and sanitation efficiently. The efficient provision of these services is crucial for attracting private investment, fostering economic growth, and promoting a conducive environment for businesses to thrive. Therefore, National Treasury urges municipalities to prioritise the provision of these services to enhance economic development and improve the quality of life for their residents.

2.6. Metro Trading Services Reform Incentive

Background – the background to the metro trading services performance incentive grant was outlined in the 2024/25 Budget Circular under the heading ‘Reforms to improve the efficiency and financial sustainability of metro trading services’. The local government grant review process and the metro trading services reform process are converging into an incentive grant to incentivise a turnaround in the performance of metro trading services.

Progress made – Over the last year metro municipalities have engaged in substantial preparatory work regarding turnaround and reform strategies in Water and Sanitation and Electricity and Energy. Metros have in respect of each of these trading services prepared Trading Services Reform Strategies (A) with annexures A1 (Institutional Road Maps), and A2 (Business and Improvement Plans). They are currently preparing Annexure A3 (Performance Improvement Action Plans)¹. All submissions are assessed by interdepartmental teams from the Departments of Water and Sanitation, Mineral Resources and Energy, DCoG, DHS, National Treasury and SALGA.

Programme planning and assessment framework – the incentive grant framework is currently planned to run for six years from 2025/26 (Year 1) to 2030/31 (Year 6). Year 1 focuses on establishing the necessary accountability, financial transparency, and strategic planning foundations for the five subsequent years (Years 2 to 6) of strategy implementation.

Metros will have three planning opportunities

Development of version 1 of the Annexure A3: Performance Improvement Action Plan (A3: PIAP v1) (indicative targets for all indicators, accompanied by firm targets to achieve minimum commitments in year 1) to be approved by Council alongside metro budget documents by June 2025.

Development of version 2 of the A3: PIAP v2 (with minimum commitments achieved, and realistic annual targets for all indicators) to be approved by Council with metro budget documents by June 2026.

Development of version 3 of the A3: PIAP v3 (with minimum commitments retained and an opportunity to reset annual targets) to be approved by Council with metro budget documents by June 2028 (details provided in Guidance Note 4).

The intention of the incentive programme is that incentive grant allocations should be awarded to metros according to independently assessed performance against the targets of their reform strategies as set out in the relevant A3-PIAP.

Special arrangements are necessary to determine the provisional incentive allocations provided for under the Division of Revenue Bill (2025) for years 1 and 2 of the programme. In these

¹ See <https://mfma.treasury.gov.za/Guidelines/Documents/Trading%20Services> for Guidance Notes and Resource Documents issued to assist.

cases, performance will be assessed against the commitment to (year 1) and achievement of (year 2) minimum commitments as follows:

- **YEAR 1:** Metro Councils who in Year 0 (2024/25, i.e. by the end of this municipal financial year), pass a satisfactory A3 PIAP v1 with minimum commitments, will be awarded the Year 1 allocation as finalised in the National Adjusted Budget process;
- Draft submissions from participating metros were reviewed during the 2025 Mid-year Budget, and final submissions will similarly be assessed during 2025 Budget and Benchmarking engagements during April to May 2025. Assessment and independent confirmation will be undertaken and submitted to the National Treasury;
- **YEAR 2 and 3:** Similarly, Metro Councils who in Year 1 (2025/26, i.e. by the end of June 2026) achieve the eight minimum commitments and pass a satisfactory A3 PIAP v2, will be awarded the Year 2 and Year 3 allocations as finalised. This is appropriate since planned spending for those years will by then be based upon well-substantiated business turnaround and financial strategies;
- Draft and final submissions will be reviewed and assessed during the Mid-year Budget and Performance and Budget and Performance engagements, and final submissions to metro Council will need NT approval. Assessment and independent confirmation will be undertaken and submitted to the National Treasury; and
- **YEARS 4, 5 and 6:** Once strategy implementation is underway, incentive allocations for any year (Y) will depend upon metro performance against numerical targets set for year (Y-2). This must be assessed after financial year end, but early enough during year (Y-1) to enter the budget process for Year (Y). The earliest this can apply is for Year 4, based on assessed performance in Year 2. This arrangement will determine incentive allocations for Years 4, 5 and 6.
- Independent assessments will be conducted annually, to confirm that minimum commitments remain in place, and to assess performance against targets.

Indicative incentive allocations

The indicative incentive allocations per metro per financial year are based on poverty-weighted population formula. Annexure W1 to the 2025 division of revenue sets out indicative figures which represent the maxima potentially available to metros currently participating in the programme, based on the assessed status of each metro trading services strategy as at 15th of January 2025 (they include solid waste management from Year 2 (2026/27)).

The indicative allocations are not yet actual budget allocations. Firm announcements regarding Year 1 (2025/26) incentive grant allocations will be included in the National Adjusted Budget in October 2025 and confirmed in allocation letters. Metros will accommodate these incentive allocations in their own adjustments budget as soon as possible but not later than the 28th of February 2026.

Adverse or disclaimed audit findings

No metro which has received an adverse or disclaimed financial audit for the previous financial year will be eligible to access their incentive grant award in the forthcoming year.

Re-opening of incentive grant window

As previously communicated, Solid Waste Management is scheduled for inclusion in the incentive programme from Year 2 (2026/27) onwards. Metros wishing to include solid waste

management in their trading services reform strategies should submit the necessary documentation according to the following schedule:

- a. **Council-approved Trading Services Reform Strategy (A)** which is due on 31st of July 2025 which includes Annexure A1 (Institutional Road Map) and Annexure A2 (Business and Improvement Plan);
- b. **Draft Annexure A3 version 1 (Performance Improvement Action Plan)** at the Mid-year review stage which is due in January 2026;
- c. **Final draft Annexure A3-PIAP version 1** at the Budget and Benchmark stage during April 2026; and
- d. **Council approved A3-PIAP version 1** due by June 2026.

Note: This re-opening of the incentive grant window also applies to metros which (a) have not previously met eligibility requirements in the water and sanitation or electricity and energy trading services, and (b) seek another opportunity to enter the programme. Such metros should follow the same schedule as above.

2.7. Alignment between the Metro Trading Service Reform and MFMA Circular No.88

The implementation of MFMA Circular No. 88 continues in all categories of municipalities. In December 2024, Addendum 6 of the MFMA Circular No. 88 was published providing an update on the preparation of statutory planning and reporting documents required for the 2025/26 Medium Term Revenue and Expenditure Framework (MTREF). Addendum 6 provided guidance to the municipalities on in-year changes to indicators in the Service Delivery Budget and Implementation Plan (SDBIP) and guidance for 'estimate' values in indicator reporting. Further guidance on indicator revisions and definitional clarification was also provided.

Selected MFMA Circular No. 88 indicators are also being used to track the performance of the metros as part of the A3 PIAP: Performance Improvement Action Plan of the Metro Trading Service Reform (MTSR). In line with the rationalisation and standardisation objective of the MFMA Circular No. 88 reform, this ensures that there is alignment and line of sight across various reporting frameworks. Furthermore, this promotes consistency in planning, budgeting, and reporting while reinforcing the overall objectives of the reform agenda. The MTSR targets water and sanitation, electricity and energy and solid waste management in the metropolitan municipalities focusing on institutional performance and accountability, financial performance, governance and operational or service delivery performance. Although the MFMA Circular No. 88 reporting and the MTS reforms are complementary reforms, the MTS is a targeted reform linked to a performance incentive grant. Where possible the MTSR utilises the MFMA Circular No. 88 indicators, as reflected in MTSR Guidance Note 4 Addendum that was circulated to the metros on the 3rd of March 2025. However, noting the targeted business operations turnaround required of MTS, several performance indicators outside the MFMA Circular No. 88 process have been developed for operational monitoring and reporting distinct from the statutory plans and reports in which all MFMA Circular No. 88 indicators find expression.

Future reporting on the selected MFMA Circular No. 88 indicators that form part of the A3 PIAP should be sourced from the MFMA Circular No. 88 reporting platform to ensure seamless integration between the two reforms. At this stage, the exact modalities and protocols to derive reporting efficiencies between the A3 PIAP and the MFMA Circular No. 88 reporting platform are still being confirmed, and municipalities should expect further guidance from the National Treasury on the coordination and synchronisation of reporting.

This section should be read in conjunction with paragraph 2.3 of the MFMA Circular No. 88 Addendum 6.

2.8. Three-year and one-year capital appropriations

To facilitate the delivery of large capital projects, section 16(3) of the MFMA allows a municipality to appropriate capital budgets for three financial years, i.e. the budget year and the following two years of the MTREF. The aim of such multi-year capital appropriations is to:

- lock the council into funding the full cost of large capital projects so as to ensure their successful completion;
- facilitate the forward planning of capital projects and programmes; enable the municipality to initiate procurement processes for capital projects in the two outer years of the MTREF (given the funds are appropriated) and so ensure improved levels of capital spending; and
- enable funding for such capital projects to be brought forward in terms of section 31 of the MFMA to facilitate more rapid project implementation (although National Treasury would prefer municipalities to the use of the mid-year adjustments budget for this purpose).

Municipalities are encouraged to use these provisions of the MFMA appropriately, and ensure they divide their capital budgets correctly between the 'multi-year expenditure' and the 'single year expenditure' sections on Tables A5A and A5. Further information can be obtained in MFMA Circular No. 58.

2.9. Criteria for the release of the Equitable Share

The criteria for the release of the equitable share which were covered in MFMA Circulars No. 122 remains relevant, and are still applicable for the release of equitable share instalments in the 2025/26 financial year.

Failure to comply with the criteria will result in National Treasury invoking Section 38 of the MFMA which empowers National Treasury to withhold a municipality's equitable share if the municipality commits a serious or persistent breach of the measures established in terms of Section 216(2) of the Constitution which includes reporting obligations set out in the MFMA and National Treasury requests for information in terms of Section 74 of the MFMA.

2.10. Criteria for the rollover of conditional grant funds

In terms of Section 21 of the Division of Revenue Act, 2024 (Act No.24 of 2024) (DoRA) in conjunction with the Division of Revenue Amendment Act, 2024 (Act No. 48 of 2024), any conditional allocation or a portion thereof that is not spent at the end of the 2024/25 financial year reverts to the National Revenue Fund (NRF), unless the rollover of the allocation is approved in terms of subsection (2). Furthermore, the receiving officer, provincial treasury and national transferring officer is required to prove to National Treasury that the unspent allocation is committed to identifiable projects, in which case the funds may be rolled over.

When requesting a rollover in terms of Section 21(2) of the 2024 DoRA, municipalities must include the following information with their submission to National Treasury:

1. A formal letter, signed by the accounting officer addressed to the National Treasury requesting the rollover of unspent conditional grants in terms of Section 21(2) of the 2024 DoRA;
2. A list of all the projects that are linked to the unspent conditional grants and a breakdown of how much was allocated, spent and the balance per project;
3. The following evidence indicating that work on each of the projects has commenced, as applicable to the specific rollover(s):

- a) Proof that the service provider was appointed for delivery of the project before 31 March 2025; or
 - b) Proof of project tender and tender submissions published and closed before 31 March 2025 or with the appointment of contractor or service provider for delivery of service before 30 June 2025 in cases where additional funding was allocated during the course of the financial year of the project;
 - c) Incorporation of the Appropriation Statement; and
 - d) Evidence that all projects linked to an allocation will be fully utilised by 30 June 2025 (attach cash flow projection for the applicable grant).
4. A progress report (also reflecting percentages) on the status of each project's implementation that includes an attached legible implementation plan);
 5. The value of the committed project funding and the conditional allocation from the funding source;
 6. Reasons why the grants were not fully spent during the year on the original allocation per the DoRA;
 7. Rollover of rollovers will not be considered. Municipalities must therefore not include previous year's unspent conditional grants as rollover request;
 8. An indication of the time period within which the funds are to be spent if the rollover is approved; and
 9. Proof that the Municipal Manager and Chief Financial Officer are permanently appointed.

No rollover requests will be considered for municipalities with vacant or acting Chief Financial Officers and Municipal Managers for a period exceeding 6 months from the date of vacancy; this also includes acting appointments because of suspensions of either MM or CFO that are more than 12 months.

If any of the above information is not provided or the application is received by National Treasury (Intergovernmental Relations Division) after 31 August 2025, the application will be declined.

In addition, National Treasury will also consider the following information when assessing rollover applications; and reserves the right to decline an application should there be non-performance by the municipality in any of these areas:

1. Compliance with the in-year reporting requirements in terms of Sections 71 and 72 of the MFMA and Section 12 of the 2024 DoRA, **including the Municipal Manager and Chief Financial Officer signing-off on the information** sent to National Treasury;
2. Submission of the pre-audited Annual Financial Statements to National Treasury by 31 August 2025;
3. Accurate disclosure of grant performance in the 2024/25 pre-audited Annual Financial Statements, (i.e. correct disclosure of grant receipts and spending in the notes to the AFS);
4. Despite the fact that local government is required to comply with different norms and standards prescribed by different legislations, municipalities are expected to fully comply with the provisions of DoRA that relate to rollover processes and disclose conditional grant performance in the 2024/25 pre-audited Annual Financial Statements (i.e. Cash coverage and unspent conditional grants in the Statement of Financial Position) in order to verify grant expenditure; and
5. Cash available reflected in the Statement of Financial Position and Cash Flow Statements and the bank (net position including short term investments) as at 30 June 2025 is equivalent to the unspent amount at the end of the financial year. If the amount that is requested for rollover is not entirely cash-backed, such a rollover will not be approved. National Treasury will also not approve portions of rollover requests.

It should be noted that under no circumstances will the National Treasury consider requests to rollover:

1. The entire 2024/25 allocation to the municipality. In cases where the rollover request is more than 50 per cent of the total allocation, National Treasury will approve the rollover amount up to 50 per cent of the 2024/25 allocation;
2. Rollover request of the same grant for the third consecutive time. In a case where a municipality is applying for rollover as a result of additional funding, the application will be carefully considered;
3. Funding for projects procured through Regulation 32 and 37 of the Municipal Supply Chain Management Regulations (Gazette No.27636) – Projects linked to additional funding and disasters are exempted; and
4. A portion of an allocation where the proof of commitment for the rollover application is linked to invoices that were issued before or on 31 March 2025. All invoices issued to the municipality before 31 March 2025 should be paid within the same year against the allocated conditional grants. i.e. invoices must be paid within 30 days.

2.11. Unspent conditional grant funds for 2024/25

The process to ensure the return of unspent conditional grants for the 2024/25 financial year will be managed in accordance with Section 21 of the DoRA. In addition to the previous MFMA Circulars, the following practical arrangements will apply:

- Step 1: Municipalities must submit their June 2025 conditional grant expenditure reports according to Section 71 of the MFMA reflecting all accrued expenditure on conditional grants and further ensure that expenditure reported to both National Treasury and national transferring officers reconciles;
- Step 2: When preparing the Annual Financial Statements, a municipality must determine the portion of each national conditional grant allocation that remained unspent as at 30 June 2025. The unspent grant values must be determined based on the guidance that was provided in *mSCOA Circular No. 13* in as far as VAT, retention and interest is concerned; and
- Step 3: If the receiving officer wants to motivate in terms of Section 21(2) of the 2024 DoRA that the unspent funds are committed to identifiable projects, the rollover application pack must be submitted to National Treasury by no later than 31 August 2025.

National Treasury will not consider any rollover requests that are incomplete or received after this deadline.

- Step 4: National Treasury will confirm in writing whether or not the municipality may retain any of the unspent funds as a rollover based on criteria outlined above by 22 October 2025;
- Step 5: National Treasury will communicate the unspent conditional grants amount by 12 November 2025. A municipality must return the remaining unspent conditional grant funds that are not subject to a specific repayment arrangement to the National Revenue Fund (NRF) by 19 November 2025; and
- Step 6: Any unspent conditional grant funds that should have but has not been repaid to the National Revenue Fund (NRF) by 19 November 2025, and for which a municipality has not requested a repayment arrangement, will be offset against the municipality's December 2025 equitable share allocation.

All other issues pertaining to Appropriation Statement and reporting on approved rollovers are addressed in the Annexure to MFMA Circular No. 86.

2.12. Rollover of the Urban Development Financing Grant : metro trading services component

The normal rules regarding rollovers will apply to the incentive grant. Essentially the Budget allocated during the National MTEF and reflected in the annual Division of Revenue Bill will make provision that the cash flows be synchronised to achievements in line with the Annexure A3: Performance Improvement Action Plan (A3: PIAP).

Municipalities must submit all rollover applications and queries related to the conditional grants to Rolloverapplication@treasury.gov.za.

3. Revenue Management

3.1. Prioritise funding the Electricity Revenue Protection Program

Past years' increasing electricity tariffs continue to strain consumers' ability to afford this service. Municipalities as a result are at higher risk of non-technical losses particularly related to theft and illegal by-passing. Many municipalities do not have dedicated Revenue Protection staff in place or have reduced their operational funding for Revenue Protection culminating in an overall reduced collection and related strain on cash flow and the ability to pay creditors. Municipalities are advised to prioritise the following Revenue Protection measures in the 2025/26 and future MTREFs:

- A dedicated Revenue Protection Unit for Electricity administered by the senior manager responsible for the municipal Electricity Infrastructure Directorate taking into consideration the recommendations and standards the recommendations and standards set-out in NRS055 (Code of Practice for Revenue Protection);
- Allocating adequate funds in the budget to fund the municipality's Electricity Revenue Protection Unit's operational needs;
- In allocating funding, the business threat of increasing non-technical losses to the municipality's particular specifics must be considered to achieve a balance, while ensuring the Revenue Protection staff organogram and operational program is adequately funded and able to fulfil its role; and
- The municipality to demonstrate in its MTREF submission that a percentage of the revenue from the Energy function is ring-fenced to fund the municipal Revenue Protection Program operational need(s) towards developing the program to fruition.

3.2. Revenue Management Assessment Tool

Every municipality, in anticipation of the annual budget process and the review of critical revenue management related policies should assess and review its revenue management value chain to identify any gaps, duplications and / or inefficiencies for alignment with the approved organogram and related delegations. Refer to MFMA Budget Circular No. 126 (Annexure B: Submission checklist: Revenue Management Documents) and MFMA Budget Circular No. 128 (Item 7.3 contained in Annexure A). The municipality must submit its review to the National Treasury in the format of the Municipal Revenue Management Assessment Tool – to be uploaded to the National Treasury GoMuni upload portal annually as part of the Revenue Management Documents that are required.

The Revenue Assessment Tool was developed through the collaboration of the National Treasury, the Department of Cooperative Governance (DCoG) and SALGA. The initiative created the opportunity for stakeholders to acknowledge the fragmented and diverse nature of support provided to municipalities in this area often resulting in duplicated efforts and little

systemic change across municipalities and the need for a Single Integrated Revenue Management Framework (SIRMF).

The SIRMF is a national framework for revenue management that guides and outlines the intervention and leadership role both municipalities and oversight bodies should play in addressing challenges relating to the revenue management value chain and ultimately financial sustainability. The SIRMF emphasises the significant role of National and Provincial Government in supporting municipalities in the process of revenue management improvement and how the relevant departments will coordinate their support and their monitoring and evaluation role(s).

The SIRMF was designed on the existing statutory framework, with an emphasis on compliance. Within the scope of related tasks and responsibilities, the SIRMF provides direction on how municipalities may enhance revenue management as a major approach for increasing the municipality's viability and sustainability. Completing the Municipal Revenue Assessment Tool can assist the municipal council, senior management team and oversight bodies to assess, understand and improve critical revenue management practices of the municipality.

The tool provides an indication of gaps, flaws, duplications, inefficiencies and risks in the existing revenue value chain that could compromise or affect whether the revenue component of the budget sufficiently caters for long-term planning and is credible and funded. It further provides a comprehensive overview of current revenue management processes by identifying strengths, weaknesses, and areas that need improvement. The tool focuses on eighteen (18) critical areas within the revenue management value chain and helps pinpoint specific areas for optimising revenue collection processes.

National Treasury is in the process of institutionalising and implementing the tool, this includes conducting training throughout provinces.

The tool is comprehensive and must be completed by all municipalities during the 2025/26 MTREF with a thorough review of the revenue value chain, thereafter this exercise will only be necessary in every alternate year. However, municipalities with revenue collection rates below 85 per cent and all municipalities participating in Debt Relief must annually undertake this exercise until they achieve an average annual collection of 95 per cent as outlined in MFMA Circular No. 71.

The tool was already rolled out during the 2024/25 financial year and the National Treasury provided training. The Municipal Revenue Assessment Tool is attached as **Annexure A** of this Circular.

3.3. Cost Reflective Tariff Tool

As part of the budget process, the municipality must annually undertake an assessment to determine if the intended / implemented tariffs are cost reflective, whether all critical cost components were considered in the tariff calculation(s), whether the Local Government Equitable Share component relating to basic services were allocated to the actual service(s) and to demonstrate that the Revenue Component of the budget is credible and funded; etc. To facilitate this exercise, the municipality must complete and submit this calculation(s) / tariff assessment in the format of the National Treasury Tariff Tool as part of its tabled, adopted and adjustment MTREF submissions to the National Treasury GoMuni portal. The Cost Reflective Tariff Tool outcomes must also be reported to and approved by Council as part of the respective tabled and adopted MTREF submissions.

If the Tariff Tool indicates significant tariff shortfalls, any major tariff increases should be phased-in over two to three years and can be approved for the outer years (2026/27, 2027/28 and 2028/29). Thus, the indicative tariffs can be phased in over a period of three years.

The latest format of the National Treasury Tariff Tool that must be used and submitted is attached as **Annexure B** of this circular.

3.4. Electricity Tariffs

Cost of Supply Study (COS) for electricity tariff applications

On 20 October 2022, the Nelson Mandela Bay Chamber of Business issued a ruling outlining the requirements that municipalities must comply with when determining tariffs. The ruling found NERSA’s Guideline and Benchmark method for approving municipal electricity tariffs unlawful and invalid. The court ordered that all electricity tariff applications from 2024/25 Financial Year, should be supported by a Cost of Supply (COS) study. Municipalities are reminded of the critical importance of complying with the court order, failing which, municipalities would be in breach of the court order and in contempt of court. The need for conducting a COS timeously and adhering to the timelines set by NERSA for the submission of applications is imperative as these cannot be approved by NERSA without the COS.

NERSA has indicated that it will be able to process and decide on municipal tariff applications based on Cost of Supply (COS) studies for the financial year 2025/26 by the end of June 2025 for the implementation in the new Financial Year. However, the Minister of Finance will engage NERSA to conclude this process sooner, to allow municipalities sufficient time to take account of the approved tariffs in the finalisation of their budgets. Tariff applications will not be considered unless they are supported by a Cost of Supply study. NERSA has indicated that the approval of Eskom’s Retail Tariff Plan (RTP) and Eskom’s Retail Tariff Structural Adjustment (ERTSA) for FY2025/26 is anticipated prior to 15 March 2025. Following the ERTSA decision, municipalities will be informed of the outcome to assist them in formulating their individual tariffs, which will then be approved for implementation in FY2025/26.

From the 2025/26 MTREF, municipalities will be required to submit the following documents pertaining to electricity tariff applications to the GoMuni Upload portal:

- NERSA D Form and COS study submitted to NERSA. For the 2025/26 tariff increase, municipalities with the tabled budget and thereafter 31 October 2025 (i.e. applications pertaining to 2026/27 tariff increases and beyond); and
- NERSA tariff approval with the tabled budget.

3.5. Municipal Valuation Roll Reconciliation Tool

Reference is made to MFMA Circulars No. 93 (paragraph 3), No. 98 (paragraph 4.1), No. 123 (paragraph 5.1), and particularly No. 126, (paragraph 3.1). To ensure the municipality’s rates base is complete, and aligns to the business process and system requirements articulated in Annexure B of MFMA Circular No. 80 (08 March 2016) and the Municipal Property Rates Act (MPRA) (section 23): Part A: Register of the latest consolidated general valuation roll (GVR), and the MPRA categories, the municipality need to monthly perform the reconciliation in the format of the National Treasury Municipal Valuation Roll Reconciliation Tool.

The municipality must submit the completed tool together with the related documentation to the National Treasury GoMuni portal as follows:	Timeframe
1. The municipality's list of Property Rates tariffs approved by council for the financial year reported on together with the Council resolution that approved such.	Annually

2.	The municipality's time schedule for implementing its new general valuation roll (GVR) (aligned to the MPRA).	Annually
3.	The Municipal Property Rates Act (MPRA) (section 23): Part A Register of the latest consolidated general valuation roll (GVR).	Annually
4.	Municipality Valuation Roll Reconciliation – undertake monthly but only required to submit quarterly.	Quarterly
5.	Property Rates Transaction List (for the 3rd month of every quarter).	Quarterly

To assist municipalities in complying with these requirements, the National Treasury will provide follow-up training.

3.6. Prohibition on vending system(s) / third party vending solutions without consulting the National Treasury

Recently there have been several iterations on private service offerings of vending system(s) / solution(s) offered to municipalities. These include service provider(s) funding metering solutions for municipalities parallel to a pre-paid solution (requiring a vending platform) – these service providers then collect on behalf of the municipality in exchange for a fee. However, in several cases, the service provider does not pay over to the municipality what is collected and / or claim a fee that is out of proportion to what is reasonable. This is worsened by many municipalities not weekly / monthly undertaking the appropriate reconciliation of what they provide / sell (also via pre-paid) against what revenue they receive in return from the service provider(s). *As an Example:* Most recently a municipality in Eastern Cape was victim to an arrangement where the service provider offered the municipality R60 million funding but will takeaway almost R540 million at the end of the arrangement causing significant harm to the community and official(s) of that municipality and may leave the municipality worse off than initially.

The MFMA, read together with the recently assented Public Procurement Act, provide a clear framework for procurement in local government. The MFMA regulatory framework in terms of section 116 read with MFMA Circular No. 62 furthermore provide clear guidance on how amendments to contracts should be undertaken. Any offerings beyond the initial scope of the contract, in our view, should not be considered as a contract amendment, but rather a change or extension of scope, which warrants a whole new or separate procurement process.

The National Treasury therefore confirms that with immediate effect, no municipality may enter into and / or extend any related vending system(s) / solution(s) without consulting and obtaining the written input of the National Treasury and the relevant Provincial Treasury. Should any municipal official and / or political office bearer fail to honour this prohibition, she/ he could render themselves personally liable for any related financial loss over and above potential criminal liability for financial misconduct.

In addition, third party vending solutions used by municipalities must align to the integration requirements set out in Annexure B of MFMA Circular No. 80 (08 March 2016). In terms of the requirements, third party solutions must, without (manual) intervention or manipulation, integrate and constantly balance with the core financial system solution. The rules for integration are determined by vendor of the core system solution. Where the core system solution already provides the necessary functionality offered by the third-party vendor and the municipality has already paid for the functionality and / or are paying annual licencing fees to access this functionality, such expenditure will constitute wasteful and fruitless expenditure and should be dealt worth accordingly.

The municipality should send any request for the written input of the National Treasury together with the signed and / or proposed contract for such a service offering to: both RevenueManagement@treasury.gov.za and mfma@treasury.gov.za for the attention of Mr. Sadesh Ramjathan, Director: Local Government Budget Analysis: Revenue Section, and Mr. Wayne McComans, Chief Director: MFMA Implementation and parallel to the relevant Provincial Treasury.

3.7. Training Tools by the National Treasury

Revenue Management Assessment Tool

Municipalities must submit the Revenue Management Assessment Tool annually as set-out above. Training was already undertaken across all provinces during the 2024/25 financial year. The National Treasury will facilitate follow-up training during 2025/26 upon request only to municipalities, provincial treasuries and technical advisors deployed to municipalities and provincial treasuries. Municipalities and provincial treasuries can request training via the relevant Provincial Treasury who is responsible to coordinate requests for training. It is noted that any National Treasury deployed technical advisor may directly request training from the National Treasury as may be required. Requests for training and any related queries must be directed to RevenueManagement@treasury.gov.za and Sadesh.ramjathan@treasury.gov.za for the attention of Mr. Sadesh Ramjathan.

Tariff Tool

Municipalities must undertake a tariff assessment in the format of the National Treasury Tariff Tool as explained above. The National Treasury will facilitate follow-up training during the first quarter of the financial year 2025 and thereafter upon request only to municipalities, provincial treasuries and technical advisors deployed to municipalities and provincial treasuries. Training must be scheduled for a **full day** and would be more relevant towards municipal processes if scheduled:

- Before and/ or during the **Adjustments Budget preparation** (for re-allocations);
- Before and/ or during the **Tabled Budget process** (to evaluate tariff changes); or
- Before the **final MTREF submission** to Council for approval.

Municipalities and provincial treasuries can request training via the relevant Provincial Treasury. Any National Treasury deployed technical advisor may directly request training as may be required. Requests for training and any related queries must be directed to RevenueManagement@treasury.gov.za and Sadesh.ramjathan@treasury.gov.za for the attention of Mr. Sadesh Ramjathan.

Municipal Valuation Roll Reconciliation Tool

The National Treasury confirms the guidance already provided in MFMA Circular No. 129 to the effect that municipalities must reconcile valuation rolls monthly and submit such quarterly to the National Treasury together with the related documentation set-out above.

The National Treasury will facilitate follow-up training during the first quarter of the financial year and thereafter upon request only to municipalities, provincial treasuries and technical advisors deployed to municipalities and provincial treasuries on Municipal Valuation Roll Reconciliation Tool. Training must be scheduled for at least **two full days** and can be facilitated at any time since municipalities perform this task monthly. Municipalities and provincial treasuries can request training via the relevant Provincial Treasury. Any National Treasury deployed technical

advisor may directly request training as may be required. Requests for training and any related queries must be directed to RevenueManagement@treasury.gov.za and Sadesh.ramjathan@treasury.gov.za for the attention of Mr. Sadesh Ramjathan.

4. Budget and other management issues:

4.1. 2025/26 Municipal Budget Tabling Timelines

The National Treasury would like to advise the municipalities that late tabling of the 2025 National Budget in Parliament does not really affect the timelines of the preparations/ conclusion of the municipal budget process. The 2025 National Budget was tabled by the Minister of Finance on 12 March 2025 which implies that Provincial Governments have two weeks thereafter to table the 2025 Provincial Budgets in the Provincial Legislatures, i.e. 31 March 2025. This is in line with the PFMA – Treasury Regulations. Municipalities have sufficient time to accommodate the allocations in the DOR Bill in their 2025/26 MTREF Budgets before tabling on 31 March 2025, that is 19 days or two weeks to table the budget before 31 March 2025.

The transfers from provinces to municipalities which are supposed to be included in provincial budgets and gazetted by provinces, should for all practical reasons also be available on the 27 March 2025. Given that municipalities have 10 months to prepare their upcoming budgets prior to tabling it in Council for consideration, National Treasury has previously advised municipalities to use the outer years of the Annual DoRA as projections, add inflation to calculate the third year of the MTREF, when finalising the tabled budget.

For those municipalities where the budgets were already in an advance stage of preparations, they will have between tabling and the adoption stage of the budget (end of May 2025) to include and accommodate all the transfers for both national and provincial governments. This will allow National and Provincial Treasuries to verify and reconcile the transfers with the DoR Bill and provincial Gazettes.

4.2. Management of Water Tankers

There is a growing trend of water challenges in most municipalities in the country which is spiraling out of control. This is a direct threat to municipalities' financial sustainability and could lead to a lack of trading in this key source of municipal revenue.

Most municipalities have tried to procure water tankers to close the gap in areas which are increasingly experiencing sporadic water supply challenges. As a result, the municipalities are not able to trade, leading to less revenue and an unprofitable water business.

It has emerged in the recent Mid-year Budget and Performance Review engagements that contracted water tankers have developed as a business rather than a stop gap measure.

As such, municipalities are encouraged to protect their revenue through avoiding protracted long contracts of water tankers. Where possible the municipality should use its internal water tankers as a temporary measure with a clear intention to restore the service.

If the municipality provides a long-term service, such as water for informal settlements, it is advised that tanks should be purchased and refilled with municipal water tankers. The aim should always be to strike a balance between the provision of service and protecting municipal revenue. Proper checks and balances must be considered as well as internal controls to avoid abuse in this regard and to ensure that in the event that the Office of the Auditor General Africa of South investigates these services, the use of water tankers and water tanks is based on sound business principles.

4.3. Asset Management

According to Municipal Budget and Reporting Regulations (Table A9), the municipalities were advised to allocate 60 per cent of the total Capital Expenditure budget to new acquisition while the remaining 40 per cent to renewal and upgrading of the new assets.

Given the current challenges of aging and dilapidated infrastructure faced by the municipalities, which contributes to high level of losses, municipalities are advised **to allocate at least 60 per cent** of the capital expenditure to renewal/ upgrading of the existing assets while 40 per cent should acquire new assets.

The National Treasury realised that year-on-year, municipalities priorities the acquisition of new assets and the existing assets are being neglected to a dilapidated condition. Another factor which causes a factor is lack of maintenance during the lifespan of the assets which National Treasury encourages the municipalities to allocate at least 8 per cent towards repairs and maintenance as outlined in MFMA Circulars No. 55 and 71.

5. Municipal Standard Chart of Accounts (*mSCOA*):

5.1. Go Live on Version 6.9 of the Chart

mSCOA version 6.9 will go live on 24 March 2025, whereafter municipalities will be able to upload their tabled budget (TABB) and tabled project files (PRTA) data strings for the 2025/26 MTREF on the GoMuni portal.

After going live on version 6.9 of the chart, all the reports available on the LGDRS will be aligned to *mSCOA* chart version 6.9. This includes the format of the Section 71 report for Q3 and Q4 of 2024/25 and the adjustments budget for 2024/25.

The Municipal Budget and Reporting Regulations (MBRR) Schedules (A to F) and non-financial data string (A1S) was also aligned to version 6.9 of the chart. A **protected** version of the MBRR Schedules for version 6.9 of the chart and A1 Schedule is available on the on the MFMA Webpage on the link below:

<http://mfma.treasury.gov.za/RegulationsandGazettes/Municipal%20Budget%20and%20Reporting%20Regulations/Pages/default.aspx>

The reports on the Local Government and Reporting System (LGDRS) are populated from financial and non-financial data strings and both strings are required for the data to pull through correctly on the reports available on the LGDRS. Municipalities must use the linkages on GoMuni referred to above and not the formulas in the regulated Municipal Budget and Reporting (MBRR) Schedules when generating their A schedule from the financial system.

In terms of the *mSCOA* Regulations, municipalities must generate the regulated MBRR schedules that is tabled and adopted by Council directly from their integrated financial system solutions and not import or captured it on their system solutions at a later stage. This is necessary to ensure that there is 'one version of the truth', namely the data in the integrated financial system solutions is the same as the report tabled and adopted by Council and the information submitted to the National Treasury and other stakeholders.

5.2. *mSCOA* data strings credibility

Municipalities must verify the credibility and accuracy of the tabled budget (TABB) and project file (PRTA) data strings **prior and post** to uploading it to the National Treasury Local Government Database and Reporting System (LGDRS). These data strings will be the sole source used by National and Provincial Treasuries to analyse and determine if the municipality's budget is funded, and the credibility is therefore of utmost importance.

Registered users from municipalities, provincial treasuries and National Treasury have full access to their data on the LGDRS and can draw the information to verify the accuracy of the figures for their respective municipalities or province (in the case of provincial treasuries). The LGDRS reports can be accessed by registered users on the following link:

https://lg.treasury.gov.za/ibi_apps/signin

5.3. Submission of virement information

From the 2025/26 MTREF, municipalities will be required to report on their virements through the submission of a separate data string, as well as a report on virements done by the municipality. This submission must be done monthly to the GoMuni Upload Portal and should be generated from the core financial system. The validation rules applicable to the monthly IYM submission will also be applied to the virement data strings.

The attached **Annexure D** provides guidance on the layout and information required on the virement budget report, while **Annexure E** provides the layout of the virement data strings.

This will enable national and provincial treasuries to keep track of the virements done when they do their Section 71 analysis. The virements will be reflected in a separate report and will not form part of the consolidated Section 71(7) reporting to provincial legislatures or the consolidated Section 71 publication issued by the National Treasury. For the consolidated S71 reporting and publication, performance will only be compared to the adopted budget in the first eight months of the year and the adjustments budget in the last four months of the year.

Municipalities must review their virement policy annually and ensure that it aligns with the principles and guidance in MFMA Circulars No 12, 51 and 88 and *m*SCOA Circular No. 8 (29 April 2020). Virements may only be made between existing budget provisions and must be included in an adjustments budget. The Council approved virement policy must be submitted as part of the budget documents on Go Muni. Please note that documents must be submitted individually and not as a batch.

5.4. Medium-Term Development Plan (MTDP)

Cabinet has recently approved the Medium-Term Development Plan (MTDP) for 2024 to 2029. The Department of Planning, Monitoring and Evaluation (DPME) will issue the MTDP in due course. These revised priorities, reflecting the new administration's vision, will be integrated into *m*SCOA version 6.10. For *m*SCOA budgeting and reporting in the 2025/26 MTREF, municipalities should continue using the IUDF and MTSF priorities as per *m*SCOA version 6.9.

5.5. Upgrading and procurement of *m*SCOA system solutions and/or functionality

From March 2023, the National Treasury has alerted municipalities that the minimum business processes and system specifications for *m*SCOA will be regulated and that municipalities should exercise extreme caution when changing or upgrading their integrated financial system solutions to avoid procuring system functionality that might not comply with the said regulations. Municipalities are reminded to implement the due diligence processes set out in MFMA Budget Circulars No. 93, 98, 107, 112, 123 and *m*SCOA Circulars No. 5 and 6 **prior** to procuring new or upgrading system functionality to protect them from making incorrect decisions in this regard.

This also applies when 3rd party system functionality is procured that is required to integrate with the core system solution.

Importantly, if an open tender process is not followed (e.g. when Section 33 or 116 of the MFMA and SCM Regulations 36 (deviations) are utilised), **the market must be tested prior to embarking on procurement**. The municipality must be able to substantiate that the product, service or similar offering is not available elsewhere in the market at a cheaper cost and that using these procurement vehicles have significant economic or financial value benefits to the municipality. Where legislation requires that the views of the National Treasury must be sought, the relevant documentation must be emailed to mfma@treasury.gov.za. If the processes required in term of legislative are not followed, a contract might be found invalid by a court of law.

5.6. Issues pertaining to the regulations on the minimum *m*SCOA requirements

National Treasury is currently in the process of developing business processes, standard operating procedures (SOPs) and minimum system specifications to underpin the Regulations of the minimum business processes and system specifications for *m*SCOA.

All the required business processes, procedures and systems functionality pertaining to the Regulations will be made available to municipalities **at no cost** in a format that can be imported, customised and utilised in a process modelling tool of their choice. Municipalities are cautioned against incurring unnecessary expenditure to procure specialised software and tools or appoint service providers to adapt and customize their business processes, especially as the requirements have not been finalised yet.

It must further be emphasized that the documents released for comments on the MFMA Webpage are the sole property of the National Treasury and may only be used for the intended purpose of providing comments on the proposals. **Any company that sells or distributes these documents or parts thereof for any other purposes without the explicit written permission of the National Treasury will be blacklisted on the basis of Intellectual Property Violations (i.e. unauthorized distribution of government documents).**

It should also be noted that the intention of the recent demonstrations on the systems used by municipalities that was conducted by the National Treasury was to determine key implementation gaps as per MFMA Circular No. 80 (dated 08 March 2016). These gaps must be addressed by the respective municipalities in their *m*SCOA municipal road maps. National Treasury shared the observations with system vendors with a view that gaps in system functionality should be further explored and addressed by them. The demonstrations were not on any specific systems in the market but on modules used by a specific municipality to give effect to the requirements of MFMA Circular No 80. **It will therefore be unacceptable and a misrepresentation for any system vendor to claim that their respective system was found compliant by the National Treasury.**

5.7. Special adjustments budget to authorise unauthorised expenditure

In terms of regulation 23(6)(b) of the MBRR, council may authorise unauthorised expenditure in a special adjustments budget tabled in council when the mayor tables the annual report in terms of section 127(2) of the MFMA. This special adjustments budget **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 MFMA**. This process may not be used to condone poor planning, budgeting, or financial management after the adoption of the budget.

Detailed guidance in this regard was provided in MFMA Circular No. 68 (dated 13 October 2021).

Further development work with regard to this matter will be undertaken during 2025 and proper guidance will be provided in subsequent MFMA Budget Circulars. For now, municipality should continue with the current practices until further notice. Under no circumstances should municipalities require their systems vendors to open their financial systems especially where the Auditor General of South Africa have already signed off on their annual audited financial statements.

Municipalities are also reminded of the guidance provided in our email dated 21 August 2024 on the *Submission of the 2023/24 Annual Financial Statements (AFS) – (Pre-Audit Information)* and mSCOA Circular No. 15 (08 July 2024) on the period closures controls for the following periods.

- **Month 12:** The financial year ends in month 12 (as at 30 June of the financial year). Month 12 (4th Quarter section 71 reports) represents the **preliminary outcome** information. The closing balances of month 12 must be programmatically transferred in the core financial system to the opening balances of the new financial year in month 01 of the new reporting period;
- **Period 13** when the AFS are prepared during July and August annually. Period 13 represents the **pre-audit outcome** information (the AFS as submitted to the AG);
- **Period 14** represents the **audit outcome** information (the AFS on which the AGSA has expressed an opinion. Audit approved journals must be processed in period 14; and
- **Period 15** when the adjustments to the AFS following the approval of the adjustments budget to authorise and legalise unauthorised expenditure referred to in Regulation 28(6) of the MBRR is effected.

The AFS submitted to AGSA must reconcile with the pre-audited (PAUD, CRPA and DBPA), audited (AUDA, CRAU, DBAU) and restated (RAUD) data strings submitted to the GoMuni Upload portal and these data strings must be submitted as end-results and NOT movements when submitting the mSCOA data strings. Importantly, any transactions that were processed as part of the preparation and auditing of the AFS after year-end (month 12) in period 13, 14 and 15 must be reflected in the corresponding month of the new financial year by using net movements. The net movements will result in either an increase or decrease in the new financial year in the corresponding month of month 01 to 03 of the current financial year. E.g. changes in period 13 must be reflected in month 02 or 03 of the new financial year. A similar process is applicable when restatements of previous financial year figures occur and when material errors are identified which impacts on the previous years' AFS and must be corrected in period 15.

With regards to year-end information, the aim is to collect three sets of information (preliminary, pre-audited and audited). This ensures that the latest outcome information is always available to inform planning and budget decision making process for national, provincial and local government.

6. Submitting documents to the GoMuni Upload Portal:

6.1. Submission of additional reports

In addition to the virement policies that must be uploaded to GoMuni Upload portal from 01 July 2025, the following changes pertaining to document submissions to the GoMuni Upload portal must be noted:

Uploading of Section 41 Reports on prices and payments for bulk resources

From the 2025/26 MTREF, the Department of Water and Sanitation, Eskom, and Water Boards will be required to upload their monthly Section 41 reports on the GoMuni Upload portal to enhance transparency and oversight. This will replace the current email submission process. Training on the upload procedure will be provided to all relevant stakeholders to ensure a smooth transition.

Municipal Procurement Plans

MFMA Circulars No. 62 (dated 20 August 2012) and 94 (dated 08 March 2019) requested for the submission of annual municipal procurement plans. From the 2025/26 MTREF, municipalities will be required to upload their annual procurements plans in PDF format on the GoMuni Upload portal. These plans should encompass comprehensive information on planned procurements, estimated costs, and the proposed procurement strategies. Both draft and final procurement plans should be submitted with the annual tabled and adopted budget documentation.

Revenue related and debt relief documentation

All municipalities are required to annually upload the Revenue Management related documents as per the Document Submission Checklist attached as **Annexure C** to the GoMuni Upload Portal. These documents must be submitted in the specified format and within the timeframes indicated. Also note that items 15 and 17 in **Annexure C** are only relevant to Municipal (Eskom) Debt Relief participants and item 19 to both Municipal (Eskom) and Water Debt Relief participants. In relation to items 15, 17 and 19, all other municipalities must submit a “Not Applicable” form to prevent these items reflecting as outstanding.

6.2. Submission and sign-off of key tabling dates

In the past, the National Treasury requested information on an annual basis from municipalities on the actual tabling dates of legislated processes such as the various budget processes, AFS and Annual Report. This information was submitted through an excel spreadsheet. From 01 July 2025, municipalities will be required to enter the legislative tabling dates directly on the GoMuni portal, replacing the manual spreadsheet process.

Additionally, the Accounting Officer of each municipality will be required to sign-off on the accuracy of the captured dates on the LGDRS.

Further guidance on the submission and sign-off procedures will be provided in due course.

7. The Municipal Budget and Reporting Regulations:

7.1. Assistance with the compilation of budgets

If municipalities require advice with the compilation of their respective budgets, specifically the budget documents or Schedule A, they should direct their enquiries to their respective provincial treasuries or to the following National Treasury officials:

Province	Responsible NT officials	Tel. No.	Email
Eastern Cape	Matjatji Mashoeshoe	012-315 5553/ 0609242914	Matjatji.Mashoeshoe@treasury.gov.za
Buffalo City	Pitso Zwane Mandla Gilimani	012-315 5171 012-315 5807/0661198036	Pitso.Zwane@Treasury.gov.za Mandla.Gilimani@treasury.gov.za

Free State	Cethekile Moshane	012-315 5079	Cethekile.moshane@treasury.gov.za
Gauteng	Matjatji Mashoeshoe Pitso Zwane	012-315 5553 012-315 7538	Matjatji.Mashoeshoe@treasury.gov.za Pitso.Zwane@Treasury.gov.za
City of Tshwane and City of Johannesburg	Willem Voigt Makgabo Mabotja	012-315 5830 012-315 5156	WillemCordes.Voigt@treasury.gov.za Makgabo.Mabotja@treasury.gov.za
City of Ekurhuleni	Kgomotso Baloyi Lunathi Dumani	012-315 5866/082 887 2968	Kgomotso.Baloyi@treasury.gov.za Lunathi.dumani@treasury.gov.za
KwaZulu-Natal	Kgomotso Baloyi Lunathi Dumani	012-315 5866	Kgomotso.Baloyi@treasury.gov.za Lunathi.dumani@treasury.gov.za
eThekweni uMhlathuze	Kevin Bell Sifiso Mabaso Matjatji Mashoeshoe Pitso Zwane	012-315 5725 012-315 5952/060 923 7343 012-315 5553/060 326 6885 012 315 7538	Kevin.Bell@treasury.gov.za Sifiso.mabaso@treasury.gov.za Matjatji.Mashoeshoe@treasury.gov.za Pitso.Zwane@Treasury.gov.za
Limpopo	Sifiso Mabaso Jabulile Ngwenya	012-315 5952/060 923 7343	Sifiso.Mabaso@treasury.gov.za Jabulile.ngwenya@treasury.gov.za
Mpumalanga	Mandla Gilimani	012-315 5807	Mandla.Gilimani@treasury.gov.za
Northern Cape	Mandla Gilimani	012-315 5807	Mandla.Gilimani@treasury.gov.za
North West	Willem Voigt Makgabo Mabotja Khanyisile Khosa	012-315 5830 012-315 5156	WillemCordes.Voigt@treasury.gov.za Makgabo.Mabotja@treasury.gov.za khanyisile.khosa@treasury.gov.za
Mafikeng	Cethekile Moshane	012-315 5079	Cethekile.moshane@treasury.gov.za
Western Cape	Willem Voigt Khanyisile Khoza Kgomotso Baloyi Sifiso Mabaso	012-315 5830 012-315 5385 012-315 5866/082 887 2968 012-315 5952/ 060 923 7343	WillemCordes.Voigt@treasury.gov.za khanyisile.khoza@treasury.gov.za Kgomotso.Baloyi@treasury.gov.za Sifiso.Mabaso@treasury.gov.za
Cape Town George			
Technical issues on GoMuni	Data management		lqdataqueries@treasury.gov.za
Local government Conditional Grants			Sello.mashaba@treasury.gov.za Pretty.mavhungu@treasury.gov.za Marvin.ngobeni@treasury.gov.za Akanyang.modise@treasury.gov.za Sandra.adams@treasury.gov.za

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19 March 2025



Reference: RCS/C.5

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8000

TREASURY CIRCULAR MUN. NO. 02/2025

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 THE MAYOR, WEST COAST DISTRICT MUNICIPALITY
 THE MAYOR, MATZIKAMA MUNICIPALITY
 THE MAYOR, CEDERBERG MUNICIPALITY
 THE MAYOR, BERGRIVIER MUNICIPALITY
 THE MAYOR, SALDANHA BAY MUNICIPALITY
 THE MAYOR, SWARTLAND MUNICIPALITY
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 THE MAYOR, OVERBERG DISTRICT MUNICIPALITY
 THE MAYOR, THEEWATERSKLOOF MUNICIPALITY
 THE MAYOR, OVERSTRAND MUNICIPALITY
 THE MAYOR, CAPE AGULHAS MUNICIPALITY
 THE MAYOR, SWELLENDAM MUNICIPALITY
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 THE MAYOR, OUDTSHOORN MUNICIPALITY
 THE MAYOR, BITOU MUNICIPALITY
 THE MAYOR, KNYSNA MUNICIPALITY
 THE MAYOR, CENTRAL KAROO DISTRICT
 THE MAYOR, LAINGSBURG MUNICIPALITY
 THE MAYOR, PRINCE ALBERT MUNICIPALITY
 THE MAYOR, BEAUFORT WEST MUNICIPALITY

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MUNICIPAL BUDGET CIRCULAR FOR THE 2025/26 MTREF AND ASSOCIATED 2025 STRATEGIC INTEGRATED MUNICIPAL ENGAGEMENTS

1. INTRODUCTION

This Circular should be read in conjunction with National Treasury (NT) MFMA Circular No. 129 which, inter alia, outlines the South African economy and inflation targets, key focus areas for the budget process, revenue management, funding of municipal budgets and other management issues, Municipal Standard Chart of Accounts (mSCOA).

The purpose of this circular is to:

- Provide an overview of the current fiscal and economic context;
- Provide municipalities with guidance on the finalisation of the 2025/26 Medium-Term Revenue and Expenditure Framework (MTREF) Budgets and accompanied budget documentation;
- Brief municipalities on the 2025 Strategic Integrated Municipal Engagements (SIME 2) process and related matters.

2. LEGISLATIVE CONTEXT

The Western Cape Provincial Government (WCG) has institutionalised the Strategic Integrated Municipal Engagements (now SIME 2; previously referred to as LG MTEC/ SIME) process in fulfilment of its obligations under:

- Sections 5, 22 and 23 of the Local Government: Municipal Finance Management Act (MFMA), Act No. 56 of 2003;
- Chapter 5 of the Local Government: Municipal Systems Act (Act No. 32 of 2000) [MSA];
- Chapter 3 of the National Environmental Management Act (Act No. 107 of 1998) (NEMA); and
- Chapter 4 of the Spatial Planning and Land Use Management Act (Act No. 16 of 2013) (SPLUMA).

In November 2024, the Department of Local Government reintroduced its Strategic Integrated Municipal Engagements (SIME), emphasizing strategic and integrated planning while seeking out alignment with Provincial planning within the municipal context. The reintroduction of SIME (SIME 1) sessions represents a dedication to strengthening collaboration and alignment between municipal and Provincial planning and budgeting efforts. This initiative holds the potential to improve decision-making, optimize resource allocation, and ensure that local and provincial government strategies are more in sync.

The November SIME (SIME 1) sessions will be followed up by the annual Strategic Integrated Municipal Engagements (SIME 2) sessions in May 2025, which has a stronger budget and implementation focus,

following the tabling of municipal Integrated Development Plans (and associated sector plans) and budgets. Municipalities are also advised of the new 2025-2030 Provincial Strategic Plan (PSP) and the forthcoming (end of March 2025) Western Cape Infrastructure Implementation Plan (WCIIIP) and Pipeline, as well as the need to align planning and budgeting efforts with these Provincial plans in order to strengthen alignment between municipal and provincial planning and budgeting. The 2025 SIME 2 sessions builds on the 2024 processes and continues to drive the theme of “**Integrated service delivery**”, as municipalities are preparing for the fourth year of the 2022 - 2027 Integrated Development Planning Cycle. This integrated planning aims to strengthen governance, planning and budgeting, ultimately improving service delivery at the local level.

3. FISCAL AND ECONOMIC CONTEXT

3.1 Economic and Fiscal Environment

For more than ten years, South Africa's economy has experienced slow growth, further entrenching the country's high rates of unemployment and poverty. NT also lowered its 2024 economic growth forecast to 1.1 per cent, from the 1.3 per cent projected in the 2024 Budget Review, weighed down by stop-start economic growth and stubborn inflation in the first half of the year. The economy has since strengthened in response to the suspension of power cuts since March 2024, improved confidence following the formation of the government of national unity in June, better than-expected inflation outcomes in recent months and reduced borrowing costs. All these factors are expected to continue to support the economy over the period ahead.

GDP growth is projected to average 1.8 per cent from 2025 to 2027, up from 1.2 per cent in the preceding three years. The pace of growth is still being limited by persistent – though gradually easing constraints, particularly in logistics infrastructure. Faster growth depends largely on maintaining macroeconomic stability, the continued implementation of structural economic reforms, improving state capabilities and supporting higher infrastructure investment.

The following macro-economic forecasts must be considered when preparing the 2025/26 MTREF municipal budgets.

Table 1 Macroeconomic performance and projections, 2023 – 2027

Fiscal year	2023/24	2024/25	2025/26	2026/27	2027/28
	Actual	Estimate	Forecast		
CPI Inflation	5.9%	4.6%	4.4%	4.5%	4.5%

Source: NT MFMA Budget Circular No. 129 based as sourced from the Medium Term Budget Policy Statement 2024 (note that the CPI projection for 2027/28 was misstated in Circular 129)

Growth in household consumption expenditure is expected to improve to 1.2 per cent in 2024, up from 0.7 per cent in 2023, supported by growing real household incomes as inflation fell, stable electricity supply, and reduced interest rates. Headline inflation has eased to its lowest rate in over three years, driven by lower food and transport prices, and is expected to stabilize within the 3–6 per cent target range. Despite improved consumer confidence, households are still facing challenges with municipal payments, which negatively impact municipal own revenues. It is therefore noted that variations in regional specifics are possible, however, any variation of assumptions must be explicitly set out and well explained in the budget narratives, in the absence of which the Treasuries will refer the budget back to council for alignment to the macroeconomic performance projections.

3.2 National and Provincial Budget Delays

The postponement of South Africa's 2025/26 national budget to 12 March 2025 has generated significant attention, particularly regarding anticipated fiscal policies and allocations. The delay stems from disagreements within the coalition government over a proposed increase in the value-added tax (VAT) from 15 per cent to 17 per cent, aimed at addressing the nation's fiscal challenges.

On 26 February 2025, the Western Cape Premier tabled the State of the Province address outlining its medium-term objectives for growing businesses and creating jobs, leading South Africa's economic resurgence as the Western Cape, enabling a healthy and cared for population, infrastructure investment for job creation, safety and security and securing reliable, affordable and renewable water and energy. The Western Cape Provincial Budget has been delayed due to the postponement of the National Budget to 12 March 2025. Based on this, the Provincial Budget Day has been consequently rescheduled to 27 March 2025.

Guidance for Municipal Budgeting

- Municipalities should use the **indicative allocations** from the **2024 Division of Revenue Act** when preparing their **2025/26 MTREF budgets**; and
- Consider the **proposed changes to grant baselines** outlined in the **2024 Medium Term Budget Policy Statement (MTBPS)**, as they may impact funding.
- For 2027/28 outer-year allocations, municipalities are advised to conservatively limit funding to the indicative numbers from the 2024 Division of Revenue Act. Allocations for the previous financial year can be inflated with the projected inflation rate of 4.5 per cent.

The Division of Revenue Bill, 2024, which includes the annexures outlining allocations to each municipality is available at:

<https://www.treasury.gov.za/documents/national%20budget/2024/default.aspx>

Municipalities must update their budget figures with allocations from the 2025 Division of Revenue Bill and 2025 Western Cape Appropriations Bill, once these are tabled. In many cases budget preparation timelines will only allow for these allocations to be updated in the adopted budget. In such cases, tabled budget documents should make clear that such updates must be expected.

4. NATIONAL AND PROVINCIAL BUDGET GUIDELINES

The NT and PT circulars provide guidance to municipalities on revenue, expenditure and accounting related matters for consideration when compiling their 2025/26 MTREF budgets.

- Municipalities **MUST** include the National and Provincial Treasury Budget Circulars as part of the source documents consulted in the preparation of the 2025/26 MTREF Budget documents and table it as part of the budget documentation in the municipal council.

4.1 Key focus areas for consideration in the 2025/26 budget process

The 2025/26 MTREF budget should be constructed within a well-defined municipal fiscal strategy that shapes both the revenue envelope, inclusive of both national and provincial transfers and carefully evaluates expenditure allocations. This fiscal strategy should include maximizing opportunities to diversify revenue streams as well as implementing measures to control spending while maintaining service delivery.

Ahead of the finalisation of municipal budgets, municipalities are requested to frame their fiscal strategy with clearly outlined fiscal and budget principles and related targets.

4.1.1 Local government conditional grant allocations

Over the 2025 Medium-Term Expenditure Framework (MTEF), the government proposes an allocation of 9.8 per cent to local government. Local government funding is projected to increase from R184.8 billion in 2025/26 to R197.9 billion in 2027/28. In 2025/26, this comprises R106.1 billion for the local government equitable share, R16.8 billion from the general fuel levy sharing with metros, and R61.8 billion for both direct and indirect conditional grants. The increased allocations to local government reflect the government's commitment to social protection as a cornerstone of its fiscal strategy, ensuring ongoing support for indigent populations and the expansion of critical infrastructure through conditional grants. These figures represent the preliminary fiscal framework outlined in the 2024 MTBPS. The final details will be provided in the 2025 Budget Review.

● Changes to the conditional grants system

Government has finalised its review of the conditional grant system and developed a range of reforms based on the results. These reforms are aimed to rationalise conditional grants and enhance their effectiveness. Targeted reforms are to be phased in over the next three years. Further preparation (including consultations and impact assessments) will follow the tabling of the 2025 Budget, to ensure the successful rollout of longer-term reforms.

4.1.2 Metropolitan Municipalities Trading Services Reform performance incentive

A new feature of the conditional grant structure from 2024/25 is a performance incentive for metros who agree to embark upon specific trading services reforms, subject to performance in accountability, financial and operational performance metrics. The purpose of the Metro Trading Services performance initiative is to support and incentivise the turnaround of metro trading services to functional utilities that can access loan finance.

The incentive programme is currently planned to run over six years, from 2024/25 to 2030/31, and will cover water and sanitation, electricity and energy, and solid waste management. Maximum performance incentive amounts will be allocated to metros through the annual Division of Revenue Act, based on household and poverty indices. The envisaged scale of the incentive is such that, with commensurate internally generated funding, metro trading services capital expenditure can more than double compared to the current baseline.

4.1.3 Reporting requirements for Disaster Allocations

National Treasury has in a previous circular (MFMA Circular No. 126 dated 7 December 2023) indicated that municipalities that receive their disaster funding before the start of the municipal year, i.e., 1 July, but after the end of the national financial year, 31 March, do not need to request a rollover as any deemed unspent disaster fund transferred to municipalities during that period (1 April to 30 June) will be regarded as an automatic rollover. This consideration is done because funding for this form of a disaster would have been transferred from the new year's allocation. Therefore, National Treasury will support that these unspent monies be carried over into the new municipal year's budget. The contents of MFMA Circular No 126 are not repeated here as the position still holds.

In terms of any disaster funding that municipalities receive between 1 July and 31 March and have not been spent by the end of the municipal year, 30 June, a request for a rollover is required and it is not deemed automatic. This is slightly different from an instance wherein disaster response funds are transferred to municipalities after the end of the national financial year, 31 March.

4.1.4 Budgeting and reporting of the Integrated National Electrification Programme (INEP)

The DoRA provides for the INEP allocation to ensure access to electricity through provision of capital subsidies to Eskom and municipalities for the eradication of the household's electrification backlogs and to ensure universal access to electricity.

These allocations are made to Eskom and municipalities for their respective supply areas. This allocation criteria on the electrification programme follows the powers and functions (licensed and unlicensed) to both municipalities and Eskom. However, there are instances where some allocations that are within the Eskom areas of supply, are made to municipalities. This is done to accelerate the delivery of the electrification services and the eradication of backlogs.

National Treasury has therefore issued the mSCOA Circular No. 16 dated 16 October 2024 to provide more detailed guidance on the budgeting for these forms of funding. Municipalities are therefore requested to follow the mSCOA Circular No. 16.

4.2 The Revenue Budget

Municipal finances are under increasing strain due to weak economic growth and limited national transfers. In this challenging environment, municipalities are compelled to optimize operations, enhance revenue collection efforts, and eliminate wasteful spending to maintain financial stability and ensure the continued delivery of essential services.

4.2.1 Setting cost reflective tariffs

It is important that municipalities conduct cost of supply studies in the provision of each basic service as and when financial and service delivery needs change. Municipalities must ensure that when tariffs are designed that they move towards achieving consumption charges for services that are based on consumption-related costs and all other variable costs and fixed costs e.g., salary and wages, etc. should be covered by a fixed charge. Municipalities must ensure that when tariffs are designed, capital repayment of loans are included in the provision for depreciation that must be budgeted for to ensure financial sustainability.

During the budgeting process, provision must be made for revenue to be generated by the tariffs levied for services to address the maintenance of infrastructure. Repairs and Maintenance need to be sufficiently covered in Employee Related Costs, Contracted Services, Operational Expenditure, and Inventory Consumed. To balance cost recovery with affordability, municipalities must also align tariff adjustments with indigent policies and consider the socio-economic impact on vulnerable households. New infrastructure developments in a municipal area of jurisdiction should be obliged to consider and incorporate efficiency and renewable sources of energy available such as solar or wind to respond to the ongoing global energy crisis. Municipalities must also assess long-term operational costs when approving new infrastructure projects to avoid excessive future tariff increases. Using the latest format of the Cost Reflective Tariff Tool after the upload of the Adjustments Budget, again after the Tabled Budget (Draft Budget) and again after the Council Approved Budget, municipalities will be able to have a better understanding of the cost reflectiveness of its tariffs and justify future tariff adjustments in a transparent and evidence-based manner.

It is important to note that the Cost Reflective Tariff Tool's outcome is dependent on a well-structured budget with all applicable revenue and expenditure items included. The latest version, National Treasury Tariff Tool Linked Vol. 2 of 27 November 2024, is available as Annexure B of MFMA Circular No. 129. This latest Volume 2 now replaces the Tariff Setting Tool - 05 November 2019 mentioned in MFMA Circular No. 98. The populated Cost Reflective Tariff Tool must be uploaded by the municipality's approved registered user(s) using the GoMuni Upload Portal. Failure to upload the populated tool will be flagged in PT's compliance overview.

4.2.2 Indigent Management

It is critical to progressively align the provision of free basic services to national policy limits. Therefore, free basic services to indigent households must be restricted. Where any unlimited supply or supply above national policy limits is provided, the budget narrative must clearly justify the funding source and demonstrate how this aligns to sound asset management, adequate provision for debt impairment and ability to sustain payment of Eskom, bulk water, and other creditors.

Establishing and maintaining credible indigent register – it is important that the municipalities undertake to conduct quality control and monitor the indigents. Municipalities should ensure the accuracy of reported indigent debtor numbers by identifying and verifying indigent citizens through data-driven methods, and proactively updating the indigent register to reduce the risk of ineligible individuals receiving subsidies.

Municipalities are advised to work closely with DLG to simplify its indigent management registration processes – even consider qualifying criteria that can be independently checked without requiring a hefty administration burden on indigent households that are already financially constrained, including facilitating such on-site close to where indigents may reside. It is essential that municipalities report on all indigent households within their jurisdiction, including those in Eskom-supplied areas, as the Local Government Equitable Share FBS allocation is based on the full municipal demarcation. The municipality must therefore focus in its 2024/25 MTREF Schedule A submission to report on all indigent households (also in Eskom supplied areas).

4.2.3 Pro-actively managing collection of municipal revenue in Eskom supplied areas

National Treasury notes that in the context of the Electricity Regulation Act, 2006 (ERA), the existing section 21(5) prohibiting Eskom to cut supply in their areas to assist municipalities to collect on rates, water, wastewater and refuse removal – municipalities have no other tool but the restriction of water to collect in Eskom supply areas. Until the ERA is amended it is critical that municipalities update their by-laws and policies to facilitate and legally allow the restriction of water as part of proper credit control for municipal revenue collection in Eskom supplied areas. The process before the supply of water is restricted/ limited, must honour the water supply rights of the indigent as well as the administrative processes and procedures, as contained in the municipal by-laws and policies read with section 4(3)(a) of the Water Services Act (Act 108 of 1997).

4.2.4 Eskom Bulk Tariff increases

The National Energy Regulator of South Africa (NERSA) is responsible for the price determination of the bulk costs of electricity. For the 2025/26 national financial year, NERSA approved an average tariff increase of 12.7 per cent, effective from April 1, 2025. Section 43 of the MFMA requires that Eskom table the bulk increase applicable to municipalities for the 2025/26 municipal financial year by 15 March 2025 (this will differ from the increase applicable for the national financial year as Eskom will only have the period from July 2025 to March 2026 to recover from municipalities the additional revenue allowed by NERSA for the 2025/26 national financial year).

In addition to the tariff increase, NERSA has approved a restructuring of Eskom's tariffs, reducing the previous 15 tariff categories to three simplified categories: one for large power users, one for small power users, and one for public lighting. Municipalities will be required to align their tariff structures accordingly. More guidance will be provided in due course.

Municipalities are advised to make use of NT's Cost Reflective Tariff Tool when developing their electricity tariffs. Municipalities are reminded that municipal tariff applications to NERSA must be

accompanied by a credible electricity cost of supply study (COSS). No tariff applications will be approved by NERSA if not supported by a COSS.

4.3 The Expenditure Budget

4.3.1 Funding of municipal budgets

National Treasury has observed that many municipalities that adopt unfunded budgets, are adopting budget funding plans as a mere compliance exercise. There is very little progress made to turn around from an unfunded budget position, to a funded one. To this effect, NT will only allow municipalities to turn around from an unfunded budget position to a funded position within three years, of which in each year there should be measurable progress in terms of the improvement in the collection rate and cost containment initiatives.

To this end, municipalities must take a proactive, strategic approach to cost containment, aligning efforts to optimize expenditure with the goal of long-term operational efficiency. This involves not only reducing non-essential costs but also leveraging innovative practices such as automation, process optimization, and the efficient use of resources. A strategic focus on both revenue enhancement and expenditure containment will ensure that municipalities can balance their budgets effectively and sustainably. Failure for the municipalities to show visible progress each year, such municipality will not be allowed to table an unfunded budget. On a monthly basis, these municipalities are required to submit progress reports to the GoMuni Portal which must be closely monitored by the respective Provincial Treasuries.

Also note that all municipalities that adopted funded budgets in 2024/25, will not be allowed to adopt unfunded budgets in 2025/26 and going forward, this implies that such budget will be referred by National/ Provincial Treasury for review until the funded position is achieved. This is to enforce compliance with Section 18 of the MFMA and to encourage prudent financial management which includes collecting what is due to a municipality and paying for services rendered.

Measures to secure a funded budget will be a key focus of the 2025 SIME 2 process for municipalities that table unfunded budgets.

4.3.2 VAT and the assignment of the library function

Binding General Ruling 74 issued by the South African Revenue Service on 3 October 2024 clarifies the "VAT consequences of functions assigned to or performed by a municipality under an agency or delegation basis".

In preparing their budgets for the 2025/26 MTRREF, municipalities should note that the WCG is in the process of assigning the library services function to municipalities. The Western Cape Public Library Services Bill, which will enable this assignment, was gazetted on 13 February 2025, and the window for submitting public comments on the Bill closes on 14 March 2025. Once the Bill is enacted, provincial government intends to assign the function by agreement with all local and metropolitan municipalities in the province. In line with Binding General Ruling 74 this will mean that once a municipality accepts the assignment by agreement, all payments from the province will meet the definition of a grant for an assigned function. Municipalities should therefore budget for the VAT implications of these payments based on their intention regarding the assignment of the function.

4.3.3 Employee related costs

Municipalities are required to implement the salary and wage collective agreement were signed by the parties of the South African Local Government Bargaining Council (SALGBC) on Friday, 6 September 2024 with immediate effect as from 1 July 2024. In respect of the 2025/26 financial year,

all employees covered by this agreement shall receive, with effect from 1 July 2025, an increase based on the average CPI percentage for the period 1 February 2024 until 31 January 2025, plus 0.75 per cent. The publications of Statistics South Africa shall be used to determine the average CPI.

In case the average CPI percentage for the period 1 February 2025 until 31 January 2026 is less than 4 per cent, it will be deemed to be 4 per cent, and if the average CPI percentage for this period is higher than 7 per cent, it will be deemed to be 7 per cent. Municipalities must ensure that these potential increases are fully budgeted for within their MTREF to avoid financial strain or unexpected funding shortfalls. Municipalities that wish to be exempted from the collective agreement for this financial year, should apply 30-days from the date of approval of the budget of the municipality by the municipal council, or 30 June 2025. The onus to prove the case for the granting of exemption lies with the applicant municipality, and guidance is provided by SALGA.

Municipalities are further advised to take note of the national minimum wage increases promulgated in Government Gazette No. 52053 and to factor the new rates into the budget calculations for 2025/26.

4.3.4 Remuneration of Councillors

Municipalities are advised to budget for the actual costs approved in accordance with the Government Gazette on the Remuneration of Public Office Bearers Act: Determination of Upper Limits of Salaries, Allowances and Benefits of different members of municipal councils published annually between December and January by the Department of Cooperative Governance. It is anticipated that this salary determination will also consider the fiscal constraints. Municipalities should also consider the guidance provided above on salary increases for municipal officials during this process. Any overpayment to councillors contrary to the upper limits as published by the Minister of Cooperative Governance and Traditional Affairs will be irregular expenditure in terms of section 167 of the MFMA and must be recovered from the councillor(s) concerned.

4.3.5 Municipal pension fund contributions

Municipalities must prioritize third-party payment obligations, particularly pension fund contributions, to avoid financial misconduct and legal consequences. Despite salary deductions, some municipalities have failed to transfer these funds, leaving employees without pension savings.

Accounting officers have a fiduciary duty under Section 61 (2)(a) of the MFMA to ensure compliance with financial obligations. Failure to pay deductions violates Section 65(2)(f) and constitutes financial misconduct under Section 171 (1)(b), as well as a financial offence under Section 173 of the MFMA.

To maintain compliance, municipalities must:

- Ensure timely payments of pension fund contributions and other statutory obligations.
- Settle outstanding pension contributions by the end of the 2024/25 financial year to avoid punitive measures.
- Strengthen internal controls to monitor compliance and ensure that contributions are consistently paid.
- Make suitable arrangements with statutory bodies for outstanding debts.
- Ensure invoice clarity by engaging statutory bodies to provide proper documentation for payment processing.

Adherence to third-party payment obligations is a key consideration when NT reviews the release of Local Government Equitable Share allocations. Municipalities are reminded that proof of such payments must each month be uploaded to the GoMuni platform.

4.3.6 Unauthorised, irregular, fruitless and wasteful expenditure reduction and implementation of consequence management

Municipalities must strengthen measures to prevent unauthorised, irregular, fruitless, and wasteful expenditure (UIFWE) and ensure accountability for financial misconduct. Accounting officers are legally required under Sections 62(1)(d) and (e) of the MFMA to prevent financial losses and initiate disciplinary or criminal proceedings against officials responsible for financial misconduct.

Key Issues for municipalities:

- Persistent UIFWE: High UIFWE balances in annual financial statements indicate weak preventative controls and ineffective oversight by Municipal Public Accounts Committees (MPACs).
- Disciplinary Boards: Many municipalities have not established functional disciplinary boards, as required by regulation, to investigate financial misconduct.
- Mandatory Action Plan: Municipalities must submit an action plan covering 2 January 2024 – 31 August 2025 to:
 - Process UIFWE balances up to 30 June 2024 and implement preventative controls.
 - Implement process improvements to meet the August 2025 deadline.
 - Establish a disciplinary board and address backlogs in financial misconduct cases.

Submission Deadline: The action plan must be approved with the 2024/25 adjustments budget and submitted to National Treasury by February 2025.

4.4 MUNICIPAL STANDARD CHART OF ACCOUNTS (mSCOA)

4.4.1 Release of Version 6.9 of the Chart

National Treasury has released Version 6.9 of the mSCOA Chart, effective for the 2025/26 MTREF. This update addresses implementation challenges and corrects errors. Municipalities must use this version for budgeting and reporting, ensuring compliance with the Municipal Budget and Reporting Regulations (MBRR).

Key Updates & Requirements - Accessing Version 6.9

- The updated chart and account linkages can be downloaded from GoMuni.
- MBRR Schedules (A to F) and non-financial data string (A1S) have been aligned to Version 6.9.
- Municipalities must ensure A1S data does not contain spaces or special characters before submission.

Financial & Non-Financial Data Submission

- Budgets must be prepared using integrated system solutions; manual preparation is not permitted.
- mSCOA data strings should be used instead of formulas in the MBRR schedules.

4.4.2 Future Chart Changes (Version 6.10)

- Cost capitalisation to assets: Requested items include employee costs, depreciation, contracted services, consumables and materials and other expenses.

- Costing segment review: Ensuring accurate financial management by distinguishing internal allocations and external recoveries.
- Entity Reporting: Development of separate data strings for municipal entities.

4.4.3 Improving mSCOA data strings credibility

- Balance Sheet Budgeting: Transactions must align with financial position statements.
- Use of External Service Providers: Must comply with mSCOA regulations and avoid reliance on non-integrated third-party tools.
- Alignment of Audited Data & AFS: Data strings submitted to GoMuni must match audited financial statements.

4.4.4 Ownership of data on municipal systems

Section 65(2)(e) of the MFMA requires that monies owed by the municipality must be paid within 30 days of receipt of an invoice. Often when municipalities default for extended periods on payments to municipal system providers, system support is suspended until payment has been received or a payment plan has been agreed to. National Treasury supports that penalties are imposed by creditors for the non-payment of services and goods that were delivered. However, it must be emphasised that the ownership of the data contained in municipal systems rests with the municipality and in cases where services are suspended, the municipality should still be able to access their data. Also, where there is a migration to another system solution, the data on the legacy system must be transferred to the municipality. This applies to data stored on a server owned by the municipality, off-site server owned by a third party or in the cloud.

It is therefore important that the service level agreement entered with system providers clearly outlines the format and procedures related to access to data to minimise operational disruptions and ensure that legislative deadlines are met.

4.4.5 Budget override and Virement

Municipalities must review their Virement policy annually and ensure that it aligns with the principles and guidance in mSCOA Circular No. 8 (29 April 2020). Virements may only be made between existing budget provisions and must be included in an adjustments budget.

Accounting Officers are reminded that once the council has approved the annual budget for the financial year, it must be locked, and any amendments to the budget can only be made through the adjustments budget process, in accordance with the MBRR.

4.5 Muni eMonitor, FMCMM and Audit Action Plan System

4.5.1 Muni eMonitor

National Treasury launched and rolled out the Muni eMonitor System in November 2023 to strengthen the capacity and capability of municipalities and municipal entities to comply with the provisions of the MFMA and its regulations, to improve information flows for public accountability, to enhance monitoring, oversight, support measures and effective reporting by various stakeholders in municipalities, municipal entities, provincial treasuries, and NT. Numerous capacity-building sessions were undertaken with various stakeholders, and Muni eMonitor champions were identified in every municipality and provincial treasury. More information on the system is also provided in MFMA Circular No. 125 on NT's website.

To ensure sustained compliance and improvement in financial management, municipalities must institutionalize the use of the Muni eMonitor system within their routine financial processes going forward. This involves embedding the system into regular workflows, assigning clear responsibilities for oversight, ensuring regular training for staff, and developing internal procedures to verify and validate all information submitted. By institutionalizing the system, municipalities will enhance their reporting accuracy, improve transparency, and better manage their financial obligations under the MFMA.

4.5.2 Audit Action Plans

It is mandatory that municipalities and municipal entities develop their Audit Action plans on the FMCMM and Audit Action Plan web-enabled system and monitor and report on the implementation of the developed action plans to address the findings on the system. It has been noted that a few municipalities are still preparing and monitoring audit action plans outside of the web-enabled system.

Municipalities are reminded that the completion of the Audit Action Plan on the web-enabled system is one of the criteria required for the disbursement of the Equitable Share. Therefore, to avoid any possible withholding of the grant, municipalities are requested to develop, monitor, and report on the implementation of the Audit Action Plan on the FMCMM and Audit Action Plan web-enabled system.

4.5.3 Financial Management Capability Maturity Model (FMCMM)

MFMA Circular No. 114 documents the annual implementation plan for the completion of the FMCMM assessment. It breaks down the completion of the 21 modules over a 12-month period. It has been noted that many municipalities are still not completing the FMCMM on the web-enabled system and/ or are not developing action plans to address internal control deficiencies identified through the assessment.

The Auditor General of South Africa has repeatedly reported that the system of internal controls at municipalities is either not in place or ineffective. Furthermore, the 2022/23 audit outcomes indicate that 42 per cent of municipalities (excluding outstanding audits) are still receiving negative audit outcomes, thereby highlighting weaknesses in financial management and internal control deficiencies.

A strong correlation is noted between municipalities scoring low in specific modules and them having audit findings in those same disciplines. Therefore, it is requested that municipalities prioritise the completion of the FMCMM assessment (in line with MFMA Circular No. 114) as well as complete the development and implementation of the generated action plans to address the internal control deficiencies identified and to put in place risk mitigation strategies to ensure that weaknesses identified are addressed proactively so that they do not adversely impact on the future audit outcomes.

4.6 Service Delivery and Budget Implementation Plans (SDBIP)

● Key Performance Indicators (KPIs) in the top-layer of SDBIP

SDBIPs serve as a critical performance management tool, aligning municipal KPIs with budgets and Integrated Development Plans (IDPs) to enable effective monitoring of service delivery performance, as emphasised in MFMA Circular No. 13. To operationalise IDPs, municipalities translate the broader strategic objectives outlined in IDPs into specific, measurable, and monitorable performance indicators and targets in the SDBIP. A distinguishing feature of the SDBIP is its emphasis on measurability. National Treasury has observed ongoing challenges in structuring and revising key

KPIs within the SDBIP during the financial year. These challenges stem from misalignment between the Integrated Development Plan (IDP), budget, and SDBIP, leading to ineffective performance monitoring and reporting.

To address these issues, municipalities are advised to adhere to the Municipal Finance Management Act (MFMA) and guidance outlined in related MFMA Circulars. Specifically, MFMA Circular No. 13 emphasises the importance of aligning the SDBIP with the IDP and budget to ensure cohesive planning and execution. Additionally, MFMA Circular No. 88 provides guidance on a standardised set of indicators, aiming to improve the quality of performance information across municipalities.

● **Overcrowding of KPIs in the SDBIP and Clarity of objectives**

Municipalities are encouraged to streamline KPIs in their top-layer SDBIP by focusing on the most critical indicators to improve monitoring and avoid overcrowding, in line with MFMA Circular No. 13. Additionally, KPIs should be aligned with the SMART criteria and the strategic objectives outlined in IDPs to ensure clarity, relevance, and efficient reporting, while reducing redundancy across departments.

● **Adjustments to the SDBIP**

Municipalities adjust KPIs during the financial year, generally following adjustments budgets under Section 28 of the MFMA. While these KPI adjustments may be necessary to respond to unforeseen circumstances, underperformance of revenue or policy changes, some municipalities use this process to manipulate original KPIs to avoid accountability for underperformance. This practice undermines transparency, as original KPIs are excluded from Section 52(d) reports or Annual Performance Reports (APRs), compromising the municipal council's role to exercise oversight, and limiting stakeholders' ability to assess actual performance against initial KPIs and targets.

Adjustments to KPIs are driven by either external or internal factors. External factors include but are not limited to, significant changes in external circumstances, unforeseeable or unavoidable expenditure referred to in Sections 28(2)(c) and 29, national policy developments or changes to nationally prescribed indicators. Internal factors include, adjustments budgets as contemplated in Section 28(2) (a, b, d, e, and f), wording errors and poorly defined KPIs.

● **Municipalities may amend KPIs during the financial year under specific conditions:**

Internal factors allow adjustments primarily to KPI targets due to under-collection of revenue or fund reprioritization, as per the council-approved adjustments budget (Section 28(2)(a, e & d) of the MFMA). Additionally, KPI targets may be revised when additional funding or resources become available, enabling the acceleration of IDP-prioritized programs (Section 28(2)(b)). KPI descriptions can also be corrected to address errors, with clear explanations provided. Moreover, adjustments may be made to align KPIs with changing municipal circumstances or emergencies, ensuring consistency with the strategic objectives outlined in the IDP.

External factors include adjustments in response to changes in legislation, government policies, or national and provincial frameworks that affect the original KPIs. These changes must be documented and referenced appropriately. Furthermore, KPIs may be altered to address natural disasters, unforeseen or unavoidable expenditures (as per Sections 28(2)(c) and 29 of the MFMA), or revisions to nationally prescribed indicators, with clear explanations provided in the SDBIP.

Cross-cutting conditions mandate that all KPI changes be reflected in the SDBIP and Annual Performance Reports (APRs), with justifications and detailed processes clearly outlined. Both original and revised KPIs must be reported in Section 52(d) of the MFMA and the APRs to ensure transparency and accountability.

Both the original and revised KPIs must continue to be reported on in the Section 52(d) of the MFMA and the APR for accountability and transparency.

KPI changes are prohibited during the fourth quarter of the financial year (April – June), except when related to natural disasters or unavoidable or unforeseen expenditures.

● **SDBIP alignment and legislative requirements**

In-year performance reports must be directly aligned with the KPIs outlined in the SDBIP to ensure accurate monitoring and assessment of municipal performance. These reports should reflect the progress made against the targets and strategic objectives outlined in the SDBIP. By aligning in-year performance reports with the SDBIP, municipalities ensure consistency in performance tracking, allowing for timely interventions where performance deviates from initial plans all while upholding transparency and accountability.

MFMA (Section 53) clearly states that the Mayor of a municipality must take reasonable steps to ensure that the municipality's SDBIP is approved by the mayor within 28 days after the approval of the budget and ensure that the annual performance agreements as required in terms of section 57(1)(b) of the Municipal Systems Act for the municipal manager and all senior managers, are linked to the measurable performance objectives approved within the SDBIP.

The Mayor must further ensure that the SDBIP as well as the performance agreements of the municipal manager, senior managers and any other categories of officials as may be prescribed, is made public no later than 14 days after the approval of the SDBIP.

5. 2025/26 STRATEGIC INTEGRATED MUNICIPAL ENGAGEMENTS (SIME 2) PROCESS

5.1 Municipal Budget Day

According to sections 16(2) and 17(3)(d) of the MFMA, the Mayor of a municipality must table the annual budget at a council meeting at least 90 days (i.e. by 31 March) before the start of the budget year.

It is important to note that there is no explicit requirement for council to endorse or approve the tabled budget or draft IDP tabled by the mayor for public participation. The municipal council only has the legal authority to consider a tabled budget and draft IDP after the completion of one or more public participation processes undertaken pursuant to section 22, read with section 23 of the MFMA. Council will only consider for approval "the product of an inclusive budget preparation and consultative process" when the proposed annual budget (as amended, if applicable) is tabled before council in terms of section 24(1) of the MFMA.

Given that the preparation, consultation, adoption and implementation of a municipality's annual budget is inextricably linked to, and must be substantially aligned to and informed by the contents of that municipality's Integrated Development Plan (IDP), it would be procedurally flawed for the mayor to proceed with the tabling of the proposed annual budget (and commence with public participation process required in terms of section 22 of the MFMA) at a time when the municipality's draft IDP has not been completed.

5.2 Failure to Table Draft Budgets and IDPs by End March 2025

If a municipality has failed to complete the relevant processes applicable for the review and revision of the annual budget and the compilation of an IDP in time for the deadline applicable to the tabling of the proposed annual budget (i.e. 31 March), the mayor must (MFMA Section 27), upon becoming aware of any impending non-compliance by the municipality of any provisions of the Act or any

other legislation pertaining to the tabling or approval of the annual budget or compulsory consultation processes, inform the MEC for Finance in the province in writing of any impending non-compliance.

If the impending non-compliance pertains to a time provision, except section 16(1) of the MFMA, the mayor may apply to the MEC for Finance for an extension, which must be in accordance with Schedule G of the Municipal Budget and Reporting Regulations (MBRR). In addition to the requirement to inform the MEC of impending non-compliance with the MFMA, mayors and accounting officers are requested to inform PT should they have reasons to believe that their municipality's budget might not be tabled/approved timeously due to dynamics in council. This will enable PT to engage with municipal officials to prepare for any possible action (including in terms of 139(4) of the Constitution) that may be required if a budget is not adopted.

In the event of actual non-compliance by a municipality with time provisions concerning the annual budget, the mayor must inform council, the MEC for Finance and NT, in writing, of such non-compliance and any remedial action or corrective measures the municipality intends to implement. Such a notification must be done in accordance with section 63 and Schedule G of the MBRR.

Municipalities are cautioned that any delay to table the budget in terms of section 16(2) of the MFMA could compromise the ability to approve the budget before the start of the financial year as required by section 16(1) of the MFMA. Failure to approve the budget before the start of the financial year will automatically invoke the provisions of sections 25(1) and 55 of the MFMA. Should a municipality not approve the budget by the start of the new financial year, the provincial executive MUST intervene in terms of section 139(4) of the Constitution by taking any appropriate steps to ensure that the budget or revenue-raising measures are approved. These steps include, but are not limited to, dissolving council and appointing an administrator and approving a temporary budget or revenue raising measures to provide for the continued functioning of the municipality.

Municipalities are kindly requested to communicate any changes to the confirmed tabling dates (as it appears in **Annexure A** to PT via Tania.Bosser@westerncape.gov.za by **18 March 2025**.

5.3 Submitting Budget Documentation and Schedules for 2025/26 MTREF

5.3.1 Budget Format

A tabled budget must be in the prescribed format as envisaged in section 215(2)(a) of the Constitution, and more specifically, as outlined in section 17 of the MFMA, read together with Schedule A of the MBRR. Failure to table budgets in this prescribed format will constitute non-compliance with sections 16(2) and 17 of the MFMA.

5.3.2 Submission of budget documents and mSCOA data strings

Section 22 (b)(i) of the MFMA requires that, **immediately** after an annual budget is tabled in municipal council, it must be submitted to NT and the relevant provincial treasury.

Section 24(3) of the MFMA, read together with regulation 20(1) of the MBRR, requires that the **approved annual budget** must be submitted to both National Treasury and the relevant provincial treasury within ten working days after the council has approved the annual budget.

The accompanying document submission checklist (**see Annexure B**) provides a list of the documentation required by Provincial Government. Electronic budget and IDP related documents must be provided in PDF format. The designated municipal official needs to complete and sign the accompanying checklist (**Annexure B**) as confirmation that the set of budget, IDP and related documents have been submitted.

Municipalities should note that NT will no longer accept submissions by email, NT will now only accept uploads via the GoMuni portal. The development work on the GoMuni Upload portal was concluded and municipalities must submit all documents required for the 2025/26 MTREF in terms of legislation, via the **GoMuni Upload Portal**. Municipalities must ensure that all relevant officials have access to the GoMuni Portal.

Municipalities can also submit electronic documents to **Provincial Treasury** to: MFMA.MFMA@westerncape.gov.za or if too large (exceeds 3 MB), must be submitted via One Drive. Instructions for uploading the budget and related documents via **One Drive** or **We Transfer** are provided in **Annexure C**.

If municipalities require advice with the compilation of their respective budgets, they should direct their enquiries to the following WC Provincial Treasury officials:

Directorate	Official	Tel. No.	Email
MFMA Coordination	Dian Cronje	021 483 0390	Dian.Cronje@westerncape.gov.za
Public Finance	Isaac Tsie	021 483 6241	Isaac.Tsie@westerncap.gov.za
	Wafeeqah Mohamed	021 483 8648	Wafeeqah.Mohamed@westerncape.gov.za
Budget Office	Kim Engel	021 483 8459	Kim.Engel@westerncape.gov.za
	Keith Roman	021 483 8692	Keith.Roman@westerncape.gov.za
Fiscal Policy	Malcolm Booysen	021 483 3386	Malcolm.Booyesen@westerncape.gov.za
Cash Management	Anthea Paries	021 483 5472	Anthea.Paries@westerncape.gov.za
Accounting	Faez Salie	021 483 4252	Faez.Salie@westerncape.gov.za

Municipalities may also contact the following officials at NT for assistance.

Responsible Area	Official	Tel. No.	Email
Western Cape	Willem Voigt	012 315 5830	WillemCordes.Voigt@treasury.gov.za
	Enock Ndlovu	021 315 5385	Enock.Ndlovu@treasury.gov.za
	Khanyisile Khoza		Khanyisile.Khoza@treasury.gov.za
Cape Town	Kgomotso Baloyi	012 315 5866	Kgomotso.Baloyi@treasury.gov.za
George	Sifiso Mabaso	012 315 5952	Sifiso.Mabaso@treasury.gov.za
Technical issues with Excel formats	Data management		lgdataqueries@treasury.gov.za

5.4 Publication of budgets on municipal website

In terms of section 75 of the MFMA, all municipalities are required to publish their tabled budgets, adopted budgets, annual reports (containing audited annual financial statements) and other relevant information on the Municipality's website. This will aid in promoting public accountability and good governance.

5.5 Strategic Integrated Municipal Engagement (SIME 2) Process

Integrated planning and budgeting focusses on strengthening the alignment of planning and budgeting in the Province, and places emphasis on enhancing the provincial and local government interface. The SIME 2 engagements, which takes place in May 2025, precedes the approval and implementation of municipal budgets. The engagements afford the WCG the opportunity to provide

feedback on its assessment of the municipal planning and budgeting efforts for the upcoming financial year and for the 2025 MTREF.

The assessments reflect on conformance, responsiveness, credibility, and sustainability of the municipality's draft budget, IDP, SDF and supporting plans. It is therefore important that all Municipalities timeously submit all the required information. The assessment of the tabled IDPs will be undertaken by the Department of Local Government, in close contact with all relevant sector departments in the Province impacting on municipalities, to ensure alignment between the IDPs and all the Provincial strategic priorities and plans.

The SIME 2 engagements will focus on strategic issues emanating from municipalities' draft IDPs and tabled annual budgets to gear municipalities for sustainable growth and development. A differentiated approach to the engagements and a focused agenda including matters pertinent to specific municipalities will be shared with municipalities beforehand.

The overall objectives of the 2025/26 SIME 2 process and the key messages therefore emphasise:

- **Aligning strategic intent as encapsulated within the Integrated Development Plans (IDP) and municipal budgets** to create public value based on the community needs/priorities identified through the public participation processes;
- **Safeguarding of municipal sustainability** by ensuring that municipalities table funded budgets and the strengthening of municipal financial management;
- **Ensure optimal and targeted service delivery** through strategic spatial planning, infrastructure investments, including ecological infrastructure, resilience approaches and alignment;
- **Deepening of an integrated approach to service delivery** with the intention of creating synergies through the consolidation/concentration of resources across all spheres of government; and
- **Identification of areas that require support** as well as opportunities for collaboration and partnerships.


The 2025 SIME 2 engagements are planned to be in person, with site visits at selected municipalities. Confirmation of the engagement and site visit arrangements will be confirmed individually with each municipality.

- The SIME 2 engagements are provisionally scheduled to take place from 5 May 2025 to 16 May 2025, subject to confirmation from the municipalities. PT is currently in communication with each Municipality to confirm the date and time of each of the engagements.
- SIME 2 engagements will be co-chaired by the Provincial Treasury and Municipal Managers.

6. CONCLUSION

Municipalities should consider and apply the contents of this budget circular in the 2025/26 planning and budgeting process. We wish you well in the finalization of your 2025/26 MTREF budgets.

Please direct any queries regarding this circular to Kim Engel at Kim.Engel@westerncape.gov.za.

 Digitally signed
by Isac Smith
Date: 2025.03.13
16:09:43 +02'00'

MR I SMITH
HEAD OFFICIAL: PROVINCIAL TREASURY(ACTING)

ANNEXURE A

William Mars

From: Francis Matthee <francis@cereskoelkamers.co.za>
Sent: Monday, 12 May 2025 09:16
To: Cobus Kritzinger; francois.malan@cfg.co.za; Willem Coetzee
Cc: Francis Matthee; Jeremy Kolkota; William Mars
Subject: Elektrisiteit - tariewe (3 opsies)

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.

Goeie more Cobus

Weereens dankie vir jul moeite en voorreg om met jul te gesels. Die voorstel

>1MV High Tension customers:

Vir al 3 opsies geld die volgende voorstel:

- **Die capacity charge word bereken (totale eenhede) soos ooreengekom per kliënt.**
- KVAR (Reactive energy charge) word slegs vir **wintermaande gefaktureer** .

OPSIE 1 en 1ste Keuse:

- 1) Demand Charge (KVA) verlaag tot R119.45 (verlaag met 28.5% vanaf vorige jaar)
- 2) Die volgende tariewe vir die Low Season verhoog:
 - Peak verhoog met R0.10 na R2.96 voor BTW(14.73% verhoging vanaf vorige jaar)
 - Off Peak verhoog met R0.10 na R1.54 oor BTW (25.82% verhoging vanaf vorige jaar)
- 3) Capacity charge bly op R16.54

OPSIE 2:

- 1) Demand Charge (KVA) verlaag tot R141.75 (verlaag met 15.11% vanaf vorige jaar)
- 2) Geen verandering op energie charge c/kWh
- 3) Capacity charge bly op R16.54

OPSIE 3:

- 1) Demand Charge (KVA) verlaag tot R127.00 (verlaag met 23.94% vanaf vorige jaar)
- 2) Capacity Charge verhoog vanaf R16.54 na R25.00
- 3) Geen verandering op energie charge c/kWh

<1MV High Tension customers:

Vir al 3 opsies geld die volgende voorstel:

- **Die capacity charge word bereken (totale eenhede) soos ooreengekom per kliënt.**
- KVAR (Reactive energy charge) word slegs vir **wintermaande gefaktureer** .

OPSIE 1 en 1ste Keuse:

- 1) Demand Charge (KVA) verlaag tot R132.84 (verlaag met 28.5% vanaf vorige jaar)
- 2) Capacity charge bly op R16.54
- 3) Die tariewe vir kwh orals 4.5% hoër maak as die >1MV High Tension customers
Voor BTW werk dit uit op

Peak high season	R	8.39
std high season	R	2.81
off peak high season	R	1.70
peak low	R	3.09
std low	R	2.19
off peak low	R	1.61

Die 2 geel gemerkte is die 10c addisioneel op die >1mv kliente + 4.5%

OPSIE 2:

- 1) Demand Charge (KVA) verlaag tot R157.74 (verlaag met 15.11% vanaf vorige jaar)
- 2) Geen verandering op energie charge c/kWh
- 3) Capacity charge bly op R16.54

OPSIE 3:

- 1) Demand Charge (KVA) verlaag tot R141.31 (verlaag met 23.94% vanaf vorige jaar)
- 4) Capacity Charge verhoog vanaf R16.54 na R25.00
- 5) Geen verandering op energie charge c/kWh

Kontak ons gerus indien onduidelik.

Vriendelike groete

Francis Matthee
Bestuurder
Tel nr : 023 3155003
Sel nr : 083 3099349



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ANNEXURE B



CERES
FRUIT PROCESSORS

PO Box 366, Ceres, 6835 Vos Street, Ceres South Africa
Tel:+27 (0)23 316 8000 e-mail: admin@cfp.co.za

12 Mei 2025

Die Munisipale Bestuurder
Witzenberg Munisipaliteit
Ceres
6835

Geagte Mnr. Nasson

Begroting 2025/2026 vir munisipale water behandeling werke

Die munisipaliteit is deeglik bewus van groot kostes aangegaan deur CFP, om te verseker dat die munisipale water behandeling aanleg die vermoë het om CFP en Pepsico se afloop water volumes te hanteer in die 2025 seisoen. Dit het behels die bagger van die eerste dam en die vestiging van 'n ongeveer 50 hektaar besproeiing stelsel. Hierdie koste is as krisis maatreël aangegaan, aangesien dit duidelik was dat die munisipaliteit nie op daardie stadium die vermoë gehad het om dit self te doen nie.

Die ideaal is tog sekerlik dat die munisipale waterwerke die vermoë het om die water te prosesseer, met besproeiing as terugval opsie.

Dam "2"

Die maatskappye het die eerste dam gebagger en die bio-soliedes uitfiltreer. Hierdie projek moet nog afgehandel word, met die filter sakke wat nou droog word. Die eerste dam is egter klaar gebagger.

Die tweede dam (dam "2") moet ook gebagger word. Die maatskappye versoek die munisipaliteit om voldoende te begroot vir hierdie aktiwiteit, wat in 2025 voltooi moet word om gereed te wees vir die 2026 seisoen.

Reaktor kapasiteit

Die maatskappye het met munisipale goedkeuring en op eie koste, 'n analise deur professionele ingenieurs laat doen, om te bepaal of die munisipale water behandeling aanleg die vermoë het om CFP en Pepsico se afloop water te hanteer. Hierdie verslag is reeds oorhandig aan die munisipaliteit.

Die ondersoek toon aan dat die reaktor in hoog seisoen, ongeveer 30% of meer van sy kapasiteit verloor, omdat die droog beddens nie voldoende kapasiteit bied nie. Die reaktor se biomassa verteer dus homself, eerder as om inkomende afloop water se biomassa te verteer. So word waardevolle reaktor kapasiteit verloor.

Die regstel van die droog beddens kapasiteit, om dit in lyn te bring met wat die reaktor nodig het, is dus belangrik.

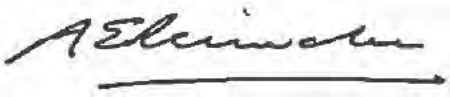


Indien die munisipaliteit in ooreenstemming is met die professionele ingenieurs se bevinding, versoek die maatskappye dat die munisipaliteit voldoende begroot en met dringendheid beweeg om die droog beddens uit te brei tot-op die nodige kapasiteit om die reaktor se volle vermoëns beskikbaar te stel - voor die 2026 seisoen.

Deur voldoende vir beide bogenoemde projekte te begroot en dit voor die 2026 seisoen te implementeer, sal die munisipaliteit goeie voorsorg tref om die ekonomiese aktiwiteite van die dorp en omgewing te ondersteun.

Met dank

Die uwe



Anton Reinecke
Besturende Direkteur
Ceres Fruit Processors

CERES FRUIT PROCESSORS (PTY) LTD

Reg. No: 1992/006982/07

Directors: PJ Graaff (Chairman), AE Reinecke (Managing), FH du Toit, PR Cillie, TC Erasmus, CvdM du Toit, Dr. JG van Deventer,
J Kotze (Secretary)



ANNEXURE C

Annexure C List of Amendments to Tabled Budget

Operational Budget	Tabled Budget			Amendments to Tabled Budget			Final Budget			Reason
	2025-26	2026-27	2027-28	2025-26	2026-27	2027-28	2025-26	2026-27	2027-28	
Service charges - Electricity	442 689	492 693	548 344	-	-	-	442 689	492 693	548 344	Increase in Industrial Effluent
Service charges - Water	53 401	56 207	59 152	-	-	-	53 401	56 207	59 152	
Service charges - Waste Water Management	53 590	56 152	58 836	1 000	-	-	54 590	56 152	58 836	
Service charges - Waste Management	36 276	37 996	39 797	-	-	-	36 276	37 996	39 797	
Sale of Goods and Rendering of Services	5 813	6 103	6 409	-	-	-	5 813	6 103	6 409	
Agency services	4 918	5 164	5 423	-	-	-	4 918	5 164	5 423	
Interest	11	12	13	-	-	-	11	12	13	
Interest earned from Receivables	24 727	25 963	27 261	-	-	-	24 727	25 963	27 261	
Interest earned from Current and Non Current Assets	23 567	24 745	25 982	-	-	-	23 567	24 745	25 982	
Rent on Land	29	30	31	-	-	-	29	30	31	
Rental from Fixed Assets	6 316	6 632	6 963	-	-	-	6 316	6 632	6 963	
Operational Revenue	1 852	1 944	2 042	-	-	-	1 852	1 944	2 042	
Property rates	120 291	130 091	140 685	-	-	-	120 291	130 091	140 685	
Surcharges and Taxes	4 849	5 468	5 281	-	-	-	4 849	5 468	5 281	
Fines, penalties and forfeits	11 816	12 407	13 028	-	-	-	11 816	12 407	13 028	
Licences or permits	2 566	2 694	2 829	-	-	-	2 566	2 694	2 829	
Transfer and subsidies - Operational	182 551	181 408	194 717	(320)	1 496	726	182 230	182 904	195 443	Update of Grants to Align to DORA & Memorandum of Agreements
Interest	3 744	3 932	4 128	-	-	-	3 744	3 932	4 128	
Operational Revenue	3 250	3 412	3 583	-	-	-	3 250	3 412	3 583	
Gains on disposal of Assets	-	-	-	-	-	-	-	-	-	
Total Revenue (excluding capital transfers and contributions)	982 256	1 053 055	1 144 503	680	1 496	726	982 936	1 054 551	1 145 229	
Expenditure	-	-	-	-	-	-	-	-	-	
Employee related costs	313 081	332 458	357 320	(3 721)	(3 944)	(4 180)	309 360	328 514	353 139	Belgium Grant Expenditure aligned to Agreement
Remuneration of councillors	13 228	14 160	15 145	-	-	-	13 228	14 160	15 145	
Bulk purchases - electricity	400 843	446 236	496 770	(4 598)	(5 118)	(5 698)	396 245	441 118	491 072	Electricity Cost iro Sewerahe plant moved to Operationila Cost
Inventory consumed	28 145	28 529	29 525	-	-	-	28 145	28 529	29 525	
Debt impairment	76 891	81 490	86 399	-	-	-	76 891	81 490	86 399	
Depreciation and amortisation	34 090	35 794	37 584	-	-	-	34 090	35 794	37 584	
Interest	10 742	11 279	11 843	-	-	-	10 742	11 279	11 843	
Contracted services	77 000	74 788	77 668	(21)	(32)	(39)	76 979	74 756	77 629	Immaterial Variance
Transfers and subsidies	4 610	2 886	3 031	321	359	397	4 931	3 246	3 428	
Irrecoverable debts written off	0	0	0	-	-	-	0	0	0	Adjustment to Bursary Allocations
Operational costs	63 812	66 655	70 177	4 911	5 230	5 803	68 723	71 885	75 980	
Total Expenditure	1 022 442	1 094 277	1 185 462	(3 107)	(3 505)	(3 717)	1 019 335	1 090 772	1 181 745	Electricity Cost iro Sewerahe plant moved to Operationila Cost, Sport Awards & Branding
Surplus/(Deficit)	(40 186)	(41 222)	(40 959)	3 786	5 001	4 442	(36 399)	(36 221)	(36 516)	
Transfers and subsidies - capital (monetary allocations)	27 535	35 191	29 550	-	-	-	27 535	35 191	29 550	
Surplus/(Deficit) for the year	(12 651)	(6 031)	(11 408)	3 786	5 001	4 442	(8 865)	(1 030)	(6 966)	

Annexure C List of Amendments to Tabled Budget

	Tabled Budget			Amendments to Tabled Budget			Final Budget			Reason
	2025-26	2026-27	2027-28	2025-26	2026-27	2027-28	2025-26	2026-27	2027-28	
Departmental Charges										
Municipal Department Charges	-	-	-	16 262	17 075	17 929	16 262	17 075	17 929	Budget for Internal Charges
Municipal Department Recoveries	-	-	-	16 262	17 075	17 929	16 262	17 075	17 929	Budget for Internal Recoveries

	Tabled Budget			Amendments to Tabled Budget			Final Budget			Reason
	2025-26	2026-27	2027-28	2025-26	2026-27	2027-28	2025-26	2026-27	2027-28	
Capital Expenditure - Functional										
Governance and administration	2 794	2 885	250	300	-	-	3 094	2 885	250	Provision of Vehicle for Corporate Services
<i>Executive and council</i>	764	250	250	-	-	-	764	250	250	
<i>Finance and administration</i>	2 030	2 635	-	300	-	-	2 330	2 635	-	
Community and public safety	20 258	980	11 136	-	-	-	20 258	980	11 136	
<i>Community and social services</i>	11 965	520	10 836	-	-	-	11 965	520	10 836	
<i>Sport and recreation</i>	6 974	460	300	-	-	-	6 974	460	300	
<i>Public safety</i>	1 320	-	-	-	-	-	1 320	-	-	
<i>Housing</i>	-	-	-	-	-	-	-	-	-	
Economic and environmental services	16 245	33 082	27 771	-	-	-	16 245	33 082	27 771	
<i>Planning and development</i>	275	-	-	-	-	-	275	-	-	
<i>Road transport</i>	15 750	33 082	27 771	-	-	-	15 750	33 082	27 771	
<i>Environmental protection</i>	220	-	-	-	-	-	220	-	-	
Trading services	40 249	19 744	10 592	200	200	200	40 449	19 944	10 792	Provision for Upgrade to WWTW
<i>Energy sources</i>	24 568	6 018	10 057	-	-	-	24 568	6 018	10 057	
<i>Water management</i>	12 881	12 991	-	-	-	-	12 881	12 991	-	
<i>Waste water management</i>	1 800	300	300	200	200	200	2 000	500	500	
<i>Waste management</i>	1 000	435	236	-	-	-	1 000	435	236	
	79 547	56 691	49 750	500	200	200	80 047	56 891	49 950	

ANNEXURE D



Western Cape
Government
FOR YOU



Strategic Integrated Municipal Engagement (SIME 2) 2025

Cape Winelands District

Witzenberg Municipality



WITZENBERG MUNICIPALITY

INTEGRATED PLANNING AND BUDGETING ASSESSMENT: ANALYSIS OF MUNICIPAL IDP, SDF AND BUDGET

Western Cape Government

APRIL/MAY 2025

WITZENBERG MUNICIPALITY DIAGNOSTIC AND SUMMARY OF KEY RECOMMENDATIONS

<p>Integrated Development & Spatial Planning</p>	<ul style="list-style-type: none"> ● Improve credit control procedures and debt collection rates. ● Encouraged to ensure that eligible beneficiaries are registered for indigent relief. ● Expedite the transfer of rental stock to eligible beneficiaries. ● Improve planning in relation to target setting, considering current and future circumstances. ● The Municipality must put systems in place to improve refuse collection, in all un-serviced areas including informal settlements. They must report on the implementation of the IWMP in their annual report and submit the report to DEA&DP for assessment.
<p>Economic Sustainability</p>	<ul style="list-style-type: none"> ● The Municipality should develop a comprehensive Long-Term Financial Plan (LTFP) with scenario-based modelling to guide financial decisions and enhance resilience over the medium term. ● Employee-related costs must be better aligned with affordability indicators. Growth in non-salary items should be linked to productivity improvements and expenditure reviews. ● Revenue enhancement initiatives, including indigent registration, billing accuracy, and credit control, should be prioritized to strengthen own-revenue sustainability.
<p>Revenue and Expenditure</p>	<ul style="list-style-type: none"> ● Align revenue assumptions with historical collection trends to avoid overstated cash inflows and budget credibility risks. ● Adjust debt impairment provisions using MFMA Circular 71 methodologies to reflect more realistic estimates and improve financial credibility. ● Monitor and contain core cost drivers (e.g., electricity, salaries, and contracted services) through targeted expenditure reviews and operational efficiency measures. ● Clearly disclose and plan around unspent grants and rollover assumptions to ensure funding integrity. ● Reassess employee-related expenditure increases, particularly in overtime and allowances, in line with affordability and service needs.
<p>Capital Budget & Infrastructure</p>	<ul style="list-style-type: none"> ● Increase funding for repairs and maintenance to meet or exceed the NT benchmark of 8% of asset value: current levels (2.2%) are insufficient to sustain infrastructure. ● Align capital project budgeting with the Municipality's asset condition assessments and long-term service delivery needs. ● Strengthen integration between the IDP, SDBIP, and budget to ensure infrastructure plans are responsive to community priorities and lifecycle costs. ● Review the use of regional waste facilities and develop a funding strategy for the Ceres landfill site to avoid growing liabilities. ● Prioritize asset management system updates to guide future planning, budgeting, and reporting on capital performance.
<p>Strategic Procurement</p>	<ul style="list-style-type: none"> ● SCM SOPs, SCM Delegations, and FIDPM Policy not submitted for analysis ● SCM Policy non-compliant and requires updates ● High volumes of infrastructure-related procurement emanating from IDP projects necessitate good governance in infrastructure procurement ● Procurement plan omits OPEX contracts in their entirety ● Unable to determine whether Asset Register informs the IDP and/or Procurement Plan and/or Budget
<p>mSCOA Compliance</p>	<ul style="list-style-type: none"> ● The tabled budget, mSCOA data strings, and the NT Funding Tool projections need to reconcile.

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LIST OF ACRONYMS

CAPEX	Capital Expenditure
CPI	Consumer Price Index
CRR	Capital Replacement Reserve
CWD	Cape Winelands District
DC	Development Charges
DEA&DP	Department of Environmental Affairs and Development Planning
DLG	Department of Local Government
DM	District Municipality
DoI	Department of Infrastructure
EPWP	Expanded Public Works Programme
FBE	Free Basic Electricity
HSP	Human Settlements Plan
IDP	Integrated Development Plan
IIAMP	Integrated Infrastructure Asset Management Plan
IIF	Infrastructure Investment Framework
ITP	Integrated Transport Plan
IYM	In-year Monitoring
IWMP	Integrated Waste Management Plan
JOC	Joint Operations Centre
kl	Kilolitre
KPA	Key Performance Area
KPI	Key Performance Indicator
kWh	Kilowatt hour (1 000 watt hours)
LED	Local Economic Development
LTFP	Long Term Financial Plan
LUPA	Land Use Planning Act
MBRR	Municipal Budget and Reporting Regulations
MFMA	Municipal Finance Management Act
MER	Municipal Energy Resilience
MI	Municipal Infrastructure
MIG	Municipal Infrastructure Grant
MIP	Municipal Infrastructure Plan
MISA	Municipal Infrastructure Support Agency
MMP	Maintenance Management Plan

MTREF	Medium Term Revenue and Expenditure Framework
MVA	Megavolt Amperes (1 Million volt amperes)
MWh	Megawatt hour (1 Million watt hours)
NRW	Non-revenue Water
NDHS	National Department of Human Settlements
NT	National Treasury
O&M	Operations and Maintenance
OPEX	Operating Expenditure
PMS	Performance Management Systems
RMP	Road Management Plan
SCM	Supply Chain Management
SDBIP	Service Delivery Budget Implementation Plan
SDF	Spatial Development Framework
SOP	Standard Operating Procedure
SWMP	Stormwater Management Plan
WDM	Water Demand Management
WSDP	Water Service Development Plan
WTW	Water Treatment Works
WWTW	Wastewater Treatment Works

SECTION 1: INTRODUCTION

The 2025 SIME assessment summarises comments by the Western Cape Government (WCG) on the draft 2025/26 MTREF Budget, 2025/26 Integrated Development Plan (IDP), Spatial Development Framework (SDF) and other relevant policies and documents.

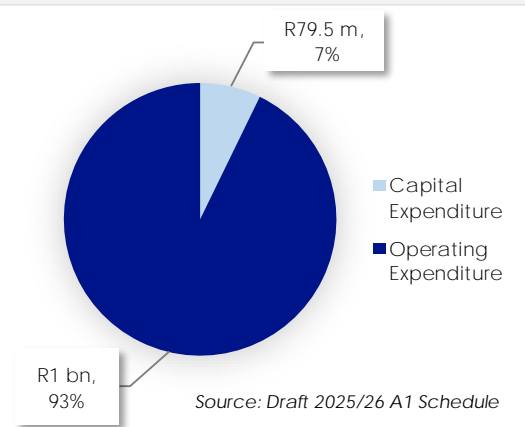
The assessment covers the following key areas: conformance with the MFMA, MSA & Municipal Budget and Reporting Regulations (MBRR); an integrated, spatial and environmental planning analysis of the IDP and SDF and the responsiveness, credibility and sustainability of the tabled budget.

The WCG intends meeting the executives of your Municipality in May 2025, where the key findings and recommendations of this report will be presented and deliberated upon. The planned engagement will contextualise the Municipality's challenges and responses as presented in the draft budget, IDP, LED, SDF and as well as other strategic matters for discussion between the two spheres of government. All the information related to the assessment and analysis of the draft annual budget, IDP and SDF are found in the report below.

The budget snapshot below provides a high-level overview of key socio-economic and financial indicators of the Witzenberg Municipality in relation to the regional economy.

BUDGET SNAPSHOT

2025/26 Municipal Expenditure



GDPR MERO 2024

GDPR	GDPR Growth		
2021 Constant Prices	2024f	2025f	2026f
R9.2 billion	3.0%	2.7%	2.6%

Inflation NT MFMA Budget Circular 130

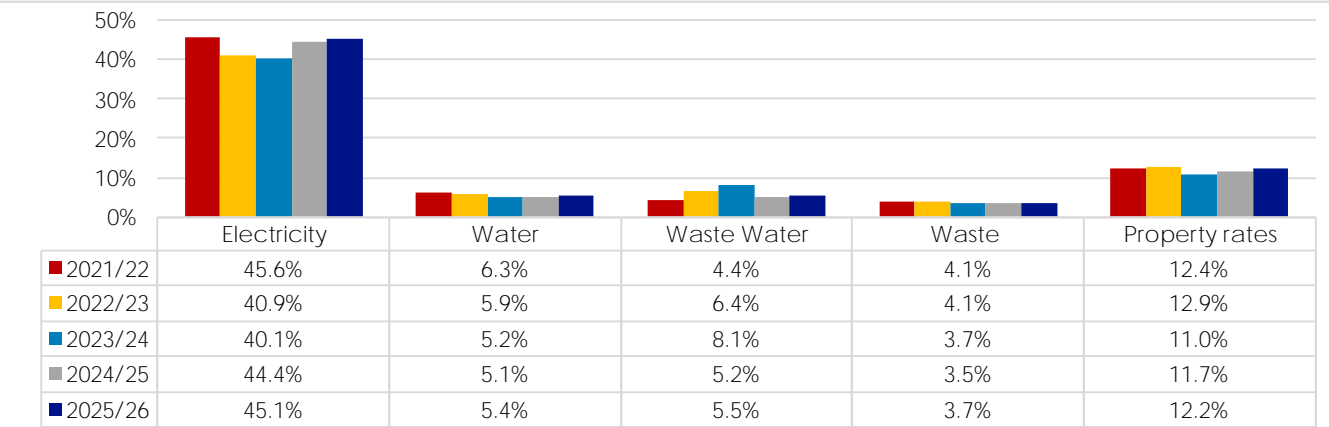
2024e	2025f	2026f	2027f
4.4%	4.3%	4.6%	4.4%



Total Population	Population Growth %	No. of Households	No. of Indigent Households
Census 2022	Est average annual 2024 - 2029	Census 2022	AR 2022/23
*103 765	*2.2%	*26 227	9 012

* Stats SA Mid-year population estimates (MYPE) 2024 data was used in the 2024 MERO and SEP-LG. MYPE population data deviates from that in Census 2022.

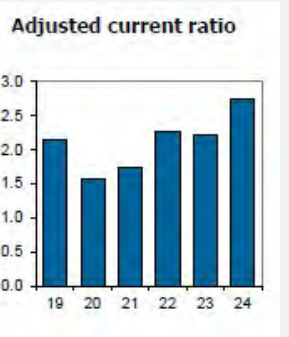
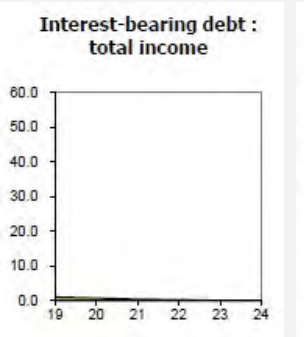
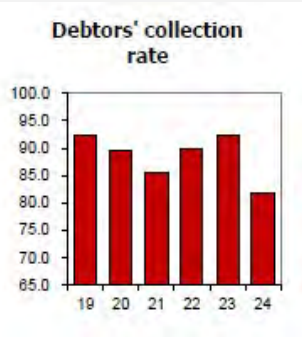
Service charges and Property Rates Revenue as a % of Total Revenue (2021/22 to 2025/26)



Source: Draft 2025/26 A1 Schedule

Ratings Afrika MFSI

Financial Sustainability Index Score			
	2022	2023	2024
Witzenberg	56	59	58
WC Average	53	53	55



Source: Ratings Afrika Financial Sustainability Analysis Service January 2025. The graphs reflect the percentage or ratio (Y-axis) for the period 2019 to 2024 (X-axis)

SECTION 2: INTEGRATED PLANNING

2.1 INTEGRATED DEVELOPMENT PLANNING

2.1.1 Introduction

The Municipal Systems Act 32 of 2000 (MSA) requires that every municipal council must review its IDP annually in accordance with an assessment of its performance measurements and to the extent that changing circumstances demand. Further provision is made for every municipal council to amend such IDP following a prescribed process outlined in Regulation 3 of the Local Government: Municipal Planning and Performance Management Regulations of 2001 (MSA Regulations).

During the 2024/25 financial year, the Witzenberg Municipality (the Municipality) conducted the annual review of its IDP, which is the third review of the 2022 - 2027 IDP. Given Council's intention to adopt a reviewed IDP by the end of May 2025 as reflected in Council Resolution 2/2/1, the draft reviewed IDP will not be assessed for compliance or alignment given the requirements of the MSA.

2.1.2 IDP Implementation

Section 41 of the MSA provides for a municipality, in accordance with its performance management system, to set performance measures with regard to its development priorities and objectives set out in the IDP. In addition, section 41 provides for the monitoring of the performance, measure and review performance at least once per year, implement steps to improve the performance, and set a regular reporting system. This section thus reflects on whether the Municipality might be at risk of not achieving its strategic objectives (SOs), noting that this is the third review cycle of the 2022 – 2027 IDP.

To conduct the assessment of the Municipality's IDP over the current term of office, the following documents were consulted:

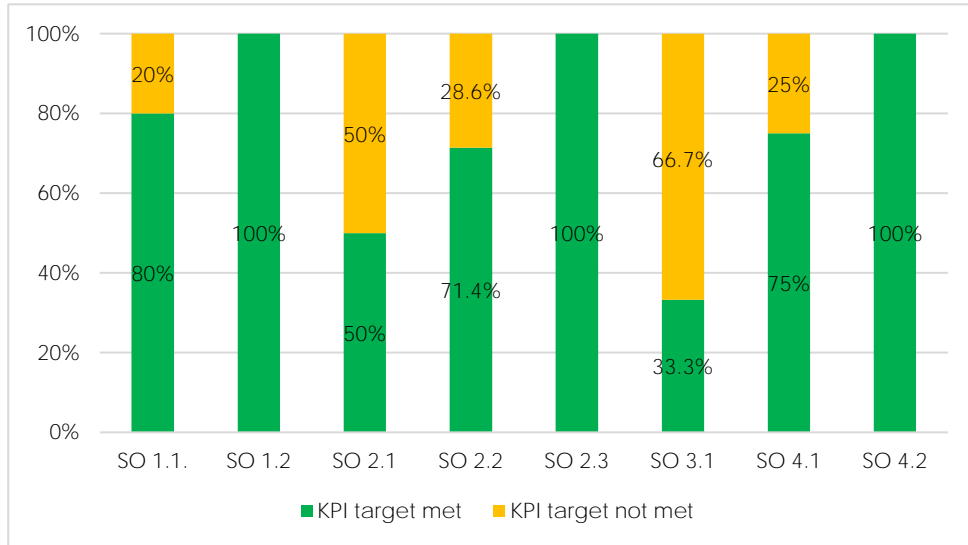
- 2022-2027 IDP and subsequent reviews and amendments;
- 2022/23, 2023/24 and 2024/25 Service Delivery and Budget Implementation Plans (SDBIPs);
- 2022/23 and 2023/24 Annual Reports;
- 2024/25 Technical Integrated Municipal Engagement (TIME) Report; and
- 2024/25 Section 72 Report.

The Municipality has implemented, monitored and evaluated eight strategic objectives (SOs), which remain unchanged following the adoption of the 2022-2027 IDP in May 2022, these include the following:

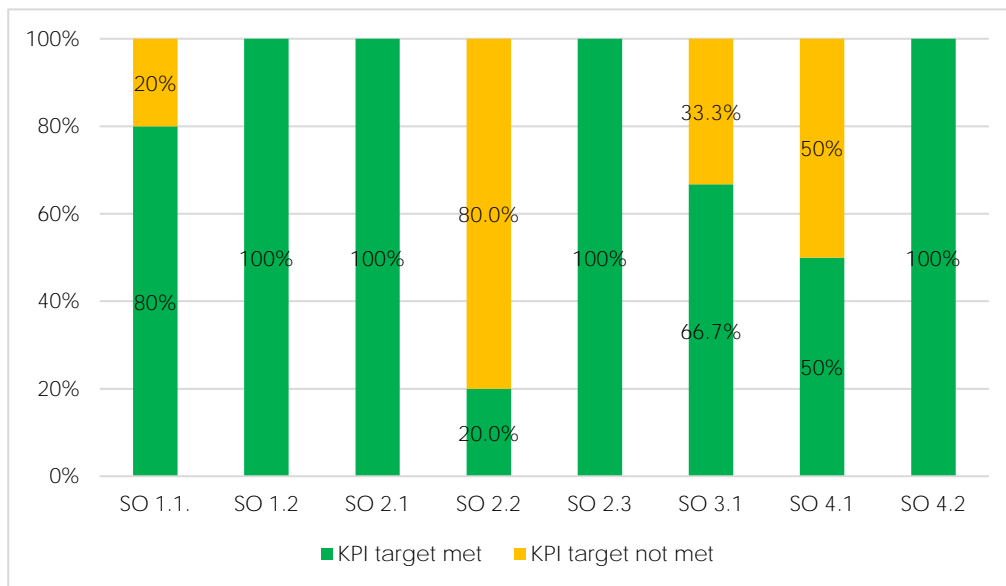
- SO 1.1: Sustainable provision and maintenance of basic infrastructure;
- SO 1.2: Provide for the needs of informal settlements through improved services;
- SO 2.1: Support institutional transformation and development;
- SO 2.2: Ensure financial viability;
- SO 2.3: To maintain and strengthen relations with international and intergovernmental partners as well as the local community through the creation of participative structures;
- SO 3.1: Provide and maintain facilities that make citizens feel at home;
- SO 4.1: Support the poor and vulnerable through programmes and policy; and
- SO 4.2: Create an enabling environment to attract investment and support to the local economy.

The implementation of the Municipality’s SOs over the 2022/23 – 2023/24 reporting periods have shown a minor increase of 0.85 per cent from 76.22 per cent to 77.07 per cent. However, the Department of Local Government (the Department) notes an underperformance in key performance indicators (KPIs) linked to SO 2.2 (Ensure Financial Viability) and SO 4.1 (Support the Poor and Vulnerable) over the reporting periods. The underperformance identified under SO 2.2 reflects a decrease in the achievement of targets from 71.4 per cent to 20 per cent and from 75 per cent to 50 per cent for the KPIs linked to SO 4.1.

Municipal Performance 2022/23:



Municipal Performance 2023/24:



The primary factors that contributed to the performance challenges linked to SO 2.2 include low debt collection rates from outstanding debtors and underspending on the capital budget largely as a result of capital damage sustained at the Ceres Sport Facility due to adverse weather. The low debt collection rates have transcended the two reporting periods and are reflected as areas for improvement in the 2024/25 TIME report. With regards to SO 4.1 the Department notes that the underperformance was largely due to challenges in obtaining the original title deeds from the deeds office and previous service providers. In addition, the Municipality experienced challenges in relation to extending the reach of basic services through indigent relief and subsidisation in line with the Indigent Policy.

The 2024/25 TIME report provides an assessment of the Municipality's performance at mid-year which reflects that for the applicable KPIs, 66 per cent of targets were met, having achieved 67 per cent during the 2023/24 mid-year assessment. Considering the performance trends, there is no foreseeable risk that the Municipality may fail to achieve the SOs set out in the IDP over the current term of office.

2.2 KEY FINDINGS AND RECOMMENDATIONS

2.2.1 Key Findings

Based on the above assessment, below is a summary of key findings:

- The Municipality experienced challenges in relation to executing effective credit control processes, evidenced by a trend of underperformance against debt collection targets;
- The Municipality could not achieve its target for the transfer of rental stock due to delays and challenges to obtain the original title deeds from the deeds office and previous service providers; and
- The Municipality's implementation of the IDP over the current term of office shows room for improvement, however, there is no foreseeable risk that the Municipality may fail to achieve the SOs set out in the IDP over the current term of office.

2.2.2 Recommendations

It is recommended that the Municipality:

- Implement stringent credit control and debt collection procedures, and ensure that eligible indigents are registered for indigent relief;
- Expedite the transfer of rental stock to eligible beneficiaries through regular monitoring of the appointed service provider;
- Enhance planning in relation to target setting to ensure that reasonable targets are set considering current and future planning circumstances as part of the IDP review process; and
- Continue monitoring the Municipality's performance to risk manage any potential declines in performance as observed in the KPIs linked to SO 2.2 and SO 4.1 over the 2022/23 – 2023/24 reporting periods.

2.3 ENVIRONMENTAL AND PLANNING ANALYSIS

2.3.1 Strategic Spatial Planning Pressures and Risks

● MSDF Performance Review

The Municipality has recently initiated the process of redrafting its MSDF. The Municipality is reminded that a new MSDF adoption must be undertaken through an IDP amendment to ensure compliance with legislative requirements

2.3.2 The Municipality's Response to Strategic Pressures and Risks

● Capital Expenditure Framework

The Municipality is reminded that ideally that's its new MSDF, together with a CEF should be used as a budget decision-making tool in the preparation of its capital budget, and this should be championed by the manager responsible for spatial planning in the Budget Steering Committee.

Should the Municipality require support or resources to develop a CEF, please contact the DEA&DP's Directorate: Spatial Planning. The Directorate can assist by facilitating connections with potential funding partners. While organisations such as the Department of Land Reform and Rural Development (DLRRD), the Department of Cooperative Governance and Traditional Affairs (COGTA), and the Development Bank of Southern Africa (DBSA) have supported CEF development in various contexts, municipalities are encouraged to engage with us directly so that we may offer guidance and support in preparing and submitting funding requests to the appropriate entities.

● Inclusionary Housing Policy

The Witzenberg Municipality does not have an Inclusionary Housing Policy (IHP). It is important for Municipalities to prepare IHP to actively pursue spatial transformation and address historical spatial inequalities and the exclusionary property market. Municipalities have a legal mandate through SPLUMA to implement policies that promote affordable housing and spatial justice as outlined in their MSDFs. These local policies, informed by housing market studies, allow municipalities to tailor solutions to their specific context and leverage the value of development rights to create more integrated and inclusive settlements without relying solely on public funding. Ultimately, an Inclusionary Housing Policy is a crucial tool for municipalities to meet their obligations towards spatial justice and the right to adequate housing.

To develop an Inclusionary Housing Policy, a municipality must follow an evidence-based, multi-step process aimed at promoting affordability while avoiding unintended consequences.

To begin with foundational studies should be undertaken i.e. a Housing Market Study to identify affordability gaps and target beneficiaries, and an Economic/Financial Feasibility Study to set feasible developer contribution thresholds based on land use value. Lastly, the municipality must determine where inclusionary housing should be applied using their MSDF. Once the groundwork is laid, the policy should define target groups, outline delivery mechanisms (on-site, off-site, or in-lieu), and ensure long-term affordability through appropriate monitoring and enforcement. To support implementation, the municipality should incorporate the policy into its new MSDF and Municipal Planning By-Law, establish a central register for transparency, and ensure regular monitoring, evaluation, and updates based on evolving data and circumstances.

As the Municipality will be redrafting its MSDF (which should include a CEF), it may not be possible to source funding for an Inclusionary Housing Policy and Housing Market Study at this time. It is recommended that the new MSDF should identify the designated areas where a national or provincial inclusionary housing policy may be applicable as required in SPLUMA Section 21(i).

● Incremental Upgrading of Informal Settlements:

The existing Witzenberg MSDF acknowledges the need for and outlines strategies for the upgrading of informal settlements. The MSDF proposals identify the following informal settlements for potential incremental upgrading: The ongoing upgrading in Nduli, Pine Valley, Zibonele, Polocross, and Die Gaatjie. The identification of these specific informal settlements and the general guidelines indicate a clear intention within the Witzenberg MSDF to apply incremental upgrading approaches to development and regulation in these residential areas.

The draft IDP and draft budget provide evidence of the progressive introduction of administration (e.g. recognition of the challenges indicates administration), engineering services (KPIs, budget allocations for water, sanitation, electricity, waste management), and initial steps towards land tenure rights (provision of serviced sites) in informal settlements. Evidence for the progressive introduction of dedicated management systems within these settlements and more concrete steps for formalising land tenure rights beyond serviced sites is less explicitly detailed.

● Waste Management

Witzenberg Municipality have 5 Waste management facilities which includes Tulbagh WDF, Op-Die-Berg WDF, Wolseley WDF, Prince Alfred Hamlet (PAH) WDF and Ceres MRF. Only the latter two facilities are operational and the former 3 needs to be decommissioned by the Municipality. The Municipality needs to improve its compliance at their only operational waste disposal facility at Prince Alfred Hamlet (PAH WDF). The Municipality needs to carry out the weighted WML compliance conditions such as the borehole installation for groundwater quality monitoring, disposal airspace assessments, internal and external auditing, and availability of cover material amongst other requirements as per the Waste management authorizations. The Witzenberg Municipality intend to carry out waste recycling activities at the PAH WDF, the effect of this will be monitored to establish if this will improve the waste management and improve effective waste minimization measures within the Municipality.

The Department conducted topographical studies at Prince Alfred Hamlet and Tulbagh waste disposal facilities to conduct an airspace assessment. The Municipality must request a WML Variation on the PAH WML that consist of assessing for waste body height authorization as the current licence does not have this included in their WML to fully make use of the assessed airspace, as these two factors have a direct link with each other. The Municipality also needs to confirm the proposed future disposal and their intention of when waste will be directed to the CWDM regional facility in Worcester, as the facility is planned to be operational in 2025/ 2026.

The rate of compliance per operating waste management facility Prince Alfred Hamlet WDF is 44.26 per cent, Wolseley WDF 1.88 per cent, and Op-Die-Berg WDF 50.65 per cent.

Wolseley has **been** abandoned but needs to be properly decommissioned. Many houses are situated on the periphery adjacent to the WDF. Illegal dumping takes place around the Facility. The Municipality must also finalize the Tulbagh WDF matters as per the letter from Minister Bredell dated 5 September 2024 requesting decommissioning.

● Ecological Infrastructure

Ecological Infrastructure (EI) entails naturally functioning ecosystems that provide services to people and the economy and plays a vital role in municipal service delivery across the Western Cape. It supports reliable, good-quality raw water supply and contributes to disaster risk reduction, especially in terms of wildfires and flooding (inland and coastal).

To guide municipalities in investing in Ecological Infrastructure, the Western Cape Government developed the Western Cape Ecological Infrastructure Investment Framework. This framework highlights EI's potential to lower service delivery costs and enhance community well-being. Municipalities are encouraged to integrate EI into their service delivery planning, using one or more of the following approaches:

- **Collaboration & Participation:** Many municipalities support landscape initiatives aimed at reducing environmental risks (e.g., Boland Groot Winterhoek Collective, Outeniqua to Tsitsikamma Water Working Group) where important EI is identified and a “whole of society” approach to safeguarding or improving this EI is refined, often with real benefits to municipalities.
- **Identification & Planning:** Some municipalities have mapped key EI areas and developed investment plans, which can attract external funding and boost service delivery effectiveness.
- **Direct Investment:** Others are directly funding EI projects—for example, to secure water supply or reduce flood risks—often in partnership with the private sector for co-investment.

Guiding materials and examples are available from the Department of Environmental Affairs and Development Planning. Municipalities are urged to tailor EI investment to their local context as a complementary strategy to enhance service delivery and human wellbeing within their administrative domains.

2.3.3 Key Findings and Recommendations

- The Municipality must put systems in place to improve refuse collection, in all un-serviced areas including informal settlements. They must report on the implementation of the IWMP in their annual report and submit the report to DEA&DP for assessment.
- The Municipality needs to also finalize the Tulbagh WDF matters as per the letter from Minister Bredell dated 5 September 2024 requesting decommissioning.

SECTION 3: ECONOMIC and FINANCIAL SUSTAINABILITY

3.1 INTRODUCTION

This section provides an assessment of key indicators related to the responsiveness, credibility and sustainability of the tabled budget.

Key to assessing the above criteria is the alignment of the Municipality's budget to its strategic objectives, where if there are gaps identified, recommendations will be provided considering the Municipality's current socio-economic challenges.

The revenue and expenditure analysis and risks section provide a gap analysis with regard to trading services, analysing the credibility, tariff structure and responsiveness of the Municipality's budget.

As capital infrastructure development is a key catalyst for economic growth and sustainability, the Municipality's capital funding mix, capital budget implementation and procurement planning assessment are critical to understand the Municipal area's growth trajectory.

3.2 SUSTAINABLE ECONOMIC DEVELOPMENT

Table 1 Strategic Objectives for the 2025/26 Medium Term Revenue & Expenditure Framework

Strategic Objective	2025/26 Medium Term Revenue & Expenditure Framework OPEX				2025/26 Medium Term Revenue & Expenditure Framework CAPEX			
	Budget Year 2025/26	Budget Year 2026/27	Budget Year 2027/28	Average Annual Growth	Budget Year 2025/26	Budget Year 2026/27	Budget Year 2027/28	Average Annual Growth
R thousand								
Sustainable provision & maintenance of basic infrastructure	677 517	736 917	804 909	9.0%	57 599	48 134	29 752	-28.1%
Support Institutional Transformation and Development	116 357	121 799	129 792	5.6%	1 194	835	250	-54.2%
Ensure financial viability	47 486	50 575	53 807	6.4%	-	-	-	#DIV/0!
To maintain and strengthen relations with international & inter-governmental partners as well as with the local community through creation of participative structures	6 261	6 730	7 234	7.5%	-	-	-	#DIV/0!
Support the poor & vulnerable through programme and policy	10 190	7 495	8 033	-11.2%	20 478	7 722	19 749	-1.8%
Provide and maintain facilities and environment that make citizens feel at home	161 798	167 697	178 422	5.0%	-	-	-	#DIV/0!
Create an enabling environment to support local economy	2 832	3 064	3 264	7.4%	275	-	-	-100.0%
Total Expenditure	1 022 441	1 094 277	1 185 461	7.7%	79 546	56 691	49 751	-20.9%

Source: Witzenberg Municipality, A-Schedules

- The bulk of the 2025/26 MTREF operating expenditure relates to Strategic Objective: Sustainable provision & maintenance of basic infrastructure with R677.157 million allocated for 2025/26 (66.2 per cent) increasing at 9.0 per cent on annual average to R804.909 million in 2027/28. The capital expenditure budget also allocates the bulk of the budget at R57.599 million (72.4 per cent) in 2025/26 towards this Strategic Objective, however, the capital expenditure allocations reflect a declining trajectory, with 28.1 per cent annual average decrease over the MTREF period and is expected to decline to R29.752 in 2027/28. Also looking back at the 2024/25 MTREF, the capital expenditure budget for this Strategic Objective has been on the decline.

- Strategic Objective: Provide and maintain facilities that make citizens feel at home receives the second priority at R161.798 million (15.8 per cent) in 2025/26; this allocation is expected to increase by 5 per cent on annual average over the MTREF Period reaching R178.422 million by 2027/28. There is no capital expenditure budget for this strategic objective over the 2025/26 MTREF period.
- Strategic Objective: Support Institutional Transformation and Development receives the third priority with R116 357 million (11.4 per cent) allocated for 2025/26 increasing by annual average of 5.6 per cent to R129.792 million in the outer year of the MTREF.
- Strategic Objective: Support the poor through projects and policy on the other hand has been on the decline. The allocation declines by 11.2 per cent over the MTREF period from R 10.190 million in 2025/26 to R8.033 million in 2027/28. The Capital expenditure budget for this Strategic Objective fluctuates from R20.477 in 2025/26 to R 7.722 million in 2026/27 and then improved to R19.749 million in 2027/28. This results into an annual average decrease of 1.8 per cent over the MTREF period.
- Overall, the decline in OPEX budget for supporting the poor underscores the importance of balancing fiscal constraints with the Municipality's commitment to promoting social equity and inclusive development. It highlights the need for careful budgetary planning, stakeholder engagement, and proactive measures to mitigate the adverse effects of funding reductions on vulnerable populations.
- Alignment of the Municipal priorities to the National and Provincial priorities is dealt with in pages 15 - 19 of the Integrated Development Plan review for 2025/26 financial year, alignment with National Development Plan (NDP vision for 2030), National priorities (2019 - 2024), Western Cape Provincial Strategic Plan (this should reflect alignment to 2025 - 2030) and alignment to Cape Winelands Strategic Objectives is included in the budget.

3.3 REVENUE AND EXPENDITURE ANALYSIS AND RISKS

3.3.1 BUDGET OVERVIEW

Table 2 Budget overview for the 2025/26 MTREF Budget

Witzenberg	CURRENT YEAR			MEDIUM TERM REVENUE					
Description	2024/25	2024/25	2024/25	2025/26	2025/26	2026/27	2026/27	2027/28	2027/28
R thousand	Original Budget	Adjusted Budget	Treasury Calculation	Budget Year +0	Treasury Calculation	Budget Year +1	Treasury Calculation	Budget Year +2	Treasury Calculation
Total Operating Revenue (excluding capital transfers and contributions)	964 887	972 233	972 233	982 256	982 256	1 053 055	1 053 055	1 144 503	1 144 503
Total Operating Expenditure	996 730	988 103	1 032 405	1 022 442	1 057 891	1 094 277	1 132 643	1 185 462	1 226 956
Surplus/(Deficit)	(31 844)	(15 870)	(60 172)	(40 186)	(75 635)	(41 222)	(79 588)	(40 959)	(82 453)
Non Cash Items									
Depreciation & asset impairment	54 219	54 219	54 219	34 090	34 090	35 794	35 794	37 584	37 584
A4: Total Operating Budget Restated Result	22 375	38 348	(5 954)	(6 096)	(41 545)	(5 428)	(43 794)	(3 374)	(44 869)
A5: Total Capital Expenditure	85 365	84 919	80 727	79 547	77 069	56 691	56 691	49 750	45 736
Funded by:									
Transfers recognised - capital	39 880	41 519	37 328	30 013	27 535	35 191	35 191	33 564	29 550
Borrowing	25 000	10 000	10 000	15 000	15 000	-	-	-	-
Internally generated funds	20 485	33 400	33 400	34 534	34 534	21 500	21 500	16 186	16 186
A7 - Cash/cash equivalents at the year end:	192 278	175 613	166 965	234 234	101 331	234 346	62 088	237 785	29 150
A8 - Surplus / (shortfall) after application of cash and investments	163 319	246 504	166 695	222 284	94 084	210 076	49 487	212 188	10 159
BUDGET FUNDING POSITION	FUNDED	FUNDED	FUNDED	FUNDED	FUNDED	FUNDED	FUNDED	FUNDED	FUNDED

Source: A1 schedules, NT funding tool, ORGB data strings.

- For the 2025/26 financial year, Witzenberg Municipality has tabled an operational deficit of R40.2 million, excluding capital transfers. This continues a pattern of budgeted deficits observed in previous years, where operating expenditure exceeds operating revenue. The Municipality projects a strong cash position, with cash and investments available at R219.20 million and a surplus after the application of funds amounting to R222.28 million. This reflects that the budget is funded in terms of MFMA requirements. However, continued reliance on accumulated surpluses to offset operational shortfalls is not a sustainable approach. To promote long-term financial sustainability, the Municipality is encouraged to work towards budgeting for operational surpluses and to allocate excess cash into reserves such as the Capital Replacement Reserve (CRR), in order to safeguard its ability to invest in critical infrastructure and maintain service delivery standards.
- The current cash position enables the Municipality to meet its short-term obligations and maintain the quality of services in the near term. To sustain this level of service delivery and overall financial health into the future, the Municipality must improve revenue collection, limit cost escalation, and ensure that operating budgets return to surplus. Additionally, greater investment in infrastructure maintenance and renewal, funded through structured reserves, will be key to maintaining service quality and avoiding service interruptions over the medium to long term.

- A review of the 2025/26 budget indicates that the Municipality has reduced its depreciation provision from R54.22 million in the 2024/25 adjustment budget to R34.09 million. Considering the continued increase in the value of Property, Plant and Equipment, this reduction warrants further review to ensure the budgeted depreciation accurately reflects asset consumption and complies with accounting standards. Additionally, the Municipality budgeted R76.89 million for debt impairment, which is significantly lower than the R112.34 million calculated using the funding tool in line with MFMA Circular 71 and audited data. This difference is due to the use of higher projected collection rates than those achieved in practice. Such assumptions may understate financial risk and overstate available funding. It is recommended that the Municipality reassesses both provisions to enhance the credibility and realism of its budget.
- The 2025/26 budget projects a positive cash flow from operating activities of R92.5 million, indicating that the Municipality is generating sufficient internal funds to support its operations. While this is a favourable sign, the overall trend in recent years shows fluctuations rather than steady improvement. Notably, the Municipality experienced a significant cash outflow in the 2023/24 financial year, and although recovery is projected, sustained growth in cash flow is not yet evident. Liquidity remains adequate, with cash and investments exceeding cash commitments by R174.16 million in 2025/26, and the Municipality is able to cover its short-term obligations. However, the persistence of operating deficits and rising debt impairment costs are early indicators of financial pressure. To strengthen its financial health, the Municipality should aim to stabilise and grow its cash flow in line with population and service delivery demands. Achieving this will require improved revenue collection, prudent cost management, and a careful balance between operational expenditure and capital investment. Continued focus on managing liquidity and cost coverage ratios will be essential to mitigate future financial constraints.
- The Municipality should review Table SA20, which presents the reconciliation of transfers, grant receipts, and unspent funds. The presence of an opening balance for unspent grants indicates that some funds were rolled over from previous financial years. According to good budgeting practice and the MFMA framework, it is standard to assume that all grant funding received will be fully spent within the financial year, unless otherwise approved for rollover. Unspent funds must either be spent in line with the conditions of the grant or refunded to the transferring department if not utilised. The Municipality is therefore advised to ensure that these balances are correctly disclosed, supported by implementation plans, and reflected in the cash flow projections to avoid overstating available funding. Failure to align grant allocations with credible expenditure timing may lead to distortions in the funding position as reported in Table A8.
- An assessment of the budgeted cash flow receipts from property rates and service charges, using the "Current Debtors Collection Rate" disclosed in Table SA8 at 125.5 per cent, reveals an overstatement in projected inflows. The Municipality's budget is based on a 90 per cent collection rate; however, audited AFS shows a declining trend. The collection rate for services declined from 88.9 per cent in 2022 to 82.2 per cent in 2024, while property rates decreased from 93.2 per cent to 92.2 per cent over the same period. This misalignment suggests that the Municipality's projections are not reflective of actual performance. Recalculating expected receipts using the audited rates in line with MFMA Circular 71 would result in lower inflows, potentially affecting the Municipality's ability to meet cash obligations and undermining the funding credibility in Table A8. It is recommended that the Municipality aligns its revenue assumptions with historical collection trends to ensure more accurate and realistic cash flow projections.
- A review of the cash flow projections in relation to the Statement of Financial Position reveals a misalignment between capital financing and the associated cash flow movements. While capital expenditure for 2025/26 is budgeted at R79.5 million and reflected appropriately as a cash outflow under investing activities, the financing section shows a net cash outflow of R3.18 million despite the

inclusion of new borrowing of R15 million in the capital funding mix. This inconsistency suggests that either the full value of new borrowing has not been captured as a financing inflow or that repayments and other financing outflows are under-disclosed. This discrepancy raises concerns about the completeness of the financing assumptions and may impact the credibility of the budget funding position. It is recommended that the Municipality reviews and aligns its financing and cash flow projections to ensure accurate reporting and compliance with MFMA funding principles.

- An analysis of Table A8 confirms that Witzenberg Municipality has provided for key non-cash items and statutory commitments within its funding calculations. The total application of cash and investments for 2025/26 amounts to R45 million, against available cash and investments of R219 million, resulting in a surplus of R174 million. This indicates that the Municipality has made adequate provision for liabilities such as employee benefits, reserves, and other commitments. However, the credibility of these provisions must be supported by clear links to actual financial liabilities disclosed in the audited financial statements and related policies. While the current funding position is compliant, continued reliance on historical surpluses and optimistic revenue assumptions may weaken credibility if not adjusted to reflect actual performance trends and updated liability valuations.
- The analysis of Table A6 (Budgeted Financial Position) indicates that the Municipality is projected to maintain a positive working capital position throughout the MTREF period. Table A6 also reflects fluctuations in cash and cash equivalents, with projected positive balances of R219.20 million in 2025/26, R217.84 million in 2026/27, and R219.67 million in 2027/28.
- Notably, the cash and cash equivalents reflected in Tables A6 and A7 are not aligned. Based on the mSCOA data strings presented in Table A7 (Cash Flow Statement), the Municipality anticipates positive cash and cash equivalents over the MTREF period, amounting to R234.23 million, R234.35 million, and R237.78 million in 2025/26, 2026/27, and 2027/28, respectively.
- Disclaimer: It should be noted that the tabled budget, mSCOA data strings, and the NT Funding Tool projections do not reconcile. These inconsistencies present a distorted view of the working capital position reflected in Table A6, raising concerns regarding the credibility of the submitted data and potentially undermining the overall quality of financial reporting.
- The Municipality has demonstrated the ability to meet its monthly fixed operating commitments from available cash and investments. These projections consider all intended applications of cash as reflected in Table A8. It is important to note that any omissions or uncommitted provisions would reflect a distorted view of the actual cash position.
- The projected liquidity (cash) ratios are 5.55:1 for 2025/26, -4.53:1 for 2026/27, and -4.90:1 for 2027/28. While the Municipality appears to have sufficient resources to meet its short-term obligations in the 2025/26 MTREF year, the projections for 2026/27 and 2027/28 indicate a significant decline in liquidity, with negative ratios suggesting insufficient cash flow to settle short-term liabilities as they fall due. This situation implies a need to improve debtor collections and convert outstanding receivables into cash.
- In terms of cost coverage, the Municipality projects ratios of 3.30 months (2025/26), 3.17 months (2026/27), and 3.04 months (2027/28), suggesting that it may have sufficient cash to cover monthly fixed operational costs. These projected ratio outcomes fall within the National Treasury norm of 1 – 3 months, although the reliability of these projections remains questionable given the noted inconsistencies.
- Property rates of R114.28 million are reported in the 2025/26 budgeted monthly cash flow statement (SA30), compared to R120.29 million in the Budgeted Financial Performance (A4), reflecting a 95 per cent collection rate. This means the Municipality has assumed a 5 per cent under-collection on cash receipts against the budgeted figure. Based on the Municipality's revenue projections and

billing/collection trends, this assumption appears realistic. However, it is important for the Municipality to continue enforcing its credit control and debt collection policies and strategies to prevent outstanding debt from exceeding 30 days, as failure to collect what is due may reduce its working capital.

- Regarding Service charges, the 2025/26 budgeted monthly cash flow statement (SA30) reports R649.19 million, compared to R585.96 million in the Budgeted Financial Performance (A4), reflecting a 110.8 per cent collection rate. This indicates that more revenue is projected to be collected than billed. While this may improve short-term cash flow, it is important to evaluate the sustainability of these collections to ensure that they do not distort the Municipality's financial position or impact the accuracy of the financial reporting.

3.4 TRADING SERVICES

3.4.1 OUTCOMES OF THE COST REFLECTIVE TOOL

Table 3 Outcome of the Cost Reflective Tool

Operating Expenditure and Income Across Functions (Figures in Rand)					Energy sources	Water management	Waste water management	Waste management
Demarcation Description	Demarc Code	CAP	Period					
Witzenberg	WC022	L	2025/26 Tabled Budget	2900 Total Revenue (excluding capital transfers and cor	442,041,020	65,376,867	59,544,115	48,216,070
Witzenberg	WC022	L	2025/26 Tabled Budget	4400 Total Expenditure	446,892,557	61,326,258	50,900,074	90,646,797
Witzenberg	WC022	L	2025/26 Tabled Budget	4500 Surplus/(Deficit)	-4,851,537	4,050,609	8,644,041	-42,430,727

Source: GoMuni

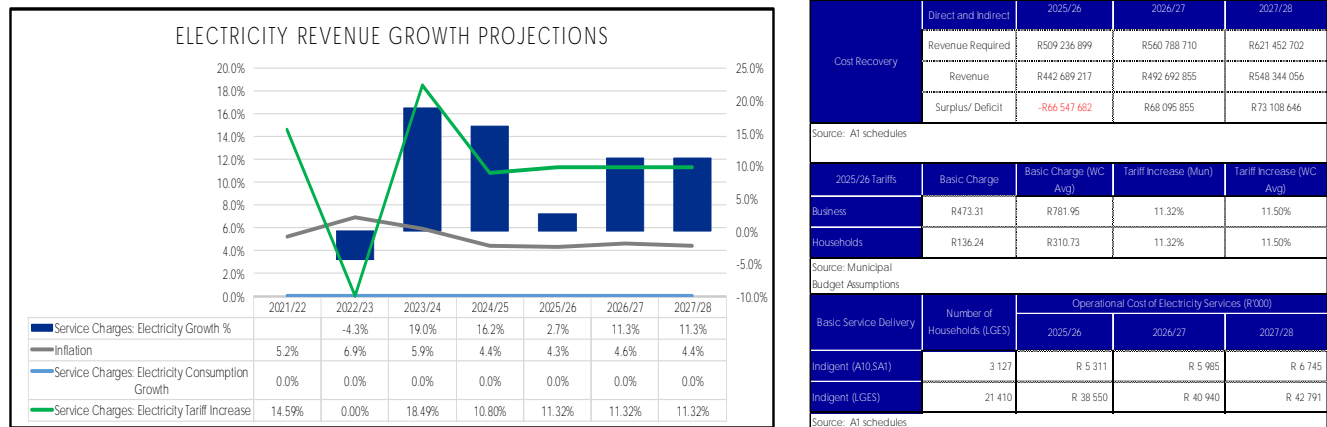
- Witzenberg Municipality submitted the Cost Reflective Tool with 2024/25 as year 1, hence we opted to use the operating expenditure and income across functions, from GoMuni as depicted in table 3 above.
- Operating expenditure and income across functions, from GoMuni as depicted above in table 3 shows a deficit of R4.85 million in the electricity service suggests tariffs are currently not cost-reflective, potentially due to under-pricing relative to bulk purchase costs, distribution losses or inefficiencies and cross-subsidisation pressures. Waste Management is Severely Under-Recovered, it incurs a massive deficit of R42.4 million, indicating an urgent tariff misalignment, with nearly double the cost relative to revenue, this suggests significant financial risk and/or subsidisation from other revenue streams. Water and wastewater services generated a marginal surplus, with water recording a moderate surplus of 6.60 per cent and wastewater with a Surplus of 17 per cent, suggests full cost reflectiveness and potential efficiency gains.
- Witzenberg Municipality faces significant challenges in ensuring tariff cost reflectiveness, particularly in the waste and energy sectors. While water and wastewater services are marginally or fully cost-reflective, the magnitude of the waste services deficit is unsustainable. Immediate action is needed to realign tariffs, reduce inefficiencies, and balance affordability with financial sustainability to secure the long-term viability of Municipal service delivery over the MTREF period.
- The Municipality's proposed electricity tariff increase is 11.32 per cent increase, like the increase in electricity bulk purchases for the 2025/2026 financial year as approved by NERSA. The Municipality may be able to achieve a lower average tariff increase for consumers if they limit the growth in the cost of other inputs to the electricity reticulation service. The municipality should show this in their tariff application to NERSA that must be based on a cost of supply methodology and is due to be submitted by 30 April 2025. However, the Municipality indicated in their table budget that the proposed electricity tariff is based on the final findings and recommendation of their cost of supply study.

- A 5.00 per cent increase for the water tariff, wastewater tariff and waste removal has been proposed by Witzenberg Municipality for the 2025 MTREF, slightly above with the recommended range as per the National Treasury MFMA Circular No. 129, but below the Provincial average, which is 6.42 per cent for water, 5.95 per cent for wastewater and 8.70 per cent for waste removal.

3.4.2 Energy Services

3.4.2.1 Energy Services Credibility and Sustainability

Figure 1 Energy trading service trends



Direct and Indirect	2025/26	2026/27	2027/28
Revenue Required	R509 236 899	R560 788 710	R621 452 702
Revenue	R442 689 217	R492 692 855	R548 344 056
Surplus/ Deficit	-R66 547 682	R68 095 855	R73 108 646

Source: A1 schedules

2025/26 Tariffs	Basic Charge	Basic Charge (WC Avg)	Tariff Increase (Mun)	Tariff Increase (WC Avg)
Business	R473.31	R781.95	11.32%	11.50%
Households	R136.24	R310.73	11.32%	11.50%

Source: Municipal Budget Assumptions

Basic Service Delivery	Number of Households (LGES)	Operational Cost of Electricity Services (R'000)		
		2025/26	2026/27	2027/28
Indigent (A10 SA1)	3 127	R 5 311	R 5 985	R 6 745
Indigent (LGES)	21 410	R 38 550	R 40 940	R 42 791

Source: A1 schedules

Source: NT GoMun 2024/25 Draft Budget

- The Municipality indicated an expected electricity revenue growth of 11.32 per cent for the 2025/26 financial year. While this exceeds the projected inflation rate of 4.3 per cent, the growth is not consumption driven, as no consumption growth is projected. Instead, the increase is primarily linked to anticipated Eskom bulk tariff adjustments, and the final Municipal tariffs remain subject to NERSA approval, introducing a degree of uncertainty in the revenue projections.
- The Municipality did not complete the required revenue and consumer growth rates in schedule SA9, and also did not submit the National Treasury Cost Reflective Tariff Tool for the 2025/26 MTREF. This limits the ability to assess whether the proposed electricity tariffs are financially sustainable and aligned with the actual cost of delivering the service. The Municipality has indicated that no consumption growth is projected, as the notional maximum demand ceiling has already been reached. While this may explain the absence of growth projections, it further emphasises the importance of aligning revenue strategies with realistic consumption levels. Based on available GoMuni data, the electricity function is only expected to become cost-reflective from the 2026/27 budget year, which raises concerns about the sustainability of the current tariff structure.
- The lack of outer year tariff increase projections for 2026/27 and 2027/28 further undermines the credibility of the MTREF forecasts. With these year's projecting an 11.3 per cent revenue increase without supporting assumptions, the outer-year forecasts risk being unsubstantiated extrapolations rather than evidence-based estimates.
- The Municipality has a formally adopted indigent policy which entitles qualifying households to receive 50kWh per month of Free Basic Electricity (FBE), funded through the Local Government Equitable Share (LGES). In 2025/26, the Municipality receives LGES allocations based on 21,410 indigent households, yet only 3,127 households are reflected in the budget as receiving FBE support, representing just 17 per cent of the 18,415 total households in the Municipality. While the policy outlines clear application procedures, eligibility threshold (R6,000/month), and support for elderly and exceptional cases, this gap in implementation raises concern over the effectiveness of indigent registration.

- The Municipality has confirmed that a Cost of Supply Study was conducted and approved by Council, with recommendations being phased in over a three-year period beginning in 2025/26. The study informed the tariff increases for the current year and proposed the introduction of fixed charges for prepaid customers to improve cost recovery and equity across consumer categories. However, the Municipality has not yet uploaded the study to the GoMuni platform as required by National Treasury, and it remains listed as outstanding. A revised Cost of Supply Study is planned for 2026/27 to respond to recent Eskom tariff adjustments, including a 14.5 per cent increase in network charges. It is recommended that the Municipality ensure full submission of the current study and finalise the updated version timeously to support transparent and cost-reflective tariff setting.
- The Municipality's electricity losses are reported at 10.3 per cent, which is within the acceptable norm. Sustained investment in repairs and maintenance is essential to prevent rising losses and ensure reliable supply. It is recommended that the Municipality continues to monitor losses and align Repairs and Maintenance budgets to support long-term network sustainability.
- The Municipality has an approved SSEG policy but has not adopted a wheeling framework or renewable energy policy. No reference to embedded generation or renewable integration appears in the 2026/27 budget or IDP, while a solar PV plant in Ceres is under consideration and generators have been installed, it is unclear whether the full financial impact of load-shedding is reflected in the MTREF. The Municipality is encouraged to quantify these costs and develop a clear renewable energy and resilience strategy to support long-term revenue sustainability.

3.4.2.2 Responsiveness to Energy Demand and Provision

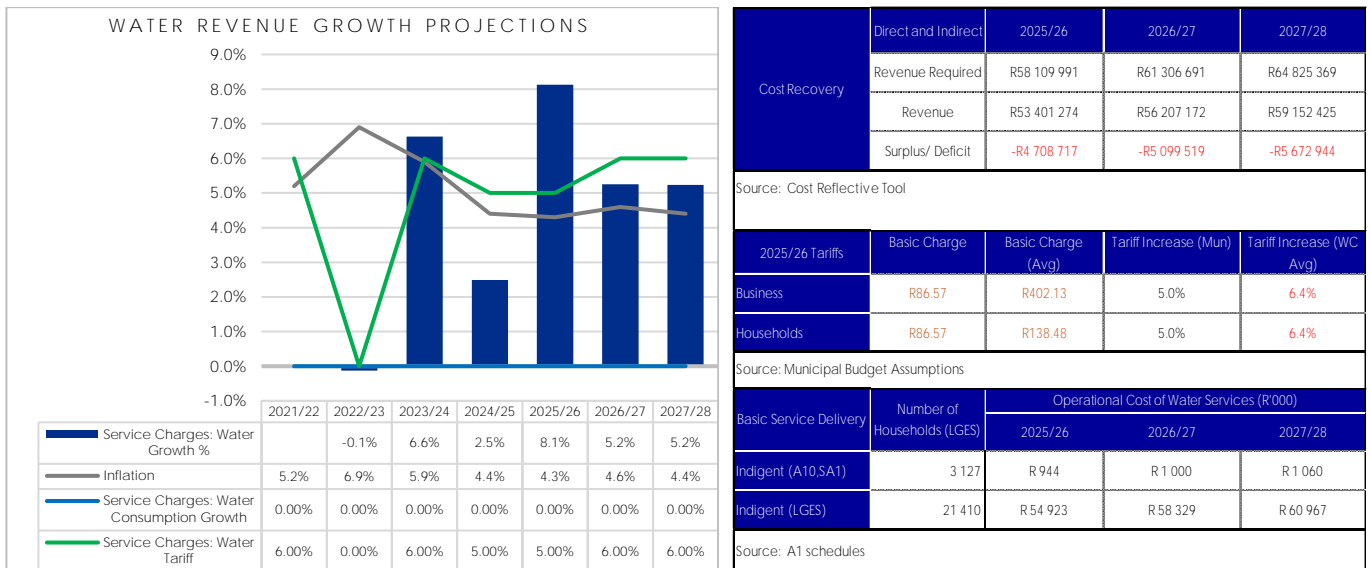
Municipal challenges	<ul style="list-style-type: none"> ● Insufficient electricity supply. ● Insufficient funds to tackle electricity infrastructure.
Electricity Expenditure Analysis	<ul style="list-style-type: none"> ● The IDP indicates that no new business or expansions of current businesses can be allowed due to the inability of Eskom to increase the electricity supply to the Municipal area. ● This inability of Eskom to increase electricity supply to a municipal area can have far-reaching consequences, ranging from economic stagnation and unemployment to reduced investment and diminished quality of life for residents. This is a long-standing matter in Witzenberg and despite many years of concerted effort, remains unresolved. ● This stresses the importance for renewable energy and resilience strategy mentioned earlier to meet the growing economy and population demands in Witzenberg. It remains a risk that ESKOM has not increased electricity bulk supply. ● The Municipality allocates R24.568 million towards energy projects in 2025/26; this expenditure fluctuates to R6.018 million and R10.057 million in 2026/27 and 2027/28 respectively, this shows a 48.7 per cent annual average decrease over the 2025/26 MTREF period. Although these investments will contribute to Infrastructure and economic development and generate additional revenue for the Municipality; it is noted that the declining investments in electrical infrastructure does not bode well with the increasing demand from both businesses and households. ● For business to expand in the area reliable electricity supply is required. It is essential for the Municipality to effectively manage these allocations to ensure the successful implementation of energy projects and infrastructure improvements while meeting the community's needs and adhering to financial constraints. ● The detailed Capital Expenditure breakdown in SA36 for 2025/26 indicates that the bulk of the energy budget to the amount of R15.000 million is allocated for the Upgrading of the HV power station (in Ceres,) However, a concern is raised regarding the planned upgrade of the substation already in the 2024/25 budget which was not fully implemented. Not fully completed projects from prior years risk creating bottlenecks in the overall energy infrastructure, potentially affecting service quality and reliability.

- In addition, the following projects are budgeted for:
 - MV Substation Equipment: R1.630 million
 - MV Equipment Networks: R1.00 million
 - MV Cables Upgrade of mv cables: R1.500 million
 - CAPEX Electrical Network Refurbishment: R1.00 million
 - Upgrade of Lv network cables: R500,000
- However, the detailed project breakdown total for electricity projects in SA36 (R20.880 million) is not aligned to the R24 million in A5.
- The budget for electricity infrastructure projects should cater for the anticipated demand as informed by annual population growth in the medium- and long-term estimates.
- The OPEX allocations for energy sources on the other hand reflects an upward trend from R446.893 million (43.7 per cent of the OPEX) in 2025/26 to R545.935 million in 2027/28, reflecting an annual average increase of 10.5 per cent over the MTREF period.
- Household service delivery targets for electricity are not completed in Table A10; however, Table SA9 indicates that the number of households will increase to 56 205 which aligns to the Medium-Term population estimates(MYPE). This indicates a significant rise compared to the 27 420 households anticipated for the 2024/25 MTREF period. Discrepancies in Census 2022 data revealed an underestimation of Witzenberg Municipality's population, contributing to lower household figures included for 2024/25. As a result, the MYPE figures have been revised upward to better reflect the municipality's actual population dynamics.

3.4.3 Water Services

3.4.3.1 Water Services Credibility and Sustainability

Figure 2 Water trading service trends



Source: NT GoMun 2024/25 Draft Budget

- The Municipality projects water revenue growth of 5.2 per cent in 2026/27, aligned with the proposed 6.0 per cent tariff increase and slightly above the projected inflation rate of 4.6 per cent. While revenue growth appears stable, it is not consumption-driven, as consumption growth remains at zero per cent for all years. Despite the tariff increase, the water service continues to show a cost-recovery deficits, with a shortfall of R5.1 million in 2026/27. Although the Municipality does not purchase water from a water board or Department of Water and Sanitation (DWS), it relies on internally sourced water from boreholes and surface schemes, which still incur high costs related to electricity, infrastructure

maintenance, and treatment. This indicates that current tariff increases, and basic charges are insufficient to fully cover the cost of service.

- To ensure regulatory compliance, the Municipality is advised to confirm whether the internal water sources currently used are supported by a legal servitude / water use license (WULA) or a formal exemption granted by the Department of Water and Sanitation (DWS). This verification is important given that all water rights in the Republic of South Africa are vested in the state, and usage without formal arrangements may present legal and operational risks. Additionally, given the increasing competition for water use licenses from agricultural expansion in the region, the Municipality is advised to assess its long-term water security strategy to ensure municipal supply is not compromised by competing sectoral demands.
- To address this, the Municipality should explore further efficiencies in areas such as contracted services, operational costs, and materials, and consider phasing in a higher basic charge over time. Additionally, the cost of providing water to 21,410 indigent households (R58.3 million in 2026/27) represents a significant portion of the water budget. This figure reflects the number of indigent households used for LGES allocations, whereas only 3,127 households are currently registered as indigent. It is recommended that the Municipality ensures that LGES funding is effectively allocated, and that further steps are taken to reduce losses, enhance billing accuracy, and improve revenue collection to eliminate the cost-reflective deficit over the MTREF.
- The Municipality has indicated that the free basic water allocation for indigent households will increase from 6kl to 10kl per month, exceeding the national minimum norm. While the budgeted cost for indigent water remains relatively low at R944,000 for 3,127 households in 2025/26, the increase in allocation represents a significant policy shift. Although the financial impact may appear limited initially, the broader coverage and higher volume of subsidized water is likely to expand the cost of service over time. It is therefore important to verify whether the current Water Use Licence (WULA) allocation permits this increase and to consider that the indigent household population in Witzenberg is reportedly growing faster than other households income types. It is recommended that the Municipality closely monitors this impact across the MTREF and ensures that the additional subsidy is supported by equitable share funding or offset by operational efficiencies.
- The Municipality's calculated collection rate based on audited figures is 69.9 per cent, while the 2025/26 budget assumes a lower rate of 60 per cent, resulting in a higher debt impairment of R22.38 million compared to a calculated R16.02 million. Although the Long-Term Financial Plan Policy commits the Municipality to identifying revenue enhancement strategies and maintaining a balance between revenue collection and spending, no clear strategy is reflected in the 2026/27 budget documents. This weakens working capital and may constrain the Municipality's ability to meet short-term financial obligations if not addressed. It is recommended that the Municipality develop and implement a focused revenue improvement plan to strengthen billing, improve collection rates, and reduce impairment over the medium term.

3.4.3.2 Responsiveness to Water Services Demand and Provision

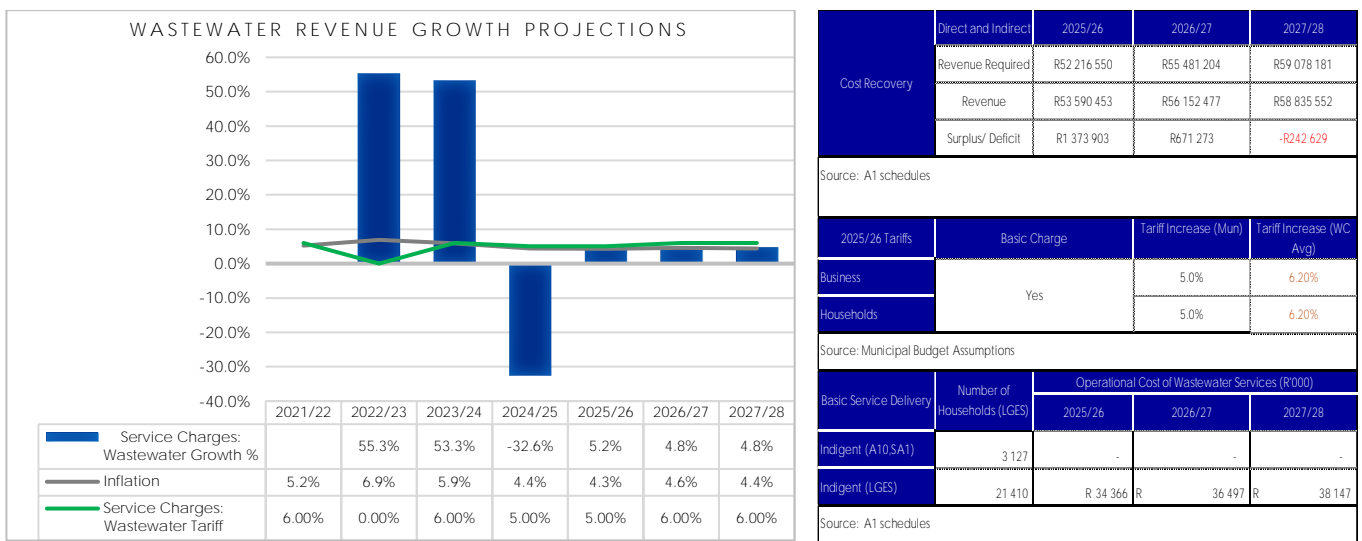
Municipal challenges	<ul style="list-style-type: none"> ● Funding constraints ● Aging infrastructure and increasing population ● Water losses
Water Expenditure Analysis	<ul style="list-style-type: none"> ● Overall, R12.881 million is allocated for 2025/26 financial year, accounting for 16.2 per cent of the capital expenditure budget, however, no budget is allocated for 2027/28. ● Ensuring continuous investment in water infrastructure is crucial for sustainable service delivery. Addressing funding gaps for water infrastructure in the 2027/28 financial year is essential to maintain and improve service delivery.

- In 2025/26, R4.769 million will be invested for Nduli upgrade water pipeline, R1.424 million for Tierhokskloof Bulk pipeline, R1.00 million for water pipes & Amp: valve, and R500,000 for security upgrades.
- For water storage, the Tulbagh Reservoir project is the largest, with R5.189 million planned for 2025/26 and R11.791 million for 2026/27. Water issues in Witzenberg Municipality and especially Tulbagh have been a concern as indicated in the various reports. Challenges such as aging infrastructure and a rapidly growing population have contributed to inefficiencies in water management.
- In terms of the SDBIP, the targeted water losses of 39 per cent for 2025/26, and 38 per cent for the two subsequent years are higher than the norm. This requires a focused attention given the 'water security' potential risk identified.

3.4.4 Wastewater Services

3.4.4.1 Wastewater Services Credibility and Sustainability

Figure 3 Wastewater trading service trends



Source: NT GoMun 2024/25 Draft Budget

- For the 2025/26 budget year, wastewater revenue is projected to grow by 5.2 per cent, supported by a 5.0 per cent tariff increase, which is higher than the inflation estimate of 4.3 per cent. This reflects stable planning following a sharp revenue decline of -32.6 per cent in 2024/25. The sanitation service is budgeted to generate a cost-recovery surplus of R1.37 million, indicating that tariffs are broadly aligned with service costs. However, no clear strategy is outlined in the budget to maintain cost-reflectivity beyond 2025/26, as a deficit is forecast for 2027/28. While the Water Services Development Plan provides long-term infrastructure and service delivery goals, it does not directly address how future cost pressures or tariff restructuring will be managed. The Municipality is encouraged to monitor cost drivers, identify operational efficiencies, and plan tariff adjustments to ensure long-term financial sustainability.
- Based on the A-schedules and LGES calculations, the Municipality receives sufficient equitable share to fund the cost of free basic services. In 2025/26, the operational cost of providing wastewater services to 21,410 indigent households is R34.37 million, and this appears to be adequately covered through the LGES allocation. While registration issues are more commonly noted in Eskom electricity supply areas, similar challenges may affect access to other basic services, including sanitation. The Municipality is encouraged to improve indigent registration and targeting processes to ensure that all qualifying households benefit from the full range of subsidised basic services. This should include regularly updating the indigent register to minimise data mismatches and improve alignment with LGES funding assumptions.

- The calculated collection rate using the audited annual financial statements is 43.6 per cent, although the accrued revenue of R25.58 million reported in the audited (AUDA) data strings appears excessive given the low actual cash collection. In contrast, the tabled budget uses a much higher collection rate of 72 per cent, resulting in a significantly lower budgeted debt impairment of R11.84 million, compared to a calculated impairment of R30.01 million. This discrepancy raises concerns about the credibility of revenue projections and the accuracy of impairment assumptions. It is recommended that the Municipality reassess its revenue recognition practices and align debt impairment more closely with actual collection trends to ensure realistic budgeting and financial sustainability.

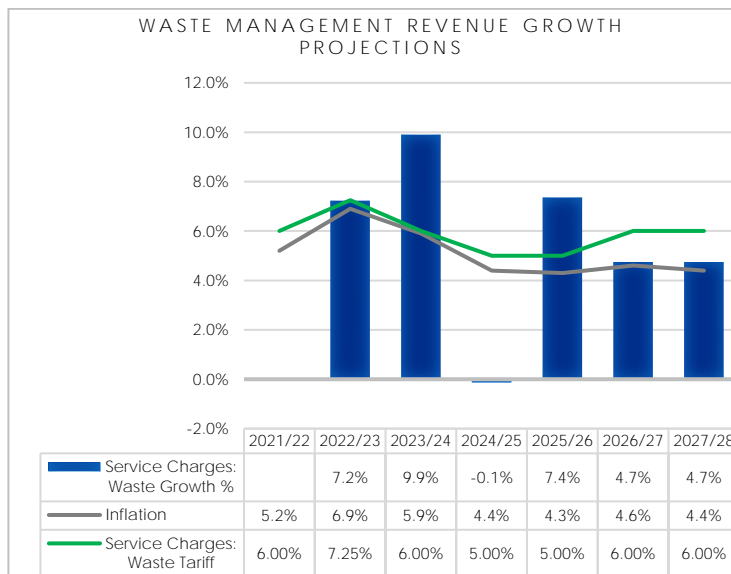
3.4.4.2 Responsiveness to Wastewater Services Demand and Provision

Municipal challenges	<ul style="list-style-type: none"> Funding constraints for capital refurbishment. Vandalism.
Wastewater Expenditure Analysis	<ul style="list-style-type: none"> Only R1.8 million is budgeted for 2025/26, with R300,000 allocated for both 2026/27 and 2027/28. This represents a significant decline compared to the R19.984 million allocated in 2024/25. The planned projects include: <ul style="list-style-type: none"> Network replacement: R1.00 million. Toilets for informal settlements: R500 000. Aerator Replacement Programme: R200 000. Sewer network replacement: R100 000. These allocations are insufficient given the increasing population numbers and households and the need for infrastructure expansion. This puts pressure on existing infrastructure and exacerbates service delivery challenges. Overall, for 2025/26 there is a lack of clarity about continuity and adequacy of projects compared to the 2024/25 financial year, signalling potential gaps in service delivery planning.

3.4.5 Waste Removal Services

3.4.5.1 Waste Removal Services Credibility and Sustainability

Figure 4 Waste removal service trends



Source: NT GoMun 2024/25 Draft Budget

Cost Recovery	Direct and Indirect	2025/26	2026/27	2027/28
	Revenue Required	R91 653 636	R96 852 620	R102 585 651
	Revenue	R36 275 684	R37 996 159	R39 797 059
	Surplus/ Deficit	-R55 377 952	-R58 856 461	-R62 788 592
Source: A1 schedules				
2025/26 Tariffs	Basic Charge	Tariff Increase (Mun)	Tariff Increase (WC Avg)	
Business	Yes	5.0%	8.7%	
Households		5.0%	8.7%	
Source: Municipal Budget Assumptions				
Basic Service Delivery	Number of Households (LGES)	Operational Cost of Waste Services (R'000)		
		2025/26	2026/27	2027/28
Indigent (A10,SA1)	3 127	-	-	-
Indigent (LGES)	21 410	R 28 808	R 30 595	R 31 978
Source: A1 schedules				

- In 2025/26, the Municipality projects waste management revenue growth of 7.4 per cent, supported by a 5.0 per cent tariff increase, which exceeds inflation (4.3 per cent). Despite this, the service continues to operate under a significant cost recovery deficit of R55.38 million, which grows to over R62 million by 2027/28. The Municipality has not provided a clear strategy to phase out this shortfall, and the Integrated Waste Management Plan (IWMP), though endorsed by the Western Cape Department of Environmental Affairs in 2021, does not appear to be directly linked to the current budget. The IWMP forms part of the IDP and should guide financial and operational planning in the solid waste function. The Municipality is encouraged to align its tariff and cost-recovery planning with the IWMP, and to explore operational efficiencies and waste diversion initiatives to support long-term sustainability.
- Based on the A-schedules and LGES calculations, the Municipality receives sufficient equitable share to fund the cost of providing free basic services, including electricity, water, sanitation, and waste removal. However, the Municipality has indicated difficulties in registering indigents, particularly in areas where Eskom is the electricity provider. This may limit access to free basic services across sectors, as registration is a prerequisite for support. As a result, the Municipality may under-serve qualifying households despite having sufficient funding. Improved outreach, particularly in Eskom-supplied and informal areas, is recommended to ensure equitable access and to strengthen alignment between LGES allocations and actual service delivery.
- The Municipality indicated that no consumer consumption growth is expected, the Municipality has reached full-service coverage across its jurisdiction. This implies that future revenue growth will depend entirely on tariff increases rather than expanded usage. Without consumption growth, the Municipality's ability to improve cost recovery and absorb rising operational costs becomes limited. It is recommended that the Municipality explore options such as demand-side efficiencies, technical loss reduction, and alternative service models to maintain financial sustainability within the existing demand cap.
- The calculated collection rate using the audited annual financial statements is 58 per cent, compared to the 60 per cent rate used in the 2025/26 budget. While the difference appears marginal, it results in a R3 million variance in debt impairment with a budgeted impairment of R18.24 million, compared to a calculated R15.24 million. This illustrates how even slight misalignments in assumptions can materially affect financial projections. It is recommended that the Municipality continue to monitor actual collection trends closely and adjust impairment calculations accordingly to ensure realistic and transparent budgeting.
- The Municipality has confirmed in its financial statements that the Ceres landfill site reached the end of its useful life in 2003, yet it has not been rehabilitated, with a current liability estimated at R4.18 million. While all operational waste is now diverted to the Prince Alfred Hamlet site, this increases transport and operational costs. The IWMP and annual report both highlight the additional burden of using regional facilities, such as the Cape Winelands District site in Worcester, but the 2025/26 budget does not provide for the rehabilitation of legacy sites, nor does it outline a clear strategy for long-term landfill closure. Although the Municipality has indicated its intention during the TIME engagement to participate in the Cape Winelands District regional landfill development, the 2025/26 budget does not reflect any financial provision or implementation timeline for this transition. The Municipality is encouraged to prioritise a funding plan for the Ceres site and integrate this into its waste budget and future capital plans to avoid escalating environmental liabilities.

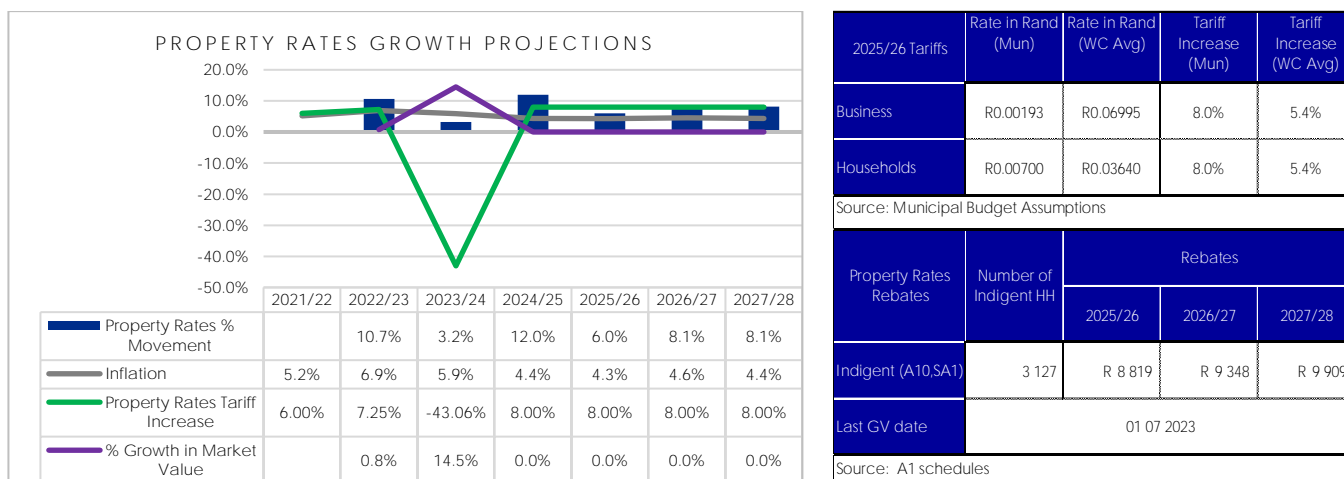
3.4.5.2 Responsiveness to Waste Removal Demand and Provision

Municipal challenges	<ul style="list-style-type: none"> Drastically increased operating costs and permit conditions of existing sites. Lack of available landfill space and increasingly strict legislation to adhere to. The Ceres landfill site has been closed since 1999 as a permit was not issued due to the nature of soil conditions that could lead to underground water pollution.
Waste Expenditure Analysis	<ul style="list-style-type: none"> Only R1.000 million is allocated for CAPEX waste projects in 2025/26, and this amount declines to R435 000 and R235 000 in 2026/27 and 2027/28 respectively. This declining trend may hinder the implementation of long-term infrastructure improvements for waste management, potentially impacting service efficiency. The OPEX allocations for waste management on the other hand increases from R90.647 million in 2025/26 to R101.569 million in 2027/28; indicating an annual average increase of 5.9 per cent over the MTREF period. Of the budgeted amount, R57.518 million is allocated for solid waste removal and R33.026 million for solid waste disposal in 2024/25. Household service delivery targets are not completed in A10. Household service delivery targets are critical for effective planning and monitoring; ensuring this data is accurately completed will enhance resource allocation. The draft SDBIP target to provide refuse removal services to 12 050 households in formal areas. This number is notably low compared to the total household count of 2022 Census (or the StatsSA MYPE figure). This number is also lower than the number included for refuse service delivery in the annual report. Overall, the Municipality should evaluate capital expenditure declines over the MTREF period. Potential risks of reduced infrastructure investment should be addressed. The budgeted numbers for refuse removals in the SDBIP should better align with total household numbers to ensure comprehensive coverage.

3.5 REVENUE

3.5.1 Property Rates

Figure 5 Property rates



Source: A1 Schedules

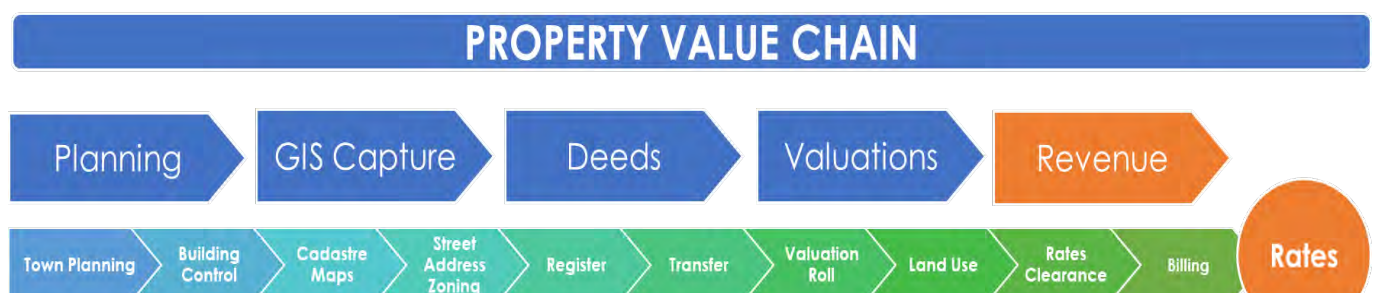
- For the 2025/26 budget year, property rates revenue is projected to grow by 6.0 per cent, driven by an 8.0 per cent tariff increase, which is well above the National Treasury’s inflation projection of 4.3 per cent. This follows the last General Valuation (GV) conducted on 1 July 2023, which previously boosted the market value base by 14.5 per cent in 2023/24. The upward adjustment to the rate-in-the-rand aligns with the post-GV implementation trend and reflects a proactive approach to maintaining the revenue base.

- Despite this, the municipal rate-in-the-rand remains well below the Western Cape average, suggesting limited fiscal space for further increases. Additionally, 3,127 indigent households are budgeted to receive a total of R8.8 million in rebates in 2025/26. While the tariff and revenue projections are stable, actual performance is at risk due to the historically low collection rate of 58 per cent, which undermines the sustainability of the rates-funded portion of the budget. The Municipality is encouraged to improve billing and credit control processes, review exemptions and rebates periodically, and maintain a forward-looking plan to support rates-funded services in the medium term. The Municipality indicated tariff growth of 8 per cent for the 2025/26 MTREF. This is higher than the expected inflation. The property rates increase is higher than the Western Cape average. This may make the Municipality uncompetitive when compared to neighbouring municipalities
- The Municipality did not submit the quarterly Valuation Roll Reconciliation as required by MFMA Circular 126, nor were supporting schedules SA11 (Revenue by Property Category), SA12a (Valuation Roll Summary), and SA12b (Revenue by Source and Category) fully completed. These omissions limit the ability to assess the accuracy and completeness of the property rates base, revenue categorisation, and overall billing integrity. The absence of this data reduces transparency around the implementation of the general valuation roll and the management of property categories, rebates, and exclusions. It is recommended that the Municipality prioritise compliance with valuation reporting requirements and ensure all supporting schedules are complete and accurate to support robust oversight and credible revenue forecasting.
- The Municipality's budgeted revenue and billing figures appear consistent when assessed by property usage category, which reflects sound alignment. However, there are still outstanding balances for mining and PBO properties, with no evidence of collections during the period. The budget reflects only opening balances for these categories, suggesting either persistent non-payment or inaccurate classification or billing practices. The Municipality is advised to review these accounts to confirm whether the amounts are recoverable, correctly categorised, and whether any policy or legal exemptions apply. Addressing these anomalies is essential to ensure the accuracy of the revenue base and reduce potential bad debt exposure.

3.5.2 The Property Value Chain

The Municipality's properties is an important component of its assets. This is also a significant source of income, derived from charging for property rates. It is essential that municipalities reconcile their most recent consolidated valuation roll data to that of the current billing system data to ensure that revenue anticipated from property rates is realistic. Municipalities should implement a data management strategy and develop internal capacity to perform these reconciliations and investigations to improve completeness of billing. The Figure below highlights the key inputs into the Property Value Chain to realise maximum revenue from property rates.

Figure 6 Property Value Chain



Source: City of Cape Town Municipality

3.5.3 Land Value Capture and Alternative Financing

3.5.3.1 Development Charges

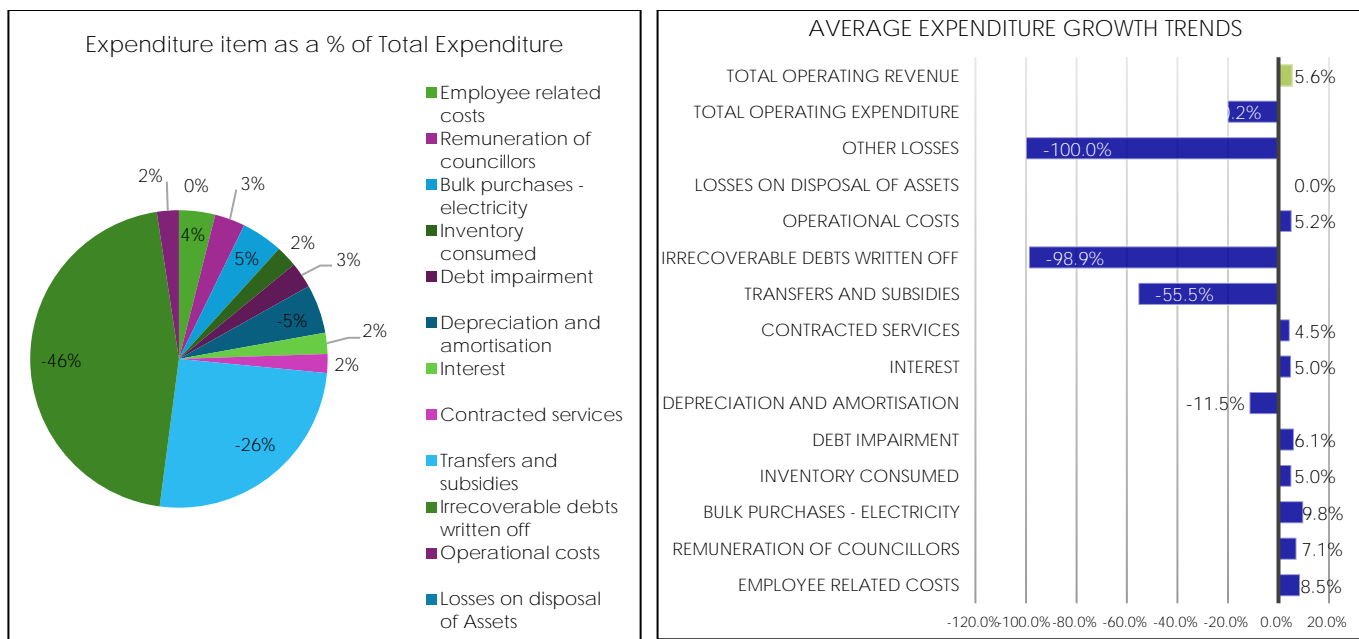
- On the 11th of June 2024, The President of the Republic of South Africa signed into law the Municipal Fiscal Powers and Functions Act (MFPFA) (Act No: 4 of 2024), with the insertion of Chapter 3A: Development Charges.
- Prior to the MFPFA, municipalities levied development charges in an inconsistent and sometimes biased manner. This lack of standardisation caused confusion for developers, leading to disputes and reducing investment attractiveness. The MFPFA will provide a clear, legal framework that standardised the levying and application of DCs, bringing greater transparency and predictability for both developers and municipalities.
- Therefore, municipalities that are already levying DCs in terms their pre-existing DC policy or DC by-law, as at the date of commencement of this Act, must ensure that it complies with this amended Act within 36 months after the date of commencement of the Act, While municipalities intending to levy DCs, their municipal councils must adopt a resolution for the municipality to levy the DCs, and thereafter develop their policy that is compliant with the Act.
- Annexure 2 in the guidelines for the implementation of municipal DC in South Africa, offers a DCs policy guidance and model policy that municipalities can adapt to their unique contexts, when updating or developing their DC policies and PT could assist by sharing examples of successful DC policies from other municipalities to serve as benchmarks.

3.5.4 Other Revenue Risks

- While the budget reflects stable projected revenue from fines and penalties (R11.8 million in 2025/26), there is limited explanation from the budget document for how this will be achieved given the gap between fines issued and actual collections reported in the 2023/24 annual report and in the 2024/25 current financial year. Despite an improved accounting recovery rate (85.49 per cent), cash collections remain low. It is recommended that the Municipality provides narrative justification and enforcement assumptions linked to these projections, particularly given historical underperformance and provision for impairment trends.

