

<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 Wednesday, 29 October 2025 at 10:00.</p>	<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 Woensdag, 29 Oktober 2025 om 10:00 in die Stadsaal, Voortrekkerstraat, Ceres.</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	Director: Technical 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: 29 October 2025
Agenda: Raadsvergadering: 29 Oktober 2025

FOR INFORMATION / TER INLIGTING

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

By e-mail		
Alderlady MC du Toit E-mail: marina@destraadt.co.za	Alderlady JT Phungula E-mail: thembisaphungula@gmail.com	Alderman JW Schuurman E-mail: jws1350@gmail.com
Ceres Business Initiative Mr M de Villiers E-mail: manager@cerescbi.co.za		



ALDERLADY EM SIDEGO
SPEAKER

21.10.25

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A G E N D A

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

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

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

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

NOTED

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

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

NOTED

2.3 Consideration of application for leave of absence: Council meeting 30 July 2025 Aansoeke om verlof tot afwesigheid: Raadsvergadering 30 Julie 2025 (3/1/2/1)

Verbal applications for leave of absence from the meeting were received from Councillors' GG Laban; N Phatsoane; K Yisa and Executive Deputy Mayor, Councillor J Nel.

Council resolved on 30 July 2025 that the applications for leave of absence from the meeting, received from Councillors GG Laban; N Phatsoane; K Yisa and Executive Deputy Mayor, Councillor J Nel, be held in abeyance until the next Council meeting for the submission and consideration of the written applications for leave of absence.

An application for leave of absence from Councillor JF Nel for the Council meeting, held on 30 July 2025, is attached as **annexure 2.3**.

RECOMMENDED

For consideration.

- 2.4 Application for leave of absence: Council workshop 29 July 2025: Councillor JF Nel**
Aansoek om verlof tot afwesigheid: Raad se werkswinkel 29 Julie 2025: Raadslid JF Nel
(3/1/2/1)

A written application for leave of absence was received from Councillor JF Nel for the Council workshop, held on 29 July 2025. **Annexure 2.3** is also applicable to this item.

RECOMMENDED

For consideration.

- 2.5 Consideration of application for leave of absence: Special Council meeting 27 August 2025: Councillor J Zalie**
Aansoek om verlof tot afwesigheid: Spesiale Raadsvergadering 27 Augustus 2025: Raadslid J Zalie
(3/1/2/1)

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

Council resolved on 27 August 2025 that the application for leave of absence from the meeting, received from Councillor J Zalie, be held in abeyance until the next Council meeting for the submission and consideration of the written application for leave of absence.

RECOMMENDED

For consideration.

2.6 Consideration of application for leave of absence: Special Council meeting 29 September 2025: Councillor J Zalie
Aansoek om verlof tot afwesigheid: Spesiale Raadsvergadering 29 September 2025: Raadslid J Zalie
(3/1/2/1)

Council J Zalie was absent without apology from the virtual Special Council meeting, held on 29 September 2025.

A written application for leave of absence from the meeting was received from Councillor Zalie on 30 September 2025. The document is attached as **annexure 2.6**.

RECOMMENDED

For consideration.

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 J Mouton	8 September
❖	Ms S Nel	8 September
❖	Ms C Laban	12 September
❖	Ms L Smit (Visagie)	24 September
❖	Alderman D Swart	30 September
❖	Councillor T Abrahams	6 October
❖	Alderman J Visagie	17 October
❖	Ms K Swart	20 October

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) Council meeting, held on 30 July 2025: **Annexure 4.3(a).**
- (b) Special Council meeting, held on 27 August 2025: **Annexure 4.3(b).**
- (c) Special Council meeting, held on 29 September 2025: **Annexure 4.3(c).**

RECOMMENDED

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

- (i) *Council meeting, held on 30 July 2025.*
- (ii) *Special Council meeting, held on 27 August 2025.*
- (iii) *Special Council meeting, held on 29 September 2025.*

AANBEVEEL

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

- (i) *Raadsvergadering, gehou op 30 Julie 2025.*
- (ii) *Spesiale Raadsvergadering, gehou op 27 Augustus 2025.*
- (iii) *Spesiale Raadsvergadering, gehou op 29 September 2025.*

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

**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 Local Economic Development and Tourism, held on 21 November 2024: **Annexure 7.1(a).**
- (b) Committee for Community Development, held on 13 March 2025: **Annexure 7.1(b).**
- (c) Executive Mayoral Committee, held on 20 May 2025: **Annexure 7.1(c).**
- (d) Executive Mayoral Committee, held on 27 May 2025: **Annexure 7.1(d).**
- (e) Committee for Housing Matters, held on 29 May 2025: **Annexure 7.1(e).**
- (f) Committee for Housing Matters, held on 19 June 2025: **Annexure 7.1(f).**
- (g) Municipal Public Accounts Committee, held on 10 April 2025: **Annexure 7.1(g).**
- (h) Committee for Technical Services, held on 10 June 2025: **Annexure 7.1(h).**
- (i) Committee for Local Economic Development and Tourism, held on 12 June 2025: **Annexure 7.1(i).**
- (j) Performance, Risk and Audit Committee, held on 17 January 2025: **Annexure 7.1(j).**

- (k) Performance, Risk and Audit Committee, held on 31 January 2025: **Annexure 7.1(k).**
- (l) Performance, Risk and Audit Committee, held on 26 August 2025: **Annexure 7.1(l).**
- (m) Special Committee for Housing Matters, held on 20 May 2025: **Annexure 7.1(m).**
- (n) Committee for Corporate and Financial Services, held on 24 June 2025: **Annexure 7.1(n).**
- (o) Committee for Housing Matters, held on 24 July 2025: **Annexure 7.1(o).**
- (p) Special Committee for Housing Matters, held on 6 August 2025: **Annexure 7.1(p).**
- (q) Committee for Corporate and Financial Services, held on 16 September 2025: **Annexure 7.1(q).**
- (r) Committee for Community Development, held on 9 September 2025: **Annexure 7.1(r).**

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: July, August and September 2025 Artikel 71 Maandelikse Begrotingsverslag van Direktoraat Finansies: Julie, Augustus en September 2025 (9/1/2/2)

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

- | | |
|--------------------|---------------------------|
| (a) July 2025 | Annexure 8.1.1(a). |
| (b) August 2025 | Annexure 8.1.1(b). |
| (c) September 2025 | Annexure 8.1.1(c) |

Note: The Section 71 Report for July 2025 was tabled to the Committee for Corporate and Financial Services on 16 September 2025. Notice was taken of the report and there were no comments to Council.