3.6 OPERATING EXPENDITURE

Figure 7 Operating expenditure trends



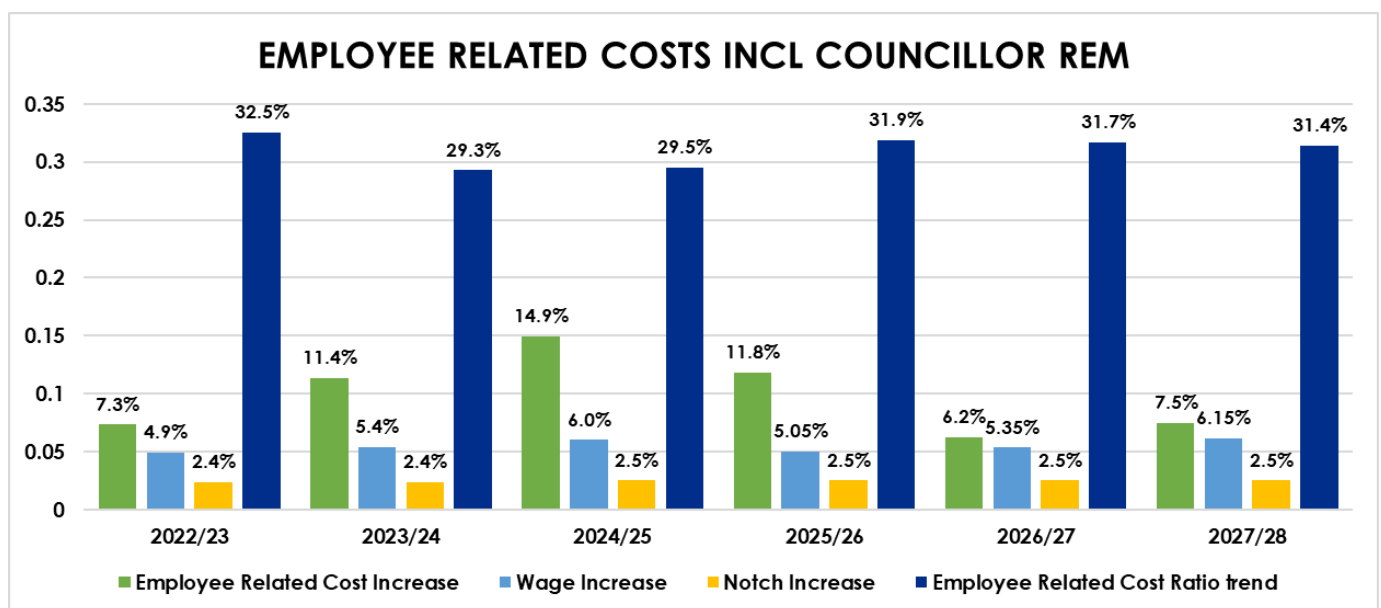
Source: NT GoMun 2024/25 Draft Budget

- The significant decline of 20.2 per cent in operating expenditure is primarily driven by reductions in non-cash or once-off items. The Irrecoverable debts written off by 98.9 per cent, Transfers and subsidies by 55.5 per cent and Depreciation and amortization decreased by 11.5 per cent when compared to the growth over the MTREF period. In addition, the Municipality has not budgeted for irrecoverable debt or other losses in the 2025/26 financial year which has also had an impact on the expenditure. These factors account for the sharp decline in the overall expenditure trend. However, key cost drivers such as employee-related costs (12 per cent), bulk purchases (6.8 per cent), and contracted services (13 per cent) are still increasing. This indicates that while the headline expenditure figure is decreasing, internal cost pressures persist and may not be adequately matched by the projected revenue growth of 5.6 per cent. The Municipality is advised to ensure that cost containment efforts address the core operating cost base, not just once-off or non-cash components, to ensure long-term budget sustainability.
- Bulk electricity purchases are projected to increase by 6.8 per cent for the 2025/26 budgeted year, a cost largely outside of the Municipality’s control due to its dependence on Eskom’s tariff structure. This growth contributes significantly to operating expenditure pressures, particularly in the absence of equivalent revenue growth from electricity tariffs. The Municipality has indicated that a new cost of supply study will be undertaken to assess and align electricity pricing with the revised Eskom tariff structure. This is a necessary step to ensure cost-reflective tariffs and to mitigate the risk of under-recovery. However, until the study is completed and implemented, the rising cost of bulk electricity may continue to place strain on the Municipality’s funding position and cost recovery efforts. It is recommended that the outcomes of the cost-of-supply study be incorporated into future tariff setting and that regular monitoring of recovery rates be performed to ensure long-term sustainability.
- Debt impairment is projected to increase by only 22.5 per cent over the 2025/26 budgeted year, which assumes an average collection rate of 93.9 per cent. While the Municipality has historically achieved this rate for Property Rates and Electricity, the same cannot be said for other services, such as Water and Waste Management, where collection rates have consistently underperformed. As a result, the current debt impairment provision of R76.89 million for 2025/26 may be understated.

- The recalculated debt impairment provision using the budget funding tool, based on actual audited collection trends and Circular 71 methodology, indicates the impairment should be closer to R112.34 million. This gap suggests a risk of overestimating cash inflows and under-providing for doubtful debt. Moreover, the Municipality has made no provision for irrecoverable debt write-offs in 2025/26, which were included in previous years. These shortfalls may impact the credibility of funding reflected in Table A8 and compromise the realism of the overall budget. It is recommended that the Municipality reassess its revenue assumptions and align impairment provisions more closely with actual performance to ensure accurate budgeting and mitigate financial risk.
- While estimated useful lives will differ across asset types, the Municipality plans to allocate approximately 70 per cent of its capital budget to the acquisition of new assets over the MTREF. This trend suggests a growing asset base, which will likely result in an upward adjustment of future depreciation charges. Unless offset by corresponding increases in asset renewals or funding reserves, this could place additional pressure on the operating budget. It is therefore important that the Municipality monitors the impact of its capital investment programme on depreciation and ensures that these non-cash costs are accurately budgeted for. Failure to align depreciation with the growth in the asset base may result in under-provisioning, which can distort the funding position reported in Table A8 and affect the credibility of future budgets.
- The Municipality is commended for its sound financial governance during the 2023/24 financial year, having incurred no unauthorised, fruitless or wasteful expenditure. However, irregular expenditure was disclosed in the audited financial statements. The Municipality has indicated that this irregular expenditure arises from its interpretation of the Preferential Procurement Regulations, which differs from the interpretation by the Auditor-General of South Africa (AGSA) and National Treasury. The Municipality has noted that it is formally disputing this interpretation. While this demonstrates a willingness to engage with oversight institutions, it is essential that the Municipality ensures future compliance by strengthening its internal control environment, especially within supply chain management processes. Clear alignment with regulatory frameworks will support audit outcomes and reinforce public confidence in financial management practices.

3.6.1 Employee Related Cost

Figure 8 Employee related cost including councillor remuneration

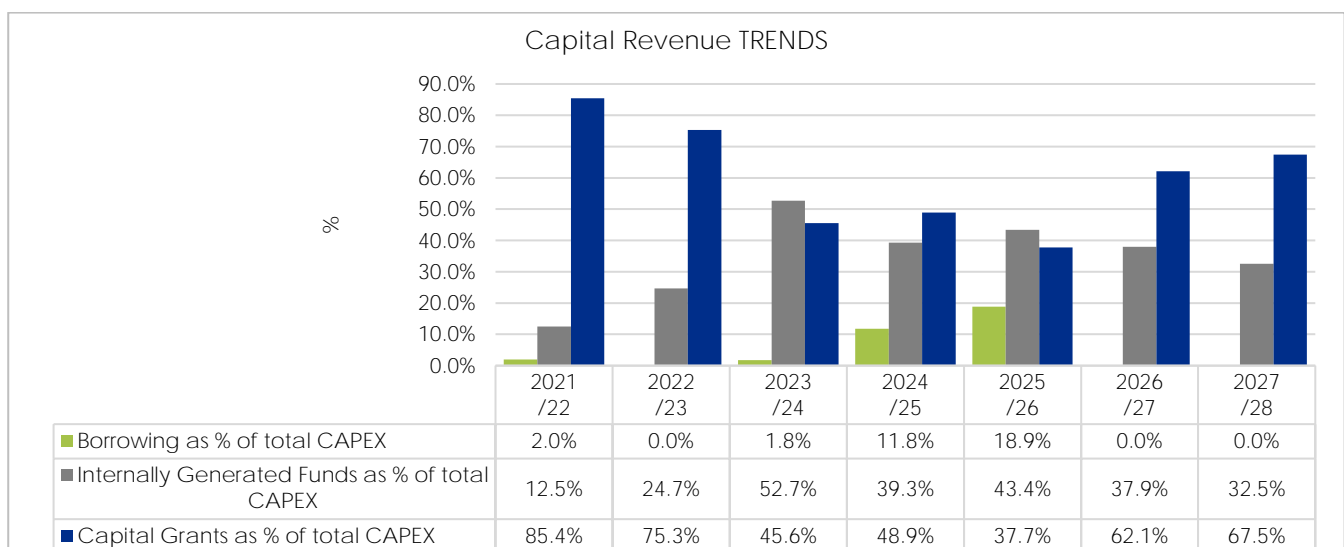


Source: NT GoMun 2024/25 Draft Budget

- Employee-related costs in the 2025/26 budget have increased by 11.8 per cent, which is notably higher than the inflation rate and the average wage and notch adjustments prescribed by National Treasury. SA24 shows that the total staff complement has only increased by one employee, a senior manager, which aligns with the 25.4 per cent increase in senior management remuneration as reflected in SA22. However, other staff categories also reflect an 11.8 per cent increase, despite no change in headcount. A detailed review of the components of employee costs shows that basic salaries increased by 9.5 per cent, while non-salary items such as bonuses, overtime, and standby allowances increased sharply by 25.3 per cent, 26.2 per cent, and 25.7 per cent respectively. Given the country's fiscal consolidation drive, the sustainability of these personnel costs increases particularly those unrelated to headcount growth requires further scrutiny.
- These increases suggest that the overall growth in employee-related costs is driven more by variable compensation and allowances than by wage adjustments or workforce expansion. In line with MFMA Circular 82, the Municipality is advised to strengthen controls over personnel expenditure, particularly variable remuneration, and ensure alignment with productivity, affordability, and long-term sustainability.
- Employee-related costs account for 31.9 per cent of the Municipality's total operating expenditure in the 2025/26 budget. While this remains within National Treasury's guideline of 25 to 40 per cent, the increase reflects a progressive upward trend that warrants closer scrutiny. This growth is largely driven by variable compensation items, which collectively increased by over 25 per cent. Given that staff numbers remained largely unchanged, these increases raise concerns about internal cost controls and the effectiveness of workforce planning. Although the Municipality remains compliant with the NT benchmark, continued increases at this rate may place pressure on available funding, especially in light of flat reserve levels. It is therefore important that employee costs be closely monitored and aligned with productivity improvements to ensure long-term affordability. In this context, the Municipality may consider reviewing its organisational structure in terms of the Municipal Systems Act, to ensure alignment between workforce design, service needs, and long-term affordability.

3.7 CAPITAL FUNDING MIX

Figure 9 Capital funding mix



Source: NT GoMun 2024/25 Draft Budget

- The 2025/26 financial year, Witzenberg Municipality's reliance on internally generated funds to finance capital expenditure is projected at 43.4 per cent. This is a peak compared to 39.3 per cent in 2024/25 and 32.5 per cent in 2027/28, indicating that the Municipality is drawing significantly on its own resources in the short term. While this demonstrates financial effort and autonomy, a declining trend in

the outer years may signal constrained reserves or reduced internal capacity to sustain capital investment without external support. This could impact the Municipality's ability to drive infrastructure growth from its own balance sheet over the longer term.

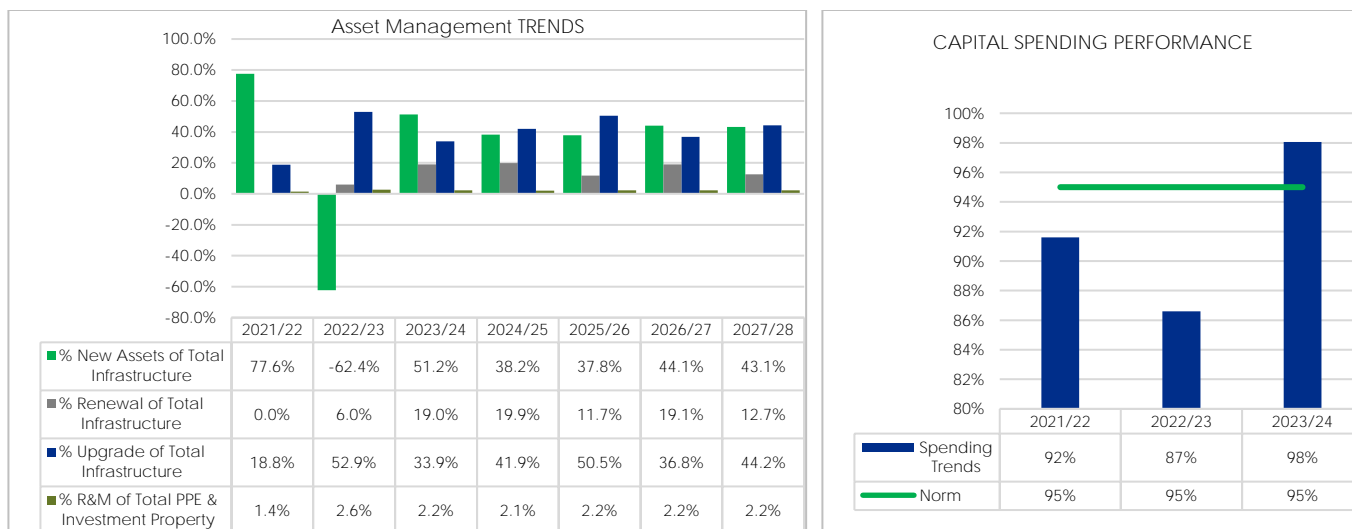
- At the same time, reliance on capital grants is projected to drop to 37.7 per cent in 2025/26, down from 48.9 per cent in the previous year. Although grants increase again to 67.5 per cent by 2027/28, the fluctuating trend highlights the uncertainty associated with this funding source. Grants are typically designed to support basic services and pro-poor programmes, which limits their ability to fund growth-enabling infrastructure. High dependence on grants may therefore restrict the Municipality's flexibility to pursue strategic infrastructure investment beyond the scope of conditional allocations. A balanced funding approach is encouraged to maintain both service delivery equity and long-term development potential.
- In the 2025/26 financial year, the Municipality plans to finance R15 million of its capital programme through borrowing. However, this additional borrowing is not reflected in the budgeted interest on annuity loans. Even at a conservative interest rate of 5 per cent, the loan should generate at least R750 000 in finance charges, yet no corresponding increase is visible in the interest expenditure line. This inconsistency raises concerns about the completeness and accuracy of the borrowing assumptions in the budget. While the overall level of borrowing appears to remain within sustainable limits, the lack of alignment between projected borrowings and associated finance costs weakens the credibility of the funding plan. It is recommended that the Municipality reviews the treatment of new borrowings in the budget to ensure that all associated costs are adequately reflected, and that affordability is transparently assessed.
- The Municipality plans to fund 43.4 per cent of its 2025/26 capital budget, or R34.5 million, from internally generated funds. The 2023/24 AFS confirm that cash and cash equivalents amounted to R187.24 million on 30 June 2024. While this reflects a strong cash position, only R11.17 million is held in the Capital Replacement Reserve, meaning the remainder of internal funding is drawn from general accumulated surpluses. This reinforces the need to ensure that funding for capital is not based on projected in-year revenue but on actual, uncommitted reserves from prior years. To strengthen credibility, the Municipality should ring-fence sufficient reserves and improve alignment between long-term capital investment plans and available internal funding.

3.7.1 Borrowing

- The Municipality plans to fund capital expenditure from borrowings of R15 million in 2025/26 MTREF year.
- The revenue-to-debt (gearing) ratio is projected at 3.0 per cent for 2025/26 and 2026/27, and 2.9 per cent for 2027/28, all of which are well within the National Treasury's recommended norm of below 45 per cent. This indicates that the Municipality has capacity for further borrowing, although any future borrowings should be weighed against overall cash flow requirements.
- Disclaimer: it should be noted the financial liabilities under current liabilities on table A6 were not added to the gearing ratio. This could distort the true reflection of the ratio.
- The Municipality projects a positive cash and cash equivalents position that includes provision for repayment obligations, as detailed in the Budgeted Cash Flow Statement (A7). Repayments on borrowings are budgeted at R3.18 million for each of the financial years over the MTREF period.
- Although the Municipality is expected to generate revenue and cash from its operations to service the projected debt, it must also consider all factors that may impact its cash flow.
- The tariff structure should include capital charges to ensure sufficient funds are available to meet debt repayment obligations.

3.8 CAPITAL EXPENDITURE TRENDS

Figure 10 Asset Management



Source: NT GoMun 2025/26 Draft Budget

- In 2025/26, Witzenberg Municipality has allocated R9.3 million toward the renewal of existing infrastructure assets and a further R33.59 million for upgrading those assets, totalling R42.89 million. This amount exceeds the annual depreciation provision of R34.09 million, resulting in a renewal and upgrade ratio of approximately 126 per cent. This indicates a strong reinvestment effort into existing infrastructure, which supports long-term service sustainability and helps reduce infrastructure backlogs.
- Repairs and maintenance are also underfunded, with a projected ratio of 2.2 per cent of net asset value, well below the National Treasury benchmark of 8 per cent. This level of investment is considered below average and may be insufficient to prevent asset deterioration. To ensure long-term infrastructure sustainability, it is recommended that the Municipality develop and maintain a full long-term financial plan, including scenario-based modelling, to guide funding strategies for infrastructure renewal and ongoing maintenance.
- Capital spending performance over the past three financial years reflects a generally positive trend, supporting the credibility of its ability to implement the 2025/26 capital programme. Capital expenditure was 92 per cent in 2021/22, declined to 87 per cent in 2022/23, but improved significantly to 98 per cent in 2023/24. This recovery indicates that the Municipality has the internal capacity and systems in place to implement and manage capital projects effectively. Based on this track record, the budgeted capital programme for 2025/26 appears credible, and the risk of underperformance is considered low. However, any major in-year shifts in priorities or funding sources, particularly affecting the Capital Replacement Reserve (CRR), should be carefully monitored to ensure they do not impact implementation timelines or long-term asset sustainability.

3.9 OTHER CAPITAL INFRASTRUCTURE RESPONSIVENESS

Municipal challenges	<ul style="list-style-type: none"> ● Upgrading needs for public infrastructure. ● Limited public transport.
Capital Expenditure Analysis	<ul style="list-style-type: none"> ● The Municipality's capital expenditure budget for 2025/26 through 2027/28 demonstrates a strategic focus on road transport, taxi ranks, and community infrastructure. ● Road infrastructure is a catalyst for economic growth, social inclusivity, and community upliftment. Improved road infrastructure can strengthen connectivity between urban and rural areas, enabling the flow of goods and services. This can attract investments, boost the tourism sector, and create opportunities for small and medium enterprises, further supporting local economies. ● R15.750 million is allocated for road transport in 2025/26 capital expenditure budget, R33.082 million in 2026/27 and R27.771 million in 2027/28. The road allocations increases by 32.8 per cent on annual average over the MTREF period. In 2025/26 the roads projects includes Rehabilitation of Cellier Street in Ceres R5.00 million, R600 million for network Street for the whole of the Municipality. ● Taxi ranks are also budgeted at R 4.700 million in 2025/26, R8.696 in 2026/27 and R11.199 million in 2027/28. ● Community Infrastructure: The Municipality allocates R11.665 million in 2025/26 to upgrade–Nduli Library. This project highlights the Municipality's investment in enhancing educational and community services.

3.10 MUNICIPAL READINESS: INFRASTRUCTURE IMPLEMENTATION CAPACITY

Municipal factors/scoring	<ul style="list-style-type: none"> ● Decreasing infrastructure investments.
Capacity Analysis	<p>Key Findings from the RATINGS AFRIKA SCORECARD</p> <ul style="list-style-type: none"> ● The RATINGS AFRIKA SCORECARD provides a comprehensive evaluation of municipal performance across various dimensions, including infrastructure management. ● Key findings relevant to Witzenberg Municipality include: ● Infrastructure Maintenance: The Municipality scores for infrastructure development has been classified as very weak reaching a score of 29 out of 100 in 2024. For the 2025/26 MTREF expenditure is expected to amount to R185.988 million including R79.547 million for 2025/26. These investments will be funded through a mix of grants (National and Provincial), own funds and borrowings to the amount of R15.00 million in 2025/26. ● The Municipality faces its fair share of challenges with regards to implementation of bulk infrastructure delivery. Over the current MTREF period investment in infrastructure is set to decrease by 20.9 per cent which is less ambitious to tackle infrastructure development in the Municipality, considering increasing demand due to population growth. ● Financial Management: Witzenberg overall financial sustainability reflects fair levels of sustainability. The decline in capital investments will affect the sustainability score. ● Debt Governance: Witzenberg maintains a relatively strong debt governance score, which is crucial for leveraging debt to fund infrastructure projects. The Municipality has been very conservative in its borrowing strategy. ● Insights from the MERO 2024 Publication: ● The MERO 2024 publication provides a broader economic and infrastructure context for Witzenberg Municipality: ● GDPR Growth and Infrastructure Investment: The MERO 2024 report highlights a positive correlation between infrastructure investment and economic growth. For Witzenberg, infrastructure development is essential to support key sectors such as agriculture, which is a significant contributor to the local economy. However, the Municipality's infrastructure score (29 in 2024) is relatively low.

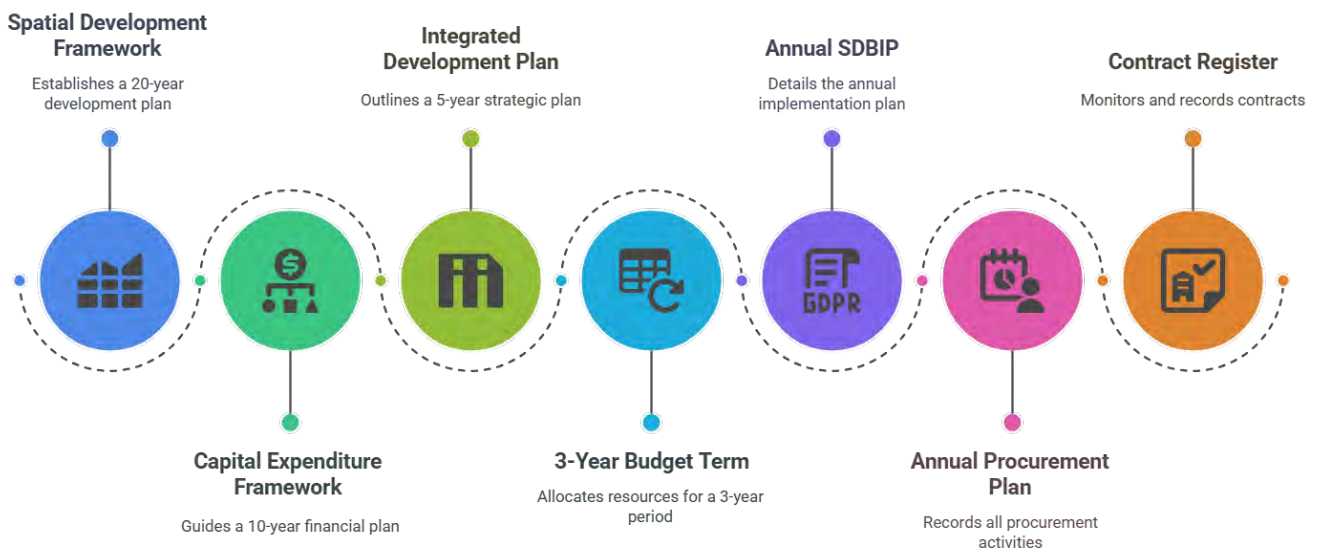
3.11 SUPPLY CHAIN MANAGEMENT AND ASSET MANAGEMENT

Introduction

This section includes a review of all SCM-related policies (including Asset Management) to assess the maturity of SCM governance in the municipality. Focus areas include:

- The compliance of SCM and AM-related policies to regulatory requirements and highlighting areas which require amendment or review prior to council adoption in June.
- The completeness of procurement plans, considering both new and existing procurement contracts in place to give effect to procurement requirements in the financial year, i.e. the alignment of the procurement plan to the budget.
- The completeness, accuracy and reliability of Contract Registers and their interrelationship with procurement plans.
- Availability and completeness of asset registers and their ability to influence IDPs and the 3-year budget cycle for either asset maintenance or replacement/refurbishment.
- Commodity-specific opportunities for strategic procurement for improved efficiency, value-for-money and service delivery, whether at municipal, district, provincial or national level.

Municipal Planning and Procurement Process Flow



Witzenberg Municipality Assessment

Table 4 Summary of inputs received from Witzenberg Municipality

Item	Provided (Y/N)	Council Adopted? (Y/N)	Last Review Date	Comments
SCM Policy*	Y	24-Jan-24	24-Jan-24	Unclear whether included in the Council Resolution dated 31 March 2025
SOPs	N	n/a	unknown	No SOPs provided for review
SCM + AM Delegations	N	unknown	unknown	No Delegations provided.
Preferential Procurement Policy*	Y	10-Mar-23	10-Mar-23	Unclear whether included in the Council Resolution dated 31 March 2025
FIDPM Policy*	N	unknown	unknown	No FIDPM Policy provided for review
Procurement Plan	Y	unknown	unknown	Minimal provision for operating expenditure procurement
Contract Register	Y	n/a	unknown	Register provided,
Asset Mgmt Policy	Y	01-Jul-10	unknown	Includes disposal provisions; does not appear to have been reviewed or updated since 2010.
Asset Disposal Policy	n/a	n/a	n/a	Included in the AMP under Guideline procedures for the disposal of assets
Asset Register	Y	unknown	unknown	Basic GRAP Asset information and structure, omitting lifecycle tracking, and strategic alignments. No technical Asset Register

* if not incl. in SCM policy

Table 5 CM Policy sufficiency & compliance

Rating	Measure
1	No SCM policies, SOPs or Delegations provided
2	Some SCM policies, SOPs and/or Delegations provided, but not compliant or sufficient
3	Some SCM policies, SOPs and/or Delegations provided, with omissions &/or areas of improvement identified
4	All SCM policies, SOPs or Delegations provided, with areas of improvement identified
5	All SCM policies, SOPs and Delegations provided, and all are compliant & sufficient
	Municipal assessment & comments
	No SCM SOPs or Delegations submitted for review.
	The SCM Policy incorrectly makes reference to a threshold of R15 000 for suppliers whose tax matters are not in order (cl. 51). NT MFMA Circular 29 increased the threshold to R30 000.
	The Municipality has included additional provisions for deviation from competitive procurement which do not align to SCM Reg 36 and which may result in adverse audit findings and irregular expenditure. The Municipality is urged to review SCM Policy cl. 43 in consultation with the PT.
	The SCM policy provides for procedures related to logistics management; the Municipality should consider incorporating this into a SOP for inventory management.
2	<p>The Municipality incorporated the provisions of cancellation of tenders, whilst there is no regulatory prescript on how to deal with cancellation of tenders due to the repeal of the PPRs 2017. Municipalities were advised to include the following provision in their tender documents:</p> <p><i>"The Municipality is not bound to accept any bid submitted. The Municipality may accept or reject any bid (in accordance with the provisions of the Terms of Reference) and may cancel the tender contemplated herein for any reason, including, but not limited, to the reasons below:</i></p> <ul style="list-style-type: none"> - Due to changed circumstances, if there is no longer a need for the services as specified in these Terms of Reference or there is no longer a need for such services on the terms set out in these Terms of Reference; - Funds are no longer available to cover the total envisaged expenditure; - No acceptable bids are received; or - There is a material irregularity in the tender process."

Table 6 Infrastructure Procurement Policy sufficiency & compliance

Rating	Measure
1	FIDPM Policy not provided
2	FIDPM Policy provided, but not compliant or sufficient
3	FIDPM Policy provided, with omissions &/or areas of improvement identified
4	FIDPM Policy provided, with areas of improvement identified
5	FIDPM Policy provided, and is compliant & sufficient
	Municipal assessment & comments
1	No FIDPM Policy was provided for assessment, therefore no recommendations can be made. However, given the volume of infrastructure-related procurement planned at the municipality, it is recommended that this policy is carefully reviewed and/or updated before the inception of the new FY.

Table 7 SCM Involvement in planning & budgeting cycle

Rating	Measure
1	No evidence of SCM involvement in IDP
2	No explicit evidence of SCM involvement in IDP, but implied in documents provided
3	Some evidence of SCM involvement in IDP, with gaps to be addressed
4	Evidence of SCM involvement in IDP, but gaps identified
5	Clear evidence of SCM involvement in IDP
	Municipal assessment & comments
4	Some evidence of SCM involvement in IDP, with gaps to be addressed. The sources provide in the IDP and the Procurement Plan give an indication that SCM is involvement in the implementation of the IDP. e.g. " <i>The municipality's focus is to ensure that local SMMEs and local businesses are adequately empowered to provide these goods and services.</i> "
	The draft procurement plan is aligned to the basic requirements as set out in MFMA Circular 62. Furthermore, the procurement plan will be finalised once the budget has been approved.
	The procurement plan mainly focuses on Capex (97.24% of planned procurement)
	Several projects can be consolidated for efficiency gains e.g. Tools, Plant, Equipment, Furniture

The following additional risks have been specifically identified as pertaining to the draft Procurement Plan:

- Limited evidence of projects being consolidated by commodity to achieve greater value for money;
- The municipality is commended for making use of RT contract for fleet acquisition, and is encouraged to consider participating in SITA contracts for ICT requirements;
- No OpEx projects are listed in procurement plan (only includes Capital procurement).

Witzenberg Municipality's influenceable spend amounts to approximately R243m for 2025/26, compared to approximately R247m for 2024/25, broken down as follows:

Table 8 Witzenberg Influenceable Spend Amounts

	2025/26	2024/25
Inventory Consumed	28 145 214	25 929 000
Contracted Services	76 999 874	75 234 000
Operational Costs	59 196 939	60 487 000
Procurable Opex	164 342 027	161 650 000
Capital Projects	79 546 825	85 365 000
TOTAL	243 888 852	247 015 000
Rep & Maint R-value in Budget	25 777 704	31 384 000

Source: Municipal Budget A-Schedules

Repairs and Maintenance as well as Capital Projects allocations in the budget have decreased from 2024/25 to 2025/26, whereas Inventory Consumed and Contracted Services have increased by approximately 9% and 2%, respectively.

Operational expenditure constitutes 67% of the municipality’s influenceable expenditure, highlighting the necessity for increased focus on procurement planning for operational expenditure *as well as* capital expenditure.

Contract Register: Sufficiency and Alignment to Procurement Plan

The Contract Register complies partially with the requirements outlined in the National Treasury Contract Management Guide (August 2010). The register includes fields for contract monitoring such as Contract ID, Contract Description, Contract Type, Contract Value and Contract Duration, as well as appeals received and contract completion date.

It is evident that an annual review of the contract register is performed, suggesting partial alignment between the Contract Register and the Procurement Plan.

The Contract Register makes provision for several operating expenditure-related contracts, many contracts of which are due to expire in the 2025/26 year (approx. 40 contracts), but all of which are entirely omitted from the Procurement Plan.

Table 9 Sufficiency & compliance of Asset Management (incl. Disposal) Policy

Rating	Measure
1	No AMP provided
2	AMP provided, but not compliant or sufficient
3	AMP provided, with omissions &/or areas of improvement identified
4	AMP provided, with areas of improvement identified
5	AMP provided, compliant and sufficient (incl. best practice)
	Municipal assessment & comments
3	The AMP was last approved by Council in 2010
	Policy does not include a dedicated, structured approach to identifying, evaluating, and mitigating asset-related risks.
	No requirement for lifecycle costing
	The Policy addresses GRAP compliance but excludes ISO/SANS 55001 principles for asset management
	Policy does not incorporate environmental sustainability or climate resilience considerations, which are increasingly critical in asset lifecycle planning
	Disposals are addressed in the Asset Management Policy.

Table 10 Completeness of Asset Register

Rating	Measure
1	No Asset Register
2	Outdated GRAP-oriented asset register, not on ERP
3	Separate GRAP-compliant register on ERP system, but outdated ISO55001-oriented registers outside ERP system
4	Separate GRAP & ISO55001-compliant asset registers, regularly updated with only financial register housed on the ERP system
5	Integrated, GRAP & ISO55001-compliant asset register, regularly updated and housed on the ERP system
	Municipal assessment & comments
3	The Asset Register is GRAP-compliant but not aligned to the principles of the ISO/SANS 55001 standard
	Asset Register provided contains minimal integrateable fields

PT is undertaking extensive analysis of all Western Cape municipalities' asset management governance and organisational arrangements, to ensure alignment to the mSCOA refresh process and support municipalities in achieving an appropriate baseline in asset management practice before determining which municipalities would be most suitable for potential digital solutions to asset management challenges. This approach aligns to the National Treasury's IDMS Module 3 for Infrastructure Asset Management and various best practice guidelines.

Conclusion

This assessment sought to determine the extent to which SCM and Asset Management-related policies are sufficient and compliant, and whether asset management, procurement planning and contract management effectively influence the IDP and budget cycle.

Witzenberg's SCM policy includes provisions for cancellation of tenders which do not align to the repealed PPRs. This should be amended promptly to prevent audit challenges.

The municipality is urged to ensure that its procurement plan includes both CAPEX and OPEX projects, given that the majority of its procurable budget lies within operational expenditure.

Key projects in the Witzenberg IDP are included in the Procurement Plan. However, the interrelationship of the Asset Register, Procurement Plan and Contract Register could not be determined due to inherent limitations in the scope of the aforementioned documents. In particular, the renewal of operational contracts, as well as the status of assets within the asset register (and operational management of assets) should inform the procurement plan and budget.

SECTION 4: REVIEW OF THE HISTORICAL FINANCIAL INFORMATION

4.1 THE FINANCIAL PERFORMANCE AS PER THE AUDITED ANNUAL FINANCIAL STATEMENTS

The assessment of the financial health and performance is an integrated process involving a review of a municipality’s audited annual financial statements, audit report and ratio analysis. The results of the ratio analysis are used to support financial decisions and to identify factors which may influence the financial stability of the Municipality.

Adverse ratio outcomes show potential areas requiring action to ensure sustainability. The assessment trend analysis is based on the audited financial statements for 2022, 2023 and 2024; however, the table provides a five-year time frame (2020 to 2024) to provide a more comprehensive perspective for evaluating the 2025/26 budget.



The analysis is conducted as per National Treasury MFMA Circular No.71. Provincial Treasury has analysed these ratios, and the following items are highlighted.

4.2 SUMMARY AND FINDINGS FROM HISTORICAL TRENDS

NT Web-Based Portal Status

The Municipality has not submitted both the 2022/23 (restated) and 2023/24 (audited) ratio on the NT web-enabled system and PT is in the process of validating the ratios with the Municipality. Note that in order for PT to engage, it is essential that the ratio analysis submission occur on the NT web-enabled system for the FCM (MFMA Circular 114 issued February 2022). This report is based on PT calculations.

4.2.1 ASSET MANAGEMENT



No.	Financial ratios & norms	2020 Audited	2021 Audited	2022 Audited	2023 Audited	2024 Audited	*CAGR	Projection	Overall Rating
1	Impairment of Property, Plant and Equipment, Investment Property and Intangible Assets (Carrying Value): 0%	0.0%	0.1%	0.2%	0.1%	0.0%	N/A	N/A	
2	Repairs and Maintenance as a % of Property, Plant and Equipment, Investment Property (Carrying Value): 8%	1.5%	2.8%	2.3%	2.5%	2.0%	7.3%	2.2%	

- The Municipality's repairs and maintenance ratio, as a percentage of Property, Plant, and Equipment (PPE) and Investment Property, remains low compared to the benchmark of 8 per cent, indicating lower spending on repairs and maintenance relative to asset values. However, the Compound Annual Growth Rate (CAGR) of 7.3 per cent shows a steady increase in maintenance spending over time, signalling an improvement in investment in this area. Despite this growth, the Municipality still falls short of the 8 per cent target, which may not be sufficient to keep up with the increasing values of assets like PPE and investment properties.
- Proactive measures are necessary to enhance repairs and maintenance spending to ensure maintained assets and prevent future impairments. The impairment ratio, which has remained stable

between 0.0 per cent and 0.2 per cent, indicates minimal impairments and no significant upward trend. This consistent impairment ratio reflects effective asset management and aligns with the gradual increases in repairs and maintenance spending. The projected impairment ratio for 2025 is expected to remain similarly low around 0.0 per cent or 0.1 per cent unless there are significant operational changes in the Municipality.




- These ratios collectively suggest that while the Municipality is making positive progress in asset management, more focus is needed on proactive repairs and maintenance investments to ensure asset preservation and prevent future impairments. By aligning repairs and maintenance spending more closely with asset values, the Municipality can enhance its financial health and maintain its low impairment track record.

4.2.2 Working Capital

No.	Financial ratios & norms	2020 Audited	2021 Audited	2022 Audited	2023 Audited	2024 Audited	*CAGR	Projection	Overall Rating
3	Net debtors' days: ≤30 days	58 Days	58 Days	58 Days	53 Days	71 Days	4.9%	74 Days	
4	Creditors Payment Period (Trade Creditors): 30 days	41 days	42 days	38 days	61 days	45 days	2.1%	45 Days	




- The Net Debtors' Days ratio consistently exceeds the target of ≤30 days and has notably worsened in 2024, indicating possible inefficiencies in the Municipality's debt collection process. This upward trend suggests room for improvement, as prolonged debtor days may strain liquidity and hinder operational efficiency. With a CAGR of 4.9 per cent, immediate and effective actions are necessary to address this issue and prevent potential risks to the Municipality's financial stability.
- Similarly, the creditors' payment period has consistently exceeded the 30-day benchmark, ranging between 38 and 61 days over the past five years. While there was a slight improvement in 2024 due to a decrease in trade creditors and increases in contracted services and bulk purchases, overall performance has been inconsistent. This inconsistency suggests potential cash flow challenges or internal delays, which could strain supplier relationships and impact service delivery. The lack of projected improvement for 2025 highlights the need for stronger financial controls.
- In conclusion, addressing inefficiencies in both debtor collections and creditor payments is crucial for enhancing the Municipality's working capital management. Improving these areas will bolster financial sustainability, enhance liquidity, and reduce exposure to financial risk in the long run.

4.2.3 Going Concern

No.	Financial ratios & norms	2020 Audited	2021 Audited	2022 Audited	2023 Audited	2024 Audited	*CAGR	Projection	Overall Rating
5	Total Liabilities to Total Assets: <50%	22.0%	24.2%	21.9%	19.6%	17.5%	-5.6%	16.5%	
6	Total Debt to Total Assets	0.4%	0.2%	0.2%	0.0%	0.1%	-32.0%	0.1%	
7	Current Ratio: 1.5-2:1	1.8	1.7	2.3	2.1	2.6	9.7%	2.9	

- The Total Liabilities to Total Assets ratio has shown a positive trend, decreasing from 22.0 per cent in 2020 to 17.5 per cent in 2024. This reduction indicates effective debt management and improves financial position. With a Compound Annual Growth Rate (CAGR) of -5.6 per cent, the ratio reflects a consistent and prudent approach to reducing liabilities in relation to assets, key for long-term financial stability. The projected ratio of 16.5 per cent suggests this positive trend will continue, highlighting the Municipality's strong financial health and balanced asset-liability approach. The ratio well below the 50 per cent benchmark underscores a stable financial outlook, enhancing the Municipality's Going Concern status and sustainable growth path.
- The Total Debt to Total Assets ratio has also improved significantly, dropping from 0.4 per cent in 2020 to 0.1 per cent in 2024, with a CAGR of -32.0 per cent. This decline shows proactive debt management, strengthening the Municipality's financial position. The projected ratio of 0.1 per cent indicates a continued low debt burden, reinforcing the solid financial foundation. This trend reduces financial distress risk and enhances the Going Concern status, ensuring a stable financial outlook.
- The Current Ratio, measuring the Municipality's ability to cover short-term liabilities with short-term assets, has consistently stayed within a healthy range of 1.5 to 2:1. It has increased from 1.8 in 2020 to 2.6 in 2024, showing improved capacity to meet short-term obligations. With a CAGR of 9.7 per cent, this rise indicates enhanced liquidity management and effective handling of short-term financial pressures. The projected ratio of 2.9 supports the expectation of continued positive liquidity management, reinforcing the Municipality's strong financial position and Going Concern status, prepared to meet short-term financial needs confidently.

* CAGR = Compound annual growth rate is a business and investing specific term for the geometric progression ratio that provides a constant rate of return over the time period. $CAGR = [(End\ Value/Beginning\ Value)^{1/number\ of\ years\ of\ growth}] - 1$

	Favourable
	Unfavourable
	Needs Improvement

4.3 mSCOA IMPLEMENTATION

4.3.1 Credibility of mSCOA Data Strings

- MFMA Circular No.122 states that the credibility and accuracy of the data strings must be verified by municipalities before submission as the data strings submitted will be used as the single source for all analysis and publications in the 2023/24 municipal financial year. Municipalities have been given access to the GoMuni portal in April 2022 and should use the reports on GoMuni to verify the credibility of their submissions. It should be emphasized that errors in the data can only be corrected in the next open period. e.g., errors in the tabled budget (TABB) data string can only be corrected in the adopted budget data string (ORGB). Municipalities are not allowed to open closed periods to make corrections.
- Comparison of the submitted budget document and the data strings showed differences on the statement of financial position and budgeted cash flows.

Table 11 mSCOA Segments Use Analysis

No	Segment	TABB 2026
1	Project Segment	
1.1	Use of the Project Segment	The municipality has not consistently applied balance sheet budgeting and movement accounting due to Operational:Typical Work Streams:Property Rates Rebate:Indigent Owners which has only included the "Monthly Billings".
2	Fund Segment	
2.1	Use of Fund Segment	The same applies to the funding segment, there is a missing leg for the property rates rebates, which is why the funding segment is not balancing. The funding source should be assigned to depreciation, as only a few items have a funding source, while the rest are classified as non-funding transactions.
3	Function Segment	
3.1	Use of Function Segment	The same error applies to the function segment not balancing to zero due to incorrect accounting treatment of the property rates rebates. The function for bulk purchases should be classified under energy sources, as it is currently classified under finance and administration.
4	Costing Segment	
4.1	Use of Costing Segment	Sufficiently used
5	Region Segment	
5.1	Use of Region Segment	Same error applies to the Regional segment not balancing to zero due incorrect accounting treatment for the property rates rebates.
6	Item Segment :	
6.1	<p>The municipality's balance sheet budget needs to be reviewed as discrepancies are still evident in items such as property rates and service charges, including electricity and water. VAT for debt impairment has been incorrectly accounted for, as the debit side includes VAT, which should not be the case. The contra account for depreciation does not align, as the intangible assets for computer software have not been included in the contra account.</p> <p>A VAT reconciliation needs to be done for the bulk purchases, as it appears that the VAT is overstated. Water inventory has not been properly disclosed or accounted for, and no natural sources have been budgeted under the inventory account.</p>	

- Provincial Treasury has provided the TABB segment tools analysis to the Municipality, with the goal of assisting municipalities in examining their data and determining if the information is appropriately retrieved across all segments before finalising the ORGB data strings. TABB shall be rectified in the ORGB before the adopted budget is locked on the financial system and the ORGB data string is created. Furthermore, it is recommended that the Municipality make themselves available for a session (through MS Teams) on the TABB segment analysis to provide further clarification on the segment analysis tools.
- Municipalities must ensure that all planned transactions are included in the budget, reflecting their impact on the statement of financial position. Proper combinations of mSCOA segments must be used to ensure credible data strings.

SECTION 5: CONCLUSION

The 2025 SIME 2 assessment highlights key issues for consideration and offers recommendations aimed at supporting more effective planning, budgeting and service delivery. It also underscores the importance of addressing identified risks, strengthening financial credibility and sustainability and promoting greater alignment and integration across key planning frameworks.

We look forward to engaging further during the upcoming meeting in May 2025, where these matters will be discussed in more detail. This engagement will provide an opportunity for open dialogue, shared understanding, and collaborative efforts to strengthen planning and service delivery within the Municipality.

ANNEXURE E



2025 STRATEGIC INTEGRATED MUNICIPAL ENGAGEMENT

Date 7 May 2025

2025/26 MTREF Assessment Response

MTREF Assessment Response

Integrated Development & Spatial Planning

- *Service Provider for SDF appointed.*
- *Capital Expenditure Framework part of scope of work.*
- *RSEP funding for survey of informal settlements.*
- *Better alignment between IDP, SDBIP, SDF, CEF and budget.*

MTREF Assessment Response

Economic Sustainability

- *The Municipality should develop a comprehensive Long-Term Financial Plan (LTFP) with scenario-based modelling to guide financial decisions and enhance resilience over the medium term.*
- *The Capital Expenditure Framework for the next ten years and beyond was updated two years ago.*
- *The update of the CEF is part of the mandate of the service provider appointed for the updating of the Spatial Development Framework*

MTREF Assessment Response

Economic Sustainability

- *Employee-related costs must be better aligned with affordability indicators. Growth in non-salary items should be linked to productivity improvements and expenditure reviews.*
- *The salary expenditure ratios are within acceptable norms. (31.9%)*
- *The staff complement was not increased in the past ten years in line with the population growth.*
- *Overtime and standby payments can be reduced by the appointment of additional staff.*

MTREF Assessment Response

Economic Sustainability

- *Revenue enhancement initiatives, including indigent registration, billing accuracy, and credit control, should be prioritized to strengthen own-revenue sustainability.*
- *We do not agree with the inaccurate billing finding – please elaborate.*
- *Amendments to relevant policies were tabled in council for consideration with the budget.*
- *An electronic indigent system will be implemented to improve the application and renewal process for indigent households.*
- *Negotiations are held with DBSA to help with revenue enhancement.*

MTREF Assessment Response

Revenue and Expenditure

- *the Municipality budgeted R76.89 million for debt impairment, which is significantly lower than the R112.34 million calculated using the funding tool in line with MFMA Circular 71 and audited data.*
- *Debt Impairment of R76.89 was calculated based upon a 90% collection rate for service charges and 20% collection rate for fines.*
- *Kindly note that accrued revenue R 77 million is included in year end debtors which distort the collection rates and impairment calculations.*
Industrial effluent R 40 million (prior year R 14 million)

MTREF Assessment Response

Revenue and Expenditure

- *An assessment of the budgeted cash flow receipts from property rates and service charges, using the "Current Debtors Collection Rate" disclosed in Table SA8 at 125.5 per cent, reveals an overstatement in projected inflows. The Municipality's budget is based on a 90 per cent collection rate; however, audited AFS shows a declining trend. The collection rate for services declined from 88.9 per cent in 2022 to 82.2 per cent in 2024, while property rates decreased from 93.2 per cent to 92.2 per cent over the same period*
- *SA 8- Formulae incorrect. Does not consider Property Rates. Formulae also ignore VAT which is included in the Cash flow and excluded in the Statement of Financial Performance. Reperformance of the calculation yields a collection rate of 92%*

MTREF Assessment Response

Revenue and Expenditure

- *A review of the cash flow projections in relation to the Statement of Financial Position reveals a misalignment between capital financing and the associated cash flow movements. While capital expenditure for 2025/26 is budgeted at R79.5 million and reflected appropriately as a cash outflow under investing activities, the financing section shows a net cash outflow of R3.18 million despite the inclusion of new borrowing of R15 million in the capital funding mix.*
- *The R 15 million loan is a portion of the R 25 million loan included in the 2024/2025 budget. R3.18 million represent the redemption payment*

MTREF Assessment Response

Revenue and Expenditure

- *The Municipality indicated an expected electricity revenue growth of 11.32 per cent for the 2025/26 financial year. While this exceeds the projected inflation rate of 4.3 per cent, the growth is not consumption driven, as no consumption growth is projected. Instead, the increase is primarily linked to anticipated Eskom bulk tariff adjustments,*
- *The municipality's negligible surplus on electricity indicates its commitment to cost reflective tariffs.*
- *Bulk Purchases is 87% of Electricity expenditure.*

MYBROADBAND

29/04/2025

● *To date, NERSA has received compliant tariff applications from the following licensees:*

● *City of Mbombela Municipality*

● *Dr Pixley ka Isaka Seme Municipality*

● *Matjhabeng Municipality*

● *Msukaligwa Municipality*

● *Overstrand Municipality*

● *Saldanha Bay Municipality*

● *Senqu Municipality*

● *Umsobomvu Municipality*

● ***Witzenberg Municipality.***

MTREF Assessment Response

Strategic Procurement

- The SCM Policy incorrectly makes reference to a threshold of R15 000 for suppliers whose tax matters are not in order (cl. 51). NT MFMA Circular 29 increased the threshold to R30 000.
- The SCM regulations of 2003 were promulgated by the Minister of Finance, acting with the concurrence of the Minister for Provincial and Local Government in Government Gazette 27636. I am respectfully of opinion that the regulations cannot be amended by a circular issued by a National Treasury official.
- The contents of NT MFMA Circular 29 was not included in the amendments to the regulations as promulgated by the Minister of Finance acting with concurrence of the Minister of Cooperative Governance and Traditional Affairs in Government Gazette 49863, dated 14 December 2023.

MTREF Assessment Response

Strategic Procurement

- The Municipality has included additional provisions for deviation from competitive procurement which do not align to SCM Reg 36 and which may result in adverse audit findings and irregular expenditure.
- **The SCM policy does not include additional provisions for deviation from competitive procurement, but it provide more clarity (elaborate) on the deviation process.**

MTREF Assessment Response

Ecological Infrastructure

- The municipality has an Invasive Alien Species Strategy 2035 including Invasive Species Monitoring, Control & Eradication Plans for the Ceres Mountain Fynbos Nature reserve (CMFNR), the PAH, ODB & Wolseley commonages. These plans have since lapsed and are currently undergoing review.

MTREF Assessment Response

Ecological Infrastructure

- To support alien vegetation eradication efforts within the CMFNR, the Ceres Business Initiative has entered into a public-private partnership with the municipality, securing funding from local businesses, farmers, and Independent Power Producers (IPPs). Additionally, a local IPP is funding Ecological Infrastructure (EI) projects within the CMFNR to promote biodiversity conservation and enhance the quality and quantity of drinking water for the towns of Ceres, Bella Vista, N'duli, and PAH. These projects also contribute to local job creation, providing employment opportunities for youth and helping to alleviate poverty within the community.

MTREF Assessment Response

Ecological Infrastructure

- In collaboration with the WWF Nedbank Green Fund Trust, the Ceres Rivers Restoration Program has been identified. Ceres is located within the Upper Catchment of the Breede River, a waterway of high ecological significance that plays a crucial role in the socio-economic activities of the Cape Winelands District. The primary objective of the restoration program is to enhance and conserve vital water resources, ensuring long-term sustainability and ecosystem health.

Key Areas for Discussion / Areas of Support

Priority 1: Lack of Eskom to supply electricity

- Without a sufficient and sustainable electricity supply, the Witzenberg economy finds itself in dire straits.

The hard-hitting facts are that Witzenberg Municipality is for all intents and purposes running at its NMD (Notified Maximum Demand) of 41,5 MVA.

The current Eskom backbone network does not permit an increase of this NMD until such time that their backbone network has been upgraded. The implications of this is 7 years and R360 million, meaning that 2030 is the earliest our NMD can be upgraded.

It is therefore an urgent need that Witzenberg be assisted with the alternative energy project, funded by Provincial government to overcome this problem.

Priority 1: Lack of Eskom to supply electricity

Below is a table depicting the current and immediate future growth, its load forecast.

	Ceres	Tulbagh	Wolseley
NMD	36.5 MVA NMD (41.5) Highest Registered 38.89 MVA (Feb 22)	4.5 MVA NMD Highest Registered 4.18MVA (Feb 22)	5.2 MVA NMD Highest Registered 5.1 MVA (Feb 22)
Developments proceeding	<ul style="list-style-type: none"> Vredebes development (2850 RDP housing units) 5.2 MVA Bella Frutta 1 MVA Golfing estate dev (slow growth) 0.5MVA Erf 9602 Ceres Mall 1MVA <p style="text-align: center;">[6.7 MVA]</p>	<ul style="list-style-type: none"> Informal settlement growth 1 MVA <p style="text-align: center;">[1 MVA]</p>	<ul style="list-style-type: none"> Pine Valley 2H (120 Houses) 0.5 MVA Lotus Flower 3 1.5MVA (Construction phase) <p style="text-align: center;">[2 MVA]</p>
Developments on "hold"	<ul style="list-style-type: none"> Belmont Development 0.5MVA Kleinbegin (220 RDP housing units) 0.5 MVA Mazoe (270 RDP housing units) 0.8 MVA <p style="text-align: center;">[1.8 MVA]</p>	<ul style="list-style-type: none"> Natural growth short term 0.5MVA Digby (315 housing units) 1MVA Waverenskroon (1350 housing units / Commercial 16 970m² / Institutional 20 775 m² / Recreation 24 400m²) 1.5 MVA <p style="text-align: center;">[3 MVA]</p>	<ul style="list-style-type: none"> Natural growth short term 0.5MVA VV4 1MVA (phased) Goedgevonden (269 units security/frail care) 1 MVA <p style="text-align: center;">[2.5 MVA]</p>
	TOTAL 8.5 MVA	Total 4 MVA	Total 4.5 MVA

Priority 2: Infrastructure needs

- *Some Electricity, Water and Sewer reticulation networks have reached the end of its economic useful life.*
- *Additional reservoirs for improved water provision.*
- *Stormwater network for PAH*
- *Winterbourne sewer system for PAH*
- *Social Infrastructure (sport fields) for ODB*

Capital Budget & Infrastructure

CAPITAL BUDGET 2025/26 R'000

MIG FUNDING	
Library Nduli	8 926
Sports Facilities Upgrade Tulbagh	4 301
Tulbagh Reservoir	5 189
Nduli Water pipeline	3 268
Tierhokskloof – Wolseley - Bulk Pipeline	723


CAPITAL BUDGET 2025/26 R'000

PROPOSED LOAN	
Electricity Substation	15 000
ENERGY EFFICIENCY GRANT	
Upgrade Of Streetlights	3 478

CAPITAL BUDGET 2025/26 R'000

OWN FUNDS	
Electricity upgrades & equipment	6 090
Streets	15 750
Vehicles	1 000
Water	3 700
Sewerage	1 800
Community Services	3 314
Other	2 880

THANK YOU



WITZENBERG

Municipality • Munisipaliteit • UMasisipala Wase





RATES AND TARIFFS 2025/2026 - 2027/2028

Tariffs 2024/2025 Excluding Vat	Description	VAT Status	Tariffs 2025/2026 Including Vat	Variance	Indicative Tariffs 2026/2027 Including Vat	Variance	Indicative Tariffs 2027/2028 Including Vat	Variance	Tariffs 2025/2026 Excluding Vat
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1. Property rates and other municipal taxes

1.1. Property rates									
R 0.00648	1.1.1. Residential Property	0.0%	R 0.00700	8.00%	R 0.00756	8.00%	R 0.00816	8.00%	R 0.00700
R 0.00648	1.1.2. Informal Settlements	0.0%	R 0.00700	8.00%	R 0.00756	8.00%	R 0.00816	8.00%	R 0.00700
R 0.01782	1.1.3. Business/Commercial Property	0.0%	R 0.01925	8.00%	R 0.02079	8.00%	R 0.02245	8.00%	R 0.01925
R 0.01782	1.1.4. Industrial Property	0.0%	R 0.01925	8.00%	R 0.02079	8.00%	R 0.02245	8.00%	R 0.01925
1.1.5. Agricultural Properties:									
R 0.00150	1.1.5.1. Bona fida Agricultural	0.0%	R 0.00162	8.00%	R 0.00175	8.00%	R 0.00189	8.00%	R 0.00162
R 0.01782	1.1.5.2. Agricultural/Business	0.0%	R 0.01925	8.00%	R 0.02079	8.00%	R 0.02245	8.00%	R 0.01925
R 0.01782	1.1.5.3. Agricultural/Industrial	0.0%	R 0.01925	8.00%	R 0.02079	8.00%	R 0.02245	8.00%	R 0.01925
R 0.01782	1.1.6. Public service purposes	0.0%	R 0.01925	8.00%	R 0.02079	8.00%	R 0.02245	8.00%	R 0.01925
R 0.01782	1.1.7. Vacant Land - Urban	0.0%	R 0.01925	8.00%	R 0.02079	8.00%	R 0.02245	8.00%	R 0.01925
R 0.01782	1.1.8. Public Service Infrastructure	0.0%	R 0.01925	8.00%	R 0.02079	8.00%	R 0.02245	8.00%	R 0.01925
R 0.00162	1.1.9. Public Benefit Organisations	0.0%	R 0.00175	8.00%	R 0.00189	8.00%	R 0.00204	8.00%	R 0.00175
R 0.00162	1.1.10. Building clauses	0.0%	R 0.00175	8.00%	R 0.00189	8.00%	R 0.00204	8.00%	R 0.00175

Pensioners may qualify for a rebate of 50% on residential property in terms of councils policy.

Exemption

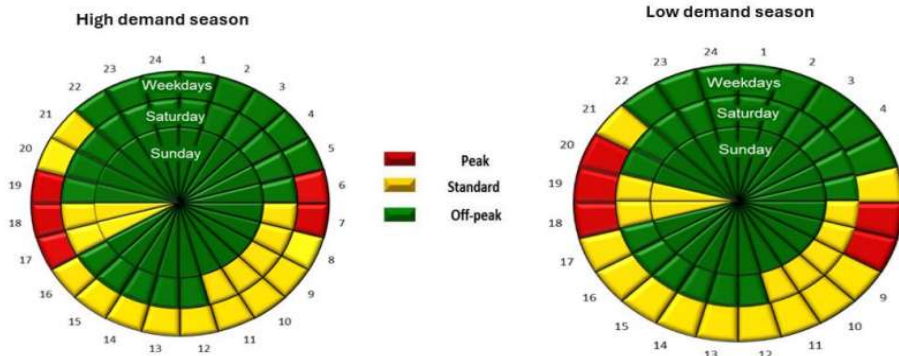
The first R 150 000.00 of property values are exempt from rates for tariffs 1.1.1 & 1.1.2

1.2. Tariffs are based on the actual use of the property.

2. Electricity Service Tariffs

High-demand (June – August) and low-demand (September – May) seasons

High-demand tariffs applicable to July - September accounts



2.1 Service Availability:									
R 326.80	Service Availability charge per month or part of it: Unimproved sites ≤ 1000 m2	15.0%	R 460.00	22.40%	R 710.133	54.38%	R 1,011.002	42.37%	R 400.00
	Additional Service Availability charge per month or part of it: Unimproved sites > 1000 m2 per additional 1000 m2	15.0%	R 115.00	New	R 139.200	21.04%	R 168.432	21.00%	R 100.00
2.2 Residential customers									
2.2.1 Single part tariff									
2.2.1.1 Prepaid 30 Amps limit									
R 2.244	0-50 kWh	15.0%	R 2.86	10.97%	R 3.188	11.32%	R 3.548	11.32%	R 2.4900
R 2.244	51-350 kWh	15.0%	R 2.86	10.97%	R 3.188	11.32%	R 3.548	11.32%	R 2.4900
R 2.244	351-600 kWh	15.0%	R 2.86	10.97%	R 3.188	11.32%	R 3.548	11.32%	R 2.4900
R 3.864	601-800 kWh	15.0%	R 4.92	10.78%	R 5.479	11.32%	R 6.099	11.32%	R 4.2800
R 3.864	Above 800 kWh	15.0%	R 4.92	10.78%	R 5.479	11.32%	R 6.099	11.32%	R 4.2800
2.2.1.2 Prepaid > 30 Amps									
	New Basic Charge	15.0%	R 0.00	New	R 0.000	#DIV/0!	R 0.000	#DIV/0!	R 0.0000
	New Capacity charge (R/Amp)	15.0%	R 0.00	New	R 0.000	#DIV/0!	R 0.000	#DIV/0!	R 0.0000
	0-50 kWh	15.0%	R 2.90	12.30%	R 3.250	12.15%	R 3.620	11.38%	R 2.5200
	51-350 kWh	15.0%	R 2.90	12.30%	R 3.250	12.15%	R 3.620	11.38%	R 2.5200
	351-600 kWh	15.0%	R 2.90	12.30%	R 3.250	12.15%	R 3.620	11.38%	R 2.5200
	601-800 kWh	15.0%	R 4.97	11.81%	R 5.550	11.71%	R 6.170	11.17%	R 4.3200
	Above 800 kWh	15.0%	R 4.97	11.81%	R 5.550	11.71%	R 6.170	11.17%	R 4.3200
2.2.1.3 Credit meter - Single phase									
	New Basic Charge	15.0%	R 135.65	New	R 201.348	48.4%	R 280.175	39.15%	R 117.9606
	New Capacity charge (R/Amp)	15.0%	R 6.88	New	R 10.981	59.5%	R 15.917	44.95%	R 5.9863
R 2.549	0-50 kWh	15.0%	R 2.33	-20.44%	R 2.250	-3.50%	R 2.120	-5.77%	R 2.0276
R 2.549	51-350 kWh	15.0%	R 2.33	-20.44%	R 2.250	-3.50%	R 2.120	-5.77%	R 2.0276
R 2.549	351-600 kWh	15.0%	R 2.33	-20.44%	R 2.250	-3.50%	R 2.120	-5.77%	R 2.0276
R 4.095	601-800 kWh	15.0%	R 3.96	-15.83%	R 3.939	-0.65%	R 3.856	-2.09%	R 3.4472
R 4.095	Above 800 kWh	15.0%	R 3.96	-15.83%	R 3.939	-0.65%	R 3.856	-2.09%	R 3.4472

RATES AND TARIFFS 2025/2026 - 2027/2028

Tariffs 2024/2025 Excluding Vat		Description	VAT Status	Tariffs 2025/2026 Including Vat	Variance	Indicative Tariffs 2026/2027 Including Vat	Variance	Indicative Tariffs 2027/2028 Including Vat	Variance	Tariffs 2025/2026 Excluding Vat
	2.2.2	Three phase								
R 1,034.28	2.2.2.2	Three phase (Limited to 60 Amps per house)								
	NEW	Basic charge per month or part of it:	15.0%	R 166.05	-86.04%	-R 244.850	-247.5%	-R 750.910	206.7%	R 144.39
		Capacity charge (R/Amp/Phase)	15.0%	R 8.94	New	R 13.270	48.4%	R 18.465	39.15%	R 7.77
R 1.482		Energy in c/kWh	15.0%	R 2.19	28.20%	R 2.895	32.5%	R 3.738	29.11%	R 1.90
R 1.482		0-50 kWh	15.0%	R 2.19	28.20%	R 2.895	32.5%	R 3.738	29.11%	R 1.90
R 1.482		51-350 kWh	15.0%	R 2.19	28.20%	R 2.895	32.5%	R 3.738	29.11%	R 1.90
R 2.132		351-600 kWh	15.0%	R 2.19	-10.90%	R 2.586	18.4%	R 3.050	17.94%	R 1.90
		Above 600 kWh	15.0%	R 2.19						
	2.3	Commercial customers								
	2.3.1	Prepaid customers <= 20 Amp								
R 0.00	2.3.1.1	Basic charge per month or part of it:	15.0%	R 0.00		R 0.000		R 0.000		R 0.00
R 3.587	2.3.1.2	Energy in c/kWh	15.0%	R 4.59	11.32%	R 5.112	11.3%	R 5.691	11.32%	R 3.99
R 3.892		0-600 kWh	15.0%	R 4.85	8.43%	R 5.354	10.3%	R 5.907	10.32%	R 4.22
		Above 600 kWh	15.0%							
	2.3.2	Single phase Prepaid and Credit meters								
		No new connections allowed larger than 80 AMPS on Single phase on this tariff								
	2.3.2.1	Basic charge per month or part of it:								
R 646.41	1 Ph 20 Amp	1 Ph 20 Amp Basic charge (R/month)	15.0%	R 574.31	-22.74%	R 545.369	-5.0%	R 502.513	-7.86%	R 499.40
		Capacity charge (R/Amp)	15.0%	R 8.95	New	R 9.961	11.3%	R 11.089	11.32%	R 7.78
R 2.933		Energy charge (R/kWh)	15.0%	R 3.67	8.93%	R 4.060	10.5%	R 4.486	10.50%	R 3.19
R 1,217.92	1 Ph 40 Amp	1 Ph 40 Amp Basic charge (R/month)	15.0%	R 1,008.73	-27.98%	R 918.671	-8.9%	R 795.297	-13.4%	R 877.16
		Capacity charge (R/Amp)	15.0%	R 8.95	New	R 9.961	11.3%	R 11.089	11.32%	R 7.78
R 2.933		Energy charge (R/kWh)	15.0%	R 3.67	8.93%	R 4.060	10.5%	R 4.486	10.50%	R 3.19
R 1,216.09	1 Ph 60 Amp	1 Ph 60 Amp Basic charge (R/month)	15.0%	R 1,076.83	-23.00%	R 1,020.622	-5.2%	R 937.891	-8.11%	R 936.37
		Capacity charge (R/Amp)	15.0%	R 8.95	New	R 9.961	11.3%	R 11.089	11.32%	R 7.78
R 2.933		Energy charge (R/kWh)	15.0%	R 3.67	8.93%	R 4.060	10.5%	R 4.486	10.50%	R 3.19
R 1,217.92	1 Ph 80 Amp	1 Ph 80 Amp Basic charge (R/month)	15.0%	R 1,078.40	-23.01%	R 1,022.077	-5.2%	R 939.186	-8.11%	R 937.74
		Capacity charge (R/Amp)	15.0%	R 8.95	New	R 9.961	11.3%	R 11.089	11.32%	R 7.78
R 2.933		Energy charge (R/kWh)	15.0%	R 3.67	8.93%	R 4.060	10.5%	R 4.486	10.50%	R 3.19
R 1,561.60	1 Ph 100 Amp	1 Ph 100 Amp Basic charge (R/month)	15.0%	R 1,372.03	-23.60%	R 1,294.647	-5.6%	R 1,182.162	-8.69%	R 1,193.07
		Capacity charge (R/Amp)	15.0%	R 8.95	New	R 9.961	11.3%	R 11.089	11.32%	R 7.78
R 2.933		Energy charge (R/kWh)	15.0%	R 3.67	8.93%	R 4.060	10.5%	R 4.486	10.50%	R 3.19
R 1,491.45	1 Ph 150 Amp	1 Ph 150 Amp Basic charge (R/month)	15.0%	R 1,312.09	-23.50%	R 1,239.010	-5.6%	R 1,132.569	-8.59%	R 1,140.95
		Capacity charge (R/Amp)	15.0%	R 8.95	New	R 9.961	11.3%	R 11.089	11.32%	R 7.78
R 2.933		Energy charge (R/kWh)	15.0%	R 3.67	8.93%	R 4.060	10.5%	R 4.486	10.50%	R 3.19
R 1,651.65	1 Ph 200 Amp	1 Ph 200 Amp Basic charge (R/month)	15.0%	R 1,448.97	-23.71%	R 1,366.064	-5.7%	R 1,245.827	-8.80%	R 1,259.97
		Capacity charge (R/Amp)	15.0%	R 8.95	New	R 9.961	11.3%	R 11.089	11.32%	R 7.78
R 2.933		Energy charge (R/kWh)	15.0%	R 3.67	8.93%	R 4.060	10.5%	R 4.486	10.50%	R 3.19
R 2,018.70	1 Ph 250 Amp	1 Ph 250 Amp Basic charge (R/month)	15.0%	R 1,848.41	-20.38%	R 1,784.589	-3.5%	R 1,682.632	-5.71%	R 1,607.31
		Capacity charge (R/Amp)	15.0%	R 8.95	New	R 9.961	11.3%	R 11.089	11.32%	R 7.78
R 2.933		Energy charge (R/kWh)	15.0%	R 3.67	8.93%	R 4.060	10.5%	R 4.486	10.50%	R 3.19
		All users with greater than 80Amp Connections must be converted to 3 phase connections								

RATES AND TARIFFS 2025/2026 - 2027/2028

Tariffs 2024/2025 Excluding Vat	Description	VAT Status	Tariffs 2025/2026 Including Vat	Variance	Indicative Tariffs 2026/2027 Including Vat	Variance	Indicative Tariffs 2027/2028 Including Vat	Variance	Tariffs 2025/2026 Excluding Vat
2.3.3	Three phase								
	No new connections allowed larger than 150 AMPS on Three phase on this tariff								
2.3.3.1	Basic charge per month or part of it:								
	Three phase <=150 Amp 3 phase								
R 2,016.52 3 Ph 20 Amp	20A - Connection	15.0%	R 1,778.26	-23.32%	R 1,681.503	-5.4%	R 1,540.053	-8.41%	R 1,546.31
	Capacity charge (R/Amp)	15.0%	R 8.95	New	R 9.961	11.3%	R 11.089	11.32%	R 7.78
R 2.604	Energy charge (R/kWh)	15.0%	R 3.14	4.74%	R 3.418	9.0%	R 3.724	8.94%	R 2.73
R 2,158.71 3 Ph 40 Amp	40A - Connection	15.0%	R 1,899.74	-23.48%	R 1,794.264	-5.6%	R 1,640.567	-8.57%	R 1,651.95
	Capacity charge (R/Amp)	15.0%	R 8.95	New	R 9.961	11.3%	R 11.089	11.32%	R 7.78
R 2.604	Energy charge (R/kWh)	15.0%	R 3.14	4.74%	R 3.418	9.0%	R 3.724	8.94%	R 2.73
R 2,106.55 3 Ph 60 Amp	60A - Connection	15.0%	R 1,855.19	-23.42%	R 1,752.910	-5.5%	R 1,603.707	-8.51%	R 1,613.20
	Capacity charge (R/Amp)	15.0%	R 8.95	New	R 9.961	11.3%	R 11.089	11.32%	R 7.78
R 2.604	Energy charge (R/kWh)	15.0%	R 3.14	4.74%	R 3.418	9.0%	R 3.724	8.94%	R 2.73
R 2,270.55 3 Ph 80 Amp	80A - Connection	15.0%	R 2,081.15	-20.30%	R 2,010.395	-3.4%	R 1,896.956	-5.64%	R 1,809.69
	Capacity charge (R/Amp)	15.0%	R 8.95	New	R 9.961	11.3%	R 11.089	11.32%	R 7.78
R 2.604	Energy charge (R/kWh)	15.0%	R 3.14	4.74%	R 3.418	9.0%	R 3.724	8.94%	R 2.73
R 3,043.91 } Ph 100 Amp	100A - Connection	15.0%	R 2,741.88	-21.67%	R 2,623.730	-4.3%	R 2,443.694	-6.86%	R 2,384.25
	Capacity charge (R/Amp)	15.0%	R 8.95	New	R 9.961	11.3%	R 11.089	11.32%	R 7.78
R 2.604	Energy charge (R/kWh)	15.0%	R 3.14	4.74%	R 3.418	9.0%	R 3.724	8.94%	R 2.73
R 3,839.16 } Ph 150 Amp	150A - Connection	15.0%	R 3,421.33	-22.51%	R 3,254.433	-4.9%	R 3,005.914	-7.64%	R 2,975.07
	Capacity charge (R/Amp)	15.0%	R 8.95	New	R 9.961	11.3%	R 11.089	11.32%	R 7.78
R 2.604	Energy charge (R/kWh)	15.0%	R 3.14	4.74%	R 3.418	9.0%	R 3.724	8.94%	R 2.73
R 4,093.56 } Ph 200 Amp	200A - Connection	15.0%	R 3,637.95	-22.72%	R 3,455.109	-5.0%	R 3,184.260	-7.84%	R 3,163.43
	Capacity charge (R/Amp)	15.0%	R 8.95	New	R 9.961	11.3%	R 11.089	11.32%	R 7.78
R 2.604	Energy charge (R/kWh)	15.0%	R 3.14	4.74%	R 3.418	9.0%	R 3.724	8.94%	R 2.73
R 4,191.35 } Ph 250 Amp	250A - Connection	15.0%	R 3,722.23	-22.78%	R 3,533.747	-5.1%	R 3,254.901	-7.89%	R 3,236.72
	Capacity charge (R/Amp)	15.0%	R 8.95	New	R 9.961	11.3%	R 11.089	11.32%	R 7.78
R 2.604	Energy charge (R/kWh)	15.0%	R 3.14	4.74%	R 3.418	9.0%	R 3.724	8.94%	R 2.73
2.4	Rural customers								
2.4.1	< 25 KVA								
R 1,209.48	Basic charge per month or part of it:	15.0%	R 1,548.35	11.32%	R 1,723.619	11.3%	R 1,918.731	11.32%	R 1,346.39
R 3.110	Energy in c/kWh	15.0%	R 4.10	14.58%	R 4.605	12.4%	R 5.174	12.37%	R 3.56
2.4.2	25 KVA <= 50 KVA								
R 1,767.87	Basic charge per month or part of it:	15.0%	R 2,263.19	11.32%	R 2,519.386	11.3%	R 2,804.580	11.32%	R 1,967.99
R 3.112	Energy in c/kWh	15.0%	R 4.10	14.50%	R 4.604	12.4%	R 5.172	12.34%	R 3.56
2.4.3	50 KVA <= 100 KVA								
R 2,326.50	Basic charge per month or part of it:	15.0%	R 2,978.35	11.32%	R 3,315.498	11.3%	R 3,690.816	11.32%	R 2,589.87
R 3.112	Energy in c/kWh	15.0%	R 4.10	14.50%	R 4.562	11.3%	R 5.078	11.32%	R 3.56
2.5	BULK CONSUMERS (LARGE POWER USERS)								
	All Large Power Users (LPU) must maintain a power factor of 0.85 lagging or better								
	The following public holidays will always be treated as a Sunday for Large Power Users. New Year's Day, Good Friday, Family Day, Christmas Day and Day of Goodwill. All other public holidays will be treated as the day of the week on which it falls.								
2.5.1	Rural customers								
2.5.1.1	Time of use customers								
2.5.1.1.2	Low tension								
R 9,108.40	Basic charge per month or part of it	15.0%	R 8,039.71	-23.25%	R 4,919.267	-38.8%	R 989.330	-79.9%	R 6,991.05
New	Capacity Charge	15.0%	R 36.56	New	R 81.397	122.6%	R 135.917	66.98%	R 31.79
R 227.41	Demand charge R/KVA	15.0%	R 270.34	3.37%	R 277.812	2.8%	R 283.507	2.05%	R 235.08
	Energy charge c/kWh								
	High season								
R 7.266	Peak time	15.0%	R 9.73	16.39%	R 11.298	16.2%	R 13.102	15.97%	R 8.46
R 2.343	Standard	15.0%	R 3.13	16.10%	R 3.626	15.9%	R 4.196	15.72%	R 2.72
R 1.389	Off- peak time	15.0%	R 1.84	15.11%	R 2.114	15.0%	R 2.428	14.87%	R 1.60
	Low season								
R 2.538	Peak time	15.0%	R 3.37	15.62%	R 3.896	15.5%	R 4.493	15.31%	R 2.93
R 1.801	Standard	15.0%	R 2.40	15.70%	R 2.768	15.5%	R 3.194	15.38%	R 2.08
R 1.214	Off- peak time	15.0%	R 1.61	15.53%	R 1.861	15.4%	R 2.145	15.24%	R 1.40
New	Reactive Energy	15.0%	R 0.12	New	R 0.275	122.6%	R 0.459	66.98%	R 0.11
2.5.2	Urban customers								
2.5.2.1	Time of use customers								
2.5.2.1.1	> 1 MVA High tension (Urban)								
R 28,897.04	Basic charge per month or part of it	15.0%	R 25,205.94	-24.15%	R 14,937.447	-40.7%	R 2,021.168	-86.5%	R 21,918.21
New	Capacity charge (R/KVA)	15.0%	R 19.02	New	R 42.353	122.7%	R 70.724	66.99%	R 16.54
R 166.98	Demand charge R/KVA	15.0%	R 163.01	-15.11%	R 141.898	-13.0%	R 113.914	-19.7%	R 141.75
	Energy charge c/kWh								
	High season								
R 7.47	Peak time	15.0%	R 9.23	7.47%	R 9.909	7.3%	R 10.621	7.18%	R 8.03
R 2.42	Standard	15.0%	R 3.10	11.24%	R 3.444	11.2%	R 3.831	11.24%	R 2.69
R 1.42	Off- peak time	15.0%	R 1.88	15.12%	R 2.162	15.0%	R 2.483	14.87%	R 1.63
	Low season								
R 2.58	Peak time	15.0%	R 3.29	10.85%	R 3.651	11.0%	R 4.052	11.00%	R 2.86
R 1.86	Standard	15.0%	R 2.41	12.74%	R 2.721	12.7%	R 3.067	12.71%	R 2.10
R 1.22	Off- peak time	15.0%	R 1.66	17.65%	R 1.941	17.2%	R 2.269	16.91%	R 1.44
New	Reactive energy	15.0%	R 0.12	New	R 0.257	122.6%	R 0.429	66.98%	R 0.10

RATES AND TARIFFS 2025/2026 - 2027/2028

Tariffs 2024/2025 Excluding Vat		Description	VAT Status	Tariffs 2025/2026 Including Vat	Variance	Indicative Tariffs 2026/2027 Including Vat	Variance	Indicative Tariffs 2027/2028 Including Vat	Variance	Tariffs 2025/2026 Excluding Vat
R 17,299.28	2.5.2.1.2	< 1 MVA High tension (Urban)								
		Basic charge per month or part of it	15.0%	R 15,307.80	-23.05%	R 9,428.139	-38.4%	R 2,021.168	-78.6%	R 13,311.13
R 185.79	New	Capacity Charge	15.0%	R 19.03	New	R 42.358	122.6%	R 70.730	66.98%	R 16.54
		Demand charge R/KVA	15.0%	R 194.27	-9.07%	R 167.763	-13.6%	R 132.760	-20.9%	R 168.93
		Energy charge c/kWh								
		High season								
R 7.97		Peak time	15.0%	R 9.66	5.38%	R 10.147	5.0%	R 10.621	4.67%	R 8.40
R 2.58		Standard	15.0%	R 3.23	9.00%	R 3.518	9.0%	R 3.831	8.90%	R 2.81
R 1.49		Off- peak time	15.0%	R 1.94	13.14%	R 2.196	13.1%	R 2.483	13.09%	R 1.69
		Low season								
R 2.76		Peak time	15.0%	R 3.44	8.66%	R 3.739	8.6%	R 4.058	8.53%	R 2.99
R 1.96		Standard	15.0%	R 2.50	10.74%	R 2.770	10.7%	R 3.067	10.74%	R 2.18
R 1.34		Off- peak time	15.0%	R 1.75	13.82%	R 1.994	13.8%	R 2.267	13.71%	R 1.52
	New	Reactive energy	15.0%	R 0.12	New	R 0.257	122.6%	R 0.429	66.98%	R 0.10
	2.5.2.1.3	< 1 MVA Low tension								
R 15,548.96		Basic charge per month or part of it	15.0%	R 13,536.43	-24.30%	R 7,978.740	-41.1%	R 989.330	-87.6%	R 11,770.81
R 205.62	New	Capacity Charge	15.0%	R 36.56	New	R 81.397	122.6%	R 135.917	66.98%	R 31.79
		Demand charge R/KVA	15.0%	R 251.75	6.46%	R 267.461	6.2%	R 283.507	6.00%	R 218.91
		Energy charge c/kWh								
		High season								
R 7.72		Peak time	15.0%	R 8.72	-1.76%	R 9.279	6.4%	R 9.850	6.15%	R 7.58
R 2.43		Standard	15.0%	R 3.24	16.24%	R 3.661	12.9%	R 4.132	12.87%	R 2.82
R 1.51		Off- peak time	15.0%	R 2.16	24.28%	R 2.483	15.2%	R 2.856	15.06%	R 1.87
		Low season								
R 2.73		Peak time	15.0%	R 3.47	10.63%	R 3.838	10.6%	R 4.245	10.62%	R 3.02
R 1.92		Standard	15.0%	R 2.51	13.89%	R 2.861	13.8%	R 3.255	13.77%	R 2.19
R 1.23		Off- peak time	15.0%	R 1.66	17.25%	R 1.944	17.0%	R 2.269	16.68%	R 1.45
	New	Reactive energy	15.0%	R 0.12	New	R 0.257	122.6%	R 0.429	66.98%	R 0.10
	2.5.2.2	Normal								
R 22,020.51	2.5.2.2.1	> 1 MVA High tension (No New Customers allowed on this tariff. Existing customers to be phased out and incorporated in a new category)								
	TOU	All consumers must be moved to Time of use tariffs								
R 19,431.03	2.5.2.2.2	< 1 MVA High tension								
	TOU	All consumers must be moved to Time of use tariffs								
R 15,539.43	2.5.2.2.3	< 1 MVA Low tension (No New Customers allowed on this tariff. Existing customers to be phased out and incorporated in a new category)								
	TOU	All consumers must be moved to Time of use tariffs								
R 3.510	2.6	Sport customers								
		Energy charge c/kWh	15.0%	R 4.49	11.23%	R 4.998	11.32%	R 5.564	11.32%	R 3.90
R 3.370	2.7	Streetlights								
	New	Maintenance Charge	15.0%	R 50.63	New	R 112.730	122.6%	R 188.236	66.98%	R 44.03
		Energy charge c/kWh	0.0%	R 3.85	14.27%	R 4.414	14.6%	R 5.056	14.53%	R 3.85
R 619.96	2.8	Unnecessary call outs for work on customer side	15.0%	R 879.38	23.34%	R 978.921	11.32%	R 1,089.735	11.32%	R 764.67
	2.9	SSEG - Small Urban TOU < 80 kVA LV								
R 69.47		Basic charge 1 phase	15.0%	R 113.41	New	R 126.251	11.32%	R 140.543	11.32%	R 98.62
R 101.71		Basic charge 3 phase	15.0%	R 166.05	New	R 184.845	11.32%	R 205.770	11.32%	R 144.39
R 11.95		Capacity charge (R/Amp)	15.0%	R 19.50	New	R 21.712	11.32%	R 24.170	11.32%	R 16.96
		High season								
R 5.45		Peak time	15.0%	R 7.73	New	R 8.603	11.32%	R 9.577	11.32%	R 6.72
R 2.09		Standard time	15.0%	R 2.97	New	R 3.303	11.32%	R 3.677	11.32%	R 2.58
R 1.42		Off- peak time	15.0%	R 2.02	New	R 2.253	11.32%	R 2.508	11.32%	R 1.76
		Low season								
R 2.20		Peak time	15.0%	R 3.13	New	R 3.482	11.32%	R 3.876	11.32%	R 2.72
R 1.71		Standard time	15.0%	R 2.43	New	R 2.701	11.32%	R 3.007	11.32%	R 2.11
R 1.32		Off- peak time	15.0%	R 1.86	New	R 2.074	11.32%	R 2.309	11.32%	R 1.62
	2.10	Small Scale Embedded Generation Tariff								
		<i>Small-scale embedded generation (SSEG) refers to power generation under 1MVA, such as PV systems or small wind turbines which are located on residential, commercial or industrial sites where electricity is also consumed</i>								
		VERY IMPORTANT. No 'SSEG' consumers are allowed to have a Pre-Paid meter. They must at their cost, pay for Council to install an appropriately programmed 4 quadrant meter, as per Council requirements								
R 0.57	2.10.2	Feed In Tariff (REFIT) per kWh								
R 0.57	2.10.2.1	Peak Time	15.0%	R 2.67	306.44%	R 2.97	11.32%	R 3.31	11.32%	R 2.32
R 0.57	2.10.2.2	Standard Time	15.0%	R 1.50	127.75%	R 1.66	11.32%	R 1.85	11.32%	R 1.30
R 0.57	2.10.2.3	Off Peak Time	15.0%	R 1.07	62.93%	R 1.19	11.32%	R 1.33	11.32%	R 0.93

With Industrial, Commercial and Farming applications, the applicable SSEG tariff will be determined by the Director Technical Services in consultation with the Director Financial Services, based on usage patterns, which tariff type can be amended annually)

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Tariffs 2024/2025 Excluding Vat		Description	VAT Status	Tariffs 2025/2026 Including Vat	Variance	Indicative Tariffs 2026/2027 Including Vat	Variance	Indicative Tariffs 2027/2028 Including Vat	Variance	Tariffs 2025/2026 Excluding Vat
	3.	<u>Refuse Service Tariffs</u> (All Areas in respect of residential sites)								
R 94.28	3.1.	Service Availability charge per month or part of it: Unimproved sites ≤ 1000 m2	15.0%	R 113.85	5.01%	R 120.70	6.02%	R 127.94	6.00%	R 99.00
		Additional Service Availability charge per month or part of it: Unimproved sites > 1000 m2 per additional 1000 m2	15.0%	R 34.50	New	R 41.700	20.87%	R 50.457	21.00%	R 30.00
		Residential Properties: (2 refuse bags or less)								
R 211.58		Valuation ≤ 100 000	15.0%	R 255.49	5.00%	R 270.82	6.00%	R 287.07	6.00%	R 222.16
R 227.86		Valuation > 100 000 ≤ 150 000	15.0%	R 275.14	5.00%	R 291.65	6.00%	R 309.15	6.00%	R 239.25
R 244.14		Valuation > 150 000 ≤ 200 000	15.0%	R 294.79	5.00%	R 312.48	6.00%	R 331.23	6.00%	R 256.34
R 260.41		Valuation > 200 000 ≤ 500 000	15.0%	R 314.45	5.00%	R 333.32	6.00%	R 353.32	6.00%	R 273.43
R 283.20		Valuation > 500 000 ≤ 800 000	15.0%	R 341.96	5.00%	R 362.48	6.00%	R 384.23	6.00%	R 297.36
R 292.96		Valuation > 800 000 ≤ 1 000 000	15.0%	R 353.75	5.00%	R 374.98	6.00%	R 397.47	6.00%	R 307.61
R 325.51		Valuation > 1 000 000	15.0%	R 393.06	5.00%	R 416.64	6.00%	R 441.64	6.00%	R 341.79
R 211.58		All other residential consumers	15.0%	R 255.49	5.00%	R 270.82	6.00%	R 287.07	6.00%	R 222.16
R 211.58		Additional units per collection	15.0%	R 255.49	5.00%	R 270.82	6.00%	R 287.07	6.00%	R 222.16
		Residential Properties : (240L Wheelie Bin)								
R 238.7385		1 Collection per week per 240 Wheelie Bin per household	15.0%	R 288.28	5.00%	R 305.57	6.00%	R 323.91	6.00%	R 250.68
		All other properties Monthly Tariff								
		770L Wheelie Bin								
R 976.54		1 Collection per week per	15.0%	R 1,179.17	5.00%	R 1,249.92	6.00%	R 1,324.92	6.00%	R 1,025.37
R 1,953.08		2 Collections per week per 700L Wheelie Bin	15.0%	R 2,358.35	5.00%	R 2,499.85	6.00%	R 2,649.84	6.00%	R 2,050.74
R 2,929.63		3 Collections per week per 700L Wheelie Bin	15.0%	R 3,537.52	5.00%	R 3,749.77	6.00%	R 3,974.76	6.00%	R 3,076.11
R 976.54		1 Collection per week per additional Wheelie Bin	15.0%	R 1,179.17	5.00%	R 1,249.92	6.00%	R 1,324.92	6.00%	R 1,025.37
R 1,953.08		2 Collections per week per additional Wheelie Bin	15.0%	R 2,358.35	5.00%	R 2,499.85	6.00%	R 2,649.84	6.00%	R 2,050.74
R 2,929.63		3 Collections per week per additional Wheelie Bin	15.0%	R 3,537.52	5.00%	R 3,749.77	6.00%	R 3,974.76	6.00%	R 3,076.11
		If a counter system is available, the above tariffs will be implemented as follows:								
R 976.54		Service availability - per month. Include 4 removals/month.	15.0%	R 1,179.17	5.00%	R 1,249.92	6.00%	R 1,324.92	6.00%	R 1,025.37
R 242.71		Additional removals per removal.	15.0%	R 293.07	5.00%	R 310.65	6.00%	R 329.29	6.00%	R 254.84
		240L Wheelie Bin								
R 406.89		1 Collection per week per 240L Wheelie Bin	15.0%	R 491.32	5.00%	R 520.80	6.00%	R 552.05	6.00%	R 427.24
R 813.79		2 Collections per week per 240L Wheelie Bin	15.0%	R 982.65	5.00%	R 1,041.61	6.00%	R 1,104.11	6.00%	R 854.47
R 1,220.68		3 Collections per week per 240L Wheelie Bin	15.0%	R 1,473.97	5.00%	R 1,562.41	6.00%	R 1,656.15	6.00%	R 1,281.71
R 406.89		1 Collection per week per additional Wheelie Bin	15.0%	R 491.32	5.00%	R 520.80	6.00%	R 552.05	6.00%	R 427.24
R 813.79		2 Collections per week per additional Wheelie Bin	15.0%	R 982.65	5.00%	R 1,041.61	6.00%	R 1,104.11	6.00%	R 854.47
R 1,220.68		3 Collections per week per additional Wheelie Bin	15.0%	R 1,473.97	5.00%	R 1,562.41	6.00%	R 1,656.15	6.00%	R 1,281.71
		If a counter system is available, the above tariffs will be implemented as follows:								
R 406.89		Service availability - per month. Include 4 removals/month.	15.0%	R 491.32	5.00%	R 520.80	6.00%	R 552.05	6.00%	R 427.24
R 102.79		Additional removals per removal.	15.0%	R 124.12	5.00%	R 131.57	6.00%	R 139.46	6.00%	R 107.93
		Cost of Wheelie Bins								
R 6,141.77		700L Wheelie Bin	15.0%	R 7,416.19	5.00%	R 7,861.16	6.00%	R 8,332.83	6.00%	R 6,448.86
R 690.95		240L Wheelie Bin	15.0%	R 834.32	5.00%	R 884.38	6.00%	R 937.44	6.00%	R 725.50
-R 2.6087	3.3	Recyclable material per filled 15l recyclable bag/ 15l of recvclable material	15.0%	-R 3.00	0.00%	-R 3.18	6.00%	-R 3.37	6.00%	-R 2.61

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Tariffs 2024/2025 Excluding Vat	Description	VAT Status	Tariffs 2025/2026 Including Vat	Variance	Indicative Tariffs 2026/2027 Including Vat	Variance	Indicative Tariffs 2027/2028 Including Vat	Variance	Tariffs 2025/2026 Excluding Vat
4. Sewerage Service Tariffs									
R 94.26	Service Availability charge per month or part of it: Unimproved sites ≤ 1000 m2	15.0%	R 113.82	#DIV/0!	R 120.65	6.00%	R 127.89	6.00%	R 98.97
	Additional Service Availability charge per month or part of it: Unimproved sites > 1000 m2 per additional 1000 m2	15.0%	R 34.50	New	R 41.700	20.87%	R 50.457	21.00%	R 30.00
4.1. Septic Tank systems (All Areas, excluding rural area in respect of availability charge)									
Service Availability charge per month or part of it:									
R 44.56	4.1.1.1 Per site with improvements	15.0%	R 53.81	5.00%	R 57.04	6.00%	R 60.46	6.00%	R 46.79
R 266.44	4.1.2.1.1 Urban areas charge per occasion	15.0%	R 321.73	5.00%	R 341.03	6.00%	R 361.49	6.00%	R 279.76
R 1,074.52	4.1.2.2.1 Rural areas: Charge per occasion	15.0%	R 1,297.48	5.00%	R 1,375.33	6.00%	R 1,457.85	6.00%	R 1,128.24
R 50.15	4.1.2.2.2 Charge per kilometre	15.0%	R 60.56	5.00%	R 60.56	0.00%	R 60.56	0.00%	R 52.66
4.2. Waterborne Sewerage systems (All Areas connected to the main sewerage system)									
(Where more than one service point exist on the same site and more than one or one water connection exists the tariff equal to the larges water connection will be applicable on every point of service)									
Service Availability charge per month or part of it:									
R 266.44	4.2.1.2 Water connection size: 0 - 25 mm	15.0%	R 321.73	5.00%	R 341.03	6.00%	R 361.49	6.00%	R 279.76
R 1,036.84	4.2.1.3 Water connection size: 26 - 50 mm	15.0%	R 1,251.98	5.00%	R 1,327.10	6.00%	R 1,406.73	6.00%	R 1,088.68
R 2,654.84	4.2.1.4 Water connection size: 51 - 80 mm	15.0%	R 3,205.72	5.00%	R 3,398.06	6.00%	R 3,601.94	6.00%	R 2,787.58
R 4,147.77	4.2.1.5 Water connection size: 81 - 100 mm	15.0%	R 5,008.43	5.00%	R 5,308.94	6.00%	R 5,627.48	6.00%	R 4,355.16
R 9,329.64	4.2.1.6 Water connection size: 101 - 150 mm	15.0%	R 11,265.54	5.00%	R 11,941.47	6.00%	R 12,657.96	6.00%	R 9,796.12
4.2.2. Exceptions: Charge per month or part of it									
R 44,142.89	4.2.2.1 Obiqua Prison - Tulbagh	15.0%	R 53,302.53	5.00%	R 56,500.69	6.00%	R 59,890.73	6.00%	R 46,350.03
R 266.44	4.2.2.2 Schools - Op-die-Berg	15.0%	R 321.73	5.00%	R 341.03	6.00%	R 361.49	6.00%	R 279.76
R 266.44	4.2.2.3 Other sites - Op-die-Berg	15.0%	R 321.73	5.00%	R 341.03	6.00%	R 361.49	6.00%	R 279.76
R 109.44	4.2.2.4 Departmental tariff	0.0%	R 114.91	5.00%	R 121.81	6.00%	R 129.11	6.00%	R 114.91
4.2.2.5. Special Contracts, for example Del monte as per each agreement. Rand per Kg COD									
R 7.36	4.2.2.5.1 Ceres Group Companies	15.0%	R 8.89	5.00%	R 9.43	6.00%	R 9.99	6.00%	R 7.73
R 11.84	4.2.2.5.2 Du Toit Vrugte	15.0%	R 14.29	5.00%	R 15.15	6.00%	R 16.06	6.00%	R 12.43
R 11.84	4.2.2.5.3 L O Rall	15.0%	R 14.29	5.00%	R 15.15	6.00%	R 16.06	6.00%	R 12.43
R 11.84	4.2.2.5.4 Bokkeveld Korrektiewe Dienste	15.0%	R 14.29	5.00%	R 15.15	6.00%	R 16.06	6.00%	R 12.43
R 11.84	4.2.2.5.5 Snocoled Marketing (Edms). Bpk.	15.0%	R 14.29	5.00%	R 15.15	6.00%	R 16.06	6.00%	R 12.43
R 11.84	4.2.2.5.6 Ceres Fruit Growers	15.0%	R 14.29	5.00%	R 15.15	6.00%	R 16.06	6.00%	R 12.43
R 201.09	4.2.2.6 Informal settlements without an account (Flat rate)	0.0%	R 211.15	5.00%	R 223.81	6.00%	R 237.24	6.00%	R 211.15
R 550.14	4.3 Unnecessary call outs for work on customer side	15.0%	R 664.29	5.00%	R 704.15	6.00%	R 746.40	6.00%	R 577.64

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Tariffs 2024/2025 Excluding Vat	Description	VAT Status	Tariffs 2025/2026 Including Vat	Variance	Indicative Tariffs 2026/2027 Including Vat	Variance	Indicative Tariffs 2027/2028 Including Vat	Variance	Tariffs 2025/2026 Excluding Vat
5. Water service Tariffs									
5.1. Conventional Meters (All Areas)									
5.1.1. Service Availability charge per month or part of it:									
R 158.62	5.1.1.1	15.0%	R 190.25	4.30%	R 198.43	4.30%	R 206.96	4.30%	R 165.44
		15.0%	R 34.50	New	R 41.700	20.87%	R 50.457	21.00%	R 30.00
R 72.17	5.1.1.2	15.0%	R 86.57	4.30%	R 90.29	4.30%	R 94.17	4.30%	R 75.28
R 1,196.61	5.1.1.3	15.0%	R 1,435.27	4.30%	R 1,496.99	4.30%	R 1,561.36	4.30%	R 1,248.06
R 3,023.02	5.1.1.4	15.0%	R 3,625.96	4.30%	R 3,781.88	4.30%	R 3,944.50	4.30%	R 3,153.01
R 4,786.45	5.1.1.5	15.0%	R 5,741.10	4.30%	R 5,987.97	4.30%	R 6,245.45	4.30%	R 4,992.26
R 10,706.54	5.1.1.6	15.0%	R 12,841.96	4.30%	R 13,394.16	4.30%	R 13,970.11	4.30%	R 11,166.92
R 233,024.64	5.1.1.7	15.0%	R 279,501.40	4.30%	R 291,519.96	4.30%	R 304,055.32	4.30%	R 243,044.70
R 352.69	5.1.1.8	15.0%	R 423.03	4.30%	R 441.22	4.30%	R 460.20	4.30%	R 367.86
5.1.2 Consumption per kiloliter									
5.1.2.1 Block A (Aimed at residential and smaller commercial clients)									
R 3.57		15.0%	R 4.31	5.00%	R 4.57	6.00%	R 4.84	6.00%	R 3.75
R 10.32		15.0%	R 12.46	5.00%	R 13.21	6.00%	R 14.00	6.00%	R 10.83
R 10.32		15.0%	R 12.46	5.00%	R 13.21	6.00%	R 14.00	6.00%	R 10.83
R 10.32		15.0%	R 12.46	5.00%	R 13.21	6.00%	R 14.00	6.00%	R 10.83
R 35.97		15.0%	R 43.43	5.00%	R 46.04	6.00%	R 48.80	6.00%	R 37.77
5.1.2.2 Block B (Aimed at larger commercial and smaller industrial clients)									
R 11.94		15.0%	R 14.41	5.00%	R 15.28	6.00%	R 16.19	6.00%	R 12.53
R 11.94		15.0%	R 14.41	5.00%	R 15.28	6.00%	R 16.19	6.00%	R 12.53
R 11.94		15.0%	R 14.41	5.00%	R 15.28	6.00%	R 16.19	6.00%	R 12.53
R 13.13		15.0%	R 15.85	5.00%	R 16.81	6.00%	R 17.81	6.00%	R 13.79
5.1.2.3 Block C (Aimed at larger industrial clients)									
R 4.84		15.0%	R 5.84	5.00%	R 6.19	6.00%	R 6.57	6.00%	R 5.08
5.1.2.4 Block D (Internal)									
R 4.36		15.0%	R 5.26	5.00%	R 5.57	6.00%	R 5.91	6.00%	R 4.57
5.1.2 Consumption per kiloliter: Restrictions Level 1									
5.1.2.1 Block A (Aimed at residential and smaller commercial clients)									
R 3.57		15.0%	R 4.31	5.00%	R 4.57	6.00%	R 4.84	6.0%	R 3.75
R 11.46		15.0%	R 13.84	5.00%	R 14.67	6.00%	R 15.55	6.0%	R 12.04
R 11.46		15.0%	R 13.84	5.00%	R 14.67	6.00%	R 15.55	6.0%	R 12.04
R 11.46		15.0%	R 13.84	5.00%	R 14.67	6.00%	R 15.55	6.0%	R 12.04
R 41.52		15.0%	R 50.14	5.00%	R 53.14	6.00%	R 56.33	6.0%	R 43.60
5.1.2.2 Block B (Aimed at larger commercial and smaller industrial clients)									
R 14.33		15.0%	R 17.30	5.00%	R 18.34	6.00%	R 19.44	6.0%	R 15.05
R 14.33		15.0%	R 17.30	5.00%	R 18.34	6.00%	R 19.44	6.0%	R 15.05
R 14.33		15.0%	R 17.30	5.00%	R 18.34	6.00%	R 19.44	6.0%	R 15.05
R 14.33		15.0%	R 17.30	5.00%	R 18.34	6.00%	R 19.44	6.0%	R 15.05
5.1.2.3 Block C (Aimed at larger industrial clients)									
R 5.81		15.0%	R 7.01	5.00%	R 7.43	6.00%	R 7.88	6.0%	R 6.10
5.1.2 Consumption per kiloliter: Restrictions Level 2									
5.1.2.1 Block A (Aimed at residential and smaller commercial clients)									
R 3.57		15.0%	R 4.31	5.00%	R 4.57	6.00%	R 4.84	6.0%	R 3.75
R 14.45		15.0%	R 17.45	5.00%	R 18.50	6.00%	R 19.61	6.0%	R 15.18
R 14.45		15.0%	R 17.45	5.00%	R 18.50	6.00%	R 19.61	6.0%	R 15.18
R 14.45		15.0%	R 17.45	5.00%	R 18.50	6.00%	R 19.61	6.0%	R 15.18
R 46.71		15.0%	R 56.40	5.00%	R 59.79	6.00%	R 63.37	6.0%	R 49.05
5.1.2.2 Block B (Aimed at larger commercial and smaller industrial clients)									
R 16.72		15.0%	R 20.19	5.00%	R 21.40	6.00%	R 22.69	6.0%	R 17.56
R 16.72		15.0%	R 20.19	5.00%	R 21.40	6.00%	R 22.69	6.0%	R 17.56
R 16.72		15.0%	R 20.19	5.00%	R 21.40	6.00%	R 22.69	6.0%	R 17.56
R 16.72		15.0%	R 20.19	5.00%	R 21.40	6.00%	R 22.69	6.0%	R 17.56
5.1.2.3 Block C (Aimed at larger industrial clients)									
R 6.78		15.0%	R 8.19	5.00%	R 8.68	6.00%	R 9.20	6.0%	R 7.12
5.1.2 Consumption per kiloliter: Restrictions Level 3									
5.1.2.1 Block A (Aimed at residential and smaller commercial clients)									
R 3.57		15.0%	R 4.31	5.00%	R 4.57	6.00%	R 4.84	6.0%	R 3.75
R 16.52		15.0%	R 19.95	5.00%	R 21.15	6.00%	R 22.42	6.0%	R 17.35
R 16.52		15.0%	R 19.95	5.00%	R 21.15	6.00%	R 22.42	6.0%	R 17.35
R 16.52		15.0%	R 19.95	5.00%	R 21.15	6.00%	R 22.42	6.0%	R 17.35
R 51.90		15.0%	R 62.67	5.00%	R 66.43	6.00%	R 70.41	6.0%	R 54.49
5.1.2.2 Block B (Aimed at larger commercial and smaller industrial clients)									
R 19.11		15.0%	R 23.08	5.00%	R 24.46	6.00%	R 25.93	6.0%	R 20.07
R 19.11		15.0%	R 23.08	5.00%	R 24.46	6.00%	R 25.93	6.0%	R 20.07
R 19.11		15.0%	R 23.08	5.00%	R 24.46	6.00%	R 25.93	6.0%	R 20.07
R 19.11		15.0%	R 23.08	5.00%	R 24.46	6.00%	R 25.93	6.0%	R 20.07
5.1.2.3 Block C (Aimed at larger industrial clients)									
R 8.14		15.0%	R 9.82	5.00%	R 10.41	6.00%	R 11.04	6.0%	R 8.54

RATES AND TARIFFS 2025/2026 - 2027/2028

Tariffs 2024/2025 Excluding Vat	Description	VAT Status	Tariffs 2025/2026 Including Vat	Variance	Indicative Tariffs 2026/2027 Including Vat	Variance	Indicative Tariffs 2027/2028 Including Vat	Variance	Tariffs 2025/2026 Excluding Vat
	5.1.2 Consumption per kiloliter: Restrictions Level 4								
	5.1.2.1 Block A (Aimed at residential and smaller commercial clients)								
R 3.57	0-6 kl	15.0%	R 4.31	5.00%	R 4.57	6.00%	R 4.84	6.0%	R 3.75
R 18.59	7-30 kl	15.0%	R 22.45	5.00%	R 23.79	6.00%	R 25.22	6.0%	R 19.52
R 18.59	31-60 kl	15.0%	R 22.45	5.00%	R 23.79	6.00%	R 25.22	6.0%	R 19.52
R 18.59	61-300 kl	15.0%	R 22.45	5.00%	R 23.79	6.00%	R 25.22	6.0%	R 19.52
R 57.09	Above 300 kl	15.0%	R 68.94	5.00%	R 73.07	6.00%	R 77.46	6.0%	R 59.94
	5.1.2.2 Block B (Aimed at larger commercial and smaller industrial clients)								
R 21.51	0-300 kl	15.0%	R 25.97	5.00%	R 27.53	6.00%	R 29.18	6.0%	R 22.58
R 21.51	301-1000 kl	15.0%	R 25.97	5.00%	R 27.53	6.00%	R 29.18	6.0%	R 22.58
R 21.51	1001-8000 kl	15.0%	R 25.97	5.00%	R 27.53	6.00%	R 29.18	6.0%	R 22.58
R 21.51	Above 8000 kl	15.0%	R 25.97	5.00%	R 27.53	6.00%	R 29.18	6.0%	R 22.58
R 9.76	5.1.2.3 Block C (Aimed at larger industrial clients) Consumption above 20,000 kl per month	15.0%	R 11.79	5.00%	R 12.50	6.00%	R 13.24	6.0%	R 10.25
	5.1.2 Consumption per kiloliter: Restrictions Level 5								
	5.1.2.1 Block A (Aimed at residential and smaller commercial clients)								
R 3.57	0-6 kl	15.0%	R 4.31	5.00%	R 4.57	6.00%	R 4.84	6.0%	R 3.75
R 20.65	7-30 kl	15.0%	R 24.93	5.00%	R 26.43	6.00%	R 28.01	6.0%	R 21.68
R 20.65	31-60 kl	15.0%	R 24.93	5.00%	R 26.43	6.00%	R 28.01	6.0%	R 21.68
R 20.65	61-300 kl	15.0%	R 24.93	5.00%	R 26.43	6.00%	R 28.01	6.0%	R 21.68
R 62.28	Above 300 kl	15.0%	R 75.20	5.00%	R 79.71	6.00%	R 84.50	6.0%	R 65.39
	5.1.2.2 Block B (Aimed at larger commercial and smaller industrial clients)								
R 23.89	0-300 kl	15.0%	R 28.84	5.00%	R 30.57	6.00%	R 32.41	6.0%	R 25.08
R 23.89	301-1000 kl	15.0%	R 28.84	5.00%	R 30.57	6.00%	R 32.41	6.0%	R 25.08
R 23.89	1001-8000 kl	15.0%	R 28.84	5.00%	R 30.57	6.00%	R 32.41	6.0%	R 25.08
R 23.89	Above 8000 kl	15.0%	R 28.84	5.00%	R 30.57	6.00%	R 32.41	6.0%	R 25.08
R 11.71	5.1.2.3 Block C (Aimed at larger industrial clients) Consumption above 20,000 kl per month	15.0%	R 14.15	5.00%	R 14.99	6.00%	R 15.89	6.0%	R 12.30
	5.2. Water Management Device								
	5.2.1. Water connection on site (Consumption per kiloliter)								
R 6.38	0-6 kl	15.0%	R 7.70	5.00%	R 8.17	6.00%	R 8.66	6.00%	R 6.70
R 12.26	Bo 6 kl	15.0%	R 14.80	5.00%	R 15.69	6.00%	R 16.63	6.00%	R 12.87
	Consumption per kiloliter: Restrictions Level 1								
R 7.49	0-6 kl	15.0%	R 9.04	5.00%	R 9.59	6.00%	R 10.16	6.00%	R 7.86
R 14.40	Bo 6 kl	15.0%	R 17.38	5.00%	R 18.43	6.00%	R 19.53	6.00%	R 15.12
	Consumption per kiloliter: Restrictions Level 2								
R 8.60	0-6 kl	15.0%	R 10.39	5.00%	R 11.01	6.00%	R 11.67	6.00%	R 9.03
R 16.53	Bo 6 kl	15.0%	R 19.96	5.00%	R 21.16	6.00%	R 22.43	6.00%	R 17.36
	Consumption per kiloliter: Restrictions Level 3								
R 9.71	0-6 kl	15.0%	R 11.73	5.00%	R 12.43	6.00%	R 13.18	6.00%	R 10.20
R 18.67	Bo 6 kl	15.0%	R 22.55	5.00%	R 23.90	6.00%	R 25.33	6.00%	R 19.61
	Consumption per kiloliter: Restrictions Level 4								
R 10.82	0-6 kl	15.0%	R 13.07	5.00%	R 13.85	6.00%	R 14.68	6.00%	R 11.36
R 20.81	Bo 6 kl	15.0%	R 25.13	5.00%	R 26.64	6.00%	R 28.23	6.00%	R 21.85
	Consumption per kiloliter: Restrictions Level 5								
R 12.76	0-6 kl	15.0%	R 15.41	5.00%	R 16.33	6.00%	R 17.31	6.00%	R 13.40
R 24.51	Bo 6 kl	15.0%	R 29.60	5.00%	R 31.38	6.00%	R 33.26	6.00%	R 25.74
	Pensioners may qualify for 6 Kl of water free of charge per month in terms of councils policy.								
R 1,096.68	5.3. "Leiwater beurte" (In Urban areas per month Informal settlements without an account (Flat rate))	15.0%	R 1,324.24	5.00%	R 1,403.69	6.00%	R 1,487.91	6.00%	R 1,151.51
R 113.51	5.4.	15.0%	R 137.07	5.00%	R 145.29	6.00%	R 154.01	6.00%	R 119.19
	5.5. Mobile Water provision								
	5.5.1 Humanitarian purposes		Free		Free		Free		
R 316.91	5.5.2 All non Residential per trip	15.0%	R 382.67	5.00%	R 405.63	6.00%	R 429.96	6.00%	R 332.75
R 633.81	5.6 Unnecessary call outs for work on customer side	15.0%	R 765.33	5.00%	R 811.25	6.00%	R 859.93	6.00%	R 665.51
	5.7 Greywater								
R 0.3214	5.7.1 Per Cubic Meter (m3)	15.0%	R 0.39	5.00%	R 0.41	6.00%	R 0.44	6.00%	R 0.34
	5.8 Raw Water for Agricultural use								
R 0.7346	5.8.1 Per kiloliter water	15.0%	R 0.89	5.00%	R 0.94	6.00%	R 1.00	6.00%	R 0.77

RATES AND TARIFFS 2025/2026 - 2027/2028

Tariffs 2024/2025 Excluding Vat		Description	VAT Status	Tariffs 2025/2026 Including Vat	Variance	Indicative Tariffs 2026/2027 Including Vat	Variance	Indicative Tariffs 2027/2028 Including Vat	Variance	Tariffs 2025/2026 Excluding Vat
	6.	Other tariffs and charges								
	6.1.	CORPORATE SERVICES								
R 710.43	6.1.1	Erection of banners (per application)	15.0%	R 857.00	4.90%	R 908.00	5.95%	R 962.00	5.95%	R 745.22
R 545.22	6.1.2	Erection of placards (deposit)	15.0%	R 658.00	4.94%	R 697.00	5.93%	R 738.00	5.88%	R 572.17
R 1,110.43	6.1.3	Cancellation of purchase agreement (Admin fee)	15.0%	R 1,340.00	4.93%	R 1,420.00	5.97%	R 1,505.00	5.99%	R 1,165.22
R 180.87	6.1.4	Agenda and minutes of Council meetings								
R 201.74		001-400 q	15.0%	R 218.00	4.81%	R 231.00	5.96%	R 244.00	5.63%	R 189.57
R 237.39		401-500 q	15.0%	R 243.00	4.74%	R 257.00	5.76%	R 272.00	5.84%	R 211.30
R 256.52		501-600 q	15.0%	R 286.00	4.76%	R 303.00	5.94%	R 321.00	5.94%	R 248.70
R 316.52		601-700 q	15.0%	R 309.00	4.75%	R 327.00	5.83%	R 346.00	5.81%	R 268.70
		701+ q	15.0%	R 382.00	4.95%	R 404.00	5.76%	R 428.00	5.94%	R 332.17
R 493.91	6.1.6	Translation service (Per hour or part of it)	15.0%	R 596.00	4.93%	R 631.00	5.87%	R 668.00	5.86%	R 518.26
	6.1.7	Access to information								
R 130.43	6.1.7.1	Fee payable when information is requested	15.0%	R 157.00	4.67%	R 166.00	5.73%	R 175.00	5.42%	R 136.52
	6.1.7.2	Reproduction fees:								
R 1.30		Photocopies (A4 or part of it) per page	15.0%	R 1.50	0.00%	R 1.60	6.67%	R 1.70	6.25%	R 1.30
R 0.87		Print outs per copy	15.0%	R 1.00	0.00%	R 1.10	10.00%	R 1.20	9.09%	R 0.87
R 25.22		Information on a memory stick	15.0%	R 30.00	3.45%	R 31.00	3.33%	R 32.00	3.23%	R 26.09
R 146.96		Information on a CD	15.0%	R 177.00	4.73%	R 187.00	5.65%	R 198.00	5.88%	R 153.91
R 80.87		Transcription of visual image (A4 page) per page	15.0%	R 97.00	4.30%	R 102.00	5.15%	R 108.00	5.88%	R 84.35
R 216.52		Copy of a visual image (A4 page) per page	15.0%	R 261.00	4.82%	R 276.00	5.75%	R 292.00	5.80%	R 226.96
R 43.48		Transcription of an audio record (A4 page) per page	15.0%	R 52.00	4.00%	R 55.00	5.77%	R 58.00	5.45%	R 45.22
R 58.26		Copy of audio record	15.0%	R 70.00	4.48%	R 74.00	5.71%	R 78.00	5.41%	R 60.87
	6.1.7.3	Investigation fee								
R 53.04		To search for record and to prepare it for release -- per hour, first hour excluded	15.0%	R 64.00	4.92%	R 67.00	4.69%	R 71.00	5.97%	R 55.65
	6.1.7.4	Postage								
		If record should be posted to applicant	15.0%	Actual cost plus 20% plus VAT						
R 4,653.91	6.1.8	Application for extension of trading hours to sell Liquor	15.0%	R 5,619.00	4.99%	R 5,956.00	6.00%	R 6,313.00	5.99%	R 4,886.09
	6.2.	COMMUNITY SERVICES								
	6.2.1	Libraries								
	6.2.1.1	Hall rental (per session or part thereof)								
		NOTE: a session is from								
R 165.22		08:00 - 13:00	15.0%	R 199.00	4.74%	R 210.00	5.53%	R 222.00	5.71%	R 173.04
R 180.87		13:00 - 18:00	15.0%	R 218.00	4.81%	R 231.00	5.96%	R 244.00	5.63%	R 189.57
R 201.74		18:00 - 00:00	15.0%	R 243.00	4.74%	R 257.00	5.76%	R 272.00	5.84%	R 211.30
		NB: The amenities are available without charge to youth-, service-,charity-community-,sport-, educational-, and governmental institutions, as well as for meetings of local political parties								
R 446.96	6.2.1.2	Kitchen rental (per session or part thereof)	15.0%	R 539.00	4.86%	R 571.00	5.94%	R 605.00	5.95%	R 468.70
		Deposit for kitchen rental	Exempt	R 235.00	4.91%	R 249.00	5.96%	R 263.00	5.62%	

RATES AND TARIFFS 2025/2026 - 2027/2028

Tariffs 2024/2025 Excluding Vat	Description	VAT Status	Tariffs 2025/2026 Including Vat	Variance	Indicative Tariffs 2026/2027 Including Vat	Variance	Indicative Tariffs 2027/2028 Including Vat	Variance	Tariffs 2025/2026 Excluding Vat
	6.2.2 Traffic Services								
	6.2.2.1 Assistance: Escorting and Traffic assistance or Any Other Special Event (Section 111 (3) (C) of the Road Traffic Act 1989, Act 29 of 1989, in conjunction with Section 22 of the Standard Regulation Re: Roads, Provincial Notice 562 of October 1987.								
	6.2.2.1.1 Profit Organisations: (per gathering/march)								
R 717.39	(a) First hour per officer (normal working hours)	15.0%	R 866.00	4.97%	R 917.00	5.89%	R 972.00	6.00%	R 753.04
R 256.52	(b) Subsequent hourly tariff within normal working hours	15.0%	R 309.00	4.75%	R 327.00	5.83%	R 346.00	5.81%	R 268.70
R 904.35	(c) First hour per officer (after hours & weekends)	15.0%	R 1,092.00	5.00%	R 1,157.00	5.95%	R 1,226.00	5.96%	R 949.57
R 354.78	(d) Subsequent hourly tariff after hours & weekends	15.0%	R 428.00	4.90%	R 453.00	5.84%	R 480.00	5.96%	R 372.17
R 1,859.13	(e) Per officer (Sundays per 4 hour bracket)	15.0%	R 2,244.00	4.96%	R 2,378.00	5.97%	R 2,520.00	5.97%	R 1,951.30
R 216.52	(f) Per vehicle (less than 15 km)	15.0%	R 261.00	4.82%	R 276.00	5.75%	R 292.00	5.80%	R 226.96
R 11.39	(g) Per kilometre tariff thereafter	15.0%	R 14.10	7.63%	R 15.00	6.38%	R 15.50	3.33%	R 12.26
R 216.52	(h) Hiring of road signs and equipment	15.0%	R 261.00	4.82%	R 276.00	5.75%	R 292.00	5.80%	R 226.96
R 919.13	(i) Mega phone per day	15.0%	R 1,109.00	4.92%	R 1,175.00	5.95%	R 1,245.00	5.96%	R 964.35
	6.2.2.1.2 Non-Profit Organisations: (per gathering/march)								
R 256.52	(a) First hour per officer (normal working hours)	15.0%	R 309.00	4.75%	R 327.00	5.83%	R 346.00	5.81%	R 268.70
R 130.43	(b) Subsequent hourly tariff within normal working hours	15.0%	R 157.00	4.67%	R 166.00	5.73%	R 175.00	5.42%	R 136.52
R 336.52	(c) First hour per officer (after hours & weekends)	15.0%	R 406.00	4.91%	R 430.00	5.91%	R 455.00	5.81%	R 353.04
R 201.74	(d) Subsequent hourly tariff after hours & weekends	15.0%	R 243.00	4.74%	R 257.00	5.76%	R 272.00	5.84%	R 211.30
R 926.96	(e) Per officer (Sundays per 4 hour bracket)	15.0%	R 1,119.00	4.97%	R 1,186.00	5.99%	R 1,257.00	5.99%	R 973.04
R 130.43	(f) Per vehicle (less than 15 km)	15.0%	R 157.00	4.67%	R 166.00	5.73%	R 175.00	5.42%	R 136.52
R 11.39	(g) Per kilometre tariff thereafter	15.0%	R 14.10	7.63%	R 15.00	6.38%	R 15.50	3.33%	R 12.26
R 97.39	(h) Hiring of road signs and equipment	15.0%	R 117.00	4.46%	R 124.00	5.98%	R 131.00	5.65%	R 101.74
R 453.91	(i) Mega phone per day	15.0%	R 548.00	4.98%	R 580.00	5.84%	R 614.00	5.86%	R 476.52
	6.2.2.2 Dog Tax Tariffs								
R 271.30	6.2.2.2.1 Male dog; per year or part thereof	15.0%	R 327.00	4.81%	R 346.00	5.81%	R 366.00	5.78%	R 284.35
R 549.57	6.2.2.2.2 Bitch; per year or part thereof	15.0%	R 663.00	4.91%	R 702.00	5.88%	R 744.00	5.88%	R 576.52
R 133.91	6.2.2.2.3 Sterilised/castrated (proof)	15.0%	R 161.00	4.55%	R 170.00	5.59%	R 180.00	5.88%	R 140.00
R 215.65	6.2.2.3 Executing of warrants of arrest	15.0%	R 260.00	4.84%	R 275.00	5.77%	R 291.00	5.82%	R 226.09
	6.2.3 Fire Brigade Service (In terms of Provincial Notice 396 of 11 June 1982) No accounts will be render to informal areas								
R 3,256.52	6.2.3.1 Call-outs (per call) (excluding residential) This includes all fire fighting vehicles, all manpower water supply and (Per hour or part thereof)	15.0%	R 3,932.00	4.99%	R 4,167.00	5.98%	R 4,417.00	6.00%	R 3,419.13
	6.2.3.2 Additional services (such as pumping, cleaning roads, decontamination) and consumables								
R 541.74	a) Call-out per hour or part thereof	15.0%	R 654.00	4.98%	R 693.00	5.96%	R 734.00	5.92%	R 568.70
R 46.09	b) Absorbent per kilogram	15.0%	R 55.00	3.77%	R 58.00	5.45%	R 61.00	5.17%	R 47.83
R 49.57	c) Foam per litre	15.0%	R 59.00	3.51%	R 62.00	5.08%	R 65.00	4.84%	R 51.30
R 477.39	d) Handheld extinguisher	15.0%	R 576.00	4.92%	R 610.00	5.90%	R 646.00	5.90%	R 500.87
R 109.57	e) Decontamination concentrate	15.0%	R 132.00	4.76%	R 139.00	5.30%	R 147.00	5.76%	R 114.78
	6.2.3.3 Special Standby Services at Events								
R 2,170.43	a) First hour	15.0%	R 2,620.00	4.97%	R 2,777.00	5.99%	R 2,943.00	5.98%	R 2,278.26
R 544.35	b) Per hour or part thereof, thereafter	15.0%	R 657.00	4.95%	R 696.00	5.94%	R 737.00	5.89%	R 571.30
R 2,661.74	6.2.3.4 Controlled Burns	15.0%	R 3,214.00	5.00%	R 3,406.00	5.97%	R 3,610.00	5.99%	R 2,794.78
R 690.43	6.2.3.5 Clearing of overgrown properties (residential areas) and	15.0%	R 833.00	4.91%	R 882.00	5.88%	R 934.00	5.90%	R 724.35
	6.2.3.6 Flammable Liquid Certificates:								
R 126.09	(a) Domestic installations	15.0%	R 152.00	4.83%	R 161.00	5.92%	R 170.00	5.59%	R 132.17
R 488.70	(b) Commercial installations	15.0%	R 590.00	4.98%	R 625.00	5.93%	R 662.00	5.92%	R 513.04
R 552.17	(c) Industrial Installations	15.0%	R 666.00	4.88%	R 705.00	5.86%	R 747.00	5.96%	R 579.13
R 488.70	(d) LPG Suppliers	15.0%	R 590.00	4.98%	R 625.00	5.93%	R 662.00	5.92%	R 513.04
R 488.70	(e) Spray paint rooms	15.0%	R 590.00	4.98%	R 625.00	5.93%	R 662.00	5.92%	R 513.04
	6.2.3.7 Fire Safety Certification								
R 376.52	a) New Building plan or alterations	15.0%	R 454.00	4.85%	R 481.00	5.95%	R 509.00	5.82%	R 394.78
R 126.09	b) Educational and old age facilities	15.0%	R 152.00	4.83%	R 161.00	5.92%	R 170.00	5.59%	R 132.17
R 376.52	c) New business licence application	15.0%	R 454.00	4.85%	R 481.00	5.95%	R 509.00	5.82%	R 394.78
R 488.70	d) Commercial/Industrial Facility	15.0%	R 590.00	4.98%	R 625.00	5.93%	R 662.00	5.92%	R 513.04
	6.2.3.8 Dangerous Goods Transport Permit (Annual)								
R 323.48	a) Light Delivery vehicle up to 3500 kg	15.0%	R 390.00	4.84%	R 413.00	5.90%	R 437.00	5.81%	R 339.13
R 408.70	b) Light Delivery vehicle above 3500 kg	15.0%	R 493.00	4.89%	R 522.00	5.88%	R 553.00	5.94%	R 428.70
R 801.74	c) Rigid tankers and flat beds up to 20 0	15.0%	R 968.00	4.99%	R 1,026.00	5.99%	R 1,087.00	5.95%	R 841.74
R 1,201.74	d) Rigid tankers and flat beds above 20	15.0%	R 1,451.00	4.99%	R 1,538.00	6.00%	R 1,630.00	5.98%	R 1,261.74
	e) Articulated vehicles up to 20 000 litres								
R 323.48	1) Horse	15.0%	R 390.00	4.84%	R 413.00	5.90%	R 437.00	5.81%	R 339.13
R 801.74	2) Per unit or tanker thereafter	15.0%	R 968.00	4.99%	R 1,026.00	5.99%	R 1,087.00	5.95%	R 841.74
	f) Articulated vehicles above 20 000 litres								
R 323.48	1) Horse	15.0%	R 390.00	4.84%	R 413.00	5.90%	R 437.00	5.81%	R 339.13
R 1,201.74	2) Per unit or tanker thereafter	15.0%	R 1,451.00	4.99%	R 1,538.00	6.00%	R 1,630.00	5.98%	R 1,261.74
R 180.00	g) Transfer of certificate	15.0%	R 217.00	4.83%	R 230.00	5.99%	R 243.00	5.65%	R 188.70
	6.2.3.9 Event application								
R 180.00	a) Below 500 attendees	15.0%	R 217.00	4.83%	R 230.00	5.99%	R 243.00	5.65%	R 188.70
R 360.00	b) Between 500 and 1000 attendees	15.0%	R 434.00	4.83%	R 460.00	5.99%	R 487.00	5.87%	R 377.39
R 727.83	c) More than 1000 attendees	15.0%	R 878.00	4.90%	R 930.00	5.92%	R 985.00	5.91%	R 763.48
	6.2.3.10 Training per person								
R 380.87	Industrial and Commercial Basic Firefighting – 3 days	15.0%	R 459.00	4.79%	R 486.00	5.88%	R 515.00	5.97%	R 399.13
R 637.39	Industrial and Commercial Advanced – 5 days	15.0%	R 769.00	4.91%	R 815.00	5.98%	R 863.00	5.89%	R 668.70
R 126.09	Portable Fire Extinguisher course – 4 hours (excluding c	15.0%	R 152.00	4.83%	R 161.00	5.92%	R 170.00	5.59%	R 132.17

RATES AND TARIFFS 2025/2026 - 2027/2028

Tariffs 2024/2025 Excluding Vat		Description	VAT Status	Tariffs 2025/2026 Including Vat	Variance	Indicative Tariffs 2026/2027 Including Vat	Variance	Indicative Tariffs 2027/2028 Including Vat	Variance	Tariffs 2025/2026 Excluding Vat
		6.2.7 Licensing and Regulating: Hiring and Sundry								
R 920.00	6.2.7.1	Vendor stalls (uncovered)	15.0%	R 1,110.00	4.91%	R 1,176.00	5.95%	R 1,246.00	5.95%	R 965.22
R 1,489.57	6.2.7.2	Vendor stalls -- under cover (per annum)	15.0%	R 1,798.00	4.96%	R 1,905.00	5.95%	R 2,019.00	5.98%	R 1,563.48
	6.2.7.3	Clean-up of premises (cost recoverable from owner)								
	6.2.7.4	Vendor stalls: (Food trailer)	15%	R 1,600.00	New	R 1,696.00	#DIV/0!	R 1,797.00	#DIV/0!	R 1,391.30
		6.2.7.5 Business licences								
	6.2.7.5.1	Business licence for informal traders - This is for informal traders that trade on demarcated spaces that prepares food	15.0%	R 250.00	New	R 265.00	#DIV/0!	R 280.00	#DIV/0!	R 217.39
	6.2.7.5.2	Business licence for formal businesses	15.0%	R 300.00	New	R 318.00	#DIV/0!	R 337.00	#DIV/0!	R 260.87
	6.2.7.5.3	Business licence for home shops	15.0%	R 250.00	New	R 265.00	#DIV/0!	R 280.00	#DIV/0!	R 217.39
		6.2.8 Holiday Resorts								
		Deposit for hiring C & D types Chalets at Pine Forest (<i>Dennebos</i>)	Exempt	R 841.00	4.99%	R 891.00	5.95%	R 944.00	5.95%	
		Deposit for hiring of other	Exempt	R 652.00	4.99%	R 691.00	5.98%	R 732.00	5.93%	
		6.2.8.1 Pine Forest (<i>Dennebos</i>)								
25.00%	6.2.8.1.1	Administrative levy for cancellation of booking (% of rental amount, no maximum)		25.00%	0.00%	25.00%	0.00%	25.00%	0.00%	25.00%
		6.2.8.1.2 Camping (per stand per night)								
R 426.96		High season	15.0%	R 515.00	4.89%	R 545.00	5.83%	R 577.00	5.87%	R 447.83
R 277.39		High season	15.0%	R 334.00	4.70%	R 354.00	5.99%	R 375.00	5.93%	R 290.43
R 167.83		Out of season	15.0%	R 202.00	4.66%	R 214.00	5.94%	R 226.00	5.61%	R 175.65
		Deposit	Exempt	R 635.00	4.96%	R 673.00	5.98%	R 713.00	5.94%	
		6.2.8.1.3 Annual Booking Fee								
R 22,135.65		A-type - caravan premises cabin	15.0%	R 26,728.00	5.00%	R 28,331.00	6.00%	R 30,030.00	6.00%	R 23,241.74
R 17,402.61		A & B-type - caravan premises Non cabin	15.0%	R 21,013.00	5.00%	R 22,273.00	6.00%	R 23,609.00	6.00%	R 18,272.17
R 17,733.91		C-type - caravan premises Non cabin	15.0%	R 23,453.00	15.00%	R 22,273.00	-5.03%	R 23,609.00	6.00%	R 20,393.91
R 22,135.65		Loq Cabins	15.0%	R 26,728.00	5.00%	R 28,331.00	6.00%	R 30,030.00	6.00%	R 23,241.74
R 18,614.78		A-type - Lost City Cabin	15.0%	R 24,618.00	15.00%	R 28,310.00	15.00%	R 30,030.00	6.08%	R 21,406.96
R 15,611.30		B-type - Lost City Cabin	15.0%	R 20,645.00	14.99%	R 23,741.00	15.00%	R 27,302.00	15.00%	R 17,952.17
		Deposit	Exempt							
		6.2.8.1.4 Chalets (per unit per night)								
		6.2.8.1.4.1 A - Type								
R 520.87		High season (24 December to 9 January & Easter weekend)	15.0%	R 628.00	4.84%	R 665.00	5.89%	R 704.00	5.86%	R 546.09
R 463.48		High season	15.0%	R 559.00	4.88%	R 592.00	5.90%	R 627.00	5.91%	R 486.09
R 377.39		Out of season	15.0%	R 455.00	4.84%	R 482.00	5.93%	R 510.00	5.81%	R 395.65
		6.2.8.1.4.2 B - Type								
R 848.70		High season (24 December to 9 January & Easter weekend)	15.0%	R 1,024.00	4.92%	R 1,085.00	5.96%	R 1,150.00	5.99%	R 890.43
R 689.57		High season	15.0%	R 832.00	4.92%	R 881.00	5.89%	R 933.00	5.90%	R 723.48
R 533.91		Out of season	15.0%	R 644.00	4.89%	R 682.00	5.90%	R 722.00	5.87%	R 560.00
		6.2.8.1.4.3 C - Type								
R 1,217.39		High season (24 December to 9 January & Easter weekend)	15.0%	R 1,470.00	5.00%	R 1,558.00	5.99%	R 1,651.00	5.97%	R 1,278.26
R 1,162.61		High season	15.0%	R 1,403.00	4.94%	R 1,487.00	5.99%	R 1,576.00	5.99%	R 1,220.00
R 640.00		Out of season	15.0%	R 772.00	4.89%	R 818.00	5.96%	R 867.00	5.99%	R 671.30
		6.2.8.1.4.4 D - Type								
R 1,101.74		High season (24 December to 9 January & Easter weekend)	15.0%	R 1,330.00	4.97%	R 1,409.00	5.94%	R 1,493.00	5.96%	R 1,156.52
R 923.48		High season	15.0%	R 1,115.00	4.99%	R 1,181.00	5.92%	R 1,251.00	5.93%	R 969.57
R 582.61		Out of season	15.0%	R 703.00	4.93%	R 745.00	5.97%	R 789.00	5.91%	R 611.30
		6.2.8.1.4.5 E - Type								
R 799.13		High season (24 December to 9 January & Easter weekend)	15.0%	R 964.00	4.90%	R 1,021.00	5.91%	R 1,082.00	5.97%	R 838.26
R 740.00		High season	15.0%	R 893.00	4.94%	R 946.00	5.94%	R 1,002.00	5.92%	R 776.52
R 474.78		Out of season	15.0%	R 573.00	4.95%	R 607.00	5.93%	R 643.00	5.93%	R 498.26
		6.2.8.1.4.6 F - Type								
R 520.87		High season (24 December to 9 January & Easter weekend)	15.0%	R 628.00	4.84%	R 665.00	5.89%	R 704.00	5.86%	R 546.09
R 463.48		High season	15.0%	R 559.00	4.88%	R 592.00	5.90%	R 627.00	5.91%	R 486.09
R 377.39		Out of season	15.0%	R 455.00	4.84%	R 482.00	5.93%	R 510.00	5.81%	R 395.65
		6.2.8.1.4.7 G - Type								
R 1,223.48		High season (24 December to 9 January & Easter weekend)	15.0%	R 1,477.00	4.98%	R 1,565.00	5.96%	R 1,658.00	5.94%	R 1,284.35
R 973.91		High season	15.0%	R 1,176.00	5.00%	R 1,246.00	5.95%	R 1,320.00	5.94%	R 1,022.61
R 603.48		Out of season	15.0%	R 728.00	4.90%	R 771.00	5.91%	R 817.00	5.97%	R 633.04
	6.2.8.1.4.8	Long-term monthly rentals are based on the weekend tariff multiplied by four (4) plus 20 percent.								
		6.2.8.1.5 Day Visitors - Entrance								
R 82.61		Per person per day	15.0%	R 99.00	4.21%	R 104.00	5.05%	R 110.00	5.77%	R 86.09
R 77.39		Per vehicle per day	15.0%	R 93.00	4.49%	R 98.00	5.38%	R 103.00	5.10%	R 80.87

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Tariffs 2024/2025 Excluding Vat	Description	VAT Status	Tariffs 2025/2026 Including Vat	Variance	Indicative Tariffs 2026/2027 Including Vat	Variance	Indicative Tariffs 2027/2028 Including Vat	Variance	Tariffs 2025/2026 Excluding Vat
	6.2.8.1.6 Sundry Tariffs								
	Conference Hall (deposit)	Exempt	R 800.00	0.00%	R 848.00	6.00%	R 898.00	5.90%	
R 613.91	Conference Hall hire: per session								
	08:00 – 13.00	15.0%	R 741.00	4.96%	R 785.00	5.94%	R 832.00	5.99%	R 644.35
R 613.91	13:00 – 18:00	15.0%	R 741.00	4.96%	R 785.00	5.94%	R 832.00	5.99%	R 644.35
R 820.00	18:00 – 24:00	15.0%	R 990.00	4.98%	R 1,049.00	5.96%	R 1,111.00	5.91%	R 860.87
R 1,573.91	Conference Hall hire: per day	15.0%	R 1,900.00	4.97%	R 2,014.00	6.00%	R 2,134.00	5.96%	R 1,652.17
	<i>Renting of Recreational Halls to sports clubs (local):</i>								
	Deposit	Exempt	R 350.00	0.00%	R 371.00	6.00%	R 393.00	5.93%	
R 2,842.94	Annual tariff	15.0%	R 3,923.25	20.00%	R 4,158.00	5.98%	R 4,407.00	5.99%	R 3,411.52
R 89.57	Bedding hiring: per set per week (chalets)	15.0%	R 108.00	4.85%	R 114.00	5.56%	R 120.00	5.26%	R 93.91
	Entrance (Local Residents)								
R 199.13	Clip cards - Local residence in Witzenberg area entrance (5 Visits)	15.0%	R 240.00	4.80%	R 254.00	5.83%	R 269.00	5.91%	R 208.70
	Local residence in Witzenberg annual tickets (per ticket)								
R 463.48	Adults	15.0%	R 559.00	4.88%	R 592.00	5.90%	R 627.00	5.91%	R 486.09
R 340.00	Children	15.0%	R 410.00	4.86%	R 434.00	5.85%	R 460.00	5.99%	R 356.52
R 317.39	Vehicles	15.0%	R 383.00	4.93%	R 405.00	5.74%	R 429.00	5.93%	R 333.04
R 69.57	Clip cards - Recreational facilities 5 clips per ticket	15.0%	R 84.00	5.00%	R 89.00	5.95%	R 94.00	5.62%	R 73.04
R 55.65	Laundromat facilities Per 8kg, excluding washing powder	15.0%	R 67.00	4.69%	R 71.00	5.97%	R 75.00	5.63%	R 58.26
	6.2.8.2 Klipriver Park (Closed)								
	6.2.8.3 Discounts - Both Resorts								
	The following discounts will be allowed on booking by:								
	Pensioners - less 50% during off-season and midweek periods out of peak season								
	Registered Caravan Clubs and Club members - less 10% in periods out of peak season								
	Midweek in- and off season - less 25%								
	Students accompanied by parents - less 12% on day visitor fee								
	6.2.9 Swimming Pools								
	All swimming pools in Witzenberg								
R 9.57	Entrance: Adults	15.0%	R 10.00	-9.09%	R 10.00	0.00%	R 10.00	0.00%	R 8.70
R 0.87	Children (school-going)	15.0%	R 1.00	0.0%	R 1.00	0.00%	R 1.00	0.00%	R 0.87
R 130.43	Season tickets	15.0%	R 150.00	0.00%	R 150.00	0.00%	R 150.00	0.00%	R 130.43
R 521.74	Annual fee per School (Only for School activities)	15.0%	R 600.00	0.0%	R 600.00	0.00%	R 600.00	0.00%	R 521.74
R 956.52	Annual fee per Service providers for Swimming training/lessons (Allow all trainees entry free)	15.0%	R 1,100.00	0.00%	R 1,100.00	0.00%	R 1,100.00	0.00%	R 956.52
	6.2.10 Sports grounds								
	6.2.10.1 All sports grounds in Witzenberg								
R 85.22	School practices (per practice) max 2/week @3hours / occasion	15.0%	R 102.00	4.08%	R 108.00	5.88%	R 114.00	5.56%	R 88.70
R 184.35	School matches (per match)	15.0%	R 222.00	4.72%	R 235.00	5.86%	R 249.00	5.96%	R 193.04
R 184.35	Sports clubs (per practice) max 2/week @3hours / occasion	15.0%	R 222.00	4.72%	R 235.00	5.86%	R 249.00	5.96%	R 193.04
R 434.78	Sports clubs (per match) with no entrance fees	15.0%	R 642.00	4.90%	R 680.00	5.92%	R 720.00	5.88%	R 434.78
R 869.57	Sports clubs (per match) with entrance/ gate fees	15.0%	R 1,285.00	4.98%	R 1,362.00	5.99%	R 1,443.00	5.95%	R 869.57
R 1,304.35	Other events	15.0%	R 1,927.00	4.96%	R 2,042.00	5.97%	R 2,164.00	5.97%	R 1,304.35
R 1,304.35	Tournaments / day	15.0%	R 1,927.00	4.96%	R 2,042.00	5.97%	R 2,164.00	5.97%	R 1,304.35
R 1,304.35	Festivals and Carnivals (per day)	15.0%	R 1,927.00	4.96%	R 2,042.00	5.97%	R 2,164.00	5.97%	R 1,304.35
R 3,060.00	6.2.10.2 Deposit per event	Exempt	R 3,213.00	5.00%	R 3,405.00	5.98%	R 3,609.00	5.99%	R 3,213.00
	No standing deposits will be accepted. Each booking stand alone								
	6.2.11 Community Halls and Town Halls								
	No discos or dances in any facility								
	ALL community Halls:								
	Sessions: morning: 8h00-13h00								
	afternoon: 13h00-18h00								
	evening: 18h00-12h00								
	PENALTY : LATE OUT : 50% of deposit								

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Tariffs 2024/2025 Excluding Vat	Description	VAT Status	Tariffs 2025/2026 Including Vat	Variance	Indicative Tariffs 2026/2027 Including Vat	Variance	Indicative Tariffs 2027/2028 Including Vat	Variance	Tariffs 2025/2026 Excluding Vat
6.2.11.1.3 Town Hall - Ceres									
Hall, stage and main toilets									
R 386.96	Morning	15.0%	R 467.00	4.94%	R 495.00	6.00%	R 524.00	5.86%	R 406.09
R 386.96	Afternoon	15.0%	R 467.00	4.94%	R 495.00	6.00%	R 524.00	5.86%	R 406.09
R 477.39	Evening	15.0%	R 576.00	4.92%	R 610.00	5.90%	R 646.00	5.90%	R 500.87
Kitchen									
R 251.30	Morning	15.0%	R 303.00	4.84%	R 321.00	5.94%	R 340.00	5.92%	R 263.48
R 251.30	Afternoon	15.0%	R 303.00	4.84%	R 321.00	5.94%	R 340.00	5.92%	R 263.48
R 249.57	Evening	15.0%	R 334.00	4.70%	R 354.00	5.99%	R 375.00	5.93%	R 249.57
Banqueting Hall: (only when not used in									
R 236.52	Morning	15.0%	R 285.00	4.78%	R 302.00	5.96%	R 320.00	5.96%	R 247.83
R 236.52	Afternoon	15.0%	R 285.00	4.78%	R 302.00	5.96%	R 320.00	5.96%	R 247.83
R 268.70	Evening	15.0%	R 324.00	4.85%	R 343.00	5.86%	R 363.00	5.83%	R 281.74
Tariff 2: Public dances per session									
Tariff 3: Guarantee deposit									
R 2,224.00	Per function	Exempt	R 2,335.00	4.99%	R 2,475.00	6.00%	R 2,623.00	5.98%	R 2,335.00
Tariff 4: equipment per occasion									
R 33.04	Hiring of table cloths (each, per day)	15.0%	R 39.00	2.63%	R 41.00	5.13%	R 43.00	4.88%	R 33.91
R 22.61	Hiring of tables (each, per day)	15.0%	R 27.00	3.85%	R 28.00	3.70%	R 29.00	3.57%	R 23.48
R 20.87	Hiring of cutlery (per dozen, per day)	15.0%	R 25.00	4.17%	R 26.00	4.00%	R 27.00	3.85%	R 21.74
Tariff 5: reduced rates									
50% discount to organisations that qualify									
Tariff 6: Levy in respect of exceeding the									
In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated									
Tariff 7: Pianos per function (currently not available)									
R 223.48	Piano organ	15.0%	R 269.00	4.67%	R 285.00	5.95%	R 302.00	5.96%	R 233.91
R 251.30	Grand piano	15.0%	R 303.00	4.84%	R 321.00	5.94%	R 340.00	5.92%	R 263.48
Tariff 8: Rehearsals (per rehearsal)									
In respect of hall and stage only									
R 157.39	Morning: 10:00 - 12:00 (per rehearsal)	15.0%	R 190.00	4.97%	R 201.00	5.79%	R 213.00	5.97%	R 165.22
R 175.65	Evening: 18:00 - 20:00 (per rehearsal)	15.0%	R 212.00	4.95%	R 224.00	5.66%	R 237.00	5.80%	R 184.35
Tariff 9: Changes to Bookings -- per booking									
If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged									
R 128.70	Levy	15.0%	R 155.00	4.73%	R 164.00	5.81%	R 173.00	5.49%	R 134.78
R 268.70	Sound system for Town Hall (per occasion)	15.0%	R 324.00	4.85%	R 343.00	5.86%	R 363.00	5.83%	R 281.74

RATES AND TARIFFS 2025/2026 - 2027/2028

Tariffs 2024/2025 Excluding Vat	Description	VAT Status	Tariffs 2025/2026 Including Vat	Variance	Indicative Tariffs 2026/2027 Including Vat	Variance	Indicative Tariffs 2027/2028 Including Vat	Variance	Tariffs 2025/2026 Excluding Vat
6.2.11.1.4 Bella Vista Community Hall									
	All traditional church services (through the night) X2 the 24hour tariff Deposit for above	Exempt	R 2,921.00	5.00%	R 3,096.00	5.99%	R 3,281.00	5.98%	R 2,921.00
R 2,782.00	Tariff 1: Basic charges per session Hall, stage and main toilets								
R 277.39	Morning	15.0%	R 334.00	4.70%	R 354.00	5.99%	R 375.00	5.93%	R 290.43
R 277.39	Afternoon	15.0%	R 334.00	4.70%	R 354.00	5.99%	R 375.00	5.93%	R 290.43
R 417.39	Evening	15.0%	R 504.00	5.00%	R 534.00	5.95%	R 566.00	5.99%	R 438.26
	Kitchen								
R 251.30	Morning	15.0%	R 303.00	4.84%	R 321.00	5.94%	R 340.00	5.92%	R 263.48
R 251.30	Afternoon	15.0%	R 303.00	4.84%	R 321.00	5.94%	R 340.00	5.92%	R 263.48
R 277.39	Evening	15.0%	R 334.00	4.70%	R 354.00	5.99%	R 375.00	5.93%	R 290.43
	Change rooms (excluding main toilets)								
R 70.43	Morning	15.0%	R 85.00	4.94%	R 90.00	5.88%	R 95.00	5.56%	R 73.91
R 70.43	Afternoon	15.0%	R 85.00	4.94%	R 90.00	5.88%	R 95.00	5.56%	R 73.91
R 144.35	Evening	15.0%	R 174.00	4.82%	R 184.00	5.75%	R 195.00	5.98%	R 151.30
	Tariff 2: Public dances per session Hall, stage and toilets	15.0%	R 1,158.00	4.99%	R 1,227.00	5.96%	R 1,300.00	5.95%	R 1,006.96
	Tariff 3: Guarantee deposit Per function --- excluding kitchen	15.0%	R 583.00	4.86%	R 617.00	5.83%	R 654.00	6.00%	R 506.96
R 483.48	Per function --- including kitchen	15.0%	R 2,335.00	4.99%	R 2,475.00	6.00%	R 2,623.00	5.98%	R 2,030.43
R 1,933.91	Tariff 4: equipment per occasion Hiring of table cloths (each, per day)	15.0%	R 39.00	2.63%	R 41.00	5.13%	R 43.00	4.88%	R 33.91
R 33.04	Hiring of tables (each, per day)	15.0%	R 27.00	3.85%	R 28.60	5.93%	R 30.30	5.94%	R 20.87
R 20.87	Hiring of cutlery (per dozen, per day)	15.0%	R 20.40	5.15%	R 21.60	5.88%	R 22.90	6.02%	R 17.74
R 16.87	Tariff 5: Reduced rates 50% discount to organisations that qualify								
	Tariff 6: Levy in respect of exceeding the vacating time In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated								
REMOVED	Tariff 7: Pianos		REMOVED		REMOVED		REMOVED		REMOVED
	Tariff 8: Rehearsals (per rehearsal) In respect of hall and stage only								
R 100.87	Morning: 10:00 - 12:00 (per rehearsal)	15.0%	R 121.00	4.31%	R 128.00	5.79%	R 135.00	5.47%	R 105.22
R 144.35	Evening: 18:00 - 20:00 (per rehearsal)	15.0%	R 174.00	4.82%	R 184.00	5.75%	R 195.00	5.98%	R 151.30
	Tariff 9: Changes to Bookings -- per booking If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 113.91	Levy	15.0%	R 137.00	4.58%	R 145.00	5.84%	R 153.00	5.52%	R 119.13
6.2.11.1.5 Dreyer Hall (currently on lease contract)									
	Tariff 1: Basic charges per session Hall, stage and main toilets								
R 251.30	Morning	15.0%	R 303.00	4.84%	R 321.00	5.94%	R 340.00	5.92%	R 263.48
R 251.30	Afternoon	15.0%	R 303.00	4.84%	R 321.00	5.94%	R 340.00	5.92%	R 263.48
R 346.09	Evening	15.0%	R 417.00	4.77%	R 442.00	6.00%	R 468.00	5.88%	R 362.61
	Kitchen								
R 84.35	Morning	15.0%	R 101.00	4.12%	R 107.00	5.94%	R 113.00	5.61%	R 87.83
R 84.35	Afternoon	15.0%	R 101.00	4.12%	R 107.00	5.94%	R 113.00	5.61%	R 87.83
R 100.87	Evening	15.0%	R 121.00	4.31%	R 128.00	5.79%	R 135.00	5.47%	R 105.22
	Change rooms (excluding main toilets)								
R 72.17	Morning	15.0%	R 87.00	4.82%	R 92.00	5.75%	R 97.00	5.43%	R 75.65
R 72.17	Afternoon	15.0%	R 87.00	4.82%	R 92.00	5.75%	R 97.00	5.43%	R 75.65
R 159.13	Evening	15.0%	R 192.00	4.92%	R 203.00	5.73%	R 215.00	5.91%	R 166.96
	Tariff 2: Public dances per session Hall, stage and toilets	15.0%	R 1,166.00	4.95%	R 1,235.00	5.92%	R 1,309.00	5.99%	R 1,013.91
R 966.09	Tariff 3: Guarantee deposit per function	Exempt	R 443.00	4.98%	R 469.00	5.87%	R 497.00	5.97%	R 443.00
R 422.00	Tariff 4: Equipment								
	Tariff 5: Reduced rates 50% discount to organisations that qualify								
	Tariff 6: Levy in respect of exceeding the vacating time In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R10 per hour will be levied until such time that the premises have been fully vacated								
	Tariff 7: Pianos								
	Tariff 8: Rehearsals (per rehearsal) In respect of hall and stage only								
R 72.17	Morning: 10:00 - 12:00 (per rehearsal)	15.0%	R 87.00	4.82%	R 92.00	5.75%	R 97.00	5.43%	R 75.65
R 115.65	Evening: 18:00 - 20:00 (per rehearsal)	15.0%	R 139.00	4.51%	R 147.00	5.76%	R 155.00	5.44%	R 120.87
	Tariff 9: Changes to Bookings -- per booking If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 115.65	Levy	15.0%	R 139.00	4.51%	R 147.00	5.76%	R 155.00	5.44%	R 120.87

RATES AND TARIFFS 2025/2026 - 2027/2028

Tariffs 2024/2025 Excluding Vat	Description	VAT Status	Tariffs 2025/2026 Including Vat	Variance	Indicative Tariffs 2026/2027 Including Vat	Variance	Indicative Tariffs 2027/2028 Including Vat	Variance	Tariffs 2025/2026 Excluding Vat
	6.2.11.1.6 Bella Vista Youth Centre and Polo cross Hall N'duli								
	Tariff 1: Basic charges per session								
	Hall, stage and main toilets								
R 251.30	Morning	15.0%	R 303.00	4.84%	R 321.00	5.94%	R 340.00	5.92%	R 263.48
R 251.30	Afternoon	15.0%	R 303.00	4.84%	R 321.00	5.94%	R 340.00	5.92%	R 263.48
R 344.35	Evening	15.0%	R 415.00	4.80%	R 439.00	5.78%	R 465.00	5.92%	R 360.87
	Tariff 2: Public dances per session								
R 959.13	Hall, stage and toilets	15.0%	R 1,158.00	4.99%	R 1,227.00	5.96%	R 1,300.00	5.95%	R 1,006.96
R 419.00	Tariff 3: Guarantee deposit per function	Exempt	R 439.00	4.77%	R 465.00	5.92%	R 492.00	5.81%	R 439.00
	Tariff 4: Reduced rates								
	50% discount to organisations that qualify								
	Tariff 5: Levy in respect of exceeding the vacating time								
	In the event of the lessee failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R10 per hour will be levied until such time that the premises have been fully vacated								
	Tariff 6: Rehearsals (per rehearsal)								
	In respect of hall and stage only								
R 70.43	Morning: 10:00 - 12:00 (per rehearsal)	15.0%	R 85.00	4.94%	R 90.00	5.88%	R 95.00	5.56%	R 73.91
R 113.91	Evening: 18:00 - 20:00 (per rehearsal)	15.0%	R 137.00	4.58%	R 145.00	5.84%	R 153.00	5.52%	R 119.13
	Tariff 7: Changes to bookings --- per booking								
	If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 128.70	Levy	15.0%	R 155.00	4.73%	R 164.00	5.81%	R 173.00	5.49%	R 134.78
	6.2.11.1.7 N'duli New Hall								
	All traditional church services (through the night)								
	X2 the 24 hour tariff								
R 2,782.00	Deposit for above	Exempt	R 2,921.00	5.00%	R 3,096.00	5.99%	R 3,281.00	5.98%	R 2,921.00
	Tariff 1: Basic charges per session								
	Hall, stage and main toilets								
R 277.39	Morning	15.0%	R 334.00	4.70%	R 354.00	5.99%	R 375.00	5.93%	R 290.43
R 277.39	Afternoon	15.0%	R 334.00	4.70%	R 354.00	5.99%	R 375.00	5.93%	R 290.43
R 417.39	Evening	15.0%	R 504.00	5.00%	R 534.00	5.95%	R 566.00	5.99%	R 438.26
	Kitchen								
R 128.70	Morning	15.0%	R 155.00	4.73%	R 164.00	5.81%	R 173.00	5.49%	R 134.78
R 128.70	Afternoon	15.0%	R 155.00	4.73%	R 164.00	5.81%	R 173.00	5.49%	R 134.78
R 190.43	Evening	15.0%	R 229.00	4.57%	R 242.00	5.68%	R 256.00	5.79%	R 199.13
	Change rooms (excluding main toilets)								
R 53.04	Morning	15.0%	R 64.00	4.92%	R 67.00	4.69%	R 71.00	5.97%	R 55.65
R 53.04	Afternoon	15.0%	R 64.00	4.92%	R 67.00	4.69%	R 71.00	5.97%	R 55.65
R 84.35	Evening	15.0%	R 101.00	4.12%	R 107.00	5.94%	R 113.00	5.61%	R 87.83
REMOVED	Tariff 3: Guarantee deposit per function								
R 556.00	Deposit per function- excluding kitchen	Exempt	R 583.00	4.86%	R 617.00	5.83%	R 654.00	6.00%	R 583.00
R 2,226.00	Deposit per function- including kitchen	Exempt	R 2,337.00	4.99%	R 2,477.00	5.99%	R 2,625.00	5.97%	R 2,337.00
	Tariff 4: Equipment								
R 20.87	Hiring of tables (each, per day)	15.0%	R 27.00	3.85%	R 28.00	3.70%	R 29.00	3.57%	R 20.87
	Tariff 5: Reduced rates								
	50% discount to organisations that qualify								
	Tariff 6: Levy in respect of exceeding the vacating time								
	In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated								
	Tariff 7: Rehearsals (per rehearsal)								
	In respect of hall and stage only								
R 113.91	Morning: 10:00 - 12:00 (per rehearsal)	15.0%	R 137.00	4.58%	R 145.00	5.84%	R 153.00	5.52%	R 119.13
R 144.35	Evening: 18:00 - 20:00 (per rehearsal)	15.0%	R 174.00	4.82%	R 184.00	5.75%	R 195.00	5.98%	R 151.30
	Tariff 8: Changes to bookings --- per booking								
	If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 113.91	Levy	15.0%	R 137.00	4.58%	R 145.00	5.84%	R 153.00	5.52%	R 119.13

RATES AND TARIFFS 2025/2026 - 2027/2028

Tariffs 2024/2025 Excluding Vat	Description	VAT Status	Tariffs 2025/2026 Including Vat	Variance	Indicative Tariffs 2026/2027 Including Vat	Variance	Indicative Tariffs 2027/2028 Including Vat	Variance	Tariffs 2025/2026 Excluding Vat
	6.2.11.1.8 Prince Alfred's Hamlet Town Hall								
R 2,782.00	All traditional church services (through the night) X2 the 24 hour tariff Deposit for above	Exempt	R 2,921.00	5.00%	R 3,096.00	5.99%	R 3,281.00	5.98%	R 2,921.00
	Tariff 1: Basic charges per session								
	Hall, stage and main toilets								
R 277.39	Morning	15.0%	R 334.00	4.70%	R 354.00	5.99%	R 375.00	5.93%	R 290.43
R 277.39	Afternoon	15.0%	R 334.00	4.70%	R 354.00	5.99%	R 375.00	5.93%	R 290.43
R 417.39	Evening	15.0%	R 504.00	5.00%	R 534.00	5.95%	R 566.00	5.99%	R 438.26
	Kitchen								
R 128.70	Morning	15.0%	R 155.00	4.73%	R 164.00	5.81%	R 173.00	5.49%	R 134.78
R 128.70	Afternoon	15.0%	R 155.00	4.73%	R 164.00	5.81%	R 173.00	5.49%	R 134.78
R 190.43	Evening	15.0%	R 229.00	4.57%	R 242.00	5.68%	R 256.00	5.79%	R 199.13
	Tariff 3: Guarantee deposit								
R 483.48	Per function --- excluding kitchen	15.0%	R 583.00	4.86%	R 617.00	5.83%	R 654.00	6.00%	R 506.96
R 1,935.65	Per function --- including kitchen	15.0%	R 2,337.00	4.99%	R 2,477.00	5.99%	R 2,625.00	5.97%	R 2,032.17
	Tariff 4: equipment per occasion								
R 22.61	Hiring of tables (each, per day)	15.0%	R 27.00	3.85%	R 28.00	3.70%	R 29.00	3.57%	R 23.48
	Tariff 5: Reduced rates								
	50% discount to organisations that qualify								
	Tariff 6: Levy in respect of exceeding the vacating time								
	In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated								
	Tariff 8: Rehearsals (per rehearsal)								
R 100.87	Morning: 10:00 - 12:00 (per rehearsal)	15.0%	R 121.00	4.31%	R 128.00	5.79%	R 135.00	5.47%	R 105.22
R 144.35	Evening: 18:00 - 20:00 (per rehearsal)	15.0%	R 174.00	4.82%	R 184.00	5.75%	R 195.00	5.98%	R 151.30
	Tariff 9: Changes to Bookings -- per booking								
	If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 113.91	Levy	15.0%	R 137.00	4.58%	R 145.00	5.84%	R 153.00	5.52%	R 119.13
	6.2.11.1.9 Prince Alfred's Hamlet Community Hall								
R 2,782.00	All traditional church services (through the night) X2 the 24 hour tariff Deposit for above	Exempt	R 2,921.00	5.00%	R 3,096.00	5.99%	R 3,281.00	5.98%	R 2,921.00
	Tariff 1: Basic charges per session								
	Hall, stage and main toilets								
R 277.39	Morning	15.0%	R 334.00	4.70%	R 354.00	5.99%	R 375.00	5.93%	R 290.43
R 277.39	Afternoon	15.0%	R 334.00	4.70%	R 354.00	5.99%	R 375.00	5.93%	R 290.43
R 417.39	Evening	15.0%	R 504.00	5.00%	R 534.00	5.95%	R 566.00	5.99%	R 438.26
	Kitchen								
R 128.70	Morning	15.0%	R 155.00	4.73%	R 164.00	5.81%	R 173.00	5.49%	R 134.78
R 128.70	Afternoon	15.0%	R 155.00	4.73%	R 164.00	5.81%	R 173.00	5.49%	R 134.78
R 190.43	Evening	15.0%	R 229.00	4.57%	R 242.00	5.68%	R 256.00	5.79%	R 199.13
	Tariff 3: Guarantee deposit								
R 483.48	Per function --- excluding kitchen	15.0%	R 583.00	4.86%	R 617.00	5.83%	R 654.00	6.00%	R 506.96
R 1,935.65	Per function --- including kitchen	15.0%	R 2,337.00	4.99%	R 2,477.00	5.99%	R 2,625.00	5.97%	R 2,032.17
	Tariff 4: equipment per occasion								
R 22.61	Hiring of tables (each, per day)	15.0%	R 27.00	3.85%	R 28.00	3.70%	R 29.00	3.57%	R 23.48
	Tariff 5: Reduced rates								
	50% discount to organisations that qualify								
	Tariff 6: Levy in respect of exceeding the vacating time								
	In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated								
	Tariff 8: Rehearsals (per rehearsal)								
R 100.87	Morning: 10:00 - 12:00 (per rehearsal)	15.0%	R 121.00	4.31%	R 128.00	5.79%	R 135.00	5.47%	R 105.22
R 144.35	Evening: 18:00 - 20:00 (per rehearsal)	15.0%	R 174.00	4.82%	R 184.00	5.75%	R 195.00	5.98%	R 151.30
	Tariff 9: Changes to Bookings -- per booking								
	If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 113.91	Levy	15.0%	R 137.00	4.58%	R 145.00	5.84%	R 153.00	5.52%	R 119.13

RATES AND TARIFFS 2025/2026 - 2027/2028

Tariffs 2024/2025 Excluding Vat	Description	VAT Status	Tariffs 2025/2026 Including Vat	Variance	Indicative Tariffs 2026/2027 Including Vat	Variance	Indicative Tariffs 2027/2028 Including Vat	Variance	Tariffs 2025/2026 Excluding Vat
6.2.11.1.10 Tulbagh Community Hall									
	All traditional church services (through the night) X2 the 24 hour tariff								
R 2,782.00	Deposit for above	Exempt	R 2,921.00	5.00%	R 3,096.00	5.99%	R 3,281.00	5.98%	R 2,921.00
R 113.91	Indoor Sport Preparation of hall per hour	15.0%	R 137.00	4.58%	R 145.00	5.84%	R 153.00	5.52%	R 119.13
	Tariff 1: Basic charges per session Hall, stage and main toilets								
R 277.39	Morning	15.0%	R 334.00	4.70%	R 354.00	5.99%	R 375.00	5.93%	R 290.43
R 277.39	Afternoon	15.0%	R 334.00	4.70%	R 354.00	5.99%	R 375.00	5.93%	R 290.43
R 417.39	Evening	15.0%	R 504.00	5.00%	R 534.00	5.95%	R 566.00	5.99%	R 438.26
	Kitchen								
R 128.70	Morning	15.0%	R 155.00	4.73%	R 164.00	5.81%	R 173.00	5.49%	R 134.78
R 128.70	Afternoon	15.0%	R 155.00	4.73%	R 164.00	5.81%	R 173.00	5.49%	R 134.78
R 190.43	Evening	15.0%	R 229.00	4.57%	R 242.00	5.68%	R 256.00	5.79%	R 199.13
	Tariff 3: Guarantee deposit Per function --- excluding kitchen	15.0%	R 583.00	4.86%	R 617.00	5.83%	R 654.00	6.00%	R 506.96
R 483.48	Per function --- including kitchen	15.0%	R 2,337.00	4.99%	R 2,477.00	5.99%	R 2,625.00	5.97%	R 2,032.17
R 1,935.65									
R 22.61	Tariff 4: equipment per occasion Hiring of tables (each, per day)	15.0%	R 27.00	3.85%	R 28.00	3.70%	R 29.00	3.57%	R 23.48
	Tariff 5: Reduced rates 50% discount to organisations that qualify								
	Tariff 6: Levy in respect of exceeding the vacating time In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated								
R 100.87	Tariff 8: Rehearsals (per rehearsal) Morning: 10:00 - 12:00 (per rehearsal)	15.0%	R 121.00	4.31%	R 128.00	5.79%	R 135.00	5.47%	R 105.22
R 144.35	Evening: 18:00 - 20:00 (per rehearsal)	15.0%	R 174.00	4.82%	R 184.00	5.75%	R 195.00	5.98%	R 151.30
	Tariff 9: Changes to Bookings -- per booking If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 113.91	Levy	15.0%	R 137.00	4.58%	R 145.00	5.84%	R 153.00	5.52%	R 119.13
6.2.11.2 Local Organisations									
6.2.11.2.1 Tulbagh Town Hall									
	All traditional church services (through the night) X2 the 24 hour tariff								
R 2,782.00	Deposit for above	Exempt	R 2,921.00	5.00%	R 3,096.00	5.99%	R 3,281.00	5.98%	R 2,921.00
	Tariff 1: Basic charges per session Hall, stage and main toilets								
R 386.96	Morning	15.0%	R 467.00	4.94%	R 495.00	6.00%	R 524.00	5.86%	R 406.09
R 386.96	Afternoon	15.0%	R 467.00	4.94%	R 495.00	6.00%	R 524.00	5.86%	R 406.09
R 477.39	Evening	15.0%	R 576.00	4.92%	R 610.00	5.90%	R 646.00	5.90%	R 500.87
	Kitchen								
R 251.30	Morning	15.0%	R 303.00	4.84%	R 321.00	5.94%	R 340.00	5.92%	R 263.48
R 251.30	Afternoon	15.0%	R 303.00	4.84%	R 321.00	5.94%	R 340.00	5.92%	R 263.48
R 277.39	Evening	15.0%	R 334.00	4.70%	R 354.00	5.99%	R 375.00	5.93%	R 290.43
	Banqueting Hall: (only when not used in conjunction with kitchen) per session								
R 236.52	Morning	15.0%	R 285.00	4.78%	R 302.00	5.96%	R 320.00	5.96%	R 247.83
R 236.52	Afternoon	15.0%	R 285.00	4.78%	R 302.00	5.96%	R 320.00	5.96%	R 247.83
R 268.70	Evening	15.0%	R 324.00	4.85%	R 343.00	5.86%	R 363.00	5.83%	R 281.74
	Tariff 3: Guarantee deposit Per function	15.0%	R 2,337.00	4.99%	R 2,477.00	5.99%	R 2,625.00	5.97%	R 2,032.17
R 1,935.65									
R 22.61	Tariff 4: equipment per occasion Hiring of tables (each, per day)	15.0%	R 27.00	3.85%	R 28.00	3.70%	R 29.00	3.57%	R 23.48
	Tariff 5: Reduced rates 50% discount to organisations that qualify								
	Tariff 6: Levy in respect of exceeding the vacating time In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated								
	Tariff 8: Rehearsals (per rehearsal) In respect of hall and stage only								
R 157.39	Morning: 10:00 - 12:00 (per rehearsal)	15.0%	R 190.00	4.97%	R 201.00	5.79%	R 213.00	5.97%	R 165.22
R 175.65	Evening: 18:00 - 20:00 (per rehearsal)	15.0%	R 212.00	4.95%	R 224.00	5.66%	R 237.00	5.80%	R 184.35
	Tariff 9: Changes to Bookings -- per booking If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 128.70	Levy	15.0%	R 155.00	4.73%	R 164.00	5.81%	R 173.00	5.49%	R 134.78
R 144.35	Preparation of hall per hour	15.0%	R 174.00	4.82%	R 184.00	5.75%	R 195.00	5.98%	R 151.30

RATES AND TARIFFS 2025/2026 - 2027/2028

Tariffs 2024/2025 Excluding Vat	Description	VAT Status	Tariffs 2025/2026 Including Vat	Variance	Indicative Tariffs 2026/2027 Including Vat	Variance	Indicative Tariffs 2027/2028 Including Vat	Variance	Tariffs 2025/2026 Excluding Vat
6.2.11.2.3 Montana Community Hall									
R 2,782.00	All traditional church services (through the night) X2 the 24 hour tariff Deposit for above Concerts and stage performances	Exempt	R 2,921.00	5.00%	R 3,096.00	5.99%	R 3,281.00	5.98%	R 2,921.00
Tariff 1: Basic charges per session									
Hall, stage and main toilets									
R 277.39	Morning	15.0%	R 334.00	4.70%	R 354.00	5.99%	R 375.00	5.93%	R 290.43
R 277.39	Afternoon	15.0%	R 334.00	4.70%	R 354.00	5.99%	R 375.00	5.93%	R 290.43
R 417.39	Evening	15.0%	R 504.00	5.00%	R 534.00	5.95%	R 566.00	5.99%	R 438.26
Kitchen									
R 251.30	Morning	15.0%	R 303.00	4.84%	R 321.00	5.94%	R 340.00	5.92%	R 263.48
R 251.30	Afternoon	15.0%	R 303.00	4.84%	R 321.00	5.94%	R 340.00	5.92%	R 263.48
R 277.39	Evening	15.0%	R 334.00	4.70%	R 354.00	5.99%	R 375.00	5.93%	R 290.43
Change rooms (excluding main toilets)									
R 70.43	Morning	15.0%	R 85.00	4.94%	R 90.00	5.88%	R 95.00	5.56%	R 73.91
R 70.43	Afternoon	15.0%	R 85.00	4.94%	R 90.00	5.88%	R 95.00	5.56%	R 73.91
R 144.35	Evening	15.0%	R 174.00	4.82%	R 184.00	5.75%	R 195.00	5.98%	R 151.30
Tariff 3: Guarantee deposit									
R 483.48	Per function --- excluding kitchen	15.0%	R 583.00	4.86%	R 617.00	5.83%	R 654.00	6.00%	R 506.96
R 1,935.65	Per function --- including kitchen	15.0%	R 2,337.00	4.99%	R 2,477.00	5.99%	R 2,625.00	5.97%	R 2,032.17
Tariff 4: equipment per occasion									
R 22.61	Hiring of tables (each, per day)	15.0%	R 27.00	3.85%	R 28.00	3.70%	R 29.00	3.57%	R 23.48
Tariff 5: Reduced rates									
50% discount to organisations that qualify									
Tariff 6: Levy in respect of exceeding the vacating time									
In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated									
Tariff 8: Rehearsals (per rehearsal)									
R 100.87	Morning: 10:00 - 12:00 (per rehearsal)	15.0%	R 121.00	4.31%	R 128.00	5.79%	R 135.00	5.47%	R 105.22
R 144.35	Evening: 18:00 - 20:00 (per rehearsal)	15.0%	R 174.00	4.82%	R 184.00	5.75%	R 195.00	5.98%	R 151.30
Tariff 9: Changes to Bookings -- per booking									
If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged									
R 113.91	Levy	15.0%	R 137.00	4.58%	R 145.00	5.84%	R 153.00	5.52%	R 119.13
R 128.70	Montana Library Hall : Per occasion (No Church Services)	15.0%	R 155.00	4.73%	R 164.00	5.81%	R 173.00	5.49%	R 134.78
R 157.39	Stamper Street Hall : (per occasion)	15.0%	R 190.00	4.97%	R 201.00	5.79%	R 213.00	5.97%	R 165.22
6.2.11.2.4 Pine Valley Community Hall									
R 2,782.00	All traditional church services (through the night) X2 the 24 hour tariff Deposit for above	Exempt	R 2,921.00	5.00%	R 3,096.00	5.99%	R 3,281.00	5.98%	R 2,921.00
Concerts and stage performances									
Tariff 1: Basic charges per session									
Hall, stage and main toilets									
R 277.39	Morning	15.0%	R 334.00	4.70%	R 354.00	5.99%	R 375.00	5.93%	R 290.43
R 277.39	Afternoon	15.0%	R 334.00	4.70%	R 354.00	5.99%	R 375.00	5.93%	R 290.43
R 417.39	Evening	15.0%	R 504.00	5.00%	R 534.00	5.95%	R 566.00	5.99%	R 438.26
Kitchen									
R 251.30	Morning	15.0%	R 303.00	4.84%	R 321.00	5.94%	R 340.00	5.92%	R 263.48
R 251.30	Afternoon	15.0%	R 303.00	4.84%	R 321.00	5.94%	R 340.00	5.92%	R 263.48
R 277.39	Evening	15.0%	R 334.00	4.70%	R 354.00	5.99%	R 375.00	5.93%	R 290.43
Change rooms (excluding main toilets)									
R 70.43	Morning	15.0%	R 85.00	4.94%	R 90.00	5.88%	R 95.00	5.56%	R 73.91
R 70.43	Afternoon	15.0%	R 85.00	4.94%	R 90.00	5.88%	R 95.00	5.56%	R 73.91
R 144.35	Evening	15.0%	R 174.00	4.82%	R 184.00	5.75%	R 195.00	5.98%	R 151.30
Tariff 3: Guarantee deposit									
R 483.48	Per function --- excluding kitchen	15.0%	R 583.00	4.86%	R 617.00	5.83%	R 654.00	6.00%	R 506.96
R 1,935.65	Per function --- including kitchen	15.0%	R 2,337.00	4.99%	R 2,477.00	5.99%	R 2,625.00	5.97%	R 2,032.17
Tariff 4: equipment per occasion									
R 22.61	Hiring of tables (each, per day)	15.0%	R 27.00	3.85%	R 28.00	3.70%	R 29.00	3.57%	R 23.48
Tariff 5: Reduced rates									
50% discount to organisations that qualify									
Tariff 6: Levy in respect of exceeding the vacating time									
In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated									
Tariff 8: Rehearsals (per rehearsal)									
R 100.87	Morning: 10:00 - 12:00 (per rehearsal)	15.0%	R 121.00	4.31%	R 128.00	5.79%	R 135.00	5.47%	R 105.22
R 144.35	Evening: 18:00 - 20:00 (per rehearsal)	15.0%	R 174.00	4.82%	R 184.00	5.75%	R 195.00	5.98%	R 151.30
Tariff 9: Changes to Bookings -- per booking									
If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged									
R 113.91	Levy	15.0%	R 137.00	4.58%	R 145.00	5.84%	R 153.00	5.52%	R 119.13
NB: Once in a quarter the hall may be utilised, without charge, by political parties that are represented in Council, for their political meetings with the community. The political party concerned must however present its intent to the Municipal Manager, and consent is subject to the availability of the facility. Priority will be given to the order in which applications are received.									
NB: The Municipal Manager may use his discretion to offer a hall free of any charge to Youth-, Service-, Charity-, Community-, Sport-, Educational- and State Institutions, and Senior Citizens.									

RATES AND TARIFFS 2025/2026 - 2027/2028

Tariffs 2024/2025 Excluding Vat	Description	VAT Status	Tariffs 2025/2026 Including Vat	Variance	Indicative Tariffs 2026/2027 Including Vat	Variance	Indicative Tariffs 2027/2028 Including Vat	Variance	Tariffs 2025/2026 Excluding Vat
6.2.11.2.5 Op-Die-Berg Community Hall									
R 2,782.00	All traditional church services (through the night) X2 the 24 hour tariff Deposit for above	Exempt	R 2,921.00	5.00%	R 3,096.00	5.99%	R 3,281.00	5.98%	R 2,921.00
Tariff 1: Basic charges per session									
Hall, stage and main toilets									
R 277.39	Morning	15.0%	R 334.00	4.70%	R 354.00	5.99%	R 375.00	5.93%	R 290.43
R 277.39	Afternoon	15.0%	R 334.00	4.70%	R 354.00	5.99%	R 375.00	5.93%	R 290.43
R 417.39	Evening	15.0%	R 504.00	5.00%	R 534.00	5.95%	R 566.00	5.99%	R 438.26
Kitchen									
R 251.30	Morning	15.0%	R 303.00	4.84%	R 321.00	5.94%	R 340.00	5.92%	R 263.48
R 251.30	Afternoon	15.0%	R 303.00	4.84%	R 321.00	5.94%	R 340.00	5.92%	R 263.48
R 277.39	Evening	15.0%	R 334.00	4.70%	R 354.00	5.99%	R 375.00	5.93%	R 290.43
Change rooms (excluding main toilets)									
R 70.43	Morning	15.0%	R 85.00	4.94%	R 90.00	5.88%	R 95.00	5.56%	R 73.91
R 70.43	Afternoon	15.0%	R 85.00	4.94%	R 90.00	5.88%	R 95.00	5.56%	R 73.91
R 144.35	Evening	15.0%	R 174.00	4.82%	R 184.00	5.75%	R 195.00	5.98%	R 151.30
Tariff 3: Guarantee deposit									
R 483.48	Per function --- excluding kitchen	15.0%	R 583.00	4.86%	R 617.00	5.83%	R 654.00	6.00%	R 506.96
R 1,935.65	Per function --- including kitchen	15.0%	R 2,337.00	4.99%	R 2,477.00	5.99%	R 2,625.00	5.97%	R 2,032.17
Tariff 4: equipment per occasion									
R 22.61	Hiring of tables (each, per day)	15.0%	R 27.00	3.85%	R 28.00	3.70%	R 29.00	3.57%	R 23.48
Tariff 5: Reduced rates									
50% discount to organisations that qualify									
Tariff 6: Levy in respect of exceeding the vacating time									
In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated									
Tariff 8: Rehearsals (per rehearsal)									
R 100.87	Morning: 10:00 - 12:00 (per rehearsal)	15.0%	R 121.00	4.31%	R 128.00	5.79%	R 135.00	5.47%	R 105.22
R 144.35	Evening: 18:00 - 20:00 (per rehearsal)	15.0%	R 174.00	4.82%	R 184.00	5.75%	R 195.00	5.98%	R 151.30
Tariff 9: Changes to Bookings -- per booking									
If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged									
R 113.91	Levy	15.0%	R 137.00	4.58%	R 145.00	5.84%	R 153.00	5.52%	R 119.13
NB: Once in a quarter the hall may be utilised, without charge, by political parties that are represented in Council, for their political meetings with the community. The political party concerned must however present its intent to the Municipal Manager, and consent is subject to the availability of the facility. Priority will be given to the order in which applications are received.									
NB: The Municipal Manager may use his discretion to offer a hall free of any charge to Youth-, Service-, Charity-, Community-, Sport-, Educational- and State Institutions, and Senior Citizens.									
6.2.12 Cemeteries									
Tariffs									
6.2.12.1 Non-local residents									
All persons that were resident outside the Witzenberg Municipal jurisdiction.									
R 4,349.57	6 ft excavation: plot included	15.0%	R 5,252.00	5.00%	R 5,567.00	6.00%	R 5,901.00	6.00%	R 4,566.96
R 5,165.22	8 ft excavation: plot included	15.0%	R 6,237.00	5.00%	R 6,611.00	6.00%	R 7,007.00	5.99%	R 5,423.48
R 1,300.00	Re-burials: opening and closing of graves	15.0%	R 1,569.00	4.95%	R 1,663.00	5.99%	R 1,762.00	5.95%	R 1,364.35
R 436.52	Memorial plaque	15.0%	R 527.00	4.98%	R 558.00	5.88%	R 591.00	5.91%	R 458.26
6.2.12.2 Local residents									
All persons that were resident inside the Witzenberg Municipal jurisdiction.									
6.2.12.2.1 Indigent cases									
Town residents									
Definition:									
At the time of death the deceased had to be part of a household that was approved as an indigent case, also noted as such in the Financial system.									
Rural residents									
Definition:									
At the time of death the deceased had to be part of a household of which the combined income did not exceed twice the State's Old-age Pension allowance, and that the deceased had resided in the house at that time.									
Plots for indigent cases are free of charge, being funded from the Indigent Allocation at non-local tariffs.									
6.2.12.2.2 Local Residents and all other cases									
R 482.61	Plot	15.0%	R 582.00	4.86%	R 616.00	5.84%	R 652.00	5.84%	R 506.09
R 1,550.43	6 ft excavation	15.0%	R 1,872.00	4.99%	R 1,984.00	5.98%	R 2,103.00	6.00%	R 1,627.83
R 1,663.48	8 ft excavation	15.0%	R 2,008.00	4.97%	R 2,128.00	5.98%	R 2,255.00	5.97%	R 1,746.09
R 745.22	Re-burials: opening and closing of graves	15.0%	R 899.00	4.90%	R 952.00	5.90%	R 1,009.00	5.99%	R 781.74
R 418.26	Memorial plaque	15.0%	R 505.00	4.99%	R 535.00	5.94%	R 567.00	5.98%	R 439.13

RATES AND TARIFFS 2025/2026 - 2027/2028

Tariffs 2024/2025 Excluding Vat		Description	VAT Status	Tariffs 2025/2026 Including Vat	Variance	Indicative Tariffs 2026/2027 Including Vat	Variance	Indicative Tariffs 2027/2028 Including Vat	Variance	Tariffs 2025/2026 Excluding Vat
	6.3.	FINANCIAL SERVICES								
	6.3.1	Administrative fees								
R 157.39	6.3.1.1	Furnishing of evaluation- and / or clearance certificates in accordance with Section 96 of Ordinance 20 of 1974: per certificate: Valuations & deed search	15.0%	R 190.00	4.97%	R 201.00	5.79%	R 213.00	5.97%	R 165.22
	6.3.1.2	Re-evaluation of properties (per application)								
R 283.48	6.3.1.2.1	- Residential properties	15.0%	R 342.00	4.91%	R 362.00	5.85%	R 383.00	5.80%	R 297.39
R 1,386.96		- Business properties	15.0%	R 1,674.00	4.95%	R 1,774.00	5.97%	R 1,880.00	5.98%	R 1,455.65
R 1,725.22		- Agricultural properties	15.0%	R 2,083.00	4.99%	R 2,207.00	5.95%	R 2,339.00	5.98%	R 1,811.30
R 1,550.43		- State owned properties	15.0%	R 1,872.00	4.99%	R 1,984.00	5.98%	R 2,103.00	6.00%	R 1,627.83
R 139.13		- Urban vacant land	15.0%	R 168.00	5.00%	R 178.00	5.95%	R 188.00	5.62%	R 146.09
R 283.48		- Other not specified above	15.0%	R 342.00	4.91%	R 362.00	5.85%	R 383.00	5.80%	R 297.39
R 60.00	6.3.1.2.2	Deeds office search per erf	15.0%	R 72.00	4.35%	R 76.00	5.56%	R 80.00	5.26%	R 62.61
R 1,112.17	6.3.1.2.3	Request for valuation detail per erf	15.0%	R 1,342.00	4.93%	R 1,422.00	5.96%	R 1,507.00	5.98%	R 1,166.96
R 58.26	6.3.1.3	Tracing of any information older than six months. (per hour or part thereof)	15.0%	R 70.00	4.48%	R 74.00	5.71%	R 78.00	5.41%	R 60.87
R 58.26	6.3.1.4	Issuing of accounts' duplicates (per account)	15.0%	R 70.00	4.48%	R 74.00	5.71%	R 78.00	5.41%	R 60.87
R 619.13	6.3.1.5	Furnishing of name- and address list (per list) (per town)	15.0%	R 747.00	4.92%	R 791.00	5.89%	R 838.00	5.94%	R 649.57
R 124.35	6.3.1.6	Surcharge on <i>Refer to Drawer</i> cheques (per cheque)	15.0%	R 150.00	4.90%	R 159.00	6.00%	R 168.00	5.66%	R 130.43
R 40.00	6.3.1.7	Excess	15.0%	R 48.00	4.35%	R 50.00	4.17%	R 53.00	6.00%	R 41.74
	6.3.1.8	Recovery costs								
	6.3.1.8.1	Tariffs for processes and the serving of documentation by the Municipality								
R 44.35	6.3.1.8.1.1	Serving of a registered reminder (per reminder)	15.0%	R 53.00	3.92%	R 56.00	5.66%	R 59.00	5.36%	R 46.09
R 66.96	6.3.1.8.1.2	Stamp costs (per summons)	15.0%	R 80.00	3.90%	R 84.00	5.00%	R 89.00	5.95%	R 69.57
	6.3.1.8.1.3	Serving of summonses and/or writs (per serving)								
R 192.17		Inside the Witzenberg jurisdiction	15.0%	R 232.00	4.98%	R 245.00	5.60%	R 259.00	5.71%	R 201.74
R 470.43		Outside the Witzenberg jurisdiction	15.0%	R 568.00	4.99%	R 602.00	5.99%	R 638.00	5.98%	R 493.91
	6.3.1.8.2	Levying of any legal costs								
	6.3.2	Water								
		Re-connection of suspended supply on request by consumer per connection								
R 140.00	6.3.2.1	(a) Urban areas	15.0%	R 169.00	4.97%	R 179.00	5.92%	R 189.00	5.59%	R 146.96
R 173.04		(b) Rural areas	15.0%	R 208.00	4.52%	R 220.00	5.77%	R 233.00	5.91%	R 180.87
	6.3.2.2	Re-connection after non-payment per suspension list - per connection								
R 53.91		(a) Urban areas	15.0%	R 65.00	4.84%	R 68.00	4.62%	R 72.00	5.88%	R 56.52
R 80.87		(b) Rural areas	15.0%	R 97.00	4.30%	R 102.00	5.15%	R 108.00	5.88%	R 84.35
	6.3.2.3	Special meter reading per reading per meter								
R 206.96		(a) Urban areas	15.0%	R 249.00	4.62%	R 263.00	5.62%	R 278.00	5.70%	R 216.52
R 320.87		(b) Rural areas	15.0%	R 387.00	4.88%	R 410.00	5.94%	R 434.00	5.85%	R 336.52
	6.3.2.5	Tampering with meter connection								
		(a) In the event where a consumer's water supply has been cut and sealed with a cap and key, and such seal had been removed without the consent of the Municipality, the following charges for tampering will be levied against the consumer, no re-connection will be made unless the prescribed payment plus the cost of a Water demand device (if not yet installed) has been								
R 1,386.96		(b) Where a consumer had made an illegal water connection in front of the meter, the supply will be disconnected immediately, and one of the following options will be exercised, depending on the consumer's choice:	15.0%	R 1,674.00	4.95%	R 1,774.00	5.97%	R 1,880.00	5.98%	R 1,455.65
		(i) A criminal charge to be laid by the SAPS, or								
R 2,778.26		(ii) An admission of guilt (see tariff attached) plus the cost of the damage and possible consumption be paid.	15.0%	R 3,354.00	4.98%	R 3,555.00	5.99%	R 3,768.00	5.99%	R 2,916.52
		(c) Where a consumer is guilty of a second offence in terms of an illegal water connection, the connection will be summarily removed and the matter will be handed to the SAPS.								