The Section 71 Reports for July and August 2025 were tabled to the Performance, Risk and Audit Committee on 2 October 2025. Notice was taken of the reports and there were no comments to Council.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

- (i) that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for July, August and September 2025.*
- (ii) that the Section 71 Reports for July and August 2025 be referred to the Municipal Public Accounts Committee to take notice or to advise Council if deemed necessary.*
- (iii) that the Section 71 Monthly Budget Statement Report of the Directorate Finance for August 2025 be referred to the Committee for Corporate and Financial Services to take notice or to advise Council if deemed necessary.*
- (iv) that the Section 71 Monthly Budget Statement Report of the Directorate Finance for September 2025 be referred to the Committee for Corporate and Financial Services, the Municipal Public Accounts Committee and the Performance, Risk and Audit Committee to take notice or to advise Council if deemed necessary.*

8.1.2 Supply Chain Management: Paragraph 7(2) Annual Report: Implementation of Supply Chain Management Policy: 2024/2025 (9/1/2/2)

A report from the Manager: Supply Chain, dated 18 July 2025, is attached as **annexure 8.1.2**.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Paragraph 7(2) Annual Report on the Implementation of the Supply Chain Management Policy for 2024/2025.

8.1.3 Finance: Writing off of interest and arrear monies: Indigent household debt (5/12/1/3)

A memorandum from the Director: Finance, dated 21 October 2025, is attached as **annexure 8.1.3**.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

- (i) That the indigent debt to the value of R10 642 540.68 plus the debits raised till date of write-off be written off.*
- (ii) that the credit electricity meters of indigent households be replaced with prepaid meters.*
- (iii) that the Municipality's Credit Control and Debt Collection Policy be implemented in respect of all debt incurred after the write off even if the household is indigent.*

8.1.4 Amendment of Preferential Procurement Policy (8/1/P)

The following documents are attached:

- (a) Memorandum from Director: Finance, dated 25 September 2025: **Annexure 8.1.4(a)**.
- (b) Preferential Procurement Policy: **Annexure 8.1.4(b)**.

RECOMMENDED

that the Preferential Procurement Policy be amended by removing the current definitions of locality and proof of locality with the following definition:

*"**Locality** means the suppliers and/or service providers that has its registered office within the municipal area, or the district area where the municipality is located or the province where the municipality is located."*

8.1.5 Finance: Approval of long-term loan **Finansies: Goedkeuring van langtermyn lening** **(8/2/22/17)**

Council unanimously resolved on 30 July 2025 that the long-term loan be approved in terms of Section 46 of the Municipal Finance Management Act (Act 56 of 2003) to finance capital projects.

Memorandum from Director: Finance, dated 27 August 2025:

"Purpose

The purpose of this report to is seek Council's approval to amend the resolution taken on 30 July 2025 by adding that the Municipal Manager and Chief Financial Officer are authorised to sign the relevant agreement.

Discussion

Council unanimously resolved on 30 July 2025 that the long-term loan be approved in terms of Section 46 of the Municipal Finance Management Act (Act 56 of 2003) to finance capital projects.

The bank indicated that the approved resolution is not acceptable evidence for their purposes and requested an amendment to stipulate who are the authorised officials to sign the agreement on behalf of the municipality.

The following request was received from the bank:

'Extract of minutes on your letterhead clearly indicating who the "authorised persons" and "signatories" should be, as well as how the signing powers should be (separately or jointly).'

RECOMMENDED

- (a) *that the long-term loan from Nedbank to the value of R25 million be approved in terms of Section 46 of the Municipal Finance Management Act (Act 56 of 2003) to finance capital projects.*
- (b) *that Mr D Nasson, the Accounting Officer, and Mr HJ Kritzinger, the Chief Financial Officer, be authorised to sign all the relevant documents.*

8.1.6 Annual Risk Assessment Report: 2024
(2/12/1)

The Annual Risk Assessment Report for 2024, is attached as **annexure 8.1.6**.

The Performance, Risk and Audit Committee resolved on 2 October 2025 to recommend to Council that notice be taken of the Performance, Risk and Audit Committee's Annual Risk Assessment Report for 2024 and, after consideration, same be accepted.

RECOMMENDED

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

that notice be taken of the Performance, Risk and Audit Committee's Annual Risk Assessment Report for 2024 and, after consideration, same be accepted.

8.1.7 PRAC Charter with effect from 1 July 2025
(5/14/4)

The Performance, Risk and Audit Committee Charter with effect from 1 July 2025 is attached as **annexure 8.1.7**.

The Performance, Risk and Audit Committee resolved on 2 October 2025 to recommend to Council that notice be taken of the Performance, Risk and Audit Committee Charter with effect from 1 July 2025 and, after consideration, same be approved.

RECOMMENDED

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

that notice be taken of the Performance, Risk and Audit Committee Charter with effect from 1 July 2025 and, after consideration, same be approved.

8.1.8 Internal Audit Charter with effect from 1 July 2025
(5/14/2)

The Internal Audit Charter with effect from 1 July 2025 is attached as **annexure 8.1.8**.

The Performance, Risk and Audit Committee resolved on 2 October 2025 to recommend to Council that notice be taken of the Internal Audit Charter with effect from 1 July 2025 and, after consideration, same be approved.

RECOMMENDED

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

that notice be taken of the Internal Audit Charter with effect from 1 July 2025 and, after consideration, same be approved.

8.2 Directorate Technical Services / Direktoraat Tegniese Dienste

8.2.1 Essential services: Updated Water Services Development Plan for Witzenberg municipal area (16/2/P)

Memorandum from Senior Manager: Water and Sewerage, dated 18 August 2025:

"Purpose

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

Discussion

The Water Services Act, 1997 (Act no 108 of 1997) places a duty on Water Services Authorities to prepare a Water Services Development Plan, as part of the process of preparing an integrated development plan.

The Water and Sanitation Department is the Water Services Provider (WSP) for Witzenberg Municipality as the Water Services Authority (WSA). Sections 12 and 13 of the Water Services Act (Act no 108 of 1997) place a duty on each Water Services Authority to prepare and maintain a Water Services Development Plan (WSDP) (also known as a sector plan) every five years and update it annually.

Witzenberg Municipality has a duty to all its customers or potential customers in its area of jurisdiction to progressively ensure efficient, affordable, economical and sustainable access to water services that promote sustainable livelihoods and economic development.

The Water Services Development Plan (Revision 2) is attached as **annexure 8.2.1."**

The Committee for Technical Services resolved on 18 September 2025 to recommend to the Executive Mayoral Committee and Council:

- (a) that notice be taken of the updated Water Services Development Plan.
- (b) that the Water Services Development Plan be approved for implementation and execution within the Witzenberg municipal area.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

- (a) *that notice be taken of the updated Water Services Development Plan.*
- (b) *that the Water Services Development Plan be approved for implementation and execution within the Witzenberg municipal area.*

AANBEVEEL

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

- (a) dat kennis geneem word van die opgedateerde Waterdienste Ontwikkelingsplan.*
- (b) dat die Waterdienste Ontwikkelingsplan goedgekeur word vir inwerkingstelling en uitvoering binne die Witzenberg munisipale gebied.*

8.2.2 Adoption of amended House Shop By-law (1/3/1/33)

Council unanimously resolved on 30 May 2025:

- (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.

The following documents are attached:

- (a) Amended House Shop By-law: **Annexure 8.2.2(a).**
- (b) Memorandum from Senior Manager: Legal Services, dated 18 August 2025: **Annexure 8.2.2(b).**
- (c) Submission from Manager: Local Economic Development: **Annexure 8.2.2(c).**
- (d) Collective submission from 55 residents of Tulbagh: **Annexure 8.2.2(d).**

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

- (a) that notice be taken and consideration be given to the submissions from the Manager: Local Economic Development and the 55 residents of Tulbagh.*
- (b) that the amended House Shop By-law be approved, inclusive of the newly incorporated definitions of "owner" and "occupier".*
- (c) that the publication of the adopted by-law in the Provincial Gazette, in accordance with Section 13 of the Systems Act, be authorised.*

8.3 Directorate Community Services / Direktooraat Gemeenskapsdienste

8.3.1 Draft By-law on Informal Trading (1/3/R)

Council unanimously resolved on 31 March 2025:

- (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.

The Committee for Local Economic Development and Tourism resolved on 12 June 2025 to recommend to Council that the Draft By-law on Informal Trading be approved.

Report from Manager: Local Economic Development, dated 21 July 2025:

"As per Council resolution 8.3.1 of 31 March 2025, a Public Participation Process had to be followed to obtain inputs and to refer the draft by-law back to Council.

A Public Participation Process was followed by means of advertising through the Witzenberg Herald on 23 May 2025 with cut-off date for any inputs 12 June 2025. The published public notice is attached as **annexure 8.3.1(a)**. No objectives or inputs were submitted. The Draft By-law on Informal Trading, 2025 is attached as **annexure 8.3.1(b)**."

RECOMMENDED

that the Draft By-law on Informal Trading, 2025 be adopted and published in the Government Gazette.

8.3.2 Lease agreement: Zanokhanyo Crèche, Tulbagh Huurooreenkoms: Zanokhanyo Crèche, Tulbagh (7/1/4/1)

A memorandum from the Social Worker, dated 11 July 2025, is attached as **annexure 8.3.2**.

The Committee for Community Development resolved on 9 September 2025 to recommend to the Executive Mayoral Committee and Council:

- (a) To consider the following:
 - (i) Entering into a further lease agreement with the governance body of Zanokhanyo Crèche for a three-year period for the purposes of operating a crèche.

- (ii) Providing an option for renewal for a further 3 years after the new lease agreement has lapsed, on the discretion of the municipality.
- (b) To determine whether the yearly rent amount remains R376.90.
- (c) that notice be taken that the property that will be leased, is not required for the provision of the minimum level of basic services [MFMA Section 14.2(a)].
- (d) that Zanolkhanyo Crèche is liable to pay for municipal services and that they are responsible to maintain the building.
- (e) that Zanolkhanyo Crèche is responsible for their own security measures, such as alarms, guards, burglar bars etc.
- (f) that the building will remain the property of Witzenberg Municipality after the lease agreement has expired and/or is cancelled.
- (g) that the Municipal Manager be authorised to sign the lease agreement on behalf of the Council.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

- (a) *To consider the following:*
 - (i) *Entering into a further lease agreement with the governance body of Zanolkhanyo Crèche for a three-year period for the purposes of operating a crèche.*
 - (ii) *Providing an option for renewal for a further 3 years after the new lease agreement has lapsed, on the discretion of the municipality.*
- (b) *To determine whether the yearly rent amount remains R376.90.*
- (c) *that notice be taken that the property that will be leased, is not required for the provision of the minimum level of basic services [MFMA Section 14.2(a)].*
- (d) *that Zanolkhanyo Crèche is liable to pay for municipal services and that they are responsible to maintain the building.*
- (e) *that Zanolkhanyo Crèche is responsible for their own security measures, such as alarms, guards, burglar bars etc.*
- (f) *that the building will remain the property of Witzenberg Municipality after the lease agreement has expired and/or is cancelled.*
- (g) *that the Municipal Manager be authorised to sign the lease agreement on behalf of the Council.*

8.3.3 Establishment of Thusong satellite centre at Witzenville Community Hall, Tulbagh
Vestiging van nuwe Thusong satellietsentrum by Witzenville Gemeenskapsaal, Tulbagh
(17/18/1)

A memorandum from the Manager: Communication and Marketing, dated 4 August 2025, is attached as **annexure 8.3.3**.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

- (a) that notice be taken of the establishment of a scheduled Thusong satellite centre at the Witzenville Community Hall in Tulbagh.*
- (b) that notice be taken of the submission of a Draft Business Plan to the Provincial Thusong Programme for grant funding (two-year period). The draft is to be reviewed and resubmitted to the Provincial Thusong Programme for approval.*
- (c) that the Thusong satellite centre will be operational as soon as the Business Plan has been approved and schedules confirmed of all applicable government services.*

8.3.4 Revised Witzenberg Disaster Risk Management Plan 2025
Hersiene Witzenberg Ramprisikobestuursplan 2025
(17/7/3/2)

The following documents are attached:

- (a) A report from the Manager: Fire, Rescue and Disaster Management, dated February 2025, is attached as **annexure 8.3.4(a)**.
- (b) Revised Witzenberg Disaster Risk Management Plan for 2025, is attached as **annexure 8.3.4(b)**.

The Committee for Community Development resolved on 9 September 2025 to recommend to the Executive Mayoral Committee and Council:

- (a) that the Witzenberg Municipal Disaster Risk Management Plan be reviewed on a continuous basis to keep up to date with the ever-changing complexities of the disaster continuum.
- (b) that the Witzenberg Municipal Disaster Risk Management Plan is intended to facilitate multi-disciplinary coordination in both pro-active and re-active phases of disaster management.