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R 1,013.91	Gaining Access to water services without approval from the municipality	15.0%	R 1,224.00	4.97%	R 1,297.00	5.96%	R 1,374.00	5.94%	R 1,064.35
R 1,013.91	Gain Acces to water services without agreement with the Municipality	15.0%	R 1,224.00	4.97%	R 1,297.00	5.96%	R 1,374.00	5.94%	R 1,064.35
R 1,013.91	Refuse to give access required by the municipality in terms of section 19	15.0%	R 1,224.00	4.97%	R 1,297.00	5.96%	R 1,374.00	5.94%	R 1,064.35
R 506.96	Fail to comply with a notice served upon him/her in terms of bylaws relating to water, sanitation services and industrial effluent	15.0%	R 612.00	4.97%	R 648.00	5.88%	R 686.00	5.86%	R 532.17
R 1,013.91	Disconnect a measuring device and its associated apparatus from the pipe in which they	15.0%	R 1,224.00	4.97%	R 1,297.00	5.96%	R 1,374.00	5.94%	R 1,064.35
R 506.96	Break a seal which the municipality has placed on a water meter	15.0%	R 612.00	4.97%	R 648.00	5.88%	R 686.00	5.86%	R 532.17
R 506.96	Interfere with a measuring device and its associated apparatus	15.0%	R 612.00	4.97%	R 648.00	5.88%	R 686.00	5.86%	R 532.17
R 2,027.83	Owner fail to provide and maintain approved measures to prevent the entry of substance which may be a danger to health or adversely	15.0%	R 2,448.00	4.97%	R 2,594.00	5.96%	R 2,749.00	5.98%	R 2,128.70
R 506.96	Disregard any water restrictions imposed by the municipality	15.0%	R 612.00	4.97%	R 648.00	5.88%	R 686.00	5.86%	R 532.17
R 506.96	Permit wasteful discharge of water from the terminal fittings	15.0%	R 612.00	4.97%	R 648.00	5.88%	R 686.00	5.86%	R 532.17
R 506.96	Permit an overflow of water to persist	15.0%	R 612.00	4.97%	R 648.00	5.88%	R 686.00	5.86%	R 532.17
	6.3.3 Electricity								
	6.3.3.1 Re-connections of cut supplies of Pre-Paid, per								
R 51.30	(a) Urban areas	15.0%	R 61.00	3.39%	R 64.00	4.92%	R 67.00	4.69%	R 53.04
R 51.30	(b) Rural areas	15.0%	R 61.00	3.39%	R 64.00	4.92%	R 67.00	4.69%	R 53.04
	6.3.3.2 Re-connections of cut supplies on request of consumers of Conventional Meters, per re-								
R 136.52	(a) Urban areas	15.0%	R 164.00	4.46%	R 173.00	5.49%	R 183.00	5.78%	R 142.61
R 173.04	(b) Rural areas	15.0%	R 208.00	4.52%	R 220.00	5.77%	R 233.00	5.91%	R 180.87
R 246.09	(c) All areas after hours	15.0%	R 297.00	4.95%	R 314.00	5.72%	R 332.00	5.73%	R 258.26
	6.3.3.3 Special meter reading as per Article 52(3) per								
R 206.96	(a) Urban areas	15.0%	R 249.00	4.62%	R 263.00	5.62%	R 278.00	5.70%	R 216.52
R 320.87	(b) Rural areas	15.0%	R 387.00	4.88%	R 410.00	5.94%	R 434.00	5.85%	R 336.52
R 19.13	6.3.3.4 Duplicate Identification Card: Pre-Paid electricity, per card.	15.0%	R 24.00	9.09%	R 15.00	-37.50%	R 15.00	0.00%	R 20.87
R 303.48	6.3.3.5 Switching Fee (Any call out for private purposes)	15.0%	R 366.00	4.87%	R 387.00	5.74%	R 410.00	5.94%	R 318.26
	6.3.4 Deposits - new buildings								
R 2,799.00	Businesses Industries (Estimated on consumption)	Exempt Exempt	R 2,938.00	4.97%	R 3,114.00	5.99%	R 3,300.00	5.97%	R 2,938.00
	Residential clients								
R 405.00	With pre-paid electricity and water meter	Exempt	R 425.00	4.94%	R 450.00	5.88%	R 477.00	6.00%	R 425.00
R 657.00	With only a pre-paid electricity meter	Exempt	R 689.00	4.87%	R 730.00	5.95%	R 773.00	5.89%	R 689.00
R 1,563.00	All other residential clients	Exempt	R 1,641.00	4.99%	R 1,739.00	5.97%	R 1,843.00	5.98%	R 1,641.00
	<i>Deposit can be adjusted to align it to the Credit Contril Policy</i>								

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	6.4.	TECHNICAL SERVICES								
	6.4.1.	CIVIL SERVICES								
	6.4.1.1	Building Plan								
R 26.09	6.4.1.1.1	Calculate on the gross covered area, to the nearest square meter - tariff per building plan (Subject to the stipulation at 4.1.1.2 hereunder)	15.0%	R 32.00	6.67%	R 34.00	6.25%	R 37.00	8.82%	R 27.83
R 292.17		Industrial/commercial tariff per building plan per m ² (Subject to the stipulation at 4.1.1.2 hereunder)	15.0%	R 352.00	4.76%	R 373.00	5.97%	R 395.00	5.90%	R 306.09
R 2,320.00		With a minimum building plan tariff Building deposit	Exempt	R 2,436.00	5.00%	R 2,582.00	5.99%	R 2,736.00	5.96%	R 2,436.00
R 158.26		In the event of illegal building operations without an approved plan, a charge of <u>three</u> times the above building plan fees plus the following tariff per day that the plan is outstanding, will apply:	15.0%	R 191.00	4.95%	R 202.00	5.76%	R 214.00	5.94%	R 166.09
R 490.43	6.4.1.1.2	Swimming pools - per application, irrespective of the size of the pool. Fixed tariff per swimming pool.	15.0%	R 592.00	4.96%	R 627.00	5.91%	R 664.00	5.90%	R 514.78
R 2,362.61	6.4.1.1.3	Advertising signs application								
R 3,939.13		Permitted third party advertising sign (<2,0m ²)	15.0%	R 2,852.00	4.97%	R 3,023.00	6.00%	R 3,204.00	5.99%	R 2,480.00
R 310.43		Permitted third party advertising sign (>2,0m ²)	15.0%	R 4,756.00	4.99%	R 5,041.00	5.99%	R 5,343.00	5.99%	R 4,135.65
R 1,097.39		Advertising sign, direction indicator or name sign on building (<1,0m ²) per sign	15.0%	R 374.00	4.76%	R 396.00	5.88%	R 419.00	5.81%	R 325.22
R 2,362.61		Advertising sign, direction indicator or name sign on building (>5,0m ²) per sign	15.0%	R 1,325.00	4.99%	R 1,404.00	5.96%	R 1,488.00	5.98%	R 1,152.17
R 465.22		Advertising sign, direction indicator or name sign, Free-standing or on Refuse bin (<1,0m ²) per board	15.0%	R 2,852.00	4.97%	R 3,023.00	6.00%	R 3,204.00	5.99%	R 2,480.00
R 1,650.43		Advertising sign, direction indicator or name sign, Free-standing or on Refuse bin (<5,0m ²) per board	15.0%	R 561.00	4.86%	R 594.00	5.88%	R 629.00	5.89%	R 487.83
R 3,149.57		Advertising sign, direction indicator or name sign, Free-standing or on Refuse bin (>5,0m ²) per board	15.0%	R 1,992.00	4.95%	R 2,111.00	5.97%	R 2,237.00	5.97%	R 1,732.17
R 869.57		Removal of illegal signs or advertisements	15.0%	R 3,803.00	5.00%	R 4,031.00	6.00%	R 4,272.00	5.98%	R 3,306.96
R 715.65	6.4.1.1.4	Internal Changes (All Buildings)	15.0%	R 1,000.00	new	R 1,060.00	6.00%	R 1,123.00	5.94%	R 869.57
R 2,026.09	6.4.1.1.5	Major Hazard Installations	15.0%	R 864.00	4.98%	R 915.00	5.90%	R 969.00	5.90%	R 751.30
R 1,628.70	6.4.1.1.6	LPG Installations	15.0%	R 2,446.00	4.98%	R 2,592.00	5.97%	R 2,747.00	5.98%	R 2,126.96
R 2,811.30	6.4.1.1.7	Cellphone Mast	15.0%	R 1,966.00	4.97%	R 2,083.00	5.95%	R 2,207.00	5.95%	R 1,709.57
R 956.52	6.4.1.1.8	Extension of approved building plan (for consideration of extending plan validity. Extension must be applied to prior to lapse date of plan)	15.0%	R 3,394.00	4.98%	R 3,597.00	5.98%	R 3,812.00	5.98%	R 2,951.30
R 1,195.65	6.4.1.1.9	Demolition certificate	15.0%	R 1,155.00	5.00%	R 1,224.00	5.97%	R 1,297.00	5.96%	R 1,004.35
R 2,397.39	6.4.1.1.10	Temporary commencement of building work in terms of Article 7(6) NBR (Not refundable)	15.0%	R 1,443.00	4.95%	R 1,529.00	5.96%	R 1,620.00	5.95%	R 1,254.78
R 460.87	6.4.1.1.11	Minimum building fee	15.0%	R 2,894.00	4.97%	R 3,067.00	5.98%	R 3,251.00	6.00%	R 2,516.52
R 8,695.65	6.4.1.1.12	Penalty Fee for moving into house without occupation certificate	15.0%	R 556.00	4.91%	R 589.00	5.94%	R 624.00	5.94%	R 483.48
				R 11,684.00	5.00%	R 12,385.00	6.00%	R 13,128.00	6.00%	R 8,695.65

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	6.4.1.2	Sewerage								
R 6,808.70		Sewerage connection, per connection	15.0%	R 8,221.00	4.99%	R 8,714.00	6.00%	R 9,236.00	5.99%	R 7,148.70
R 6,823.48		150 mm - connection to the maximum of 10 m in length	15.0%	R 8,239.00	5.00%	R 8,733.00	6.00%	R 9,256.00	5.99%	R 7,164.35
R 350.43		> 10 m lengths (per meter)	15.0%	R 423.00	4.96%	R 448.00	5.91%	R 474.00	5.80%	R 367.83
R 640.00		Sewerage blockages: per blockage	15.0%	R 772.00	4.89%	R 818.00	5.96%	R 867.00	5.99%	R 671.30
R 1,130.43		Week days	15.0%	R 1,365.00	5.00%	R 1,446.00	5.93%	R 1,532.00	5.95%	R 1,186.96
		Weekends and Public Holidays - per call-out	15.0%							
		Sewerage Connection (Per Connections) > 10 m lengths (per meter) - Actual Cost								
R 2,173.91		Illegally installing a connecting sewer without the necessary authority or approval	15.0%	R 2,920.00	5.00%	R 3,095.00	5.99%	R 3,280.00	5.98%	R 2,173.91
		Failure to provide for a grease trap of an approved type, size and capacity on a premises that discharge sewage to on-site sanitation systems and that discharge industrial and commercial effluent which contain oil, fat or inorganic solid matter	15.0%	R 1,752.00	4.97%	R 1,857.00	5.99%	R 1,968.00	5.98%	R 1,304.35
R 1,304.35		Causing or permitting an accumulation of oil, fat, inorganic solid matter, or any other substance in any trap, tank or chamber that may cause the blockage or ineffective operation of a grease trap	15.0%	R 1,166.00	4.95%	R 1,235.00	5.92%	R 1,309.00	5.99%	R 869.57
R 869.57		Discharging or causing the discharge of or permit industrial effluent to be discharged into the municipal sanitation system, without the approval of the Municipality . Charged per incident or calendar day	15.0%	R 5,841.00	5.00%	R 6,191.00	5.99%	R 6,562.00	5.99%	R 4,347.83
R 4,347.83		Delivering sewage by road haulage to sewage treatment plant and discharging the sewage concerned into a municipal sewage treatment plant, without the approval of the Municipality. Charged per incident	15.0%	R 1,752.00	4.97%	R 1,857.00	5.99%	R 1,968.00	5.98%	R 1,304.35
R 1,304.35		Discharging or causing the discharge of sewage or industrial effluent transported by road haulage at an unauthorised discharge point other than the point authorised for discharge by the Municipality. Charged per incident	15.0%	R 2,920.00	5.00%	R 3,095.00	5.99%	R 3,280.00	5.98%	R 2,173.91
R 2,173.91		Unlawfully and unauthorized discharging or causing or permitting sewage or industrial effluent directly or indirectly into a storm water drain, a river or a natural watercourse or artificial watercourse or any open field. Charged per incident or calendar day	15.0%	R 2,920.00	5.00%	R 3,095.00	5.99%	R 3,280.00	5.98%	R 2,173.91
R 2,173.91										
	6.4.1.3	Water								
	6.4.1.3.1	Water connection (per connection)								
R 3,355.65		Size: To 25 mm	15.0%	R 4,051.00	4.98%	R 4,294.00	6.00%	R 4,551.00	5.99%	R 3,522.61
R 4,284.35		32 mm	15.0%	R 5,173.00	4.99%	R 5,483.00	5.99%	R 5,811.00	5.98%	R 4,498.26
R 4,886.09		40 mm	15.0%	R 5,899.00	4.98%	R 6,252.00	5.98%	R 6,627.00	6.00%	R 5,129.57
R 10,008.70		50 mm	15.0%	R 12,085.00	5.00%	R 12,810.00	6.00%	R 13,578.00	6.00%	R 10,508.70
R 11,224.35		80 mm	15.0%	R 13,553.00	5.00%	R 14,366.00	6.00%	R 15,227.00	5.99%	R 11,785.22
R 12,927.83		100 mm	15.0%	R 15,610.00	5.00%	R 16,546.00	6.00%	R 17,538.00	6.00%	R 13,573.91
R 24,920.87		150 mm	15.0%	R 30,091.00	5.00%	R 31,896.00	6.00%	R 33,809.00	6.00%	R 26,166.09
	6.4.1.3.2	Smart Meter Connection (per connection)								
R 5,734.78		15 mm	15.0%	R 6,924.00	4.99%	R 7,339.00	5.99%	R 7,779.00	6.00%	R 6,020.87
R 5,840.87		20 mm	15.0%	R 7,052.00	4.99%	R 7,475.00	6.00%	R 7,923.00	5.99%	R 6,132.17
R 28,042.61		50 mm	15.0%	R 33,861.00	5.00%	R 35,892.00	6.00%	R 38,045.00	6.00%	R 29,444.35

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	6.4.1.4 Civil								
	Motor driveways								
R 2,264.35	Single driveways (3.5m max) each	15.0%	R 2,734.00	4.99%	R 2,898.00	6.00%	R 3,071.00	5.97%	R 2,377.39
R 4,093.91	Double driveways (7.0m max) each	15.0%	R 4,943.00	4.99%	R 5,239.00	5.99%	R 5,553.00	5.99%	R 4,298.26
R 751.30	Placement of bridging/kerbing (each)	15.0%	R 907.00	4.98%	R 961.00	5.95%	R 1,018.00	5.93%	R 788.70
	Any other private work (per quotation): Actual cost + 20 %	15.0%							
	Private work forms to be completed in all cases								
	6.4.1.5 Plans: copies								
R 105.22	Copies of plans per square meter size of plan	15.0%	R 127.00	4.96%	R 134.00	5.51%	R 142.00	5.97%	R 110.43
R 263.48	Copies: Sepia, per copy	15.0%	R 318.00	4.95%	R 337.00	5.97%	R 357.00	5.93%	R 276.52
R 310.43	Copies: Durester, per copy	15.0%	R 374.00	4.76%	R 396.00	5.88%	R 419.00	5.81%	R 325.22
R 13.04	A3 or A4 , per copy	15.0%	R 16.00	6.67%	R 17.00	6.25%	R 19.00	11.76%	R 13.91
	6.4.1.6 Town Planning costs (In terms of Ordinance on Land Use Planning)								
R 1,699.13	Concessionary use, per application	15.0%	R 2,051.00	4.96%	R 2,174.00	6.00%	R 2,304.00	5.98%	R 1,783.48
R 1,699.13	Re-zoning, per property	15.0%	R 2,051.00	4.96%	R 2,174.00	6.00%	R 2,304.00	5.98%	R 1,783.48
	6.4.1.6.3 Departure Art 15(1)(a)(i)								
R 350.43	Erven <500m ² per application	15.0%	R 423.00	4.96%	R 448.00	5.91%	R 474.00	5.80%	R 367.83
R 705.22	Erven 500m ² - 750m ² per application	15.0%	R 851.00	4.93%	R 902.00	5.99%	R 956.00	5.99%	R 740.00
R 1,699.13	Erven > 750m ² per application	15.0%	R 2,051.00	4.96%	R 2,174.00	6.00%	R 2,304.00	5.98%	R 1,783.48
R 1,699.13	Section 15(1)(a)(ii)(temporary) per application	15.0%	R 2,051.00	4.96%	R 2,174.00	6.00%	R 2,304.00	5.98%	R 1,783.48
	6.4.1.6.4 Sub-divisions: per application								
R 1,699.13	Up to 20 erven	15.0%	R 2,051.00	4.96%	R 2,174.00	6.00%	R 2,304.00	5.98%	R 1,783.48
R 73.04	More than 20 erven (Tariff 4.6.4.1 plus tariff per erven)	15.0%	R 88.00	4.76%	R 93.00	5.68%	R 98.00	5.38%	R 76.52
R 6,521.74	6.4.1.6.4 Buyout of parking	15.0%	R 7,500.00		R 7,950.00	6.00%	R 8,427.00	6.00%	R 6,521.74
	6.4.1.6.7 Town Planning costs: (In terms of the Land Use Planning By-law)								
R 1,699.13	6.4.1.6.7.1 Public place closure	15.0%	R 2,051.00	4.96%	R 2,174.00	6.00%	R 2,304.00	5.98%	R 1,783.48
R 1,699.13	6.4.1.6.7.2 Restrictive condition	15.0%	R 2,051.00	4.96%	R 2,174.00	6.00%	R 2,304.00	5.98%	R 1,783.48
R 1,699.13	6.4.1.6.7.3 Deemed zoning	15.0%	R 2,051.00	4.96%	R 2,174.00	6.00%	R 2,304.00	5.98%	R 1,783.48
R 1,699.13	6.4.1.6.7.4 Amendment/cancellation of subdivision	15.0%	R 2,051.00	4.96%	R 2,174.00	6.00%	R 2,304.00	5.98%	R 1,783.48
R 1,699.13	6.4.1.6.7.5 Consolidation	15.0%	R 2,051.00	4.96%	R 2,174.00	6.00%	R 2,304.00	5.98%	R 1,783.48
R 1,699.13	6.4.1.6.7.6 Amendment of Condition	15.0%	R 2,051.00	4.96%	R 2,174.00	6.00%	R 2,304.00	5.98%	R 1,783.48
R 1,699.13	6.4.1.6.7.7 Extension of validity period	15.0%	R 2,051.00	4.96%	R 2,174.00	6.00%	R 2,304.00	5.98%	R 1,783.48
R 1,699.13	6.4.1.6.7.8 Lease area	15.0%	R 2,051.00	4.96%	R 2,174.00	6.00%	R 2,304.00	5.98%	R 1,783.48
R 1,699.13	6.4.1.6.7.9 Transfer certificate	15.0%	R 2,051.00	4.96%	R 2,174.00	6.00%	R 2,304.00	5.98%	R 1,783.48
R 6,718.26	6.4.1.6.7.9 Strategic/High impact developments (incl. renewable energy & rezoninas exceeding 10ha)	15.0%	R 8,112.00	5.00%	R 8,598.00	5.99%	R 9,113.00	5.99%	R 7,053.91
	6.4.1.7 Industrial effluent								
	Industries that dispose via the normal network								
	Industries that dispose directly into the sewage treatment works	15.0%	As per contractual agreements						
	Industries that exceed with disposal	15.0%	Penalty rate calculated as per contractual agreement						

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	6.4.1.8 Refuse removal								
R 159.13	Receipt and processing of private dumping at dumping site. per cubic meter	15.0%	R 192.00	4.92%	R 203.00	5.73%	R 215.00	5.91%	R 166.96
	Receipt and processing of household refuse from Farms at :								
NEW	PA Hamlet Landfill, per cubic meter	15.0%	R 183.00	NEW	R 193.00	5.46%	R 204.00	5.70%	R 159.13
NEW	Wolseley Drop Off, per cubic meter	15.0%	R 1,856.84	NEW	R 1,968.00	5.99%	R 2,086.00	6.00%	R 1,614.64
NEW	Tulbagh Drop Off / Drop off at Landfill, per cubic meter	15.0%	R 1,856.84	NEW	R 1,968.00	5.99%	R 2,086.00	6.00%	R 1,614.64
R 324.35	Abattoir waste at dumping site, per cubic meter	15.0%	R 391.00	4.83%	R 414.00	5.88%	R 438.00	5.80%	R 340.00
R 22.61	Refuse bags (Black), per package of 25 bags	15.0%	R 27.00	3.85%	R 28.00	3.70%	R 29.00	3.57%	R 23.48
R 28.70	Refuse bags (Green), per package of 25 bags	15.0%	R 34.00	3.03%	R 36.00	5.88%	R 38.00	5.56%	R 29.57
R 9.65	Provision of refuse bins for special events - per bin per occasion	15.0%	R 11.70	5.41%	R 12.30	5.13%	R 12.90	4.88%	R 10.17
R 714.78	Advertisements on street refuse bins. Per advertisement per bin b/a	15.0%	R 863.00	4.99%	R 914.00	5.91%	R 968.00	5.91%	R 750.43
R 520.00	Refuse removal: special events (Festivals & Carnivals)	15.0%	R 627.00	4.85%	R 664.00	5.90%	R 703.00	5.87%	R 545.22
R 991.30	Hire of 6m skip for Garden refuse per day	15.0%	R 1,197.00	5.00%	R 1,268.00	5.93%	R 1,344.00	5.99%	R 1,040.87
R 78.26	Additional day (Skip)	15.0%	R 94.00	4.44%	R 99.00	5.32%	R 104.00	5.05%	R 81.74
R 1,240.87	Special Garden Refuse removal per load. Approved manageable garden Refuse will be removed if it can be loaded onto truck after payment of an account is issued by Cleansing Department (Quotation)	15.0%	R 1,498.00	4.98%	R 1,587.00	5.94%	R 1,682.00	5.99%	R 1,302.61
	6.4.1.9 Development Charges								
	6.4.1.9.1 Witzenberg								
R 5,327.83	6.4.1.9.1.1 Water: Unit of measurement R/kl/day	15.0%	R 6,433.00	4.99%	R 6,818.00	5.98%	R 7,227.00	6.00%	R 5,593.91
R 3,555.65	6.4.1.9.1.2 Sewer: Unit of measurement R/kl/day	15.0%	R 4,293.00	4.99%	R 4,550.00	5.99%	R 4,823.00	6.00%	R 3,733.04
R 744.35	6.4.1.9.1.3 Roads: Unit of measurement R/trips/day	15.0%	R 898.00	4.91%	R 951.00	5.90%	R 1,008.00	5.99%	R 780.87
R 103,470.43	6.4.1.9.1.4 Storm water: Unit of measurement R/trips/day	15.0%	R 124,940.00	5.00%	R 132,436.00	6.00%	R 140,382.00	6.00%	R 108,643.48
R 1,486.96	6.4.1.9.1.5 Solid Waste: Unit of measurement R/ka/day	15.0%	R 1,795.00	4.97%	R 1,902.00	5.96%	R 2,016.00	5.99%	R 1,560.87
R 1,515.65	6.4.1.9.1.6 Electricity: Unit of measurement R/kVA	15.0%	R 1,830.00	4.99%	R 1,939.00	5.96%	R 2,055.00	5.98%	R 1,591.30
	6.4.1.10 Wayleaves for the installation of services in the road reserve								
	6.4.1.10.1 Administration and Supervision (Per Application)								
R 546.96	Administration fee for a miscellaneous wayleave to use the road reserve for a period of one month or less other than to install an underground service (per application)	15.0%	R 660.00	4.93%	R 699.00	5.91%	R 740.00	5.87%	R 573.91
R 1,860.87	6.4.1.10.1.2 Administration fee for a wayleave or permit to use the road reserve to install an underground service (per application)	15.0%	R 2,247.00	5.00%	R 2,381.00	5.96%	R 2,523.00	5.96%	R 1,953.91
R 4,926.96	6.4.1.10.1.3 Supervision fee for a wayleave to install an underground service (per application)	15.0%	R 5,949.00	4.99%	R 6,305.00	5.98%	R 6,683.00	6.00%	R 5,173.04
	6.4.1.10.1.4 Unauthorised commencement of use of the road reserve (per incident)	15.0%			200% of above admin & supervision fees				
	6.4.1.10.2 Refundable deposit								
R 1,865.22	6.4.1.10.2.1 Trenches in roadways measured per m ²	15.0%	R 2,252.00	4.99%	R 2,387.00	5.99%	R 2,530.00	5.99%	R 1,958.26
R 832.17	6.4.1.10.2.2 Trenches in surfaced sidewalks measured m ²	15.0%	R 1,004.00	4.91%	R 1,064.00	5.98%	R 1,127.00	5.92%	R 873.04
R 163.48	6.4.1.10.2.3 Trenches in natural or grass sidewalks measured per m ²	15.0%	R 197.00	4.79%	R 208.00	5.58%	R 220.00	5.77%	R 171.30
R 7,664.35	6.4.1.10.2.4 Use of the road reserve for storage or in conjunction with construction or maintenance per application	15.0%	R 9,254.00	4.99%	R 9,809.00	6.00%	R 10,397.00	5.99%	R 8,046.96
	6.4.1.10.3 Roadway Open Trench Fee								
R 6,131.30	6.4.1.10.3.1 Tariff for authorised trenching across a municipal roadway (per m measured from 0.5m behind the kerb or road edge)	15.0%	R 7,403.00	4.99%	R 7,847.00	6.00%	R 8,317.00	5.99%	R 6,437.39
R 1,313.04	6.4.1.10.3.2 Micro trenching (per m measured from 0.5m behind the kerb or road edge)	15.0%	R 1,585.00	4.97%	R 1,680.00	5.99%	R 1,780.00	5.95%	R 1,378.26
% of the above	6.4.1.10.3.3 Tariff for unauthorised trenching across a municipal roadway (per m measured from 0.5m behind the kerb or road edge)	15.0%	200% of the above	New	200% of the above		200% of the above		200% of the above
R 191.30	6.4.1.10.3.4 Fee for Deployment of Electronic Communication network in the public road reserve or on, over or under Municipal Land . Charged per kilometer per annum	15.0%	R 267.00	4.71%	R 283.00	5.99%	R 299.00	5.65%	R 191.30

General Notes: Unless the context indicates otherwise, 'road reserve' includes a roadway, sidewalk, footway and verge. If Witzenberg Municipality incurs any costs resulting from work in or use of the road reserve, including remedying substandard or non-compliant reinstatement, repairing damage, 3rd party claims, or cleaning the site, the Guarantee is offset against such actual costs plus 20% administration, including VAT thereon. The Municipality will refund the balance, if any. The roadway open trench fee is for the increased maintenance and reconstruction costs and inherent degradation of the roadway caused by roadway trenching and applies even if the trench is reinstated in compliance with the Municipality's requirements and standards. All internal Departments or State Funded Projects (National or Provincial), where the infrastructure will be taken over by Witzenberg Municipality, will be exempted from paying the Administrative & Supervision Fee, Refundable Deposits, Non-refundable Payments and/or Penalties.

RATES AND TARIFFS 2025/2026 - 2027/2028

Tariffs 2024/2025 Excluding Vat		Description	VAT Status	Tariffs 2025/2026 Including Vat	Variance	Indicative Tariffs 2026/2027 Including Vat	Variance	Indicative Tariffs 2027/2028 Including Vat	Variance	Tariffs 2025/2026 Excluding Vat
	6.4.2.	ELECTRICAL SERVICES								
	6.4.2.1	Re-connection after tampering with meters								
		In terms of Section 14 of the Supply Regulations,								
		Per re-connection								
R 1,878.26		First offence	15.0%	R 2,268.00	5.00%	R 2,404.00	6.00%	R 2,548.00	5.99%	R 1,972.17
R 3,760.87		Second offence	15.0%	R 4,541.00	4.99%	R 4,813.00	5.99%	R 5,101.00	5.98%	R 3,948.70
	6.4.2.2	Repair to supply								
		In terms of Section 22 of the Supply Regulations								
		Per repair to supply								
R 386.09		Urban areas	15.0%	R 466.00	4.95%	R 493.00	5.79%	R 522.00	5.88%	R 405.22
R 436.52		Rural areas	15.0%	R 527.00	4.98%	R 558.00	5.88%	R 591.00	5.91%	R 458.26
		In terms of Section 28 of the Supply Regulations								
		Per re-connection (Section 28(1))								
R 182.61		Urban areas	15.0%	R 220.00	4.76%	R 233.00	5.91%	R 246.00	5.58%	R 191.30
R 230.43		Rural areas	15.0%	R 278.00	4.91%	R 294.00	5.76%	R 311.00	5.78%	R 241.74
	6.4.2.3	Verification and Testing of electricity meter								
		In terms of Section 51 (3)								
		Per testing of meter								
		Urban areas								
		(i) Test Single Phase electro-mechanical, per meter	15.0%	R 826.00	4.96%	R 875.00	5.93%	R 927.00	5.94%	R 718.26
R 684.35		(ii) Test Three Phase electro-mechanical, per meter	15.0%	R 1,082.00	4.95%	R 1,146.00	5.91%	R 1,214.00	5.93%	R 940.87
R 896.52		(iii) Test Single phase pre-paid meter, per meter	15.0%	R 802.00	4.97%	R 850.00	5.99%	R 901.00	6.00%	R 697.39
R 664.35		(iv) Test Three phase pre-paid meter, per meter	15.0%	R 1,058.00	4.96%	R 1,121.00	5.95%	R 1,188.00	5.98%	R 920.00
R 876.52		(v) Test KVA / kWh meter, per meter	15.0%	R 1,236.00	4.92%	R 1,310.00	5.99%	R 1,388.00	5.95%	R 1,074.78
R 1,024.35		(vi) Meter verifying	15.0%	R 400.00	0.00%	R 423.00	5.75%	R 448.00	5.91%	R 347.83
R 347.83		Rural areas								
		(i) Test Single phase electro-mechanical, per meter	15.0%	R 899.00	4.90%	R 952.00	5.90%	R 1,009.00	5.99%	R 781.74
R 745.22		(ii) Test Three phase electro-mechanical, per meter	15.0%	R 1,157.00	4.99%	R 1,226.00	5.96%	R 1,299.00	5.95%	R 1,006.09
R 958.26		(iii) Test Single Phase pre-paid meter, per meter	15.0%	R 883.00	4.99%	R 935.00	5.89%	R 991.00	5.99%	R 767.83
R 731.30		(iv) Test Three phase pre-paid meter per meter	15.0%	R 1,139.00	4.98%	R 1,207.00	5.97%	R 1,279.00	5.97%	R 990.43
R 943.48		(v) Test KVA / kWh meter per meter	15.0%	R 1,314.00	4.95%	R 1,392.00	5.94%	R 1,475.00	5.96%	R 1,142.61
R 1,088.70		(vi) Meter verifying	15.0%	R 672.00	5.00%	R 712.00	5.95%	R 754.00	5.90%	R 478.26
R 478.26										
	6.4.2.4	Single phase connection								
		Single phase connection with underground cable and electro-mechanical meter, per connection	15.0%	R 18,452.00	5.00%	R 19,559.00	6.00%	R 20,732.00	6.00%	R 16,045.22
R 15,281.74		Single phase connection with underground cable and pre-paid meter, per connection	15.0%	R 18,452.00	5.00%	R 19,559.00	6.00%	R 20,732.00	6.00%	R 16,045.22
R 15,281.74		Single phase connection with overhead cable and electro-mechanical meter, per connection	15.0%	R 12,835.00	5.00%	R 13,605.00	6.00%	R 14,421.00	6.00%	R 11,160.87
R 10,629.57		Single phase connection with overhead cable and pre-paid meter, per connection	15.0%	R 12,835.00	5.00%	R 13,605.00	6.00%	R 14,421.00	6.00%	R 11,160.87
R 10,629.57		Informal Single phase overhead connection with pre-paid meter and ready board	15.0%	R 14,438.00	5.00%	R 15,304.00	6.00%	R 16,222.00	6.00%	R 12,554.78
R 11,957.39		Change from electro-mechanical meter to automat meter, per change	15.0%	R 1,219.00	5.00%	R 1,292.00	5.99%	R 1,369.00	5.96%	R 1,060.00
R 1,009.57										
	6.4.2.5	Temporary connection								
		Temporary connections are supplied at the tariffs mentioned in 4.2.4 for a single phase connection, and at actual cost for a three phase connection. The cost or tariff payment is deemed as a deposit. On termination of the account, the deposit is refunded after the cost of consumption, any damage to the equipment, and a 20 % administrative charge have been recovered. The connection is supplied in accordance with the Municipality's Electricity by-laws, as amended.								
	6.4.2.6	Government-subsidised housing - (20 % admin. Charges not included)	15.0%	R 11,560.00	5.00%	R 12,253.00	5.99%	R 12,988.00	6.00%	R 10,052.17



BUDGET POLICY

Date of implementation 01 July 2010

Adopted by Council 15/06/2010

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1. DEFINITIONS

"Accounting Officer" means the Municipal Manager.

"Allocation", means

- a) a municipality's share of the local government's equitable share referred to in section 214(l) (a) of the Constitution.
- b) an allocation of money to a municipality in terms of section 214(1) (c) of the constitution.
- c) an allocation of money to a municipality in terms of a provincial budget; or
- d) any other allocation of money to a municipality by an organ of state, including by another municipality, otherwise than in compliance with a commercial or other business transaction.

"Annual Division of Revenue Act" means the Act of Parliament, which must be enacted annually in terms of section 214 (1) of the Constitution.

"Approved budget," means an annual budget.

- a) approved by a municipal council in terms of section 24 of the MFMA, or
- b) includes such an annual budget as revised by an adjustments budget in terms of section 28 of the MFMA.

"Basic Municipal Service" means a municipal service that is necessary to ensure an acceptable and Reasonable quality of life and which, if not provided, would endanger public health or safety or the environment.

"Budget-related Policy" means a policy of a municipality affecting or affected by the annual budget of the municipality, including

- a) the tariffs policy, which the municipality must adopt in terms of section 74 of the Municipal Systems Act.
- b) the rates policy which the municipality must adopt in terms of section 3 of the municipal property rates Act.
- c) the credit control and debt collection policy, which the municipality must adopt in terms of section 96 of the Municipal Systems Act.
- d) the cash management and investment policy which the municipality must adopt in terms of section 13(2) of the Act.
- e) a borrowing policy which must comply with Chapter 6 of the Act.
- f) a funding and reserves policy.
- g) a policy related to the long-term financial plan.
- h) the supply chain management policy which the municipality is required to adopt in terms of section 111 of the Act.
- i) any policies dealing with the management and disposal of assets.
- j) any policies dealing with infrastructure investment and capital projects, including –
 - (i) the policy governing the planning and approval of capital projects; and
 - (ii) the policy on developer contributions for property developments.

- k) the indigents policy of the municipality.
- l) any policies related to the provision of free basic services.
- m) any policies related to budget implementation and monitoring including –
 - (i) a policy dealing with the shifting of funds within votes.
 - (ii) a policy dealing with unforeseen and unavoidable expenditure; and
 - (iii) policies dealing with management and oversight.
- n) any policies related to the managing electricity and water including –
 - (i) a policy related to the management of losses; and
 - (ii) a policy to promote conservation and efficiency.
- o) any polices related to personnel including polices on overtime, vacancies and temporary staff.
- p) any policies dealing with municipal entities, including –
 - (i) the service delivery agreement; and
 - (ii) the dividend preference of the municipality; and
- q) any other budget-related or financial management policies of the municipality.

"Budget transfer" means transfer of funding within a function / vote.

"Budget Year" means the financial year of the municipality for which an annual budget is to be approved in terms of section 16(1) of the MFMA.

"Chief financial officer" means a person designated in terms of section 80(2) (a) of the MFMA.

"Councillor" means a member of a municipal council.

"Creditor", means a person to whom money is owed by the municipality.

"Current year" means the financial year, which has already commenced, but not yet ended.

"Delegation", in relation to a duty, includes an instruction or request to perform or to assist in performing the duty.

"Financial recovery plan" means a plan prepared in terms of section 141 of the MFMA

"Financial statements", means statements consisting of at least

- a) a statement of financial position.
- b) a statement of financial performance.
- c) a cash-flow statement.
- d) any other statements that may be prescribed; and
- e) any notes to these statements.

"Financial year" means a twelve-month period commencing on 1 July and ending on 30 June each year.

"Financing agreement" includes any loan agreement, lease, and instalment purchase contract or hire purchase arrangement under which a municipality undertakes to repay a long-term debt over a period.

"Fruitless and wasteful expenditure" means expenditure that was made in vain and would have been avoided had reasonable care been exercised.

"Irregular expenditure", means

- a) expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the MFMA Act, and which has not been condoned in terms of section 170 of the MFMA.
- b) expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the Municipal Systems Act, and which has not been condoned in terms of that Act.
- c) expenditure incurred by a municipality in contravention of, or that is not in accordance with, a requirement of the Public Office-Bearers Act, 1998 (Act No. 20 of 1998); or
- d) expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the supply chain management policy of the municipality or entity or any of the municipality's by-laws giving effect to such policy, and which has not been condoned in terms of such policy or by-law, but excludes expenditure by a municipality which falls within the definition of "unauthorised expenditure".

"investment", in relation to funds of a municipality, means

- a) the placing on deposit of funds of a municipality with a financial institution; or
- b) the acquisition of assets with funds of a municipality not immediately required, with the primary aim of preserving those funds.

"lender", means a person who provides debt finance to a municipality.

"Local community" has the meaning assigned to it in section 1 of the Municipal Systems Act.

"Municipal Structures Act" means the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998).

"Municipal Systems Act" means the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000);

"long-term debt" means debt repayable over a period exceeding one year.

"Executive mayor" means the councillor elected as the executive mayor of the municipality in terms of section 55 of the Municipal Structures Act.

"Municipal council" or "council" means the council of a municipality referred to in section 18 of the Municipal Structures Act.

"Municipal debt instrument" means any note, bond, debenture or other evidence of indebtedness issued by a municipality, including dematerialised or electronic evidence of indebtedness intended to be used in trade;

"Municipal entity" has the meaning assigned to it in section 1 of the Municipal Systems Act (refer to the MSA for definition).

"municipality" means

- (a) when referred to as a corporate body, means a municipality as described in section 2 of the Municipal Systems Act; or
- (b) when referred to as a geographic area, means a municipal area determined in terms of the Local Government: Municipal Demarcation Act, 1998 (Act No. 27 of 1998).

"Accounting officer" means a person appointed in terms of section 82(l) (a) or (b) of the Municipal Structures Act.

"Municipal service" has the meaning assigned to it in section 1 of the Municipal Systems Act (refer to the MSA for definition).

"Municipal tariff" means a tariff for services which a municipality may set for the provision of a service to the local community and includes a surcharge on such tariff.

"Municipal tax" means property rates or other taxes, levies or duties that a municipality may impose.

"National Treasury" means the National Treasury established by section 5 of the Public Finance Management Act.

"official", means

- a) an employee of a municipality or municipal entity.
- b) a person seconded to a municipality or municipal entity to work as a member of the staff of the municipality or municipal entity; or
- c) a person contracted by a municipality or municipal entity to work as a member of the staff of the municipality or municipal entity otherwise than as an employee.

"overspending"

- a) means causing the operational or capital expenditure incurred by the municipality during a financial year to exceed the total amount appropriated in that year's budget for its operational or capital expenditure.
- b) in relation to a vote, means causing expenditure under the vote to exceed the amount appropriated for that vote; or
- c) in relation to expenditure under section 26 of the MFMA, means causing expenditure under that section to exceed the limits allowed in subsection (5) of this section.

"Past financial year" means the financial year preceding the current year.

"quarter" means any of the following periods in a financial year:

- a) 1 July to 30 September.
- b) 1 October to 31 December.
- c) 1 January to 31 March; or
- d) 1 April to 30 June.

"Service delivery and budget implementation plan" means a detailed plan approved by the executive mayor of a municipality in terms of section 53(l)(c)(ii) of the MFMA for implementing the municipality's delivery of municipal services and its annual budget, and which must indicate

- (a) projections for each month of
 - (i) revenue to be collected, by source; and
 - (ii) operational and capital expenditure, by vote.
- (b) service delivery targets and performance indicators for each quarter; and
- (c) any other matters that may be prescribed and includes any revisions of such plan by the executive mayor in terms of section 54(l) (c) of the MFMA.

"short-term debt" means debt repayable over a period not exceeding one year.

"Standards of generally recognised accounting practice", means an accounting practice complying with standards applicable to municipalities or municipal entities as determined by the Accounting Standards Board

"Unauthorised expenditure", means any expenditure incurred by a municipality otherwise than in accordance with section 15 or 11(3) of the MFMA, and includes:

- a) overspending of the total amount appropriated in the municipality's approved budget.
- b) overspending of the total amount appropriated for a vote in the approved budget.
- c) expenditure from a vote unrelated to the department or functional area covered by the vote.
- d) expenditure of money appropriated for a specific purpose, otherwise than for that specific purpose.
- e) spending of an allocation referred to in paragraph (b), (c) or (d) of the definition of "allocation" otherwise than in accordance with any conditions of the allocation; or
- f) a grant by the municipality otherwise than in accordance with the MFMA;

"virement" means transfer of funds between functions / votes

"vote" means

- a) one of the main segments into which a budget of a municipality is divided for the appropriation of money for the different departments or functional areas of the municipality; and
- b) which specifies the total amount that is appropriated for the purposes of the department or functional area concerned.

2. INTRODUCTION

In terms of the Municipal Finance Management Act, No. 56 of 2003, Chapter 4 on Municipal Budgets, subsection (16), states that the council of a municipality must for each financial year approve an annual budget for the municipality before the commencement of that financial year. According to subsection (2) of the Act concerned; to comply with subsection (1), the executive mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year. This policy must be read, analysed, explained, interpreted, implemented, and understood against this legislative background. The budget plays a critical role to realise diverse community needs. Central to this, the formulation of a municipality budget must consider the government's macro-economic and fiscal policy fundamentals. In brief, the conceptualisation and the operationalisation of the budget must be located within the national government's policy framework.

3. OBJECTIVE

The objective of the budget policy is to set out:

- a. The principles which the municipality will follow in preparing each medium-term revenue and expenditure framework budget,
- b. The responsibilities of the executive mayor, the accounting officer, the chief financial officer and other senior managers in compiling the budget
- c. To establish and maintain procedures to ensure adherence to Witzenberg Municipality's IDP review and budget processes.

4. BUDGETING PRINCIPLES

- a) The municipality shall not budget for a cash deficit and should also ensure that revenue projections in the budget are realistic considering actual collection levels.
- b) Expenses may only be incurred in terms of the approved annual budget (or adjustments budget) and within the limits of the amounts appropriated for each vote in the approved budget.
- c) Witzenberg Municipality shall prepare three-year budget (medium term revenue and expenditure framework (MTREF)) and that be reviewed annually and approved by Council.
- d) The MTREF budget must always be within the framework of the Municipal Integrated Development Plan.

5. BUDGET PREPARATION PROCESS

5.1. Formulation of the budget

- a) The Accounting Officer with the assistance of the Chief Financial Officer, Manager Financial Administration and the Manager IDP shall draft the IDP process plan as well as the budget timetable for the municipality including municipal entities for the ensuing financial year.
- b) The executive mayor shall table the IDP process plan as well as the budget timetable to Council not later than 31 August of each year for approval (10 months before the start of the next budget year). The IDP process plan as well as the budget timetable shall indicate the key deadlines for the review of the IDP as well as the preparation of the medium-term revenue and expenditure framework budget and the revision of the annual budget. Such target dates shall follow the prescriptions of the Municipal Finance Management Act, Municipal Budget and reporting regulations as well as the guidelines set by National Treasury.
- c) The Executive Mayor shall convene a strategic workshop in September/October with the mayoral committee and senior managers to determine the IDP priorities which will form the basis for the preparation of the MTREF budget considering the financial and political pressures facing the municipality. The executive mayor shall table the IDP priorities with the draft budget to Council.

- d) The Executive Mayor shall table the draft IDP and MTREF budget to council by 31 March of each year (90 days before the start of the new budget year) together with the draft resolutions and budget related policies.
- e) The Chief Financial Officer and senior managers undertake the technical preparation of the budget.
- f) The budget must be in the prescribed format by National Treasury and must be divided into capital and operating budget.
- g) The budget must reflect the realistically expected revenues by major source for the budget year concerned.
- h) The expenses reflected in the budget must be divided into items.
- i) The budget must contain the information related to the two financial years following the financial year to which the budget relates, as well as the estimated revenues and expenses for the current year and the two prior year actual revenue and expenditures.

5.2. Public participation process

Immediately after the draft annual budget has been tabled, the municipality must convene hearings on the draft budget in April and invite the public, stakeholder organisations, to make representation at the council hearings and to submit comments in response to the draft budget.

5.3. Approval of the budget

- a) Council shall consider the next medium term expenditure framework budget for approval not later than 31 May (30 days before the start of the budget year).
- b) The council resolution must contain budget policies and performance measures be adopted.
- c) Should the municipality fail to approve the budget before the start of the budget year, the executive mayor must inform the MEC for Finance that the budget has not been approved.
- d) The budget tabled to Council for approval shall include the following supporting documents:
 - i. draft resolutions approving the budget.
 - ii. and levying property rates, other taxes and tariffs for the financial year concerned.
 - iii. measurable performance objectives for each budget vote, considering the municipality's IDP.
 - iv. the projected cash flows for the financial year by revenue sources and expenditure votes.
 - v. any proposed amendments to the IDP.
 - vi. any proposed amendments to the budget-related policies.
 - vii. the cost to the municipality of the salaries, allowances and other benefits of its political office bearers and other councillors, the accounting officer, the chief financial officer, and other senior managers.
 - viii. particulars of any proposed allocations or grants to other municipalities, municipal entities, external mechanisms assisting the municipality in service delivery, other organs of state, and organisations such as Non-Governmental Organisations, welfare institutions and so on.
 - ix. particulars of the municipality's investments; and
 - x. various information regarding municipal entities under the shared or sole control of the municipality

5.4. Publication of the budget

- a) Within 14 days after the draft annual budget has been tabled, the Director must post the budget and other budget-related documentation onto the municipal website so that it is accessible to the public.
- b) The Chief Financial Officer must within 14 days after the draft annual budget is tabled:
 - i) submit the approved budget in both printed and electronic formats to the National Treasury, the Provincial Treasury as well as post it on the municipal website.
 - ii) ensure that a newspaper advertisement is placed that the draft budget is available at the Municipal offices and available for comments.

5.5. Service Delivery and Budget Implementation Plan (SDBIP)

- (a) The Executive mayor must approve the Service Delivery and Budget Implementation Plan not later than 28 days after the approval of the Budget by Council.
- (b) The SDBIP shall include the following components:
 - (i) Monthly projections of revenue to be collected for each source
 - (ii) Monthly projections of expenditure (operating and capital) and revenue for each vote
 - (iii) Quarterly projections of service delivery targets and performance indicators for each vote
 - (iv) Ward information for expenditure and service delivery
 - (v) Detailed capital works plan broken down by ward over three years

6. CAPITAL BUDGET

- (a) Expenditure of a project shall be included in the capital budget if it meets the asset definition i.e. if it results in an asset being acquired or created and has a useful life more than one year.
- (b) The capital budget shall distinguish between replacement and new assets.
- (c) A municipality may spend money on a capital project only if the money for the project has been appropriated in the capital budget.
- (d) The envisaged sources of funding for the capital budget must be properly considered and the Council must be satisfied that this funding is available and has not been committed for other purposes.
- (e) Before approving a capital project, the Council must consider:
 - (i) the projected cost of the project over all the ensuing financial years until the project becomes operational,
 - ii. future operational costs and any revenues, which may arise in respect of such project, including the likely future impact on operating budget (i.e. on property rates and service tariffs). (f)
- Before approving the capital budget, the council shall consider:
 - (i) the impact on the present and future operating budgets of the municipality in relation to finance charges to be incurred on external loans,
 - (ii) depreciation of fixed assets,
 - (iii) maintenance of fixed assets, and
 - (iv) any other ordinary operational expenses associated with any item on such capital budget.
- (g) Council shall approve the annual or adjustment capital budget only if it has been properly cash funded. (h)The capital expenditure shall be funded from the following sources:

(i) Revenue or Surplus

- If any project is to be financed from revenue this financing must be included in the cash budget to raise sufficient cash for the expenditure.

If the project is to be financed from surplus there must be sufficient cash available at time of execution of the project.

(ii) External loans

- External loans can be raised only if it is linked to the financing of an asset;
- A capital project to be financed from an external loan can only be included in the budget if the loan has been secured or if can be reasonably assumed as being secured;
 - The loan redemption period should not exceed the estimated life span of the asset. If this happens the interest payable on the excess redemption period shall be declared as fruitless expenditure;
 - Interest payable on external loans shall be included as a cost in the operating budget;
- Finance charges relating to such loans shall be charged to or apportioned only between the departments or votes to which the projects relate.

Capital Replacement Reserve (CRR)

- Council shall establish a CRR for the purpose of financing capital projects and the acquisition of assets. Such reserve shall be established from the following sources of revenue:

- - o inappropriate cash-backed surpluses to the extent that such surpluses are not required for operational purposes;
 - o interest on the investments of the CRR, appropriated in terms of the investments policy;
 - o additional amounts appropriated as contributions in each annual or adjustments budget; and
 - o interest on investments of unutilised grants;
 - o only VAT claimed back on grants and subsidies; and
 - o Sale of land and profit or loss on the sale of assets.
- Before any asset can be financed from the CRR the financing must be available within the reserve and available as cash as this fund must be cash backed;
- If there is insufficient cash available to fund the CRR this reserve fund must then be adjusted to equal the available cash;
 - Transfers to the CRR must be budgeted for in the cash budget

Grant Funding

- Non capital expenditure funded from grants
 - o must be budgeted for as part of the revenue budget;
 - o Expenditure must be reimbursed from the funding creditor and transferred to the operating and must be budgeted for as such.
 - o Capital expenditure must be budgeted for in the capital budget;
- Grant funding does not need to be cash backed but cash should be secured before spending can take place.
 - All unutilized grants received must be ring fenced and cash backed by means of an investment.

7. OPERATING BUDGET

- (a) The municipality shall budget in each annual and adjustments budget for the contribution to: (i) provision for accrued leave entitlements equal to 100% of the accrued leave
- (ii) entitlement of officials as at 30 June of each financial year,
- (iii) provision for the impairment of debtors taking into account prior year, current year improvements and future improvement in debt collection percentages.
- (iv) provision for the obsolescence and deterioration of stock in accordance with its stores management policy
- (v) Depreciation and finance charges shall be charged to or apportioned only between the departments or votes to which the projects relate.
- (vi) At least 5% of the operating budget component of each annual and adjustments budget shall be set aside for maintenance.
- (b) When considering the draft annual budget, council shall consider the impact, which the proposed increases in rates and service tariffs will have on the monthly municipal accounts of households.
- (c) The impact of such increases shall be assessed on the basis of a fair sample of randomly selected accounts.
- (d) The operating budget shall reflect the impact of the capital component on:
- depreciation charges
 - repairs and maintenance expenses
 - interest payable on external borrowings.
 - other operating expenses.
- (e) The chief financial officer shall ensure that the cost of indigent relief is separately reflected in the appropriate votes.

8. FUNDING OF CAPITAL AND OPERATING BUDGET

- (a) The budget may be financed only from:
- (i) realistically expected revenues, based on current and previous collection levels.
- (ii) cash-backed funds available from previous surpluses where such funds are not required for other purposes; and
- (iii) borrowed funds in respect of the capital budget only.

9. UNSPENT FUNDS / ROLL OVER OF BUDGET

- (a) The appropriation of funds in an annual or adjustments budget will lapse to the extent that they are unspent by the end of the relevant budget year, but except for funds relating to capital expenditure.
- (b) Only unspent grant (if the conditions for such grant funding allows that) or loan funded capital budget may be rolled over to the next budget year
- (c) Conditions of the grant fund shall be considered in applying for such roll over of funds
- (d) Application for roll over of funds shall be forwarded to the budget office by the 15th of April each year to be included in next year's budget for adoption by Council in May.
- (e) No funding for projects funded from the Capital Replacement Reserve shall be rolled over to the next budget year except in cases where a commitment has been made at least 30 days (31 May each year) prior the end of that particular financial year.
- (f) No unspent operating budget shall be rolled over to the next budget year

10. BUDGET TRANSFERS AND VIREMENTS

Budget transfers and virements are dealt with in terms of the council's Budget Virement Policy.

11. ADJUSTMENT BUDGET

Each adjustments budget shall reflect realistic excess, however nominal, of current revenues over expenses.

- (a) The chief financial officer shall ensure that the adjustments budgets comply with the requirements of the National Treasury reflect the budget priorities determined by the executive mayor, are aligned with the IDP, and comply with all budget-related policies, and shall make recommendations to the executive mayor on the revision of the IDP and the budget-related policies where these are indicated.
- (b) Council may revise its annual budget by means of an adjustments budget in terms of section 28 of the MFMA and according to the timelines of the Municipal Budget and reporting regulations section 23.
- (c) The Accounting Officer must promptly adjust its budgeted revenues and expenses if a material under- collection of revenues arises or is apparent.
- (d) The Accounting Officer shall appropriate additional revenues, which have become available but only to revise or accelerate spending programmes already budgeted for or any areas of critical importance identified by Council.
- (e) The Council shall in such adjustments budget, and within the prescribed framework, confirm unforeseen and unavoidable expenses on the recommendation of the Executive Mayor.
 - (f) An adjustments budget must contain all of the following:
 - (i) an explanation of how the adjustments affect the approved annual budget; (ii) appropriate motivations for material adjustments; and
 - (iii) an explanation of the impact of any increased spending on the current and future annual budgets.
- (g) Any inappropriate surplus from previous financial years, even if fully cash-backed, shall not be used to balance any adjustments budget, but shall be appropriated to the municipality's capital replacement reserve.
- (h) Municipal taxes and tariffs may not be increased during a financial year except if required in terms of a financial recovery plan.
 - (i) Unauthorised expenses may be authorised in an adjustments budget.
 - (j) In regard to unforeseen and unavoidable expenditure, the following apply:
 - (i) the Executive mayor may authorise such expenses in an emergency or other exceptional circumstances in terms of Section 29 of the MFMA;
 - (ii) the authorized amount may not exceed 4 % of the approved own revenue included in the annual budget in respect of such unforeseen and unavoidable expenses.
 - (iii) these expenses must be reported by the Executive mayor to the next Council meeting;
 - (iv) the expenses must be appropriated in an adjustments budget; and
 - (v) Council must pass the adjustments budget within sixty days after the expenses were incurred.
- (k) New Projects may not be added during the financial year unless it falls within the ambit of unforeseen and unavoidable expenditure and/or an additional allocation received
- (l) Funds for SDBIP projects or items may not be removed from the budget without the approval of the Municipal

Manager, through a virement process unless:¹

- the necessity thereof is because of funds that is no longer available or
- a significant reduction in the collection rate substantiates and justifies the removal and
- performance agreements have been amended prior to the removal thereof.

12. BUDGET IMPLEMENTATION

12.1 Monitoring

- (a) The accounting officer with the assistance of the chief financial officer and other senior managers is responsible for the implementation of the budget, and must take reasonable steps to ensure that:
- funds are spent in accordance with the budget.
 - expenses are reduced if expected revenues are less than projected; and
 - revenues and expenses are properly monitored.
- (b) The Accounting officer with the assistance of the chief financial officer must prepare any adjustments budget when such budget is necessary and submit it to the Executive mayor for consideration and tabling to Council.
- (c) The Accounting officer must report in writing to the Council any impending shortfalls in the annual revenue budget, as well as any impending overspending, together with the steps taken to prevent or rectify these problems.

12.2 Reporting

12.2.1 Monthly budget statements

- (a) The accounting officer with the assistance of the chief financial officer must, not later than ten working days after the end of each calendar month, submit to the Executive mayor and Provincial and National Treasury a report in the prescribed format on the state of the municipality's budget for such calendar month, as well as on the state of the budget cumulatively for the financial year to date.

This report must reflect the following:

- (i) actual revenues per source, compared with budgeted revenues; (ii) actual expenses per vote, compared with budgeted expenses.
 - (iii) actual capital expenditure per vote, compared with budgeted expenses.
 - (iv) actual borrowings, compared with the borrowings envisaged to fund the capital budget; (v) the rand value of allocations received, compared with the budgeted amount.
 - (vi) actual expenses against allocations, but excluding expenses in respect of the equitable share; (vii) explanations of any material variances between the actual revenues and expenses as indicated above and the projected revenues by source and expenses by vote as set out in the service delivery and budget implementation plan.
 - (viii) the remedial or corrective steps to be taken to ensure that the relevant projections remain within the approved or revised budget; and
 - (ix) projections of the revenues and expenses for the remainder of the financial year, together with an indication of how and where the original projections have been revised.
- (b) The report to the National Treasury must be both in electronic format and in a signed written document.

12.2.2 Quarterly Reports

- (a) The Executive mayor must submit to Council within thirty days of the end of each quarter a report on the implementation of the budget and the financial situation of the municipality.

¹ Recommended for adjustment March 2024

12.2.3 Mid-year budget and performance assessment

- (a) The Accounting officer must assess the budgetary performance of the municipality for the first half of the financial year, considering all the monthly budget reports for the first six months, the service delivery performance of the municipality as against the service delivery targets and performance indicators which were set in the service delivery and budget implementation plan.
- (b) The Accounting officer must then submit a report on such assessment to the Executive mayor by 25 January each year and to Council, Provincial Treasury and National Treasury by 31 January each year.
- (c) The Accounting officer may in such report make recommendations after considering the recommendation of the Chief Financial Officer for adjusting the annual budget and for revising the projections of revenues and expenses set out in the service delivery and budget implementation plan.

13. CONCLUSION

The Director Corporate Services must place on the municipality's official website the following:

- ☐ the annual and adjustments budgets and all budget-related documents;
- ☐ all budget-related policies;
- ☐ the integrated development plan
- ☐ the annual report;
- ☐ all performance agreements;
- ☐ all service delivery agreements;
- ☐ all long-term borrowing contracts;
- ☐ all quarterly and mid-year reports submitted the Council on the implementation of the budget and the financial state of affairs of the municipality.



TARIFF POLICY

Date approved by Council: 15 June 2010

Resolution number: 6.1

Date of implementation: 1 July 2010

Reviewed and amendments by Council on:

20/04/2011

31/05/2012

29/05/2013

28/05/2014

27/05/2015

18/05/2016

30/05/2017

29/05/2018

30/05/2019

25/05/2020

26/05/2021

30/05/2022

30/05/2023

16/05/2024

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1. Introduction

Every Municipality is responsible for the drafting and annual revision of a tariffs policy within the framework provided by the Municipal Systems Act (Act 32 of 2000 as amended).

2. Purpose

The purpose of the policy is to ensure that:

- o the provisions of section 74 of the Municipal Systems Act (Act 32 of 2000 as amended) are complied with.
- o a properly documented policy is in place to determine how the tariffs of the Witzenberg Municipality are to be determined; and
- o the tariffs are realistic and affordable.

3. Principles

The determination of tariffs should in all instances be based on sound economic principles. The Council's input is to ensure that the tariffs policy be reviewed and modified during the annual budgetary process.

3.1 Basic principles

The following principles, in addition to those enunciated in section 74 Municipal Systems Act (Act 32 of 2000 as amended), were considered:

- o Equalisation within the shortest possible time
- o Affordability of service
- o Discouragement of wastage through pricing mechanisms
- o Ensuring adequate cash flow
- o Simple and understandable structure
- o Justifiable structure
- o Transparent structure

3.2 The Municipal account

The accounts for property rates and services charges may not be viewed in isolation. They must be approached collectively to determine the most affordable amount to be paid by different clients as a total account.

3.3 Credit control

It is not possible to successfully calculate a tariffs structure without considering the provisions of an effective credit control system. Similarly, a credit control system cannot function without a sound tariffs policy drafted in support of the problems of indigent persons.

3.4 Costs of the provision of services and the calculation of tariffs

Tariffs must be capable of recovering the costs of the provision of a service. If a service should be run at a loss, there will by necessity have to be cross-subsidising from other services. It is therefore imperative that the tariffs for each service be accurately calculated and that the correct tariff's structure is accepted and implemented.

3.5 Socio-economic factors

As a result of non-payment, local authorities are experiencing problems with their cash flow. One of the most important reasons for non-payment is the failure of tariffs structures to make proper allowance for the socio-economic circumstances of the communities involved. The implementation of pre-paid electricity, as well as "free" water and electricity, partially address this problem.

Clients have been divided into the following categories:

- o Clients unable to make any contribution towards the provision of services and who have to be subsidised fully.
- o Clients who can afford a partial contribution and who need only to be subsidised partially.
- o Users who can fully afford the services.

It is important to identify these categories and to plan the tariffs structures accordingly. The subsidies are derived from two sources, namely:

- o Contributions by the State – The State determine the extent of these contributions from year to year and may increase or lower the contribution, while the needs of the local authority increase annually.
- o Contributions from Municipal funds – These funds must be budgeted for.

Services may also be subsidised from a combination of the funds.

The tariffs structure has been compiled in the following manner to make provision for subsidising:

- o Fully subsidised in terms of the Indigent policy.
- o Full tariff payable.

3.6 Equalisation of principles

In order to accomplish the total legalisation of tariffs, the tariffs must as far as possible be standardised throughout the whole municipality. Unique circumstances of a particular town will, however, play a role in preventing the tariffs from being 100% identical throughout. The principles for the determination of the tariffs should however, never vary.

3.7 Phasing in of new tariffs structures

Time is needed for the phasing in of any new structure. In practice this will mean that different towns will be subjected to different tariff increases during the period of phasing in.

3.8 Profit-taking

The following goals for profit-taking are applicable within Witzenberg.

- | | | | |
|---|----------------|---|----------------|
| o | Electricity | - | Profit of 15% |
| o | Water | - | Profit of 15% |
| o | Sewerage | - | Profit of 0,5% |
| o | Refuse removal | - | Profit of 0,5% |

3.9 Basic and Availability charges

Tariffs are set in a manner that will ensure sustainability of the service. Therefore, basic services charges and service availability charges are levied on every site whether the service is utilized or not. The aim is to recover all fixed costs and a portion of the variable cost of the relevant service.

The Chief financial officer is delegated to exclude a site from availability charges if it is not possible to develop the site due to its size being less than the minimum size in terms of town planning regulations and the plot cannot be improved.¹

3.10 Effective date of new rates and tariffs

New rates and tariffs approved during the budget cycle is applicable to all debits raised after 1 July of the relevant year, regardless of the time off consumption.²

4. Tariff structure

4.1 Electricity

The following directions of the NER were considered during the drafting of the electricity tariffs structure:

- Tariffs must be economically sustainable.
- Clients must be given a choice of tariffs.
- The tariffs should be based on the costs of delivery, while also complying with the guidelines laid down in NRS 058.
- The tariffs must be transparent, and the level of cross-subsidising must be known.
- The tariffs must be comparable with the tariffs of neighbouring suppliers
- The tariffs must be conveniently administered and must reflect the standard of service provision.

NERSA suggested five categories of tariffs to form the basis of the tariffs structure.

Name of Tariff	Tariff Components			
	Minimum levy (Rand/client/ month)	Energy levy (Cent/ kWh)	Duration of use of energy tariff (Cent/ kWh)	Demand tariff (Rand/KVA)
Singular energy tariff		√		
Dual tariff	√	√		
Dual time of consumption tariff	√		√	
Tripartite tariff	√	√		
Tripartite time of consumption tariff	√		√	√

The structuring of the tariffs structure for the provision of electricity, with due consideration of the NER directions, is based on the following principles:

- Structure is divided into client groups.

¹ Included – November 2022

² Recommended for inclusion – March 2024

- A costing structure is allocated to each client group.
- Five tariffs' structures and components were used as per the NER's directions.
- Profit-taking of the existing tariffs in the new structure.
- Phasing in of existing tariffs into new structure.

4.1.1 Client groups

The tariffs' structure is divided into the following client groups:

- Residential clients
- Commercial clients
- Industrial clients
- Rural clients
- Large-scale clients

The classification of the client is left up to the client himself and will largely be determined by the client's own needs.

- Streetlights and sports bodies are identified as a special group.

4.1.2 Tariffs structures

The following tariffs are used:

- Availability tariff

This tariff is levied on all vacant premises with the potential of being linked to the municipal services.³

The availability tariff is levied monthly or part thereof, provided that where a resident is connected after the 15th of a month, a levy will only be imposed on the following month's account.

- Singular energy tariff

This structure is only available to clients who are residential, streetlights or sports bodies. The tariff is based on the quantity kwh consumed. Provision is made for the following varying sizes of connections:

- Pre-paid meters up to 1 X 40A
- Single phase
- Three-phase

It is up to the client to decide which connection meets his requirements. Depending on the consumption of kWh, the client should decide whether a single-phased tariffs structure will suit his requirements better than a dual tariffs structure. The cut-off point is approximately 1 000kwh consumption.

- Dual tariff

This tariff's structure is available for commercial, rural and residential clients. The tariff consists of a minimum component and an energy component.

The minimum levy is a levy per month, or portion thereof, provided that where a resident is connected after the 15th of a month, a levy will only be imposed on the following month's account.

The energy component is based on the kWh consumed from one reading to the next.

³ Amended by council on 28 May 2014

Two sizes of residential connections are provided:

- single phase
- three phase.

For the commercial client a distinction is made between single and three-phase supplies as well as between the following sizes per phase:

20A
40A
60A
80A
100A
150A
200A
250A

Rural clients are divided into smaller than 25KVA, larger than 25KVA but smaller than 50KVA and larger than 50KVA to a maximum of 100KVA. The energy tariff is divided into two tariffs, i.e. fewer than 1000 units and more than 1000 units during a period measured from one reading to the next.

- Tripartite tariff

This tariffs structure is available to commercial, industrial, rural and large-scale clients.

As with the dual structure, the levies are based on a minimum as well as an energy levy. Additionally, however, a demand levy is imposed, based on the client's maximum demand during the previous month.

Within the groups, a distinction is made between:

Bigger than 1MVA high tension
Smaller than 1MVA high tension
Low tension

- Tripartite tariff for time of use

This tariff's structure is the same as the tripartite tariff. It is also available to the same groups of clients. The only difference is that the time of consumption is linked to the tariff. The client must apply for this tariff, usually following a thorough examination by him.

4.2 Water

4.2.1 Client groups

Recovery of the costs of the water service is not based only on consumption and the type of client, but also on the extent to which the client has access to the service and what the service must provide for, as well as the actual consumption. The principle of equity is considered when the client groups are classified.

Clients are classified in accordance with the size of their connections to the main supply. By classifying the client in accordance with the size of the connection, a more equitable basis for contributions towards costs is obtained than when a tariff is simply allocated to a certain type of consumer. In this way, cross-subsidising is largely eliminated.

2.2 Tariffs structures

The following tariffs structures will be in existence:

- Availability levy on all vacant premises within the town areas linked to the water network.
- Minimum levies for every size of connection with distinction being made between the following sizes:

Size of connections	Factor
Vacant premises	1.64
0-25mm	1.00
26-50mm	11.45
51-80mm	28.92
81-100mm	45.78
101-150mm	102.41
Client consuming > 20 000 kl./per month	2228.92
Un-metered connections	3.37

The consumption tariff is a block tariff, with the client able to choose between block A and B:

• Block A

Consumption	Factor
0-6	0.32
7-30	0.92
31-60	0.92
61-300	0.92
Above 300	3.19

• Block B

Consumption	Factor
0-300	1.00
301-1000	1.00
1001-8000	0.97
Above 8000	0.97

• Block C (Only for consumers with consumption of over 20 000 kilolitres per month)

Consumption	Factor
0-20 000	0
Above 20 000	0.31

• Block D (Only municipal consumption)

Consumption	Factor
Above 0	0.26

The block tariffs should encourage consumption, but discourage abuse, with Block A for residential clients and Block B for commercial clients. The choice nevertheless remains the clients. The third block is clients with consumption of over 20 000 kilolitres per month.

The above factors will be phased out as the water demand is growing in relation to the water supply.⁴

- Pre-paid water tariff – This tariff is calculated together with the other tariffs with a factor of 0.85.

⁴ Amended by Council resolution 30/05/2017

- Municipal tariff – A departmental tariff based on the size of the connection is levied together with a consumption tariff. The departmental levy is aimed at the mere recovery of maintenance and running costs. In calculating this, loan costs, administrative levies, provision for bad debts and profit-taking are not considered.

The availability and minimum levies are levied monthly or part thereof, provided that where a resident is connected after the 15th of a month, a levy will only be imposed on the following month's account.

If a client on Block A consumption is higher than 300 kl of water per meter reading cycle, then that client may apply for relief if the client can prove that leakage existed. The relief application will be considered based on the following criteria:

- Usage portion of the client indicated that the clients' consumption prior to the leakage was less than 300kl and
- Proof can be provided of the cost of repair of the leakage.

The account will be adjusted as follow:

A	=	Usage during period of meter reading (can be more than one period)
B	=	300
C	=	Tariff of Block A for consumption (61 – 300)

Formula: A – B X C

If a client's consumption increased due to a leakage, an average consumption can be charged for a period not exceeding 3 months on submission of proof that the leakage existed and was subsequently repaired.

That the authority for the approval of the relief be assigned to the Manager: Income or Chief Financial Officer.⁵

Clients are entitled to one claim in a financial year for relief for high water accounts caused by leaking pipes and fittings. Any additional applications can only be approved by the Chief Financial Officer.⁶

4.2.3 Calculation of tariffs during water restrictions

Council determine water saving tariffs with the annual budget and tariff approval process. Provision is made for moderate and extreme restrictions.

4.3 Refuse removal

No distinction is made between fixed and variable costs in the costing structure of refuse removal.

The total costs are divided amongst the clients in relation to the municipal valuation of residential property.

All other consumers are billed according to the size and number of wheelie bins removed.

⁷Where more than one dwelling unit or business unit, as defined in the Council's zoning scheme regulations, is situated on a premises (such as a semi-detached dwelling or a block of flats etc.) each such a dwelling unit or each business unit shall for the purpose considered to be a consumer. This will be measured by the number of electricity connections, unless the combined connections are less than 60 Amps single phase, when it will be regarded as only one consumer. Dwelling or business unit is defined as a formal structure with a building plan. That discretion for possible exemption be given to the Accounting Officer regarding this paragraph to evaluate on a case by case basis.

⁵ Amended by Council resolution 27/8/2014

⁶ Amended by Council resolution 30/05/2017

⁷ Amended by Council resolution on 30/05/2022

4.3.1 Client groups

The following client groups are distinguished:

- ◆ Non-Residential Clients with one removal per week
- ◆ Non-Residential Clients with two removals per week
- ◆ Non-Residential Clients with three removals per week
- ◆ Residential Clients with one removal per week

4.3.2 Tariffs structure

A minimum tariff equal to one removal per week is levied on all commercial and industrial clients, irrespective of whether the service is utilised or not.

All levies are levied monthly or part thereof, provided that where a resident is connected after the 15th of a month, a levy will only be imposed on the following month's account.

Non-Residential Clients are compelled to use wheelie bins for refuse removal purposes. The minimum monthly charge will be equal to the charge for a 240L Wheelie Bin.

4.4 Sewerage

Different types of services provided by the Municipality are in existence in respect of sewerage. These include a water-closet system and a suction-drain system, primarily in Prince Alfred's Hamlet.

4.4.1 Costs structure and client groups

To determine a basis for the equitable sharing of costs, each client group's share in the costing structure should be considered.

Potential dumping is used as the fairest method. The client is levied in accordance with his dumping potential. This is determined by the size of the water connection to the property. The client with a bigger connection can dump more water into the sewerage system. The quantity of water used is not considered.

As sewage sludge is based on the flow of water, the costs are largely incurred in respect of the dumping into the sewage works and the treatment of the substances.

The following categories are distinguished:

- <20mm water connection
- 21-50mm water connection
- 80mm water connection
- 100mm water connection
- 150> water connection

A special category was created for Qbiqua Prison.

⁸Where more than one dwelling unit or business unit, as defined in the Council's zoning scheme regulations, is situated on a premises (such as a semi-detached dwelling or a block of flats etc.) each such a dwelling unit or each business unit shall for the purpose considered to be a consumer. This will be measured by the number of electricity connections, unless the combined connections are less than 60 Amps single phase, when it will be

⁸ Amended by Council resolution on 30/05/2022

regarded as only one consumer. Dwelling or business unit is defined as a formal structure with a building plan. That discretion for possible exemption be given to the Accounting Officer regarding this paragraph to evaluate on a case-by-case basis.

4.4.2 Water-closet system

For the purposes of classification where one connection is in place, but more than one usage is separately operated on the premises, each separate usage is regarded as a connection in accordance with the classification under which such usage would normally be connected, but not bigger than the connection that serves the premises. Examples of these are flats, shopping centres where sub-letting takes place and a residential house with a separate flat.

All levies are a monthly levy, or part thereof, provided that where a resident is connected after the 15th of a month, a levy will only be imposed on the following month's account.

A monthly availability levy is imposed on vacant premises where the possibility exists for the connection of a water-closet system to the main sewerage system. The availability tariff will not be less than 35% of the tariff applicable to normal residential plots, this percentage can be increased during the budget processes.

4.4.3 Suction-drain system

The suction-drain system is based on usage. Seepage systems which are never sucked make no contribution towards the costs of the service, although the service must still be provided. Fixed costs are accordingly recovered by consumer's tariffs and not by a fixed levy.

The suction-drain service structure entails the following:

- ◆ Availability levies are recovered monthly from all built-up properties in Prince Alfred's Hamlet.
- ◆ Variable costs which recover vehicle and personnel costs, are levied per suction service provided.
- ◆ A distinction is made between areas inside and outside the town area.

Based on vehicle costs, a kilometre tariff is recovered from clients outside the town area.

All levies, with the exception of the kilometre tariff and suction-drain service tariff, are imposed monthly or pro rata on both water-closet and suction-drain services, provided that where a resident is connected after the 15th of a month, a levy will only be imposed on the following month's account.

4.5 Property rates

The general valuation roll for Witzenberg will come into effect on 1 July 2023.⁹ The Municipality has at its disposal a rates policy which addresses the following:

- ◆ Criteria for differentiated property rates categories
- ◆ Differentiated tariffs

The purpose of property rates is to recover costs that cannot be redeemed by tariff-recovering services or direct revenue.

⁹ Amended by Council resolution 30/05/2023.

5. Sundry Tariffs

The principles expounded for tariff construction, are also applicable to diverse tariffs.

5.1 Resorts

The full costs of the resorts must be recovered by the tariffs so that they place no further burden on the inhabitants of Witzenberg, while at the same time the utilisation of the resorts should be encouraged. The costs of the swimming baths within the resorts form part of the resorts' costs.

The following tariff groups are distinguished:

- Chalets or houses
- Caravan sites
- Semi-permanent camping sites
- Day visitors'/motor vehicles
- Renting of conference facilities and halls

A distinction is also made in respect of seasons, and the following seasons are defined:

High season

The period of 26 days during the December and January school holidays. Exact dates are determined from year to year

And

The four days coinciding with the Easter weekend during March or April.

In-season

From the commencement of the Western Cape's school holidays during September until the end of April, excluding the high seasons indicated above.

Off-season

All other days, excluding high season and in-season.

A further distinction exists between weekends and weekdays in the event of high season and in-season. No such distinction exists during the off-season.

The following rebates will be given:

- (a) Rebate of 25 % for bookings during weekdays except in school holidays of the Western Cape.
- (b) Pensioners qualify for a rebate of 50 % in off-season.
- (c) Students accompanied by parents receives 12 % discount on day visit tariffs.
- (d) 50 % rebate for bookings of conference facilities where 5 or more chalets or houses are booked and occupied.

The Director: Community Services may use his/her discretion in terms of the delegation of powers to grant rebates other than stipulated above based on occupation rate and tourism potential.

5.2 Tariffs for halls

Tariffs are levied for the use of municipal halls (e.g. Community halls).

5.2.1 Tariff

All halls must be graded in accordance with their size, condition and available facilities, in the following grades:

A-grade =	100%
B-grade =	75%
C-grade =	50%

The tariffs are determined on the basis of economical and equitable rent and are calculated as follows:

- Costs of personnel and equipment utilised from time to time during use of the hall and preparations and tidying-up activities, to be calculated on the same basis for each property.
- Letting of property, which will vary per grouping (e.g. eating utensils, etc.).
- Categories of functions.

5.2.2 Deposits

Sufficient deposits must be obtained for each letting to cover not only the Municipality's costs, but also to provide for breakage.

5.2.3 Letting periods

Letting is to be divided into morning, afternoon and evening sessions while preparation and tidying up are also provided. This division is retained and is defined as follows:

- Morning session - from 08:00 – 13:00, including preparation and tidying up
- Afternoon session – from 13:00 - 18:00, including preparation and tidying up.
- Evening session - from 18:00 – 24:00, including preparation and tidying up.
- A pro-rata contribution must be paid, in addition to the letting fee, for every hour or portion thereof falling outside those indicated above.

5.2.4 Free of Charge

The Library Halls may be provided free of charge to the following organisations:

- Youth
- Charity
- Community
- Sport
- Education
- Government and
- Local management meetings of political parties

Community halls may be provided free of charge twice a quarter per party which are represented in the Council, which may be used for political meetings with the community. The political party must however give notice in writing to the Accounting Officer.

The provision is subject to the availability of the facility and will be dealt with accordingly to priority of application based on time of receipt of the application.

5.3 Fees for Cemeteries

Cemetery fees are based on the following:

- Value of land
- Costs of preparing grave
- Maintenance in future
- Costs of digging and closing up of grave (should the family not do so)
- A premium on the sale of the grave to a non-inhabitant of Witzenberg.

As only one costing centre is used, the costs for the preparation of a grave must be the same at all cemeteries. Exceptions, however, may be made in relation to ground formation in respect of the digging of the grave. To provide for those who cannot afford the full tariff, a subsidy is to be calculated that is based on specific criteria, and be included in the Municipality's indigent policy.

5.4 Other Deposits

The municipality may levy a deposit as a security to cover possible damages, losses.

After all internal procedures has been exhausted, all unclaimed deposits older than 36 months, will be recognized as Sundry Revenue in the books of the municipality. A listing of all moneys recognized as revenue must be kept for future reference and audit purposes.

5.5 Other

The other diverse tariffs must, wherever possible, be determined on actual costs plus a percentage.

6 Rebates¹⁰

The Municipality provides rebates to people or organisations that assist with economic growth within Witzenberg by the creation of new structures or by additions to existing buildings and the creation of local job opportunities.

The person or organisation who wants to apply for the rebate must do so that the application speaks to the criteria extent and conditions as stipulated below:

6.1 Criteria

The person or organisation must create new or extent building and create new local job opportunities. The investor must apply for the rebate and provide at least the following information in writing:

- Total cost of planned new buildings
- Total number of local jobs created after completion of building phase
- Number of Directors
- Number of Directors classified as historically disadvantaged individuals HDI

The criteria and weights for evaluating the application are as follow:

¹⁰ New paragraph approved by council 26/05/2021

Criteria	Points
Improvement value of Buildings extended	60
Job opportunities	30
HDI points based on Directors	10

The allocation of points will be as follow:

Improvement value of extension

1 Point for every R100,000.00 of value added

Job opportunities

2 Points for every permanent new job opportunity created, and

1 Point for every seasonal job opportunity created

HDI points

The percentage of the number of HDI directors is used as a basis to allocate a point out of 10. (e.g. if 60% of directors are HDI 6 points will be allocated.

Cancelation of Rebate

The applicant must be prepared that an audit be performed at any stage during the period when the rebates are allocated. If at any stage it is found the applicant do not meet the requirements, then the rebate will be stopped immediately.

If it is found that false information was submitted the rebate will be stopped immediately and all rebates already credited to the municipal account will be cancelled.

6.2 Extent

Two categories of rebates exist. A minimum of 75 points must be obtained to qualify for a category A rebate. A minimum of 50 points must be obtained to qualify for a category B rebate

The rebate will be for a period of 5 years and will be as follow:

	Rebate A Percentage rebate	Rebate B Percentage rebate
Year 1	75 %	50 %
Year 2	60 %	40 %
Year 3	45 %	30 %
Year 4	30 %	20 %
Year 5	15 %	10 %

The rebate will be applicable to property rates only.

The rebate will only be applicable on the rates payable on the additions to the buildings.

The chief financial officer will calculate the property value that qualify for the rebate based on the previous valuations when a new general valuation is implemented.

7 Free Basic Services¹¹

The following Free Basic Services are available to approved indigent households:

7.1 Households that qualify for full subsidy in terms of the indigent policy:

Sanitation	Monthly service charge
Refuse	Monthly service charge
Water	Monthly service charge 10 Kl of water per month
Electricity	50 kWh per month

7.2 Households that qualify for 50% subsidy in terms of the indigent policy:

Sanitation	50% of the Monthly service charge
Refuse	50% of the Monthly service charge
Water	50% of the Monthly service charge 5 Kl of water per month
Electricity	25 kWh per month

8 Conclusion

In drafting any tariffs policy, the principles enunciated above must be applied to determine the equity of the tariff. However, irrespective of the fairness or equity of the tariff, huge problems will be encountered with maintaining and continuing a service if the tariff is not affordable to a large portion of the clients.

¹¹ Paragraph 7 included May 2025



PROPERTY RATES POLICY

FORMULATED IN TERMS OF SECTION 3 OF THE
LOCAL GOVERNMENT: MUNICIPAL PROPERTY
RATES ACT, NO. 6 OF 2004

Date of Implementation: 01 July 2023

***OUR VISION: "A MUNICIPALITY THAT CARES FOR ITS COMMUNITY,
CREATING GROWTH AND OPPORTUNITIES"***

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1. INTRODUCTION

Municipalities need a reliable source of revenue to provide basic services and perform their functions. Property rates are an important source of general revenue for municipalities. Revenue from property rates is used to fund services that benefit the community as a whole as opposed to individual households. These include installing and maintaining streets, roads, sidewalks, lighting, and storm drainage facilities, operating parks, recreational facilities and cemeteries. Property rates revenue is also used to fund municipal administration, such as computer equipment and stationery, and costs of governance, such as council and community meetings, which facilitate community participation on issues of Integrated Development Plans (IDPs) and municipal budgets.

Municipal property rates are set, collected, and used locally. National and provincial governments do not have the power to levy rates, nor do they share in the revenue collected. Revenue from property rates is spent within a municipality, where the local community has a voice in decisions on how the revenue is spent as part of the IDPs and budget processes, which municipalities invite communities to input prior municipal council adoption of the budget.

2. LEGISLATIVE CONTEXT

- 2.1 This policy is mandated by Section 3 of the Local Government: Municipal Property Rates Act, 2004 (No. 6 of 2004) (MPRA) as amended, which specifically provides that a municipality must adopt a Rates Policy.
- 2.2 In terms of Section 229 of the Constitution of the Republic of South Africa, 1996 (No.108 of 1996), a municipality may impose rates on property.
- 2.3 In terms of the Local Government: Municipal Property Rates Act, 2004 (No. 6 of 2004) as amended a municipality in accordance with-
 - Section 2(1), may levy a rate on property in its area; and
 - Section 2(3), must exercise its power to levy a rate on property subject to-
 - Section 229 and any other applicable provisions of the Constitution.
- 2.4 In terms of Section 4 (1) (c) of the Local Government: Municipal Systems Act, 2000 (No. 32 of 2000), the municipality has the right to finance the affairs of the municipality by imposing, *inter alia*, rates on property.

- 2.5 In terms of Section 62(1)(f)(ii) of the Local Government: Municipal Finance Management Act, 2003 (No. 56 of 2003) the municipal manager must ensure that the municipality has and implements a rates policy.

3. DEFINITIONS

- 3.1. **Act** means the Local Government: Municipal Property Rates Act, 2004 (No. 6 of 2004) as amended.
- 3.2. **Municipality** means the municipal council for the municipal area of Witzenberg.
- 3.3. **Pensioners** mean natural persons 60 years old or older.
- 3.4. **All other terms** are used within the context of the definitions contained in the Local Government: Municipal Property Rates Act, 2004 (No. 6 of 2004) as amended.
- 3.5. **“Agricultural property”** means property that is used primarily for agricultural purposes and excludes any portion thereof that is used commercially for the hospitality of guests and excludes the use of the property for the purpose of eco-tourism or for the trading in or hunting of game.
- 3.6. **“Agricultural purposes”** means a property that is used for agricultural activities and the business of which must be registered with the South African Revenue Service (SARS).
- 3.7. **“Mining property”** means a property used for mining operations.;
- 3.8. **“Multiple purposes”**, in relation to a property, means the use of a property for more than one purpose.
- 3.9. **“Public Benefit Organisation property”** As defined in the Regulations on the rate ratio between the residential and non-residential categories of property.

(Property owned by public benefit organisations and used for any specified public benefit activity listed in item 1 (welfare and humanitarian), item 2 (health care), and item 4 (education and development) of part 1 of the Ninth Schedule to the Income Tax Act.)

- 3.10. **“Public Service Infrastructure”** means publicly controlled infrastructure of the following kinds:
- 3.10.1. national, provincial or other public roads on which goods, services or labour move across a municipal boundary.
 - 3.10.2. water or sewer pipes, ducts or other conduits, dams and water supply reservoirs, water treatment plants or water pumps forming part of a water or sewer scheme serving the public.

- 3.10.3. power stations, power substations or power lines forming part of an electricity scheme serving the public.
 - 3.10.4. gas or liquid fuel plants or refineries or pipelines for gas or liquid fuels, forming part of a scheme for transporting such fuels.
 - 3.10.5. railway lines forming part of a national railway system.
 - 3.10.6. communication towers, masts, exchanges, or lines forming part of a communications system serving the public.
 - 3.10.7. runways or aprons at national or provincial airports.
 - 3.10.8. breakwaters, sea walls, channels, basin, quay walls, jetties, roads, railway or infrastructure used for the provision of water, lights, power, sewerage or similar services of ports, or navigational aids comprising light houses, radio navigational aids, buoys, beacons or any other device or system used to assist the safe and efficient navigation of vessels.
 - 3.10.9. any other publicly controlled infrastructure as may be prescribed.
 - 3.10.10. or rights of way, easements, or servitudes in connection with infrastructure mentioned in paragraphs (a) to (i); provided that (a), (b), (e), (g) and (h) may not be rated.
- 3.11. **“Public service purposes”**, means a property owned and used by an organ of state as hospitals or clinics, schools, pre-schools, early childhood development centres or further education and training colleges, national and provincial libraries and archives, police stations, correctional facilities; courts of law; and
- 3.12. **“Residential property”** means a property whose primary use or permitted use is residential.
- 3.13. **“Exemption”**, in relation to the payment of a rate, means an exemption granted by a municipality.
- 3.14. **“Rebate”**, in relation to a rate payable on a property, means a discount granted on the amount of the rate payable on the property.

4. POLICY PRINCIPLES

- 4.1. Rates are levied in accordance with the Act as an amount in the rand based on the market value of all rateable property contained in the municipality’s valuation roll and supplementary valuation roll.
- 4.2. As allowed for in the Act, the municipality has chosen to differentiate between various categories of property and categories of owners of property. Some categories of property and categories of owners are granted relief from rates. The municipality however does not grant relief in respect of payments for rates to any category of owners or properties, or to owners of properties on an

individual basis, other than by way of an exemption, rebate or reduction provided for in this policy.

4.3. There would be no phasing in of rates based on the new valuation roll, except as prescribed by legislation.

4.4. The rates policy for the municipality is based on the following principles:

4.4.1. Equity

The municipality will treat all ratepayers with similar properties the same.

4.4.2. Affordability

The ability of a person to pay rates will be considered by the municipality. In dealing with the poor/indigent ratepayers the municipality will provide relief measures through exemptions, reductions, or rebates.

4.4.3. Sustainability

Rating of property will be implemented in a way that:

4.4.4. it supports sustainable local government by providing a stable and buoyant revenue source within the discretionary control of the municipality; and

4.4.5. supports local social economic development policy of the municipality.

4.4.6. Cost efficiency

Rates will be based on the value of all rateable property and the amount required by the municipality to balance the operating budget after taking into account profits generated on trading (water, electricity) and economic (refuse removal, sewerage removal) services and the amounts required to finance exemptions, rebates, reductions and phasing-in of rates as approved by the municipality from time to time.

5. SCOPE OF THE POLICY

This policy document guides the annual setting (or revision) of property rates. It does not make specific property rates proposals. Details pertaining to the applications of the various property rates are published in the Provincial Gazette and the municipality's schedule of tariffs, which must be read in conjunction with this policy.

6. APPLICATION OF THE POLICY

In imposing the rate in the rand for each annual operating budget component, the municipality shall grant exemptions, rebates and reductions to the categories of properties and categories of owners as allowed for in this policy document.

7. CATEGORIES OF PROPERTY

The municipality has determined categories of rateable properties based on the following criteria:

- 7.1. Use of the property
- 7.2. The permitted use of the property
- 7.3. The combination of (a) and (b)
- 7.4. For properties used for multiple purposes, the Municipality may apply the category of multiple use. For such properties the Municipal Valuer as appointed by the Municipality, will apportion a value to each distinct use of said property and apply the appropriate category for billing at the applicable rate.

7.5. Categories of property for the municipality include-

- 7.5.1. residential properties
- 7.5.2. industrial properties
- 7.5.3. business and commercial properties
- 7.5.4. agricultural properties
- 7.5.5. mining properties
- 7.5.6. properties owned by an organ of state and used for public service purposes.
- 7.5.7. public service infrastructure properties
- 7.5.8. properties owned by public benefit organisations and used for specified public benefit activities.
- 7.5.9. properties used for multiple purposes, subject to Section 9;
- 7.5.10. vacant Land or
- 7.5.11. any other category of property as may be determined by the Minister, with the concurrence of the Minister of Finance, by notice in the Gazette.

8. CATEGORIES OF OWNERS

8.1. For the purposes of determining a property's category, the use of the property will be applied.

8.2. For properties used for multiple purposes, the Municipality may apply the category of multiple use. For such properties the Municipal Valuer as appointed by the Municipality, will apportion a value to each distinct use of said property and apply the appropriate category for billing at the applicable rate.

Item	Category (of the property)	Purpose/use
(a)	Residential	means a property in respect of which the primary use is for residential purposes without derogating from section 9 of the MPRA.
(b)	Industrial	means a property that is used for the purpose described as the branch of trade or manufacturing, production assembling or processing of finished or partially finished products from raw materials or fabricated part, typically via a high-volume production process and on so large scale that capital and labour are significantly involved.
(c)	Business and Commercial	means a property that is used for the purpose described as the activity of buying, selling or trade in goods or services and includes any office or other buildings on the same erf, the use of which is incidental to such business. This definition excludes the business of mining and agriculture activities
(d)	Agricultural	means property that is used primarily for agricultural purposes but, without derogating from section 9, excludes any portion thereof that is used commercially for the hospitality of guests, and excludes the use of [a] the property for the purpose of eco-tourism or for the trading in or hunting of game;”;
(e)	Mining	means a property used for mining operations as defined in the Mineral and Petroleum Resources Development Act, 2002 (Act No. 28 of 2002);’
(f)	Public Service Purposes	means property owned and used by an organ of state as— (a) hospitals or clinics; (b) schools, pre-schools, early childhood development centres or further education and training colleges; (c) national and provincial libraries and archives; (d) police stations; (e) correctional facilities; or (f) courts of law,
(g)	Public Service Infrastructure	means publicly controlled infrastructure of the following kinds: (a) national, provincial, or other public roads on which goods, services or labour move across a municipal boundary. (b) water or sewer pipes, ducts or other conduits, dams, water supply reservoirs, water treatment plants or water pumps forming part of a water or sewer scheme serving the public.

		<p>(c) power stations, power substations or power lines forming part of an electricity scheme serving the public.</p> <p>(d) gas or liquid fuel plants or refineries or pipelines for gas or liquid fuels, forming part of a scheme for transporting such fuels.</p> <p>(e) railway lines forming part of a national railway system.</p> <p>(f) communication towers, masts, exchanges or lines forming part of a communications system serving the public.</p> <p>(g) runways aprons and the air traffic control unit at national or provincial airports, including the vacant land known as the obstacle free zone surrounding these. which must be vacant for the air navigation purposes.</p> <p>(h) breakwaters, sea walls, channels, basins, quay walls, jetties, roads, railway or infrastructure used for the provision of water, lights, power, sewerage or similar services of ports, or navigational aids comprising lighthouses, radio navigational aids, buoys, beacons or any other device or system used to assist the safe and efficient navigation of vessels.</p> <p>(i) any other publicly controlled infrastructure as may be prescribed; or</p> <p>(j) a right registered against immovable property in connection with infrastructure mentioned in paragraphs (a) to (i);</p>
(h)	Public Benefit Organisation use for specific activities	“means an activity listed in 1 (welfare and humanitarian) and item 2 (health care) and item 4 (education and development) as part 1 of the Ninth schedule of the Income Act
(l)	Multiple Use	in relation to a property means a property that is used for more than one purpose as described in paragraph 7.1 of this Policy and Section 9 of the MPRA and where each distinct purpose is categorised separately and rated accordingly
(k)	Vacant	means a property without any buildings or structures, where no immovable improvements have been erected and irrespective of its permitted or intended use.

9. RATES RATIOS TO BE APPLIED

The rates ratio in relation to residential properties to be applied on non-residential properties is set in the table below:

Categories	Ratio in relation to residential Property
Residential Property:	
Bona Fide residential	1:1
Business / Commercial property:	1:2.75
Industrial Property	1:2.75
Agricultural Properties:	
Bona Fide Agricultural not more than	1:0.25
Other Agricultural Properties	1:2.75
Public Service Purposes	1:2.75
Vacant Land	1:2.75
Public Service Infrastructure	1:2.75
Public Benefit Organisations	1:0.25
Building clauses	1:2.75

10. EXEMPTIONS

The following categories of property are exempted from rates:

10.1. Municipal properties

Municipal-owned properties as stated in Section 7 (2) (a) (i) of the MPRA will be excluded from paying property rates.

10.2. Public Service Infrastructure

The following public service infrastructure will be excluded from paying property rates:

- 10.2.1. national, provincial or other public roads on which goods, services or labour move across a municipal boundary.
- 10.2.2. water or sewer pipes, ducts or other conduits, dams, water supply reservoirs, water treatment plants or water pumps forming part of a water or sewer scheme serving the public.
- 10.2.3. railway lines forming part of a national railway system.
- 10.2.4. runways aprons and the air traffic control unit at national or provincial airports, including the vacant land known as the obstacle free zone surrounding these. which must be vacant for the air navigation purposes.
- 10.2.5. breakwaters, sea walls, channels, basins, quay walls, jetties, roads, railway or infrastructure used for the provision of water, lights, power, sewerage or similar services of ports, or navigational aids comprising lighthouses, radio navigational aids, buoys, beacons or any other device or system used to assist the safe and efficient navigation of vessels.
- 10.2.6. the first 30% of the market value of other public service infrastructure.

10.3. Public Benefit Organisations

The Municipality will apply the rate ratio as set out in the MPRA to public benefit organisations.

The following Public Benefit Organisations may apply for the exemption of property rates subject to producing a tax exemption certificate issued by the South African Revenue Services (SARS) as contemplated in Part 1 of the Ninth Schedule of the Income Tax Act, 1962 (No 58 of 1962).

10.3.1. Welfare and humanitarian organisations

Properties owned by not for gain institutions or public benefit organisations and are solely use for the benefit of the institution and or for charitable purposes and performs welfare and humanitarian work as contemplated by part 1 of the ninth Schedule of the Income Tax Act (Act 58 of 1962), quoted below:

- “1. (a) The care or counseling of, or the provision of education programmes relating to, abandoned, abused, neglected, orphaned or homeless children.*
(b) The care or counseling of poor and needy persons where more than 90 per cent of those persons to whom the care or counseling are provided are over the age of 60.
(c) The care or counseling of, or the provision of education programmes relating to, physically or mentally abused and traumatized persons.
(d) The provision of disaster relief.
(e) The rescue or care of persons in distress.
(f) The provision of poverty relief.
(g) Rehabilitative care or counseling or education of prisoners, former prisoners and convicted offenders and persons awaiting trial.
(h) The rehabilitation, care or counseling of persons addicted to a dependence-forming substance or the provision of preventative and education programmes regarding addiction to dependence-forming substances.
(i) Conflict resolution, the promotion of reconciliation, mutual respect and tolerance between the various peoples of South Africa.
(j) The promotion or advocacy of human rights and democracy.
(k) The protection of the safety of the general public.
(l) The promotion or protection of family stability.
(m) The provision of legal services for poor and needy persons.
(n) The provision of facilities for the protection and care of children under school-going age of poor and needy parents.
(o) The promotion or protection of the rights and interests of, and the care of, asylum seekers and refugees.
(p) Community development for poor and needy persons and anti-poverty initiatives, including—
(i) the promotion of community-based projects relating to self-help, empowerment, capacity building, skills development or anti-poverty;
(ii) the provision of training, support or assistance to community-based projects contemplated in item (i); or

(iii) the provision of training, support or assistance to emerging micro enterprises to improve capacity to start and manage businesses, which may include the granting of loans on such conditions as may be prescribed by the Minister by way of regulation.

(q) The promotion of access to media and a free press.”

10.3.2. Animal welfare

Property owned or used by institutions/organisations whose exclusive aim is to protect birds, reptiles and animals on a not-for-gain basis.

10.4. Public Worship

In terms of section 17(i) of the MPRA, the council do not levy a rate on the property registered in the name of and used primarily as a place of public worship by a religious community, including one official residence registered in the name of that community which is occupied by an office bearer of that community who officiates at services at that place of worship.

(The exclusion lapses if not used for the purposes as indicated above.)

10.5. Protected Areas

Protected areas as per Section 17(1) (e) of the MPRA.

10.6. Land reform beneficiary.

A property belonging to a land reform beneficiary or his or her heirs, dependants or spouse provided that this exclusion lapses—

(i) ten years from the date on which such beneficiary's title was registered in the office of the Registrar of Deeds; or

(ii) upon alienation of the property by the land reform beneficiary or his or her heirs, dependants, or spouse.

10.7. Exemptions will be subject to the following conditions:

10.7.1. all applications must be addressed in writing to the municipality.

10.7.2. a SARS tax exemption certificate must be attached to all applications.

10.7.3. the municipal manager or his/her nominee must approve all applications.

10.7.4. applications must reach the municipality before the end of October preceding the start of the new municipal financial year for which relief is sought; and

10.7.5. the municipality retains the right to refuse exemptions if the details supplied in the application form were incomplete, incorrect, or false.

11. REDUCTIONS IN THE MUNICIPAL VALUATION

A reduction in the municipal valuation as contemplated in section 15(1)(b) of the Act will be granted where the value of a property is affected by-

- 11.1. a disaster within the meaning of the Disaster Management Act, 2002 (Act No. 57 of 2002); or
- 11.2. any other serious adverse social or economic conditions
- 11.3. The reduction will be in relation to the certificate issued for this purpose by the municipal valuer.
- 11.4. All categories of owners can apply for a reduction in the rates payable as described above

12. REBATES

The municipality may grant rebates to rateable enterprises that promote local, social, and economic development in its area of jurisdiction, based on its Local, Social and Economic Development Policy and as included in the council tariff policy.

Rebates will be granted once an application was received and approved by the municipal manager or his/her delegate.

12.1. Historical or heritage properties

No rebates are granted other than residential rebates if appropriate.

12.2. Cemeteries.

Privately owned cemeteries received a rebate of 50% and must exclusively be used for the purpose of a cemetery.

12.3. Residential Properties.

The Municipality will not levy a rate on the first value up to R 150 000 of the market value as per the Valuation Roll of Residential Properties, as follows:

- 12.3.1. on the first R15 000 on the basis set out in Section 17(1)(h) of the MPRA; and
- 12.3.2. on the balance of the market value up to R135 000 in respect of residential properties, as an important part of the Councils indigent relief measures aimed primarily at alleviating poverty amongst those persons owning low-value properties.

12.4. Pensioners

- 12.4.1. Pensioners may qualify for a rebate of 50% on residential property in terms of councils' policy.
- 12.4.2. Only the primary property (the property occupied/resided by the applicant for residential purposes) of the owner will qualify for the 50% rebate.
- 12.4.3. Only persons 60 years and older will qualify for the 50% rebate.
- 12.4.4. Rebates will be granted once an application was received and approved by the municipal manager or his/her delegate.

13. RATES INCREASES

The municipality will consider increasing rates annually during the budget process in terms of the guidelines issued by National Treasury from time to time.

Rate increases will be used to finance the increase in operating costs of community and subsidised services.

14. PAYMENT OF RATES

- 14.1. Liability for and payment of rates is governed by the MPRA and the Municipality's Credit Control and Debt Collection Policy and By-Laws as well as any other applicable legislation.
- 14.2. Ratepayers may choose, not later than 31 August in any financial year, or such later date in such financial year as may be determined by the municipal manager or his/her nominee, between paying rates annually in one instalment on or before 30 September or in twelve equal instalments on or before the 15th day of the month following on the month in which it becomes payable.
- 14.3. An owner is liable for payment of a rate whether that person has received a written account. The furnishing of accounts for rates in terms of this section is subject to section 102 of the Municipal Systems Act.
- 14.4. A rate levied by a municipality on a sectional title unit is payable by the owner of the unit.
- 14.5. Interest on arrears rates, whether payable on or before 30 September or in equal monthly instalments, shall be calculated in accordance with the provisions of the credit control, debt collection and indigent policy of the municipality.
- 14.6. If a property owner, who is responsible for the payment of property rates in terms of this policy, fails to pay such rates in the prescribed manner, it will be recovered

from him/her in accordance with the provisions of the Credit Control, Debt Collection, and indigent policy of the Municipality.

- 14.7. Arrears rates shall be recovered from tenants, occupiers, and agents of the owner, in terms of section 28 and 29 of the Act.
- 14.8. Where the rates levied on a particular property have been incorrectly determined, whether because of an error or omission on the part of the municipality or false information provided by the property owner concerned or a contravention of the permitted use to which the property concerned may be put, the rates payable shall be appropriately adjusted for the period extending from the date on which the error or omission is detected back to the date on which rates were first levied in terms of the current valuation roll.
- 14.9. In addition, where the error occurred because of false information provided by the property owner or because of a contravention of the permitted use of the property concerned, interest on the unpaid portion of the adjusted rates payable shall be levied at the maximum rate permitted by prevailing legislation.

15. CLEARANCE CERTIFICATES

- 15.1. Are issued in terms of Section 118 (1) (a) of the Local Government: Municipal Systems Act, 2000, Act No. 32 of 2000, and will be valid for a period of 60 days from the date it has been issued.
- 15.2. Are issued within 7 working days after receipt of the applicable fees and receipt of the clearance application form.
- 15.3. Are issued when all amounts due in connection with that property for municipal fees, surcharges, property rates and other municipal taxes, levies and duties have been fully paid.
- 15.4. The Municipality requires a payment in advance equal to two months' payments in respect rates for the financial year and two months' average consumption of all relevant services prior to the issuing of such a clearance certificate to allow for any consumption that may take place during the time taken for the transfer to go through.
- 15.5. The administration is allowed to issue a clearance certificate in the name of the buyer (as registered owner) in the instance of simultaneous transfers.
- 15.6. If an amount liable for rates and services in respect of a property is outstanding and the property needs to be transferred, a rates clearance certificate will only be issued upon payment of the current account and after completion of an agreement by the new owner for any municipal services in arrears, subject to Council's Credit Control and Debt Collecting Policy in respect of the following transfers:
 - 15.6.1. Transfer of a property from the Municipality to the new owner.
 - 15.6.2. Transfer of a property from one spouse to the other.

15.6.3. Transfer of a property from the owner (parent) to a child.

16. REGULAR REVIEW PROCESSES

The rates policy will be reviewed on an annual basis to ensure that it complies with the Municipality's strategic objectives and with legislation.

17. SHORT TITLE

This policy is the Property Rates Policy of the Witzenberg Municipality.

18. ENFORCEMENT/IMPLEMENTATION

This policy has been approved by the Municipality and came into effect from 1 July 2023 and replace the previous property rates policy.



CREDIT CONTROL & DEBT COLLECTION POLICY

***OUR VISION: "A MUNICIPALITY THAT CARES FOR ITS COMMUNITY, CREATING
GROWTH AND OPPORTUNITIES"***

Date of implementation: 01 July 2008

Reviewed and amended by Council 29/05/2019
Reviewed and amended by Council 28/05/2014
Reviewed by Council 29/05/2013
Reviewed by Council 31/05/2012
Reviewed by Council 28/09/2011
Reviewed by Council 20/04/2011
Reviewed by Council 15/06/2010
Council 28/05/2009 Item 8.1.2
Council 04/08/2008

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PREAMBLE

WHEREAS Section 152 (1) (b) of the Constitution of the Republic of South Africa Act 108 of 1996 (*the Constitution*) provides that one of the objects of local government is to ensure that the provision of services to communities occurs in a sustainable manner.

AND WHEREAS Section 153 (a) of the Constitution provides that a municipality must structure its administration, budgeting and planning processes to give priority to the basic needs of the community, and to promote the social and economic development of the community.

AND WHEREAS Section 195 (1) of the Constitution provides that the public administration must be governed by the democratic values and principles enshrined in the Constitution, including-

- the promotion of the efficient, economic and effective use of resources;
- the provision of services impartially, fairly, equitably and without bias; and
- the fact that people's needs must be responded to.

AND WHEREAS Section 4 (1) (c) of the Local Government: Municipal Systems Act 33 of 2000 (*the Systems Act*) provides that the Council of a municipality has the right to finance the affairs of the municipality by charging fees for services, imposing surcharges on fees, rates on property and, to the extent authorised by national legislation, other taxes, levies and duties.

AND WHEREAS Section 5 (1) (g), read with subsection (2) (b), of the Systems Act provides that members of the local community have the right to have access to municipal services which the municipality provides provided that, where applicable and subject to the policy for indigent debtors, pay promptly for services fees, surcharges on fees, other taxes, levies and duties imposed by the municipality.

AND WHEREAS Section 6 (2) (c), (e) and (f) of the Systems Act provides that the administration of a municipality must take measures to prevent corruption; give members of a local community full and accurate information about the level and standard of municipal services that they are entitled to receive; and inform the local community about how the municipality is managed, of the costs involved and the persons in charge;

AND WHEREAS Chapter 9, Sections 95, 96, 97, 98, 99 and 100, of the Systems Act provides for Customer Care Management, Debt Collection responsibility of the Municipality, contents of the policy, by-laws that give effect to the policy, Supervisory authority and Implementing authority.

The Witzenberg Municipal Council, at its meeting of 28 May 2008 adopted this policy to be known as: The Witzenberg Municipality Credit Control and Debt Collection Policy". This policy replaces that policy in its entirety.

1. DEFINITIONS

In this policy, unless the context indicates otherwise, the word or expression has the following meaning:

- 1.1 “**Accounting Officer**” The Municipal Manager appointed in terms of Section 82(1) (a) or (b) of the Municipal Structures Act, 1998 (Act No. 117 of 1998);
- 1.2 “**Actual consumption**” means the measured consumption of a consumer of a municipal service during a specified period.
- 1.3 “**Arrangements**” means a formal agreement entered into between the Council and a debtor where specific repayment parameters are agreed to.
- 1.4. “**Arrears**” mean any amount due, owing and payable by a customer in respect of a municipal account not paid on the due date.
- 1.5. “**Average consumption**” means the deemed consumption of a customer of a municipal service a specific period, which consumption is calculated by adding the recorded monthly average consumption and the current actual consumption and dividing the total by two (2).
- 1.6. “**Bank guarantee**” refers to an undertaking by a registered financial institution whereby it guarantees a specified maximum amount to be paid if the principal debtor (the consumer) fails to pay.
- 1.7. “**Calculated amounts**” refers to the amounts calculated by the Chief Financial Officer, in consultation with the relevant technical departments, to be due to the Council by a consumer in respect of the supply of the applicable municipal services for any period during which the exact quantity of the supply cannot be determined accurately for reasons beyond the control of the Chief Financial Officer. This shall normally be based on the average consumption figures, if available, for the service rendered to the customer or, failing the availability of such data, on the average consumption figures applicable to one or more properties of similar size and nature in the area in which the customer resides or carries on business.
- 1.8. “Charges” refers to charges incurred by the municipality to collect arrears.
- 1.9. “**Chief Financial Officer**” refers to the person so designated in terms of Section 75(2)(a) of the Municipal Finance Management Act, 2003 (Act No. 56 of 2003) or any person duly authorised to act on behalf of such person and shall have the same meaning as Strategic Executive Manager: Finance or City Treasurer.
- 1.10. “**Consolidated account**” refers to one combined account for all municipal services, housing rents and instalments, rates and basic charges payable, and “consolidated bill” has a corresponding meaning.

- 1.11. “**Consumer**” means a customer.
- 1.12 “**Conventional electricity and water meters mean** “electricity and/or water meters, as the case may be, which are used to determine the supply of electricity and water, and which are normally read on a monthly or other fixed interval basis;
- 1.13 “**Council**” refers to The Witzenberg Municipality and its successors in law and includes the Council of that municipality or its Executive Committee or any other body acting by virtue of any power delegated to it in terms of legislation, as well as any official to whom the Executive Committee has delegated any powers and duties with regard to this policy.
- 1.14 “**Councillor**” refers to any member of a municipal council.
- 1.15 “**Credit Control** “refers to all functions relating to the collection of monies owed by customers and users of municipal services.
- 1.16 “**Customer**” refers to any occupier of any premises to which Council has agreed to supply or is actually supplying services, or if there is no occupier, then the owner of the premises and includes any debtor of the municipality.
- 1.17 “**Defaulter**” refers to any customer owing the municipality money in respect of rates and / or service or sundry charges; not paid on the due date as stipulated on the account or on the agreement. The owner will be held responsible for occupiers / tenants, arrear accounts, for water, electricity and any other service or sundry accounts.
- 1.18 ” **Deposit**” refers to a minimum sum of money specified by the Chief Financial Officer and payable by the consumer to the Municipality prior to occupation of the property or prior to the date on which services to the property are required;
- 1.19 ” **Due date**” in the absence of any express agreement in relation thereto between the Council and the customer, refers to the date stipulated on the account and determined from time to time as the last date on which the account must be paid.
- 1.20 “**Equipment**” refers to any building or other structure, pipe, pump, wire, cable, meter, engine or any accessories.
- 1.21 “**Estimated** “consumption arises when no actual reading can be taken and is equivalent to the existing average consumption.

- 1.22 “**Existing**” customers refer to the customers who have already entered into an agreement for the supply of municipal services.
- 1.23 “**Financial year**” refers to the period starting from 1 July in a year to 30 June the next year.
- 1.24 “**Fees**” refers to expenses incurred by the municipality to collect arrears.
- 1.25 “**Implementing Authority**” means the Municipal Manager or his nominee, acting in terms of Section 100 of the Local Government Municipal Systems Act, 2000 (Act No. 32 of 2000);
- 1.26 “**Interest**” is a charge levied with the same legal priority as service fees and calculated at a rate determined by Council from time to time on all arrear monies;
- 1.27 “**Meter**” audits refer to an investigation to verify the correctness of the consumption and supply of electricity and water;
- 1.28 “**Municipality**” when referred to as:
- (a) a corporate body, means a municipality as described in Section 2 of the Municipal Systems Act, 2000 (Act No. 32 of 2000);
 - (b) A geographic area means a municipal area determined in terms of the Local Government Municipal Demarcation Act, 1998 (Act No. 27 of 1998).
- 1.29 “**Municipal Manager**” means the person appointed as Municipal Manager in terms of Section 82 of the Local Government Municipal Structures Act, 1998, (Act No. 117 of 1998) and includes any person acting in that position or to whom authority has been delegated.
- 1.30 “**Municipal services**” refers to any services provided by the municipality or any authorised and contracted service provider, available or applied for, or provision made for any service, for which it is entitled to charge a fee or formulate a tariff, payable by a customer or user, thereof.
- 1.31 “**Normal office hours**” means the hours when the Chief Financial Officer’s offices are open to the public from Mondays to Fridays, excluding public holidays, Saturdays and Sundays.
- 1.32 “**Official**” refers to an employee of The Witzenberg Municipality
- 1.33 “**Occupier**” means any person, who occupies any property or part thereof, without regard to the title under which he or she occupies the property,

1.34 **“Owner”** means:

- (a) The person in who from time to time is vested the legal title to premises, which title is registered at the Deeds Office;
- (b) In a case where the person in whom the legal title is vested is insolvent or deceased, or is under any form of legal disability whatsoever, the person in whom the administration of and control of such premises is vested as curator, trustee, executor, administrator, judicial manager, liquidator or other legal representative.
- (c) In a case where the Council is unable to determine the identity of such person, a person who is entitled to the benefit of such premises with a building thereon.
- (d) In the case of premises for which a lease of 30 years or more has been entered into, the lessee thereof.
- (e) In relation to
 - i. A piece of land delineated on a sectional plan registered in terms of the Sectional Titles Act 1986, (Act 95 of 1986), and without restricting the above the developer or the body corporate in respect of the common property; or
 - ii. A section, as defined in such Act, the person in whose name such a section is registered under a sectional title deed and includes the lawfully appointed agent of such a person.
- (f) Any legal person including but not limited to
 - i. A company registered in terms of the Companies Act, 1973 (Act 61 of 1973), a Trust, a Closed Corporation registered in terms of the Closed Corporations Act, 1984 (Act 69 of 1984) and a voluntary association.
 - ii. Any department of State.
 - iii. Any Council or Board established in terms of any legislation applicable to the Republic of South Africa.
 - iv. Any Embassy or other foreign entity.

1.35 **“Premises”** includes any piece of land, the external surface boundaries of which are delineated on-

- (a) A general plan or diagram registered in terms of the Land Survey Act, 1927 (9 of 1927), or in terms of the Deed Registry Act, 1937 (47 of 1937); or
- (b) A sectional plan registered in terms of the Sectional Titles Act, 1986 (95 of 1986), which is situated within the area of jurisdiction of the Council.

- 1.36 "Rates" refers to property rates on property situated in the municipal area, any other tax, duty or levy imposed by the municipality.
- 1.37 "Service agreement" refers to an agreement for the consumption of electricity and/or water and other services as determined from time to time.
- 1.38 "Terminated account" refers to:
- (a) the final account for services after the customer has left the premises, whether the customer has given notice to terminate the supply of service; OR
 - (b) the final account for services if the customer has contravened the service provisions of this policy and attendant municipal bylaws.
- 1.39 "Variable flow-restricting device" refers to a device that is coupled to the water connection that allows the water supply to be restricted or closed.
- 1.40 "Visitation fee" refers to the fee charged for attendance and/or disconnection/reconnection of an electricity/water supply when the supply has been disconnected due to non-payment and/or tampering, or where access to disconnect/restrict has not been gained, which fee shall be
- 1.41 "Voluntary garnishee order/emoluments order" refers to a court order for the deduction of an amount of money from the salary or other income of a customer.

2. INTRODUCTION

- 2.1. The Council cannot develop the local economy and provide acceptable services to its residents unless it receives payment, in full of all bills raised for the services that it provides.
- 2.2. The municipality must develop, maintain and implement a credit control and debt collection policy that is consistent and complies with the relevant legislation.
- 2.3. Regarding payments expected from registered indigents and Council tariffs, this policy is to be read in conjunction with The Witzenberg Municipality Indigent Policy and The Witzenberg Municipal Tariff Policy.

3. OBJECTIVES

The objectives of the Credit Control and Debt Collection Policy are:

- 3.1 To define a framework within which the municipality can develop an effective procedure to bill and collect its revenues.
- 3.2 To ensure that all monies due and payable to the municipality are collected and used to deliver municipal services in the best interests of the community, residents and ratepayers and in a financially sustainable manner as prescribed by the Municipal Systems Act, 2000 (Act No. 32 of 2000), and other applicable legislation.
- 3.3 To maintain and implement a credit control and debt collection policy, which is consistent and complies with Section 97 of the Municipal Systems Act, 2000 (Act No. 32 of 2000).
- 3.4 To ensure that the municipality develops credit control procedures and mechanisms that are consistent, fair and effective to all its consumers.

4. UNDERLYING PRINCIPLES OF THIS POLICY

- 4.1 The administrative integrity of the municipality must be always maintained. The democratically elected councillors are responsible for policymaking, while it is the responsibility of the Councillors, Municipal Manager and all staff to ensure the execution of these policies.
- 4.2 This policy shall take effect and be enforceable from the date of approval thereof by Council.
- 4.3 The collection process must be cost-effective and enforcement of payment for services rendered must be prompt, consistent and effective.

- 4.4 Unauthorised consumption, connection and reconnection, the tampering with or theft of meters, service supply equipment and the reticulation network and any fraudulent activity in connection with the provision of municipal services will lead to disconnections and/or restrictions, penalties, loss of rights and criminal prosecutions.
- 4.5 All Witzenberg Municipality employees shall:
 - 4.5.1 Embrace the principles of Batho Pele and always treat all debtors with dignity and respect
 - 4.5.2 Employees shall execute their duties in an honest and transparent manner whilst protecting the confidentiality of information in accordance with the Access to Information Act.

5. **ROLE AND RESPONSIBILITY OF MUNICIPAL MANAGER**

- 5.1 In terms of Section 100 of the Municipal Systems Act, 2000 (Act No. 32 of 2000), the Municipal Manager is responsible for implementing the credit control and debt collection policy. In line with this, the Municipal Manager is to perform the following:
 - 5.2 install and maintain appropriate accounting system.
 - 5.3 bill customers.
 - 5.4 demand payment on due dates.
 - 5.5 raise penalties and interest for defaulters.
 - 5.6 appropriate payments received.
 - 5.7 collect outstanding debt.
 - 5.8 provide different/alternate payment methods.
 - 5.9 determine credit control and debt collection measures.
 - 5.10 determine all relevant work procedures for, inter alias, public relations, arrangements, disconnection/reconnection of services, summonses, attachments of assets, sales in execution, write-off of debts, sundry debtors and legal processes.

- 5.11 instruct attorneys to proceed with the legal process (i.e. attachment and sale in execution of assets, emolument attachment orders, etc.).
- 5.12 appoint staff to execute Council's policy and by-laws.
- 5.13 determine internal control procedures.
- 5.14 monitor contracts with service providers in connection with credit control and debt collection.
- 5.15 The Municipal Manager may delegate these responsibilities to the Chief Financial Officer. However, this delegation does not absolve the Municipal Manager from being held accountable for implementing this policy.
- 5.16 The Municipal Manager is to report monthly to the Executive Committee, and quarterly to the Council, on the actions taken in terms of this policy, and on the payment levels for the periods concerned.
- 5.17 Although the Municipal Manager is held accountable for implementing this policy, it is the responsibility of all officials of the municipality to promote and support this credit control and debt collection policy.

6 ROLE AND RESPONSIBILITY OF COUNCILLORS

- 6.1 To approve budgets consistent with the needs of communities, ratepayers and residents.
- 6.2 To impose rates and taxes and to determine service charges, fees and penalties to finance the budget.
- 6.3 To facilitate sufficient funds to give access to basic services for the poor.
- 6.4 To provide for a bad debt provision, in line with the payment record of the community, ratepayers and residents, as reflected in the financial statements of the municipality.
- 6.5 To, together with the Chief Financial Officer, set an annual improvement target for debt collection (refer Section 9), in line with acceptable accounting ratios and the ability and performance of any appointed external service providers.
- 6.6 To approve a reporting framework for credit control and debt collection.
- 6.7 To consider and approve by-laws to give effect to the Council's policy.
- 6.8 To revise the budget should Council's targets for credit control and debt collection is not met.

- 6.9 To take disciplinary and/or legal action against Councillors, officials and agents who do not execute Council policies and by-laws, or act improperly in terms of such policies.
- 6.10 To approve a list of suitably qualified service providers that will act on behalf of Council in all collection and legal matters relating to debt collection.
- 6.11 To provide sufficient capacity in the Municipality's Budget and Treasury Office for credit control and debt collection or, alternatively, to appoint service providers or debt collection agents to assist with the credit control and debt collection procedures.
- 6.12 To assist the Municipal Manager in the execution of his duties, if and when required.
- 6.13 To provide funds for the training of staff in connection with credit control and debt collection.
- 6.14 In terms of Section 99 of the Municipal Systems Act, 2000 (Act No. 32 of 2000), the Executive Committee, is to monitor and supervise the application of this policy and is to report to Council on the extent and success of the municipality's credit control actions.
- 6.15 In order to maintain the credibility of the municipality in the implementation of the present policy, Councillors, by adopting this policy, pledge that their own accounts will at no stage fall into arrears.

7. DUTIES AND FUNCTIONS OF WARD COUNCILORS

- 7.1 To adhere to and convey Council policies to residents and ratepayers.
- 7.2 To adhere to the Code of Conduct for Councillors.
- 7.3 The ward committees will act in terms of roles and functions as approved by Council.
- 7.4 The ward committees are encouraged to actively promote this policy, and to ensure, at the same time, that the municipality's customer service is of a standard acceptable to the community.

8. DUTIES AND FUNCTIONS OF COMMUNITIES, RATEPAYERS AND RESIDENTS

- 8.1 To fulfil certain responsibilities, as brought about by the privilege and or right to use and enjoy public facilities and municipal services.
- 8.2 To pay service fees, rates on property and other taxes, levies and duties imposed by the municipality on or before the due date for payment.

- 8.3 To observe the mechanisms and processes of the municipality in exercising their rights.
- 8.4 To allow municipal officials access to their property to execute municipal functions.
- 8.5 To comply with the by-laws and other legislation of the municipality.
- 8.6 To refrain from tampering with municipal services and property.

9. EXPECTED DEBTOR PAYMENT LEVELS

- 9.1 The municipality is to aim at ensuring that payment levels (i.e. the percentage level of income received from debtors) for the present and future financial years, in respect of all amounts due to the municipality, exclusive of the balance of the monthly accounts payable by registered indigents, are maintained at an annual average of at least 96%.
- 9.2 The long-term target is a debtor turnover ratio of 30 days, that is, debtors are expected to pay for services on average within one month of receiving accounts.

10. AREA OF APPLICATION

- 10.1 This policy shall apply and be enforceable throughout the entire area of jurisdiction of The Witzenberg Municipality
- 10.2 The Council reserves the right to differentiate between different categories of consumers, debtors, services or service standards when applying this policy. The Council will, on application of this policy, avoid discrimination as forbidden by the Constitution unless it is established that the discrimination is fair as allowed by the Constitution.

11. APPLICATIONS FOR SERVICES AND SERVICE AGREEMENTS

- 11.1 Before being provided with electricity, water and/or other customer services, and prior to taking occupation of premises, every customer shall enter into a service agreement with the Council in which, inter alia, the customer agrees that the electricity, water and/or other services, supplied by either Prepaid or Credit meter systems, may be used for credit control purposes to collect arrears in respect of all outstanding debt.
- 11.2 All consumers wishing to utilise municipal services must apply to enter into a service agreement.
- 11.3 The service agreement will be entered into prior to the provision of services and prior to the consumer taking occupation of the premises.

- 11.4 A new service agreement will only be entered into once all amounts owed by a consumer on other debtor accounts are settled in full.
- 11.5 A new service agreement will only be entered into on a property, once all outstanding amounts owed on the property are settled in full. The owner of the property shall have the responsibility to ensure that all debts incurred after are fully paid by the tenant to mitigate the non-provision of services to tenants/residents after the date mentioned above.
- 11.6 Paragraph 11.5 is not applicable to outstanding accounts in respect of houses allocated by the housing committee.¹
- 11.7 Where municipal services are used/consumed or made use of, and the owner, tenant, or occupants of a property, have not entered nor completed an agreement for such services, the owner responsible for the payment of rates on the property will be billed for the metered consumption and all municipal service charges applicable to the property.
- 11.8 The service agreement shall indicate that transfer of a property may not be registered until the municipality issues a clearance certificate which reflects that all amounts due in connection with that property for municipal service fees, property rates and other municipal taxes, levies and duties have been fully paid. The outstanding monies include accounts relating to tenants who may have left the property of the seller.
- 11.9 Application forms are available at the municipal offices and the application process must occur at least ten (10) working days prior to taking occupation of the premises. This will ensure that services are available when occupation is taken. Failure to adhere to the timeframe may result in customers not having the services available when occupation is taken.
- 11.10 The Municipality will render the first account after the first meter reading cycle following the date of signing the service agreement or as soon as is administratively possible.
- 11.11 Consumers who illegally consume services without a valid service agreement will be subject to disconnection and/or removal of the service and may have charges laid against them for theft and fraud.

¹ Amended by Council on 28 May 2014

11.12 The service agreement shall set out the conditions under which the services are provided and shall require the signatories thereto to accept the contents of the municipality's credit control and debt collection policy, as well as the provisions of the Municipal Systems Act, 2000 (Act No. 32 of 2000).

(a) An undertaking by customers:

- That the electricity, water and/or other services supplied by either the Prepaid or Credit meter systems, may be used for credit control purposes to collect arrears in respect of all outstanding debt and shall include rates if the customer is the owner of the property.
- That they are liable for the costs of collection, including any administration fees, penalties for late payment, legal costs, interest, disconnection fees and reconnection fees, and
- That any alleged non-receipt of an account does not affect the customers' liability for the account, nor stop the credit control process.

(b) An undertaking by Council:

- That it will deliver accounts to customers by Post Office delivery, emails and other means.
- That if customers do not receive an account and have accordingly requested one, a statement will be supplied to them.

11.13 Where a signatory is not the owner of the property to which the services are to be provided, a letter from the owner indicating that the signatory is the lawful occupant of the property and where a lessor/lessee arrangement exists between the parties, a copy of such agreement shall be attached to the service agreement.

11.14 Where a consumer has failed to enter into a service agreement with the Council, water and/or electricity shall be restricted or disconnected, as the circumstances may require, until such time as a service agreement has been entered into and the applicable deposits have been paid. In such circumstances, the consumer will be held liable for any calculated amounts.

12 DEPOSITS AND GUARANTEES

12.1 Every customer is to pay a deposit on application for the provision of municipal services before the municipality renders any service to the property. Deposits are payable when new customers sign service agreements and when existing customers move to a new supply address. All deposits shall be paid at least 5 (days) days prior to occupation of the property or prior to the date on which the services are required. Failure to comply with

this clause may result in a delay in the connection of services and the Council shall not be liable for any loss or prejudice suffered by a customer as a result thereof.²

- 12.2 Subject to the provisions of clauses 12.3, 12.4 and 12.5 hereunder, the calculation for deposits shall be based on two months' consumption of metered services together with any charges for other municipal services, or a minimum amount specified by the Chief Financial Officer from time to time.
- 12.3 In the case of Housing Projects an amount of R500.00 is payable for deposit. To be reviewed by the Chief Financial Officer from time to time. In determining the deposit described in Section 12.2, the Chief Financial Officer may differentiate between areas to give cognisance to differences in service standards and usage.
- 12.4 The Chief Financial Officer may re-assess customer deposits for new domestic, commercial and industrial customers three months after the initial deposit date and may, because of this reassessment, require an additional deposit from the customer.
- 12.5 The Chief Financial Officer may review deposits annually and, in the case of a customer's service being disconnected or restricted because of non-payment or tampering, may increase the deposit. Should the deposit be increased because of this review the customer must immediately make payment of the increased amount in line with the instruction from the Chief Financial Officer.
- 12.6 The outcome of the review contemplated in clause 12.5 shall be communicated to the customer in the event of any variation in the deposit arrangements being required.
- 12.7 Should a customer's services be disconnected twice during any twelvemonth period due to non-payment; the customer's deposit shall be adjusted the following month to conform to Clause 12.5.
- 12.9 The municipality will pay no interest on deposits³

13 ACCESS TO PROPERTY TO READ METERS

- 13.1 In terms of Section 101 of the Municipal Systems Act, 2000 (Act No. 32 of 2000), the occupier, owner or tenant of a property is to allow municipal officials or the municipality's authorised service providers access to read meters, install or repair meters as well as to, discontinue or restrict the provision of a service. The official is to have the proper authorisation and can only request access during reasonable hours.

² Amended by Council on 28 May 2014.

³ Amended and reviewed by Council on 30 May 2019

- 13.2 If the municipality is unable to read any meter on any property because the meter has been rendered inaccessible, the municipality shall estimate the consumption of the service concerned and thereafter bill the accountholder for the monetary value of such estimated consumption.
- 13.3 In the event that the Council continues to be unsuccessful in obtaining access to the property and, therefore, is unable to obtain an accurate meter reading, the Chief Financial Officer or his authorised representative may disconnect the supply of services.
- 13.4 Voluntary readings:
- These will be permitted provided the municipality obtains any final reading should the consumer move to another supply address.
 - Consumers may be liable for a fee to cover the costs of obtaining a reading if no advance warning is given and special arrangements are required to obtain a reading.
 - The Municipality is entitled to make suitable adjustments to the readings should a consumer fail to ensure that a final reading is obtained.
 - An audit reading during the normal reading cycles must be obtained at least once every 6 months. If a special audit reading becomes necessary, this will be done at the cost of the consumer.
 - The consumer may elect to supply voluntary readings subject to compliance with these rules. The Chief Financial Officer may, however, cancel the voluntary reading convenience if the consumer fails to render readings on two or more consecutive occasions.

14 ACCOUNTS, BILLING AND PAYMENT

- 14.1 The Council shall produce and post one consolidated monthly bill to consumers for services supplied or available (inter alias, electricity, water, refuse and sewerage charges) and for rates levied on property within the municipal area unless, for whatever reason, the rates account has not been consolidated with the services account in which case separate monthly accounts will be posted. These accounts will be produced in accordance with meter reading cycles at regular intervals or as prescribed by law.
- 14.2 The account/invoice will reflect the following details:
- Consumer name.
 - Consumer account number.

- Consumer postal address.
 - Address details to which the services have been supplied.
 - The consumption or estimated consumption for each metered service within a specified period.
 - The applicable service tariff.
 - The monthly amount due on property rates and the total annual amount due.
 - The valuation of the property.
 - The amount due on any other service charges.
 - The total amount due and payable.
 - The amount in arrears, if any.
 - The final date for payment (due date);
 - The method, name and location of any municipal offices and authorised agents where payments may be made, and
 - A notification that failure to settle the total amount due by due date will result in termination or restriction of services.
- 14.3 The Council shall undertake to post the consolidated account to the customer address, in South Africa, as specified by each customer. However, non-receipt of an account does not negate the responsibility of the customer to pay the amount owing by due date nor prevent interest charges and debt collection procedures. In the event of non-receipt of an account, the onus rests on the account holder to obtain a free copy of the most recent account, before the due date.
- 14.4 The consumer shall, in writing, notify the Council of any change of address, including an e-mail address, and contact details. Notwithstanding the fact that a consumer has not received an account as a result of his failing to notify the Council of his change of address or due to delays on the part of external service providers, the customer is nevertheless liable for payment of such account. Any change of address only becomes effective when the notification of the change is received and acknowledged by the Council.
- 14.5 Accounts must be paid in full on or before the due date as indicated on the account. Failure to comply with this section shall result in debt collection action (as contained in Section 27 of this policy) being instituted against the customer. Interest on arrears, at the rate determined from time to time by the Council or, in the absence of any determination, as prescribed by law, will accrue after due date if the account remains unpaid irrespective of the reason for non-payment (refer Section 18).

- 14.6 Bulk consumers may at the discretion of Council be notified of their unpaid accounts prior to the commencement of the debt collection process.
- 14.7 Payments for accounts must be received at a Municipal pay-point by close of business on or before the due date. In the case of any electronic payments the money must be received in the municipal bank account no later than the close of business on the due date. In the case of monies paid to agents, the money must be deposited with the agent prior to the close of business on due date and proof thereof may be required to validate any claims.
- 14.8 The following methods of payment and payment points can be used: Debit order payments, which forms are available from the municipal cash offices.
- Cash payments can be made at the municipality' s cash offices, any South African Post Office and their agencies, ABSA and Easy Pay Outlets E.g. Pick & Pay, Checkers, etc.
 - Electronic banking payments directly into the municipality' s account.
- 14.9 The consumer acknowledges that any agent used for transmitting payments to the Municipality is at the risk and cost of the consumer. In addition, the consumer must consider the transfer time of the particular agent.
- 14.10 All payments and/or part-payments received by the Municipality shall be allocated to services in the manner as contained in Section 20.

15. METERING OF CONSUMABLE SERVICES

- 15.1 The municipality may introduce various metering equipment for the measurement of service consumption and customers may be encouraged to convert to a system preferred by the municipality.
- 15.2 Customers who default (fail to pay by the due date) may be required by the municipality to convert to another metering system.
- 15.3 Meters (credit) will be read in monthly cycles, at regular intervals or as prescribed by Council. Should circumstances prevent such a reading, the Municipality is entitled to continue with the procedure as laid down in Section 13 of this policy.
- 15.4 A consumer is responsible to ensure access to metering equipment and will be liable for any cost incurred to ensure access (such as relocating or disconnecting the meter) if satisfactory access is not possible.
- 15.5 Routine or special maintenance of metering equipment will be communicated to the consumer prior to being undertaken to establish a suitable time to perform such maintenance.

16. VALUATION OF PROPERTIES

- 16.1 All properties within the boundaries of the Witzenberg Municipality are to be valued in terms of the legislation applicable to the valuation of properties for the purpose of levying property rates.
- 16.2 If the Municipality has not yet included such valuation for the purpose of levying rates, the Municipal Valuer shall conduct a valuation of the relevant property for purposes of a supplementary valuation.

17. PROPERTY RATES

- 17.1 In terms of the Council Rates Policy, and in accordance with the tariff of Charges Schedule, Property Rates will be raised annually in July of each year, charged monthly and will be reflected on the consumer's monthly bill.
- 17.2 All Property Rates not paid by due date will, in addition to any procedures as prescribed by law, be subject to credit control and debt collection procedures as stipulated in this policy.
- 17.3 An owner may apply to have his/her property rates be charged monthly. In which the due date for application is set at 30th June of each year.⁴
- 17.4 If in default it will reverse to yearly, and the total annual rates amount become payable.

18. INTEREST ON ARREARS AND OTHER PENALTY CHARGES

- 18.1 Interest shall be charged for a full month on all arrear amounts at the percentage determined by Council (Prime interest rate plus 1%) irrespective of when payment is made.
- 18.2 For purposes of determining arrear amounts, all amounts that are unpaid after due date, excluding interest, penalty charges previously raised including collection charges and Value-Added Taxation, shall be considered.
- 18.3 The Chief Financial Officer will be entitled to raise the following charges/fees in addition to the interest charge contemplated in clause 18.1:
- charges for disconnection or restriction of services
 - charges for reconnection or reinstatement of services

⁴ Updated 04/08/2008 Special Council meeting

- charges for notices of default and other correspondence
 - penalty charges for illegal reconnections
 - Reconnection fee to be paid for both prepaid and conventional meters
 - Charges / Fees on all legal proceedings⁵
- 18.4 Other than those penalty charges prescribed by legislation, the value of each of these charges will be determined on an annual basis by Council when considering its annual budget and shall be contained in the Witzenberg Municipality Tariff Register.

19. AGREEMENTS AND ARRANGEMENTS FOR PAYMENT OF ARREARACCOUNTS

- 19.1 The Chief Financial Officer is authorised to enter into agreements with customers in arrears with their accounts and to grant customers extensions of time for settlement of the amounts due to Council. No arrangement for the payment of debt in instalments may be entered into with a tenant without the consent of the property owner.⁶
- 19.2 Where a customer in arrears is a business or commercial concern, a minimum of 50% of the total overdue amount, as an initial payment, shall be paid, and the balance of the account shall be paid in equal instalments over a maximum period of twelve months. Any future monthly current accounts shall be paid on or before the due dates for the month in question. In respect of business or commercial consumers who are in arrears, interest will be raised in terms of Section 18 of this policy.
- In exceptional circumstances, The Accounting Officer and Chief Financial Officer can deviate from the general rule above provided that:
- The current account is paid in full
 - A written agreement is entered into that provides for the down payment of the arrears amount in monthly instalments.
- 19.3 Where a customer in arrears is a domestic consumer the following processes will be follows:
- i) When the customer account includes outstanding debt, the customer payment incentive policy as approved by Council may apply; and
 - ii) In the case of all other debt, the current account, as an initial payment, shall be paid, and the balance of the account shall be paid in equal instalments over a maximum period of forty-eight [48] months.
 - iii) In exceptional circumstances, The Accounting Officer and Chief Financial Officer can deviate from the general rule in (ii) above provided that:

⁵ Amended by Council on 28 May 2014

⁶ Amended by council on 28 May 2014

- The current account is paid in full
 - A written agreement is entered into that provides for the down payment of the arrears amount in monthly instalments.
- iv) A customer can make a maximum of 2 arrangements within a financial year of the Municipality.⁷

Any future monthly accounts shall be paid on or before the due date. Consumers, who honour their agreements and arrangements to pay, will not be charged interest from the date of the agreement on municipal service arrears, except for property rates in arrears where statutory provisions may apply. Should they default on their credit extension for whatever reason, interest shall be raised from the date of default on the full outstanding debt in terms of Section 18 of this policy.”

- 19.4 A consumer may be required to complete a debit order for the payment of arrears in terms of the agreement.
- 19.5 Should a customer breach the arrangement in any way, the balance of the arrear account, together with the balance of interest outstanding on the account, shall immediately become due and payable to the municipality.
- 19.6 A customer who fails to comply with any credit arrangement shall not be permitted to enter any further arrangement or extension of time for payment and shall have his services terminated, however a customer who brings his credit arrangement up to date by an immediate payment shall have his services reconnected as soon as is practically possible.
- 19.7 A customer who fails to comply with any arrangement of debt shall have his service agreement terminated, services disconnected/restricted, and/or his deposit adjusted with an amount of R 500,00 to cover a part of the arrear debt.
- 19.8 Only debtors with positive proof of identity or an authorised agent with a Power of Attorney shall be permitted to enter into an Acknowledgment of Debt agreement with the Council. If the arrear account is in the name of a tenant, the owner of the property, must give written consent to the Municipality to enter into Acknowledgement of Debt agreement with his /her tenant.
- 19.9 Where a debtor is a close corporation, trust, or a company, the person who signs an acknowledgment of debt on behalf of such close corporation, trust or company, shall produce written proof that he is authorised to sign such acknowledgment on behalf of all members and/or directors of the close corporation, trust, or the company.

⁷Updated 28/05/2009

- 19.10 An Acknowledgment of Debt agreement shall contain all arrangements for paying off arrear accounts, which may include interest. One copy of the agreement shall be handed to the customer and another filed with the Chief Financial Officer.
- 19.11 In instances where a customer is employed, the municipality may obtain a voluntary garnishee order or emoluments attachment order.
- 19.12 Where any debt has arisen because of the Council having applied an incorrect charge and/or tariff, the consumer may arrange to pay the debt over a maximum period equivalent to the period over which the incorrect charge was applied or over twelve months, whichever is the shorter.
- 19.13 The Director Finance and Deputy Director Finance may deviate from the policy in special circumstances.⁸

20. ALLOCATION OF PAYMENTS AND PART-PAYMENTS

- 20.1 Receipt of the total outstanding monies will be allocated to the credit of the account in full. firstly, to any unpaid interest raised on the account.
- secondly, to any other sundry debtors (miscellaneous).
 - thirdly, to housing rents and instalments.
 - fourthly, to any unpaid refuse collection charges.
 - fifthly, to any unpaid sewerage charges.
 - sixthly, to any unpaid water charges.
 - seventhly, to any other unpaid electricity charges; and
 - lastly, to any unpaid property rates.
- 20.2 A customer shall not be entitled to allocate any payment made to any portion of the total debt due to the Council.

21 DISHONOURED QUES/DEBIT ORDERS

- 21.1 Refusal by banks to honour payments by debit order is regarded as non- payment, upon which the relevant debtor is subject to credit control measures.
- 21.2 The Council shall, at the earliest opportunity, be entitled to disconnect or restrict, as the case may be, the electricity and/or water supply of a customer who has offered a cheque or debit order as payment for municipal

⁸ Include 30 May 2019.

services if such cheque or debit order is returned or dishonoured by the financial institution on which it is drawn as a result of a lack of funds or for any other reason.

- 21.3 A customer tendering a debit order referred to in Clause 21 .2 shall be liable for all administration charges and bank fees as determined by Council because of such transaction.
- 21 .4 Should a dishonoured debit order be received; the customer may be contacted telephonically with the request that a cash deposit equal in amount to that of the dishonoured cheque be made into the municipality' s account within 24 hours.
- 21.5 Should any attempt to contact the customer fail, then the municipality shall immediately discontinue the supply of services to the premises.
- 21.6 In the event of the customer not having sufficient funds to settle the outstanding debt, the Municipality may open a case of fraud with the South African Police Service.
- 21.7 Dishonoured cheques are to be kept on file and will only be given to account holders on request if the account is paid up to date after the reversal of the dishonoured payment.
- 21.8 A customer who has offered three dishonoured debit order payments in any 12-month period will not be allowed to make further payments by cheque for a period of at least one year, although a bank guaranteed cheque may be accepted by the Chief Financial Officer.

22. QUERIES IN RESPECT OF ACCOUNTS

- 22.1 The enquiries counter at the municipality's service centres can be contacted for all account queries.
- 22.2 An enquiry clerk stationed at the municipality's service centres shall be available to assist consumers with account balance queries as well as the opening and closing of accounts.
- 22.3 Any resident or consumer who may feel aggrieved concerning his/her account may address a written grievance / appeal to the Chief Financial Officer.
- 22.4 The municipality endeavours to investigate any query and give feedback within fourteen working days of the receipt of the query.

- 22.5 Any query in respect of the amount due and payable on the consolidated bill must be lodged, in writing, at the municipality within 10 days of the consolidated bill date in order that it may be investigated. Should the query not be lodged within 10 days, the municipality cannot be bound to the provisions of clause 22.4.
- 22.6 A customer who has lodged an enquiry is not relieved of the responsibility to maintain regular payment on his account. In the event of an accountholder reasonably querying any item or items on the monthly municipal account, no action shall be taken against the accountholder provided the accountholder has paid, by due date, an amount equal to the monthly average monetary value of the three most recent un-queried accounts in respect of the service under query, as well as all un-queried balances on such account, and, provided further that, such query is made in writing by the accountholder or is recorded in writing by the Chief Financial Officer or his designate on behalf of the accountholder within 10 days of the consolidated bill date.
- 22.7 If a customer has received a response to a query but is still not convinced that the account is correct, the customer will still be liable for the full outstanding amount and will be subject to credit control action.

23. UNRESOLVED CUSTOMER QUERIES

- 23.1 Should a query remain unresolved after 14 working days have passed from the date the query was lodged; the customer is to notify the Section Head of the relevant section who will follow up and resolve the query.
- 23.2 Should the Section Head, because of the complexity of the case, be unable to resolve the query, it is to be referred to the Consolidated Billing Manager for resolution.

24. DISCONNECTIONS/RESTRICTIONS OF SERVICE

- 24.1 The Council shall disconnect/restrict services to consumers whose consolidated accounts remain unpaid after due date.
- 24.2 The municipality shall, prior to disconnection and/or restriction of services, not be obliged to issue any final demand notices or other reminders to customers whose accounts are unpaid after due date.
- 24.3 The municipal account shall reflect a warning message that shall be deemed to be proper and sufficient notice to the customer that his services may be disconnected or restricted unless payment is received on or before due date.
- 24.4 In the event that full payment of the consolidated account, including any accumulated arrears, is not received by close of business on due date, the electricity supply and thereafter the water supply may be

disconnected/restricted, unless a formal arrangement for an extension of payment, in terms of Section 19, has been approved by the Chief Financial Officer or his authorised representative.

24.5 Even though a customer may have concluded satisfactory credit arrangements in terms of Section 19, the Council is not obliged to effect a reconnection of services on the day that payment is received or the agreement has been signed, but will, unless unable to do so because of circumstances beyond the control of the municipality, endeavour to do so within three (3) working days in terms of Section 26 read in conjunction with Section 25.

24.6 Where a customer's services are disconnected, or where access to disconnect services has not been obtained, the customer shall be charged a visitation fee, as determined by the Council, which shall be paid prior to the services being reconnected.

24.7 Where a customer's account and/or service agreement has been terminated or is in arrears and no credit arrangement has been entered,

the Council may, at the customer's cost, proceed to collect such amount as is outstanding and due in terms of the procedures for debt collection contained in Section 27 of this policy.

24.8 Where a customer or owner's account is in arrears and no credit arrangement for the settlement of any outstanding debt has been entered into, and, whether the services to the property have been disconnected / restricted or no the Council may, regardless of whether the service agreement is terminated or not, implement the procedures for debt collection as set out in Section 27 of this policy, if such action is deemed by the Chief Financial Officer to be in the best interests of the Council.

24.9 Should the Chief Financial Officer believe the termination of services, in respect of which the account is in arrear, could result in the endangerment of the life of any person, the Chief Financial Officer may appropriately restrict rather than terminate the services in question.

If a household is classified as an indigent household in terms of section 6.1 of the Assistance to the poor policy, as amended, then the following will be applicable regarding disconnection/restriction of services:

- (i) Prepaid electricity may be blocked for purchases if the other services are in arrears; and⁹

24.10 Changing meters of defaulters¹⁰

⁹Updated 31/05/2012 Council meeting

¹⁰Updated Council 28/09/2011

- i) The water meters of defaulters can be replaced with water management meters, and the consumption may be limited to a minimum of 200 litres per day (6 kilolitres per month);
- (ii) The electricity meters of defaulters can be replaced with split prepaid meters.
- (iii) The cost of the replacement meters will be borne by the consumer who can pay the cost in three monthly instalments. If the consumer defaults on the payment for the meters, the electricity supply will be blocked and/or the water consumption will be limited to 200 litres per day (6 kilolitres per month).
- (iv) The cost of the replacement meters will be borne by the municipality for approved indigent customers.
- (v) The cost of the replacement meters will be borne by the municipality if the consumer defaulted by at least three occasions within a financial year. (The cost borne by the municipality will be limited to the meter and installation cost of the meter.)¹¹

25. RECONNECTION/REINSTATEMENT OF TERMINATED/RESTRICTED SERVICES

25.1 Services which have been terminated or restricted shall be reconnected or reinstated by the municipality only when all the following conditions have been met:

- o the 30 days arrear account plus the reconnection fee has been paid in full, including the interest raised on such account; and an acceptable arrangement has been entered on the arrears older than 30 days with the municipality, including the interest raised on such account; or a query, as contemplated in Section 22, has been resolved and arrangements for payment as approved by the Chief Financial Officer have been concluded; a revised/existing service agreement has been entered into/reinstated with the municipality, as contemplated in Section 11 of this policy; and
- o a suitable cash deposit, as determined by the Chief Financial Officer in terms of Section 12, has been paid to the municipality.

26. PROCEDURE FOR DEBT COLLECTION AND WRITE OFF

Where consumer accounts are in arrears, the Chief Financial Officer is authorised to institute the following procedures with the intention of proceeding until the debt is collected or written off:

¹¹ Paragraph 24.10 (iv) & (v) added by council 30/05/2022

- 26.1 Immediately after due date, disconnect and/or restrict all water and/or electricity services for all overdue amounts relating to rates, service charges or any charges for services rendered by the municipality in terms of the procedures laid down in Section 24 of this policy.
- 26.2 Thirty days after the due date:
- Tracing action may be authorized and instituted if the whereabouts of the debtor is unknown.
- 26.3 Sixty days (or any earlier period if the Chief Financial Officer deems that it is in the best interest of the Council) after the due date, and where an account rendered to a customer remains outstanding, the following action may be taken:
- All arrear amounts shall be handed over to the Council's internal or external debt collection agents.
 - The collection agents will then make use of normal debt collection procedures including a call centre approach and legal processes to collect the amounts owed to Council
 - If necessary, the sale in execution of such property to recover arrear property rates and service charges will be instituted irrespective if the accountholder is also the owner of the property).
 - All legal expenses incurred by the municipality shall be for the account of the accountholder in default¹².
- 26.4 The Chief Financial Officer may insist that a consumer, who is utilising a credit meter, convert from that credit metered supply to a prepayment supply. The cost of such a conversion is to be borne by the consumer.
- 26.5 The Chief Financial Officer may allocate up to thirty (30) percent of any payment for prepayment services to arrear debt. The Chief Financial Officer may increase the percentage to sixty (60) percent if the account is in arrears for more than 6 months.¹³
- 26.6 The Chief Financial Officer may order that emolument attachment or garnishee orders be instituted on debtors' salaries.
- 26.7 The Chief Financial Officer may/must withhold rates clearance certificates in terms of Section 118 of the Municipal Systems Act, 2000 (Act No. 32 of 2000) and Section 30 of this policy.

¹²Updated 20/04/2011

¹³ Recommended adjustment March 2025

- 26.8 The Chief Financial Officer may/must withhold payments of grants-in-aid to consumers whose accounts are in arrears.
- 26.9 The Chief Financial Officer may/must withhold payment to suppliers whose accounts are in arrears in terms of the Supply Chain Management policy.
- 26.10 The Chief Financial Officer may withhold/reject the approval of building plans relating to improvements on properties if there are arrears on that property.
- 26.11 Whenever all the legal avenues and procedures listed above have been exhausted, or it becomes uneconomical to proceed further, the arrear amounts should be classified as irrecoverable and should be written off.
- 26.12 The Chief Financial Officer, may forward a report to Council for the writing off of consumer, if such debts may be irrecoverable.
- 26.13 The Executive Committee, in terms of its delegated authority, may authorize the writing off of the debts wherein after a report will be forwarded to full Council for ratification.
- 26.14 The Chief Financial Officer shall as soon as possible after 30 June each year, or more regularly if requested by Council to do so, present to the Council a report indicating the amount of the arrears that have been written off during the financial year, together with the reasons for the write off.
- 26.15 The Chief Financial Officer may write off debts to the value of R1000.00 per individual if he is satisfied that:
- All reasonable steps have been taken to recover the debt, and the debt is irrecoverable, or
 - He/she is convinced that recovery of the debt would be uneconomical.
- 26.16 The Chief Financial Officer may approve the write off of debt outstanding for more than three years, excluding property rates or the interest raised, on condition that all the other debt is paid immediately in full.¹⁴
- 26.17 Any debtors whose amounts are written off may be listed with the Credit Bureau and may not be permitted to enter future service contracts with the Council.
- 26.18 Industrial consumers can qualify for an early payment rebate of one percent if their account is paid in full within 15 days after the month during which the services were consumed.¹⁵

¹⁴ Amended by Council on 28 May 2014

¹⁵ Amended by Council on 28 May 2014

- 26.19 A collection fee of up to 5% of the amount collected on behalf of the municipality may be paid to employers that deduct municipal accounts from their employees.¹⁶
- 26.20 If a household is classified as an indigent household in terms of section 6.1 of the Assistance to the poor policy, as amended, then the Chief Financial Officer must prior to implementation of sections 26.2 and 26.3 determine whether the debt would be uneconomical to recover as set out in section 26.15.¹⁷
- 26.21 That rental debt when the municipality is the lessor be referred to the Housing Committee for a decision regarding the arrear debt where the unit is to be assigned to another lessee. Where the Housing Committee's decision is to write-off the debt that this first be approved by the Municipal Council before implementation. ¹⁸

27 ILLEGAL TAMPERING AND/OR THEFT OF SERVICES

The Municipality does not condone theft and fraud of municipal services and will monitor the service networks for signs of tampering or irregularities. Furthermore,

- 27.1 Water and electricity metering and connection equipment remain the property of the municipality and anyone involved in instances of tampering, damaging or theft thereof will be liable for criminal prosecution.
- 27.2 With regard to electricity services, if tampering of any nature or theft of such services is identified, the electricity supply to the property may be discontinued by the removal of the meter and the cable and the water supply may be restricted. In addition, the customer's service agreement with the Council may be cancelled and the customer's deposit may be offset against any amounts owed to the Council.
- 27.3 If the restricted water supply is tampered with or any variable flow-restricting device removed, the water supply may be discontinued, the service connection removed and the customer's service agreement with the Council may be cancelled. The customer's deposit may be offset against any amounts owed to the Council.
- 27.4 Once Council becomes aware that any terminated or restricted service has been irregularly reconnected or reinstated, the necessary action to remedy the situation will be implemented which could include the Municipal Manager reporting such action to the South African Police Service.
- 27.5 All outstanding amounts including, all metered consumption since the date of the illegal reconnection, or the estimated consumption, if a reliable meter reading is not possible, shall be paid in full together with the required deposit, before any reconnection/reinstatement, and new services agreement are considered.

¹⁶ Amended by Council on 28 May 2014

¹⁷ Updated 04/08/2008 Special Council meeting

¹⁸ Amended by Council on 30 May 2019

- 27.6 If found that any person (natural or juristic) are illegally connected or reconnected to municipal services, or that he/she fiddled with any meter, reticulation network or any other supply equipment, or delivered any unlawful service associated with the provision of municipal services, or stole or damaged any municipal property, he/she shall be prosecuted and/or held liable for fines, as determined by the magistrate.¹⁹

However, the receipt of payment will not necessarily impact on nor prejudice any legal or criminal proceedings against the customer.

28 UNOCCUPIED PREMISES

- 28.1 When a consumer terminates a consumption account and no new owner registers, the property is deemed to be unoccupied.
- 28.2 Whenever water and/or electricity consumption is recorded at a property that is deemed to be unoccupied effort will be made to establish the identity of the person responsible for that consumption, failing which an appropriate bill will be raised and forwarded to the owner of the property for payment. Should payment not be received then the registered owner of the property is liable for the services consumed.

29. CLEARANCE CERTIFICATES

- 29.1 Before any property can be transferred from one owner to another, all amounts owing to the municipality on the property must be settled. Only after settlement, will the Municipality issue a certificate stating that all outstanding debts have been settled. No property transfer can take place without such a certificate.
- 29.2 The Municipality requires a payment in advance equal to two²⁰ months average consumption of all relevant services prior to the issuing of such a clearance certificate to allow for any consumption that may take place during the time taken for the transfer to go through.
- 29.3 The Municipality shall, wherever possible, issue a clearance certificate within ten working days of such request once all outstanding debts and administration fees have been paid in full.
- 29.4 The above provisions do not apply in the case of transfers from National Government, Provincial Government or another municipality of residential property where the provisions of Section 118 of the Municipal Systems Act are applicable.

¹⁹ Amended by Council on 30 May 2019

²⁰ Updated 04/08/2008 Special Council meeting

30. MUNICIPAL STAFF

- 30.1 Any member of staff of the Council and any Councillor may not be in arrears with the Council for rates and/or service charges for a period longer than three months, and the Council will deduct any outstanding amounts from the salary or allowance of such member of staff or Councillor after this period, in accordance with item 10 of Schedule 2 of the Municipal Systems Act, 2000 (Act No. 32 of 2000).
- 30.2 Staff arrangements made to pay off debt will be adjusted yearly equal to the percentage salary increase.
- 30.3 Salary deductions will be made from yearly bonuses & performance bonuses to be set off against any arrears or outstanding amount.
- 30.4 Any back pay, promotions, overtime & standby are first use to reduce arrears of staff.
- 30.5 Staff members that made arrangements to pay off debt must complete a salary deduction form and this deduction may not be stopped until debt has been paid in full.
- 30.6 If a staff member is sixty (60) days in arrears and has made no arrangement to pay off the outstanding amount, deduct full amount from salary.

31. REPORTING AND PERFORMANCE MANAGEMENT

- 31.1 The Chief Financial Officer shall report monthly to the Municipal Manager in a suitable format to enable the Municipal Manager to report to the Executive Committee as supervisory authority in terms of Section 99 of the Municipal Systems Act, 2000 (Act No.32 of 2000), read with section 100(c).
- 31.2 If, in the opinion of the Chief Financial Officer, Council will not achieve cash receipt income equivalent to the income projected in the annual budget as approved by Council, the Chief Financial Officer will report this with motivation to the Municipal Manager who will immediately move for a revision of the budget according to realistically realisable income levels.
- 31.3 The Executive Committee shall, at intervals of 3 months, report to Council as contemplated in Section 99(c) of the Municipal Systems Act.

32. DEFINITION OF IRRECOVERABLE DEBT

Debt will only be considered as irrecoverable if it complies with the following criteria:

- (a) All reasonable notifications and cost-effective legal avenues have been exhausted to recover specific outstanding amount, or
- (b) Any amount equal to or less than R500.00, or as determined by Council from time to time, will be considered too small, after having followed basic checks, to warrant further endeavours to collect it, or
- (c) The cost to recover debt does not warrant further action, or
- (d) The debtor is untraceable or cannot be identified to proceed with further action, or
 - (i) the debtor has immigrated leaving no assets of value to cost effectively recover Council's claim, or
- (e) It is not possible to prove debt outstanding, or
 - (i) a court has ruled that the claim is not recoverable, or
 - (ii) the outstanding amount is due to an irrecoverable administrative error by the Municipality, or
- (f) All arrears will be written off to bad debts where water consumers have had their water leaks repaired, provide the necessary proof and for a period of six months from the date of repair –
 - (i) Pay their water & sewer bill above the free portion on or before the due date, and
 - (ii) Maintain their water consumption within affordable levels.

33. COMMUNICATION OF POLICY TO CONSUMERS

- 33.1 The municipality will, at its own cost, publish the Credit Control and Debt Collection Policy in the local media. The Chief Financial Officer operating under delegated authority will publish the policy on whatever basis is to the Council's best advantage. A copy of the policy will be posted on the municipality's website, and hardcopies will be made available on request at the service centres. Any amendments may be communicated on the website and in a newsletter from time to time.
- 33.2 Councillors must, from time to time, address ward committees on the contents of the policy and any amendments thereto.

34. BY-LAWS TO BE ADOPTED

- 34.1 By-laws shall be adopted to give effect to the Council's credit control and debt collection policy.

- 34.2 The by-laws are to comply with the requirements of the Municipal Systems Act, 2000 (Act No. 32 of 2000), the Water Services Act, 1997 (Act No. 108 of 1997), the Electricity Act, 1987 (Act No. 41 of 1987) and the Municipal Finance Management Act, 2003 (Act No. 56 of 2003).
- 34.3 The by-laws deal severely with defaulters, and their application requires a considerable degree of commitment from the Municipal Manager and his or her administration, as well as from the municipality's political structures. For the by-laws to ensure the avoidance of financial misfortunes for the municipality, and to lead to sustained financial stability, their application will have to receive the constant attention of all the municipality's key role-players and decision makers. If the by-laws are not constantly and consistently applied, from month to month and from year-to-year, the municipality's political and administrative credibility will be severely impaired, and it may not be able to ensure financial sustainability in the long run.
- 34.4 Although the by-laws envisage even the termination of basic services for defaulting accountholders this will not in itself, no matter how harsh it may seem to those councillors and officials who are disposed to greater leniency, prevent the accumulation of arrears. The monthly billing for property rates, sewerage charges and refuse removal fees will continue in respect of defaulting accountholders, even though their consumption of electricity and water may have been terminated or restricted. The termination or restriction of services must therefore be seen merely as a vital first step in the credit control programme, and the commitment by the municipality to follow up such actions with the full force of the law at the municipality's disposal is an essential further step if the accumulation of debts is to be meaningfully curtailed.

35 DECEASED ESTATES

- Deceased Estates need to be registered at the Master of the High Court if, the Value of the property exceeds the amount of R250 000 if less it may be registered at the Local Court, Legal Aid S.A.(LASA) can be contacted to assist in this regardThe accounts of deceased estates may be transferred into the names of relatives as determined by the executor of the deceased estate, to allow for the continuation of service delivery to the relevant property on the following conditions: review
- The historical debt remains a claim against the deceased estate.
- The executor of the deceased estate together with the new account holder must enter into an agreement with Witzenberg municipality for the payment of the historical debt.
- The normal service deposit is payable by the new account holder unless a report by the municipal social worker indicates that the new account holder cannot afford to pay the deposit.
- If the property is let out, the service deposit is payable without any exceptions.

- A clearance certificate in terms of section 118 of the municipal systems act may be issued by Witzenberg municipality on condition that the executor of the deceased estate provides the municipality with a guarantee that the outstanding debt will be paid on transfer.

In the instance of a child-headed household the account must remain in the name of the deceased estate, but the estate will qualify for indigent support, if the other criteria for an indigent household are met.

36. ENFORCEMENT OF OTHER LEGISLATION

- 36.1 In addition to the credit control and debt collection provisions contained in this policy and the published by-laws relating hereto, the Council may enforce any other rights or exercise any power conferred upon it by the Municipal Systems Act, 2000 (No. 32 of 2000), the Water Services Act, 1997 (Act No. 108 of 1997), the Property Rates Act, 2004 (Act No. 6 of 2004) and the Municipal Finance Management Act, 2003 (Act No. 56 of 2003).
- 36.2 In the event of an inconsistency between the provisions of these and any other by-laws, the provisions of these by-laws shall prevail.

37. CUSTOMERS ASSISTANCE

383 COMMENCEMENT DATE

This policy as amended takes effect as from the 28 September 2011.



CASH MANAGEMENT AND INVESTMENT POLICY

Date of implementation: 01 July 2008

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CASH MANAGEMENT AND INVESTMENT POLICY

APPENDIX A**PREAMBLE**

Whereas section 13 of the Local Government: Municipal Finance Management Act, 2003 (No. 56 of 2003) determines that a municipality must introduce an appropriate, prudent and effective cash management and investment arrangement;

and whereas a bank, in accordance with the provisions of section 13 of the Act, has to disclose details regarding a municipalities' investments;

and whereas councillors and officials, as trustees of public funds have an obligation to ensure that cash resources are managed as effectively, efficiently and economically as possible;

now therefore the Witzenberg Municipality adopt the cash and investment management policy set out in this document.

1. DEFINITIONS

"Act" means the local government Municipal Finance Management Act, 2003 (Act no. 56 of 2003)

"Council" means the Municipal Council of Witzenberg Municipality

"Gazette" means the Government Gazette

"Investee" means an institution or counterparty with which an investment is placed, or its agent.

"Investment" means an amount of funds deposited in deposit taking institutions registered in terms of the Bank's Act, 1990 (Act 94 of 1990) on which interest is earned or received.

"Internal investment manager" means the official appointed or acting as the Manager: Financial administration of Witzenberg Municipality.

2. LEGAL FRAMEWORK

- a) Legislation – local government: Municipal Finance Management Act 56 of 2003 (As amended)
- b) Treasury regulations in terms of Section 13(1) of the Act (As amended).

3. OBJECTIVES

- a) To maximize returns from authorized investments, consistent with the secondary objective of minimizing risk
- b) To ensure compliance with all legislation governing the investment of funds.
- c) To maintain adequate liquidity to meet cash flow needs
- d) It is Council's responsibility as a trustee of the community's revenue, to ensure that all money that is not immediately required be invested in order to safeguard the funds, meet the liquidity needs of the municipality and to optimise the funds available to the municipality. Council must further ensure that cash resources are effectively and efficiently managed.¹
- e) To ensure diversification of permitted investment.
- f) To ensure complaints regarding revenue management as contemplated in Sect 64(d), 64(f) and 64(h) of the Act
- g) The ensure complaints regarding Sect 10 and 11 of the Act

4. CASH MANAGEMENT POLICY

4.1. General Policy

It is recognised that from time to time, Council has cash flow surpluses and borrowing requirements due to daily receipts and payments. Council maintains a daily cash position summary and a yearly cash flow projection is prepared during the annual planning process and is updated monthly. This determines Council's borrowing requirements and surpluses for investment. Cash invested "outside" the bank account is covered by section 4 of this policy.

4.2. Bank Accounts

Council operates one primary bank account for its day to day operational activity requirements. All monies due to Council and due by Council emanating from Council activities must pass through this primary account.

4.2.1 Cheque Management

Cheques are printed in batch format. To prevent the removing of cheques, cheques are delivered in sealed boxes where strict control is exercised over the numerical sequence of cheques on the expenditure system by means of a cheque register.

4.2.2 Delegation/Rights

The incumbents of the following post are authorized to sign cheques on behalf of Council

¹ Recommended for amendment March 2024

4.2.3 Cheques

A-Signatories: Director: Financial Services/Chief Financial Officer
Deputy Director: Finance
Manager: Financial Administration
Manager Income
Manager: Supply Chain

B-Signatories: Accountant Assets & Budgets
Accountant Credit Control
Accountant Debtors
Accountant Expenditure

Each payment needs to be signed by at least two A-signatories, or one A-signatory and one B signatory.

4.2.4 Electronic Funds Transfer (EFT)

Authorisation same as cheques above

4.3 Bank Overdraft

4.3.1 Barring the fact that Council has an approved overdraft facility with its primary banker for possible unanticipated short-term cash flow shortfall, its general policy is to avoid going into overdraft.

Short-term debt is incurred based on expected income and must be repaid within the same financial year. (Section 45 of the MFMA)

4.3.2 Council set the credit limit for the bank overdraft facility at R6, 000, 000 (six million rand).

4.3.3 The terms of the agreement for the bank overdraft facility, including the credit limit, may be changed only by a resolution of council.

4.3.4 Any overdrawn bank account at any date must be reported without avail to Council supported by reasons therefore.

4.3.5 Any short term facility that requires review must first be approved by the Accounting Officer.

4.4 Cash collection

4.4.1 Controlled, secured and prompt cash collection

- a) All cashier banking batches and or shifts must be closed at least on a daily basis;
- b) Each cashier banking batch must be closed and deposit in the primary bank account separately;
- c) All forms, categories or types of money receipted must be quoted in the form or type received, for example cheques as cheques and cash as cash;
- d) A cashier must count the money he/she receipted, record the outcome on the cash-up sheet per category, then report to the senior responsible for the closing of the banking batches;
- e) No cashier may have access to the closing bank batch facility of the financial system;
- f) The senior verifies whether the amounts are correct and send the cashier back if necessary, otherwise closed the banking batch;
- g) The cashier in the presence of the senior put the money in the cash bags; seal it and lock it away in his/her fault for collection;
- h) All closed banking batches must be deposited and received by the bank within 72 hours;
- l) An independent service provider will collect all bags; quote the seal serial number and issue a receipt for the money bags;
- j) The service provider must ensure that the bank check the seals, verify the seal number and sign for the money bag; and
- k) All shortages must be paid in by the cashier and all surpluses must be receipted in an item number open for this purpose.

4.4.2 Availability of receipting points

- a) Cash receipting points will be available in Wolseley, Tulbagh, Ceres, Prince Alfred Hamlet and Op-Die-Berg at municipal offices;
- b) The normal office hours are Monday to Thursday 08h30 till 15h30 and Friday 08h30 till 14h30;
- c) The Municipality makes use of prepaid electricity sales points in all the suburbs where the Municipality is the approved electricity supplier, these points is open at least from 07h00 till 20h00; and
- d) The Municipality also make use of third party payments for example Easy pay and Pay – a- Bill.

CASH MANAGEMENT AND INVESTMENT POLICY

4.4.3 Electronic payments directly into bank account

Electronic payments directly into the bank account are allowed provided that the client use his/her debtors account number as reference or booking number or traffic fine number.

4.4.4 Receipt of money by post

- a) All mail of the Municipality is opened by an official responsible for Archives in the presence of a cashier responsible for collecting the mail received payments;
- b) All monies (cash, cheques and postal orders) are recorded in a register signed by the mail received payments;
- c) This cashier will then capture the received payments on the financial system; records the receipting number with the date of the receipt and sign the register;
- d) When a cheque is post-dated, it is written in a post-dated cheque register and then kept in a safe until the valid date and then it is captured; and
- e) The senior responsible for the cashiers must verify at least once a week that all payment received via mail is receipted and that all post-dated payments has been captured.

4.4.5 Unallocated Deposits to be recognized as revenue

Unallocated Deposits refers to those monies paid into the municipality's bank account without any traceable reference.

After all internal procedures has been exhausted, all unallocated deposits older than 12 months, will be recognized as Sundry Revenue in the books of the municipality. A listing of all moneys recognized as revenue must be kept for future reference and audit purposes.

4.5 Management of cash flow:

The Chief Financial Officer shall maintain a cash flow system, and ensure that funds not immediately required are invested as required. All Departments or Directorates shall in this regard furnish the Chief Financial Officer with their respective cash flow needs on a monthly basis, clearly indicating possible future dates of payments, as well as any possible inflow of cash from other sources of finance arranged by Departments themselves. ²

² Recommended for amendment by council March 2024

CASH MANAGEMENT AND INVESTMENT POLICY

5. INVESTMENT POLICY**5.1 General Policy**

Generally, Council will invest surplus funds with deposit taking institutions registered in terms of the Bank's Act, 1990 (Act 94 of 1990) for terms not exceeding one year in anticipation of cash flow expectations. From time to time, with prior Executive Mayoral Committee approval, investments can exceed 1 [one] year and be made at other institutions/instruments as approved in the National Treasury regulations from time to time.

5.2 Application

5.2.1 This policy applies to all investments made by the Witzenberg Municipality or its duly appointed investment manager.

5.2.2 In addition, all investments must be in accordance with the Municipal Investment Regulations. Where there is a conflict between this policy and the Municipal Investment Regulation, the Municipal Investment Regulations will supersede this policy.

5.2.3 This policy does not apply to -

- (a) a pension or provident fund registered in terms of the Pension Funds Act 24 of 1956, or any subsequent legislation; or
- (b) in respect of trust money administered by a municipality where a trust deed prescribes how the trust money is to be invested.

5.2.4 Investments dominated in foreign currencies prohibited

Council may make an investment only if the investment is dominated in Rand and is not indexed to, or affected by, fluctuations in value of the Rand against foreign currency.

5.3 Diversification

5.3.1

Council will apply the following criteria in assessing the suitability of an investment institution:

a) Investments will only be placed with credit-worthy institutions with a credit – rating with either a:

- A.1 (S&P) /F1 (Fitch) / P-1 (Moody's) and
- A (Fitch & S&P) / A2 (Moody's) or better, long term, from a nationally or internationally recognised credit rating agency.

(b) Ratings to be obtained of all investment institutions before a financial institution may be considered for investing funds.

(c) Ratings must be updated at least annually or when there has been structural change in the market or at the particular institution.

(d) The optimal combination of the most favourable rated institution and the institution offering the best returns for the investment sought, should be the determining factor when choosing the institution.

(e) Only deposits with banks registered in terms of the Banks Act, 1990 (Act 94 of 1990) are permitted.

(f) Should the National negative rating of South Africa affect the rating of financial institutions, and therefore below F1, the CFO may invest with the highest rated financial institutions. This may only be done under abnormal circumstances, and should as such be noted on the investment workings for that month and only financial institutions that are under normal circumstances are rated F1 or higher will be considered for investment.

g) In the event that the credit rating of an institution with whom the City has an investment, falls below the municipality's benchmark rate as specified, the Chief Financial Officer (CFO) has the discretion to determine whether it would be in the municipality's best interest to call in the investment immediately or retain it either until maturity or a prior more opportune time

h) Notwithstanding the above criteria and as further safeguard of the investments, Council reserves the right to invest only with the banking institutions which are considered as the 5 major banks of South Africa³

i) Where quotations are subjected to terms and conditions, which in opinion of the Accounting Officer or his duly delegated official are considered to be unfavourable and unfairly prejudice the rights of the municipality, the municipality reserves the right not to accept such a quote.

5.3.2 .⁴ The municipality envisage to invest a maximum of 35% of available funds will be placed with a single institution. This does not apply to funds to section 5.4 of this policy⁵. Should the municipality not be able to obtain 3 market related quotes, the municipality reserve the right to invest any amount with any one institution who has submitted a valid quote provided that the municipality take into consideration the diversification of the investment amount amongst the remaining valid quotations.

5.3.3 Council must regularly monitor its investment portfolio and when appropriate liquidate an investment that no longer has the minimum acceptable credit rating as specified in 4.4.1 above.

5.4 Cash at Bank

When funds are held in a current account, it is a good business practice to operate a call account. The overriding principle is that the municipality may opt to transfer surplus funds, not immediately required, to a call deposit account.⁶

5.5 Investment Managers

5.5.1 External Investment Managers

The municipality may as and when the need arise approach an external A-graded investment manager to administer the investment portfolio on its behalf. The external investment manager will be appointed in terms of SCM policy and service level agreement will govern the functions and responsibility of the service provider. All investments made by the external investment manager on behalf of the Council of Witzenberg must be made within the ambit of this policy and with National Treasury's investment Regulations.

CASH MANAGEMENT AND INVESTMENT POLICY

5.5.2 Internal Investment Manager.

All investments made by the internal investment manager shall be in accordance with section 4.4 of this policy.

5.6 INTERNAL CONTROLS OVER INVESTMENTS

5.6.1 Delegations

In terms of section 79 of the Act, the Accounting Officer has delegated to the Director: Finance (CFO), in writing, his duty under section 65(2)(h) to manage the councils available working capital effectively and economically in terms of the prescribed cash management and investment framework. The CFO has sub delegated this duty to the Manager Financial Administration.

³ Recommended for amendment March 2025

⁴ Recommended for amendment March 2024

⁵ Recommended for amendment March 2025

⁶ Recommended for amendment March 2024

5.6.2 Concluding deals

Written mandates, signed by the Manager Financial Administration and the CFO, shall be issued to all investees with whom the Council of Witzenberg invests funds setting out the following:

- 5.6.2.1 Authorised dealers: name and particulars of the Councils officials who are authorised to transact investments deals with the investees;
- 5.6.2.2 Authorised signatories: name and particulars of the Councils officials who are authorised to sign written confirmations or any other correspondence in respect of investments transactions.
- 5.6.2.3 A dealing sheet, signed by an authorised dealer, shall be prepared in all instances for each individual investment, detailing the quotations received and the recommended investee. The Manager Financial Administration, together with any one of the authorised signatories referred to above, shall be authorised to approve the transaction.
A written confirmation of the terms of each investment transaction shall be prepared, and signed off by the Manager Financial Administration and the CFO.

5.7 Ownership

- 5.7.1 All investments must be made in the name of the Council of Witzenberg Municipality.
- 5.7.2 Written proof of investments made must obtained from the institution where the investment is made and must be kept on file.
- 5.7.3 Council may not borrow money for the purposes of investment.

6. DUE CARE

In dealing with financial institutions, the following ethical principles must be observed:

- 6.1 The Chief Financial Officer and all staff in his/her directorate shall not accede to any influence by or interference from Councillors, investment agents, institutions or any other outsiders.
 - 6.2 Under no circumstances may inducements to invest be accepted;
 - 6.3 Interest rates quoted by one institution must not be disclosed to another institution; and
 - 6.4 The business ethics of any controlling body of which the relevant financial institution is a member must be observed by such institution or body at all times.
- CASH MANAGEMENT AND INVESTMENT POLICY
- 6.5 Investments must be made with such judgement and care, under prevailing circumstances like a person of prudence, discretion and intelligence would exercise.
 - 6.6 Investment may not be made for speculation but must be a genuine investment; and
 - 6.7 Investments must in the first instance be made with the primary regards being to the probable safety of the investment, in the second instance to the liquidity needs of the municipality and lastly to the probable income derived from the investment.

7. PERFORMANCE MEASUREMENT

Measuring the effectiveness of Council's treasury activities is achieved through a mixture of subjective measures. The predominant subjective measure is the overall quality of treasury management information. The Chief Financial Officer has primary responsibility for determining this overall quality. Objective measures include: -

- 7.1 Adherence to policy.
- 7.2 Timely receipt of interest income.

CASH MANAGEMENT AND INVESTMENT POLICY

8. REPORTING**8.1 Reports**

REPORT NAME	FREQUENCY	PREPARED BY	RECIPIENT
Bank Balance	Report Daily	Senior Clerk Bank Reconciliations	Manager: Financial administration
Investments	Monthly within 10 working days of the end of the month. As part of section 71 of MFMA report	Accountant	Manager: Financial administration, Chief Finance Officer and Council

8.2 Monthly reports

Monthly reports must set out at least –

- (a) the market value of each investment as at the beginning of the reporting period;
- (b) any changes to the investment portfolio during the reporting period;
- (c) the, market value of each investment as at the end of the reporting period; and
- (d) fully accrued interest and yield for the reporting period

9. ANNUAL REVIEW OF POLICY

This policy on investments will be reviewed annually or earlier if so required by legislation. Any changes to the investment policy must be adopted by council and be consistent with the Act and any National Treasury regulations.

10. EFFECTIVE DATE

The effective date of this amended policy shall be 1 July 2010.

CASH MANAGEMENT AND INVESTMENT POLICY

APPENDIX B

APPROVED INSTITUTIONS

Banking Institution	Short-term	Long-term
ABSA Bank Ltd		AAA
Development Bank of SA		AAA
First Rand Bank Ltd		AA+
Sanlam Capital Markets Ltd		A
Imperial Bank Ltd		A+
Investec Bank Ltd		A+
Land and Agricultural Bank of SA		AA-
Nedbank Ltd		AA-
Standard Bank of South Africa Ltd		AA+

1. Long-term ratings

AAA- Obligations which have the highest rating assigned by Fitch IBCA on its nation rating scale for that country. This rating is automatically assigned to all obligations issued or guaranteed by the sovereign state. Capacity for timely repayment of principal and interest is extremely strong, relative to other obligors in the same country.

AA- Obligations for which capacity for timely repayment of principal and interest is very strong relative to other obligors in the same country. The risk attached to these obligations differs only slightly from the country's highest rated debt.

A- Obligations for which capacity for timely repayment of principal and interest is strong relative to other obligors in the same country. However, adverse changes in business economic or financial conditions are more likely to affect the capacity for timely repayment than for obligations in higher rated categories.



CONSUMER PAYMENT INCENTIVE POLICY (CPIP)

Date of implementation 01/07/2009

Reviewed and amended by Council on 15/06/2010
Reviewed and amended by Council on 20/04/2011
Reviewed and amended by Council on 31/05/2012
Reviewed and amended by Council on 29/05/2013
Reviewed and amended by Council on 28/05/2014
Reviewed and amended by Council on 27/05/2015
Reviewed and amended by Council on 18/05/2016
Reviewed and amended by Council on 30/05/2017
Reviewed and amended by Council on 29/05/2018
Reviewed and amended by Council on 30/05/2019
Reviewed and amended by Council on 27/05/2020
Reviewed and amended by Council on 26/05/2021
Reviewed and amended by Council on 30/05/2022
Reviewed and amended by Council on 30/05/2023
Reviewed and amended by Council on 16/05/2024

1. BACKGROUND

The Credit Control and Debt Collection Bylaws were reviewed and adopted by Council on the 28 May 2008. The purpose of the policy is to encourage the residents of Witzenberg to pay for services and also to promote the culture of payment amongst its citizens. The policy also aims to promote the Municipal Systems Act 32 of 2000, Sec 97(F) which relates to the extension of time for payment of services. The main focus of the policy is to institute incentive schemes to encourage prompt payment of debtor accounts.

2. OBJECTIVE OF THE SCHEME

To outline the parameters, criteria and procedures within which identified debts of participants to the scheme is written-off in exchange for prompt and timeous payment of future accounts rendered by the Municipality.

3. INCENTIVE DEFINED

3.1 Benefits derived by a participant to scheme

- One tenth of verified debt to be written-off every six months until debt is written-off in totality upon the participant fully complying with the conditions of the scheme.
- Assist consumers in improving the status of their municipal account in two ways, namely the decreasing of their existing debt through write-off and assisting them in ensuring that their current accounts do not deteriorate to a similar state.
- Registered Indigents must ensure that their monthly accounts are up-to-date if consumption has been more than the subsidy provided.
- The Incentive Policy is applicable only on debt relating to Service Charges excluding charges on Property Rates.

3.2 Benefit to Council

- Promotes sustainable and reliable revenue for the Council for future years.
- Creates amongst consumers the awareness and principle of paying for services consumed.
- Limits the financial burden of bad debt on the municipal council in future years.

4. CONDITIONS APPLICABLE TO THE SCHEME

- 4.1 Participant to promptly and timorously pay six (6) consecutive months' account rendered. The account must be paid before or on due date.
- 4.2 Participant to honour the acknowledgement of debt agreement entered into for the debt not identified for write-off, failing which it invalidates the application on the Incentive Policy.

5. WHO MAY APPLY

- 5.1 Only domestic consumers and educational schools and Hostels service accounts (Rates excluded) that have active accounts at date of application.
- 5.2 Only consumers that have outstanding debts as at the 30th June 2022 and the said debt or portion thereof is at date of application still outstanding.¹

6. WHO MAY NOT APPLY

- 6.1 Registered indigent consumers.
- 6.2 Commercial and Industrial consumers.
- 6.3 Government Departments, which includes schools and Parastatals.
- 6.4 Consumers utilising domestic premises to operate businesses.

7. METHOD OF COMMUNICATION ON THE SCHEME

- 7.1 The incentive scheme will be advertised in different mediums - newspapers, road shows and through the monthly statements.
- 7.2 A consumer must then complete an application form.
- 7.3 A reconciliation of the account will then be performed to verify whether the applicant qualifies.

8. THE PROCEDURE APPLICABLE

- 8.1 Verified debt as at 30th June 2024² to be "parked" and written-off in instalments as the conditions are met.
- 8.2 Verified debt accrued after 1st July 2024³ to be dealt with via an acknowledgement of debt and arrangement for payment by the participant.
- 8.3 Incentive to be applied with effect from the 1st July 2010 retrospectively and upon approval.

¹ Adjusted annually

² Adjusted annually

³ Adjusted annually

9. INCENTIVE CALCULATION

One tenth of applicable debt to be written-off upon the participant promptly and timorously paying six (6) consecutive months account rendered in addition to the acknowledgement of debt accrued after 1st July 2022.⁴

Example

(a)	Verified outstanding debt as at the 30 th June 2024 amounts to	R5 000-00
(b)	Incentive portion written off each quarter 1/10 th of debt as per (a)	R 500-00
(c)	Verified outstanding debt for the period accrued after 1st July 2024	R2 400-00
(d)	Monthly accounts rendered to be paid timeously.	
(e)	Acknowledgement of debt agreement (2400/36)	R66-67 per month

Incentive calculation

- The R5 000-00 is “parked thereby targeting it for write-off.
- An agreement is entered into for the R2 400 at R66-67 per month (2400/36)
 - For every six (6) consecutive months that the participants’ current account and the arrangement of (66-67) must be paid up, an amount of R500-00 will be written-off from the “parked debt”.

10. PARTICIPANTS TO THE SCHEME THAT DEFAULT

- 10.1 Participants, who default will not automatically be removed from the scheme, however their participation will be automatically suspended by the financial system that Council is using should they be in default for by two months or more.
- 10.2 The participants, in order to be reinstated on the Incentive Policy, must pay all outstanding amounts from the last account which was paid.
- 10.3 The incentive portion will only be affected if the participant has fully complied with the said conditions referred to in Section 4 of this scheme.
- 10.4 Participants who default on a regular basis will at management’s discretion be removed from the scheme and normal credit control actions in terms of the bylaws will be instituted.

⁴ Adjusted annually



WITZENBERG

Municipality • Munisipaliteit • UMasipala Wase



PETTY CASH POLICY

Amendments proposed March 2025

Adopted by Council 15/06/2010

Petty Cash Policy

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Petty Cash Policy

1. INTRODUCTION

The management of expenditure of the municipality in an effective and controlled manner is the responsibility of the Accounting Officer of the municipality. Therefore, the following petty cash policy is adopted by the Witzenberg Municipality.

2. OBJECTIVES

To comply with regulatory framework in terms of the relevant legislation.

3. REGULATORY FRAMEWORK

- 3.1. The Municipal Finance Management Act (56 of 2003).
- 3.2. The Municipal Supply Chain Management Regulations of 2005.
- 3.3. The Municipal Supply Chain Management Policy.
- 3.4. The Municipal Cost Containment: Regulations, 2019.
- 3.5. MFMA Circular 97 (Cost Containment Measures).
- 3.6. Cost Containment Policy; and
- 3.7. Any subsequent MFMA and Circulars relevant to Petty Cash, Cost Containment of Supply Chain Management in general and Council minutes that may be issued.

4. OBJECTIVES OF THE POLICY

Ensure the cost effective and efficient use of petty cash funds, while maintaining the required levels of control.

The objectives of the policy are to –

- 4.1. Comply with the regulatory framework in terms of the relevant legislation.
- 4.2. Ensuring the efficient use of petty cash funds and safeguarding thereof.
- 4.3. Ensure that sufficient petty cash is available as and when required; and
- 4.4. Refer all recurring expenses requested to be procured from petty cash fund to SCM to investigate and assess process to be followed to obtain such goods/services.

5. SAFEGUARDING OF PETTY CASH

- 5.1. Petty cash funds are always to be locked during the day in a lockable box and stored in the fire resistant safe within the Expenditure section. Only the personnel of the Expenditure section shall have access to the safe and petty cash box.
- 5.2. A designated Controller(s): Creditors will perform the duties and functions pertaining to petty cash administration. The Controller(s) will have access to the key, petty cash box and fire resistant safe. A spare key of the safe is kept with the Senior Accountant: Expenditure.

6. RECORD KEEPING

- 6.1. All documentation relating to petty cash purchases must be filed with a payment voucher and reconciliation in a locked safe. The documents must be referenced numerically as per system allocation.
- 6.2. Records of petty cash replenishments shall be kept for audit purposes.
- 6.3. All petty cash transactions must be recorded on a register and captured on the financial system to comply with MSCOA and relevant circulars issued by National Treasury or other relevant institutions.

Petty Cash Policy

7. RESPONSIBILITY AND ACCOUNTABILITY

The key responsibilities in terms of the MFMA (Section 65) are:

The accounting officer of a municipality is responsible for the management of the expenditure of the municipality and must take all reasonable steps to ensure:

- 7.1. that the municipality has and maintains an effective system of expenditure control, including procedures for the approval, authorisation, withdrawal, and payment of funds.
 - 7.2. that the municipality has and maintains a management, accounting, and information system which—
 - 7.3. recognises expenditure when it is incurred.
 - 7.4. accounts for creditors of the municipality; and
 - 7.5. accounts for payments made by the municipality.
 - 7.6. that the municipality has and maintains a system of internal control in respect of creditors and payments.
 - 7.7. that payments by the municipality are made directly to the person to whom it is due unless agreed otherwise for reasons as may be prescribed
- 7.8. The Municipal Manager hereby delegates authority to the Chief Financial Officer to implement this policy

8. PETTY CASH PURCHASES

- 8.1. Petty cash requests will be made to the designated Petty cash officer in writing. The applicant must ensure that the items requested must be approved Petty Cash items. Petty cash officers will be held accountable for the safeguarding of petty cash.
- 8.2. Petty cash is strictly restricted to cash purchases up to a transaction value of R2 000.00 (VAT included)
- 8.3. Approved list of Petty cash purchases are as follows:
 - 8.3.1 Condolences, well-wishing cards, bouquets, flowers, or fruit baskets, valued at no more than R500, may be provided in the following instances, subject to approval by the Municipal Manager or relevant Director:
 - 8.3.1.1 Birth of child of councillor or employee¹
 - 8.3.1.2 Hospitalisation or Passing: When the councillor, employee or their dependent child or spouse passed away; or are hospitalised for more than two days, (excluding hospitalisation for tests only).
 - 8.3.1.3 Special cases: only on request of the Mayor or Municipal Manager.²
 - 8.3.2 Keys for offices; Courier services; Postage; Data; Airtime; Batteries; Official photos.³
 - 8.3.3 Temporary vehicle licensing and public driver permits, and cost involved with the registration of vehicles.⁴
 - 8.3.4 Tollgate and parking fees when an employee is driving with an official vehicle registered in the name of the Municipality.⁵
 - 8.3.5 Refunds (Library book fees);
 - 8.3.6 Refreshments and catering – only if approved by Municipal Manager.

¹ Amended May 2024

² Recommended for adjustment March 2025

³ Amended May 2024

⁴ Amended May 2024

⁵ Amended May 2024

Petty Cash Policy

8.3.7 Purchase other than that specified in (i) to (vi) above, may be approved by the CFO in exceptional cases where it is impractical or impossible to follow the official procurement processes

8.4 Prohibited: The following categories of expenses, but not limited to, is prohibited to source through petty cash:

8.4.1 No approved store items may be purchased by means of a petty cash transaction.

8.4.2 No fixed assets may be purchased by means of a petty cash transaction.

8.4.3 No travel and subsistence claims or disbursements may be paid via petty cash.

8.4.4 No deliberate split of expenses shall be allowed to avoid the specified amount (split over two or more cash purchase claims).

8.4.5 No expenses in contradiction with the Cost Containment Policy will be permitted.

8.4.6 No funds shall be issued without an approved petty cash voucher.

8.4.7 No funds shall be issued to departments with insufficient budget available.

8.5 Petty cash Receipts

8.5.1 Receipts must be provided immediate when petty cash has been issued to the purchaser and goods has been paid and received.

8.5.2 Failure to provide receipts, the receiver of petty cash automatically gives permission that the petty cash can be recovered from their monthly salary in a once off amount.

9 LIMITATION ON PETTY CASH

9.3 Petty cash will only be held in Ceres.

9.4 The maximum float may not exceed R5 000.00 at any point in time.

9.5 The maximum amounts of petty cash purchases are limited to R10 000.00 per month.

10 SHORTAGES⁶

10.3 The holder of the petty cash float will be held accountable for any shortages and/or losses unless there is physical evidence of forcible entry and no act or omission/negligence on the part of the relevant official contributed to the loss.

10.4 Shortages on the petty cash float must be reimbursed immediately by the responsible petty cash custodian unless this can be recovered from the relevant official who contributed to the loss.

11 REPORTING

11.3 A monthly reconciliation report must be provided after month end to the chief financial officer, including:

11.4 The total amount of petty cash purchases for that month: and

11.5 Receipts and appropriate documents for each purchase.

⁶ Recommended for inclusion March 2025



INDIGENT POLICY

OUR VISION

A Municipality that cares for its community, creating growth and opportunities.

OUR MISSION

The Witzenberg Municipality is committed to improve the quality of life of its community by:

- Providing and maintaining affordable services.
- Promoting Social and Economic Development
- The effective and efficient use of available resources
- Effective Stakeholder and Community participation

Amended by Council 16/05/2024.
Amended by Council 30/05/2023.
Amended by Council 28/03/2023.
Reviewed by Council 30/05/2022
Reviewed by Council 08/10/2021
Reviewed by Council 27/05/2020
Reviewed by Council 30/05/2019
Reviewed by Council 30/05/2017
Reviewed by Council 18/05/2016
Reviewed by Council 28/09/2011
Adopted by Council 15/06/2010

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12. COMMENCEMENT

1. INTRODUCTION

Witzenberg acknowledges the fact that priority must be given to the basic needs of the community and that the social and economic development of the community is assisted in an effort to provide access to the basic level of service in terms of the Constitution of South Africa, Sect 152 (1) (b) and 153 (b).

In an effort to make basic services accessible to the poor and to contribute to poverty alleviation program of National Government, the Council will allocate funds to assist the Poor. This policy, the Indigent Policy, is the tool to ensure that eventually the poor is in the safety net and are protected from measures to deny them access to the basic services. It is however acknowledged that the assistance will only be possible with the assistance of National Governments Fiscal support.

2. AIM

To ensure a sound and sustainable manner to provide affordable basic services to the Poor by means of assisting them financially within the legal framework of the powers and functions of the Municipality in order to improve the livelihood, in an effort to creating a prosperous Municipality free of poverty.

3. OBJECT OF THE POLICY

The object of this policy is to:

- Ensure a transparent, accountable and sustainable manner to assist the poor to access of basic services as defined later in the policy;
- Ensure a sustainable manner to assist the poor with the graveyard costs, transfer duties and to change the municipal accounts in the cases of death, legal separation, divorce, etc. when necessary; and to
- Ensure that a fair portion of the equitable share, as provided by National Government, is utilized as a contribution to poverty alleviation.

4. LEGAL FRAMEWORK

The legal framework within to provide basic services, are in terms the Constitution of South Africa:

- Sect 152 (1) (b) – provision of services in sustainable manner,
- Sect 153 (b) – participation in national and provincial programs, and
- Sect 156 – powers and functions to be performed by the municipalities.

Section 74(2)(c) of the Systems Act, Act 32 of 2000 deals with the ability of the municipality to make provision for the provision of access to at least basic services for the poor households. Sect 118 of the same Act provides the powers to the Municipality to issue clearance certificates and to hold back those of owners who are in arrears.

It is also seen that Sect 151(1) (b) of the Constitution, read with Section 74(2) (c) of the systems act provides enough powers to the Municipality to subsidize the poor with regard to other tariffs as well as to ensure that the household can maintain access to basic services when the head of the household should pass away.

5. DEFINITIONS

In this policy the under mentioned means, unless the context indicates otherwise-

“Bond expenditure” – Monthly interest and redemption payments on a bond registered in the name of the name of the head of the family, or his or her spouse on condition that the applicant(s) occupies the house.¹

“Household” a family unit consisting of a head of the family, and his or her spouse.²

“Indigent household” a household that complies with the criteria as determined in section 6 of this policy.

“Income” All sources of income of a head of the family, and his or her spouse³, for example salaries, allowances, pensions, rental and business income not limiting it to the examples mentioned, excluding state child support grants, care dependency grants, foster care grants or maintenance support.⁴

“Spouse” includes husband, wife or living partner, including traditional marriages.⁵

6. CRITERIA

Assistance is provided to households that meet the criteria as set out in 6.1, to old age homes that meet the criteria as set out in 6.2 and to schemes aimed at providing housing for the less privileged elderly as set out in 6.3.

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

6.1.1. The head of the household must be a South African citizen;

6.1.2. An application on the prescribe form, fully completed with the required information and signed, must be provided;

6.1.3. The household, except in the case of rural households, must receive an account from the Municipality of Witzenberg;

6.1.3.1. If the municipal account is not in the name of the people residing in the house the following procedures may be followed:

6.1.3.1.1. An indigent application process to determine whether the household qualifies for benefits – if they qualify then:

6.1.3.1.1.1. A letter from the owner, or the executer of the estate, if applicable, authorising the municipality to open a service account in the name of the person residing in the house;

6.1.3.1.1.2. If the owner has died and an executer has not been appointed, all the children of the deceased must give permission with an affidavit that the account can be opened in the specific person's name;

6.1.3.1.1.3. In the case of municipal property, the housing committee will determine the lessee.

6.1.3.1.2. In exceptional circumstances the municipal manager can authorise the opening of an account in the name of the person residing on the premises. (When it is not possible to obtain approval from the owner/s or heir/s to open an account in the name of the people residing in the house)

1 Amended by Council 28/03/2023.

2 Amended by Council 30/05/2019.

3 Amended by Council 30/05/2019.

4 Amended by Council 28/09/2011.

5 Amended by Council 30/05/2019.

- 6.1.3.1.3. The municipal manager is delegated to write off the old debt on the property if the property is transferred into the name of the beneficiary within 24 months after the approval of the indigent application.⁶
- 6.1.4. No member of the household, except in the case of rural households which resides on the farm where he/she works and is not the owner, may own a fixed property other than the site on which the household resides; and
- 6.1.5. The household joint gross income may not exceed the level of R 6,000.00⁷ per month. The average monthly income for seasonal workers may be calculated by multiplying the monthly income with the number of months the person normally works and dividing the answer by 12. The monthly income for weekly wages may be calculated by multiplying the weekly wage by 4.3.⁸
- 6.1.5.1. The household income as per paragraph 6.1.5 may be reduced with the monthly bond expenditure.⁹
- 6.1.6. Two individual government pension (old age or disability) that exceeds the threshold as per 7.1 may qualify for the 100% benefit if it is the only household income.¹⁰
- 6.1.7. The municipal manager may approve a household as indigent in exceptional circumstances.¹¹
- 6.1.8. As a pre-requisite the municipality will install water demand management meters free of charge at indigent properties as a prerequisite to be registered as an indigent and all water leaks on the property will be repaired by the municipality at the cost of the municipality.¹²
- 6.1.9. No applicants who have a mobile shop in their erven (whether they are the owner or operator of the shop or not) is eligible for any Indigent benefit;¹³
- 6.1.10. No Indigent application will be approved if any illegal trading is conducted on the property;¹⁴
- 6.1.11. Where there is a business operated by the main account holder or their spouse/ life partner, an affidavit must be accompanied stating that the income (profit) from the business is not more than the thresholds of the Indigent (100% or 50%) subsidy. Where discretion regarding this matter is needed, the application is to be referred to the Municipal Manager or Director Community Services for approval.¹⁵
- 6.1.12. ¹⁶
- 6.2. The qualification criteria for old age homes in order to receive assistance are as follow:
- 6.2.1. More than 50% of the residence within the old age home must receive less than R 5,000¹⁷ income per month; and
- 6.2.2. An application on the prescribe form, fully completed with the required information and signed, must be provided.

6 Amended by Council 08/10/2021

7 Amended by Council 16/05/2024

8 Amended by Council 08/10/2021

9 Amended by Council 28/03/2023.

10 Amended by Council 30/05/2019, Amended by Council 08/10/2021

11 Amended by Council 30/05/2017.

12 Amended by Council 27/05/2020.

13 Amended by Council 08/10/2021

14 Amended by Council 08/10/2021

15 Amended by Council 08/10/2021

16 Removed by Council 30/05/2022

17 Amended by Council 16/05/2024

6.3. People residing in approved schemes aimed at providing housing for the less privileged elderly will qualify automatically for the full indigent benefit.:

6.3.1. Maple Park

6.3.2. Moredou

6.3.3. Hamlet Selfsorg oord.

6.3.4. Other schemes approved by council.¹⁸

7. BENEFITS

All benefits are awarded in the form of free use consumption tickets or as a subsidy on the municipal account.

The following benefits are available for:

7.1. Households with a joint monthly gross income less bond cost, not exceeding R 5,000.¹⁹

7.1.1 Property rates

In terms of the Property Rates Act, Act 6 of 2004, section 17(h) all residential sites are exempt from the first R 15,000 of the market value on property. As additional subsidy the Municipality will increase this level to R135 000 by means of a subsidy in the form a credit on the municipal account. This subsidy will be equal to the smallest of R 135 000 market value or the total valuation of property.²⁰

7.1.2 Electricity

A subsidy equal to the amount charged for the first 50 kWh consumed per month.

7.1.3 Water

A subsidy equal to the amount charged for the first 10²¹ kilolitres consumption per month as well as 100% subsidy on the basic charge for water, where the Municipality is the service providers.

7.1.4 Sanitation

A subsidy equal to 100% of the amount charged for the service per month where the Municipality is the service provider.

7.1.5 Refuse removal

A subsidy equal to 100% of the amount charged for the service per month where the Municipality is the service provider.

7.1.6 House rental

A subsidy equal to 100% of the amount charged in the case of municipal sub economical rental stock as house rental per month.

7.1.7 Graveyard costs

A subsidy equal to 100% of the amount charged for graveyard cost. The subsidy can be in terms of every deceased member of the household and minor dependents.

¹⁸ Amended by Council 08/10/2021

¹⁹ Amended by Council 16/05/2024

²⁰ Amended by Council 30/05/2023

²¹ Recommended March 2025

7.1.8 Transfer costs

7.1.8.1. A subsidy equal to 100% of the amount charged for transferring the municipal services accounts as a result of death of the head of the household. In the event of separation or divorce, the person who is residing at this plot, qualifies for the subsidy on transfer costs. This household is also exempt from making a consumer deposit or to increase the existing deposit.