- (c) that the Revised Witzenberg Disaster Risk Management Plan, after consideration, be approved and adopted.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

- (a) *that the Witzenberg Municipal Disaster Risk Management Plan be reviewed on a continuous basis to keep up to date with the ever-changing complexities of the disaster continuum.*
- (b) *that the Witzenberg Municipal Disaster Risk Management Plan is intended to facilitate multi-disciplinary coordination in both pro-active and re-active phases of disaster management.*
- (c) *that the Revised Witzenberg Disaster Risk Management Plan, after consideration, be approved and adopted.*

AANBEVEEL

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

- (a) *dat die Witzenberg Munisipale Ramprisikobestuursplan op 'n deurlopende basis hersien word om op hoogte te bly van die veranderende kompleksiteit van die ramp kontinuum.*
- (b) *dat die Witzenberg Munisipale Ramprisikobestuursplan bedoel is om multi-dissiplinêre koördinasie te fasiliteer in beide proaktiewe en reaktiewe fases van rampbestuur.*
- (c) *dat die Hersiene Witzenberg Ramprisikobestuursplan, na oorweging, goedgekeur en aanvaar word.*

8.3.5 Witzenberg Fire and Rescue Services Annual Report 2024/2025 Witzenberg Brand- en Reddingsdienste Jaarverslag 2024/2025 (17/07/21)

The following documents are attached:

- (a) Report from Manager: Fire, Rescue and Disaster Management:
Annexure 8.3.5(a).
- (b) Witzenberg Fire and Rescue Services Annual Report for 2024/2025:
Annexure 8.3.5(b).

The Committee for Community Development resolved on 9 September 2025:

- (a) that notice be taken of the Witzenberg Fire and Rescue Services Annual Report for 2024/2025.

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

that notice be taken of the Witzenberg Fire and Rescue Services Annual Report for 2024/2025.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the annual report of Witzenberg Fire and Rescue Services for 2024/2025.

AANBEVEEL

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat kennis geneem word van die Witzenberg Brand- en Reddingsdienste se jaarverslag vir 2024/2025.

8.4 Directorate Corporate Services / Direktooraat Korporatiewe Dienste

8.4.1 Availing and sale of land for church purposes: Pine Valley, Wolseley Beskikbaarstelling en verkoop van grond vir kerkdoeleindes: Pine Valley, Wolseley (7/1/4/2)

A memorandum from the Senior Manager: Legal Services, dated 15 July 2025, is attached as **annexure 8.4.1(a)**.

The Executive Mayoral Committee resolved on 28 July 2025 that the matter regarding the availing and sale of land for church purposes in Pine Valley, Wolseley be held in abeyance, pending an in loco inspection by the Mayoral Committee members.

Council resolved on 30 July 2025 that the matter regarding the availing and sale of land for church purposes in Pine Valley, Wolseley be held in abeyance, pending an in loco inspection by the Mayoral Committee members.

A supplementary report from the Senior Manager: Legal Services, dated 18 August 2025, is attached as **annexure 8.4.1(b)**.

RECOMMENDED

For consideration.

8.4.2 Sale of last two vacant plots: Non-serviced and unregistered erven 10915 and 10917: Skoonvlei, Ceres Verkoop van laaste twee leë erwe: Ongedienste en ongeregistreerde erwe 10915 en 10917: Skoonvlei, Ceres (7/1/4/2)

A memorandum from the Senior Manager: Legal Services, dated 15 July 2025, is attached as **annexure 8.4.2(a)**.

The Executive Mayoral Committee resolved on 28 July 2025:

- (a) that the matter regarding the sale of the last two vacant plots in Skoonvlei, Ceres be held in abeyance for the subdivision of the non-serviced and unregistered erven 10915 and 10917.
- (b) that a report in respect of supra (a) be tabled to the Executive Mayoral Committee.

Council unanimously resolved on 30 July 2025:

- (a) that the matter regarding the sale of the last two vacant plots in Skoonvlei, Ceres be held in abeyance for the subdivision of the non-serviced and unregistered erven 10915 and 10917.
- (b) that a report in respect of supra (a) be tabled to the Executive Mayoral Committee.

A supplementary report from the Senior Manager: Legal Services on progress with the subdivision, dated 21 August 2025, is attached **as annexure 8.4.2(b)**.

RECOMMENDED

For consideration.

8.4.3 Lease of erf 3240, Tulbagh to the Hunger to Harvest for purposes of vegetable farming project (7/1/4/1)

A memorandum from the Senior Manager: Legal Services, dated 21 July 2025, is attached as **annexure 8.4.3**.

The Executive Mayoral Committee resolved on 28 July 2025 that the matter regarding the lease of erf 3240, Tulbagh be held in abeyance, pending an in loco inspection be held by the Executive Mayoral Committee.

Council unanimously resolved on 30 July 2025 that the matter regarding the lease of erf 3240, Tulbagh be held in abeyance, pending an in loco inspection be held by the Executive Mayoral Committee.

RECOMMENDED

For consideration.

8.4.4 Availing and lease of land for Dunlop Business in a Box Initiative: Unregistered erf 1640, Pine Valley, Wolseley (7/1/4/1)

A memorandum from the Senior Manager: Legal Services, dated 21 July 2025, is attached as **annexure 8.4.4**.

RECOMMENDED

For consideration.

8.4.5 Minutes: SALGA Extended Governance and Intergovernmental Relations (GIGR) Provincial Working Group meeting: 16 July 2025 (12/1/1/11)

The minutes of the SALGA Western Cape Extended Governance and Intergovernmental Relations (GIGR) Provincial Working Group meeting, held on 16 July 2025, are attached as **annexure 8.4.5**.

RECOMMENDED

that notice be taken of the minutes of the SALGA Western Cape Extended Governance and Intergovernmental Relations (GIGR) Provincial Working Group meeting, held on 16 July 2025.

8.4.6 Draft Customer Care Policy / Konsepbeleid: Kliëntediens (2/P)

The following memorandum, dated 21 July 2025, was received from the Manager: Marketing and Communication:

"Purpose

The Draft Customer Care Policy, dated July 2025, is attached as **annexure 8.4.6** for consideration.

Discussion

The draft policy document was presented to and approved by Senior Management earlier this year. Due to a misunderstanding the policy is only now presented for consideration.

Recommendation

For consideration and approval of the Draft Customer Care Policy in order to enhance service delivery standards and meet compliance requirements."

The Committee for Local Economic Development and Tourism resolved on 7 August 2025 to recommend to the Executive Mayoral Committee and Council that the Draft Customer Care Policy be considered and approved.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the Draft Customer Care Policy, after consideration, be approved.

**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)**

**10.1.1 Report: Workshop and meeting for MPAC Chairs: 11 and
 12 September 2025
 Verslag: Werkswinkel en vergadering vir Voorsitters van Munisipale
 Openbare Rekeninge Komitees: 11 en 12 September 2025
 (3/3/2)**

A report from Councillor J Rooi on the workshop and meeting for MPAC Chairs, held on 11 and 12 September 2025, is attached as **annexure 10.1.1**.

RECOMMENDED

that notice be taken of the report on the workshop and meeting for Municipal Public Accounts Committee Chairs, held on 11 and 12 September 2025.

AANBEVEEL

dat kennis geneem word van die verslag oor die werkswinkel en vergadering vir Voorsitters van Munisipale Komitees vir Openbare Rekeninge, gehou op 11 en 12 September 2025.

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

**11.1 Speed limit: Road between Ceres and Prince Alfred's Hamlet (MR310)
 (17/7/4/R)**

The following matter was raised in an email from Councillor J Rooi to the Speaker:

"The Witzenberg Party wants to know what is the status of our request that a speed review to be done on the section of road from km 1.91 (CFP) to the Fairfield turnoff, to consider reducing the speed limit from 100 km/h to 80 km/h in view of the high accident rate at the Bella Vista intersections."

The written response from the Municipal Manager, dated 21 October 2025, is attached as **annexure 11.1**.

RECOMMENDED

For consideration.

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



CONFIDENTIALITY AND CONFLICT OF INTEREST DECLARATION

Council meeting, held on 29 October 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	

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: JONATHAN F. NEL

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
Maatc vergadering	28/7/2025
Werkswinkel	29/7/2025
Raadsverleentekening	30/7/2025
Rede vir afwesigheid / Reason for absence:	
Opgeneem in 'n hospitaal	



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
ontvangs.aalaubscher@gmail.com

Datum:

29.7.15

Hiermee getuig ek dat bogenoemde behandeling is/word vir

Medelidopatie C6/7

Hy/Sy is ongeskik vir werk van:

28.7.15

Hy/Sy kan weer diens hervat op:

02.8.15

Koste op rekening:

Bedrag betaal deur pasiënt:

Hy/Sy moet terugkom vir opvolg op:

Die uwe

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: JACOB ZALIE

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
Vergadering	29-09-2025
Rede vir afwesigheid / Reason for absence:	
I had to attend an important court case	
about my son who was brutally assaulted. I	
was a witness in the case.	

29-09-2025
 DATUM / DATE




 HANDTEKENING / SIGNATURE

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON WEDNESDAY, 30 JULY 2025 AT 10:00

PRESENT

Councillors

Councillor EM Sidego (DA) (Speaker)
 Councillor TE Abrahams (DA) (Executive 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 MJ Ndaba (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 (PA)
 Alderman JJ Visagie (DA)
 Councillor J Zalie (ANC)

Officials

Mr D Nasson (Municipal Manager)
 Mr HJ Kritzingen (Director: Finance)
 Mr S Swartz (Director: Community Services)
 Mr M Mpeluza (Director: Corporate Services)
 Ms N Oerson (Chief Internal Audit Executive)
 Ms L Nieuwenhuis (Senior Manager: Legal Services)
 Mr A Hofmeester (Manager: IDP)
 Ms R Hendricks (Manager: Communication and Marketing)
 Ms M Arendse-Smith (Acting Manager: Administration)
 Mr GJ Lukas (Head: Law Enforcement)
 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 Rooi 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)

Verbal applications for leave of absence from the meeting were received from Councillors' GG Laban; N Phatsoane; K Yisa and Executive Deputy Mayor, Councillor J Nel.

Mondelinge aansoeke om verlof tot afwesigheid van die vergadering is ontvang vanaf raadslede GG Laban; N Phatsoane; K Yisa en Uitvoerende Onderburgemeester, raadslid J Nel.

RESOLVED

that the applications for leave of absence from the meeting, received from Councillors GG Laban; N Phatsoane; K Yisa and Executive Deputy Mayor, Councillor J Nel, be held in abeyance until the next Council meeting for the submission and consideration of the written applications for leave of absence.

BESLUIT

dat die aansoeke om verlof tot afwesigheid van die vergadering, ontvang vanaf raadslede GG Laban; N Phatsoane; K Yisa en Uitvoerende Onderburgemeester, raadslid J Nel, oorstaan tot die volgende raadsvergadering vir die indiening en oorweging van die skriftelike aansoeke 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 was 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)

Councillor J Mouton conveyed Council's congratulations to the following Councillors on their birthdays with the blessing of Psalm 91:

❖	Councillor JP Fredericks	13 July
❖	Councillor IL Swartz	15 July
❖	Councillor K Yisa	7 August

NOTED.

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

The Speaker conveyed the following to the meeting:

- Saddened by the loss of two (2) Ward Committee members as well as dear family members. For this reason, the meeting was requested to observe a moment of silence.
- Women's Day will be celebrated next month. All female Councillors therefore requested to meet after the Council meeting in this regard.
- Invitation received from Build-It for the u/13 netball and soccer tournament on 9 August 2025, Lyell Street, Ceres to which all Councillors are invited and request that RSVP be made timeously to the office of the Speaker if interested.
- Military veterans meeting held yesterday where it was requested that Councillors convey to their wards that disabled persons engage with the Section Housing to be part of the housing processes.
- Members of Public attending Council meetings are requested and reminded that video recordings and photographs taken during Council meetings are strictly prohibited.

NOTED.

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

The Executive Mayor conveyed the following:

The Executive Mayor has a great responsibility to adhere to the vision of the municipality and community, which requires one to be professional and ethical. Strategic leadership requires that you not neglect said function and for this reason, the following strategic matters have been included in the agenda:

- LED Strategy
- Witzenberg Service Charter
- Housing Pipeline
- Long-term loan

It is, however, also important to address challenges. This was done by introducing Project Fix-It. Councillors and the Administration are thanked for their efforts thus far and that a report regarding phase one of the project is awaited. The program for phase 2 of the project will be distributed in due course.

It must also be noted that the war against illegal dumping is ongoing and consideration is given to other strategies in an attempt to keep the towns clean.

NOTED.

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

The Municipal Manager informed the meeting that an amended presentation will be tabled to Council regarding Tools of Trade for Councillors in due course.

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 30 May 2025, are attached as **annexure 4.3**.

UNANIMOUSLY RESOLVED

that the minutes of the Council meeting, held on 30 May 2025, be approved and signed by the Speaker.

EENPARIG BESLUIT

dat die notule van die Raadsvergadering, gehou op 30 Mei 2025, goedgekeur en deur die Speaker onderteken word.

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

Councillor A Gili tabled a notice of suggestion regarding the minutes of 30 March 2022, with specific reference to the independent investigation related to the tampering of minutes as well as the establishment of the Ad-hoc Committee to investigate unauthorised expenditure.

The Speaker responded that motions must be tabled in terms of the Rules of Order as information must be presented to all Councillors in order to deal with the matter. Councillor A Gili was requested to submit the motion in writing for the matter to be tabled at the next Council meeting.

NOTED.