7.1.8.2. A subsidy equal to 100%, but limited to R 5000.00²² of the costs of an attorney to transfer the property into the spouse name, as a result of death of the head of the household whilst approved as an Indigent household and the current, registration is not in both parties' name registered in the deeds office. The appointment of the attorney is entirely the prerogative of the Municipality.

7.2. Households with a joint monthly gross income less bond cost, between R 5,000 and R 6,000.²³

7.2.1. Property rates

In terms of the Property Rates Act, Act 6 of 2004, section 17(h) all residential sites are exempt from the first R 15,000 of the market value on property. As additional subsidy the Municipality will increase this level to R135 000 by means of a subsidy in the form a credit on the municipal account. This subsidy will be equal to the smallest of R 135 000 market value or the total valuation of property.²⁴

7.2.2. Electricity

A subsidy equal to 100% of the amount charged for the first 25 kWh consumed per month, where the Municipality is the service provider.

7.2.3. Water

A subsidy equal to 100% of the amount charged for the first 5²⁵ kilolitres consumption per month as well as 50% subsidy on the basic charge for water, where the Municipality is the service provider.

7.2.4. Sanitation

A subsidy equal to 50% of the amount charged for the service per month where the Municipality is the service provider.

7.2.5. Refuse removal

A subsidy equal to 50% of the amount charged for the service per month where the Municipality is the service provider.

7.2.6. House rental

A subsidy equal to 50% of the amount charged in the case of municipal sub economical rental stock as house rental per month

7.2.7. Graveyard costs

A subsidy equal to 50% of the amount charged for graveyard cost. The subsidy can be in terms of every deceased member of the household and minor dependents.

7.2.8. Transfer costs

²² Amended by Council 08/10/2021

²³ Amended by Council 16/05/2024

²⁴ Amended by Council 16/05/2024

²⁵ Recommended March 2025

- 7.2.8.1. A subsidy equal to 50% of the amount charged for transferring the municipal services accounts as a result of death of the head of the household. In the event of separation or divorce, the person who is residing at this plot, qualifies for the subsidy on transfer costs. This household is also exempt from making a consumer deposit or to increase the existing deposit.
- 7.2.8.2. A subsidy equal to 50%, but limited to R 5000.00²⁶ of the costs of an attorney to transfer the property into the spouse name, as a result of death of the head of the household whilst approved as an Indigent household and the current registration is not in both parties name registered in the deeds office. The appointment of the attorney is entirely the prerogative of the Municipality.
- 7.3. The rebates in terms of sections 7.2.2', 7.2.3, 7.2.4, 7.2.5 and 7.2.6 is subject to the payment of the municipal account by the applicant. The accounts will be monitored on regular intervals and if it is found that the applicant failed to pay the monthly account, the rebates may be stopped.
- 7.4. Old age Homes
- 7.4.1. Electricity
- A subsidy equal to 10% of the amount charged for the service per month
- 7.4.2. Water
- A subsidy equal to 81.2% of the amount charged for the service per month
- 7.4.3. Sanitation
- A subsidy equal to 59% of the amount charged for the service per month.
- 7.4.4. Refuse removal
- A subsidy equal to 33% of the amount charged for the service per month.
- 7.5. The municipal manger is delegated to write off all outstanding debt on indigent accounts as at 30 September 2021 and all outstanding debt of new approvals as a once off benefit.²⁷
- 7.6. If an applicant failed to pay the monthly account, 30% of prepaid electricity purchases may be utilised as payment on the municipal account.²⁸

8. RESTRICTIONS / LIMITATIONS ON INDIGENT RELIEVE:²⁹

- 8.1. The water meters of indigents who consumed in excess of 6 kilolitre water per month and do not pay regularly for the excess can be replaced with water management meters, and the consumption can be limited to a minimum of 200 litres per day (6 kilolitres per month);
- 8.2. The electricity meters of indigents who consumed in excess of 50 kWh units of electricity per month and do not pay regularly for the excess can be replaced with split prepaid meters and the connection can be limited to a minimum of 40 Amps;³⁰
- 8.3. The cost of the replacement meters will be borne by the municipality.

26 Amended by Council 08/10/2021

27 Amended by Council 08/10/2021

28 Amended by Council 08/10/2021

29 Amended council 28/09/2011

30 Amended by Council 08/10/2021

9. ADMINISTRATIVE PROCEDURES

9.1. Organizational Structure

The organizational structure dealing with assistance to the poor is split in decision making and execution.

The decision making component will consist of the elected councillors in the Finance Committee, with the execution unit being the advisors of the committee.

Responsibilities of the Committee:

This committee will ensure that recommendations be made with regard to:

- Policy changes;
- Monitoring of the assistance provided; and
- Serve as the dispute handling committee.

The execution portion will be dealt with by the Social and Economic Development unit of Witzenberg Municipality.

Responsibilities of the unit will include at least:

- Assist households with applications;
- Consider applications according to criteria
- Approve applications;
- Ensure implementation of approved applications;
- Keep administrative record of all applications,
- Assist in reconciling information with the financial system; and
- Prepare monitoring reports.

9.2. Application Procedure – First/new applications

9.2.1. The head of the household, if not the municipal account holder supported by the municipal account holder, must apply for the subsidy in person. The onus to apply is placed on the head of household.

9.2.2. The application must be on the prescribe application form. Attached as Annexure 12.1.2.

9.2.3. The application form must at least include the following documents:

9.2.3.1. Copy of the latest municipal accounts, where applicable;

9.2.3.2. Copy of the head of the household identification document and in the case of not the account holder the account holder documentation;

9.2.3.3. Copy of the deceased identification and death certificate documents, where applicable;

9.2.3.4. Proof of income, certified by employer as a true reflection, if applicable;

9.2.3.5. Copy of the pension card, UIF card, or interest certificate, etc., if applicable;

9.2.3.6. An affidavit that certifies that the information provided is the truth and nothing but the truth. (Attached as Annexure 12.1.3)

9.2.3.7. Copy of the last three months' bank statements when required; and

9.2.3.8. Additional information such as tax information or other information may be requested as mandatory for the indigent application process.³¹

- 9.2.4. The municipality acknowledged the fact that support must be offered in order to ensure access to the subsidy. For this purpose, a unit is in tack to assist the poor. All applications must be lodged at this unit, called the Social & Economic Development unit of Witzenberg Municipality.
- 9.2.5. The Municipality reserves the right that an official of the unit may visit the household residing place in order to establish or confirm the information provided.
- 9.2.6. The Municipality reserves the right to verify information received by means of ITC checks.³²
- 9.2.7. The Municipality undertakes to remind the household, ±two months prior to expiry of the approval, of the expiry. The non-receiving of the notice in the form of a house visit, letter or via the municipal account will not place the responsibility on the Municipality to ensure re-application.
- 9.2.8. Elderly people and or people with medical conditions may apply for house visits for application purposes.³³
- 9.2.9. No credit control measures will be implemented for a period of two months from date of application, to allow for the follow up and consideration of the application.³⁴

9.3. Renewal procedure³⁵

- 9.3.1. For renewal purposes the application procedure may be replaced by an affidavit stating:
- 9.3.1.1. There have been no changes in the income of the household;
- 9.3.1.2. The households' income is still below the monthly thresholds as per the municipal indigent policy;
- 9.3.1.3. That the person making the affidavit acknowledge that it is a criminal offence to make a false declaration.
- 9.3.2. Where the applicant(s) are 60 years and older and their application has been approved they only need to provide proof of living for the renewal of their benefits.³⁶

9.4. Measurement and duration of applications for approval

- 9.4.1. Measurement whether the application qualify in terms of the criteria as set in section 6 is based on the information as on the date of the application. The municipality reserves the right to lodge their own investigation in order to ensure compliance with the criteria.
- 9.4.2. An approved application is valid for a period of twelve months.
- 9.4.3. If an applicant's financial position changes and it is of a permanent nature the applicant must inform the Municipality of the change. If the change affects the household in such a manner that it no longer meet the criteria as set in section 6 the approval will automatically stop.
- 9.4.4. The onus rest with the applicant to inform the Municipality of any such changes.
- 9.4.5. The approval will stop automatically two months after the head of the household passed away. If the household left behind is still financially in the same position the subsidy must be transferred to the new head of the household. The onus to apply is placed on the new head of the household.
- 9.4.6. Where the applicant is deceased the surviving next of kin (husband/wife/child/grandchild) have to apply as the new head of the household.³⁷

³² Amended by Council 30/05/2019

³³ Amended by Council 08/10/2021

³⁴ Amended by Council 08/10/2021

³⁵ Amended by Council 08/10/2021

³⁶ Paragraph 9.3.2 Added by Council 30/05/2022

³⁷ Paragraph 9.3.6 Added by council 27/05/2020

9.4.7. The applicant must:³⁸

- indicate that the owner is deceased;
- attached an affidavit (declaration) that he or she is the person to whom the house has been allocated to in the estate;
- If there is no estate, all surviving next of kind have to give consent to the applicant to occupy the estate property.

10. DISPUTES

Any dispute based on the administrative process or approval of an application will be dealt with by the Finance Committee. The Committee may call the applicant to put their dispute in words or ask the applicant to put it in writing. The Social and Welfare unit must be afforded to provide the committee with documentary proof of the process followed and or reasons for the decision made. The committee may not include in their decision any deviation of this policy.

11. TERMINATION OF INDIGENT SUPPORT³⁹

Indigent Support will be terminated under the following circumstances:

- 11.1. Death of account-holder;
- 11.2. Upon sale of the property;
- 11.3. When circumstances in the indigent household have improved in terms of a gross income exceeding the limit;
- 11.4. If the applicant is found to have furnished false information regarding indigent status;
- 11.5. If the household head owns ~~a business or~~⁴⁰ a second property or there is a business operated in the property;
- 11.6. If it is determined during a visit that the household does not meet the requirements any longer.⁴¹
- 11.7. If there is any illegal trading on the property.⁴²

12. COMMENCEMENT DATE

This amended policy takes effect when approved by Council.

³⁸ Paragraph 9.3.7 Added by council 27/05/2020

³⁹ Added by council 27/05/2020

⁴⁰ Amended by Council 08/10/2021

⁴¹ Amended by Council 08/10/2021

⁴² Amended by Council 08/10/2021



WITZENBERG

Municipality • Munisipaliteit • UMasipala Wase



BUDGET VIREMENT POLICY

Date of implementation 01 July 2010

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- 2. Abbreviations**
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- 4. Financial Responsibility**
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Annexure “A” Vote Classification

Annexure “B” Item Classification

1. Definitions

“Accounting officer” The municipal manager of a municipality is the accounting officer of the municipality in terms of section 60 of the MFMA

“Approved budget” means an annual budget approved by a municipal council.

“Budget-related policy” means a policy of a municipality affecting or affected by the annual budget of the municipality as defined in the Budget Policy of the Council

“Chief financial officer” means a person designated in terms of the MFMA who performs such budgeting, and other duties as may in terms of section 79 of the MFMA be delegated by the accounting officer to the chief financial officer.

“Deputy Chief financial officer” Deputy Director: Finance

“Capital Budget” This is the estimated amount for capital items in a given fiscal period. Capital items are fixed assets such as facilities and equipment, the cost of which is normally written off over a number of fiscal periods

“Council” means the council of a municipality referred to in section 18 of the Municipal Structures Act.

“Financial year” means a 12-month year ending on 30 June.

“Line Item” an appropriation that is itemized on a separate line in a budget adopted with the idea of greater control over expenditures [See annexure “B” for current item structure]

“Operating Budget” The Town’s financial plan, which outlines proposed expenditures for the coming financial year and estimates the revenues used to finance them.

“Ring Fenced” an exclusive combination of line items grouped for specific purposes for instance salaries and wages.

“Service delivery and budget implementation plan” means a detailed plan approved by the mayor of a municipality in terms of section 53(1) (c) (ii) for implementing the municipality’s delivery of municipal services and its annual budget.

“Virement” is the process of transferring an approved budget allocation from one vote to another, with the approval of the Municipal Manager. To enable budget managers to amend budgets in the light of experience or to reflect anticipated changes.

“Vote” means one of the main segments into which a budget of a municipality is divided for the appropriation of funds for the different departments or functional areas of the municipality; and which specifies the total amount that is appropriated for the purposes of the department or functional area concerned. **[See annexure “A” for current Vote structure]**

“Budget transfer” means the transfer of an approved budget allocation from one operating or capital line item to another within a vote, with the approval of the relevant senior manager.

¹Updated 31/05/2012 Council meeting

2. Abbreviations

- 2.1. **CFO** – Chief Financial Officer
- 2.2. **Deputy CFO:** Deputy Chief Financial Officer
- 2.3. **IDP** – Integrated Development Plan
- 2.4. **MFMA** – Municipal Finance Management Act No. 56 of 2003
- 2.5. **SDBIP** -Service delivery and budget implementation plan
- 2.6. **CM** – Council Minute/s

3. Objective

To allow limited flexibility in the use of budgeted funds to enable management to act on occasions such as disasters, unforeseen expenditure or savings, etc. as they arise to accelerate service delivery in a financially responsible manner.

4. Financial Responsibilities

- 4.1 Strict budgetary control must be maintained throughout the financial year in order that potential overspends and / or income under-recovery within individual vote departments is identified at the earliest possible opportunity. (Section 100 MFMA)
- 4.2 The Chief Financial Officer has a statutory duty to ensure that adequate policies and procedures are in place to ensure an effective system of financial control. The budget virement process is one of these controls. (Section 27(4) MFMA)
- 4.3 It is the responsibility of each manager or head of a department or activity to which funds are allotted, to plan and conduct assigned operations so as not to expend more funds than budgeted. In addition, they have the responsibility to identify and report any irregular or fruitless and wasteful expenditure in terms of the MFMA sections 78 and 102.

5. Virement Restrictions

- 5.1 No funds may be viremented between votes without consent of both vote holders and the Municipal Manager.
- 5.2 Virements may not exceed a maximum annual limit of 5 % per vote from which the virement originates.
- 5.3 A virement may not create new policy, significantly vary current policy, or alter the approved outcomes / outputs as approved in the IDP for the current or subsequent years.
- 5.4 No virement may commit the Municipality to increase recurrent expenditure, which commits the Council's resources in the following financial year, without the prior approval of the Mayoral Committee.

- 5.5 No funds may be transferred between line items without approval of the vote holder authorization, in other words the senior Manager's approval.
- 5.6 Budget may not be transferred from Support service (interdepartmental) costs, Capital financing, Depreciation, Contributions, Grant Expenditure, Insurance and Income Foregone.
- 5.7 Budget may only be transferred from or to employee related costs if approved by the CFO.
- 5.8 Transfers Virements in capital budget allocations are only permitted within specified action plans and not across funding sources without the written approval of the CFO and the Municipal Manager and must in addition have comparable asset lifespan classifications.
- 5.9 No virements are permitted in the first three months or the final month of the financial year without the express agreement of the CFO or the Deputy CFO.
- 5.10 An approved virement/transfer does not give expenditure authority and all expenditure resulting from approved virements must still be subject to the supply chain management policy of Council as periodically reviewed.
- 5.11 Virements/transfers may not be made between Expenditure and Income.
- 5.12 No virements/transfers are allowed in terms of income line items.
- 5.13 No virement/transfers are allowed from capital budget to the operating budget
- 5.14 Virements/transfers should not result in new projects on the capital budget without the written approval of the CFO and the Municipal Manager
- 5.15 Virements/transfers of conditional grant funds to a purpose outside than specified in the relevant conditional grant framework are not permitted.
- 5.16 Virements / Transfers to Travelling and Accommodation and Entertainment line items are only permitted with the approval of the CFO and Municipal Manager
- 5.17. Virements / Transfers from Repairs & Maintenance Projects are only permitted with the approval of the CFO and Municipal Manager
- 5.18 Virements / Transfers from Specific Operational Typical Work streams Projects are only permitted with the approval of the CFO and Municipal Manager
- 5.19 No virements be permitted from projects allocated to specific regions/areas¹
- 5.20 No virements be permitted from projects used to measure performance in terms of the SDBIP²
- 5.21 No virements be permitted for Funds allocated as grants to individuals (e.g. bursaries)³

Appendix A Classification be repealed and replaced with the updated Municipal Votes as disclosed in the Budget Schedules⁴

Appendix B Classification be repealed and replaced with the MSCOA line items⁵

6. Virement Procedure

¹ Added by council 30/05/2022

² Added by council 30/05/2022

³ Added by council 30/05/2022

⁴ Added by council 30/05/2022

⁵ Added by council 30/05/2022

- 6.1 All virement/transfer proposals must be completed on the appropriate documentation and forwarded to the relevant Finance Officer for checking and implementation.
- 6.2 All virements must be signed by the Initiator, Vote Holder, Municipal Manager and the official responsible for budgets.
- 6.3 All transfers must be signed by the Initiator, Vote holder, the official responsible to process the proposals and a Line Manager within Finance.
- 6.4 The form must be completed for all Budget Transfers, virements as well as transfers.
- 6.5 Virements/transfers in excess of R 50,000 require the approval of the Deputy CFO and Virements / Transfers in excess of R 200,000 require the approval of the Chief Financial Officer⁵
- 6.6 All documentation must be in order and approved before any expenditure can be committed or incurred.
(Section 79 MFMA)
- 6.7 The Municipal Manager will report to the Mayor on a quarterly basis on those virements that have taken place during that quarter.

APPENDIX A WITZENBERGMUNICIPALITY

GFS CLASSIFICATION, COST CENTRE & VOTE STRUCTURE (To Be Replaced)

GFS Classification	Cost centers	Municipal Votes	Vote Holder (Responsible Sec 57 Appointment)	Support Vote Holder (Responsible Line Manager)
Budget & Treasury Office	Property rates	Financial Services	Director: Financial Services	Manager: Income
Budget & Treasury Office	Treasury: Administration	Financial Services	Director: Financial Services	Manager: Financial Administration
Budget & Treasury Office	Treasury: Debtors	Financial Services	Director: Financial Services	Manager: Income
Budget & Treasury Office	Treasury: Credit control	Financial Services	Director: Financial Services	Manager: Income
Budget & Treasury Office	Treasury: Supply Chain	Financial Services	Director: Financial Services	Manager: Supply Chain
Community & Social Services	Cemeteries	Community Services	Director: Community Services	Manager: Amenities & Environment
Community & Social Services	Library services	Community Services	Director: Community Services	Manager: Amenities & Environment
Community & Social Services	Community Halls & Facilities	Community Services	Director: Community Services	Manager: Amenities & Environment
Community & Social Services	Thusong Centre	Community Services	Director: Community Services	Manager: Amenities & Environment
Community & Social Services	Social & Welfare services	Community Services	Director: Community Services	Manager: Social and Economic services
Corporate Services	Control centre	Corporate Services	Director: Community Services	Manager: Protection Services
Corporate Services	Property maintenance	Corporate Services	Director: Community Services	Manager: Amenities & Environment
Corporate Services	Administration	Corporate Services	Director: Corporate Services	Manager: Administration
Corporate Services	Property administration	Corporate Services	Director: Corporate Services	Unknown
Corporate Services	Information Technology	Corporate Services	Director: Corporate Services	Manager: Administration
Corporate Services	Human resources	Corporate Services	Director: Corporate Services	Manager: Human Resources
Corporate Services	Tourism	Corporate Services	Director: Corporate Services	Manager: Communications
Corporate Services	Administration	Corporate Services	Director: Corporate Services	Manager: Administration
Corporate Services	Mechanical Workshop	Corporate Services	Director: Technical Services	Head: Electro Technical Services
Corporate Services	Marketing & Communications	Corporate Services	Director: Corporate Services	Manager: Communications
Electricity	Electricity: Administration	Technical Services	Director: Technical Services	Head: Electro Technical Services
Electricity	Electricity: Client Services	Technical Services	Director: Technical Services	Head: Electro Technical Services
Electricity	Electricity: Generation	Technical Services	Director: Technical Services	Head: Electro Technical Services
Electricity	Electricity: Distribution	Technical Services	Director: Technical Services	Head: Electro Technical Services
Environmental Protection	Environmental Protection	Community Services	Director: Community Services	Manager: Amenities & Environment
Executive & Council	Municipal Manager	Municipal Manager	Municipal Manager	Manager: IDP

APPENDIX A WITZENBERGMUNICIPALITY
GFS CLASSIFICATION, COST CENTRE & VOTE STRUCTURE

GFS Classification	Cost centers	Municipal Votes	Vote Holder (Responsible Sec 57 Appointment)	Support Vote Holder (Responsible Line Manager)
Executive & Council	Council cost	Corporate Services	Director: Corporate Services	Manager: Administration
Executive & Council	Town secretary	Corporate Services	Director: Corporate Services	Manager: Administration
Executive & Council	Chief Executive's	Corporate Services	Municipal Manager	Manager: IDP
Housing	Housing: Administration	Community Services	Director: Community Services	Manager: Housing
Housing	Housing: Construction	Community Services	Director: Community Services	Manager: Housing
Housing	Housing: Maintenance	Community Services	Director: Community Services	Manager: Housing
Planning & Development	Licensing & regulation	Community Services	Director: Community Services	Manager: Amenities & Environment
Planning & Development	Local Economic Development	Community Services	Director: Community Services	Manager: Social and Economical services
Planning & Development	Integrated Development Planning	Municipal Manager	Municipal Manager	Manager: IDP
Planning & Development	Building Control	Technical Services	Director: Technical Services	Manager: Planning & Projects
Planning & Development	Town Planning	Technical Services	Director: Technical Services	Manager: Planning & Projects
Planning & Development	Project Management	Municipal Manager	Director: Technical Services	Manager: Planning & Projects
Planning & Development	Performance Management	Municipal Manager	Director: Technical Services	Manager: Planning & Projects
Public Safety	Electricity: Street Lights	Technical Services	Director: Technical Services	Head: Electro Technical Services
Public Safety	Fire Protection	Community Services	Director: Community Services	Manager: Protection Services
Public Safety	Police & Traffic	Community Services	Director: Community Services	Manager: Protection Services
Public Safety	Disaster management	Community Services	Director: Community Services	Manager: Protection Services
Road Transport	Vehicle Licensing & Testing	Community Services	Director: Community Services	Manager: Protection Services
Road Transport	Roads	Technical Services	Director: Technical Services	Manager: Roads & Storm water
Sport and Recreation	Pine forest: Administration	Technical Services	Director: Community Services	Manager: Resorts & swimming pools
Sport and Recreation	Pine forest: Security services	Community Services	Director: Community Services	Manager: Resorts & swimming pools
Sport and Recreation	Pine forest: Semi permanent units	Community Services	Director: Community Services	Manager: Resorts & swimming pools
Sport and Recreation	Pine forest: Cleaning services	Community Services	Director: Community Services	Manager: Resorts & swimming pools
Sport and Recreation	Pine forest: Swimming pools	Community Services	Director: Community Services	Manager: Resorts & swimming pools
Sport and Recreation	Klipriver park: Administration	Community Services	Director: Community Services	Manager: Resorts & swimming pools
Sport and Recreation	Klipriver park: Cleaning services	Community Services	Director: Community Services	Manager: Resorts & swimming pools
Sport and Recreation	Klipriver park: Swimming pool	Community Services	Director: Community Services	Manager: Resorts & swimming pools
Sport and Recreation	Parks	Community Services	Director: Community Services	Manager: Amenities & Environment
Sport and Recreation	Sport grounds	Community Services	Director: Community Services	Manager: Amenities & Environment
Sport and Recreation	Swimming pools	Community Services	Director: Community Services	Manager: Resorts & swimming pools
Waste Management	Public Toilets	Technical Services	Director: Technical Services	Manager: Solid Waste
Waste Management	Solid Waste - Dumping Site	Technical Services	Director: Technical Services	Manager: Solid Waste
Waste Management	Solid Waste - Garden	Technical Services	Director: Technical Services	Manager: Solid Waste
Waste Management	Solid Waste - Removal	Technical Services	Director: Technical Services	Manager: Solid Waste
Waste Water Management	Sewerage	Technical Services	Director: Technical Services	Manager: Water & Sewerage
Waste Water Management	Storm water Management	Technical Services	Director: Technical Services	Manager: Roads & Storm water
Water	Water Storage	Technical Services	Director: Technical Services	Manager: Water & Sewerage
Water	Water Distribution	Technical Services	Director: Technical Services	Manager: Water & Sewerage

Appendix B

Description	Classification	Budget Transfer to	Budget Transfer from
Bad Debts Written Off	Bad Debts Written Off	No	No
Decommissioning, Restoration and Similar Liability	Operational Cost	Yes	Yes
Business and Advisory: Organisational	Contracted Services	Yes	Yes
Outsourced Services: Catering Services	Contracted Services	Yes	Yes
Outsourced Services: Cleaning Services	Contracted Services	Yes	Yes
Outsourced Services: Security Services	Contracted Services	Yes	Yes
Business and Advisory: Accounting and Auditing	Contracted Services	Yes	Yes
Business and Advisory: Business and Financial Manag	Contracted Services	Yes	Yes
Business and Advisory: Human Resources	Contracted Services	Yes	Yes
Business and Advisory: Research and Advisory	Contracted Services	Yes	Yes
Business and Advisory: Forensic Investigators	Contracted Services	Yes	Yes
Business and Advisory: Actuaries	Contracted Services	Yes	Yes
Infrastructure and Planning: Geodetic, Control and	Contracted Services	Yes	Yes
Contractors: Catering Services	Contracted Services	Yes	Yes
Contractors: Maintenance of Buildings and Facilitie	Contracted Services	Yes	Yes
Contractors: Maintenance of Unspecified Assets	Contracted Services	Yes	Yes
Licences and Rights: Computer Software and Applicat	Depreciation and Amortisation	No	No
Depreciation:Computer Equipment	Depreciation and Amortisation	No	No
Depreciation:Furniture and Office Equipment	Depreciation and Amortisation	No	No
Electrical Infrastructure:MV Networks	Depreciation and Amortisation	No	No
Depreciation:Machinery and Equipment	Depreciation and Amortisation	No	No
Depreciation:Transport Assets	Depreciation and Amortisation	No	No
Information and Communication Infrastructure:Data	Depreciation and Amortisation	No	No
Depreciation:Other Assets	Depreciation and Amortisation	No	No
Operational Buildings:Municipal Offices	Depreciation and Amortisation	No	No
Salaries, Wages and Allowances:Basic Salary and Wa	Employee Related Cost	Yes*	Yes*
Salaries, Wages and Allowances:Bonuses	Employee Related Cost	Yes*	Yes*
Allowances:Accommodation, Travel and Incidental	Employee Related Cost	Yes*	Yes*
Allowances:Cellular and Telephone	Employee Related Cost	Yes*	Yes*
Housing Benefits and Incidental:Housing Benefits	Employee Related Cost	Yes*	Yes*
Housing Benefits and Incidental:Rental Subsidy	Employee Related Cost	Yes*	Yes*
Allowances:Travel or Motor Vehicle	Employee Related Cost	Yes*	Yes*
Service Related Benefits:Acting and Post Related A	Employee Related Cost	Yes*	Yes*
Service Related Benefits:Standby Allowance	Employee Related Cost	Yes*	Yes*
Overtime:Non Structured	Employee Related Cost	Yes*	Yes*
Overtime:Night Shift	Employee Related Cost	Yes*	Yes*
Social Contributions:Bargaining Council	Employee Related Cost	Yes*	Yes*
Social Contributions:Group Life Insurance	Employee Related Cost	Yes*	Yes*
Social Contributions:Medical	Employee Related Cost	Yes*	Yes*
Social Contributions:Pension	Employee Related Cost	Yes*	Yes*
Social Contributions:Unemployment Insurance	Employee Related Cost	Yes*	Yes*

Interest Paid:Bank Overdraft	Interest, Dividends and Rent o	No	No
Borrowings:Annuity Loans	Interest, Dividends and Rent o	No	No
Interest Paid:Discounting of Financial Instruments	Interest, Dividends and Rent o	No	No
Interest Paid:Finance Leases	Interest, Dividends and Rent o	No	No
Interest Paid:Overdue Accounts	Interest, Dividends and Rent o	No	No
Interest Paid:Overpayments of Interest due to Quer	Interest, Dividends and Rent o	No	No
Interest Paid:Deposits	Interest, Dividends and Rent o	No	No
Consumables:Standard Rated	Inventory Consumed	Yes	Yes
Inventory Consumed:Materials and Supplies	Inventory Consumed	Yes	Yes
Inventory Consumed:Housing Stock	Inventory Consumed	Yes	Yes
Inventory Consumed:Land	Inventory Consumed	Yes	Yes
Operating Leases:Transport Assets	Operating Leases	Yes	Yes
Advertising, Publicity and Marketing:Corporate and	Operational Cost	Yes	Yes
Operational Cost:External Audit Fees	Operational Cost	Yes	Yes
Bank Charges, Facility and Card Fees:Bank Accounts	Operational Cost	Yes	Yes
Bank Charges, Facility and Card Fees:Third Parties	Operational Cost	Yes	Yes
Bank Charges, Facility and Card Fees:Investments	Operational Cost	Yes	Yes
Bank Charges, Facility and Card Fees:Lease Payment	Operational Cost	Yes	Yes
Bank Charges, Facility and Card Fees:Long and Shor	Operational Cost	Yes	Yes
Operational Cost:Courier and Delivery Services	Operational Cost	Yes	Yes
Communication:Cellular Expenditure	Operational Cost	Yes	Yes
Communication:Licences (Radio and Television)	Operational Cost	Yes	Yes
Communication:Postage/Stamps/Frinking Machines	Operational Cost	Yes	Yes
Communication:Radio and TV Transmissions	Operational Cost	Yes	Yes
Communication:Telephone, Fax, Telegraph and Telex	Operational Cost	Yes	Yes
External Computer Service:Information Services	Operational Cost	Yes	Yes
External Computer Service:Mainframe Time	Operational Cost	Yes	Yes
External Computer Service:Remote Server Access	Operational Cost	Yes	Yes
External Computer Service:Recovery Centre Hosting	Operational Cost	Yes	Yes
External Computer Service:Software Licences	Operational Cost	Yes	Yes
External Computer Service:Specialised Computer Ser	Operational Cost	Yes	Yes
External Computer Service:System Adviser	Operational Cost	Yes	Yes
External Computer Service:System Development	Operational Cost	Yes	Yes
Insurance Underwriting:Claims paid to Third Partie	Operational Cost	Yes	Yes
Insurance Underwriting:Insurance Brokers Fees	Operational Cost	Yes	Yes
Insurance Underwriting:Insurance Claims	Operational Cost	Yes	Yes
Insurance Underwriting:Excess Payments	Operational Cost	Yes	Yes
Insurance Underwriting:Premiums	Operational Cost	Yes	Yes
Operational Cost:Learnerships and Internships	Operational Cost	Yes	Yes
Registration Fees:Professional and Regulatory Bodi	Operational Cost	Yes	Yes
Seminars, Conferences, Workshops and Events:Nation	Operational Cost	Yes	Yes
Operational Cost:Travel Agency and Visa's	Operational Cost	Yes	Yes
Operational Cost:Printing, Publications and Books	Operational Cost	Yes	Yes
Operational Cost:Professional Bodies, Membership a	Operational Cost	Yes	Yes
Operational Cost:Resettlement Cost	Operational Cost	Yes	Yes
Operational Cost:Road Worthy Test	Operational Cost	Yes	Yes
Operational Cost:Toll Gate Fees	Operational Cost	Yes	Yes

Transport Provided as Part of Departmental Activit	Operational Cost	Yes	Yes
Domestic:Accommodation	Operational Cost	Yes	Yes
Domestic:Daily Allowance	Operational Cost	Yes	Yes
Domestic:Food and Beverage (Served)	Operational Cost	Yes	Yes
Domestic:Incidental Cost	Operational Cost	Yes	Yes
Transport without Operator:Car Rental	Operational Cost	Yes	Yes
Transport without Operator:Own Transport	Operational Cost	Yes	Yes
Transport with Operator:Other Transport Provider	Operational Cost	Yes	Yes
Public Transport:Air Transport	Operational Cost	Yes	Yes
Public Transport:Railway Transport	Operational Cost	Yes	Yes
Public Transport:Road Transport	Operational Cost	Yes	Yes
Operational Cost:Uniform and Protective Clothing	Operational Cost	Yes	Yes
Operational Cost:Workmen's Compensation Fund	Operational Cost	Yes	Yes
Operational Cost:Hire Charges	Operational Cost	Yes	Yes
Fines and Penalties:Road Traffic and Other Fines	Operational Cost	Yes	Yes
Other Transfers (Cash):Bursaries (Non-Employee)	Transfers and Subsidies	No	No
Default	Default	No	No
Surplus / Deficit:Transfer to Accumulated Surplus	Surplus / Deficit	No	No
Business and Advisory:Quality Control	Contracted Services	Yes	Yes
Business and Advisory:Valuer	Contracted Services	Yes	Yes
Contractors:Tracing Agents and Debt Collectors	Contracted Services	Yes	Yes
Advertising, Publicity and Marketing:Customer/Clie	Operational Cost	Yes	Yes
Operational Cost:Cash Discount	Operational Cost	Yes	Yes
Cleaning Services:Car Valet and Washing Services	Operational Cost	Yes	Yes
Operational Cost:Deeds	Operational Cost	Yes	Yes
Licences:Motor Vehicle Licence and Registrations	Operational Cost	Yes	Yes
Operational Cost:Wet Fuel	Operational Cost	Yes	Yes
Electricity:ESKOM	Bulk Purchases	Yes	No
Outsourced Services:Meter Management	Contracted Services	Yes	Yes
Connection/Dis-connection:Electricity	Contracted Services	Yes	Yes
Commission:Third Party Vendors	Operational Cost	Yes	Yes
Communication:SMS Bulk Message Service	Operational Cost	Yes	Yes
Operational Cost:Municipal Services	Operational Cost	Yes	Yes
Outsourced Services:Hygiene Services	Contracted Services	Yes	Yes
Contractors:Auctioneers	Contracted Services	Yes	Yes
Contractors:Pest Control and Fumigation	Contracted Services	Yes	Yes
Community Facilities:Centres	Depreciation and Amortisation	No	No
Advertising, Publicity and Marketing:Auctions	Operational Cost	Yes	Yes
Advertising, Publicity and Marketing:Bursaries (No	Operational Cost	Yes	Yes
Advertising, Publicity and Marketing:Tenders	Operational Cost	Yes	Yes
Operational Cost:Search Fees	Operational Cost	Yes	Yes
Contractors:Plants, Flowers and Other Decorations	Contracted Services	Yes	Yes
Allowance:Housing Benefits	Employee Related Cost	Yes*	Yes*
Allowance:Non-pensionable	Employee Related Cost	Yes*	Yes*
Salaries and Allowances:Basic Salary	Employee Related Cost	Yes*	Yes*
Salaries and Allowances:Bonuses	Employee Related Cost	Yes*	Yes*
Allowance:Cellular and Telephone	Employee Related Cost	Yes*	Yes*
Allowance:Housing Benefits	Employee Related Cost	Yes*	Yes*
Allowance:Travel or Motor Vehicle	Employee Related Cost	Yes*	Yes*

Allowance:Accommodation, Travel and Incidental	Employee Related Cost	Yes*	Yes*
Social Contributions:Medical	Employee Related Cost	Yes*	Yes*
Social Contributions:Pension	Employee Related Cost	Yes*	Yes*
Social Contributions:Unemployment Insurance	Employee Related Cost	Yes*	Yes*
Social Contributions:Bargaining Council	Employee Related Cost	Yes*	Yes*
Entertainment:Senior Management	Operational Cost	Yes	Yes
Operational Cost:Office Decorations	Operational Cost	Yes	Yes
Operational Cost:Skills Development Fund Levy	Operational Cost	Yes	Yes
Operational Cost:Entrance Fees	Operational Cost	Yes	Yes
Outsourced Services:Burial Services	Contracted Services	Yes	Yes
Community Facilities:Cemeteries/Crematoria	Depreciation and Amortisation	No	No
Consumables:Zero Rated	Inventory Consumed	Yes	Yes
Outsourced Services:Illegal Dumping	Contracted Services	Yes	Yes
Outsourced Services:Personnel and Labour	Contracted Services	Yes	Yes
Business and Advisory:Medical Examinations	Contracted Services	Yes	Yes
Legal Cost:Legal Advice and Litigation	Contracted Services	Yes	Yes
Contractors:Management of Informal Settlements	Contracted Services	Yes	Yes
Operating Leases:Investment Properties	Operating Leases	Yes	Yes
Housing Support:Project Linked Support (Housing)	Transfers and Subsidies	No	No
Contractors:Gardening Services	Contracted Services	Yes	Yes
Contractors:Stage and Sound Crew	Contracted Services	Yes	Yes
Sanitation Infrastructure:Waste Water Treatment Wo	Depreciation and Amortisation	No	No
Sanitation Infrastructure:Toilet Facilities	Depreciation and Amortisation	No	No
Community Facilities:Libraries	Depreciation and Amortisation	No	No
Advertising, Publicity and Marketing:Gifts and Pro	Operational Cost	Yes	Yes
Outsourced Services:Clearing and Grass Cutting Ser	Contracted Services	Yes	Yes
Outsourced Services:Fire Services	Contracted Services	Yes	Yes
Contractors:Maintenance of Equipment	Contracted Services	Yes	Yes
Community Facilities:Fire/Ambulance Stations	Depreciation and Amortisation	No	No
Interest, Dividends and Rent on Land:Rent on Land	Interest, Dividends and Rent o	No	No
Contractors:Chipping	Contracted Services	Yes	Yes
Sport and Recreation Facilities:Outdoor Facilities	Depreciation and Amortisation	No	No
Advertising, Publicity and Marketing:Signs	Operational Cost	Yes	Yes
Cleaning Services:Laundry Services	Operational Cost	Yes	Yes
Contractors:Gas	Contracted Services	Yes	Yes
Community Facilities:Halls	Depreciation and Amortisation	No	No
Community Facilities:Public Ablution Facilities	Depreciation and Amortisation	No	No
Outsourced Services:Alien Vegetation Control	Contracted Services	Yes	Yes
Outsourced Services:Animal Care	Contracted Services	Yes	Yes
Outsourced Services:Veterinary Services	Contracted Services	Yes	Yes
Business and Advisory:Quality Control	Contracted Services	Yes	Yes
Contractors:Stream Cleaning and Ditching	Contracted Services	Yes	Yes
Contribution to Provisions:Alien Vegetation	Operational Cost	Yes	Yes
Transport Provided as Part of Departmental Activit	Operational Cost	Yes	Yes
Outsourced Services:Litter Picking and Street Clea	Contracted Services	Yes	Yes
Contractors:Forestry	Contracted Services	Yes	Yes

Roads Infrastructure:Roads	Depreciation and Amortisation	No	No
Community Facilities:Public Open Space	Depreciation and Amortisation	No	No
Operational Buildings:Workshops	Depreciation and Amortisation	No	No
Outsourced Services:Traffic Fines Management	Contracted Services	Yes	Yes
Outsourced Services:Drivers Licence Cards	Contracted Services	Yes	Yes
Legal Cost:Issue of Summons	Contracted Services	Yes	Yes
Contractors:Traffic and Street Lights	Contracted Services	Yes	Yes
Contractors:Transportation	Contracted Services	Yes	Yes
Depreciation:Roads Infrastructure	Depreciation and Amortisation	No	No
Operational Cost:Firearm Handling Fees	Operational Cost	Yes	Yes
Outsourced Services:Transport Services	Contracted Services	Yes	Yes
Engineering:Structural	Contracted Services	Yes	Yes
Contractors:Event Promoters	Contracted Services	Yes	Yes
Operational Cost:Indigent Relief	Operational Cost	Yes	Yes
Operating Leases:Land	Operating Leases	Yes	Yes
Business and Advisory:Research and Advisory	Contracted Services	Yes	Yes
Contractors:Exhibit Installations	Contracted Services	Yes	Yes
Community Facilities:Markets	Depreciation and Amortisation	No	No
Salaries and Allowances:Basic Salary	Employee Related Cost	Yes*	Yes*
Salaries and Allowances:Bonuses	Employee Related Cost	Yes*	Yes*
Allowance:Travel or Motor Vehicle	Employee Related Cost	Yes*	Yes*
Allowance:Accommodation, Travel and Incidental	Employee Related Cost	Yes*	Yes*
Social Contributions:Medical	Employee Related Cost	Yes*	Yes*
Social Contributions:Pension	Employee Related Cost	Yes*	Yes*
Social Contributions:Unemployment Insurance	Employee Related Cost	Yes*	Yes*
Social Contributions:Bargaining Council	Employee Related Cost	Yes*	Yes*
Outsourced Services:Removal of Structures and Ille	Contracted Services	Yes	Yes
Outsourced Services:Translators, Scribes and Edito	Contracted Services	Yes	Yes
Operational Cost:Storage of Files (Archiving)	Operational Cost	Yes	Yes
Operational Cost:Remuneration to Section 79 Commit	Operational Cost	Yes	Yes
Social Assistance:Social Relief	Transfers and Subsidies	No	No
Licences and Rights:Water Rights	Depreciation and Amortisation	No	No
Communication:Telephone Installation	Operational Cost	Yes	Yes
External Computer Service:Data Lines	Operational Cost	Yes	Yes
External Computer Service:Internet Charge	Operational Cost	Yes	Yes
External Computer Service:Network Extensions	Operational Cost	Yes	Yes
External Computer Service:Wireless Network	Operational Cost	Yes	Yes
Outsourced Services:Medical Services [Medical Heal	Contracted Services	Yes	Yes
Business and Advisory:Occupational Health and Safe	Contracted Services	Yes	Yes
Business and Advisory:Organisational	Contracted Services	Yes	Yes
Business and Advisory:Qualification Verification	Contracted Services	Yes	Yes
Contractors:Employee Wellness	Contracted Services	Yes	Yes
Service Related Benefits:Long Service Award	Employee Related Cost	Yes*	Yes*
Service Related Benefits:Leave Pay	Employee Related Cost	Yes*	Yes*
Medical:Current Service Cost	Employee Related Cost	Yes*	Yes*
Medical:Interest Cost	Employee Related Cost	Yes*	Yes*
Medical:Past Service Cost	Employee Related Cost	Yes*	Yes*

Medical:Effect of asset recognition ceiling	Employee Related Cost	Yes*	Yes*
Medical:Expected return on Plan Assets/Reimburseme	Employee Related Cost	Yes*	Yes*
Medical:Curtailment and Settlement	Employee Related Cost	Yes*	Yes*
Medical:Defined Contribution Fund Expenses	Employee Related Cost	Yes*	Yes*
Pension:Current Service Cost	Employee Related Cost	Yes*	Yes*
Pension:Interest Cost	Employee Related Cost	Yes*	Yes*
Pension:Past Service Cost	Employee Related Cost	Yes*	Yes*
Pension:Effect of asset recognition ceiling	Employee Related Cost	Yes*	Yes*
Pension:Expected return on Plan Assets/Reimburseme	Employee Related Cost	Yes*	Yes*
Pension:Curtailment and Settlement	Employee Related Cost	Yes*	Yes*
Pension:Defined Contribution Fund Expenses	Employee Related Cost	Yes*	Yes*
Other Benefits:Leave Gratuity	Employee Related Cost	Yes*	Yes*
Other Benefits:Long Term Service Awards	Employee Related Cost	Yes*	Yes*
Interest Paid:Interest costs non-current Provision	Interest, Dividends and Rent o	No	No
Operational Cost:Achievements and Awards	Operational Cost	Yes	Yes
Advertising, Publicity and Marketing:Staff Recruit	Operational Cost	Yes	Yes
Operational Cost:Full Time Union Representative	Operational Cost	Yes	Yes
Operational Cost:Management Fee	Operational Cost	Yes	Yes
Operational Cost:Rewards Incentives	Operational Cost	Yes	Yes
Revenue Generating:Improved Properties	Depreciation and Amortisation	No	No
Revenue Generating:Unimproved Properties	Depreciation and Amortisation	No	No
Non-revenue Generating:Improved Properties	Depreciation and Amortisation	No	No
Non-revenue Generating:Unimproved Properties	Depreciation and Amortisation	No	No
Allowances and Service Related Benefits:Out of poc	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Travelling	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Basic Sala	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Cell phone	Remuneration of Councillors	No	No
Social Contributions:Pension Fund Contributions	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Out of poc	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Travelling	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Basic Sala	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Cell phone	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Housing Al	Remuneration of Councillors	No	No
Social Contributions:Pension Fund Contributions	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Out of poc	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Travelling	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Basic Sala	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Cell phone	Remuneration of Councillors	No	No
Social Contributions:Pension Fund Contributions	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Out of poc	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Travelling	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Basic Sala	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Cell phone	Remuneration of Councillors	No	No
Social Contributions:Pension Fund Contributions	Remuneration of Councillors	No	No
Social Contributions:Medial Aid Benefits	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Out of poc	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Travelling	Remuneration of Councillors	No	No

Allowances and Service Related Benefits:Basic Sala	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Cell phone	Remuneration of Councillors	No	No
Social Contributions:Pension Fund Contributions	Remuneration of Councillors	No	No
Social Contributions:Medial Aid Benefits	Remuneration of Councillors	No	No
Entertainment:Executive Mayor	Operational Cost	Yes	Yes
Entertainment:Total for All Other Councillors	Operational Cost	Yes	Yes
Operational Cost:Remuneration to Ward Committees	Operational Cost	Yes	Yes
Non-profit institutions:Tourism	Transfers and Subsidies	No	No
Salaries and Allowances:Basic Salary	Employee Related Cost	Yes*	Yes*
Salaries and Allowances:Bonuses	Employee Related Cost	Yes*	Yes*
Allowance:Cellular and Telephone	Employee Related Cost	Yes*	Yes*
Allowance:Travel or Motor Vehicle	Employee Related Cost	Yes*	Yes*
Social Contributions:Pension	Employee Related Cost	Yes*	Yes*
Social Contributions:Unemployment Insurance	Employee Related Cost	Yes*	Yes*
Social Contributions:Bargaining Council	Employee Related Cost	Yes*	Yes*
Contractors:Photographer	Contracted Services	Yes	Yes
Advertising, Publicity and Marketing:Municipal New	Operational Cost	Yes	Yes
Communication:Satellite Signals	Operational Cost	Yes	Yes
Operational Cost:Signage	Operational Cost	Yes	Yes
Infrastructure and Planning:Geoinformatic Services	Contracted Services	Yes	Yes
External Computer Service:GPS Licence Fees	Operational Cost	Yes	Yes
Outsourced Services:Electrical	Contracted Services	Yes	Yes
Engineering:Electrical	Contracted Services	Yes	Yes
Contractors:Removal of Hazardous Waste	Contracted Services	Yes	Yes
Electrical Infrastructure:HV Substations	Depreciation and Amortisation	No	No
Electrical Infrastructure:HV Switching Station	Depreciation and Amortisation	No	No
Electrical Infrastructure:HV Transmission Conducto	Depreciation and Amortisation	No	No
Electrical Infrastructure:MV Substations	Depreciation and Amortisation	No	No
Electrical Infrastructure:MV Switching Stations	Depreciation and Amortisation	No	No
Electrical Infrastructure:LV Networks	Depreciation and Amortisation	No	No
Electrical Infrastructure:Capital Spares	Depreciation and Amortisation	No	No
Operational Cost:Electricity Compliance Certificat	Operational Cost	Yes	Yes
Operational Cost:Environmental Levy	Operational Cost	Yes	Yes
Other Transfers Public Corporations:ESKOM	Transfers and Subsidies	No	No
Operational Cost:Vehicle Tracking	Operational Cost	Yes	Yes
Operational Cost:Warrantees and Guarantees	Operational Cost	Yes	Yes
Outsourced Services:Sewerage Services	Contracted Services	Yes	Yes
Engineering:Civil	Contracted Services	Yes	Yes
Contractors:Sewerage Services	Contracted Services	Yes	Yes
Water Supply Infrastructure:Distribution	Depreciation and Amortisation	No	No
Sanitation Infrastructure:Pump Station	Depreciation and Amortisation	No	No
Sanitation Infrastructure:Reticulation	Depreciation and Amortisation	No	No
Sanitation Infrastructure:Outfall Sewers	Depreciation and Amortisation	No	No
Storm water Infrastructure:Drainage Collection	Depreciation and Amortisation	No	No
Storm water Infrastructure:Storm Water Conveyance	Depreciation and	No	No

	Amortisation		
Infrastructure and Planning:Architectural	Contracted Services	Yes	Yes
Storm water Infrastructure:Attenuation	Depreciation and Amortisation	No	No
Roads Infrastructure:Road Structures	Depreciation and Amortisation	No	No
Roads Infrastructure:Road Furniture	Depreciation and Amortisation	No	No
Community Facilities:Airports	Depreciation and Amortisation	No	No
Solid Waste Infrastructure:Landfill Sites	Depreciation and Amortisation	No	No
Solid Waste Infrastructure:Waste Transfer Stations	Depreciation and Amortisation	No	No
Solid Waste Infrastructure:Waste Processing Facili	Depreciation and Amortisation	No	No
Solid Waste Infrastructure:Waste Drop-off Points	Depreciation and Amortisation	No	No
Solid Waste Infrastructure:Waste Separation Facili	Depreciation and Amortisation	No	No
Solid Waste Infrastructure:Electricity Generating	Depreciation and Amortisation	No	No
Decommissioning, Restoration and Similar Liabiliti	Operational Cost	Yes	Yes
Business and Advisory:Project Management	Contracted Services	Yes	Yes
Water Supply Infrastructure:Dams and Weirs	Depreciation and Amortisation	No	No
Water Supply Infrastructure:Boreholes	Depreciation and Amortisation	No	No
Water Supply Infrastructure:Reservoirs	Depreciation and Amortisation	No	No
Water Supply Infrastructure:Pump Stations	Depreciation and Amortisation	No	No
Water Supply Infrastructure:Water Treatment Works	Depreciation and Amortisation	No	No
Operational Cost:Levies Paid - Water Resource Mana	Operational Cost	Yes	Yes
Contractors:Bore Waterhole Drilling	Contracted Services	Yes	Yes
Water Supply Infrastructure:Bulk Mains	Depreciation and Amortisation	No	No
Water Supply Infrastructure:Distribution Points	Depreciation and Amortisation	No	No
Water Supply Infrastructure:PRV Stations	Depreciation and Amortisation	No	No
Inventory Consumed:Water	Inventory Consumed	Yes	Yes
Communication:Telemetric Systems	Operational Cost	Yes	Yes
Salaries and Allowances:Basic Salary	Employee Related Cost	Yes*	Yes*
Salaries and Allowances:Bonuses	Employee Related Cost	Yes*	Yes*
Allowance:Travel or Motor Vehicle	Employee Related Cost	Yes*	Yes*
Allowance:Accommodation, Travel and Incidental	Employee Related Cost	Yes*	Yes*
Social Contributions:Unemployment Insurance	Employee Related Cost	Yes*	Yes*
Social Contributions:Bargaining Council	Employee Related Cost	Yes*	Yes*
CERES BUSINESS INITIATIVE	Transfers and Subsidies	No	No
Salaries and Allowances:Basic Salary	Employee Related Cost	Yes*	Yes*
Salaries and Allowances:Bonuses	Employee Related Cost	Yes*	Yes*
Allowance:Cellular and Telephone	Employee Related Cost	Yes*	Yes*
Allowance:Travel or Motor Vehicle	Employee Related Cost	Yes*	Yes*
Allowance:Accommodation, Travel and Incidental	Employee Related Cost	Yes*	Yes*
Social Contributions:Medical	Employee Related Cost	Yes*	Yes*
Social Contributions:Pension	Employee Related Cost	Yes*	Yes*
Social Contributions:Unemployment Insurance	Employee Related Cost	Yes*	Yes*
Social Contributions:Bargaining Council	Employee Related Cost	Yes*	Yes*

Operational Cost:Honoraria (Voluntarily Workers)	Operational Cost	Yes	Yes
Seminars, Conferences, Workshops and Events:Intern	Operational Cost	Yes	Yes
Transport Provided as Part of Departmental Activit	Operational Cost	Yes	Yes
Foreign:Accommodation	Operational Cost	Yes	Yes
Foreign:Daily Allowance	Operational Cost	Yes	Yes
Foreign:Food and Beverage	Operational Cost	Yes	Yes
Foreign:Incidental Cost	Operational Cost	Yes	Yes
Transport without Operator:Car Rental	Operational Cost	Yes	Yes
Transport with Operator:Other Transport Providers	Operational Cost	Yes	Yes
Public Transport:Air Transport	Operational Cost	Yes	Yes
Public Transport:Railway Transport	Operational Cost	Yes	Yes
Public Transport:Road Transport	Operational Cost	Yes	Yes
Operational Cost:Cost relating to the Sale of Hous	Operational Cost	Yes	Yes
Operational Cost:Servitudes and Land Surveys	Operational Cost	Yes	Yes
Social Assistance:Social Relief	Transfers and Subsidies	No	No
Other Transfers (Cash):Farmer Support Households (Transfers and Subsidies	No	No
Public Schools:Section 20 Schools	Transfers and Subsidies	No	No
Section 21 Schools:Matric Support	Transfers and Subsidies	No	No
Section 21 Schools:Sport and Recreational Events	Transfers and Subsidies	No	No
Other Educational Institutions:School Support	Transfers and Subsidies	No	No
Non-profit institutions:Sport Councils	Transfers and Subsidies	No	No
Business and Advisory:Accounting and Auditing	Contracted Services	Yes	Yes
Business and Advisory:Audit Committee	Contracted Services	Yes	Yes



ASSET MANAGEMENT POLICY

Date of Implementation: 01 July 2010

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1. INTRODUCTION

This policy for the management of assets has been designed to assist management and officials of the Witzenberg Municipality with the description of management procedures for Property, Plant and Equipment, Investment Property, Agricultural Assets and Intangible Assets. It also should assist with the capacity to differentiate between activities, which are acceptable in terms of general authorization, supervisory responsibilities and limits of authority to the management of assets and functions of the organisation.

This policy will provide certainty with respect to the handling of asset management procedures undertaken within the organization and will ensure that management and employees understand their respective responsibilities and duties.

For the purpose of this policy, assets exclude inventory and monetary assets such as debtors.

This policy replaces all asset management procedures/instructions and memoranda that have been previously issued.

Failure to comply with this policy will result in the institution of disciplinary procedures in terms of the stipulated human resource policies and procedures of Witzenberg Municipality.

2. OBJECTIVE

The objective of this policy is to ensure that assets of the Municipality are properly managed and accounted for by:

- The accurate recording of essential asset information;
- The accurate recording of asset movements;
- Exercising strict physical controls over all assets;
- Treating the assets correctly in the Municipality's financial statements;
- Providing accurate and meaningful management information;
- Compliance with the Council's accounting policies and Generally Recognised Accounting Practices;
- Adequate insuring of assets;
- Maintenance of Council's assets;
- Ensuring that managers are aware of their responsibilities with regard to the assets; and
- Setting out the standards of management, recording and internal controls so as to safeguard the assets against inappropriate utilisation or loss.

3. STATUTORY FRAMEWORK

The statutory framework for this policy is:

- The Constitution of the Republic of South Africa, Act 108 of 1996;
- Local Government: Municipal Structures Act, No 117 of 1998;
- Local Government: Municipal Systems Act, No 32 of 2000;

- Local Government: Municipal Finance Management Act, No. 56 of 2003;
- Regulation No. 31346 of 2008;
- Municipal Supply Chain Management Regulations No. 27636;
- Generally Recognised Accounting Practice.

4. ACCOUNTING STANDARDS

This document constitutes a policy statement and shall not take precedence over the standards specified by the Accounting Standards Board. The relevant accounting standards include:

- GRAP 1 – Presentation of Financial Statements;
- GRAP 13 – Leases;
- GRAP 16 – Investment Property;
- GRAP 17 - Property, Plant and Equipment;
- GRAP 100 - Non – current Assets Held for Sale and Discontinued Operations;
- GRAP 101 - Agricultural;
- GRAP 102 – Intangible Assets; and
- IAS 36 - Impairment of Assets

Other relevant accounting standards are:

- GRAP 12 on Inventories
- GRAP 11 on Construction Contracts

5. DEFINITIONS

Every effort has been made to use definitions established through legislation, standards of accounting and other guidance on asset management.

“Accounting Officer” means the municipal manager appointed in terms of Section 82 of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998) and being the head of administration and accounting officer in terms of Section 60 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).

“Agricultural Activity” is the management by an entity of the biological transformation of biological assets for sale, into agricultural produce, or into additional biological assets.

“Active market” is a market in which all the following conditions exist:

- The item traded within the market are homogeneous;
- Willing buyer and seller can normally be found at any time; and
- Prices are available to the public.

“Agricultural Produce” is the harvested product of the entity’s biological assets.

“Amortisation” is the systematic allocation of the depreciable amount of an intangible asset over its useful life.

“Assets” are resources controlled by the municipality as a result of past events and from which future economic benefit or service potential are expected to flow. However for the purpose of this policy exclude inventory and other monetary assets.

“Asset categories” are the six main asset categories defined as follows:

“Asset Life-Cycle” is the cycle of activities that an asset goes through – including planning, design, initial acquisition and/or construction, cycle of operation and maintenance and capital renewal and finally disposal.

“Asset Manager” is any official who has been delegated responsibility and accountability for the control, usage, physical and financial management of the municipality’s assets in accordance with the entity’s standards, policies, procedures and relevant guidelines.

“Asset Register” is a record of information on each asset that supports the effective financial and technical management of the assets, and meets statutory requirements.

“Biological Asset” is a living animal or plant.

“Biological Transformation” comprises the processes of growth, degeneration, production and procreation that cause qualitative or quantitative changes to a biological asset.

“Carrying amount” is the amount at which an asset is recognized after deducting any accumulated depreciation and accumulated impairment losses.

“Chief Financial Officer” means an officer of a municipality designated by the municipal manager to be administratively in charge of the budgetary and treasury functions.

“Class of property, plant and equipment” means a grouping of assets of a similar nature or function in a municipality’s operations, which is shown as a single item for the purpose of disclosure in the financial statements.

“Commercial service” means a service other than a municipal service

- (a) rendered by a private sector party or organ of state to or for a municipality or municipal entity on a commercial basis; and
- (b) which is procured by the municipality or municipal entity through its supply chain management policy.

“Community Assets” – are defined as any asset that contributes to the community’s well-being. Examples are parks, libraries and fire stations.

“Cost” – is the amount of cash or cash equivalents paid or the fair value of the other consideration given to acquire an asset at the time of its acquisition or construction or where applicable, the amount attributed to that asset when initially

recognized in accordance with the specific requirements of Standards of GRAP.

“Depreciation” – is the systematic allocation of the depreciable amount of an asset over its useful life.

“Depreciable Amount” – is the cost of an asset, or other amount substituted for cost in the financial statements, less its residual value.

“Depreciated replacement cost”, in relation to a capital asset, means an amount equivalent to the cost to replace the capital asset on the date of transfer adjusted by a deemed depreciated cost at the date of the transfer taking into account the age and condition of the asset.

“Disposal”, in relation to a capital asset, includes –

- (a) the demolition, dismantling or destruction of the capital asset; or
- (b) any other process applied to a capital asset which results in loss of ownership of the capital asset otherwise than by way of transfer of ownership.

“Disposal management system” means the system contemplated in regulation 40 of the Municipal Supply Chain Management Regulations, published by General Notice No. 868 of 2005.

“Enhancements / Rehabilitation” is an improvement or augmentation of an existing asset beyond its original recognized service potential for example useful life, capacity, quality and functionality.

“Fair Value” – is the amount for which an asset could be exchanged between knowledgeable, willing parties in an arm’s length transaction.

“GRAP” is Standards of Generally Recognised Accounting Practice

“Head of department / senior manager” – means a manager referred to in section 56 of the Municipal Systems Act.

“Heritage Assets” – are defined as culturally significant resources. Examples are works of art, historical buildings and statues.

“Historical cost” means the original purchase price or cost of acquisition of the capital asset at the time the asset was acquired

An **“impairment loss”** of a cash generating asset is the amount by which the carrying amount of an asset exceeds its recoverable amount.

An **“impairment loss”** of non-cash generating asset is the amount by which the carrying amount of an asset exceeds its recoverable service amount.

“Infrastructure assets” are defined as any asset that is part of a network of similar assets. Examples are roads, water reticulation schemes, sewerage

purification and trunk mains, transport terminals and car parks.

“Intangible assets” are identifiable non-monetary assets without physical substance.

“Investment Properties” – are defined as property (land or a building-or part of a building-or both) held (by the owner or by lessee under a finance lease) to earn rentals or for capital appreciation or both, rather than for:

- (a) use in the production and supply of goods or services or for administrative purposes; or
- (b) sale in the ordinary course of business.

“Municipality” means the Witzenberg Municipality.

“Other Assets” – are defined as assets utilized in normal operations. Examples are plant and equipment, motor vehicles and furniture and fittings.

“Property, Plant and Equipment” (PPE) – are tangible assets that:

- are held by a municipality for use in the production or supply of goods or services, for rental to others, or for administrative purposes, and
- are expected to be used during more than one period.

“Realisable value” means the amount of cash or cash equivalents that could currently be obtained by transferring the capital asset, less the estimated cost of completion and the estimated costs necessary to make the transfer.

“Recoverable Amount” – is the amount that the municipality expects to recover from the future use of an asset, including its residual value on disposal.

“Recoverable service amount” is the higher of a non-cash-generating asset’s fair value less costs to sell and its future value in use.

“Residual Value” – of an asset is the estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and condition expected at the end of its useful life.

“Right to use, control or manage” means a right to use, control or manage the capital asset for a period exceeding one calendar month without ceding legal ownership in the asset. In other words, where the granting of such rights do not amount to the transfer or permanent disposal of the asset, for example when a right is acquired through a leasing, letting or hiring out arrangement.

“Senior Manager” is a manager referred to Section 57 of the Municipal Systems Act (MSA) being someone reporting directly to the municipal manager.

“Service provider” –

- (a) in relation to a municipal service, means a private sector party or organ of state appointed by a municipality in terms of Chapter 8 of the Municipal Systems Act to perform a municipal service in accordance with that Act; or
- (b) in relation to a commercial service, means a private sector party or organ of state appointed in terms of the supply chain management policy of a municipality or municipal entity to render a commercial service to or for the municipality or entity as an independent contractor.

“Supply chain management policy” means the supply chain management policy which a municipality or municipal entity is required to have in terms of Chapter 11 of the Act.

“The Act” means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003).

“Transfer”, in relation to a capital or subsidiary asset, means transfer of ownership in the asset as a result of a sale or other transaction.

“Useful Life” – is either:

- the period of the time over which an asset is expected to be used by the municipality, or
- the number of production or similar units expected to be obtained from the asset by the municipality.

6. BACKGROUND

The utilization and management of property, plant and equipment, investment property, intangible assets and agricultural assets is the prime mechanism by which the Municipality can fulfil its constitutional mandates for:-

- Delivery of sustainable services;
- Social and economic development;
- Promoting safe and healthy environments; and
- Fulfilling the basic needs to the community.

As trustees on behalf of the local community, the Municipality has a legislative and moral obligation to ensure it implements policies to safeguard the monetary value and future service provision invested in assets.

The policy for the management of assets deals with the Municipal rules required to ensure the enforcement of appropriate stewardship of assets. Stewardship has two components being the:-

- Financial administration by the Chief Financial Officer; and
- Physical administration by the relevant managers.

Statutory provisions are being implemented to protect public property against arbitrary and inappropriate management or disposals by local government.

Accounting standards have been approved by the Accounting Standards Board to

ensure the appropriate financial treatment for property, plant and equipment, investment property, intangible assets and agricultural assets. The requirements of these new accounting standards include:-

- The compilation of asset registers covering all assets controlled by the Municipality.
- Accounting treatment for the acquisition, disposal, recording and depreciation/amortisation of assets.
- The standards to which financial records must be maintained to comply with the new accounting standards.

7. DELEGATION OF POWERS

This policy should be applied with due observance of the Municipality's policy with regard to delegated powers. Such delegations refer to delegations between the Municipal Manager and other responsible officials as well as between the Council and the Executive Mayor and the Council and the Municipal Manager. All delegations in terms of this policy must be recorded in writing.

In accordance with the Local Government: Municipal Finance Management Act (Act 56 of 2003) (MFMA), the Municipal Manager is the accounting officer of the Municipality and therefore all designated officials are accountable to him/her. The Municipal Manager is therefore accountable for all transactions entered into by his/her designates.

The overall responsibility of asset management lies with the Municipal Manager. However, the day to day handling of assets should be the responsibility of all officials in terms of delegated authority reduced in writing.

8. RESPONSIBILITY

Municipal Manager

The Municipal Manager is responsible for the management of the assets of the Municipality, including the safeguarding and the maintenance of those assets. He/she must ensure that:-

- The Municipality has and maintains a management, accounting and information system that accounts for the assets of the Municipality.
- The Municipality's assets are valued in accordance with standards of Generally Recognized Accounting Practice (GRAP).
- The Municipality has and maintains a system of internal control of assets, including an asset register.
- Senior managers and their teams comply with this policy.

Chief Financial Officer

The Chief Financial Officer is responsible to the Municipal Manager to ensure that

the financial investment in the Municipality's assets is safeguarded and maintained. He/she may delegate or otherwise assign responsibility for performing these functions but he/she will remain accountable for ensuring that these activities are performed. He/she must ensure that:-

- Appropriate systems of financial management and internal control are established and carried out diligently.
- The financial and other resources of the Municipality assigned to him/her are utilized effectively, efficiently, economically and transparently.
- Any unauthorized, irregular or fruitless or wasteful expenditure, and losses resulting from criminal or negligent conduct, are prevented.
- The systems, processes and registers required to substantiate the financial values of the Municipality's assets are maintained to standards sufficient to satisfy the requirements of effective management.
- Financial processes are established and maintained to ensure the Municipality's financial resources are optimally utilized through appropriate asset plan, budgeting, purchasing, maintenance and disposal decisions.
- The Municipal Manager is appropriately advised on the exercise of powers and duties pertaining to the financial administration of assets.
- The senior managers and senior management teams are appropriately advised on the exercise of their powers and duties pertaining to the financial administration of assets.

Senior Managers

The Senior Managers must ensure that:-

- Appropriate systems of physical management and control are established and carried out for assets in their area of responsibility.
- The Municipal resources assigned to them are utilized effectively, efficiently, economically and transparently.
- Any unauthorized, irregular or fruitless or wasteful utilization and losses resulting from criminal or negligent conduct are prevented.
- Their management systems and controls can provide an accurate, reliable and up to date account of assets under their control.
- They are able to justify that their plans, budgets, purchasing, maintenance and disposal decisions for assets optimally achieve the Municipality's strategic objectives.

The senior managers may delegate or otherwise assign responsibility for performing these functions but they will remain accountable for ensuring that these activities are performed.

Each senior manager should report to the Municipal Manager on issues that will significantly impede the item of asset capabilities to provide the required level of service or economic benefit.

The responsibility for the physical control of assets rests with the relevant senior manager to whom the responsibility was delegated to in terms of section 79 of the Municipal Finance Management Act, No 56 of 2003.

Each senior manager shall ensure that assets entrusted to him / her are adequately maintained, properly used and insured and ensure that section 78 of the Municipal Finance Management Act, No 56 of 2003, is adhered to.

No amendments, deletions or additions to the asset register shall be made other than by the Asset Manager or by an official acting as the Asset Manager and must be authorized by the Chief Financial Officer.

Upon the resignation / retirement of an employee, the applicable senior manager must inform the Chief Financial Officer and Corporate Service Department in writing that the asset items entrusted to that employee to execute his / her duties are in good order and returned. When necessary the applicable senior manager must inform the Corporate Services Department of any losses and the value of such losses. The ultimate responsibility of any losses lies with the relevant senior manager.

9. ASSET REGISTER

The asset register shall be maintained in the format determined by the Chief Financial Officer, which format shall comply with the requirements of generally recognised accounting practice (GRAP) and any other accounting requirements which may be prescribed.

The asset register shall reflect the following information:

- a brief but meaningful description of each asset
- the date on which the asset was acquired or brought into use
- the location of the asset
- the responsible senior manager and department(s) or vote(s) within which the assets will be used
- the title deed number, in the case of property
- the stand number, in the case of property
- where applicable, the identification number
- the measurement based used (Cost or Fair Value)
- the original useful live
- the revised useful live
- the residual value
- the original cost, or the revalued amount or the fair value if no costs are available
- the (last) revaluation date of the assets subject to revaluation
- the revalued value of such assets
- who did the (last) revaluation
- accumulated depreciation to date
- the depreciation charge for the current financial year
- the carrying value of the asset
- the method and rate of depreciation

- impairment losses incurred during the financial year (and the reversal of such losses, where applicable)
- method of calculating recoverable amount (when impairment test are required in terms of GRAP)
- increases or the decreases resulting from revaluations (if applicable)
- the source of financing
- condition of the asset
- the current insurance arrangements
- whether the asset is required to perform basic municipal services
- whether the asset has been used to secure any debt, and – if so – the nature and duration of such
- security arrangements
- the date on which the asset is disposed of
- the disposal price
- the date on which the asset is retired from use, if not disposed of.

All heads of department under whose control any asset falls shall promptly provide the Chief Financial Officer in writing with any information required to compile the asset register, and shall promptly advise the Chief Financial Officer in writing of any material change which may occur in respect of such information.

An asset shall be capitalised, that is, recorded in the asset register, as soon as it is acquired. If the asset is constructed over a period of time, it shall be recorded as work-in-progress until it is available for use, where after it shall be appropriately capitalised as a fixed asset. An asset shall remain in the asset register for as long as it is in physical existence.

The Asset Manager must ensure that reconciliations are performed on a monthly basis between the general ledger values and the asset values and to be submitted to the Chief Financial Officer.

The Chief Financial Officer must check and authorize the reconciliations as correct.

Depreciation methods and rates used must be approved by the Chief Financial Officer.

The asset manager should allocate depreciation rates and methods to each asset class, and ensure that depreciation calculations are correctly applied and posted in the general ledger.

10. CLASSIFICATION OF ASSETS

In compliance with the requirements of the National Treasury, the Chief Financial Officer shall ensure that all assets are classified under the following headings in the Fixed Assets Register, and Heads of Departments shall in writing provide the Chief Financial Officer with such information or assistance as is required to compile a proper classification:

10.1 Property, Plant and Equipment

- Land (not held as investment assets).
- Infrastructure assets (assets which are part of a network of similar assets).
- Community assets (assets contributing to the general well-being of the community).
- Heritage assets (culturally significant assets).
- Other assets (ordinary operational assets).
- Housing (rental stock or housing stock not held for capital gain).

Save for land and buildings other assets shall be classified under the following headings:

- Computer equipment;
- Office equipment;
- Furniture and fittings;
- Radio Equipment;
- Plant and machinery;
- Motor Vehicles; and
- Emergency Equipment.

10.2 Investment Property

Investment assets (resources held for capital or operational gain and which are not used by the Municipality). Properties occupied by the Municipality, Councillors or officials are classified as owner-occupied property and are therefore not classed as investment property

Investment properties will be treated in accordance with GRAP 16 and will separately be classified in the Statement of Financial Position. Investment properties will not be depreciated but will annually be revalued.

10.3 Intangible Assets

Intangible assets are identifiable non-monetary assets without physical substance.

Intangible assets will be treated in accordance with GRAP 102 and will separately be classified in the Statement of Financial Position. Intangible assets shall be valued at cost less any accumulated amortization and any impairment losses.

10.4 Agricultural Assets

Agricultural Assets will be treated in accordance with GRAP 101 and will separately be classified in the Statement of Financial Position,

10.5 Assets Treated as Inventory

Any land or buildings owned or acquired by the municipality with the intention of selling such property in the ordinary course of business, or any land or buildings owned or acquired by the municipality with the intention of developing such property for the purpose of selling it in the ordinary course of business, shall be accounted for as inventory, and not included in either property, plant and equipment or investment property in the municipality's statement of position.

Such inventories shall, however, be recorded in the asset register in the same manner as other fixed assets, but a separate section of the asset register shall be maintained for this purpose.

The Chief Financial Officer shall use the classifications indicated in the Annexure on estimated lives of assets, as a guideline and in the case of an item of assets not appearing in the Annexure shall use the classification applicable to the asset most closely comparable in the Annexure.

11. CAPITALISATION CRITERIA

PPE and Intangible Assets

All assets may only be acquired in terms of council's Supply Chain Management Policy and in terms of the budgetary provisions. The responsibility for the purchase of assets would be delegated in terms of council's Delegation Framework and Supply Chain Management Policy. Depending on the cost of the asset to be purchased the following procedure for purchasing an asset must be followed:

- Senior managers shall at all times ensure that there are enough funds in their departmental budgets before requesting approval to any requisition to purchase an asset;
- Senior managers shall ensure that the correct vote and expenditure line item are used and recorded on the requisition requesting approval to purchase an asset;
- Tenders or quotations as required in terms of council's Supply Chain Management policy should be obtained and where required submitted to council's tender committee for approval;
- The tender committee resolution of the approved tender or recommended quotation should be attached to the requisition signed by the relevant head of department;
- The order would then be generated by the Budget and Treasury department;
- Once delivered the asset must be labelled / bar-coded by the Budget and Treasury department before such asset is put into use;
- The senior manager should endorse receipt of the asset on the invoice and forward it for payment to the Budget and Treasury department; and
- The Budget and Treasury department would then generate payment.

The completion of any immovable asset by or under control of every head of department should promptly be declared to the Chief Financial Officer in writing

stating the full details required for recording in the assets register.

All PPE and intangible assets shall be carried in the asset register, and appropriately recorded in the annual financial statements, at their original cost or fair value less any accumulated depreciation or amortisation in the case of intangible assets.

The original cost of an item of PPE or intangible assets may include:

- Cost price;
- Financing costs (MFMA section 46(4));
- Import tax;
- Non-claimable purchase tax; and
- Any costs directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

When payment for an item of PPE or intangible assets is deferred beyond normal credit terms, its cost is the cash price equivalent. The difference between this amount and the total payments is recognized as an interest expense over the period of credit.

When an item of PPE is acquired to be exchanged or partly exchanged for a dissimilar item of PPE or other asset, the cost of such item is measured at the fair value of the asset received, which is equivalent to the fair value of the asset given up adjusted by the amount of any cash or cash equivalents paid additional. For the purpose hereof, "fair value" shall be determined by the council with due regard to the definition ascribed to fair value in paragraph 2 hereof.

The only exceptions to this rule shall be revalued items of PPE (see part 7.9 below) and heritage assets in respect of which no depreciation is recorded in the fixed asset register.

Subsequent expenditure relating to an asset that has already been capitalized, should only be added to the carrying amount of the asset when it is probable that future economic benefits or potential service delivery, in excess of the originally assessed standard of performance of the existing asset, will flow to the municipality.

Investment Property

An investment property shall be measured initially at its cost. Transaction costs shall be included in the initial measurement. The cost of purchased investment property includes all directly attributable expenditure (professional fees for legal services, property transfer taxes and other transaction costs).

When payment for an investment property is deferred beyond normal credit terms, its cost is the cash price equivalent. The difference between this amount and the total payments is recognized as an interest expense over the period of credit.

When investment property is acquired to be exchanged or partly exchanged for a dissimilar investment property or other asset, the cost of such item is measured at the fair value of the asset received, which is equivalent to the fair value of the asset given up adjusted by the amount of any cash or cash equivalents paid additional. For the purpose hereof, "fair value" shall be determined by the council with due regard to the definition ascribed to fair value in paragraph 2 hereof.

After initial recognition investment property will be measured at fair value. A gain or loss arising from a change in fair value shall be recognized as a profit or loss in the Statement of Financial Performance in the period in which it arises. The fair value of investment property shall reflect market conditions at reporting date.

In terms of GRAP 16 transfers to and from investment property shall be made when there is a change in use:

- (a) Commencement of owner-occupation, for a transfer from investment property to owner-occupied property;
- (b) Commencement of development with a view to sale, for a transfer from investment property to inventories;
- (c) End of owner-occupation, for a transfer from owner-occupied property to investment property; or
- (d) Commencement of an operating lease to another party, for a transfer from inventories to investment property.

When an investment property is transferred to inventory or owner-occupied property, the property's deemed cost is the fair value of the property at the date of the change in use.

For a transfer from inventories to investment property, that will be carried at fair value, any difference between the fair value of the property at that date and its previous carrying amount shall be recognized in the Statement of Financial Performance.

Reinstatement, Maintenance and Other Expenses

Only expenses incurred in the enhancement of an asset (in the form of improved or increased services or benefits flowing from the use of such asset) or in the material extension of the useful operating life of an asset shall be capitalised.

Expenses incurred in the maintenance or reinstatement of an asset shall be considered as operating expenses incurred in ensuring that the useful operating life of the asset concerned is attained, and shall not be capitalised, irrespective of the quantum of the expenses concerned.

Expenses, which are reasonably ancillary to the bringing into operation of an asset, may be capitalised as part of such asset. Such expenses may include but need not be limited to import duties, forward cover costs, transportation costs, and installation, assembly and communication costs.

Intangible Assets

Assets that meet the criteria of GRAP 102 (Intangible Assets) shall be recognized as Intangible Assets at cost.

Heritage Assets

If no original costs or fair values are available in the case of one or more or all heritage assets, the Chief Financial Officer may, if it is believed that the determination of a fair value for the assets in question will be a laborious or expensive undertaking, record such asset or assets in the fixed asset register without an indication of the costs or fair value concerned.

For Statement of Financial Position purposes, the existence of such heritage assets shall be disclosed by means of an appropriate note.

Donated Assets

Where an asset is donated to the municipality, or an asset is acquired by means of an exchange of assets between the municipality and one or more other parties, the asset concerned shall be recorded in the asset register at its fair value, as determined by the Chief Financial Officer.

12. DEPRECIATION

Depreciation of PPE

All PPE, except land and heritage assets, shall be depreciated – or amortised in the case of intangible assets.

Depreciation may be defined as the monetary quantification of the extent to which PPE is used or consumed in the provision of economic benefits or the delivery of services.

Depreciation shall generally take the form of an expense both calculated and debited on an annual basis against the appropriate line item in the department or vote in which the item of PPE is used or consumed.

However, depreciation shall initially be calculated from the day following the day in which an item of PPE is acquired or – in the case of construction works and plant and machinery – the day following the day in which the item is brought into use, until the end of the year concerned. Thereafter, depreciation charges shall be calculated annually.

Each Head of Department, acting in consultation with the Chief Financial Officer, shall ensure that reasonable budgetary provision is made annually for the depreciation of all applicable PPE controlled or used by the department in question or expected to be so controlled or used during the ensuing financial year.

The procedures to be followed in accounting and budgeting for the amortisation of intangible assets shall be identical to those applying to the depreciation of other PPE.

Rate of Depreciation and Amortisation

The Chief Financial Officer shall assign a useful operating life to each depreciable item of PPE recorded on the Municipality's asset register. In determining such a useful life the Chief Financial Officer shall use to the useful lives set out in the annexure to this document as a guideline.

In the case of an item of PPE which is not listed in this annexure, the Chief Financial Officer shall determine a useful operating life, if necessary in consultation with the Head of Department who shall control or use the item in question, and shall be guided in determining such useful life by the likely pattern in which the item's economic benefits or service potential will be consumed.

The procedures to be followed in accounting and budgeting for the amortisation of intangible assets shall be identical to those applying to the depreciation of other PPE.

Method of Depreciation

The Chief Financial Officer shall allocate the depreciable amount of all depreciable PPE and intangible on a systematic basis over its useful life.

The residual value and useful life of an asset shall be reviewed at least at each reporting date and, if expectations differ from previous estimates, the changes shall be accounted for as a change in accounting estimate in accordance with GRAP 3.

13. AMENDMENT OF ASSET LIVES AND DIMINUTION IN THE VALUE OF PPE

Only the Chief Financial Officer may amend the useful operating life assigned to any PPE, and when any material amendment occurs the Chief Financial Officer shall inform the Council of such amendment.

The Chief Financial Officer shall amend the useful operating life assigned to any item of PPE if it becomes known that such item has been materially impaired or improperly maintained to such an extent that its useful operating life will not be attained, or any other event has occurred which materially affects the pattern in which the item's economic benefits or service potential will be consumed.

If the value of an item of PPE or intangible assets has been diminished to such an extent that it has no or a negligible further useful operating life or value such item shall be fully depreciated or eradicated in the financial year in which such diminution in value occurs.

Similarly, if an item of PPE has been lost, stolen or damaged beyond repair, it shall be fully depreciated in the financial year in which such event occurs, and if the item has physically ceased to exist, it shall be written off in the asset register.

In all of the foregoing instances, the additional depreciation expenses shall be debited to the department or vote controlling or using the item of PPE or intangible asset in question.

If any of the foregoing events arises in the case of a normally non-depreciable item of PPE, and such item has been capitalised at a value other than a purely nominal value, such item shall be partially or fully depreciated, as the case may be, as though it were an ordinary depreciable item of PPE, and the department or vote controlling or using the item in question shall bear the full depreciation expenses concerned.

Additional depreciation not budgeted for as a result of unforeseeable or unavoidable circumstances must be provided for in an adjustments budget and, if such circumstances arises close to the end of the financial year and there will not be time for Council to consider the adjustments before the end of the financial year, may in advance be approved by the Mayor in terms of Section 29 of the MFMA, provided that any other provisions of the MFMA be complied with.

14. IMPAIRMENT OF ASSETS

The accounting treatment relating to impairment losses is outlined in IAS37.

The carrying amount of an item or a group of identical items of property, plant and equipment should be reviewed periodically in order to assess whether or not the recoverable amount has declined below the carrying amount.

When such a decline has occurred, the carrying amount should be reduced to the recoverable amount. The amount of the reduction should be recognised as an expense immediately, unless it reverses a previous revaluation in which case it should be charged to the Revaluation Reserve.

The recoverable amount of individual assets, or groups of identical assets, is determined separately and the carrying amount reduced to the recoverable amount on an individual asset, or group of identical assets, basis. However, there may be circumstances when it may not be possible to assess the recoverable amount of an asset on this basis, for example when all of the plant and equipment in a sewerage purification works is used for the same purpose. In such circumstances, the carrying amount of each of the related assets is reduced in proportion to the overall decline in recoverable amount of the smallest grouping of assets for which it is possible to make an assessment of the recoverable amount.

The following may be indicators that an asset is impaired:

- The asset has been damaged.
- The asset has become technologically obsolete.
- The asset remains idle for a considerable period either prior to it being put into use or during its useful life.
- Land is purchased at market value and is to be utilized for subsidized housing developments, where the subsidy is less than the purchase price.

The following steps will have to be performed regularly during the year to account for impairment losses:

- Departments will identify and inform the Chief Financial Officer of assets that:
 - o Are in a state of damage at year end.
 - o Are technologically obsolete at year end. .
 - o Have remained idle for a considerable period either prior to them being put into use at year end or during their useful life.
 - o Are subject to impairment losses because the subsidies to be received in exchange for assets are less than the carrying amounts.
- The recoverable amounts of these assets need to be determined by calculating the net selling price per asset as defined above.
- The impairment loss per asset is the difference between the net selling price and the carrying value of the asset.
- The impairment loss needs to be accounted for by identifying the relevant funding source.

15. REVALUATION OF ITEMS OF PPE

All land and buildings recorded in the Municipality's asset register shall be revalued when the Council is of the opinion that economic conditions have had a substantial impact on the on the value of land and buildings within the municipal area. Under such circumstances a sworn valuer will be appointed to perform a valuation of all land and buildings.

The Chief Financial Officer shall adjust the carrying value of the land and buildings concerned to reflect in each instance the value of the items as recorded in the valuation roll, provided the Chief Financial Officer is satisfied that such value reflects the fair value of the land and buildings concerned.

The Chief Financial Officer shall also, where applicable, create a revaluation reserve for each such item equal to the difference between the value as recorded in the valuation roll and the carrying value of the item before the adjustment in question.

The buildings concerned shall thereafter be depreciated on the basis of its revalued amount, over its remaining useful operating life, and such increased depreciation expenses shall be budgeted for and debited against the appropriate line item in the department or vote controlling or using the buildings in question.

The Chief Financial Officer shall ensure that an amount equal to the difference between the new (enhanced) annual depreciation expense and the depreciation expenses determined in respect of such buildings before the revaluation in question is transferred each year from the revaluation reserve to the Municipality's appropriation account. An adjustment of the aggregate transfer shall be made at the end of each financial year, if necessary.

If the amount recorded by the valuer is less than the carrying value of the item of

land or buildings recorded in the asset register, the Chief Financial Officer shall adjust the carrying value of such item by increasing the accumulated depreciation of the item in question by an amount sufficient to adjust the carrying value to the value as recorded by the valuer. such additional depreciation expenses shall form a charge, in the first instance, against the balance in any revaluation reserve previously created for such item, and to the extent that such balance is insufficient to bear the charge concerned, an immediate additional charge against the department or vote controlling or using the item of land or building in question

Revalued land and buildings shall be carried in the asset register, and recorded in the annual financial statements, at their revalued amount, less accumulated depreciation (in the case of buildings).

16. ACQUISITION OF ASSETS

Pre-acquisition Planning

Before a capital project is included in the budget for approval, the Chief Financial Officer must demonstrate that he/she has considered the following:

- The projected cost over all the financial years until the project is operational;
- The future operational costs and revenue on the project, including the tax and tariff implications;
- The financial sustainability of the project over its use full life including revenue generation and subsidisation requirements;
- The physical and financial stewardship of that asset through all stages of its life including acquisition, installation, maintenance, operations, disposal and rehabilitation;
- The inclusion of the capital project in the Integrated Development Plan and future budgets; and
- Alternatives to the capital purchase.

The heads of department are accountable to ensure that the Chief Financial Officer receives all reasonable assistance, guidance and explanation to enable him to achieve his planning requirements.

Approval to Acquire Property, Plant and Equipment

Money can only be spent on a project if:

- The money has been appropriated in an approved Capital Budget;
- The project, including the total cost has been approved by the Council;
- The Chief Financial Officer confirms that funding is available for that specific project; and
- Any contract that will impose financial obligations beyond two years after the budget year is appropriately disclosed.
- The Supply Chain Management Policy is adhered to.

Authorization for the acquisition of assets should be as per this municipality's delegation of authority and payment for assets shall be in accordance with financial policies and regulations of this Municipality.

Funding of Capital Projects

Within the Municipality's on-going financial, legislative or administrative capacity, the Chief Financial Officer must establish and maintain the funding strategies that optimise the municipality's ability to achieve its strategic objectives as stated in the Integrated Development Plan. The acquisition of assets may not be funded over a period longer than the useful life of that asset.

17. PURCHASE OR HIRE OF IMMOVABLE PROPERTY

The municipality may acquire by purchase, or by hire, immovable property within or outside the municipal boundary provided it complies with the requirements of the MFMA and the Supply Chain Management policy and subject to the following:

- The cost of the purchase or hire had been budgeted for; and
- The intention to buy or hire the immovable property had been advertised for public comment.
- After consideration of any public comments/objections the Council will:
 - o In the case of the following paragraph complies with the requirements of that paragraph; and
 - o In the case of all other immovable property, finally resolve to continue with the purchase or hire and apply the supply chain management processes
- The Council will not continue with the purchase or hire of any immovable property where:
 - o The price is in excess of the market value thereof as assessed by an appraiser; or
 - o The rental which, when calculated per annum in the case of:
 - Immovable property hired for agricultural purposes, exceeds six present; and
 - Immovable property hired for any other purpose, exceed twelve present of the market value of the property, as assessed by an appraiser.

The Council may accept a gift or conveyance of immovable property either for the municipality or in trust for charitable or other public purposes not connected with public worship, and hold the same in such trust or for such purpose as may be declared by such donors and may administer, utilize and improve such property.

The trustees of any immovable property held in trust for any township village of settlement which has become a municipality or part of a municipality may transfer such property to the Council, subject to any special trusts in their deeds of title and upon conditions not at variance therewith.

18. GUIDELINE PROCEDURES FOR ADDITIONS TO ASSETS

The Asset Manager must ensure all additions to assets are in accordance with an approved Capital Budget. Additions must be updated on a monthly basis in the Municipality's Asset Register. All additions must be approved by the Chief Financial Officer.

19. FUNDING OF PPE AND RESERVES

The purchase of assets may be funded from the raising of external loans, leases, government- and public contributions, the Capital Replacement Reserve and surplus cash.

The Chief Financial Officer shall ensure that in respect of all assets financed from grants or subsidies or contributions received from other spheres of government or from the public at large, as well as in respect of assets donated to the Municipality, a government grants reserve or public contribution reserve for future depreciation is created equal in value to the capitalised value of each item of asset in question.

The Chief Financial Officer shall thereafter ensure that in the case of depreciable PPE an amount equal to the annual depreciation expenses of the items concerned are transferred each year from such reserve to the Municipality's accumulated surplus.

20. ALIENATION OF ASSETS

In compliance with the principles and prescriptions of the Municipal Finance Management Act, the transfer of ownership of any item of PPE shall be fair, equitable, transparent, competitive and consistent with the municipality's supply chain management policy and the Municipal Asset Transfer Regulations

Every head of department shall report in writing to the Chief Financial Officer on 30 April of each financial year on all assets controlled or used by the department concerned which such head of department wishes to alienate by public auction or public tender.

The Chief Financial Officer shall thereafter consolidate the requests received from the various departments, and shall promptly report such consolidated information to the council or the municipal manager of the municipality, as the case may be, recommending the process of alienation to be adopted.

The council shall delegate to the municipal manager the authority to approve the alienation of any moveable asset with a carrying value less than R200 000 (two hundred thousand rand). The council shall ensure that the alienation of any asset with a carrying value equal to or in excess of R200 000 (two hundred thousand rand) takes place in compliance with Section 14 of the Municipal Finance Management Act, 2004.

In terms of Section 14 of the Municipal Finance Management Act, 2004 the Municipality may not transfer ownership as a result of a sale or other transaction or otherwise permanently dispose of assets needed to provide the minimum level of basic municipal services.

The Municipality may transfer ownership or otherwise dispose of assets other than one contemplated above, but only after the Council, in a meeting open to the public:-

- has decided on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services; and
- has considered the fair market value of the item and the economic and community value to be received in exchange for the asset;
- That a public participation process be held before council's assets can be alienated.

The decision that a specific asset is not needed to provide the minimum level of basic municipal services, may not be subsequently reversed by the Municipality after that asset has been sold, transferred or otherwise disposed of.

Once the assets are alienated, the Chief Financial Officer shall treat the disposal of the items in terms of GRAP and amend the relevant records of the asset register. If the proceeds of the alienation are less than the carrying value recorded in the asset register, such difference shall be recognised as a loss in the Statement of Financial Performance of the department or vote concerned.

If the proceeds of the alienation, on the other hand, are more than the carrying value of the asset concerned, the difference shall be recognised as a gain in the Statement of Financial Performance of the department or vote concerned.

All gains realised on the alienation of assets shall be appropriated annually to the municipality's Capital Replacement Reserve (except in the cases outlined below), and all losses on the alienation of fixed assets shall remain as expenses on the Statement of Financial Performance of the department or vote concerned.

If, however, both gains and losses arise in any one financial year in respect of the alienation of the assets of any department or vote, only the net gain (if any) on the alienation of such assets shall be appropriated to the Capital Replacement Reserve.

Transfer of assets to other municipalities, municipal entities (whether or not under the municipality's sole or partial control) or other organs of state shall take place in accordance with the Municipal Asset Transfer Regulations.

21. GUIDELINE PROCEDURES FOR THE DISPOSAL OF ASSETS

The Senior Manager must submit a motivation for the disposal of an asset under his/her control to the Chief Financial Officer.

The Chief Financial Officer must authorize, by signature the motivation and submit the motivation to the Accounting Officer for his/her approval.

Before computer equipment is disposed the Chief Financial Officer must consult the IT section.

All combined motivations must be submitted to the Asset Manager to update the asset register of the municipality and the book of accounts regarding the sale.

The following information should be update in the asset register:

- Reason for disposal;
- Information relating to the buyer;
- Individual requesting disposal;
- Cost, book value and proposed selling price of the asset;
- Date of sale;
- Method of payment;
- Receipt number; and
- The relevant asset information

22. OTHER WRITE-OFFS OF PPE

An item of PPE, even though fully depreciated, shall be written off when it can no longer be used, in consultation with the Head of Department controlling or using the item concerned.

Every Head of Department shall report to the Chief Financial Officer on 31 October and 30 April of each financial year on any item of PPE which such Head of Department wishes to have written off, stating in full the reason for such recommendation.

The Chief Financial Officer shall consolidate all such reports, and shall promptly notify the Council on the PPE to be written off.

The only reasons for writing off PPE, other than the alienation of such item of PPE, shall be the loss, theft, and destruction or material impairment of the PPE in question.

If an item of PPE must be written off as a result of an occurrence out of the control of the municipality, such as malicious damage, theft or destruction, the municipal manager must determine whether a third party or an employee was involved in the loss and take all reasonable steps to recover such loss, including reporting the incident to the South African Police Services and the Auditor General, the insurance as well as institute disciplinary steps against any employee who might have been involved in such incident.

In every instance where a not fully depreciated item of PPE is written off, the Chief Financial Officer shall immediately debit to such department or vote, as additional depreciation expenses, the full carrying value of the item concerned.

23. MANAGEMENT AND OPERATION OF ASSETS

Accountability to manage assets

Each Senior Manager is accountable to ensure that Municipal resources assigned to them are utilized effectively, efficiently, economically and transparently. This will include:

- o Developing appropriate management systems, procedures, processes and controls for managing assets;
- o Providing accurate, reliable and up to date account of assets under their control; and
- o The development and motivation of relevant strategic asset management plans and operational budgets that optimally achieve the Municipality's strategic objectives.

Contents of a strategic management plan

Senior Managers need to manage assets under their control to provide the required level of service or economic benefit at the lowest possible long-term cost. To achieve this, the Senior Manager will need to develop strategic asset management plans that cover:-

- o Alignment with the Integrated Development Plan;
- o Operational guidelines;
- o Performance monitoring;
- o Maintenance programs;
- o Renewal, refurbishment and replacement plans;
- o Disposal and Rehabilitation plans;
- o Operational, financial and capital support requirements, and
- o Risk mitigation plans including insurance strategies

The operational budgets are the short to medium term plan for implementing this strategic asset management plan.

Reporting of Emerging Issues

Each Functional Manager should report to the Municipal Manager on issues that will significantly impede the item of asset capabilities to provide the required level of service or economic benefit.

Verification of Assets

The Municipality shall at least once during every financial year undertake on a

date as determined by the Chief Financial Officer a comprehensive verification of all moveable assets controlled or used by all the departments of the Municipality.

Every Head of Department shall promptly and fully report in writing to the Chief Financial Officer, in the format determined by the Chief Financial Officer, all relevant results of such verification, provided that each such item of asset verification shall be undertaken and completed during 30 June of each financial year, and that the resultant report shall be submitted to the Chief Financial Officer not later than 30 June of the year in question.

Movement of Assets

Every Head of Department shall promptly and fully report in writing to the Chief Financial Officer, in the format determined by the Chief Financial Officer, all transfers from its original location of assets (including minor assets items) within 5 working days after transfer of such item.

24. MAINTENANCE

Maintenance Plans

Every Head of Department shall ensure that a maintenance plan in respect of every new infrastructure asset with a value of R100 000 (one hundred thousand rand) or more is promptly prepared and submitted to the Council for approval.

If so directed by the Municipal Manager, the maintenance plan shall be submitted to the Council prior to any approval being granted for the acquisition or construction of the infrastructure asset concerned.

The Head of Department controlling or using the infrastructure asset in question, shall annually report to the Council, not later than in July or the earliest Council meeting thereafter, of the extent to which the relevant maintenance plan has been complied with, and of the likely effect which any non-compliance may have on the useful operating life of the item concerned.

Deferred Maintenance

If there is material variation between the actual maintenance expenses incurred and the expenses reasonably envisaged in the approved maintenance plan for any infrastructure asset, the Chief Financial Officer shall disclose the extent of and possible implications of such deferred maintenance in an appropriate note to the annual financial statements. Such note shall also indicate any plans which the Council has approved in order to redress such deferral of the maintenance requirements concerned.

If no such plans have been formulated or are likely to be implemented, the Chief Financial Officer shall re-determine the useful operating life of the fixed asset in question, if necessary in consultation with the Head of Department controlling or using such item, and shall recalculate the increased annual depreciation expenses accordingly.

General Maintenance of Assets

Every Head of Department shall be directly responsible for ensuring that all assets are properly maintained and in a manner which will ensure that such item attain their useful operating lives.

25. REPLACEMENT STRATEGY

The Municipal Manager, in consultation with the Chief Financial Officer and other Heads of Departments, shall formulate norms and standards for the replacement of all normal operational assets. Such norms and standards shall be incorporated in a formal strategy, which shall be submitted to the Council for approval. This strategy shall cover the replacement of motor vehicles, furniture and fittings, computer equipment, and any other appropriate operational items.

Such strategy shall also provide for the replacement of assets which are required for service delivery but which have become uneconomical to maintain.

26. TRANSFER OF ASSETS

When assets are transferred to other Government Departments or municipalities, a document with specific authorization should be attached to the asset to ensure the validity of the transfer.

The document should also include:

- Asset description;
- Cost of the asset;
- Date of acquisition;
- Unique asset number;
- Effective date of transfer;
- Quantity; and
- Authorization by both transferor and transferee.

The asset manager must then effect the transactions in the book of accounts of the municipality on the day the asset is transferred to the transferee.

27. PHYSICAL SECURITY OF ASSETS

Every Senior Manager shall be directly responsible for the physical safekeeping of any asset controlled or used by their department.

In exercising this responsibility, every Senior Manager shall adhere to directives issued by the Chief Financial Officer with regard to the control and safekeeping of the municipality's assets.

All assets should be kept in a secure location, maintained regularly, insured against theft or destruction, utilized economically and efficiently.

When it is suspect that an employee abuses assets, this fact should be reported to the Chief Financial Officer within 48 hours. Such an employee should be subject to the disciplinary procedures as described in terms of the Standard

Conditions of Service.

All items of Property, Plant and Equipment lost, stolen or damaged must be reported to the Chief Financial Officer within 48 hours after discovery for further investigation and reporting required by the Municipal Finance Management Act No. 56 of 2003.

28. INSURANCE OF ASSETS

The Accounting Officer must ensure that all movable assets are insured at least against fire and theft, and municipal buildings and infrastructure are insured at least against fire and allied perils.

The Accounting Officer shall recommend, after consultation with the Chief Financial Officer, the basis of insurance cover to be applied: either the carrying value or the replacement value of the assets. Such a recommendation shall take due cognizance of the budgetary resources of the municipality.

Any theft, loss or damage to an asset should immediately be reported to council's insurance brokers by the relevant head of department under whose responsibility the asset falls. A copy of the insurance claim submitted should be forwarded to the Chief Financial Officer. All insurance claims must be recorded in an insurance register and all outstanding insurance claims reported on a monthly basis to the Chief Financial Officer. It is the responsibility of the relevant head of department to ensure that all documents / information for the completion of the claim is forwarded to council's insurance brokers and that copies thereof is forwarded to the Chief Financial Officer. The head of department should in writing request the replacement of the asset which can only be authorized, if sufficient provision for the replacement of the asset is on the capital budget, by the Municipal Manager after consultation with the Chief Financial Officer. If sufficient provision is not on the capital budget the asset can only be replaced if provision for the replacement is made on an Adjustments budget. In the case where an asset must be replaced as an emergency measure, the Mayor may authorise such expenditure, subject to compliance with Section 29 of the MFMA.

Third-party (insurance) pay-outs must be treated as revenue when the amount is certain and may not be offset against the cost of replacing the item. The carrying value of items lost, stolen or damaged beyond repair must be treated as impairment against the relevant department or vote. The full cost of the replacement item must then be capitalised.

If the municipality operates a self-insurance reserve, the Chief Financial Officer shall annually determine the premiums payable by the departments or votes after having received a list of the assets and insurable values of all relevant assets from the heads of departments concerned.

The municipal manager shall recommend to the council of the municipality, after consulting with the Chief Financial Officer, the basis of the insurance to be applied to each type of asset: either the carrying value or the replacement value of the assets concerned. Such recommendation shall take due cognizance of the

budgetary resources of the municipality.

The Chief Financial Officer shall annually submit a report to the council of the municipality on any reinsurance cover which it is deemed necessary to procure for the municipality's self-insurance reserve.

29. SHORT TITLE

This policy shall be called the Asset Management Policy of the **Witzenberg Municipality**.

APPENDIX A

SCHEDULE OF EXPECTED USEFUL LIVES OF ASSETS			
	ASSET LIFE		ASSET LIFE
<u>INFRASTRUCTRE ASSETS</u>		<u>INFRASTRUCTRE ASSETS</u>	
ELECTRICITY:		GAS:	
Power stations	30	Meters	20
Cooling towers	30	Main supply	20
Transformer kiosks	30	Storage tanks	20
Meters	20	Supply and reticulation networks	20
Load control equipment	20		
Switchgear	20	SEWERAGE:	
Supply and reticulation networks	20	Sewer mains	20
Main supply	20	Outflow sewers	20
		Sewerage purification works	20
ROADS:		Sewerage pumps	15
Motorways	15	Sludge machines	15
Other roads	10		
Traffic islands	10	PEDESTRAIN MALLS:	
Traffic lights	20	Footways	20
Street lights	25	Kerbing	20
Overhead bridges	30	Paving	20
Storm water drains	20		
Bridges, subways and culverts	30	AIRPORTS:	20
Car parks	20	Taxiways	20
Bus terminals	20	Runways	20
		Aprons	20
		Airport and radio beacons	20
WATER		SECURITY	
Meters	15	Fencing	3
Mains	20	Security systems	5
Rights	20	Access control systems	5
Supply and reticulation networks	20		
Reservoirs and storage tanks	20		
<u>COMMUNITY ASSETS</u>		<u>COMMUNITY ASSETS</u>	
RECREATIONAL FACILITIES		BUILDINGS	
Bowling greens	20	Ambulance stations	30
Tennis courts	20	Aquariums	30
Swimming pools	20	Beach developments	30
Golf courses	20	Care centres'	30
Jukskei pitches	20	Cemeteries	30
Outdoor sport facilities	20	Civic theatres and community centres'	30
Organ	20	Clinics and hospitals	30
Lakes and dams	20	Game reserves and rest camps	30
Fountains	20	Stadiums and indoor sports	30
Flood lights	20	Museums and galleries	30
		Parks and public conveniences	30
		Recreational centres' and zoo	30
<u>OTHER ASSETS</u>		<u>OTHER ASSETS</u>	

SCHEDULE OF EXPECTED USEFUL LIVES OF ASSETS			
	ASSET LIFE		ASSET LIFE
BUILDINGS		EMERGENCY EQUIPMENT	
Abattoirs	30	Other fire fighting equipment	15
Asphalt plant	30	Ambulances	5-10
Cable stations	30	Fire hoses	5
Caravan Parks	30	Emergency lights	5
Bioscope	30		
Compacting stations	30	MOTOR VEHICLES	
Hostels for public / tourists	30	Fire engines	20
Hostels for employees	30	Buses	15
Housing schemes	30	Motor vehicles	5-7
Kilns	30	Motorcycles	3
Laboratories	30	Trucks and light delivery vehicles	5-7
Markets	30		
Nurseries	30	AIRCRAFT	15
Office buildings	30		
Old age homes	30	WATERCRAFT	15
Quarries	30		
Tip sites	30	PLANT AND EQUIPMENT	
Training centres	30	Graders	10-15
Transport facilities	30	Tractors	10-15
Workshops and depots	30	Mechanical horses	10-15
		Farm equipment	5
OFFICE EQUIPMENT		Lawn mowers	2
Computer hardware	5	Compressors	5
Computer software	3-5	Laboratory equipment	5
Office machines	3-5	Radio equipment	5
Air conditioners	5-7	Firearms	5
FURNITURE AND FITTINGS		General	5
Chairs	7-10	Cable cars	15
Tables and desks	7-10	Irrigation systems	15
Cabinets and cupboards	7-10	Cremators	15
Sundry	7-10	Lathes	15
		Machining equipment	15
BINS AND CONTAINERS		Conveyors	15
Household refuse bins	5	Feeders	15
Bulk refuse containers	10	Tippers	15
		Pulverising mills	15



FUNDING AND RESERVES POLICY

Date of implementation: 01 July 2010

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Version: Final

Date: 15 June 2010

Summary: This document describes the Funding and Reserves Policy that will be applicable to the municipality, detailed.

Approved: This policy was approved by the Municipal Council on 15 June 2010.

Signature: _____ **Date:** _____

Municipal Manager

FUNDING AND RESERVE POLICY

1. INTRODUCTION AND OBJECTIVE

The Council sets as objective a long term financially sustainable municipality with acceptable levels of service delivery to the community.

This policy aims to set standards and guidelines towards ensuring financial viability over both the short- and long term and includes funding as well as reserves requirements.

2. SECTION A: FUNDING POLICY

2.1 LEGISLATIVE REQUIREMENTS

In terms of Sections 18 and 19 of the Municipal Finance Management Act (Act No 56 of 2003) (MFMA), an annual budget may only be funded from:

- Realistically anticipated revenues to be collected;
- Cash backed accumulated funds from previous years' surpluses not committed for other purposes. and
- Borrowed funds, but only for capital projects.

Furthermore, spending on a capital project may only be commenced once the funding sources have been considered, are available and have not been committed for other purposes.

The requirements of the MFMA are therefore clear in that the budget must be cash – funded i.e. cash receipts inclusive of prior cash surpluses must equal or be more than cash paid.

In determining whether the budget is actually cash funded and in addition ensuring long term financial sustainability, the municipality will use analytical processes, including those specified by National Treasury from time to time.

2.2 STANDARD OF CARE

Each functionary in the budgeting and accounting process must do so with judgment and care, under the prevailing circumstances, as a person of prudence, discretion and intelligence would exercise to the management of his or her own finances with the primary objective of ensuring that the objectives of this policy are achieved.

2.3 STATEMENT OF INTENT

The municipality will not pass a budget which is not cash – funded or where any of the indicators as listed in this document are negative, unless acceptable reasons can be provided for non-compliance, provided that the requirements of the MFMA must at all times be adhered to.

2.4 CASH MANAGEMENT

Cash must be managed in terms of the municipality's Cash Management and Investment Policy.

2.5 DEBT MANAGEMENT

Debt must be managed in terms of the municipality's Debt Management Policy, together with any requirements in this policy.

2.6 FUNDING THE OPERATING BUDGET

2.6.1 INTRODUCTION

The municipality's objective is that the user of municipal resources must pay for such usage in the period it occurs.

The municipality however, recognises the plight of the poor, and in line with national and provincial objectives, the municipality commits itself to subsidised services to the poor. This will necessitate cross subsidisation in tariffs to be calculated in the budget process.

2.6.2 GENERAL PRINCIPLE WHEN COMPILING THE OPERATING BUDGET

The following specific principles apply when compiling the budget:

- a) The budget must be cash – funded, i.e. revenue and expenditure projections must be realistic and the provision for impairment of receivables must be calculated on proven recovery rates;
- b) Growth parameters must be realistic and be based on historic patterns adjusted for current reliable information;
- c) Tariff adjustments must be fair, taking into consideration general inflation indicators as well as the geographic region's ability to pay;
- d) Revenue from Government Grants and Subsidies must be in accordance with the amounts promulgated in the Division of Revenue Act, proven

provincial transfers and any possible transfers to or from other municipalities.

For the purpose of the Cash flow budget any National or Provincial grants that have been re-appropriated for roll-over purposes must be excluded from the calculation as it must be included in changes in Cash and Cash Equivalents and Payables.

Furthermore, in the budget the total grants recognised as revenue must equal the total expected expenditure from grants, inclusive of capital expenditure and VAT as per directive given in MFMA circular 48.

- e) Projected revenue from services charges must be reflected as net (all billing less revenue foregone, which is free basic services, discounts and rebates).
- f) Projected revenue from property rates must include all rates to be levied, but rebates and discounts must be budgeted for as either revenue foregone or a grant, as per directive in MFMA Budget Circular 51, depending on the conditions of the exemption, rebate or reduction.

For the purpose of the Cash flow Budget all rebates and discounts must be deducted from the projected revenue.

- g) Only changes in fair values related to cash may be included in the cash flow budget. Changes to unamortised discount must be included in the Operating Budget but excluded in the cash flow budget.
- h) Employee related costs include contributions to non-current and current employee benefits. It is acknowledged that the non-current benefits' requirements are well above the initial cash capabilities of the municipality, and it is therefore determined that provision for the short term portion of employee benefits, as well as an operating surplus calculated at 5% of the prior year balance of the long-term benefits, be included in the operating budget, in order to build sufficient cash for these requirements. The cash portion of the employee benefits must be accounted for in an "Employee Benefits Reserve".
- i) Depreciation must be fully budgeted for in the operating budget.

In order to ensure a sufficient accumulation of cash for the replacement of Property, Plant and Equipment and Intangible Assets, the amount of depreciation on assets funded from own sources, excluding assets funded from grants, public contributions and external loans must be reflected as a surplus on the cash flow budget.

- j) Contributions to provisions (non-current and current) do not form part of the cash flow. It is however, necessary to provide for an increase in cash resources in order to comply with the conditions of the provision at the time when it is needed.

It is therefore a requirement that the contribution to current provisions, as well as 20% of the prior year balance of the non current provision, is budgeted as cash surpluses until the necessary funding level is obtained.

2.7 FUNDING THE CAPITAL BUDGET

2.7.1 INTRODUCTION

The municipality's objective is to maintain, through proper maintenance and replacement measures, existing levels of service and to improve and implement services which are neglected or non – existent.

In order to achieve this objective the municipality must annually, within financial means, budget for the replacement of redundant assets as well as new assets.

2.7.2 FUNDING SOURCES FOR CAPITAL EXPENDITURE

The capital budget can be funded by way of own contributions, grants, public contributions as well as external loans.

Own Contributions

The capital budget financed from own contributions must primarily be funded from the Capital Replacement Reserve.

Notwithstanding the above the capital budget or portions thereof may also be funded from surplus cash. The allocations of the funding sources from own contributions are determined during the budget process.

Contributions to the Capital Replacement Reserve (CRR)

All proceeds from the sale of redundant property plant and equipment, and the VAT portion of capital grants that represents own income must be transferred to the CRR.

Funds must be transferred to the CRR in the budget process to ensure that sufficient funds are available in the reserve to finance the capital expenditure from own contributions.

Grants (Including Public Contributions)

Grants for capital expenditure have become a common practice, especially in order to extend service delivery to previously disadvantaged areas. While such grants are welcomed, care should also be taken that unusual grant funding does not place an unreasonable burden on the residents for future maintenance costs which may be higher than their ability to pay.

It is therefore determined that the accounting officer must evaluate the long term effect of unusual capital grants on future tariffs, and if deemed necessary, report on such to Council.

It is furthermore determined that the depreciation charges on assets financed from grants and donations must not have a negative effect on tariffs charged to the users of such assets. The Accounting Officer must put such accounting measures in place to comply with this requirement, to a reasonable extent.

External Loans

The municipality may only raise loans in accordance with its Debt Management Policy.

The Accounting Officer must also put such accounting measures in place to ensure that no unspent portions of loans are utilised for operating purposes.

For budgeting purposes any difference between proposed capital spending from loans and proposed loans raised must be included in the cash surplus for the year.

2.8 FUNDING COMPLIANCE MEASUREMENT

2.8.1 INTRODUCTION

The municipality wants to ensure that the budget or adjustments budget complies with the requirements of the MFMA and this policy. For this purpose a set of indicators must be used as part of the budget process and be submitted with the budget. These indicators include all the indicators as recommended by National Treasury as well as reconciliations according to this policy. Any additional indicators recommended by National Treasury in future must also be taken into account, as well as any additional reconciliation items as either determined by the Council or the Accounting Officer.

If any of the indicators are negative during the compilation or approval process of the budget, the budget may not be approved until all the indicators provide a positive return, unless any negative indicators can be reasonably explained and

future budget projections address the turn-around of these indicators to within acceptable levels.

2.8.2 CASH AND CASH EQUIVALENTS AND INVESTMENTS

A positive Cash and Cash Equivalents position throughout the year is crucial. In addition, the forecasted cash position at year-end must at least be the amount as calculated in the Reconciliation of Cash Requirements as determined by this policy and attached to this policy as Appendix "A".

2.8.3 CASH PLUS INVESTMENTS LESS APPLICATION OF FUNDS

The overall cash position of the municipality must be sufficient to include:

- unspent conditional grants;
- unspent conditional public contributions;
- unspent borrowings;
- vat due to SARS;
- secured investments;
- the cash portion of statutory funds such as the Housing Development Fund;
- other working capital requirements; and
- In addition, it must be sufficient to back reserves as approved by the municipality and the portions of provisions as indicated below:
 - Current portion of Rehabilitation of landfill sites
 - Current portion of Post-retirement benefits
 - Current portion of Long service provisions
 - Current portion of Ex-gratia pension provisions
 - 20% of staff leave
 - 100% of performance bonuses
 - 100% of staff bonuses
 - 100% of any other employee benefits

2.8.4 MONTHLY AVERAGE PAYMENT COVERED BY CASH AND CASH EQUIVALENTS ("CASH COVERAGE")

This indicator shows the level of risk should the municipality experience financial stress.

2.8.5 SURPLUS/DEFICIT EXCLUDING DEPRECIATION OFFSETS

It is almost certain that the operating budget, which includes depreciation charges on assets funded by grants and public contributions, as well as on revalued assets, will result in a deficit.

As determined elsewhere in this policy it is not the intention that the users of the assets funded from grants, public contributions and revaluations must be burdened with tariff increases to provide for such depreciation charges. In order to ensure a “balanced” budget but excluding such depreciation charges, the depreciation charges may be offset against the net surplus / deficit.

Should the budget result in a deficit after the offsetting, the budget will be deemed unfunded and must be revised.

2.8.6 PROPERTY RATES/SERVICE CHARGE REVENUE PERCENTAGE INCREASE LESS MACRO INFLATION TARGET

The intention of this indicator is to ensure that tariff increases are in line with macro economic targets, but also to ensure that revenue increases for the expected growth in the geographic area is realistically calculated.

The formula to be used is as follows:

	DESCRIPTION	PROPERTY RATES	SERVICE CHARGES	TOTAL
A	Revenue of budget year	R XX	R XX	R XX
B	Less: Revenue of prior year	R XX	R XX	R XX
C	=Revenue increase/decrease	R XX	R XX	R XX
D	% Increase/(Decrease)	C/B %	C/B %	C/B %
E	Less: Upper limit of macro Inflation target	%	%	%
F	=Growth in excess of inflation target	%	%	%
G	Less: Expected growth %	%	%	%
H	=Increase attributed to tariff Increase above macro inflation target	%	%	%

In the event that the percentage in (h) above is greater than zero, a proper motivation must accompany the budget at submission, or the budget must be revised.

2.8.7 CASH COLLECTION % RATE

The object of the indicator is to establish whether the projected cash to be collected is realistic and complies with section 18 of the MFMA.

The collection rate for calculating the provision for impairment of receivables must be based on past and present experience. Past experience refers to the collection rates of the prior years and present experience refers to the collection rate of the current financial year as from 1 July.

It is not permissible to project a collection rate higher than the rate currently being obtained, even if the municipality recently approved a debt collection policy or implemented additional debt collection measures. Any improvement in collection rates during the budget year may be appropriated in an Adjustment Budget.

2.8.8 DEBT IMPAIRMENT EXPENSE AS A PERCENTAGE OF BILLABLE REVENUE

This indicator provides information whether the contribution to the provision for impairment of receivables is adequate. In theory it should be equal to the difference between 100% and the cash collection rate, but other factors such as past performance might have an influence on it. Any difference, however, must be motivated in the budget report.

2.8.9 CAPITAL PAYMENTS AS A PERCENTAGE OF CAPITAL EXPENDITURE

This indicator provides information as to the timing for payments on capital projects and utilising allowed payment terms.

2.8.10 BORROWING AS A PERCENTAGE OF CAPITAL EXPENDITURE (EXCLUDING GRANTS AND CONTRIBUTIONS)

This indicator provides information as to compliance with the MFMA in determining borrowing needs. The Accounting Officer must ensure compliance with the Municipality's Debt Management Policy.

2.8.11 GRANTS REVENUE AS A PERCENTAGE OF GRANTS AVAILABLE

The percentage should never be less than 100% and the recognition of expected unspent grants at the current year-end as revenue in the next financial year must be substantiated in a report.

2.8.12 CONSUMER DEBTORS CHANGE (CURRENT AND NON - CURRENT)

The object of the indicator is to determine whether budgeted reductions in outstanding debtors are realistic.

An unacceptable high increase in either current– or non– current debtors' balances should be investigated and acted upon.

2.8.13 REPAIRS AND MAINTENANCE EXPENDITURE LEVEL

It is of utmost importance that the municipality's Property Plant and Equipment be maintained properly, in order to ensure sustainable service delivery. The budget should allocate sufficient resources to maintain assets and care should be exercised not to allow a declining maintenance program in order to fund other less important expenditure requirements.

Similarly, if the maintenance requirements become excessive, it could indicate that a capital renewal strategy should be implemented or reviewed.

As a general benchmark the maintenance budget should be between 4% and 8% of the value of assets.

2.8.14 ASSET RENEWAL/REHABILITATION EXPENDITURE LEVEL

This indicator supports further the indicator for repairs and maintenance.

The Accounting Officer must, as part of the capital budget, indicate whether each project is a new asset or a replacement/renewal asset in order to determine whether the renewal program is sufficient or needs revision.

2.8.15 FINANCIAL PERFORMANCE BUDGET

Although it is not a legal requirement that the financial performance budget should balance, it only makes management sense that it should balance.

A number of line-items influence the net result of the financial performance budget. It includes capital grant revenue, depreciation charges including those where assets were funded from grants and public contributions, unamortised discounts and gains/losses on the disposal of Property Plant and Equipment. These items need to be taken into consideration in order to establish if the operating budget is realistic and credible.

2.8.16 FINANCIAL POSITION BUDGET

This indicator provides an overall view of the projected financial position over the periods of the Medium Term Expenditure framework, including movements in inventory and payables.

2.8.17 CASH FLOW BUDGET

A positive cash flow is a good indicator of a balanced budget, as well as the ability of the municipality to meet its future commitments.

The cash flow budget, however, does not include those items such as contributions to the provisions described elsewhere in this policy, the effect of depreciation charges etc, and care must be taken not to let a projected positive cash inflow lead to additional expenditure requests, without taking the requirements of those items into consideration.

3. SECTION B: RESERVES POLICY

3.1 INTRODUCTION

Fund accounting historically formed a huge part of municipal finance in the IMFO standards.

Since the municipality changed to General Recognised Accounting Practices (GRAP), fund accounting is no more allowed.

The municipality, however, recognises the importance of providing to the municipality itself, as well as its creditors, financiers, staff, and general public a measure of protection for future losses, as well as providing the necessary cash resources for future capital replacements and other current and non-current liabilities.

This policy aims to provide for such measure of protection by creating certain reserves.

3.2 LEGAL REQUIREMENTS

There are no specific legal requirements for the creation of reserves, except for the Housing Development Fund. The GRAP Standards itself also do not provide for reserves.

However, the GRAP “Framework for the Preparation and Presentation of Financial Statements” states in paragraph 91 that such reserves may be created, but “Fund Accounting” is not allowed and any such reserves must be a “legal” reserve, i.e. created by law or Council Resolution.

3.3 TYPES OF RESERVES

Reserves can be classified into two main categories being “cash funded reserves” and “non – cash funded reserves”.

3.3.1 CASH FUNDED RESERVES

In order to provide for sufficient cash resources for future expenditure, the municipality hereby approves the establishment of the following reserves:

(a) Capital Replacement Reserve (CRR)

The CRR is to be utilised for future capital expenditure from own funds and may not be used for maintenance– or other operating expenditure.

The CRR must be cash–backed and the Accounting Officer is hereby delegated to determine the contribution to the CRR during the compilation of the annual financial statements.

(b) Employee benefits reserve

The aim of the reserve is to ensure sufficient cash resources are available for the future payment of employee benefits.

The contributions to the reserve must be made in accordance with the directives set in this Funding Policy.

(c) Non-current provisions reserve

The aim of this reserve is to ensure sufficient cash resources are available for the future payment of non – current provisions.

The contributions to the reserve must be made in accordance with the directives set in this Funding Policy.

(d) Valuation reserve

The aim of this reserve is to ensure sufficient cash resources are available to undertake a General Valuation as per the Municipal Property Rates Act.

The contribution to this reserve should be approximately 25% of the anticipated cost of the General Valuation and the Accounting Officer is hereby delegated to determine this amount annually during the compilation of the annual financial statements.

(e) Other statutory reserves

It may be necessary to create reserves prescribed by law, such as the Housing Development Fund. The Accounting Officer must create such reserves according to the directives in the relevant laws.

3.3.2 NON – CASH FUNDED RESERVES

It might be necessary to create non – cash funded reserves for a variety of reasons, including GRAP requirements. The Accounting Officer must create any reserves prescribed by the accounting standards, such as the Revaluation Reserve, if required.

The Accounting Officer is hereby delegated and may also in the discretion of the Accounting Officer, create reserves for future depreciation offsetting, in the absence of a standard similar to IAS 20.

3.4 ACCOUNTING FOR RESERVES

3.4.1 REVALUATION RESERVE

The accounting for the Revaluation Reserve must be done in accordance with the requirements of GRAP 17.

3.4.2 OTHER RESERVES

The accounting for all other reserves must be processed through the Statement of Financial Performance. The required transfer to or from the reserves must be processed in the Statement of Net Assets to or from the accumulated surplus.

It is a condition of GRAP and this policy that no transactions may be directly appropriated against these reserves.

4. SECTION C: REVIEW OF THE POLICY

This Funding and Reserves Policy is the only policy of the municipality and replaces any past policies in this regard. Any revision of the policy must be approved by the Municipal Council.

Whenever the Minister of Finance or the National Treasury or the Auditor – General requests changes to the policy by way of legislation, changes to GRAP or otherwise, it must be reviewed and submitted for consideration by the Council on an annual basis. Such submission must be accompanied with a full description of the reasons for the change to the policy.

APPENDIX A

RECONCILIATION OF CASH REQUIREMENTS

Cash flow from operating activities	R XX
Add : Depreciation from own funds	R XX
Add : Current provisions balance	R XX
Add : Current employee benefits balance	R XX
Add : Unspent conditional grants	R XX
Add : Unspent public contributions	R XX
Add : Unspent borrowings	R XX
Add : VAT due to SARS	R XX
Add : Secured investments	R XX
Add : Cash portion of Statutory Reserves	R XX
Add : Working Capital Requirements	R XX
= Minimum Cash Surplus Requirements for the year	R XX



BORROWING POLICY

Date of implementation 01 July 2013

BORROWING POLICY

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1. PURPOSE

- 1.1. To provide the Municipality with a borrowing framework policy.
- 1.2. Set out the objectives, policies, statutory requirements as well as guidelines for the borrowing of funds.

2. OBJECTIVES

- 2.1. The objectives of the policy are to:
- 2.2. enable the municipality to exercise their obligation to ensure sufficient cash resources to implement capital programme in the most cost effective manner;
- 2.3. ensure compliance with the relevant legal and statutory requirements relating to Municipal borrowing;
- 2.4. govern the taking up of short-term and long-term debt according to the legislative framework
- 2.5. manage interest rate and credit risk exposure
- 2.6. maintain debt with specified limits and ensure adequate provision for the repayment of debt and
- 2.7. To maintain financial sustainability.

3. SCOPE OF THIS POLICY

- 3.1. The primary goal in the borrowing of funds is to ensure that the funds are obtained at the lowest possible interest rates at minimum risk, within the parameters of authorized borrowings.
- 3.2. This policy shall apply the Council, Mayoral Committee, all Portfolio Committees, Accounting Officer, Strategic Executive Directors and all staff of the municipality. It is, however, specifically applicable to the council and all officials who have a formal, administrative duty to deal with capital projects and programmes of the municipality and the management of the budget.

4. BORROWING ETHICS

- 4.1. In dealing with financial institutions, the following ethical principles must be adhered to:
- 4.2. The Chief Financial Officer shall not accede to any influence by or interference from councillors, borrowing institutions or any outsiders.
- 4.3. Under no circumstances may inducements to borrow be accepted.

5. LEGISLATION

- 5.1. The legislative framework governing borrowings are:
 - 5.1.1. Local Government Municipal Finance Management Act, Act 56 of 2003; and
 - 5.1.2. Local Government Municipal Regulations and Debt Disclosure, Regulation R492, published under Government Gazette 29966, 15 June 2007.

6. COMPULSORY DISCLOSURE WHEN INCURRING MUNICIPAL DEBT

- 6.1. The Municipal Regulations on Debt Disclosure has been promulgated (Government Gazette no. 29966, 15 June 2007) and has been effective from 01 July 2007 for a municipality or municipal entity. Refer to Annexure A2, Municipal Finance Management Act: Municipal Regulations on Debt Disclosure.
- 6.2. The implementation of the regulations will help to strengthen the level of confidence in municipal fiscal affairs and enable the capital markets to effectively participate by providing access to a range of competitive funding instruments for the provision of municipal infrastructure and other capital development in accordance with section 46 of the Municipal Finance Management Act
- 6.3. In the case of short-term debt it must be disclosed whether the debt is to bridge:
 - 6.3.1. Shortfalls within a financial year during which the debt is incurred, in expectation or specific and realistic anticipated revenue to be received with that financial year; or
 - 6.3.2. Capital needs within a financial year, to be repaid from specific funds to be received from enforceable allocation or long-term debt commitments.
- 6.4. In the case of long-term debt, whether the purposes of the debt is for:
- 6.5. Capital expenditure on property, plant or equipment to be used for the purpose of achieving the objectives of local government, subject to section 46(4) of the Act.
- 6.6. Refinancing of existing long-term debt, subject to section 46(5) of the Act.

7. PROCESS

The process as required by the Act is as follows:

7.1. Short-term debt

- 7.1.1. A municipality may incur short-term debt only if:
 - 7.1.1.1. A resolution of the municipal council, signed by the executive mayor, has approved the debt agreement; and
 - 7.1.1.2. The accounting officer has signed the agreement or other document which creates or acknowledges the debt.
- 7.1.2. A short term debt transaction may be:
 - 7.1.2.1. approve individually; or
 - 7.1.2.2. approve an agreement with a lender for short-term credit facility to be accessed as and when required, including a line of credit or bank overdraft facility, provided that:
 - 7.1.3. the credit limit must be specified in the resolution of the council;
 - 7.1.4. in terms of the agreement, including the credit limit, may be changed only by a resolution of the council; and
 - 7.1.5. if the council approves a credit facility that is limited to emergency use, the accounting officer must notify the council in writing as soon as practical of the

amount, duration and cost of any debt incurred in terms of such a credit facility, as well as options for repaying such debt.

7.1.6. A municipality:

- 7.1.6.1. Must pay off short-term debt within the financial year; and
- 7.1.6.2. May not renew or refinance short-term debt, whether its own debt or that of any other entity, where such renewal or refinancing will have the effect of extending the short-term debt into a new financial year.
- 7.1.6.3. No lender may wilfully extend credit to a municipality for the purpose of renewing or refinancing short-term debt that must be paid off in terms of subsection 7.1.6.2
- 7.1.6.4. If a lender wilfully extends credit to a municipality in contravention of paragraph 7.1.6.3, the municipality is not bound to repay the loan or interest on the loan.
- 7.1.6.5. Subsection 7.1.6.1 does not apply if the lender:
 - 7.1.6.5.1. Relied in good faith on written representations of the municipality as to the purpose of the borrowing; and
 - 7.1.6.5.2. Did not know and had no reason to believe that the borrowing was for the purpose of renewing or refinancing short-term debt. Long-term debt

7.2. Long-term debt

7.2.1. A municipality may incur long-term debt only if:

- 7.2.1.1. A resolution of the municipal council, signed by the executive mayor, has approved the debt agreement; and
- 7.2.1.2. The accounting officer has signed the agreement or other document which creates or acknowledges the debt.

7.2.2. A municipality may incur long-term debt only if the accounting officer of the municipality:

- 7.2.2.1. has, in accordance with section 21A of the Municipal Systems Act:
- 7.2.2.2. at least twenty one (21) days prior to the meeting the council at which approval for the debt is to be considered, made public an information statement setting out particulars of the proposed debt, including the amount of the proposed debt, the purposes for which the debt is to be incurred and particulars of any security to be provided; and
- 7.2.2.3. invited the public, the National Treasury and the relevant provincial treasury to submit written comments or representations to the council in respect of the proposed debt; and
- 7.2.2.4. has submitted a copy of the information statement to the municipal council at least twenty one (21) days prior to the meeting of the council, together with particulars of:
 - 7.2.2.4.1. the essential repayment terms, including the anticipated debt repayment schedule; and
 - 7.2.2.4.2. The anticipated total cost in connection with such debt over the repayment period.

7.2.3. Capital expenditure contemplated in 5.3(a) may include:

7.2.3.1. Financing costs, including:

7.2.3.1.1. capitalized interest for a reasonable initial period;

7.2.3.1.2. Costs associated with security arrangements in accordance with section 48 of the Act;

7.2.3.1.3. discounts and fees in connection with the financing;

7.2.3.1.4. fees for legal, financial, advisory, trustee, credit rating and other services directly connected to the financing; and

7.2.3.1.5. Costs connected to the sale or placement of debt, and costs for printing and publication directly connected to the financing.

7.2.3.1.6. Costs of professional services directly related to the capital expenditure; and

7.2.3.1.7. Such other costs as may be prescribed.

7.2.4. A municipality may borrow money for the purpose of refinancing existing long-term debt, provided that:

7.2.4.1. the existing long-term debt was lawfully incurred;

7.2.4.2. the refinancing does not extend the term of the debt beyond the useful life of the property, plant or equipment for which the money was originally borrowed

7.2.4.3. the net present value of projected future payments (including principal and interest payments) after refinancing is less than the net present value of projected future payments before refinancing; and

7.2.4.4. the discount rate used in projecting net present value referred to in paragraph (c), and any assumptions in connection with the calculations, must be reasonable and in accordance with criteria set out in a framework that may be prescribed.

7.2.5. A municipality's long-term debt must be consistent with its capital budget referred to in section 17(2) of the Act.

8. CONDITIONS

Witzenberg Municipality may incur debt only if:

8.1. the debt is denominated in rand and is not indexed to, or affected by fluctuations in the value of the rand against any foreign currency; and

8.2. section 48(3) of the Act has been complied with, if security is to be provided by the municipality.

9. SECURITIES

9.1. Witzenberg Municipality may by resolution of its council provide security for:

9.1.1. any of its debt obligations; and

9.1.2. contractual obligations of the municipality undertaken in connection with capital expenditure by the persons on property, plant or equipment to be used by the

municipality or such other person for the purpose of achieving the objectives of local government in terms of section 152 of the Constitution.

9.2. Appropriate security is contemplated in section 48(2) of the Act.

9.3. Other additional conditions to be complied with are contemplated in section 48(3) to (5) of the Act.

10. DISCLOSURE

The Municipality must, when interacting with a prospective Lender or when preparing documentation for consideration by a prospective Investor, disclose all relevant information that may be requested or that may be material to the decision of the prospective Lender or Investor. Reasonable care must be taken to ensure the accuracy of any information disclosed. Whilst this is a standard and acceptable business practice, it is also in compliance with section 49 of the Municipal Finance Management Act.

11. GUARANTEES

11.1. The Municipal Finance Management Act provides that the Municipality may not guarantee any debt of any entity unless the entity is a Municipal entity under its sole ownership control. The debt must be reflected in the approved business plan of the entity. The guarantee must be authorized by the Municipality. This must be done in the same manner and subject to the same conditions applicable to any other borrowings. Neither the National nor Provincial Government may guarantee the debt of any Municipality.

11.2. Witzenberg Municipality may not issue any guarantee for any commitment or debt of any organ of state or person, except on the following condition:

11.3. The guarantee must be within limits specified in the municipality's approved budget.

11.4. Neither the national nor a provincial government may guarantee the debt of a municipality except to the extent that chapter 8 of the Public Finance Management Act provides for such guarantees

12. SUBMISSION OF DOCUMENTS

When entering into discussion with a prospective lender with a view to incur short-term or long-term debt, the following information must be made available to the prospective lender.

12.1. audited financial statements for the preceding three (3) financial years with audited outcomes;

12.2. approved annual budget;

12.3. the municipal integrated development plan;

12.4. Repayment schedules pertaining to existing short-term or long-term debt.

13. NOTIFICATION TO NATIONAL TREASURY

All information prescribed in the act must be provided to National Treasury with respect to a long-term debt proposal.

Information to be provided with respect to a long-term debt proposal

	Details	MFMA
A	A copy of the <i>information statement</i> required by section 46(3), containing particulars of the proposed borrowing (debt) instrument.	46(3)(a)(i)
B	If not already incorporated in the <i>information statement</i> , the following information should be provided separately (note QBMR = Quarterly Borrowing Monitoring Return to NT, see over page for further information): amount of debt to be raised through borrowing or other means purposes for which the borrowing (debt) is to be incurred interest rate(s) applicable (state whether fixed or variable etc) planned start and end date (term of instrument) detailed repayment schedule for the duration of the borrowing (debt) (showing dates and all payments of principal and interest, etc) total estimated cost of the borrowing (debt) over the repayment period type of instrument (select from QBMR) security to be provided (select from QBMR) and provide details source of loan funds (select from QBMR)	46(3)(b)(i) and (ii)
C	A schedule of consultation undertaken, including: date(s) when the <i>information statement</i> was made public details of meetings, media adverts and other methods used to consult on the proposed long-term borrowing (debt)	46(3)(a)(i), (ii)
D	A copy of the approved budget, and relevant documentation supporting the budget, highlighting the asset(s) to be funded by the proposed borrowing (debt) and the revenue to be received. It must be demonstrated that the proposed borrowing (debt) is consistent with the IDP, the capital budget and the revenue is shown accordingly.	46(6) 17(2) 19
E	If the borrowing (debt) is for the purpose of refinancing existing long-term borrowing (debt), the following information: description of the asset(s) for which the original loan was required the useful remaining life of the asset(s) the net present value of the asset(s), including the discount rate used	46(5)

	and any assumptions in the calculations the net present value of projected future payments <u>before</u> refinancing, including the discount rate and assumptions used. the net present value of projected future payments <u>after</u> refinancing, including the discount rate and assumptions used.	
F	What source of funding will be used to repay the loan? Please specify the revenue stream(s) and whether this is existing revenue, or new revenue.	19(1)(d)
G	Schedule of <u>all</u> long-term borrowing (debt) obligations in the format of the QBMR showing principal and interest payments for the life of <u>all loans</u> and any associated investments set up as sinking funds etc.	
H	A copy of the council/board of directors' resolution approving the borrowing (debt) instrument should be forwarded once approved.	

14. FINANCIAL AFFAIRS OF THE MUNICIPALITY

- 14.1. The following information concerning the financial situation and financial management of the municipality must be disclosed:
- 14.1.1. schedule of all long-term debt obligations stating principal and interest payments for the life of all loans and any security provided to secure such debt;
 - 14.1.2. the amount of any short-term debt outstanding;
 - 14.1.3. the revenue of the municipality for the preceding three (3) financial years stated separately:
 - 14.1.4. Government grants and public donations;
 - 14.1.5. Revenue from rates and service charges and other revenue sources
 - 14.1.6. what source of funding will be used to repay the loan;
 - 14.1.7. details of any default by the municipality on outstanding or repaid debt during the preceding three (3) years;
 - 14.1.8. the reserves of the municipality;
 - 14.1.9. a summary of financial policies and practices; and
 - 14.1.10. The latest credit rating obtained.

15. INTEREST RATE RISK

- 15.1. As a general principle when interest rates are expected to decrease, it is advisable that a floating rate be negotiated in order to take advantage of the lower interest rates in future. If interest rates are expected to increase, it is advisable to obtain a fixed rate so that the benefits of the current low interest rate are maintained.
- 15.2. The interest risk must be limited in so far as possible. The policy directive is to negotiate fixed interest rates for all long-term borrowings. This will ensure stability

of the repayments and reduce the risk for high rates and tariff increases as a result of interest rate hikes in the market.

- 15.3. Variable rates should be considered for short-term debt only.

16. LIMITATIONS

To ensure a financial viable municipality the following ratios are used to determine the municipal gearing ability to borrow:

- 16.1. Long-term credit rating of BBB;
- 16.2. Interest cost to total expenditure to not exceed 8%;
- 16.3. Long-term debt to revenue (excluding grants) not be exceed 50%;
- 16.4. Payment rate mature above 95%; and
- 16.5. Percentage of capital charges to operating expenditure less than 18%.

17. PROHIBITED BORROWING PRACTICES

Witzenberg Municipality shall not borrow for investment purposes, with the sole purpose of investing to earn a return. The cost of debt is almost always more expensive than the return that the Municipality can derive by investing in permitted investments. Foreign Borrowing is permitted in terms of section 47 of the Municipal Finance Management Act, whereby the debt must be denominated in Rand and is not indexed to, or affected by, fluctuations in the value of the Rand against any foreign currency.

18. IMPLEMENTATION AND REVIEW

- 18.1. The Accounting Officer shall be responsible for the implementation and administration of this policy with the assistance of the Strategic Executive Director for Financial Services Department once approved by Council. All future borrowings must be considered in accordance with this policy read with MFMA and Local Government Municipal Regulations and Debt Disclosure, Regulation R492, published under Government Gazette 29966, 15 June 2007 and other directives and guidelines issued by National Treasury.
- 18.2. In terms of section 17(1) (e) of the Municipal Finance Management Act, 2003 this policy shall be reviewed on annual basis to ensure that it complies with changes in applicable legislation and regulation and the reviewed policy tabled to Council for approval as part of the budget process .
- 18.3. This policy must be read together with the Budget and Funding and Reserves Policies; Local Government Municipal Finance Management Act, Act 56 of 2003; and Local Government Municipal Budget and Reporting Regulation, Regulation 393, published under Government Gazette 32141, 17 April 2009.



WITZENBERG

Municipality • Munisipaliteit • UMasipala Wase



CELLULAR TELEPHONE AND DATA CARD POLICY

Date of implementation 01 July 2013

CELLULAR TELEPHONE AND DATA CARD POLICY

1. **Purpose**

The purpose of this policy is to determine guidelines for the:

- Management of cellular telephones
- Acquisition of cellular telephones
- Acquisition of data cards
- Management of data cards

2. **General**

- 2.1 It is recognised that cellular telephones are useful communications tools in many cases essential for Municipal officials to carry out their duties. To this end this policy shall regulate the provision of a cellular telephone and/or data cards for officials in the Witzenberg Municipality.
- 2.2 All applications for cellular telephones and/or data cards shall require the approval of the Municipal Manager.
- 2.3 In considering the granting of a cellular phone and/or data card, the Municipal Manager shall take into account all of the following: -
- 2.3.1 Operational responsibility of the applicant.
 - 2.3.2 Availability of funds.
 - 2.3.3 Time spent outside of the office by the official.
 - 2.3.4 The need for constant and immediate contact of the official.
 - 2.3.5 Improvement in efficiency of the official.
 - 2.3.6 Need for immediate contact with councillors and the public.
 - 2.3.7 Safety of officials.

3 **General Controls**

- 3.1 An annual review shall be carried out by the Municipal Manager to determine the continued need for all cellular telephones and/or data cards.
- 3.2 If it is determined that an official no longer qualify for a cellular telephone and/or data card, he/she must be advised in writing of the decision with at least a two months' notice period.

4 **Limit of allowances**

- 4.1 The allowable all-inclusive expenditure for cellular telephones, tablets and/or data cards will be limited to the following maximum monthly amounts excluding VAT.

Positions¹	Contract by municipality current	Allowance to employee current
Municipal Manager	3 000	5 000
Directors	3 000	5 000
T Level 18 +	900	1 200
T Level 14 - 17	700	1 000
Other Approved Employee's	350	500
Data Allowance	350	500
Tablets MM & Directors	1 550	2 600

- 4.2 The municipal manager can in exceptional cases and on justifiable grounds on written application by a person whose cell phone expenditure is above the maximum monthly limit set above, determine in writing a higher limit for that specific month.
- 4.3 Any account in excess of the allowable maximum amounts as stated in paragraph 4.1 or the higher limit in paragraph 4.2 above, will be deducted from the relevant employee's salary as soon as possible.
- 4.4 Where no written determination by the municipal manager in terms of paragraph 4.2 is received on or before the 10th of the month, any account in excess of the allowable maximum amounts as stated in paragraph 4.1 will be deducted from the relevant employee's salary as soon as possible.
- 4.5 Before any cellular telephone and/or data card is handed over to an employee he or she must sign the relevant authority that any excess can be deducted from his or her salary.
- 4.6 The municipal manager can adjust these amounts annually subject to budgetary provisions.
- 4.7 All employees that qualify for the cellular phone, tablet and data card allowance will receive the allowance and not a municipal funded cellular phone or data card. All employees' receiving this allowance must ensure that the item for which the allowance is received is in working condition and has the necessary airtime/data to perform their functions.
- 4.8 The local government regulations on appointment and conditions of employment of senior managers in terms of the Local Government: Municipal Systems Act, 2000 (act no. 32 of 2000) section 40 determines that a senior manager is entitled to compensation for the use of a mobile telephone and data card for official purposes in accordance with the relevant policy of the municipality.²
- 4.9 The municipal manager and directors shall receive the above allowances and have the option to use municipal contracts, on condition that the cost of the contract be deducted from their respective allowances/salaries.³

¹ Amendment proposed March 2025

² Included 29 May 2018

³ Recommended for inclusion

- 4.10 The municipal manager may approve data / cell phone allowances or contracts to employees for operational requirements at amounts less than the above-mentioned amounts.⁴

5 Additional charges

- 5.1 All additional charges including but not limited to the following will be for the account of the user:

Content charges
Subscriptions
Cellular phone data charges

6 Cellular telephones, tablets and Data Card Allowance

- 6.1 The municipal manager may approve that a monthly allowance not exceeding the limits as per paragraph 4.1 be paid to employees that qualify for the use of cellular telephones or data cards.
- 6.2 Employees that elect the allowance option must provide a cellular phone and/or data card to be used for official business and may not use municipal cellular telephones and/or data cards.
- 6.3 Proof that the cellular phone and/or data card is available for official use must be provided on request. If the required proof cannot be provided the allowance will be stopped with immediate effect.
- 6.4 The municipality will only pay the allowance to the user; all cost in excess of the allowance will be for the account of the user.
- 6.5 The allowance will be paid together with the employees' monthly salary.
- 6.6 The recipient of the allowance will be responsible for the payment of income tax on the allowance, which will be deducted from the employee's salary.

7 Management and control of cellular telephones and data card needs

- 7.1 A register of all cellular telephones and data cards and service agreements must be maintained by the Administration department.
- 7.2 All cellular telephones and data cards will be obtained on a rental agreement.
- 7.3 The agreement for a cellular phone must be conducted in the Municipalities name.
- 7.4 The agreement for a data card must be conducted in the Municipalities name.
- 7.5 No cellular telephones or data cards will be upgraded for improved models before the contract has expired, unless indicated to the contrary by the service provider or on recommendation by the relevant director or head of department.
- 7.6 After lapse of the agreement, the cellular phone or data card becomes the property of the employee.
- 7.7 If the relevant employee leaves the employment of the municipality before the agreement lapse, the cellular phone and/or data cards with the relevant SIM cards must be handed in at the administration department who must ensure that it is in working condition and that it is the correct SIM cards.

⁴ Recommended for inclusion March 2025

7.8 The cellular phone number is the property of the Witzenberg municipality and cannot be transferred to employees.

8 **Insurance**

8.1 All reasonable care must be taken to protect the equipment from damage, destruction or loss and any proof of negligence shall be dealt with within the context of Council's disciplinary code.

8.2 The Excess payment on insurance claims will be for the account of the user of the cellular phone or data card.

9 **ICT policies**

9.1 Users of data cards acknowledge that all other ICT policies adopted by Witzenberg Municipality are applicable on the usage of the data cards.

10 **Promotional Items and or Gift Vouchers**

10.1 Any promotional items and or gift vouchers received with a cellular phone and or data contract will be the property of the municipality and not of the employee.

10.2 The only exception to the above is tablets that can be used by the employee for official purposes for the duration of the rental agreement, where after it will become the property of the employee.

11 **Procurement**

11.1 The administration of the procurement process will be done by the Administration section.



SUPPLY CHAIN MANAGEMENT POLICY

Reviewed by Council 24/01/2024.
Reviewed by Council 30/03/2022.
Reviewed by Council 26/05/2021.
Reviewed by Council 30/05/2017.
Reviewed by Council 18/05/2016.
Reviewed by Council 28/05/2015.
Reviewed by Council 27/05/2014.
Adopted by Council 29/05/2013.

SUPPLY CHAIN MANAGEMENT POLICY

LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003

Proposed date for adoption: 1 April 2013

Council resolves in terms of section 111 of the Local Government Municipal Finance Management Act (No. 56 of 2003), to adopt the following proposal as the Supply Chain Management Policy of the municipality.

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CHAPTER 2

SUPPLY CHAIN MANAGEMENT SYSTEM

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1. **Definition** - In this Policy, unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the Act has the same meaning as in the Act, and –

“Accounting officer” – means the municipal official referred to in section 60 of the Act

“Award points” means the points referred to in the Preferential Procurement Policy.

“BBBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act.

“BBBEE Status Level of Contributor” means the BBBEE status of an entity in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act. ¹

“Bid” means a written offer in a prescribed or stipulated form in response to an invitation by the municipality for the provision of goods, services or construction works through price quotations, advertised competitive bidding processes or proposals.

“Bidder” means any person submitting a competitive bid or a quotation.

“Black designated groups” has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act. ²

“Black people” has the meaning assigned to it in section 1 of the Broad-Based Black Economic Empowerment Act. ³

“Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 53 of 2003 and Codes of Good Practice pertaining thereto.

“Chief Financial Officer or CFO” means a person designated in terms of section 80(2) (a) of the Act.

“CIDBA regulations” means any regulations issued in terms of the Construction Industry Development Board Act, 2000 (Act No. 38 of 2000);

“Class deviation” means a deviation from the normal procurement process for goods and services anticipated to be procured more than once in a financial year but exclude procurement made in an emergency situation.

“Community Based Vendor” means a supplier of goods, services and/or construction works who resides in the Witzenberg municipal area or has its principal business activities in the Witzenberg municipal area, who meets the criteria for community-based vendor as determined by the Municipal Council from time to time, and who is registered as such on the municipality’s supplier database.

“Competitive bidding process” means a competitive bidding process referred to in paragraph 21 of this Policy;⁴

“Competitive bid” means a bid in terms of a competitive bidding process;

¹ Amended by council 30 May 2017

² Amended by council 30 May 2017

³ Amended by council 30 May 2017

⁴ Amended by council 30 May 2017

“Consultant/ consulting engineer” means a person or entity providing advisory services to the municipality which amongst others include consulting firms, management firms, procurement agents, inspection agents, auditors, other multinational organisations, investment and merchant banks, universities, research agencies, government agencies, non-governmental organisations (NGOs) and individuals.

“Contract” means the agreement, which is concluded when the municipality accepts, in writing, a competitive bid or quotation submitted by a supplier.

“Contract manager” refers to an internal official assigned to ensure the effective administration of the contract.

“Day(s)” means calendar days unless the context indicates otherwise.

“Disposal” in relation to capital assets means –

- (a) The demolition, dismantling or destruction of the capital asset; or
- (b) Any other process applied to a capital asset which results in loss of ownership of the capital asset otherwise than by way of transfer of ownership.

“Evaluation of Bids” in respect of bids that exceed R300 000, shall be deemed to take place when the Bid Evaluation Committee meets to make a recommendation to the Bid Adjudication Committee.

“Evaluation Points” also referred to as award points.

“Exempted Micro Enterprise” means an exempted micro enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.⁵

“Final award”, in relation to bids or quotations submitted for a contract, means the final decision on which bid, or quote was accepted.

“Formal written price quotation” means a written or electronic offer to the municipality in response to an invitation to submit a quotation as referred to in paragraph 19 of this Policy;

“Green procurement” means the procurement of environmentally friendly products and services;⁶

“Head of Department” means a Senior Manager as defined in the Municipal Finance Management Act, 2003 (Act no.56 of 2003) and who is responsible for a vote as assigned by the Accounting Officer.

“Individual deviation” means a deviation from the normal procurement process as set out in this policy that affect only one contract / procurement award made in circumstances where it is impractical to follow the normal procurement process and in an emergency.

“In the service of the state” means to be –

- (a) A member of –
 - (i) Any municipal council.

⁵ Amended by council 30 May 2017

⁶ Amended by council 30 May 2017

-
- (ii) Any provincial legislature; or
 - (iii) The National Assembly or the National Council of Provinces.
 - (b) A member of the board of directors of any municipal entity.
 - (c) An official of any municipality or municipal entity.
 - (d) An employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Municipal Finance Management Act, 2003 (Act No.56 of 2003); and Public Finance Management Act, 1999 (Act No. 1 of 1999)
 - (e) A member of the accounting authority of any national or provincial public entity; or
 - (f) An employee of Parliament or a provincial legislature.

“Joint Venture or Consortium” means an association of persons formed for the purpose of combining their expertise, property, capital, efforts, skill, and knowledge in an activity for the execution of a contract or contracts. The Joint Venture must be formalised by agreement between the parties.

“Line manager” means a manager reporting directly to a senior manager and who is responsible for a cost centre as assigned by the relevant senior manager.

“Long term contract” means a contract with a duration period exceeding one year and does not have the same meaning as contracts of a long-term nature referred to in paragraph 24(1)(e) of this policy;⁷

“Long term nature contract” means a contract as defined by section 33(1) of the Municipal Finance Management Act imposing financial obligations on the Municipality beyond the first three years covered in the approved annual budget;⁸

“List of accredited prospective providers” means the list of accredited prospective providers which the municipality must keep in terms of paragraph 16 of this policy;⁹

” Municipality” means Witzenberg Municipality or any person(s) or committee delegated with the authority to act on its behalf.

“Other applicable legislation” means any other legislation applicable to municipal supply chain management, including –

- (a) the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), as amended.
- (b) The Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003), as amended.
- (c) The Construction Industry Development Board Act, 2000 (Act No.38 of 2000), as amended; and
- (d) The Preferential Procurement Regulations, as amended¹⁰
- (e) The Local Government: Municipal Systems Act;¹¹

⁷ Amended by council 30 May 2017

⁸ Amended by council 30 May 2017

⁹ Amended by council 30 May 2017

¹⁰ Amended by council 30 May 2017

¹¹ Amended by council 30 May 2017

- (f) The Competition Act; and¹²
- (g) The Promotion of Administrative Justice Act.¹³

“Policy” means this Supply Chain Management Policy as amended from time to time by Council.

“Targeted Labour” means those individuals employed by a contractor, or sub- contractor, in the performance of a contract, who are defined in the contract as the target group, and who permanently reside in the municipal area.

“Tender” referred to in the Preferential Procurement Regulations as amended, has the same meaning as “bid” as defined in this policy¹⁴

“Treasury guidelines” means any guidelines on supply chain management issued by the Minister in terms of section 168 of the Act.

“The Act” means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003).

“The Regulations” means the Local Government: Municipal Finance Management Act, 2003, Municipal Supply Chain Management Regulations published by Government Notice 868 of 2005.

2. Policy statement and objectives

Section 111 of the Municipal Finance Management Act requires each municipality and municipal entity to adopt and implement a supply chain management policy, which gives effect to the requirements of the Act.

In addition, the Preferential Procurement Policy Framework Act requires an Organ of State to determine its Preferential Procurement Policy and to implement it within the framework prescribed.

The objectives of this Policy are:

- to give effect to section 217 of the Constitution of the Republic of South Africa by implementing a system that is fair, equitable, transparent, competitive and cost effective.
- to comply with all applicable provisions of the Municipal Finance Management Act including the Municipal Supply Chain Management Regulations published under GN868 in Government Gazette 27636 30 May 2005 and any National Treasury Guidelines issued in terms of the MFMA: regulations pertaining thereto, including:
 - the Preferential Procurement Policy Framework Act.
 - the Broad-Based Black Economic Empowerment Act.
 - the Construction Industry Development Board Act.

¹² Amended by council 30 May 2017

¹³ Amended by council 30 May 2017

¹⁴ Amended by council 30 May 2017

- the Local Government: Municipal Systems Act; and
- the Promotion of Administrative Justice Act.
- the Competition Act.¹⁵

CHAPTER 1

IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT POLICY

3. Supply chain management policy

- (1) All officials and other role players in the supply chain management system of the municipality must implement this Policy in a way that –
 - (a) Gives effect to –
 - (i) Section 217 of the Constitution; and
 - (ii) Part 1 of Chapter 11 and other applicable provisions of the Act.
 - (b) is fair, equitable, transparent, competitive, and cost effective;
 - (c) Complies with –
 - (i) The Regulations; and
 - (ii) Any minimum norms and standards that may be prescribed in terms of section 168 of the Act.
 - (d) is consistent with other applicable legislation.
 - (e) does not undermine the objective for uniformity in supply chain management systems between organs of state in all spheres; and
 - (f) is consistent with national economic policy concerning the promotion of investments and doing business with the public sector.
- (2) This Policy applies when the municipality –
 - (a) Procures goods or services.
 - (b) Disposes of goods no longer needed.
 - (c) Selects contractors to provide assistance in the provision of municipal services otherwise than in circumstances where Chapter 8 of the Municipal Systems Act applies; and
 - (d) Selects external mechanisms referred to in section 80 (1) (b) of the Municipal Systems Act for the provision of municipal services in circumstances contemplated in section 83 of that Act.
 - (e) the procurement of goods and services under a contract secured by that other organ of state, provided that the relevant supplier has agreed to such procurement.
- (3) This Policy, except where provided otherwise, does not apply in respect of the procurement of goods and services contemplated in section 110(2) of the Act, including –

¹⁵ Amended by council 30 May 2017

- (a) Water from the Department of Water Affairs or a public entity, another municipality, or a municipal entity; and
- (b) Electricity from Eskom or another public entity, another municipality, or a municipal entity.

4. Amendment of the supply chain management policy

- (1) The accounting officer must –
 - (a) at least annually review the implementation of this Policy; and
 - (b) When the accounting officer considers it necessary, submit proposals for the amendment of this Policy to the Council.
- (2) If the accounting officer submits proposed amendments to the Council that differs from the model policy issued by the National Treasury, the accounting officer must –
 - (a) Ensure that such proposed amendments comply with the Regulations; and
 - (b) Report any deviation from the model policy to the National Treasury and the relevant provincial treasury.
- (3) When amending this supply chain management policy, the need for uniformity in supply chain practices, procedures, and forms between organs of state in all spheres, particularly to promote accessibility of supply chain management systems for small businesses must be taken into account.

5. Delegation of supply chain management powers and duties

- (1) The council hereby delegates all powers and duties to the accounting officer which are necessary to enable the accounting officer –
 - (a) To discharge the supply chain management responsibilities conferred on accounting officers in terms of –
 - (i) Chapter 8 or 10 of the Act; and
 - (ii) This Policy.
 - (b) to maximize administrative and operational efficiency in the implementation of this Policy.
 - (c) to enforce reasonable cost-effective measures for the prevention of fraud, corruption, favouritism, and unfair and irregular practices in the implementation of this Policy; and
 - (d) To comply with his or her responsibilities in terms of section 115 and other applicable provisions of the Act.
- (2) Sections 79 and 106 of the Act apply to the sub delegation of powers and duties delegated to an accounting officer in terms of subparagraph (1).
- (3) The accounting officer may not sub delegate any supply chain management powers or duties to a person who is not an official of the municipality or to a committee which is not exclusively composed of officials of the municipality.
- (4) This paragraph may not be read as permitting an official to whom the power to

make final awards has been delegated, to make a final award in a competitive bidding process otherwise than through the committee system provided for in paragraph 35-37 of this Policy.

6. Sub delegations

- (1) The accounting officer may in terms of section 79 or 106 of the Act sub delegate any supply chain management powers and duties, including those delegated to the accounting officer in terms of this Policy, but any such sub delegation must be consistent with subparagraph (2) of this paragraph and paragraph 4 of this Policy.
- (2) The power to make a final award –
 - (a) Above R 10 million (VAT included) may not be sub delegated by the accounting officer.
 - (b) Above R2 million (VAT included), but not exceeding R10 million (VAT included), may be sub delegated but only to –
 - (i) The chief financial officer.
 - (ii) A bid adjudication committee of which the Chief Financial Officer is a member / Chairperson.
 - (c) Not exceeding R2 million (VAT included) may be sub delegated but only to –
 - (i) The chief financial officer.
 - (ii) A senior manager.
 - (iii) A manager directly accountable to the chief financial officer or a senior manager; or
 - (iv) A bid adjudication committee.
- (3) An official or bid adjudication committee to which the power to make final awards has been sub delegated in accordance with subparagraph 6(2) must within five days of the end of each month submit to the official referred to in subparagraph 6(4) a written report containing particulars of each final award made by such official or committee during that month, including–
 - (a) The amount of the award.
 - (b) The name of the person to whom the award was made; and
 - (c) The reason why the award was made to that person.
- (4) A written report referred to in subparagraph 6(3) must be submitted –
 - (a) To the accounting officer, in the case of an award by –
 - (i) The chief financial officer.
 - (ii) A bid adjudication committee of which the chief financial officer; or
 - (b) To the chief financial officer or his delegate responsible for the relevant bid, in the case of an award by –
 - (i) A manager referred to in subparagraph 6 (2) (c) (ii); or
 - (ii) A bid adjudication committee of which the chief financial officer is a member.

-
- (5) Subparagraphs 6(3) and 6(4) of this policy do not apply to procurements out of petty cash.
 - (6) This paragraph may not be interpreted as permitting an official to whom the power to make final awards has been sub delegated, to make a final award in a competitive bidding process otherwise than through the committee system provided for in paragraph 26 of this Policy.
 - (7) No supply chain management decision-making powers may be delegated to an advisor or consultant/ consulting engineer.

7 Oversight role of council

- (1) The Council reserves its right to maintain oversight over the implementation of this Policy.
- (2) For the purposes of such oversight the accounting officer must –
 - (a) within 30 days of the end of each financial year, submit a report on the implementation of this Policy and the supply chain management policy of any municipal entity under the sole or shared control of the municipality, to the council of the municipality; and
 - (b) Whenever there are serious and material problems in the implementation of this Policy, immediately submit a report.
- (3) The Supply Chain Manager must, within 4 days of the end of each quarter, submit a report on the implementation of the supply chain management policy to the Chief Financial Officer, of which he must submit it within 3 days to the Accounting Officer. The Accounting Officer must within 3 days after receiving the report submit it to the mayor.
- (4) The reports must be made public in accordance with section 21A of the Municipal Systems Act.

8. Supply chain management unit

- (1) Witzenberg Municipality has established a supply chain management unit to implement this policy.
- (2) The supply chain management unit operates under the direct supervision of the chief financial officer whom this duty has been delegated in terms of section 82 of the Act.

9 Training of supply chain management officials

- (1) The training of officials involved in implementing this Policy should be in accordance with any Treasury guidelines on supply chain management training.

CHAPTER 2

SUPPLY CHAIN MANAGEMENT SYSTEM

10. Format of supply chain management system

This Policy provides systems for –

- (1) Demand management.
- (2) Acquisition management.
- (3) Logistics management.
- (4) Disposal management.
- (5) Risk management; and
- (6) Performance management.

11. Communication with the municipality

- (1) All correspondence with regards to this policy shall be addressed to the Manager: Supply Chain Management.

Part 1: Demand management

12. System of demand management

- (1) The accounting officer has established and implemented an appropriate demand management system to ensure that the resources required by the municipality support its operational commitments and its strategic goals outlined in the Integrated Development Plan.
- (2) The demand management system -
 - (a) include timely planning and management processes to ensure that all goods and services required by the municipality are quantified, budgeted for and timely and effectively delivered at the right locations and at the critical delivery dates, and are of the appropriate quality and quantity at a fair cost.
 - (b) consider any benefits of economies of scale that may be derived in the case of acquisitions of a repetitive nature; and
 - (c) Provide for the compilation of the required specifications to ensure that its needs are met.
 - (d) undertake appropriate industry analysis and research to ensure that innovations and technological benefits are maximized.
 - (e) provide efficient and effective provisioning and procurement systems and practices to enable the municipality to deliver the required quantity and quality of services to the communities.
 - (f) establish uniform procedures, documents and contracts and the implementation of sound systems of control and accountability.
 - (g) establish a professional supply chain management system which results in continuing improvement in affordability and value for money, based on total cost of ownership and quality of procurement as competition amongst suppliers is enhanced.
- (3) Green procurement must be incorporated as far as reasonable possible, for all specifications of goods, services and construction works.
- (4) In the development of bid specifications, innovative mechanisms should be

explored to render the service or product more resource and energy efficient.

Part 2: Acquisition management

13 System of acquisition management

- (1) The objectives of this acquisition management system are to ensure:
 - (a) that goods and services, including construction works and consultant services are procured by the municipality only in accordance with the authorised procedures incorporated herein.
 - (b) that expenditure on goods and services, including construction works and consultant services is incurred in terms of an approved budget; and
 - (c) that the threshold values of the different procurement procedures are complied with.
 - (d) that bid documentation, evaluation and adjudication criteria, and general conditions of contract are in accordance with the requirements of relevant legislation including, the Preferential Procurement Policy Framework Act, and any conditions of the Construction Industry Development Board Act; and
 - (e) that procurement guidelines issued by the National Treasury are considered.
- (2) When procuring goods or services contemplated in section 110(2) of the Act, the accounting officer must make public the fact that such goods or services are procured otherwise than through the municipality's supply chain management system, including -
 - (a) The kind of goods or services; and
 - (b) The name of the supplier.
- (3) Unless otherwise indicated in the bid documents, the municipality shall not be liable for any expenses incurred in the preparation and / or submission of a bid or quotation.
- (4) Bid documentation may state that alternative bids can be submitted provided that a bid is in accordance with the bid documents is also submitted.
- (5) An alternative bid shall be submitted on a separate complete set of bid documents and shall be clearly marked "Alternative Bid" to distinguish it from the main bid offer referred to above.
- (6) Bid documentation shall state that the municipality will not be bound to consider alternative bids.
- (7) The Manager Supply Chain management may extend the bid closing date if circumstances justify the action, provided that the closing date may not be extended unless a notice is published in the same newspapers as the original advertisement prior to the original bid closing date.
- (8) The notice referred to in paragraph 13 (7) must also be posted on the municipal notice boards, the municipal website and a notice must be sent to all bidders

14. Range of procurement processes

- (1) Goods and services may only be procured by way of¹⁶
 - (a) One written price quotation up to a transaction value of R 2,000 (VAT included).
 - (b) Petty cash purchases up to a transaction value of R 2,000 (VAT included) for items specified in the Petty Cash policy.
 - (d) Three formal written price quotations for procurements of a transaction value over R 2,000 up to R300,000 (VAT included); and
 - (e) A competitive bidding process for–
 - (i) Procurements above a transaction value of R300 000 (VAT included); and
 - (ii) The procurement of long-term contracts.
- (2) The accounting officer may, in writing lower, but not increase, the different threshold values specified in subparagraph 14(1).
- (3) For quotations (up to R 30 000) bidders are required to be registered on the municipality's supplier database or Central Supplier database (CSD) prior to the acceptance of their quotation in respect of the goods or services required.¹⁷
- (4) Goods or services may not deliberately be split into parts or items of a lesser value merely to avoid complying with the requirements of the policy. When determining transaction values, a requirement for goods or services consisting of different parts or items must as far as possible be treated and dealt with as a single transaction.

15. General preconditions for consideration of written quotations or bids

- (1) A written quotation or bid may not be considered unless the provider who submitted the quotation or bid –
 - (a) Has furnished that provider's – (i) Full name.
 - (ii) Identification number or company or other registration number; and
 - (iii) Tax reference number and VAT registration number, if any;
 - (iv) registration number in terms of section 18(1) of the Construction Industry Development Board Act, 2000 (Act No.38 of 2000), should the provider quote or bid to undertake, carry out or complete any construction works or portion thereof.
 - (b) Has provided the municipality with an original and valid tax clearance from the South African Revenue Services confirming that the provider's tax matters are in order; and

¹⁶ Amended January 2024

¹⁷ Amended February 2023

-
- (c) Has indicated –
 - (i) Whether he or she is in the service of the state or has been in the service of the state in the previous twelve months.
 - (ii) if the bidder is not a natural person, whether any of its directors, managers, principal shareholders, or stakeholder is in the service of the state, or has been in the service of the state in the previous twelve months; or
 - (iii) Whether a spouse, child or parent of the provider or of a director, manager, shareholder or stakeholder referred to in subparagraph (ii) is in the service of the state, or has been in the service of the state in the previous twelve months.
 - (iv) On their supplier database application form if the supplier or person is in the service of the state, that such declaration be deemed as sufficient and that the responsibility rests on the supplier to notify the supply chain management unit of any changes hereto.
 - (v) Has completed, signed, and submitted a certificate of independent bid determination with their bid or quotation.
 - (2) Laws of the Republic of South Africa shall govern contracts arising from the acceptance of bids and quotations.
 - (3) Where the acquisition in question is likely to involve an imported component which will be subject to foreign exchange rate adjustments, the bid documentation must specify that the contractor take out a forward exchange contract to fix the Rand based price as soon as possible after the award.

16 Lists of accredited prospective providers

- (1) The accounting officer must –
 - (a) keep a list of accredited prospective providers of goods and services that must be used for the procurement requirements through formal written price quotations and
 - (b) at least twice a year through newspapers commonly circulating locally, the website and any other appropriate ways, invite prospective providers of goods or services to apply for evaluation and listing as accredited prospective providers.
 - (c) specify the listing criteria for accredited prospective providers.
 - (d) disallow the listing of any prospective supplier on the municipality's supplier database who do not comply with the accreditation requirements i.e. listing criteria and based on standards, set by any relevant control bodies that govern or regulate the category of service or industry.
 - (e) disallow the listing of any prospective provider whose name appears on the National Treasury's List of Restricted Suppliers and/or Registered for Tender Defaulters and/or a person or business prohibited from doing business with the public sector.
- (2) The list must be updated at least quarterly to include any additional prospective providers and any new commodities or types of services. Prospective providers must be allowed to submit applications for listing at any time.

- (3) The list must be compiled per commodity and per type of service.
- (4) The accounting officer may use the Central Supplier Database hosted by National Treasury for procurement.¹⁸

17 Petty cash purchases

Petty cash purchases must be done according to the Petty Cash policy. The conditions for the procurement of goods by means of petty cash purchases referred to in paragraph 14 (1) (b) of this Policy, are as follows–

- (a) The Accounting Officer may delegate the responsibility for petty cash to an official directly or indirectly reporting to the CFO.
- (b) No item that is an approved stores item might be purchase by means of a petty cash transaction.
- (c) No fixed asset of whatever value may be purchase through petty cash.
- (d) The nature of petty cash transactions that can be processed as petty cash transactions are listed in paragraph 5 of the Petty Cash policy.
- (e) The Council will determine annually the maximum amount of petty cash expenditure per month as referred to in paragraph 6 of the petty cash policy.
- (f) A monthly reconciliation report must be provided to the chief financial officer, within five days of the end of each month containing particulars of each final award made by an official during that month, including:
 - (i) The total amount of petty cash purchases for that month; and
 - (ii) Receipts and appropriate documents for each purchase.

18 Formal written price quotations

- (1) The conditions for the procurement of goods or services through formal written price quotations are as follows:
 - (a) Quotations must be obtained in writing from at least three different providers whose names appear on the list of accredited prospective providers of the municipality.
 - (b) Quotations may be obtained from providers who are not listed, provided that such providers meet the listing criteria;¹⁹
 - (c) if it is not possible to obtain at least three quotations, the reasons must be recorded and approved by the chief financial officer or an official designated by the chief financial officer, and
 - (d) The Chief Financial Officer must record the names of the potential providers and their written quotations.
- (2) A designated official referred to in subparagraph 18 (1) (c) must within three days of the end of each month report to the chief financial officer on any approvals given during that month by that official in terms of that subparagraph.

19 Procedures for procuring goods or services through formal written price quotations.

- (1) The procedure for the procurement of goods or services through formal written price quotations are as follows:
 - (a) When using the list of accredited prospective providers, the accounting officer must promote on-going competition amongst providers by inviting providers to submit quotations on a rotation basis.

¹⁸ Amended by council 30 May 2017

¹⁹ Amended by council 30 May 2017

- (b) all requirements more than R30 000 (VAT included) that are to be procured by means of formal written price quotations must, in addition to the requirements of paragraph 19, be advertised for at least seven days on the website and official notice boards of the municipality.
- (c) Offers received must be evaluated on a comparative basis taking into account unconditional discounts.
- (d) the accounting officer or chief financial officer must on a monthly basis be notified in writing of all formal written price quotations accepted by an official acting in terms of a sub delegation.
- (e) Offers below R30 000 (VAT included) must be awarded based on compliance to specifications and conditions of contract, ability and capability to deliver the goods and services and lowest price.
- (f) Acceptable offers, which are subject to the preference points system (PPPFA; Preferential Procurement Regulations as amended and this policy), must be awarded to the bidder who scored the highest points;²⁰
- (g) Comply with all requirements for proper record keeping.

20 Competitive bids²¹

- (1) Goods or services above a transaction value of R300 000 (VAT included) and long-term contracts may only be procured through a competitive bidding process, subject to paragraph 13(2) of this Policy.
- (2) No requirement for goods or services above an estimated transaction value of R300 000 (VAT included), may deliberately be split into parts or items of lesser value merely for the sake of procuring the goods or services otherwise than through a competitive bidding process.
- (3) The accounting officer may split unduly large quantities of work into smaller contracts (units) to provide opportunities for emerging entrepreneurs and make it manageable. This may only be done when it is technically, logistically, and financially feasible.

21 Process for competitive bidding

- (1) The procedures for the following stages of a competitive bidding process are as follows:
 - (a) Compilation of bidding documentation as detailed in paragraph 23
 - (b) Public invitation of bids as detailed in paragraph 24.
 - (c) Site meetings or bid clarification meetings as detailed in paragraph 25.
 - (d) Handling of bids submitted in response to public invitation as detailed in paragraph 27.
 - (e) Evaluation of bids as detailed in paragraph 36.
 - (f) Award of contracts as detailed in paragraph 37.
 - (g) Administration of contracts - After approval of a bid, the accounting officer and the bidder must enter into a written agreement.
 - (h) Proper record keeping -
 - (i) Original / legal copies of written contracts agreements should be kept in a secure place for reference purposes.

²⁰ Amended by council 30 May 2017

²¹ Amended January 2024

22 Bid documentation for competitive bids.

- (1) The criteria to which bid documentation for a competitive bidding process must –
- (a) Consider –
 - (i) The general conditions of contract and any special conditions of contract, if specified.
 - (ii) Any Treasury guidelines on bid documentation; and
 - (iii) The requirements of the Construction Industry Development Board, in the case of a bid relating to construction, upgrading or refurbishment of buildings or infrastructure.
 - (iv) And clearly indicate the terms and conditions of contract specifications, criteria for evaluation and adjudication procedures to be followed where applicable and include if and where site meetings/ bid clarification meetings are compulsory.
 - (b) include the preference points system to be used, goals as contemplated in the PPPFA; Preferential Procurement Regulations as amended and this policy;²²
 - (c) Compel bidders to declare any conflict of interest they may have in the transaction for which the bid is submitted.
 - (d) Provide for an appropriate contract and / or delivery period.
 - (e) stipulate if the value of the transaction is expected to exceed R10 million (VAT included), require bidders to furnish²³
 - (i) If the bidder is required by law to prepare annual financial statements for auditing, their audited annual financial statements –
 - (aa) for the past three years; or
 - (bb) since their establishment if established during the past three years.
 - (ii) a certificate signed by the bidder certifying that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days.
 - (iii) Particulars of any contracts awarded to the bidder by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract.
 - (iv) a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality or municipal entity is expected to be transferred out of the Republic; and
 - (f) Stipulate that disputes must be settled by means of mutual consultation, mediation (with or without legal representation), or, when unsuccessful, in a South African court of law.
 - (g) Not be aimed at hampering competition, but rather to ensure fair, equitable, transparent, competitive and cost-effective bidding, as well as the protection or advancement of persons or categories of persons.

1) ²² Amended by council 30 May 2017

²³ Amended by Council 26 May 2021

23 Public invitations for competitive bids

- (1) The procedure for the invitation of competitive bids is as follows:
 - (a) On completion of the bid specification process the municipality shall publicly invite bids.
 - (b) Any invitation to prospective providers to submit bids must be by means of a public advertisement in newspapers commonly circulating locally, the website of the municipality or any other appropriate ways (which may include an advertisement in the Government Tender Bulletin).
 - (b) The notice may require a payment of a non-refundable bid fee by bidders who require bid documents. The bid documentation fee shall be determined by the accounting officer from time to time.
 - (d) The information contained in a public advertisement, must indicate –
 - (i) The title of the proposed bid.
 - (ii) The bid number.
 - (iii) The date, time, and location of any site meeting/ bid clarification meeting and whether such meetings are compulsory.
 - (iv) Whether functionality is required.
 - (v) The place where the bid documentation is available for collection and the times between which bid documents may be collected.
 - (vi) The bid documentation fee.
 - (vii) The place where bids must be submitted.
 - (viii) The closing date and time for submission of bids; and
 - (ix) The required CIDB contractor grading for construction work, if applicable.
 - (e) The closure date for the submission of bids, which may not be less than 30 days in the case of transactions over R4 million (VAT included), or which are of a long-term nature, or 14 days in any other case, from the date on which the advertisement is placed in a newspaper, subject to subparagraph 22(2) of this policy.
 - (f) A statement that bids may only be submitted on the bid documentation provided by the municipality, must be included.
- (2) The accounting officer may determine a closure date for the submission of bids which is less than the 30- or 14-days' requirement, but only if such shorter period can be justified on the grounds of urgency or emergency or any exceptional case where it is impractical or impossible to follow the official procurement process.
- (3) Bids submitted must be sealed and must clearly indicate the bid number and bid title on the outside of the envelope for which the bid is being submitted.²⁴
- (4) Details of all prospective bidders who have been issued with bid documents must be recorded by the Supply Chain Management Unit and shall remain confidential for the duration of the bid period. Details of prospective bidders must, wherever possible, include the full name of the person drawing documents, the

²⁴ Amended by council 30 May 2017

name of the company for whom the bid documents are, a contact person, a contact telephone, a fax number, and a postal and email address.

- (5) A bidder that did not pay the prescribed bid document fee, will be disqualified from the bidding process.
- (6) The municipality may require bidders to submit section(s) of their bid in electronic format, but only after the bid closing date. If the electronic copy differs from the original hard copy, the original hard copy will be binding.

24. Site meetings/ bid clarification meetings

- (1) Site meetings/ bid clarification meetings will, in general, not be compulsory. In exceptional circumstances however, a site meeting/ bid clarification meeting may be made compulsory with the approval of the relevant director.
- (2) If site meetings/ bid clarification meetings are to be held, full details must be included in the bid notice and the bid document, including whether or not the site meeting/ bid clarification meeting is compulsory.
- (3) Where site meetings/ bid clarification meetings are made compulsory, the date for the site meetings/ bid clarification meeting shall be not less than 7 (seven) days after the bid has been advertised.
- (4) Site meetings/ bid clarification meeting will be chaired by a duly authorised representative from the Supply Chain Management Unit. The relevant line manager responsible for a specific bid or the duly appointed consulting engineering firm employee must be present at the site meetings/ bid clarification meeting to provide technical information and to answer technical related questions that might arise from the prospective bidders.
- (5) The chairperson of the site meeting/ clarification meeting must explain the way how the site meetings/ bid clarification will be conducted and must exclude prospective bidders that arrive after the meeting has been opened.
- (6) Prospective bidders present at the site meetings/ bid clarification meeting, will be required to confirm their attendance by signing the attendance register as provided by the Supply Chain Management Unit.
- (7) In instances where bid documentation provides for an attendance certificate, such a certificate must be signed by the representative of the Supply Chain Management Unit who was present at the site meetings/ bid clarification meeting and submitted with the bid document.
- (8) If at a site meetings/ bid clarification meeting, any additional information is provided or clarification of vague points is given, such additional information or clarification must be conveyed to all bidders in writing within a time frame as determined by the municipality, but not later than 7 (seven) days before the bid closing date.
- (9) Drawings and other supplements to bid documents may be provided to prospective bidders at the site meetings/ bid clarification meeting.
- (10) A bidder who failed to attend a compulsory site meeting/ bid clarification meeting will be disqualified from the bidding process.

25. Submission of bids

- (1) Bids must be submitted before the closing time, at the address and in accordance with the directives in the bid documents.
- (2) Each bid must be in writing using non-erasable ink and must be submitted on the official Form of Bid/Offer issued with the bid documents.
- (3) The bid must be submitted in a separate sealed envelope with the name and address of the bidder, the bid number and title, the bid box number (where applicable), and the closing date indicated on the envelope. The envelope may not contain documents relating to any bid other than that shown on the envelope. Only sealed bids will be accepted.
- (4) The onus shall be on the bidder to place the sealed envelope in the official, marked and locked bid box provided for this purpose, at the designated venue, not later than the closing date and time specified in the bid notice.
- (5) No bids forwarded by telegram, facsimile or similar apparatus shall be considered.
- (6) A bid is late if it is not placed in the relevant bid box by the closing time and date of such bid.
- (7) A late bid shall not be admitted for consideration and shall be returned unopened (where feasible) to the bidder with the reason for the return thereof endorsed on the envelope.

26 Procedure for handling, opening, and recording of competitive bids and formal written price quotations more than R 30 000²⁵

- (1) The procedures for the handling, opening, and recording of **competitive** bids and formal written price quotations more than R 30 000, are as follows:²⁶
 - (a) At least two officials, of whom one must be the delegated Supply Chain Management representative, must always, administer the opening of bids.
 - (b) At the specified closing time on the closing date the applicable bid box shall be closed.
 - (c) The bid box shall be opened in public as soon as practical after the closing time of the bid.
 - (d) Immediately after the opening of the bid box, all bids that are clearly marked shall be opened.
 - (e) The Supply Chain Management representative as delegated, shall read out the name of the bidder, if practical the bid amount, the BBBEE status level contribution of each bidder and the bid opening register will be made available for public inspection and published on the municipality's website.²⁷
 - (f) Any bidder or member of the public has the right to request that the names

²⁵ Amended by council 30 May 2017

²⁶ Amended by council 30 May 2017

²⁷ Amended by council 30 May 2017 – Recommended for adjustment February 2023

of the bidders who submitted bids in time must be read out and, if practical, also each bidder's total bidding price.

- (g) No information, except the provisions in subparagraph (e), relating to the bid should be disclosed to bidders or other persons until the successful bidder is notified of the award; and
 - (h) The Supply Chain Management representative that is delegated to open the bids must –
 - (i) stamp the bid document with the official municipal stamp together with the two signatories administering the bid opening
 - (ii) record in a register all bids received in time.
 - (iii) sign the register as well as the official assisting at the bid opening.
 - (iv) Make the register available for public inspection; and
 - (v) Publish the entries in the register and the bid results on the website.
 - (vi) No councillor may be present at the opening of bids.
- (2) Bids shall be invalid, and shall be endorsed and recorded as such in the bid opening record by the responsible official to open the bid, in the following instances:
- (a) If the bid is not sealed.
 - (b) if the bid, including the bid price amount, where applicable is not submitted on the official Form of Bid/Offer.
 - (c) if the bid is not completed in non-erasable ink.
 - (d) if the Form of Bid/Offer is signed, but the name of the bidder is not stated, or is indecipherable; or
 - (e) if in a two-envelope system is followed, the bidder fails to submit both a technical proposal and a separate sealed financial offer/bid.
- (3) A bid will not be invalidated if the amount in words and the amount in figures do not correspond, in which case the amount in words shall be read out at the bid opening and shall be deemed to be the bid amount.
- (4) The Manager Supply Chain Management may, in compliance with paragraph 63 of this policy, provide a reasonable opportunity to a bidder who made an innocent error and/ or omission in his/ her bid document, to correct the innocent error and/ or omission, provided that such opportunity will not unduly prejudice any of the other bidders.
- (5) Bidders shall be afforded no longer than 48 hours from time of notification to correct such innocent errors and/ or omissions. If no response is received from such bidders at the deadline, the bid may be invalidated.
- (6) When bids are declared invalid at the bid opening, the bid sum of such bids shall not be read out. However, the name of the bidder and the reason for the bid having been declared invalid shall be announced.

27 Procedure for the opening of bids where a two-envelope system is followed.

- (1) If a two-envelope system is followed, only the technical proposal will be opened at the bid opening.
- (2) The unopened envelope containing the financial proposal shall be stamped and endorsed with the opening official's signature and be retained by him/her for safekeeping.
- (3) When required the financial offers/bids corresponding to responsive technical proposals, shall be opened by the opening officials in accordance with paragraph 27 (1) (a)
- (4) All bidders who submitted responsive technical proposals must be invited to attend the opening of the financial offers/bids.
- (5) Envelopes containing financial offers/bids corresponding to non- responsive technical proposals shall be returned unopened along with the notification of the decision of the Bid Adjudication Committee in this regard.

28 Communication with bidders before bid closing

- (1) The Manager Supply Chain Management may, if necessary, communicate with bidders prior to bids closing.
- (2) Such communication shall be in the form of a notice issued to all bidders by the Manager Supply Chain Management by either e-mail, facsimile, or registered post as may be appropriate. A copy of the notice together with a transmission verification report/proof of posting shall be kept for record purposes. Notices should be issued at least one week prior to the bid closing date, where possible, except in terms of paragraph 13 (7).
- (3) Notwithstanding a request for acknowledgement of receipt of any notice issued, the bidder will be deemed to have received such notice if the procedures in paragraph 29 (2) have been complied with.

29 Negotiations with preferred bidders

- (1) The accounting officer may negotiate the final terms of a contract with bidders identified through a competitive bidding process as preferred bidders, provided that such negotiation –
 - (a) does not allow any preferred bidder a second or unfair opportunity;
 - (b) is not to the detriment of any other bidder; and
 - (c) does not lead to a higher price than the bid as submitted.
- (2) Minutes of such negotiations must be kept for record purposes.

30 Two-stage bidding process

- (1) A two-stage bidding process is allowed for –
 - (a) Large complex projects;
 - (b) Projects where it may be undesirable to prepare complete detailed technical specifications; or
 - (c) Long term projects with a duration period exceeding three years'

subject to section 33 of the Act.

- (2) In the first stage technical proposals on conceptual design or performance specifications should be invited, subject to technical as well as commercial clarifications and adjustments.
- (3) In the second stage final technical proposals and priced bids should be invited.
- (4) A two-envelope system differs from a two-stage (prequalification) bidding process in that a technical proposal and the financial offer are submitted in separate envelopes at the same place and time. The financial offers will only be opened once the technical proposals have been evaluated.

31 Validity periods

- (1) The period for which bids are to remain valid and binding must be indicated in the bid documents.
- (2) The validity period is calculated from the bid closure date and bids shall remain in force and binding until the end of the final day of that period.
- (3) This period of validity may be extended by the Manager: Supply Chain Management, provided that the original validity period has not expired, and that all bidders are given an opportunity to extend such period. Any such extension shall be agreed to by a bidder in writing.
- (4) Bidders who fail to respond to such a request before the validity of their bid expires, or who decline such a request shall not be considered further in the bid evaluation process.
- (5) In the event that an appeal is received, the validity period is deemed to be extended until finalisation of the appeal.
- (6) Unless otherwise indicated in writing by the bidder, the validity of bids submitted will automatically extend beyond the minimum bid validity period, as set out in paragraph 31(1), above and will remain valid for acceptance until the bid award process, including the consideration of any appeals, objections or complaints, has been concluded.
- (7) Any bidder may at any time withdraw their bid in writing in which case the bid will not be further considered.
- (8) If a bidder should reduce his bid price, the reduction may be considered only if the bidder would have been the successful bidder without the reduction in any case. The case must be evaluated at the original price that he bid and if successful, is accepted at the reduced price.

32. Samples

- (1) Bid documents may require samples that must be submitted.
- (2) Where samples are called for in the bid documents, samples (marked with the bid and item number as well as the bidder's name and address) shall be delivered separately (to the bid) to the Supply Chain Management representative mentioned in the bid document before or after the bid closing date.

- (3) A register will be kept by the Supply Chain Management representative of samples received from prospective bidders. An acknowledgement of receipt shall be issued to the prospective bidder as proof of delivery.
- (4) Bids may not be included in parcels containing samples.
- (5) If samples are not submitted as required in the bid documents, then the bid concerned must be declared non-responsive.
- (6) Samples shall be supplied by a bidder at his/her own expense and risk.
The municipality shall not be obliged to pay for such samples or compensate for the loss thereof, unless otherwise specified in the bid documents.
- (7) If a bid is accepted for the supply of goods according to a sample submitted by the bidder, that sample will become the contract sample. All goods/materials supplied shall comply in all respects to that contract sample. If not, it might be deemed as a breach in contract.
- (8) The municipality reserves the right not to return the contract sample and may dispose of it at its own discretion.

33. Committee system for competitive bids

- (1) A committee system for competitive bids is hereby established, consisting of the following committees for procurement or cluster of procurements as the accounting officer may determine:
 - (a) A bid specification committee;
 - (b) A bid evaluation committee; and
 - (c) A bid adjudication committee.
- (2) The accounting officer appoints the members of each committee, considering section 117 of the Act; and
- (3) A neutral or independent observer, appointed by the accounting officer, must attend, or oversee a committee when this is appropriate for ensuring fairness and promoting transparency.
- (4) The committee system must be consistent with –
 - (a) Paragraph 34, 35 and 36 of this Policy; and
 - (b) Any other applicable legislation.
- (5) The accounting officer may apply the committee system to formal written price quotations.

34. Bid specification committees

- (1) A bid specification committee must compile the specifications for procurement of goods or services by the municipality.
- (2) Specifications –
 - (a) Must be drafted in an unbiased manner to allow all potential suppliers to offer their goods or services.
 - (b) must take account of any accepted standards such as those issued by Standards South Africa, the International Standards Organisation, or an

- authority accredited or recognised by the South African National Accreditation System with which the equipment or material or workmanship should comply.
- (c) Must, where possible, be described in terms of performance required rather than in terms of descriptive characteristics for design.
 - (d) may not create trade barriers in contract requirements in the forms of specifications, plans, drawings, designs, testing and test methods, packaging, marking, or labelling of conformity certification.
 - (e) may not make reference to any particular trademark, name, patent, design, type, specific origin or producer unless there is no other sufficiently precise or intelligible way of describing the characteristics of the work, in which case such reference must be accompanied by the word “equivalent”.
 - (f) must indicate the preference points system to be utilised as set out in the PPPFA; Preferential Procurement Regulations as amended and this policy; and²⁸
 - (g) Must be approved by the relevant director prior to publication of the invitation for bids in terms of paragraph 24 of this Policy.²⁹
- (3) A bid specification committee must be composed of one or more officials of the municipality preferably the manager responsible for the function involved, and may, when appropriate, include external specialist advisors.
 - (4) No person, advisor or corporate entity involved with the bid specification committee, or director of such a corporate entity, may bid for any resulting contracts.

35. Bid evaluation committees

- (1) A bid evaluation committee must –
 - (a) Evaluate bids in accordance with –
 - (i) the specifications for a specific procurement; and
 - (ii) The points system set out in terms of the Preferential Procurement Policy Framework Act.
 - (b) Evaluate each bidder’s ability to execute the contract.
 - (c) Check in respect of the recommended bidder whether municipal rates and taxes and municipal service charges are not in arrears, and.
 - (d) Submit to the adjudication committee a report and recommendations regarding the award of the bid or any other related matter.
- (2) A bid evaluation committee must as far as possible be composed of-
 - (a) Officials from departments requiring the goods or services; and
 - (b) At least one supply chain management practitioner of the municipality.
- (3) The accounting officer may sub-delegate its power in terms of paragraph 63 of this policy to the bid evaluation committee.

²⁸ Amended by council 30 May 2017

²⁹ Amended by council 30 May 2017

36. Bid adjudication committees

- (1) A bid adjudication committee must –
 - (a) Consider the report and recommendations of the bid evaluation committee; and
 - (b) Either –
 - (i) Depending on its delegations, make a final award or a recommendation to the accounting officer to make the final award; or
 - (ii) Make another recommendation to the accounting officer how to proceed with the relevant procurement.
- (2) A bid adjudication committee must consist of at least four senior Managers of the municipality which must include –
 - (a) The Chief Financial Officer or, if the chief financial officer is not available, another manager in the budget and treasury office reporting directly to the chief financial officer and designated by the chief financial officer.
 - (b) at least one senior supply chain management practitioner who is an official of the municipality or the municipal entity; and
 - (c) a technical expert in the relevant field who is a director of the municipality or municipal entity, if the municipality or municipal entity has such an expert
- (3) A quorum is of 50 % plus 1, with the Chief Financial Officer or, if the chief financial officer is not available, another manager in the budget and treasury office reporting directly to the chief financial officer and designated by the chief financial officer being, at all times one of the quorum-forming members:
- (4) The accounting officer may appoint the CFO as chairperson of the committee. If the chairperson is absent from a meeting, the members of the committee who are present must elect one of them to preside at the meeting and will be documented in the minutes.
- (5) Neither a member of a bid evaluation committee, nor an advisor or person assisting the evaluation committee, may be a member of a bid adjudication committee.
- (6) If the bid adjudication committee decides to award a bid other than the one recommended by the bid evaluation committee, the bid adjudication committee must prior to awarding the bid –
 - (a) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not in arrears, and;
 - (b) Notify the accounting officer.
 - (c) The accounting officer may –
 - (i) After due consideration of the reasons for the deviation, ratify or reject the decision of the bid adjudication committee referred to in paragraph (a)-(b); and
 - (ii) If the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.

- (7) The accounting officer may at any stage of a bidding process, refer any recommendation made by the evaluation committee or the adjudication committee back to that committee for reconsideration of the recommendation.
- (8) The accounting officer must comply with section 114 of the Act within 10 working days
- (9) If the Bid Adjudication Committee or other delegated official has resolved that a bid be accepted, the successful and unsuccessful bidders shall be notified in writing of this decision
- (10) Every notification of decision shall be sent via fax or sent via electronic mail to the address chosen by the bidder, with a copy of proof of transmission kept for record purposes, or shall be delivered by hand, in which case acknowledgement of receipt must be signed and dated on a copy of such notification and kept for record purposes.³⁰
- (11) Members of the bid specification committee, bid evaluation committee and technical advisors may attend the bid adjudication committee to provide clarity, but has no decision-making rights pertaining to the award.
- (12) The accounting officer may sub-delegate its power in terms of paragraph 63 of this policy to the bid evaluation committee, the bid adjudication committee, and the Manager Supply Chain Management.

37. Procurement of banking services

- (1) A contract for banking services –
 - (a) Must be procured through competitive bids.
 - (b) Must be consistent with section 7 or 85 of the Act; and
 - (c) May not be for a period of more than five years at a time.
- (2) The process for procuring a contract for banking services must commence at least nine months before the end of an existing contract.
- (3) The closure date for the submission of bids may not be less than 60 Days from the date on which the advertisement is placed in a newspaper in terms of paragraph 22(1). Bids must be restricted to banks registered in terms of the Banks Act, 1990 (Act No. 94 of 1990).