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 Corporate and Financial Services, held on 15 April 2025: **Annexure 7.1(a).**
- (b) Committee for Technical Services, held on 15 April 2025: **Annexure 7.1(b).**
- (c) Committee for Housing Matters, held on 25 April 2025: **Annexure 7.1(c).**

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

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

8. RESERVED POWERS GERESERVEERDE BEVOEGDHEDE

8.1 Directorate Finance / Direktoraat Finansies

8.1.1 Section 71 Monthly Budget Statement Reports of the Directorate Finance: May and June 2025

Artikel 71 Maandelikse Begrotingsverslae van die Direktoraat Finansies: Mei en Junie 2025 (9/1/2/2)

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

- (a) May 2025 **Annexure 8.1.1(a)**
- (b) June 2025 **Annexure 8.1.1(b)**

The Section 71 Report for May 2025 was tabled to the Committee for Corporate and Financial Services on 24 June 2025. Notice was taken of the report and there were no comments to Council.

The Executive Mayoral Committee resolved on 28 July 2025 to recommend to Council:

- (a) that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for May and June 2025.
- (b) that the Section 71 Monthly Budget Statement Report of the Directorate Finance for May 2025 be referred to the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee to take notice or to advise Council if deemed necessary.
- (c) that the Section 71 Monthly Budget Statement Report of the Directorate Finance for June 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 Reports of the Directorate Finance for May and June 2025.*
- (b) *that the Section 71 Monthly Budget Statement Report of the Directorate Finance for May 2025 be referred to the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee to take notice or to advise Council if deemed necessary.*
- (c) *that the Section 71 Monthly Budget Statement Report of the Directorate Finance for June 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.*

EENPARIG BESLUIT

- (a) *dat kennis geneem word van die inhoud van die Artikel 71 Maandelikse Begrotingsverslae van die Direktooraat Finansies vir Mei en Junie 2025.*
- (b) *dat die Artikel 71 Maandelikse Begrotingsverslag van die Direktooraat Finansies vir Mei 2025 verwys word na die Prestasie-, Risiko- en Ouditkomitee en die Komitee vir Munisipale Openbare Rekeninge vir kennisname of 'n aanbeveling aan die Raad indien nodig geag.*
- (c) *dat die Artikel 71 Maandelikse Begrotingsverslag van die Direktooraat Finansies vir Junie 2025 verwys word na die Portefeuljekomitee vir Korporatiewe en Finansiële Dienste, die Prestasie-, Risiko- en Ouditkomitee en die Komitee vir Munisipale Openbare Rekeninge vir kennisname of 'n aanbeveling aan die Raad indien nodig geag.*

8.1.2 Service Delivery and Budget Implementation Plan (SDBIP) 2025/2026 Dienslewering- en Begrotingsimplementeringsplan (SDBIP) 2025/2026 (05/1/5/18)

The Top Layer Service Delivery and Budget Implementation Plan for 2025/2026, as approved by the Executive Mayor, is attached as **annexure 8.1.2**.

UNANIMOUSLY RESOLVED

that notice be taken of the Top Layer Service Delivery and Budget Implementation Plan (SDIP) for 2025/2026.

EENPARIG BESLUIT

dat kennis geneem word van die Strategiese Dienslewering- en Begrotingsimplementeringsplan (SDBIP) vir 2025/2026.

8.1.3 Paragraph 7(4) Quarterly Report ending 30 June 2025: Implementation of Supply Chain Management Policy Artikel 7(4) Kwartaalverslag eindigend 30 Junie 2025: Implementering van Voorsieningskanaalbestuursbeleid (9/1/2/2)

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

The Executive Mayoral Committee resolved on 28 July 2025 to recommend to Council:

- (a) that notice be taken of the Paragraph 7(4) Quarterly Report ending 30 June 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.

UNANIMOUSLY RESOLVED

- (a) that notice be taken of the Paragraph 7(4) Quarterly Report ending 30 June 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.*

EENPARIG BESLUIT

- (a) dat kennis geneem word van die Artikel 7(4) kwartaalverslag eindigend 30 Junie 2025.*
- (b) dat die verslag supra (a) aan die publiek beskikbaar gestel word ingevolge Artikel 21A van die Wet op Munisipale Stelsels (Wet nr. 32 van 2000) nadat dit aan die Raad voorgelê is.*

8.1.4 Finance: Adjustment budget 2025/2026
Finansies: Aansuiweringsbegroting 2025/2026
(5/1/1/24)

The following documents are attached:

- (a) Memorandum from Director: Finance: **Annexure 8.1.4(a).**
- (b) Adjustment budget and budget schedules 2025/2026 to 2026/2027: **Annexure 8.1.4(b).**

The Executive Mayoral Committee resolved on 28 July 2025 to recommend to Council:

that the adjustment budget of Witzenberg Municipality for the financial year 2025/2026 as set out in the budget documents be approved:

- (i) Table B1: Budget summary
- (ii) Table B2: Adjustment Budget Financial Performance (by standard classification).

- (iii) Table B3: Budgeted Financial Performance (Revenue and expenditure) by Vote.
- (iv) Table B4: Adjustment Budget Financial Performance (revenue by source).
- (v) Table B5: Budgeted Capital Expenditure by Vote, standard classification and funding.

UNANIMOUSLY RESOLVED

that the adjustment budget of Witzenberg Municipality for the financial year 2025/2026 as set out in the budget documents be approved:

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

8.1.5 Finance: Approval of long-term loan
Finansies: Goedkeuring van langtermyn lening
(8/2/22/17)

The following documents are attached:

- (a) Memorandum from Director: Finance, dated 17 July 2025:
Annexure 8.1.5(a).
- (b) Information statement and comments from Provincial Treasury:
Annexure 8.1.5(b).

The Executive Mayoral Committee resolved on 28 July 2025 to recommend to Council that the long-term loan be approved in terms of Section 46 of the Municipal Finance Management Act (Act 56 of 2003) to finance capital projects.

UNANIMOUSLY RESOLVED

that the long-term loan be approved in terms of Section 46 of the Municipal Finance Management Act (Act 56 of 2003) to finance capital projects.

EENPARIG BESLUIT

dat die langtermyn lening goedgekeur word ingevolge Artikel 46 van die Wet op Munisipale Finansiële Bestuur (Wet 56 van 2003) om kapitaalprojekte te finansier.

Speaker requested the meeting to break for twenty minutes due to community members disrupting the meeting. The meeting was reconvened at 10:45.

8.1.6 In-principle approval to upgrade the financial management system In-beginsel goedkeuring om finansiële bestuurstelsel op te dateer (6/2/5)

A memorandum from the Director: Finance, dated 17 July 2025, is attached as **annexure 8.1.6**.

The Executive Mayoral Committee resolved on 28 July 2025 to recommend to Council that in principle approval be given:

- (i) To proceed with the development of the ICT strategy, subject to all the relevant budgeting, governance and management processes.
- (ii) To proceed with the necessary arrangements to initiate the upgrade/replacement of the core financial management systems.
- (iii) To engage with National Treasury to obtain their input and consideration whether the SAMRAS PLATINUM solution is an upgrade or a new system.
- (iv) To bring back to Council for consideration any input received from National Treasury.
- (v) To provide for the envisage expenditure in future budgets.

UNANIMOUSLY RESOLVED

That in-principle approval be given:

- (i) *To proceed with the development of the ICT strategy, subject to all the relevant budgeting, governance and management processes.*
- (ii) *To proceed with the necessary arrangements to initiate the upgrade/replacement of the core financial management systems.*
- (iii) *To engage with National Treasury to obtain their input and consideration whether the SAMRAS PLATINUM solution is an upgrade or a new system.*
- (iv) *To bring back to Council for consideration any input received from National Treasury.*

(v) To provide for the envisage expenditure in future budgets.

8.1.7 Draft IDP and Budget Process Plan for 2026/2027

Konsep Geïntegreerde Ontwikkelings- en Begrotingsprosesplan vir 2026/2027

(2/2/1)

In terms of Section 28 of the Municipal Systems Act (Act 32 of 2000), Council must adopt an IDP and Budget Process Plan. The Municipal Finance Management Act (Act 56 of 2003) further stipulates that at least ten months before the start of the budget year, the Executive Mayor should table a time schedule outlining key deadlines in respect of the IDP/Budgetary process.

Section 29 of the Municipal Systems Act (Act 32 of 2000), specifies that such a Process Plan must include:

- Programs that set out timeframes for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation with:
 - Local communities, both in terms of needs and priorities as well as consultation during development;
 - Organs of state, traditional authorities, and other role-players in the drafting process; and
- Binding plans and planning requirements, i.e. policy and legislation.

National Treasury has provided further guidance by the issuing of MFMA Circular 10. That circular provides specific guidance with regard to six distinct steps in compilation of the IDP and the annual Budget. The table below highlights these steps, with a brief description of each step:

Steps		Process
1	Planning	Schedule dates, establish consultation forums, review previous processes
2	Strategi-zing	Review IDP, set service delivery objectives for next 3 years, consult on tariffs, indigents, credit control, free basic services etc., and consider local-, provincial- and national issues, the previous year's performance and current economic and demographic trends etc.
3	Preparing	Prepare Budget, revenue and expenditure projections; draft Budget policies; consult and consider local-, provincial- and national priorities
4	Tabling	Table draft Budget, draft IDP and Budget-related policies before council; consult and consider local-, provincial- and national inputs or responses
5	Approving	Council approves the IDP, the Budget and related policies
6	Finalising	Publish the IDP, Budget and approve the SDBIP and performance targets

In capturing the above steps, this IDP & Budget Process Plan seeks to address, *inter alia*, the:

- Identification of areas requiring additional attention in terms of legislative requirements, proper planning processes and sound financial management;
- Inclusion of the most current Census and own statistical data;
- Consideration and review of any other relevant and new information;
- Addressing comments received from the various role-players;
- Factor-in the shortcomings and weaknesses identified through self-assessment;
- Preparation and review of sector plans and its alignment with the IDP;
- Preparation and review of the Performance Management System (PMS);
- Updating of the 5-year Financial Plan; and
- Finalisation of the annual Budget and IDP in terms of the relevant legislation.

Pursuant to the above statutory requirements, a Draft IDP and Budget Process Plan for the 2026/2027 cycle is attached as **annexure 8.1.7**.

The Executive Mayoral Committee resolved on 28 July 2025 to recommend to Council:

- (a) that notice be taken of the Draft IDP and Budget Process Plan for 2026/2027.
- (b) that the Draft IDP and Budget Process Plan for 2026/2027 be published for public comments and inputs.

UNANIMOUSLY RESOLVED

- (a) *that notice be taken of the Draft IDP and Budget Process Plan for 2026/2027.*
- (b) *that the Draft IDP and Budget Process Plan for 2026/2027 be published for public comments and inputs.*

EENPARIG BESLUIT

- (a) *dat kennis geneem word van die Konsep Geïntegreerde Ontwikkelings- en Begrotingsprosesplan vir 2026/2027.*
- (b) *dat die Konsep Geïntegreerde Ontwikkelings- en Begrotingsprosesplan vir 2026/2027 gepubliseer word vir openbare kommentaar en insette.*

8.1.8 Quarterly Budget Statement [Section 52(d)] Report: 4th Quarter 2024/2025 **Kwartaallikse Begrotingsverslag [Artikel 52(d)]: 4de Kwartaal 2024/2025** **(9/1/1 & 9/1/2/2)**

The Quarterly Budget Statement [Section 52(d)] Report for the 4th Quarter of 2024/2025 is attached as **annexure 8.1.8**.

The Executive Mayoral Committee resolved on 28 July 2025 to recommend to Council:

- (a) that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the 4th Quarter of 2024/2025.
- (b) that the report supra (a) be referred to the Portfolio Committee for Corporate and Financial Services, the Performance, Risk and Audit Committee as well as the Municipal Public Accounts Committee to take notice or to advise Council if deemed necessary.

UNANIMOUSLY RESOLVED

- (a) that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the 4th Quarter of 2024/2025.*
- (b) that the report supra (a) be referred to the Portfolio Committee for Corporate and Financial Services, the Performance, Risk and Audit Committee as well as the Municipal Public Accounts Committee to take notice or to advise Council if deemed necessary.*

EENPARIG BESLUIT

- (a) dat kennis geneem word van die Kwartaallikse Begrotingsverslag [Artikel 52(d)] vir die 4de Kwartaal van 2024/2025.*
- (b) dat die verslag supra (a) verwys word na die Portefeuljekomitee vir Korporatiewe en Finansiële Dienste, die Prestasie-, Risiko- en Ouditkomitee sowel as die Munisipale Openbare Rekeninge Komitee vir kennisname of 'n aanbeveling aan die Raad indien nodig geag.*

8.2 Directorate Technical Services / Direktooraat Tegniese Dienste

8.2.1 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) Permanente beperking van toegang vir doeleindes van eenrigtingstraat: Prince Alfred's Hamlet: Reidstraat (vanaf Astridlaan tot Hertalaan) en Hertalaan (vanaf Reidstraat tot Abrahamstraat) (16/4/2)

The following documents are attached:

- (a) Letter from St Marks Primary School, dated 8 March 2024: **Annexure 8.2.1(a).**
- (b) Report from the Senior Manager: Streets and Storm Water, dated 11 November 2024: **Annexure 8.2.1(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.

Councillor GG Laban raised concerns regarding the implementation of a one-way street as well as the effect on the traffic flow and enquired why Law Enforcement could not regulate traffic to prevent such fruitless expenditure. Furthermore, that an extensive Public Participation Process takes place to note concerns raised.

The Council resolved on 30 May 2025 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.