38. Procurement of IT related goods or services

- (1) The accounting officer may request the State Information Technology Agency (SITA) to assist with the acquisition of IT related goods or services through a competitive bidding process.
- (2) Both parties must enter into a written agreement to regulate the services rendered by, and the payments to be made to, SITA.
- (3) The accounting officer must notify SITA together with a motivation of the IT needs if –

³⁰ Recommended for adjustment February 2023

- (a) the transaction value of IT related goods or services required in any financial year will exceed R50 million (VAT included); or
- (b) The transaction value of a contract to be procured whether for one or more years exceeds R50 million (VAT included).

- (4) If SITA comments on the submission and the municipality disagree with such comments, the comments, and the reasons for rejecting or not following such comments must be submitted to the council, the National Treasury, the relevant provincial treasury and the Auditor General.

39. Procurement of goods and services under contracts secured by other organs of state

- (1) the accounting officer may procure goods or services under a contract secured by another organ of state, but only if –
 - (a) The contract has been secured by that other organ of state by means of a competitive bidding process applicable to that organ of state.
 - (b) There is no reason to believe that such contract was not validly procured.
 - (c) There are demonstrable discounts or benefits to do so; and
 - (d) That other organ of state and the provider have consented to such procurement in writing.
- (2) Subparagraphs (1) (c) and (d) do not apply if –
 - (a) a municipal entity procures goods or services through a contract secured by its parent municipality; or
 - (b) A municipality procures goods or services through a contract secured by a municipal entity of which it is the parent municipality.

40. Procurement of goods necessitating special safety arrangements

- (1) The acquisition and storage of goods in bulk (other than water), which necessitate special safety arrangements, including gasses and fuel, should be avoided wherever possible.
- (2) Where the storage of goods in bulk is justified, such justification must be based on sound reasons, including the total cost of ownership, cost advantages and environmental impact and must be approved by the accounting officer.

41. Proudly SA Campaign/Local content

- (1) The municipality supports the Proudly SA Campaign to the extent that, all things being equal, preference is given to procuring local goods and services.

42. Appointment of consultants

- (1) the accounting officer may procure consulting services provided that any Treasury guidelines in respect of consulting services are taken into account when such procurements are made.

-
- (2) Consultancy services must be procured through competitive bids if.
- (a) The value of the contract exceeds R300 000 (VAT included); or
 - (b) The duration period of the contract exceeds one year.
- (3) In addition to any requirements prescribed by this policy for competitive bids, bidders must furnish particulars of –
- (a) all consultancy services provided to an organ of state in the last five years; and
 - (b) Any similar consultancy services provided to an organ of state in the last five years.
- (4) The accounting officer must ensure that copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed or devised, by a consultant in the course of the consultancy service is vested in the municipality.

43. Deviation from and ratification of minor breaches of, procurement processes

- (1) The accounting officer may –
- (a) Dispense with the official procurement processes established by this Policy and procure any required goods or services through any convenient process, which may include direct negotiations and through the process set out in this paragraph provided that the municipality shall adhere to fair, equitable, transparent, competitive and cost-effective, procurements to the maximum extent practicable.
 - (b) Dispense with the official procurement processes established by this Policy only –
 - i. In an emergency.
 - ii. If such goods or services are produced or available from a single provider only.
 - iii. For the acquisition of special works of art or historical objects where specifications are difficult to compile.
 - iv. Acquisition of animals for zoos and/or nature and game reserves; or
 - v. In any other exceptional case where it is impractical or impossible to follow the official procurement processes; and
 - (c) Ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.
- (2) In compliance with the provisions of paragraph 44(1) the municipality implements individual and class deviations.
- (3) Individual Deviations
- The accounting officer may decide to consider an individual deviation only if –
- (a) In an emergency
 - (b) In any other exceptional case where it is impractical or impossible to follow

-
- the official procurement processes; and the goods or services are anticipated to be used only once during the financial year.
- (4) The conditions warranting procurement in an emergency dispensation should include, where time of the essence, the existence of one or more of the following:
 - (a) the possibility of human injury or death.
 - (b) the prevalence of human suffering or deprivation of rights.
 - (c) the possibility of damage to property or suffering and death of livestock and animals.
 - (d) the interruption of essential services, including transportation and communication facilities or support services critical to the effective functioning of the municipality as a whole.
 - (e) the possibility of serious damage occurring to the natural environment.
 - (f) the possibility that failure to take necessary action may result in the municipality not being able to render an essential community service; and
 - (g) the possibility that the security of the state could be compromised.
 - (5) The accounting officer must be satisfied that the prevailing situation as indicated in (a)-(g) above is of such a scale and nature that it could not readily be alleviated by interim measures in order to allow time for normal bid, at least three quote procurement process or a class deviation.
 - (6) Where possible, in an emergency situation, three quotes in accordance with general acquisition management principles should be obtained and a report submitted to the Municipal Manager for approval. However, where time is of the essence, the emergency shall be immediately addressed, and the process formalised in a report to the Municipal Manager as soon as possible thereafter.
 - (7) System of class deviations:
 - (a) The accounting officer may decide to consider a class deviation, only if –
 - (i) Such goods or services are produced or available from a single provider.
 - (ii) For the acquisition of special works of art or historical objects where specifications are difficult to compile.
 - (iii) Acquisition of animals for zoos and/or nature and game reserves; or
 - (iv) In any other exceptional case where it is impractical or impossible to follow the official procurement processes and a contract for goods or services are likely to be awarded more than once in the financial year to the same supplier.
 - (8) Where possible, in considering a class deviation in terms of paragraph 44(7), three quotes in accordance with general acquisition management principles should be obtained and a report submitted to the Municipal Manager for approval.
 - (9) If the accounting officer decides to consider a class deviation in terms of paragraph 44 (7) (i)-(iv), other than in paragraph 44(8) the decision must be made public in accordance with section 21A of the Municipal Systems Act, together with
 - a) Reasons as to why the procurement is done through a class deviation and why it is not open to other competitors; and
 - (c) An invitation to the public or other potential suppliers to submit their comments within 14 days of the notice.

- (10) The bid adjudication committee must consider the class deviation and make a recommendation to the accounting officer
- (11) A meeting of the adjudication committee to consider a class deviation may be open to the public.
- (12) When considering the class deviation, the adjudication committee must take into account –
 - (a) Any comments submitted by the public or suppliers.
 - (b) The indicative market prices of the goods or services.
 - (c) The duration or planned times of when the service or goods are needed.
 - (d) The proposed circumstances, conditions, or limitations for the use of the class deviation; and
 - (e) The reasons for deviating from the normal procurement process in compliance with paragraph 44
- (13) The accounting officer must record the reasons for any deviations in terms of this policy and report them to the next meeting of the council and include it as a note to the annual financial statements.
- (14) Paragraph 44 (13) of this policy does not apply to the procurement of goods and services contemplated in paragraph 13(2) of this policy.

44. Unsolicited bids

- (1) In accordance with section 113 of the Act there is no obligation to consider unsolicited bids received outside a normal bidding process.
- (2) The accounting officer may decide in terms of section 113(2) of the Act to consider an unsolicited bid, only if –
 - (a) the product or service offered in terms of the bid is a demonstrably or proven unique innovative concept.
 - (b) The product or service will be exceptionally beneficial to or have exceptional cost advantages.
 - (c) The person who made the bid is the sole provider of the product or service; and
 - (d) The reasons for not going through the normal bidding processes are found to be sound by the accounting officer.
- (3) If the accounting officer decides to consider an unsolicited bid that complies with subparagraph 45(2) of this policy, the decision must be made public in accordance with section 21A of the Municipal Systems Act, together with –
 - (a) Reasons as to why the bid should not be open to other competitors;
 - (b) An explanation of the potential benefits if the unsolicited bid were accepted; and
 - (c) An invitation to the public or other potential suppliers to submit their comments within 30 days of the notice.
- (4) The accounting officer must submit all written comments received pursuant to subparagraph (3), including any responses from the unsolicited bidder, to the National Treasury and the relevant provincial treasury for comment.

- (5) The adjudication committee must consider the unsolicited bid and may award the bid or make a recommendation to the accounting officer, depending on its delegations.
- (6) A meeting of the adjudication committee to consider an unsolicited bid must be open to the public.
- (7) When considering the matter, the adjudication committee must take into account –
 - (a) any comments submitted by the public; and
 - (b) Any written comments and recommendations of the National Treasury or the relevant provincial treasury.
- (8) If any recommendations of the National Treasury or provincial treasury are rejected or not followed, the accounting officer must submit to the Auditor General, the relevant provincial treasury and the National Treasury the reasons for rejecting or not following those recommendations.
- (9) Such submission must be made within seven days after the decision on the award of the unsolicited bid is taken, but no contract committing the municipality to the bid may be entered into or signed within 30 days of the submission.

45. Combating of abuse of supply chain management system

- (1) The accounting officer must–
 - (a) Take all reasonable steps to prevent abuse of the supply chain management system.
 - (b) Investigate any allegations against an official or other role player of fraud, corruption, favouritism, unfair or irregular practices or failure to comply with this Policy, and when justified –
 - (i) Take appropriate steps against such official or other role player; or
 - (ii) Report any alleged criminal conduct to the South African Police Service.
 - (c) Check the National Treasury's database prior to awarding any contract to ensure that no recommended bidder, or any of its directors, is listed as a person prohibited from doing business with the public sector.
 - (d) Reject any bid from a bidder–
 - (i) if any municipal rates and taxes or municipal service charges owed by that bidder or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months; or
 - (ii) Who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.
 - (e) Reject a recommendation for the award of a contract if the recommended bidder, or any of its directors, has committed a corrupt or fraudulent act in

-
- (f) competing for the particular contract.
Cancel a contract awarded to a person if –
 - (i) The person committed any corrupt or fraudulent act during the bidding process or the execution of the contract; or
 - (ii) An official or other role player committed any corrupt or fraudulent act during the bidding process or the execution of the contract that benefited that person; and
 - (g) Reject the bid of any bidder if that bidder or any of its directors –
 - (i) Has abused the supply chain management system of the municipality or has committed any improper conduct in relation to such system.
 - (ii) Has been convicted for fraud or corruption during the past five years.
 - (iii) has wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - (iv) Has been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- (2) The accounting officer must inform the National Treasury and relevant provincial treasury in writing of any actions taken in terms of paragraphs 46 (1) (b) (i)-(ii) of this policy.

Part 3: Logistics, Contract, Disposal, Risk and Performance Management

46. Logistics management

Logistics management must provide for an effective system in order to provide for the setting of inventory levels, placing of orders, receiving and distribution of goods, stores and warehouse management, expediting orders, transport management, vendor performance, maintenance and contract administration.

- (1) The accounting officer must establish and implement an effective system of logistics management, which must include –
 - (a) Placing of orders:
 - (i) Purchase orders will be created with reference to requisitions where the supply source is either bids or quotations.
 - (ii) All purchase orders will be captured on the municipality's financial system
 - (b) Receiving of goods:
 - (i) Goods received must be captured on the municipality's financial system via a goods receive note with reference to the relevant purchase order number.
 - (ii) Deliveries of goods may not exceed the order quantity. Short deliveries will keep the purchase order open until the balance of the order is received or when the order is cancelled.

(c) Expediting orders:

- (i) The purchasing expeditor will be required to monitor and expedite the transport of goods and outstanding purchase orders.
- (ii) Reminder letters can be communicated automatically to vendors based on the reminder levels (days before delivery due date) that are set in the bid or quotation.

(d) Stores / warehouse management

- i. Stock is valued at the weighted average costing method per item and is VAT exclusive.
- ii. Regular monitoring of spending patterns on types or classes of goods must be performed, where practical.
- iii. Each item must have a unique stock item number.
- iv. A formal stock count must be done on a quarterly basis and any surpluses, deficits, losses, damaged stock and obsolete stock must be reported by the Manager Supply Chain Management to Council.
- v. Each stock item must have a minimum, maximum and re-order level which must be captured on the financial system.
- vi. Stock items must be systematically replenished using the re-order point as per the financial system.
- vii. Goods in transit must be taken into account during the replenishment of stock.
- viii. Stock levels must be revisited on an annual basis
- ix. The financial system must indicate lead times for stock items x. Before payment is approved, certification by the Storekeeper that the goods and services are received or rendered on time and is in accordance with the order, the general conditions of contract and specifications where applicable and that the price charged is as quoted in terms of a contract.
- xi. The Storekeeper must ensure appropriate standards of internal control and warehouse management are adhered to, to ensure that goods placed in stores are secure, safe and only used for the purpose for which they were purchased.
- xii. The Storekeeper must perform regular spot-checking of stock items to ensure that the items are on the correct shelving space and that the physical quantities correspond with the quantities as per the financial system. Any differences found must be reported to the Manager Supply Chain Management.
- xiii. Items listed as stock, may not be procured outside of the stock system.
- xiv. Where user departments require higher quantities of stock, a

demand forecast must be provided to the Storekeeper in advance, taking lead time into consideration, to enable the Storekeeper to procure the requested quantities on time.

47. Contract management

- 1) Contract administration includes all administrative duties associated with a contract that has arisen through the acquisition/procurement processes described in this policy.
- 2) All contracts must be administered by a contract manager, who will be an internal official assigned to ensure the effective administration of the contract.
- 3) The contract manager will typically be the internal project manager assigned to the project as a whole but may also be a cost centre owner or other responsible official.
- 4) A contract manager must be assigned to each contract and, where possible, should be involved from the earliest stages of the acquisition process.
- 5) The contract manager's duties and powers shall be governed by the conditions of contract and the general law.
- 6) In administering a contract, the contract manager will be required to form opinions and make decisions which, while in the Witzenberg Municipality's best interests, must be fair to all parties concerned.
- 7) Directors shall be responsible for ensuring that contract managers are:
 - (a) assigned to all contracts within the Director's area of responsibility; and
 - (b) adequately trained so that they can exercise the necessary level of responsibility in the performance of their duties.
- 8) The contract manager must:
 - (a) ensure that all the necessary formalities in signing up the contract and/or issuing the purchase order(s) are adhered to.
 - (b) ensure that purchase orders are captured on the municipality's financial system in the form in accordance with the pricing schedule.
 - (c) ensure that all original contract documentation is lodged with Archives for record purposes.
 - (d) monitor on a monthly basis the performance of the service provider order to ensure that all of the terms and conditions of the contract are met.
 - (e) regularly report to the accounting officer on the management of the contract and the performance of the service provider.
 - (f) conduct contract risk assessments for contracts longer than 3 months as stated in paragraph 50 (4) and 50 (5).
 - (g) where necessary, take appropriate action where a service provider is underperforming or is in default or breach of the contract and to report

such failures promptly to the accounting officer.

- (h) where appropriate, authorise payments due in terms of the contract by processing payment certificates (if applicable), and ensuring that the necessary Service Entry Sheets or Goods Received Notes are lodged with the Finance Department for capturing on the municipality's financial system.
 - (i) contract variation or change procedures are approved by the accounting officer in writing which must be in line with the applicable general conditions of contract and this policy.
 - (j) administer disputes, in consultation with the Supply Chain Management Unit, in terms of this policy and the applicable conditions of contract.
 - (k) conduct, as appropriate, post contract reviews.
 - (l) maintain adequate records (paper and/or electronic) in sufficient detail on an appropriate contract file to provide an audit trail.
 - (m) act with care and diligence and observe all accounting and legal requirements.
 - (n) inform the Asset Management section of the location of newly procured assets for asset register and insurance purposes; and
 - (o) provide contract information to the Supply Chain Management Unit, as determined by the unit, after a contract has ended.
- 9) The accounting officer may expand contracts by not more than 20% for construction related goods, services and/or infrastructure projects and 15% for all other goods and/or services of the original value of the contract.³¹

48. Disposal management

- (1) Subject to the provisions of the Municipal Asset Transfer Regulations:
 - (a) moveable assets may be sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous to the municipality.
 - (b) immovable property may be sold only at market related prices except when the public interest or the plight of the poor demands otherwise.
 - (c) in the case of the free disposal of computer equipment, the provincial department of education must first be approached to indicate within 30 days whether any of the local schools are interested in the equipment.
 - (d) in the case of firearms, the National Conventional Arms Control Committee must approve any sale or donation of firearms to any person within or outside the Republic.
 - (e) where assets are traded in for other assets, the highest possible trade in price is negotiated

³¹ Adjusted by Council 30 May 2023

- (2) The criteria for the disposal or letting of assets, including unserviceable, redundant, or obsolete assets, subject to sections 14 and 90 of the Act; are as follows:
 - (A) A municipality may not transfer ownership as a result of sale or other transaction or otherwise permanently dispose of a capital asset needed to provide the minimum level of basic municipal services.
 - (B) A municipality may transfer ownership or otherwise dispose of capital asset other than one contemplated in subsection (1), but only after the municipal council, in a meeting open to the public-
 - (a) has decided on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services; and
 - (b) has considered the fair market value of the asset and the economic and community value to be received in exchange for the asset
- (3) Immovable property may only be let at market related rates except when the public interest or the plight of the poor demands otherwise and provided that all charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are annually reviewed.
 - (a) Except for compliance with paragraph 49(3) above, this policy shall not apply to the letting of immovable property unless decided otherwise by council.
- (4) Assets may be disposed of by –
 - (i) Transferring the asset to another organ of state in terms of a provision of the Act enabling the transfer of assets.
 - (ii) Transferring the asset to another organ of state at market related value or, when appropriate, free of charge.
 - (iii) Selling the asset; or
 - (iv) Destroying the asset.

49. Risk management

- (1) The accounting officer has established and implemented an effective system of risk management for the identification, consideration and avoidance of potential risks in the supply chain management system.
- (2) Risk management include –
 - (a) The early and systematic identification of risks on a case-by-case basis.
 - (b) The allocation and acceptance of risks to the party best suited to manage such risks.
 - (c) Acceptance of the cost of the risk where the cost of transferring the risk is greater than that of retaining it;
 - (d) The management of risks in a pro-active manner and the provision of adequate cover for residual risks; and
 - (e) The assignment of relative risks to the contracting parties through clear and unambiguous contract documentation.
- (3) Due care must be taken in the bid administration and management process to

minimise the risks of:

- (a) litigation by unsatisfied service providers
- (b) misinterpretation of municipal needs
- (c) overstatement or understatement of municipal needs
- (d) selecting or delivery of inappropriate goods and services
- (e) poor value for money
- (f) appointing inappropriate suppliers
- (g) unethical conduct of suppliers and other official involved in the supply chain management process
- (h) uneconomical, uncompetitive, and inequitable procurement

- (4) To give effect to paragraph 3 above, the municipality will identify risk inherent to a particular bid
 - (a) Risks may be identified for all bids during the specification stage of the bid process.
 - (b) Risks identified in (i) above may cover the entire life cycle of a contract from initiation to completion of the goods/services
 - (c) For contracts with a life cycle in excess of 3 months, the risks may be reviewed at least monthly by the contract manager as referred to in paragraph 48(1)(e)(iii)
 - (d) The contract manager in conducting the review of the bid risks during the life cycle of the contract may add new or emerging risks when identified
- (5) A risk table may be included at specification stage for each bid that may set out:
 - (a) Risk description
 - (b) Background to the risk
 - (c) Impact
 - (d) Likelihood
 - (e) Inherent risk
 - (f) Current controls
 - (g) Perceived control effectiveness
 - (h) Residual risk
 - (i) Risk owner
 - (j) Actions to improve management of the risk
 - (k) Time scale
- (6) The risk rating methodology will be in accordance with the Witzenberg Municipality's risk management policy.
- (7) The Evaluation and Adjudication Committee may review risks of bids

received against the predetermined risk as identified at the bid specification stage and may in conducting the review of the bid add new or emerging risks and mitigating strategies when identified.

- (8) At the briefing session with the successful bidder in terms of paragraph 66 of this policy:
 - (a) Risks identified during the Bid specification, bid evaluation, and bid adjudication process that pertains to the contract for goods or services may be disclosed to the successful bidder to improve mitigating factors.
 - (b) New and emerging risks identified may be added
 - (c) Risks identified by the successful bidder may be added to the contract risks if agreed to by the municipality.

50. Performance management

- (1) The accounting officer must establish and implement an internal monitoring system to determine, on the basis of a retrospective analysis, whether the authorised supply chain management processes were followed and whether the objectives of this Policy were achieved.
- (2) The quarterly report and annual report on the implementation of this policy, the monitoring of the service delivery and budget implementation plan (SDBIP) and the Annual Report may be used as tools to perform a retrospective analysis of supply chain management processes.
- (3) **Vendor performance**
 - (a) Each project manager shall monitor the supplier's compliance and performance to the set of specifications.
 - (b) If the supplier fails to perform in accordance with the specification requirements, the project manager must report such failure to the supplier in writing immediately upon becoming aware of such non-compliance for them to correct the situation.
 - (c) The above information will be kept and made available for future evaluation purposes, contract negotiations and regular feedback to vendors.
 - (d) If vendors fail to deliver in terms of paragraph 23 (1) (a) of the General conditions of contract, the municipality reserves the right to make use of remedies at its disposal in terms of applicable law.

Part 4: Other matters

51. Prohibition on awards to persons whose tax matters are not in order

- (1) No award above R15 000 (including VAT) may be made in terms of this policy to a person whose tax matters have not been declared by South African Revenue Service to be in order.³²
- (2) Before awarding a person, the accounting officer must first check with SARS to see whether that person's tax matters are in order.
- (3) If SARS does not respond within 7 days such person's tax matters may for purposes of subparagraph (1) be presumed to be in order.

³² Amended by council 30 May 2017

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- (4) It is the supplier's responsibility to provide the municipality with the tax compliance pin

52. Prohibition on awards to persons in the service of the state

- (1) Irrespective of the procurement process followed, no award may be made to a person in terms of this Policy –
 - (a) Who is in the service of the state.
 - (b) If that person is not a natural person, of which any director, manager, principal shareholder, or stakeholder is a person in the service of the state; or
 - (c) A person who is an advisor or consultant contracted with the municipality with the purpose of assisting the municipality with the defining of requirements, drafting of specifications or the evaluation of the bids.
- (2) Persons and business must declare their interest as stated in 53(1)(a)-(c) of this policy when completing their supplier database application forms and bid documents. Failure to do so may lead to disqualification.
- (3) The municipality may utilise mechanisms at its disposal to determine whether a person is in the service of the state.

53. Awards to close family members of persons in the service of the state

- (1) The municipality does not encourage the awarding of contract by employees in decision-making positions to close family members or friends. To this extent the municipality requires all employees to make full disclosures of businesses owned by close family members and/ or friends and it is further expected that such individuals must not directly or indirectly be involved in the awarding of such business
- (2) The accounting officer must ensure that the notes to the annual financial statements disclose particulars of any award of more than R2000 to a person who is a spouse, child or parent of a person in the service of the state, or has been in the service of the state in the previous twelve months, including –
 - (a) The name of that person.
 - (b) The capacity in which that person is in the service of the state; and
 - (c) The amount of the award.

54. Ethical standards

- (1) A code of ethical standards as set out in the “National Treasury’s code of conduct for supply chain management practitioners” is hereby established for officials and other role players in the supply chain management system of the municipality to promote –
 - (a) mutual trust and respect; and
 - (b) An environment where business can be conducted with integrity and in

a fair and reasonable manner.

- (2) A breach of the code of ethics must be dealt with as follows -
 - (a) in the case of an employee, in terms of the disciplinary procedures of the municipality envisaged in section 67(1)(h) of the Municipal Systems Act.
 - (b) In the case a role player who is not an employee, through other appropriate means in recognition of the severity of the breach.
 - (c) In all cases, financial misconduct must be dealt with in terms of chapter 15 of the Act.

55. Inducements, rewards, gifts and favours to municipalities, officials or other role players

- (1) No person who is a provider or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed or to be disposed of may either directly or through a representative or intermediary promise, offer or grant –
 - (a) any inducement or reward to the municipality for or in connection with the award of a contract; or
 - (b) Any reward, gift, favour, or hospitality to –
 - (i) Any official; or
 - (ii) Any other role player involved in the implementation of this Policy.
- (2) The accounting officer must promptly report any alleged contravention of subparagraph 55 (1) to the National Treasury for considering whether the offending person, and any representative or intermediary through which such person is alleged to have acted, should be listed in the National Treasury's database of persons prohibited from doing business with the public sector.
- (3) Subparagraph 55 (1) does not apply to gifts less than R350 in value.

56. Sponsorships

- (1) The accounting officer must promptly disclose to the National Treasury and the relevant provincial treasury any sponsorship promised, offered, or granted, whether directly or through a representative or intermediary, by any person who is –
 - (a) a provider or prospective provider of goods or services; or
 - (b) A recipient or prospective recipient of goods disposed or to be disposed.

57. Objections and complaints

- (1) Persons aggrieved by decisions or actions taken in the implementation of this supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint against the decision or action.

58. Resolution of disputes, objections, complaints, and queries

- (1) The accounting officer must appoint an independent and impartial person, not directly involved in the supply chain management processes –
 - (a) To assist in the resolution of disputes between the municipality and other persons regarding –
 - (i) Any decisions or actions taken in the implementation of the supply chain management system; or
 - (ii) Any matter arising from a contract awarded in the course of the supply chain management system; or
 - (b) To deal with objections, complaints or queries regarding any such decisions or actions or any matters arising from such contract.
- (2) The accounting officer, or another official designated by the accounting officer, is responsible for assisting the appointed person to perform his or her functions effectively.
- (3) The person appointed must –
 - (a) Strive to resolve promptly all disputes, objections, complaints, or queries received; and
 - (b) Submit monthly reports to the accounting officer on all disputes, objections, complaints, or queries received, attended to or resolved.
- (4) A dispute, objection, complaint, or query may be referred to the Relevant provincial treasury if –
 - (a) The dispute, objection, complaint or query is not resolved within 60 days:
or
 - (b) No response is forthcoming within 60 days.
- (5) If the provincial treasury does not or cannot resolve the matter, the dispute, objection, complaint or query may be referred to the National Treasury for resolution.
- (6) This paragraph must not be read as affecting a person's rights to approach a court at any time.

59. Contracts providing for compensation based on turnover

- (1) If a service provider acts on behalf of a municipality to provide any service or act as a collector of fees, service charges or taxes and the compensation payable to the service provider is fixed as an agreed percentage of turnover for the service or the amount collected, the contract between the service provider and the municipality must stipulate –
 - (a) A cap on the compensation payable to the service provider; and
 - (i) That such compensation must be performance based.

60. Compliance with Ethical standards

- (1) In order to create an environment where business can be conducted with integrity and in a fair and reasonable manner, this Policy will strive to ensure that the accounting officer and all representatives of the Witzenberg Municipality involved

in supply chain management activities shall act with integrity and in accordance with the highest ethical standards. All supply chain management representatives shall adhere to the code of conduct of municipal staff contained in schedule 2 of the Systems Act, the code of conduct for supply chain management practitioners and other role players (annexure A to this policy) and the Ethical code of suppliers (annexure B to this policy).

61. Handling of proprietary information

- (1) All information designed and prepared for the municipality is deemed as proprietary. No such information may be distributed, modified or customised for third parties without the written permission of the accounting officer.
- (2) All supplier information shall be treated as confidential
- (3) In appropriate instances, the municipality may require security clearance and confidentiality agreements to be entered into with suppliers.

62. Non-compliance with peremptory requirements of bids

- (1) The accounting officer is empowered to condone non-compliance with peremptory requirements of bids in cases where the condonation is not incompatible with public interest and promote the values of fairness, competitiveness and cost-effectiveness which are listed in Section 217 of the Constitution.

63. Right of Appeal

- (1) In terms of Section 62 of the Municipal Systems Act (Act 32 of 2000 as amended), a person whose rights are affected by a decision taken by the municipality, in terms of a delegated authority, in the implementation of its supply chain management system, may appeal against that decision by giving 1 notice of the appeal and reasons to the Municipal Manager within 14 days of the date of receipt of the notification of the decision.³³

Bid documents must state that any appeal in terms of paragraph 64 must be submitted to the Municipal Manager, and must contain the following:

- (a) reasons and/or grounds for the appeal;
 - (b) the way in which the appellants' rights have been affected; and
 - (c) the remedy sought by the appellant.
- (2) The Municipal manager shall establish an appropriate appeal authority in terms of section 62 of the Systems Act, to consider appeals received in terms of paragraph 63(1) above
 - (3) The appeal authority must consider the appeal, and confirm, vary, or revoke the decision, but no such variation or revocation of a decision may detract from any rights that may have accrued as a result of the decision

³³ Amended by Council 26 May 2021

64. Unsuccessful bidder debriefing

- (1) The unsuccessful bidder debriefing service is offered by the municipality to unsuccessful bidders upon request.
- (2) During the debriefing unsuccessful bidders can find out how their proposal scored against required criteria and obtain comments from the evaluation team on their bid.
- (3) The debriefing should be a positive and constructive experience that explains how bidders can improve future submissions.
- (4) The debriefing an opportunity for unsuccessful bidders to:
 - (a) Learn more about the procurement and evaluation process in an informal setting.
 - (b) Find out how their proposal scored against the required criteria.
 - (c) Hear the overall comments from the evaluation team on your bid.
 - (d) Gather information on how future submissions may be improved.
- (5) The debriefing is not part of the Supply Chain complaint or appeal process in terms of paragraph 58 or 64 of this policy.
- (6) The debriefing is not legal proceeding, and no legal representation is permitted at the debriefing.
- (7) At the debriefing session the unsuccessful bid is not compared to other bids, nor will information be provided to the unsuccessful bidder about other bids.
- (8) In scheduling bidders' debriefings session upon the request of the unsuccessful bidder, the municipality must:
 - (a) Confirm the date and time of the debriefing session in writing.
 - (b) Conduct separate debriefings with each vendor.
 - (c) Ensure that proper minutes are kept of each debriefing session.
 - (d) Retain all correspondence and documentation relevant to the debriefing session as part of the procurement documentation.
- (9) In conducting bidder's debriefings, the municipality may:
 - (a) Provide a general overview of the evaluation process set out in the bid documents.
 - (b) Discuss the strengths and weaknesses of the bidder's submission in relation to the specific evaluation criteria and the bidders evaluated score.
 - (c) Provide suggestions on how the supplier may improve future submission.
 - (d) Address specific questions and issues raised by the supplier in relation to their submission.

65. Successful bidder briefing

- (1) The notification to the successful bidder in terms of paragraph 37(8) may require of the successful bidder to attend a compulsory briefing session with the municipality before commencement of the contract at no cost to the municipality.
- (2) The purpose of the briefing session is to:

- (a) Introduce the municipal contract manager allocated to the specific contract in terms of paragraph 48 and to meet the successful bidders' contract manager.
 - (b) Examine and analyse the bid document and contractual conditions to ensure that specific expectations of the municipality and the obligations of the successful bidder are well understood.
 - (c) Discuss the strengths and weaknesses of the bidder's submission in relation to the specific evaluation criteria and the bidders evaluated score.
 - (d) Communicate and document the anticipated contract risks and challenges as perceived by both the municipality and the successful bidders.
 - (e) To develop mitigating strategies to address and mitigate the contract risk and challenges; and
 - (f) Communicate the contract administration process as stated in paragraph 48 of this policy.
 - (g) Formally sign the bid contract
- (3) At least the following persons must attend the briefing session:
- (a) The municipal contract manager
 - (b) The authorised municipal supply chain official
 - (c) The successful bidders authorised contract signatory
 - (d) The successful bidders contract manager
- (4) The notification to the successful bidder refers to in paragraph 66(1) must state the date, time, and place of the briefing session in writing.
- (a) Proper minutes must be kept of each briefing session.
 - (b) All correspondence and documentation in relation to the briefing session must be maintained as part of the procurement documentation.

66. Acceptance of offers

- (1) At the invitation of bids, or quotations.
- (a) the municipality is not obliged to accept the lowest or any offer.
 - (b) The municipality may, where an offer relates to more than one item, accept such offer in respect of or any specific item or items.
 - (c) The municipality may accept any offer notwithstanding the fact that the offer does not comply with the bid invitation in respect of which the offer has been made subject to the conditions of paragraph 63 of this policy.

67 Cancellation of tenders³⁴

- (1) Tender invitations may, before the award be cancelled if.
- (a) due to changed circumstances, there is no longer a need for the goods or services specified in the invitation.
 - (b) funds are no longer available to cover the total envisaged expenditure.
 - (c) no acceptable tender is received; or
 - (d) there is a material irregularity in the tender process.
 - (e) If an automatic extension clause is not included in a bidding document, the following will be applicable to the Extension of Validity period-

³⁴ Included February 2023

- i) Extensions must be done prior to the expiry date of the bid validity period.
 - ii) When validity lapses the contractual obligation that the bidder accepted on signing the relevant bid documentation falls away, therefore when a bid expires there is nothing to extend.
 - iii) It cannot be evaluated further, and it must be cancelled and re-advertised.
- (2) The decision to cancel a tender invitation in terms paragraph 67 (1) must be published in the same manner in which the original tender invitation was advertised

68. Commencement

This Policy takes effect on 1 July 2017

Paragraph 67 will be effective retrospectively from 16 January 2023.

Where the content of this policy is in contradiction of laws and regulations, the latter will take preference.³⁵

³⁵ Included March 2022.

ANNEXURE A

WITZENBERG MUNICIPALITY

CODE OF CONDUCT FOR SUPPLY CHAIN MANAGEMENT PRACTITIONERS AND OTHER ROLE PLAYERS

The purpose of this Code of Conduct is to promote mutual trust and respect and an environment where business can be conducted with integrity and in a fair and reasonable manner.

1. General Principles

The municipality commits itself to a policy of fair dealing and integrity in the conducting of its business. Officials and other role players involved in supply chain management (SCM) are in a position of trust, implying a duty to act in the public interest. Officials and other role players should not perform their duties to unlawfully gain any form of compensation, payment or gratuities from any person, or provider/contractor for themselves, their family or their friends.

Officials and other role players involved in SCM should ensure that they perform their duties efficiently, effectively and with integrity, in accordance with the relevant legislation, policies and guidelines. They should ensure that public resources are administered responsibly.

Officials and other role players involved in SCM should be fair and impartial in the performance of their functions. They should at no time afford any undue preferential treatment to any group or individual or unfairly discriminate against any group or individual. They should not abuse the power and authority vested in them.

2. Conflict of interest

- An official or other role player involved with supply chain management –
- (a) must treat all providers and potential providers equitably.
 - (b) may not use his or her position for private gain or to improperly benefit another person.
 - (c) may not accept any reward, gift, favour, hospitality, or other benefit directly or indirectly, including to any close family member, partner or associate of that person, of a value more than R350.
 - (d) must declare to the accounting officer details of any reward, gift, favour, hospitality, or other benefit promised, offered or granted to that person or to any close family member, partner or associate of that person.
 - (e) must declare to the accounting officer details of any private or business interest which that person, or any close family member, partner, or associate, may have in any proposed procurement or disposal process, or in any award of a contract by the municipality.
 - (f) must immediately withdraw from participating in any manner whatsoever in a procurement or disposal process or in the award of a contract in which that person, or any close family member, partner or associate, has any private or business interest.
 - (g) must declare any business, commercial and financial interests or activities undertaken for financial gain that may raise a possible conflict of interest.
 - (h) should not place him/herself under any financial or other obligation to outside individuals or organizations that might seek to influence them in the performance of their official duties; and

-
- (i) Should not take improper advantage of their previous office after leaving their official position.

3. Accountability

Practitioners are accountable for their decisions and actions to the public. Practitioners should use public property scrupulously.

Only accounting officers or their delegates have the authority to commit the municipality to any transaction for the procurement of goods and / or services.

All transactions conducted by a practitioner should be recorded and accounted for in an appropriate accounting system. Practitioners should not make any false or misleading entries into such a system for any reason whatsoever.

Practitioners must assist the accounting officer in combating fraud, corruption, favouritism and unfair and irregular practices in the supply chain management system.

Practitioners must report to the accounting officer any alleged irregular conduct in the supply chain management system which that person may become aware of, including:

- (i) Any alleged fraud, corruption, favouritism or unfair conduct.
- (ii) any alleged contravention of the policy on inducements, rewards, gifts and favours to municipalities or municipal entities, officials, or other role players; and
- (iii) Any alleged breach of this code of conduct.

Any declarations made must be recorded in a register which the accounting officer must keep for this purpose. Any declarations made by the accounting officer must be made to the mayor who must ensure that such declaration is recorded in the register.

4. Openness

Practitioners should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only if it is in the public interest to do so.

5. Confidentiality

Any information that is the property of the municipality or its providers should be protected at all times. No information regarding any bid / contract / bidder / contractor may be revealed if such an action will infringe on the relevant bidder's / contractors' personal rights.

Matters of confidential nature in the possession of officials and other role players involved in SCM should be kept confidential unless legislation, the performance of duty or the provision of law requires otherwise. Such restrictions also apply to officials and other role players involved in SCM after separation from service.

6. Bid Specification / Evaluation / Adjudication Committees

Bid specification, evaluation and adjudication committees should implement supply chain management on behalf of the municipality in an honest, fair, impartial, transparent, cost-effective, and accountable manner.

Bid evaluation / adjudication committees should be familiar with and adhere to the prescribed legislation, directives, and procedures in respect of supply chain management in order to perform effectively and efficiently.

All members of bid adjudication committees should be cleared by the accounting officer at the level of "CONFIDENTIAL" and should be required to declare their financial interest annually. No person should-

- (i) Interfere with the supply chain management system of the municipality; or
- (ii) Amend or tamper with any price quotation / bid after its submission.

7. Combative Practices

Combative practices are unethical and illegal and should be avoided at all costs. They include but are not limited to:

- (i) Suggestions to fictitious lower quotations.
- (ii) Reference to non-existent competition.
- (iii) Exploiting errors in price quotations / bids.
- (iv) Soliciting price quotations / bids from bidders / contractors whose names appear on the Register for Tender Defaulters.

ANNEXURE B

Witzenberg Municipality's Supply Chain Management: Supplier's Code of Conduct

The purpose of this Code of Conduct is to promote mutual trust and respect and an environment where business can be conducted with integrity and in a fair and reasonable manner.

WM is committed to high standards of business ethics and integrity as reflected in this WM Code of Conduct. WM expects all its suppliers to adhere to similar good working standards and business ethics. The Supplier is expected to comply with the requirements set out in this WM Supplier Code of Conduct. In addition, WM and the Supplier may agree on further standards in supply agreements.

1. Human Rights

This Bill of Rights, as enshrined in Constitution Act 108 of 1996, is a cornerstone of democracy in South Africa. It enshrines the rights of all people in our country and affirms the democratic values of human dignity, equality, and freedom. The Constitution obliges municipalities to respect, protect, promote, and fulfil the rights in the Bill of rights. To this end, when service providers provide services to and on behalf of the WM they are also obliged to respect, protect, promote and fulfil the rights in the Bill of rights insofar as it is relevant to their business.

In accordance with the aforementioned ethics and standards, WM require the following business practices from Suppliers:

- To not unfairly discriminate directly or indirectly against anyone on one or more grounds, including race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture,

language and birth.

- To respect the right of everyone to inherent dignity and the right to have their dignity respected and protected.
- To respect the right of every person not to be subjected to slavery, servitude or forced labour.
- To respect everyone's right to freedom of conscience, religion, thought, belief and opinion.

2. Fair Labour Conditions and Child Labour

The Supplier will ensure fair labour conditions. In particular, the supplier will:

- refrain from employment discrimination based on gender, colour, ethnicity, religion, disability, union membership, political affiliation or sexual orientation.
- respect the rights of employees to freely associate and bargain collectively.
- comply with all applicable laws on employment and in particular the Basic Conditions of Employment Act 75 of 1997 and the Labour Relations Act 66 of 1995.
- not use any forced or compulsory labour or involuntary prison labour and give all employees the choice to leave their employment freely upon reasonable notice.
- compensate employees fairly and adhere to the Basic Conditions of Employment Act 75 of 1997, sector specific minimum wages and / or collective agreements and where these do not exist, compensate employees so they can at the least meet their basic needs; and
- The Supplier will protect children from exploitative labour practices and they will not require or permit children to perform work or provide services that-
 - is inappropriate for a person of that child's age; or
 - place at risk the child's well-being, education, physical or mental health or spiritual, moral, or social development.

3. Occupational Health and Safety

The Supplier will strive to provide a safe and healthy workplace for all its employees and strive to adhere to the requirements of Occupational Health and Safety Act 85 of 1993.

4. Environmental Responsibility

The Supplier is committed to environmental protection and will conduct its business in an environmentally sensitive way.

5. Business Ethics

The Supplier will conduct its business in an ethical manner in accordance with all applicable rules and regulations. In particular, the Supplier will

- refrain from any and all forms of extortion and bribery.
- adhere to anti-trust and other competition laws, e.g. not participating in price fixing or bid-rigging; and
- disclose to WM information about any principal shareholder, directors in the service of the state.
- The Supplier will protect all confidential information provided by WM and its

respective business partners.

6. Conflict of Interest

The Supplier must disclose to WM information about conflict of interest of any WM employee, or close family member of an employee that have an interest in any of the Supplier's business.

Suppliers must not use their position for private gain or to improperly benefit any person or company.

Suppliers must not offer any reward, gift, favour, hospitality, or other benefit directly or indirectly, including to any close family member, partner, or associate of a WM employee, irrespective of the value of the gift, reward, favour, hospitality or benefit.

Suppliers must declare to the accounting officer of WM details of any private or business interest which an employee of WM, or any close family member, partner or associate, may have in any proposed procurement or disposal process, or in any award of a contract by WM.

Suppliers must not place WM employees under any financial or other obligation that might seek to influence WM employees in the performance of their official duties; and

Suppliers must not take improper advantage of previous WM employees to unfairly benefit the supplier by using the information or knowledge of previous employees of WM after leaving office.

7. Business Continuity Planning

The Supplier shall maintain appropriate insurance and or policies to mitigate exposures to business risk, business threats, terrorism, crime, pandemics, natural disasters and related major accident exposures.

8. Procurement by Supplier

WM expects the Supplier to obtain confirmation from each of its sub-suppliers providing goods or services directly or indirectly to WM that the sub-supplier acts in compliance with this WM Supplier Code of Conduct.

Preferential Procurement Policy



Preferential Procurement Policy

Date of Approval by Council	10 March 2023
Implementation date	10 March 2023

Preferential Procurement Policy

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Preferential Procurement Policy

1. Definitions

- 1.1 In this Policy, unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the Act or the Regulations shall bear the meaning so assigned –
- 1.1.1 "Acceptable Tender" means any tender which, in all respects, complies with the specification and conditions of tender as set out in tender document.
- 1.1.2 **"Act"** means the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 as amended;
- 1.1.3 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 1.1.4 **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 1.1.5 **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, Act No. 53 of 2003 as amended;
- 1.1.6 **"district municipal area"** means the Cape Winelands District Municipal Area;
- 1.1.7 **"EME"** means an exempted micro enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 1.1.8 **"highest acceptable tender"** means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders;
- 1.1.9 **"Historically disadvantaged individual (HDI)"** means a South African citizen –
- (1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983); and / or
 - (2) who is a female; and / or
 - (3) who has a disability;

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Provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI.

- 1.1.10 “**locality**” means the local suppliers and/or service providers **that it’s place of business** within the municipal area, or Cape Winelands District or the Western Cape Province
- 1.1.11 “**lowest acceptable tender**” means a tender that complies with all specifications and conditions of tender and that has lowest price compared to other tenders;
- 1.1.12 “**municipal area**” means within the jurisdiction of Witzenberg Municipality;
- 1.1.13 “**Municipality**” refer to Witzenberg Municipality;
- 1.1.14 “**Policy**” means the Preferential Procurement Policy of Witzenberg Municipality;
- 1.1.15 “**proof of B-BBEE status level of contributor**” means
 - 1.1.15.1 The B-BBEE status level certificate issued by an authorised body or person;
 - 1.1.15.2 A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
 - 1.1.15.3 Any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act;
- 1.1.16 “**proof of locality**” means a –
 - 1.1.16.1 municipal account in the name of the bidder not older than 90 days. The municipal account must reflect that the property is billed for property rates tax.;
 - 1.1.16.2 Adequate proof that the property itself is registered in the name of the bidder by the deeds office.
- 1.1.17 “**province**” means the Western Cape Province;
- 1.1.18 “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- 1.1.19 “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of the tender invitation;

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- 1.1.20 “Regulations” means the Preferential Procurement Regulations, 2022 as issued by the Minister of Finance
- 1.1.21 “specific **goals**” means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;
- 1.1.22 “tender” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation that includes formal written price quotations, competitive bids and deviations from the official procurement processes as defined;
- 1.1.23 “tender for income-generating contracts” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions.

Preferential Procurement Policy

2. Application of the policy
 - (1) This policy applies to all procurement of goods and services by the municipality with a value of R2,000 and above.
 - (2) This policy does not apply to public auctions or any other sale or lease of assets where it is not practical to apply a system of preference.
 - (3) This policy must be applied concurrently with other legislative prescripts and other policies that regulates the procurement of goods and services by the municipality.

3. Objective of the policy
 - (1) The purpose of this policy is to:
 - (a) Provide for categories of preference in awarding of bids;
 - (b) Provide for the advancement of persons or categories of persons disadvantaged by unfair discrimination; and
 - (c) Clarify the mechanisms how the above items in paragraph 3.1 (a) and (b) will be implemented.

4. Identification of preference point system
 - (1) The tender documents must stipulate –
 - (a) the preference point system applicable; and
 - (b) any specific goal as envisaged in section 2(1)(d) and (e) of the Act.
 - (2) If it is unclear whether the 80/20 or 90/10 preference point system applies, the tender documents must state/stipulate that in the case of –
 - (a) an invitation for tender for income generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or
 - (b) any other invitation for tender that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system.

5. Specific goals
 - (1) Specific goals must be measurable, quantifiable and monitored for compliance.
 - (2) A maximum of 20 points on the 80/20 preference points system or 10 points on the 90/10 preference points system will be allocated for specific goals as contemplated

Preferential Procurement Policy

in the Act for the acquisition of goods and services and income generating contracts. These goals are as follows:

- (a) B-BBEE that is inclusive of contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability; and
 - (b) locality of enterprises in the municipal area, district municipal area or province that promotes implementing the programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994 the preference point system.
- (3) Regarding paragraph 5(2) of this Policy, 50% of the 20 points on the 80/20 preference points system and 50% of the 10 points on the 90/10 preference points system, will be allocated to promote B-BBEE in terms of the following scorecard:

No	B-BBEE status level of contributor	Number of points on 80/20 points system	Number of points on 90/10 points system
1	Level 1 contributor	10	5
2	Level 2 contributor	9	4.5
3	Level 3 contributor	6	3
4	Level 4 contributor	5	2.5
5	Level 5 contributor	4	2
6	Level 6 contributor	3	1.5
7	Level 7 contributor	2	1
8	Level 8 contributor	1	0.5
9	Non-compliant contributor	0	0

- (4) The following points for specific goals per procurement process based on the 80/20 preference point system will be applied:

No	Procurement Process	Procurement ranges (inclusive of all applicable taxes)	Maximum points for Broad-Based Black Economic Empowerment (B-BBEE)	Maximum points for enterprises within Witzenberg Municipal area	Maximum points for enterprises within Cape Winelands District region	Maximum points for enterprises within the Western Cape Province
1	Formal written price and competitive tendering	R2,000 – R50 million	10	10	5	2

Preferential Procurement Policy

- (5) The following points for specific goals per procurement process based on the 90/10 preference point system will be applied:

No	Procurement Process	Procurement ranges (inclusive of all applicable taxes)	Maximum Points for Broad-Based Black Economic Empowerment (B-BBEE)	Maximum points for enterprises within Witzenberg Municipal area	Maximum points for enterprises within Cape Winelands District region	Maximum points for enterprises within the Western Cape Province
1	Competitive tendering	Above R50 million	5	5	2.5	1

- (6) The total number of points allocated towards specific goals must always add up to 20 points on the 80/20 preference points system or 10 points on the 90/10 preference points system.
- (7) A tenderer that is located outside the Western Cape Province will score 0 points for locality.
- (8) Witzenberg Municipality will reserve the right to use any and all available information at its disposal, including conducting site visit and inspections to verify a bidders claim of having a local office within the boundaries of the Witzenberg Municipal area, Cape Winelands District or Western Cape Province.
- (10) The purpose of the locality points is to promote local economic development within the Witzenberg Municipal area, Cape Winelands District and Western Cape Province, and any bidder attempting to circumvent the substance of this initiative through any means, including by means of fronting, will be reported to the National Treasury for blacklisting on the Central Supplier Database (CSD).

6. 80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million

- (1) The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

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$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where –

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

P_{\min} = Price of lowest acceptable tender

- (2) A maximum of 20 points may be awarded to a tenderer for the specific goals as provided for under paragraph 3 of this Policy.
 - (3) The points scored for the specific goal(s) must be added to the points scored for the price and the total must be rounded off to the nearest two decimal places.
 - (4) A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.
 - (6) A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.
 - (7) A tenderer must submit proof of locality in order to claiming point(s) for locality.
 - (8) A tenderer failing to submit proof of locality may not be disqualified, but will only score 0 points for locality.
 - (9) A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price only.
 - (10) The points scored for the specific goals must be added to the points scored for price and the total must be rounded off to the nearest two decimals.
 - (11) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.
7. 90/10 preference point system for acquisition of goods and services with Rand value above R50 million
- (1) The following formula must be used to calculate the points out of 90 for price in respect of an invitation for a tender with a Rand value above R50 million, inclusive of all applicable taxes:

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$$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where –

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

P_{\min} = Price of lowest acceptable tender

- (2) A maximum of 10 points may be awarded to a tenderer for the specific goals as provided for under paragraph 3 of this Policy.
 - (3) The points scored for the specific goal must be added to the points scored for the price and the total must be rounded off to the nearest two decimal places.
 - (4) A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.
 - (5) A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.
 - (6) A tenderer must submit proof of locality in order to claiming point(s) for locality.
 - (7) A tenderer failing to submit proof of locality may not be disqualified, but will only score 0 points for locality.
 - (9) A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price only.
 - (10) The points scored for the specific goals must be added to the points scored for price and the total must be rounded off to the nearest two decimals.
 - (11) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.
8. 80/20 preference point system for tenders to generate income or to dispose of or lease assets with Rand value equal to or below R50 million

Preferential Procurement Policy

- (1) The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender for income-generating contracts with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where –

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmax = Price of highest acceptable tender

- (2) A maximum of 20 points may be awarded to a tenderer for the specific goals as provided for under paragraph 3 of this Policy.
- (3) The points scored for the specific goal must be added to the points scored for the price and the total must be rounded off to the nearest two decimal places.
- (4) A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.
- (6) A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.
- (7) A tenderer must submit proof of locality in order to claim point(s) for locality.
- (8) A tenderer failing to submit proof of locality may not be disqualified, but will only score 0 points for locality.
- (9) A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price only.
- (10) The points scored for the specific goals must be added to the points scored for price and the total must be rounded off to the nearest two decimals.
- (11) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.
9. 90/10 preference point system for tenders to generate income or to dispose of or lease assets with Rand value above R50 million

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- (1) The following formula must be used to calculate the points out of 90 for price in respect of an invitation for a tender for income-generating contracts with a Rand value above R50 million, inclusive of all applicable taxes:

$$Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where –

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmax = Price of highest acceptable tender

- (2) A maximum of 10 points may be awarded to a tenderer for the specific goals as provided for under paragraph 3 of this Policy.
- (3) The points scored for the specific goal must be added to the points scored for the price and the total must be rounded off to the nearest two decimal places.
- (4) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tendering scoring the highest points.
- (5) A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.
- (6) A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.
- (7) A tenderer must submit proof of locality in order to claiming point(s) for locality.
- (8) A tenderer failing to submit proof of locality may not be disqualified, but will only score 0 points for locality.
- (9) A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price only.
- (10) The points scored for the specific goals must be added to the points scored for price and the total must be rounded off to the nearest two decimals.
- (11) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

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10. Criteria for breaking deadlock in scoring

- (1) If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals.
- (2) If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

11. Oversight role of Council

For the purpose of oversight, the Accounting Officer must within 30 days of the end of each financial year, submit a report on the implementation of this Policy to the Council.

12. Short title

This Policy is called the Preferential Procurement Policy of Witzenberg Municipality.



LONG-TERM FINANCIAL PLAN POLICY

Date of implementation 01 July 2013

LONG-TERM FINANCIAL PLAN POLICY

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1. DEFINITIONS AND ABBREVIATIONS

“basic municipal service” means a municipal service that is necessary to ensure an acceptable and reasonable quality of life and which, if not provided, would endanger public health or safety or the environment;

“BSC” means Budget Steering Committee, a committee established to provide technical assistance to the Mayor in discharging the responsibilities set out in section 53 of the MFMA;

“budget-related policy” means a policy of a municipality affecting or affected by the annual budget of the municipality, including—

the tariffs policy which the municipality must adopt in terms of section 74 of the Municipal Systems Act;

the rates policy which the municipality must adopt in terms of legislation regulating municipal property rates; or

the credit control and debt collection policy which the municipality must adopt in terms of section 96 of the Municipal Systems Act;

“IDP” means the Integrated Development Plan;

“LTFP” means Long Term Financial Plan;

“long-term debt” means debt repayable over a period exceeding one year;

“MBRR” means the Municipal Budget and Reporting Regulations;

“MFMA” means the Municipal Finance Management Act No 56 of 2003;

“MTREF” means Medium Term Revenue and Expenditure Framework, as prescribed by the MFMA. It sets out indicative revenue and projected expenditure for the budget year, plus two outer financial years;

“Municipality” means Witzenberg Municipality;

“municipal tariff” means a tariff for services which a municipality may set for the provision of a service to the local community, and includes a surcharge on such tariff;

“municipal tax” means property rates or other taxes, levies or duties that a municipality may impose;

“National Treasury” means the National Treasury established by section 5 of the Public Finance Management Act.

“Short Term” refers to a period up to 3 (three) years

“Medium Term” refers to a period between 3 (three) and 5 (five) years

“Long Term” refers to any period longer than 5 (five) years

2. INTRODUCTION

- 2.1. The Local Government: Municipal Finance Management Act No 56 of 2003 (hereafter MFMA) has instituted various financial reform measures. Sound financial management practices have been identified as essential to the long-term sustainability of municipalities. In this regard the MFMA necessitates that municipality's must have a policy related the Long Term Financial Plan (hereafter LTFP).
- 2.2. A municipality's financial plan integrates the financial relationships of various revenue and expenditure streams to give effect to the Integrated Development Plan (hereafter IDP). It provides guidance for the development of current budgets and assesses financial impacts on outer years' budgets by incorporating capital expenditure outcomes, operating expenditure trends, optimal asset management plans and the consequential impact on rates, tariffs and other service charges.
- 2.3. The Municipality has developed a financial model that aims to determine the appropriate mix of parameters and assumptions within which the municipality should operate to facilitate budgets which are affordable and sustainable at least 10 years into the future. In addition, it identifies the consequential financial impact of planned capital projects on the municipality's operational budget.

3. PROBLEM STATEMENT

- 3.1. Preceding the inception of the MFMA municipal budgets usually catered for immediate demands with little or no view to future needs or the future consequences of particular decisions. This poor planning practice fragmented the sustainability of municipal budgets.

4. PURPOSE

- 4.1. The policy aims to ensure that all long-term financial planning is based on a structured and consistent methodology thereby ensuring long-term financial affordability and sustainability.

5. GUIDING PRINCIPLES

- 5.1. The policy is based on the following principles:-
 - 5.1.1. Future financial sustainability;
 - 5.1.2. Optimal collection of revenue, taking into consideration the socio economic environment;
 - 5.1.3. Optimal utilisation of grant funding;
 - 5.1.4. Continuous improvement and expansion in service delivery framework, and
 - 5.1.5. Prudent financial strategies.

6. ROLE PLAYERS AND STAKEHOLDERS

The following role players will ensure that the LTFP is implemented in accordance with the prescribed legislative requirements and Council processes.

- 6.1. Budget Office
 - 6.1.1. Responsible for the preparation and the compilation of the LTFP;
 - 6.1.2. Responsible for overall oversight;
 - 6.1.3. Present long term financial plan outcome to the Budget Steering Committee;
 - 6.1.4. Review Policy and Strategy, in consultation with relevant stakeholders, to ensure maximum compliance in terms of legislation.
- 6.2. Directorates and Departments
 - 6.2.1. Responsible for providing reasons on past performance outcomes
 - 6.2.2. Responsible for providing information to Budget Office to update the financial plan;
 - 6.2.3. Required to identify revenue and expenditure plans for both operating and capital budgets for at least 3 years.
 - 6.2.4. Required to make recommendations on future service delivery matters.
- 6.3. Budget Steering Committee

- 6.3.1. Responsible for providing strategic guidance on matters relevant to the long term financial plan
- 6.3.2. Responsible for endorsing the projected MTREF assumptions and parameters contemplated by the LTFP.

7. REGULATORY CONTEXT

- 7.1. Section 17 (3) of the MFMA states that "when an annual budget is tabled it must be accompanied by amongst other "any proposed amendments to the budget-related policies of the municipality".
- 7.2. Section 21 of the MFMA states that the mayor of a municipality must at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for, amongst other:
 - (i) The preparation, tabling and approval of the annual budget;
 - (ii) the annual review of—
 - (aa) the integrated development plan in terms of section 34 of the Municipal Systems Act; and
 - (bb) the budget-related policies;
 - (iii) The tabling and adoption of any amendments to the IDP and the budget-related policies; and
 - (iii) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).
- 7.3. Section 7 (1) of the Local Government: Municipal Finance Management Act, 2003, Municipal Budget and Reporting Regulations, 2009 (hereafter MBRR) states that:
"the Municipal Manager of a municipality must prepare, or take all reasonable steps to ensure the preparation of budget-related policies of the municipality, or any or any necessary amendments to such policies, in accordance with the legislation applicable to those policies for tabling in the municipal council by the applicable deadline specified by the mayor in terms of section 21 (1) (b) of the MFMA".
- 7.4. Section 7 (1) reference (1) of the MBRR, further states that "as defined in section 1 of the MFMA. Policies that affect or are affected by the annual budget of a municipality include "(g) A policy related to the long term financial plan".
- 7.5. Section 4 (1) of the MBRR states "that the mayor of a municipality must establish a budget steering committee to provide technical assistance to the mayor in discharging the responsibilities set out in section 53 of the MFMA".
- 7.6. Section 26 (h) of the Local Government: Municipal Systems Act 32 of 2000 (hereafter the MSA) states that "An Integrated Development Plan must reflect a financial plan, which must include a budget projection for at least the next three years".

8. POLICY DIRECTIVE DETAILS

- 8.1. Financial strategies
 - 8.1.1. An intrinsic feature of the LTFP is to give effect to the Municipality's financial strategies. These strategies include:
 - 8.1.1.1. Increasing funding for asset maintenance and renewal;
 - 8.1.1.2. Continuous improvement to the financial position;
 - 8.1.1.3. Ensuring affordable debt levels to fund the capital budget;
 - 8.1.1.4. Maintaining fair, equitable and affordable rates and tariff increase;
 - 8.1.1.5. Maintaining or improving basic municipal services;
 - 8.1.1.6. Achieving and maintaining a breakeven/surplus Operating budget; and
 - 8.1.1.7. Ensuring full cost recovery for the provision of internal services.
- 8.2. Non – financial strategies
 - 8.2.1. The LTFP is a key component for achieving the goals listed in the IDP of the Municipality. The LTFP must consider the following non – financial strategic strategies:
 - 8.2.1.1. The Municipality's Strategic Focus Areas;
 - 8.2.1.2. Infrastructure led growth strategies; and
 - 8.2.1.3. The Municipality's Spatial Development Framework.
- 8.3. Preparation of the LTFP
 - 8.3.1. The LTFP process should commence by latest June of each year.
 - 8.3.2. The LTFP should consider the fiscal overview by reviewing past financial performance, projection of long-term financial outlook and financing and funding arrangements. The following matters should be considered annually:
 - 8.3.2.1. Revising the long-term financial plan for events that may have impacted during the recent past;

- 8.3.2.2. Assessing the outcomes and achievements of the past few years financial performance as per the audited financial statements;
 - 8.3.2.3. Reviewing the financial objective and assumptions;
 - 8.3.2.4. Reviewing the past and summarise long term financial outlook;
 - 8.3.2.5. Assess the current overall financial position and liquidity situation;
 - 8.3.2.6. Identify any financial challenges and constraints;
 - 8.3.2.7. Identifying strategies to deal with the challenges, and to maintain financial viability and capacity to sustain services;
 - 8.3.2.8. Identify overall funding mix and implications for own revenue and external funding; and
 - 8.3.2.9. Assess compliance with the MFMA and other relevant legislation etc.
- 8.3.3. The LTFP is prepared in an uncertain environment it is therefore required to make certain assumptions on the following internal and external factors:
- 8.3.3.1. Reviewing the external factors (population migration, employment, health, development of businesses, and new residential areas, etc.);
 - 8.3.3.2. General inflation outlook and its impact on the municipal activities;
 - 8.3.3.3. Credit rating outlook;
 - 8.3.3.4. Interest rates for borrowing and investment of funds;
 - 8.3.3.5. Rates, tariffs, charges and timing of revenue collection;
 - 8.3.3.6. Growth or decline in tax base of the municipality;
 - 8.3.3.7. Collection rates for each revenue source;
 - 8.3.3.8. Price movements on specifics e.g. bulk purchases of water and electricity, fuel etc.;
 - 8.3.3.9. Average salary increases;
 - 8.3.3.10. Industrial relations climate, reorganisation and capacity building;
 - 8.3.3.11. Trends in population and households (growth, decline, stable);
 - 8.3.3.12. Changing demand characteristics (demand for services);
 - 8.3.3.13. Trends in demand for free or subsidised basic services;
 - 8.3.3.14. Impact of national, provincial and local policies;
 - 8.3.3.15. Ability of the municipality to spend and deliver on the programmes; and
 - 8.3.3.16. Implications of restructuring and other major events into the future.
- 8.3.4. Intergovernmental fiscal transfers/allocations from National and Provincial government play a pivotal role in the finances of the Municipality. The following unconditional transfers/allocations must be considered, as a minimum, when projecting the budget:
- 8.3.4.1. Local Government Equitable Share;
 - 8.3.4.2. Grants related to the provision of Provincial government functions.
- 8.4. The Municipality's LTFP model and scenario planning
- 8.4.1. The Municipality financial model gives effect to the LTFP. It enables the forecasting of the operating and capital budgets for at least 10 years into the future. The model embodies National Treasury's budget preparation guidelines, drawing on assumptions and parameters to forecast the operating budget.
 - 8.4.2. Strategic initiatives should be prioritised and quantified to be included in the financial model.
 - 8.4.3. The financial forecasting model must be updated using the fiscal overview, assumption and intergovernmental fiscal transfers/allocations information to identify immediate opportunities and/or risks.
 - 8.4.4. The medium and long-term financial viability should be evaluated.
 - 8.4.5. Reiterative scenario planning should be executed to ensure optimum use of resources to cater for strategic initiatives.
 - 8.4.6. To identify the optimum balance between revenue collection and municipal spending the following should be taken into account:
 - 8.4.6.1. The impact each scenario has on the financial sustainability and affordability of the Municipality;
 - 8.4.6.2. Whether scenarios are realistic in terms of revenue projections;
 - 8.4.6.3. Potential revenue enhancement strategies which may have a long-term impact on the revenue base of the Municipality;
 - 8.4.6.4. Potential cost saving mechanisms related to strategic initiatives; and
 - 8.4.6.5. The impact of infrastructure investments and maintenance programs on future revenue streams.
 - 8.4.7. Presentations on scenarios should be presented to the BSC as may be requested.
 - 8.4.8. BSC should endorse the final MTREF scenario inclusive of assumptions and parameters annually by latest January.

- 8.5. The annual updated LTFP should identify the following:
 - 8.5.1. Assumptions and parameters to be used to compile the Operating and Capital budgets over the next MTREF;
 - 8.5.2. Future Operating revenue and expenditure projections based on assumptions and parameters;
 - 8.5.3. Future affordability of projected Capital Plans
 - 8.5.4. The level of infrastructure development required to achieve the
 - 8.5.5. Municipal priorities, within the funding restrictions; and
 - 8.5.6. External funding requirements in respect of long term debt.
- 8.6. Implementation of the LTFP
 - 8.6.1. The annual updated LTFP should provide the parameters and assumptions for the compilation of the operating and capital budgets for the next MTREF.
 - 8.6.2. This information should be provided to the Operating and Capital budget departments by latest January of each year.
9. EVALUATION AND REVIEW
 - 9.1. This policy shall be implemented once approved by Council.
 - 9.2. In terms of section 17(1) (e) of the MFMA this policy must be reviewed on an annual basis
 - 9.3. Changes in financial strategy, non – financial strategic strategies and legislation must be taken into account for future amendments to this policy.
 - 9.4. Any amendments must be tabled to Council for approval as part of the budget process.



WITZENBERG

Municipality • Munisipaliteit • UMasipala Wase



POST-EMPLOYMENT MEDICAL AID CONTRIBUTION POLICY

Reviewed by Council 30/05/2017

Adopted by Council 26/07/2016

POST-EMPLOYMENT MEDICAL AID CONTRIBUTION POLICY

1. **Purpose**

The purpose of this policy is to determine guidelines for the:

- 1.1 Management of contributions to medical aids, post-employment.
- 1.2 Determine whether an employee is entitled to the post-employment medical aid benefit.

2. **Definitions**

- 2.1 **Approved medical aid:** A medical aid approved by the Bargaining Council.
- 2.2 **Bargaining Council:** The South African Local Government Bargaining Council.
- 2.3 **Medical disability:** Employees not able to continue with employment due to medical reasons with proof from medical practitioners.
- 2.4 **Normal retirement age:** The retirement age for the purpose of this policy is set at 60 years.¹
- 2.5 **Qualifying dependants:** Legally married spouse and dependent children below the age of 21.

3. **Object of the policy**

To ensure a transparent, accountable and sustainable manner to assist qualifying employees access of post-employment health care benefits.

4. **Qualifying employees**

- 4.1 An employee retiring at normal retirement age, with at least 10 years' service and who was a member of an approved medical aid for at least the last 5 years before retirement.
- 4.2 An employee retiring within 5 years of normal retirement age, with at least 20 years' service, and who was a member of an approved medical aid for at least the last 5 years before retirement.
- 4.3 An employee leaving employment due to health reasons with at least 5 years' service and who was a member of an approved medical aid for at least the last year before retirement.
- 4.4 An employee not capable to continue employment due to injury on duty and who was a member of an approved medical aid for at least the last year before medical retirement.
- 4.5 An employee who did not have a medical condition that resulted in the medical boarding at date of appointment.
- 4.6 An employee retiring at normal retirement age who was in the employment of the municipality at the date of implementation of this policy and who was a

¹ Amended by Council 30/05/2017

member of an approved medical aid for at least the last 5 years before retirement.

4.7 The qualifying dependants of an employee if the employee passed while in service and the employee and his qualifying dependants were members of an approved medical aid.²

4.8 The qualifying dependants of an employee will be entitled to the benefits even after the passing of the employee after retirement.³

5. **Limit of benefit**

The benefit will be limited to the smaller of:

5.1 The maximum amount applicable to in-service members as agreed on at the Bargaining Council.

5.2 70 % of the total contribution payable to an approved medical aid scheme in respect of the employee and his/her qualifying dependants.

6. **Payment of benefit**

6.1 The municipality will only be responsible to pay the employer's contribution over to the relevant medical aid. The employee must make his/her own arrangements to pay his/her contribution to the medical aid.

6.2 If the employee fails to pay his/her contribution to the medical aid the contribution payable by the municipality can be stopped.

7. **Cancellation of benefit**

The benefit in terms of this policy may be terminated:

7.1 If the beneficiary is still economically active (Employed by another entity or self-employed.)

7.2 If the beneficiary is in arrears for three months or longer with his contribution to the medical aid.

7.3 The Municipal Manager may consider the continuation of the benefit on receipt of a motivated application.

8. **Transitional arrangements**

8.1 Existing beneficiaries of the post-employment medical scheme will retain their current benefit until 31 December 2017 when they can choose more affordable options from their medical schemes.

8.2 The future benefit of existing beneficiaries whose current benefit is more than the benefit as per paragraph 5.1 will receive the larger of the current benefit and the benefit as per paragraph 5.1, but limited to the amount as per paragraph 5.2.

² Amended by Council 30/05/2017

³ Amended by Council 30/05/2017



WITZENBERG MUNICIPALITY

CAPITAL INFRASTRUCTURE INVESTMENT POLICY

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1. DEFINITIONS

“Asset” means a tangible or intangible resource capable of ownership.

“Capital Asset” means:-

- (a) Any immovable asset such as land, property or buildings; or
- (b) Any moveable asset that can be used continuously or repeatedly for more than one year in the production or supply of goods or services, for rental to others or for administrative purposes, and from which future economic or social economic benefit can be derived, such as plant, machinery and equipment.

“Capital Expenditure (CAPEX)” means expenditure used to create new assets or to increase the capacity of existing assets.

“Carrying Value” means the Cost less Accumulated Depreciation of an Asset.

“Infrastructure Assets” includes all core assets which are integral to the delivery of municipal services, including water supply, sanitation, road transport and storm water drainage, solid waste removal, electricity supply, and community facilities. In terms of GRAP, it includes all immovable Property, Plant and Equipment (PPE), as well as specific immovable assets such as vehicles that are directly used in the delivery of the service (such as waste removal trucks). It excludes intangible assets (such as licenses, software, etc.) and current assets (ones with a life less than 12 months, such as consumables).

“Infrastructure Asset Management Plan (IAM)” means a plan developed for the management of Infrastructure Assets with the aim of providing specified levels of service in a cost-effective manner, now and in the future. Multi-disciplinary management techniques (including technical and financial) are combined to determine the aggregated asset life-cycle needs. A significant component of the plan is a long-term cash-flow.

“Infrastructure Asset Management Policy” means a formal statement adopted by Council that indicates the municipality’s policy objective, the policy principles, and how these will be pursued (including the establishment of an IAM Team, and aligned systems and planning).

“Infrastructure Asset Management Strategy” means a document that defines key IAM processes and targets including the definition of Consumer Groups and Service Catchments; Service Performance Standards and targets that accommodate the municipality’s vision of future growth and demand; interaction and coordination measures; AMS functionality and data standards; risk management processes; IAM practice improvement processes; a funding and prioritisation strategy; and allocation of responsibility for implementation.

“Operation” relates to running the service e.g. record keeping, accounting, monitoring, complaints and repairs.

“Maintenance” means the actions required for an asset to achieve its expected useful life and ensuring that the asset functions efficiently for the whole of its Expected Useful Life. Maintenance can be planned or unplanned. Planned Maintenance includes measures to prevent known failure modes and can be time or condition-based. Repairs are a form of unplanned maintenance to restore an asset to its previous condition after failure or damage. Expenses on maintenance are considered operational expenditure.

2. INTRODUCTION

2.1 This policy aims to describe the process through which the Municipality can initiate projects of a capital nature. It ultimately aims to serve as a principal instrument to steer the budget for Infrastructure and Capital projects in the Municipality around a particular agreeable and sustainable developmental path.

2.2 This policy is mandated by section 8 of the Local Government: Municipal Budget and Reporting Regulations.

3. PURPOSE

3.1 This policy sets out the process and methodology for capital investment of any nature, regardless of the funding source. The following investments of a capital infrastructure nature fall within the ambit of this policy:

- 3.1.1 New building construction or acquisitions;
- 3.1.2 Extensions to existing buildings;
- 3.1.3 Upgrades to accommodation and housing, other than those projects relating to low cost housing;
- 3.1.4 Land acquisitions;
- 3.1.5 All major capital works, as covered within the Asset Maintenance / Life-Cycle Management Policy;
- 3.1.6 All infrastructure developments; and
- 3.1.7 Information and communication infrastructure renewals and/or upgrades;

4. GUIDING PRINCIPLES

4.1. The Capital Infrastructure Investment Policy is based on the following principles:-

- 4.1.1 Need as identified within the IDP, underpinned by the Municipal Capital Investment Program and National Spatial Development Perspective;
- 4.1.2 Necessity to fulfil the service delivery mandate as identified within the Asset Maintenance / Life-Cycle Management Policy; and
- 4.1.3 Affordability.

5. NEW CAPITAL INFRASTRUCTURE INVESTMENT

5.1 New infrastructure development may only be entered into if:-

- 5.1.1 The project is in line with the Municipality's IDP;
- 5.1.2 Funding has been secured through either internal or external funding mechanisms and has been approved in the Municipality's Capital Budget; and
- 5.1.3 A detailed life-cycle funding plan has been developed, supported and integrated into the Asset Maintenance / Life –Cycle Management Policy;

5.2. All new infrastructure investments will be subject to:-

- 5.2.1 Needs analysis based on:-
 - i. Service delivery sustainability;
 - ii. Consumer growth projections which are in line with the National and Regional Spatial Development Growth Perspectives; and
 - iii. National, Regional and Municipal strategic directives.
- 5.2.2 Strategic project plan, including:-

- i. A holistic overview of the direct benefits, risks and impact of the intended project;
 - ii. An assessment on the impact of current Infrastructure;
 - iii. A service delivery framework relevant to the project;
 - iv. A cost assessment, detailing the capital and maintenance cost projections for the entire life-cycle; and
 - v. A funding model, detailing the financing source and associated cost, if any, as well as any revenue projections associated with the project.
- 5.2.3 Outcome of stakeholder consultation, including:-
- i. Environmental impact studies; and
 - ii. Feedback from community participation process, with specific focus on:-
 - Rights and entitlements of members of the community; and
 - impact on quality of life.
- 5.2.4 Implementation model, detailing:-
- i. Relevant skills base and source of skills required for implementation; and
 - ii. Specific timeframes for each activity throughout the project lifecycle (cradle to grave approach).

6. REFURBISHMENT AND SIGNIFICANT INFRASTRUCTURE MAINTENANCE PROJECTS

- 6.1 All Capital Infrastructure refurbishment and significant maintenance projects may only be entered into if:
- 6.1.1 The project is in line with the Municipality's IDP or emergency maintenance framework;
 - 6.1.2 Funding has been secured through either internal or external funding mechanisms and has been approved in the Municipality's Capital Budget; and
 - 6.1.3 A detailed life-cycle funding plan has been developed, supported and integrated into the Asset Maintenance / Life –Cycle Management Policy.
- 6.2 All refurbishments and significant infrastructure maintenance projects will be subject to:-
- 6.2.1 Needs analysis based on:-
 - i. Service delivery sustainability; and
 - ii. Asset redundancy and failure assessment of the asset under scrutiny.
 - 6.2.2 Strategic project plan, including:-
 - i. A holistic overview of the direct benefits, risks and impact of the intended refurbishment project;
 - ii. An assessment on the potential impact of unavailability of the asset during the refurbishment process, including redundancy measures;
 - iii. A service delivery framework relevant to the project;
 - iv. A cost assessment, detailing the capital and maintenance cost projections for the entire life-cycle; and
 - v. A funding model, detailing the financing source and associated cost, if any, as well as any revenue projections associated with the project.
 - 6.2.3 Outcome of stakeholder consultation, including:-
 - i. Environmental impact studies; and
 - ii. Feedback from community participation process, with specific focus on;
 - Rights and entitlements of members of the community; and
 - Impact on quality of life;
 - 6.2.4 Implementation model, detailing:-
 - i. Relevant skills base and source of skills required for implementation; and
 - ii. Specific timeframes for each activity throughout the project lifecycle (cradle to grave approach).

7. FUNDING OF CAPITAL INFRASTRUCTURE INVESTMENTS

7.1 All new Capital Infrastructure Investments may be funded from:-

- 7.1.1 Cash backed accumulated surpluses;
- 7.1.2 Borrowings;
- 7.1.3 Government grants and subsidies;
- 7.1.4 Public donations and contributions;
- 7.1.5 PPP initiatives in line with the MFMA PPE regulations; and
- 7.1.6 Operating Revenue.

7.2 All refurbishment and significant infrastructure maintenance projects may be funded from:-

- 7.2.1 Cash backed accumulated surpluses;
- 7.2.2 Borrowings in respect of refurbishment;
- 7.2.3 Government grants and subsidies in accordance with their relevant conditions; and
- 7.2.4 Operating Revenue.

8. INFRASTRUCTURE BUDGETING

- 8.1 The on-going renewal of Infrastructure Assets should be approximately 1.0 % of the Carrying Value of the Assets.
- 8.2 On-going Repairs and Maintenance of Infrastructure Assets should be at the very least 2.0 % of the Carrying Value of the Assets.

9. IMPLEMENTATION & REVIEW OF THIS POLICY

9.1 This policy shall be implemented once approved by Council.

9.2 In terms of section 17(1)(e) of the MFMA this policy must be reviewed on a regular basis as deemed necessary and the reviewed policy tabled to Council for approval as part of the budget process.

DRAFT
MUNICIPAL COST
CONTAINMENT POLICY



July 2019

MUNICIPAL COST CONTAINMENT POLICY
LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, No 56 of 2003
Date of adoption: 1 July 2019

The Council of the Witzenberg Municipality resolves in terms of section 168 (1) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), to adopt the Municipal Cost Containment Regulations (*Government Gazette* No. 42514) as the Cost Containment Policy of the municipality:

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1. DEFINITIONS

In the policy a word or expression to which a meaning has been assigned in the Act has the same meaning as in the Act, unless the context indicates otherwise, and-

"Act" means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

"consultant" means a professional person, individual, partnership, corporation, or a company appointed to provide technical and specialist advice or to assist with a design and implementation of projects or to assist a municipality or municipal entity to perform its functions to achieve the objects of local government in terms of section 152 of the Constitution;

"cost containment" means measures implemented to curtail spending in terms of the policy; and

"credit card" means a card issued by a financial services provider, which creates a revolving account and grants a line of credit to the cardholder.

2. OBJECT OF POLICY

The object of this policy is to ensure that resources of a municipality are used effectively, efficiently and economically by implementing cost containment measures.

3. APPLICATION OF POLICY

This Policy applies to all officials and political office bearers in the municipality.

4. COST CONTAINMENT

The municipality must develop and implement a cost containment policy which must-

- (a) be adopted by council as part of its budget related policies; and
- (b) be consistent with the Act and the Cost Containment Regulation

5. USE OF CONSULTANTS

The use and appointment of consultants will be in line with the cost regulations and Council's policy on municipal supply chain.

6. VEHICLES USED FOR POLITICAL OFFICE-BEARERS

- (1) The threshold limit for vehicle purchases relating to official use by political office-bearers must not exceed R700 000 or 70% (VAT inclusive) of the total annual remuneration package for the different grades of municipalities, as defined in the Public Office Bearers Act and the notices issued in terms thereof by the Minister of Cooperative Governance and Traditional Affairs, whichever is lower.
- (2) The procurement of vehicles in sub-regulation (1) must be undertaken using the national government transversal contract mechanism, unless it may be procured at a lower cost through other procurement mechanisms.
- (3) Before deciding to procure a vehicle as contemplated in sub-regulation (2), the accounting officer or delegated official must provide the council with information relating to the following criteria which must be considered-
 - (a) status of current vehicles;

- (b) affordability of options including whether to procure a vehicle as compared to rental or hire thereof, provided that the most cost effective option is followed and the cost is equivalent to or lower than that contemplated in sub-regulation (1);
 - (c) extent of service delivery backlogs;
 - (d) terrain for effective usage of the vehicle; and
 - (e) any other policy of council.
- (4) If the rental referred to in sub-regulation (3) is preferred, the accounting officer must review the costs incurred regularly to ensure that value for money is obtained.
 - (5) Regardless of their usage, vehicles for official use by political office bearers may only be replaced after completion of 120 000 kilometres.
 - (6) Notwithstanding sub-regulation (5), a municipality or municipal entity may replace a vehicle for official use by political office bearers before the completion of 120 000km only in instances where the vehicle has a serious mechanical problem and is in a poor condition and subject to obtaining a detailed mechanical report by the vehicle manufacturer or approved dealer.
 - (7) The utilisation of municipal vehicles for official purposes is contained in the Fleet Management Policy.

7. TRAVEL AND SUBSISTENCE

The Municipal policy on travel and Subsistence will be applicable. The hiring of private vehicles, as refer to in the cost containment policy will not be allowed.

8. DOMESTIC ACCOMMODATION

Accommodation arrangements will only be approved if the return trip undertaken by any official and or Councillor, for official purposes is more than 500km. All bookings will be made as prescribe by the cost containment regulations.

9. CREDIT AND DEBIT CARDS

- (1) The use of any credit and debit card for municipal activities are forbidden.
- (2) Where officials or political office bearers incur expenditure in relation to official municipal activities, such officials or political officer bearers must use their personal credit cards or cash or arrangements made by the municipality, and request reimbursement in accordance with the written approved Travel and Subsistence Policy and processes.

10. SPONSORSHIPS, EVENTS AND CATERING

- (1) The municipality may not incur catering expenses for meetings which are only attended by persons in the employ of the municipality, unless the prior written approval of the accounting officer is obtained.
- (2) The accounting officer may incur catering expenses for the hosting of meetings, conferences, workshops, courses, forums, recruitment interviews, and proceedings of council that exceed five hours.
- (3) Entertainment allowances of qualifying officials may not exceed two thousand rand per person per financial year, unless approved otherwise by the accounting officer.

- (4) The municipality may not incur expenses on alcoholic beverages unless the municipality recovers the cost from the sale of such beverages.
- (5) The accounting officer must ensure that social events, team building exercises, year-end functions, sporting events and budget vote dinners are not financed from the municipality or the municipal entity's budgets or by any suppliers or sponsors.
- (6) The municipality may not incur expenditure on corporate branded items like clothing or goods for personal use of officials, other than uniforms, office supplies and tools of trade unless costs related thereto are recovered from affected officials or is an integral part of the business model.
- (7) The accounting officer may incur expenditure not exceeding the limits for petty cash usage to host farewell functions in recognition of officials who retire after serving the municipality for ten or more years or retire on grounds of ill health.

11. COMMUNICATION

- (1) The municipality may, as far as possible, advertise municipal related events on its website instead of advertising in magazines or newspapers.
- (2) The accounting officer must ensure that allowances to officials for private calls and data costs are limited to an amount as determined by the accounting officer.
- (3) Newspapers and other related publications must be discontinued on expiry of existing contracts or supply orders, unless required for professional purposes and where unavailable in electronic format.
- (4) The municipality may participate in the transversal term contract arranged by the National Treasury for the acquisition of mobile communication services.

12. CONFERENCES, MEETINGS AND STUDY TOURS (HR Manager to ensure if such policies and procedures exist)

- (1) The accounting officer must establish policies and procedures to manage applications to attend conferences or events hosted by professional bodies or non-governmental institutions held within and outside the borders of South Africa taking into account their merits and benefits, costs and available alternatives.
- (2) When considering applications from officials or political office bearers to attend conferences or events within and outside the borders of South Africa, an accounting officer or mayor as the case may be, must take the following into account-
 - (a) the official's or political office bearer's role and responsibilities and the anticipated benefits of the conference or event;
 - (b) whether the conference or event addresses relevant concerns of the institution;
 - (c) the appropriate number of officials or political office bearers, not exceeding three, attending the conference or event; and
 - (d) the availability of funds to meet expenses related to the conference or event.
- (3) An accounting officer may consider appropriate benchmark costs with other professional bodies or regulatory bodies prior to granting approval for an official to attend a conference or event within and outside the borders of South Africa.
- (4) The benchmark costs referred to in sub-regulation (3) may not exceed an amount

as determined from time to time by the National Treasury through a notice.

- (5) The amount referred to in sub-regulation (4) excludes costs related to travel, accommodation and related expenses, but includes-
 - (a) conference or event registration expenses; and
 - (b) any other expense incurred in relation to the conference or event.
- (6) When considering costs for conferences or events these may not include items such as laptops, tablets and other similar tokens that are built into the price of such conferences or events.
- (7) The accounting officer of a municipality or municipal entity must ensure that meetings and planning sessions that entail the use of municipal funds are, as far as may be practically possible, held in-house.
- (8) Municipal or provincial office facilities must be utilised for conference, meetings, strategic planning sessions, *inter alia*, where an appropriate venue exists within the municipal jurisdiction.
- (9) The accounting officer must grant the approval for officials and in the case of political office bearers and the accounting officer, the mayor, as contemplated in sub-regulation (2).
- (10) The municipality must, where applicable, take advantage of early registration discounts by granting the required approvals to attend the conference, event or study tour, in advance.

13. OTHER RELATED EXPENDITURE ITEMS

- (1) All commodities, services and products covered by a transversal contract concluded by the National Treasury must be considered before approaching the market, to benefit from savings where lower prices or rates have been negotiated.
- (2) Municipal resources may not be used to fund elections, campaign activities, including the provision of food, clothing, printing of agendas and brochures and other inducements as part of, or during election periods or to fund any activities of any political party at any time.
- (3) Expenditure on tools of trade for political office bearers must be limited to the upper limits as approved and published by the Cabinet member responsible for local government in terms of the Remuneration of Public Office Bearers Act, 1998.
- (4) The municipality must avoid expenditure on elaborate and expensive office furniture.
- (5) The municipality may only use the services of the South African Police Service to conduct periodical or quarterly security threat assessments of political office bearers and key officials and a report must be submitted to the speaker's office.
- (6) The municipality may consider providing additional time-off in lieu of payment for overtime worked. Planned overtime must be submitted to the relevant manager for consideration on a monthly basis. A motivation for all unplanned overtime must be submitted to the relevant manager. (Refer to Overtime Policy)
- (7) A municipality must ensure that due process is followed when suspending or dismissing officials to avoid unnecessary litigation costs. (Refer to Disciplinary Policy)

14. ENFORCEMENT PROCEDURES

Failure to implement or comply with this policy may result in any official of the municipality, political office bearer or director of the board that authorised or incurred any expenditure contrary to this policy being held liable for financial misconduct or a financial offence in the case of political office bearers as defined in Chapter 15 of the Act read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, 2014.

15. DISCLOSURES OF COST CONTAINMENT MEASURES

- (1) The disclosure of cost containment measures applied by the municipality must be included in the municipal in-year budget reports and annual costs savings disclosed in the annual report.
- (2) The measures implemented and aggregate amounts saved per quarter, together with the regular reports on reprioritisation of cost savings and on the implementation of the cost containment measures must be submitted to the Municipal Council for review and resolution. The municipal council can refer such reports to an appropriate Council Committee for further recommendations and actions.
- (3) The reports referred to in sub-regulation (2) must be copied to the National Treasury and the relevant provincial treasury within seven calendar days after the report is submitted to municipal council.

16. SHORT TITLE AND COMMENCEMENT

The Municipality Cost Containment policy is in line with the Municipal Cost Containment Regulations published in the Government Gazette 42514 of 7 June 2019 and take effect on 1 July 2019.



TRANSPORT- TRAVEL- AND SUBSISTENCE ALLOWANCE POLICY

TRANSPORT- TRAVEL- AND SUBSISTENCE ALLOWANCE FOR COUNCILLORS AND EMPLOYEES OF WITZENBERG MUNICIPALITY

This policy applies to all Councillors and employees of Witzenberg Municipality.

1. Glossary

“Accommodation allowance”	an amount payable to a Councillor or an employee for expenses incurred in respect of overnight accommodation, meals and incidental costs (e.g. refreshments). This allowance is intended for unusual circumstances which fall outside of the employee’s or Councillor’s normal daily course.
“Incidental costs”	private telephone calls, refreshments, service charges and gratuities.
“meals”	breakfast and /or lunch and /or dinner.
“Miscellaneous expenses”	laundrying, bus fares, taxi fares, parking- & toll fees, and expenses not specified.
“representative”	A Councillor or an employee who is duly authorised to represent the Municipality in terms of the delegated powers of the Council.
“Senior manager”	an employee appointed in terms of Section 56 of the Municipal Systems Act (Act no. 32 of 2000).

2. Transport Allowance

2.1. Councillors

A travelling allowance of not more than 25% of the annual total remuneration package of a councillor concerned as determined in terms of Remuneration of Public Office Bearers Act of 1998 may be included as part of the total package of the councillor.

2.2. Municipal Manager and Senior Managers

The Municipal Manager and Senior Managers shall be required to utilise their own motor vehicle when they are required to travel for purposes relating to their employment and may therefore structure their total cost of employment to provide for a car allowance for tax purposes.

2.3. Other qualifying employees: Fixed Travelling Allowance Scheme (Perk scheme)

All applications for a Transport Allowance shall require the approval of the Municipal Manager. The monthly transport allowance of other qualifying employees will be determined according to their task levels:

T LEVEL	New Transport Allowance	Current Transport Allowance 2024/2025 financial year
T 14	R 11 825	R 11 256
T 15	R 13 138	R 12 506
T 16	R 14 452	R 13 757
T 17	R 15 764	R 15 007
T 18	R 16 552	R 15 007
T 19 +	R 17 380	R 15 007

The fixed transport allowance will be subject to an increase annually on 01 July based on the average CPIX of the preceding 12 months, as determined by the Bargaining Council from 1 July 2026.¹

¹ Recommended adjustment March 2025

2.4. Essential User Transport Allowance²

3. Travelling expenses

3.1. In the consideration of expenditure, the most practical and economical mode of transport must be used, after all the factors have been considered by the Municipal Manager or his/her nominee, provided that such consideration does not exceed whatever is listed hereunder.

3.2. Airfares

Economy class airfares shall be paid plus vehicle rental in the Class A category. In cases of emergency and where no booking for economy class or a Class A vehicle is available, the Municipal Manager or his nominee may authorise that Business Class or any other vehicle class tariffs may be paid.

3.3. Travelling expenses

Travelling expenses shall only be paid to a representative or in the case of an employee where he/she uses private transport to undertake a trip on behalf of the Municipality.

Every trip by an employee must have the prior authorisation of the employee's senior manager.

3.3.1. Reimbursement of travelling expenses to destinations outside of the Municipality's jurisdictional area, shall be payable to employees who participate in the **Fixed Travelling Allowance Scheme (Perk scheme)** as per kilometres measured from the employee's location or place of residence, whichever is the shortest. The tariff per kilometre is R 3.00.

The running cost will increase with 100% of the annual salary increase as agreed upon by the Bargaining Council from 1 July 2026.³

3.3.2. Reimbursement of travelling expenses to destinations outside of the Municipality's jurisdictional area, shall be payable to Employees who participate in the **Essential User Transportation Scheme** as per kilometres measured from the employee's location or place of residence, whichever is the shortest. The tariff per kilometre will be according to the running cost of the scheme.

3.3.3. Employees who are not part of any Transportation Scheme shall be reimbursed for actual kilometres travelled from their place of residence or from his/her location during office hours in accordance with Section 8(1)(b) of the Income Tax Act and in conjunction with the prescribed tariffs per kilometre for employees not travelling more than 8 000 kilometres per annum.

3.3.4. Travelling expense reimbursements **for Councillors, the Municipal Manager and other senior managers** shall be dealt with as follows:

3.3.4.1. Destinations outside of the Municipality's area of jurisdiction:

Councillors, the Municipal Manager and other senior managers (section 56 appointments) shall be reimbursed for the actual kilometres travelled in accordance with the tariffs of the Department of Transport.

3.3.4.2. Destinations within the Municipality's area of jurisdiction:

² Removed 30/05/2022

³ Recommended adjustment of paragraph 3.3.1 March 2025

- 3.3.4.2.1. The Municipal Manager and other senior managers (section 56 appointments) shall receive reimbursement for actual kilometres travelled within the Municipality's area of jurisdiction, in terms of section 39 of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, in accordance with the tariffs of the Department of Transport.⁴
- 3.3.4.2.2. Councillors shall be reimbursed in accordance with the Act on Public Office Bearers subject to the business kilometre limits as stipulated in the Act.
- 3.3.4.2.3. Where a councillor wishes to claim for kilometres travelled over and above the limit as stipulated in the Act referred to in (b) supra, such claim must be accompanied by a travel log of all the kilometres travelled. This travel log should at least include a starting- and finishing kilometre reading per trip, as well as defining the purpose of the trip. The reimbursement for the kilometres travelled over and above the limit, shall be paid in accordance with the tariffs of the Department of Transport.
- 3.3.5. A person who elects to make use of private transport to attend a meeting, congress or seminar, and where the travelling costs would be more than airfare, shall be paid the cash equivalent of an Economy Class air ticket based on a seven (7) day advance booking, with the proviso that the subsistence costs shall only be paid for a period not longer than would have been applicable in the case of air travel.
- 3.3.6. Where at all possible, more than one (1) person shall make use of the same vehicular transport, and only the owner or the driver of the vehicle is entitled to claim the applicable travelling allowance as defined in 3.3.1 to 3.3.5. Every endeavour should be made to utilize the mode of transport that is the most economical.
- 3.3.7. Where an employee who participates in the Essential User Transportation Scheme or the Fixed Travelling Allowance Scheme travels to the very same destination as Councillors or other employees, then such Councillors and employees shall endeavour to travel with the employee who is in receipt of the said travelling allowance.
- 3.3.8. Where an employee will be travelling beyond a radius of 200 kilometres from his location or place of residence, he may claim an advance payment equal to the estimated kilometres multiplied by the applicable tariff. Upon return to his location, the employee shall submit a final claim so that the adjustment between the advance payment and the actual claim can be settled once-off.

4. Subsistence Costs

The accommodation allowance is divided into two categories, namely overnight allowance and day allowance.

4.1. Overnight allowance

An overnight allowance shall be paid to a representative who travels to a destination outside of the municipal area for a period of 24 hours or longer or any portion thereof after the first 24 hours.

⁴ Amended 30/05/2022

A distinction is made between travelling within and travelling outside of the boundaries of the Republic of South Africa.

The following are the limits in respect of allowances and actual expenditure:

4.1.1. Accommodation

- 4.1.1.1. Accommodation expenses, both within as well as outside of the boundaries of South Africa:
- 4.1.1.2. The actual expenditure in respect of accommodation shall be paid by the Municipality, provided that this expenditure does not exceed the day tariff as determined by Council during its budget process.
- 4.1.1.3. Only the actual expense incurred by the representative shall be paid. In the event where the representative is accompanied by his/her spouse, the representative shall be responsible for the difference between the single tariff and the double tariff of the relevant institution.
- 4.1.1.4. The costs for the representative's spouse as referred to in 4.1.1.2 must be paid to the Municipality in advance if such costs have to be paid in together with that of the representative.
- 4.1.1.5. Where the tariff as mentioned in 4.1.1.1 is exceeded, the prior approval of the Municipal Manager or his nominee has to be obtained.

4.1.2. Meals and incidental expenses within the boundaries of the Republic of South Africa:

- 4.1.2.1. The allowance payable shall be equal to the "Meals and Incidental Costs"-tariff as determined and amended by the South African Revenue Services in terms of Section 8(1)(c) of the Income Tax Act and is deemed non-taxable. The allowance paid shall be deemed as the actual expenditure by the representative.

Actual expenditure incurred for meals excluding alcoholic refreshment may be claimed provided that this expenditure does not exceed the day tariff as determined by Council during its budget process.

- 4.1.2.2. In the event where all the meals are included with the accommodation and/or supplied during the conference, meeting or seminar, the tariff for incidental expenses will apply. This tariff is equal to the tariff defined as "Only Incidental Expenses" as determined and amended by the South African Revenue Services in accordance with Section 8(1)(c) of the Income Tax Act and is deemed non-taxable.
- 4.1.2.3. In the event where certain meals are included with the accommodation or supplied during the conference, meeting or seminar, the accommodation allowance shall be reduced proportionately as follows:

The difference between the tariffs as determined in 2.1.2.1 and 2.1.2.2 shall be divided into three equal parts and shall be reduced by the number of meals provided, irrespective of whether the representative made use of the meals or not, plus the tariff as referred to in 2.1.2.2.

- 4.1.2.4. In the event where the purpose of the expense is to facilitate training, all tariffs payable in terms of 2.1.2.1, 2.1.2.2 and 2.1.2.3 may be claimed in advance

with the prior approval of an authorised official within the Human Resources Section.

- 4.1.2.5. In the event where the representative is unable to make use of the meals provided due to religious convictions or allergies, the reimbursement for alternative meals shall be dealt with on an ad hoc basis, with the authorization of the Municipal Manager or his nominee.

4.1.3. Meals and incidental expenses outside of the boundaries of the Republic of South Africa:

- 4.1.3.1. The maximum tariff payable shall be equal to the tariff defined as “Meals and Incidental Costs in the Republic” as determined and amended by the South African Revenue Services in terms of Section 8(1)(c) of the Income Tax Act, and is deemed non-taxable.
- 4.1.3.2. The payment of the tariff shall be deemed as actual expenditure by the representative, for which no formal proof of expenditure is required, and is payable irrespective of whether meals were provided or not.
- 4.1.3.3. The tariff payable in terms of 2.1.3.1 may be claimed in advance with the prior approval of the Municipal Manager. In the case of the Municipal manager the prior approval must be given by the Executive Mayor.
- 4.1.3.4. In the event where all the meals are included with the accommodation and/or supplied during the conference, meeting or seminar, the tariff for incidental expenses is payable subject to paragraph 2.1.3.8.
- 4.1.3.5. This tariff is equal to the tariff defined as “Only Incidental Expenses” as determined and amended by the South African Revenue Services in accordance with Section 8(1)(c) of the Income Tax Act and is deemed non-taxable.
- 4.1.3.6. In the event where certain meals are included with the accommodation or supplied during the conference, meeting or seminar, the accommodation allowance shall be reduced proportionately as follows:
- 4.1.3.7. The difference between the tariff defined as “Only Incidental Expenses” and the tariff known as “Meals and Incidental Costs” shall be divided into three equal parts and shall be reduced by the number of meals provided, irrespective of whether the representative made use of the meals or not.
- 4.1.3.8. Incidental expenses are only due where the recipient is obliged to spend at least one night away from his or her usual place of residence.

4.1.4. Miscellaneous Expenses:

- 4.1.4.1. The actual expenditure in respect of laundry (excluding dry cleaning), bus fares and taxi fares, parking fees and toll fees, shall be paid by the Municipality upon proof of payment, both within as well as outside of the boundaries of the Republic of South Africa, and the expenditure shall be linked to the exchange rate, where applicable.
- 4.1.4.2. Communication Expenses:
 - 4.1.4.2.1. All expenses incurred within the Republic’s boundaries, shall be dealt with in terms of the Cell Phone Policy, as amended.

4.1.4.2.2. The cost of any calls made or received by the representative outside of the boundaries of the Republic, shall be paid at the actual cost of all official calls.

5. Reimbursement for applicants who attend interviews.

5.1. Accommodation expenses

5.1.1. The actual cost of the accommodation, including the cost of meals, as arranged by the Municipality.

5.2. Travelling expenses

5.2.1. Travelling expenses shall be dealt with according to the guideline in paragraph 3.1, and in the event of the applicant making use of private transport, the tariff per actual kilometres travelled will apply, as outlined in paragraph 3.3.3. Where a hired vehicle is used to transport the applicant from the airport, the actual cost of a hired vehicle with the engine capacity of 1300cc to 1500cc shall be paid.

5.2.2. Where the applicant must make use of air travel to attend an interview, the actual cost as defined in par 3.2 shall be paid.

5.2.3. Travelling expenses shall be paid only for applicants who reside within the boundaries of the Republic of South Africa.

6. Claims

For a claim to be processed for payment, the following documentary proof must be handed in to the Directorate: Finance:

6.1. In the case of an employee, the representative's attendance must be authorised by the Municipal Manager or his nominee in terms of the delegation of authority.

6.2. In the case of a senior manager, his/her attendance must be authorised by the Municipal Manager.

6.3. In the case of Councillors or the Municipal Manager, their attendance must be authorised by the Executive Mayor, in consultation with the Municipal Manager.

6.4. In the case of the Executive Mayor, his/her attendance must be authorised by the Municipal Manager.

6.5. A properly completed official claim form (attached as annexure 6.5) must be handed in, having been signed by an official who is duly authorised to approve expenses.

6.6. Supporting documentation in the form of invoices for overnight allowances in terms of miscellaneous expenses and communication expenses. (the latter being applicable only to overseas trips).

6.7. All claims to be processed must be handed in to the Directorate: Finance not later than 10 working days after the journey has been undertaken or a longer period approved by the Director Finance.

7. Commencement date

The implementation date of this policy be affective from 1 July 2016 irrespective the date of approval.

WITZENBERG LOCAL MUNICIPALITY CLAIM FOR TRAVEL- AND SUBSISTENCE ALLOWANCE	
Claimant:	
Reason for visit:	
Town visited:	

Travel and Subsistence allowance					
DEPARTURE		ARRIVAL		TOTAL	
Date	Time	Date	Time	Days	Hours
Day allowance:					R
Vehicle	cc	Kilometres	@		R

Travel allowance for candidates attending interviews (in terms of item 4)				
Vehicle	cc	Kilometres	@	R
Rail ticket				R
Air ticket & vehicle rental				R
Accommodation expense				R

Incidental expenses, subject to proof of expenses	
Sundry expenses	R
Sundry expenses	R
Sundry expenses	R
Sundry expenses	R
Communication expenses (outside the borders of RSA)	

TOTAL	R
--------------	----------

.....
DATE

.....
SIGNATURE OF CLAIMANT

.....
DATE

.....
AUTHORISED OFFICIAL

.....
VOTE NUMBER



ASSET LOSS POLICY

Date of implementation: 01 July 2022

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1. EXECUTIVE SUMMARY

The Asset Loss Control Policy has not been designed as a “new” initiative, but a strategy document utilizing various and existing methods of operation and work procedures of the different departments as the basis for the policy.

This policy cuts across all Business Units.

2. BACKGROUND

2.1 This policy is designed to assist directorates to:-

2.1.1 Reduce direct and indirect cost through the timely detection and correction that may cause losses;

2.1.2 Set standards for effective accountability and management of assets;

2.1.3 Facilitate the maintenance of an orderly record and investigation of all losses.

2.2 The Witzenberg Municipality is required in terms of legislation, certain policies and plans to provide for proper asset protection measures. The following provisions, in support of the legislative requirements, are relevant extracts: -

- Integrated Development Plan
- Health & Safety Regulations
- Asset Management Policy
- Internal Delegations
- Code of Conduct for Employees

3. INTRODUCTION

3.1 Witzenberg Municipality firmly believe that the protection of Council’s assets, staff and infrastructure is the collective responsibility of all directorates and is central to council achieving its objectives.

3.2 The developmental strategy and direction of council will seriously be jeopardized without: -

3.2.1 Adequate and serviceable assets

3.2.2 Staff feeling safe to perform their functions.

3.2.3 An infrastructure adequately protected against criminal threats from within and out of Council.

3.3 The criminal threat against assets will ultimately impact on sustainable service delivery and could have a far-reaching negative and potentially crippling effect on Council's strategic efforts, finances and political will.

4. AIM

4.1 In recent years the Municipality has experienced an unacceptable increase in asset losses, mainly due to theft from within and outside of Council. It is the aim of this policy to maintain awareness of the seriousness of the Municipal loss problem and what can be done about it.

4.2 It should be noted that this policy does not necessarily include all potential sources of loss, nor is it intended in any way to warrant that it includes all aspects of a program that assures that premises and equipment are safe or are in compliance with any law, rule or regulation.

4.3 This is a policy to identify assets in risk categories of importance and to focus on proactive protection and security measures, in an effort to reduce losses.

5. STATUS

5.1 The status of the Loss Control Policy needs to be clarified.

5.2 The Loss Control Policy can be seen as a measure by council to ensure that the assets are protected. It is also a measure to ensure assets are used effectively and efficiently over the entire useful life. Planned or routine maintenance and inspections will thus play a pivotal role in ensuring this. The policy provides for the establishment of a Loss Control Committee that operate as an advisory structure to the existing structures of the municipality.

6. IMPLEMENTATION OF POLICY

6.1 The policy should be administered at Directorate level in order to ensure cross directorate application and timely accountability.

- 6.2 Directorates should have in place a system that constantly monitors losses in order to provide for the finances of, and implement relevant counter and preventative measures.

7. PRACTICAL OBJECTIVES

- 7.1 The policy aims at implementing the following: -
 - 7.1.1 To constantly monitor losses.
 - 7.1.2 To establish the cost to the Municipality of the individual losses and categorize the losses by financial seriousness and locality, including indirect costs.
 - 7.1.3 To enable Directorates and Council to introduce and justify financial measures to prevent losses from occurring.
- 7.2 In order to achieve these aims, loss reports must include the following detail: -
 - 7.2.1 Loss by category and cost.
 - 7.2.2 Recommended preventative measures and their cost.
 - 7.2.3 Preventative measures taken / implemented and their cost.
- 7.3 The loss control policy will utilize the below loss control matrix as a guideline to categorize instances of loss. This matrix will also be used a measurement tool to build a risk profile and to evaluate the effectiveness of loss control as it relates ta department.

8. OPERATIONAL IMPLEMENTATION OF THE LOSS CONTROL POLICY

The following actions are recommended for implementation in order to assist with the immediate operational activation of the Loss Control Policy: -

- 8.1 Departmental Managers must identify or appoint a dedicated senior official within their respective departments to take responsibility for their Loss Control function.
- 8.2 Departmental Managers must determine what crucial steps are being applied, if any at all, to protect municipal assets and the cost of implementing such measures where they are lacking.

- 8.3 Immediate asset management at Departmental Manager level. This entails overall supervision and administration of the asset protection policy with constant feedback on losses (their costs and where they are occurring), preventative measures taken and recommendations for action (including cost details and opportunity cost warnings).
- 8.4 Protection of municipal assets at all levels of all departments.
- 8.5 The fast and effective investigation of losses.
- 8.6 Fast and effective disciplinary enquiries following negligent and / or deliberate acts or omissions by municipal employees. The appointment of specialist staff, within departments, to assist with disciplinary cases in the capacity of either Prosecutors or Presiding Officers is a strong recommendation. Furthermore, external professionals should be considered to act as Presiding Officers in higher profile cases.
- 8.7 Employment practices, with the emphasis on pre-employment screening and background checks, in order to eliminate the dishonest candidate. Pre-placement forensic interviewing and SAPS clearance to be considered where necessary.
- 8.8 Stringent inventory control, including a central Council Asset Register, asset tagging and exit control.
- 8.9 Secure perimeters and effective Security Officer Patrols.
- 8.10 Maintaining municipal and public awareness of the seriousness of the municipal loss problem.
- 8.11 Prudent key control.
- 8.12 Locking of offices, cupboards, cabinets and drawers by staff.
- 8.13 Adequate training of security personnel to deal with the challenges of a Loss Control Policy, proper investigation of criminal incidents and to maintain a high security standard, linked to advanced technological security systems.
- 8.14 Disciplined access control linked to a high degree of supervision thereof.
- 8.15 Stringent motor vehicle logbook control and strict enforcement of rules governing the taking home overnight of municipal vehicles.
- 8.16 Installation of integrated security systems where the Municipality is at high and medium risk. Systems such as CCTV at localities where high volumes of visitors have unrestricted access, e.g. Clinics and Treasury satellite pay points to be considered.

8.17 Visitor verification passes and escort systems.

9. MONITORING AND OVERSIGHT

9.1 Departmental Managers will be responsible for the implementation of the policy at different departmental levels. A Loss Control Committee will be responsible for monitoring. The Oversight function will be performed by the Finance & Corporate Committee

9.2 The purpose, authority and responsibility of the Loss Control Committee is advisory in nature and is not to assume the responsibility of the functioning of the Loss Control program.

9.3 The scope of the Loss Control Committee can be defined as follow: -

9.3.1 Evaluation of the effectiveness of the Loss Control program. Objectively review and appraise the soundness, adequacy and application of Loss Control operating controls and propose Improvements where necessary in order to ensure objectives are met.

9.3.2 Monitoring and highlighting of trends in order for corrective action to be taken timely.

9.3.3 Evaluation of incident investigation reports, the number of investigations, adequacy of investigations, action recommended and taken.

9.3.4 Study of high profile incidents / problems, which may affect the Municipality

9.3.5 Review the quality, reliability and integrity of original investigations in order to identify those incidents for re-investigation to ensure complete and accurate reporting.

9.3.6 Monitor whether departments are performing in compliance with the Loss Control Policy.

9.3.7 Advise Internal Audit on incidents requiring possible specialized investigation utilizing other sources.

9.3.8 Advise the Performance Unit on the implementation of possible KPI's that will operate as a preventive measure

9.3.9 Consider Insurance Claims within excess and make recommendations to the Municipal Manager

9.3.10 Conduct surveys at departmental levels and measure it against the loss control matrix

10. COMPOSITION OF LOSS COMMITTEE

- Total number of members: 5
- Chairman: Chief Financial Officer

11. REPORTING AND MEETING INTERVALS

- The loss committee will report directly to the Municipal Manager
- Meetings will be convened on a monthly basis
- A Loss Report will be produced on a monthly basis for inclusion in the
- Agenda of Finance & Corporate Committee.

12. ANNEXURE

LOSS CONTROL POLICY: MATRIX OF EFFECTIVE MEASURES

Key: 3 Crucial 2 Necessary 1 Useful 0 Not Applicable	Note: Special locations and needs are to be taken into account where necessary. Individual procedures need to be formulated for each location/need.									Key for Rating: A - Crucial B - Necessary
Physical Preventative Steps	Occupied Buildings	Resorts	Depots	Parks	Non-Occupied Buildings	Total	Motor Vehicles	Total	Grand Total	Rating
Overall Supervising/Checking	3	3	3	3	3	15	3	3	18	A
Prosecute Offenders	3	3	3		3	15	3	3	18	A
Disciplinary Enquiries	3	3	3	3	3	15	3	3	18	A
Inventory Control	3	3	3	3	3	15	3	3	18	A
Exit Checks	3	3	3	0	3	12	3	3	15	A
Routine Maintenance	2	3	2	3	2	12	3	3	15	A
Trained Security Staff	3	3	3	2	3	14	0	0	14	B
Secure Perimeter	3	3	3	1	3	13	0	0	13	B
Gates/Doors	3	3	3	1	3	13	0	0	13	B
Asset Tagging	2	2	1	2	3	10	3	3	13	B
Alarm Systems	1	3	3	0	3	10	2	2	12	B
Detection Systems	2	3	3	0	3	11	1	1	12	B
Patrols	1	2	3	3	3	12	0	0	12	B
Office Locking	3	3	3	0	3	12	0	0	12	B
Key Control	3	3	3	0	0	9	3	3	12	B
Fence/Wall	1	3	3	1	3	11	0	0	11	C

Key: 3 Crucial 2 Necessary 1 Useful 0 Not Applicable	Note: Special locations and needs are to be taken into account where necessary. Individual procedures need to be formulated for each location/need.									Key for Rating: A - Crucial B - Necessary
Physical Preventative Steps	Occupied Buildings	Resorts	Depots	Parks	Non-Occupied Buildings	Total	Motor Vehicles	Total	Grand Total	Rating
Secure/Lock buildings	1	3	3	0	3	10	0	0	10	C
Access Control	3	3	3	0	0	9	0	0	9	C
Boom (Manned)	1	1	1	0	0	3	0	0	3	C
Desk Locking	1	1	1	0	0	3	0	0	3	C
Cabinet Locking	1	1	1	0	0	3	0	0	3	C
Identification Cards	2	0	1	0	0	3	0	0	3	C
Searching	1	1	1	0	0	3	0	0	3	C
Log Books	0	0	0	0	0	0	3	3	3	C
Logging Systems	0	0	0	0	0	0	3	3	3	C
Procedures for taking vehicle home	0	0	0	0	0	0	3	3	3	C
Escort (Floors)	2	0	0	0	0	2	0	0	2	C
Exit Permit	2	0	0	0	0	2	0	0	2	C



POLICY FOR THE ALLOCATION OF GRANTS IN AID

Date approved by Council: 17 March 2011
Date of implementation: 17 March 2011

Reviewed and amendments by Council on:
__/04/2025

1. Glossary and Abbreviations

COUNCIL	Political institution as described in structures act
GRANT IN AID	Donation of municipal funds, to an organisation or body outside any sphere of government, which does not constitute a commercial or business transaction.
MUNICIPALITY	The place of geographical area of Witzenberg
IDP	Integrated Development Plan
MOA	Memorandum of Agreement
NGO	Non-Governmental Organisation
NPO	Non-Profitable Organisation
SLA	Service Level Agreement
GIA	Grants-In-Aid
MFMA	Municipal Finance Management Act
MSA	Municipal Systems Act
CFO	Chief Financial Officer
Accounting Officer	The municipal manager of a municipality is the accounting officer of the municipality
Auditable Output Deliverables	Verifiable and identifiable products as a result to a step of work
Organs of State	Section 239 of the Constitution
Partnerships	A partnership is a type of business entity in which partners share with each other the profits or losses of the business undertaking in which all have invested.
Input Costs	Cost of direct material and other overhead items devoted to the production of a good or service

2. Introduction¹

- 2.1. This policy aims to provide a framework for Grant-in-Aid to non-governmental organisations (NGOs), community-based organisations (CBOs), non-profit organisations (NPOs) and bodies that are used by government as an agency to serve the poor, marginalised or otherwise vulnerable, as envisaged by Sections 12 and 67 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003).
- 2.2. The purpose of the Grant-in-Aid Policy is to complement the goals, objectives, and actions of the Witzenberg Municipality to create a sustainable, credible and caring town through the empowerment of communities.
- 2.3. Grant-in-Aid is intended to support community-based and external organisations which deliver essential services to communities that fall within the municipal area. It allows the municipality to create an enabling environment for community development.

3. Legal Framework

- 3.1. The Constitutional Court held in the Fedsure case that a municipality is constrained by the principle that it may not perform any function nor exercise any power other than that permitted by law.
- 3.2. The power of the Council to make grants in aid is regulated by section 156 of the Constitution as read with section 8 of the Municipal Systems Act (MSA), Act 32 of 2000. These provisions limit the power to make grants in aid to circumstances where it is reasonable and necessary for or incidental to the functions and exercise by the municipality of its powers.

¹ Recommended for amendment April 2025

- 3.3. The power and functions of municipalities are set out in section 156 of the Constitution as read with parts B of Schedules 4 and 5 to the Constitution; **annexed as Annexure A.**
- 3.4. Any grant made that does not conform to the abovementioned requirements is irregular expenditure in terms of the Municipal Finance Management Act (MFMA) and could also be considered in some circumstance as unauthorised. These funds would therefore have to be recovered from the person liable for the expenditure in terms of section 32 of the MFMA.
- 3.5. All particulars of grants must be reflected in the budget and any adjustment budgets, in accordance with S17(3)(j) of the MFMA. Before transferring funds in terms of the grant in aid policy, the provisions of section 67 of the MFMA must be complied with.

4. Purpose

Within the legislative framework, the purpose of these Grants in Aid Policy is to complement the goals, objectives, programmes and actions of the Council to create a sustainable, credible and caring Council by empowering and building communities and enhancing growth and sharing through partnerships.

5. Objectives

- 5.1. Grants in Aid and grants in terms of Ward Allocations should improve the opportunity for the Council to elicit the support of external organisations to deliver those services to communities which fall within the Council's area of responsibility in a way that allows the Council to create an enabling environment for community development and partnerships.
- 5.2. A key objective is to provide the opportunity of creating sustainable partnerships with outside agencies to achieve the objectives of the Municipality as outlined in the Integrated Development Plan.
- 5.3. It should also provide the opportunity for developing methods of joint funding strategies with outside agencies such as matching funding or sponsorship partnerships to meet the objectives of developmental local government.

6. Grants in Aid in terms of Ward Allocations

Any grants in Aid made from the Council's Ward Allocations, must comply with this policy and the procedures embodied in this policy.

7. Applicability

This Grants in Aid policy does not apply for the following, which Council may regulate via separate policies.

- 7.1. Bursaries or funds to bursars for other activities / reasons / resources.
- 7.2. Disaster relief.
- 7.3. Indigent grants.
- 7.4. Donation of assets, moveable or immovable.
- 7.5. Rewards and Awards.
- 7.6. Conditional grants received by the Council, which are in turn awarded too outside organisations to perform the service/function.
- 7.7. Inter-Governmental Grants

8. Criteria – General Guidelines

The following guidelines shall apply upon application:

- 8.1. Applicants are required to be registered as non-profit organisations in terms of Section 13 of the Non-Profit

- Organisation Act, 1997 or registered as Section 21 (not for gain) Companies in terms of the Companies Act, 1973, or organs of state, or properly constituted community, welfare or voluntary organisations which have a constitution, provable active membership and an annual general meeting held within the previous 12 months.
- 8.2. Notwithstanding 7.1 above, in exceptional circumstances as determined by the delegated authority, grants in aid may be made to any organisation or body that complies with the other criteria contained in the policy.
 - 8.3. Section 7.1 does not apply to grants regulated in terms of sect. 67 (4) of the MFMA to organisations or bodies serving the poor provided.
 - 8.4. Organisations or bodies having received funding from the Municipality during the previous financial year are required to attach to any **new applications**, a copy of the audited Financial Statements or audit certificate relating to the year in which the funding was received from the Council, as required in terms of section 67(1) of the MFMA.
 - 8.5. The Council reserves the right not to fund an organisation or body two years in succession or in any future years.
 - 8.6. Funding to organisations must be for auditable output deliverables and not input costs. Direct funding for salaries, wages, travel costs, subsistence, accommodation, food or entertainment is excluded, but organisations may use grant funds towards such costs where they are integral to the delivery of the project.
 - 8.7. Subsequent requests from applicant to cover overspending on projects will not be considered.
 - 8.8. Applications for Grants in Aid should be aligned with the powers and functions allocated to municipalities by the Constitution of South Africa (Section 156) (**Annexure A**) section 8 of the Systems Act, as interpreted by the Council's IDP and the relevant sections of the MFMA.
 - 8.9. Applicants / organisations and bodies may not be in arrears with their municipal accounts, where applicable.
 - 8.10. To ensure the sustainability of project(s) undertaken by the organisation or body, consideration should be given to granting the full funding requirements of deserving projects / programmes, rather than pro-rata allocations.
 - 8.11. Funding will not be considered in the following instances:
 - 8.11.1. where only an individual will benefit.
 - 8.11.2. political organisations/groupings.
 - 8.11.3. where the utilisation of the grant in aid will be outside the boundaries of the Municipality, unless a clear and compelling benefit to the Council can be demonstrated.
 - 8.11.4. where expenses have already been incurred.
 - 8.11.5. where the application does not meet with the stated objectives of this policy.
 - 8.11.6. where the application does not meet with the priorities, strategies and objectives as set out in the IDP.
 - 8.11.7. subsidies for municipal rates.
 - 8.12. Funding prohibited by MFMA Circular No. 131.²
 - 8.12.1. Payments to NGOs providing local tourism promotion/ facilities for the accommodation, care and burial of animal services for which municipalities are responsible.
 - 8.12.2. Payments to NGOs in the furtherance of crime prevention, including initiatives to support the South African Police Service.

² Recommended for inclusion April 2025

- 8.12.3. Sponsorships to sports teams.
- 8.12.4. Payments to NGOs/ NPOs operating special rating areas/ City Improvement Districts (CIDs).
- 8.12.5. Ward projects; and
- 8.12.6. Festivals/ events.

9. Process

Applications for Grants in Aid must be made on the application forms approved by the Chief Financial Officer (CFO) and be accompanied by all the required documentation such as Registration Certificates, Project Proposals, Business Plans, Annual Financial Statements or Management Accounts, latest municipal account and banking particulars.

The application forms should include at least the following:

- 9.1. Final date of application
- 9.2. Contact details of the Council department and person dealing with the grants.
- 9.3. Contact details of the organisation.
- 9.4. Date established.
- 9.5. Type of organisation (NPO, Section 21 Company, Trust, Community Org.).
- 9.6. Registration number.
- 9.7. Details of previous funding by the Council
- 9.8. Details of other funding received from the Council for the current financial year.
- 9.9. Purpose or aim of grant.
- 9.10. Detailed description of project to be implemented utilising the funding.
- 9.11. Detailed breakdown of project costs.
- 9.12. Details of sources of income and funding.
- 9.13. Banking details.
- 9.14. References.
- 9.15. Certification of details provided by senior person or organisation.
- 9.16. Checklist of supporting documentation.

10. Transfer of funds

Before any funds are transferred to any organisation or body, the Accounting Officer must ensure that S67 of the MFMA has been complied with. Any delegations relating to this matter must be taken into consideration.

11. Monitoring of Grants in Aid and grants from Sub-Council Ward allocations

Legislation stipulates that the Accounting Officer is responsible for the monitoring of the allocations. Any delegations relating to this matter must be taken into consideration.

- 11.1. Line Departments must monitor the grants once awarded to ensure that Grants allocated are utilized exclusively for the purpose defined in the agreement reached with successful applicants.
- 11.2. Successful applicants are required to submit monthly review progress reports to the Line Departments in terms of section 67(1)(a)(iii) of the MFMA Payment or part payment of grants may be allocated based on project review/progress.
- 11.3. Where grants are made to organisations serving the poor in terms of section 67(4) of the MFMA, the responsible Line Department must ensure that the targeted beneficiaries receive the benefit, by obtaining receipts of the actual expenditure incurred and any other appropriate evidence.

- 11.4. Where it is found that grants are being used in breach of the agreement, the provisions contained in the agreement must be invoked and the matter must be reported to the Accounting Officer and the Integrated Grants Administrative Committee.

12. Transparency

Successful applicants are required to acknowledge the Council as the provider of funding in their funding record as well as any public record of grants/donations received.

13. Evaluation and review

This policy will be evaluated and reviewed annually together with the budget related policies.

Annexure A**“Section 156 of the Constitution: Powers and functions of municipalities. –**

- (1) A municipality has executive authority in respect of, and has the right to administer-
 - a the local government matters listed in Part B of Schedule 4 and Part B of Schedule 5; and
 - b any other matter assigned to it by national or provincial legislation.
- (2) A municipality may make and administer by-laws for the effective administration of the matter which it has the right to administer.
- (3) Subject to section 151(4), a by-law that conflicts with national or provincial legislation is invalid. If there is a conflict between a bylaw and national or provincial legislation that is inoperative because of a conflict referred to in section 149, the by-law must be regarded as valid for as long as that legislation is inoperative.
- (4) The national government and provincial governments must assign to a municipality, by agreement and subject to any conditions, the administration of a matter listed in Part A of Schedule 4 or Part A of Schedule 5 which necessarily relates to local government, if—
 - a. that matter would most effectively be administered locally; and
 - b. the municipality has the capacity to administer it
- (5) A municipality has the right to exercise any power concerning a matter reasonably necessary for, or incidental to, the effective performance of its functions.”

SCHEDULE 4**PART B**

The following local government matters to the extent set out in section 155(6)(a) and (7): Air pollution

Building regulations

Childcare facilities

Electricity and gas reticulation

Fire-fighting services

Local tourism

Municipal airports

Municipal planning

Municipal health services

Municipal public transport

Municipal public works only in respect of the needs of municipalities in the discharge of their responsibilities

to administer functions specifically assigned to them under this Constitution or any other law

Pontoons, ferries, jetties, piers and harbours, excluding the regulation of international and national shipping and matters related thereto.

Storm water management systems in built-up-areas

Trading regulations

Water and sanitation services limited to potable water supply systems and domestic wastewater and sewage disposal systems

SCHEDULE 5**PART B**

The following local government matters to the extent set out for provinces in section 155(6)(a) and (7):

Beaches and amusement facilities
Billboards and the display of advertisement in public places
Cemeteries, funeral parlours and crematoria
Cleansing
Control of public nuisances
Control of undertakings that sell liquor to the public
Facilities for the accommodation, care and burial of animals
Fencing and fences
Licensing and dogs
Licensing and control of undertakings that sell food to the public
Local amenities
Local sport facilities
Markets
Municipal abattoirs
Municipal Park and recreation
Municipal roads
Noise pollution
Pounds
Public places
Refuse removal, refuse dumps and solid waste disposal
Street trading
Street lighting
Traffic and parking

Annexure B**Section 67 of MFMA. Funds transferred to organisations and bodies outside government. —**

- (1) Before transferring funds of the municipality to an organisation or body outside any sphere of government otherwise than in compliance with a commercial or other business transaction, the accounting officer must be satisfied that the organisation or body—
- (a) has the capacity and has agreed—
 - (i) to comply with any agreement with the municipality.
 - (ii) for the period of the agreement to comply with all reporting, financial management and auditing requirements as may be stipulated in the agreement.
 - (iii) to report at least monthly to the accounting officer on actual expenditure against such transfer; and
 - (iv) to submit its audited financial statements for its financial year to the accounting officer promptly.
 - (b) implements effective, efficient and transparent financial management and internal control systems to guard against fraud, theft and financial mismanagement; and
 - (c) has in respect of previous similar transfers complied with all the requirements of this section.

- (2) If there has been a failure by an organisation or body to comply with the requirements of subsection (1) in respect of a previous transfer, the municipality may despite subsection (1) (c) make a further transfer to that organisation or body provided that—
- (a) subsection (1) (a) and (b) is complied with; and
 - (b) the relevant provincial treasury has approved the transfer.
- (3) The accounting officer must through contractual and other appropriate mechanisms enforce compliance with subsection (1).
- (4) Subsection (1) (a) does not apply to an organisation or body serving the poor or used by government as an agency to serve the poor, provided—
- (a) that the transfer does not exceed a prescribed limit; and
 - (b) that the accounting officer—
 - (i) takes all reasonable steps to ensure that the targeted beneficiaries receive the benefit of the transferred funds; and
 - (ii) certifies to the Auditor-General that compliance by that organisation or body with subsection (1) (a) is uneconomical or unreasonable.

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager

VAN / FROM: Director: Finance

DATUM / DATE: 22 May 2025

VERW. / REF.: 08/2/22/17

CONSIDERATION OF APPROVAL OF LONG TERM LOAN

1. PURPOSE

The purpose of this report to is seek council's approval for the take up of a loan of R 25 000 000 with the successful bidder NEDBANK to finance the Upgrade of Ceres Power Station at an estimated interest rate of 9.32% over a proposed term of 5 years with bi-annual repayment terms.

2. LEGAL FRAMEWORK

Section 46 of the Municipal Finance Management Act states the following:

Long-term debt

46. (1) A municipality may incur long-term debt only in accordance with and subject to any applicable provisions of this Act, including section 19, and only for the purpose of—

- (a) capital expenditure on property, plant or equipment to be used for the purpose of achieving the objects of local government as set out in section 152 of the Constitution, including costs referred to in subsection (4); or
- (b) re-financing existing long-term debt subject to subsection (5).

(2) A municipality may incur long-term debt only if—

- (a) a resolution of the municipal council, signed by the mayor, has approved the debt agreement; and
- (b) the accounting officer has signed the agreement or other document which creates or acknowledges the debt.

(3) A municipality may incur long-term debt only if the accounting officer of the municipality—

- (a) has, in accordance with section 21A of the Municipal Systems Act—
 - (i) at least 21 days prior to the meeting of the council at which approval for the debt is to be considered, made public an information statement setting out particulars of the proposed debt, including the amount of the proposed debt, the purposes for which the debt is to be incurred and



particulars of any security to be provided; and
(ii) invited the public, the National Treasury and the relevant provincial treasury to submit written comments or representations to the council in respect of the proposed debt; and
(b) has submitted a copy of the information statement to the municipal council at least 21 days prior to the meeting of the council, together with particulars of—
(i) the essential repayment terms, including the anticipated debt repayment schedule; and
(ii) the anticipated total cost in connection with such debt over the repayment period.

(4) Capital expenditure contemplated in subsection (1)(a) may include—
(a) financing costs, including—
(i) capitalised interest for a reasonable initial period;
(ii) costs associated with security arrangements in accordance with section 48;
(iii) discounts and fees in connection with the financing;
(iv) fees for legal, financial, advisory, trustee, credit rating and other services directly connected to the financing; and
(v) costs connected to the sale or placement of debt, and costs for printing and publication directly connected to the financing;
(b) costs of professional services directly related to the capital expenditure; and
(c) such other costs as may be prescribed.

(5) A municipality may borrow money for the purpose of re-financing existing long-term debt, provided that—
(a) the existing long-term debt was lawfully incurred;
(b) the re-financing does not extend the term of the debt beyond the useful life of the property, plant or equipment for which the money was originally borrowed;
(c) the net present value of projected future payments (including principal and interest payments) after re-financing is less than the net present value of projected future payments before re-financing; and
(d) the discount rate used in projecting net present value referred to in paragraph (c), and any assumptions in connection with the calculations, must be reasonable and in accordance with criteria set out in a framework that may be prescribed.

(6) A **municipality's long-term** debt must be consistent with its capital budget referred to in section 17(2).

Conditions applying to both short-term and long-term debt

47. A municipality may incur debt only if—
(a) the debt is denominated in Rand and is not indexed to, or affected by, fluctuations in the value of the Rand against any foreign currency; and
(b) section 48(3) has been complied with, if security is to be provided by the municipality.

Security

48. (1) A municipality may, by resolution of its council, provide security for—
(a) any of its debt obligations;
(b) any debt obligations of a municipal entity under its sole control; or

(c) contractual obligations of the municipality undertaken in connection with capital expenditure by other persons on property, plant or equipment to be used by the municipality or such other person for the purpose of achieving the objects of local government in terms of section 152 of the Constitution.

(2) A municipality may in terms of subsection (1) provide any appropriate security, including by—

(a) giving a lien on, or pledging, mortgaging, ceding or otherwise hypothecating, an asset or right, or giving any other form of collateral;

(b) undertaking to effect payment directly from money or sources that may become available and to authorise the lender or investor direct access to such sources to ensure payment of the secured debt or the performance of the secured obligations, but this form of security may not affect compliance with section 8(2);

(c) undertaking to deposit funds with the lender, investor or third party as security;

(d) agreeing to specific payment mechanisms or procedures to ensure exclusive or dedicated payment to lenders or investors, including revenue intercepts, payments into dedicated accounts or other payment mechanisms or procedures;

(e) ceding as security any category of revenue or rights to future revenue;

(f) undertaking to have disputes resolved through mediation, arbitration or other dispute resolution mechanisms;

(g) undertaking to retain revenues or specific municipal tariffs or other charges, fees or funds at a particular level or at a level sufficient to meet its financial obligations;

(h) undertaking to make provision in its budgets for the payment of its financial obligations, including capital and interest;

(i) agreeing to restrictions on debt that the municipality may incur in future until the secured debt is settled or the secured obligations are met; and

(j) agreeing to such other arrangements as the municipality may consider necessary and prudent.

(3) A council resolution authorising the provision of security in terms of subsection(2)(a)—

(a) must determine whether the asset or right with respect to which the security is provided, is necessary for providing the minimum level of basic municipal services; and

(b) if so, must indicate the manner in which the availability of the asset or right for the provision of that minimum level of basic municipal services will be protected.

(4) If the resolution has determined that the asset or right is necessary for providing the minimum level of basic municipal services, neither the party to whom the municipal security is provided, nor any successor or assignee of such party, may, in the event of a default by the municipality, deal with the asset or right in a manner that would preclude or impede the continuation of that minimum level of basic municipal services.

(5) A determination in terms of subsection (3) that an asset or right is not necessary for providing the minimum level of basic municipal services is binding on the municipality until the secured debt has been paid in full or the secured obligations have been performed in full, as the case may be.

Disclosure

49. (1) Any person involved in the borrowing of money by a municipality must, when interacting with a prospective lender or when preparing documentation for consideration by a prospective investor—

- (a) **disclose all information in that person's possession or within that person's knowledge that may be material to the decision of that prospective lender or investor; and**
- (b) take reasonable care to ensure the accuracy of any information disclosed.

(2) A lender or investor may rely on written representations of the municipality signed by the accounting officer, if the lender or investor did not know and had no reason to believe that those representations were false or misleading.

Municipal guarantees

50. A municipality may not issue any guarantee for any commitment or debt of any organ of state or person, except on the following conditions:

(a) The guarantee must be within limits specified in the municipality's approved budget;

(b) a municipality may guarantee the debt of a municipal entity under its sole control only if the guarantee is authorised by the council in the same manner and subject to the same conditions applicable to a municipality in terms of this Chapter if it incurs debt;

(c) a municipality may guarantee the debt of a municipal entity under its shared control or of any other person, but only with the approval of the National Treasury, and then only if—

(i) the municipality creates, and maintains for the duration of the guarantee, a cash-backed reserve equal to its total potential financial exposure as a result of such guarantee; or

(ii) the municipality purchases and maintains in effect for the duration of the guarantee, a policy of insurance issued by a registered insurer, which **covers the full amount of the municipality's potential financial exposure** as a result of such guarantee.

3. DISCUSSION

An information statement was published on 28 February 2025 informing both the community, provincial **and national treasuries of the municipality's intention to take** on a loan and invited the said stakeholders to comment and advise.

Copies of the information statement published as well as the comments received from national treasury are attached as Annexure A.

A petition was received from the Witzenberg Justice Coalition regarding the purpose for which the loan is to be raised and for whose benefit it will be. The Capital Budget and the information statement clearly indicate the purpose for which the loan is to be raised. In summary, an upgrade is required to improve the electricity capacity to not only ensure sustainable electricity supply to the Witzenberg but also to attract capital investment which will in turn have positive spinoffs for the municipality in terms rates and

taxes and for the community in terms of job creation. The petition includes listings of signatories totalling 194 pages. These pages are available on request.

In addition, safety concerns have been raised by the Electricity Department regarding the condition of the Electrical Power Station. Urgent upgrades is required to ensure that the municipality address the safety concerns and upgrade the old infrastructure, to ensure the municipality can continue to supply electricity to the community.

In short, the upgrade of the power station will ensure a sustainable supply of electricity, and it will also stimulate local economic development. The functions of electricity supply and the creation of an enabling environment for the local economy are key cornerstones of the numerous assigned municipal functions as enshrined in the Constitution of South Africa.

Provincial Treasury acting on behalf of National Treasury conducted a compliance and affordability assessment and concluded the following (Full report from Provincial Treasury has been included in the council pack):

- The proposed borrowings are integral to the funding mix to finance the approved 2024/25 capital programme of the Municipality.
- The Municipality should ensure that it sets an appropriate tariff structure which is affordable to ensure sufficient revenue is generated to sustain the long-term debt obligation of the Municipality.
- The Municipality is advised to continue implementing stringent credit control and debt collection measures to enable timeous collection.
- All factors considered, the PT concludes that the Municipality has the fiscal capacity to borrow money but must carefully manage the risks due to current economic uncertainties, affordability criteria, and the Municipality's solvency.
- This letter should be presented to Council for review.
- PT supports the loan application provided that its comments / recommendations are considered.

4. RECOMMENDATION

That Council take note of the long-term loan in terms of section 46 of the Municipal Finance Management Act to finance the upgrade of the Ceres Power Station as stipulated in the respective tender documents and public participation processes.

Yours faithfully

H J KRITZINGER
DIRECTOR FINANCE



MORRISDALE primêr bedank Eoudia Erasmus van die Nasionale See Reddingsinstituut en Alistor Boer van die SAPD se duikenhêd, wat weer die 2025 Survival swemprojek vir leerders van die skool aangebied het. Die skool spreek ook hul dank uit teenoor die Witzenberg munisipaliteit vir die gebruik van die Dennebos swemgeriewe, Ryno Africa en Johann van Wyk.



TWEE nuwe Acciona Energy SA windplaasprojekte is tans naby Gouda aan die gang. 'n Vergadering is onlangs gehou om aan raadslede die proses te verduidelik. Spesiale dank aan die span van Acciona vir die inligting. VLNR: Raadslid Catherine Jacobs (Drakenstein munisipaliteit), Yolanda Tom (Acciona), rdl. Hannes Smit (Drakenstein munisipaliteit), rdl. Trevor Abrahams (Witzenberg burgemeester), rdl. Du Plooy (Bergrivier munisipaliteit), Xoliswa (Acciona) en Timothy (Acciona).

NOTICE

INTENTION TO INCUR LONG-TERM DEBT

Notice is hereby given in terms of Section 46 of the Municipal Finance Management Act that the Witzenberg Municipality intends to take up an external loan amounting to R25 million to fund certain capital projects in the 2024/2025 Capital Budget.

Particulars of the proposed debt are as follow:

Purpose for which the debt is to be incurred	Amount
Upgrade of Ceres Power Station	R25 000 000

Security to be provided: None

Details of the proposed loan are available on the municipal website: www.witzenberg.gov.za and are available for public inspection and inputs until 24 March 2025.

D. NASSON
MUNICIPAL MANAGER



NUUS- brokkies


**CAPE WINDLANDS
DISTRICT MUNICIPALITY**

ERRATUM

NOTICE TO INCREASE THE CONTRACT AMOUNT FOR TENDER NO. T 2024/001 PIONEER SCHOOL NON-MOTORISED TRANSPORT IMPROVEMENTS

Tenders are requested to please ignore the above-mentioned notice, which was advertised in Witzenberg Herald on 7 February 2025. The advertisement was erroneously placed by the advertising agency.

H.F. PRINS
MUNICIPAL MANAGER
Cape Windlands
District Municipality
46 Alexander Street
Stellenbosch 7600



WICKO REUNION - 35 YEARS LATER! Calling all former WICKO Youth Group members. It's time to reunite - 35 years have passed since our youth group days in the 1990s. We're gathering again to plan an unforgettable reunion on **1 March** at Winterberg Inn Bistro Harvest Table restaurant. To RSVP or for more information, contact Sef Noble on **WA 060-7636-083** or sefnoble257@gmail.com

LIGSTRAALTJIES bied op **15 Maart 2025** hul 6de ses-aan-'n-kant kriekettoernooi en familiedag aan. Vir inskrywings stuur 'n e-pos na Marlene.Slabbert@ligstraaltjies.com

- In case of emergencies, please keep the following numbers handy:**
- Police Flying Squad: 10111
 - Ambulance Services: 10177
 - Cell Phone Emergency: 112
 - Disaster Risk Management Centre: 080 911 4357 (HELP) 0861-555-777
 - Poisons Information Helpline of the Western Cape: 021 461 1113
 - Childline: 116
 - Lifeline: 021 461 1113
 - Wilderness Search and Rescue: (021) 937-0300

Die Togryers museum se konferensiefasiliteit is oor naweke beskikbaar vir verhuur vir klein funksies en werksinkels/opleiding. Skakel die museum vir meer inligting by (023) 312-2045 of stuur 'n e-pos na togryersmuseum@gmail.com

Ceres Night Market

FIRST THURSDAY AND FRIDAY

6-7 MARCH 2025

16:00-20:00

EL FLORA KWEKERY

143 VOORTREKKER STRAAT

**FOOD
DRINKS
VARIOUS CRAFTERS
MUSIC**

Looking for local crafters to exhibit their crafts. Send your product photos with the necessary details to floralbliss99@gmail.com

Come and have a browse around the nursery and enjoy our local crafters.

CERES TOYOTA

Voortrekkerstraat 112 CERES ☎ (023) 312-1057

Ceres Toyota beskik oor die onderstaande vakante posisie

GEKWALIFISEERDE WERKSWINKEL TEGNIKUS

Verreistes vir bg. pos sluit in:

- Voer voertuigtoetsing, fout diagnose asook algemene werkswinkel take
- Minimum 5 jaar ondervinding wat multi-handelsmerk voertuie dek
- Beskik oor toepaslike kwalifikasies
- Uitstekende kommunikasie in beide afrikaans en engels
- Geldige bestuurderslisensie en matrieksertifikaat
- Moet onder druk kan werk
- Sterk begeerte om doelwitte te bereik

Ons bied: 'n Mededingende salarispakket met voordele aan. Slegs persone met die relevante kwalifikasie, ondervinding en geldige bestuurderslisensie moet aansoek doen.

Sluitingsdatum vir aansoek: 14 Maart 2025

Reginadatum: So spoedig moontlik

Stuur asb. volledige CV na: sune@cerestoyota.co.za

AS JY NIE BINNE 14 DAE VAN ONS GEHOOR HET NIE, BESKOU ASSEBLIEF JOU AANSOEK AS ONSUKSESVOL.

Legal notice

KENNISGEWING VAN GEREGTELIKE VEILING

In die Landdroshof vir die Distrik van die Kaapse Wynland vir die Witzenberg sub-distrik gehou te TULBAGH
Saakno. 87/2023

In die saak tussen:
WITZENBERG MUNISIPALITEIT
Vonnisskuldeiser
en
BEKELE RANGO
Vonnisskuldenaar

KENNIS GESKIED HIERMEE ingevolge die bepaling van Reël 41 van die Wet op Landdroshowe Nr. 32 van 1944 soos gewysig dat die ondergenoemde goedere op **DONDERDAG, 27 MAART 2025 om 10:00 te Meulstraat 4, Moorreesburg** in eksekusie verkoop sal word deur die Balju van die Landdroskantoor vir die distrik van TULBAGH.

GOEDERE:
1 x Silver Toyota Corolla GLS 160 met registrasieno. CCM 1258

GEDATEER te TULBAGH op hierdie 11de dag van FEBRUARIE 2025.

JOHAN BEZUIDENHOUT
Prokureur vir Eiser
Van der Stelstraat 15, Tulbagh, 6820
(Verw: JJB/EG/JC0216)

PRICING SCHEDULE – FIRM INTEREST RATE
(PURCHASES)

NOTE: ONLY FIXED INTEREST RATES WILL BE ACCEPTED. NON- FIXED INTEREST RATES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

Name of Bidder: <u>NEDBANK LIMITED</u>	Bid Number: <u>08/2/22/17</u>
Closing Time: <u>10:00</u>	Closing Date: <u>25 SEPTEMBER 2024</u>

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

FIXED LENDING RATE: LONG TERM BORROWINGS

DESCRIPTION	TERM OF LOAN (YEARS)	AMOUNT OF LOAN REQUIRED	FIXED LENDING RATE CHARGED BY BIDDER (%)
Capex Upgrade Power Station	5	R 25 00 000.00	9,32%

The interest rate to be used in the bid proposal must be based upon the individual bank's base rate applicable as at 30 September 2024. The municipality is aware that the base rate used in the proposal is subject to change and will only be confirmed on the day of the actual drawdown. The All-in-margin component of the interest rate quoted must remain fix for a period of 120 days and may be adjusted downwards but not upwards at the date of drawdown. From the date of Draw-down, the interest rate must remain fixed.

TABLE A: CALCULATION OF TOTAL INTEREST TO BE PAID

BI-ANNUAL DATE	CAPITAL (A)	INTEREST (B) [(A x Interest) + 2]	PAYMENT (EQUAL INSTALLMENTS) (C)	BALANCE (A + B - C)
30/09/2024				R 25 000 000.00
31/03/2025	R2022564,44	R1161808,22	R3184372,66	R22977435,56
30/09/2025	R2110690,60	R1073682,05	R3184372,66	R20866744,96
31/03/2026	R2214646,42	R969726,23	R3184372,66	R18652098,54
30/09/2026	R2312803,53	R871569,13	R3184372,66	R16339295,01
31/03/2027	R2425047,57	R759325,09	R3184372,66	R13914247,44
30/09/2027	R2534192,28	R650180,38	R3184372,66	R11380055,17
31/03/2028	R2652609,18	R531763,48	R3184372,66	R8727445,99
30/09/2028	R2778787,92	R405584,74	R3184372,66	R5948658,07
31/03/2029	R2907924,66	R276447,99	R3184372,66	R3040733,41
30/09/2029	R3040733,41	R143639,24	R3184372,66	R0,00
TOTAL INTEREST TO BE PAID		R6843726,56		

WILBERG MUNICIPALITY
- 10 -
09 OCT 2024
FINANCE
SUPPLY CHAIN

(Handwritten signatures)

William Mars

From: William Mars
Sent: Wednesday, 12 March 2025 08:53
To: 'Willemcordes.Voigt@treasury.gov.za'; 'Silindile.Ngcobo@treasury.gov.za'; 'Kolising.Molukanele@treasury.gov.za'; 'Khensani.Makaneta@treasury.gov.za'
Cc: Anne Alberts; 'Wesley Alexander'; Cobus Kritzinger; Jeremy Kolkota; Ajami Sauls
Subject: RE: Intention to incur Long Term Debt
Attachments: FW: WC022: Intention to incur Long Term Debt -Witzenberg Municipality

Good day,

Kindly find attached Witzenberg Municipality's intention to incur Long Term Debt

Regards

William Mars

Manager: Financial Administration

Tel: 023 316 1854

Email: william@witzenberg.gov.za

www.witzenberg.gov.za

From: Kgothatso Matlala <Kgothatso.Matlala@treasury.gov.za>

Sent: Tuesday, 11 March 2025 20:30

To: William Mars <william@witzenberg.gov.za>

Subject: RE: Intention to incur Long Term Debt

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.

Hi William

Thank you for your patience.

The letter needs to be directed to four chief directorates that oversee LG in different capacities:

1. CD: LGBA – Mr Willem Voigt Willemcordes.Voigt@treasury.gov.za
2. CD:PLGI – Ms Silindile Ngcobo Silindile.Ngcobo@treasury.gov.za
3. CD: IPP – Mr Kolising Molukanele Kolising.Molukanele@treasury.gov.za
4. CD: MFMA Implementation – Ms Khensani Makaneta Khensani.Makaneta@treasury.gov.za

Regards

Kgothatso

From: William Mars <william@witzenberg.gov.za>

Sent: Friday, 21 February 2025 10:49

To: Kgothatso Matlala <Kgothatso.Matlala@treasury.gov.za>

Subject: Intention to incur Long Term Debt

Important: This email originated from an external sender. Please do not click on email links or open attachments you did not expect. When in doubt, please contact the ICT Service Desk.

William Mars

From: Anne Alberts
Sent: Friday, 21 February 2025 11:54
To: Prov Treasury; Provincial Treasury; Tv.Pillay@treasury.gov.za
Cc: William Mars; Ajami Sauls; Zaahir.Hendricks@westerncape.gov.za; Jeremy Kolkota; David Nasson; Cobus Kritzinger; muneeb.Mallick@westerncape.co.za
Subject: WC022: Intention to incur Long Term Debt -Witzenberg Municipality
Attachments: Raising of proposed debt through borrowing.pdf

ATTENTION: OFFICE OF THE MFMA COORDINATOR – NATIONAL TREASURY and PROVINCIAL TREASURY

Good day, I trust all find this email well.

Attached herewith we are inviting Treasury for comments on the raising of proposed debt through borrowing .

Kind regards


Anne Alberts

Senior Administrative Officer

 anne@witzenberg.gov.za



 PO Box 44, 50 Voortrekker Road, Ceres,6835

 Tel: +27 023 4920176 / 023 316 1854

 www.witzenberg.gov.za

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MM se afskrif
25.3.25

Kan MM asb
antw.

JA

To : The Witzenberg Municipality

For Urgent Attention : The Executive Mayor

The Municipal Manager

The Executive Mayoral Committee and counsellors

From : The Witzenberg Justice Coalition and 2623 RESIDENTS FROM WITZENBERG

Date : 24 March 2025

**RE : 2623 COMMUNITY MEMBERS FROM WITZENBERG SAY NO TO A LOAN
WORTH 25 MILLION RAND**

**LET THE BOSSES ESPECIALLY GRAAF, NUNES AND RED CAVIAR HOLDINGS
PAY...LET THEM FIX THEIR OWN PROBLEMS**

Dear Executive Mayor, All Protocol Observed and Mr David Nasson (Municipal
Manager)

The Witzenberg Justice Coalition is a group of women activists in the Witzenberg region. WJC have engaged with 2623 residents from various areas which include Bella Vista, Tulbagh, Vredebes and PA Hamlet about the **25 MILLION RAND LOAN** which the Witzenberg Municipality plan to take out from a corporate bank which apparently is for the upgrading of the Ceres Power Station. This is causing major concern in the community. 2623 community members are from strong opinion that this loan is for the bosses and not for the poor. This power station upgrade for the shopping centres of the bosses."hulle gaan ryker raak nie ons nie" We believe that the bosses must fix their own electricity problems and if Graaff needs electricity for his mall then he needs to pay...THE POOR WILL NOT PAY THE LOAN BACK!!!

2623 COMMUNITY MEMBERS DEMANDS THE FOLLOWING :

1. STOP THE LOAN APPLICATION OF THE 25 MILLION RAND IMMEDIATELY
2. WITHIN 7 DAYS CALL FOR COMMUNITY PARTICIPATION WITHIN ALL THE AREAS – 2623 COMMUNITY MEMBERS WANTS TO UNDERSTAND WHAT THE PAY BACK MODEL WILL LOOK LIKE
3. DEMAND THAT ALL 3 SHOPPING CENTRE OWNERS PROVIDE ALL THE COMMUNITIES WITH THEIR BUILDING PLANS AND DO COMMUNITY ENGAGEMENTS WITHIN THE NEXT 14 DAYS
4. HAVE A AROUND TABLE ENGAGEMENT WITH WJC ON 3 APRIL 2025 AT 10H00 AT THE COUNCIL CHAMBER

The WJC request a feedback by 2 April 2025

ENDORSED AND SIGNED BY



.....
WITZENBERG MUNICIPALITY

ENDORSED AND SIGNED BY


.....

WJC



44 Ceres, 6835
50 Voortrekker St, Sir, Ceres, 6835
Suid Afrika / South Africa
+27 23 316 1854
+27 23 316 1877
admin@witzenberg.gov.za
www.witzenberg.gov.za

Verwysing/Reference: 08/02/22/17/
Navrae/Enquiries: WP Mars

18 February 2025

Mr T Pillay
National Treasury
Local Government Division
Private Bag X115
Pretoria
0001

Dear Sir

RAISING OF PROPOSED DEBT THROUGH BORROWING

Witzenberg Municipality invites your comment to the raising of proposed debt through borrowing. Enclosed please find the completed information sheet and certification as required.

The Council will consider approval of the proposed long term borrowing at a Council meeting

Yours faithfully

David Nasson
MUNICIPAL MANAGER

INFORMATION STATEMENT: INTENTION TO INCUR LONG-TERM DEBT

Notice is hereby given in terms of Section 46 of the Municipal Finance Management Act that the Witzenberg Municipality intends to take up an external loan amounting to R25 million to fund certain capital projects in the 2024/2025 Capital Budget.

Particulars of the proposed debt are as follow:

Amount of Debt to be incurred: R 25 000 000

Purpose for which the debt is to be incurred	Amount
Upgrade of Ceres Power Station	R 25 000 000

Security to be provided: None

Details of the proposed loan are available on the municipal website: www.witzenberg.gov.za and are available for public inspection and inputs until 24 March 2025.



David Nasson
MUNICIPAL MANAGER

Long Term Borrowing (Debt) Proposal

Information to be supplied to National Treasury and Provincial Treasury Municipal Finance Management Act (No 56 of 2003)

The MFMA requires a municipality or municipal entity to invite the National Treasury, the relevant provincial treasury and the public to submit written comments or representations to the council / board of directors in respect to the raising of any proposed debt through borrowing or any other instrument (refer sections 46 & 108).

To expedite this process and to enable the National Treasury and relevant provincial treasury to provide informed comments, the municipality / municipal entity is requested to supply the following information and include the attached signed certification, along with the invitation for comment. Failure to provide this information may delay the process.

Information to be provided with respect to a long-term debt proposal

	Details	Annexure	MFMA
1	A copy of the <i>information statement</i> required by section 46(3), containing particulars of the proposed borrowing (debt) instrument.	Please refer to attached Information Statement	46(3)(a)(i)
2	If not already incorporated in the <i>information statement</i> , please ensure the following information is provided separately (note QBMR = Quarterly Borrowing Monitoring Return to NT, see over page for further information): <ul style="list-style-type: none"> amount of debt to be raised through borrowing or other means purposes for which the borrowing (debt) is to be incurred interest rate(s) applicable (state whether fixed or variable etc) planned start and end date (term of instrument) detailed repayment schedule for the duration of the borrowing (debt) (showing dates and all payments of principal and interest, etc) total estimated cost of the borrowing (debt) over the repayment period type of instrument (select from QBMR) security to be provided (select from QBMR) and provide details source of loan funds (select from QBMR) 	Please refer to attached Information Statement	46(3)(b)(i) and (ii)
3	A schedule of consultation undertaken, including: <ul style="list-style-type: none"> date(s) when the <i>information statement</i> was made public details of meetings, media adverts and other methods used to consult on the proposed long-term borrowing (debt) 		46(3)(a)(i), (ii)

4	A copy of the approved budget, and relevant documentation supporting the budget, highlighting the asset(s) to be funded by the proposed borrowing (debt) and the revenue to be received. It must be demonstrated that the proposed borrowing (debt) is consistent with the IDP, the capital budget and the revenue is shown accordingly.	Capital Budget	46(6) 17(2) 19
5	If the borrowing (debt) is for the purpose of refinancing existing long-term borrowing (debt), the following information: <ul style="list-style-type: none"> description of the asset(s) for which the original loan was required the useful remaining life of the asset(s) the net present value of the asset(s), including the discount rate used and any assumptions in the calculations the net present value of projected future payments <u>before</u> refinancing, including the discount rate and assumptions used. the net present value of projected future payments <u>after</u> refinancing, including the discount rate and assumptions used. 	N/A	46(5)
6	What source of funding will be used to repay the loan? Please specify the revenue stream(s) and whether this is existing revenue, or new revenue.	Existing Revenue Operating Budget 2024- 2025	19(1)(d)
7	Schedule of <u>all</u> long-term borrowing (debt) obligations in the format of the QBMR showing principal and interest payments for the life of <u>all</u> <u>loans</u> and any associated investments set up as sinking funds etc.	Currently no existing loans	
8	In the case of a municipal entity, details of any guarantee or other forms of security to be issued by the parent municipality(s) in respect to the entity's proposed borrowing (debt).	N/A	50
9	Please note: a copy of the council/board of directors' resolution approving the borrowing (debt) instrument should be forwarded once approved.		

Please forward this information, including the *certification* below, to:

National Treasury	Provincial Treasury
Mr T Pillay National Treasury Local Government Division Private bag X115 Pretoria 0001	MFMA Coordinator <i>See MFMA Circular No 20 for contact details of the MFMA Coordinator in your relevant provincial treasury (circular located on www.treasury.gov.za/mfma)</i>

Certification for long term borrowing (debt)

Name of municipality / entity: Witzenberg Municipality

Proposed borrowing (debt): R 25 000 000

We hereby certify that the proposed long-term borrowing (debt), as specified in the attached *information statement* and supplementary pages complies with sections 17(2), 19, 46 and 108 of the MFMA and will be used for the purposes of capital expenditure on property, plant or equipment:

- for the purpose of achieving the objects of local government as set out in section 152 of the Constitution;
- capital expenditure is appropriated in an approved multi-year capital budget;
- repayments for the duration of the loan are affordable and will be appropriated in future budgets; and
- if the loan is required to refinance existing long-term borrowing (debt), that the original borrowing (debt) was lawfully incurred and the refinancing does not extend the term of the borrowing (debt) beyond the life of the asset for which the money was originally borrowed.

A copy of the council/board of director's resolution approving the loan will be forwarded to the National Treasury and relevant provincial treasury within 7 days of approval.

Signatures:



Accounting Officer

Name: D Nasson

Date: 19/02/2025



Mayor/Chairperson of the Board

Name: T Abrahams

Date: 21.02.2025

WC022 Witzberg - Table A5 Budgeted Capital Expenditure by vote, functional classification and funding

R thousand	Vote Description	Ref	2020/21				2021/22				2022/23				Current Year 2023/24				2024/25 Medium Term Revenue & Expenditure Framework				
			Audited Outcome		Audited Outcome		Audited Outcome		Audited Outcome		Original Budget		Adjusted Budget		Full Year Forecast		Pre-audit outcome		Budget Year 2024/25		Budget Year +1 2025/26		Budget Year +2 2026/27
	Capital Expenditure - Functional																						
	<i>Governance and administration</i>																						
	Executive and council		53 283	1 381	(97 286)	2 180	6 151	6 151	6 151	2 060	2 196	2 680	2 196	2 196	2 680	2 196	2 196	2 680	2 196	2 196	2 680	2 196	2 196
	Finance and administration		53 283	1 381	(97 695)	2 180	6 043	6 043	6 043	2 060	2 16	650	2 16	2 16	650	2 16	2 16	650	2 16	2 16	650	2 16	2 16
	Community and public safety		10 902	3 938	7 066	5 064	4 963	4 963	4 963	2 814	2 300	11 509	2 300	2 300	11 509	2 300	2 300	11 509	2 300	2 300	11 509	2 300	2 300
	Community and social services		1 639	667	160	2 000	58	58	58	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	Sport and recreation		7 782	3 031	6 870	858	3 091	3 091	3 091	2 430	650	10 709	650	650	10 709	650	650	10 709	650	650	10 709	650	650
	Public safety		1 481	240	57	1 707	1 682	1 682	1 682	352	550	800	550	550	800	550	550	800	550	550	800	550	550
	Housing		—	—	—	500	132	132	132	132	—	—	—	—	—	—	—	—	—	—	—	—	—
	Economic and environmental services		17 373	13 136	45 050	26 023	29 301	29 301	29 301	18 347	7 367	18 287	7 367	7 367	18 287	7 367	7 367	18 287	7 367	7 367	18 287	7 367	7 367
	Planning and development		1 934	736	—	400	900	900	900	54	200	—	200	200	—	200	200	—	200	200	—	200	200
	Road transport		15 439	12 401	45 050	25 623	28 401	28 401	28 401	18 293	7 167	18 287	7 167	7 167	18 287	7 167	7 167	18 287	7 167	7 167	18 287	7 167	7 167
	Trading services		35 616	53 934	32 444	39 997	44 932	44 932	44 932	26 376	73 501	28 995	73 501	73 501	28 995	73 501	73 501	28 995	73 501	73 501	28 995	73 501	73 501
	Energy sources		3 943	9 573	4 827	6 491	14 912	14 912	14 912	5 275	31 352	10 142	31 352	31 352	10 142	31 352	31 352	10 142	31 352	31 352	10 142	31 352	31 352
	Water management		7 954	20 159	14 903	19 358	11 097	11 097	11 097	9 019	25 606	12 193	25 606	25 606	12 193	25 606	25 606	12 193	25 606	25 606	12 193	25 606	25 606
	Waste water management		18 448	2 448	12 517	100	4 510	4 510	4 510	600	16 343	4 560	16 343	16 343	4 560	16 343	16 343	4 560	16 343	16 343	4 560	16 343	16 343
	Waste management		5 272	21 754	197	14 048	14 413	14 413	14 413	11 483	200	100	200	200	100	200	200	100	200	200	100	200	200
	Total Capital Expenditure - Functional	3.7	117 174	72 390	(12 706)	73 264	85 347	85 347	85 347	49 697	85 365	59 471	85 365	85 365	59 471	85 365	85 365	59 471	85 365	85 365	59 471	85 365	85 365
	Funded by:																						
	National Government		18 164	47 307	41 976	25 175	20 557	20 557	20 557	15 459	37 504	27 277	37 504	37 504	27 277	37 504	37 504	27 277	37 504	37 504	27 277	37 504	37 504
	Provincial Government		33 326	16 432	22 759	21 566	15 166	15 166	15 166	12 048	1 941	7 469	1 941	1 941	7 469	1 941	1 941	7 469	1 941	1 941	7 469	1 941	1 941
	District Municipality		861	404	762	600	1 973	1 973	1 973	932	435	—	435	435	—	435	435	—	435	435	—	435	435
	Transfers and subsidies - capital (monetary allocations) (Nat / Prov. Departm		501	—	197	—	256	256	256	179	—	300	—	—	300	—	—	300	—	—	300	—	—
	Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educ Institutions)		—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	Transfers recognised - capital	4	52 852	64 143	65 683	47 342	37 953	37 953	37 953	28 617	39 880	35 047	39 880	39 880	35 047	39 880	39 880	35 047	39 880	39 880	35 047	39 880	39 880
	Borrowing	6	—	1 478	—	9 000	10 518	10 518	10 518	4 465	25 000	—	25 000	25 000	—	25 000	25 000	—	25 000	25 000	—	25 000	25 000
	Internally generated funds	7	14 202	9 398	21 486	16 923	36 823	36 823	36 823	16 566	20 485	24 424	20 485	20 485	24 424	20 485	20 485	24 424	20 485	20 485	24 424	20 485	20 485
	Total Capital Funding	7	67 054	75 019	87 180	73 264	85 293	85 293	85 293	49 648	85 365	59 471	85 365	85 365	59 471	85 365	85 365	59 471	85 365	85 365	59 471	85 365	85 365

WC022 Witzenberg - Supporting Table SA36 Detailed capital budget

R thousand	Function	Project Description	Project Number	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	2024/25 Medium Term Revenue & Expenditure Framework					
									Current Year 2023/24 Full Year Forecast	Budget Year 2024/25	Budget Year +1 2025/26	Budget Year +2 2026/27		
	Parent municipality: <i>List all capital projects grouped by Function</i>													
	Cemeteries, Funeral Parlours and Crematoria	Expanding of existing cemetery	CAP130	Cemeteries/Crematoria	Cemeteries/Crematoria	Whole of the Municipality	19.30725877409244	-33.37130653694222	100	—	—	—		
	Libraries and Archives	Capex Library Nduh	CAP192	Libraries	Libraries	Nduh	19.34286581436944	-33.3558689814609	1 000	—	—	—		
	Electricity	Capex Electrical Network Refurbishment	CAP186	MV Networks	MV Networks	Whole of the Municipality	19.30725877409244	-33.37130653694222	500	1 000	1 000	1 000		
	Electricity	Capex MV Substation Equipment	CAP138	MV Substations	MV Substations	Whole of the Municipality	19.30725877409244	-33.37130653694222	500	1 650	1 650	1 400		
	Electricity	Capex MV Network Equipment	CAP137	MV Networks	MV Networks	Whole of the Municipality	19.30725877409244	-33.37130653694222	900	500	1 000	1 000		
	Electricity	Capex Upgrade of LV Network Cables	CAP139	LV Networks	LV Networks	Whole of the Municipality	19.30725877409244	-33.37130653694222	500	500	500	400		
	Electricity	Capex Upgrade of MV Cables	CAP140	MV Networks	MV Networks	Whole of the Municipality	19.30725877409244	-33.37130653694222	1 000	1 500	1 500	1 400		
	Electricity	CAPEX: Tools & Equipment	CAP067	Machinery and Equipment	Machinery and Equipment	Whole of the Municipality	19.30725877409244	-33.37130653694222	150	250	200	200		
	Electricity	Capex Electrical Network	CAP229	MV Networks	MV Networks	Whole of the Municipality	19.30725877409244	-33.37130653694222	609	—	—	—		
	Electricity	Capex Upgrade Power Station	CAP227	MV Substations	MV Substations	Whole of the Municipality	19.30725877409244	-33.37130653694222	25 000	—	—	—		
	Street Lighting and Signal Systems	Capex Upgrade of Streetlights	CAP142	LV Networks	LV Networks	Whole of the Municipality	19.30725877409244	-33.37130653694222	3 093	3 688	100	100		
	Municipal Manager, Town Secretary and Municipal Manager	Capex Furniture & Equipment	CAP005	Furniture and Office Equipment	Furniture and Office Equipment	Whole of the Municipality	19.30725877409244	-33.37130653694222	107	150	150	150		
	Municipal Manager, Town Secretary and Municipal Manager	Capex Office Equipment	CAP102	Furniture and Office Equipment	Furniture and Office Equipment	Whole of the Municipality	19.30725877409244	-33.37130653694222	88	—	—	—		
	Administrative and Corporate Support	Capex Building Regulations Upgrades	CAP234	Municipal Offices	Municipal Offices	Whole of the Municipality	19.30725877409244	-33.37130653694222	4 655	1 000	1 300	2 000		
	Fleet Management	Capex Vehicle Replacement Programme	CAP032	Transport Assets	Transport Assets	Whole of the Municipality	19.30725877409244	-33.37130653694222	100	—	—	—		
	Fleet Management	Capex Tools & Equipment	CAP073	Machinery and Equipment	Machinery and Equipment	Whole of the Municipality	19.30725877409244	-33.37130653694222	50	—	—	50		
	Fleet Management	Capex Workshop Building Upgrade	CAP200	Workshops	Workshops	Ceres	19.316416006587	-33.96897403049223	300	300	—	—		
	Human Resources	Capex Electronic Overline System	CAP226	Computer Software and Applications	Computer Software and Applications	Whole of the Municipality	19.30725877409244	-33.37130653694222	80	—	—	—		
	Information Technology	Capex IT Equipment	CAP002	Computer Equipment	Computer Equipment	Whole of the Municipality	19.30725877409244	-33.37130653694222	350	300	300	300		
	Marketing, Customer Relations, Publicity and Town Planning, Building Regulations and Fire Fighting and Protection	CAPEX: Access Control - Furniture and Eq	CAP265	Furniture and Office Equipment	Furniture and Office Equipment	Whole of the Municipality	19.30725877409244	-33.37130653694222	100	100	100	250		
	Police Forces, Traffic and Street Parking	Capex Fire Fighting Cabinets	CAP224	Furniture and Office Equipment	Furniture and Office Equipment	Whole of the Municipality	19.30725877409244	-33.37130653694222	200	—	—	—		
		Capex Fire Fighting Equipment	CAP144	Machinery and Equipment	Machinery and Equipment	Whole of the Municipality	19.30725877409244	-33.37130653694222	350	150	150	—		
		Capex Building Upgrade Traffic Department	CAP228	Municipal Offices	Municipal Offices	Whole of the Municipality	19.30725877409244	-33.37130653694222	200	300	300	—		
	Roads	Capex Network Street	CAP077	Roads	Roads	Whole of the Municipality	19.30725877409244	-33.37130653694222	5 000	4 000	5 000	5 000		

Function	Project Description	Project Number	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	Current Year 2023/24 Full Year Forecast	Budget Year 2024/25	Budget Year +1 2025/26	Budget Year +2 2026/27
Roads	Capex Taxi Rank - Tullagh	CAP233	Roads	Roads	Tullagh	19.1462848402406	-33.28527647212659	-	100	-	-
Roads	Capex NMT sidewalks Ceres, Voorhees	CAP157	Road Structures	Road Structures	Ceres	19.31164140006567	-33.36697401049223	-	485	-	-
Roads	Capex Traffic Calming	CAP020	Road Structures	Road Structures	Whole of the Municipality	19.30725877409244	-33.37130853694222	-	200	50	-
Roads	Capex Tools & Equipment	CAP073	Machinery and Equipment	Machinery and Equipment	Whole of the Municipality	19.30725877409244	-33.37130853694222	120	50	-	-
Roads	Capex Nduli Housing Roads	CAP118	Roads	Roads	Ceres	19.31164140006567	-33.36697401049223	-	1332	1780	307
Community Parks (including Nurseries)	Capex BRUSHCUTTERS	CAP043	Machinery and Equipment	Machinery and Equipment	Whole of the Municipality	19.30725877409244	-33.37130853694222	-	50	100	-
Community Parks (including Nurseries)	Capex CHAINSAWS	CAP044	Machinery and Equipment	Machinery and Equipment	Whole of the Municipality	19.30725877409244	-33.37130853694222	-	50	120	-
Recreational Facilities	Capex Furniture & Equipment for Chablis	CAP007	Outdoor Facilities	Outdoor Facilities	Ceres	19.31164140006567	-33.36697401049223	-	459	-	-
Sports Grounds and Stadiums	3X3M CONTAINER	CAP003	Machinery and Equipment	Machinery and Equipment	Whole of the Municipality	19.30725877409244	-33.37130853694222	-	100	-	-
Solid Waste Removal	Capex Drop/Transfer Stations	CAP155	Waste Drop-off Points	Waste Drop-off Points	Whole of the Municipality	19.30725877409244	-33.37130853694222	2 282	100	-	-
Solid Waste Removal	Capex Bulk Waste Container Bins	CAP232	Machinery and Equipment	Machinery and Equipment	Whole of the Municipality	19.30725877409244	-33.37130853694222	-	100	100	100
Sewerage	Capex Sewer Network Replacement	CAP018	Reticalation	Reticalation	Whole of the Municipality	19.30725877409244	-33.37130853694222	760	750	1 000	-
Sewerage	Capex Aerator replacement programme	CAP075	Waste Water Treatment Works	Waste Water Treatment Works	Whole of the Municipality	19.30725877409244	-33.37130853694222	-	500	-	-
Sewerage	Capex Rehabilitation WWTW	CAP076	Waste Water Treatment Works	Waste Water Treatment Works	Whole of the Municipality	19.30725877409244	-33.37130853694222	-	750	-	-
Sewerage	Capex Security upgrades	CAP074	Reticalation	Reticalation	Whole of the Municipality	19.30725877409244	-33.37130853694222	-	600	-	-
Sewerage	Capex Sewer Pump-replacement	CAP072	Reticalation	Reticalation	Whole of the Municipality	19.30725877409244	-33.37130853694222	-	250	-	-
Storm Water Management	Capex Network-Storm Water Upgrading	CAP019	Storm water Conveyance	Storm water Conveyance	Whole of the Municipality	19.30725877409244	-33.37130853694222	-	450	-	-
Water Treatment	Capex Upgrade of Waste Water Treatment	CAP198	Waste Water Treatment Works	Waste Water Treatment Works	Whole of the Municipality	19.30725877409244	-33.37130853694222	-	200	-	-
Water Distribution	Capex Infrastructure Management System	CAP216	Computer Software and Applications	Computer Software and Applications	Whole of the Municipality	19.30725877409244	-33.37130853694222	-	200	-	-
Water Distribution	CAPEX Tankhouse/Bulk pipeline	CAP167	Bulk Mains	Bulk Mains	Wildeley	19.19789295035211	-33.41284893620041	660	21 265	-	-
Water Distribution	Capex Network-Water Pipes/amp; Valve	CAP030	Distribution	Distribution	Whole of the Municipality	19.30725877409244	-33.37130853694222	100	750	1 000	1 000
Water Distribution	Capex Ndi upgrade and replace water pip	CAP212	Distribution	Distribution	Ndi	19.34285581435544	-33.3556869814609	-	2 840	1 861	-
Water Distribution	Capex Security upgrades	CAP083	Water Treatment Works	Water Treatment Works	Whole of the Municipality	19.30725877409244	-33.37130853694222	-	500	500	200
Water Distribution	Capex Plant & Equipment	CAP011	Machinery and Equipment	Machinery and Equipment	Whole of the Municipality	19.30725877409244	-33.37130853694222	-	50	-	-
Electricity	Capex Electrical Network Housing Project	CAP013	MV Networks	MV Networks	Whole of the Municipality	19.30725877409244	-33.37130853694222	224	50	574	518
Mayor and Council	Capex Furniture & Equipment	CAP005	Furniture and Office Equipment	Furniture and Office Equipment	Whole of the Municipality	19.30725877409244	-33.37130853694222	-	-	500	-
Marketing, Customer Relations, Publicity	Capex Camera Equipment	CAP189	Computer Equipment	Computer Equipment	Whole of the Municipality	19.30725877409244	-33.37130853694222	20	-	30	35
Fire Fighting and Protection	Capex Fireighting Response Vehicle	CAP150	Transport Assets	Transport Assets	Whole of the Municipality	19.30725877409244	-33.37130853694222	-	-	350	-
Roads	Capex Rehabilitation Cellar Street	CAP231	Roads	Roads	Ceres	19.31164140006567	-33.36697401049223	-	-	3 000	3 000
Roads	Capex Rehabilitation - Streets Wildeley	CAP225	Roads	Roads	Wildeley	19.19789295035211	-33.41284893620041	-	-	9 457	6 188

Function	Project Description	Project Number	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	Current Year 2023/24 Full Year Forecast	Budget Year 2024/25	Budget Year +1 2025/26	Budget Year +2 2026/27
Community Parks (including Nurseries)	Capex Irrigation Equipment For Parks	CAP149	Machinery and Equipment	Machinery and Equipment	Whole of the Municipality	19.30725877409244	-33.37130853694222	-	-	200	-
Community Parks (including Nurseries)	Capex Plant & Equipment	CAPD11	Machinery and Equipment	Machinery and Equipment	Whole of the Municipality	19.30725877409244	-33.37130853694222	123	-	300	200
Community Parks (including Nurseries)	Capex Landscaping of Parks	CAP188	Machinery and Equipment	Machinery and Equipment	Whole of the Municipality	19.30725877409244	-33.37130853694222	-	-	200	-
Recreational Facilities	Capex Swimming Pool Nduli	CAP193	Outdoor Facilities	Parks	Nduli	19.34285681435944	-33.3558939814609	-	-	30	-
Sports Grounds and Stadiums	Capex Sports Facilities Upgrade Tubogh	CAP151	Outdoor Facilities	Outdoor Facilities	Tubogh	19.14462848402406	-33.2857267212659	-	-	4 780	-
Sports Grounds and Stadiums	Capex Sports Facilities Upgrade Wobesley	CAP152	Outdoor Facilities	Outdoor Facilities	Wobesley	19.19789295035211	-33.4728489362041	-	-	4 780	-
Sports Grounds and Stadiums	Capex Sports Ground Development & Upgrade	CAP141	Outdoor Facilities	Outdoor Facilities	Ceres	19.31164140005567	-33.36897405048223	-	-	200	-
Sewerage	Capex Nduli Housing Sanitation	CAP119	Refurbishment	Refurbishment	Ceres	19.31164140005567	-33.36897405048223	-	-	1 780	307
Storm Water Management	Capex Nduli Housing Storm Water	CAP120	Storm water Conveyance	Storm water Conveyance	Ceres	19.31164140005567	-33.36897405048223	-	-	1 780	307
Water Distribution	Capex Nduli Housing Water	CAP121	Distribution	Distribution	Ceres	19.31164140005567	-33.36897405048223	-	-	1 780	307
Water Storage	CAPEX Tubogh Reservoir	CAP207	Reservoirs	Reservoirs	Tubogh	19.14462848402406	-33.2857267212659	-	-	7 652	-
Sports Grounds and Stadiums	Capex Vredebosch Sportgrounds	CAP185	Outdoor Facilities	Outdoor Facilities	Ward 1	19.34285681435944	-33.3558939814609	-	-	-	17 391
Electricity	Capex Upgrade of Electrical Infrastructure	CAP222	HV Transmission Conductors	HV Transmission Conductors	Whole of the Municipality	19.30725877409244	-33.37130853694222	1 000	-	-	-
Electricity	Capex Fencing Tubogh	CAP245	Machinery and Equipment	Machinery and Equipment	Tubogh	19.14462848402406	-33.2857267212659	2 556	-	-	-
Electricity	Capex Upgrade Ceres Substation	CAP223	HV Substations	HV Substations	Ceres	19.31164140005567	-33.36897405048223	4 918	-	-	-
Finance	Capex Computer Equipment	CAP116	Computer Equipment	Computer Equipment	Whole of the Municipality	19.30725877409244	-33.37130853694222	402	-	-	-
Finance	Capex Furniture and Equipment	CAP005	Furniture and Office Equipment	Furniture and Office Equipment	Whole of the Municipality	19.30725877409244	-33.37130853694222	251	-	-	-
Human Resources	CAPEX Electronic Customer Care System	CAP206	Computer Software and Applications	Computer Software and Applications	Whole of the Municipality	19.30725877409244	-33.37130853694222	615	-	-	-
Housing	Capex Fencing Titchard Steel Flats	CAP194	Social Housing	Social Housing	Ceres	19.31164140005567	-33.36897405048223	132	-	-	-
Economic Development/Planning	Capex Upgrading Buy Building Tubogh	CAP219	Markets	Markets	Tubogh	19.14462848402406	-33.2857267212659	800	-	-	-
Economic Development/Planning	Capex Construction of a Market Shelter at	CAP220	Markets	Markets	Wobesley	19.19789295035211	-33.4728489362041	100	-	-	-
Civil Defence	Capex Security Cameras	CAP196	Computer Equipment	Computer Equipment	Wobesley	19.19789295035211	-33.4728489362041	173	-	-	-
Fire Fighting and Protection	Capex Firefighting Equipment	CAP218	Machinery and Equipment	Machinery and Equipment	Wobesley	19.19789295035211	-33.4728489362041	859	-	-	-
Police Forces, Traffic and Street Parking	Capex Test Centre	CAP111	Training Centres	Training Centres	Whole of the Municipality	19.30725877409244	-33.37130853694222	650	-	-	-
Roads	Capex Upgrade Van Breda Bridge	CAP123	Road Structures	Road Structures	Ceres	19.31164140005567	-33.36897405048223	18 690	-	-	-
Roads	Capex Upgrade of Pavement at Lyle Street	CAP221	Road Structures	Road Structures	Ceres	19.31164140005567	-33.36897405048223	500	-	-	-
Roads	Capex Network Street	CAP077	Roads	Roads	Wobesley	19.19789295035211	-33.4728489362041	3 233	-	-	-
Roads	Capex Upgrading of Roads	CAP190	Roads	Roads	Tubogh	19.14462848402406	-33.2857267212659	174	-	-	-
Roads	Capex Pavement Upgrading	CAP161	Road Structures	Road Structures	Tubogh	19.14462848402406	-33.2857267212659	200	-	-	-
Sports Grounds and Stadiums	Capex Upgrade of Leyl Str Sport facilities	CAP145	Outdoor Facilities	Outdoor Facilities	Ceres	19.31164140005567	-33.36897405048223	2 383	-	-	-
Sports Grounds and Stadiums	Capex Upgrade of Sport Facilities	CAP203	Outdoor Facilities	Outdoor Facilities	Ceres	19.31164140005567	-33.36897405048223	585	-	-	-
Solid Waste Disposal (Landfill Sites)	Capex Fencing Landfill Site	CAP184	Landfill Sites	Landfill Sites	Whole of the Municipality	19.30725877409244	-33.37130853694222	4 695	-	-	-
Solid Waste Removal	Capex furniture and office equipment	CAP202	Furniture and Office Equipment	Furniture and Office Equipment	Whole of the Municipality	19.30725877409244	-33.37130853694222	256	-	-	-
Solid Waste Removal	Capex Waste Management Vehicles - Yellow	CAP213	Transport Assets	Transport Assets	Whole of the Municipality	19.30725877409244	-33.37130853694222	7 180	-	-	-
Sewerage	CAPEX Generators	CAP204	Machinery and Equipment	Machinery and Equipment	Whole of the Municipality	19.30725877409244	-33.37130853694222	2 654	-	-	-
Sewerage	Capex Toilets for Informal Settlements	CAP195	Toilet Facilities	Toilet Facilities	Whole of the Municipality	19.30725877409244	-33.37130853694222	867	-	-	-
Water Distribution	Capex Tubogh Dam	CAP029	Dams and Weirs	Dams and Weirs	Tubogh	19.14462848402406	-33.2857267212659	3 013	-	-	-
Water Distribution	CAPEX Vredebosch Phase H Bulk water pipe	CAP165	Bulk Mains	Bulk Mains	Ceres	19.31164140005567	-33.36897405048223	1 632	-	-	-
Water Storage	Capex Op Die Berg Reservoir	CAP101	Reservoirs	Reservoirs	Op-die-Berg	19.11244801100523	-33.023656364665653	4 985	-	-	-
Water Storage	Capex Tubogh Reservoir	CAP180	Reservoirs	Reservoirs	Tubogh	19.14462848402406	-33.2857267212659	513	-	-	-
Parent Capital expenditure								85 347	85 365	59 471	43 112
Entity Capital expenditure								85 347	85 365	59 471	43 112
Total Capital expenditure								85 347	85 365	59 471	43 112

MBD 3.1

**PRICING SCHEDULE – FIRM INTEREST RATE
(PURCHASES)**

NOTE: ONLY FIXED INTEREST RATES WILL BE ACCEPTED. NON- FIXED INTEREST RATES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

Name of Bidder: <u>NEDBANK LIMITED</u>	Bid Number: <u>08/2/22/17</u>
Closing Time: <u>10:00</u>	Closing Date: <u>25 SEPTEMBER 2024</u>

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

FIXED LENDING RATE: LONG TERM BORROWINGS

DESCRIPTION	TERM OF LOAN (YEARS)	AMOUNT OF LOAN REQUIRED	FIXED LENDING RATE CHARGED BY BIDDER (%)
Capex Upgrade Power Station	5	R 25 00 000.00	9,32%

The interest rate to be used in the bid proposal must be based upon the individual bank's base rate applicable as at 30 September 2024. The municipality is aware that the base rate used in the proposal is subject to change and will only be confirmed on the day of the actual drawdown. The All-in-margin component of the interest rate quoted must remain fix for a period of 120 days and may be adjusted downwards but not upwards at the date of drawdown. From the date of Draw-down, the interest rate must remain fixed.

TABLE A: CALCULATION OF TOTAL INTEREST TO BE PAID

BI-ANNUAL DATE	CAPITAL (A)	INTEREST (B) [(A x Interest) + 2]	PAYMENT (EQUAL INSTALLMENTS) (C)	BALANCE (A + B - C)
30/09/2024				R 25 000 000.00
31/03/2025	R 20 225 64,44	R 1 161 808,22	R 3 184 372,66	R 22 977 435,56
30/09/2025	R 21 106 690,60	R 1 073 682,05	R 3 184 372,66	R 20 866 744,96
31/03/2026	R 22 214 646,42	R 969 726,23	R 3 184 372,66	R 18 652 098,54
30/09/2026	R 23 128 035,53	R 871 569,13	R 3 184 372,66	R 16 339 295,01
31/03/2027	R 24 25 047,57	R 759 325,09	R 3 184 372,66	R 13 914 247,44
30/09/2027	R 25 34 192,28	R 650 180,38	R 3 184 372,66	R 11 380 055,17
31/03/2028	R 26 52 609,18	R 531 763,48	R 3 184 372,66	R 8 727 445,99
30/09/2028	R 27 78 787,92	R 405 584,74	R 3 184 372,66	R 5 948 658,07
31/03/2029	R 29 07 924,66	R 276 447,99	R 3 184 372,66	R 3 040 733,41
30/09/2029	R 30 40 733,41	R 143 639,24	R 3 184 372,66	R 0,00
TOTAL INTEREST TO BE PAID		R 6 843 726,56		

MUNICIPALITY
- 10 -
09 OCT 2024
FINANCE
SUPPLY CHAIN

(Handwritten initials)



Reference: PTR 16/1/9/1

Private Bag X9165

Enquiries: Mr WS Alexander

Cape Town, 8001

The Municipal Manager
Witzenberg Municipality
P.O Box 44

CERES

6835

For attention: Dear Mr D Nasson

WESTERN CAPE PROVINCIAL TREASURY COMMENT ON THE LONG-TERM BORROWING PROPOSAL FOR THE WITZENBERG MUNICIPALITY

Provincial Treasury (PT) has considered the long-term borrowing proposals of Witzenberg Municipality and herewith provides comments based on compliance with the legislative requirements in terms of the Local Government: Municipal Finance Management Act (Act No. 56 of 2003) (MFMA) as well as providing an opinion on the affordability of the proposed long-term borrowing proposal. It is expected that the PT comments are tabled in the Municipal Council.

Compliance Assessment

1. The Municipality made public an information statement setting out particulars of the proposed external financing of its capital programme.
2. PT notes that the Municipality has submitted the required information as per MFMA Circulars 26, 42 and 115.
3. The Municipality has set its objectives in accordance with section 152 of the Constitution of South Africa (Act No. 108 of 1996) and ensured full compliance with the MFMA and Municipal Supply Chain Management Regulations.

Table 1 indicates the relevant sections in relation to the National Treasury (NT) Circulars which provide the necessary legislative guidelines and information required to make the needed comments as stated in section 46(3)(a) of the MFMA.

Table 1 Compliance with MFMA in relation to MFMA Treasury Circular 26, 42 & 115 as issued by National & Provincial Treasury

MFMA/ Treasury Circulars	Details	Compliance Yes/No
S46(3)(a)(i) and (ii)	The information statement and media advertisements were made public in the Witzenberg Herald, as well as in local libraries, on notice boards of the Municipality and the Municipal Website on 28 th February 2025.	Yes
S46(3)(b)(i) and (ii)	The loan funds will be sourced from financial institutions accredited in terms of the Banks Act.	Yes
S46(6), S17(2), S19	The long-term loan is consistent with its Capital budget as referred to in section 17(2) of the MFMA. The total loan amount is for R25 million.	Yes
S46(5)	This section is not applicable, because the borrowing (debt) purpose is not for refinancing existing long-term borrowing (debt).	N/A
S19(1)(d)	The sources of the funding have been considered, are available and have not been committed for other purposes.	Yes
MFMA National Treasury Circular No.26/2005	A schedule of all long-term borrowing (debt) obligations in the format of the QBMR showing principal and interest payments for the life of all loans and any associated investments set up as sinking funds etc.	Currently No existing loans
MFMA Provincial Treasury Circular No. 42/2010	The Long-Term Debt Certification to be dated and signed by the Municipal Manager (Accounting Officer) and the Executive Mayor/Chairperson of the Board.	Yes
S 18 of MFMA, Reg 22 of MBRR & MFMA National Treasury Circular 115	The Annual Budget may only be funded by realistically anticipated revenues to be collected, cash-backed accumulated funds from previous years' surpluses not committed for other purposes, and borrowed funds, but only for capital budget referred to in section 17(2) of the MFMA. An adjustments budget of a municipality must be appropriately funded.	Yes

Affordability Assessment

- The affordability assessment is based on the 2022/23 and 2023/24 Audited Annual Financial Statements (AFS); the In-year monitoring (IYM) operating and capital expenditure reports for the 2024/25 financial year as at 31 January 2025; Cash Flow Actual performance for the 2024/25 financial year as at 31 January 2025 and the Integrated Development Plan (IDP) 2024/25.
- The purpose of the external loan is to raise R25 million with Nedbank Bank (Pty) Ltd over a period of 5 years to fund necessary capital expenditure to improve the Municipality's service delivery to the community.

6. The interest rate applicable for the loan amount is currently set at 9.32 per cent which is in line with current prime lending rate of 11.00 per cent. Repayments will be made biannually, with the first instalment due on 31 March 2025, and the final payment on 30 September 2029.
7. In considering the affordability of the proposed loans, a selected number of financial ratios (based on the Audited AFS of 2022/23 and 2023/24) were considered which are depicted in Table 2.

Table 2 Ratio analysis

Ratio	National Treasury Norm or acceptable range	Comment	2022/23 (Audited)	2023/24 (Audited)	M07 January 2025 (In-year monitoring)
Current Ratio	1.5:1 to 2	Above NT norm	2.21:1	2.64:1	2.24:1
Debtors' collection period	30 days	Not Within NT norm	53 days	71 days	71 days
Capital Cost (Interest paid and redemption to total operating expenditure)	6% - 8%	Within NT norm	2.6%	1.6%	0.00 %
Total Liabilities to Total Assets	<50%	Within NT norm	19.6%	17.5%	21.4 %
Cash and cash equivalents to Current liabilities	1:1	Above NT norm	1.39:1	1.30:1	1.02:1
Debt (Total Borrowings) to Total Operating Revenue ¹	45%	Within NT norm	0.1%	0.1%	0.1 %

8. The current ratio has improved from 2.21:1 in 2022/23 to 2.64:1 in the 2023/24 financial year and remains above NT's acceptable threshold. The ratio demonstrates that the Municipality's liquid assets are sufficient to honour its short-term obligations.
9. The collection time for net debtors has regressed from 53 days in 2022/23 to 71 days in 2023/24. The ratio results fall outside the National Treasury recommended norm of 30 days. The Municipality should strengthen its present credit management and debtor collection policies and processes to increase cash flow from outstanding debt and align the debtor collection duration within the NT's norms.
10. The interest paid and redemption to total operating expenditure ratio improved from 2.6 per cent in 2022/23 to 1.6 per cent in 2023/24 and remained within the NT norm of 6-8 per cent. This is an indication that the Municipality has capacity to increase its borrowing. However, other future cashflow projections will have to be considered as part of the Municipality's long-term financial planning.
11. The total liabilities to total assets ratio results indicate a decrease from 19.6 per cent in 2022/23 to 17.5 per cent in 2023/24 and remains within the NT norm. This ratio result indicates that the Municipality has sufficient assets to cover its liabilities when they are due. However, the ratio will increase to 21.4 per cent when factoring in the current long-term borrowing proposal as of January 2025.

12. The cash and cash equivalents to current liabilities ratio decreased from 1.39:1 times in 2022/23 to 1.30:1 times in 2023/24. However, the ratio remains favourably above the recommended NT norm of 1:1.
13. The debt-to-total operating revenue ratio remained unchanged at 0.1% in both the 2022/23 and 2023/24 financial years. The ratio remains within the National Treasury's recommended norm of below 45%. Based on the 2024/25 annual budget, the gearing ratio is projected to increase from 0.1% to 2.4% by 30 June 2025, reflecting the impact of the proposed long-term borrowing. Overall, this outcome indicates that the Municipality's gearing is at a satisfactory level, demonstrating its capacity to secure additional borrowing for capital projects if needed.
14. In addition to the financial ratios calculated from the 2022/23 and 2023/24 Audited AFS, further analyses based on the 2024/25 Section 71 IYM monthly report as of 31 January 2025 have been performed:
 - a) The operating revenue amounted to R567.47 million or 58.4 per cent of the adjusted budget of R964.89 million while the actual operating expenditure is at R438.12 million or 44.3 per cent against the adjusted budget of R996.73 million as at 31 January 2025. This translates to a year-to-date surplus of R129.35 million which is above the projected deficit of R31.84 million for the period to-date.
 - b) The reported total outstanding debtors as at 31 January 2025 amounts to R393.31 million indicating an increase of R9.75 million or 2.54 per cent from the R383.57 million reported in December 2024 and a year-on-year decrease of R49.99 million or 11.3 per cent when compared to the R443.31 million reported in January 2024.
 - c) In January 2025, the liquidity ratio decreased to 1.02 times from 1.29 times compared to December 2024. The ratio is above the National Treasury recommended norm of 1:1, indicating that the Municipality can pay its short-term debt immediately when it's due.
 - d) In January 2025, the cost coverage ratio decreased to 2.18 months from 6.01 months when compared to December 2024. The ratio is within the National Treasury recommended norm of between 1 – 3 months, indicating that the Municipality can meet its monthly fixed operating commitments from available cash and short-term investments without collecting any additional revenue.
 - e) The proposed borrowing aligns with the Municipality's budget, IDP and strategic objectives, addressing the Municipality's socio-economic reality, infrastructure demands and service delivery needs.

Conclusion

15. After assessing the proposed long-term borrowing, Provincial Treasury draws the Municipality's attention to the following:
 - a) The proposed borrowings are integral to the funding mix to finance the approved 2024/25 capital programme of the Municipality.
 - b) The Municipality should ensure that it sets an appropriate tariff structure which is affordable to ensure sufficient revenue is generated to sustain the long-term debt obligation of the Municipality.

- c) The Municipality is advised to continue implementing stringent credit control and debt collection measures to enable timeous collection.
- d) All factors considered, the PT concludes that the Municipality has the fiscal capacity to borrow money but must carefully manage the risks due to current economic uncertainties, affordability criteria, and the Municipality's solvency.
- e) This letter should be presented to Council for review.
- f) PT supports the loan application provided that its comments / recommendations are considered.

Kind regards,

Taryn van de
Rheede

Digitally signed by Taryn van de
Rheede
Date: 2025.03.19 15:50:14 +02'00'

MS. T. VAN DE RHEEDE
ACTING CHIEF DIRECTOR: PUBLIC POLICY SERVICES
WESTERN CAPE PROVINCIAL TREASURY

WITZENBERG MUNICIPALITY**Draft House Shop By-law****To control and regulate house shops within the authority's area of Jurisdiction****PREAMBLE**

WHEREAS section 156(2) and (5) of the Constitution provides that a municipality may make and administer by-laws for the effective administration of the matters which it has the right to administer, and to exercise any power concerning a matter reasonably necessary for, or incidental to, the effective performance of its functions;

AND WHEREAS Part B of Schedule 4 to the Constitution lists Municipal Planning as local government matters to the extent set out in section 155(6) (a) and (7);

AND WHEREAS the Witzenberg Municipality seeks to manage, control and regulate municipal land use planning and any matters connected therewith;

BE IT ENACTED by the Council of the Witzenberg Municipality, as follows:—

SCHEDULE**Classification of Sections**

1. Definitions
2. Application of this by-law
3. Classification of house shops
4. Applications for house shops
5. Requirements for a house shop
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1. Definitions

In this by-law, unless the context otherwise indicates:

“**authorised official**” means an employee of the Council appointed by the Municipal Manager to exercise the powers of an authorised official in terms of the provisions of this by-law and includes a law enforcement officer;

“**approval period**” means a maximum of five years in terms of the Witzenberg Land Use Planning By-Law, P.N. 289/2015, after which an extension for the period must be applied for;

“**Business Act**” means the Business Act, 1991. (Act No 71 of 1991).

“**Business Licence**” means a licence or permit issued by a local government in terms of the Business Act, 1991, that allows an individual or company to conduct a business within the Municipal jurisdiction”

“**Council**” means the municipal Council of the municipality;

“**house shop**” means the operation of a retail business from a dwelling for the convenience of the immediate community by the registered owner of the dwelling, who must occupy the dwelling; provided that the primary use of the dwelling shall remain residential;

“**illegal goods**” means –

- (a) goods which may not been lawfully acquired or disposed of;
- (b) goods that are prohibited from sale or distribution under any applicable national, provincial, or municipal law;
- (c) counterfeit goods as defined in the Counterfiet Goods Act, 1997 (Act No. 37 of 1997)
- (d) goods that are required to be, but have not been, imported or produced in terms of the provisions of the Customs and Excise Act, 1964 (Act No 91 of 1964);
- (e) stolen goods; or
- (f) goods that do not meet mandatory safety or quality standards as prescribed by relevant legislation;

“**municipal manager**” means a person appointed by the Council in terms of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998);

“**municipality**” means the Witzenberg Municipality;

“**national building regulations**” means the National Building Regulations promulgated in terms of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977);

“**public nuisance**” means any act, omission or condition which is offensive to the public, which is detrimental to or dangerous for public health, which materially interferes with the ordinary comfort, convenience peace or quiet of the public or which adversely affects the safety of the public;

“**spaza shop**” refer to the definition of house shop, it has the same meaning

“zoning scheme” means a zoning scheme promulgated in terms of the Land Use Planning Ordinance 15 of 1985 or the Integrated Zoning Scheme promulgated in terms of SPLUMA, 2013 (Act 16 of 2013);

“zoning scheme regulations” means Section 7 and Section 8 of the Scheme Regulations in terms of the Land Use Planning Ordinance 15 of 1985 or the Integrated Zoning Scheme promulgated in terms of SPLUMA, 2013 (Act 16 of 2013);

2. Application of this by-law

- (1) This by-law is applicable to the entire area of jurisdiction **except for informal settlements** of the Witzenberg Municipality.
- (2) The provisions of this by-law do not derogate from the provisions of any other legislation.
- (3) No person may operate a house shop without prior approval by the municipality in terms of this By-Law.

3. Classification of house shops

- (1) House shops are classified as follows:
 - (a) a profit-seeking house shop;
 - (b) a house shop with an identified shop area inside an existing dwelling;
 - (c) a house shop where formal advertising takes place;
 - (d) a house shop where goods are purchased and delivered;
 - (e) a house shop where business hours are maintained;
 - (f) a house shop where the primary use of the premises is residential and the secondary use is for the purposes of a house shop.

4. Applications for house shops

- (1) Only the owner of the property, and who resides on the property, may apply to operate a house shop.
- (2) An application for a house shop will be done in terms of the Witzenberg Land Use Planning By-Law, P.N. 289/2015 and specifically as a departure.
- (3) The following documents must accompany an application for a house shop:
 - (a) The fully completed application form;
 - (b) A site and floor plan of the business component of the proposed house shop;
 - (c) Proof of the written consent of all surrounding/adjacent owners for a house shop to be operated on the relevant premises;
 - (d) Application fee as per the Council’s tariffs;
 - (e) Copy of the applicant’s Identity Document.
- (4) The application will be circulated to the municipal departments and local Councillor for comment.
- (5) Thirty days will be granted for comment.
- (6) The authorized official will consider the application and make a decision within a timeframe not exceeding 3 months as to whether to approve the application or not.

- (7) The applicant and objectors, if applicable, will be notified in writing of the decision of the authorized official.
- (8) Objections will be handled in terms of the Witzenberg Land Use Planning By-Law, P.N. 289/2015.

5. Requirements for a house shop

- (1) House shops must meet the following requirements –
 - (a) The house shop may only be operated from a dwelling that complies with the Scheme Regulations applicable to the specific area and the National Building Regulations;
 - (b) The extent and location of the business component must be indicated on a scaled plan, and shall not exceed 45% of the total floor area of the dwelling-house;
 - (c) The erf from which the house shop is operated must contain a dwelling as a primary residential property;
 - (d) The house shop may not be located within the road reserve;
 - (e) The part of the house utilised as the shop may not be occupied.
- (2) Should any of the aforementioned provisions not be complied with or contravened, the Council reserves the right to withdraw the approval at any time.

6. Restrictions

- (1) Any alterations to the existing dwelling must blend in with the residential character of the area concerned.
- (2) All legislation, regulations and safety measures regarding the operation of the house shop and merchandise therein must be adhered to by the owner.
- (3) The operation of the house shop may not cause a public nuisance.
- (4) No explosive or flammable substances may be kept or sold.
- (5) Consent to operate a house shop is granted to the registered owner of the premises and is not transferable.
- (6) Business hours will be determined by the municipality.
- (7) Should an applicant wish to erect advertising signage –
 - (a) an application must be submitted in advance to the municipality;
 - (b) only one unlighted sign or notice, no larger than 2 000 cm² in extent, indicating the name of the owner, business and the nature thereof only, may be displayed;
 - (c) the prior written approval of the municipality must be obtained.
- (8) Only the registered owner and his direct dependants, who reside on the property, may operate the house shop.
- (9) Additional service connections will not be allowed;
- (10) The total amount of house shops allowed per street is as follows:

Street length shorter than 100m – 1 shop

Street length 100m to 200m – 2 shops

Street length 200m to 400m – 3 shops

Street length 400m and over – 4 shops

7. Business Licence

(1) A House-Shop / Spaza shop owner, must apply for a business licence.

(2) A municipality must issue a business licence if it is properly applied for, unless –

- (a) the applicant does not comply with the relevant provisions of this by-law;
- (b) the goods or services provided by the business are illegal; or
- (c) the house-shop do not comply with the requirement relating to town planning or any law which applies to those premises.

(3) The municipality must be satisfied that the applicant will be in actual and effective control of the business

(4) A Municipality may grant a licence on condition that-

- (a) The house shop comply with the requirement relating to town planning, or any other law which applies to those premises and
- (b) Certificate of Acceptability is issued by the District in terms of the GN R638 of 22 June 2018: Regulations governing general hygiene requirements for food premises, the transport of food and related matters and / or

(5) Application form for a business licence can be accessed physically at the municipal offices and on the Municipal Website.

(6) Application fee as determined by Council is payable.

(7) The delegated official is responsible to establish and maintain a database of issued business licences.

(8) The municipality reserves the right to conduct background checks on applicants, including liaising with law enforcement agencies, to verify the legality of their business activity.

(9) The applicant, if successful, will be issued with a business licence that must be displayed and be available for inspection.

(10) A business licence holder may not transfer a business licence to any other person in any manner, except in the event of death of a business licence holder. In case of death, an executor and or dependent can apply to the Municipality in the form of an affidavit to continue with the house-shop, and the Municipality can on its discretion approve or not approve the application for transfer.

(11) A business licence must be renewed annually.

8. Trading Hours

House Shops / Spaza shops should have limited operating / trading hours, in order to protect the residential character of the area the area located in. Trading Hours shall be limited to between 06h00 to 22h00 daily.

7. Non-liability of the municipality

The municipality shall not be liable for any direct or consequential loss or damage suffered or sustained by the owner of the house shop premises as a result of or arising from the approval of the house shop.

8. Compliance notices

- (1) Whenever an authorised official or law enforcement officer finds that any person contravenes any provision of this by-law or that a situation arises which causes a public nuisance or which could possibly lead to a public nuisance as a result of any person's actions or failure to act, such an official or officer is authorized to issue a compliance notice on such a person.
- (2) Should a notice be served, it must contain the following –
 - (a) The provision of the by-law that is being or will be contravened, should the situation be allowed to continue;
 - (b) The measures to be taken to rectify the situation; and
 - (c) The timeframe for compliance with the notice.

9. Penalties

Whenever a law enforcement officer finds that any person contravenes any requirement or restriction **under clauses 5 and 6** of this by-law, such law enforcement officer may serve a fine on such a person as approved by the Magistrate or notice to appear in court.

10. Application

The provisions of this by-law do not detract from the provisions of any other legislation in terms of which provision is made for the control of house shops **and or spaza's** as stipulated in that legislation.

11. Transitional arrangements

- (1) A person who can prove that the Council has already granted approval for the operation of a house shop at the time of implementation of this by-law may continue to act in accordance with the approval in terms of such by-law, provided that:
 - (a) Approval is not transferred from the original applicant to another person; and
 - (b) The owner of the house shop provides proof of the Council's approval.
 - (c) The registered owner within 6 months of the proclamation of this by-law shall comply with the requirements and restrictions under ~~clause 5 and 6~~ **this By-Law.**

12. Delegation

The Municipal Manager may delegate any power or function conferred on the Municipal Manager in terms of the provisions of this by-law in writing to an authorised official of the municipality.

13. Failure to comply

- (1) If a person fails to comply with a compliance notice the Municipality may—
 - (a) lay a criminal charge against the person; or
 - (b) apply to the Court for an order restraining that person from continuing the illegal activity, to demolish, remove or alter any building, structure or work illegally erected or constructed without the payment of compensation or to rehabilitate the land concerned; or
 - (c) in the case of a temporary departure or consent use, the Municipality may withdraw the approval granted.

(d) in the case of a business licence, the municipality may withdraw the approval.

14. Short title and commencement

This by-law is called the Witzenberg Municipality House Shop By-law 2025 and shall be in operation on the date of its promulgation in the Provincial Gazette.

DRAFT

8 Maart 2024

Die Munisipale Bestuurder
Witzenberg Munisipaliteit
Ceres
6835

Geagte Heer

INSAKE : AANSOEK – EENRIGTING STRAAT

Ons skool, St. Mark's Primêr is geleë in Prince Alfred Hamlet. Die toegangspad na ons skool, Reidstraat is soggens en middae die stilhouplek vir baie taxi's en ouers wat leerders kam haal en wegneem. Ons het einde Januarie 'n gesprek met die verkeershoof, mnr. E. Daniëls gehad waar ons gepraat het oor die moontlikheid van 'n skolierpatroolie.

Hierdie brief of aansoek is reeds na die munisipaliteit (mnr. E. Daniëls en E. Lintnaar) asook na die provinsiale verkeersafdeling aangestuur. Op die 7de Februarie 2024, is een van ons leerders raakgery- gelukkig is sy nie baie ernstig beseer nie. Op Vrydag 23 Februarie 2024 het mnr. Daniëls en Lintnaar 'n besoek by die skool kom aflê, net om hulle te vergewis van die situasie.

Ons opvoeders is soggens en middae aan diens om toe te sien dat die leerders veilig is. Uit ons gesprekke was die beste oplossing om die straat (Reidstraat) vanaf die vierpunt stop by die winkel (Astridstraat) tot by die skool en 'n gedeelte in Hertalaan te laat verander in 'n eenrigtingpad. Op hierdie manier kan ons voorsiening maak vir optel en aflaai plekke vir taxi's en ouers. Ons het reeds toestemming van die inwoners in die gebied gekry. (Sien aanhegself)

Ons vertrou dat u ons aansoek goedguntiglik sal oorweeg, in die beste belang vir ons leerders.

Baie dankie vir u aandag in die verband.

Die uwe


PJD Strauss
(Wrn. Prinsipaal)



Wes-Kaapse Regering

Onderwys



St. Mark's Primêr

Reidstraat 29 | Posbus 75

Prince Alfred Hamlet | 6840

Tel: (023) 313 3456

E-pos: admin@stmarks.co.za

stmarks.prim@wcgschools.gov.za

Graag wens bogenoemde skool u toestemming te vra dat die straat (Reidstraat) vanaf die vierpunt stop by die winkel (Astridstraat) tot by die skool en 'n gedeelte in Hertalaan te laat verander in 'n eenrigtingpad. Ons doen dit in die beste belang van ons leerders se veiligheid. Die skool moet egter toestemming vra vir die inwoners in hierdie gedeelte vir so 'n versoek. Ons vra u vriendelik om net met 'n JA / Nee aan te dui of u ten gunste van so 'n verandering is. Baie dankie, ons waardeer dit opreg.

NAAM EN VAN	ADRES	TELEFOON	JA	NEE
MARIO Scholtz	Abrahamstr 29	065625 7830	✓	
SURIKA Ryk	Reidstraat 40		✓	
Hilmary Menthys	Reid str 38	0631993515	✓	
Geoff	Reid str 36	078 9457091	✓	
Certruida LOT	Reid str 34		✓	
Alona Galant	Reid str 36		✓	
MANIE BARON	Reid str. 30	0607086187	✓	
Cheryl van Wyl	Reidstr 28		✓	
Valencia Willemse	Reid str 22		✓	
Jadah Felix	leidstr 40	063 845 8185	✓	
JOHAN KOUTER	REIDSTR 32 P.A.H	0834337156	✓	

JAT
 LINDA
 [Signature]
 A. Galant
 [Signature]
 C. van Wyl
 V. Willemse
 [Signature]
 [Signature]

8 Maart 2024

Die Munisipale Bestuurder
Witzenberg Munisipaliteit
Ceres
6835

Geagte Heer

INSAKE : VERBREDING VAN LAAGWATERBRUG EN VOETPAD

Ons skool, St. Mark's Primêr huisves tans meer as 1000 leerders. Baie van hulle is afkomstig van omliggende plase en 'n groot hoeveelheid woon in die Fases. Ons personeel is baie bekommerd oor die veiligheid van leerders uit Fases 4 en 5. Hierdie leerders moet soggens etlike kilometers stap tot by die skool. Die WKOD se leerdervoerskema maak nie voorsiening vir leerders wat binne 'n 5 km radius vanaf die skool bly nie, derhalwe moet ons kinders soggens skool toe stap.

Die leerders moet met 'n nou sypaadjie vanaf die Fases stap. Verder moet hulle teen 'n steil bult, 'n laagwaterbrug oorkruis, met net 'n enkele loopvlak. Oppad na die skool is daar 'n korter roete. Die probleem is dat leerders 'n baie steil bult moet trotseer, wat veral in die wintermaande baie glad is. Daar is ook baie rommel wat op die roete lê. Hierdie voetpaadjie word nie net deur leerders gebruik nie, maar ook die gemeenskap uit hierdie woonbuurt.

Ons versoek is dat die munisipaliteit die moontlikheid moet ondersoek om die voetpad net meer toegankliker te maak. Ons is bewus van die ekonomiese toestand van ons land, maar ons wil deur hierdie skywe vertoë rig dat u die leerders en Hamlet gemeenskap se hande kan neem om dit net bietjie makliker te maak om teen hierdie steil bult "uit te kom". Ek het ook opgemerk dat vandale die ligte/ligpale stukkend gegooi het. Dit is dieselfde roete waar ons kinders soggens, veral in die wintermaande, dan is dit nog donker moet gebruik.

Ek sal dit waardeer as die Raad 'n besoek ter plaatse kan kom aflê, sodat hulle beter begrip kan hê van die gevaarlike situasie waarin ons kinders hulle daagliks bevind.

Ons vertrou dat u regtig hierdie versoek sal oorweeg om ons leerders en gemeenskap se hand te versterk.

Baie dankie vir u aandag in die verband.

Groete



PJD Strauss (Wrn. Prinsipaal)

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

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

VAN / FROM: Senior Manager: Streets and Stormwater

DATUM / DATE: 11 November 2024

VERW. / REF.: 16/04/2/192

PERMANENTLY RESTRICTING ACCESS FOR PURPOSES OF A ONE-WAY STREET: PRINCE ALFRED HAMLET- REID STREET, FROM ASTRID AVENUE TO HERTA AVENUE; AND HERTA AVENUE, FROM REID STREET TO ABRAHAM STREET.

Purpose

For Council to consider approval of a formal request received from St Marks Primary school for permanently restricting access for purposes of a one-way street: Prince Alfred Hamlet- Reid Street, from Astrid Avenue to Herta Avenue; and Herta Avenue, from Reid Street to Abraham Street. Please refer to the attached Trim file with reference no. 16/4/2/192.

Background

Reid Street is located parallel to St Marks Primary School and provide direct access to the school. The school has 2 pedestrian accesses for learners and 1 vehicular access for teachers. Busses drop-off learners at the public open space on the eastern side of the school.

Reid Street operates as a two-way, Class 4 local distributor or bus route. The portion of Reid Street is 147m in length and has a road reserve width of 8m. The travel way is 5.5m with a 1.0m sidewalk on the northern side and a 2.5m sidewalk on the southern side.

Herta Street operates as a two-way, Class 5 residential. The portion of Herta Street is 55m in length and has a road reserve width of 8m. The travel way is 5.0m with a 1.5m sidewalk on both sides of the street.





Reid Street/Herta avenue One-way street proposal

During a site visit with the school personnel, the principal, Mr. Strauss, explained that during peak hours, in the mornings and afternoon, they experience traffic congestion which causes unsafe situations for learners. He explained that due to the limited road width, parents and taxis doing drop-offs, prevent safe passage of 2-way traffic, resulting in congestion. A lack of demarcated on-street parking bays and drop-off zones result in learners making unsafe street crossings.

Argument

According to Urban Transport Guidelines (UTG7) the minimum required roadway width for this type of road, a local distributor or local bus route must at least be 6.8m. to provide sufficient road width for vehicles traveling in opposite directions.

It is evident from the above that the roadway width of 5.5m of Reid Street is not in line with the standards required for this Class of road and for the purpose its being utilized for currently. The traffic congestion with unsafe pedestrian street crossing is an alarming situation which requires intervention.

The following is recommended to address this problem:

- Change Reid Street, from Astrid Avenue to Herta Avenue to a one-way street in a westerly direction.
- Change Herta Avenue, from Reid Street to Abraham Street to a one-way street in a northerly direction for continuation of the loop.
- Provide formal parallel parking bays on the southern side of the road for parents and taxis doing drop-offs.

The abovementioned road configurations will allow for the following road cross section; 1 x 2.5m parking bays and 1 x 3.0m one-way travel way, which is an acceptable solution.

Legislation

In accordance with Provincial Gazette for Western Cape No. 6307, 14 Oct 2005, Witzendal Municipality: Bylaw Relating to Streets.

Section 35 stipulates:

- (1) *The municipality may permanently close or divert any street or public place or part thereof or restrict access to any street or public place;*
- (2) *When the municipality decides to act in terms of subsection (1), it shall give notice of such intention in terms of its communication policy, in the absence of such policy the municipality shall give notice of its intention in the local newspaper in at least two official languages;*
- (3) *Any objection against the intended action must be delivered in writing to the municipal manger within 30 days from the date of notification in terms of subsection (2) for submission to Council or a committee or person who has delegated powers to decide upon it.*

Recommendation

- *Change Reid Street, from Astrid Avenue to Herta Avenue to a one-way street in a westerly direction.*
- *Change Herta Avenue, from Reid Street to Abraham Street to a one-way street in a northerly direction for continuation of the loop.*
- *Provide formal parallel parking bays on the southern side of the road for parents and taxis doing drop-offs.*
- *Place the required road signs and signage for one way streets according to the South African Traffic Signs Manual.*
- *In accordance with Provincial Gazette for Western Cape No. 6307, 14 Oct 2005, Witzenberg Municipality: Bylaw Relating to Streets, Section 35 (2) give notice of such intention in the local newspaper in at least two official languages;*
- *In accordance with Provincial Gazette for Western Cape No. 6307, 14 Oct 2005, Witzenberg Municipality: Bylaw Relating to Streets, Section 35 (3) Any objection against the intended action must be delivered in writing to the Municipal Manager within 30 days from the date of notification for submission to Council to decide upon it.*

Requested by

Recommend / Not Recommended

 E LINTNAAR
 SR MANAGER: STREETS AND STORMWATER

 J DELPORT
 DIRECTOR: TECHNICAL SERVICES

Recommend / Not Recommend

 D. NASSON
 MUNICIPAL MANAGER

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager
VAN / FROM: Senior Manager Legal Services
DATUM / DATE: 17 March 2025
VERW. / REF.: 1/3/R



BY-LAW FOR MUNICIPAL PARKS AND OPEN SPACES

PURPOSE

To consider the final adoption of the By-law for Municipal Parks and Open Spaces.

DELIBERATION & BACKGROUND

Council unanimously resolved on the 12th of November 2024:

that the matter in respect of the Proposed By-law: Municipal parks and open spaces be advertised for public comments and after that be referred back to Council for further consideration.

The advertisement for public comments were published on 13 December 2024, Annexure A. No inputs, comments or objections were received.

LEGAL REQUIREMENTS

Municipal Systems Act, 32 of 2000:

12. Legislative procedures.—

(1) Only a member or committee of a municipal council may introduce a draft by-law in the council.

(2) A by-law must be made by a decision taken by a municipal council—

(a) in accordance with the rules and orders of the council; and

(b) with a supporting vote of a majority of its members.

(3) No by-law may be passed by a municipal council unless—

- (a) all the members of the council have been given reasonable notice; and
 - (b) the proposed by-law has been published for public comment in a manner that allows the public an opportunity to make representations with regard to the proposed by-law.
- (4) Subsections (1) to (3) also apply when a municipal council incorporates by reference, as by-laws, provisions of—
- (a) legislation passed by another legislative organ of state; or
 - (b) standard draft by-laws made in terms of section 14.

13. Publication of by-laws.—A by-law passed by a municipal council—

- (a) must be published promptly in the Provincial Gazette, and, when feasible, also in a local newspaper or in any other practical way to bring the contents of the by-law to the attention of the local community; and
- (b) takes effect when published or on a future date determined in or in terms of the by-law.

FINANCIAL IMPLICATION

Cost of publication of the By-Law will be for the Municipality.

TO RECOMMEND TO COUNCIL

To recommend to Council that the By-Law For Municipal Parks and Open Spaces be adopted and published in the Government Gazette.

Tyd raak min vir registrasie van spaza- en huiswinkels

DIE sperdatum vir die dringende registrasie van alle spazawinkels of huiswinkels binne munisipale grense, is om die draat.

Spazawinkels en geriewe waar voedsel hanteer word, is in November deur die regering 21 dae kans gegee om by hul plaaslike munisipaliteit te registreer.

Dié wat dit nie teen **Vrydag 13 Desember**

gedoen het nie en diegene wat nie aan alle gesondheidsstandaarde en -vereistes voldoen nie, sal gesluit word.

Die stap volg nadat president Ramaphosa, onlangs sy diepe bekommernis en hartseer uitgespreek het oor die onlangse voorvalle van besmette voedsel, verwante siektes en sterftes nadat kinders dit by dié winkels ge-

koop het.

In 'n onlangs verklaring deur die Witzenberg munisipaliteit word daar gemeld dat hulle ook al hoe meer klagtes ontvang het van spazawinkels of huiswinkels wat kosprodukte verkoop welke produkte se vervaldatum reeds verstryk het. Die munisipaliteit het begin optree teen alle onwettige huiswinkels en

dringende hofaansoeke teen elenaars en okkuppeerders van sulke onwettige winkels begin. Twee winkels is al gesluit.

Wettige huiswinkels gaan gedwing word om munisipale goedkeuringspermitte op 'n sigbare wyse aan te bring. Dieselfde geld ook vir straatmouse wat nie geregistreer is nie en op geallokeerde persele handeldryf.



Trevor Abrahams
Ekskusiefie Burgemeester
Executive Mayor
Usofolobhu oLawaileyo

12th Consecutive Clean Audit!

As the Executive Mayor of Witzenberg Municipality, I am pleased to announce that we have achieved our 12th Consecutive Clean Audit!

We always strive to improve service delivery and the quality of our residents' living conditions with the available finances and compliance with relevant legislation. Thank you to Council, Committees and Administration for your commitment and contribution to this positive report



Festive Season Greetings

On behalf of the Council and Administration, I would like to wish everyone a Merry Christmas and a happy, healthy and prosperous New Year! Enjoy the festive season with family and friends. We pray for traveling mercies and your safe return. May 2025 be a great year for all.

Kindly note that our offices will be closed over the festive season from **20/12/2024** and will reopen on **03/01/2025** at 07:30. Witzenberg Traffic and Law Enforcement officers and ALL essential services will be operational throughout, as well as the Witzenberg 24-hour Control Room, on (023) 492-0181/2. Waste removal services will continue as usual, except on 25/12/2024 and 01/01/2025.

Geseënde Feestyd

Namens die Raad en Administrasie wil ek almal 'n Geseënde Kersefees en 'n gelukkige, gesonde en voorspoedige Nuwejaar toewens! Geniet die feestyd saam met familie en vriende. Ons bid vir reisgenade en u veilige terugkeer. Mag 2025 'n wonderlike jaar vir almal wees.

Neem asseblief kennis dat ons kantore oor die feestyd vanaf **20/12/2024** gesluit sal wees en op **03/01/2025** om 07:30 sal heropen. Witzenberg Verkeers- en Wetstoepassingsbeamptes en ALLE noodsaaklike dienste sal deurgaans operasioneel wees, asook die Witzenberg 24-uur Beheerkamer by (023) 492-0181/2. Vullisverwyderingdienste sal soos gewoonlik voortgaan, behalwe op 25/12/2024 en 01/01/2025.

Umbulliso ngeXesha leziYunguma

Ngokomyalelo weBhunga neSebe loLawulo, ndinqwenelela wonke ubani iKrisimesi emyoli, engcono kunye nonyaka omntsha oyokozela amathamsanqa! Yonwabela keshha lakho lezi-Yunguma nezihlobo nezalamane. Sithandazela uhambo oluhle nokuba nibuye nisakhuselekile. Yanga unyaka ka2025 ungangunyaka oyokozela amathamsanqa kuni nonke. Sibongoza wonke ubani asebenzise amanzi nombane ngobunono Qaphela ukuba ii-Ofisi zethu ziyakube zivaliwe kwelilixa leziyunguma ukusuka ngomhla wama **20/12/2024** ngentsimbi kwaye ziyakuphinda zivulwe ngomhla wesi **03/01/2025** ngo 07:30. Amagosa oGunyaziso Mthetho neZithuthi kunye nabo basebenza kwiNkonzo ezingundoqo bayakube bengxashile kwaye basebenza, kunye negumbi loLawulo lonxibelelwano kuMasipala liyakube livulwe iYure ezingama 24, tsalela (023) 492-0181/2. Ukuthuthwa kwenkunkuma kuyakwenziwa njengesiqhelo ngaphandle kwangomhla wama 25 kweyoMnga kunye nomhla woku 1 kweyoMqungu 2025.



Trevor Abrahams
Ekskusiefie Burgemeester
Executive Mayor
Usofolobhu oLawaileyo



PUBLIC NOTICE – DRAFT BY-LAW MUNICIPAL PARKS AND OPEN SPACES

The Witzenberg Municipal Council is in the process of adopting a By-Law regulating Municipal Parks and open spaces within its area of jurisdiction. The draft By-Law is available on the Municipality's website www.witzenberg.gov.za. A copy of same can also be obtained from the Senior Manager Legal Services at the Municipal Offices, 50 Voortrekker Street, Ceres or by e-mail at liza-mari@witzenberg.gov.za

Any written submissions or suggestions on the by-law must be handed in at the Office of the Municipal Manager for attention Ms. Nieuwenhuis or e-mail it to liza-mari@witzenberg.gov.za on or before **6 January 2025**.

PUBLIEKE KENNISGEWING- KONSEP VERORDENING MUNISIPALE PARKE EN OOP RUIMTES

Die Witzenberg Munisipale Raad is in proses om 'n Verordening te aanvaar vir die regulering van Munisipale Parke en oop Ruimtes binne die Raad se jurisdiksie gebied. Die konsep Verordening is beskikbaar op die Munisipale webtuiste www.witzenberg.gov.za. 'n Afskrif daarvan kan verkry word by die Senior Bestuurder Regsdienste, by die Munisipale Kantore, Voortrekkerstraat 50, Ceres of per e-pos by liza-mari@witzenberg.gov.za

Enige geskrewe voorleggings of voorstelle oor die konsep Verordening moet by die Munisipale Bestuurder se kantoor ingehandig word vir aandag Me. Nieuwenhuis of e-pos aan liza-mari@witzenberg.gov.za voor of op die **6 Januarie 2025**.

KENNISGEWING I NOTICE I ISAZISO

2023/2024 JAARVERSLAG VIR KOMMENTAAR

Kennis geskied hiermee volgens artikel 21A van die Wet op Plaaslike Regering: Munisipale Stelsels 2000 en Artikel 127(5)(a)(i) van die MFMA, dat die Witzenberg Munisipaliteit se **Jaarverslag vir 2023/2024**, nou beskikbaar is en ter insae lê vir kommentaar. Die **Jaarverslag** kan verkry word by alle munisipale kantore en openbare biblioteke en is beskikbaar op ons webtuiste: www.witzenberg.gov.za

Persones wat nie kan skryf nie, mag na die munisipale kantore kom gedurende kantoorure, waar 'n personeellid hulle sal bystaan met die neerskryf van hulle kommentaar of vertoë.

Kommentaar of vertoë moet skriftelik aan die Munisipale Bestuurder gerig word, voor of op **13 Januarie 2025** by Witzenberg Munisipaliteit, Posbus 44, Voortrekkerstraat 50 Ceres of aan admin@witzenberg.gov.za

2023/2024 ANNUAL REPORT FOR COMMENTS

Notice is hereby given, in terms of Section 21A of the Local Government: Municipal Systems Act, 2000 and Section 127(5)(a)(i) of the MFMA, that the draft **2023/2024 Annual Report**, is now made public for inspection and comments. The **Annual Report** may be accessed at all municipal offices and public libraries and on website: www.witzenberg.gov.za

Any person who cannot write may come to the Municipal offices during office hours, where a staff member of the municipality will assist to transcribe their comments or representation.

All comments or representation must be lodged in writing to the Municipal Manager not later than **13 January 2025** at Witzenberg Municipality, P.O. Box 44, 50 Voortrekker Street, Ceres or to admin@witzenberg.gov.za

INGXELO EHLAZIYWEYO YONYAKA ENGAGQITYWANGA KA 2023/2024

Esisaziso sikhutshwe, ngokuyinxalenye nongaqo siseko ka (21A) woMasipala baMakhaya: uMthetho ka 2000 owaziwa njengo (Mthetho wendlela yokusebenza kooMasipala) kunye necandelo lama 127(5)(a)(i) lwe(MFMA) Umthetho ojongene noLawulo lwezeMali kooMasipala ukuba uqulunqo oluhlaziyweyo lweNxelelo yonyaka ka 2023/2024, ngoku lwenziwa esidlalagaleni ukuze luhlolewe kwaye kuhlomliwe.

Ingxelo yonyaka ehlaziyweyo engaqu-kunjelwanga inokufumaneka kuzo zonke ii-ofisi zikaMasipala, naMathala eNcwadi oluntu, nakumnathazwe wethu: www.witzenberg.gov.za Wonke ubani ongakwaziyo ukubhala unelungelo lokuba atyebile kwii-ofisi zikaMasipala ngeXesha lomsebenzi ukuze afumane uncedo oluthe vetshe/oluphangaleleyo malunga nezikhhalazo /ngoluvo olo. Lonke uluvo kunye nezikhhalazo kufuneka lubhaiwe phantsi kwaye zifikelele kuMlawuli-Masipala phambi komhla wesi-**13 kweyoMqungu 2025**. Witzenberg Municipality, P.O. Box 44, 50 Voortrekker Road, Ceres okanye i-imeyile ku admin@witzenberg.gov.za ku admin@witzenberg.gov.za

D. NASSON
MUNISIPALE BESTUURDER
MUNICIPAL MANAGER
UMLAWULI-MASIPALA



Witzenberg Municipality

Public Parks By-Law

Preamble

WHEREAS section 156(2) and (5) of the Constitution of the Republic of South Africa, 1996 provides that a Municipality may make and administer by-laws for the effective administration of the matters which it has the right to administer, and to exercise any power concerning a matter reasonably necessary for, or incidental to, the effective performance of its functions; AND WHEREAS Part B of Schedule 5 to the Constitution lists local amenities and municipal parks and recreation as local government matters; AND NOW THEREFORE BE IT ENACTED by the Council of the Witzenberg Municipality as follows:—

1. Definitions

In this By-law, unless the context otherwise indicates —

"**animal**" includes any mammal, bird, fish, reptile, insect, amphibian or invertebrate;

"**authorised official**" means a member of staff of the Municipality delegated by the Municipal [Manager](#) and/or the [Director: Community Services](#), or appointed by the Municipal [Manager](#) to implement the provisions of this By-law, or any appointed external service provider referred to in section 76(b) of the Local Government: Municipal Systems Act, 2000 ([Act No. 32 of 2000](#)) and includes a law enforcement officer or traffic official of the Municipality who has been declared a peace officer in terms of section 334 of the Criminal Procedure Act, 1977 ([Act 51 of 1977](#)), acting when on duty and properly identified as such;

"**Municipality**" means the Municipality of Witzenberg established in terms of section 12 of the Local Government: Municipal [Structures Act](#), 1998 ([Act No. 117 of 1998](#)), in Provincial Notice 479 of 2000 and published in Provincial Gazette Extraordinary 5588 dated 22 September 2000;

"**Municipal Manager**" means the person appointed by the [Council](#) in terms of section 82 of the Local Government: Municipal [Structures Act](#), 1998 ([Act NO. 117 OF 1998](#));

"**Constitution**" means the Constitution of the Republic of South Africa Act, 1996;

"**Council**" means the council of the [Municipality](#) of Witzenberg, being a council as provided for in terms of section 18 of the Local Government: Municipal [Structures Act](#), 1998 ([Act No. 117 of 1998](#)), or any committee, any sub-council or any councillor of council, acting under delegated or sub-delegated authority of the Council;"

"**Councillor**" means the member of the [Council](#);

"**Director Community Services**" means the employee of the [Municipality](#) in charge of public parks of the [Municipality](#);

"**notice**" means a written notification, or a pictogram issued in terms of this By-law, prominently and legibly displayed at the entrance to or in any facility or part thereof to which it is intended to apply;

"**public park**" means—

(a) any botanical or other garden, playground, zoned public open space managed by the Director Community Services in the [Municipality](#), or a park owned or leased by the [Municipality](#), including any portion thereof and any facility or apparatus therein or thereon, but excluding any public road or street; and

(b) any botanical, other garden or playground which is lawfully controlled and managed in terms of an agreement by a person other than the [Council](#);

"**Structures Act**" means the Local Government: Municipal Structures Act, 1998 ([Act No.117 of 1998](#)); "this By-law" includes the Schedules hereto;

"**vehicle**" means any self-propelled vehicle and includes-

(a) a trailer; and

(b) a vehicle having pedals and an engine or an electric motor as an integral part thereof or attached thereto which is designated or adapted to be propelled by means of such pedals, engine or motor, or both such pedals and engine or motor, but does not include –

(i) any vehicle propelled by electric power from storage batteries and which is controlled by a pedestrian; or

(ii) any vehicle with a mass not exceeding 230 kilograms and specially designed and constructed, and not merely adapted, for the use of any person suffering from some physical defect or disability and used solely by such person.

2. Delegation and appointment of authorised officials

(1) The [Municipal Manager](#) may delegate any of his or her powers or assign any of his or her duties in terms of this By-law to any official of the [Municipality](#).

(2) The [Director Community Services](#) may delegate any of his or her powers or assign any of his or her duties to any official of the [Municipality](#).

(3) Subject to the recruitment policies of the [Municipality](#), the [Municipal Manager](#) may appoint authorised officials to exercise and perform certain powers and duties in terms of this By-law.

3. Maximum number of persons

(1) The [Director Community Services](#) may determine the maximum number of visitors who may be present at a specific time in a [public park](#), provided that different numbers may be so determined for different parks and for different events.

(2) The numbers contemplated in subsection (1) must be made known by the [Director Community Services](#) by means of a [notice](#).

4. Admission to and visiting a [public park](#)

(1) A person who is admitted to gain access or visit a [public park](#) must, subject to the provisions of this By-law, observe and comply with all notices displayed in a [public park](#) or in the entrance thereto and obey any instructions given to him or her by the [authorised official](#).

(2) Should a person fail to observe and comply with a [notice](#) or any instructions referred to in subsection (1), the [Municipality](#) shall not be liable for damage or injury suffered while such person is visiting the [public park](#).

(3) A [public park](#) is, subject to the provisions of this By-law, open to the public on the times determined by the [Director Community Services](#), provided that different times may be determined in respect of different public parks.

(4) No person shall enter or leave an enclosed [public park](#) at a place other than that indicated for that purpose.

(5)The conditions times and places contemplated in subsections (1), (2) and (3) shall be made known by the [Director Community Services](#) by means of a [notice](#).

5. Entrance fees

(1)Subject to the provisions of this By-law, every person shall have free access to a [public park](#).

(2)Despite subsection (1), [Council](#) may, in terms of the Tariff By-law prescribe fees for entering a [public park](#) in such special circumstances as determined by it, and such fees shall be made known by means of a [notice](#).

6. Dumping and littering

No person shall in a [public park](#) —

(a)dump, drop, bury or place any refuse, rubble, material or any object or thing; or

(b)permit any dumping, dropping, burying, placing of any refuse, rubble, material or any object or thing, except in a container identified for that purpose in the park.

7. Liquor and food

(1)No person shall bring into, consume, brew, store or sell in a [public park](#) any liquor or any other alcoholic or intoxicating substance.

(2)No person shall in a [public park](#), contrary to a [notice](#), cook or prepare food of any kind whatsoever, except at places set aside for such purposes by [notice](#).

(3)The preparation and cooking of food at places set aside by [notice](#) for such purpose in or at a [public park](#) shall be done in a clean and sanitary manner.

(4)No [animal](#) may be killed, skinned or slaughtered in a [public park](#) without the written consent of the [Director Community Services](#) having first been obtained.

8. Animals

(1)No person shall bring any dead or alive [animal](#) into a [public park](#) except in accordance with the directions of the [Director Community Services](#) provided that different directions may be determined in respect of different public parks and different types of animals.

(2)The directions contemplated in subsection (1) shall be made known by means of a [notice](#).

(3)Carcasses may not be buried in a [public park](#) but must be disposed of at the owner's expense and in a manner approved by the [Council](#).

9. Use of public parks

(1)No person shall in a [public park](#) without the written permission of the [Director Community Services](#) or contrary to any conditions which the [Director Community Services](#) may impose when granting such permission —

(a)arrange or present any public entertainment;

(b)display or distribute any pamphlet, placard, painting, book, handbill, sign, advertisement board or any other printed, written or painted work;

(c)arrange or hold a public gathering or procession, or any exhibition or performance;

(d)conduct any trade, occupation or business;

(e)display, sell or rent or present for sale or rent any wares or articles;

(f)hold an auction;

(g)off-load or store building or other material.

(2)Subject to any other law, the written permission contemplated in subsection (1) shall be refused only if anything referred to in subsection (1)(a) to (g)—(a)is likely to give rise to —

- (i)public rioting;
- (ii)the disturbance of public peace;
- (iii)the committing of an offence;
- (iv)the committing of an indecent act;
- (v)risks that compromise safety and security; or
- (vi)a situation where a planned activity in any area of jurisdiction of the [Municipality](#) is taking place at the same time as a planned activity in the park, and the activity planned to take place in the park is deemed to have a detrimental impact on the ability of the [Municipality](#) to ensure safety and security;(b)is detrimental to the public or the users of, or visitors to, the [public park](#); or(c)is likely to damage or destroy the amenities, wildlife or plant material in the park.

10. Trees in public parks

- (1)No person other than an authorized official shall—
- (a)plant or prune a tree or shrub, or in any way cut down a tree or a shrub, in a [public park](#) or remove it therefrom, except with the written permission of the [Director Community Services](#);
 - (b)unless permitted by a [notice](#) climb a tree growing in a [public park](#) or, break or damage such tree; or
 - (c)in any way mark or paint any tree growing in a [public park](#) or attach any advertisement thereto.
- (2)Any tree or shrub planted in a [public park](#) shall become the property of the [Municipality](#).

11. Safety and order

- (1)No person shall, in a [public park](#) —
- (a)damage, tamper with or destroy any equipment, amenity or structure;
 - (b)plant, pull out, pick, damage or remove any plant, grass, shrub, bulbs, vegetation or flower;
 - (c)kill, hurt, follow, disturb, ill-treat, catch, remove, translocate or release any [animal](#) or displace, disturb, destroy or remove their habitat;
 - (d)use or try to use anything in such park for any purpose other than that for which it is designated;
 - (e)discard any burning or smouldering object;
 - (f)throw or dislodge any rock, stone or object from any mountains, slope or cliff;
 - (g)behave in an improper, indecent, unruly, violent or anti-social manner or cause a disturbance;
 - (h)run, walk, stand, sit or lie in a flower bed;
 - (i)run, walk, stand, sit or lie on grass contrary to a [notice](#);
 - (j)lie on a bench or seating-place or use it in such a manner that prevents others from using it;
 - (k)play or sit on playpark equipment, except if the person concerned is 14 years old or younger, or as permitted by a [notice](#);
 - (l)swim, walk or play in a fish-pond, fountain, stream, dam or pond;
 - (m)skate on roller skates or a skateboard or similar device except where permitted by [notice](#);
 - (n)operating a gas or charcoal fired barbeque or stove;
 - (o)dig, disturb or remove any mineral substance including soil, sand, gravel or rock;
 - (p)damage, dig, disturb, deface, destroy or remove any fossils, bones or historical artefacts;
 - (q)operate any remote control device including boats, planes helicopters or cars;
 - (r)build, erect, place, create, remove or modify any structure, amenity, pathway, trail, jump or ramp; or
 - (s)engage in any activity which may pose a risk or in combination with other activities in the area of jurisdiction of the [Municipality](#).

(2)Notwithstanding subsection (1), the [Director Community Services](#) may, by [notice](#), and subject to such conditions as he or she may deem necessary, authorise or permit any of the actions contemplated in subsections (1).

12. Water

No person may in a [public park](#)—

- (a)misuse, remove, pollute or contaminate any water source, water supply or waste water;
- (b)interfere with or obstruct the flow of any river or seasonal wetland; or
- (c)drain or redirect any water from private land.

13. Vehicles

(1)No person may bring into a [public park](#) any truck, bus, motorcar, motor cycle, bicycle, quadbike, motor tricycle, or any other [vehicle](#), craft, hot air balloon or aeroplane, whether driven by mechanical, [animal](#), natural or human power, supermarket or other trolleys, except in accordance with the written permission of the [Director Community Services](#) provided that different requirements or conditions may be determined for different public parks and for different vehicles, craft or aeroplanes.

(2)The [Director Community Services](#) may determine the speed limit applicable in a [public park](#), provided that different speed limits may be determined for different public parks and for different vehicles, craft or aeroplanes.

(3)The requirements or conditions contemplated in subsection (1) and the speed limit contemplated in subsection (2) shall be made known by a [notice](#) by the [Director Community Services](#).

14. Games

No person may play or conduct any game of any nature that will cause —

- (a)disturbance or potentially disturb; or
- (b)injury to, other park users except at places set aside for that purpose by [notice](#) and in accordance with the directions of the [Director Community Services](#).

15. Improper or indecent behaviour

No person may in a [public park](#) —

- (a)perform an act which is indecent or conduct himself or herself improperly by exposure of his or her person or otherwise, or make improper gestures or incite or urge someone to perform a disorderly or indecent act;
- (b)use foul, lewd or indecent language;
- (c)write, paint, draw or in any way make a lewd, explicit or immoral figure, writing, drawing or representation; or
- (d)enter or use a toilet facility intended or indicated as such by [notice](#) for members of the opposite sex, provided that this shall not apply to children below the age of seven accompanied by an adult.

16. Powers of an authorised official

An [authorised official](#) may —

- (a)in a [public park](#) at any time enter upon any place, land, premises or building and conduct an investigation thereat in order to determine whether the provisions of this By-law are complied with;

(b)for the better exercising of any power or the performance of any function or duty assigned or granted to him or her, take along an interpreter who, while acting under the lawful order of such an official, shall have the same powers, functions and duties as such official as contemplated in paragraph (a);
(c)give instructions to or direct the public, for the purposes of this By-law, to act in a specific manner whilst at the [public park](#).

17. Offences and penalties

(1)Any person who contravenes or fails to comply with a [notice](#) issued in terms of, or a condition imposed under, or any other provision of, this By-law, shall be guilty of an offence and if convicted shall be liable for a fine or imprisonment for a period not exceeding six months, or to both such fine and such imprisonment.

(2)In addition to imposing a fine or imprisonment in terms of subsection (1), a court may order any person convicted of an offence under this By-law —(a)to remedy the harm caused; or(b)to pay damages for harm caused to another person or to property which order shall have the force and effect of a civil judgment.

18. Repeal of by-laws

(1)In the event of any other by-law of the [Municipality](#) being inconsistent with this By-law, the provisions of this By-law shall prevail, to the extent of the inconsistency.

29. Short title

This By-law is called the Witzenberg Municipality: Public Parks By-law.

WITZENBERG**MUNISIPALITEIT UMASIPALA MUNICIPALITY****- MEMORANDUM -**

AAN / TO : MUNISIPALE BESTUURDER

VAN / FROM : BESTUURDER OMGEWING EN GERIEWE

DATUM / DATE : 25 April 2024

VERW. / REF :

**PRINCE ALFRED HAMLET: HAMLET SPORTKLUB : VOORGESTELDE
SAMEWERKINGSOORENKOMS MET MUNISIPALITEIT TEN OPSIGTE
VAN BEDRYF VAN SPORTFASILITEIT**

AGTERGROND EN BEREDENERING

Die perseel waar Hamlet Tennisbane in Prince ~~Alfred~~ Hamlet geleë is ;het vir etlike jare gely onder vandalisme en diefstal. Danksy verskillende rolspelers en donateurs is dit oor die afgelope 2 jaar herstel en opgegradeer.

1.

Die tennisbane is opgradeer tot meerdoelige tennis-/ netbalbane danksy befondsing van DCAS.

2.

Die klubhuis is herstel en opgradeer na n klubhuis met kleedkamers vir Vlakkiekrieket, tennis en netbal danksy befondsing van RSEP wat verder deur n EPWP werksskeppingsprojek ondersteun was.

3.

'n Alarmstelsel, veiligheidshekke en diefwering is geinstalleer

4.

Die grootste rolspeler was sekerlik die gemeenskap onder leiding van Hamlet Forum wie betrokke wou raak by die opgradering van die perseel en vennootskappe wil bou met sportkodes en plaaslike skole sodat hul sodoende eienaarskap van hul sportfasiliteite kan aanvaar.

Die verfraaiing van die terrein en aanbring van 'n perimeter elektriese omheining asook die opgradering van die vlakkiekrieketbane was dan juis moontlik gemaak deur die inisiatief wat Hamlet Forum geneem het en suksesvol was in hul aansoek om befondsing by die *Lottoland: Help n Dorp-projek*.

Met al die kapitale investering wat hier plaasgevind het is dit uiters noodsaaklik dat die fasiliteite nie net instand gehou word nie maar ook optimaal en volhoubaar bestuur en bedryf word.

Die Muisipaliteit beskik tans slegs oor een opsigter vir sportfasiliteite in Prince Alfred Hamlet en wel te Kliprug sportgronde waar n voltydse opsigter benodig word.

Die fasiliteit waar die Tennisbane, netbalbane en Vlakkiekrieket geleë is is eiesoortig in gebruik; in die sin dat die sportgemeenskap baie vriendskaplik en sosiaal in hul sportgebruik is. Inwoners wil vanmiddag na werk gaan tennis of netbal speel. Vlakkiekrieket wil dalk oefen voor n wedstryd of die skole het tennis- of netbaloefeninge/ -wedstryde ens.

Om n voltydse opsigter daar te plaas wie beskikbaar sal wees wanneer die gemeenskap die fasiliteite wil gebruik sal nie net n addisionele uitgawe ten opsigte van n salaris meebring nie; maar ook n aansienlike uitgawe ten opsigte van oortyd en byvoordele wat betaal sal moet word. Alvorens so n aanstelling gemaak sal kan word sal daar dan ook eers n pos op die Organigram geskep en voor begroot moet word. n Totale uitgawe van minstens R200 000/ jaar kan aan so n pos gekoppel word.

Met bogemelde as agtergrond en die uitdagings wat dit bied om n voltydse opsigter daar beskikbaar te stel wie beskikbaar kan wees wanneer die gemeenskap dit wil gebruik; was daar op 25 April 2024 n vergadering tussen Hamlet Forum, die Munisipale Bestuurder en die Bestuurder Omgewing en Geriewe.

Tydens die vergadering was die volgende voorstelle voorgehou:

1. Dat Prince Alfred's Hamlet Sportklub (met lede: Hamlet netbalklub, Hamlet tennisklub, Hamlet vlakkiekrieket, St Marks skool, FD Conradie skool en Hamlet Forum) n samewerkings ooreenkoms met die Munisipaliteit aangaan waar:
 - a. Hamlet sportklub volle verantwoordelikheid neem vir die bestuur van die Tennis/Netbalterrein asook die Vlakkiekrieketterrein
 - b. Hamlet sportklub bepaal die werkswyse en verantwoordelikheid om hierdie terreine in n gebruikersvriendelike en netjiese toestand te hou
 - c. Elke klub aanvaar verantwoordelikheid vir sy lede se gebruik en indien daar breekkasies is sal die lede vir herstelwerk verantwoordelik wees.
 - d. Omdat Hamlet Sportklub die volle verantwoordelikheid vir die operasionele gebruik neem; sal lede geen huur aan die munisipaliteit betaal nie
 - e. Die Munisipaliteit aanvaar verantwoordelikheid van die elektriese rekening totdat n kitskragmeter geïnstalleer is waarna die aankope deur Hamlet Sportklub bestuur sal word.
 - f. Die Munisipaliteit is verantwoordelik vir:
 1. Korttermynversekering
 2. Monitering (deur n Alarm maatskappy) en instandhouding van elektriese omheining
 3. Water- en rioolrekening

Aanbeveling:

1. Dat die Raad n ooreenkoms vir 12maande met Hamlet Sportklub sluit; met die moontlikheid om dit vir n verdere termyn te verleng.
2. Die voorstelle soos bo gemeld as basis dien vir die ooreenkoms.



H Truter
Bestuurder Omgewing en Geriewe

Goedgekeur/afgekeur



D Masson
Munisipale Bestuurder

File Reference: 22/1/1/1

The Municipal Manager
Witzenberg Municipality
PO BOX 44
CERES
6835

Per email: david@witzenberg.gov.za / meagan@witzenberg.gov.za

Dear Mr Nasson

DISASTER RISK REDUCTION PLAN HANDOVER: WITZENBERG MUNICIPALITY

1. PROJECT BACKGROUND

1.1 In June 2024, the Department of Local Government through its Western Cape Provincial Disaster Management Centre initiated a project to capacitate municipal officials on Disaster Risk Reduction (DRR) planning and provide support to the Witzenberg Municipality in developing its DRR plan. I am pleased to present the completed DRR Plan. This comprehensive plan has been meticulously developed, considering various key components aimed at enhancing the Municipality's resilience and preparedness in the face of potential disasters.

2. PROJECT BACKGROUND

2.1 The project had two phases, the first phase was a two-day training workshop for disaster management officials and interns focused on the process of developing a DRR plan and formulating strategies for the integration of DRR into urban planning processes such as the Municipal Spatial Development Framework (MSDF) and land use management policies.

2.2 The second part of the project focused on developing the DRR Plan which involved a collaborative effort, bringing together various disciplines to assess the existing DRR measures implemented by sector departments in the area. The plan goes beyond mere assessment by

delving into the implementation of appropriate prevention methodologies. We have focused on integrating prevention and mitigation strategies into existing development plans, programmes and initiatives with a particular emphasis on managing high-risk developments.

- 2.3 One of the pivotal aspects of our approach is the development of a targeted DRR strategy, directly linked to the high-risk areas identified in the Ward-Based Disaster Risk Assessment for the Witzenberg Municipality. This strategy serves as a roadmap to guide effective and efficient risk reduction measures, ensuring that resources are allocated where they are needed most.
- 2.4 To foster a sense of ownership and collaboration, we organized and conducted stakeholder workshops involving both internal sector departments of the municipality and external stakeholders. These workshops have provided stakeholders with an opportunity to give inputs into the development of the plan.
- 2.5 The document is a living framework that can be adapted to evolving circumstances and emerging threats. Moreover, we have actively supported the municipality in crafting a compliant Disaster Management chapter within the Integrated Development Plan (IDP). This integration is essential for ensuring that DRR is integrated into all municipal planning functions and becomes an integral part of the municipality's overarching development framework.

3. THE WAY FORWARD

- 3.1 To outline the way forward, it is crucial to emphasise the necessity of regular monitoring of the implementation of the Disaster Risk Reduction measures outlined in the plan. As these measures are put into practice, it is imperative to conduct ongoing assessments to measure their impact and effectiveness. This monitoring process will not only ensure the continued relevance of the plan but also allow for adjustments and improvements based on real-world outcomes.
- 3.2 I trust that this Disaster Risk Reduction Plan will serve as a valuable resource for Witzenberg Municipality, enhancing its capacity to mitigate, prepare for, respond to, and recover from disasters effectively.

Yours Sincerely,



Mr G Paulse

HEAD OF DEPARTMENT

Date: 2024/02/25

DISASTER RISK REDUCTION
PLAN AND INTEGRATION INTO
DEVELOPMENT PLANNING FOR
THE WITZENBERG
MUNICIPALITY

2024

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ACRONYMS AND ABBREVIATIONS

BOCMA	Breede-Olifants Catchment Management Agency
CWDM	Cape Winelands District Municipality
DLG	Department of Local Government
DEA&DP	Department of the Environment and Development Planning
DRA	Disaster Risk Assessment
DFFE	Department of Forestry, Fisheries and the Environment
DRR	Disaster Risk Reduction
ECD	Early Childhood Development
ICS	Incident Command System
IDP	Integrated Development Plan
MSDF	Municipal Spatial Development Framework
SALGA	South African Local Government Association
SAWS	South African Weather Services
SDGs	Sustainable Development Goals
SFDRR	Sendai Framework for Disaster Risk Reduction
WC: PDMC	Western Cape Provincial Disaster Management Centre
WFPA	Winelands Fire Protection Association

KEY TERMINOLOGY

TERM	MEANING
DISASTER RISK REDUCTION	A policy objective aimed at preventing new and reducing existing disaster risk and managing residual risk, all of which contribute to strengthening resilience.
DISASTER RISK REDUCTION PLAN	A document prepared by an authority, sector, organisation, or enterprise that sets out goals and specific objectives for reducing disaster risks together with related actions to accomplish these objectives.
DISASTER RISK ASSESSMENT	A qualitative or quantitative approach that is used to determine the nature and extent of disaster risk by analysing potential hazards and evaluating existing conditions of exposure and vulnerability that together could harm people, property, services, livelihoods and the environment on which they depend.
DISASTER RISK	Disaster risk is the likelihood of a community, society, or system experiencing loss of life, injury, or damage to assets within a specific time period. It's the result of a hazard interacting with the characteristics that make people and places vulnerable and exposed.
DISASTER RISK CREATION	Disaster risk creation is the process by which human actors construct risk in relation to natural hazards. Disasters can be prevented by identifying and anticipating the factors that contribute to disaster risk creation.
INTEGRATED DEVELOPMENT PLAN	An IDP encompasses all of a municipality's goals and objectives for economic and social development in the short, medium and long term. IDPs are meant to outline strategies to manage municipal finances for the purpose of facilitating everything from basic service provision to infrastructural development, improved spatial planning and even disaster management.
MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK	A Spatial Development Framework is a framework that seeks to guide the overall spatial distribution of current and desirable land uses within a municipality, to give effect to the vision, goals and objectives of the municipal Integrated Development Plan.

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Figure 1: The four (4) priorities of the Sendai Framework for Disaster Risk Reduction (2015-2030)

Figure 2: The Sustainable Development Goals and Disaster Risk Reduction

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1. INTRODUCTION

The Witzenberg Municipality faces several hazards that repeatedly threaten the environment, economic activity, and livelihoods of the municipal area. Only recently, in July 2024, the Witzenberg Municipality experienced severe floods that caused significant damage to critical infrastructure, disrupted educational activities and adversely affected community members.

These disasters are a result of the interaction between a hazard, the vulnerability of the community and the prevailing capacity or lack thereof within the municipalities' institutions and the community. They can be sudden or develop slowly. Communities are usually aware of their risks, but they often wait to respond by activating their plans when disasters strike. This has seen substantial losses for infrastructure and property and requires a paradigm shift from a response-centric approach to one focused on Disaster Risk Reduction (DRR), which is what this plan seeks to achieve. It is within this context that the Witzenberg Municipality in collaboration with the Western Cape Provincial Disaster Management Centre (WC: PDMC), through the Department of Local Government (DLG), initiated a process of developing a DRR plan for the municipality.

First, the methodology employed in developing the plan is discussed, followed by a contextual overview of international and national policy for DRR, thereafter the hazard profile of the Witzenberg Municipality is outlined. This is followed by an analysis of the existing by-laws that support DRR and the integration of DRR into sector plans. Lastly, stakeholders have identified measures to reduce and mitigate risk for various hazards such as wildfires, flooding (urban and riverine), water pollution, and informal settlement fires, which are outlined.

The WC: PDMC supported the development of the DRR plan for the Witzenberg Municipality. This plan was developed in line with the Risk Reduction Planning and Integration into Integrated Development Planning Guidelines for the Western Cape.

1.1. METHODOLOGY USED IN DEVELOPING THE PLAN

The DRR plan aims to identify strategies to prevent the creation of risk and reduce current disaster risks. Furthermore, the DRR plan builds upon the Witzenberg Municipality's Ward-based Disaster Risk Assessment (DRA) completed in 2019. It aims to develop DRR measures for the hazards identified in the risk assessment. This plan is an annexure to the Disaster Management Plan of the Witzenberg Municipality.

The methodology used to develop the Disaster Risk Reduction Plan for Witzenberg Municipality encompassed 3 (three) phases:

- **Phase 1:** Desktop research was undertaken to analyse the extent of integration into municipal policies. It entailed a process whereby documents related to DRR such as Municipal By-laws and related documents were assessed to ascertain the current extent of Integration of DRR into the policies of the Municipality.
- **Phase 2:** One-on-one interviews were undertaken with key informants such as the Manager: Town Planning and Building Control and the Manager: Housing from the Witzenberg Municipality.
- **Phase 3:** Hazard-focused workshops to solicit inputs from a myriad of stakeholders were undertaken. The Hazard focused workshops were on flooding (urban and riverine), water pollution, and informal settlement fires. A district-wide workshop on wildfires was undertaken with key stakeholders to solicit inputs for wildfire DRR measures.

2. OVERVIEW OF INTERNATIONAL AND NATIONAL POLICY FOR DISASTER RISK REDUCTION

This section discusses the International and local policy frameworks related to DRR. The first part deals with international policy, namely, the Sendai Framework for Disaster Risk Reduction (SFDRR) (2015-2030) and the Sustainable Development Goals (SDGs).

2.1. INTERNATIONAL POLICY FOR DISASTER RISK REDUCTION

The legislative and policy mandate to develop a DRR plan emanates from international and national policy frameworks. The Sendai Framework for Disaster Risk Reduction¹ (SFDRR) (2015-2030) calls on signatory states to prevent new and reduce existing disaster risks through the implementation of integrated and inclusive economic, structural, legal, social, health, cultural, educational, environmental, technological, political, and institutional measures that prevent and reduce hazard exposure and vulnerability to disasters, increase preparedness for response and recovery, and thus strengthen resilience.

The SFDRR identifies four (4) priorities, as depicted in Figure 1, below. Priority three (3) of the

¹ The Sendai Framework for Disaster Risk Reduction (2015-2030): <https://www.undrr.org/publication/sendai-framework-disaster-risk-reduction-2015-2030>

SFDRR, encourages public and private investment in disaster risk prevention and reduction through structural and non-structural measures. These investments are critical to enhancing the economic, social, health, and cultural resilience of persons, communities, countries, and their assets, as well as the environment. Furthermore, DRR can be situated within the SDGs and various goals are interconnected to DRR.

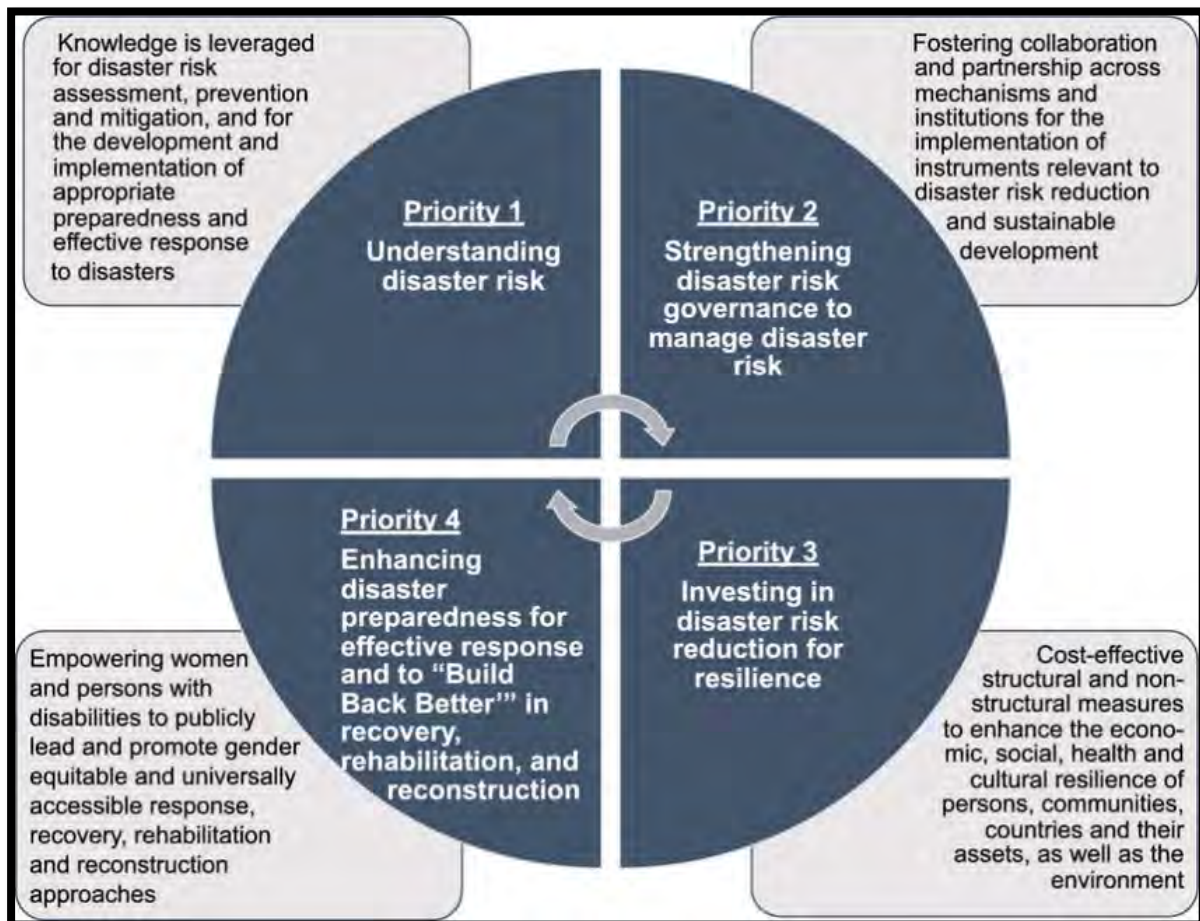


Figure 1: The four (4) priorities of the Sendai Framework for Disaster Risk Reduction

The SDGs and DRR are interlinked and are critical for building a sustainable and resilient world. Moreover, the interrelation between sustainable development and DRR is well established, with the 2030 Agenda for Sustainable Development recognising the urgent need to reduce the risk of disasters as part of the umbrella of actions needed to achieve sustainable development. The SDG goals which are closely linked to DRR are as follows²:

- Goal 1: End poverty in all its forms everywhere: By 2030, build the resilience of the poor and those vulnerable.
- Goal 2: End hunger, achieve food security and improved nutrition, and promote

² The SDGs and DRR: <https://climate.gov.ph/>

sustainable agriculture.

- Goal 6: Ensure availability and sustainable management of water and sanitation for all.
- Goal 9: Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation.
- Goal 13: Take urgent action to combat climate change and its impacts.
- Goal 14: Conserve and sustainably use the oceans, seas and marine resources for sustainable development.
- Goal 15: Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and biodiversity loss.

The figure below elaborates further on how DRR initiatives support key SDGs.

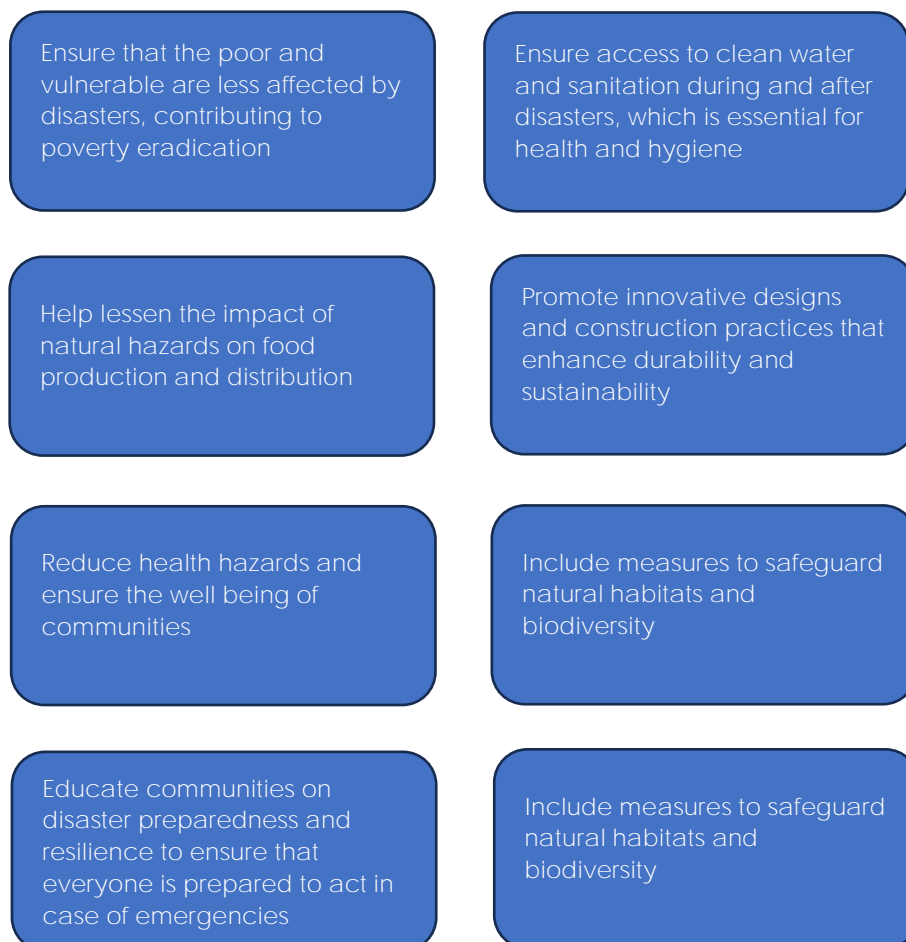


Figure 2: SDGs and DRR

2.2. NATIONAL POLICY FOR DISASTER RISK REDUCTION

Section 24 (a) of the Constitution³ of the Republic of South Africa states that everyone has the right to an environment that is not harmful to their health or well-being and Section 24 (b) of the Constitution of the Republic of South Africa states that everyone has the right to have the environment protected, for the benefit of present and future generations, through reasonable legislative and other measures that:

- i. Prevent pollution and ecological degradation
- ii. Promote conservation; and
- iii. Secure ecologically sustainable development and use of natural resources while promoting justifiable economic and social development.

These provisions in the Constitution of the Republic of South Africa promote DRR in that by protecting the environment against ecological degradation, vulnerability to the impacts of disasters can be reduced. Furthermore, securing ecologically sustainable development ensures that ecosystems are protected and can continue to offer services which contribute to reducing a myriad of disaster risks.

In addition, the Municipal Systems Act⁴ (No. 32 of 2000) mentions that a core component of an Integrated Development Plan (IDP) is a Disaster Management Plan. The Disaster Management Act⁵, as amended (No. 57 of 2002), calls for the integration of risk reduction into development planning. Moreover, the Spatial Planning and Land Use Management Act (No. 16 of 2013) (SPLUMA) also emphasises developing spaces that are sustainable and resilient. Spatial Sustainability encourages development in locations that are sustainable and limits the rapid expansion of urban areas. Spatial Resilience involves adjusting spatial plans, policies, and land use management systems to support sustainable livelihoods for communities that are at high risk of being affected by economic and environmental disturbances.

Moreover, the National Disaster Management Framework (NDMF) urges provincial and municipal disaster management centres to establish mechanisms in association with spatial planners in both spheres of local and provincial government to ensure the relevant spatial information informs DRR planning and must also ensure that verified risk information is incorporated into spatial development plans and maps.

³ The Constitution of the Republic of South Africa: <https://www.gov.za/documents/constitution/chapter-2-bill-rights#24>

⁴ The Municipal Systems Act: https://www.gov.za/sites/default/files/gcis_document/201409/a32-000.pdf

⁵ The Disaster Management Act: https://www.gov.za/sites/default/files/gcis_document/201409/a57-020.pdf

Table 1: National Policy Framework for Disaster Risk Reduction

NATIONAL POLICY FOR DISASTER RISK REDUCTION	
Local Government Systems Act (No. 32 of 2000)	Section 26: An integrated development plan must reflect applicable disaster management plans.
Disaster Management Act (No. 57 of 2002), as amended	<p>Section 47: Local governments are required to the extent that they have the capacity) to guide organs of state, the private sector, non-governmental organisations, communities and individuals to assess and reduce the risk of disasters including:</p> <ul style="list-style-type: none"> (b) The development and implementation of appropriate prevention and mitigation methodologies (c) The integration of prevention and mitigation methodologies with development plans, programmes and initiatives (d) The management of high-risk developments <p>Section 53: Disaster management plans for municipal areas: (1) Each municipality must:</p> <ul style="list-style-type: none"> (e) Provide measures and indicate how it will invest in disaster risk reduction and climate change adaptation including ecosystem and community-based adaptation approaches <p>Section 53 (2): A disaster management plan for a municipality must:</p> <ul style="list-style-type: none"> (c) Place emphasis on measures that reduce the vulnerability of disaster-prone areas, communities and households (i) Provide appropriate prevention and mitigation strategies
Climate Change Act (No. 22 of 2024)	<p>Section 7(1): Every organ of state that exercises a power or performs a function that is affected by climate change, or is entrusted with powers and duties aimed at the achievement, promotion and protection of a sustainable environment, must review and if necessary, revise, amend, coordinate and harmonise their policies, laws, measures, programmes and decisions to—</p> <ul style="list-style-type: none"> (a) ensure that the risks of climate change impacts and associated vulnerabilities are taken into consideration; and (b) give effect to the principles and objects set out in this Act. <p>Principles under Section 3 require: The interpretation and application of this Act must be guided by—</p> <ul style="list-style-type: none"> (f) the need for decision-making to consider the special needs and circumstances of localities and people that are particularly vulnerable to the adverse effects of climate change, including vulnerable workers and groups such as

	<p>women, especially poor and rural women, children, especially infants and child-headed families, the aged, the poor, the sick and persons with disabilities;</p> <p>(g) the need for a risk-averse and cautious approach to be adopted, which takes into account the limits of current knowledge about the causes and effects of climate change and the consequences of decisions and actions in relation thereto;</p> <p>(h) the need for climate change mitigation and adaptation responses to be informed by evolving climate change scientific knowledge and decisions which must be based on the best available science, evidence and information;</p> <p>(i) an effective climate change response which requires preventative measures to mitigate the causes of climate change and to strengthen resilience through the adoption of adaptation measures;</p>
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2.3. HAZARD PROFILE FOR WITZENBERG MUNICIPALITY

The Witzenberg Municipality's Ward-Based Risk Assessment identified the following hazards as priority risks:

- Veld fires
- Traffic accidents
- Structural fires
- Domestic solid waste pollution
- Domestic waste-water pollution
- Drug abuse
- High-risk installations
- Riverine flooding

It is important to note that the plan makes provisions for the following priority hazards:

- Veld fires
- Structural fires
- Water Pollution
- Flooding (urban and riverine flooding)

However, it is important to note that DRR also aims to address the risk drivers and the underlying vulnerabilities such as poverty and unemployment should be addressed by the municipality and within wider development processes. Measures aimed at reducing vulnerability, building resilience, and managing risk drivers contribute to reducing vulnerability to disasters for communities at risk.

2.3 CLIMATE CHANGE

Climate change projections indicate that by 2050:

- Drought risk in the Cape Winelands District will more than double (from just over 2 possible drought years per decade to 5 years).
- Temperatures will also continue to rise, resulting in 22 more hot days (temperatures above 30 degrees Celsius) per year in the Witzenberg municipal area.
- Rainfall will decrease throughout the year, although the eastern (Tankwa) areas may experience intensified summer rainfall events. Meaningful decreases in late winter and spring should be taken note of.
- Combined with the higher temperatures, the decrease in overall precipitation will increase concerns over water security and the risk of wildfires. The risk of hail and flash floods associated with extreme rainfall events should also be considered in risk reduction planning.

2.3.1. DETAILED CLIMATE CHANGE OUTLOOK FOR 2050⁶

Detailed climate change projections and their respective implications for development planning are provided in Table 2 below⁷:

Table 2: Climate change projection and their implications

CLIMATE PARAMETER ⁽¹⁾	CHANGE FROM PRESENT CONDITIONS (PROJECTIONS FOR 2050 ⁽²⁾)	SEASONAL	IMPLICATIONS
Decrease in total annual precipitation	Total annual decrease between 28mm (Tankwa) and 70mm (Bokkeveld)	Change in summer is minor, with greater decreases in winter and spring. Bokkeveld also expects a meaningful decrease in autumn.	Water security is an issue, as is seasonal impacts on agriculture.
Change in number of days	-1 to -2 days	<1 day change per season	~

⁶ <https://www.elsenburg.com/wp-content/uploads/2022/08/SmartAgri-Climate-Change.pdf>

⁷ Also see the associated maps

⁽¹⁾ Most data obtained from projections compiled by the Climate Systems Analysis Group at the University of Cape Town - <https://www.elsenburg.com/wp-content/uploads/2022/08/SmartAgri-Climate-Change.pdf>

⁽²⁾ Projections are based on a conservative cluster of outputs from global climate models, avoiding extreme temperature and precipitation projections, and using an SSP2-4.5 scenario. They show a 2030-2060 mean as compared to the 1902-2020 historic mean for temperature, and 1982-2020 mean for precipitation.

CLIMATE PARAMETER ⁽¹⁾	CHANGE FROM PRESENT CONDITIONS (PROJECTIONS FOR 2050 ⁽²⁾)	SEASONAL	IMPLICATIONS
per year with >10mm of rain			
Change in the maximum amount of rain in a 5-day period Change in the maximum amount of rain in a 5-day period	-20 mm	Minor changes per season, but slight intensification in Tankwa in summer	Implications for flash flood risk
An additional number of dry years per decade	5 years/decade (3 years more than at present)		Water security, ecosystem stress, fire risk, agriculture
Increase in average annual temperature	1.4°C	All seasons, but slightly less change in autumn	Drying conditions
Additional days per year with temperatures above 30°C	21 to 22 days	Most change in summer (9 days) and no change in winter, with 6 days each in the shoulder seasons	Fire risk, heat stress, ecosystem stress
Decrease in number of days per year with temperatures below 0°C	4 to 5 days fewer per year	Nearly all change limited to winter	Implications for fruit industry

3. POLICIES AND BY-LAWS SUPPORTING DISASTER RISK REDUCTION

This section identifies and outlines the policies and by-laws of the Witzenberg Municipality which support DRR (where applicable).

Table 2: Summary of the sections contained in the by-laws relating to DRR

NAME OF BY-LAW	SECTION IN BY-LAW	DISASTER RISK REDUCTION MEASURES
WITZENBERG MUNICIPALITY: FIRE SAFETY BY LAW ⁸	Section 12 (1):	When, in the opinion of the controlling authority, premises are not readily accessible from public roads must be provided with emergency vehicle access and, notwithstanding the provisions in the National Building Regulations may be required to comply with the following:
	Section 12 (a):	An access road must be constructed so that it can support the mass of the heaviest emergency vehicle required to cater to the risk of the premises.
	Section 12 (c):	Fire lanes must be provided for all premises which are set back more than 45 meters from a public road or exceed nine meters in height and are set back over 15 meters from a public road.
	Section 12 (e):	A cul-de-sac that is more than 90 meters in length must be provided with a turning circle at the closed end of the road capable of accommodating the largest emergency vehicle which is required to cater for the risk of the premises.
	Section 23 (1):	The owner of a person in charge of a school, hospital, residential institution, hotel, guest house, hostel, or other similar occupancy that has a population above 25 persons (including staff), must formulate an emergency evacuation plan detailing the appropriate action to be taken by the staff or the occupants in the event of a fire or other threatening danger.

⁸ Witzenberg Municipality policies and by-laws: <http://www.witzenberg.gov.za/resource-category/policies-and-laws?category=128>

NAME OF BY-LAW	SECTION IN BY-LAW	DISASTER RISK REDUCTION MEASURES
WITZENBERG MUNICIPALITY BY-LAW RELATING TO WATER SUPPLY, SANITATION AND INDUSTRIAL EFFLUENT ⁹	Section 10 (1)	The municipality may limit or discontinue water services provided in terms of this by-law: (g) in an emergency
	Section 40	An owner shall provide and maintain approved measures to prevent the entry of a substance, which may be a danger to health or adversely affect the portability of water or affect its fitness for use, into (a) The water supply system; and (b) Any part of the water installation on his or her premises
	Section 41 (1)	The municipality may by public notice to prevent the wasteful use of water in terms of section 42 or in the event of a water shortage, drought or flood: (a) Prohibit or restrict the consumption of water in the whole or part of its area of jurisdiction in general or for specific purposes; during specified hours of the day or on specified days and in a specific manner. (b) Determine and impose limits on the quantity of water that may be consumed over a specified period; charges additional to those prescribed in respect of the supply of water more than a limit contemplated in sub-section (1)(b); and a general surcharge on the prescribed charges in respect of the supply of water; and (c) Impose restrictions or prohibitions on the use or manner of use or disposition of an appliance by means of which water is used or consumed, or on the connection of such appliances to the water installation.

Table 2: DRR measures contained in By-laws at the Witzenberg Municipality

⁹ Witzenberg Municipality by-laws and policies: <http://www.witzenberg.gov.za/resource-category/policies-and-laws>

Recommendations on additional provisions for Disaster Risk Reduction in the municipal By-laws:

- Amend the Stormwater By-law to include provisions on managing development on floodplains by limiting expansion on flood-prone areas and areas within the 1:50 and or 1:100-year flood lines.
- Where no flood lines are available, the municipality must request that the developer undertake a flood line study before approving the development.
- A provision for new developments ensuring that all new developments (residential) install water tanks to mitigate flooding and drought.

4. INTEGRATION OF DISASTER RISK REDUCTION INTO DEVELOPMENT PLANNING PROCESSES

DRR can be realised by the consideration of disaster risk in development planning processes such as the IDP, land use management (land use by-laws, MSDF etc.) and ongoing service delivery.

Governance mechanisms that support the integration of DRR into development planning processes must be established, these include the establishment of structures to ensure knowledge sharing between the disaster management section and the planning section of the municipality to ensure disaster risk considerations are proactively incorporated in planning processes. Moreover, all departments and role players submitting input content of the current and future IDP of the Witzenberg Local Municipality are implored to consider the inclusion and integration of disaster risk management into their strategies, operational planning, and project implementation. Disaster risk concerns should be integrated into the municipal budget to ensure that levels of public expenditure on DRR are sufficient and that there are adequate funding arrangements to manage residual risk.

Annual reviews of the IDP should reflect on the progress made on institutional arrangements, risk assessment updates, risk reduction objectives and projects, and mechanisms in place for preparedness, response, and contingency planning. In addition, it should include a review of progress on the policy amendments and project implementation of the SDF, according to the **priority listings and expenditure programmes of the various sector departments' budgets.**

In the next section, a framework for integrating DRR into land use planning is outlined.

4.1. INTEGRATION OF DISASTER RISK REDUCTION INTO LAND USE MANAGEMENT

Land use planning processes offer a proactive, cost-effective and sustainable strategy to integrate DRR. Figure 3, on the next page, provides a framework which the municipality can use to integrate DRR into the MSDF and the development approval process.

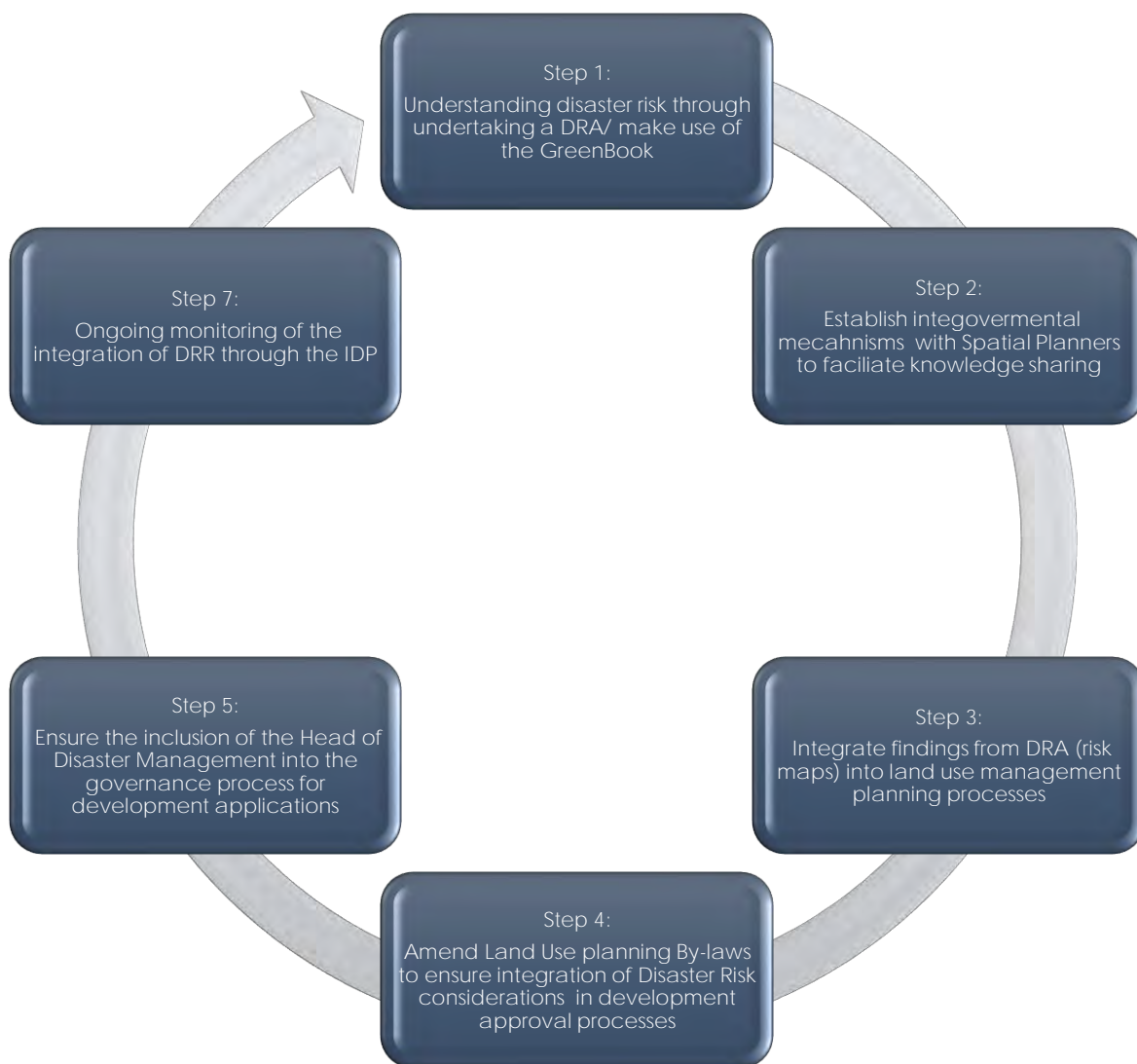


Figure 2: A framework for integration of DRR into the MSDF and development planning approval process

It is imperative, that to develop sustainable spaces, the municipality integrate DRR into its land use management processes in a coordinated and intentional manner.

This can be done by leveraging risk knowledge derived from DRAs and the GreenBook¹⁰ to inform the siting of developments. Further, it can be expressed through the governance mechanisms of these processes. There is an opportunity to explicitly express DRR as a principle within these processes including the MSDF. Moreover, spatial planning can be used to reduce people's vulnerability, by locating them closer to economic opportunities which allows them easier access to employment and services such as healthcare and education.

¹⁰ The GreenBook supports government in South Africa with adapting settlements to the impacts of climate change by providing an online repository of downscaled, baseline and future, municipal climate risk data and insights as well as adaptation information to be integrated into broader settlement planning.

4.2. INTEGRATING DISASTER RISK REDUCTION MEASURES INTO SECTOR PLANS

DRR can be integrated into sector plans to build resilience and support sustainable development, this can be done through:

- Vulnerability reduction through positioning local economic development for communities with multiple vulnerabilities.
- Integration of DRR into infrastructure projects by using risk knowledge to inform the siting of infrastructure and developments.
- Integration of DRR into housing projects by ensuring that risk knowledge is taken into consideration for siting and the design of housing projects.
- Promoting conservation and sustainable water use for water services and
- Using transport plans to reduce vulnerability and ensure transport services are resilient against shocks.

5. DISASTER RISK REDUCTION MEASURES

This section outlines the current and proposed DRR measures for the various hazards that were identified at the Witzenberg Municipality Ward-Based DRA. These hazards include Water Pollution, Wildfire, and Urban and Riverine Flooding.

5.1. DISASTER RISK REDUCTION MEASURES FOR WATER POLLUTION

TECHNOLOGICAL HAZARD	
WATER POLLUTION	
Objective	Reduce the incidents of water pollution and make the public aware of the importance of cleaner rivers.
Areas Affected	Various rivers in the municipal area.
Performance Indicators	Witzenberg Municipality has reduced incidents of river pollution.
	Residents are more aware of the importance of keeping their rivers clean.
	The rivers in the Witzenberg Municipality area are clean.
PROPOSED DRR MEASURES	
DESCRIPTION	STAKEHOLDERS
Investment in ecological infrastructure to address sewer challenges (upstream interventions to extend bridges).	SALGA Department of the Environment and Development Planning (DEAD&P) Breede-Olifants Catchment Agency (BOCMA)
Establishment of alternative sanitation technologies for informal settlements.	Witzenberg Municipality
Improve the clearing of debris (removal of more than 10 cubes).	Witzenberg Municipality
Pilot project- the acquisition of river indicator specifications. These specifications entail monitoring equipment and flood risk indicators.	DEA&DP

Reviewing and updating municipal by-laws to better deal with illegal dumping.	Witzenberg Municipality
Source funding for waste-water treatment in Wolseley and the upgrade of the waste-water treatment in Tulbagh and Ceres. The waste-water treatment in Ceres is situated within the 1:100-year flood line.	Witzenberg Municipality
Upgrade of stormwater system damaged by previous floods.	Witzenberg Municipality.
Secure an ecological reserve (minimum base flow) to assist river health, taking into account future rainfall/runoff patterns.	BOCMA
Investigate how fertilizers from commercial farms end up in rivers/ water sources.	Department of Agriculture Research Institutions
CURRENT/KNOWN DRR MEASURES BEING IMPLEMENTED	
DESCRIPTION	RESPONSIBLE/ IMPLEMENTING ENTITY
GOVERNANCE AND INSTITUTIONAL MECHANISMS	
Established a functional Disaster Management Advisory Forum to facilitate risk knowledge sharing and risk monitoring.	Witzenberg Municipality
Established an informal settlement community forum to deal with issues of waste management in informal settlements.	Informal Community
PREPAREDNESS PLANNING	
Establish the municipal pound to reduce the number of stray pets/animals that defecate in watercourses.	Department of Agriculture Witzenberg Municipality
Water quality monitoring is conducted (monthly sampling) within the municipal area.	BOCMA
INFRASTRUCTURE	
Financing a housing project in Vredebes, this long-term project sought to circumvent communal pollution.	Department of Infrastructure
Formalising of illegal informal homes in Prince Alfred Hamlet.	Witzenberg Municipality

Investment in generators given the volatile load-shedding stages.	Witzenberg Municipality
Investment in solar installation waste-water treatment works.	Witzenberg Municipality
Implementation of discharge levies (clean water and waste).	Witzenberg Municipality
AWARENESS, EDUCATION AND TRAINING	
Awareness campaigns tailored around educating local communities regarding water Pollution.	Witzenberg Municipality Cape Winelands District Municipality (CWDM) Department of Health and Wellness
Ten (10) newly employed community members will assist in raising awareness regarding the sanitary use of ablution facilities in Tulbagh.	Witzenberg Municipality (EHP)
Ongoing community Engagement with farmers on water pollution issues and on strategies for reducing water pollution.	Witzenberg Municipality
ENFORCEMENT	
Enforcement of Municipal By-Law continues to prevent water pollution.	Witzenberg Municipality
Issuing of fees for polluters (main parameters) and thus payments to be made for discharge.	BOCMA
Monitoring of polluters such as commercial farms.	Department of Agriculture

5.2. DISASTER RISK REDUCTION MEASURES FOR WILDFIRE

HYDRO-METEOROLOGICAL HAZARDS	
WILDFIRE	
Objective	To undertake measures to reduce fire load and reduce the number of uncontrolled fires.
Areas Affected	Areas in the Wildland-Urban interface, open spaces, rural farms and protected areas within the municipality.
Performance Indicators	A reduction in uncontrolled fires in the Witzenberg Municipality.
	A reduction in fuel load.
	An increase in the number of prescribed burns completed.
	All fire breaks are regularly maintained.
PROPOSED DRR MEASURES	
DESCRIPTION	STAKEHOLDERS
Increase the firefighting fleet to serve the entire CWDM.	CWDM
Establish pre- and post-fire season meetings.	CWDM
Review of relevant by-laws coupled with increasing capacity for by-law enforcement in consideration of the long-term increase in drought and fire risk.	WC: PDMC CWDM
Development of Integrated Reserve Management plans for the Ceres Mountain Fynbos Nature Reserve, and conservation management plans for Wolseley and Prince Alfred Hamlet Biodiversity Areas.	Witzenberg Municipality DEA&DP Cape Nature

CURRENT/KNOWN DRR MEASURES BEING IMPLEMENTED	
DESCRIPTION	RESPONSIBLE/ IMPLEMENTING ENTITY
GOVERNANCE AND INSTITUTIONAL MECHANISMS	
Memorandums of Understanding (MoU) are in place with the various local municipalities for wildfire management and issuing permits for controlled burning.	CWDM
Provide comment and input to land use development applications on behalf of the Department of Environmental Affairs and Planning (DEADP).	CapeNature
AWARENESS, EDUCATION AND TRAINING	
Ongoing wildfire and disaster awareness campaigns in various areas targeting schools (learners and teachers).	Cape Winelands District Municipality
Ongoing wild-fire communication through various media platforms.	CWDM
Fire awareness programmes are conducted in schools, radio, communities and social media.	CapeNature
Basic fire training is conducted internally with staff members to provide additional capacity for firefighting.	CapeNature
Ongoing training of members of the WFPA in wildfire fighting strategies and skills using accredited service providers. Training includes Incident Command System (ICS).	Winelands Fire Protection Association (WFPA)
Ongoing awareness campaigns at all schools and social media platforms.	WFPA
INFRASTRUCTURE	
Fire breaks are developed on or next to Cape Nature's protected areas.	CapeNature
Fuel load reduction (alien clearing and prescribed burning) on or adjacent to protected areas.	CapeNature
Combined alien vegetation management and awareness.	CapeNature
Ongoing alien vegetation clearing in water catchment areas.	CWDM

Firebreaks are being done in various areas in the CWDM- both strategic and tactical.	WFOA
PREPAREDNESS PLANNING	
A wildfire workgroup was established with the participation of various stakeholders to coordinate wildfire management and resource management.	CWDM CapeNature Working on Fire WFOA Department of Forestry, Fisheries and the Environment (DFFE)
Developed wildfire response plans for the entire Cape Winelands District area.	CapeNature
Risk mapping for wildfires.	WFOA
District Wildfire Working Group members engage on an ongoing basis with landowners on risk mitigation for fires.	WFOA CWDM CapeNature DFFE Working on Fire
Identification of hotspots, recording and populating fire trends and other relevant statistics.	CWDM WFOA
Early Warning System in place for monitoring fire risk which is disseminated to relevant stakeholders.	South African Weather Services

5.3. DISASTER RISK REDUCTION MEASURES FOR INFORMAL SETTLEMENT FIRES

TECHNOLOGICAL HAZARDS	
INFORMAL SETTLEMENT FIRES	
Objective	To build resilience by reducing the number of fire incidents in informal settlements by putting in place DRR measures that aim to protect lives and ensure sustainable livelihoods.
Areas Affected	Informal settlements within the Witzenberg Municipality.
Performance Indicators	A substantial reduction in the occurrence of informal settlement fires.
	A reduction in several houses affected by informal settlement fires.
PROPOSED DRR MEASURES	
DESCRIPTION	STAKEHOLDERS
Develop a spatial map for Prince Alfred Hamlet to assist in planning for determining access roads for emergency operations in phase 6.	Witzenberg Municipality
Enforcement: Stringent municipal by-laws to circumvent illegal electrical connections and the expansion of informal settlements at an alarmingly high rate.	Witzenberg Municipality
Improve stakeholder engagements: Community dialogues.	Witzenberg Municipality
Application for the extension of any residential dwelling to prevent the erection of informal settlements that are in close proximity.	Witzenberg Municipality
Auditing of informal settlements.	Witzenberg Municipality
CURRENT/KNOWN DRR MEASURES BEING IMPLEMENTED	
DESCRIPTION	RESPONSIBLE/ IMPLEMENTING ENTITY
PREPAREDNESS PLANNING	
Enforcement: anti-land invasion (law enforcement)	Witzenberg Municipality

Establishment and installation of the Smoke Alarm Projects in high-risk areas namely Pine Valley in Wolseley, Chris Hani in Tulbagh and Nduli.	Witzenberg Municipality
Fire Safe Communities (Kluyties).	Witzenberg Municipality
AWARENESS, EDUCATION AND TRAINING	
Established an informal settlement committee of the community members together with the municipality housing inspector to carry out an awareness campaign for safety issues and sanitation issues and prevent further sprawl.	Witzenberg Municipality
Ongoing awareness campaigns on informal settlement fires.	Department of Local Government
INFRASTRUCTURE	
Phase 6: plans have been developed in terms of layout to improve access for emergency vehicles and will be able to install water taps and chemical toilets.	Witzenberg Municipality

5.4. DISASTER RISK REDUCTION MEASURES FOR FLOODING (RIVERINE AND URBAN)

TECHNOLOGICAL HAZARDS	
FLOODING (RIVERINE AND URBAN)	
Objective	To reduce the impact of flooding on people, property, and infrastructure and to prevent the placement of infrastructure on a floodplain.
Areas Affected	Witzenberg Municipal Area.
Performance Indicators	A reduction in urban areas impacted by flooding.
	An increase in community resilience to flooding.
PROPOSED DRR MEASURES	
DESCRIPTION	STAKEHOLDERS
Establishment of Ecological Infrastructure Framework, this framework assists in mapping ecosystem services and thus informs decision-making for the location of developments to avoid encroachment into ecologically sensitive areas.	SANBI SALGA DEA&DP
To conduct a simulation exercise (Koekedouw Dam Break). This simulation exercise would aim to test the ability of Witzenberg Municipality to respond to adverse local disasters.	Witzenberg Municipality WC: PDMC
Pilot Project: Water parameter tester and further acts as a conduit for river level indicators.	DEA&DP
Green Climate Fund (GCF) GCF Project would be considered an explorative project into groundwater as a flood-disaster risk reduction project.	GCF DEA&DP DOA SANBI
River Management Plan within the municipal area namely Wolseley, Waboos, and Bakoond Rivers in the Prince Hamlet urban area as well as Malkops, Klein Berg Riverine and Tulbagh urban area.	Witzenberg Municipality

CURRENT/KNOWN DRR MEASURES BEING IMPLEMENTED	
DESCRIPTION	RESPONSIBLE/ IMPLEMENTING ENTITY
PREPAREDNESS PLANNING	
A functional DM Advisory Forum has been established. It is reputable for allowing disaster management role-players to integrate and coordinate actions regarding disaster management. Moreover, it enables deliberations over the spatial and temporal nature of hazards (promoting situational awareness) within the municipal area. It is further beneficial in enabling operational and tactical planning to mitigate identified risks. It is further instrumental in maintaining interpersonal relationships with internal and external DM role-players.	Witzenberg Municipality
The Joint Operations Centre (JOC) has been established with identified JOC members. These members assist with the timely dissemination of early warnings, and the activation of a JOC enables the coordination of multidisciplinary services and response to an escalating incident. Furthermore, the activation of JOC promotes a cohesive response and prevents the duplication of resources.	Witzenberg Municipality
Early Warnings are disseminated to all role-players via municipal social media.	SAWS CWDM Witzenberg Municipality
Compilation of flood response plan. Compilation of contingency plans promotes the establishment of a state of readiness prior to the occurrence of impending disasters. It further promotes effective coordination to ensure optimal resource use. More importantly, contingency plans promote disaster preparedness and rapid and effective disaster response and recovery capabilities. Furthermore, the contingency plans promote joint standard operational procedures with disaster management role-players.	Witzenberg Municipality
Disaster Ready is a preparedness toolkit as it provides information pertaining to hazard information layers (namely mapping) as well as the identification of evacuation centres for adverse events such as flooding.	Witzenberg Municipality

Operational Planning for stormwater maintenance.	Witzenberg Municipality
The development of a River Management Plan.	Witzenberg Municipality
Alien invasion clearing (Breede Rivers) to promote environmental sustainability.	Witzenberg Municipality
The development of the Climate Change Need Assessment and Response Plan which sought to enhance climate change adaptability. Thus, climate change adaptability entails reducing climate vulnerability and developing adaptive capacity to climate variability and extreme weather events.	Witzenberg Municipality Democracy Works Green Path Connect
Waste-water treatment has been carried out within the municipal area, more specifically in Wolseley.	Witzenberg Municipality
AWARENESS, EDUCATION AND TRAINING	
Hazard awareness campaigns are ongoing. The awareness campaigns are tailored to address the hazards our communities continue to grapple with. Thus, these awareness campaigns are carried out in schools, Early Childhood Development Centres (ECDCs) and local communities (namely old age homes and or shelters).	Witzenberg Municipality CWDM EHP DoH (Department of Health) WC: PDMC
Seasonal Awareness Booklet.	Witzenberg Municipality
Door-to-door awareness Campaigns have been launched to raise community awareness about the water-stressed areas within the municipal namely in Tulbagh.	Witzenberg Municipality

- MEMORANDUM -

AAN / TO: Municipal Manager
VAN / FROM: Manager: Local Economic Development
DATUM / DATE: 9 May 2025
VERWYS/REF.: 17/19/1

Redevelopment of LED Strategy

The current adopted LED Strategy is a 2005 document. A consultant was appointed in 2018 by the Cape Winelands District Municipality, to develop a Local Economic development Strategy for Witzenberg Municipality. This developed Strategy was not adopted and remained in draft format, as it lacked a feasible LED implementation plan.

In the 2024/2025 financial year, the draft LED Strategy was extensively reviewed and edited by the Local Economic Development section, to ensure alignment of goals, objectives, the Municipal IDP, as well as District, Provincial & National LED priorities.

The aim of this initiative was to develop a comprehensive LED Strategy, which will be a 5-year Strategic Implementation Plan, in order to harness the resources and skills of relevant stakeholders in a uniform and coherent manner to achieve agreed aims and objectives.

Attached is the:

- Witzenberg Local Economic Development Strategy
- Executive summary of the Witzenberg Local Economic Development Strategy

RECOMMENDATION:

- That the LED Strategy be workshopped by Council for consideration


.....
Riaan Fick

Manager: Local Economic Development


.....
David Nasson
Municipal Manager

Witzenberg

Local Economic Development Strategy

2025 - 2030



Draft May 2025

Foreword by the Municipal Manager

It is with great pride and anticipation that I present our municipality’s new Local Economic Development (LED) Strategy. This document aims to represent not only a blueprint for sustainable economic growth in Witzenberg, but also a shared vision for inclusive development, job creation, and improved livelihoods for all our residents.

In an era of rapid change and ever-growing economic challenges, it is essential that we align our local strengths with emerging opportunities. I believe this strategy aim to reflect the needs and aspirations of our community, stakeholders, and business sector, and sets clear, actionable priorities to stimulate and sustain local economic growth.

We are committed to fostering an enabling environment where innovation, investment, and entrepreneurship can thrive. As we implement this strategy, we call upon all partners—public, private, and civil society—to work collaboratively with us to realize its goals.

Together, we can build a resilient and prosperous future for our municipality.



David Nasson

Municipal Manager

Witzenberg Municipality

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List of acronyms and abbreviations

AIDS	Acquired Immune Deficiency Syndrome
B & B	Bed and Breakfast
BFAP	Bureau for Food and Agriculture Policy
CBD	Central Business District
COGTA	Cooperative Governance Trading Affairs
CWD	Cape Winelands District
CWDM	Cape Winelands District Municipality
DAFF	Department of Agriculture, Forestry and Fisheries
DBSA	Development Bank of South Africa
DEADP	Department of Environmental Affairs and Planning
DEDAT	Department of Economic Development and Tourism
DPLG	Department of Provincial and Local Government
dti	Department of Trade and Industry
DM	District Municipality
e	Estimate
e.g.	Exempli gratia (for example)
etc	Et cetera
FET	Further Education and Training
FPL	Food Poverty Line
GBH	Grievous Bodily Harm
GDP	Gross Domestic Product
GDPR	Gross Domestic Product for a Region
GDS	Gross Domestic Savings
GGP	Gross Geographic Product
GNI	Gross National Income
GNP	Gross National Product
GVA	Gross Value Added
HDI	Human Development Index
HIV	Human Immunodeficiency Virus
i.e.	Id est (that is)
ICT	Information and Communication Technology
IDP	Integrated Development Plan
IDC	Industrial Development Corporation
ILO	International Labour Organisation
IPP	Independent Power Producer
JAN	January
KZN	Kwa Zulu Natal
LBPL	Lower Bound Poverty Line
LED	Local Economic Development
LM	Local Municipality
LTA	Local Tourism Agency
LQ	Location Quotient
MERO	Municipal Economic Review and Outlook
MLL	Minimum Living Level

MTB	Mountain Bike
N/A	Not Applicable
n.e.c	Not elsewhere classified
NDP	National Development Plan
NDT	National Department of Tourism
NRTS	National Rural Tourism Strategy
NTSS	National Tourism Sector Strategy
P	Product/ Place/ Promotion/ Price/ People
p.a.	Per annum
PRO	Producer Responsibility Organisation
PERO	Provincial Economic Review and Outlook
PPP	Private Public Partnership
Pty Ltd	Proprietary Limited
R	Rand
RLED	Regional Local Economic Development
RSA	Republic of South Africa
SA	South Africa
SAMPI	South African Multidimensional Poverty Index
SAT	South African Tourism
SMART	Specific, Measurable, Agreed, Realistic and Timed
SMME	Small, Medium and/ or Micro Enterprise
SO	Strategic Objectives
SOP	Standard Operating Procedure
StatsSA	Statistics South Africa
Std	Standard
UBPL	Upper Bound Poverty Line
UK	United Kingdom
US	United States
USA	United States of America
USP	Unique Selling Proposition
VFR	Value for money
VIC	Visitor Information Centres
vs	Versus
WC	Western Cape
WESGRO	Western Cape Investment and Trade Promotion Agency

1. Introduction

Local Economic Development (LED) encompasses all economic activities by stakeholders within a defined geographical region, working together in partnership to create economic development (Meyer, 2014). LED is an approach towards economic development which supports local collaborations, thereby achieving sustainable economic growth and development and bringing economic benefits for all residents in a local municipal area (COGTA, 2016; Swinburn et al, 2006). The partners collaborate to harness local resources, encourage investments and stimulate local commercial activities, particularly that of micro, small and medium-sized enterprises. These local commercial activities lead to gains in job creation, business development and, ultimately, quality of life for citizens (CARILED, 2017).

LED means more than just economic growth. It is concerned with **promoting participation** and **local dialogue** and **connecting people** and their **resources** for **better employment** and a **higher quality of life** for both men and women.

The aim of this project was to develop a comprehensive LED Strategy, which will be a 5-year Strategic Implementation Plan, in order to harness the resources and skills of all stakeholders in a uniform and coherent manner to achieve agreed aims and objectives.

A consultant, HS Business Solutions, was initially appointed in 2018 by Cape Winelands District Municipality, to develop a Local Economic development Strategy for Witzenberg Municipality. This developed Strategy was not adopted and thus remained in draft format.

In the 2024/2025 financial year, the draft LED Strategy was extensively reviewed and edited by the Local Economic Development section, in order to ensure alignment of goals, objectives, the Municipal IDP, as well as District, Provincial & National priorities.

Furthermore, through appropriate policies and programmes, the Strategy may serve as a guideline to facilitate multiple benefits like job creation, an economic climate that supports growth, improvement of quality of life and tax base enhancement.

2. Methodology

2.1. Approach

Each community differs in terms of strengths and capabilities, and each also faces unique challenges. An appropriate local economic development strategy should therefore find the optimal balance to capitalise on strengths and address development needs.

A simple approach to understanding the complexity of strategic thinking involves finding the answers to three questions:

- Where are we now? Where do we want to go? How do we get there?

Developing a strategy involves an analysis of the current situation, a clear vision of the desired outcomes and then developing a roadmap to move from the status quo to the desired future state, through considering macro-economic factors and unique internal strengths and weaknesses.

Strategy Development is about creating the optimal synergy between the strengths and weaknesses and the external or macro-economic environment. This is called achieving Strategic Fit and is achieved by capitalising on strengths and opportunities and developing weaker areas.

In the development of this local economic strategy, such a process was followed.

2.2. Data collection

Both quantitative data and qualitative data was gathered to provide a firm foundation for the development of the LED strategy. Quantitative data is information about quantities; that is, information that can be measured and written down with numbers. Qualitative data is a categorical measurement expressed not in terms of numbers, but rather by means of a natural language description.

Data was gathered from primary and secondary data sources. Primary data is information which is sourced directly from respondents and was not previously published. This allows for the experiences and perceptions of respondents to be captured directly. Secondary data refers to all sources of data that are already published, such as previous research reports, academic and journal articles, and published statistics. "Secondary" therefore means that it the data was obtained from previously published research, and not that it is of lesser importance.

2.2.1. Primary data

Primary data, through engagement with role-player and stakeholders, was gathered during 2018& 2024 through administering questionnaires, consultation sessions and input workshops. The questionnaires were carefully designed, observing the guidelines for constructing proper questionnaires, avoiding negative statements and avoiding leading the respondents. The questionnaires were compiled using recognised and accepted standards and approved by the project management team before they were administered.

The questionnaires were administered through semi-structured interviews, either individually or in group settings during stakeholder workshops. The process was therefore participatory, and stakeholders were involved in both workshop-level and individual-level engagement.

The following stakeholder groups were included:

- Business stakeholders invited to workshop sessions by the Municipality and who attended the workshops in 2018& 2024. The 2024 workshops were done by using the “world café” method where individuals were grouped at random together and rotated around tables with specific themes. This allowed for specific input with a diverse group of people, in order that inputs could be made objectively.
- Important stakeholders, identified by the municipality, who agreed to participate were engaged individually.

2.2.2. Secondary data

Secondary data comprised of a desktop study of published literature, official records, academic papers and peer-reviewed articles. A literature search was conducted to source applicable theoretical information and relevant published documents, including peer-reviewed articles. The literature was reviewed in order to integrate available data and highlight important trends and themes.

Secondary data was sourced from sources such as StatsSA and other reputable and established sources. The Municipality also shared previous research studies and other internal documents. The latest statistical data were utilised to reflect the current socio-economic status.

Statistics South Africa is responsible for conducting a nation-wide statistical survey every ten (10) years. The previous census was in 2022. The MERO (Municipal Economic Review & Outlook) 2024 & the SEP (Socio-Economic Profile) 2024 for Witzenberg Municipality was extensively utilised for secondary data.

2.3. *Analysis of data*

Analysis is a critical element of all planning processes. The success of development planning depends on the quality of analysis of all the elements contributing to development (DBSA, 2001). Economic strategy cannot be made haphazardly and has to be evidence-based. Economic trends provide important information that describes the health and vitality of the surrounding community and region. This information is useful for business operators and investors make informed decisions regarding development in the community.

2.3.1. *Analysis of primary data*

Once all data was gathered and captured, the responses could be coded for analysis and interpretation. Qualitative data were quantified by counting the frequency of occurrences of particular responses to questions. This allowed for the use of statistical methods to analyse the data. The data was coded by grouping responses according to the predominant themes and trends that emerged from individual responses.

2.3.2. *Analysis of secondary data*

The secondary data was analysed using accepted and recognised theoretical models, resources and tools. Once appropriate dimensions/ measures were identified, suitable variables were selected, information was extracted from the data, trends were identified, performance comparisons were conducted, and the results were interpreted. The report frequently displays statistical data graphically in order to communicate results clearly and simply.

2.4 *Formulation of the LED strategy*

After careful analysis of the data to determine the status quo of the local economy and identify development needs, pressing issues were identified as key focus areas, and unique capabilities and skills were considered. Policies and legislation were also reviewed and considered. The strategy was developed to serve both regional and broader economic growth plans, as well as to be aligned to provincial and national economic growth plans and the applicable policy and legislative frameworks.

Current best practice models in local economic development, both nationally and internationally, were reviewed and considered. The strategy was developed to create optimal “strategic fit” between the area’s unique needs and strengths and the macro-economic environment.

Implementation plans were developed to give practical effect to the theories, models and objectives included in the strategies.

3. Structure of the report

This report is structured to provide a practical and understandable review of the current status of the regional and local economy and propose practical implementation steps that are rooted in solid theoretical and academic principles.

Each section is discussed against the backdrop of regional, provincial and national targets as well as the regulatory framework.

3.1 Contents of the report

The preliminary chapters of the report explain basic principles of economics, economic growth and economic development. The background offers an understanding of why certain factors are important and explains their relevance to economic growth. These preliminary chapters provide insight into accepted and recognised models for economic development and explain how and why they are important. It should serve as a key to understanding the analyses and recommendations contained in this report.

The regulatory framework provides a guideline to the relevant legislation and policies that guide and impact on local economic development, as well as the targets set out on local, provincial and national level.

Each section provides a brief explanation of the aspect under evaluation and stipulates how and why it is relevant to local economic development. The region's progress against targets is discussed and the most pressing issues identified.

The report then considers the engines of growth and results of the analyses and makes recommendations that are aligned to recognised economic development principles.

The implementation plan of the Strategy is then finally elaborated upon, indicating the approach, the strategic vision, the goals, objectives, programmes and projects.

4. Economics, Economic Growth and Economic Development

Roux (2014) defines Economics as “the study of the way in which human beings employ scarce resources to satisfy their many needs” (Roux, 2014:4). Therefore, economics is about dividing available resources to satisfy a variety of needs. The demands on government spending must be prioritised, and economics is thus about making choices. Economic analysis is aimed at determining how well an economic system is functioning.

There are four economic factors of production (Roux, 2014:2):

- Human Capital (Labour)
- Entrepreneurship
- Capital
- Natural Resources

Human Capital (Labour) refers to the physical and mental ability, and the well-being of the local population of an area. This can also be referred to as human capital.

Entrepreneurship refers to the efforts of those who run businesses in the private sector, be it formal or informal. Entrepreneurship is very important for putting labour, natural resources and capital to productive use. The under-performance of the South African economy over the past two decades can partially be attributed to a lack of entrepreneurship (Roux, 2014:3).

Capital refers to investment in physical assets, such as factories, machinery and infrastructure that assist in the production of goods and services.

Natural resources refer to resources that are naturally available in an area. These may include mineral deposits, water and agricultural land.

The four factors of production are the “ingredients” required to develop the local economy.

4.1 Economic Growth versus Economic Development

Economic *growth* occurs by an increase in Gross Domestic Product (GDP) or Gross National Product (GNP). Therefore, economic growth means an increase in real per capita income. GDP per person is associated with the levels of poverty, and an increase in per capita income translates to lower levels of poverty.

Economic *development*, however, includes more than the limited objective of increased average income to include higher employment rates, improving the business climate, social development and infrastructure

development. Economic *development* can be defined as economic growth plus improvement in human welfare as well as social and structural transformation.

Improvement in quality of life includes economic growth and improvement in human welfare. Economic growth can occur without economic development, but development without growth is unlikely. Economic growth is therefore a prerequisite for economic development.

Economic Development includes more than just economic growth and is measured in terms of:

- Life expectancy
- Educational attainment
- GDP per capita or GNP per capita

It is argued that to attain economic development, there must not only be growth in aggregate output, but also equitable distribution thereof (Nnadozie, 2003: 66). In some instances, economic growth can even exacerbate income inequalities and therefore may have adverse effects on certain vulnerable groups (Kuznets, 1955; Kanbur, 1997). While it is important for an increase in income to be equitably distributed, growth must first occur, because there must be resources to distribute before consideration can be given to how this distribution will take place (Dollar & Kraay, 2000).

Through creating employment and a nurturing economic climate, job creation and inequality can be addressed.

5. The principles of Local Economic Development

Local Economic Development (LED) has gained widespread acceptance across the world as a locality-based response to the challenges posed by globalisation, devolution and local-level opportunities and crises (Glasmeier, 2000). The South African national government recognises local government as key agents for change, and therefore specifically tasked them to respond to the developmental needs faced in their localities, with a specific focus on the poorest members of society (RSA, 1998).

LED strategies, as opposed to traditional development policies, empower local communities and generate local dialogue. Citizens, who previously had little or no control over economic activities in their territory, usually adopt a more proactive stance towards their own economic future. This leads to a general improvement in the quality and quantity of jobs because of the involvement of local stakeholders in the economic activity within their territory (Rodriguez-Pose, 2001).

Communities differ in their geographical, political and economic landscapes. Each community will therefore have a unique set of challenges and corresponding strategies to address this uniqueness and create better conditions for economic growth, poverty reduction and employment generation. A successful LED programme is based on basic principles such as the identification and exploitation of a community's natural endowments, the forging of public-private partnerships, and participatory decision-making and social dialogue.

LED is defined by Zaaijer and Sara (1993) as “essentially a process in which local government and/or community-based groups manage their existing resources and enter into partnership arrangements with the private sector, or with each other, to create new jobs and stimulate economic activity in an economic area.” The involvement of local stakeholders in the process of developing their own territory is a prerequisite for sustainable growth. Creating a forum for social dialogue and participatory decision-making helps to build trust, encourages innovation and promotes the creation of social networks and activities, fostering social cohesion and decreasing the risk of conflict.

As a programme, LED is intended to maximise the economic potential of all municipal localities throughout the country, and to enhance the resilience of the macro-economic growth through increased local economic growth, employment creation and development initiatives within the context of sustainable development.

LED has a dual nature in that both pro-growth and pro-poor interventions should occur in harmony to achieve inclusive economic development. LED is therefore characterised by both growth-orientation and welfarist orientation, also known as pro-poor, interventions (Rogerson, 2003).

The goals of LED tend to revolve around a set of common issues of job creation, empowerment, the pursuit of economic growth, community development, the restoration of economic vitality and diversification in areas subject to recession. Additionally, it involves establishing the locality as a vibrant, sustainable economic entity, often within a global context (World Bank, 2001).

Direct applications of LED include issues of service delivery, public works, shelter provision, livelihood support, urban agriculture, and affirmative procurement.

LED is a means to achieve the effective mobilisation of local resources by encouraging investments with the highest rate of socio-economic return. Partnerships between private, public and non-profit stakeholders become crucial for a sustainable development process, allowing the convergence in investment programming between the different local role players, while supporting the legitimacy and sustainability of the development process.

6. Regulatory Framework

6.1 Introduction

The Constitution of the Republic of South Africa (1996) determines how government works. There are three spheres of government: National government, Provincial government and Local (Municipal) government. These spheres are distinctive, interrelated and interdependent. The 3 spheres are indicated below:



Various sections of legislation and policy form the foundation for LED in South Africa. Local Economic Development is prioritised by various National, Provincial and Local legislation, policies and strategies which provide a legal framework and guidelines for the implementation of LED.

The overarching role of local government is to create a platform and environment to engage stakeholders in implementing strategies and programmes. There is clear implication given by the Constitution (1996) and the National Framework for Local Economic Development that municipalities have a key role in creating a conducive environment for investment through provision of infrastructure and quality services, rather than by developing programmes and attempting to create jobs directly.

The following statutes are important for LED and must be adhered to.

6.2 National Level

6.2.1 The Constitution (1996)

The Constitution is the most supreme law of South Africa and sets out the rights and duties of its citizens. The Constitution defines the structures of government as well as their relationships with each other. Anything in contrast with the Constitution is unlawful and must be changed or set aside.

6.2.2 The White Paper on Local Government (1998)

The White Paper on Local Government has been described as a “mini Constitution for local government.” It sets “the basis for a new developmental local government system, which is committed to working with citizens, groups and communities to create sustainable human settlements which provide for a decent

quality of life and meet the social, economic and material needs of communities in a holistic way” (WPLG, 1998).

6.2.3 National Spatial Development Framework (2006)

The NSDP was developed to reform apartheid spatial relations and implementing spatial priorities in a manner that aligns with the Constitution. The NSDF sets out principles that enables and promotes Local Economic Development.

6.2.4 The Municipal Structures and Municipal Systems Acts (1998)(2000)

The Municipal Structures Act sets out the types and categories of Municipalities to be established as well as the functions and powers they possess. The Municipal Systems Act sets out a framework to guide a municipality’s performance through the development of a performance management system.

6.2.5 National Framework for Local Economic Development (2018-2028)

The 2018-2028 revised LED Framework sets out an expanded vision for LED which identifies with high levels of certainty what needs to be done in order to move towards a more successful form of LED, which is underpinned by the need to advance and deepen our understanding of LED and its function in national, regional development, and growth in South Africa. The framework is anchored on six Core Policy Pillars that will influence the design, development and implementation of LED:

- Building diverse & innovation-driven local economies;
- Developing inclusive economies;
- Developing learning and skilful economies;
- Enterprise development and support;
- Economic governance and infrastructure;
- Strengthening local systems of innovation.

6.2.6 Spatial Planning and Land Use Management Act (2013)

The Spatial Planning and Land Use Management Act provides a single national framework for spatial planning and land use management in South Africa. It seeks to promote consistency and uniformity in procedures and decision-making in this field. SPLUMA applies to the governance of how land is used. Municipalities will exclusively be responsible for processing and dealing with land use applications.

6.2.7 Comprehensive Rural Development Programme (CRDP) 2009

The main purpose of the programme is on agricultural transformation and land reform as pillars of rural development, alongside infrastructure provision such as housing, energy, sanitation, schools, clinics, boreholes and water reticulation system in rural areas. It creates a platform for rural people to be effectively involved in their development.

6.2.8 National Development Plan (NDP)

The NDP aims to address key challenges and develop the capabilities required for the South African economy to grow and raise the living standards for all, particularly the poor (NDP, 2012). The following important objectives are highlighted by the 2030 Vision of the NDP (2012):

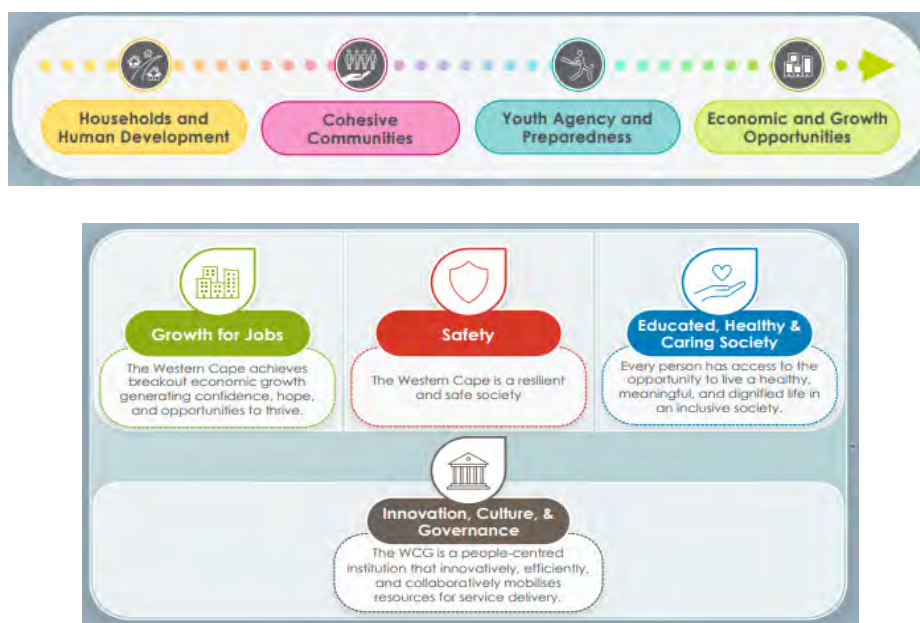
- Access to high-quality basic services that enable people to be well-nourished, healthy and increasingly skilled;
- Rural economies are to be supported by agriculture, tourism and agro-processing (and where possible also mining and fisheries);
- Better integration of rural areas through land reform, job creation and poverty alleviation.

6.3 Provincial Level

6.3.1 Western Cape Provincial Strategic Plan (2025-2030)

The PSP defines the overarching priorities and strategic direction for the WCG, providing a framework for integrated and coordinated action across departments. It establishes high-level outcomes and priorities to achieve shared, resident centric development, guiding departmental and portfolio-level planning.

The Plan encompass the following:



6.3.2 Provincial Spatial Development Framework (WCPSPDF) (2014)

This Framework is a forward planning document that indicates the long-term growth and development path of the municipality. It also co-ordinates the spatial implications of all the strategic sector plans of the municipality. It gives physical effect to the vision and goals of the IDP of the municipality and it informs land use management.

It identifies and spatially locates available resources as well as existing and planned infrastructural provision. Additionally, it spatially identifies where the key economic sectors will be best placed given their requirements.

6.3.3 Western Cape Growth for Jobs strategy 2035

The Growth for Jobs Strategy sets out a comprehensive, challenging and ambitious goal for the Western Cape to be a R1-trillion inclusive economy in real terms and growing at between 4% and 6% per annum by 2035. This will be achieved through enabling a competitive business environment in which growth is driven through businesses exploiting opportunities. There are 7 priority focus areas of the strategy:

- Priority Focus Area 1: Driving growth through investment
- Priority Focus Area 2: Building exports and domestic markets
- Priority Focus Area 3: Energy Resilience and transitioning towards net zero carbon
- Priority Focus Area 4: Securing our water future
- Priority Focus Area 5: Partnering for Technology and Innovation
- Priority Focus Area 6: Connecting through infrastructure and digitalisation
- Priority Focus Area 7: Improving learners, entrepreneurs and aspirant job seekers

6.3.4 Western Cape Infrastructure Framework (2050)

The WCIF 2050 guides the Western Cape Department of Infrastructure’s (DOI) vision, project pipeline, and budget. It ensures that all infrastructure projects are aligned with the Western Cape Government’s (WCG) economic growth masterplan and the Growth For Jobs (G4J) strategy.

6.4 *District level*

6.4.1 *Cape Winelands Regional Socio-Economic Development Strategy 2019/2020*

Below is a table that lists the goals, top priorities and drivers of the Cape Winelands Regional Socio-Economic Strategy:

GOALS	PRIORITIES	DRIVERS
OVERARCHING PRIORITY: Build and Strengthen Partnerships and Collaboration <i>Driver 1:</i> <i>Mobilising Resources for Social, Economic and Rural Development in the Cape Winelands District</i>		
Goal 2: Working towards building Safe, Healthy, Active and Productive Communities Together	Priority 2: Productive Communities	<i>Driver 2: Building Resilient Families and Communities</i> <i>Driver 3: Healthy Communities</i> <i>Driver 4: Investment in Skills and Employability</i>

		<i>Driver 5: Promoting and Building Inclusiveness</i>
Goal 1: Growing and Thriving Entrepreneurship and Innovation	Priority 3: Increased Business Growth through facilitating Inclusive Economies	<i>Driver 6: Support for Small Business Driver 7: Support Sector Development Driver 8: Promoting Innovation and Diversification</i>
Goal 3: Facilitating Investment Attraction, Retention and Opportunities	Priority 4: Competing in the Global Market	<i>Driver 9: Facilitating Investment Attraction Driver 10: Business Retention and Expansion for higher growth sectors</i>
Goal 4: Environmental Protection that promotes Sustainable Development and Economic Growth	Priority 5: Inclusive Economic Growth	<i>Driver 11: Uplifting Rural Places, Economy and People</i>
Goal 5: Promoting Culture, Diversity and Vibrant Places	Priority 5: Inclusive Economic Growth	<i>Driver12: Tourism Planning and Management Driver 13: Championing Tourism Growth, Product Development and Innovation Driver 14: Invest in Tourism Skills and Development Driver 15: Effective Destination Marketing Driver 16: Promote Inclusive Tourism</i>

6.5 Local government level

6.5.1 By-laws

By-laws are passed by the municipalities’ councils to come into effect and are created to regulate the affairs and the services the municipality provides in its area of jurisdiction. By-laws regulate public order, public amenities or properties of the municipality, and ensure that the municipal area is safe and orderly.

6.5.2 Policies of the Municipality

The Constitution stipulates certain service provision standards. To achieve these standards, municipal policies are developed and implemented. Local government has the legislative and executive power to develop and implement policies.

6.5.2.1 Integrated Development Plan (IDP)

Local Municipal objectives are outlined in an Integrated Development Plan (IDP) which is reviewed annually. An IDP acts as a tool to measure performance and track progress in order to enable municipalities to remain on track to reach their goals. Witzenberg Local Municipality's IDP was reviewed in 2023 in order to ensure its relevance for strategic planning.

Witzenberg Local Municipality's Vision for 2022 – 2027 is to be “A municipality that cares for its community, creating growth and opportunities.” The Municipality's mission includes promoting social and economic development. The following four (4) Key Performance Areas (KPA's) underpin Witzenberg's Mission:

- Essential Services:
 - Sustainable provision and maintenance of basic infrastructure
 - Provide for the needs of informal settlements through improved services
- Governance:
 - Support Institutional transformation and development
 - Ensure financial viability
 - Maintain and strengthen relations with international and intergovernmental partners
- Communal Services:
 - Provide and maintain facilities that make citizens feel at home
- Socio-Economic Support Services:
 - Support the poor and vulnerable through programmes and policy
 - Create an enabling environment to attract investment and to support the local economy

Witzenberg Municipality's Strategic Objectives:

- ✓ Sustainable provision and maintenance of basic infrastructure
- ✓ Create an enabling environment to attract investment and support local economy
- ✓ Provide for the needs of informal settlements
- ✓ Support Institutional Transformation and Development.
- ✓ Provide and maintain facilities that make citizens feel at home.
- ✓ Support the poor and vulnerable through programmes and policy
- ✓ Support institutional transformation and development.
- ✓ Create an enabling environment to attract investment and support local economy.
- ✓ Support the poor and vulnerable through programmes and policy
- ✓ Ensure financial viability
- ✓ Maintain and strengthen relations with international and inter-governmental partners as well as the local community through the creation of participative structures.

7 Brief Background of Witzenberg Local Municipality

The Witzenberg Local Municipality, a Category B municipality, is situated in the Western Cape Province, and is one of the five local municipalities located within the Cape Winelands District Municipality. The Witzenberg Local Municipality comprises an area of 10,753km² which accounts for approximately 48% of the total district area. The municipality lies about 150km northeast of Cape Town, bordering on the Drakenstein Local Municipality in the southwest and Breede Valley Local Municipality in the southeast.

Below is a map of the Witzenberg Municipal area.



(source: www.westerncape.gov.za)

It is a landlocked area to the north of the Drakenstein and Breede Valley Local Municipalities. The Witzenberg Local Municipality include the rural areas of Ceres Valley, Koue Bokkeveld, Agter-Witzenberg and the northern part of Breede Valley (Het Land van Waveren).

Major towns situated in the Witzenberg Local Municipality include Ceres, Prince Alfred's Hamlet, Op-die-Berg, Tulbagh and Wolseley.

The area is located in the fertile and scenic Breede Valley and is surrounded by three mountain ranges, the Obiqua mountains to the west, the Winterhoek mountain range to the north and the Witzenberg mountains to the east. The mountains often receive significant winter snowfall. The area is renowned for producing export quality deciduous fruit, vegetables and wine products. Other agronomical products produced in the area include olives, grains and meat products (beef and pork).

The mountains and valley create an area that is scenic as well as fertile and ideally suited for the production of deciduous fruit, making the area an important role player in the provincial agricultural economy. A large portion of the total provincial deciduous fruit is produced in the Witzenberg Local municipal area, which is then exported to the European Union, Asia and the USA amongst others. Agriculture is the dominant source of employment in the area.

The scenic attractiveness of the Witzenberg Local Municipality's rural environment is a major resource for the tourism industry. The area has positioned itself as a family tourist destination as well as an adventure tourism hub and offers a number of outdoor activities such as hiking, abseiling, freshwater fishing and mountain bike trails, together with historical and heritage tours.

Major international export companies that produce agro-processed fruit (packaging and canning) are located in the town of Ceres, making the town the agro-processing centre of the Witzenberg Local Municipality.

The Witzenberg Local Municipality, with a population of 162121 as at 2024, has the second smallest population of all the municipalities in the Cape Winelands District Municipality.

The main economic sectors and main contributors to the total GDP are wholesale & retail, finance, insurance, real estate and business, manufacturing and agriculture, forestry and fishing. Witzenberg contributed 13.5% (R9.137) billion to the Cape Winelands District Municipality GDP of R 68.249 billion in 2023. (MERO 2024/2025 WC).

7.1 Profile of Main Towns:

The Witzenberg Local Municipal area includes the following towns:

7.1.1 Ceres, Warm & Koue Bokkeveld, Agter Witzenberg

The largest town and administrative centre in the Witzenberg Municipal area is Ceres. Ceres is a well-known producer of deciduous fruit. The town is home to big agricultural & agro-processing industry roleplayers, The CBD of Ceres is mostly comprised of retail outlets and services sector businesses that service the local community and agricultural sector. Tourists visit the area to pick cherries in the summer months and enjoy the snow during winter. The small town of Op-Die-Berg is situated on the outskirts of Ceres. The Ceres Chamber of Commerce was established by a group of local businessmen in 1936, and changed its name to the Ceres Business Initiative in 2005.

7.1.2 Op-die-Berg

Op-die-Berg is a settlement located north of Ceres in the Koue Bokkeveld region and service mainly the surrounding agricultural sector. The town is located on the R303 to Citrusdal and consist of churches, 2 schools, a supermarket, a restaurant, a police station and interesting rock art sites. There is also a specialist retailer to service the agricultural sector in this rural community.

7.1.3 Tulbagh

Tulbagh is a historical town with the CBD offering a concentration of heritage sites, museums, restaurants and art galleries. The town also offers a variety of wedding venues and is growing in popularity as a weekend getaway destination. Tulbagh is a large producer of peaches, apricots, prunes and citrus fruit. Some of the fruit is exported as well as dried or canned.

7.1.4 Wolseley

Wolseley is a small rural town situated at the foot of Mitchells pass. The town services the surrounding residential area and surrounding farms. The CBD is comprised of retail outlets and businesses supplying the agricultural sector.

7.1.5 Prince Alfred Hamlet

Prince Alfred Hamlet is situated just outside Ceres. The CBD comprises of light industry that services the agricultural sector and construction industry and includes a few retail outlets. The Town Hall was built in 1926 and boasts architecture from that time.

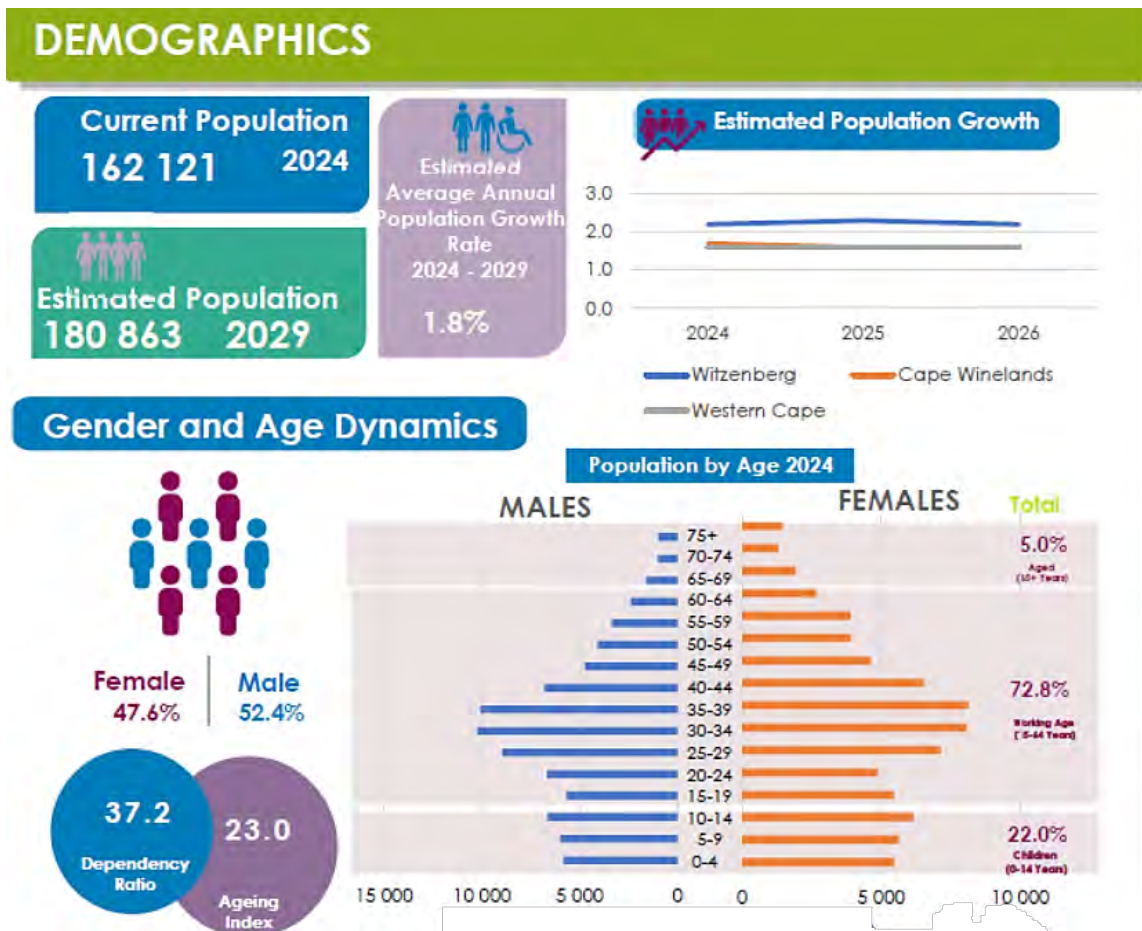
Human Capital

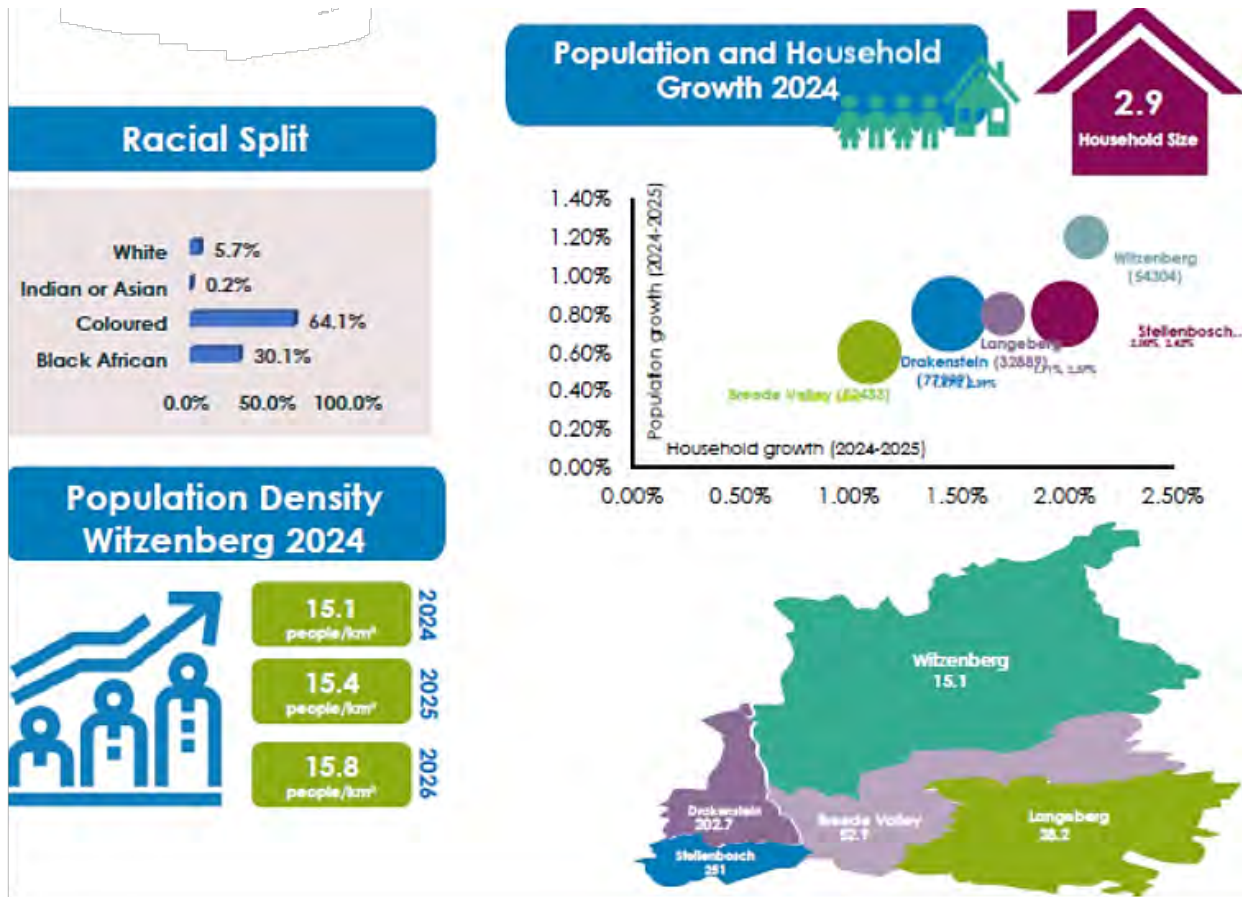
This section of the report deals with the demographic and social profile of Witzenberg Local Municipality. The people of the municipality are both the purpose of LED and a contributing factor to LED. This section therefore considers the factors that impact on the individuals who live in Witzenberg. This includes their health, skills/ educational levels, poverty, living conditions and safety.

8. Demographic profile of Witzenberg Municipality

This section will provide a brief overview of the demographics in Witzenberg Municipal Area.

Snapshot of demographical information of Witzenberg Municipal Area:





(Source: Witzenberg Municipality SEP 2024)

8.1 Population size and growth

Population growth is useful for planning purposes in terms of projecting the needs of the population. Strong population growth indicates inward migration, which is indicative of job opportunities resulting from economic growth. Inversely, below average population growth indicates outward migration, which may be due to very slow or negative economic growth resulting in reduced job opportunities.

As of 2024, 15.1 per cent of the Cape Winelands' population resides in the Witzenberg municipal area. The population totals 162121 persons in 2024 and is estimated to be 180863 persons by 2029. This equates to an estimated average annual growth rate of 1.8 per cent for the period, above the expected district growth. This demographic trend holds significant socio-economic implications for the region, influencing resource allocation, infrastructure development, and overall economic planning in the Cape Winelands area.

The aggregate sex ratio (SR), denoting the number of males per 100 females within the population, reveals a male majority in the Witzenberg municipal area, standing at 52.4 per cent for males and 47.6 per cent for females as of 2023. This translates to a sex ratio of 110.5 males per females. Such a male-majority ratio can impact social dynamics, potentially affecting family structures, employment and community development.

Witzenberg municipal area exhibits the lowest population density within the Cape Winelands District, standing at 15.1 persons per square kilometre. This positioning within the district's hierarchy of population density suggests specific socio-economic and spatial characteristics unique to Witzenberg. The lower population density implies a dispersed settlement pattern, potentially correlating with rural or less densely developed areas. The strategic significance of this information lies in its utility for municipal planning and resource allocation.

(Source: Witzenberg Municipality SEP 2024)

8.2 Age cohort and household size

The average household size in 2024 is 2.9. In 2024 the largest population growth was recorded in both the working age 15 - 64 category at 72.8 per cent and those reliant on them, encompassing children (22.0 per cent) and senior citizens (5.0 per cent). This results into an improved dependency ratio of 37.2 per cent in 2024. The diminishing dependency ratio holds economic advantages, indicating a diminished burden on social systems and municipal services. This implies a smaller proportion of the Witzenberg populace is non-working, thereby alleviating pressure on governmental support and the working demographic in sustaining the non-working segment of the population.

Contributing factors to the trend of a constant average household size include, but are not limited to, lower fertility rates, ageing population, divorce, cultural patterns surrounding intergenerational co residence, as well as socio-economic factors that shape trends in employment, education, and housing markets.

(Source: Witzenberg Municipality SEP 2024)

8.3 Human development

Human development is measured in terms of three dimensions of human development, namely:

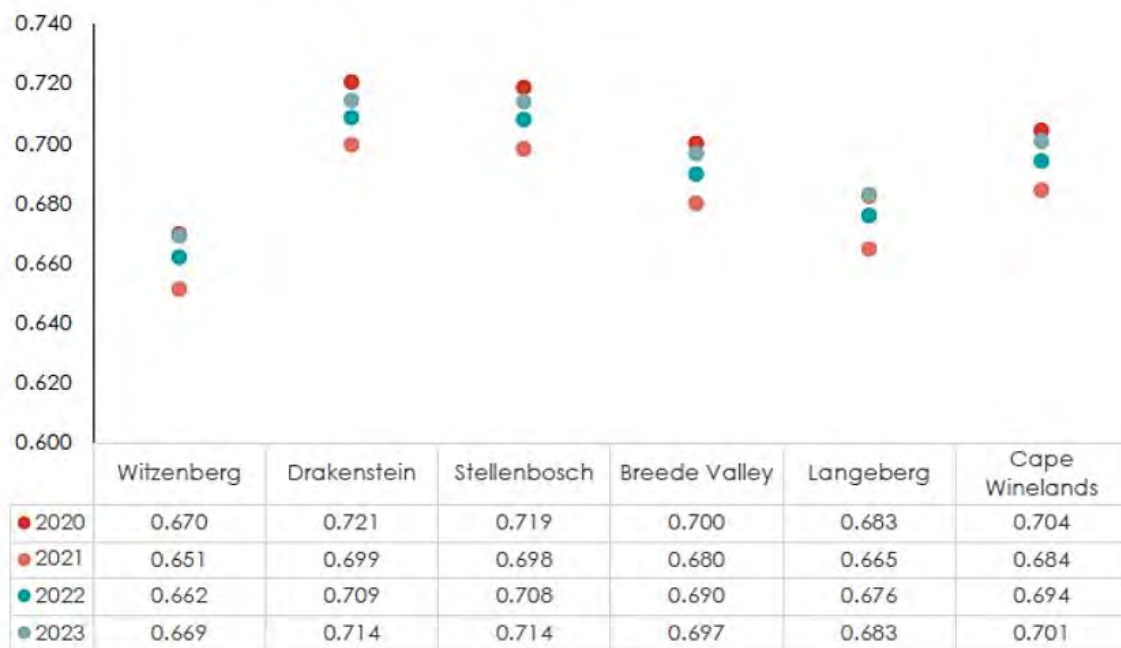
- living a long and healthy life (expressed as life expectancy);
- being educated (measured in terms of adult literacy rates and gross enrolment); and
- having a decent standard of living (in terms of income or purchasing power).

Human Development Index (HDI) scores can be classified as follows:

- Very high: 0.8 or above
- High: above 0.7
- Medium: 0.55 to 0.69
- Low: below 0.54

The graph below depict the HDI in relation to the District & Municipalities

HDI PER MUNICIPAL AREA, Cape Winelands District, 2020 – 2023

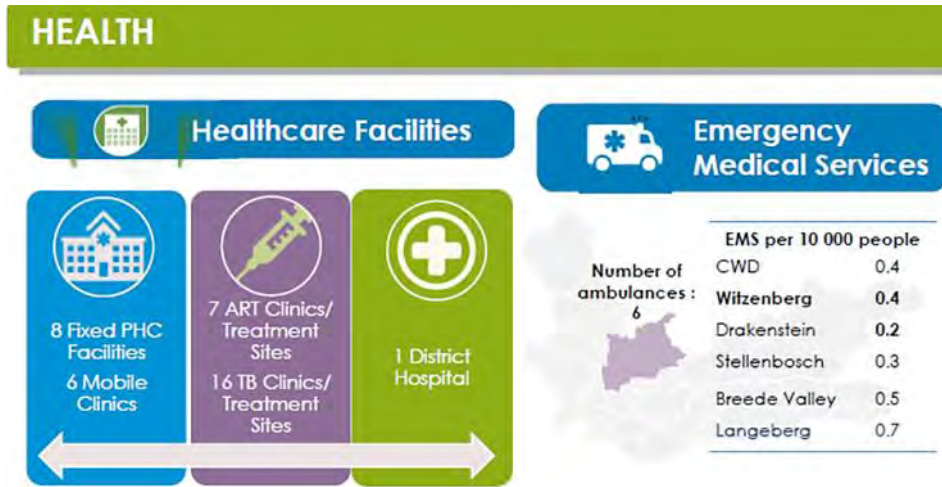


Source: S&P Global, 2023

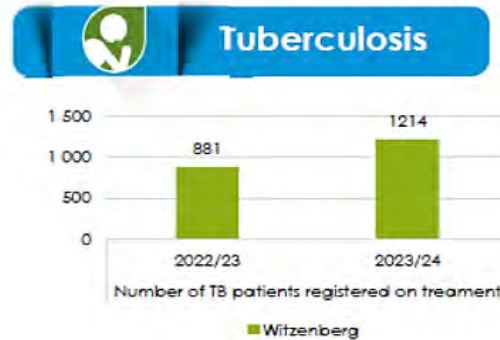
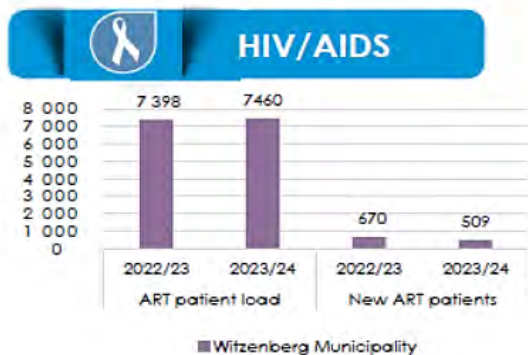
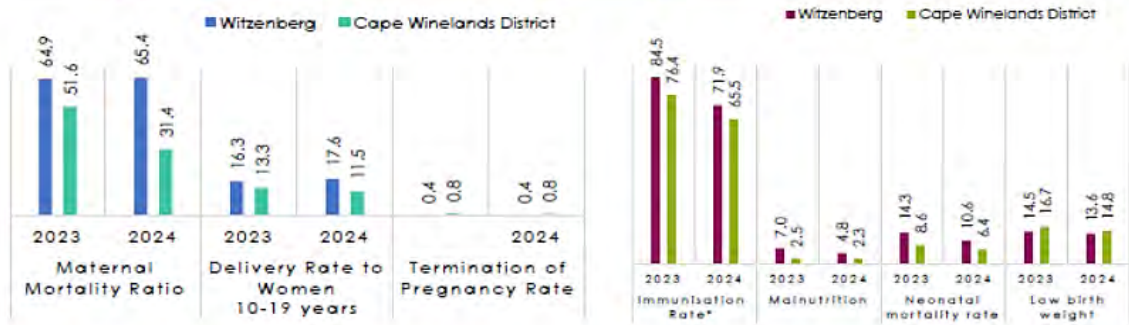
Witzenberg registered a comparatively lower standard of living with an HDI of 0.669 in 2023, possibly due to challenges related to its low-skilled agriculture sector. Witzenberg Municipality also recorded the lowest HDI growth in the Cape Winelands District in 2023.

8.4 Health

Below is a snapshot of health-related matters in Witzenberg Municipality.



There is a comprehensive healthcare system in the Witzenberg area, but coverage of 0.4 ambulances per 10,000 people needs attention.



A decline in neonatal mortality is promising, aligning with District and provincial rates. The teenage pregnancy rate is alarming.

(Source: Witzenberg Municipality SEP 2024)

8.5 Education

Having an education expands the range of options open to an individual, thereby creating opportunities to live a fulfilling life. Education satisfies the basic human need for knowledge and skills.

Important indicators of the education and skills provision in a population include literacy rate, teacher-pupil ratio, classroom-pupil ratio and the extent of training received by individuals. Low educational levels mean that the productivity of labour is lower than what it could be.

In the Witzenberg municipal area, learner enrolment witnessed an increase from 18 705 in 2020 to 19 282 in 2023. Learner retention, a key metric reflecting continued participation in the schooling system, has shown a positive trend in Witzenberg. The retention rate increased from 69.5 per cent in 2022 to 76.3 per cent in 2023. This upward trajectory signifies improved efficiency and quality within the schooling system.

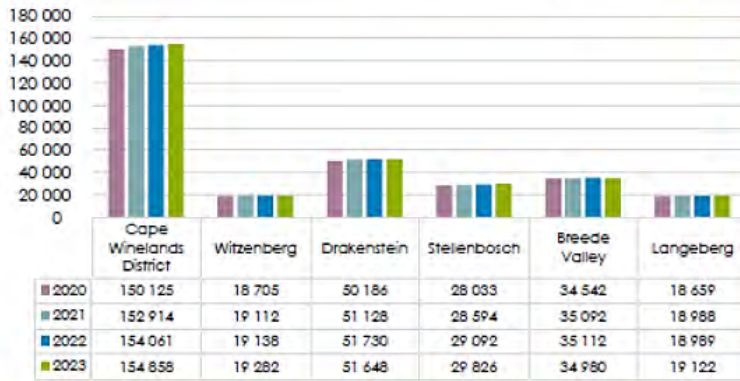
The Witzenberg municipal area exhibits a favourable learner-teacher ratio, standing at 27, 8 in 2023, below the prescribed upper limits of 35:1-40:1. This lower ratio suggests the potential for higher-quality learning experiences and more personalized teaching, contributing to improved educational outcomes. These statistics are however not applicable to each school in Witzenberg, especially the Model B Schools, where intervention is needed.

Although there is a positive trend in learner retention, Witzenberg's matric pass rate improved from 64.7 per cent in 2021 to 70.9 per cent in 2022 however, decreased to 68.0 per cent in 2023. This necessitates focused intervention strategies to maintain and improve matric pass rates in the municipal area.

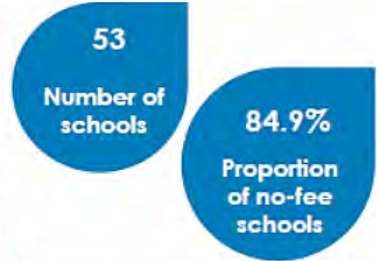
See below statistics for learner enrolment and learner retention.

EDUCATION

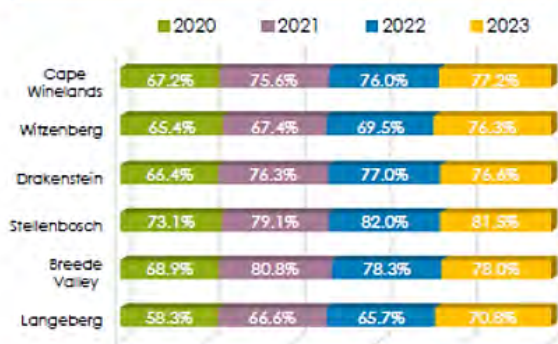
Learner enrolment 2020 - 2023



Educational facilities 2023



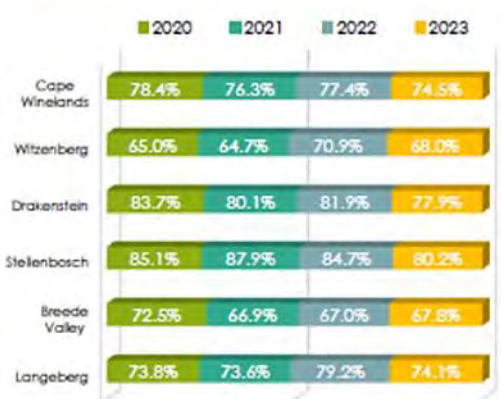
Learner retention 2020 - 2023



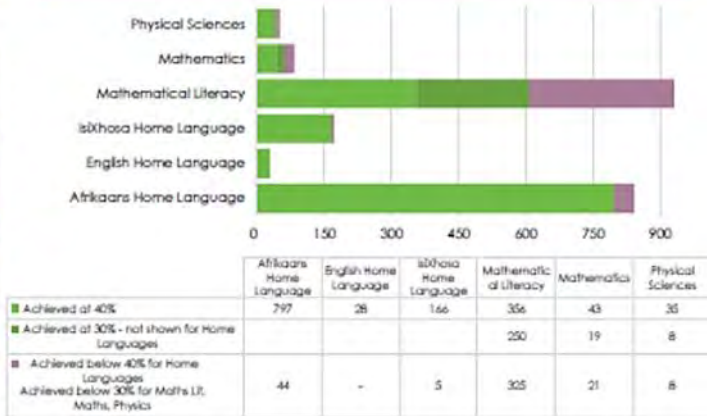
Learner-teacher ratio 2020 - 2023

	2020	2021	2022	2023
Cape Winelands District	27.8	28.0	27.8	27.1
Witzenberg	27.8	28.6	29.0	27.8
Drakenstein	27.7	28.0	27.6	26.7
Stellenbosch	26.8	27.2	26.7	26.3
Breede Valley	28.3	28.0	27.8	27.5
Langeberg	28.4	28.4	27.7	27.4

Matric outcomes 2020 - 2023



Matric subject outcomes Witzenberg 2023

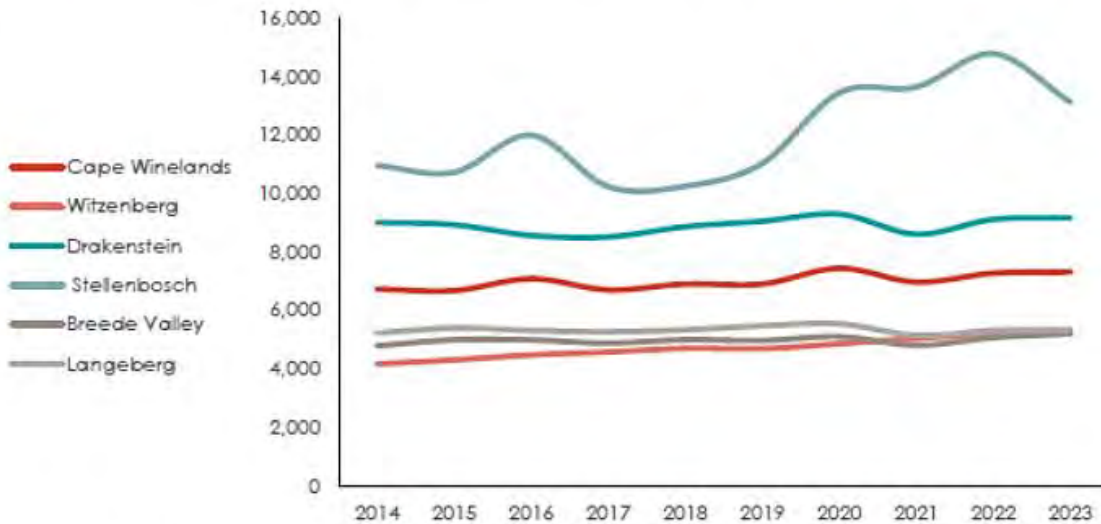


(Source: Witzenberg Municipality SEP 2024)

8.6 Income

Household income is one of the most important determinants of social welfare in a region. The ability of the population to meet their basic needs such as food, clothing, shelter and basic amenities is largely determined by the level of income of households. Median income, however, focuses on the most prevalent income levels, making it a better indicator of the income levels

MEDIAN INCOME PER MUNICIPALITY (IN CONSTANT PRICES), Cape Winelands District, 2014 – 2023



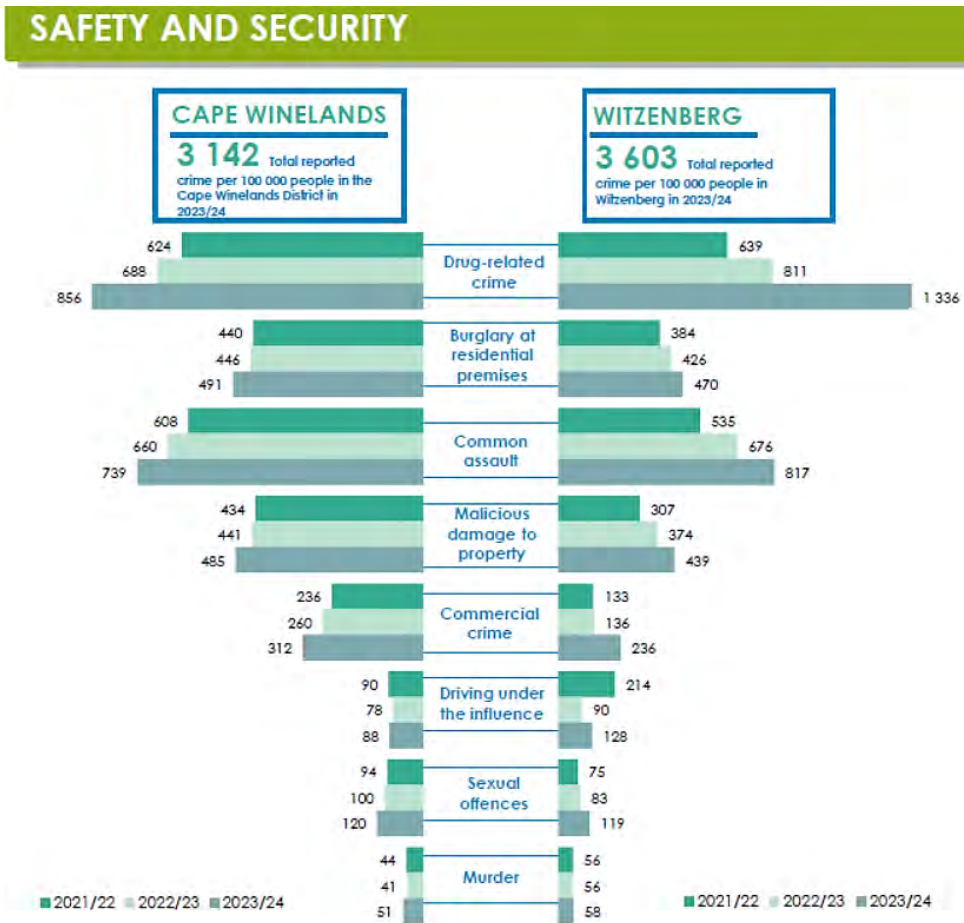
Source: Neil, A & Visagie, J. Spatial Tax Panel 2014 – 2023 (dataset). Version 3. National Treasury Cities Support Programme and Human Sciences Research Council (producer and distributor), 2024

The median income slightly increased in Witzenberg between 2014 to 2023. Witzenberg had a median income of R5 248 in 2023, respectively, indicating moderate income levels. Witzenberg are primarily agricultural, which may contribute to lower median incomes compared to more urbanised regions.

8.7 Safety and Security

Freedom and the security of persons is a basic right included in the Constitution of South Africa. The safety and security of citizens impacts not only on their quality of life, but also affects tourism, business and investment.

The graphs below indicate the statistics for safety and security in the Witzenberg Municipal area, in relation to the Cape Winelands District.



Almost all of the above mentioned statistics indicated an increase in crime from 2021 until 2024. Drug-related crime and common assault is alarming. The observed crime has the following impacts: impaired driving causing accidents, socio-economic implications that lead to a higher demand for law enforcement & social services, increased costs to property owners, enhanced corporate security measures. Community safety measures and strategies to lessen the impact on the local economy and residents is needed.

(Source: Witzenberg Municipality SEP 2024)

Economic Profile

This section contains an analysis of the structure of the local economy and includes the factors that impact on the growth and trends of the local economy.



9 Economic Profile: Witzenberg Local Municipality

An appropriate local economic strategy should be developed from evidence-based analysis to reveal the current economic landscape within the municipal area. The objective of the economic overview is to: identify local economic strengths and weaknesses, identify strategic opportunities and priorities for strategic investments & examine how regional, social and economic strengths may be linked together to create unique competitive advantages.

The factors of production (natural resources, labour, capital and entrepreneurship) enable an economy to meet demand for goods and services. Therefore, if the supply of these production factors increases, the production of goods and services should also increase. The pillars on which Witzenberg's local economy stands, is land, water, skilled labour force and provision of electricity. Currently, the region has a shortage on electricity provision, which hampers economic growth and employment creation.


Economic growth is measured in terms of an increase in Gross Domestic Product (GDP), referred to as the GDP growth rate. GDP can be defined as the monetary value of all the finished goods and services produced within a country's borders during a specific time period. GDP is measured in real terms, which means that an adjustment for inflation is made to enable comparing one year's GDP with another's.

This section will provide a brief overview of the global economy, South African economy, the Western Cape economy, the District's economy and the Witzenberg Municipal Area economy.

9.1 Global economy brief

The post-pandemic era has been characterised by volatile economic conditions, heightened geopolitical tensions and uncertainty. Individuals, businesses and governments are navigating a expanded period of exceedingly high lending and inflation rates, restrained economic activity, exposure to high sovereign debt and debt service costs, and major geopolitical changes across the globe. Conflicts across parts of Africa, Europe and the Middle East have aggravated these already-trying conditions.

In spite of the above mentioned the global economy is showing signs of potential growth:

 **The United States (US) has begun easing interest rates, with major central banks around the world expected to follow suit.** In addition, the recent USA elections in November 2024 ushering the Republican Party into power are likely to have significant consequences for the South African (SA) economy. Potential impacts include volatility in exchange rates, changes in trade and investment flows, fluctuations in global commodity prices, shifts in global risk appetite, adjustments in interest rates, and possible alterations to United States foreign policy that could affect SA's geopolitical standing and international relations.

✚ **China's economic performance at the beginning of 2024 was stronger than initially anticipated by market participants.** Going forward, the country's improved economic prospects will be driven by a large economic stimulus announced in September 2024. This stimulus has bolstered growth expectations and provided a positive outlook for global trade and investment flows.

✚ **The easing of global oil prices** will benefit most of the world's economies through immediate cost reductions. Lower prices contribute to production expansions and ease inflationary pressures, providing a boost to economic activity and consumer spending. This trend supports overall economic stability and growth prospects.

✚ **Improved trade outlooks** relative to those originally anticipated at the start of the year have emerged across several exporting countries. This positive shift is driven by easing supply chain disruptions post-COVID-19, renewed demand for commodities, and enhanced trade agreements. These factors are fostering a more favourable environment for international trade and economic cooperation.

✚ **Increased trade volumes are expected as economies stabilise, and exporters can gain greater access to international markets.** For South Africa, this could bolster export performance in mining, agriculture and some manufacturing sectors (iron and steel, and automotive industries). This will enhance foreign exchange earnings and support overall economic growth, underscoring the importance of trade relationships and South Africa's ability to leverage global market opportunities.

✚ **These developments offer grounds for a measured economic optimism in the second half of 2024.** This contrasts with the pessimism that marked the year's outset. Despite the ongoing challenges, such as conflict in the Middle East and Ukraine, the evidence increasingly suggests that the global economy is relatively resilient and capable of navigating these obstacles. This shift in perspective underscores a cautious yet growing confidence in our collective resilience and adaptability.

(Source: MERO 2024/2025 CWDM)

9.2 South African economy brief

South Africa's economy has been muted over the past decade, with GDP increasing by an average of only 0.7% over the ten-year period. Several structural constraints on the supply side of the economy, such as infrastructure bottlenecks, a weak business environment, and low productivity have impeded economic growth. Electricity supply shortages have particularly constrained South Africa's growth for several years. Rolling scheduled power cuts (load shedding) started in 2007 and intensified in 2022-2023. While sporadic and short-lived power cuts have occurred in 2025, the reliability and availability of power supply have improved substantially since late March 2024. The improvements in electricity supply have been attributed to a better management of the national power utility Eskom and high-level political support from the President and the Minister of Electricity. The opening of the electricity market to private power generation has further encouraged investment in the sector.

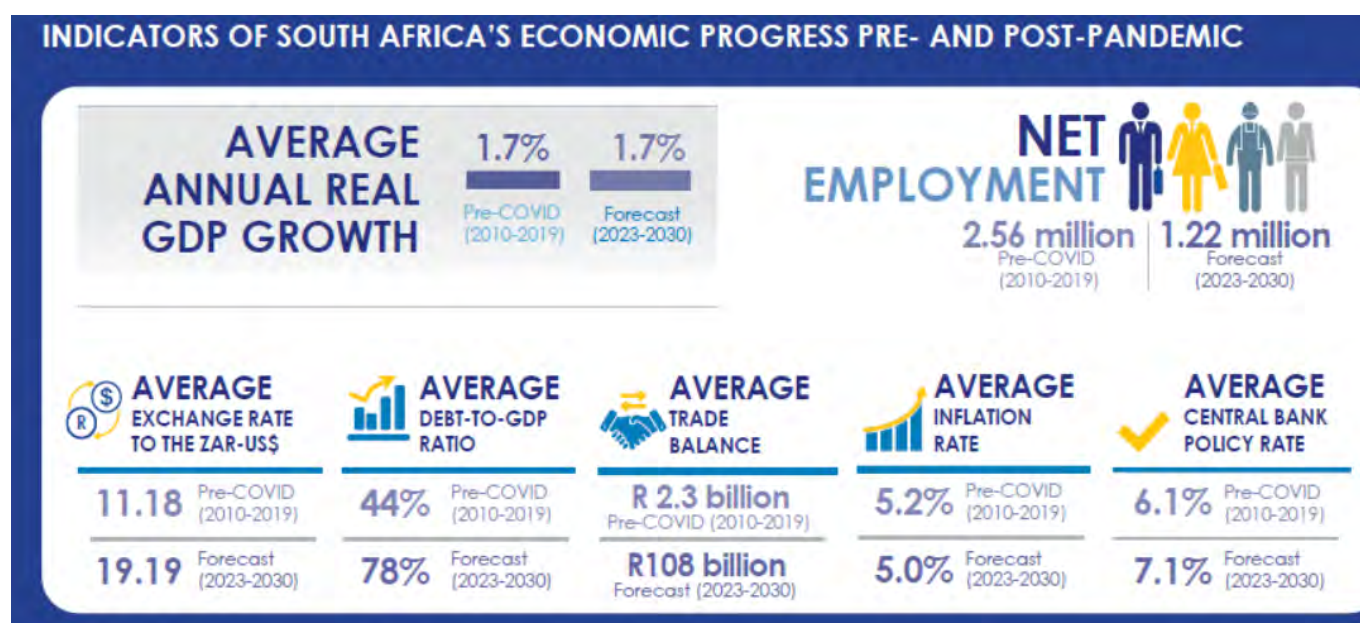
Despite a substantial improvement in electricity supply, South Africa's economy expanded by only 0.6% in 2024, compared with 0.7% in 2023. Growth was mainly underpinned by financial services while output in six of the ten sectors contracted. Severe weather conditions caused the weakest performance of the agricultural sector in nearly three decades. Inflation averaged 4.4% in 2024.

(Source: worldbank.org)

Key economic indicators are currently in motion:

- **The Rand has appreciated against major currencies thanks to international and domestic factors.** A firmer Rand has eased inflationary pressures and made imports relatively cheaper, though exports might lose some price competitiveness.
- **The South African Reserve Bank (SARB) has reduced interest rates, signalling the potential for further decreases.** Lower interest rates are likely to make borrowing more affordable, thereby stimulating consumer spending and investment.
- **South Africa recorded a modest increase in GDP. GDP grew by 0.4 per cent in 2024Q2 up from a decline in GDP of 0.1 per cent in 2024Q1.** Forecasts pit GDP growth at just shy of 1 per cent by the end of 2024, and between the 1.5 and 2 per cent mark for 2025.
- **A significant reduction in load shedding has eased pressures on economic activity.** Whilst the current end to loadshedding is no guarantee of future performance by Eskom, the confidence instilled by Eskom's recent performance has boosted certainty on the power outlook in SA.
- **The labour market continues to face constraints as the unemployment rate rose from 32.9 per cent 2024Q1 to 33.5 per cent by the end of 2024Q2.**

- **South Africa is set to become one of the countries with the highest electricity costs, should the National Energy Regulator of South Africa (NERSA) approve Eskom’s proposed 30 per cent hike.** This substantial hike could significantly raise operating expenses, negatively impacting business operations and reducing disposable income for consumers.
- **While fiscal consolidation efforts persist, government debt still hovers at an untenable level.** Almost 20 cents from every R1 collected by the government goes back into servicing its debt, crowding out expenditures sorely needed by the economy.
- **South Africa is vulnerable to changes in global economic conditions due to several factors.** Geopolitical factors such as the outcome of the United States elections and the ongoing conflicts across parts of the Middle East and Europe have a direct impact on South Africa’s economy given South Africa’s trade and investment ties with the involved countries. Furthermore, local monetary policy is heavily influenced by global interest rate conditions and the positions taken by central banks in the United States, UK and EU. Together these external factors can affect the valuation of the Rand and influence investor confidence.
- **South Africa faces significant climate change risks that threaten agriculture, infrastructure, and economic stability.** Severe weather events, like heatwaves and flooding, are projected to cause major damage by 2050 and 2100. Heatwaves could cost R2 billion in agricultural losses, while flooding may result in R14 billion in damages.



(Source: MERO 2024/2025 CWDM)

9.3 Western Cape economy brief

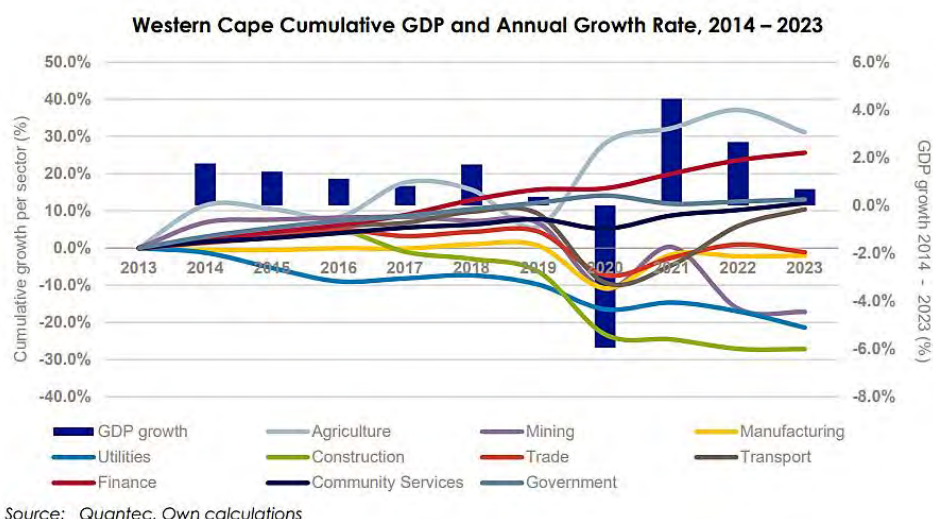


The Western Cape economy can be defined as a service-orientated economy, underpinned by a promising Finance and Information Technology (IT) services industry. The Province has become an attractive destination of choice, with its outdoor lifestyle, flourishing tourism industry, variety in food and restaurants and well-maintained infrastructure. For 2023, the Western Cape retained its contribution to the national Gross Domestic Product (GDP) of 14.2 per cent.

In 2023, the Western Cape's economy expanded by 0.6 per cent, with forecasts suggesting real economic growth of closer to 1 per cent by 2024. Sectors such as tourism, renewable energy, and business process outsourcing offer further growth opportunities. Growth in the Western Cape was enabled by:

- ❖ **Slight improvement in the most recent RMB/BER Business Confidence Index (BCI).** This indicates improvements in the operating environment within the country in the wake of the GNU, and subsequent local and global economic conditions.
- ❖ **A robust small, micro and medium-sized enterprises (SMMEs) environment.** The Small Enterprise Development Agency (Seda) reports that the Western Cape ranks as the third major contributor to hosting SMMEs in the country (with 11.6 % of such businesses, or +300 000 SMMEs being Western Cape based). The Western Cape is 3rd behind Gauteng (37.5 %) and Kwazulu-Natal at 14.1 per cent.
- ❖ **Total exports reached R202.1 billion in 2023, marking remarkable year-on-year growth of 8.7 per cent.** The presence of an oil refinery in Cape Town and the country's only gas-to-liquid (GTL) refinery in Mossel Bay support the province's relatively high share of exports of mineral fuels and mineral oils. The export of fresh fruit, textiles and clothing, along with other agriculture products also contribute significantly to export earnings.

- ❖ **Wesgro committed to 14 investment projects, totalling R7.8 billion in value in 2023/24.** These projects led to the creation of 3 913 jobs, surpassing the investment target. Additionally, 157 trade declarations were signed, amounting to R6.8 billion in value and resulting in 4 948 new jobs.
- ❖ **The tourism industry experienced a robust rebound during the 2023/24 period.** International arrivals at Cape Town International Airport surpassed 200 000 between January and February 2024, increasing by 20 per cent compared to the previous year.
- ❖ **Relatively low unemployment levels, with the Western Cape recording the lowest unemployment rate in 2023.** The most recent Quarterly Labour Force Survey (QLFS) indicated that, although the Western Cape’s unemployment rate rose between Q1 and Q2 of 2024 from 21.4 per cent to 22.2 per cent, this number is still well below the South African average unemployment rate (33.5 per cent).

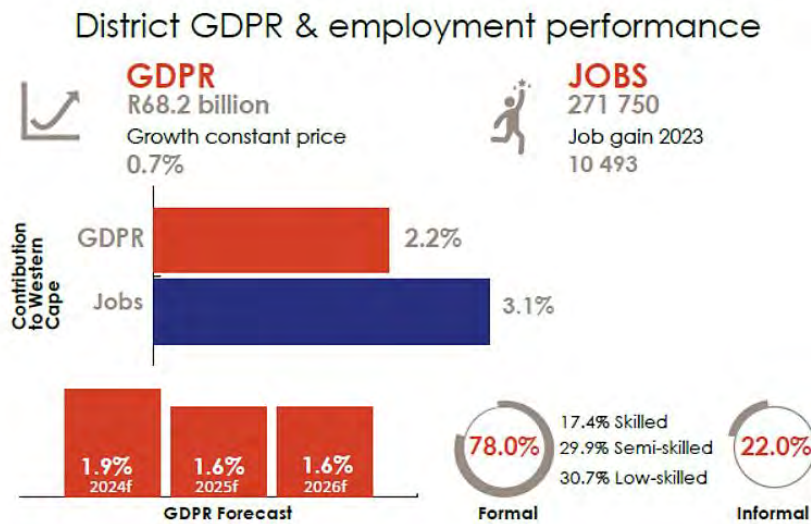
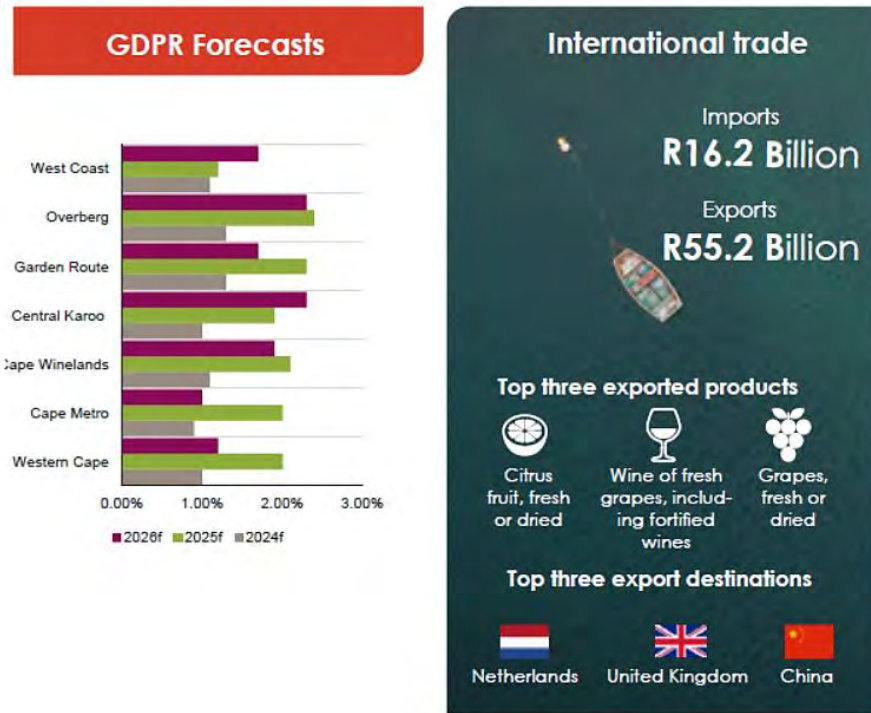


The Western Cape economy expanded by an estimated 0.7 per cent in 2023, of which the Finance sector (0.6 percentage points) made the largest contribution, followed by the Transport sector (0.5 percentage points) and Community Services sector (0.2 percentage points). These sectors’ relatively large contribution to growth in 2023 was due to a combination of the relative size of the sectors (Finance 33.5 per cent, Transport 11.2 per cent and Community Services 11.8 per cent) and their positive growth in 2023, (Finance 1.6 per cent; Transport 4.2 per cent and Community Services 1.7 per cent). The Trade sector made a negative contribution to growth (-0.3 per cent) due to a 2.1 per cent contraction, which can be linked to the contraction in consumer spending patterns. Persistently high inflation and interest rates have pushed up the cost of living and increased debt repayments prompting consumers to adjust their spending habits due to reduced disposable income.

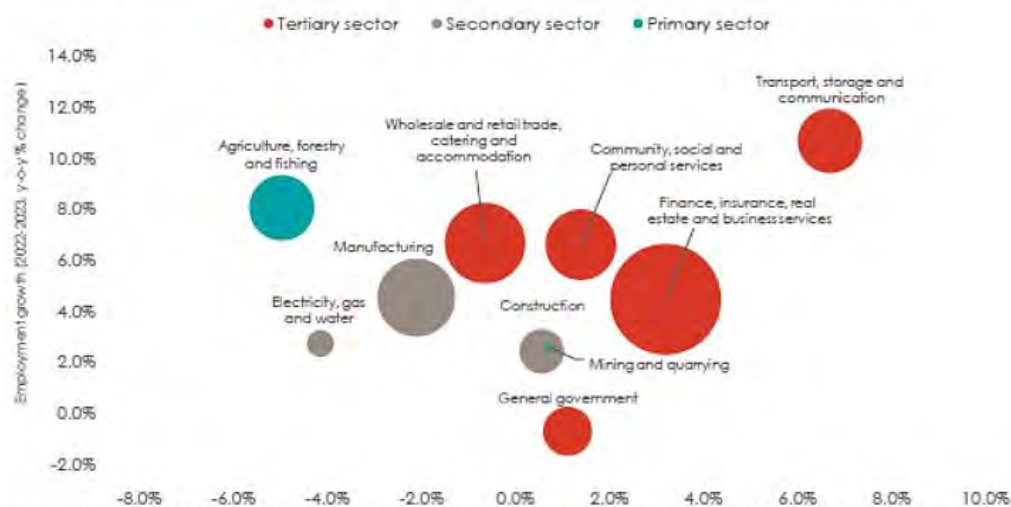
(Source: Pero, WC, 2024)

9.4 Cape Winelands District Municipality economy brief

The GDP of a region is called the GDPR. The gross domestic product of a region (GDPR) is used to measure the size of a region's economy. Below is a snapshot of CWDM's economy.



GDPR²³ AND EMPLOYMENT PERFORMANCE PER SECTOR, Cape Winelands District, 2023



An analysis of the sectoral contributions to employment and GDP growth shows that the transport, storage, and communication sector was the best-performing sector in the CWD in 2023. The sector’s GDP grew by 6.7 per cent, the highest of all the sectors. It also posted double digit employment growth (10.7 per cent year-on-year). Significant expansion in the transport sector can be attributed to a continued recovery of international tourism and trade, which supported airport, port and freight revenue as well as substantial infrastructure investments. The upgrade of transport networks and expansion in 5G population coverage has also provided green shoots of growth.

The finance sector, the largest contributor to the CWD’s GDP (28.3 per cent) demonstrated significant economic and employment growth of 3.2 per cent and 4.5 per cent respectively. This sector’s robust performance is driven by the position of Witzenberg, Breede Valley and Langeberg municipalities as financial and tech hubs. The increase in employment within the finance sector not only highlights its expanding capacity but also reflects the broader upskilling of the workforce. In particular, Stellenbosch is well-known for its technological advancements and educational facilities, drawing in top talent and investment. This vibrant environment promotes ongoing expansion and solidifies the finance sector as a key driver in the region’s economic framework.

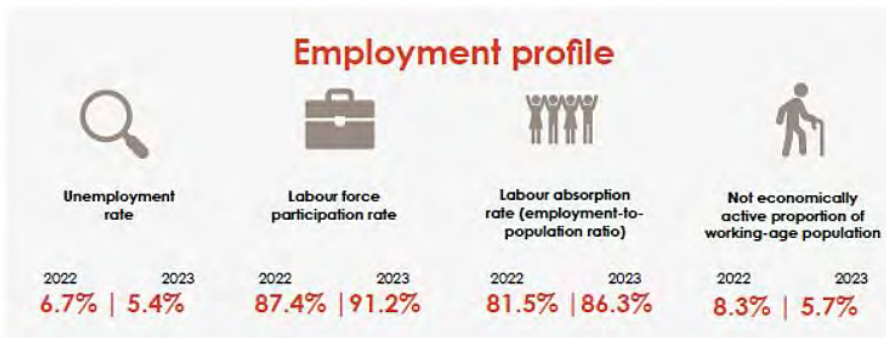
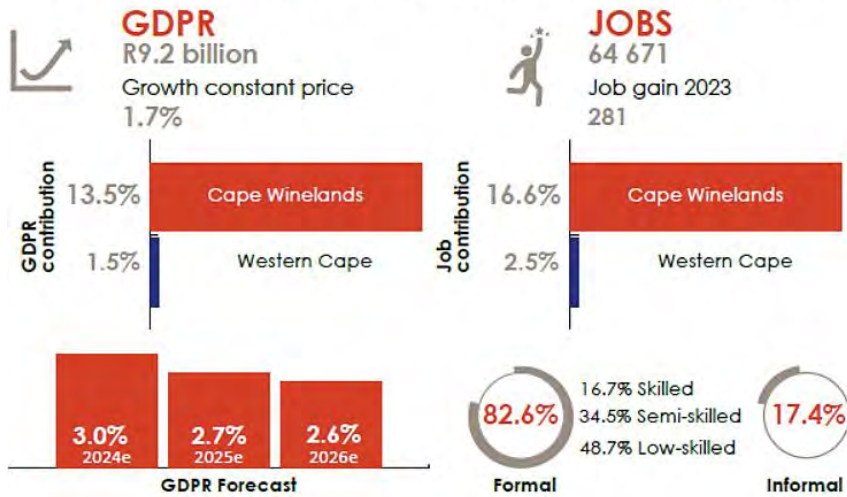
However, the agriculture, forestry and fishing sector recorded a decline in GDP, despite creating the most jobs in the District. In 2023, the sector recorded a contraction of 5.0 per cent, adversely affected by severe weather events, particularly storms and flooding. These natural disasters caused extensive damage to crops, livestock, and agricultural infrastructure, leading to decreased production and income losses. The financial burden of recovery efforts further strained the sector. (Source: Pero, WC, 2024)

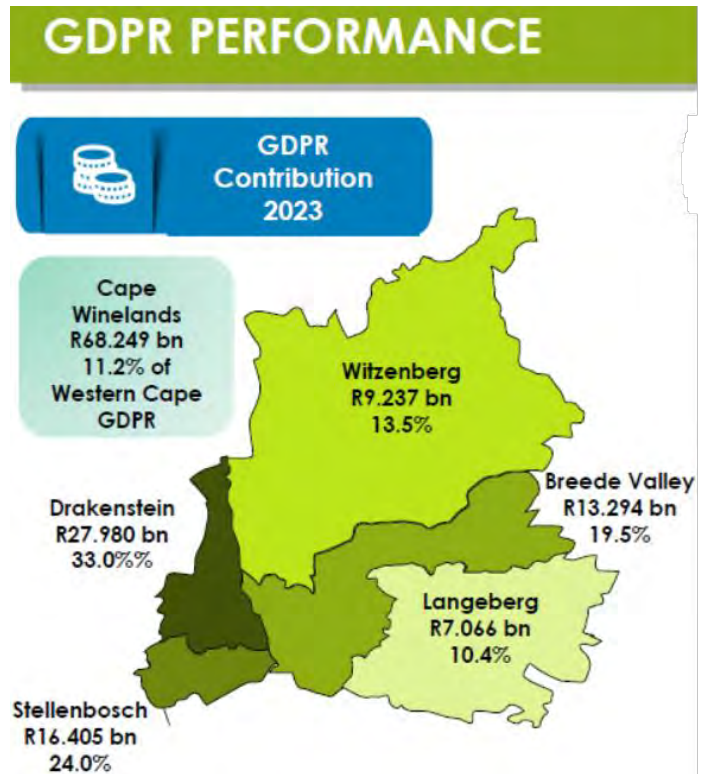
9.5 Witzenberg economy brief

9.5.1 *GDPR (Gross Domestic Product)*

Below is a snapshot of the Witzenberg economy:

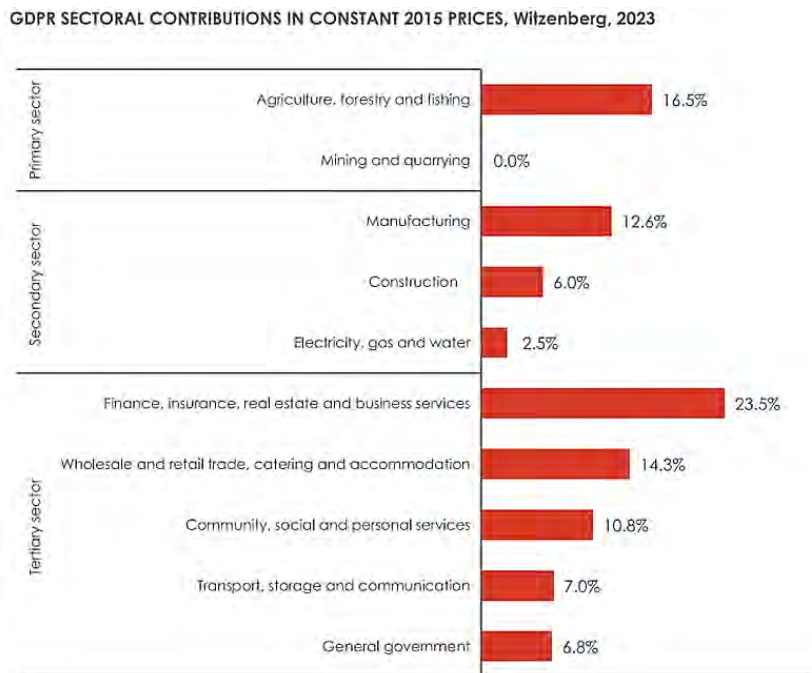
Municipal GDPR & employment performance





With a contribution of R9.237 billion in 2023, the Witzenberg economy is the second smallest in the Cape Winelands District, after Langeberg.

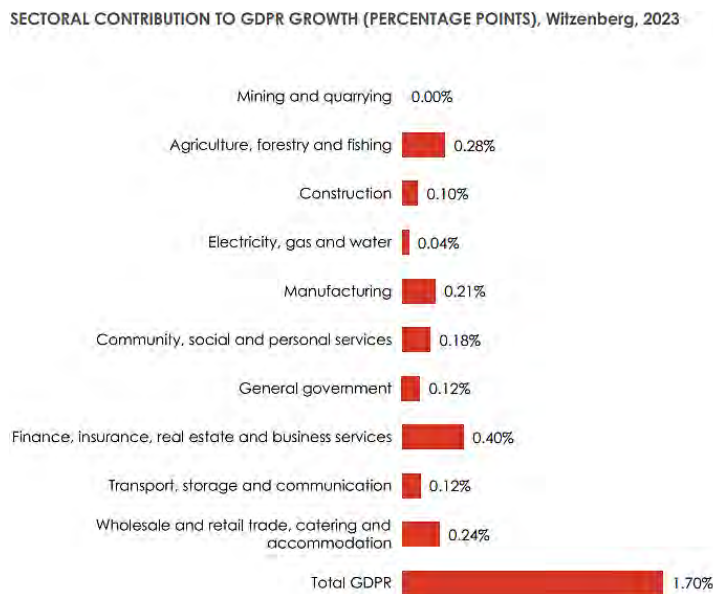
Below is a graph depicting the GDPR Sectoral contributions in 2015:



Source: Quantec, 2024

The economy is diverse, with significant contributions from both the tertiary and secondary sectors, underpinned by a strong agricultural base. The tertiary sector is the largest contributor, with finance, insurance, real estate, and business services accounting for 23.5 per cent of GDP, followed by wholesale and retail trade, catering, and accommodation at 14.3 per cent, community, social, and personal services at 10.8 per cent, and transport, storage, and communication services at 7.0 per cent. The secondary sector, contributing 21.1 per cent to GDP, is driven by manufacturing (12.6 per cent), followed by construction (6.0 per cent) and electricity, gas, and water (2.5 per cent). The primary sector, dominated by agriculture, forestry, and fishing, contributes 16.5 per cent. (Source: 2024-2025 MERO CWD)

Witzenberg’s economy grew by 1.7 % in GDP in 2023, with contributions from a broad range of sectors. Below is a graph indicating the sectoral contribution to GDP growth:



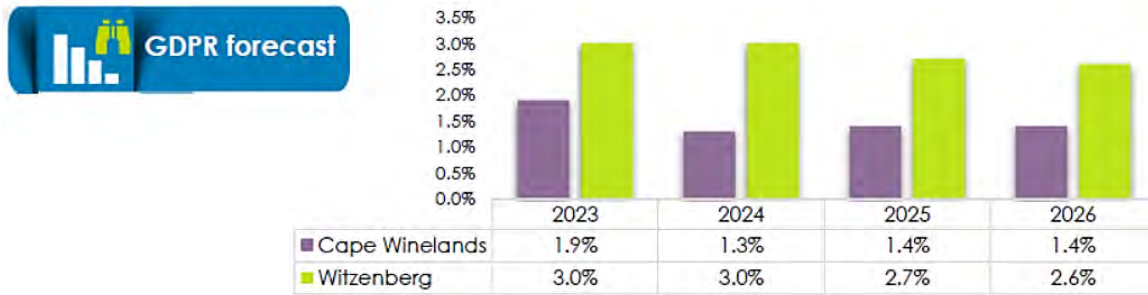
Source: Quantec, 2024

The finance, insurance, real estate, and business services sector was the largest contributor, adding 0.4 percentage points. The financial sector is primarily driven by business services.

This was followed by wholesale and retail trade, catering, and accommodation, which contributed 0.2 percentage points (wholesale & tourism contribution was paramount). Manufacturing also made a notable contribution, adding 0.2 percentage points (being centred on preserving fruit and vegetables, as well as on winemaking), while transport, storage, and communication contributed 0.1 percentage points. Community, social, and personal services added 0.2 percentage points, and general government contributed 0.1 percentage points. Agriculture, forestry, and fishing contributed 0.3 percentage points to overall GDP growth. The construction sector added 0.1 percentage points, and electricity, gas, and water contributed 0.04 percentage points. Mining and quarrying had little impact on GDP growth, contributing

0.0 percentage points. These diverse sectoral contributions highlight Witzenberg’s relatively balanced economy, with services, manufacturing, and agriculture all playing dynamic roles in driving growth. The limited contribution from the mining and energy sectors are areas for potential future development.

Below is a graph depicting the GDP forecast for Witzenberg, in comparison with Cape Winelands:

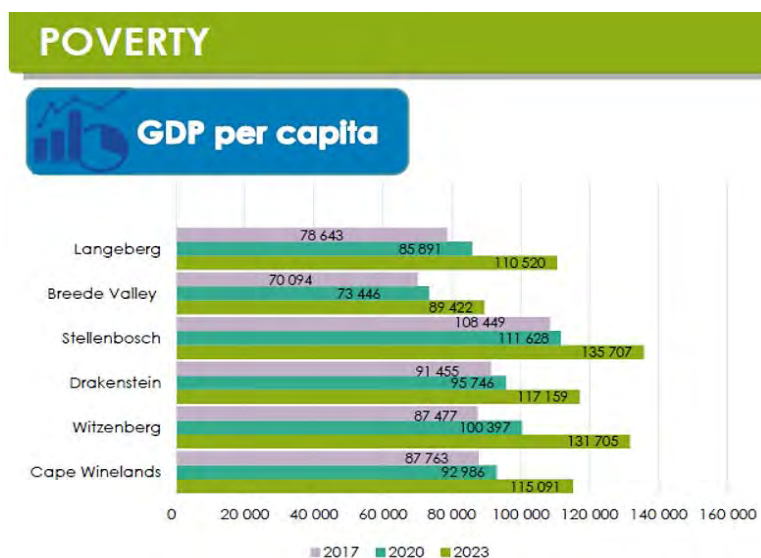


The Witzenberg GDP is forecasted to grow by 2.7 & 2.6% respectively for 2025 & 2026, which is higher than the Cape Winelands District average of 1.4%. (Source: 2024-2025 MERO CWD)

9.5.2 GDP per capita (per person)

Per capita GDP is a measure of the total output of a country that takes gross domestic product (GDP) and divides it by the number of people in the country. GDP per person is associated with the levels of poverty, and an increase in per capita income translates to lower levels of poverty.

The real economic growth rate (GDP), has to exceed the population growth rate in order to yield an increase in per person (per capita) GDP. An increase in real GDP per capita, is experienced if the real economic growth rate exceeds the population growth rate.



An upturn in GDP per capita occurs only when economic growth surpasses population growth. Witzenberg's GDP per capita, standing at R131 705 in 2023 (current prices), positions the municipal areas GDP per capita above the Cape Winelands District of R115 091. This discrepancy underscores the need for targeted strategies to foster economic growth that outpaces demographic trends, thereby enhancing individual economic contributions within the municipal area. (Source: 2024-2025 MERO CWD)

9.5.3 Equality of the economy

The equality of an economy is measured using the Gini Coefficient. The Gini Coefficient is a statistical measure of distribution used to gauge income inequality in an area. It ranges between 0 and 1, with 0 representing completely equal distribution of income; this means that in an area where everyone earns the same, the Gini coefficient would be 0. The more unequal the distribution of income, the higher the Gini coefficient will be. The target according to the NDP is to reduce South Africa's Gini coefficient to 0.6 by 2030.

The Gini coefficient per area can be displayed as follows:

Below is a graph of the Gini coefficient, which indicated that income inequality has improved from 2020 until 2023.

INCOME INEQUALITY MEASURED BY THE GINI INDEX, Cape Winelands District, 2020–2023

Geography	2020	2021	2022	2023
Cape Winelands District	0.616	0.603	0.587	0.588
Witzenberg	0.608	0.596	0.580	0.582
Drakenstein	0.608	0.594	0.578	0.579
Stellenbosch	0.630	0.617	0.602	0.602
Breede Valley	0.611	0.598	0.583	0.585
Langeberg	0.610	0.599	0.584	0.586

Source: S&P Global data, 2024

Within the District, Witzenberg demonstrated consistent improvement, with its Gini coefficient improving from 0.608 in 2020 to 0.582 in 2023. Overall, the consistent decline in the Gini coefficients across all municipalities suggests that efforts to reduce income disparities have been effective during this period, leading to a more equitable distribution of income.

(Source: 2024-2025 MERO CWD)

9.5.4 International trade

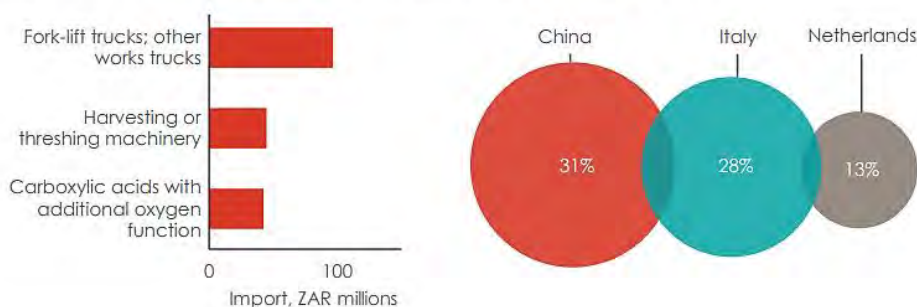
TRADE BALANCE, Witzenberg, 2018-2023



Source: Quantec, 2024

In 2023, the Witzenberg recorded a strong trade surplus of R2.4 billion, after registering total exports of R2.8 billion and imports of R372.5 million. Witzenberg has had a positive trade balance for years due to its internationally competitive agriculture to agri-processing value chain. Since 2020 the value chain has grown substantially, with agriculture exports growing from R1.5 billion to R 2.2 billion, a 42.5 % increase. The growth has been driven by investment in modern farming technologies, and improved transportation and storage facilities. Below is the Top 3 import products and imported destinations:

TOP 3 IMPORT PRODUCTS AND TOP 3 IMPORT DESTINATION, Witzenberg, 2023



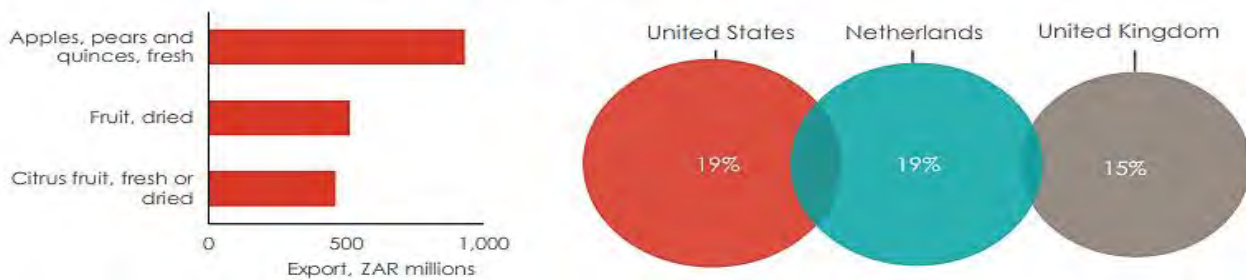
Source: Quantec, 2024

The growth in imports is primarily for processed (manufactured) products. A surge in global demand for high-quality agricultural products boosted local production. Witzenberg is a key player in the provincial agricultural economy, producing a substantial portion of the Province’s deciduous fruit. In 2023, the top three imports were forklift trucks (R96.6 million), harvesting or threshing machinery (R44.8 million), and carboxylic acids (R42.5 million). These imports highlight the municipal area’s focus on enhancing its agricultural and industrial capabilities. Forklift trucks are essential for material handling and logistics within agricultural and industrial operations. Harvesting or threshing machinery is crucial for improving the

efficiency and productivity of the agricultural sector. Carboxylic acids, which have applications in the production of pharmaceuticals, plastics, and food additives, indicate the municipal area’s engagement in diverse industrial activities. (Source: SEP LG 2024)

China was the leading import partner, with imports totalling R372.5 million. The primary products imported from China included forklift trucks, fruit juices, and various types of cases such as trunks, suitcases, vanity cases, and school cases. Italy followed with imports valued at R116.8 million, mainly comprising carboxylic acids, dishwashing machines, and plastic caps, stoppers, lids, and other closures. The Netherlands was another significant import partner, with imports amounting to R102.8 million, including harvesting or threshing machinery, onions, shallots, garlic, leeks, and other alliaceous vegetables, as well as iron and steel sanitary ware and parts. These import partnerships reflect Witzenberg’s strategic efforts to support its agricultural and industrial sectors through the acquisition of essential machinery and diverse products. Below is a graph indicating the Top 3 products and export destinations for Witzenberg:

TOP 3 EXPORT PRODUCTS AND TOP 3 EXPORT DESTINATION, Witzenberg, 2023

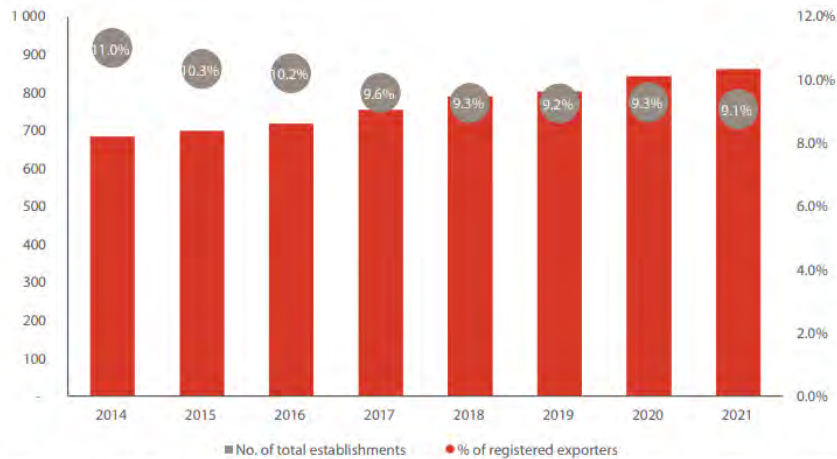


Source: Quantec, 2024

Of the R2.8 billion in exports, the top three exported products were apples, pears, and quinces (R930.5 million), dried fruit (R514.1 million), and citrus fruit (R462.1 million). These top exports, all in the agricultural sector, underscore the significant role that agriculture plays in the municipality’s economy. Witzenberg is a key player in the provincial agricultural economy, producing a substantial portion of the Province’s deciduous fruit.

The United States emerged as the leading export market for Witzenberg, with exports totalling R538.3 million, primarily consisting of citrus fruit, dried fruit, and fruit juices. The Netherlands followed closely, with exports amounting to R535.2 million, including apples, pears, quinces, citrus fruit, apricots, cherries, and peaches. The United Kingdom was another significant export destination, with exports valued at R414.0 million, mainly comprising dried fruit, apples, pears, quinces, apricots, cherries, and peaches. Witzenberg’s high-quality produce, exported to the EU, Asia, India, and the USA, reflects its longstanding expertise in fruit farming. Below is a table indicating the registered exporters in Witzenberg.

REGISTERED EXPORTERS, Witzenberg, 2014 - 2021



Source: Nell, A & Visagie, J. Spatial Tax Panel 2014 – 2023 (dataset). Version 3. National Treasury Cities Support Programme and Human Sciences Research Council (producer and distributor), 2024

In 2021, there were 78 registered exporters in Witzenberg, with no change from the previous year. However, the proportion of registered exporters declined by 0.2 per cent only because of the increase in the number of total establishments. This suggests that export growth in the municipal area is driven by a limited number of firms, highlighting the need to develop more export-oriented businesses.

(Source: MERO 2024/2025 Cape Winelands District)

9.5.5 Employment

Employment enables people to be productive factors of production. Employment creation is thus central to economic growth and enabling economic development. Below is a summary of Witzenberg’s employment profile.



Labour force participation & labour force absorption has increased from 2022 to 2023, indicating an increase in job creation and demonstrating resilience.

Agriculture, including the growing of pome fruits, stone fruits, and mixed farming, remains the key driver of employment. However, this sector faces ongoing challenges, such as climate risks and vulnerability to market fluctuations. The presence of manufacturing and processing sectors also highlights the importance of secondary industries, although their contribution to job creation is more limited compared to agriculture. Public administration, particularly at the local and national government levels, plays a crucial role in employment.

Below are the Top 10 sectors of employment by number of Full-time equivalent jobs.

TOP 10 SECTORS BY NUMBER OF FTE JOBS, Witzenberg, 2023

Occupation	No. of FTE jobs	Main Sector
Growing of pome fruits and stone fruits	14 613	Primary
Mixed farming	9 632	Primary
Processing and preserving of fruit and vegetables	3 875	Secondary
Growing of other tree and bush fruits and nuts	1 834	Primary
Growing of vegetables and melons, roots and tubers	1 702	Primary
General public administration at Local Government level	1 125	Tertiary
Growing of grapes	642	Primary
General public administration at National Government level	378	Tertiary
Plant propagation	358	Primary
Public order and safety activities at National Government level	356	Tertiary

Source: Nell, A & Visagie, J. Spatial Tax Panel 2014 – 2023 (dataset), Version 3. National Treasury Cities Support Programme and Human Sciences Research Council (producer and distributor), 2024

In Witzenberg, FTE jobs are concentrated in the agriculture sector. There are over 14 000 jobs in the growing of pome fruits and stone fruits, 9 632 jobs in mixed farming, and 3 875 FTE jobs in the processing and preserving of fruits and vegetables. Other key agricultural activities include the growing of other tree and bush fruits and nuts (1 834 jobs) and the growing of vegetables, melons, roots, and tubers (1 702 jobs). Public administration also plays a significant role in employment, with 1 125 jobs in local government and 378 jobs in national government.

(Source: 2024 SEP: Witzenberg Municipality)

Below are the Top 5 sectors for job creation and job losses:

TOP FIVE SECTORS FOR JOB CREATION AND JOB LOSSES, Witzenberg, 2022-2023

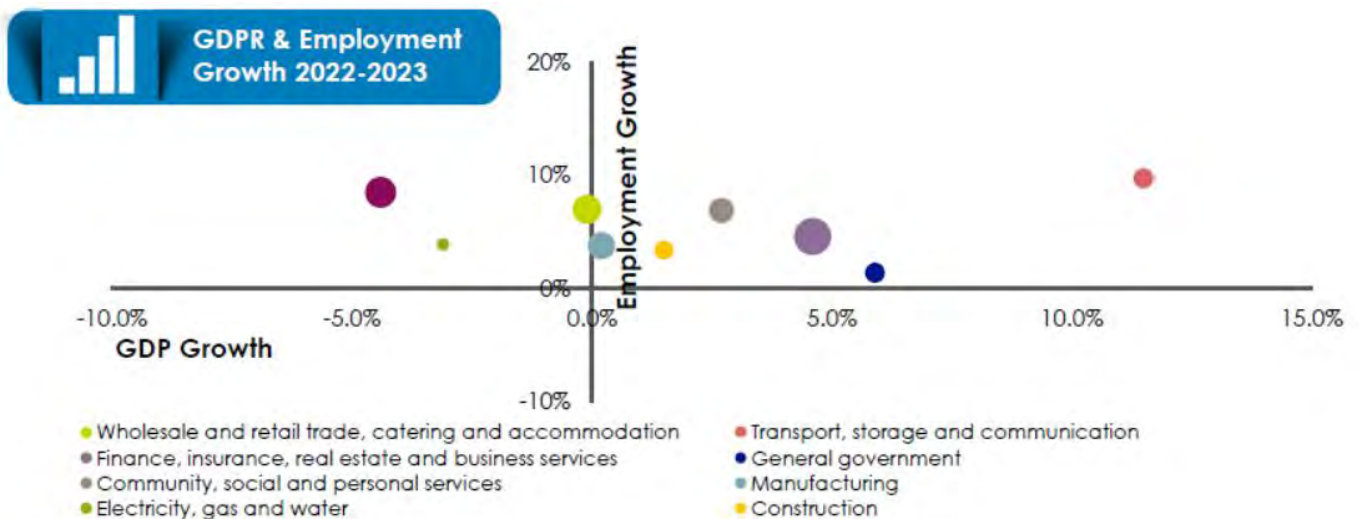
Total Job Gains	1 325	Total Job Losses	-1 112
(SS) Processing and preserving of fruit and vegetables	477	(PS) Growing of pome fruits and stone fruits	- 709
(PS) Mixed farming	367	(PS) Growing of other tree and bush fruits and nuts	- 160
(PS) Support activities for animal production	304	(TS) Retail sale in non-specialised stores with food, beverages or tobacco predominating	- 86
(PS) Growing of vegetables and melons, roots and tubers	112	(TS) Packaging activities	- 80
(PS) Support activities for crop production	66	(PS) Growing of grapes	- 76

Source: Nell, A & Visagie, J. Spatial Tax Panel 2014 – 2023 (dataset), Version 3. National Treasury Cities Support Programme and Human Sciences Research Council (producer and distributor), 2024

Between 2022 and 2023, the change in FTE jobs indicates that certain sectors are rebounding and creating jobs, while others are still experiencing job losses. A total of 1 325 jobs were created, with the majority in the primary sector, including mixed farming (367 jobs) and support activities for animal production, totalling 674 jobs. The secondary sector also saw an increase, with 477 jobs added in the processing and preserving of fruit and vegetables. Conversely, job losses were prominent in the growing of pome fruits and stone fruits (-709 jobs), the growing of other tree and bush fruits and nuts (-160 jobs), and retail sales (-86 jobs).

Farmers have faced several challenges in recent years, including load shedding, which impacts irrigation systems and cold rooms, port congestion delaying time-sensitive crops, and climate change, which has brought anomalies such as irregular rainfall, hail, and fires. (Source: 2024 SEP: Witzenberg Municipality)

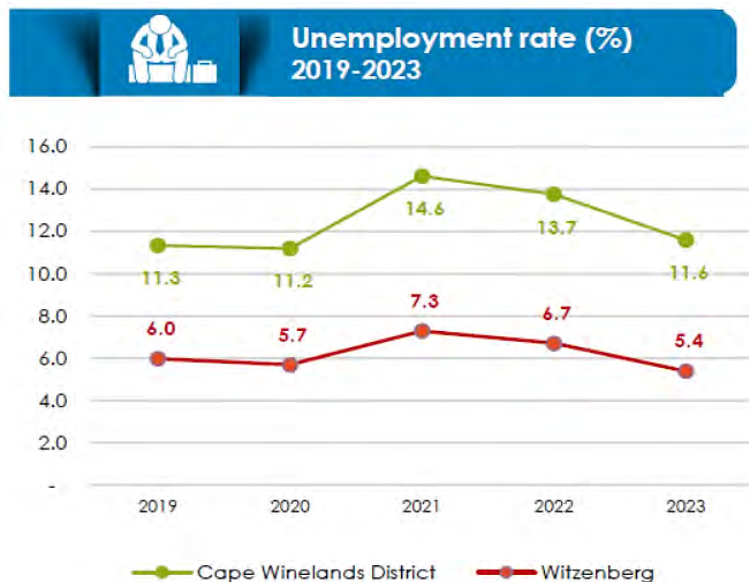
Below is the relation between GDP & employment:



While sectors such as finance, insurance, real estate, and business services contribute significantly to GDP, they provide relatively few jobs, with most of the employment concentrated in the agriculture sector. For instance, the finance and business services sector grew by 4.6 per cent in GDP and 4.6 per cent in employment, yet it accounted for just 24 per cent of the total GDP and a small proportion of total jobs. To achieve balanced and sustainable growth, Witzenberg must focus on increasing the productivity and resilience of its agricultural sector while also fostering growth in higher-value sectors like finance and manufacturing. By addressing these challenges and leveraging the strengths of both primary and secondary industries, Witzenberg can create a more diversified and robust economy that supports long-term job creation and inclusive growth. (Source: 2024 SEP: Witzenberg Municipality)

9.5.6 Unemployment

Below is a graph indicating the unemployment rate from 2019 until 2023.



The unemployment rate decreased between 2021 (14.6%) and 2023 (13.7%). Witzenberg’s unemployment rate is much lower than the Cape Winelands District average.

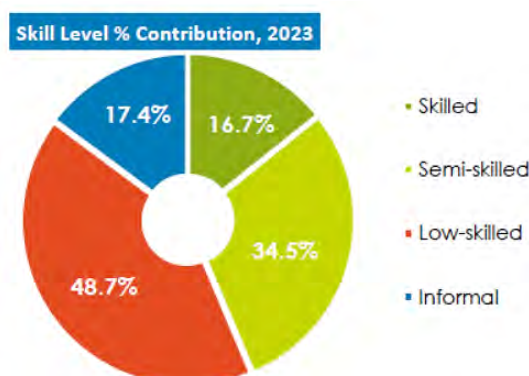
Unemployment has been on an upward trajectory between 2020 & 2021 and was largely driven by job losses because of the drought, Covid, loadshedding and economic recession over this period. Unfortunately, most job losses affected low skilled and informal workers who are more vulnerable to living in poverty during times of economic decline. (Source: 2024 SEP: Witzenberg Municipality)

9.5.7 Skills levels

Most workers in the Witzenberg area are low-skilled, followed by semi-skilled and lastly skilled.

The construction sector was a particularly significant source of semi-skilled employment. Skilled workers were more prevalent in the tertiary sector. Employment in the finance sector also largely comprised skilled workers. Low-skilled workers contributed the most to employment in the agriculture and the community services sector.

Below is a chart indicating the skill level contribution in 2023.



From the graph it is evident that most of the labour in Witzenberg Municipal area comprise of low-skilled workers, deriving mainly from the agricultural sector. The municipal area accounted for a notable share of employment, providing a substantial number of jobs through the primary and secondary sectors. In particular, the agriculture sector absorbs a significant number of workers, reflecting the area's dependence on agricultural activities. Low-skilled (48.7 per cent) and semi-skilled (34.5 per cent) workers in agriculture and manufacturing sectors form a major part of the local workforce, while skilled workers make up 16.7 per cent of the employed population. (Source: 2024 SEP: Witzenberg Municipality)

9.5.8 Entrepreneurship

The businesses in an area constitute the fourth factor of production, namely Entrepreneurship. Entrepreneurship refers to the efforts of those who run businesses in the private sector, be it formal or informal. Entrepreneurship is essential for putting labour, natural resources and capital to productive use, and is thus the driving force behind the first three factors of production.

9.5.9 Formal Businesses

The formal business sector in Witzenberg encompass a wide range of businesses such as general dealers, supermarkets, banks, financial services, hair dressing, bakeries, motor vehicle and auto-motive repair trade, tourism related businesses, as well as the bigger industry role players like agro-processing plants, fruit & vegetable packing sheds & cooling warehouses, manufacturing plants etc.

Conceptually, formal (or informal) enterprises are distinguished by registered (or unregistered), organized (or unorganized), and regulated (or unregulated) enterprises. Employment size is a major criterion to define these enterprises. In contrast, registered and unregistered small-scale enterprises are uniquely defined by size of capital investments.

9.5.10 *The informal sector*

The informal sector is characterised by small-scale, labour intensive, largely unregulated and unregistered businesses (Wilson, Whiteman & Tormin, 2001). These businesses typically engage in low-technology manufacturing or the provision of services. Informal sector entrepreneurs do not pay taxes, do not have the required trading licenses and are not included in government schemes (Haan, Coad & Lardinois, 1998). The informal sector can therefore be defined as “the total value of economic activity that is not captured in official statistics and which constitutes the value added by various participants to the value of economic transactions” (Roux, 2014). Informal employment is important in the municipal area, since it contributes critically to job creation. The lack of availability of affordable trading space for informal businesses is a constraining factor for growth. (MERO,2021).

During the COVID-19 pandemic, the municipality implemented a variety of services to support both formal and informal businesses. These included frequent communication on funding opportunities and support, providing permits that enabled businesses to operate during lockdown periods, providing sanitiser toolkits in conjunction with the Department of Economic Development and Tourism, and allowing informal traders to trade with previous financial year permits. The informal sector in Witzenberg Municipal area typically encompass: informal traders, tshisa nyama’s, shebeens, mobile shops, cleaning services, hair dressers, internet cafés, car wash , needle work, recycling, textile products, fruit& vegetable stalls and arts & craft traders.

In South Africa, the informal sector is not confined to any particular sector of the population (Roux, 2014). Flea markets, street vendors, housewives who work from home, hawkers, sewing and backyard mechanics are but some examples of informal businesses. Although the informal sector is unregulated and does not pay taxes, it does contribute to economic activity by producing goods and creating employment (a means of livelihood). The informal sector contributes to poverty alleviation by creating a livelihood for the poor, creating employment and producing goods and services for the local community.

Informal businesses included in the CWDM informal sector survey (2008), which is the only study of informal traders till date in the District, showed an almost equal split between male and female ownership. In addition, the age groups were also evenly distributed. The qualifications of informal business owners varied from individuals with a primary school education to some who enrolled in tertiary studies.

The majority of informal traders were active in the retail trade, followed by taxis. Turnover varied from less than R 150 000 per annum to over a million rand per annum (in which case the businesses were supposed to have been registered for VAT). The number of persons employed per business also varied, but the concerning fact is that by virtue of being informal, no income tax, UIF or COIDA was being deducted or paid over for these employees.

Government incentives are useful tools for growing enterprises, and can motivate businesses to register with SARS (tax clearance is usually required to qualify for government grants). During the informal sector survey (CWDM, 2008), most businesses (74%) indicated that they were unaware of government incentives. Business forums can be utilised as communication channels to share information regarding incentives with small businesses, including those in the informal sector.

The type of business entity (i.e. sole trader, partnership, company or co-operative) has no impact on the prosperity and growth of the business. It also has no impact on the eligibility for funding of a business. Factors that do have an impact on the eligibility for funding are the statutory registrations, or legally compulsory registrations, such as registering for income tax and registering with the Department of Labour as an employer in order to deduct and pay over UIF.

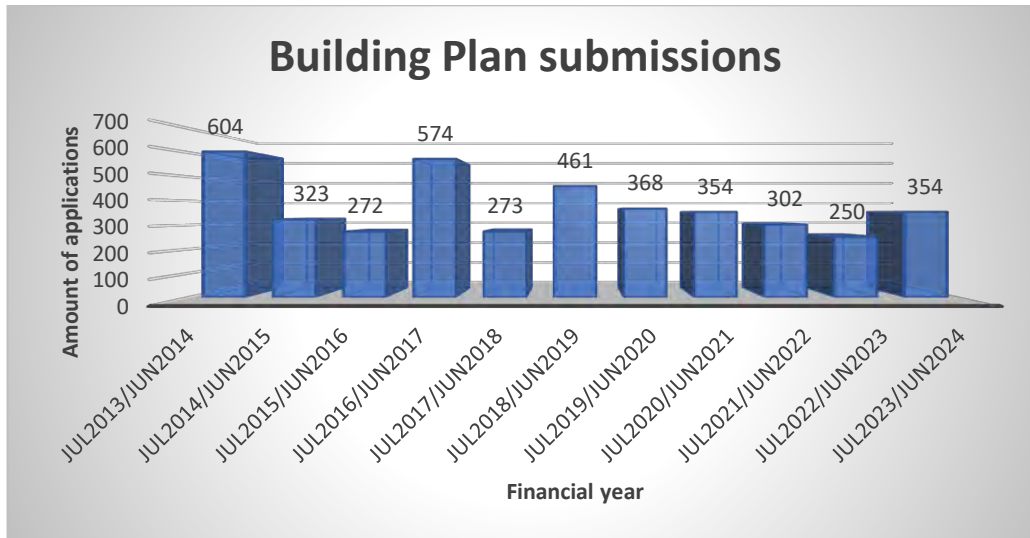
10. Investment (Capital)

Capital formation (investment) is the third factor of economic production. Countries, regions and cities benefit from attracting investment (capital formation in the area) by the private sector as it enhances the economic base of the area and promotes economic development

10.1 Investment trends in Witzenberg Local Municipal area

Growth in the number of building plans passed and completed is indicative of a growing economy, both in that building is a response to growth in demand as well as a stimulant of further growth. Building plans passed and completed also indicate an increase in the revenue base of the municipality and has spatial development planning implications. Building plan application statistics are also a fair indication of investment trends within the Municipal area. Current big developments currently include shopping centres, malls and alternative energy plants. See below statistics for building plan applications from Witzenberg Municipality Town Planning & Building control division.

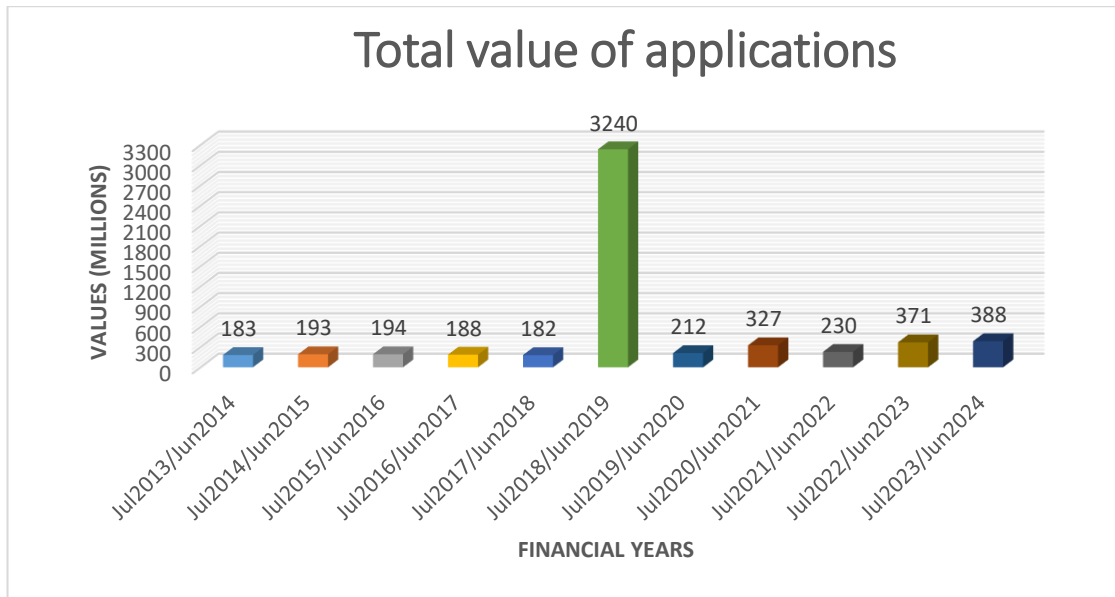
Building plan submissions 2013/2014- 2023/2024



(Source: Witzenberg Municipality)

The amount of building plan submissions has almost halved in 10 financial years, since 2013/2014, when compared to 2023/2024. It has gradually lowered from 461 in 2018/2019 financial year till 250 on 2022/2023 financial year, increasing slightly to 354 in 2023/2024. This could be due the economic aftermath of the Covid 19 pandemic, straining new developments.

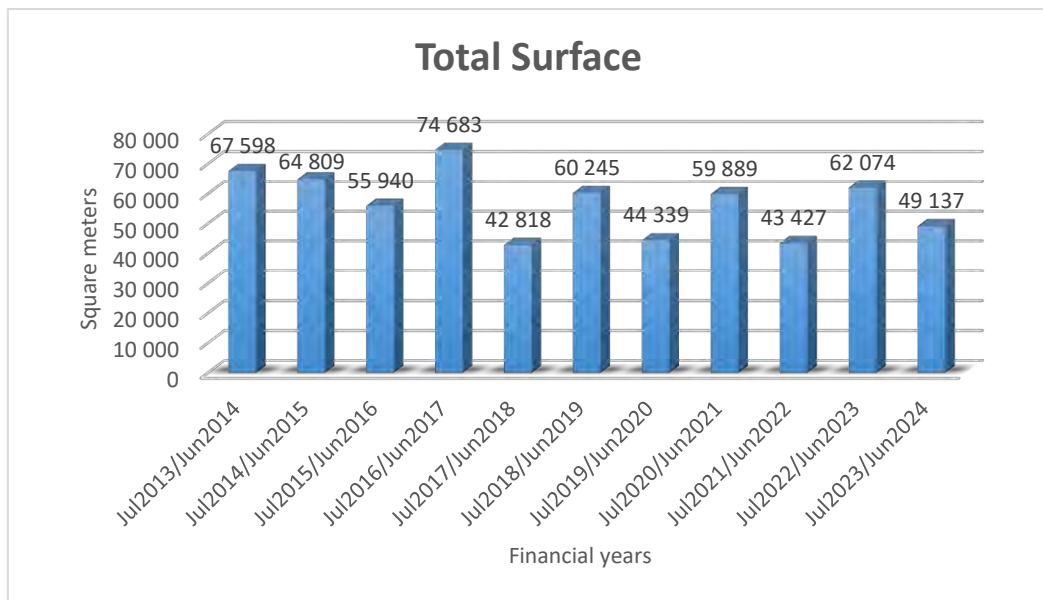
Value of applications, 2013/2014 - 2023/2024



(Source: Witzenberg Municipality)

From the above graphs the value of building plan applications has generally increased since the 2013/2014 financial year. However, the approximate value for building development has increased, even with the amount of building applications decreasing over time. In 2018/2019, the approximate value significantly increased, which was mainly due to the development of the Paardekraal East Windfarm.

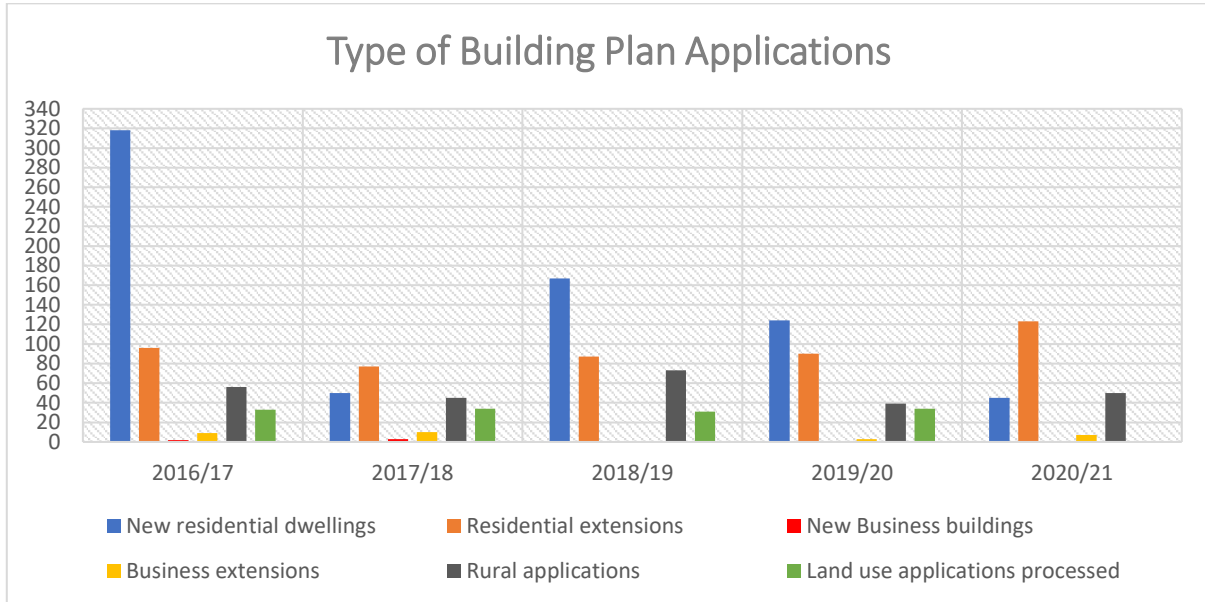
Total surface per square meter 2013/2014- 2023/2024



(Source: Witzenberg Municipality)

The extent of building plan applications (as indicated in total surface per square meter) has gradually decreased in scope. The highest value was reached in the 2016/2017 financial year. Thereafter, a pattern is noticed of decrease and increase every 2 financial years.

Building Plan application types 2016/2017- 2020/2021



(Source: Witzenberg Municipality)

New residential dwelling applications was by far the majority of all building plan applications (from 2016 until 2021). These applications have decreased overall since 2016/2017.

Business extensions building applications showed sluggish growth from 2018/2019, but increased slightly again in 2020/2021. Residential extensions was the 2nd most applications received. The applications appeared sluggish over the period, with an increase in 2020/2021. Rural applications peaked in 2018/2019 but decelerated in 2019/2020.

New business building plans applications were very low during the period, indicating a possible slow growth in new business building/office space investment. Land-use applications showed a stable pattern during the period (2020/2021 land use applications data was not available at date of provision of information). The COVID-19 pandemic likely affected business confidence to invest in new infrastructure, but the lack of developable land in the Witzenberg municipal area is also seen as a deterrent to business growth and expansion.

10.2 Growth potential

According to Witzenberg Municipality Spatial Development framework 2020, Ceres and Prince Alfred Hamlet are regarded as having the best growth potential of settlements in Witzenberg.

Settlement growth potential and socio-economic needs:

		SOCIO-ECONOMIC NEEDS				
		VERY LOW	LOW	MEDIUM	HIGH	VERY HIGH
GROWTH POTENTIAL	VERY LOW					
	LOW			Op-die-berg Tulbagh Wolseley		
	MEDIUM			Prince Alfred Hamlet	Ceres	
	HIGH					
	VERY HIGH					

The highest socio-economic need is also in Ceres. Based on growth potential, following Provincial policy, Ceres is the primary focus in Witzenberg Municipality for accommodating new growth. The following sections sets out the conceptual proposals for each settlement in Witzenberg’s future growth, as well as the spatial framework for future priorities.

Below is a summary of growth potential per town in Witzenberg Municipal area:

 Ceres

Ceres remains the most significant settlement in Witzenberg Municipality with the most diverse infrastructure, land use, and range of community facilities. Ceres is expected to retain and grow its share of some half of the urban population in Witzenberg Municipality. The key focus area for accommodating future development – both housing, industrial activity, and associated uses – over the planning period is the area between Ceres, Bella Vista, Vredebes, and Nduli. Except for this area, urban edge changes are not deemed necessary given the extent of land development on areas included within the urban edge and anticipated population growth.

The expansion of the Ceres plan is indicated below:

PLAN ELEMENT	EXPLANATION
Current Urban Edge	The 2012 MSDF urban edge is largely retained as it is expected that anticipated growth over the planning period can be accommodated within this urban edge.
Urban Edge Change	The area south of Bella Vista and the Schoonvlei Industrial Area and north of Vredebes is proposed for inclusion within the urban edge. This provides for a larger area accommodating future growth (both housing, industrial activity, and associated uses). It is proposed that the detailed delineation of this edge be confirmed as part of more detailed planning to be undertaken for the area.
Settlement Business and Community Core	Ceres CBD remain the primary settlement centre, with secondary centres envisaged in Bella Vista and Nduli. Tertiary centres can occur at major cross routes, specifically in the area between Ceres, Bella Vista, and Nduli planned for future development.
Green Areas to be retained	Major nature areas to be retained occur to the west of town and along river corridors.
Peri urban farming opportunity areas	The area east of Bella Vista and north and south of Vredebes/ Nduli should be explored for peri urban farming, also providing opportunity for emerging farmers and subsistence farming as supported by national and provincial policy.
Densification Areas	In addition to the identified strategic infill and mixed use human settlement sites, the areas zoned for business, general residential and community land uses allow for densification through mechanisms such as additional dwellings and should be encouraged strategically along activity routes and in settlement centres.
Strategic Sites	Strategic sites are those previously enabled for previous development (through the 2012 MSDF) for the expansion of industry or housing. It also includes key land within the area between Ceres, Bella Vista, Vredebes, and Nduli earmarked for more detailed planning and accommodating major future growth.
Activity Routes	Activity routes carry the most significant movement of vehicles and people and should be prioritised for the intensification of economic opportunity, NMT improvements, and landscaping. The R303 and R46 are the most significant routes, with the opportunity to establish new activity routes linking communities and activity in the area between Ceres, Bella Vista, Vredebes, and Nduli. R303 and R46 are currently prioritised for NMT improvements.
New road linkages and structuring routes	The most critical new routes are envisaged in the area between Ceres, Bella Vista, Vredebes, and Nduli. These routes should integrate the area with surrounding opportunity and enable maximum exposure of the area for settlement and economic development.
Historic Core	The historic core of Ceres town should be the focus of on-going public space improvement, identification and protection of historic places and assets, and sensitive redevelopment and infill. Densification sensitive to adjoining development - as enabled through the Zoning Scheme - can occur.
Priority Focus Area	Three areas are envisaged for concerted, priority intervention: <ol style="list-style-type: none"> 1. The area between Ceres, Bella Vista, Vredebes, and Nduli earmarked for strategic restructuring, integration and significant future development. 2. Ongoing informal settlement upgrading in Nduli, including the upgrade of public space and increased commercial opportunity on the R46. 3. The upgrading of public space in Bella Vista.

(Source: Witzenberg SDF 2020)

 **Wolseley**

Wolseley remains as a secondary service town in Witzenberg Municipality, an agricultural support centre and significant place of residence for a sizable portion of the urban population. Given a favourable location on key movement routes, Wolseley is well-placed for further industrial/ manufacturing development. While further affordable housing is envisaged towards the west to accommodate known and expected demand, there is significant opportunity for infill residential and mixed-use development closer to the centre of town.

The expansion of the Wolseley plan is indicated below.

PLAN ELEMENT	EXPLANATION
Current Urban Edge	The 2012 MSDF urban edge is largely retained as it is expected that anticipated growth over the planning period can be accommodated within this urban edge.
Urban Edge Change	No urban edge changes are proposed.
Settlement Business and Community Core	The settlement centre is located on Voortrekker Road and concentrated around the historic gird of the town centre. Additional centres are encouraged to create alternative areas of concentrated activity to reach a broader range of communities in Wolseley.
Green Areas to be retained	Major green areas to be retained occur to the south-west of the settlement.
Peri urban farming opportunity areas	The area east of Wolseley – adjacent to potential beneficiary communities – should be explored for peri urban farming, also providing opportunity for emerging farmers and subsistence farming as supported by national and provincial policy.
Densification Areas	In addition to the identified strategic infill and mixed use human settlement sites, the areas zoned for business, general residential and community land uses allow for densification through mechanisms such as additional dwellings and should be encouraged strategically along activity routes and in settlement centres.
Strategic Sites	Significant underdeveloped and undeveloped land occur east of Pine Valley, south of the rail line in the vicinity of Voortrekker Road, and east of Voortrekker Road south. Targeting these sites for infill development will improve the functioning of the town and livelihood opportunity.
Activity Routes	Activity routes carry the most significant movement of vehicles and people and should be prioritised for the intensification of economic opportunity, NMT improvements, and landscaping. The most significant route requiring reinforcement with development is the connection between Pine Valley and Voortrekker Road.
New road linkages and structuring routes	Strategic crossings of the railway line must be investigated to improve pedestrian permeability and access through the town. New routes are identified around the areas identified for strategic infill and development to create more accessible movement patterns.
Historic Core	The historic core of Wolseley town should be the focus of on-going public space improvement, identification and protection of historic places and assets, and sensitive redevelopment and infill. Densification sensitive to adjoining development – as enabled through the Zoning Scheme – can occur.
Priority Focus Area	Three areas are envisaged for concerted, priority intervention: <ol style="list-style-type: none"> 1. The area south of the rail line in the vicinity of Voortrekker Road contains substantial tracks of well-located underdeveloped and undeveloped land. 2. Strategic infill in the area between Pine Valley to the west and the rail line to the east. 3. Upgrading and infill development in Pine Valley.

(Source: Witzenberg SDF 2020)

 Tulbagh

Tulbagh is a secondary service town in Witzenberg Municipality, an agricultural support centre and significant place of residence for a sizable portion of the urban population. The town also contains a very significant historic precinct and is a centre for tourism. Over the past years, the Municipality’s focus has been on infill housing and informal settlement upgrade – with associated social facilities – in the centre of town.

Planning for the Waverenskroon lifestyle estate north of Tulbagh has been in process for a number of years, including negotiations for the upgrade of water supply facilities for Tulbagh as part of the development. A critical concern about the development – and given SPLUMA development principles and pressure on the Municipality for lower income accommodation – is residential opportunity for workers on the estate. It is proposed that the Municipality secure appropriate worker housing for estate workers as part of the approval of the development.

The expansion of the Tulbagh plan is indicated below:

PLAN ELEMENT	EXPLANATION
Current Urban Edge	The 2012 MSDF urban edge is largely retained as it is expected that anticipated growth over the planning period can be accommodated within this urban edge.
Urban Edge Change	No urban edge changes are proposed. The 233ha Waverenskroon Country Estate and Dalskroon senior's village, to comprise six villages and public facilities (1 350 units), was approved prior to the 2012 MSDF. This area is to be retained within the urban edge, but with specific urban design guidelines to ensure for a sustainable footprint that does not compromise the scenic value of this area. Furthermore, it is proposed that the Municipality secures the provision of appropriate worker housing for estate workers as part of the approval of the development.
Settlement Business and Community Core	The largely linear settlement centre remains Van der Stel Street, where the current low-rise form of buildings adjacent to tree line footways/ street space should be retained. Ne development should be encouraged to include active facades on the main street (as opposed to blank walls).
Green Areas to be retained	The green/ institutional corridor along the river wets of the town is to be retained.
Peri urban farming opportunity areas	The area north and east of Tulbagh - adjacent to potential beneficiary communities - should be explored for peri urban farming, also providing opportunity for emerging farmers and subsistence farming as supported by national and provincial policy.
Densification Areas	In addition to the identified strategic infill and mixed use human settlement sites, the areas zoned for business, general residential and community land uses allow for densification through mechanisms such as additional dwellings and should be encouraged strategically along activity routes and in settlement centres.
Strategic Sites	A number of sites strategically located adjoining or surrounded by existing development, and under- or undeveloped, exist. All can accommodate infill development, with special consideration to the nature and form of adjoining activities.
Activity Routes	Routes to be emphasised for upgrading are Market Street, Waterkant Street, and Steintal Street; all linked to Van der Stel/ Church Street.
New road linkages and structuring routes	
Historic Core	The historic core of the town is protected and managed as a Conservation Area Overlay Zone of the Zoning Scheme. The 2018 inventory that was completed for the town should be considered when applying for new development of refurbishment within the town centre to encourage the maintenance of the unique historic character of the town.
Priority Focus Area	The area envisaged for concerted, priority intervention is situated north of the river and town's current built edge. Opportunity for further housing and mixed-use development exists, with due consideration to making a positive edge to built development and sensitive river edge.

(Source: Witzenberg SDF 2020)


 Prince Alfred's Hamlet

Prince Alfred Hamlet is a secondary service town in Witzenberg Municipality, an agricultural support centre and significant place of residence for a sizable portion of the urban population. The town also contains a very significant historic precinct and is a centre for tourism.

The expansion of the Prince Alfred's Hamlet is indicated below:

PLAN ELEMENT	EXPLANATION
Current Urban Edge	The 2012 MSDF urban edge is largely retained as it is expected that anticipated growth over the planning period can be accommodated within this urban edge.
Urban Edge Change	No urban edge changes are proposed.
Settlement Business and Community Core	Areas to be prioritised for planting and street improvement are Voortrekker Road and Olienhout Avenue (specifically the western section linking to the Kliprug residential area.
Green Areas to be retained	Logical future extension to the town is to the north (both for the western and eastern sections of the town), in that way protecting valuable agricultural land to the west and south.
Peri urban farming opportunity areas	The area north of Prince Alfred Hamlet and area between the Kliprug residential area and old town lends itself to small scale farming and urban gardens.
Densification Areas	In addition to the identified strategic infill and mixed use human settlement sites, the areas zoned for business, general residential and community land uses allow for densification through mechanisms such as additional dwellings and should be encouraged strategically along activity routes and in settlement centres.
Strategic Sites	A number of undeveloped or underdeveloped sites exist within the urban edge of the settlement that could be targeted for sensitive infill development.
Activity Routes	The most important streets remain Voortrekker Road and Olienhout Avenue.
New road linkages and structuring routes	Should the area bounded by Voortrekker Road, Mill Street, Bree Street, and Olienhout Avenue be developed, consideration should be given to linking Reif Street and Hugo Street.
Historic Core	The historic core of Prins Alfred Hamlet should be the focus of on-going public space improvement, identification and protection of historic places and assets, and sensitive redevelopment and infill. Densification sensitive to adjoining development - as enabled through the Zoning Scheme - can occur.
Priority Focus Area	The area envisaged for concerted, priority intervention is bounden by Voortrekker Road, Mill Street, Bree Street, and Olienhout Avenue possible expanded to include the area bounded by Voortrekker Road north of Olienhout Street. The 2012 MSDF identified this area for Social Housing. Locationally, it is ideally situated for higher density housing and associated public facilities.

(Source: Witzenberg SDF 2020)

 **Op die Berg**

Op-die-berg is a small settlement with limited facilities, surrounded by an agricultural community. The settlement is not envisaged to accommodate significant growth.

PLAN ELEMENT	EXPLANATION
Current Urban Edge	The 2012 MSDF urban edge is largely retained as it is expected that anticipated growth over the planning period can be accommodated within this urban edge.
Urban Edge Change	No urban edge changes are proposed.
Settlement Business and Community Core	
Green Areas to be retained	The village is hemmed in by mountainous terrain and agricultural land east of the R303. No change in this relationship is envisaged.
Peri urban farming opportunity areas	
Densification Areas	In addition to the identified strategic infill and mixed use human settlement sites, the areas zoned for business, general residential and community land uses allow for densification through mechanisms such as additional dwellings and should be encouraged strategically along activity routes and in settlement centres.
Strategic Sites	Infill development could occur on the site previously identified for a retirement village and the area between Kerk Street and development to the north.
Activity Routes	
New road linkages and structuring routes	
Historic Core	
Priority Focus Area	The area between Kerk Street and development to the north could be explored in more detailed planning.

(Source: Witzenberg SDF 2020)

The Cape Winelands Growth Potential Study 2018 (GPS) shows that the Witzenberg municipal area have “medium” growth potential. Witzenberg is the only municipal area in the District where a change in growth potential classification has occurred, up from “very low” in GPS2013. This performance improvement is largely due to advances in the institutional theme and indicators such as audit outcomes, infrastructure backlog reduction and percentage of institutional posts filled.

10.3 Attracting investment to Witzenberg

The Cape Winelands District, and the Witzenberg Local Municipality in particular, is well known for its desirability as a leisure destination and much has been made of its beautiful scenery and culinary experiences. The area should be marketed to potential investors as a sought-after destination to work and play. The Cape Winelands and Witzenberg are located within close proximity of the City of Cape Town which, as an investment destination, offers excellent infrastructure, including rapidly expanding broadband

infrastructure, an international airport, the country's second-largest container port and a comprehensive road and rail network.

In order to attract foreign investment and capitalise on the advantages, government should establish support infrastructure and be committed to a pro-business (private sector) attitude. There are numerous basic services that all towns and cities need in order to provide a solid foundation for further economic growth and job creation. These include investing in strategic infrastructure, providing adequate electricity, water and sanitation services, rolling out public transport, and ensuring predictable and transparent regulatory processes. Establishing a reputation as a clean environment with a high quality of living is also essential.

Possible tools for attracting investment include setting up export processing zones and industrial parks, introducing investment incentives, and offering tax holidays (Fafchamps, 2000). In addition, the local workforce should be well-trained, basic infrastructure should be in place and international links should be fostered. Potential investors are also attracted by good governance and capable market institutions. Incentives are special interventions in the form of rewards designed to boost investment and to stimulate economic growth and job creation in a particular area. Investment incentives are specific in that they are restricted to investors who meet given criteria.

While incentive packages can encourage investment, there are revenue implications that have to be considered. Research indicates that, although incentives are rarely the most important factor in the choice of location, they do influence business decisions and can play a persuasive role when considered in addition to other factors. This is commonly referred to as a "tipping point" influence.

A wide range of incentives are offered by other spheres of government such as the DTI. Standard incentive packages range from financial rewards to tax exemptions and non-financial inducements such as regulatory exemptions or the provision of information. However, for local governments, the use of financial rewards are generally not advised because of the direct and indirect cost implication of ad hoc financial incentives. However, ad hoc financial incentives may be considered if they provide a tipping point factor.

Larger, established businesses have the potential to create many jobs in a short period of time. Similarly, labour intensive industries would be key members of the target market. Such businesses are high-impact investors, and one such investment has the potential to improve the living conditions of large sections of the population. For Witzenberg to become an investment destination of choice, it is imperative that the necessary transport and road infrastructure be in place. Otherwise, firms located in Witzenberg will suffer from competitive disadvantages due to high transport costs. There are planning frameworks in place that outline transport and spatial development priorities to address this market need.

Attracting residential property development can also be a focus - it entails a combination of offering an attractive location to potential residents and enticing property developers to embark on developments in the area. Property developers can be directly engaged to discuss mutually beneficial agreements or invited to tender on residential developments in the area. The viability of a development is dependent on the market demand.

10.3.1 Business Retention and Expansion

Business Retention and Expansion entails providing support to businesses to facilitate growth of local enterprises. The focus should be on tourism enterprises and fostering entrepreneurship. This is known as “Grow your Own,” and enhances investment attraction initiatives.

10.3.2 Ease of doing business & a 1 stop shop

Establishing a “One Stop Shop” to deal with potential investors is a popular option for many investment destinations. A “One Stop Shop” is an investment service that aims to facilitate seamless investment and reduce red-tape and inefficiencies for potential investors. Such a “One Stop Shop” to promote and facilitate investment and the establishment of new businesses, could be set up in the Cape Winelands District/ Witzenberg Local Municipal area. A key component of the one-stop-shop service is the creation of a post for a dedicated investment facilitation professional. The investment facilitator’s main responsibility would be to provide a single contact for investors wishing to do business in Witzenberg. The skills of such an investment professional can be leveraged to engage potential investors on a one-on-one basis.

The focus for the target market for investment in Witzenberg would lie outside the borders of the Western Cape, notably in other provinces or internationally in countries wishing to expand their operations to South Africa or the Western Cape. European, American, Eastern and African multinationals who bring new investment into the Western Cape are the ideal target market. Wesgro could be utilised to act as a portal where clients and investors can access information about products and opportunities in Witzenberg.

The desirability of an area as a place to live is based (but not limited to):

- Personal safety is very important to people when deciding on a place to live. People want to feel safe where they live and not be threatened by crime
- The availability of jobs and employment opportunities
- Availability of schools and health care facilities
- Air and water quality
- Condition of physical infrastructure such as roads
- Availability of parks and recreational facilities.

11 Tourism

11.1 The Tourism Sector

The tourism industry has the potential to attract revenue and stimulate private- and public-sector investment in a region (NTSS, 2017). The tourism industry is people-oriented and very labour intensive, creating employment opportunities in a community. Tourism is a partnership between the public and private sectors and is highly dependent on the co-operation of stakeholders. Witzenberg forms part of the popular Winelands tourism destination, and as tourism has grown steadily in the Cape Winelands, tourism enterprises have increasingly generated job opportunities and revenue flow into the district. The tourism industry has therefore been identified as having an important role to play in attaining the region's goals for growth and job creation.

Tourism supports LED in that it expands the local economy by attracting revenue from outside the local area. In addition, it stimulates capital investment and fosters job creation. Tourism is a multi-faceted industry with various links to the manufacturing and retail sector. In order to effectively develop the sector, it is important to understand both the demand factors and the supply factors of the industry:

- Demand side: who are the people visiting the area and what are their needs and expectations?
- Supply side: what is the unique selling proposition (USP) of the area, and how can customer needs and expectations best be satisfied.

Witzenberg has distinct drawing cards in the area. Witzenberg has the potential to host fruit festivals that could be branded as "first pick of the season." During the winter months, the extremely low temperatures bring snow falls to the Witzenberg Mountains. During the summer months a myriad of outdoor activities are hosted. Visitors flock to the area to play in the snow.

The Witzenberg local municipal district has the following unique selling points:

- ❖ Picturesque natural environment
- ❖ The close proximity to other tourist hotspots
- ❖ Snow during winter
- ❖ Fruit picking
- ❖ Outdoor activities
- ❖ Community & tourism festivals

11.2 *Witzenberg Tourism Plan*

Tourism development resort under the Municipal Department of Corporate Services and is managed under the Marketing & Communication division.

The Witzenberg Tourism Business Plan is developed by the 3 respective Tourism LTA's for Witzenberg Municipal area. The 3 Local Tourism Agencies (LTA's) are: Ceres, Wolseley & Tulbagh. The Municipality signs a MOU with Witzenberg Tourism indicating the strategic direction to enhance tourism in the municipal area, which include the Tourism Plan.

The strategic interventions in the Tourism Plan contribute towards effective tourism management in the region by ensuring that visitors are attracted to the area through an appropriate marketing strategy, visitors enjoy a positive experience in the area to facilitate repeat visits, and the region builds a reputation as a successful tourist destination as well as maximising benefits to the local area in terms of the community, the economy and the environment.

11.3 *National and Provincial strategic imperatives*

11.3.1 The national Tourism Sector Strategy

The National Tourism Sector Strategy (NTSS, 2017) was first drafted in 2011 and recently reviewed with the updated version published in 2017. The Strategy was developed for a timeframe of 2016 till 2026. The NTSS focuses on inclusive growth and links promoting tourism to broader development objectives. The NTSS identifies five (5) strategic pillars for developing the tourism sector, namely:

1. Effective Marketing
2. Facilitate Ease of Access
3. The Visitor Experience
4. Destination Management
5. Broad-based Benefits



11.4 Market intelligence: Tourism research information

The first step in developing a tourism plan is developing a suitable product that would be attractive to the market, whilst capitalising on the area’s unique strengths and capabilities. Developing tourism products that would attract visitors and meet their needs is imperative in an appropriate tourism strategy. The products offered to the market should be tailored to market preference and expectations. If the product offering does not appeal to the market, no amount of marketing will attract the desired results. There is no use in trying to push products onto people who do not want the products at all.

Therefore, the starting point of product development is market intelligence: knowing who the target market is and what their preferences are. It is important to know who the current market for tourism in the Witzenberg area is. The market should be built on and expanded by gradually adding product offerings. Most importantly, the existing market should not be neglected. It is important to cater to the needs of established guests. Developing niche markets should be a complementary effort to existing tourism marketing efforts.

The data below depicts tourism statistics until 2021 (later statistics could not be attained).

 **TRIPS BY PURPOSE OF TRIPS**

The main purpose for an overnight trip is grouped into these categories:

- Leisure / Holiday
- Business
- Visits to friends and relatives
- Other (Medical, Religious, etc.)

Below is a table depicting the number of trips by purpose.

NUMBER OF TRIPS BY PURPOSE OF TRIPS - WITZENBERG LOCAL MUNICIPALITY, 2011-2021
[NUMBER PERCENTAGE]

	Leisure / Holiday	Business	Visits to friends and relatives	Other (Medical, Religious, etc)	Total
2011	19,500	5,230	29,500	5,300	59,600
2012	20,700	5,530	30,700	4,900	61,900
2013	23,300	5,500	31,900	4,140	64,900
2014	25,000	5,270	33,800	3,610	67,700
2015	26,000	4,990	34,900	3,160	69,100
2016	28,200	5,240	37,000	3,220	73,600
2017	29,400	4,890	37,100	3,310	74,700
2018	29,200	4,330	38,100	3,280	74,900
2019	30,700	3,680	40,300	3,450	78,200
2020	18,800	1,680	19,700	1,700	41,900
2021	14,000	1,450	25,100	2,190	42,800
Average Annual growth 2011-2021	-3.27%	-12.06%	-1.61%	-8.48%	-3.27%

Source: IHS Markit Regional eXplorer version 2257

In Witzenberg Local Municipality, the Visits to friends and relatives, relative to the other tourism, recorded the highest average annual growth rate from 2011 (29 600) to 2021 (25 100) at -1.61%. The type of tourism with the highest volume of tourists was also the Visits to friends and relatives tourism with a total number of 25 100 annual tourist and had an average annual growth rate of -1.61%. The tourism type that recorded the lowest growth was Business tourism with an average annual growth rate of -12.06% from 2011 (5 230) to 2021 (1 450).

ORIGIN OF TOURISTS

In the following table, the number of tourists that visited Witzenberg Local Municipality from both domestic origins, as well as those coming from international places, are listed.

TOTAL NUMBER OF TRIPS BY ORIGIN TOURISTS - WITZENBERG LOCAL MUNICIPALITY, 2011-2021 [NUMBER]

	Domestic tourists	International tourists	Total tourists
2011	46,500	13,100	59,600
2012	47,400	14,500	61,900
2013	49,200	15,600	64,900
2014	50,800	16,900	67,700
2015	52,300	16,900	69,100
2016	53,800	19,800	73,600
2017	54,000	20,700	74,700
2018	53,900	21,000	74,900
2019	57,300	20,900	78,200
2020	34,900	6,960	41,900
2021	37,600	5,160	42,800
Average Annual growth 2011-2021	-2.10%	-8.91%	-3.27%

Source: IHS Markit Regional eXplorer version 2257

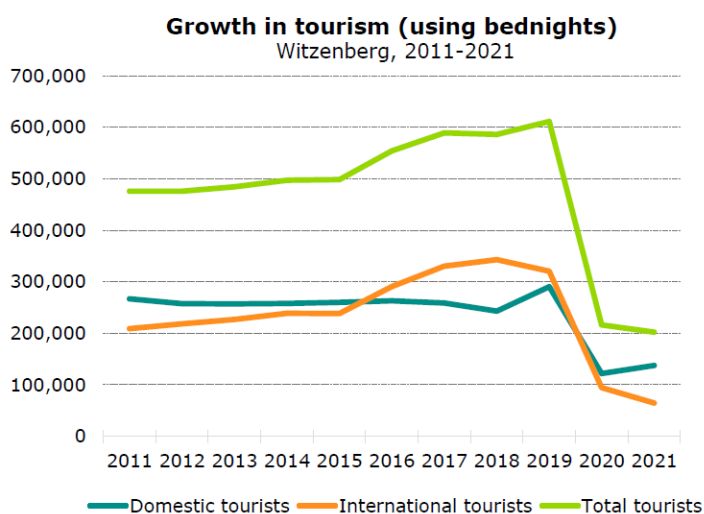
The number of trips by tourists visiting Witzenberg Local Municipality from other regions in South Africa has decreased at an average annual rate of -2.10% from 2011 (46 500) to 2021 (37 600). The tourists visiting from other countries decreased at an average annual growth rate of -8.91% (from 13 100 in 2011 to 5 160). International tourists constitute 12.05% of the total number of trips, with domestic tourism representing the balance of 87.95%.

BEDNIGHTS BY ORIGIN OF TOURIST

From 2011 to 2021 the number of bed nights spent by international tourists overtook the number of bed nights spent by domestic tourists. This is as a result of negative growth in the domestic tourists compared to the positive growth seen in the number of bed nights spent by international tourists in Witzenberg.

Below is a table depicting the growth in tourism.

GROWTH IN TOURISM (USING BEDNIGHTS) BY ORIGIN - WITZENBERG LOCAL MUNICIPALITY, 2011-2021 [NUMBER]



It is important to note that this type of spending differs from the concept of contribution to GDP. Tourism spending merely represents a nominal spend of trips made to each region. Below is a table indicating the total tourism spending, comparing Witzenberg, CWDM, the Western Cape and National.

TOTAL TOURISM SPENDING - WITZENBERG, CAPE WINELANDS, WESTERN CAPE AND NATIONAL TOTAL, 2011-2021 [R BILLIONS, CURRENT PRICES]

	Witzenberg	Cape Winelands	Western Cape	National Total
2011	0.4	3.6	36.1	205.8
2012	0.4	4.0	40.3	229.8
2013	0.5	4.6	45.9	253.3
2014	0.5	5.0	50.1	275.4
2015	0.5	4.7	47.2	253.9
2016	0.6	5.2	52.1	277.6
2017	0.5	4.9	50.3	264.0
2018	0.6	5.4	55.2	291.1
2019	0.9	7.9	76.4	406.2
2020	0.3	2.7	26.2	131.1
2021	0.6	6.1	60.9	296.5
Average Annual growth 2011-2021	4.43%	5.52%	5.38%	3.72%

Source: IHS Markit Regional eXplorer version 2257

Witzenberg Local Municipality had a total tourism spending of R 589 million in 2021 with an average annual growth rate of 4.4% since 2011 (R 382 million). Cape Winelands District Municipality had a total tourism spending of R 6.12 billion in 2021 and an average annual growth rate of 5.5% over the period. Total spending in Western Cape Province increased from R 36.1 billion in 2011 to R 60.9 billion in 2021 at an average annual rate of 5.4%. South Africa as whole had an average annual rate of 3.7% and increased from R 206 billion in 2011 to R 297 billion in 2021.

TOURISM SPEND PER CAPITA

In 2021, Witzenberg Local Municipality had a tourism spend per capita of R 4,250 and an average annual growth rate of 2.56%, Witzenberg Local Municipality ranked fourth amongst all the regions within Cape Winelands in terms of tourism spend per capita. Below is a table indicating the tourism spend per Capita.

TOURISM SPEND PER RESIDENT CAPITA - WITZENBERG LOCAL MUNICIPALITY AND THE REST OF CAPE WINELANDS, 2011,2016 AND 2021 [R THOUSANDS]

	2011	2016	2021
Witzenberg	R 3,300	R 4,289	R 4,250
Drakenstein	R 3,728	R 4,575	R 4,450
Stellenbosch	R 9,413	R 13,480	R 16,284
Breede Valley	R 2,210	R 2,601	R 2,688
Langeberg	R 4,468	R 5,935	R 6,400

Source: IHS Markit Regional eXplorer version 2257

12 Stakeholder feedback

Several stakeholder sessions and individual engagements were conducted to gain the inputs of the local business community in the development of this strategy. The 1st workshop was conducted in 2018 (which were included for the Draft LED Strategy) and the 2nd and 3rd workshop in November/December 2024. The purpose of the workshops was to gather perceptions, needs, challenges and solutions from business stakeholders regarding local economic development in Witzenberg Municipal area.

A summary of inputs of stakeholders are drafted below. The outputs of the stakeholder engagements are clustered in categories.

Themes where inputs were provided were:

- Skills development
- Unemployment
- Service delivery
- Cooperation between local Government and the Community
- Investment
- Agriculture sector
- Tourism
- Innovation & opportunities
- Infrastructure
- Business development
- Funding/operational needs
- Governance
- Contractor development/ contractor work
- Informal sector
- Procurement
- Business support service communication
- Access to markets
- Red Tape
- Labour
- Energy
- Safety
- Land
- Business Retention
- Accommodation & tourism facilities

- Tourism visibility
- Township tourism
- Tourism opportunities
- Tourism awareness

Theme	Comments/ challenges	Proposed solutions/initiatives to address challenges
Skills development	<ul style="list-style-type: none"> - Respondents confirmed the need for training/ skills development and education in the Witzenberg area, addressing substance abuse and creating employment. Respondents also felt that creating employment was the most important development need, followed by skills training. - Lack of support to student practical experience - Lack of business assessments, coaching, mentoring 	<ul style="list-style-type: none"> - Training & skills development; Youth development was highlighted as the solution to the need for skills in the Witzenberg area - Stakeholders mostly frequently felt that training/ skills development/ workshops constitute the greatest development need in the business sector. - Mentorship - Providing student practical experience
Unemployment	<ul style="list-style-type: none"> - The problem of unemployment was outlined 	<ul style="list-style-type: none"> - Respondents most frequently listed municipal service delivery, stakeholder engagement and training as proposed solutions to the problem of unemployment.
Service delivery	<ul style="list-style-type: none"> - Respondents were split about the most important service delivery need to enhance the business sector in the Witzenberg Local Municipal area. - Regarding red-tape: If the project justifies a quicker approach less red tape can be achieved 	<ul style="list-style-type: none"> - The most frequently recorded responses were: waste disposal, clinic upgrades, cleaning the town, working together (private and public sector), training programmes
Cooperation between local Government and the Community	<ul style="list-style-type: none"> - SMME Forums is a platform where Supply chain process workshops & updating of the database can occur - To link smme's with government support 	<ul style="list-style-type: none"> - "More meetings and communication" were the most popular solution for better co-operation between local government and the community. - "More stakeholder engagements" was the second most frequent response, and the formation of partnerships, together with improving the relationship between the municipality and the private sector, came in at third place. - Awareness
Investment	<ul style="list-style-type: none"> Stakeholders linked investment to employment creation. 	<ul style="list-style-type: none"> - Respondents felt that attracting new investment was key to Witzenberg's economic and investment strategy.

<p>Agriculture sector</p>	<ul style="list-style-type: none"> - Respondents reported that water was the most important development need in the agricultural sector. - Small farmers do not have grazing for bees; shortage of extractor room to extract honey - Need for agriculture land - Innovative opportunity to utilise agriculture to further development 	<ul style="list-style-type: none"> - Respondents most frequently reported that financial support to farmers would assist to alleviate the effects of the drought. - Access to municipal land; land must be rezoned for agricultural use - Own facility to extract honey - Zoning for industry in area (zoning for business)
<p>Tourism</p>	<ul style="list-style-type: none"> - Respondents felt that the most important need to develop tourism is that funding is required to develop the tourism industry and also noted the potential of the tourism sector to create employment. - Respondents felt that marketing, crime prevention, route development, guided tours and information centres would attract more visitors to the area. - The natural beauty of the area must be a big focus - Sport must be looked at and must play a bigger role 	<ul style="list-style-type: none"> - When asked how the tourism sector can best be developed, respondents mostly felt that government support, developing routes between towns, training and marketing had the most important roles to play.
<p>Innovation & opportunities</p>	<ul style="list-style-type: none"> - Cannot focus on small projects only; the local businesses must also play a role - Composting & recycling is a small business opportunity 	<ul style="list-style-type: none"> - Specialist investigation must occur regarding fibre optic infrastructure and the potential income and spin-offs for the local economy that can be derived from it
<p>Infrastructure</p>	<ul style="list-style-type: none"> - Road infrastructure is paramount for investment and planning - Eskom is lagging on their network capacity project for Witzenberg, which can negatively influence future development - Government owned buildings that is vandalised & under-utilised - Transport Logistics: congestion for freight & rail freight 	<ul style="list-style-type: none"> - There must be a strategy how to develop and utilize local contractors - Government funded support for local business to utilise buildings (funds to maintain it); apprenticeship for unemployed to rebuild it - Get rail to be managed well; Small airport development for tourism & sector logistics
<p>Business development</p>	<ul style="list-style-type: none"> - Lack of support to all industries 	<ul style="list-style-type: none"> - Support to development of all businesses
<p>Funding/operational needs</p>	<ul style="list-style-type: none"> - Lack of equipment - To grow and develop businesses - Difficulty to access for funding 	<ul style="list-style-type: none"> - Interaction with local businesses to access funding for equipment - Access to funding/ locals must support each other - Make funding more available; outreach to funders

Governance	<ul style="list-style-type: none"> - Seek bylaws for hairdressers - Non compliancy status - Monitoring & evaluation is needed - Need for business forum 	<ul style="list-style-type: none"> - Municipal bylaws in every industry - Feedback from Government - M&E programs to determine the impact, funding & mentoring should go together
Contractor development/ contractor work	<ul style="list-style-type: none"> - Need for building work - Admin support to artisan businesses - Foreigners used in construction work not up to standard; cheap labour 	<ul style="list-style-type: none"> - Apprenticeships - Support artisans in admin - Can use locally skilled businesses; should use more local businesses; check visa with Saps
Informal sector	<ul style="list-style-type: none"> - Lack of drains at informal stands - Assistance for spaza shops locals to take shops back 	<ul style="list-style-type: none"> - Establish drains that is in a working state - Remove illegal foreigners
Procurement	<ul style="list-style-type: none"> - Registration on supply database: no feedback - Clarity between quotation and tenders - Poor communication between supply chain and smme's 	<ul style="list-style-type: none"> - Feedback from supply chain; work on communication - Easier application forms - one pager - Notification to all sector/commodities/ preference to smme's that attend workshops - More briefings with supply chain regarding tenders
Business support service communication	<ul style="list-style-type: none"> - Not everyone is informed about LED services 	<ul style="list-style-type: none"> - Roadshows& pamphlets, radio advertisement
Access to markets	<ul style="list-style-type: none"> - Lack of access to markets - No platform for local artists and traders - Lack of business premises; business hub needed in other towns - Organised hawkers' space - Exclusion of small businesses from bigger companies (contracting, land to lease for honey farmers) - Access to tourists - local vendors (food, arts&crafts & music) cannot showcase what they sell; dedicated space to showcase 	<ul style="list-style-type: none"> - Create a platform for businesses to gain access to markets - Platform for local artists and traders to showcase their products - Business Hubs - Organised markets - Involvement/invitation in bigger companies in fixed contracts for small businesses to become sustainable (small businesses, honey pollination services) - Create a space / platform, place where tourists come; Open market once every month/6 months to showcase what they do
Red Tape	<ul style="list-style-type: none"> - High compliancy challenges, compliancy & expenses hold smmes back, 	<ul style="list-style-type: none"> - Compliancy vouchers (3 years), Municipality to cover expenses
Labour	<ul style="list-style-type: none"> - Bigger industry do not utilise local labour at large; foreign cheap labour - Adequate medical care for workers 	<ul style="list-style-type: none"> - Empower women to be employed in agricultural sector -Workshops for unemployed South Africans (skills development& life skills/vision development/purposed) for them to be absorbed (life skills first then skills) - Lobby for better support of clinics

Energy	<ul style="list-style-type: none"> - Power (electricity) resources; Electricity & distribution capacity 	<ul style="list-style-type: none"> - Programme from Government to assist households with solar panels & boreholes; Municipal independent generation of electricity to be made available for businesses; increase electricity capacity for current businesses first before investment from outside (bigger Industry & farms) - Businesses to have a solar panel drive; Municipality make process easier; Public partner to setup solar panels; wind farms in other towns
Safety	<ul style="list-style-type: none"> - Security - Taxies causing delays with development - The break-ins, petty crime that occurs. 	<ul style="list-style-type: none"> - Crime prevention & visible policing - Information to businesses; Enforce municipal & SAPS bylaws - Join hands with social development, implement a life skills program for the community that guides people through it.
Land	<ul style="list-style-type: none"> - Availability of land for previous disadvantaged individuals - Availability of land for building houses for neighbourhoods - Available land not utilised to its full capacity; not sufficient available & zoned industrial & business land & space in towns 	<ul style="list-style-type: none"> - Discussion with Government Department owning land (Telkom, Dept Public Works, Eskom) - Zoning of municipal land for business purposes: business rezoned land closer to neighbourhoods - Identify whether a specific development is a need instead of local businesses - Household food gardens for trading (wholesale) & food security; Municipality to avail land for subsistence farming; mentorship for new and existing
Business Retention	<ul style="list-style-type: none"> - Foreign shops in the town 	<ul style="list-style-type: none"> - Small businesses form co-operative and buy bulk
Accommodation & tourism facilities	<ul style="list-style-type: none"> - Shortage of Accommodation & Tourism facilities - Restaurants, parking - Municipal resorts such as Pine Resort - Tolhuis & Karoo Poort 	<ul style="list-style-type: none"> - Should develop a 10 - 15yr plan, analyses of facilities - Local service providers to upgrade it; to sell or let a private entity manage it - Restore heritage sites
Tourism visibility	<ul style="list-style-type: none"> - Tourism Signage & maps 	<ul style="list-style-type: none"> - Sign at entrance of towns
Township tourism	Township Tourism is needed	<ul style="list-style-type: none"> - Local community awareness campaigns
Tourism opportunities	<ul style="list-style-type: none"> - Tourism routes - More coordination with sport events 	<ul style="list-style-type: none"> - Local products to be showcased
Tourism awareness	<ul style="list-style-type: none"> - Tourism Awareness Campaigns needed 	<ul style="list-style-type: none"> - Market within towns; Tourism Road Show; Skills development programme for youth - Can use all the people of the town for marketing, e.g. churches, businesses. Encourage the community to take pride back.

LED PLAN

This section of the report includes the implementation plan for Local Economic Development.



13 Local Economic Development Strategy for Witzenberg Local Municipality:

13.1 Where we want to be:

Economic growth is a prerequisite for economic development. Economic growth affords new businesses the opportunity to enter the market and trade successfully. Economic growth is therefore also vital for economic transformation. The paramount objective of LED is therefore to foster strong economic growth in order for social and economic development to take place. Strong economic growth also attracts investment, further enhancing economic growth and economic development. The Western Cape Government has set a target of creating an inclusive, export-oriented, sustainable, and resilient economy, growing at between 4% and 6% annually in real terms by 2035. Considering an annual regional economic growth rate in line with the NDP target of 5.4% per annum, achieving growth in line with the above mentioned should yield radical progress in terms of LED.

13.2 Where are we now:

A SWOT analysis defines the strengths, weaknesses, opportunities and threats.

Strengths	Weaknesses
<ul style="list-style-type: none"> ✓ The Agriculture, forestry and Fishing sector being one of the biggest Sectoral employment contributors in the Cape Winelands District ✓ Well maintained road transport infrastructure and economic corridor ✓ Strong domestic tourism market ✓ Organised and globally competitive wine and deciduous fruit sectors ✓ Research and development capacity well developed in the agriculture sector (ex. production techniques and new cultivars) ✓ Pro-poor policies (e.g. indigent; procurement) 	<ul style="list-style-type: none"> ✓ Financial limitations ✓ Inadequate storm water systems in some areas ✓ Old asbestos water and sanitation networks ✓ Resealing and maintenance of roads ✓ Ageing infrastructure ✓ Centralisation/town management ✓ High water losses ✓ Lack of integration policies, silo operations ✓ Vulnerable IT (integration) ✓ The growing divide between rich and poor ✓ Under-utilised government buildings and land ✓ Not enough producers of products

<ul style="list-style-type: none"> ✓ Good dialogue with business and agricultural sectors ✓ Good water quality & natural environment ✓ Effective international relations ✓ IGR structures and forums ✓ Budget control ✓ Good governance and good IGR ✓ Meeting constitutional obligations ✓ Community engagements ✓ Good twinning agreements with Belgium, CBI & Tourism ✓ Thriving tourism attractions ✓ Good visible Law Enforcement ✓ Several Clean Audits 	<ul style="list-style-type: none"> ✓ Land for small scale farmers
<p>Opportunities</p>	<p>Threats</p>
<ul style="list-style-type: none"> ✓ Tourism potential ✓ IGR and cooperation on transversal programmes ✓ EPWP for poverty reduction ✓ Close working relationship with big business to enhance economic development ✓ Pine forest ✓ Recycling and composting ✓ Renewable energy ✓ Available natural resources to stimulate economic growth ✓ Development of GIS (Geographic Information system) ✓ Good communication and branding ✓ Expand international relationships ✓ Upgrade of infrastructure ✓ LED pilot projects ✓ Land audit ✓ Koekedouw Dam 	<ul style="list-style-type: none"> ✓ Dependence on the agricultural sector ✓ Increase in unemployment ✓ High number of jobs in the agricultural sector at risk due to drought ✓ Declining number of job opportunities for low-skilled workers ✓ Seasonal agriculture-based labour shrinks revenue base ✓ Political volatility (fragile coalitions) ✓ Unemployment rate of semi-skilled post matric youth ✓ Increasing TB and HIV/Aids prevalence ✓ Vandalism, theft of municipal assets and property ✓ Legacy of decrepit infrastructure and insufficient infrastructure replacement programme ✓ Uncontrolled habitation in informal settlements

<ul style="list-style-type: none"> ✓ Rural wards – funding possibilities ✓ Improvement of client services ✓ Sourcing local labour ✓ Training facilities ✓ Capacitating local contractors ✓ Natural beauty ✓ Outdoor tourism potential ✓ Business networking 	<ul style="list-style-type: none"> ✓ Insufficient revenue base/lack of economic growth ✓ Farm eviction ✓ Service delivery in informal settlements ✓ Social ills (HIV, TB, crime, substance) ✓ Outside money flow due to foreigners ✓ Migration / influx control impact on infrastructure and law enforcement ✓ Land availability ✓ NERSA legislation – non-compliance / compliance ✓ ESKOM / load shedding – incapacity to increase for demand from municipality
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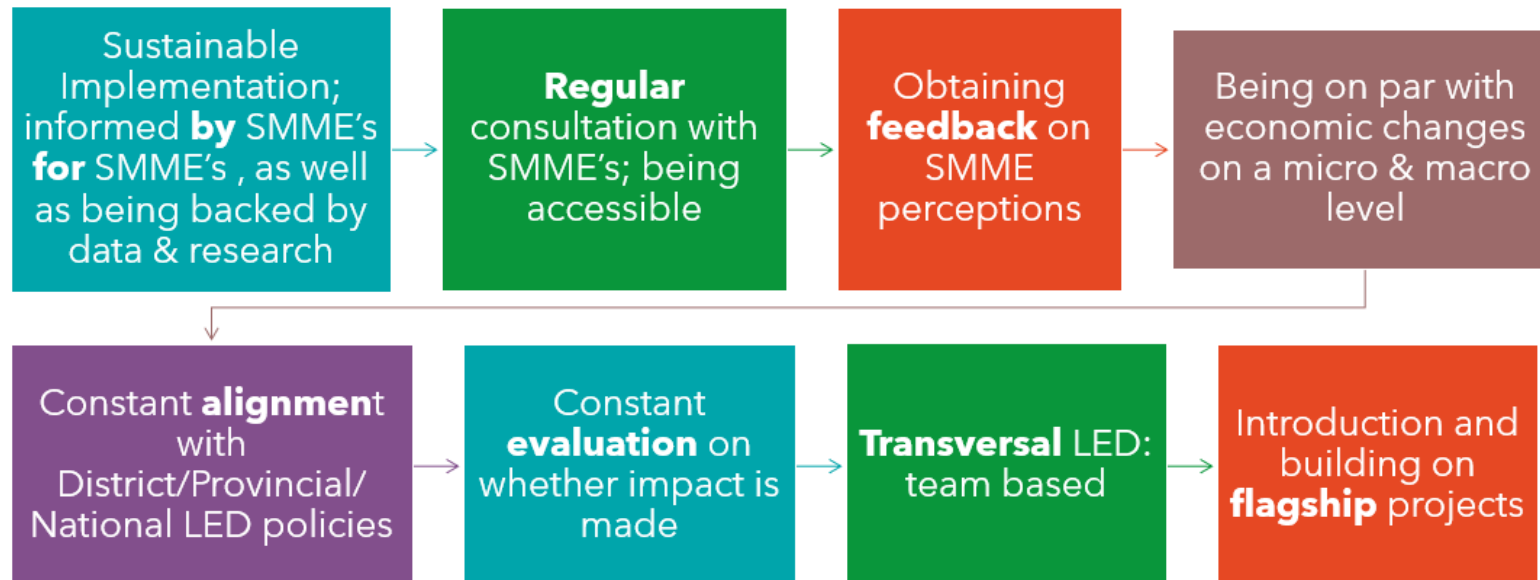
13.3 Implementation Plan for LED Strategy

Below is the Implementation Plan for the LED Strategy. The Plan consist of 4 goals, each with set objectives, programmes, projects and identified possible external partners that can assist with required resources needed to achieve desirable outcomes. Although the LED unit will be the main driver of the Strategy, the implementation is cross-cutting across various Municipal Departments. This means that transversal LED principles will apply where LED is executed by multi-stakeholders internally & externally.

The focus will be on:

- Sustainable implementation, focusing on projects that has the potential for greater collaborative impact and long-lasting fruit. Project design needs to be informed by entrepreneurial need, statistics, research and changing economic patterns
- Regular consultation with SMME's in order to identify needs, provide information, create opportunities for networking and to build a strong partnerships to stimulate the local economy on a micro and macro level
- Obtaining feedback from SMME's in order to determine the perception of initiatives and whether it address the needs or opportunity
- Being on par with the ever-changing micro and macro-economic landscape
- Alignment with all spheres of Government's (District, Provincial, National) LED policies and priorities
- Evaluation of implementation to assess the impact of initiatives and to improve future interventions
- Transversal approach to be followed regarding implementation. LED initiatives are to be implemented by various Municipal Departments in collaboration with business, civil society and Government Institutions.
- Flagship projects will be introduced and build upon, in order to maximise collaborative impact

The approach:



Vision:

A Municipality that cares for its community, creating growth and opportunities.

Goals:

To create economic growth through:

- **Goal 1: Facilitating the growth of SMMEs**
- **Goal 2: Creating an enabling environment to attract new businesses and for businesses to prosper**
- **Goal 3: Supporting the informal sector**
- **Goal 4: Support and retain existing business**

Goal 1: Facilitate the growth of SMMEs

Objectives	Programmes	Projects	Possible external partners & additional Municipal Divisions
Growing SMME capacity through programmes	- Small Business readiness support	- SEDA (Small Enterprise Development Agency) support - Contractor business & administration development and support - Tax compliance workshops	- SEDA - Dept. Public Works - SARS - WC Dept. of Local Government - Supply chain division

	<ul style="list-style-type: none"> - Mentorship support programme 	<ul style="list-style-type: none"> - Supply chain process workshops - Targeted business capacity building in financial management, marketing, digital skills & business plan development - COIDA workshops - Online entrepreneurship academy - Youth entrepreneurship development - International business capacity building missions - CBI Entrepreneurship programme - Municipal Mentorship incubator project 	<ul style="list-style-type: none"> - National Dept. of Small Business - WC Dept. of Economic Development & Tourism (DEDAT), Tertiary Institutions - Department Labour - DEDAT, Start-Up Tribe - IPP's (Independent Power Producers), Youth organisations - NYDA - Exchange International - CBI - Business Chamber - Service provider
<p>Support SMME businesses through linking with opportunities</p>	<ul style="list-style-type: none"> - Entrance to markets 	<ul style="list-style-type: none"> - SMME database - Linkage with funding opportunities - SMME email network - Supply chain database registration assistance - SMME Expo's 	<ul style="list-style-type: none"> - DEDAT - Cape Winelands District Municipality - E-centres - Emerging business forums

	<ul style="list-style-type: none"> - Emerging farmer support - Marketing Plan for LED 	<ul style="list-style-type: none"> - Supplier & funding registration Days - Witzenberg Vocal for Locals & buy local campaigns (showcasing local entrepreneurs & market days) - Assistance with entity registrations - Linkage with Government support programmes - Assist with identifying potentially suitable agricultural land - Utilisation of effective marketing channels 	<ul style="list-style-type: none"> - Provincial Treasury, SEDFA (Small Enterprise Finance Agency), SARS - Local Tourism Agency/ Witzenberg Tourism - Dept. Rural Development - Dept Agriculture - Town planning/ Legal division - Social media, newspapers, Radio
<p>To provide SMME opportunities in new developments</p>	<ul style="list-style-type: none"> - Business rezoning 	<ul style="list-style-type: none"> - Expedite business rezoning applications - Rezone & service vacant municipal land earmarked for economic development purposes 	<ul style="list-style-type: none"> - RSEP (Regional Socio-Economic Programmes) - Town Planning, Technical Dept, DEDAT

	<ul style="list-style-type: none"> - SMME infrastructure programme - Wastepreneur programme 	<ul style="list-style-type: none"> - Construction of SMME Business Hubs - Waste entrepreneurship & recycling development 	<ul style="list-style-type: none"> - JOBS Fund/IDC, DEDAT - Recycling industry role players (PRO's, waste collectors, recycling companies) - Waste division
Goal 2: Creating an enabling environment to attract new businesses and for businesses to prosper			
Objectives	Programmes	Projects	Possible external partners & additional Municipal Divisions
To make suitable municipal land available for development	<ul style="list-style-type: none"> - Review& maintain Land audit - Property disposal 	<ul style="list-style-type: none"> - Implement Projects as per approved budget - Update Policy for the Management of Business Property for LED purposes with its aim of capacitating Previous Disadvantaged Communities - Fast track municipal land applications for LED Development and LED related community projects - Identifying & linking with funding sources to service municipal land 	<ul style="list-style-type: none"> - GIS Service provider - Legal Services division - DEDAT, Department Rural Development

	<ul style="list-style-type: none"> - Review Service Master Plans - Agriculture growth patterns intelligence - Strategic infrastructure development 	<ul style="list-style-type: none"> - Identifying suitable Government-owned land - Annual review - Collate & disseminate economic data on an annual basis - Agreements with Government Departments for business intelligence - Fast tracking energy provision - Alternative energy investment and initiatives; business solar drive - Developing and maintaining strategic economic corridor infrastructure 	<ul style="list-style-type: none"> - Department Public Works - Technical Department - WC Dept. of Agriculture - DEDAT - CWDM - ESKOM/ Dept. of Energy - Electricity division - Technical Department - WC Dept of Infrastructure
<p>Maintain & improve governance to ensure effective responsible investment support</p>	<ul style="list-style-type: none"> - Safety& security plan for traders - Performance measurement 	<ul style="list-style-type: none"> - Municipal Law enforcement of bylaws - CBD security camera project - Evaluate performance against base benchmarks - Development of SOP's & checklists 	<ul style="list-style-type: none"> - Law Enforcement - Business chamber

	<ul style="list-style-type: none"> - Inter-governmental implementation of LED 	<ul style="list-style-type: none"> - Align LED priorities with District, Provincial & National Government programmes and initiatives - Dialogue with Government Departments & potential investors regarding future rail and air development 	<ul style="list-style-type: none"> - CWDM - National Department Trade and Industry - DEDAT - National Dept. of Small Business Development; SEDA - Ceres Rail Company, Transnet, WESGRO, DEDAT
<p>Attract new business through investor friendly policies & marketing</p>	<ul style="list-style-type: none"> - Development and renewal of Investor friendly policies & initiatives 	<ul style="list-style-type: none"> - Review existing incentive policy - Infrastructure Investment policy - Investigate areas with investment potential for improvement - Pre-packaged investment opportunities - Developing investment profile - Investigate Priority focussed areas - Municipal Film permit policy - Incorporate recommendations in forward investment planning 	<ul style="list-style-type: none"> - Finance Department - SALGA - DEDAT; WESGRO - Marketing division - Town Planning division

	<ul style="list-style-type: none"> - Adoption & implementation of Spatial Development framework (SDF) - Internal Red tape reduction - Marketing Plan - Emerging market development 	<ul style="list-style-type: none"> - Identify & plan for future industrial land in manufacturing & agro-processing sector - Evaluate process maps of informal trader permits, business licences and land use applications - Development and review of a Case management system - Marketing drive for investment into the Municipal area - IPP investment readiness & attraction 	<ul style="list-style-type: none"> - Agriculture related industry leaders - DEDAT; WESGRO - IT Division - Marketing & Communication division - CWDM; Marketing & Communication division - IPP's (Independent Power Producers), Town Planning
Municipal Procurement interventions	<ul style="list-style-type: none"> - Reforming tender specifications 	<ul style="list-style-type: none"> - Inputs in tender specifications to ensure maximum output for utilising local labour & to accommodate local contractors 	<ul style="list-style-type: none"> - WC Provincial Treasury - National Treasury

		<ul style="list-style-type: none"> - Development of Local labour policy for tenders - Expedite supply-chain registration process 	<ul style="list-style-type: none"> - Supply chain division
Stakeholder management	<ul style="list-style-type: none"> - Business liaison & interaction - CBI agreement 	<ul style="list-style-type: none"> - Business Dialogue & engagement - Encouraging formation of local business forums & networking - Inter-Governmental relations - Maintain International relations & explore future international collaboration - Attend quarterly CBI meetings for inputs - Update of CBI agreement 	<ul style="list-style-type: none"> - Emerging/ established Business Forums/ business chambers - Local Tourism Agencies - Witzenberg Recycling Forum - CWDM, DEDAT, National Department of Small Business Development - Essen Gemeente (Belgium), - United Nations (UN), China, Europe - CBI

<p>Skills development</p>	<ul style="list-style-type: none"> - Industry skills development - Expanded Public Works Programme (EPWP) 	<ul style="list-style-type: none"> - Supporting& complimenting agro-processing critical skills development - Apprenticeships with youth & women - Youth skills development - Job readiness training - 4th Industrial Revolution initiatives - Training for EPWP workers (implement EPWP Phase 5) 	<ul style="list-style-type: none"> - CBI, Agro-processing sector, agriculture entities - IPP's - Essen Gemeente (Belgium) - Department of Labour - Youth Development section - Tertiary Institutions, UN - Department Public Works
<p>Goal 3: Support the informal sector</p>			
<p>Objectives</p>	<p>Programmes</p>	<p>Projects</p>	<p>Possible external partners & additional Municipal Divisions</p>
<p>To provide sufficient, well located serviced stands& stalls</p>	<ul style="list-style-type: none"> - Informal traders need analysis - Maintenance of existing stall trader infrastructure 	<ul style="list-style-type: none"> - Update existing stalls audit - Development of informal trader site plan - Exploring & identification of alternative vendor space - Annual maintenance plan for trader infrastructure 	<ul style="list-style-type: none"> - Technical Department

<p>To implement & regulate informal traders through policies & bylaws</p>	<ul style="list-style-type: none"> - Stalls management and allocation record process - Governance 	<ul style="list-style-type: none"> - Development of SOP's for trader application process - Maintenance of informal trader and business licence register & system - House shop bylaw review - Informal Trader Bylaw 	<ul style="list-style-type: none"> - DEDAT - Town Planning division
<p>Pursue innovative opportunities for informal traders</p>	<ul style="list-style-type: none"> - Informal trader support programme - Informal area economic development programme 	<ul style="list-style-type: none"> - Funding support - Facilitating formation of informal trading platform - Business development support - Economic profiling & mapping - Linkage of traders with value chain of tourism route - Assistance with facilitation of organised markets - Formulating development & support plan for informal area economy - Localising house shops 	<ul style="list-style-type: none"> - CWDM - Informal traders - National Dept. of Small Business, DEDAT - Tourism LTA's - DEADP, DEDAT - CWDM

Goal 4: Support and retain existing businesses			
Objectives	Programmes	Projects	Possible external partners & additional Municipal Divisions
<ul style="list-style-type: none"> - Retain existing business through competitive tariffs, sustainable service delivery 	<ul style="list-style-type: none"> - 3 Year budget process (MSCOA) - Improving service delivery 	<ul style="list-style-type: none"> - Development of Service Delivery Charter - Incorporate in SDBIP (Service Delivery Budget Implementation Plan) 	<ul style="list-style-type: none"> - Finance Department - Projects & Performance division
<ul style="list-style-type: none"> - Support Tourism in Witzenberg as a growing economy 	<ul style="list-style-type: none"> - Witzenberg Tourism - Tourism development programme 	<ul style="list-style-type: none"> - Memorandum of Agreement (MOA) for funding support - Destination marketing plan - Local Tourism Awareness campaigns - Tourism Route development - Market Platform development for arts & crafts - Town heritage plan development - Town image & entrance enhancement - Tourism facilities and accommodation audit 	<ul style="list-style-type: none"> - Local Tourism Agencies (LTA's) - CWDM - Witzenberg Tourism; Marketing & Communications division - CBI, LTA's, Tourism members

	<ul style="list-style-type: none"> - Tourism Safety programme - Communication Plan - Public tourism facilities & heritage 	<ul style="list-style-type: none"> - Township tourism development - Tourist safety interventions - Coordinated marketing initiatives - Tourism marketing plan - Upgrading & restoring tourism facilities - PPP (Public Private Partnership) promotion - Utilisation of vacant municipal buildings 	<ul style="list-style-type: none"> - DEDAT, Jobsfund - Law Enforcement, SAPS - Marketing & Communication division - Maintenance division - Legal division
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13.4 Implementation plan details

Action Plans will be developed from the projects identified in each programme prior to implementation phase. The identified projects will have set deliverables with timelines, budgets, resources required, risk assessment and stakeholders involved and will aim to maximise resources (human & financial) to achieve optimal impact. Alignment with LED priorities will be pursued with Cape Winelands District Municipality, Western Cape Department of Economic Development and Tourism and the National Department of Small Business' in order to tap into existing and future roll-out of LED programmes.

The identified projects will be linked with the IDP in order to ensure funding for each programme. Ongoing application will be made to various Government institutions for grant funding in the case of budget shortfall. Private institutions will be approached for financial and sustainable buy-in.

The implementation of LED projects will mainly be coordinated by the LED unit in the Socio-Economic Development section. Transversal principles will be applied within the various municipal Departments as to ensure that all resources are efficiently utilised for implementation. Continuous input regarding implementation will be obtained from various Witzenberg LED stakeholders, to ensure that outcomes are relevant, sustainable and have long lasting impact.

13.5 Monitoring and Evaluation Framework

The LED Implementation Plan will be monitored on a monthly and quarterly basis to ensure that outcomes are achieved, as well as to determine progress. The plan will be evaluated annually to determine to what extent the goals and objectives were met. Remedial interventions will be developed based on the outcomes of the evaluation.

Below is the Monitoring & Evaluation framework for the LED Strategy. The term in the table indicates when the outcomes will start to be realised, with the understanding that the initiative will be sustainably implemented during the duration of the Strategy timeline. Short term interventions indicate a timeline of 1-2 years; medium term indicate 2-4 years and long term indicate 5 years or more.

Monitoring and Evaluation framework		
GOALS	OUTCOMES	TERM
1.Facilitate the growth of SMMEs	✓ SMME's capacitated in business development	Short
	✓ Contractors developed& supported	Short
	✓ SMME's tax complaint	Short
	✓ SMME's registered on Municipal, District, Provincial and National supply chain database	Short
	✓ SMME's capacitated in government business regulations	Short
	✓ SMME's trained in targeted skills	Short
	✓ Youth entrepreneurship skills developed	Short
	✓ Entrepreneurs linked with CBI entrepreneurship programme	Short
	✓ SMME's linked with mentorship support	Short
	✓ SMME's capitated in labour relations	Short
	✓ Online business Training academy established	Short
	✓ SMME's linked with international capacity building	Short
	✓ SMME's registered on SMME database & email network	Short
	✓ SMME's registered on email network & regular distribution of information	Short
	✓ Annual/Bi-annual Supplier& funding registration days established	Short
	✓ Buy local campaigns conducted	Medium
✓ Emerging farmers linked with government support programmes	Medium	

	<ul style="list-style-type: none"> ✓ Marketing plan for LED established 	Short
	<ul style="list-style-type: none"> ✓ Business rezoning applications significantly fast tracked ✓ Vacant economic potential municipal land rezoned and serviced ✓ SMME Business Hubs constructed in most municipal towns ✓ Waste entrepreneurs integrated into municipal waste programme 	<p>Medium</p> <p>Long</p> <p>Long</p> <p>Medium</p>
2.Creating an enabling environment to attract new businesses and for businesses to prosper	<ul style="list-style-type: none"> ✓ Land audit reviewed ✓ Policy updated for the Management of Business Property for LED purposes with its aim of capacitating Previous Disadvantaged Communities 	<p>Medium</p> <p>Short</p>
	<ul style="list-style-type: none"> ✓ Municipal land applications significantly fast tracked ✓ Suitable government owned land identified 	<p>Short</p> <p>Long</p>
	<ul style="list-style-type: none"> ✓ Agricultural economic data available to the Public 	Short
	<ul style="list-style-type: none"> ✓ Agreement with Departments in place 	Short
	<ul style="list-style-type: none"> ✓ Energy provision fast tracked ✓ Alternative energy investment and initiatives in motion 	<p>Long</p> <p>Long</p>
	<ul style="list-style-type: none"> ✓ Strategic economic corridor infrastructure maintained 	Long
	<ul style="list-style-type: none"> ✓ Municipal Bylaws enforced ✓ Critical points linked with CBD security cameras 	<p>Short</p> <p>Short</p>

	✓ Performance measurement conducted	Short
	✓ SOP's and checklists developed	Short
	✓ Alignment of LED priorities with District, Provincial and National Government conducted	Medium
	✓ Dialogue with Government Departments & potential investors in motion	Medium
	✓ Incentive Policy reviewed	Medium
	✓ Infrastructure investment policy reviewed	Medium
	✓ Areas with investment potential & priority focussed areas investigated	Medium
	✓ Investment opportunities packaged	Medium
	✓ Investment profile developed	Short
	✓ Municipal film permit policy adopted	Medium
	✓ SDF recommendations included in forward investment planning	Medium
	✓ Future Industrial land for manufacturing and agro-processing identified	Medium
	✓ Process maps of permits, business licences and land use applications evaluated	Medium
✓ Marketing drive for investment implemented	Medium	
✓ Municipality IPP investment ready	Medium	
✓ Local labour & local contractors in Witzenberg increased in allocated tenders	Short	

	<ul style="list-style-type: none"> ✓ Municipal interaction with organised business on quarterly basis ✓ Inter-governmental relations maintained ✓ International relations maintained ✓ CBI Agreement signed 	<p>Short</p> <p>Short</p> <p>Short</p> <p>Short</p>
	<ul style="list-style-type: none"> ✓ Agro-processing critical skills development complimented ✓ Apprenticeships with youth & women conducted ✓ 4th Industrial revolution initiatives kickstarted ✓ EPWP workers trained 	<p>Long</p> <p>Medium</p> <p>Medium</p> <p>Short</p>
3. Supporting the informal sector	<ul style="list-style-type: none"> ✓ Stalls audit updated ✓ Informal trader site plan developed ✓ Alternative vendor space identified ✓ Existing stall trader infrastructure maintained 	<p>Short</p> <p>Short</p> <p>Short</p> <p>Short</p>
	<ul style="list-style-type: none"> ✓ SOP's for trader application process developed ✓ Informal trader and business register maintained ✓ Spaza shop bylaw reviewed ✓ Informal trader bylaw reviewed 	<p>Short</p> <p>Medium</p> <p>Medium</p> <p>Short</p>
	<ul style="list-style-type: none"> ✓ Funding support provided ✓ Informal trading platform established ✓ Economic profile & mapping completed ✓ Image of stalls enhanced ✓ Traders linked with value chain of tourism route ✓ Assistance provided with organised market facilitation 	<p>Short</p> <p>Short</p> <p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Medium</p>

	<ul style="list-style-type: none"> ✓ Development & support plan for informal area economy development completed ✓ House shops localised 	<p>Long</p> <p>Long</p>
4.Support and retain existing businesses	<ul style="list-style-type: none"> ✓ Service delivery charter incorporated in SDBIP ✓ Destination Marketing Plan developed ✓ Tourism Route established ✓ Memorandum of Agreement for funding support in place ✓ Market platform for arts and crafts developed ✓ Town Heritage plan developed ✓ Town image and entrances enhanced ✓ Tourism facilities and accommodation audit completed ✓ Township tourism development established ✓ Tourism safety interventions kickstarted ✓ Public Tourism facilities upgraded and restored ✓ Vacant municipal buildings utilised 	<p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Short</p> <p>Medium</p> <p>Long</p> <p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Short</p> <p>Medium</p> <p>Long</p>

14 Conclusion

Witzenberg Municipality strive to create an enabling environment that attracts diversified private sector investment and fosters growth and development of existing and new businesses.

The Witzenberg Local Economic Development Strategy therefore aims to provide a workable implementation plan that will assist the Municipality, in collaboration with its public, private and government stakeholders and communities, to build on existing socio-economic development efforts. Alignment with District, Provincial and National LED priorities aim to facilitate financial and programme support to identified LED initiatives. Stakeholders were also engaged to identify challenges and areas where the Municipality could facilitate growth and development in business; which would in effect address social problems and promote the sustainable use of natural resources.

The LED implementation plan has the intention to address the challenges and opportunities that were identified for economic growth, economic inclusion and job creation, as to ensure that the Municipality create an enabling environment in which business, big and small, can thrive, grow, create jobs and ultimately improve the quality of life for all citizens living in the Witzenberg Municipal area.

It is ultimately only through cooperation between all stakeholders, that the Witzenberg Local Economic Development Strategy can be successfully implemented, while maximising collaborative impact.

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Witzenberg Local Economic Development Strategy 2025 - 2030

EXECUTIVE SUMMARY (draft)



May 2025

Foreword by the Municipal Manager

It is with great pride and anticipation that I present our municipality's new Local Economic Development (LED) Strategy. This document aims to represent not only a blueprint for sustainable economic growth in Witzenberg, but also a shared vision for inclusive development, job creation, and improved livelihoods for all our residents.

In an era of rapid change and ever-growing economic challenges, it is essential that we align our local strengths with emerging opportunities. I believe this strategy aim to reflect the needs and aspirations of our community, stakeholders, and business sector, and sets clear, actionable priorities to stimulate and sustain local economic growth.

We are committed to fostering an enabling environment where innovation, investment, and entrepreneurship can thrive. As we implement this strategy, we call upon all partners—public, private, and civil society—to work collaboratively with us to realize its goals.

Together, we can build a resilient and prosperous future for our municipality.



David Nasson

Municipal Manager

Witzenberg Municipality

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1. Introduction

LED strategies, as opposed to traditional development policies, empower local communities and generate local dialogue. Citizens, who previously had little or no control over economic activities in their territory, usually adopt a more proactive stance towards their own economic future. This leads to a general improvement in the quality and quantity of jobs because of the involvement of local stakeholders in the economic activity within their territory (Rodriguez-Pose, 2001).

Communities differ in their geographical, political and economic landscapes. Each community will therefore have a unique set of challenges and corresponding strategies to address this uniqueness and create better conditions for economic growth, poverty reduction and employment generation. A successful LED programme is based on basic principles such as the identification and exploitation of a community's natural endowments, the forging of public-private partnerships, and participatory decision-making and social dialogue.

The aim of this project was to develop a comprehensive LED Strategy, which will be a 5-year Strategic Implementation Plan, in order to harness the resources and skills of all stakeholders in a uniform and coherent manner to achieve agreed aims and objectives.

In the 2024/2025 financial year, the draft LED Strategy was extensively reviewed and edited by the Local Economic Development section, in order to ensure alignment of goals, objectives, the Municipal IDP, as well as District, Provincial & National priorities.

The Witzenberg LED Strategy thus builds on a 2018 draft LED Strategy document, as well as on the "Towards an LED Strategy, 2005" report.

Furthermore, through appropriate policies and programmes, the Strategy may serve as a guideline to facilitate multiple benefits like job creation, an economic climate that supports growth, improvement of quality of life and tax base enhancement.

2. Methodology

2.1. *Background*

The Witzenberg LED Strategy was extensively reviewed and edited by the Socio-Economic Development section, in order to ensure alignment of goals, objectives, current economic priorities and ultimately the final LED strategy with Municipal IDP, as well as District, Provincial & National priorities. Strategy Development is about creating the optimal synergy between the strengths and weaknesses and the external or macro-economic environment. This is called achieving Strategic Fit and is achieved by capitalising on strengths and opportunities and developing weaker areas.

In the development of this local economic strategy, such a process was followed.

2.2. *Data collection & Analysis conducted*

Both quantitative data and qualitative data was gathered to provide a firm foundation for the development of the LED strategy. Data was gathered from primary and secondary data sources. Primary data were retrieved mainly from through engagement with role-player and stakeholders. Secondary data comprised of desktop studies of published literature, official records and reputable & recognised statistics. Once all data was gathered and captured, the responses could be coded for analysis and interpretation. Qualitative data were quantified by counting the frequency of occurrences of particular responses to questions. This allowed for the use of statistical methods to analyse the data. The data was coded by grouping responses according to the predominant themes and trends that emerged from individual responses.

The secondary data was analysed using accepted and recognised theoretical models and tools. Once appropriate dimensions/ measures were identified, suitable variables were selected, information was extracted from the data, trends were identified, performance comparisons were conducted and the results were interpreted.

2.3. *Formulation of the LED strategy*

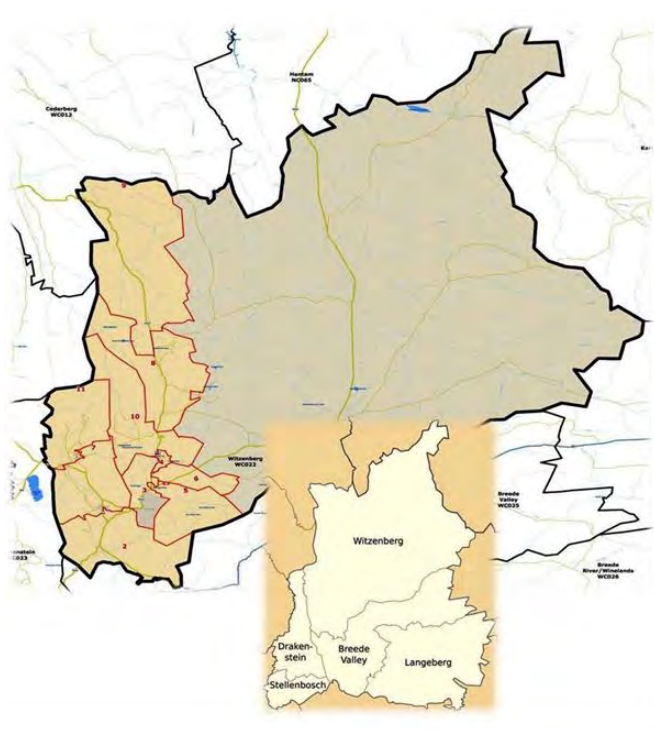
After careful analysis of the data to determine the status quo of the local economy and identify development needs, pressing issues were identified as key focus areas, and unique capabilities and skills were considered. Policies and legislation were also reviewed and considered. The strategy was developed to serve both regional and broader economic growth plans, as well as to be aligned to provincial and national economic growth plans and the applicable policy and legislative frameworks.

Current best practice models in local economic development, both nationally and internationally, were reviewed and considered. The strategy was developed to create optimal “strategic fit” between the area’s unique needs and strengths and the macro-economic environment.

Implementation plans were developed to give practical effect to the theories, models and objectives included in the strategies.

3. Brief Background of Witzenberg Local Municipality

The Witzenberg Local Municipality, a Category B municipality, is situated in the Western Cape Province, and is one of the five local municipalities located within the Cape Winelands District Municipality. The Witzenberg Local Municipality comprises an area of 10,753km² which accounts for approximately 48% of the total district area. The municipality lies about 150km north east of Cape Town, bordering on the Drakenstein Local Municipality in the south west and Breede Valley Local Municipality in the south east.



Major towns situated in the Witzenberg Local Municipality include Ceres, Prince Alfred’s Hamlet, Op-die-Berg, Tulbagh and Wolseley, including the rural areas such as the Warm & Koue Bokkeveld, Agter-Witzenberg and the Breërivier area. The scenic attractiveness of the Witzenberg Local Municipality’s rural environment is a major resource for the tourism industry. The area has positioned itself as a family tourist

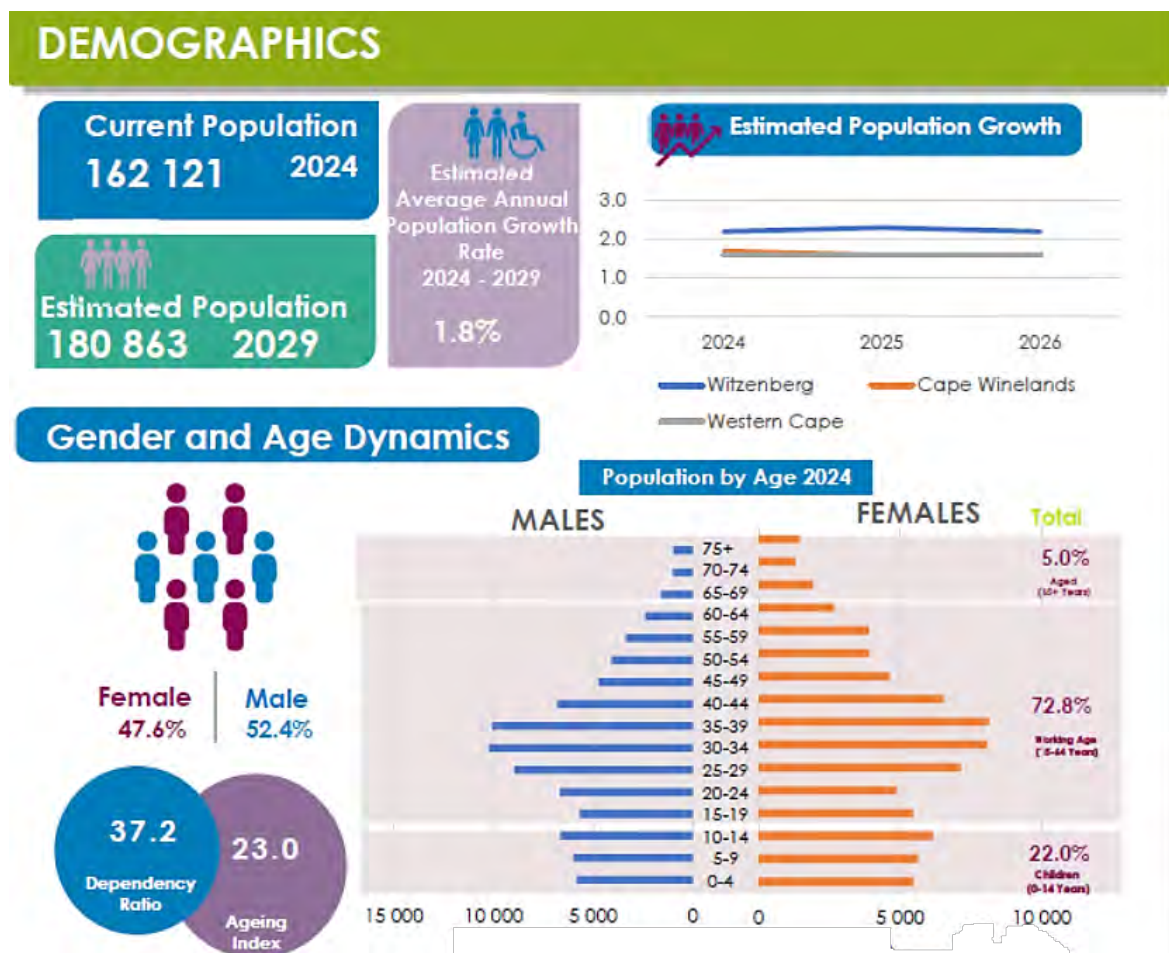
destination as well as an adventure tourism hub, and offers a number of outdoor activities such as hiking, abseiling, freshwater fishing and mountain bike trails, together with historical and heritage tours.

Major international export companies that produce agro-processed fruit (packaging and canning) are located in the Witzenberg region. The main economic sectors and main contributors to the total GDP are wholesale & retail, finance, insurance, real estate and business, manufacturing and agriculture, forestry and fishing. Witzenberg contributed 13.5% (R9.137 billion) to the Cape Winelands District Municipality GDPR of R 68.249 billion in 2023. (MERO 2024/2025 WC).

4. Socio-Economic profile of Witzenberg Municipality

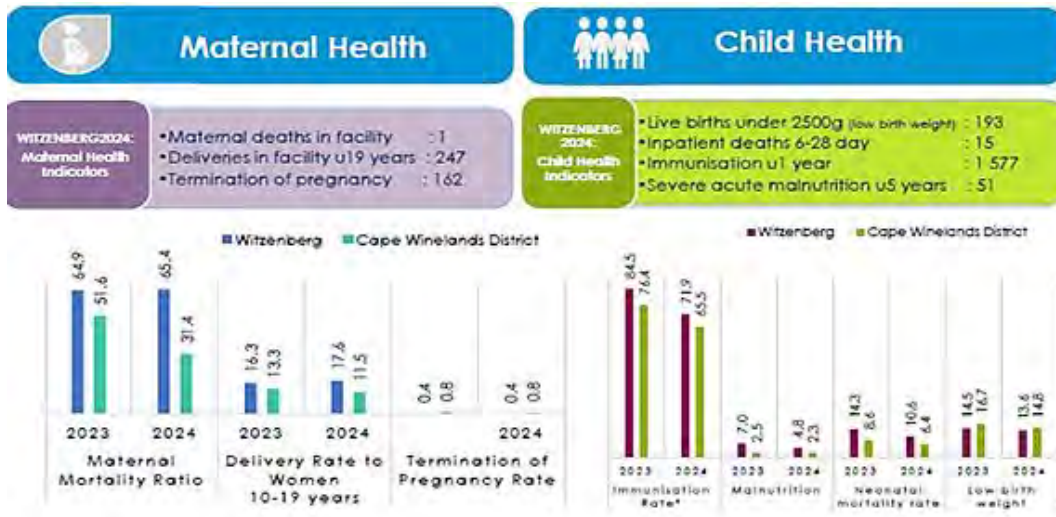
This section will provide a brief overview of the demographics in Witzenberg Municipal Area.

4.1. Snapshot of demographical information of Witzenberg Municipal area

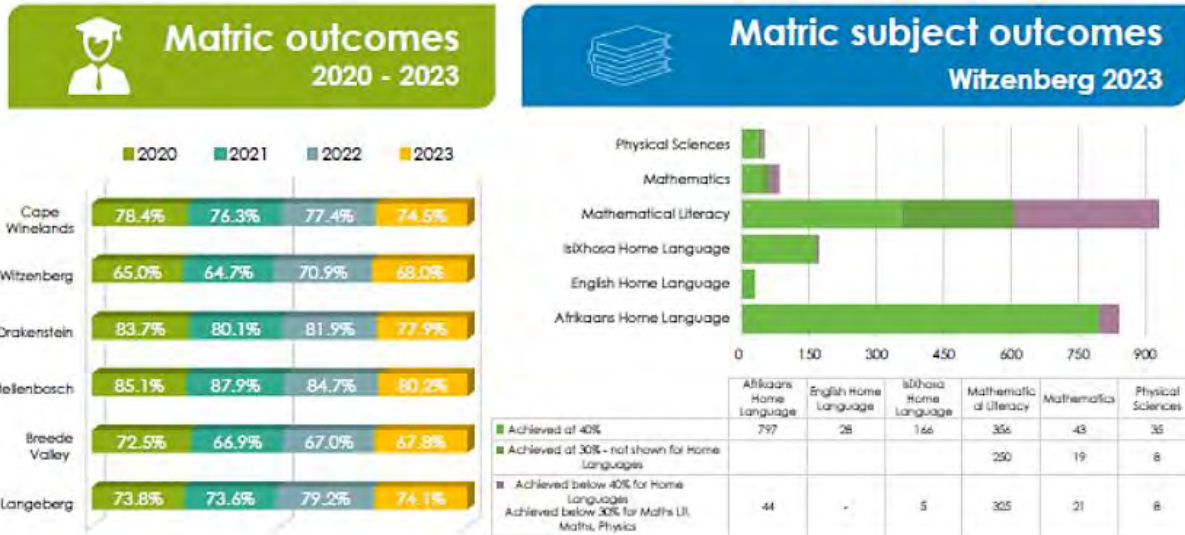


Executive Summary of the Witzenberg Local Economic Development Strategy 2025-2030

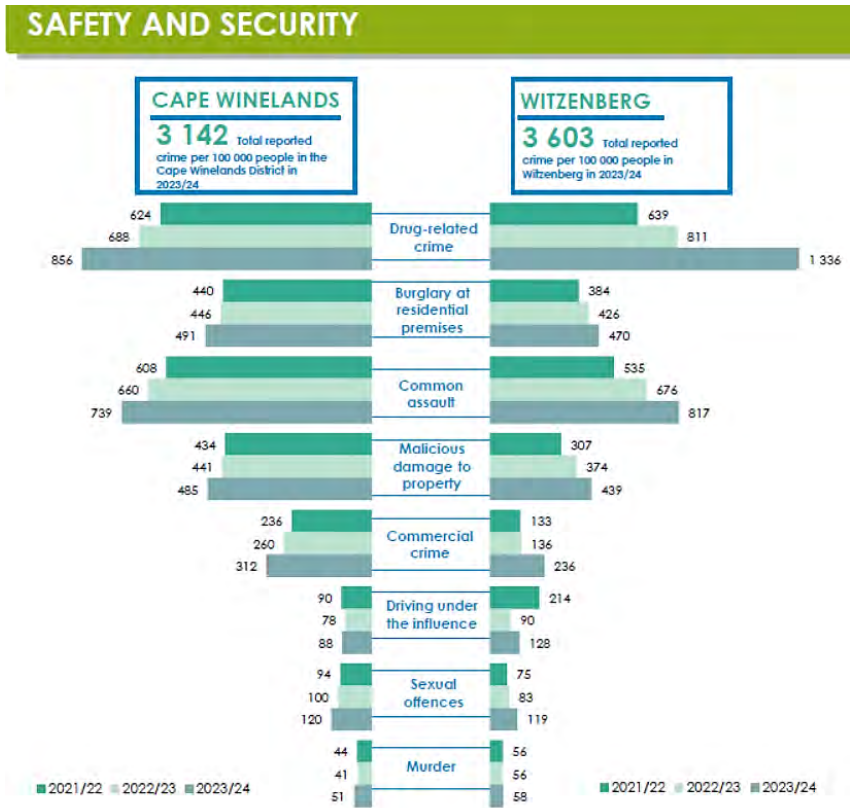
The Witzenberg population is estimated at 162 121 for 2024. The Municipal population is forecasted to grow by 1.8 per cent between 2024 -2029, above the expected district growth. The average household size is 2.9 in 2024.



A decline in neonatal mortality is promising, aligning with District and provincial rates. The teenage pregnancy rate is alarming.



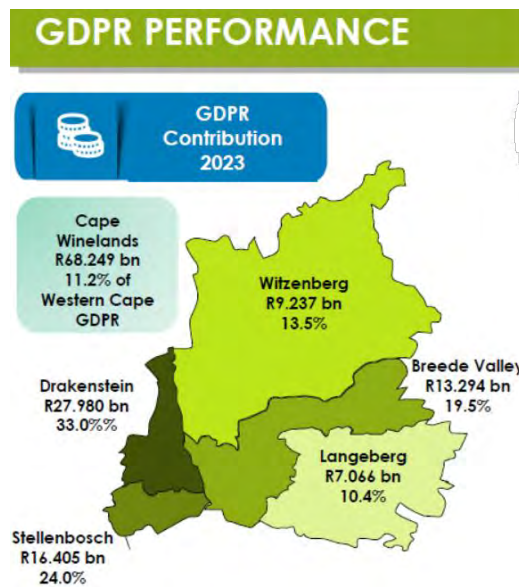
Witzenberg's matric pass rate improved from 64.7 per cent in 2021 to 70.9 per cent in 2022 however, decreased to 68.0 per cent in 2023.



Almost all of the above mentioned statistics indicated an increase in crime from 2021 until 2024. Drug-related crime and common assault is alarming. (Source: SEP LG 2024)

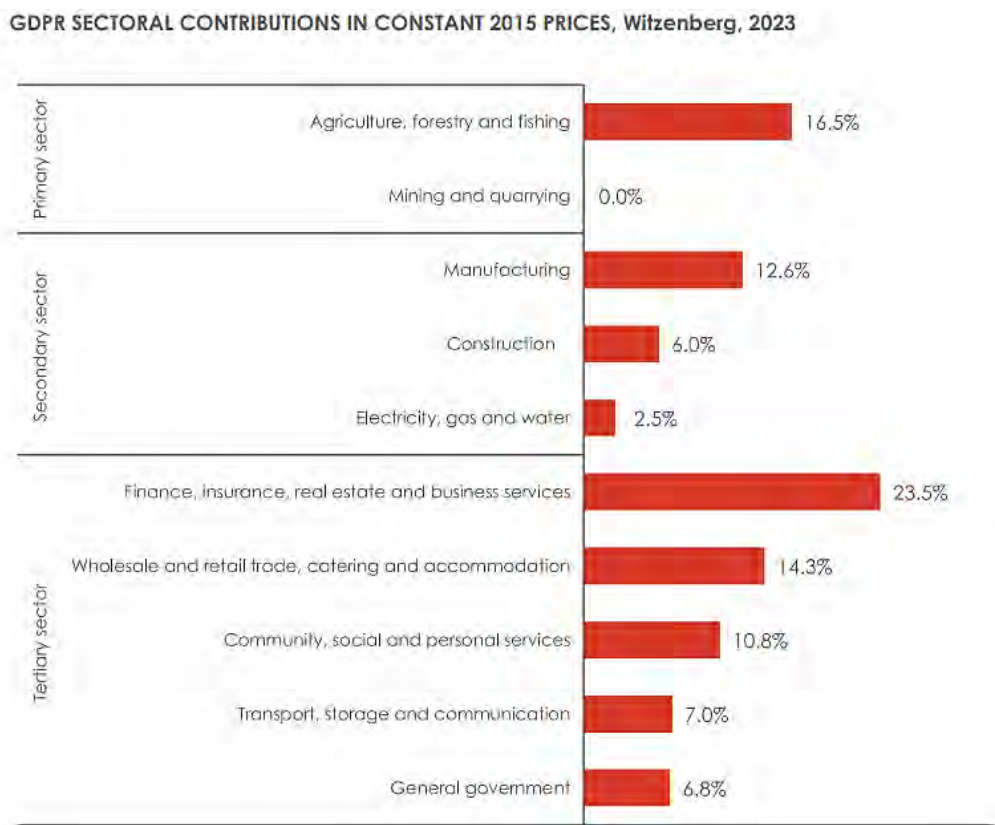
4.2. Snapshot of economic information of Witzenberg Municipal area

Gross Domestic Product of Witzenberg (GDPR)



Executive Summary of the Witzenberg Local Economic Development Strategy 2025-2030

With a contribution of R9.237 billion in 2023, the Witzenberg economy is the second smallest in the Cape Winelands District, after Langeberg.

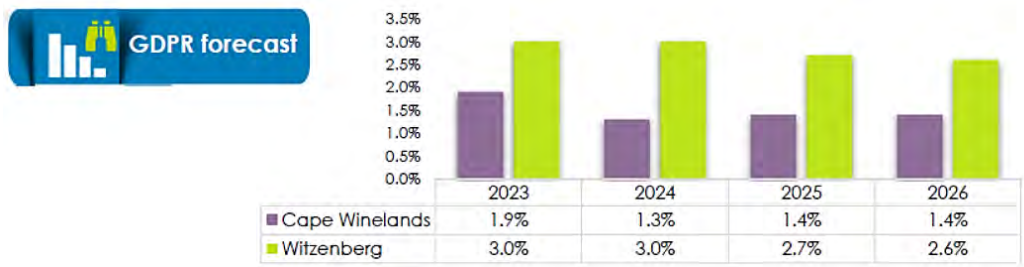


Source: Quantec, 2024

The economy is diverse, with significant contributions from both the tertiary and secondary sectors, underpinned by a strong agricultural base. The tertiary sector is the largest contributor, with finance, insurance, real estate, and business services accounting for 23.5 per cent of GDP, followed by wholesale and retail trade, catering, and accommodation at 14.3 per cent, community, social, and personal services at 10.8 per cent, and transport, storage, and communication services at 7.0 per cent. The secondary sector, contributing 21.1 per cent to GDP, is driven by manufacturing (12.6 per cent), followed by construction (6.0 per cent) and electricity, gas, and water (2.5 per cent). The primary sector, dominated by agriculture, forestry, and fishing, contributes 16.5 per cent. (Source: 2024-2025 MERO CWD)

Witzenberg's economy grew by 1.7 % in GDP in 2023, with contributions from a broad range of sectors. (Source: 2024-2025 MERO CWD)

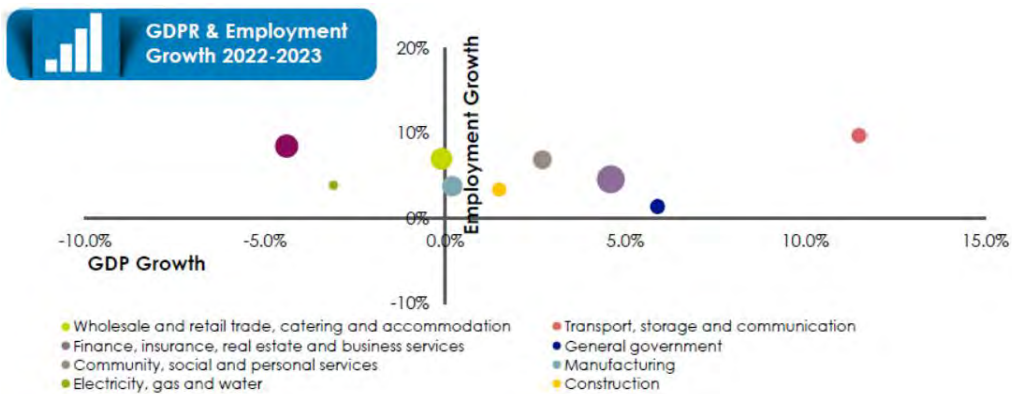
GDPR Forecast



The Witzenberg GDP is forecasted to grow by 2.7 & 2.6% respectively for 2025 & 2026, which is higher than the Cape Winelands District average of 1.4%.

(Source: SEP LG 2024)

GDPR & employment

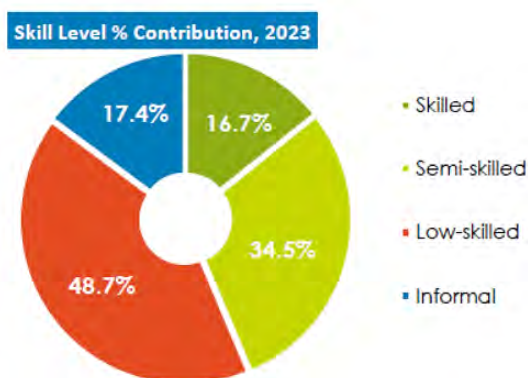


While sectors such as finance, insurance, real estate, and business services contribute significantly to GDP, they provide relatively few jobs, with most of the employment concentrated in the agriculture sector.

(Source: SEP LG 2024)

Employment





Agriculture, including the growing of pome fruits, stone fruits, and mixed farming, remains the key driver of employment.

The majority of labour in Witzenberg Municipal area comprise of low-skilled workers, deriving mainly from the agricultural sector. In particular, the agriculture sector absorbs a significant number of workers, reflecting the area’s dependence on agricultural activities. Low-skilled (48.7 per cent) and semi-skilled (34.5 per cent) workers in agriculture and manufacturing sectors form a major part of the local workforce, while skilled workers make up 16.7 per cent of the employed population. (Source: 2024 SEP: Witzenberg Municipality)

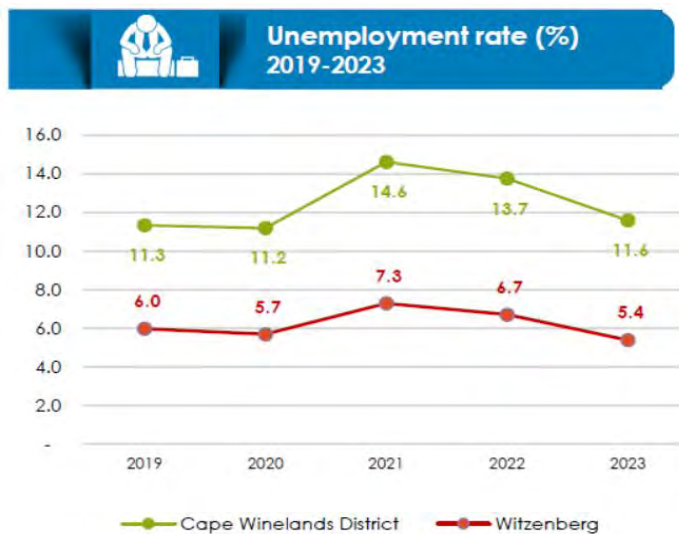
TOP FIVE SECTORS FOR JOB CREATION AND JOB LOSSES, Witzenberg, 2022-2023

Total Job Gains		1 325	Total Job Losses		-1 112
(SS) Processing and preserving of fruit and vegetables	477	(PS) Growing of pome fruits and stone fruits	-	709	
(PS) Mixed farming	367	(PS) Growing of other tree and bush fruits and nuts	-	160	
(PS) Support activities for animal production	304	(TS) Retail sale in non-specialised stores with food, beverages or tobacco predominating	-	86	
(PS) Growing of vegetables and melons, roots and tubers	112	(TS) Packaging activities	-	80	
(PS) Support activities for crop production	66	(PS) Growing of grapes	-	76	

Source: Nell, A & Visagie, J. Spatial Tax Panel 2014 – 2023 (dataset), Version 3. National Treasury Cities Support Programme and Human Sciences Research Council (producer and distributor), 2024

Between 2022 and 2023, the change in FTE (Full-Time Equivalent) jobs indicates that certain sectors are rebounding and creating jobs, while others are still experiencing job losses. A total of 1 325 jobs were created, with the majority in the primary sector, including mixed farming (367 jobs) and support activities for animal production, totalling 674 jobs. The secondary sector also saw an increase, with 477 jobs added in the processing and preserving of fruit and vegetables. Conversely, job losses were prominent in the growing of pome fruits and stone fruits (-709 jobs), the growing of other tree and bush fruits and nuts (-160 jobs), and retail sales (-86 jobs). (Source: 2024 SEP: Witzenberg Municipality)

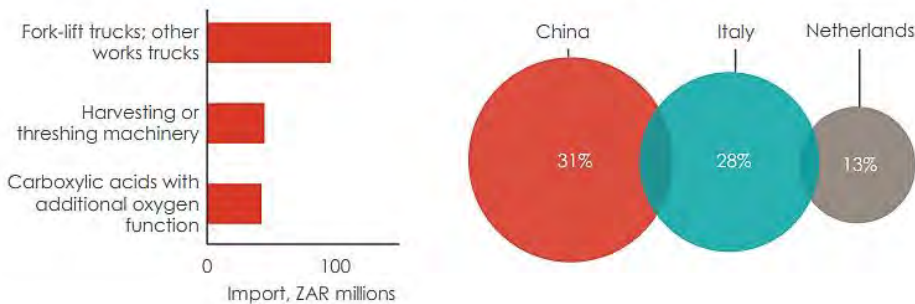
Unemployment



The unemployment rate decreased between 2022 (13.7%) and 2023 (11.6%). Witzenberg’s unemployment rate is much lower than the Cape Winelands District average. (2024 SEP LG).

Witzenberg Trade Profile

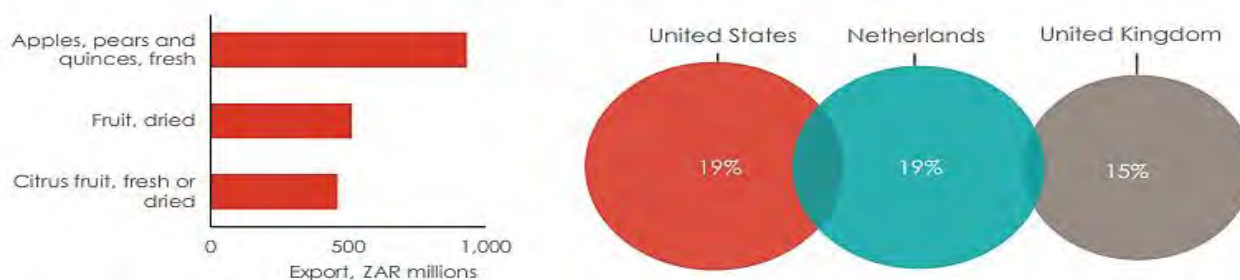
TOP 3 IMPORT PRODUCTS AND TOP 3 IMPORT DESTINATION, Witzenberg, 2023



Source: Quantec, 2024

The growth in imports is primarily for processed (manufactured) products. A surge in global demand for high-quality agricultural products boosted local production. Witzenberg is a key player in the provincial agricultural economy, producing a substantial portion of the Province’s deciduous fruit. In 2023, the top three imports were forklift trucks (R96.6 million), harvesting or threshing machinery (R44.8 million), and carboxylic acids (R42.5 million). China was the leading import partner, with imports totalling R372.5 million. (Source: SEP LG 2024)

TOP 3 EXPORT PRODUCTS AND TOP 3 EXPORT DESTINATION, Witzenberg, 2023



Source: Quantec, 2024

Of the R2.8 billion in exports, the top three exported products were apples, pears, and quinces (R930.5 million), dried fruit (R514.1 million), and citrus fruit (R462.1 million).

The United States emerged as the leading export market for Witzenberg, with exports totalling R538.3 million, primarily consisting of citrus fruit, dried fruit, and fruit juices. The Netherlands followed closely, with exports amounting to R535.2 million, including apples, pears, quinces, citrus fruit, apricots, cherries, and peaches. The United Kingdom was another significant export destination.

5. Stakeholder feedback

Several stakeholder sessions and individual engagements were conducted to gain the inputs of the local business community in the development of this strategy. The 1st workshop was conducted in 2018 (for a Draft LED Strategy) and the 2nd and 3rd workshop in November/December 2024. The purpose of the workshops was to gather perceptions, needs, challenges and solutions from business stakeholders regarding local economic development in Witzenberg Municipal area.

The summary of inputs of stakeholders are drafted in the comprehensive Strategy.

Themes where inputs were provided were:

- Skills development
- Unemployment
- Service delivery
- Cooperation between local Government and the Community
- Investment
- Agriculture sector

- Tourism
- Innovation& opportunities
- Infrastructure
- Business development
- Funding/operational needs
- Governance
- Contractor development/ contractor work
- Informal sector
- Procurement
- Business support service communication
- Access to markets
- Red Tape
- Labour
- Energy
- Safety
- Land
- Business Retention
- Accommodation & tourism facilities
- Tourism visibility
- Township tourism
- Tourism opportunities
- Tourism awareness

6. Witzenberg SWOT analysis

A SWOT analysis defines the strengths, weaknesses, opportunities and threats.

Strengths	Weaknesses
<ul style="list-style-type: none"> ✓ The Agriculture, forestry and Fishing sector being one of the biggest Sectoral employment contributors in the Cape Winelands District ✓ Well maintained road transport infrastructure and economic corridor ✓ Strong domestic tourism market ✓ Organised and globally competitive wine and deciduous fruit sectors ✓ Research and development capacity well developed in the agriculture sector (ex. production techniques and new cultivars) ✓ Pro-poor policies (e.g. indigent; procurement) ✓ Good dialogue with business and agricultural sectors ✓ Good water quality & natural environment ✓ Effective international relations ✓ IGR structures and forums ✓ Budget control ✓ Good governance and good IGR ✓ Meeting constitutional obligations ✓ Community engagements ✓ Good twinning agreements with Belgium, CBI & Tourism ✓ Thriving tourism attractions ✓ Good visible Law Enforcement ✓ Several Clean Audits 	<ul style="list-style-type: none"> ✓ Financial limitations ✓ Inadequate storm water systems in some areas ✓ Old asbestos water and sanitation networks ✓ Resealing and maintenance of roads ✓ Ageing infrastructure ✓ Centralisation/town management ✓ High water losses ✓ Lack of integration policies, silo operations ✓ Vulnerable IT (integration) ✓ The growing divide between rich and poor ✓ Under-utilised government buildings and land ✓ Not enough producers of products ✓ Land for small scale farmers

Opportunities	Threats
<ul style="list-style-type: none"> ✓ Tourism potential ✓ IGR and cooperation on transversal programmes ✓ EPWP for poverty reduction ✓ Close working relationship with big business to enhance economic development ✓ Pine forest ✓ Recycling and composting ✓ Renewable energy ✓ Available natural resources to stimulate economic growth ✓ Development of GIS (Geographic Information system) ✓ Good communication and branding ✓ Expand international relationships ✓ Upgrade of infrastructure ✓ LED pilot projects ✓ Land audit ✓ Koekedouw Dam ✓ Rural wards – funding possibilities ✓ Improvement of client services ✓ Sourcing local labour ✓ Training facilities ✓ Capacitating local contractors ✓ Natural beauty ✓ Outdoor tourism potential ✓ Business networking 	<ul style="list-style-type: none"> ✓ Dependence on the agricultural sector ✓ Increase in unemployment ✓ High number of jobs in the agricultural sector at risk due to drought ✓ Declining number of job opportunities for low-skilled workers ✓ Seasonal agriculture-based labour shrinks revenue base ✓ Political volatility (fragile coalitions) ✓ Unemployment rate of semi-skilled post matric youth ✓ Increasing TB and HIV/Aids prevalence ✓ Vandalism, theft of municipal assets and property ✓ Legacy of decrepit infrastructure and insufficient infrastructure replacement programme ✓ Uncontrolled habitation in informal settlements ✓ Insufficient revenue base/lack of economic growth ✓ Farm eviction ✓ Service delivery in informal settlements ✓ Social ills (HIV, TB, crime, substance) ✓ Outside money flow due to foreigners ✓ Migration / influx control impact on infrastructure and law enforcement ✓ Land availability ✓ NERSA legislation – non-compliance / compliance ✓ ESKOM / load shedding – incapacity to increase for demand from municipality

7. Implementation Plan for LED Strategy

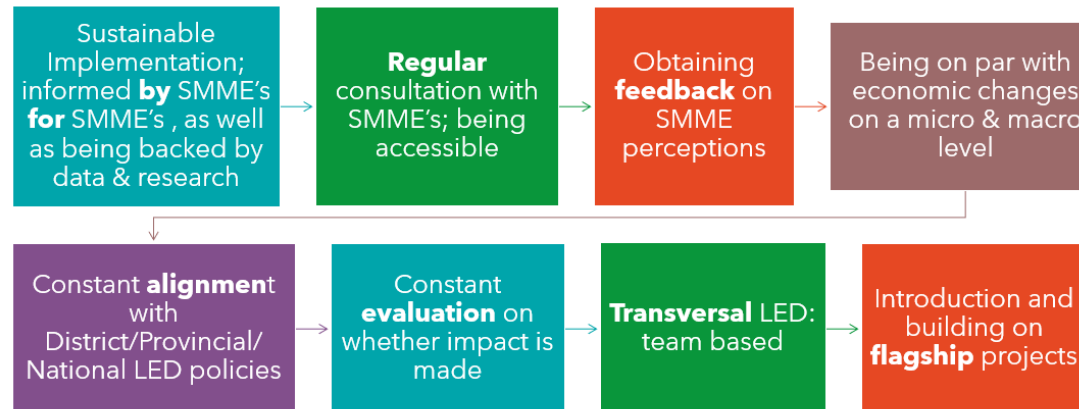
Below is the Implementation Plan for the LED Strategy. The Plan consist of 4 goals, each with set objectives, programmes, projects and identified possible external partners that can assist with required resources needed to achieve desirable outcomes. Although the LED unit will be the main driver of the Strategy, the implementation is cross-cutting across various Municipal Departments. This means that transversal LED principles will apply where LED is executed by multi stakeholders internally & externally.

The focus will be on:

- Sustainable implementation, focusing on projects that has the potential for greater collaborative impact and long-lasting fruit. Project design needs to be informed by entrepreneurial need, statistics, research and changing economic patterns
- Regular consultation with SMME's in order to identify needs, provide information, create opportunities for networking and to build a strong partnership to stimulate the local economy on a micro and macro level
- Obtaining feedback from SMME's in order to determine the perception of initiatives and whether it address the needs or opportunity
- Being on par with the ever-changing micro and macro-economic landscape
- Alignment with all spheres of Government (District, Provincial, National) LED policies and priorities
- Evaluation of implementation to assess the impact of initiatives and to improve future interventions
- Transversal approach to be followed regarding implementation. LED initiatives are to be implemented by various Municipal Departments in collaboration with business, civil society and Government Institutions.
- Flagship projects will be introduced and build upon, in order to maximise collaborative impact

Executive Summary of the Witzenberg Local Economic Development Strategy 2025-2030

The approach:



Vision:

A Municipality that cares for its community, creating growth and opportunities.

Goals:

To create economic growth through:

- **Goal 1: Facilitating the growth of SMMEs**
- **Goal 2: Creating an enabling environment to attract new businesses and for businesses to prosper**
- **Goal 3: Supporting the informal sector**
- **Goal 4: Support and retain existing business**

Executive Summary of the Witzenberg Local Economic Development Strategy 2025-2030

Goal 1: Facilitate the growth of SMMEs			
Objectives	Programmes	Projects	Possible external partners & additional Municipal Divisions
Growing SMME capacity through programmes	<ul style="list-style-type: none"> - Small Business readiness support 	<ul style="list-style-type: none"> - SEDA (Small Enterprise Development Agency) support - Contractor business & administration development and support - Tax compliance workshops - Supply chain process workshops - Targeted business capacity building in financial management, marketing, digital skills & business plan development - COIDA workshops - Online entrepreneurship academy - Youth entrepreneurship development - International business capacity building missions - CBI Entrepreneurship programme 	<ul style="list-style-type: none"> - SEDA - Dept. Public Works - SARS - WC Dept. of Local Government - Supply chain division - National Dept. of Small Business - WC Dept. of Economic Development & Tourism (DEDAT), Tertiary Institutions - Department Labour - DEDAT, Start-Up Tribe - IPP's (Independent Power Producers), Youth organisations - NYDA - Exchange International - CBI

Executive Summary of the Witzenberg Local Economic Development Strategy 2025-2030

	<ul style="list-style-type: none"> - Mentorship support programme 	<ul style="list-style-type: none"> - Municipal Mentorship incubator project 	<ul style="list-style-type: none"> - Business Chamber - Service provider
<p>Support SMME businesses through linking with opportunities</p>	<ul style="list-style-type: none"> - Entrance to markets - Emerging farmer support 	<ul style="list-style-type: none"> - SMME database - Linkage with funding opportunities - SMME email network - Supply chain database registration assistance - SMME Expo's - Supplier & funding registration Days - Witzenberg Vocal for Locals & buy local campaigns (showcasing local entrepreneurs & market days) - Assistance with entity registrations - Linkage with Government support programmes 	<ul style="list-style-type: none"> - DEDAT - Cape Winelands District Municipality - E-centres - Emerging business forums - Provincial Treasury, SEDFA (Small Enterprise Finance Agency), SARS - Local Tourism Agency/ Witzenberg Tourism - Dept. Rural Development - Dept Agriculture

Executive Summary of the Witzenberg Local Economic Development Strategy 2025-2030

	<ul style="list-style-type: none"> - Marketing Plan for LED 	<ul style="list-style-type: none"> - Assist with identifying potentially suitable agricultural land - Utilisation of effective marketing channels 	<ul style="list-style-type: none"> - Town planning/ Legal division - Social media, newspapers, Radio
<p>To provide SMME opportunities in new developments</p>	<ul style="list-style-type: none"> - Business rezoning - SMME infrastructure programme - Wastepreneur programme 	<ul style="list-style-type: none"> - Expedite business rezoning applications - Rezone & service vacant municipal land earmarked for economic development purposes - Construction of SMME Business Hubs - Waste entrepreneurship & recycling development 	<ul style="list-style-type: none"> - RSEP (Regional Socio-Economic Programmes) - Town Planning, Technical Dept, DEDAT - JOBS Fund/IDC, DEDAT - Recycling industry role players (PRO's, waste collectors, recycling companies) - Waste division

Executive Summary of the Witzenberg Local Economic Development Strategy 2025-2030

Goal 2: Creating an enabling environment to attract new businesses and for businesses to prosper			
Objectives	Programmes	Projects	Possible external partners & additional Municipal Divisions
To make suitable municipal land available for development	<ul style="list-style-type: none"> - Review& maintain Land audit - Property disposal - Review Service Master Plans - Agriculture growth patterns intelligence 	<ul style="list-style-type: none"> - Implement Projects as per approved budget - Update Policy for the Management of Business Property for LED purposes with its aim of capacitating Previous Disadvantaged Communities - Fast track municipal land applications for LED Development and LED related community projects - Identifying & linking with funding sources to service municipal land - Identifying suitable Government-owned land - Annual review - Collate & disseminate economic data on an annual basis 	<ul style="list-style-type: none"> - GIS Service provider - Legal Services division - DEDAT, Department Rural Development - Department Public Works - Technical Department - WC Dept. of Agriculture - DEDAT

Executive Summary of the Witzenberg Local Economic Development Strategy 2025-2030

	<ul style="list-style-type: none"> - Strategic infrastructure development 	<ul style="list-style-type: none"> - Agreements with Government Departments for business intelligence - Fast tracking energy provision - Alternative energy investment and initiatives; business solar drive - Developing and maintaining strategic economic corridor infrastructure 	<ul style="list-style-type: none"> - CWDM - ESKOM/ Dept. of Energy - Electricity division - Technical Department - WC Dept of Infrastructure
<p>Maintain & improve governance to ensure effective responsible investment support</p>	<ul style="list-style-type: none"> - Safety& security plan for traders - Performance measurement - Inter-governmental implementation of LED 	<ul style="list-style-type: none"> - Municipal Law enforcement of bylaws - CBD security camera project - Evaluate performance against base benchmarks - Development of SOP's & checklists - Align LED priorities with District, Provincial & National Government programmes and initiatives 	<ul style="list-style-type: none"> - Law Enforcement - Business chamber - CWDM - National Department Trade and Industry - DEDAT

Executive Summary of the Witzenberg Local Economic Development Strategy 2025-2030

		<ul style="list-style-type: none"> - Dialogue with Government Departments & potential investors regarding future rail and air development 	<ul style="list-style-type: none"> - National Dept. of Small Business Development; SEDA - Ceres Rail Company, Transnet, WESGRO, DEDAT
<p>Attract new business through investor friendly policies & marketing</p>	<ul style="list-style-type: none"> - Development and renewal of Investor friendly policies & initiatives - Adoption & implementation of Spatial Development framework (SDF) 	<ul style="list-style-type: none"> - Review existing incentive policy - Infrastructure Investment policy - Investigate areas with investment potential for improvement - Pre-packaged investment opportunities - Developing investment profile - Investigate Priority focussed areas - Municipal Film permit policy - Incorporate recommendations in forward investment planning - Identify & plan for future industrial land in manufacturing & agro-processing sector 	<ul style="list-style-type: none"> - Finance Department - SALGA - DEDAT; WESGRO - Marketing division - Town Planning division - Agriculture related industry leaders

Executive Summary of the Witzenberg Local Economic Development Strategy 2025-2030

	<ul style="list-style-type: none"> - Internal Red tape reduction - Marketing Plan - Emerging market development 	<ul style="list-style-type: none"> - Evaluate process maps of informal trader permits, business licences and land use applications - Development and review of a Case management system - Marketing drive for investment into the Municipal area - IPP investment readiness & attraction 	<ul style="list-style-type: none"> - DEDAT; WESGRO - IT Division - Marketing& Communication division - CWDM; Marketing& Communication division - IPP's (Independent Power Producers), Town Planning
Municipal Procurement interventions	<ul style="list-style-type: none"> - Reforming tender specifications 	<ul style="list-style-type: none"> - Inputs in tender specifications to ensure maximum output for utilising local labour & to accommodate local contractors - Development of Local labour policy for tenders - Expedite supply-chain registration process 	<ul style="list-style-type: none"> - WC Provincial Treasury - National Treasury - Supply chain division

Executive Summary of the Witzenberg Local Economic Development Strategy 2025-2030

	<ul style="list-style-type: none"> - Expanded Public Works Programme (EPWP) 	<ul style="list-style-type: none"> - Job readiness training - 4th Industrial Revolution initiatives - Training for EPWP workers (implement EPWP Phase 5) 	<ul style="list-style-type: none"> - Department of Labour - Youth Development section - Tertiary Institutions, UN - Department Public Works
Goal 3: Support the informal sector			
Objectives	Programmes	Projects	Possible external partners & additional Municipal Divisions
To provide sufficient, well located serviced stands & stalls	<ul style="list-style-type: none"> - Informal traders need analysis - Maintenance of existing stall trader infrastructure 	<ul style="list-style-type: none"> - Update existing stalls audit - Development of informal trader site plan - Exploring & identification of alternative vendor space - Annual maintenance plan for trader infrastructure 	<ul style="list-style-type: none"> - Technical Department
To implement & regulate informal traders through policies & bylaws	<ul style="list-style-type: none"> - Stalls management and allocation record process 	<ul style="list-style-type: none"> - Development of SOP's for trader application process - Maintenance of informal trader and business licence register & system 	<ul style="list-style-type: none"> - DEDAT

Executive Summary of the Witzenberg Local Economic Development Strategy 2025-2030

	<ul style="list-style-type: none"> - Governance 	<ul style="list-style-type: none"> - House shop bylaw review - Informal Trader Bylaw 	<ul style="list-style-type: none"> - Town Planning division
<p>Pursue innovative opportunities for informal traders</p>	<ul style="list-style-type: none"> - Informal trader support programme - Informal area economic development programme 	<ul style="list-style-type: none"> - Funding support - Facilitating formation of informal trading platform - Business development support - Economic profiling & mapping - Linkage of traders with value chain of tourism route - Assistance with facilitation of organised markets - Formulating development & support plan for informal area economy - Localising house shops 	<ul style="list-style-type: none"> - CWDM - Informal traders - National Dept. of Small Business, DEDAT - Tourism LTA's - DEADP, DEDAT - CWDM

Executive Summary of the Witzenberg Local Economic Development Strategy 2025-2030

Goal 4: Support and retain existing businesses			
Objectives	Programmes	Projects	Possible external partners & additional Municipal Divisions
<ul style="list-style-type: none"> - Retain existing business through competitive tariffs, sustainable service delivery 	<ul style="list-style-type: none"> - 3 Year budget process (MSCOA) - Improving service delivery 	<ul style="list-style-type: none"> - Development of Service Delivery Charter - Incorporate in SDBIP (Service Delivery Budget Implementation Plan) 	<ul style="list-style-type: none"> - Finance Department - Projects & Performance division
<ul style="list-style-type: none"> - Support Tourism in Witzenberg as a growing economy 	<ul style="list-style-type: none"> - Witzenberg Tourism - Tourism development programme 	<ul style="list-style-type: none"> - Memorandum of Agreement (MOA) for funding support - Destination marketing plan - Local Tourism Awareness campaigns - Tourism Route development - Market Platform development for arts & crafts - Town heritage plan development - Town image & entrance enhancement 	<ul style="list-style-type: none"> - Local Tourism Agencies (LTA's) - CWDM - Witzenberg Tourism; Marketing & Communications division - CBI, LTA's, Tourism members

Executive Summary of the Witzenberg Local Economic Development Strategy 2025-2030

	<ul style="list-style-type: none"> - Tourism Safety programme - Communication Plan - Public tourism facilities & heritage 	<ul style="list-style-type: none"> - Tourism facilities and accommodation audit - Township tourism development - Tourist safety interventions - Coordinated marketing initiatives - Tourism marketing plan - Upgrading & restoring tourism facilities - PPP (Public Private Partnership) promotion - Utilisation of vacant municipal buildings 	<ul style="list-style-type: none"> - DEDAT, Jobsfund - Law Enforcement, SAPS - Marketing & Communication division - Maintenance division - Legal division
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8 Implementation plan details

Action Plans will be developed from the projects identified in each programme prior to implementation phase. The identified projects will have set deliverables with timelines, budgets, resources required, risk assessment and stakeholders involved and will aim to maximise resources (human & financial) to achieve optimal impact. Alignment with LED priorities will be pursued with Cape Winelands District Municipality, Western Cape Department of Economic Development and Tourism and the National Department of Small Business' in order to tap into existing and future roll-out of LED programmes.

The identified projects will be linked with the IDP in order to ensure funding for each programme. Ongoing application will be made to various Government institutions for grant funding in the case of budget shortfall. Private institutions will be approached for financial and sustainable buy-in.

The implementation of LED projects will mainly be coordinated by the LED unit in the Socio-Economic Development section. Transversal principles will be applied within the various municipal Departments as to ensure that all resources are efficiently utilised for implementation. Continuous input regarding implementation will be obtained from various Witzenberg LED stakeholders, to ensure that outcomes are relevant, sustainable and have long lasting impact.

9 Monitoring and Evaluation Framework

The LED Implementation Plan will be monitored on a monthly and quarterly basis to ensure that outcomes are achieved, as well as to determine progress. The plan will be evaluated annually to determine to what extent the goals and objectives were met. Remedial interventions will be developed based on the outcomes of the annual evaluation.

A Monitoring & Evaluation framework have been developed for the LED Strategy. The term in the framework table indicates when the outcomes will start to be realised, with the understanding that the initiative will be sustainably implemented during the duration of the Strategy timeline. Short term interventions indicate a timeline of 1-2 years; medium term indicate 2-4 years and long term indicate 5 years or more.

Monitoring and Evaluation framework		
GOALS	OUTCOMES	TERM
1.Facilitate the growth of SMMEs	✓ SMME's capacitated in business development	Short
	✓ Contractors developed& supported	Short
	✓ SMME's tax complaint	Short
	✓ SMME's registered on Municipal, District, Provincial and National supply chain database	Short
	✓ SMME's capacitated in government business regulations	Short
	✓ SMME's trained in targeted skills	Short
	✓ Youth entrepreneurship skills developed	Short
	✓ Entrepreneurs linked with CBI entrepreneurship programme	Short
	✓ SMME's linked with mentorship support	Short
	✓ SMME's capacitated in labour relations	Short
	✓ Online business Training academy established	Short
	✓ SMME's linked with international capacity building	Short
	✓ SMME's registered on SMME database & email network	Short
	✓ SMME's registered on email network & regular distribution of information	Short
	✓ Annual/Bi-annual Supplier& funding registration days established	Short
	✓ Buy local campaigns conducted	Medium

	<ul style="list-style-type: none"> ✓ Emerging farmers linked with government support programmes ✓ Marketing plan for LED established 	<p>Medium</p> <p>Short</p>
	<ul style="list-style-type: none"> ✓ Business rezoning applications significantly fast tracked ✓ Vacant economic potential municipal land rezoned and serviced ✓ SMME Business Hubs constructed in most municipal towns ✓ Waste entrepreneurs integrated into municipal waste programme 	<p>Medium</p> <p>Long</p> <p>Long</p> <p>Medium</p>
<p>2.Creating an enabling environment to attract new businesses and for businesses to prosper</p>	<ul style="list-style-type: none"> ✓ Land audit reviewed ✓ Policy updated for the Management of Business Property for LED purposes with its aim of capacitating Previous Disadvantaged Communities ✓ Municipal land applications significantly fast tracked ✓ Suitable government owned land identified 	<p>Medium</p> <p>Short</p> <p>Short</p> <p>Long</p>
	<ul style="list-style-type: none"> ✓ Agricultural economic data available to the Public ✓ Agreement with Departments in place ✓ Energy provision fast tracked ✓ Alternative energy investment and initiatives in motion ✓ Strategic economic corridor infrastructure maintained 	<p>Short</p> <p>Short</p> <p>Long</p> <p>Long</p> <p>Long</p>

Executive Summary of the Witzenberg Local Economic Development Strategy 2025-2030

	<ul style="list-style-type: none"> ✓ Municipal Bylaws enforced ✓ Critical points linked with CBD security cameras ✓ Performance measurement conducted ✓ SOP's and checklists developed ✓ Alignment of LED priorities with District, Provincial and National Government conducted ✓ Dialogue with Government Departments & potential investors in motion 	<p>Short</p> <p>Short</p> <p>Short</p> <p>Short</p> <p>Medium</p> <p>Medium</p>
	<ul style="list-style-type: none"> ✓ Incentive Policy reviewed ✓ Infrastructure investment policy reviewed ✓ Areas with investment potential & priority focussed areas investigated ✓ Investment opportunities packaged ✓ Investment profile developed ✓ Municipal film permit policy adopted ✓ SDF recommendations included in forward investment planning ✓ Future Industrial land for manufacturing and agro-processing identified ✓ Process maps of permits, business licences and land use applications evaluated ✓ Marketing drive for investment implemented ✓ Municipality IPP investment ready 	<p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Short</p> <p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Medium</p>

	<ul style="list-style-type: none"> ✓ Local labour & local contractors in Witzenberg increased in allocated tenders 	Short
	<ul style="list-style-type: none"> ✓ Municipal interaction with organised business on quarterly basis 	Short
	<ul style="list-style-type: none"> ✓ Inter-governmental relations maintained 	Short
	<ul style="list-style-type: none"> ✓ International relations maintained 	Short
	<ul style="list-style-type: none"> ✓ CBI Agreement signed 	Short
	<ul style="list-style-type: none"> ✓ Agro-processing critical skills development complimented 	Long
	<ul style="list-style-type: none"> ✓ Apprenticeships with youth & women conducted 	Medium
	<ul style="list-style-type: none"> ✓ 4th Industrial revolution initiatives kickstarted 	Medium
	<ul style="list-style-type: none"> ✓ EPWP workers trained 	Short
3. Supporting the informal sector	<ul style="list-style-type: none"> ✓ Stalls audit updated 	Short
	<ul style="list-style-type: none"> ✓ Informal trader site plan developed 	Short
	<ul style="list-style-type: none"> ✓ Alternative vendor space identified 	Short
	<ul style="list-style-type: none"> ✓ Existing stall trader infrastructure maintained 	Short
	<ul style="list-style-type: none"> ✓ SOP's for trader application process developed 	Short
	<ul style="list-style-type: none"> ✓ Informal trader and business register maintained 	Medium
	<ul style="list-style-type: none"> ✓ Spaza shop bylaw reviewed 	Medium
	<ul style="list-style-type: none"> ✓ Informal trader bylaw reviewed 	Short
	<ul style="list-style-type: none"> ✓ Funding support provided 	Short
	<ul style="list-style-type: none"> ✓ Informal trading platform established 	Short
	<ul style="list-style-type: none"> ✓ Economic profile & mapping completed 	Medium
	<ul style="list-style-type: none"> ✓ Image of stalls enhanced 	Medium

Executive Summary of the Witzenberg Local Economic Development Strategy 2025-2030

	<ul style="list-style-type: none"> ✓ Traders linked with value chain of tourism route ✓ Assistance provided with organised market facilitation ✓ Development & support plan for informal area economy development completed ✓ House shops localised 	<p>Medium</p> <p>Medium</p> <p>Long</p> <p>Long</p>
4.Support and retain existing businesses	<ul style="list-style-type: none"> ✓ Service delivery charter incorporated in SDBIP ✓ Destination Marketing Plan developed ✓ Tourism Route established ✓ Memorandum of Agreement for funding support in place ✓ Market platform for arts and crafts developed ✓ Town Heritage plan developed ✓ Town image and entrances enhanced ✓ Tourism facilities and accommodation audit completed ✓ Township tourism development established ✓ Tourism safety interventions kickstarted ✓ Public Tourism facilities upgraded and restored ✓ Vacant municipal buildings utilised 	<p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Short</p> <p>Medium</p> <p>Long</p> <p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Short</p> <p>Medium</p> <p>Long</p>

10. Conclusion

Witzenberg Municipality strive to create an enabling environment that attracts diversified private sector investment and fosters growth and development of existing and new businesses.

The Witzenberg Local Economic Development Strategy therefore aims to provide a workable implementation plan that will assist the Municipality, in collaboration with its public, private and government stakeholders and communities, to build on existing socio-economic development efforts. Alignment with District, Provincial and National LED priorities aim to facilitate financial and programme support to identified LED initiatives. Stakeholders were also engaged to identify challenges and areas where the Municipality could facilitate growth and development in business; which would in effect address social problems and promote the sustainable use of natural resources.

It is ultimately only through cooperation between all stakeholders, that the Witzenberg Local Economic Development Strategy can be successfully implemented, while maximising collaborative impact.

11. References

Please refer to the comprehensive Witzenberg Local Economic Development Strategy 2025 – 2030 document for the list of references.

- MEMORANDUM -

AAN / TO: Municipal Manager
VAN / FROM: Manager: Local Economic Development
DATUM / DATE: 9 May 2025
VERWYS/REF.: 2/2/2

Witzenberg Municipal Service Charter**Background**

The Witzenberg Municipal Service Charter is an initiative that the Department of Economic Development and Tourism (DEDAT)'s Red Tape Reduction unit kickstarted and conducted with the Witzenberg Municipality, with its inception being at the end of 2023. The initial concept was to develop a municipal service charter for businesses. A consultant, Rae Wolpe, was appointed by DEDAT to assist & guide the Municipality in developing such a Charter.

The consultant's main purpose was the following:

1. Work with the municipality and local business to refine the municipal service charter to address the needs of businesses with respect to municipal service standards (primarily service timeframes) wherever feasible (and possibly identify opportunities/ requests for desired future service standard improvements) that impact on business operations as well as investment (incl. land development).
2. Raise awareness of the service charter standards both internally (within the Municipality) and externally through implementation of a 6-month communication plan including improved communication with the public.
3. Identify additional challenges faced by the Municipality in ensuring effective implementation and adherence to service standards in future (e.g. monitoring and reporting on service standards; use of case management systems; systems to track and report on complaints and get feedback on service levels; aligning performance standards to the organizational performance management system etc.) and where additional provincial support may or may not be required/ requested.

Definition of a Service Charter

A Service Charter is a statement of a public service commitment. It sets out the entity's commitment to providing services at specified levels to effect strategic developmental outcomes within the constraints of available resources. The Service Charter should contain services that the Municipality provide to members of the public, measurable standards, information on how to access services, contact details for relevant officials and mechanisms to report good or unsatisfactory service delivery.

The Service Charter project process

The process involved the following:

1. Basic input of all Municipal Departments regarding current standards
 - All Managers & Directors provided information regarding their various sections
2. Workshop with businesses (during 2024)
 - This workshop was attended by various businesses after invitation.
 - The basic input from Municipal Departments were presented and the businesses could provide comments
3. Refinement of the inputs from businesses and Municipal Departments
This included:
 - Obtaining comprehensive service delivery standards from each Municipal division and determining specific standards that can be adhered to
4. Developing a 6-month communication plan that will guide communication of the charter to businesses and the public

5. Editing the final charter in a format readable by the public
 - Still to be conducted by DEDAT and the Marketing & Communication division
6. Translating the Service Charter in 3 official languages
 - Still to be conducted by DEDAT and the Marketing & Communication division

↓ **Draft Witzenberg Municipal Service Charter**

A draft Witzenberg Municipal Service Charter has been developed, as well as the 6-month Communication Plan. See attached.


To recommend to Council:

- That Council adopt the draft Witzenberg Municipal Service Charter in principle
- That Council take note of the Communication Plan
- That Council recommend that the Charter be provided in a format accessible to the public
- That Council recommend that the Charter be translated in 3 official languages



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Riaan Fick
Manager: Local Economic Development



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David Nasson
Municipal Manager



PURPOSE OF THE CHARTER

The Witzenberg Municipality is committed to providing an enabling environment to do business to support economic growth, development, job creation and poverty reduction. The service standards outlined in this charter are an important contribution to meeting the needs of business and outline what can be expected from the municipality.

MESSAGE FROM THE MUNICIPAL MANAGER:

It is my pleasure to introduce to you the Service Charter of Witzenberg Municipality. The service standards set in this Service Charter is our commitment to you, the residents, businesses and investors of Witzenberg as well as visitors to our area, to ensure high-quality service delivery and sustainability.

These standards were set in consultations with all the internal departments and several external and stakeholders, to ensure it is effective and measurable. We herewith pledge our commitment to the community of Witzenberg, and with this, the service standards against which you can hold us accountable. It is also our (the Municipality and customers') collective responsibility to always strive to achieve and exceed these standards, which we will keep up to date and relevant. We welcome all your feedback.



Municipal Manager: David Nasson

MESSAGE FROM THE EXECUTIVE MAYOR:

Witzenberg Municipality is a development and service driven municipality that strives to provide professional, quality, efficient, sustainable and adequate services to all our communities.

This Services Charter is a demonstration and commitment on our part to fulfil our constitutional mandate of delivering services and providing opportunities to better the lives of our communities in the greater Witzenberg municipal area.

The services as set out herewith, are service standards that the community can hold us accountable to. Should these service standards not be met, we undertake to institute the necessary corrective measures to realise and achieve our service goals and commitment to always adhere to these standards and high-quality service delivery.

We encourage the community to share our collective responsibility to uplift our communities, to actively participate in realising policy and development goals, planning and available programs, and to loyally pay their accounts for municipal services received to ensure sustainable service delivery.

With this Charter, we pledge to render excellent services all round and to create a conducive environment for your voices to be heard. Should you have any suggestions on how we can improve our service to the Witzenberg community, please do not hesitate to contact us on 023 316 1854 or admin@witzenberg.gov.za.



Executive Mayor: Cllr Trevor Abrahams

MUNICIPALITY'S VISION, MISSION AND VALUES.

Vision: Witzenberg Municipality, a municipality that cares for its community, creating growth and opportunities.

Our Mission: Witzenberg Municipality is committed to improve the quality of life for the community by:

- Providing and maintaining affordable services.
- Promoting social and economic development
- The effective and efficient use of available resources
- Effective stakeholder and community participation

Values:

- Driven by the aspirations of our community, we will respect and uphold the Constitution of the Republic of South Africa.
- We commit ourselves to the Code of Conduct for Councillors and Officials in terms of the Municipal Systems Act.
- We commit ourselves to the principles of sound financial management.

Batho Pele Principles:

Our municipality subscribes to the Bath Pele Principles of putting people first, including:

- Access
- Consultation
- Service standards
- Courtesy
- Information
- Openness & transparency
- Value for Money
- Redress

The municipality counts on a strong partnership with the citizens and business alike, and mutual respect is a must. The following is expected from all:

- Be courteous and civil, respect each other's dignity
- Provide complete and accurate information and documentation
- Be honest in discussions and interactions
- Provide suggestions for improving services
- Abide by all relevant legislation and regulations.

1. Citizen Responsibility:

With every right that one is entitled to, comes a corresponding obligation. This is also true pertaining to the set agreed service standards. Our community's obligations include:

- Active participation in planning and programs
- Protection of existing infrastructure and reporting of vandalism / theft.
- Payment of accounts
- Reporting of problems and complaints
- Reporting any corruption
- Improving social cohesion
- Collaboration to build on the vision of our area
- Take ownership
- Report vandalism and theft to 023 4920181/2

The Municipal Systems Act grants you the rights to:

- To contribute to municipal decision-making processes;
- To submit recommendations, representations and complaints either orally or in writing;

- To receive prompt responses to your communications;
- To be informed of decisions of municipal office bearers that affect you;
- To be informed of the affairs, including its finances, of the municipality;
- To demand that municipal meetings are open to the public, are fair and free of personal interest;
- To use and enjoy public facilities;
- To have access to municipal services;
- To observe the mechanisms, processes and procedures of the municipality when exercising your rights;
- To promptly pay all your municipal bills for example service charges, taxes and levies where they are applicable;
- To respect the municipal rights of community members;
- To allow municipal staff on your properties when they are exercising their functions;
- To comply with municipal by-laws that apply to you.

MAIN CONTACT DETAILS:

- Switchboard: 023 316 1854 (during office hours)
- 24-hr Emergency & Service delivery control room: 023 4920181/2. Cell phone number (only when landlines are down): 081 8965480
 - Report Fraud: 0860 044 044
- Website: www.witzenberg.gov.za
- Facebook: www.facebook.com/witzenbergmunicipality
- General email address: admin@witzenberg.gov.za

HOW DO I REPORT A FAULT?

1. Phone in on 023 4920181/2 and request a reference number.
 2. Send an Email to operateurs@witzenberg.gov.za with all details and request a reference number. Provide a clear description of fault, address details, contact details of resident and municipal account number if possible.
 3. Visit our Municipal offices in Ceres, Tulbagh, PA Hamlet, Op-die-Berg or Wolseley during office hours (07:30 – 16:00, Monday – Friday) to log a call with the Control Room
-

DEPARTMENTAL SERVICES, STANDARDS AND CONTACT INFORMATION

OFFICIALS: SENIOR MANAGEMENT AND MANAGEMENT LEVEL

Name	Position	E-mail address
Seon Swartz	Director: Community Services	seon@witzenberg.gov.za
Africa R	Acting Manager: Resorts and Swimming Pools	ryno@witzenberg.gov.za
Vacant	Manager: Social Services	-
Mackenzie CJ	Manager: Housing	charlotte@witzenberg.gov.za
Stuurman J	Manager: Libraries	joan@witzenberg.gov.za
Lamprecht-Vertue A	Manager: Fire, Rescue and Disaster Management Services	annelize@witzenberg.gov.za
Truter H	Manager: Amenities and Environment	heloise@witzenberg.gov.za
Vacant	Director: Technical Services	-
Claasen P	Senior Manager: Solid Waste and Cleansing Services	pclaasen@witzenberg.gov.za
Victor Dyusha	Acting Senior Manager: Electro-Technical Services	victor@witzenberg.gov.za
Gatyene O	Manager: Fleet and Workshop	oswald@witzenberg.gov.za
Grove M	Acting Manager: Electro-Technical Services	marius@witzenberg.gov.za
Lintnaar E	Manager: Streets and Storm Water	elton@witzenberg.gov.za
Jacobs N	Manager: Water and Sewerage	nathan@witzenberg.gov.za
Taljaard H	Manager: Town Planning and Building Control	htaljaard@witzenberg.gov.za
Mpeluza M	Director: Corporate Services	monwabisi@witzenberg.gov.za
Vacant	Manager: Human Resources	-
Hendricks R	Manager: Communication and Marketing	rowena@witzenberg.gov.za
Green M	Manager: Traffic Services	traffichief@witzenberg.gov.za
Wessels CG	Manager: Administration	cwessels@witzenberg.gov.za
Rhode R	Senior ICT Administrator	reginald@witzenberg.gov.za

Kritzinger HJ	Director: Finance	cobus@witzenberg.gov.za
Kolkota J	Deputy Director: Finance	jeremy@witzenberg.gov.za
Stevens C	Manager: Income	carmen@witzenberg.gov.za
Frieslaar M	Manager: Supply Chain	mfrieslaar@witzenberg.gov.za
Mars W	Manager: Financial Administration	william@witzenberg.gov.za
Nasson D	Municipal Manager (Office of the Municipal Manager)	david@witzenberg.gov.za
Nieuwenhuis L	Senior Manager: Legal Services	liza-mari@witzenberg.gov.za
Oerson ND	Chief Internal Audit Executive	noerson@witzenberg.gov.za
Ranna C	Manager: Internal Audit	cranna@witzenberg.gov.za
Swanepoel JH	Manager: Projects and Performance	jswan@witzenberg.gov.za
Hofmeester A	IDP Manager	adrian@witzenberg.gov.za
Fick R	Manager: Local Economic Development	riaan@witzenberg.gov.za

- Department: Technical Services

Technical administration		
<i>Queries</i>	<i>Our standard</i>	<i>Contact details</i>
Answer incoming telephone calls and redirect where appropriate to officials concerned	Answer within 6 rings	Secretary: Director Technical Services 023 – 492 01777 Admin Staff 023 – 492 0178
Telephonic request for information related to Technical Services	Answer within 10 working days	Secretary: Director Technical Services 023 – 492 01777 Admin Staff 023 – 492 0178
Written (or by e-mail) request for information – acknowledge receipt	Answer within 6 working days	Email contact: anita@witzenberg.gov.za Secretary: Director Technical Services 023 – 492 01777 Admin Staff 023 – 492 0178
Written (or by E-mail) request for information – comply with request or provide other feedback	Answer within 14 working days	Email contact: anita@witzenberg.gov.za Secretary: Director Technical Services 023 – 492 01777 Admin Staff 023 – 492 0178

Request for information in person – comply with request	Answer within 10 working days	Email contact: anita@witzenberg.gov.za Secretary: Director Technical Services 023 – 492 01777 Admin Staff 023 – 492 0178
Attend to solid waste enquiries via the SALGA Waste Management Application	Ensure that customer complaint/enquiry are routed to relevant official within 1 working day	SALGA Waste Management App

Waste Management		
Queries	Our standard	Contact details
Waste Removal:		<p>Office Hours Tel: 023 – 492 0178</p> <p>After Hours / 24 hours Tel: 023 492-0181/2</p>
Domestic waste collection	1 collection per week	
Business waste collection	1/2/3 collections per week depending on type of business	
Garden waste collection	Once a week	
Issuing of black and green bags to households	Quarterly	
Street Cleaning		
Sweeping of streets	As per programme	
Sweeping of streets in CBD	Daily	
Street bins servicing / emptying	Daily	
Cleaning of Public Open Spaces:		
Removal of illegally dumped waste	Quarterly	
Skips servicing	At least once a week, more frequent where needed	
Public Toilets		
Available in all towns	Open Monday – Sunday	
Materials Recovery (Recycling) Facility		

Located in Ceres at the end of Lyell Street (next to Ceres Wastewater Treatment Plant)	Operating hours:	Weekdays: 08h00 – 16h00 Saturdays / Public Holiday: 08h00 – 13h00 Closed on Sundays
Waste Drop Offs		
Wolseley, located in Merriman Street	Operating hours:	Weekdays: 08h00 – 16h00 Saturdays / Public Holiday: 08h00 – 13h00 Closed on Sundays
Tulbagh, located in Steinthal Road	Operating hours:	Weekdays: 08h00 – 16h00 Saturdays / Public Holiday: 08h00 – 13h00 Closed on Sundays

Streets and stormwater			
<i>Services</i>	<i>Standards</i>	<i>Contact</i>	
Streets	Grading of gravel streets: Pothole repairs: Resealing of asphalt streets : Construction of new streets Repair kerbing and channeling Construct driveways Repair sidewalks Maintain road marking and signs Public Transport Planning	According to maintenance programme Aim for 24 hours and 100% within 7 days Depends on road lifespan According to maintenance programme and funding dependent. When required When required According to maintenance programme In accordance with master plans	023 – 492 0178

Stormwater	Respond to Flooding (emergency) within 24 hours Cleaning of stormwater pipes, manholes. Maintain and upgrade stormwater infrastructure: according to maintenance programme	023 492 0181/2
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Water		
<i>Queries</i>	<i>Our Standard</i>	<i>Contact Details</i>
Repair pipe breaks / interruptions – main and network.	Repair within 24 hours after receipt of complaint	023 – 492 0178
Repair leakages on Municipal networks e.g. valves etc.	Repair within 3 days after receipt of complaint	023 – 492 0178
New water connections.	Installation of new standard water connection, distance <10m within 14 working days after receipt of complete application form and payment. Installation of new water connections >10m within 21 working days after acceptance of quotation and receipt of complete application form and payment.	023 – 492 0178 Email for application: marquin@witzenberg.gov.za Technical Office
Replace faulty water meters	Replacement within 20 working days after receipt of request from finance department.	023 – 492 0178

Sewerage		
<i>Queries</i>	<i>Our Standard</i>	<i>Contact Details</i>
Clearing of blockages main lines and network	Clearing of sewage blockages within 24 hours after receipt of complaint.	023 – 492 0178
Emptying of septic- and conservancy tanks	Emptying of septic- and conservancy tanks within 3 days after receipt of request from call centre or public.	023 – 492 0178
New sewer connections	<p>Installation of new standard sewer connection, distance <10m within 14 working days after receipt of complete application form and payment.</p> <p>Installation of new sewer connections >10m within 21 working days after acceptance of quotation and receipt of complete application form and payment.</p>	<p>023 – 492 0178</p> <p>Email for application: marquin@witzenberg.gov.za</p> <p>023 – 492 0178 (Technical Office)</p>

Electrical division		
<i>Queries</i>	<i>Our standard</i>	<i>Contact details</i>
Unplanned Power Outages	<p>Restoration of supply after unplanned power interruptions:</p> <ul style="list-style-type: none"> • 30% of cases within 1.5 hours; • 60% of cases within 3.5 hours; • 90% of cases within 7.5 hours; • 100% of cases within 24 hours. 	<p>023 492 0181/2</p> <p>Areas that are serviced by Eskom i.e., Prince Alfred Hamlet and Op Die Berg should refer to the Eskom website or Alfred-Chatbot for further information and logging of faults.</p>
Planned Power Outages	<ul style="list-style-type: none"> • Planned power cuts will occur with 48 hours of notice. These notices are shared with public and on Council's social media platform. 	023 – 492 0178

Faulty Streetlights	Repairing of streetlights: <ul style="list-style-type: none"> • 80% of cases within 72 hours 	023 492 0181/2 Eskom- Alfred Chatbot
New connections	<ul style="list-style-type: none"> • Within 30 working days where existing infrastructure can be used and, • subject to investigation and agreement where network extension is required (generally within two months for low voltage network extensions and within three months for Medium Voltage network extensions) 	023 316 8156
Metering	<ul style="list-style-type: none"> • Faulty meters are attended within 24 hours of reporting. • Reconnections of meters - 95% of cases within 48 hours* after reconnection fee is received. <p>*Excludes cases of hard disconnections or service removals after tampering has taken place.</p>	023 – 492 0178 or 023 492 0181/2
New installations or upgrading infrastructure: Quotations and estimations	90% of cases within: <ul style="list-style-type: none"> • 10 working days where the existing infrastructure can be used and, • within one month where network extensions are required • by agreement in cases of large power users and/or where a new network installation is required. 	023 316 8540
Report illegal electricity connections and infrastructure vandalism	<ul style="list-style-type: none"> • Council strives to ensure the safety of public and that of its personnel through removing illegal connections and curbing infrastructure vandalism as per the by-law. The public is therefore urged to report these activities timeously. • Anonymous reporting is also encouraged. 	023 316 8540

TOWN PLANNING AND BUILDING CONTROL

- For requesting copies of building plans email: jowayne@witzenberg.gov.za. Tel: 0233168540
- For building control: bouinsp@witzenberg.gov.za. Tel: 023 – 492 0178
- For town planning matters: ryan@witzenberg.gov.za. Tel: 023 – 492 0178
- Department Tel: 023 316 8540

Strategy	Queries	Delegatee	Time Line (Working days)
Pre-application consultation	Applicant consultation with planning official to discuss requirements of the application.	Ryan van der Merwe - Town Planning (Office hours)	N/A
Rezoning applications	Receive and check application for compliance. Acknowledge receipt of application	Ryan van der Merwe - Town Planning (Office hours)	15
	Application lies for inspection		60
	Application circulated for comments		(Applicant's responsibility)
	Submit proof of advertisements		15
	Evaluate application		15
	Approval of application		5
	Inform applicant		5
	Inform local departments and valuator		5
	Update register and GIS		5
	TOTAL		120 (If no objections)
Consent use applications	Receive and check application for compliance	Ryan van der Merwe - Town	15

	Submit proof of advertisements	Planning (Office hours)	(Applicant's responsibility)
	Application circulated for comments		30
	Evaluate application		15
	Approval of application		15
	Inform applicant		5
	Inform local departments and valuator and update register and GIS		5
	TOTAL		85 (If no objections)
Subdivision applications	Receive and check application for compliance	Ryan van der Merwe - Town Planning (Office hours)	15
	Application circulated for comments		60
	Evaluate application		15
	Approval of application		15
	Inform applicant, local departments & valuator and update register and GIS		5
	TOTAL		110 (If no objections)
Consolidation applications	Receive and check application for compliance	Ryan van der Merwe - Town Planning (Office hours)	15
	Application circulated for comments		30
	Evaluate application		15
	Approval of application		15
	Inform applicant, local departments & valuator and update register and GIS		5
	TOTAL		80 (If no objections)

Site development plan applications	Receive and check application for compliance	Ryan van der Merwe - Town Planning (Office hours)	15
	Application circulated for comments		30
	Evaluate application		15
	Approval of application		15
	Inform applicant and Building Control and update register and GIS		5
	TOTAL		80 (If no objections)

Strategy	Task	Delegatee	Time Line (Working days)
Building line relaxation applications	Receive and check application for compliance and circulate for comments to Water and Sewerage	Ryan van der Merwe - Town Planning (Office hours)	15
	Evaluate application		5
	Approval of application		5
	Inform applicant and Building Control		5
	TOTAL		30 (If no objections)
Permit use applications	Receive and check application for compliance	Ryan van der Merwe - Town Planning (Office hours)	5
	Application circulated for comments		10
	Evaluate application		5
	Approval of application		5
	Inform applicant, local departments & valuator and update register and GIS		5
	TOTAL		30 (If no objections)

Evaluation and approval of Township establishment application	Receive and check application for compliance	Ryan van der Merwe - Town Planning (Office hours)	15
	Submit proof of notices, advertisements and Government department comments		(Applicant's responsibility)
	Application circulated for comments		60
	Evaluate application		30
	Approval of application (layout and conditions of establishment)		30
	Inform applicant, local departments, valuator and update register and GIS		5
	TOTAL		140 (If no objections)
Enquiry of town planning scheme	Receive Scheme enquiry (by letter or fax) and record	Ryan van der Merwe - Town Planning (Office hours)	2
	Respond to enquiry (by letter or fax)		3
	TOTAL		5
Request for Zoning Certificate	Request for Zoning Certificate (by letter or fax) and record	Ryan van der Merwe - Town Planning (Office hours)	2
	Investigate zoning conditions, if any		2
	Issue Zoning Certificate electronically and place copy on file		1
	TOTAL		5

Strategy	Task	Delegatee	Time Line (Working days)
Complaints received	Investigate and determine type of transgression	Ryan van der Merwe - Town Planning (Office hours)	3
	Serve 1 st Notice		3
	Follow up inspection (compliance to 1 st Notice?)		30
	Serve Section 54 Prosecution Notice (if no compliance)		30
	TOTAL		66
Various enquiries on building and stand information and implementation of National Building Regulations	Stand sizes (obtain from GIS)	Ryan van der Merwe - Town Planning /Alroy Daniels (Office hours)	1
	Requests for copies (building plans and other)		2
	Application for approval of building plans (<500m2)		30
	Application for approval of building plans (>500m2)		60
	Circulate plans to different departments		14
	Inspections		3
	Builders deposits - registration		1
	Issue Occupancy Certificates		14
SAMOAC: Approval of various types of out- door advertisements	Temporary advertisements (posters and banners)	Ryan van der Merwe - Town Planning (Office hours)	1
	Trailers		3
	Billboards		30
	Other permanent advertisements		30

Temporary structures: erection of structure for a limited period	Application scrutinized by the BCO.	Alroy Daniels - Building Control (Office and After hours)	30
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- Finance Department

Finance: Income		
<i>Queries</i>	<i>Standard</i>	<i>Contact</i>
1. Open a new municipal service account		account@witzenberg.gov.za Enquiries Tel 023-316 1854
1.1 Walk in customers	30 minutes' subject to correct documentation being submitted.	account@witzenberg.gov.za Enquiries Tel 023-316 1854
1.2 Email/ Online customers	7 working days subject to correct documentation being submitted	account@witzenberg.gov.za Enquiries Tel 023-316 1854
2 New Accounts Invoicing	Within 30 days	account@witzenberg.gov.za Enquiries Tel 023-316 1854
3 Refunds	Within 30 days after final account	account@witzenberg.gov.za Billing Tel 023-316 1854
4 Rates Clearance Certificates	Within 7 working days after full payment received date	account@witzenberg.gov.za Income: Tel 023-316 1854
5 Valuation Certificates	1 day after full payment received	account@witzenberg.gov.za Income: Tel 023-316 1854
6 Dispatch of accurate bills	Monthly	account@witzenberg.gov.za Income: 023-316 1854
7 Allocation of payment's	Within 72 hours after the receipts of payment's	payments@witzenberg.gov.za Snr Cashier: 023-316 1854

8 Disconnections for non- payment	14 days after due date.	account@witzenberg.gov.za Credit Control: 023-316 1854 Emergency services:023 492 0181/2
9 Reconnection of services		account@witzenberg.gov.za Credit Control: 023-316 1854 Emergency services: 023 492 0181/2
9.1 Pre-paid meters	Within 3 hours with proof of payment	account@witzenberg.gov.za Income: 023-316 1854
9.2 Conventional	Within 8 hours with proof of payment	account@witzenberg.gov.za Credit Control: 023-316 1854
10. Meter reading Cycle	Monthly Customers can email or WhatsApp their water and/or electricity metre readings on or before the 15th of each month, otherwise estimates will be used which may differ from the actual reading (NB include your municipal account number and the meter reading)	readings@witzenberg.gov.za WhatsApp: 064 931 0026 Income Office: Tel 023-316 1854
11. Account queries (written)	Within 14 working days	account@witzenberg.gov.za Income Office: Tel 023-316 1854
12. Payment of creditors	30 days SMMEs paid within 14 days	sandy@witzenberg.gov.za Expenditure: 023-316 1854
13. Publishing results of tender awards on municipal website	Monthly	supplychain@witzenberg.gov.za 023-312 1765
14. Finalise procurement processes within national target	Within 180 days from advertisement	supplychain@witzenberg.gov.za 023-312 1765
15. Registration on municipal supplier database	Finalise database applications within 30 days from receipt. Original form with supporting documents must be submitted.	supplychain@witzenberg.gov.za 023-312 1765

- Office of the Municipal Manager

Legal Services and Property Management		
<i>Queries</i>	<i>Our Standard</i>	<i>Contact details</i>
Lease or sale of municipal vacant land	Enquiries must be submitted in writing. Acknowledgement of enquiry within 7 business days. Finalisation of enquiry in terms of Supply Chain Policy and Council's timelines.	admin@witzenberg.gov.za/ liza-mari@witzenberg.gov.za . 023-316 1854

Internal audit standards		
<i>Queries</i>	<i>Our standard</i>	<i>Contact details</i>
Fraud and Corruption	<p>By committing ourselves being a corrupt free municipality, the following is in place:</p> <p>Consistent with the Auditor General's guidelines, line managers are responsible for daily operations and the internal control systems within their organizational responsibility.</p> <p>It is the responsibility of members of the public and employees (including line managers) to report all incidents of fraud, corruption, or any other dishonest activities of a similar nature to the national fraud hotline 0800 701 701.</p>	<p>Natasha Oerson: noerson@witzenberg.gov.za 0233131045 0800 701 701 (national fraud hotline) Or Email: tip-offs@witzenberg.gov.za Or Municipal Manager: david@witzenberg.gov.za Or admin@witzenberg.gov.za Or Public Protector</p>

IDP (Integrated development Plan)		
<i>Queries</i>	<i>Standard</i>	<i>Contact</i>
Consultation	<p>At least twice a year (Draft IDP inputs September-November and April-May for the municipal budget) we, the Municipality, shall consult with all our stakeholders and communities through public participation meetings (Integrated Development Plan and Budget Roadshows).</p> <p>Our consultation methods shall consider the geographical location of our communities, language and living conditions.</p> <p>Ward Councillors and Ward Committees to quarterly meet with Communities.</p>	<p>adrian@witzenberg.gov.za 023-316 1854</p>
Openness and transparency	<p>Our IDP, budget and related processes shall be open to the public.</p> <p>Ensure a functional Ward Committee System</p>	<p>adrian@witzenberg.gov.za 023-316 1854</p>

Local Economic Development		
<i>Queries</i>	<i>Our Standard</i>	<i>Contact details</i>
Local Economic Development	<ul style="list-style-type: none"> • Complete informal trader permits to be processed within 14 calendar days. • Complete business license applications for businesses, including stall hawkers that prepare and sell meals, to be processed within 30 calendar days. • Permit and licence-based queries to be addressed within 3 working days. • Business development related queries will be addressed within 3 working days. • Unemployed persons will be registered on the unemployment database within 30 days after application received. 	<p>rachel@witzenberg.gov.za 023-3161854</p> <p>aziska@witzenberg.gov.za 023-316 1854</p>

- **Department: Corporate Services**

Marketing & Communication		
<i>Queries</i>	<i>Our Standard</i>	<i>Contact details</i>
Switchboard	Our switchboard is operational daily, Monday – Friday, during office hours only. Calls are redirected to the Control Room afterhours.	023 316 1854
Thusong services	Thusong Centers afford communities the opportunity to enjoy easier access to government services and information. Anchor tenants include departments and institutions such as Home Affairs, Social Development and the South African Social Services Agency (SASSA).	023 315 6240 Office hours vary per organisation in the Thusong Centre arrie@witzenberg.gov.za (Centre Coordinator)
24-hr Emergency Control Room	Witzenberg Municipality aim to offer the public support with service delivery complaints and queries daily. We also strive to assist residents requiring our help with law enforcement, fire services and traffic services when required. This function is performed through the Witzenberg Municipality Control Centre which operates 24 hours a day to dispatch these services where required.	023 492 0181/2 Email: operateurs@witzenberg.gov.za
Tourism	The Municipality has an MOU with Witzenberg Tourism for to promote Tourism and development in the area. There are Tourism offices situated in the towns of Tulbagh, Wolseley and Ceres.	Ceres Tourism +27 (0)23 316 1287 manager@ceres.org.za Tulbagh Tourism +27 (0)23 230 1348 info@tulbaghtourism.co.za Wolseley Tourism 0769071188 info@wolseleytourism.co.za

Access Control	We strive towards expressing the batho pele principles when communicating and assisting the public, especially front of desk staff and all officials in general.	023 316 1854
Marketing & Communication	Witzenberg Municipality liaises with the public on all available platforms regarding decisions by Council and Portfolio Committees with impact upon local regulations and by-law generation. We strive to be open, consistent, and transparent regarding all communication. Marketing and branding efforts focus on logo placement on all available and visible platforms.	023-316 1854 rowena@witzenberg.gov.za

Traffic and Law Enforcement Services		
<i>Queries</i>	<i>Standard</i>	<i>Contact</i>
Reaction time Road Accidents	Within 30 minutes	Control room: 023 492 0181 /492 0182
Issue of motor vehicle registration and licenses	Same Day	Principal Clerk L Hanse 023 492 0179 130 Voortrekker Road Ceres 6835 lhanse@witzenberg.gov.za
Waiting Period for Learners License	Within 90 Days	Acting Management Rep M Theunissen mtheunissen@witzenberg.gov.za 023 492 0179
Waiting Period for Drivers Licenses	Within 90 days	Acting Management Rep M Theunissen 023 492 0179 mtheunissen@witzenberg.gov.za

Attend to traffic related complaints from citizens	Within one working day	<p>Head Inspector BG Senoamali 023 492 0179 083 458 1531 godfrey@witzenberg.gov.za After hours and normal working hours Control room 023 492 0181 operateurs@witzenberg.gov.za</p>
Community traffic, safety, bylaw enforcement and security satisfactory survey	Twice a year	<p>Head Inspector BG Senoamali 023 492 0179 083 458 1531 godfrey@witzenberg.gov.za</p> <p>Head Law Enforcement GJ Lukas 023 492 0179 083 440 1797 german@witzenberg.gov.za</p> <p>After hours and normal working hours Control room 023 492 0181 operateurs@witzenberg.gov.za</p>
Attend to illegal structures	Within 45 minutes	<p>Head Law Enforcement GJ Lukas</p> <p>023 492 0179 083 440 1797 german@witzenberg.gov.za</p> <p>After hours and normal working hours</p>

		Control room 023 492 0181 operateurs@witzenberg.gov.za
Road Safety Education and awareness	At least one campaign a week	Head Inspector BG Senoamali godfrey@witzenberg.gov.za 083 458 1531 Senior Traffic Officer Daniels edaniels@witzenberg.gov.za 023 492 0179

Administration		
<i>Queries</i>	<i>Standard</i>	<i>Contact</i>
Council and committee meetings	The Council meeting schedule of Witzenberg Municipality is published in the local newspaper at the end of each year during December Thereafter every Council meeting is published 6 days prior to each meeting in the local newspaper and using social media.	023 316 1854 Email: admin@witzenberg.gov.za
Council and committee minutes	All Council and Committee minutes are made available 3 days after approval thereof in all libraries of the Witzenberg municipal area.	Ceres: 023 316 1854 Tulbagh: 023 312 5087 Wolseley:023 3125131 Email: admin@witzenberg.gov.za
Application for information of public body	All applications for information of a public body is done in terms of the Promotion of Access to Information Act, 2000 and /or the Promotion of Administrative Justice Act (Nr. 3 of 2000). Response is done in 7 days via email, post or facsimile.	023 316 1854 Email: admin@witzenberg.gov.za
Acknowledgement of incoming correspondence: archives	Acknowledgement of all incoming correspondence (post, hand deliveries, etc.) are done on the same day. Members of the public who walk in can wait for the acknowledgment letter.	023 316 1854 Email: admin@witzenberg.gov.za

Application for prestige sport donations	Applications for prestige sport donations for sport men and women who obtained provincial and national colours are supported regarding their needs to attend the event. Applications must be submitted 3 weeks before the event and completed 7 days before the event.	023 316 1854 Email: admin@witzenberg.gov.za
Access control at council component	Access control and security services are rendered at the office of the Executive Mayor and Mayco Councillors. We strive to express Batho Pele principles when assisting the public by all officials.	023 316 1854 Email: admin@witzenberg.gov.za
Hygiene services	Witzenberg Municipality strive to provide in all its main buildings and community facilities a clean, neat and hygienic service to enhance good health.	023 316 1854 Email: admin@witzenberg.gov.za

Human Resources		
<i>Queries</i>	<i>Standard</i>	<i>Contact</i>
Response time to all interviewed candidates to inform them whether their application was successful or not for a position.	Within seven (7) working days	admin@witzenberg.gov.za 0233161854

- **Community Services**

Fire Fighting		
<i>Services</i>	<i>Standards</i>	<i>Contact</i>
Emergency Calls : Dispatching times after receiving the logged call	Respond within 3 minutes after call has been received.	023492 0180 fireadmin@witzenberg.gov.za
Response time to emergencies	Arrive at the incident within 14 minutes, depending on the locality of incident.	023492 0180 fireadmin@witzenberg.gov.za
Commentary on Building plan application	Comment provided within 5 working days	023492 0180 fireadmin@witzenberg.gov.za
Application for Fire Safety Certification (annual requirement for schools, opening of new business licence application, liquor licence application).	First inspection within 14 days from application	023492 0180 For applications via email: fireadmin@witzenberg.gov.za

Disaster Management							
Services	Standards						Contact
Disaster response	Joint Operation Centre (JOC) established within one (1) hour after local disaster has been declared. Be DISASTER READY and follow the below for more information and up to date warnings: https://disasterready.org.za/ https://www.facebook.com/witzenbergmunicipality						023 492 0180 fireadmin@witzenberg.gov.za
Event/ March/ Protest or Demonstration application	Size	Crowd size/no of Participants	Minimum time for Submission of an Application to the Municipality by the event organiser before the date of an event [all required information relating to the application must be Submitted in terms of Section 3(2)]	Minimum time for The Witzenberg municipality to Respond to an Application for Staging an event	Appeals to be Lodged by Applicant with Witzenberg municipality within	Appeal to be Decided by Witzenberg municipality Within:	023 492 0180 fireadmin@witzenberg.gov.za
	Small	50 to 200	15 working days	10 working days	24 hours of receipt of written notice from the Witzenberg Municipality indicating failure to resolve conflict	24 hours of receipt of written notice of appeal	

	Medium	201 – 500	20 working days	15 working days	24 hours of receipt of written notice from the Witzenberg Municipality indicating failure to resolve conflict	24 hours of receipt of written notice of appeal
	Large	501 – 2000	25 working days	20 working days	24 hours of receipt of written notice from the Witzenberg Municipality indicating failure to resolve conflict	Within 3 working days of receipt of written notice of appeal
	Very large	2001 – above	60 working days	40 working days	48 hours of receipt of written notice from the Witzenberg Municipality indicating failure to resolve conflict	Within 5 working days of receipt of written notice of appeal

Parks & Open Spaces		
<i>Queries</i>	<i>Our Standard</i>	<i>Contact details</i>
Public parks, cemeteries, landscaped areas and open spaces	<ul style="list-style-type: none"> • Cutting of grass, watering, pruning of shrubs and trees in open spaces; Undertaken according to a pre-scheduled program. 	0233161854
Parks	<ul style="list-style-type: none"> • Emergency call out within 30 minutes 	023-4920181/2
Cemeteries	<ul style="list-style-type: none"> • Preparation of graves as per written request 	0233161854
community halls	<ul style="list-style-type: none"> • Preparation for utilisation as per booking register 	0233161854
Recreational facilities	<ul style="list-style-type: none"> • Preparation for utilisation as per booking register. Cutting of grass undertaken according to a pre-scheduled program. 	0233161854
Biodiversity: Ceres Nature Reserve:	<ul style="list-style-type: none"> • Invasive Species Monitoring, control and eradication (ISMCE) as per approved ISMCE plan, signed MOU or SLA 	0233161854
Air Quality Services	<ul style="list-style-type: none"> • General provision guided by legislation and as per approved Air Quality Management plan 	0233161854
Pollution control	<ul style="list-style-type: none"> • General/ complaints guided by legislation 	0233161854

SOCIAL SERVICES		
<i>Queries</i>	<i>Our Standard</i>	<i>Contact details</i>
Social Development	<ul style="list-style-type: none"> • Complete indigent applications processed within 21 working days from date of application. • Feedback for Indigent application queries will be provided within 3 working days. • Assistance will be given with social development programme related queries, with feedback provided within 3 working days. • Assistance will be given for complete applications of free graves, with application processing being finalised within 4 working days. 	023-3161854 mmuller@witzenberg.gov.za / lwessels@witzenberg.gov.za
Youth Development	<ul style="list-style-type: none"> • Distribution of youth-related information and opportunities as and when received to youth and youth-based organisations. Assistance with youth related queries, with feedback given within 3 working days. • Facilitating implementation of short and medium skills development programmes that is accredited and market related. 	023-3161854 waronice@witzenberg.gov.za

Resort & Swimming Pools		
<i>Queries</i>	<i>Standard</i>	<i>Contact</i>
Resort and swimming pools	<p>Witzenberg Swimming Pools is available for use to Public/Visitors between October and April.</p> <p>To increase customers, obtain Customer satisfaction, scale financial growth, and provide a relaxing environment to customers.</p> <p><i>The Pine Forest Resort will provide its guests with the highest possible quality of Customer care in a still, modest, and rustic environment.</i></p>	<p>023 492 0183</p> <p>023 492 0184</p> <p>Pine Resort: denontvangs1@witzenberg.gov.za /denontvangs2@witzenberg.gov.za</p>

Housing Services		
<i>Services</i>	<i>Standards</i>	<i>Contact</i>
Respond to any housing and informal settlement complaints and enquiries Feedback via phone/email/in writing/investigation	5 working days Depending on nature of complaint or enquiry	Thomas Platjies (Snr Housing Official) Tel.(023) 3161840/ thomas@witzenberg.gov.za Vacant (Housing Official) Tel (023) 3161840/ Housing@witzenberg.gov.za
Housing Consumer Education and beneficiary information by conducting formal sessions within communities	Quarterly	Thomas Platjies (Snr Housing Official) Tel (023) 3161840/ thomas@witzenberg.gov.za
Updating of housing waiting list	As per application linked to a Provincial Housing Database	Sisanda Qashasho (CBC) Tel (023) 3161840/ Sisanda@witzenberg.gov.za
Feedback on housing applications	Immediately and on request	Sisanda Qashasho (CBC) Tel (023) 3161840/ Sisanda@witzenberg.gov.za
Maintenance of municipal housing (rental stock)	10 working days Depending on nature of complaint	Sisanda Qashasho (CBC) Tel (023) 3161840/ Sisanda@witzenberg.gov.za Superintendent Maintenance (Vacant) Tel (023) 3161840
Assistance to fire victims regarding burning down of dwellings or informal structures by rendering humane relief	Assistance within 24 hours	Charlotte Mackenzie (Manager Housing) (023)3161840/ charlotte@witzenberg.gov.za Mobile 0833255317 Thomas Platjies (Snr Housing Official) (023) 3161840/ thomas@witzenberg.gov.za 073 146 9147

Transfer of rental stock	As per application received the process starts with application for EEDBS subsidy to provincial housing department. Signing of contract between municipality and tenant until registration in deeds office total period of ± 6 months before receiving the title deed	Charlotte Mackenzie (Manager Housing) (023)3161840/ charlotte@witzenberg.gov.za Mobile 0833255317 Thomas Plaatjies (Snr Housing Official) (023) 3161840/ thomas@witzenberg.gov.za 073 146 9147
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LIBRARY SERVICES		
<i>Queries</i>	<i>Our Standard</i>	<i>Contact details</i>
General Enquiries	Immediately	Contact details for all libraries: 023 - 316 1854
Outreach & Awareness Programs	Monthly	Libraries with direct lines
Special Requests for Library material	On availability or within one month of request	John Steyn: 023 - 316 1288 (gwarries@witzenberg.gov.za)
Hosting Library Week	Annually	PA Hamlet: 023 - 313 0029 (erin@witzenberg.gov.za)
ICT and Printing Services	Daily at all libraries	Bella Vista: 023 - 315 5045 (mseroot@witzenberg.gov.za)



Witzenberg Municipal Services Charter: 6 Month Communication Plan

1 Communication plan purpose:

The municipality has developed a services charter to clarify what services can be expected to deliver at what service standard to citizens and businesses. The services charter is one mechanism to hold the municipality accountable for defined services standards. The success of the services charter on promoting accountability will depend on various factors, including the following:

1. Awareness of, and support for, the service charter and its purpose and standards from municipal administrative and political leadership as well as the full municipal administration and staff.
2. Effective communication of the service charter standards, and available municipal communication standards, to communities, citizens, customers that receive services from and have interactions with the municipality.
3. Effective tracking of all service delivery queries and complaints, as well as the monitoring and reporting of the municipality's service delivery performance in relation to all service standards contained in the charter. Ideally, selected service standards should also be linked to municipal staff performance agreements and the municipal performance management system.

The purpose of this communication plan is to outline what actions the municipality will implement to ensure that relevant stakeholders communicate the services charter (once this is approved by Council) to both internal (municipal officials and Councilors) and external (communities, customers, and businesses) target groups.

The Municipality will take appropriate steps to provide the necessary resources to implement this service charter and will be allocated responsibility to the relevant officials to implement specific communication plan activities.

Charter Communication Plan Target Audience:

1. Internal: Municipal officials
2. External: Citizens, customers, and businesses

Charter Communication Plan Goals:

1. Increase awareness of the municipal services charter and service standards.

2. Improve municipal staff awareness that the effective adherence to the charter service standards require a citizen and business-centred approach from the municipality and that adhering to the services standards is important to provide a supportive environment for businesses to operate, as well as to facilitate new developments and investment opportunities, so as to contribute towards job creation as well as growing the municipal rates base to support improved access to services and infrastructure.
3. Improve understanding of what citizens can expect from the municipality.
4. Encourage engagement and feedback from citizens and stakeholders.

2 Charter Communication Channels:

The municipality will implement activities using the following communication channels for internal and external stakeholders:

1. Internal municipal staff and Council:

- a) Identify Service Charter Champions (Municipal Manager and senior managers in each department) and allocate service charter communication and monitoring responsibilities (see Section 2 for the Service Charter Champion roles).
- b) Induction sessions: Introduce all new employees to the charter and standards during induction programs.
- c) Internal newsletters and communication platforms: Regularly share updates and information about the charter and service standards through internal communication channels.
- d) Training sessions: Conduct targeted training sessions for different departments on the specifics of the charter and standards relevant to their roles.
- e) Performance management system: Integrate service standards into performance management systems to hold employees accountable for delivering high-quality services.

2. External audiences (communities, customers and businesses):

- a) Website: Develop a dedicated webpage (or pages) on the municipal website with clear and accessible information about the charter, including service standards, complaint procedures, and contact details.
- b) Social media: Utilize social media platforms to share engaging content about the charter, highlighting key aspects and service standards.
- c) Municipal external newsletter: Share useful service charter information with communities and municipal customers.
- d) Ward Committees: Ward Councilors can raise awareness of the service charter within their Ward Committee portfolios and sectors.

- e) Community meetings and outreach programs: Use town hall meetings, community forums, and public outreach programs to discuss the charter and answer questions from citizens.
- f) Local media: Partner with local newspapers, radio stations, and TV channels to disseminate information about the charter and service standards through various media formats.
- g) Flyers and brochures: Distribute printed charter booklets in public spaces, community centers, and customer service points.
- h) Public service announcements: Run public service announcements on local media platforms to raise awareness about the charter and encourage citizens to hold the municipality accountable.
- i) Customer service training: Train customer service personnel on the charter and service standards to ensure they can effectively answer inquiries and resolve complaints.
- j) Feedback mechanisms: Establish clear and accessible feedback mechanisms (hotlines, online forms, suggestion boxes) to receive feedback from citizens and businesses on their experience with municipal services.
- k) Evaluation: Regularly monitor the effectiveness of communication efforts by tracking website traffic, social media engagement, feedback received through various channels, and citizen satisfaction surveys. Based on the evaluation results, refine, and adjust communication strategies to ensure continuous improvement in reaching targeted audiences and achieving communication goals.

Additional Considerations:

- a) Language Accessibility: Ensure all communication materials (charter brochure) are available in the three main languages: English, Afrikaans and Xhosa.
- b) Community Partnerships: Collaborate with community organizations and relevant stakeholders to amplify awareness efforts and leverage their existing networks to reach different segments of the population.

3 Communication plan implementation

The Manager: Communication & Marketing will be responsible for coordinating the implementation of the communication plan. The relevant official responsible for municipal communication will be responsible for reporting on progress with the implementation of this communication plan to the Municipal Manager.

Each service delivery department will nominate one or more **Services Charter Champion** who will be responsible for the following:

1. Regularly communicating the purpose and importance of the services charter to staff within each department. This includes raising awareness amongst all staff that adhering to the services standards is important to provide a supportive environment for businesses

to operate, as well as to facilitate new developments and investment opportunities, so as to contribute towards job creation as well as growing the municipal rates base to support improved access to services and infrastructure.

2. Ensuring that the relevant municipal buildings, facilities, and offices are used to distribute copies of the printed services charter as well as posters highlighting relevant services, standards, and municipal contact information from the services charter.
3. Monitoring and reporting on the department's performance in relation to its selected services standards that are aligned with departmental KPIs to senior management as well as the Council.

Municipal Service Charter Communication Plan:
Internal to the Municipality: Municipal staff and Councillors

Activity	Purpose of Communication	Responsibility	Audience	When	Delivery Method	Presentation Method
Identify Services in each Department and conduct training on their role as communication champions	Ensure that Charter Champions understand their role and are capacitated to fulfill this role.	Municipal Manager's office and Department Directors	Departmental Service Charter Champions	When charter is approved	Training workshop for Charter Champions Charter champions staff meetings	Workshop Meetings
Communicate importance of service charter and standards to departmental staff	Ensure that municipal staff are aware of relevant standards and why these are important	Municipal Manager Department Directors Charter Champions	Both front line and back-office staff within each department	Regular departmental meetings as well as staff interactions	Staff communication	Presentation to staff Regular staff interactions

Municipal Communication Plan: External to the Municipality: Citizens, customers, and businesses

Activity	Purpose of Communication	Responsibility	Audience	When	Delivery Method	Presentation Method
Ensure availability of service charter brochures and posters (dependent on availability of resources) in municipal offices, facilities and service centers, as well as municipal web site and other social media channels	Ensure that communities, customers and businesses have easy access to the charter and awareness of service standards and communication channels	Communications manager responsible for printing charter booklets and developing a distribution plan incl. how many copies will be printed overall and how copies will be distributed to all relevant municipal offices and facilities	Municipal Citizens, customers and businesses	At launch of charter and ongoing	Distribute copies to customer facing municipal offices, community and municipal facilities in all towns, local tourism offices, business chambers etc.	Charter booklet available at all customer-facing counters
Municipal Department Manager, Directors and Mayor to use municipal Councilors to use municipal platforms and other public engagements (incl. engagements with business) to raise awareness of the charter	Use municipal platforms to raise awareness of the charter and how this can streamline communications with the municipality	Municipal Manager Department Directors Councilors	Citizens, customers, businesses	Ongoing	Public engagements	Meeting presentations and discussions

Activity	Purpose of Communication	Responsibility	Audience	When	Delivery Method	Presentation Method
Ensure all municipal staff with email access include in their email signature "To give us feedback on our service levels, please email your comments to admin@witzenberg.gov.za .	To ensure that both municipal staff, and citizens, customers and businesses have a dedicated email address that is widely communicated to forward both compliments and complaints with respect to service standards.	Municipal communications manager	Citizens, customers, businesses	Ongoing	All municipal outgoing Emails	All municipal outgoing Emails
Ensure the allocation of clear roles and responsibilities with respect to the use of the municipality's social media channels (e.g. Facebook, Twitter etc.) to raise awareness of municipal service standards	Ensure that social media is used regularly to raise awareness of the municipality's service standards and communication channels	Municipal communications manager	Citizens, customers, businesses	Ongoing	Municipal social media channels	Social media posts referring to the charter and/or services standards and/or municipal communication channels

.....


D Nasson
Municipal Manager

- MEMORANDUM -



AAN / TO: David Nasson
VAN / FROM: Manager: Local Economic Development
DATUM / DATE: 30 September 2024
VERWYS/REF.: Dunlop Business in a Box Initiative (7/1/4/1)

BACKGROUND

"Dunlop Business in a Box" is an initiative of Sumitomo Rubber South Africa, which develop small tyre-based services in informal areas in South Africa. The concept is for entrepreneurs to operate these centres, with Dunlop providing a fully developed & branded tyre service container at identified municipal spaces in Witzenberg. Dunlop will provide the container, training and assist with funding for the entrepreneur to fund the container and tyre service equipment. See attached a presentation of the concept and below a photo.



DELIBERATION

- The attached minutes & decisions on the Portfolio Committee for LED and Tourism, MAYCO and Council refers.
- It was unanimously resolved at Council meeting on 24 January 2024 that a representative of Dunlop will visit all towns in the Witzenberg area and identify a suitable site for the development.

A representative of Dunlop subsequently visited towns in the Witzenberg area (with the Manager: LED and the LED Officer) to identify a suitable site for the development.

Various vacant municipal land sites were subsequently visited and/or considered in Tulbagh, Wolseley, Bella Vista, Nduli, Prince Alfred's Hamlet & Op die Berg. The land portions below were the land that DUNLOP considered the most feasible to kick-start the initiative.

1) Nduli

Portion of erf 5958: the Old Post Office

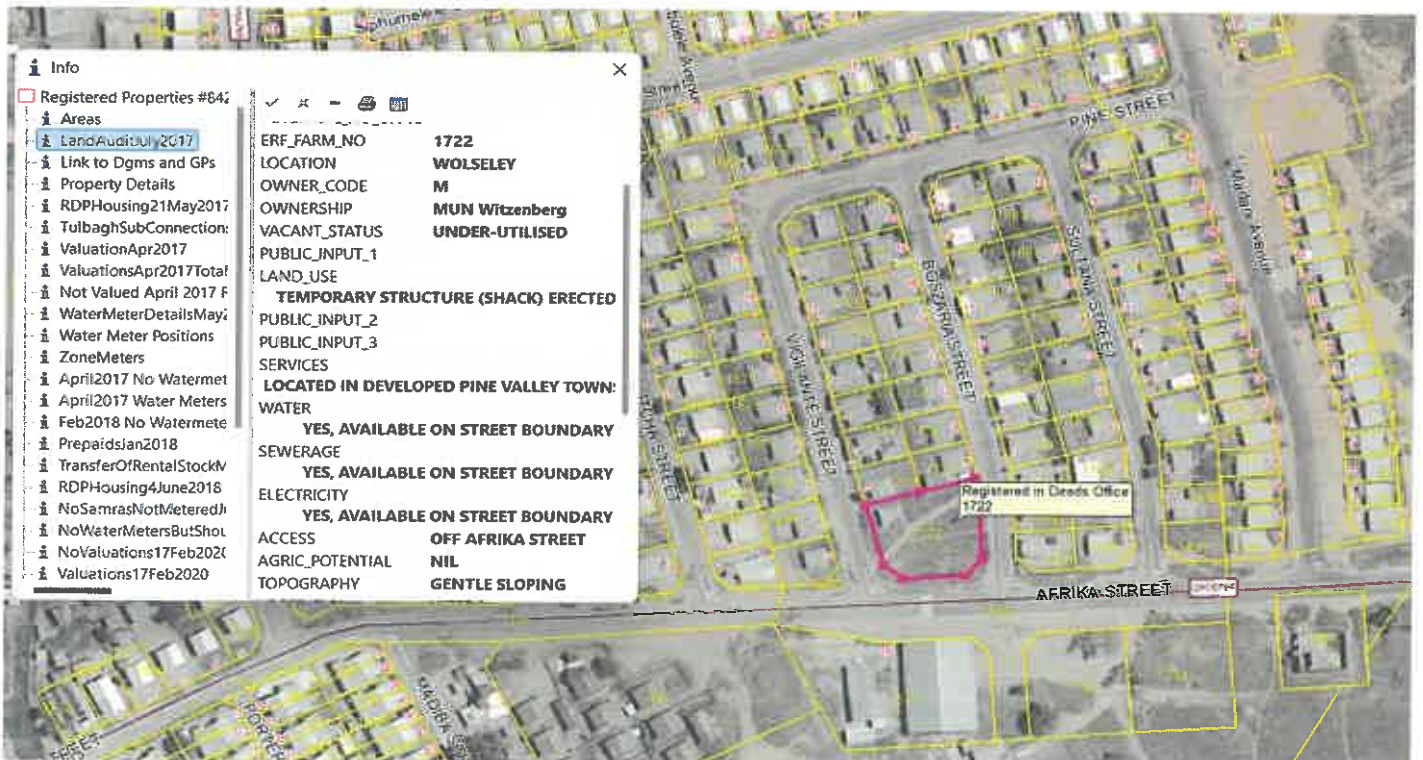
- This erven currently has the vandalised old post office container unit erected on it, but is currently broken down with the foundation intact
- Located next to Usave in Nduli
- Portion of land indicated in green



2) Wolseley

Pine Valley Erven 1722

- Located opposite the Pine Valley Municipal hall
- Currently vacant



3) Tulbagh

a) Portion of Erven 389 (next to Municipal Depot in Steynthal Road)

- Vacant

- Portion of land indicated in green



INPUTS RECEIVED FROM MUNICIPAL DEPARTMENTS REGARDING THE ABOVE-MENTIONED ERVEN

▪ **LEGAL:**

It is unclear whether it is a sale or a lease.

If it is a sale:

- Subdivision will be required at Erf 5958 and Erf 389 – please confirm with town planning
- Council needs to resolve that this land is not required for basic municipal services
- Deed of Sale must be entered into;
- Council needs to consider a selling price, market related and or deviate from market related
- Transfers costs and all costs relating to this transaction will be either for the purchaser and or Municipality
- Are there services? If not who will pay for it, and or the connections thereof?

If it is a lease:

- Enter into a lease agreement with Entrepreneur;
- Council to determine the lease period and lease amount;
- What will happen with the building / project if the entrepreneur fails the project? As soon as something is fixed to immovable property, it becomes the land owners property. Is this Dunlop's view as well? Or is it that the Entrepreneur becomes the owner at the end of the day? Remember the Municipality will not be a party to the agreement between Dunlop and the entrepreneur.
- Can the entrepreneur change ownership? If so we will need to state in the lease agreement that the Municipality will need to give consent as we are the land owners.
- Are there services? If not who will pay for it, and or the connections thereof?

▪ **STREETS AND STORMWATER**

Access to roads and entrances to erven:

- Nduli. Portion of erf 5958 -- access from Chris Hani drive, currently CK5 kerbing
- Wolseley, Pine Valley Erven 1722 – access from Vigilante or Bozaria streets, currently CK5 kerbing or edgings, entrance not closer than 10m from Africa street
- Tulbagh. Portion of Erven 389 – access from Steithal road, currently no kerbing
- No objection

- **WATER AND SEWAGE**
- All existing services on the terrain must be confirmed prior to any construction
- See below service plans for water and sewage

Pine Valley:



Tulbagh:



Nduli:



■ TOWN PLANNING:

- The site should be OK, but the current zoning does not make provision for the proposal

Erf 1772 - Res I

Erf 389 – Undetermined

Erf 5958 – Undetermined

- The development is subjected to rezoning to business

■ WASTE MANAGEMENT

- For all 3 sites, from a waste management perspective, approval is subject to:

1. Suitable arrangements are to be in place for management of waste tyres.
2. No nuisances to be created.
3. Legislation related to the industry as well as waste management needs to be adhered to and reflected in operations at all times.
4. By Laws of the Municipality to be adhered to.

■ ELECTRICITY

- If a 3-phase connection is needed, the maximum connection is 3 x 20amp of 1 x 60 (single phase)
- An electrical network is in place

■ Bulk Services

- Attached is the services connection costs per erven
 - ✓ Cost per erven: R124863.78
 - ✓ Total cost: R374591.34

Witzenberg Local Municipality

Calculator Version	v0.69 (2023 / 10 / 10)	Erf No	5958
Application Number	CEP05/24/25	Suburb	Nduli
Applicant	Dunlop Business in a box	Erf Location	Nduli
Date	2024/08/30	Erf Size (m ²)	37274
Financial Year	2024/25	Approved Building Plan No.	Not Applicable

Land Use Category	Unit	Existing Rights	Proposed New Rights	Water	sewer	Roads	Stormwater	Solid Waste	Electricity
				Cents	Cents	Cents	Cents	Cents	Cents
Development Charge Rates (incl. VAT)									
Single Residential < 1000m ² 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 > 600m ² 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 > 350m ² 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 < 350m ² 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
BAP/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	m ²	0	0	R 8 000.23	R 4 569.24	R 28 111.32	R 3 749.81	R 13 485.92	R 51 558.12
Office	m ²	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Retail/Shop	m ²	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Warehouse	m ²	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Industrial	m ²	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
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)	m ²	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Meeting Pieces (pieces of assembly, halls, etc.)	m ²	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Common Spaces / Public Open Spaces	m ²	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)	NA	kl/d	kl/d	trips/day	l/s.hr	kg/Day	kVA
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Unit Costs Per Service Actual	R 5 593.91	R 3 733.04	R 780.87	R 109 643.47	R 1 560.87	R 1 581.30
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Total Development Charge per service	R 8 055.23	R 4 569.24	R 28 111.32	R 3 749.81	R 13 485.92	R 51 558.12
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VAT Per Service @ 15%	R 1 208.28	R 685.39	R 4 216.70	R 562.47	R 2 022.89	R 7 733.72
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Total Development Charge Calculated (Excluding VAT)	R 109 529.83					
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VAT	R 15 334.15					
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Total Development Charge Calculated (Including VAT)	R 124 863.78					
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Rebate granted (%)						
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Rebate granted (Amount Including VAT)	R 0.00					
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Reason for rebate						
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Alternative funding source						
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Total Development Charge Payable (Including VAT)	R 124 863.78					
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Application Processed by:						
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Signature						
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Date						
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Amount Paid:						
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Date Payment Received						
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Receipt Number						
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Witzenberg Local Municipality

Calculator Version	v0.69 (2023 / 10 / 10)	Erf No	1722
Application Number	CERD4/ 24 25	Suburb	Witsele
Applicant	Dunlo Bushens in a box	Erf Location	Pine Valley
Date	2024/10/01	Erf Size (m2)	836
Financial Year	2024/25	Approved Building Plan No.	Not Approved

Land Use Category	Unit	Existing Rights	Proposed New Rights	Water	Sewer	Roads	Stormwater	Solid Waste	Electricity
				Witseley	Witseley	Witseley	Witseley	Witseley	Witseley
Development Charge Includ (incl. 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 > 300m² 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 > 300m² 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
GRAP/ 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 / Aeri-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	360	R 8 055.23	R 4 569.24	R 28 111.32	R 3 749.81	R 13 485.92	R 51 558.12
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	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Warehouse	m²	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Industrial	m²	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
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, places 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

I hereby declare that the information provided is true and correct to the best of my knowledge and belief. (Printed name of applicant)

Unit Costs Per Service Actual	R 5 593.91	R 3 733.04	R 780.87	R 109 643.47	R 1 560.87	R 1 591.30
Total Development Charge per service	R 8 055.23	R 4 569.24	R 28 111.32	R 3 749.81	R 13 485.92	R 51 558.12
VAT Per Service @ 15%	R 1 208.28	R 685.39	R 4 216.70	R 562.47	R 2 022.89	R 7 733.72
Total Development Charge Calculated (Excluding VAT)	R 109 529.63					
VAT	R 15 334.15					
Total Development Charge Calculated (Including VAT)	R 124 863.78					
Rebate granted (%)						
Rebate granted (Amount including VAT)	R 0.00					
Reason for rebate						
Alternative funding source						
Total Development Charge Payable (Including VAT)	R 124 863.78					

Application Processed by:

Signature _____

Date _____

Amount Paid: _____

Date Payment Received _____

Receipt Number _____

Witzenberg Local Municipality

Calculator Version:	v0.69 (2023 / 10 / 10)	Erf No:	Portion of erf 389
Application Number:	CER05/ 24 / 5	Suburb:	Tulbagh
Applicant:	Dunlop Business in a box	Erf Location:	Tulbagh
Date:	2024/10/01	Erf Size (m2):	479462
Financial Year:	2024/25	Approved Building Plan No.:	Not Approved

Land Use Category	Unit	Existing Rights	Proposed New Rights	Development Charge (incl. local VAT)						
				Water Tulbagh	sewer Tulbagh	Roads Tulbagh	Stormwater Tulbagh	Solid Waste Tulbagh	Electricity Tulbagh	
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	R 0.00
Single Residential > 550m² Erf	Dwelling unit	0	0	R 0.00	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	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	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	R 0.00
Self-Financing Housing	Dwelling unit	0	0	R 0.00	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	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	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	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	R 0.00
Rural Intensification / Agricultural subdivisions	Dwelling unit	0	0	R 0.00	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	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	R 0.00
General Business	m²	0	300	R 8 055.23	R 4 569.24	R 28 111.32	R 3 749.81	R 13 485.92	R 51 558.12	
Office	m²	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Retail/Shop	m²	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Warehouse	m²	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Industrial	m²	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
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	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	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	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	R 0.00
Meeting Places (places of assembly, places of worship)	m²	0	0	R 0.00	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	R 0.00

Land use not indicated above with actual demands known (use of a formal utility is required)	Yes	Yes	Yes	trips/day	C/kw	kg/day	VVA
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Unit Costs Per Service Actual	R 5 593.91	R 3 733.04	R 780.87	R 109 643.47	R 1 560.87	R 1 591.30
Total Development Charge per service	R 8 055.23	R 4 569.24	R 28 111.32	R 3 749.81	R 13 485.92	R 51 558.12
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Total Development Charge Calculated (Excluding VAT)						R 109 529.63
VAT						R 15 334.15
Total Development Charge Calculated (Including VAT)						R 124 863.78
Rebate granted (%)						
Rebate granted (Amount including VAT)						R 0.00
Reason for rebate						
Alternative funding source						
Total Development Charge Payable (Including VAT)						R 124 863.78

Application Processed by:

Signature

Date

Amount Paid:

Date Payment Received

Receipt Number

RECOMMENDATION:

- This item is for input from this Committee regarding the identified property options and associated costs of service connections.
- The delegation for lease of land reside with the Corporate Committee and this item still needs to be tabled at the Corporate Committee as well.



.....
Riaan Fick
Manager: Local Economic Development



.....
David Nasson
Municipal Manager



Business in A Box

6677



**SUMITOMO RUBBER
SOUTH AFRICA (PTY) LTD.**



SUMITOMO RUBBER SOUTH AFRICA
Witzenberg Local Municipality Presentation



Content

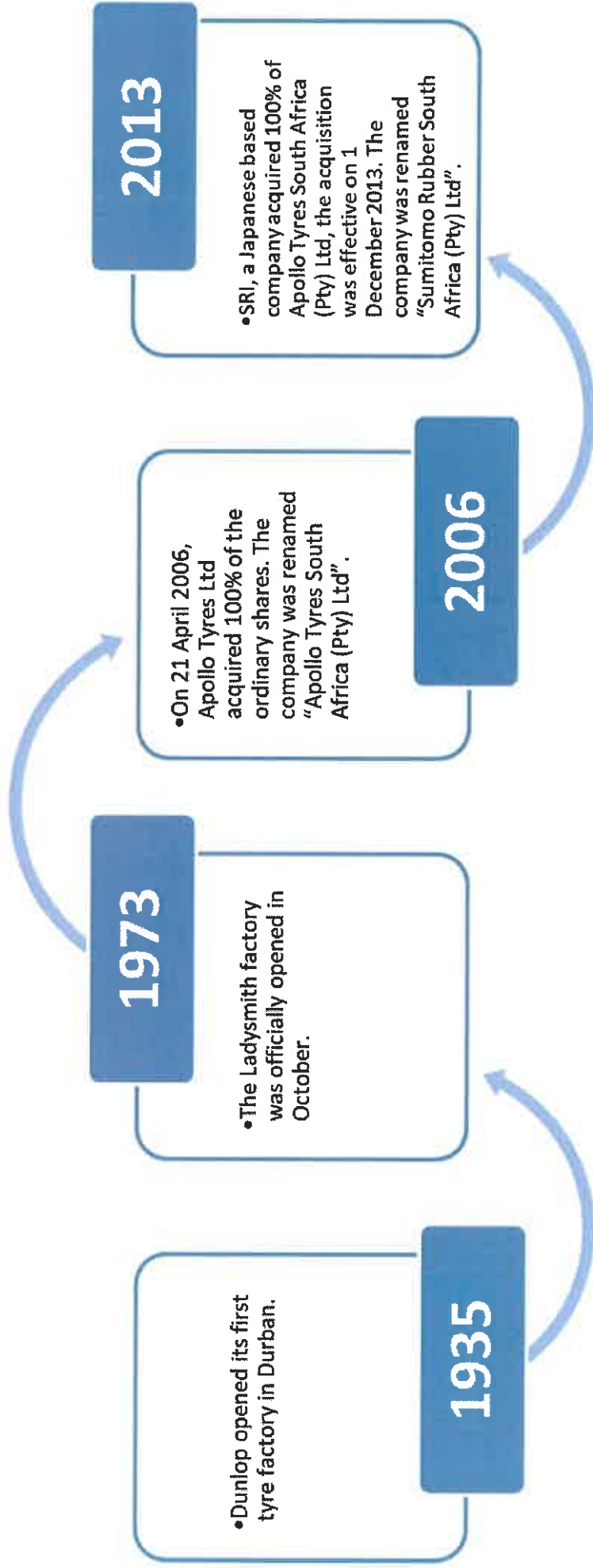
Content

1. Company History & Overview
2. Dunlop Factory, Products & Distribution Channels
3. Business in A Box (B.I.B)
4. Automotive Partners
5. Funding Models
 - Government Partnership
 - Financial Funders (Loans)
6. SRSA Ongoing Support
7. Income & Expenditure
8. Conclusion





Company History





Company Overview



HEAD OFFICE – DURBAN

The Old Factory Building,
Lion Match Office Park,
892 Umgeni Road, Durban



SALES BRANCHES

Gauteng

Jet Park

KwaZulu Natal

Durban Central Distribution
Centre

Eastern Cape

East London

Port Elizabeth

Western Cape

Cape Town

Free State

Bloemfontein



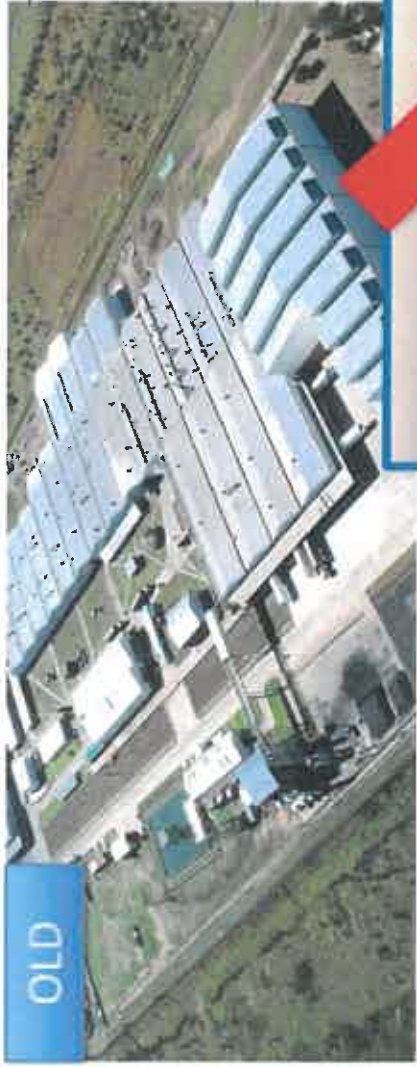
PRODUCTION PLANT LADYSMITH

151 Helpmekaar Road,
Danskraal, Ladysmith





Ladysmith Factory



OLD

80,000m²
15 hectares



NEW

120,000m²
25 hectares





Company Products & Channel of distribution

We are responsible for the following brands:



Our distribution channels:

- Africa (45 countries)
- Original Equipment Manufacturers (Toyota, VW, Nissan, Isuzu)
- Replacement market segments

Dunlop Zone, Dunlop Commercial, Dunlop Express and Dunlop Containers



SUMITOMO RUBBER SOUTH AFRICA
Witzenberg Local Municipality Presentation



B.I.B - External



SUMITOMO RUBBER SOUTH AFRICA
Witzenberg Local Municipality Presentation



B.I.B - External



SUMITOMO RUBBER SOUTH AFRICA
Witzenberg Local Municipality Presentation



B.I.B - External



SUMITOMO RUBBER SOUTH AFRICA
Witzenberg Local Municipality Presentation



B.I.B - External



SUMITOMO RUBBER SOUTH AFRICA
Witzenberg Local Municipality Presentation

B.I.B - External



SUMITOMO RUBBER SOUTH AFRICA
Witzenberg Local Municipality Presentation



B.I.B - External



SUMITOMO RUBBER SOUTH AFRICA
Witzenberg Local Municipality Presentation



B.I.B - Internal



SUMITOMO RUBBER SOUTH AFRICA
Witzenberg Local Municipality Presentation



Current Partners on-board



Good quality 3rd tier tyre brand under the SRSA umbrella

Various sizes catering to the highly competitive Chinese offerings in the market

Budget brand that is exclusive to Dunlop (only on selected categories).



Automotive parts retailer and wholesaler. Offers preferential pricing to Dunlop Dealers that are signed up on the program on all their parts

Along with the partnership, ATE is the recommended brake supplier to the Dunlop channel



100% local OEM involvement

National distribution to Dunlop channels

Dunlop receives preferential pricing due to the nationwide network and partnership





Government Partnership



the detea
The Department of Economic
Development, Tourism and
Environmental Affairs
FREE STATE PROVINCE



edtea
Department :
Economic Development, Tourism and
Environmental Affairs
PROVINCE OF KWAZULU-NATAL



**MPUMALANGA
PROVINCIAL
GOVERNMENT**



SUMITOMO RUBBER SOUTH AFRICA
Witzenberg Local Municipality Presentation



Financial Partners



SMME FUND



SMMEs Get CASH Credit for your business

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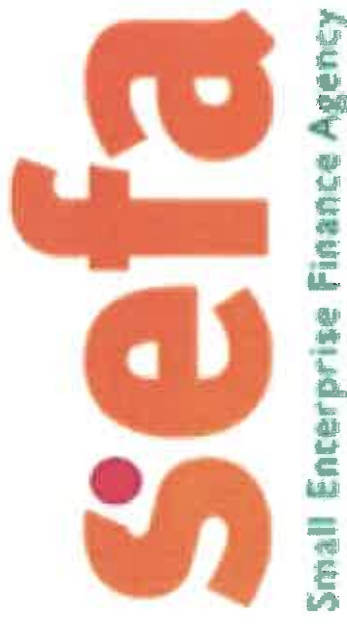
- **ABSA/SRSA – MoU**
- R300 000 000 funding for
 - B.I.B
 - Fitment Centre
 - Tyre Equipment
 - Working Capital



SUMITOMO RUBBER SOUTH AFRICA
Witzenberg Local Municipality Presentation



Financial Partners



- **MoU for funding currently being signed – SRSA/SEFA**
 - Business in A Box
 - Fitment Center
 - Tyre Equipment
 - Funding for Stock



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Dunlop Offering - Training



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&



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Sumitomo 175/70R13	FROM	R550
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DUNLOP **SUMITOMO TYRES** **VALKERT**

WHILE STOCKS LAST

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Witzenberg Local Municipality Presentation



Dunlop Offering

- Staff Training & Mentorships
- Credit facility
- Complete Staff Uniform
- Store launch promotional kit
- Competitive Market-Related Pricing
- Marketing and advertising Material (flyers and posters)
- Annual Promotional Material & Consumer Campaigns
- Periodic Taxi Tyre product activations at Taxi Ranks.
- Sponsorships & Give-Aways
- Rewards card activation
- Tyre insurance offering
- Incentives





Income & Expenditure

Item	Debit	Credit	Item	Description	Units	Selling Price	Total	Cost
Sales		156950.00	1	Patch and Tyre repairs	100	80	8000	1500.00
Cost of Sales	95631.02		2	Tyre Balancing	100	50	5000	1850.00
Gross Profit		61318.98	3	Tyre Rotation	15	100	1500	0.00
Expenses		29323.75	4	New Tyres @ 30 cars pm/ps	120	890	106800	77956.20
Salaries	9000.00		5	Tyre fitting and Stripping	120	120	14400	0.00
Bank Charges	3923.75		6	Batteries	25	750	18750	12500.00
Internet and Telephone	1000.00		7	Cold Drinks	250	10	2500	1824.82
Electricity	1500.00							
Rent	2500.00							
Insurance	950.00							
Security	450.00							
Petrol & Car	2500.00							
Loan Repayments	7500.00							
		31995.23						





In conclusion

- In line with the Government Job creation strategy, SRSA is creating opportunities for people to start up new businesses and employ people.
- SRSA have collaborated with various funding partners to make it easy for people to start their own Tyre Business
- SRSA have established meaningful partnerships with various Automotive partners that has brought competitive pricing to our customers
- This partnerships provides multiple income stream for all our customers in the automotive industry.
- SRSA will support and walk with SMME's throughout the Journey
- The main intention is to create an easy entry to the Tyre Industry for SMME's(Townships & Rural Areas) and to create much needed employment in their communities.





Thank You

Zukisani Pakamisa

Senior Associate: Enterprise Development

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Sumitomo Rubber South Africa (PTY) LTD.

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SUMITOMO RUBBER SOUTH AFRICA
Witzenberg Local Municipality Presentation

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.

ISIQIBO

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.

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

A presentation from Dunlop in respect of Dunlop's Business in a Box initiative is attached as **annexure 7.3.1**.

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.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

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

A presentation from Dunlop in respect of 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.

- MEMORANDUM -

AAN / TO: Municipal Manager
VAN / FROM: Acting LED Manager
DATUM / DATE: 17 August 2023
VERWYS/REF.: **Dunlop's Business in a Box initiative**

Council decision on 30 May 2023 refers (see attached). A meeting was conducted with Mrs Nieuwenhuizen regarding possible available land for the initiative in each area.

Below is the possibilities of land feasible for the initiative:

1) Bella Vista**a) Skoonvlei Business Hub (Portion of Erf 2629, corner of Forel and Bank Street)**

- There is currently several container units vacant, including a 12 meter container. This container can easily be painted, branded and refitted as a Dunlop dealership. The current Dunlop BIB concept is container units.
- The advantage in this location is that there is already infrastructure and municipal services and parking (thus fast tracking this project)
- Another advantage is that the Dunlop BIB can be an "anchor tenant" at the Business Hub, thus attracting feet and clients to the Business Hub's other lessees.
- This can also serve as a pilot for the rest of the towns



2) Nduli

a) Portion of erf 5958: the Old Post Office

- This erven currently has the vandalised old post office building erected on it
- The advantage of this open parcel of land is due to it being ideally located close to the entrance of Nduli, also being next to the current U-Save.
- The remaining structure must be demolished and municipal services reconnected



3) Prince Alfred's Hamlet

a) Erf 1, opposite unregistered erven 1627 (next to Oppi Koppi creche)

- This erven is located in the nearby informal settlement
- The advantage is that is located next to a busy road



b) Prince Alfred's Hamlet Business Hub

- There is currently a tenant in the business hub who is a tyre fitment dealer. This unit can easily be painted, branded and refitted as a Dunlop dealership.
- The advantage in this location is that there is already infrastructure and municipal services and parking (thus fast tracking this project)
- Another advantage is that the Dunlop BIB can be an "anchor tenant" at the Business Hub, thus attracting feet and clients to the Business Hub's other lessees



4) Op die Berg

a) Erf 417/0 (between Nuykintaba Hall and the SAPS office)

- This parcel of land is currently owned by the NG Church Op die Berg; discussions can be made regarding the transfer of this piece of land to the Municipality for LED purposes (for the development of a Dunlop BIB)



5) Wolseley

a) Erf 2758 (zoned as Institutional 3) in Pine Valley

- The advantage is that this portion of land is located in the middle of the informal settlement, thus being accessible to most residents



6) Tulbagh

a) Portion of 389 (next to Municipal Depot in Steynthal Road)

- The advantage is that this parcel of land is located next to a busy road, as well as it being next to the municipal depot



Recommendation:

- To determine which of the above mentioned possible feasible land could be identified & earmarked for the initiative
- That the Municipality engage with Dunlop BIB for the possibility to start with 1-2 pilot sites, that can be rolled out to other areas afterwards

MR R FICK
ACTING SOCIO-ECONOMIC DEVELOPMENT MANAGER

**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 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 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 geïdentifiseerde grond geormerk 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 loodpersele 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.*

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.

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.

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager
VAN / FROM: Manager Local Economic Development
DATUM / DATE: 4 April 2025
VERW. / REF.: 7/1/4/1

LEASE OF A PORTION OF ERF 5958, NDULI; LEASE OF A PORTION OF ERF 1722, WOLSELEY AND PORTION OF ERF 389, TULBAGH FOR THE DUNLOP BUSINESS IN A BOX INITIATIVE

PURPOSE

To consider the lease of a portion of erf 5958, Nduli; of a portion of erf 1722, Wolseley and a portion of erf 389, Tulbagh for the Dunlop Business in a Box Initiative.

BACKGROUND AND DELIBERATION

Dunlop Business in a Box is an initiative of Sumitomo Rubber South Africa, which develops small tyre-based services in informal areas in South Africa. The concept is for entrepreneurs to operate these centres, with Dunlop providing a fully developed & branded tyre service container at identified municipal land. Dunlop will also provide the container, training and assist with funding for the entrepreneur to fund the container and tyre service equipment. Find attached Dunlop presentation.

This item serviced on the Portfolio Committee for LED and Tourism who supports this initiative. Please refer to attached resolutions.

The following erven where identified by a representative of Dunlop as possible erven to lease:

1. Portion of Erf 5958, Nduli (Old Post Office)



Comments from Internal Departments:

LEGAL

Enter into a lease agreement with the Entrepreneur.

Propose a 3-year lease period, with the option to renew on the Council's discretion or on the Municipal Manager's discretion. If the business is not up in running within 1 year of signing the agreement, that the agreement be cancelled.

Council to determine the lease amount.

Clarify ownership of the container at the end of the lease period. As soon as something is permanently fixed to immovable property, it will become the property of the land owner.

STREETS AND STORM WATER

Access to roads and entrances to erven: access from Chris Hani Drive, currently CK5 kerbing.

No Objection.

WATER AND SEWERAGE

All existing services on the terrain must be confirmed prior to any construction. See below service plans:



TOWN PLANNING

The site should be OK, but the current zoning does not make provision for the proposal, the zoning of Erf 5958, is undetermined.

The development is subject to rezoning to business.

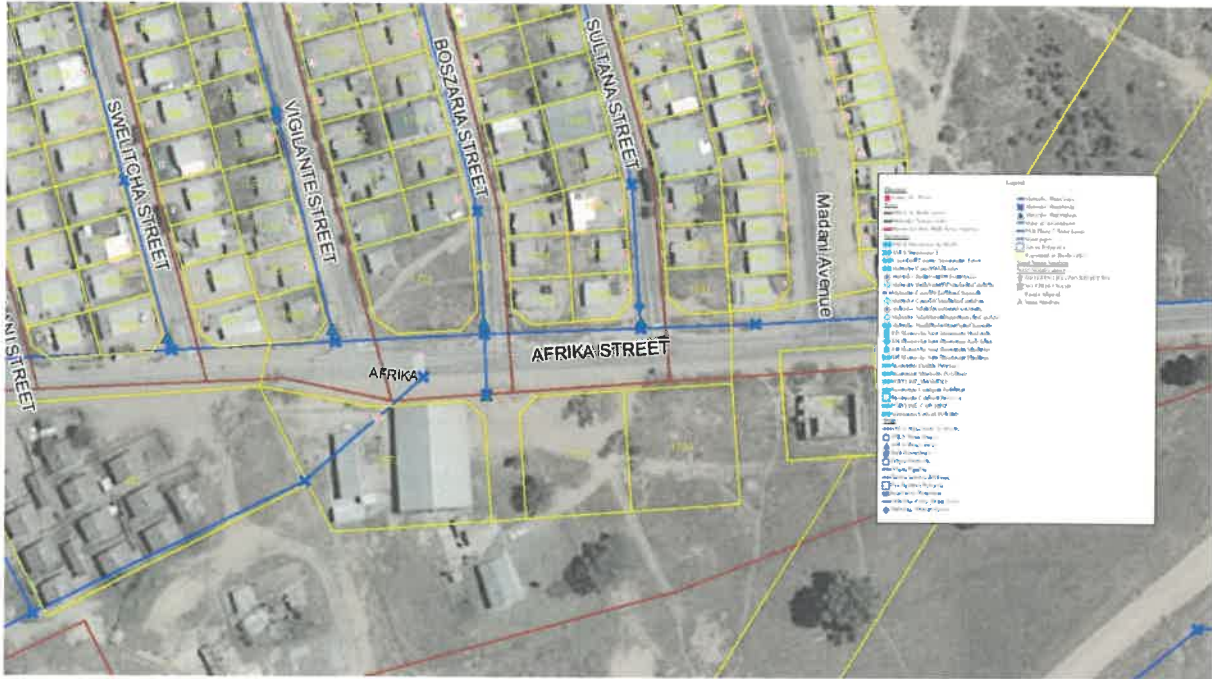
STREETS AND STORM WATER

Access to roads and entrances to erf: access from Vigilante or Bozaria Streets, currently CK5 kerbing or edging, entrance not closer that 10m from Africa Street.

No Objection.

WATER AND SEWERAGE

All existing services on the terrain must be confirmed prior to any construction. See below service plans:



TOWN PLANNING

The site should be OK, but the current zoning does not make provision for the proposal, the zoning of Erf 1772, is residential 1.

The development is subject to rezoning to business.

WASTE MANAGEMENT

Approval is subject to:

- (e) Suitable arrangements are to be in place for management of waste tyres;
- (f) No nuisance to be created;
- (g) Legislation related to the industry as well as waste management needs to be adhered to and reflection in operations at all times;
- (h) By-Laws of the Municipality must be adhered to.

ELECTRICITY

If a 3-phase connection is needed, the maximum connection is 3 x 20 Amp or 1 x 60 (single phase). Electrical network is in place.

BULK SERVICES – attached is the service costs – cost for this erf is R124 863.78

3. PORTION OF ERF 389, TULBAGH (Next to Municipal Depo in Steynthal Road)



Comments from Internal Departments:

LEGAL

Enter into a lease agreement with the Entrepreneur.

Propose a 3-year lease period, with the option to renew on the Council's discretion or on the Municipal Manager's discretion. If the business is not up in running within 1 year of signing the agreement, that the agreement be cancelled.

Council to determine the lease amount

Clarify ownership of the container at the end of the lease period. As soon as something is permanently fixed to immovable property, it will become the property of the land owner.

STREETS AND STORM WATER

Access to roads and entrances to erf: access from Steithal Road, currently no kerbing or edging,

No Objection.

WATER AND SEWERAGE

All existing services on the terrain must be confirmed prior to any construction. See below service plans:



TOWN PLANNING

The site should be OK, but the current zoning does not make provision for the proposal, the zoning of Erf 389, is undetermined.

The development is subject to rezoning to business.

WASTE MANAGEMENT

Approval is subject to:

- (i) Suitable arrangements are to be in place for management of waste tyres;
- (j) No nuisance to be created;
- (k) Legislation related to the industry as well as waste management needs to be adhered to and reflection in operations at all times;
- (l) By-Laws of the Municipality must be adhered to.

ELECTRICITY

If a 3-phase connection is needed, the maximum connection is 3 x 20 Amp or 1 x 60 (single phase). Electrical network is in place.

BULK SERVICES – attached is the service costs – cost for this erf is R124 863.78

LEGAL REQUIREMENTS

These erven are not required for basic service delivery as envisaged by Section 14(2a) of the Municipal Finance Management Act. Council's intention to lease these properties, if so approved, will have to be advertised in the local newspaper to make the process open and transparent and to meet the requirements of the Constitution and Supply Chain Management Policy.

FINANCIAL IMPLICATION


Council can deviate from market related rental, when it in public interest in for the plight of the poor. Lessees to pay for municipal services.

TO RECOMMEND TO COUNCIL

For Consideration

The committee to consider the following in their decision making:

- (a) All comments from departments as contained in the item;
- (b) Determine the lease period;
- (c) Determine the rental amount to be paid;
- (d) Cost of the kerbing for Erf 389 – see comment of Streets and Storm Water – Council to determine who will be responsible for the cost;
- (e) Bulk distribution costs of R124 863.78 per erf – Council to determine who will be responsible for the cost
- (f) Municipal Services connection fees; Council to determine who are responsible for these costs.
- (g) All the identified erven to be rezoned to Business – Council to determine who will be responsible for the cost;
- (h) Erf 389 Tulbagh, Erf 1722, Wolseley, Erf 5959 Nduli to be subdivided – Council to consider the portion size of 500 square meters and who will be responsible for the costs;
- (i) The lease agreement to be subject to the successful subdivision and rezoning
- (j) Public participation process to be followed

 4/4/2025

R FICK

MANAGER: LED



D NASSON

MUNICIPAL MANAGER



Business in A Box

(17)



**SUMITOMO RUBBER
SOUTH AFRICA (PTY) LTD.**



SUMITOMO RUBBER SOUTH AFRICA
Witzenberg Local Municipality Presentation



Content

Content

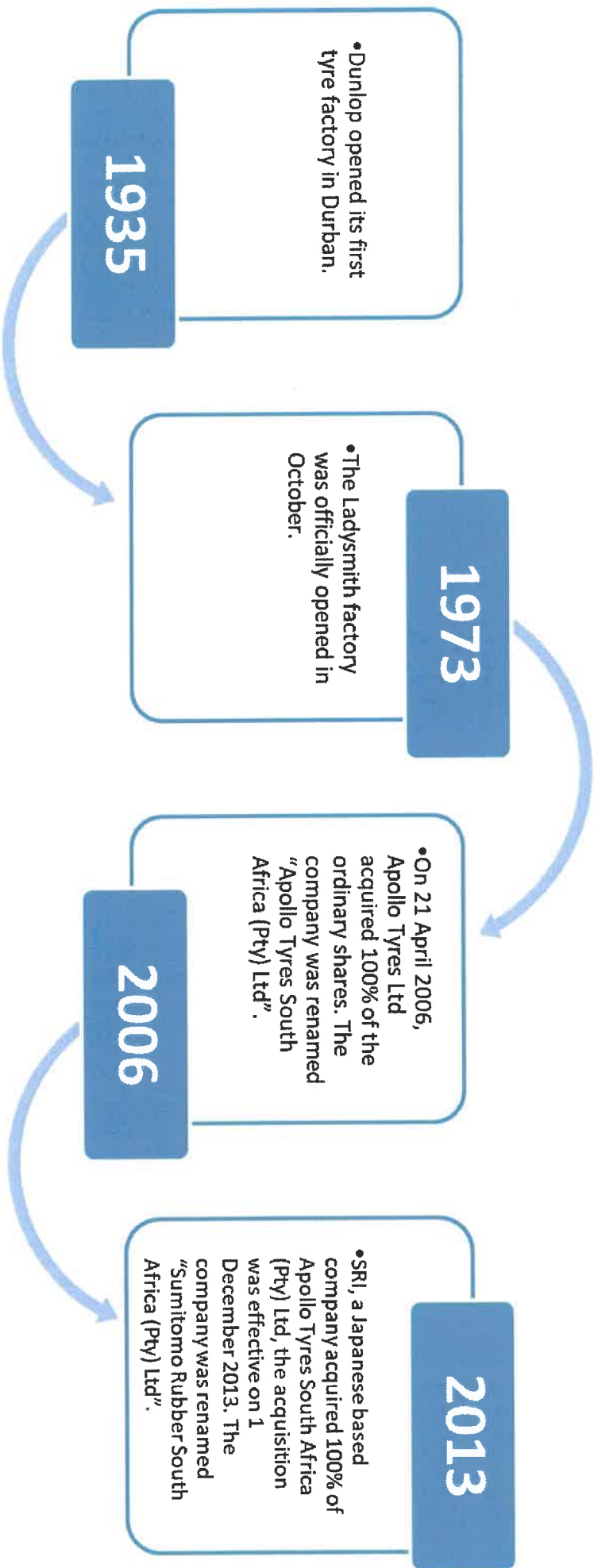
1. Company History & Overview
2. Dunlop Factory, Products & Distribution Channels
3. Business in A Box (B.I.B)
4. Automotive Partners
5. Funding Models
 - Government Partnership
 - Financial Funders (Loans)
6. SRSA Ongoing Support
7. Income & Expenditure
8. Conclusion





DUNLOP

Company History



DUNLOP
TAKE THE ROAD

SUMITOMO RUBBER SOUTH AFRICA
Witzenberg Local Municipality Presentation



DUNLOP

Company Overview

HEAD OFFICE – DURBAN

The Old Factory Building,
Lion Match Office Park,
892 Umgeni Road, Durban



PRODUCTION PLANT LADYSMITH

151 Helpmekeer Road,
Danskraal, Ladysmith



SALES BRANCHES

Gauteng

Jet Park

Kwazulu Natal

Durban Central Distribution
Centre

Eastern Cape

East London
Port Elizabeth

Western Cape

Cape Town

Free State

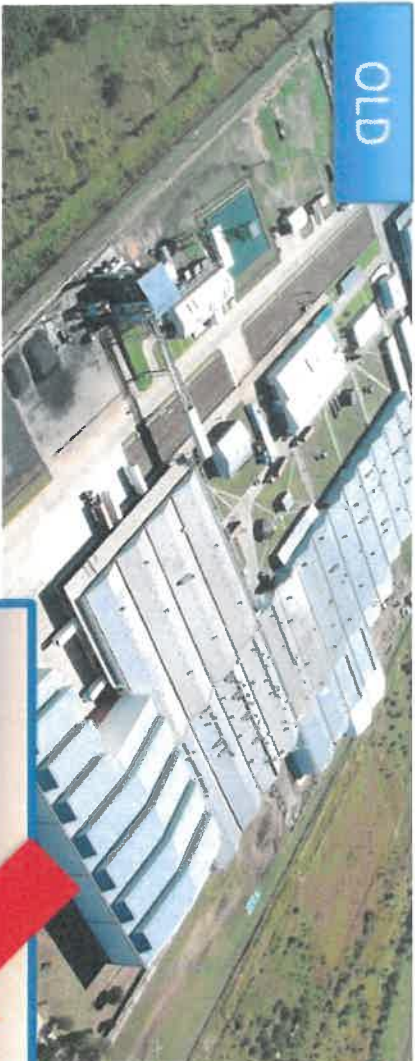
Bloemfontein



TAKE THE ROAD



Ladysmith Factory



OLD

80,000m²
15 hectares



NEW

120,000m²
25 hectares





Company Products & Channel of distribution

We are responsible for the following brands:



Our distribution channels:

- Africa (45 countries)
- Original Equipment Manufacturers (Toyota, VW, Nissan, Isuzu)
- Replacement market segments

Dunlop Zone, Dunlop Commercial, Dunlop Express and Dunlop Containers





B.I.B - External



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Witzenberg Local Municipality Presentation



B.I.B - External



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B.I.B - External



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B.I.B - External



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B.I.B - External



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Witzenberg Local Municipality Presentation



B.I.B - External



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B.I.B - Internal



SUMITOMO RUBBER SOUTH AFRICA
Witzenberg Local Municipality Presentation



Current Partners on-board

WEST LAKE

Good quality 3rd tier tyre brand under the SRSA umbrella

Various sizes catering to the highly competitive Chinese offerings in the market

Budget brand that is exclusive to Dunlop (only on selected categories).



Automotive parts retailer and wholesaler. Offers preferential pricing to Dunlop Dealers that are signed up on the program on all their parts

Along with the partnership, ATE is the recommended brake supplier to the Dunlop channel



100% local OEM involvement
National distribution to Dunlop channels

Dunlop receives preferential pricing due to the nationwide network and partnership





Government Partnership



the detea
The Department of Economic
Development, Tourism and
Environmental Affairs
FREE STATE PROVINCE



edtea
Department :
Economic Development, Tourism and
Environmental Affairs
PROVINCE OF KWAZULU-NATAL



MPUMALANGA
PROVINCIAL
GOVERNMENT



uMngeni
Local Municipality



Alfred Duma
Local Municipality
Service Delivery beyond expectation.



GREATER
KOKSTAD
MUNICIPALITY



CITY OF
CHOICE



HARRY GHMILA DISTRICT
MUNICIPALITY

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Witzenberg Local Municipality Presentation



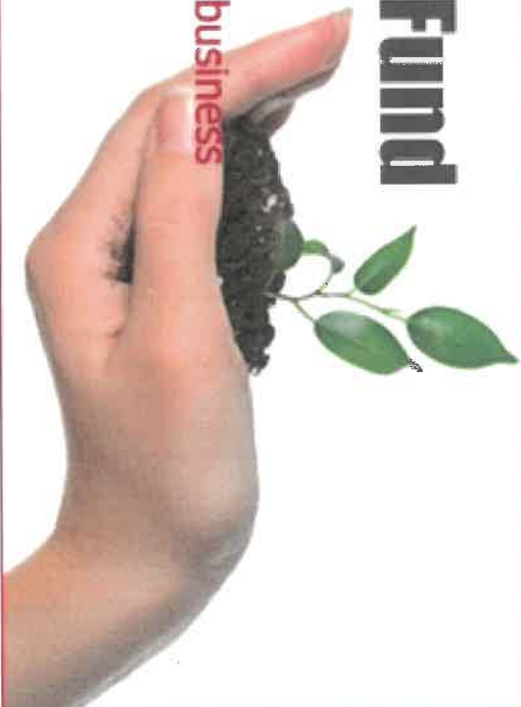
Financial Partners



SMME Fund

SMMEs Get CASH Credit for your business

Apply Now



- **ABSA/SRSA – MoU**
- R300 000 000 funding for
 - B.I.B
 - Fitment Centre
 - Tyre Equipment
 - Working Capital





Financial Partners

sefa

Small Enterprise Finance Agency

- MoU for funding currently being signed – SRSA/SEFA
 - Business in A Box
 - Fitment Center
 - Tyre Equipment
 - Funding for Stock





Dunlop Offering - Training



SUMITOMO RUBBER SOUTH AFRICA
Witzenberg Local Municipality Presentation



Dunlop Offering

Marketing & Sales Promotion



Advertisement.com - 44275529

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BIG DEALS CLOSER TO YOU!

Sumitomo 155/80R13	FROM	R470
Sumitomo 165/80R13	FROM	R520
Sumitomo 175/70R13	FROM	R550
Dunlop 175/65R14	FROM	R560
Sumitomo 175/65R14	FROM	R560
Dunlop 195/50R15	FROM	R650
Sumitomo 185/60R14	FROM	R680
Dunlop 205/40R17	FROM	R850

DEALER NAME
ADDRESS
TEL

BUY TWO DUNLOP OR SUMITOMO TYRES AND GET A FREE CAP

AMR TYRES

AMABHOKOBHOKO ROAD, SPRINGS

CELL: 073 613 8693

WE STOCK THESE BRANDS

DUNLOP **QUARTOMO TYRES** **FALKEN**

Available while stocks last

SUMITOMO RUBBER SOUTH AFRICA
Witzenberg Local Municipality Presentation



Dunlop Offering

- Staff Training & Mentorships
- Credit facility
- Complete Staff Uniform
- Store launch promotional kit
- Competitive Market-Related Pricing
- Marketing and advertising Material (flyers and posters)
- Annual Promotional Material & Consumer Campaigns
- Periodic Taxi Tyre product activations at Taxi Ranks.
- Sponsorships & Give-Aways
- Rewards card activation
- Tyre insurance offering
- Incentives





Income & Expenditure

Item	Debit	Credit
Sales		156950.00
Cost of Sales	95631.02	
Gross Profit		61318.98
Expenses		29323.75
Salaries	9000.00	
Bank Charges	3923.75	
Internet and Telephone	1000.00	
Electricity	1500.00	
Rent	2500.00	
Insurance	950.00	
Security	450.00	
Petrol & Car	2500.00	
Loan Repayments	7500.00	
		31995.23

Item	Description	Units	Selling Price	Total	Cost
1	Patch and Tyre repairs	100	80	8000	1500.00
2	Tyre Balancing	100	50	5000	1850.00
3	Tyre Rotation	15	100	1500	0.00
4	New Tyres @ 30 cars pm/ps	120	890	106800	77956.20
5	Tyre fitting and Stripping	120	120	14400	0.00
6	Batteries	25	750	18750	12500.00
7	Cold Drinks	250	10	2500	1824.82
				156950	95631.02





In conclusion

- In line with the Government Job creation strategy, SRSA is creating opportunities for people to start up new businesses and employ people.
- SRSa has collaborated with various funding partners to make it easy for people to start their own Tyre Business
- SRSa have established meaningful partnerships with various Automotive partners that has brought competitive pricing to our customers
- This partnerships provides multiple income stream for all our customers in the automotive industry.
- SRSa will support and walk with SMME's throughout the Journey
- The main intention is to create an easy entry to the Tyre Industry for SMME's(Townships & Rural Areas) and to create much needed employment in their communities.





Thank You

Zukisani Pakamisa

Senior Associate: Enterprise Development

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SUMITOMO RUBBER SOUTH AFRICA
Witzenberg Local Municipality Presentation

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 of 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 luqhotyoshele **kwIShIhomelo 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.

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

A presentation from Dunlop in respect of Dunlop's Business in a Box initiative is attached as **annexure 7.3.1**.

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.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

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

A presentation from Dunlop in respect of 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.

**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 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 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 geïdentifiseerde grond geormerk 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 loodpersele 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.*

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.

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.

7.3 Dunlop Business in a Box Initiative (7/1/4/1)

Item 7.2 of the Committee for Local Economic Development and Tourism, held on 21 November 2024, refers.

A memorandum received from the Manager: Local Economic Development, dated 30 September 2024, is attached as **annexure 7.3**.

'n Memorandum ontvang vanaf die Bestuurder: Plaaslike Ekonomiese Ontwikkeling, gedateer 30 September 2024, word aangeheg as **bylae 7.3**.

The Committee for Local Economic Development and Tourism, resolved on 21 November 2024 that:

- (i) that the Committee for Local Economic Development and Tourism approves the three (3) identified erven for the development of the Dunlop Business in a Box Initiative.
- (ii) that consideration be given to deviate from the bulk services and that the cost be for the Municipality, despite the business initiative, to further promote it as an affordable economic project.
- (iii) that the matter in respect of the three (3) identified erven for the development of the Dunlop Business in a Box Initiative be referred to the Committee for Corporate and Financial Services for further inputs and thereafter to Council for approval.

RESOLVED

- (a) *that a comprehensive report be tabled to the Committee for Corporate and Financial Services clarifying the sites to be considered and rental details.*
- (b) *that a Special Committee for Corporate and Financial Services meeting be scheduled to deal with supra (a).*

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

None / Geen

NOTED / AANGTEKEN

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

Witzenberg Local Municipality

Calculator Version		v0.69 (2023 / 10 / 10)		Erf No		1722				
Application Number		CER04/ 24 25		Suburb		Wolseley				
Applicant		Dunlop Business in a box		Erf Location		Pine Valley				
Date		2024/10/01		Erf Size (m2)		836				
Financial Year		2024/25		Approved Building Plan No		Not Approved				
Services				Water	Sewer	Roads	Stormwater	Solid Waste	Electricity	
Service Zone				Wolseley	Wolseley	Wolseley	Wolseley	Wolseley	Wolseley	
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	360	R 8 055.23	R 4 569.24	R 28 111.32	R 3 749.81	R 13 485.92	R 51 558.12	
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	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	
Warehouse	m²	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	
Industrial	m²	0	0	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	
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	
Offices/ 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)			No	kl/d	kl/d	trips/day	C.ha	kg/day	kVA	
Unit Costs Per Service Actual				R 5 593.91	R 3 733.04	R 780.87	R 109 643.47	R 1 560.87	R 1 591.30	
Total Development Charge per service				R 8 055.23	R 4 569.24	R 28 111.32	R 3 749.81	R 13 485.92	R 51 558.12	
VAT Per Service @ 15%				R 1 208.28	R 685.39	R 4 216.70	R 562.47	R 2 022.89	R 7 733.72	
Total Development Charge Calculated (Excluding VAT)										R 109 529.83
VAT										R 15 334.15
Total Development Charge Calculated (Including VAT)										R 124 863.78
Rebate granted (%)										
Rebate granted (Amount Including VAT)										R 0.00
Reason for rebate										
Alternative funding source										
Total Development Charge Payable (Including VAT)										R 124 863.78
Application Processed by:										
Signature										
Date										
Amount Paid:										
Date Payment Received										
Receipt Number										



Witzenberg Municipality

Ward Committee Policy

A municipality that cares for its community, creating growth and opportunities

Reviewed and Amended— May 2025

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POLICY ON WARD COMMITTEES
(Review/Amended 2021)

1. PREAMBLE

It is essential for good governance that citizens are actively involved in the processes with regard to planning, budgeting, monitoring and evaluation of programmes/projects.

Ward Committees are regarded as the vehicle to promote good governance at local government level and must, in conjunction with the Council, execute the constitutional objects for government.

Witzenberg Municipality is governed as a municipality with a mayoral executive system combined with a Ward participatory system as per Section 9(d) of the Local Government: Municipal Structures Act, 1998.

The establishment and operation of a Ward Committee must be in accordance with Section 72 to 78 of the Local Government: Municipal Structures Act, 1998.

Amendment of section 73 of Act 117 of 1998, as amended by section 6 of Act 19 of 2008

28. Section 73 of the principal Act is hereby amended—

(a) by the substitution for subsection (1) of the following subsection:

“(1) A metropolitan or local council must establish a ward committee for each ward in the municipality within 120 days after the election of the municipal council, in accordance with section 22.”; and

(b) by the insertion after subsection (1) of the following subsection:

“(1A) (a) If a metropolitan or local council is unable to establish a ward committee or ward committees in accordance with subsection (1), the speaker must, prior to the expiry of the 120 days after the elections, in writing and on good cause shown, request the MEC, responsible for local government in the province concerned, for an extension

2. DEFINITIONS

In this policy a word or phrase to which a meaning has been assigned in the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998) and the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), has that meaning, unless the context indicates otherwise.

3. PURPOSE OF POLICY

To provide a uniform and simplified Policy to Ward Committee members, Councillors and municipal officials on the establishment and operation of Ward Committees in Witzenberg Municipality.

4. ESTABLISHMENT PROCESS

Only local municipalities of the “Ward participatory type” may establish Ward Committees, when:

- i. The establishment notice (section 12 notice i.t.o the Municipal Structures Act) of a Municipality determines whether that particular municipality is of the “Ward participatory type”;
- ii. If a Municipality is allowed, in terms of its establishment notice, to have Ward Committees, the Council resolved to have Ward Committees and,
- iii. Subsequent (or together with) the decision to have Ward Committees, the council made a resolution, adopting an establishment notice for Ward Committees.

5. STATUS OF WARD COMMITTEES

The object of the Ward Committee is to enhance participatory democracy in Witzenberg local government.

The Ward Committee:

- ❖ Is an advisory body
- ❖ Is independent, and
- ❖ Must be impartial and perform its functions without fear, favour or prejudice.

6. FUNCTIONS AND POWERS OF WARD COMMITTEES

6.1 A Ward Committee may make recommendations to the Ward Councillor, or through the Ward Councillor to the local municipality on any matter affecting its ward.

6.2 A Ward Committee may have such duties and powers as may be delegated to it by the local council in terms of section 59 of the Municipal Systems Act.

6.3 The following represents duties and powers that may be delegated to Ward Committees by the municipality:

6.3.1 To serve as an official specialized participatory structure in the municipality.

6.3.2 To create formal unbiased communication channels as well as co-operative partnerships between the community and the council. This may be achieved as follows:

- (i) Advise and make recommendations to the Ward Councillor on matters and policy affecting the ward.
- (ii) Assist the Ward Councillor in identifying conditions, problems and needs of the residents.
- (iii) Spread information in the Ward concerning municipal issues such as the budget, integrated development planning, service delivery options, municipal properties and the performance management system.
- (iv) Receive queries and complaints from residents concerning municipal service delivery, **communicate it to council and provide feedback to community on council’s responses.**

- (v) Ensure constructive and harmonious interaction between municipality and community through the use and co-ordination of Ward residents meetings and other community development forums.
- (vi) Interact with other forums and organizations on matters affecting the ward.
- (vii) Act as mobilization agent/tool for all public participation programs of the Witzenberg Municipality

6.3.3 To serve as a mobilizing agent for community action. This may be achieved as follows:

- (i) Attending to all matters that affect and benefit the community.
- (ii) Acting in the best interest of the community.
- (iii) Ensure the active participation of the community in:
 - ❖ Service payment campaigns
 - ❖ Integrated Development Processes
 - ❖ Budgetary processes
 - ❖ Decisions on provision of municipal services

6.3.4 No executive powers shall be delegated to Ward Committees.

6.3.5 A Ward Committee may express dissatisfaction to the Municipal Council Speaker on the non-performance of a Ward Councillor.

6.4 The Ward Committee shall actively participate in relevant municipal development planning structures.

7. CAPACITY BUILDING AND TRAINING

7.1 Ward Committees should do an annual skills, capacity building and training needs assessment for members of the committee.

7.2 An annual capacity building and training programme should be developed for each member of the Ward Committee.

7.3 An annual budget for the Capacity building and Training Programme should be prepared according to the needs assessment. (Ref: Ward Committee Operational Plans)

7.4 The following requirements may be included in the training and capacity building programmes of the municipality:

7.4.1 Generic training needs, including:

- (i) Basic literacy
- (ii) Communication
- (iii) Interpersonal skills
- (iv) Community upliftment

- (v) Conflict management and negotiation skills
- (vi) Democracy and Community participation
- (vii) Identification, monitoring and prioritisation of needs. The above will include basic training in survey methodology; and
- (viii) Leadership

7.4.2 Training needs on Municipal Policy and Processes, including

- (i) Principles of good governance
- (ii) The establishment of Ward Committees, in terms of reference, nature and functions.
- (iii) Municipal structures, legislation and processes (including IDP)
- (iv) Intergovernmental community development
- (v) Municipal Service Partnerships
- (vi) Payment for service (credit control)

7.4.3 Specialised training needs, including

- (i) Meeting procedures and secretariat services (minute taking, report writing, letter writing, etc.)
- (ii) Administration (clerical/administration skills, bookkeeping, basic accounting, etc.)
- (iii) Budgeting
- (iv) Monitoring and evaluation
- (v) Policy development
- (vi) Project management
- (vii) Stress management
- (viii) Performance management

8. COMPOSITION OF WARD COMMITTEES

8.1 A Ward Committee consists of the Ward Councillor representing that Ward in the council (the Ward Councillor being the chairperson of the committee)

8.2 The procedure for electing members must take into account the need for women to be equitably represented in a Ward Committee and gender equity may be pursued by ensuring that there is an even spread of men and women on a Ward Committee where possible.

8.3 A diversity of interests in the Ward must be represented on the Ward Committee.

8.4 Subject to geographical conditions which may dictate otherwise, a diversity of interests may be pursued by ensuring the inclusion of the following interest groups on a Ward Committee:

- ❖ Youth
- ❖ Women
- ❖ Physically disabled and the elderly
- ❖ Churches and religious groups
- ❖ Sport and culture
- ❖ Health and social services
- ❖ Education and nature conservation / Environmental groups
- ❖ Community Safety Forums
- ❖ Community Based Organisations, Civics and Rate Payers Associations
- ❖ Business community

8.5 The Ward Committee may appoint office bearers as required.

8.6 A Proportional Representative (PR) councillor is an ex officio member of the Ward Committee in which the PR councillor resides.

8.7 The Speaker may delegate in writing the chairing of a meeting in the absence of the Ward Councillor, to a member of Council.

8.8 A Community Development Worker (CDW) is an ex officio member of the Ward Committee in which the Community Development Worker (CDW) resides.

9. ELECTION CRITERIA

The following criteria should apply for electing Ward Committee members:

9.1 To be elected as a member of a Ward Committee, a person must be a registered voter in the Ward.

9.2 A person is not eligible for election if he or she works for the Witzenberg Local Municipality or the Cape Winelands District Municipality.

9.3 A person should not be in arrears to the municipality for rates and service charges for a period **longer than three months without having a valid debt collection agreement in terms of Council's Credit Control Policy.**

9.4 A person should not be an unrehabilitated insolvent.

9.5 A person who is placed under curatorship should not be elected.

9.6 Persons of unsound mind who have been declared such by a competent court cannot be elected.

9.7 Members should be active in the sector or geographic area they represent and should be motivated to work on the Ward Committee by their commitment to working for a better life for their constituency.

9.8 Municipal community development workers, employed or otherwise, shall not be eligible for election as Ward Committee members.

10. ELECTION PROCEDURE

10.1 Ward Committees must be established 120 days after the election of the full time office bearers of Council.

10.2 Three different election models may be applied by Witzenberg Municipality. These models are respectively based on sectoral and geographic representation, or a combination of the two previously mentioned. It will be the responsibility of Council to decide on the applicability of each model. Since these models only represent frameworks, Council may decide to combine or adapt it according to specific circumstances.

10.3 Sectoral election model

10.3.1 Identification of interest groups:

- (i) The council identifies the key performance areas of each ward, e.g. local economic development, job creation, basic services, etc. (the list of key areas of interest provided **for under “Composition of Ward Committees” may be used for this purpose**).
- (ii) The council invites interest groups to state their interest in and concern with any of the key performance areas.
- (iii) The council identifies the clusters of interest groups (no more than ten) that qualify for election.

10.3.2 Election should take place as follows:

- (i) The process of establishing Ward Committees in each of twelve (12) Wards will be facilitated by the Municipality in collaboration with officials from the local office of the Independent Electoral Commission (IEC). This process will be driven by the Integrated Development Planning Unit, with the Councils Speaker as Champion of this program.
- (ii) The Municipality will roll out the process, which will start after Local Government Elections

A media campaign will be launched to ensure maximum community participation in this process. This will include informing members of the community that they may only nominate and vote in ward committee elections in the wards in which they are a resident and registered to nominate and vote, as well as providing information of when and where the elections in each ward will take place and what they need to bring with them (e.g. ID document).

Through this establishment process, it is intended that members of the community will understand the purpose and potential benefits of the Ward Committee System. Community members should also be in a better position to make informed decisions with regard to nominating and electing appropriate members of Ward Committees and be able to hold Ward Committees accountable once they are established.

10.4 Geographical election model

Should geographical conditions make it difficult to apply the sectoral election model, which might particularly be the case in farm areas, at least one representative per farm in the voting district must attend a meeting in the form of an electoral college. From this college the number of representatives more or less proportional to its occupants shall be elected as Ward Committee members. Portfolios are assigned afterwards to Ward Committee members as per section 8(4).

10.4.1 **Should Council's reasonable efforts to establish** Ward Committees in accordance with the three models not result in the outcome as required by the models above, the method of establishing a Ward Committee is left to the discretion of the Speaker after consultation with the relevant Ward Councillor.

10.5 The type of nomination process conducted is left to the discretion of the Council.

10.6 The election process is to be coordinated by the administrative division of the municipality with the consent of the municipal council.

11. CONDUCT OF MEMBERS

11.1 A member of the Committee:

11.1.1 Must perform the functions of the committee in good faith and without fear, favour or prejudice.

11.1.2 May not use the position or privileges of a member for private gain, or to improperly benefit another person.

11.1.3 May not act in any other way that compromises the credibility, impartiality, independence or integrity of the committee.

11.1.4 Must adopt the principle of accountability to the community.

11.1.5 Must be accessible for the community and ensure that all role players can relate to the processes and the issues at hand and are able to make their input into the processes of the committee.

11.1.6 Must adopt the principle of transparency to promote openness, sincerity and honesty among all the role-players in a participation process, and to promote the existence of trust and respect for the integrity of each role player, and a commitment by all to the overriding objectives of the process in the interest of the common good.

11.1.7 Must recognize diversity and understand the differences associated with race, gender, religion, ethnicity, language, age, economic status and sexual orientation, among others.

11.1.8 Must embrace all views and opinions in the process of community participation. Special effort should be made to include previously disadvantaged persons and groups, including youth and women, in the processes of the Ward Committee.

11.1.9 Must provide a written apology with a valid reason to the Chairperson if a meeting cannot be attended.

11.2 Ward Committee members must sign a Code of Conduct, which should be administered by the Ward Councillor.

12. WARD COMMITTEE MEETINGS

12.1 Chairperson

- 12.1.1 Ward Committee meetings are convened and chaired by the Ward Councillor or as provided for under section 8(7).
- 12.1.2 Members of the Ward Committee must submit items to be discussed to the Chairperson well in advance.
- 12.1.3 The Chairperson will be responsible to prepare an agenda for Ward Committee meetings
- 12.1.4 Should a scheduled meeting be cancelled, the Chairperson should give prior notice to the Speakers Office.
- 12.2 Frequency of meetings
- 12.2.1 At the beginning of the year Ward Committees must determine a programme for Ward Committee meetings to coincide with meetings of the municipal council.
- 12.2.2 Regular meeting intervals need to be determined.
- 12.2.3 A formal Ward Committee must meet monthly.
- 12.2.4 There are no limitations to the frequency of special Ward Committee meetings.
- 12.2.5 Ward Committee Meetings will be held in the first two weeks of a new month.
- 12.2.6 Minutes of meetings must be submitted to the Speakers Office and administration
- 12.3 Quorum and decisions
- 12.3.1 A majority of Ward Committee members (50 % + 1 member) must be present before a vote may be taken on any matter.
- 12.3.2 A Ward Committee shall endeavour to take decisions based on consensus.
- 12.3.3 If consensus on any matter cannot be achieved, such a matter may be determined by a supporting vote of at least the majority of the members of the committee (50% + 1 of the committee members present).
- 12.4 Public meetings (Ward meetings)
- 12.4.1 Public meetings are mainly held in order:
- (i) To register the concerns and inputs of the community with regard to service delivery, general development of the community, disaster management and any other municipal concern the community may have.
 - (ii) To report back to the public on issues that effect it.
- 12.4.2 Ward or public meetings shall be chaired by the Ward Councillor. A Ward Councillor may delegate in writing the chairing of the meeting in his/her absence to the ex officio proportional representative councillor on the Ward Committee or to any other member of the Ward Committee.
- 12.4.3 If the committee decides to hold a public meeting it must display notices in strategic places stating the time, date and place of the meeting and inviting the public to attend the meeting or

meetings. Council shall take all reasonable steps to ensure that Ward Committees communicate effectively with the community with respect to planned meetings.

12.4.4 The scheduled time, date and place of the public meeting should be convenient so as to encourage the greatest number of people to attend. The venue:

- (i) Must be in a well known place
- (ii) Must be easily accessible and where possible, also disabled friendly.
- (iii) Must be large enough to accommodate all people present.

12.4.5 At a public meeting a representative of the committee must:

- (i) Explain the meeting procedures, such as adoption of minutes, time allowed for questions, etc.
- (ii) Explain the issues the committee has to consider, including any options open to the committee.
- (iii) Allow members of the public attending the meeting to air their views on these issues.
- (iv) Answer relevant questions.
- (v) Keep minutes of the meeting and inform the public that Ward Committee meeting and public meeting minutes are public documents and that the community has access to these documents and may make copies at their own cost.
- (vi) Give feedback on previous issues, including reasons if there is a lack of progress.

12.4.6 Public meetings are not political platforms and Ward Committee members and the public should refrain from making party political statements, campaigning and canvassing.

12.4.7 For the purposes of participation in public meetings, a Ward Committee should keep a register of interest groups and organizations that are active in the ward.

12.5 Procedures

A Ward Committee with a supporting vote of the majority of its members may determine its own procedures subject to any directions of the councillor.

12.6 Work programme

The Ward Committee:

- 12.6.1 Must submit a programme (Ward Based Operational Plans) with specific outputs of work for one year to the office of the Municipal Manager in July of each year.
- 12.6.2 Must perform the functions as set out to achieve, and as indicated in the work programme (Ward based plan):
 - (i) On own initiative
 - (ii) On request by the councillor
 - (iii) On request by the Municipal Manager
 - (iv) In accordance with priorities and reasonable time frames determined by the Municipal Manager.
- 12.6.3 Ward Committees will/must submit planned programs and projects during the previous years budget process, (prior to the year of inception of project)
- 12.6.4 All Ward Committee Projects and Programs must adhere to the guidelines set out in The Municipal Grant in Aid Policy (read with relevant MFMA Circulars)

13. ADMINISTRATIVE SUPPORT

- 13.1 Municipalities must make administrative arrangements to enable Ward Committees to perform their functions and exercise their powers effectively.
- 13.2 Section 16(1)(c) of the Municipal Systems Act (No.32 of 2000) also requires that municipalities use their resources and allocate funds in their annual budgets for community participation.
- 13.3 Administrative support may include the following:
 - 13.3.1 The promotion of Ward Committees in the community – informing the communities of the roles and responsibilities of Ward Committees.
 - 13.3.2 The availability of administrative staff capacity to attend all scheduled / non-scheduled Ward Committee meetings and to assist the Ward Councillor and members in fulfilling their clerical and administrative functions.
 - 13.3.3 To identify/arrange central meeting places in the Ward where communities have access to information and where Ward Committees can meet.
 - 13.3.4 To provide the necessary logistical resources.
 - 13.3.5 To assist with the translation of information and documentation for the community.
 - 13.3.6 To provide transport where necessary.
 - 13.3.7 To develop and provide capacity building and training programmes for Ward Committees on an ongoing basis during their term of office.
 - 13.3.8 To facilitate Ward Committee elections.

14. TERM OF OFFICE

14.1 Members of a Ward Committee are elected for a term coinciding with that of the Council.

14.2 The same term of office will apply to all the Ward Committees.

15. VACANCIES

If a vacancy occurs among members of a Ward Committee, it must be filled in accordance with the following procedure:

15.1 The vacancy must be filled from the list of original nominees, and the use the proportional list system

15.2 Where applicable, the vacancy must be filled by a person from the sector left vacant.

15.3 If the proportional list nominees is depleted and nobody can be elected, the Ward Councillor in consultation with the Speakers Office may co-opt a suitable person who meets all the necessary requirements.

16. TERMINATION OF MEMBERSHIP

The following may serve as sufficient motivation to terminate the membership of Ward Committee members:

1. Death
2. Resignation
3. Relocation from ward
4. Election to position of councillor
5. Permanent or contract position at the Municipality
6. Failure to attend three consecutive meetings of the Ward Committee without written apology
7. Proven involvement in corruption
8. Failure to adhere to meeting procedures or misconduct during Ward Committee meetings
9. Does not submit priorities with the mandate of the community
10. Becomes involved in activities that undermine the council or Ward Councillor's **authority**
11. Dismissed in accordance with the resolution of the Ward Committee or by the executive mayor in consultation with the Ward Councillor
12. Cease to be a member of the organization he/she represents.
13. Is insolvent or declared mentally incompetent by a competent court.
14. When a member works out of Town and is not able to attend Ward Committee Meetings
15. When a member no longer resides in the Ward Voting district, where he/she is a registered voter.

17. BUDGET

17.1 The municipality must annually budget for:

17.1.1 Out of pocket expenses of members of Ward Committees in respect of their participation in Ward Committees.

17.1.2 Capacity building and training programmes for committee members.

17.1.3 An amount for Ward development projects.

18. ACCOUNTABILITY

As the accounting officer for the Ward Committee, the councillor must:

18.1 Keep full and proper records of:

18.1.1 Minutes of the meetings

18.1.2 All income and expenditure of the committee

18.1.3 All assets, liabilities and financial transactions of the committee

18.2 **Ensure that the committee's available resources are properly safeguarded and used in the most effective and efficient way.**

18.3 Ensure that all statutory measures applicable to the committee are complied with.

18.4 Ensure the preparation of financial statements in accordance with generally accepted accounting practice, within a month after the end of each financial year.

18.5 Ensure that all decisions taken by the Ward Committee are formalised and submitted to the Office of the Executive Mayor for presentation to the council at intervals determined by the Speaker.

18.6 Report a view adopted by the Ward Committee to the council but can submit his/her disagreement with the view in the report.

18.7 Ensure the production of a progress report on major achievements and areas of failure, with reasons, two months after the end of each financial year.

18.8 Submit the progress report to the Municipal Manager for a review of the performance of the committee.

18.9 Implement any corrective measures to ensure effective and efficient performance of the committee as suggested by the Municipal Manager.

19. DISPUTE RESOLUTION

The following mechanisms are recommended when disputes arise within Ward Committees:

- 19.1 Every effort should be made to deal with disputes.
- 19.2 When a dispute arises, the Ward Councillor should appoint a person or persons (maximum 2) to try and resolve the dispute through mediation.
- 19.3 If the attempt at mediation fails, the matter then goes to the Ward Councillor who should arbitrate, provided that the matter does not involve the councillor and the majority of the members of the committee.
- 19.4 If the majority of committee members is still aggrieved, the matter should be taken to the council via a channel decided upon by council or through the Office of the Speaker. This should be avoided as far as possible.

20. FAILURE OF COUNCILLOR TO HOLD MEETINGS

- 20.1 The Speaker receives a report every six months on the performance of a Ward Councillor with respect to holding the minimum number of Ward meetings within a specific period.
- 20.2 Where a councillor fails to meet the stipulated minimum requirements the Speaker investigates the circumstances surrounding non-compliance and recommends certain sanctions to Council.

21. DISSOLUTION

- 21.1 The council may dissolve a Ward Committee if it fails to fulfil its objective.
- 21.2 The following may serve as indication that a committee may exceed its functions and fails to fulfil its object:
 - 21.2.1 When it fails to meet three consecutive times.
 - 21.2.2 When members decide to dissolve.
 - 21.2.3 When mal-administration, fraud, corruption or any serious malpractice has occurred or is occurring in a committee.
 - 21.2.4 There should be due notice before a council proceeds to dissolve a Ward Committee.

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager
VAN / FROM: Manager Legal Services
DATUM / DATE: 12 May 2025
VERW. / REF.: 7/1/4/2

OBJECTIONS AND OR COMMENTS TO THE SELLING OF ERF 787, TULBAGH FOR THE PURPOSES OF RESIDENTIAL AS WELL AS KENNEL AND TRAINING FACILITY FOR DOG HANDLERS.

PURPOSE

To consider the **objections and comments** received for the selling of Erf 787, Tulbagh to Mr Meintjies for the purposes of residential as well as kennel and training facility for dog handlers.

DELIBERATION & BACKGROUND

Council unanimously resolved on 26 February 2025:

- (a) that erf 787, Tulbagh is most suited for the purposes of residential as well as a kennel and training facility for dog handlers.
- (b) that the municipal property located at erf 787, Tulbagh be alienated in favour of Mr E Meintjies.
- (c) that in terms of Section 14.2 of the Municipal Finance Management Act (Act 56 of 2003), erf 787, Tulbagh is not required for the provision of the minimum level of basic services.
- (d) that in terms of Section 14.2 of the Municipal Finance Management Act (Act 56 of 2003), erf 787, Tulbagh be sold at a market related price.
- (e) that the potential sale be advertised in the local newspaper for public comment and/or any objections.
- (f) that the Municipal Manager be mandated to sign all documentation to affect the transfer of the property to Mr E Meintjies.

****PLEASE REFER TO THE ATTACHED ITEM AND COUCIL RESOLUTION – ANNEXURE AA**

PUBLIC PARTICIPATION PROCESS

The proposed sale was advertised in the Witzenberg Herald on 27 March 2025. Interested and affected parties had until the 2nd of May 2025 to raise objections and or give comments.

NOTICE OF SALE OF COUNCIL'S IMMOVABLE PROPERTY

Notice is hereby given in terms of Section 14(5) of the Local Government Municipal Finance Management Act 56 of 2003 and Section 5 of the Municipal Asset Transfer Regulations as published under GNR.878 in GG 31346 dated 22 August 2008, of Council's intention to sell the following land:

ERF	TOWN	ZONING	PURPOSE	PRICE
Portion of Erf 2622 (Unregistered Erf 10916)	Ceres	Industrial II	Permanent establishment of a business	Fair price
Erf 787	Tulbagh	Single residential I	Residential as well as a kennel and training facility for dogs	Fair market related price
Erf 935	Wolseley	Industrial II	Business purposes	Fair market related price

If there is any objection to the proposed sale, such objection should be forwarded to the office of the Municipal Manager for the attention of Mrs. L. Nieuwenhuis, 50 Voortrekker Street, Ceres or e-mail to liza-mari@witzenberg.gov.za on or before the 2 May 2025.

THE MAP OF ERF 787

For ease of reference, the map of Erf 787, Tulbagh is include again. Corner of Loop Street and Kruisvlei Road, Tulbagh.



OBJECTIONS AND COMMENTS RECEIVED

Below are a summary of the objections received.

****PLEASE REFER TO THE ATTACHED ANNEXURE A TO L, WHICH CONTAINS THE FULL TEXT OF EACH OF THE OBJECTIONS AND OR COMMENTS.**

PARTY OBJECTING / COMMENTING	OBJECTIONS / COMMENTS
Anthony Silberberg and Associates (Annexure A)	<p>1 Erf 787 forms part of a large tract of vacant municipal land bordering on the built residential area of Tulbagh and must not be sold until a proper development plan has been created and accepted for the entire area.</p> <p>2 It is unacceptable to alienate properties on the border of this valuable estate thereby reducing its size without a fully integrated development plan .</p> <p>3 This "white anting" and nibbling away of the large property sets a dangerous and unacceptable precedent.</p> <p>4. The proposed sale was not advertised previously and other parties were not given the opportunity to tender.</p> <p>5 There is no reason for the Municipality to sell this land.</p> <p>6 The proposed price has not been properly evaluated</p> <p>7 The proposed use by the proposed purchaser that requires a departure from the proclaimed residential single unit zoning, being a dog kennel and training facility is unacceptable.</p> <p>8 This property is an asset of the former Tulbagh Municipality and any benefits from a sale must be ring fenced for the specific benefit of Tulbagh not used pay some general expense or wages to an employee at Ceres. The proposal amounts to selling off the family silver to pay some wasteful expenditure at Witzenberg Municipal office at Ceres. Tulbagh receives no benefit at all.</p> <p>9 We hereby demand that sale of this erf and all other erven be cancelled until a fully integrated development plan is created and accepted for the entire area</p>
Ulf Teske (Annexure B)	<p>I refer to the advertisement below and the application for ERF787 in Tulbagh and I would like to object to the sale of this ERF.</p> <p>Please allow me to share <u>some</u> of the reasons for this decision:</p> <p>Pricing The advertisement claims that ERF787 will be sold at a 'fair market related price'. The current municipal value of ERF787 is recorded in the Witzenberg Municipality Valuation Roll as follows: Thus, the municipal value is R228.000,00.</p> <p>However, this is not a 'fair market related price'.</p> <p>Reputable real estate agents in and around Tulbagh were approached to give</p>

<p>an objective market-related valuation of the property. SEEFF Tulbagh values the property at R350.000,00.</p> <p>Solid Block Properties gave the following opinion: I had a quick look and for the size of the property, it's a very good price they selling it for.</p> <p>There is not much empty ervens left in that vicinity but across the road, in 2023 March, a small plot of 444m2 sold for R 246 000.00</p> <p>Both experts come with much higher current market related values.</p> <p>In a municipality, where money is short and municipal service delivery is not performed – also due to the lack of money - I cannot understand, why ERF787 is to be sold far below a current market-related price.</p> <p>Since this sale was made public, many Tulbagh based individuals voiced their interest in making an offer of this very ERF. Why is this not auctioned and sold off to the highest bidder?</p> <p>This would also ensure a healthy cashflow into the pockets of the Witzenberg Municipality.</p> <p>Witzenberg Municipality By-Law – number of dogs The Witzenberg Municipality By-Law states that households are allowed to have two dogs. The intended buyer of ERF787 has five dogs. Does this individual have the Witzenberg Municipality permission to have five dogs?</p> <p>Dog Breed The intended buyer of ERF787 has five Rottweilers – a breed that does not need an introduction. We are not talking about Chihuahuas. Again, and particularly for this breed: does the owner have written Witzenberg Municipality permission to keep five dogs of this very breed?</p> <p>Advertisement - Language / Translation The advertisement below unfortunately leaves a massive gap when it comes to the translation between Afrikaans and English: Doel Residentieel sowel as teel en opleidingsfasiliteit van honde Purpose Residential as well as a kennel and training facility for dogs</p> <p>I am particularly referring to the purpose and specifically one word: 'teel' [AFR]: Teel [AFR] = breed [ENG] Kennel [ENG] = kennel [AFR]</p> <p>The advertisement therefore is misleading and due to the incorrect translation creates a language and interpretation vacuum.</p>

	<p>It needs to be re-published to the entire Community, and it needs to be clarified, if breeding is the intention, or a kennel – which is two completely different things. Please note again that this important point must be clarified in a subsequent advertisement.</p> <p>Zoning Currently ERF787 holds the status of Residential 1 with a single dwelling. How does the proposed layout of the house and kennel(s) look like? Are these kennels also housed in a structure? Only a single dwelling is currently allowed.</p> <p>Zoning / Business Rights As far as we know, no business rights or any other appendixes are known to the public about ERF787. Please advise if there are any ‘additions’ to ERF787 that need to be shared with the public.</p> <p>Kennel Noise The CEDS reports that noise levels in animal shelters regularly exceeds 100 decibels (dB). To put this in context, a motorcycle emits noise at 95 dB and a chain saw 110 dB. Kennel noise, primarily barking, can be audible over extended distances. Such noise can cause nuisance conditions up to 500 meters away, and in quiet neighborhoods much further.</p> <p>The 500m radius around ERF 787 more or less reaches to the NGK in Waveren Street, the high school, Tulbagh Hotel, Tulbagh Hardware, the Clinic, the Witzenville Sports Ground, the Witzenville Community Hall, and all the residential homes falling within this radius.</p> <p>EIA – Dog Kennel & Training Facility An EIA (Environmental Impact Assessment) report is required when there is an impact on existing zoning. Who is arranging and paying for the EIA?</p> <p>Dog Kennel in a residential area Dogs bark all hours of the day and night, due to the concentration of dogs in a small area and in the kennels. This sparks dogs in the neighborhood to join in. Rottweilers were bred for protection purposes – having five of these dogs in a residential area cannot be accepted – the consequences are too far-reaching. Breeding even more only extrapolates the problems. Spread of diseases due to the proximity of concentrated dogs in a residential area. Added strain on current Municipality for the disposal of urine, feces, etc. etc. Extra smell resulting from the kennels in a neighborhood. Infestation of additional flies and other insects due to the concentration of dogs, their urine and droppings - the kennel of Dogs and All next to Tulpak can</p>
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	<p>be seen as reference.</p> <p>Health Regulations There are also strict health regulations that need to be complied with – bearing in mind the neighbors and their fur kids.</p> <p>Huis DISA The proximity of the proposed dog kennel, training and breeding facility to Tulbagh’s Old Age Home Huis DISA needs to be thoroughly evaluation. While Huis DISA is not a direct neighbor of ERF787 the short distance is alarming and needs to be seriously borne in mind.</p> <p>E-Mail Communication My initial email to you was only addressed to you, while you reply included the MM. In my subsequent emails, my messages also included in ‘cc’ Mrs. Gigi Desfontaines and Mr. Jacques Steyn, both of which were deliberately not in ‘cc’ in your replies. This hinders the flow of communication and is counterproductive. What are the Witzenberg Municipality Guidelines on Communication?</p> <p>Communication and Information by the Witzenberg Municipality The Witzenberg Municipality is currently obstructing the access of important information to the Public.</p> <p>1) In the past seven days I have tried very very hard to access data in the public domain of the Witzenberg Municipality Website. The response time is non-existent and makes the law-abiding citizens tired of using this source of information. For example, the meeting minutes of the Witzenberg Council, which are to be out in the public domain. One cannot get to the sub-overview of Council Meetings – not even thinking about opening those important documents. We have a super-highspeed internet line (up- and download), I even tried it via a fibre-line and no matter who you ask, the response time of the Witzenberg Municipality Website and all available data to the public is non-accessible. Is this known at your side?</p> <p>2) Witzenberg Municipality’s employees do not reply to their emails. Or, if they are on holiday, they do not have an out-of-office message enabled. This creates delay and further irritation and frustration on the public side.</p> <p>What are the next steps in the process? Should this be tabled at one of the next Witzenberg Municipality Council meetings, please communicate this in due course. As these meetings are open to the public, please expect additional attendees.</p>
<p>Nathan and Levonias Swarts (Annexure C)</p>	<p>Alhoewel ek geen beswaar het teen die verkoop van die eiendom deur die Witzenberg Munisipaliteit nie, wil ek wel formeel beswaar maak teen die hersonering daarvan vanaf Enkel Residensieel 1 na n besigheids sonnering met die doel om honde te teel en n opleiding fasiliteit.</p>

	<p>Ook wil ek noem dat ek as inwoner wat skaars 70m vanaf die eiendom woon nooit eers geweet het daarvan nie totdat een van die inwoners op Woensdag 23-04-2025 n brief vir ons gegee het van n advertensie in die Herold en sodoende net 10 dae gegun is om beswaar te maak teen 02-05-2025, wat ek dink baie onregverdig is.</p> <p>Sekerlik kon die omliggende inwoners skriftelik ingelig gewees het van die voorneme om die eiendom te verkoop en te hersoneer, terselfde tyd toe dit in die Herold gepubliseer was.</p> <p>Met die volgende redes wil ek beswaar maak teen die teel en opleiding van honde in n residentiele area :</p> <p>1) Toe ek 2016 die huis koop was die enigste trek pleister na die area die rustigheid wat die buurt verskaf. Dis n baie stil area en met honde wat aangehou, geteel en opgelei gaan word sal die hele buurt se karakter verander. Eiendoms waarde ini die buurt gaan negatief geraak word.</p> <p>2) Die honde wat alreeds in die buurt is, blaf gereeld in die middel van die nag so om nog honde wat in hokke aangehou gaan word sal die geraas ongeken wees vir die area.</p> <p>3) As ons alreeds die musiek kan hoor vanaf bushpub wat ander kant die rivier is en agter digte bome is, kan ek net my indink hoe n steurnis die honde gan wees.</p> <p>4) Indien die verkoop en hersonering voort gaan, gaan omliggende huiseienaars die kans gegun word om n uitleg van die perseel te sien? Gaan enige omgewings impak studies gedoen word want om honde te teel in n residensiele area maak nie sin nie aangesien Tulbagh reeds n Industriële Area het waar hierdie besigheid gevestig kan word.</p> <p>Ek hoop die raad neem al die insette van die omliggende inwoners en bree gemeenskap in ag en neem n besluit wat in die beste belang is vir die inwoners en nie net dink aan die geld koffers nie.</p>
<p>Sean Pretorius (Annexure D)</p>	<p>Herewith my/our formal objection towards the proposed sale of Council's Immovable Property, Erf 787, Tulbagh, towards and for the development of kennels and a training facility for dogs in a Residential Zone.</p> <p>Reasons for Objection:</p> <ol style="list-style-type: none"> 1. Due to serious interest in the property, we have made several attempts for inquest to the Tulbagh Local Municipality as well as Ceres Municipality regarding the ownership and sale of Erf 787, Tulbagh. We were informed that the property belongs to the Government and that the property is not for sale. 2. Reason to believe that No advertisement published indicating the proposed sale of the property for public participation and/or tender process.

	<p>PLEASE ADVISE?</p> <p>3. Meeting request and/or detailed information regarding the process to submit our "Offer to Purchase" for the above mentioned property.</p>
<p>Nelia Retief <i>(Annexure E)</i></p>	<p>Ek het wel nie 'n probleem met die verkoop van die residensiele erf per se nie, maar is wel gekant teen die voorgestelde hersonering na "teel van honde en opleidingsfasiliteit". My huis is baie naby aan die erf gelee en indien daar op enige tydstip meer as die toegelate 2 honde per erf aangehou word, dat daar dan 'n geraas steuring sal wees.</p> <p>Die voorgestelde verkoopprijs is ook relatief min, in vergelyking met ander erwe wat onlangs verkoop het: Erf 1594 - R340 000 Erf 1598 - R360 000 Erf 1595 - R300 000 Erf 1596 - R300 000 Sien aangeheg die Lightstone Verslag van die erf. Ons waardasie op daardie erf is R320 000.</p>
<p>John Smeddle <i>(Annexure F)</i></p>	<p>I am a resident of Tulbagh in Marais Street and I object to the selling of ERF 787.</p> <p>It is a residential zone, not for commercial use.</p> <p>Further, the purchase price is a gross undervaluation of the land, to the detriment of neighbouring residences.</p> <p>I request you exercise due diligence and provide all legal documentation to substantiate the legality of this sale.</p>
<p>Pamela Marsh <i>(Annexure G)</i></p>	<p>This letter serves to confirm that I, owner of ERF 791 Tulbagh, strongly object to the selling of the (zoned) Residential 1 Erf 787 for business use by and for dog training and kennels.</p> <p>1. Please can you share the environmental impact study of this business on the surrounding residences?</p> <p>2. Please can you share the noise pollution study of this business on the surrounding residences?</p> <p>Further objection is that Erf 787 is zoned for residence and NOT for business use. Further objection is that the size of Erf 787 is being sold at below market value.</p>
<p>Mandy Kriel <i>(Annexure H)</i></p>	<p>Please let it then be noted that I object to the sale of Tulbagh Erf 787 for any purpose other than strictly Single Residential 1 zoning. Should the transaction go ahead I will then again object to any application/s</p>

	for rezoning or special permissions.
Tania Human (Annexure I)	<p>Dit het onder my aandag gekom dat daar oorweeg word om bogenoemde erf verkoop gaan vir die gebruik van 'n "kennel for breeding and training centre". Ek neem aan dit is van honde of iets soortgelyks. Inteendeel, enige instansie van so aard sal beslis 'n negatiewe impak het om die omliggende residentieële area inhou, en daarom maak ek erg beswaar daarteen.</p> <p>Tulbagh ervaar alreeds ernstige probleme met vlieë, hoeveel te meer met so iets reg langs 'n residentieële area, wat nog te sê die reuk, geblaf ens wat gepaard gaan daarmee.</p>
Jasper Ritzema (Annexure J)	<p>I understand the Municipality intends to sell erf 787, Tulbagh for R 228,000. I believe the erf should be offered on the open market or by tender, so everyone has a change to buy it.</p> <p>R 228,000 is certainly not market value, making it a suspicious tentative transaction. This is not transparent.</p>
Yvonne van Der Merwe (Annexure K)	<p>Noise Disturbance One of my primary concerns is the potential for significant noise disruption. Dog kennels and training facilities are often accompanied by loud barking, especially during training sessions or when animals are being housed for extended periods. Given the proximity of the proposed facility to my home, I fear that the noise levels could negatively impact my quality of life, disrupting my peace and tranquillity. The noise could also affect other residents in the area and reduce the overall attractiveness of the neighbourhood</p> <p>Traffic and Safety Another concern I have is the increase in traffic that such a facility could bring. Dog owners and trainers will likely need to drive to the facility at various times during the day. This could lead to an increase in both pedestrian and vehicular traffic, which may pose safety risks, particularly if the area is not equipped to handle such a volume. I would appreciate further clarification on how traffic flow and parking will be managed to minimize any negative impact on the community.</p> <p>Environmental Impact I am also concerned about the environmental impact of the proposed facility. The construction and operation of a dog kennel and training centre could lead to increased waste management challenges, as well as potential runoff from the property, which could affect the local wildlife and surrounding land. I would like to request that a comprehensive environmental impact assessment be conducted to evaluate these concerns and propose mitigation strategies.</p> <p>Odor and Hygiene In addition to noise and traffic, there is the possibility of unpleasant odours emanating from the kennel, especially in warmer weather. Ensuring proper hygiene and waste disposal protocols will be essential to maintaining a clean and safe environment. I urge you to provide detailed information on how these matters will be handled to prevent any negative effects on the surrounding properties.</p> <p>Community Engagement</p>

	<p>Finally, I would appreciate more transparency and communication about the project. As a neighbouring property owner, I believe it is important to have a say in the developments that occur nearby. I request that a public meeting or forum be organized, where community members can voice their concerns and receive answers to their questions. This would help ensure that all relevant issues are addressed and that the project moves forward with the support of the local community.</p> <p>Conclusion</p> <p>While I appreciate the potential benefits of a dog kennel and training facility for the area, I believe that a careful review of the proposed plans is necessary to mitigate any negative impacts on the surrounding neighbourhood. I hope my concerns will be taken into account as the planning process moves forward. I look forward to your response and would be grateful for the opportunity to discuss these matters further.</p> <p>Thank you for your attention to this important issue.</p> <p>Sincerely,</p>
<p>Jacques Steyn and 87 residents (Annexure L)</p>	<p>Attach the objection to the sale of this property in effect signed by 87 Tulbagh residents.</p> <p>The objections are twofold:</p> <ul style="list-style-type: none"> * The selling price * A kennel within town boundaries.

LEGAL REQUIREMENTS

The Council must consider the objections and make a final decision, whether the council proceeds with the sale of Erf 787, Tulbagh to Mr Meintjies.

TO RECOMMEND TO COUNCIL

For Consideration

8.4 Direkoraat Korporatiewe Dienste / Directorate Corporate Services

8.4.1 Request to purchase a property for the purposes of residential as well as a kennel and training facility for dog handlers: Erf 787, Tulbagh (7/1/4/2)

The following documents are attached:

A memorandum from the Senior Manager: Legal Services, dated 19 April 2024 is attached as **annexure 8.4.1(a)**.

The Committee for Corporate and Financial Services resolved on 8 October 2024 that the matter in respect of the request to purchase a portion of erf 1352, Tulbagh be held in abeyance for a site inspection to be held.

A memorandum from the Manager: Legal Service, dated 18 November 2024, was tabled to the Committee for Corporate and Financial Services on 27 November 2024. The said memorandum is attached as **annexure 8.4.1(b)**.

The Committee for Corporate and Financial Services resolved on 27 November 2024 to recommend to the Executive Mayoral Committee and Council that erf 787, Tulbagh is most suited for the purposes of residential as well as a kennel and training facility for dog handlers.

The Executive Mayoral Committee resolved on 25 February 2025 to recommend to Council:

- (a) that erf 787, Tulbagh is most suited for the purposes of residential as well as a kennel and training facility for dog handlers.
- (b) that the municipal property located at erf 787, Tulbagh be alienated in favour of Mr E Meintjies.
- (c) that in terms of Section 14.2 of the Municipal Finance Management Act (Act 56 of 2003), erf 787, Tulbagh is not required for the provision of the minimum level of basic services.
- (d) that in terms of Section 14.2 of the Municipal Finance Management Act (Act 56 of 2003), erf 787, Tulbagh be sold at a market related price.
- (e) that the potential sale be advertised in the local newspaper for public comment and/or any objections.
- (f) that the Municipal Manager be mandated to sign all documentation to affect the transfer of the property to Mr E Meintjies.

UNANIMOUSLY RESOLVED

- (a) that erf 787, Tulbagh is most suited for the purposes of residential as well as a kennel and training facility for dog handlers.*
- (b) that the municipal property located at erf 787, Tulbagh be alienated in favour of Mr E Meintjies.*
- (c) that in terms of Section 14.2 of the Municipal Finance Management Act (Act 56 of 2003), erf 787, Tulbagh is not required for the provision of the minimum level of basic services.*
- (d) that in terms of Section 14.2 of the Municipal Finance Management Act (Act 56 of 2003), erf 787, Tulbagh be sold at a market related price.*
- (e) that the potential sale be advertised in the local newspaper for public comment and/or any objections.*
- (f) that the Municipal Manager be mandated to sign all documentation to affect the transfer of the property to Mr E Meintjies.*

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager
VAN / FROM: Manager Legal Services
DATUM / DATE: 19 April 2024
VERW. / REF.: 7/1/4/1

IN RE: REQUEST TO PURCHASE A PORTION OF ERF 1352, TULBAGH

PURPOSE

To consider recommending to Council to sell a portion of Erf 1352, Tulbagh to the applicant.

DELIBERATION & BACKGROUND

The attached application was received. (Note that the erf number in the application itself is wrong). Mr Meintjies is a qualified dog trainer and is looking for property for the purposes of residential as well as kennel and training facility for dog handlers.

The following area was identified, which is approximately 6000 m².



It is situated adjacent to the Kliprivier Park. Currently the open space has a dilapidated structure on, which use to be an ambition block, part of Kliprivier Park and is now illegally used as a dumping site for garden

waste and cattle and other animal illegally roam there. The applicant intends to build a formal house from the old ablution facility and to stay on the premises, whilst he is also training dogs. The applicant wants to be close to the dogs to be able to take good care of them and for security reasons.

Inputs from Departments:

Social Economic Development – Dogs next to the Klipriver Park, might cause a nuisance.

Water and Sewerage – no objection

Town Planning - The land is zoned Open Space IV (Nature Reserve) although it is not within the official boundary of the Galgheuwel reserve. The boundary of the reserve is the river. The new owner would therefore be responsible for rezoning the land. Any development closer than 32m to the river would also trigger an EIA. Should the Council decide to sell the land it would be prudent to make the sale subject to a successful rezoning.

From the GIS map, it looks like the building is within 32m² from the river.

Streets and Storm Water – No official access to the Erf.

ALTERNATIVE OPTION, A PORTION OF ERF 1326, TULBAGH



LEGAL REQUIREMENTS

Council needs to resolve in terms of the Municipal Finance Management Act that the land is not required for basic minimum services and that it be sold at a market related price.

An EIA might be triggered at Erf 1352.

Subdivision and Rezoning will also be required.

FINANCIAL IMPLICATION

No negative financial implication for Council. By Selling this land, Council can generate income from the selling price and from rates and taxes.

A valuer need to be appointed to determine the fair value of the land.

All costs relating to this transaction should be for the account of the applicant.

TO RECOMMEND TO CORPORATE COMITEE

For Consideration

11 Soetdoring Street
Tulbagh, 6820
6 March 2024

Housing Manager
Witzenberg Municipality
Voortrekker Street
Ceres, 6830

Re-Allocation of Plot 3251 - next to Klipriver Park, Tulbagh

Good day,

I am a qualified dog trainer and I wish to apply for the allocation of Plot 3251 Van Der Stel Street, Tulbagh, for the purposes of living (residential) as well as a kennels and training facility for dogs and dog handlers.

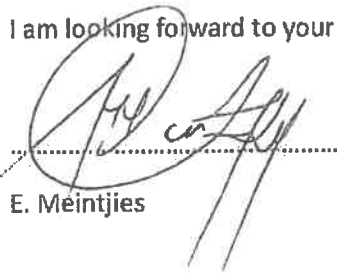
I have been in communication with Mr Nasson regarding this application, and he suggested that the ideal plot be removed from standard residential areas due to noise pollution as well as re-zoning issues.

The above plot is furnished with water and electrical supply and has an existing building that used to be ablution facilities. This building I wish to re-purpose for accommodation for myself. The dog kennels will need running water for drinking and cleaning purposes.

The plot is also quite sufficient to present the actual training, so I will not be taking any other available space away from anybody else as I can do everything on the one plot.

Kindly contact me on 063 079 0948 or at eghan.meintjies@gmail.com to discuss any further information.

I am looking forward to your positive response.



E. Meintjies

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager
VAN / FROM: Manager Legal Services
DATUM / DATE: 18 November 2024
VERW. / REF.: 7/1/4/1

IN RE: REQUEST TO PURCHASE A PROPERTY FOR THE PURPOSES OF RESIDENTIAL AS WELL AS KENNEL AND TRAINING FACILITY FOR DOG HANDLERS.

PURPOSE

To consider recommending to Council to sell on of the following erven, Erf 787, Erf 1281 or 1282, Tulbagh to the applicant.

DELIBERATION & BACKGROUND

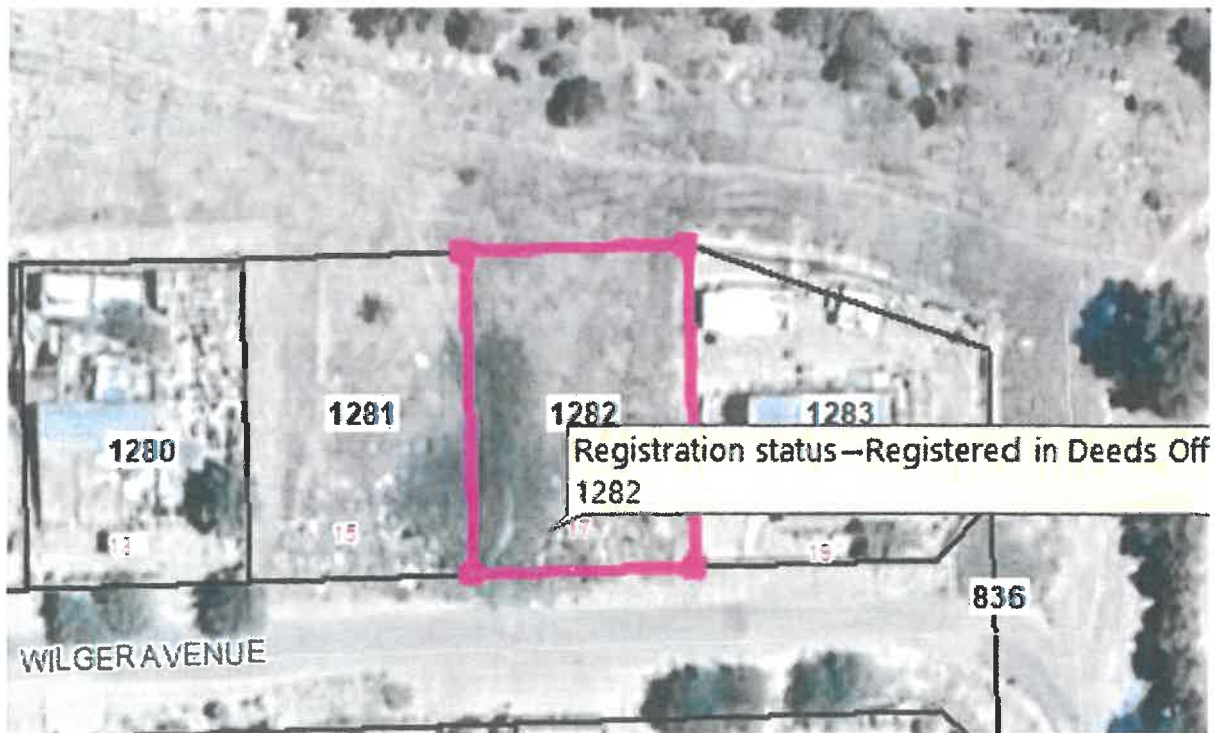
Please refer to the item dated 19 April 2024 for a full background.

A site inspection was done on the 9th of October 2024 and the following sites were identified as possible sites for the project:

Option 1: Erf 787, Tulbagh

Option 2 & 3: Erf 1281 or Erf 1282 Tulbagh

Please see the map below:



Inputs from Departments:

Social Economic Development – No clear business plan presented in order to provide meaningful inputs from an economic perspective. I thus cannot support this as an adequate business plan is needed from the applicant.

Water and Sewerage – no objection

Town Planning – *“die geïdentifiseerde grond in Tulbagh is as “Single Residential I” gesoneer vir doeleindes van enkelwoning.*

Die sonering laat dus nie toe vir die voorstel nie.

Die erf is deel van 'n bestaande residensiële woonbuurt en uit 'n stadsbeplanningsoogpunt word die voorstel nie as wenslik beskou nie.

‘n Aansoek om hersonering sal nie ondersteun kan word nie’

Streets and Storm Water – No objection

Electric Department - There is power available for any of the plots.

LEGAL REQUIREMENTS

Council needs to resolve in terms of the Municipal Finance Management Act that the land is not required for basic minimum services and that it be sold at a market related price.

Subdivision and Rezoning will also be required.

FINANCIAL IMPLICATION

No negative financial implication for Council. By Selling this land, Council can generate income from the selling price and from rates and taxes.

Current Municipal Valuations for the land is R150 000 for Erf 1281 and Erf 1282 and R228 000 for Erf 787, Tulbagh. A valuator can be appointed to determine the fair value of the land.

TO RECOMMEND TO CORPORATE COMMITTEE

For Consideration



Liza-Mari Nieuwenhuis

From: Anthony Silberberg <artexfund@gmail.com>
Sent: Friday, 02 May 2025 5:05 PM
To: Liza-Mari Nieuwenhuis; David Nasson; Anthony Silberberg
Subject: OBJECTION: PROPOSED SALE OF MUNICIPAL LAND: ERF 787 TULBAGH

**MONBIJOU
36 Church Street
TULBAGH**

OBJECTION TO PROPOSED SALE OF MUNICIPAL LAND: ERF 787 TULBAGH

Mr David Nasson
Municipal Manager
Witzenberg Municipality
Ceres

With reference to the notice in the Witzenberg Herald we hereby formally object to the proposed sale of municipal land namely Erf 787 TULBAGH on the following grounds:

- 1 Erf 787 forms part of a large tract of vacant municipal land bordering on the built residential area of Tulbagh and must not be sold until a proper development plan has been created and accepted for the entire area.
- 2 It is unacceptable to alienate properties on the border of this valuable estate thereby reducing its size without a fully integrated development plan .
- 3 This "white anting" and nibbling away of the large property sets a dangerous and unacceptable precedent.
4. The proposed sale was not advertised previously and other parties were not given the opportunity to tender.
- 5 There is no reason for the Municipality to sell this land.
- 6 The proposed price has not been properly evaluated
- 7 The proposed use by the proposed purchaser that requires a departure from the proclaimed residential single unit zoning, being a dog kennel and training facility is unacceptable.
- 8 This property is an asset of the former Tulbagh Municipality and any benefits from a sale must be ring fenced for the specific benefit of Tulbagh not used pay some general expense or wages to an employee at Ceres. The proposal amounts to selling off the family silver to pay some wasteful expenditure at Witzenberg Municipal office at Ceres. Tulbagh receives no benefit at all.
- 9 We hereby demand that sale of this erf and all other erven be cancelled until a fully integrated development plan is created and accepted for the entire area

Yours faithfully

Anthony Silberberg and Associates
Monbijou

Church Street
TULBAGH

Liza-Mari Nieuwenhuis

From: Ulf Teske <Ulf.Teske@outlook.com>
Sent: Thursday, 01 May 2025 10:00 PM
To: David Nasson; Liza-Mari Nieuwenhuis
Cc: GM.desfontaines@gmail.com; Jacques Steyn; tulbaghmatters@gmail.com; Trevor Abrahams
Subject: AW: Witzenberg Municipality - Sale - ERF787 Tulbagh

Dear Mr. Nasson,
Thank you for your message and clarification.

Based on your below suggestion to approach a Candidate Valuer, Professional Associated Valuer or Professional Valuer, we reached out to Messrs. HBC Group.
HBC Group is the company that does all property valuations in the Witzenberg Municipality.

We were advised that a re-valuation of ERF787 'by Law' needs to take place before the erf is offered to a 3rd party and that the value 'most definitely has increased' since 2022 (R228.000,00).
We understand that Messrs. HBC Group have in the meantime contacted Mrs. Nieuwenhuis to explain and clarify the situation.

May we suggest that the Witzenberg Municipality uses at least one other Candidate Valuer, Professional Associated Valuer or Professional Valuer to ensure an objective pricing is done.

Would you please be so kind and keep us apprised on the latest status in this regard. Thank you.

In the discussion with Messrs HBC Group one other important topic was tabled, namely the size of ERF787.
Would you please be so kind and clarify the size of ERF787.
According to Cape Farm Mapper ERF787 is 948,5sqm – whereas other systems, according to HBC, reflect a size of around 500sqm.
This size difference is too substantial not to be clarified.
Thank you.

Looking forward hearing from you!

With kind regards,
Ulf Teske.

Millstream Farm, Tulbagh
Cell: 073-254 5729



Von: David Nasson <david@witzenberg.gov.za>

Gesendet: Dienstag, 29. April 2025 16:07

An: Ulf Teske <Ulf.Teske@outlook.com>; Liza-Mari Nieuwenhuis <liza-mari@witzenberg.gov.za>

Cc: GM.desfontaines@gmail.com; Jacques Steyn <jacques@steyn.pro>; tulbaghmatters@gmail.com; Trevor Abrahams <tabrahams@witzenberg.gov.za>

Betreff: RE: Witzenberg Municipality - Sale - ERF787 Tulbagh

Dear Mr Teske

You are indeed correct that the person must be a registered professional valuer in terms of the Property Valuer's Profession Act of 2000 and not a sworn valuer.

Regards

David Nasson
Municipal Manager
Witzenberg Municipality
Work: 0233168196 |



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From: Ulf Teske <Ulf.Teske@outlook.com>

Sent: Tuesday, 29 April 2025 14:56

To: David Nasson <david@witzenberg.gov.za>; Liza-Mari Nieuwenhuis <liza-mari@witzenberg.gov.za>

Cc: GM.desfontaines@gmail.com; Jacques Steyn <jacques@steyn.pro>; tulbaghmatters@gmail.com; Trevor Abrahams <tabrahams@witzenberg.gov.za>

Subject: AW: Witzenberg Municipality - Sale - ERF787 Tulbagh

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.

Good day Mr. Nasson,
thank you for your swift reply on one of the raised concerns.

In order to proceed, would you please clarify the term 'sworn valuer' (AFR *geswore waardeerer*):
The Property Valuers Profession Act, No. 47 of 2000 had replaced the phrase Sworn Valuer with Candidate Valuer, Professional Associated Valuer and Professional Valuer.

The South African Council for Property Valuers Profession (<https://www.sacpvp.co.za/>) registers these very professions.

In order to be on the same page, would you please clarify the above. Thank you.

With kind regards,
Ulf Teske.

Millstream Farm, Tulbagh
Cell: 073-254 5729



Von: David Nasson <david@witzenberg.gov.za>

Gesendet: Dienstag, 29. April 2025 13:39

An: Ulf Teske <Ulf.Teske@outlook.com>; Liza-Mari Nieuwenhuis <liza-mari@witzenberg.gov.za>

Cc: GM.desfontaines@gmail.com; Jacques Steyn <jacques@steyn.pro>; tulbaghmatters@gmail.com; Trevor Abrahams <tabrahams@witzenberg.gov.za>

Betreff: RE: Witzenberg Municipality - Sale - ERF787 Tulbagh

Dear Mr Teske

Please be advised that your estate agents are not sworn valuers. If you dispute the valuation, please obtain a valuation from a valuer duly registered with the regulatory board.

Regards

David Nasson
Municipal Manager
Witzenberg Municipality
Work: 0233168196 |



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From: Ulf Teske <Ulf.Teske@outlook.com>

Sent: Tuesday, 29 April 2025 12:44

To: Liza-Mari Nieuwenhuis <liza-mari@witzenberg.gov.za>

Cc: David Nasson <david@witzenberg.gov.za>; GM.desfontaines@gmail.com; Jacques Steyn <jacques@steyn.pro>; tulbaghmatters@gmail.com; Trevor Abrahams <tabrahams@witzenberg.gov.za>

Subject: AW: Witzenberg Municipality - Sale - ERF787 Tulbagh

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.

Dear Mrs. Nieuwenhuis,

I refer to the advertisement below and the application for ERF787 in Tulbagh and I would like to object to the sale of this ERF.

Please allow me to share some of the reasons for this decision:

Pricing

The advertisement claims that ERF787 will be sold at a 'fair market related price'.

The current **municipal value** of ERF787 is recorded in the Witzenberg Municipality Valuation Roll as follows:

Municipal Valuation 			
Municipal Valuation:	R 228 000	Year of Valuation:	2022
Rating Period:	2023/2024	Estimated Monthly Rates:	R 114
Usage Category:	RESIDENTIAL	Usage:	RESIDENTIAL

Thus, the municipal value is R228.000,00.

However, this is **not** a 'fair market related price'.

Reputable real estate agents in and around Tulbagh were approached to give an objective market-related valuation of the property. Please find herewith two feedbacks received:

23/04/2025

ERF 787 TULBAGH
CURRENT MARKET VALUATION

Thank you most sincerely for allowing us to prepare a current market valuation of the above property. We look forward to assisting you in any way possible. Correct pricing in the current market is vital to achieve as high a price as possible, with the least possible inconvenience to the Seller.

There are a number of methods used by Estate Agents for determining the valuation of a property:

1. **ANNUAL APPRECIATION RATE:** This can only work where there is a steady and measurable increase in the value of properties, which is not the case in our current fluctuating market.
2. **COMPARATIVE MARKET ANALYSIS:** This is the most effective method i.e. a comparison of the property to similar properties that have sold under the same market conditions in the same area, and then by carrying out a comparison with the competitive properties on the market. It is also important to carefully consider the following:
 - 1.1 Condition of the interior/exterior of the property
 - 1.2 Standard of finishes in the bathrooms and kitchen
 - 1.3 Accommodation offered and size of plot
 - 1.4 Address and situation
 - 1.5 Property usage possibilities

At the time of marketing, the property must be priced at a level competitive with other properties on the market, otherwise it will simply help sell the other properties and your home will remain 'for sale'.

Please also bear in mind that as political and economic trends can influence the property market dramatically, it is impossible to treat the outcome of a comparative market analysis as being valid for any length of time.

We value the property at R350 000.

We pledge total commitment to providing an unbeatable professional service, which will include absolute honesty, integrity and enthusiasm; as well as to maintain the highest ethical standards at all times.

Yours sincerely



Estelle Hauptfleisch
083 253 8770

SEEFF Tulbagh values the property at R350.000,00.

Solid Block Properties gave the following opinion:

QUOTE

Von: rudi@solidblock.co.za <rudi@solidblock.co.za>

Gesendet: Mittwoch, 23. April 2025 13:14

An: 'Ulf Teske' <Ulf.Teske@outlook.com>

Betreff: Witzenberg Municipality - Sale - ERF787 Tulbagh

Hi Ulf,

I had a quick look and for the size of the property, it's a very good price they selling it for.

There is not much empty ervens left in that vicinity but across the road, in 2023 March, a **small** plot of 444m2 sold for R 246 000.00

Erf No	Address	Erf Usage	Type	Erf Extent	Building Extent	Last Sale Date	Last Sale	R/m²
3334	3A LOOP STREET, TULBAGH	Residential		444 m²		2023/03/21	R 246 000	R 554

Currently on the market,

337m2 vacant land @ R 250 000

762 m2 vacant land @ R 375 000 (under offer)

824 m2 vacant land @ R 380 000 (under offer)

Hope the above helps.

R.
UNQUOTE

Both experts come with **much higher current market related values.**

In a municipality, where money is short and municipal service delivery is not performed – also due to the lack of money - I cannot understand, why ERF787 is to be sold far below a current market-related price.

Since this sale was made public, many Tulbagh based individuals voiced their interest in making an offer of this very ERF. Why is this not auctioned and sold off to the highest bidder?
This would also ensure a healthy cashflow into the pockets of the Witzenberg Municipality.

Witzenberg Municipality By-Law – number of dogs

The Witzenberg Municipality By-Law states that households are allowed to have two dogs.

The intended buyer of ERF787 has five dogs.

Does this individual have the Witzenberg Municipality permission to have five dogs?

Dog Breed

The intended buyer of ERF787 has five Rottweilers – a breed that does not need an introduction.

We are not talking about Chihuahuas.

Again, and particularly for this breed: does the owner have written Witzenberg Municipality permission to keep five dogs of this very breed?

Advertisement - Language / Translation

The advertisement below unfortunately leaves a massive gap when it comes to the translation between Afrikaans and English:

Doel

*Residentieel sowel as **teel** en opleidingsfasiliteit van honde*

Purpose

Residential as well as a **kennel** and training facility for dogs

I am particularly referring to the purpose and specifically one word: ‘teel’ [AFR]:

Teel [AFR] = breed [ENG]

Kennel [ENG] = kennel [AFR]

The advertisement therefore is misleading and due to the incorrect translation creates a language and interpretation vacuum.

It needs to be re-published to the entire Community, and it needs to be clarified, if breeding is the intention, or a kennel – which is two completely different things.

Please note again that this important point must be clarified in a subsequent advertisement.

Zoning

Currently ERF787 holds the status of Residential 1 with a single dwelling.

How does the proposed layout of the house and kennel(s) look like?

Are these kennels also housed in a structure? Only a single dwelling is currently allowed.

Zoning / Business Rights

As far as we know, no business rights or any other appendixes are known to the public about ERF787.

Please advise if there are any ‘additions’ to ERF787 that need to be shared with the public.

Kennel Noise

The CEDS reports that noise levels in animal shelters regularly exceeds 100 decibels (dB). To put this in context, a motorcycle emits noise at 95 dB and a chain saw 110 dB.

Kennel noise, primarily barking, can be audible over extended distances. Such noise can cause nuisance conditions up to 500 meters away, and in quiet neighborhoods much further.

The 500m radius around ERF 787 more or less reaches to the NGK in Waveren Street, the high school, Tulbagh Hotel, Tulbagh Hardware, the Clinic, the Witzenville Sports Ground, the Witzenville Community Hall, and all the residential homes falling within this radius.

EIA – Dog Kennel & Training Facility

An EIA (Environmental Impact Assessment) report is required when there is an impact on existing zoning. Who is arranging and paying for the EIA?

Dog Kennel in a residential area

Dogs bark all hours of the day and night, due to the concentration of dogs in a small area and in the kennels. This sparks dogs in the neighborhood to join in.

Rottweilers were bred for protection purposes – having five of these dogs in a residential area cannot be accepted – the consequences are too far-reaching.

Breeding even more only extrapolates the problems.

Spread of diseases due to the proximity of concentrated dogs in a residential area.

Added strain on current Municipality for the disposal of urine, feces, etc. etc.

Extra smell resulting from the kennels in a neighborhood.

Infestation of additional flies and other insects due to the concentration of dogs, their urine and droppings - the kennel of Dogs and All next to Tulpak can be seen as reference.

Health Regulations

There are also strict health regulations that need to be complied with – bearing in mind the neighbors and their fur kids.

Huis DISA

The proximity of the proposed dog kennel, training and breeding facility to Tulbagh's Old Age Home Huis DISA needs to be thoroughly evaluation.

While Huis DISA is not a direct neighbor of ERF787 the short distance is alarming and needs to be seriously borne in mind.

E-Mail Communication

My initial email to you was only addressed to you, while you reply included the MM.

In my subsequent emails, my messages also included in 'cc' Mrs. Gigi Desfontaines and Mr. Jacques Steyn, both of which were deliberately not in 'cc' in your replies.

This hinders the flow of communication and is counterproductive.

What are the Witzenberg Municipality Guidelines on Communication?

Communication and Information by the Witzenberg Municipality

The Witzenberg Municipality is currently obstructing the access of important information to the Public.

1)
In the past seven days I have tried very very hard to access data in the public domain of the Witzenberg Municipality Website.

The response time is non-existent and makes the law-abiding citizens tired of using this source of information.

For example, the meeting minutes of the Witzenberg Council, which are to be out in the public domain. One cannot get to the sub-overview of Council Meetings – not even thinking about opening those important documents.

We have a super-highspeed internet line (up- and download), I even tried it via a fibre-line and no matter who you ask, the response time of the Witzenberg Municipality Website and all available data to the public is non-accessible.

Is this known at your side?

2)
Witzenberg Municipality's employees do not reply to their emails.
Or, if they are on holiday, they do not have an out-of-office message enabled.
This creates delay and further irritation and frustration on the public side.

What are the next steps in the process?

Should this be tabled at one of the next Witzenberg Municipality Council meetings, please communicate this in due course. As these meetings are open to the public, please expect additional attendees.

Please confirm receipt of this message.
Thank you.

Looking forward to hearing from you and remaining with kind regards,
Ulf Teske.

Millstream Farm, Tulbagh
Cell: 073-254 5729



Von: Liza-Mari Nieuwenhuis <liza-mari@witzenberg.gov.za>
Gesendet: Montag, 31. März 2025 08:02
An: Ulf Teske <Ulf.Teske@outlook.com>
Cc: David Nasson <david@witzenberg.gov.za>
Betreff: RE: Witzenberg Municipality - Sale - ERF787 Tulbagh

Mr Teske

The e-mail below has reference.

Council already took a decision to sell Erf 787, Tulbagh to a certain individual, but the sale is subject to a public participation process, hence the advertisement. Through the advertisement, the public is made aware of the sale, and afforded the opportunity to object to it, until the 2nd of May 2025.

If there are objections to the sale, the objections will be tabled to Council again, if no objections are received, Council can continue with the sale.

Trust you find this in order.

Regards

Liza-Mari Nieuwenhuis

Senior Manager Legal Services

Telephone: +27 23 316 1854 | Email: liza-mari@witzenberg.gov.za

Physical Address: 50 Voortrekker Street, Ceres, 6835 | Website: www.witzenberg.gov.za



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From: Ulf Teske <Ulf.Teske@outlook.com>

Sent: Saturday, 29 March 2025 5:16 PM

To: Liza-Mari Nieuwenhuis <liza-mari@witzenberg.gov.za>

Subject: Witzenberg Municipality - Sale - ERF787 Tulbagh

Good day Mrs. Nieuwenhuis,

We are referring to the following announcement in the Witzenberg Herald:

KENNISGEWINGS VAN VERKOPE VAN RAADSEIENDOM:

Kennis word hiermee gegee ingevolge Artikel 14(5) van die Wet op Plaaslike Regering Munisipale Finansiële Bestuur, Wet 56 van 2003 en Artikel 5 van die Munisipale Bate Oordrag Regulasies, so gepubliseer onder GNR.878 in GG31346 gedateer 22 Augustus 2008, van die Raad se voornemens om die volgende erwe te verkoop:

ERF	DORP	SONERING	DOEL	PRYS
Gedeelte van Erf 2622 (Ongeregistreerde Erf 10916)	Ceres	Industrieel II	Permanente vesting van besigheid	Billike prys
Erf 787	Tulbagh	Enkel residensieel I	Residensieel sowel as teel en opleidings- fasiliteit vir honde	Billike markprys
Erf 935	Wolseley	Industrieel II	Besigheidsdoeleindes	Billike markprys

Indien daar enige besware teen sodanige verkoping is, moet u skriftelike besware voor of op **2 Mei 2025** by die kantore van die Munisipale Bestuurder indien vir aandag **Me. L. Nieuwenhuis, Voortrekkerstraat 50, Ceres** of e-pos na liza-mari@witzenberg.gov.za

NOTICE OF SALE OF COUNCIL'S IMMOVABLE PROPERTY

Notice is hereby given in terms of Section 14(5) of the Local Government Municipal Finance Management Act 56 of 2003 and Section 5 of the Municipal Asset Transfer Regulations as published under GNR.878 in GG 31346 dated 22 August 2008, of Council's intention to sell the following land:

ERF	TOWN	ZONING	PURPOSE	PRICE
Portion of Erf 2622 (Unregistered Erf 10916)	Ceres	Industrial II	Permanent establish- ment of a business	Fair price
Erf 787	Tulbagh	Single residential I	Residential as well as a kennel and training facility for dogs	Fair market related price
Erf 935	Wolseley	Industrial II	Business purposes	Fair market related price

If there is any objection to the proposed sale, such objection should be forwarded to the office of the Municipal Manager for the attention of **Mrs. L. Nieuwenhuis, 50 Voortrekker Street, Ceres** or e-mail to liza-mari@witzenberg.gov.za on or before **2 May 2025**.

Would you please be so kind and to clarify for ERF787 in Tulbagh, how the procedure will be done after the objection period of May 2nd is passed.

Will one be able to make an offer for ERF787 in Tulbagh, will there be an auction or how does the process work? Or has the sale already taken place?

Looking forward hearing from you!

With kind regards,
Ulf Teske.

Millstream Farm, Tulbagh
Cell: 073-254 5729



Millstream

EST 1829

Liza-Mari Nieuwenhuis

From: Nathan Swarts <nathanswarts85@gmail.com>
Sent: Thursday, 01 May 2025 5:20 PM
To: Liza-Mari Nieuwenhuis
Cc: levonia pieters
Subject: KENNISGEWING VAN VERKOOP VAN RAADSEIENDOM :ERF 787 TULBAGH

Aandag: Me L. Nieuwenhuis

**KENNISGEWING VAN VERKOOP VAN RAADSEIENDOM
ERF 787 TULBAGH**

Alhoewel ek geen beswaar het teen die verkoop van die eiendom deur die Witzenberg Munisipaliteit nie, wil ek wel formeel beswaar maak teen die hersonering daarvan vanaf Enkel Residensieel 1 na n besigheids sonnering met die doel om honde te teel en n opleiding fasiliteit.

Ook wil ek noem dat ek as inwoner wat skaars 70m vanaf die eiendom woon nooit eers geweet het daarvan nie totdat een van die inwoners op Woensdag 23-04-2025 n brief vir ons gegee het van n advertensie in die Herold en sodoende net 10 dae gegun is om beswaar te maak teen 02-05-2025, wat ek dink baie onregverdig is.

Sekerlik kon die omliggende inwoners skriftelik ingelig gewees het van die voorneme om die eiendom te verkoop en te hersoneer, terselfde tyd toe dit in die Herold gepubliseer was.

Met die volgende redes wil ek beswaar maak teen die teel en opleiding van honde in n residentiele area :

1) Toe ek 2016 die huis koop was die enigste trek pleister na die area die rustigheid wat die buurt verskaf. Dis n baie stil area en met honde wat aangehou, geteel en opgelei gaan word sal die hele buurt se karakter verander. Eiendoms waarde ini die buurt gaan negatief geraak word.

2) Die honde wat alreeds in die buurt is, blaf gereeld in die middel van die nag so om nog honde wat in hokke aangehou gaan word sal die geraas ongeken wees vir die area.

3) As ons alreeds die musiek kan hoor vanaf bushpub wat ander kant die rivier is en agter digte bome is, kan ek net my indink hoe n steurnis die honde gan wees.

4) Indien die verkoop en hersonering voort gaan, gaan omliggende huiseienaars die kans gegun word om n uitleg van die perseel te sien?

Gaan enige omgewings impak studies gedoen word want om honde te teel in n residensiele area maak nie sin nie aangesien Tulbagh reeds n Industriële Area het waar hierdie besigheid gevestig kan word.

Ek hoop die raad neem al die insette van die omliggende inwoners en bree gemeenskap in ag en neem n besluit wat in die beste belang is vir die inwoners en nie net dink aan die geld koffers nie.

Groete
Nathan en Levonia Swarts
Kruisvallei Str. 6B
Erf 31 Tulbagh
0792441594

Liza-Mari Nieuwenhuis

From: Sean Pretorius <pps.precision@yahoo.com>
Sent: Thursday, 01 May 2025 9:06 AM
To: Liza-Mari Nieuwenhuis
Cc: Heloise Truter
Subject: Formal Objection: Notice of Sale of Council's Immovable Property - Erf 787, Tulbagh, Western Cape

Attention Mrs Nieuwenhuis, Office of the Municipal Manager

Greetings.

Herewith my/our formal objection towards the proposed sale of Council's Immovable Property, Erf 787, Tulbagh, towards and for the development of kennels and a training facility for dogs in a Residential Zone.

Reasons for Objection:

1. Due to serious interest in the property, we have made several attempts for inquest to the Tulbagh Local Municipality as well as Ceres Municipality regarding the ownership and sale of Erf 787, Tulbagh. We were informed that the property belongs to the Government and that the property is not for sale.
2. Reason to believe that No advertisement published indicating the proposed sale of the property for public participation and/or tender process.
PLEASE ADVISE?
3. Meeting request and/or detailed information regarding the process to submit our "Offer to Purchase" for the above mentioned property.

Thanking you in anticipation.

Blessed Wishes

Sean Pretorius
0635795944



epcm and data science advisory services

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Liza-Mari Nieuwenhuis

From: Nelia Retief <nelia@seeff.com>
Sent: Wednesday, 30 April 2025 2:51 PM
To: Liza-Mari Nieuwenhuis
Subject: ERF 787, Tulbagh - VERKOOP VAN ERF
Attachments: 20250430022527.pdf

Hi Lize-Mari,

Ek het wel nie 'n probleem met die verkoop van die residensiele erf per se nie, maar is wel gekant teen die voorgestelde hersonering na "teel van honde en opleidingsfasiliteit". My huis is baie naby aan die erf gelee en indien daar op enige tydstep meer as die toegelate 2 honde per erf aangehou word, dat daar dan 'n geraas steuring sal wees.

Die voorgestelde verkoopprijs is ook relatief min, in vergelyking met ander erwe wat onlangs verkoop het:

Erf 1594 - R340 000

Err 1598 - R360 000

Erf 1595 - R300 000

Erf 1596 - R300 000

Sien aangeheg die Lightstone Verslag van die erf. Ons waardasie op daardie erf is R320 000.

Kind Regards

Nelia Retief

Property Practitioner

Certified Bank Assisted Specialist

Lifetime Achiever

FFC: 2023328080

Yzerfontein

C 082 899 2248

T 022 451 2884

E nelia@seeff.com

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Property Report

efime Achiver Agent



Client: Seeff West Coast
User: Nelia Retief
Tracking #: Blueprint_Prop:20250430022505
Report Date: 2025/04/30
Report #: 64305518

Property Details

Property Type:	FREEHOLD	Legal Description:	Erf 787 TULBAGH TULBAGH MUN WESTERN CAPE
Province:	WESTERN CAPE	Municipality:	Witzenberg
Ownership:	TULBAGH	Erf #:	787
Portion #:	0	Street:	Not Available
Suburb:	TULBAGH	Last Sales Price:	Not recorded in Deeds Registry
Street #:	Not Available	Coordinates (Lat\ Long):	Google Maps: -33.2814, 19.1436 Street View
First Sales Date:	0	SG Code:	C07500030000078700000
Land Size (Registered):	Not recorded in Deeds Registry		
Land Size (Cadastral):	949 m ²		
Estimated Size Under Roof:	Not Available		

Owner Details

Owner Name	ID / Registration Number	Title Deed No	Share	Marital Status
UN TULBAGH		T49469/1986		MARRIED IN

Imagery





Street Address	Township	Erf Portion	Sales Date	Reg Date	Sales Price	Size	R/m2	Distance	Cash				
6 BUITEKANT STREET TULBAGH	TULBAGH	37 0	20240702	20241114	R 1 430 000	1245 m ²	R 1 149	155	4	1.0	-	208	
22 KRIEGLER STREET TULBAGH	TULBAGH	334 0	20241104	20250110	R 1 999 000	1619 m ²	R 1 235	407	3	2.0	1	201	
9 MARAI STREET TULBAGH	TULBAGH	343 0	20240704	20241009	R 2 800 000	1345 m ²	R 2 082	203	2	1.0	-	100	
TULBAGH	TULBAGH	326 0	20241011	20241205	R 3 400 000	1701 m ²	R 1 999	287	1	1.0	1	391	
14 BUITEKANT STREET TULBAGH	TULBAGH	327 0	20241011	20241205	R 3 400 000	1701 m ²	R 1 999	318	5	0.0	-	-	
12 WITZENBERG STREET TULBAGH	TULBAGH	379 0	20240521	20240812	R 2 750 000	1701 m ²	R 1 617	329	4	1.0	2	364	
13A MARAI STREET TULBAGH	TULBAGH	347 0	20230914	20231114	R 1 250 000	1701 m ²	R 735	264	-	-	-	-	
5 MARAIS STREET TULBAGH	TULBAGH	364 0	20230628	20231004	R 3 000 000	644 m ²	R 4 658	106	-	-	-	-	
TULBAGH	TULBAGH	3354 0	20231114	20231220	R 1 800 000	2839 m ²	R 634	280	-	-	-	-	
TULBAGH	TULBAGH	650 0	20240116	20240705	R 1 915 000	3090 m ²	R 620	302	-	0.0	-	225	
14 MARAI STREET TULBAGH	TULBAGH	359 0	20230303	20231020	R 1 800 444	1332 m ²	R 1 352	306	3	1.0	1	275	
TULBAGH	TULBAGH	1574 0	20241127	20250205	R 650 000	3783 m ²	R 172	249	-	0	-	-	
18 WITZENBERG STREET TULBAGH	TULBAGH	377 0	20240130	20240530	R 1 590 000	2373 m ²	R 670	413	4	4.5	-	727	
1 VAN DER STEL STREET TULBAGH	TULBAGH	186 0	20240830	20250319	R 1 897 000	145 m ²	R 13 083	543	-	0.0	-	145	
37 BUITEKANT STREET TULBAGH	TULBAGH	774 0	20240514	20240724	R 1 415 000	1285 m ²	R 1 101	718	3	2.0	2	183	
TULBAGH	TULBAGH	2450 0	20221021	20230210	R 1 695 000	1512 m ²	R 1 121	280	4	2.5	-	187	
10 WITZENBERG STREET TULBAGH	TULBAGH	381 0	20230830	20231031	R 1 166 000	1701 m ²	R 685	303	4	3.0	1	189	
10 WAVEREN STREET TULBAGH	TULBAGH	34 0	20230628	20231004	R 3 000 000	2996 m ²	R 1 001	103	4	3.0	-	360	
26 NUWE STREET TULBAGH	TULBAGH	726 0	20221108	20230209	R 1 550 000	860 m ²	R 1 802	492	3	2.0	1	177	
17 BUITEKANT STREET TULBAGH	TULBAGH	1772 0	20240521	20240812	R 980 000	300 m ²	R 3 267	454	2	1.0	-	92	

Offer to purchase

Comparable Valuation

Comparable Average Sales Price: R 1 974 372

Municipal Valuation i

Municipal Valuation: R 228 000
Valuation Period: 2023/2024
Usage Category: RESIDENTIAL

Year of Valuation: 2022
Estimated Monthly Rates: R 114
Usage: RESIDENTIAL

Sales In Execution and Properties In Possession

No data for Sales In Execution and Properties In Possession

Mortgage Details

No bonds registered on the selected property

Other Endorsements

No endorsements info on the selected property.

Servitudes

No servitudes info on the selected property.

Transfer History i

Transfer Summary for past 3 months

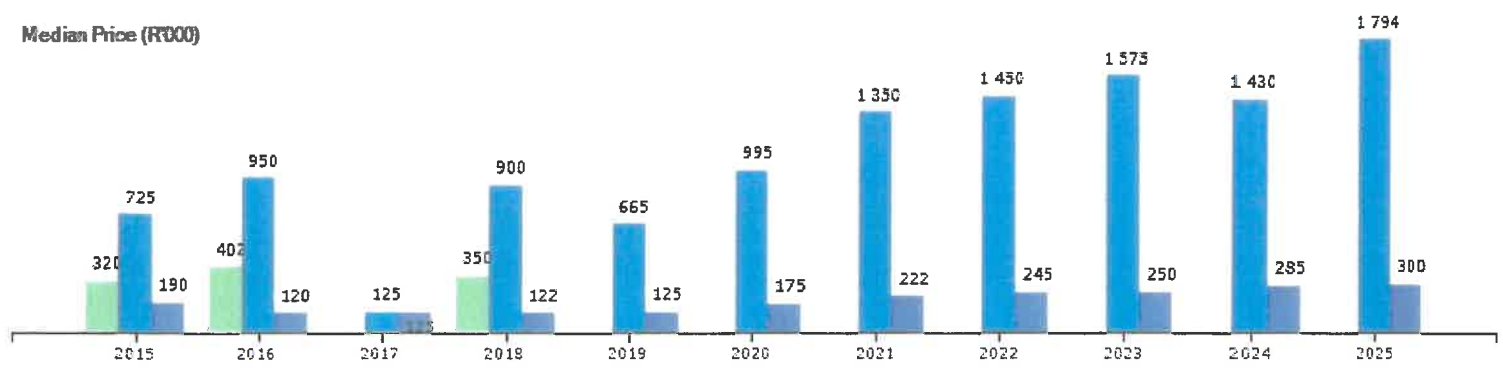
Max Transfer in the Suburb: R 1 897 000 **Min Transfer in Suburb:** R 180 000 **Total Transfers:** 9

Street Transfer History i

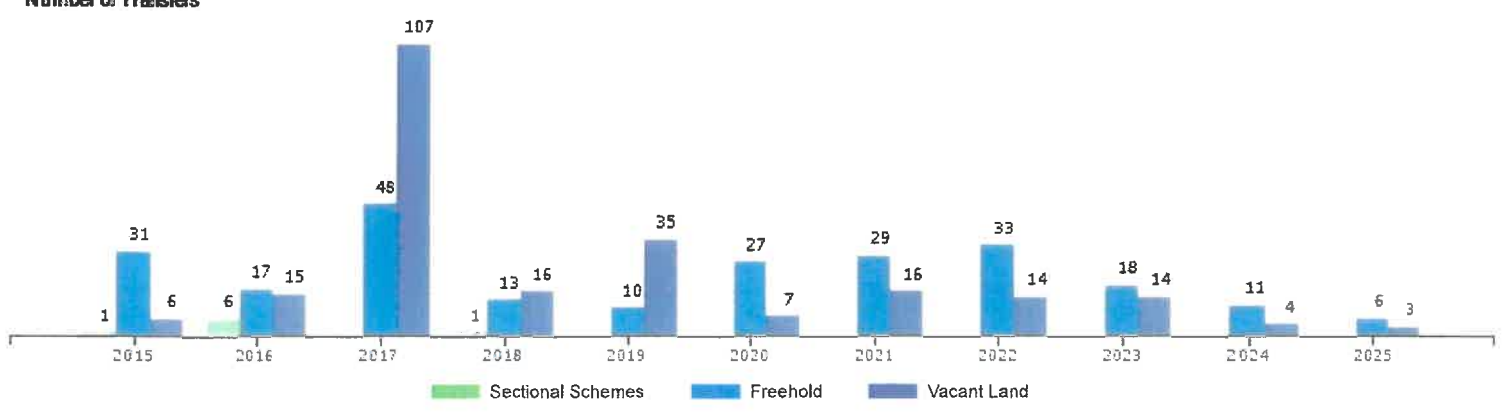
No transfers were returned for the selected property's street, or no street details exist.

Suburb Trends - TULBAGH i

Median Price (R000)



Number of Transfers



Amenities

Amenity	Type	Distance (km)
 Tulbagh Garage	FillingStation	0.86 km
 Police South African Police Service - Tulbagh	PoliceStation	0.54 km
 Rijk Tulbagh Privaatskool	PrimarySchool	0.70 km
 School	School	0.24 km
 Tulbagh High School	SecondarySchool	0.40 km

Disclaimer

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This report was purchased by Nelia Retief who is the Responsible Party under POPIA for the use of any personal information herein. [Here's our Privacy Policy.](#)

"G"

Liza-Mari Nieuwenhuis

From: Pam Marsh <pam.pamarsh@gmail.com>
Sent: Thursday, 24 April 2025 1:46 PM
To: Liza-Mari Nieuwenhuis
Cc: David Nasson; Trevor Abrahams
Subject: Erf 787 Tulbagh Ojection

Good day Liza-Mari Nieuwenhuis,

This letter serves to confirm that I, owner of ERF 791 Tulbagh, strongly object to the selling of the (zoned) Residential 1 Erf 787 for business use by and for dog training and kennels.

1. Please can you share the environmental impact study of this business on the surrounding residences?
2. Please can you share the noise pollution study of this business on the surrounding residences?

Further objection is that Erf 787 is zoned for residence and NOT for business use.
Further objection is that the size of Erf 787 is being sold at below market value.

Yours Sincerely,

Pamela Marsh
OWNER & RESIDENT TULBAGH
083 6161061

"H"

Liza-Mari Nieuwenhuis

From: Mandy Kriel <mandykriel@gmail.com>
Sent: Thursday, 24 April 2025 12:54 PM
To: Liza-Mari Nieuwenhuis; Herman Kriel
Cc: David Nasson; Elizabeth Sidego
Subject: Re: RE ERF 787 TULBAGH NOTICE TO SELL

Thank you for your reply Ms Nieuwenhuis

Please let it then be noted that I object to the sale of Tulbagh Erf 787 for any purpose other than strictly Single Residential 1 zoning.

Should the transaction go ahead I will then again object to any application/s for rezoning or special permissions.

Regards

Mandy Kriel

Alfa Apartments

Nuwe & Buitekant Streets

Tulbagh

072 270 6651

On Thu, 24 Apr 2025 at 12:29, Liza-Mari Nieuwenhuis <liza-mari@witzenberg.gov.za> wrote:

Ms Kriel

Your e-mail dated 23 April 2025 refers.

Please be advised that the intended sale of Erf 787, Tulbagh is a provisional decision which was taken by the Witzenberg Municipal Council, subject to a public participation process. If there are any objections to the said sale, it must be tabled again to Council for further consideration.

The Erf is currently zoned as **residential 1**. If the transaction continues, the sale will be subject to the successful rezoning of erf 787, Tulbagh. This will be a separate process from the current process, and the applicant will have to disclose to the public in his application for rezoning exactly what he/she is planning. The public will then also be afforded the opportunity to object, and or give comments. With this process your question raised in your e-mail will be answered. If the rezoning is unsuccessful the sale will not continue.

Trust you find this in order.

Liza-Mari Nieuwenhuis

Senior Manager Legal Services

Telephone: +27 23 316 1854 | Email: liza-mari@witzenberg.gov.za

Physical Address: 50 Voortrekker Street, Ceres, 6835 | Website: www.witzenberg.gov.za



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From: Mandy Kriel <mandykriel@gmail.com>

Sent: Wednesday, 23 April 2025 11:45 AM

To: Liza-Mari Nieuwenhuis <liza-mari@witzenberg.gov.za>; Elizabeth Sidego <esidego@witzenberg.gov.za>; Herman Kriel <hermankriel44@gmail.com>

Subject: Fwd: RE ERF 787 TULBAGH NOTICE TO SELL

Hello again - sorry I see I didn't have the correct address for Elizabeth Sidego in the mail sent earlier so am resending with correction made,

----- Forwarded message -----

From: Mandy Kriel <mandykriel@gmail.com>

Date: Wed, 23 Apr 2025 at 10:07

Subject: RE ERF 787 TULBAGH NOTICE TO SELL

To: <liza-mari@witzenberg.gov.za>, <esidego@witzenberg.gov.co.za>

To: Mrs L. Nieuwenhuis, Senior Manager Legal Services

Hallo Liza-Mari

I have tried to access the council meeting minutes on the Witzenberg Municipal website to try to obtain more information re the proposed sale of erf 787 Tulbagh but there are no recent ones there (last one is for December).

My questions and concerns are:

1. Is it within municipal regulations to allow commercial kennels on a residential erf?
2. How many kennels are planned for this 949sq m erf together with a residence and training facilities?.
- 3, How many dogs are allowed to be kept on a residential erf?
3. How well will the kennels be managed with regards to cleanliness (to not add to the terrible fly problem), vaccinations / disease and noise.
4. Will there be any breeding of animals involved? Reason for this question is that Chain Boland is already overwhelmed with caring for stray, abandoned and mistreated / malnourished pets so breeding more will in the long run just add to this problem.
5. With regards to training - does this mean extra traffic (and how much) on the already very bad roads on this side of town. What parking facilities will there be?
6. Who is the applicant wishing to buy the erf and erect the kennels and training facility?

Regards

Mandy Kriel

Alfa Apartments

Nuwe / Buitekant Street

Tulbagh

072 270 6651

Liza-Mari Nieuwenhuis

From: Tania Human <taniaheidihuman@gmail.com>
Sent: Tuesday, 22 April 2025 9:43 PM
To: Liza-Mari Nieuwenhuis
Subject: Verkoop van erf 787, Tulbagh

Goeiedag

Dit het onder my aandag gekom dat daar oorweeg word om bogenoemde erf verkoop gaan vir die gebruik van 'n "kennel for breeding and training centre". Ek neem aan dit is van honde of iets soortgelyks. Inteendeel, enige instansie van so aard sal beslis 'n negatiewe impak het om die omliggende residentieële area inhou, en daarom maak ek erg beswaar daarteen.

Tulbagh ervaar alreeds ernstige probleme met vlieë, hoeveel te meer met so iets reg langs 'n residentieële area, wat nog te sê die reuk, geblaf ens wat gepaard gaan daarmee.

Neem asb kennis van my beswaar.

Tania Human

Liza-Mari Nieuwenhuis

J

From: Jasper Ritzema <jasperritzema@hotmail.com>
Sent: Tuesday, 22 April 2025 7:07 PM
To: Liza-Mari Nieuwenhuis
Subject: Erf 787, Tulbagh

Dear Mrs. Nieuwenhuis,

I understand the Municipality intends to sell erf 787, Tulbagh for R 228,000. I believe the erf should be offered on the open market or by tender, so everyone has a change to buy it.

R 228,000 is certainly not market value, making it a suspicious tentative transaction. This is not transparent.

Kind regards,
Jasper Ritzema
Millstream Farm
Tulbagh

K

Liza-Mari Nieuwenhuis

From: Yvonne Van Der Merwe <yvonne@stemsfruit.co.za>
Sent: Thursday, 24 April 2025 2:37 PM
To: Liza-Mari Nieuwenhuis
Subject: Concerns Regarding Proposed Dog Kennel and Training Facility in Tulbagh

Importance: High

Yvonne van der Merwe
Kruisvallei street 8 (On google maps Kruisvlei street 8)
Tulbagh, 6820
24/04/2025

To Whom It May Concern,

Subject: Concerns Regarding Proposed Dog Kennel and Training Facility in Tulbagh

I am writing to formally express my concerns regarding the proposed construction of a dog kennel and training facility adjacent to my property located at Kruisvlei street (Erf787) in Tulbagh. While I fully understand and support the importance of responsible pet ownership and the potential benefits such a facility may provide, I believe there are several issues that need to be considered in order to ensure the well-being of both the animals and the local community.

Noise Disturbance

One of my primary concerns is the potential for significant noise disruption. Dog kennels and training facilities are often accompanied by loud barking, especially during training sessions or when animals are being housed for extended periods. Given the proximity of the proposed facility to my home, I fear that the noise levels could negatively impact my quality of life, disrupting my peace and tranquillity. The noise could also affect other residents in the area and reduce the overall attractiveness of the neighbourhood.

Traffic and Safety

Another concern I have is the increase in traffic that such a facility could bring. Dog owners and trainers will likely need to drive to the facility at various times during the day. This could lead to an increase in both pedestrian and vehicular traffic, which may pose safety risks, particularly if the area is not equipped to handle such a volume. I would appreciate further clarification on how traffic flow and parking will be managed to minimize any negative impact on the community.

Environmental Impact

I am also concerned about the environmental impact of the proposed facility. The construction and operation of a dog kennel and training centre could lead to increased waste management challenges, as well as potential runoff from the property, which could affect the local wildlife and surrounding land. I would like to request that a comprehensive environmental impact assessment be conducted to evaluate these concerns and propose mitigation strategies.

Odor and Hygiene

In addition to noise and traffic, there is the possibility of unpleasant odours emanating from the kennel, especially in warmer weather. Ensuring proper hygiene and waste disposal protocols will be essential to maintaining a clean and safe environment. I urge you to provide detailed information on how these matters will be handled to prevent any negative effects on the surrounding properties.

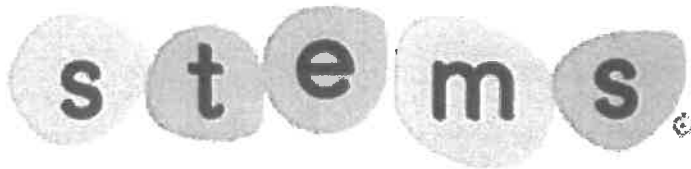
Community Engagement

Finally, I would appreciate more transparency and communication about the project. As a neighbouring property owner, I believe it is important to have a say in the developments that occur nearby. I request that a public meeting or forum be organized, where community members can voice their concerns and receive answers to their questions. This would help ensure that all relevant issues are addressed and that the project moves forward with the support of the local community.

Conclusion

While I appreciate the potential benefits of a dog kennel and training facility for the area, I believe that a careful review of the proposed plans is necessary to mitigate any negative impacts on the surrounding neighbourhood. I hope my concerns will be taken into account as the planning process moves forward. I look forward to your response and would be grateful for the opportunity to discuss these matters further. Thank you for your attention to this important issue.

Sincerely,



Yvonne van der Merwe
+27 71 238 4519
yvonne@stemsfruit.co.za
Skype [yvonne.vander.merwe](https://www.skype.com/people/yvonne.vander.merwe)
www.stemsfruit.co.za

Groot Parys, Jan van Riebeeck Drive, Paarl 7646, South Africa
PO Box 2935, Paarl 7620, South Africa, Tel +27 21 860 3400, Fax +27 21 860 3401
This e-mail and its attachments, if any, are subject to Stems Fruit's e-mail disclaimer which is available [here](#).

Liza-Mari Nieuwenhuis

From: jacques@steyn.pro
Sent: Tuesday, 29 April 2025 12:56 PM
To: Liza-Mari Nieuwenhuis
Subject: Objection to the sale of Tulbagh ERF787
Attachments: ERF-787-sale-objection.pdf

Liza-Mari

Attach the objection to the sale of this property in effect signed by 87 Tulbagh residents.

The objections are twofold:

- * The selling price
- * A kennel within town boundaries.

Regards

On behalf of the respondents as indicated in the attached document.
Jacques Steyn

Jacques Steyn PhD, MA, HED

+27-83-296-9122 Mobile
jacques.steyn.za Skype
jacques@steyn.pro
<http://www.steyn.pro/>

-
- * Honorary Associate Professor, University of Cape Town
 - * Previously:
 - Extraordinary Research Fellow (2017-2020) South African campus of Monash University
 - Head of the School of IT, Monash South Africa (2006-2016)

Facebook: Jacques Steyn Muzo ---
<https://www.facebook.com/Jacques.Steyn.Music>

Music Markup Language
<http://www.steyn.pro/mml/>

Objection to the sale of Tulbagh ERF787 as planned

1. The Municipality's plan

This objection is in response to the Witzenberg Municipality's notice, copied here:

KENNISGEWINGS VAN VERKOPE VAN RAADSEIENDOM:
 Kennis word hiermee gegee ingevolge Artikel 14(5) van die Wet op Plaaslike Regering Munisipale Finansiële Bestuur, Wet 56 van 2003 en Artikel 5 van die Munisipale Bate Oordrag Regulasies, so gepubliseer onder GNR 878 in GG31346 gedateer 22 Augustus 2008, van die Raad se voornemens om die volgende erwe te verkoop:

ERF	DORP	SONERING	DOEL	PRYS
Gedeelte van Erf 2622 (Ongeregistreerde Erf 10916)	Ceres	Industrieel II	Permanente vesting van besigheid	Bilike prys
Erf 787	Tulbagh	Enkel residensieel I	Residensieel sowel as teel en opleidings-fasiliteit vir honde	Bilike markprys
Erf 935	Wolseley	Industrieel II	Besigheidsdoeleindes	Bilike markprys

Indien daar enige besware teen sodanige verkoping is, moet u skriftelike besware voor of op 2 Mei 2025 by die kantore van die Munisipale Bestuurder indien vir aandag Me. L. Nieuwenhuis, Voortrekkerstraat 50, Ceres of e-pos na liza-mari@witzenberg.gov.za

NOTICE OF SALE OF COUNCIL'S IMMOVABLE PROPERTY
 Notice is hereby given in terms of Section 14(5) of the Local Government Municipal Finance Management Act 56 of 2003 and Section 5 of the Municipal Asset Transfer Regulations as published under GNR.878 in GG 31346 dated 22 August 2008, of Council's intention to sell the following land:

ERF	TOWN	ZONING	PURPOSE	PRICE
Portion of Erf 2622 (Unregistered Erf 10916)	Ceres	Industrial II	Permanent establishment of a business	Fair price
Erf 787	Tulbagh	Single residential I	Residential as well as a kennel and training facility for dogs	Fair market related price
Erf 935	Wolseley	Industrial II	Business purposes	Fair market related price

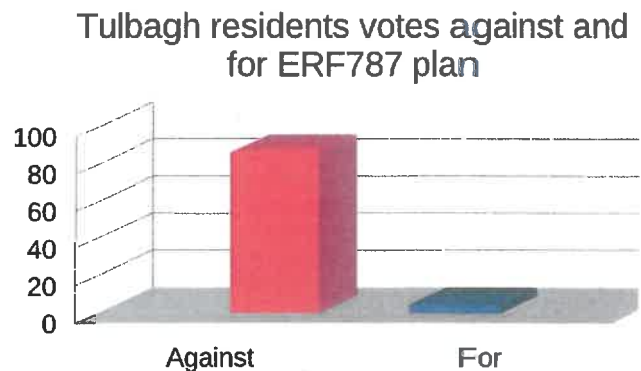
If there is any objection to the proposed sale, such objection should be forwarded to the office of the Municipal Manager for the attention of Mrs. L. Nieuwenhuis, 50 Voortrekker Street, Ceres or e-mail to liza-mari@witzenberg.gov.za on or before 2 May 2025.

2. Residents Survey

An online survey was conducted among residents to determine whether there are objections to this plan. There were 92 respondents to this quick survey.

Result

Result of the survey	
Against	87
For	5
	92



The list of participants is presented in Appendix A.

3. Need for a kennel

A number of residents are in favour of a kennel, but the majority do not want it within the town boundaries. Most respondents to the Survey indicated a love for animals, and that they are not objecting to the idea of a kennel, but are unhappy with the location. They would be happy if it is far out of town.

Objections

Our objections are twofold:

1. We object to a kennel within Tulbagh
2. We object to the sale amount that the Municipality published

The objections have been collected from several Whatsapp groups in use among the Tulbagh community.

A. Objections to the kennel

1. Location of ERF 787

This ERF is in a residential area with immediate neighbours to the west and south being residential homes.



2. Current residential zoning of ERF 787

The current zoning for ERF 787 is residential with a single dwelling.

Kennel and training Facility for dogs - zoning

Running a business as a kennel and dog training would have an environmental impact as it would change the nature of the neighbourhood. An EIA (Environmental Impact Assessment) report is required as is always required when there is an impact on existing zoning, in this case a quiet residential neighbourhood.

3. Kennel noise

The CEDS reports that noise levels in animal shelters regularly exceeds 100 decibels (dB). To put this in context, a motorcycle emits noise at 95 dB and a chain saw 110 dB. Kennel noise, primarily barking, can be audible over extended distances. Such noise can cause nuisance conditions up to 500 meters away, and in quiet neighbourhoods much further. A slight breeze will also carry the noise further.

The 500m radius around ERF 787 more or less reaches to the NGK pastorie (a heritage building) in Waveren Street, the high school, Tulbagh Hotel, Tulbagh Hardware, the Clinic, the Witzenville Sports Ground, the Witzenville Community Hall, and all the residential homes falling within this radius. And on quiet nights the noise will travel further.

4. Health and Safety

A health and safety plan will need to be submitted by the potential buyer. Compliance to such regulations is the job of the Municipality, but given that Bylaws are seemingly ignored by the Municipality, the community has no confidence that the Municipality will properly monitor a facility such as a kennel.

B. Objections to the sale

The Municipality is custodian of taxpayer's investment into the town. Such public property cannot be sold below market value.

The size of ERF 787 is 948,9m² and the municipality wants to sell it for R228,000.00. Much smaller vacant stands sell for much more. Presently on the market are the following:

Current market prices in Tulbagh	
ERF size	Advertised price
337m ² vacant land	R 250 000
762m ² vacant land	R 375 000 (under offer)
824m ² vacant land	R 380 000 (under offer)

ERF 787 is 125m² than the largest of the three ERFs listed about, and which is on offer below market price, yet the municipality would like to sell resident's public property for R152000 less.

Moreover, selling property when the services such as the Fire brigade, ambulance services and other services lack proper facilities shows poor judgment and planning.

Reference

CEDS: Community and Environmental Defense Services
<https://ceds.org/kennels/>

Appendix A

Respondents' email addresses have been blurred for privacy purposes.

A	
1	offic...@gmail.com
2	janet...@gmail.com
3	ab...@gmail.com
4	...@gmail.com
5	...@gmail.com
6	jan...@gmail.com
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90	...@gmail.com
91	...@gmail.com
92	...@gmail.com



File No. 17/2/2/1
Reference: 20250516-3024
Enquiries: G Coetzee

Mr. David Nasson
Witzenberg Municipality
P.O Box 44
Ceres
6835

Email: david@witzenberg.gov.za

Dear Mr. Nasson

REQUEST FOR TRANSFER AND IMMEDIATE POWER OF ATTORNEY OF ERF 9230, CERES IN VREDEBES TO THE WESTERN CAPE GOVERNMENT FOR EDUCATIONAL PURPOSES

The Western Cape Education Department (WCED) hereby kindly requests the transfer and immediate Power of Attorney of Erf 9230, Ceres in Vredebess to the Western Cape Government for educational purposes where it intends to develop a new primary school as part of its Rapid School Build Programme.

The Witzenberg Municipality previously approached the WCED regarding the Vredebess Housing Development and mutually agreed on the location of a community zone site for the development of an educational facility. The WCED has now ascertained the demand for education in the area has necessitated the need to develop a new primary school. In order to enrol learners in the 2026 Academic Year an Immediate Power of Attorney is required while the requisite council processes are being concluded.

The Power of Attorney is required for the following purposes and may be issued to myself:

- To apply for rights on the Erf 9230, Ceres property and to submit all the necessary applications including, but not limited to, any land use management, planning, environmental, heritage and any other development rights application in terms of relevant legislation.
- To construct, a school on the Erf 9230, Ceres property, if permitted in terms of all Municipal Planning Bylaws.
- To apply for all the necessary Municipal Service Connection Applications on the Erf 9230, Ceres property.

I trust that you will find this in order. If you require further information, please do not hesitate to contact me directly.

Yours sincerely



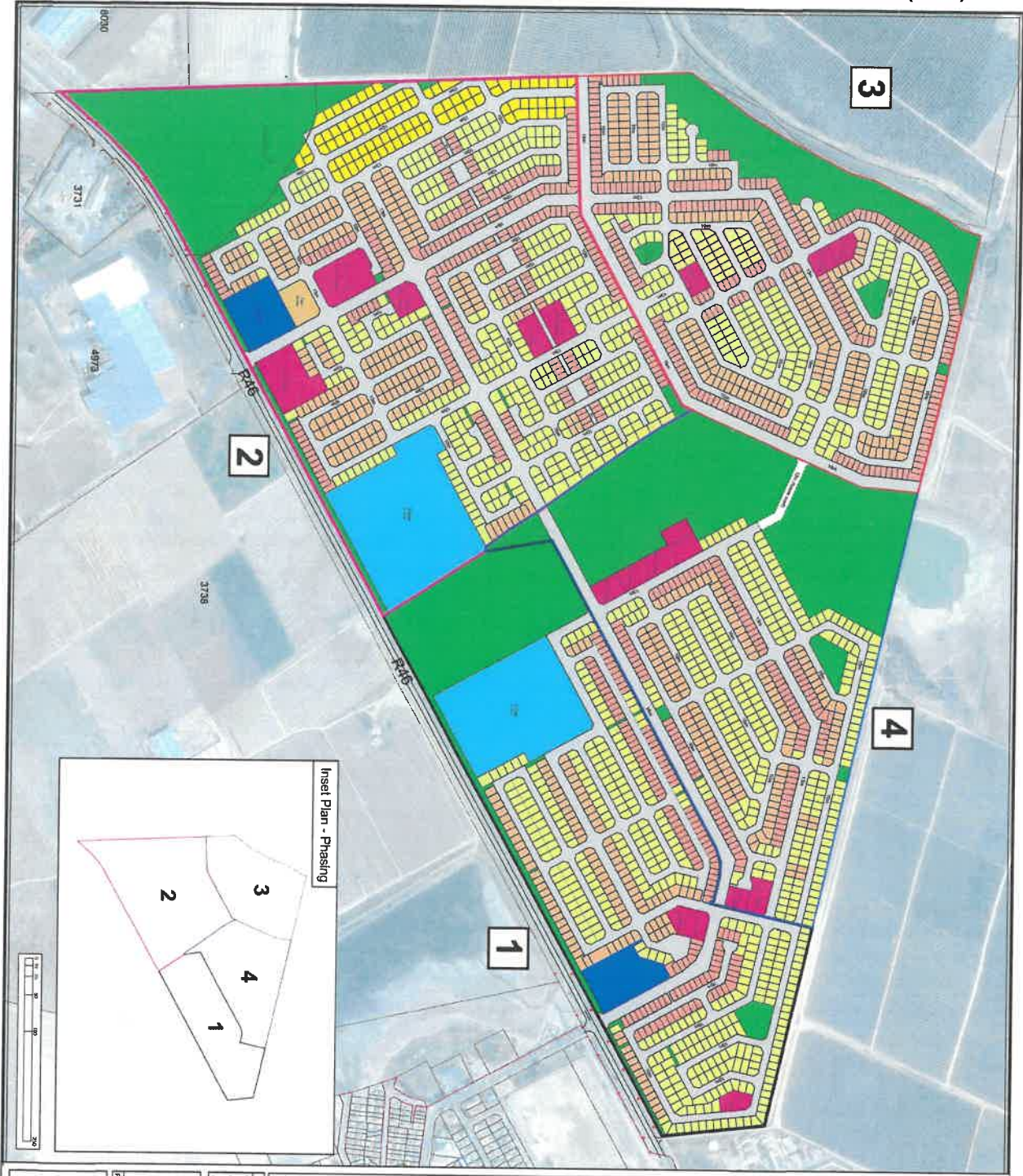
G COETZEE

DIRECTOR: PHYSICAL RESOURCE PLANNING AND PROPERTY MANAGEMENT

DATE: 2025-05-16

Annexure B: Vredebees

8.4.4(b)



CERES VREDEBES FARM 364 Ptns 18 & 72

PROPOSED LAYOUT PLAN PHASE 2 - 4

PHASE 2

Land Use	Area (m ²)	Percentage	Number of Units	Notes
Residential (R10)	10000	100%	100	
TOTAL	10000	100%	100	

PHASE 3

Land Use	Area (m ²)	Percentage	Number of Units	Notes
Residential (R10)	10000	100%	100	
TOTAL	10000	100%	100	

PHASE 4

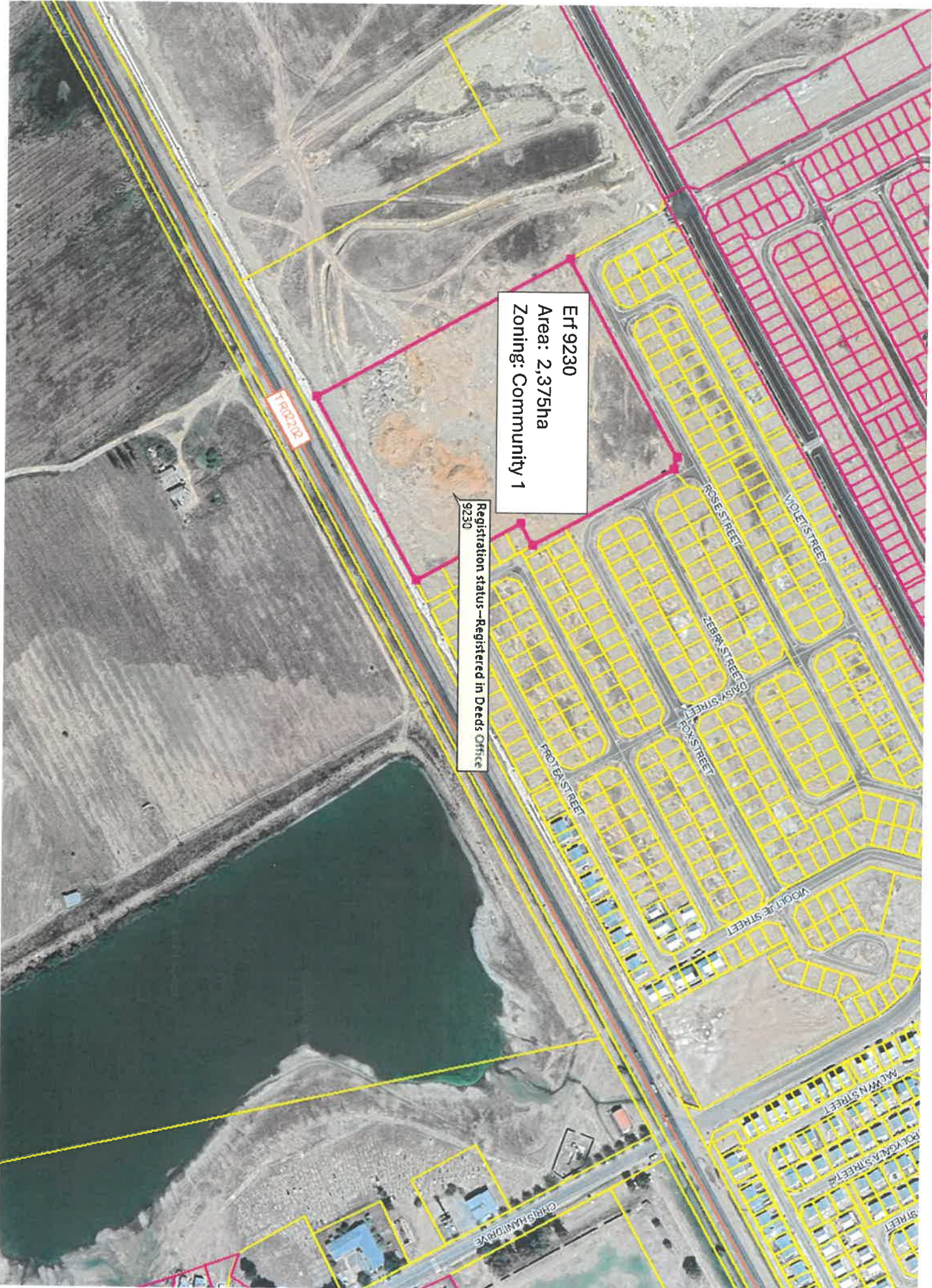
Land Use	Area (m ²)	Percentage	Number of Units	Notes
Residential (R10)	10000	100%	100	
TOTAL	10000	100%	100	

PLEASE NOTE:
All boundary line positions, distances and property sizes need to be verified by a Professional Land Surveyor.

INDemnITY:
The undersigned hereby warrants that the information contained herein is true and correct to the best of their knowledge and belief and that they are not aware of any facts or circumstances which would render this information false or misleading in any material particular.

DATE: July 2016
SCALE: See Linescale
DRAWN BY: [Signature]
CHECKED BY: [Signature]
CLIENT: [Name]

URBAN DYNAMICS WESTERN CAPE
TOWN & REGIONAL PLANNERS
111, 113, 115, 117, 119, 121, 123, 125, 127, 129, 131, 133, 135, 137, 139, 141, 143, 145, 147, 149, 151, 153, 155, 157, 159, 161, 163, 165, 167, 169, 171, 173, 175, 177, 179, 181, 183, 185, 187, 189, 191, 193, 195, 197, 199, 201, 203, 205, 207, 209, 211, 213, 215, 217, 219, 221, 223, 225, 227, 229, 231, 233, 235, 237, 239, 241, 243, 245, 247, 249, 251, 253, 255, 257, 259, 261, 263, 265, 267, 269, 271, 273, 275, 277, 279, 281, 283, 285, 287, 289, 291, 293, 295, 297, 299, 301, 303, 305, 307, 309, 311, 313, 315, 317, 319, 321, 323, 325, 327, 329, 331, 333, 335, 337, 339, 341, 343, 345, 347, 349, 351, 353, 355, 357, 359, 361, 363, 365, 367, 369, 371, 373, 375, 377, 379, 381, 383, 385, 387, 389, 391, 393, 395, 397, 399, 401, 403, 405, 407, 409, 411, 413, 415, 417, 419, 421, 423, 425, 427, 429, 431, 433, 435, 437, 439, 441, 443, 445, 447, 449, 451, 453, 455, 457, 459, 461, 463, 465, 467, 469, 471, 473, 475, 477, 479, 481, 483, 485, 487, 489, 491, 493, 495, 497, 499, 501, 503, 505, 507, 509, 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3583, 3585, 3587, 3589, 3591, 3593, 3595, 3597, 3599, 3601, 3603, 3605, 3607, 3609, 3611, 3613, 3615, 3617, 3619, 3621, 3623, 3625, 3627, 3629, 3631, 3633, 3635, 3637, 3639, 3641, 3643, 3645, 3647, 3649, 3651, 3653, 3655, 3657, 3659, 3661, 3663, 3665, 3667, 3669, 3671, 3673, 3675, 3677, 3679, 3681, 3683, 3685, 3687, 3689, 3691, 3693, 3695, 3697, 3699, 3701, 3703, 3705, 3707, 3709, 3711, 3713, 3715, 3717, 3719, 3721, 3723, 3725, 3727, 3729, 3731, 3733, 3735, 3737, 3739, 3741, 3743, 3745, 3747, 3749, 3751, 3753, 3755, 3757, 3759, 3761, 3763, 3765, 3767, 3769, 3771, 3773, 3775, 3777, 3779, 3781, 3783, 3785, 3787, 3789, 3791, 3793, 3795, 3797, 3799, 3801, 3803, 3805, 3807, 3809, 3811, 3813, 3815, 3817, 3819, 3821, 3823, 3825, 3827, 3829, 3831, 3833, 3835, 3837, 3839, 3841, 3843, 3845, 3847, 3849, 3851, 3853, 3855, 3857, 3859, 3861, 3863, 3865, 3867, 3869, 3871, 3873, 3875, 3877, 3879, 3881, 3883, 3885, 3887, 3889, 3891, 3893, 3895, 3897, 3899, 3901, 3903, 3905, 3907, 3909, 3911, 3913, 3915, 3917, 3919, 3921, 3923, 3925, 3927, 3929, 3931, 3933



Erf 9230
Area: 2,375ha
Zoning: Community 1

Registration status - Registered in Deeds Office
9230

Erf 9230

CHRISTIAN DRIVE

ROSE STREET

VIOLET STREET

ZEBRA STREET

CASSI STREET

FOX STREET

MOULDER STREET

PROTIA STREET

MILWAU STREET

POLYGA STREET

STREET