UNANIMOUSLY RESOLVED

- (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.*

8.2.2 Witzenberg Municipality: Local Integrated Transport Plan: 2022 until 2027
Munisipaliteit Witzenberg: Plaaslike Geïntegreerde Prosesplan: 2022 tot 2027
(16/P)

The following documents are attached:

- (a) Memorandum from Senior Manager: Streets and Stormwater, dated 21 July 2025: **Annexure 8.2.2(a).**
- (b) Minutes of meeting between Witzenberg Municipality, Cape Winelands District Municipality and SMEC South Africa, held on 20 June 2022: **Annexure 8.2.2(b).**

UNNIMOUSLY RESOLVED

that notice be taken of the minutes of the meeting between Witzenberg Municipality, Cape Winelands District Municipality and SMEC South Africa.

EENPARIG BESLUIT

dat kennis geneem word van die notule van die vergadering tussen Munisipaliteit Witzenberg, Kaapse Wynland Distriksmunisipaliteit en SMEC South Africa.

8.3 Directorate Community Services / Direktooraat Gemeenskapsdienste

8.3.1 Housing: Revisiting of Witzenberg Housing Administration Policy Behuising: Hersiening van Witzenberg Beleid oor Behuisingsadministrasie (17/4/P)

The Committee for Housing Matters resolved on 25 April 2025:

- (a) that the item related to the status of the current tenants and proposed cancellation of rental agreements for Trichardt Street flats, Ceres be held in abeyance and dealt after review of the Housing Policy and contract terms.
- (b) that a special meeting be scheduled to revisit the Housing Policy and contract terms.

Report from the Manager: Housing, dated 13 May 2025:

"Purpose

To inform the Committee around the request for revisiting the allocation policy and rental contract of the Trichardt Street Flats.

Legislation

- (a) National Housing Act 107 of 1997.
- (b) Witzenberg Housing Administration Policy, March 2022:
Annexure 8.3.1(a).

Financial implications

Unknown."

The Committee for Housing Matters proposed the following amendments to the Witzenberg Housing Administration Policy:

- That item 6.1, which reads: "Subsidized Municipal Rental Stock" be amended to "Municipal Rental Stock".
- That the reference of "young professionals", which is stated throughout item 6.5, be amended to "professionals".
- That item 6.5.7, which reads as follows:
 "The housing administration must table a full report to the Housing Department before any allocation will be made" be amended to read:
 "The housing administration must table a full report to the Housing Committee before any allocation will be made".

The Committee for Housing Matters resolved on 20 May 2025:

- (a) that the proposed amendments to the Witzenberg Housing Administration Policy, March 2022, be made by the Manager: Housing.

- (b) that the Committee for Housing Matters recommends to the Executive Mayoral Committee and Council:

that the proposed amendments to the Witzenberg Housing Administration Policy be approved by Council.

A memorandum from the Manager: Housing, dated 21 July 2025, is attached as **annexure 8.3.1(b)**.

The Executive Mayoral Committee resolved on 28 July 2025 to recommend to Council that the amended Witzenberg Housing Administration Policy be workshopped and approved by Council.

The policy was workshopped by Council on 29 July 2025.

UNANIMOUSLY RESOLVED

that the amended Witzenberg Housing Administration Policy be approved.

EENPARIG BESLUIT

dat die gewysigde Witzenberg Beleid oor Behuisingsadministrasie goedgekeur word.

8.3.2 Disaster Risk Reduction Plan: Witzenberg Municipality Ramprisikoverminderingsplan: Munisipaliteit Witzenberg (17/7/3/2)

The following documents are attached:

- (a) Letter from Department of Local Government, dated 25 February 2025: **Annexure 8.3.2(a)**.
- (b) Disaster Risk Reduction Plan: **Annexure 8.3.2(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.

Council unanimously resolved on 30 May 2025 that the Disaster Risk Reduction Plan for Witzenberg Municipality be workshopped by Council.

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

dat kennis geneem word van die Ramprisikoverminderingsplan vir Munisipaliteit Witzenberg.

8.3.3 Redevelopment of LED Strategy Herontwikkeling van Strategie vir Plaaslike Ekonomiese Ontwikkeling (17/19/1)

A report from the Manager: Local Economic Development, dated 9 May 2025, is attached as **annexure 8.3.3**.

The Executive Mayoral Committee resolved on 27 May 2025 to recommend to Council that the Redevelopment of the LED Strategy be workshopped by Council.

Council unanimously resolved on 30 May 2025 that the Redevelopment of the LED Strategy be workshopped by Council.

UNANIMOUSLY RESOLVED

that the redevelopment of the LED Strategy be approved.

EENPARIG BESLUIT

dat die herontwikkeling van die Strategie vir Plaaslike Ekonomiese Ontwikkeling goedgekeur word.

8.3.4 Witzenberg Municipal Service Charter Witzenberg Raamwerk vir Munisipale Diens (2/2/2)

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

The Executive Mayoral Committee resolved on 27 May 2025 to recommend to Council that the Witzenberg Municipal Service Charter be workshopped by Council.

Council unanimously resolved on 30 May 2025 that the Witzenberg Municipal Service Charter be workshopped by Council.

UNANIMOUSLY RESOLVED

- (a) *that the Witzenberg Municipal Service Charter be adopted.*
- (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.*

EENPARIG BESLUIT

- (a) *dat die Witzenberg Raamwerk vir Munisipale Diens aanvaar word.*
- (b) *dat kennis geneem word van die Kommunikasieplan.*
- (c) *dat die raamwerk in 'n toeganklike formaat aan die publiek beskikbaar gestel word.*
- (d) *dat die raamwerk in drie amptelike tale vertaal word.*

8.3.5 Proposed new tariffs for business licence applications **Voorgestelde nuwe tariewe vir besigheidslisensie-aansoeke** **(5/5/1)**

A memorandum from the Manager: Local Economic Development, dated 16 April 2025, is attached as **annexure 8.3.5**.

The Committee for Local Economic Development and Tourism resolved on 12 June 2025 to recommend to the Executive Mayoral Committee and Council:

- (a) that the fees for business licence applications be:
 - (i) R1 000 for formal businesses
 - (ii) R1 000 for mobile shops
 - (iii) R750 for informal traders (Informal traders who prepare food and trade on demarcated spaces)
- (b) that the frequency for business licence applications be changed from once-off to annually (as well as when new ownership occurs).
- (c) that all established and new businesses that reside in the CBD and all commercial and industrial rezoned areas (including certain types of health facilities and entertainment) apply/re-apply for business licences in the 2025/2026 financial year (if they have not yet applied in the previous five years).
- (d) that existing businesses be given eleven months to apply (from 1 July 2025) for a business licence, with the deadline being end of May 2026.
- (e) that the application form be made available online for easier application for businesses that cannot apply physically.

The Executive Mayoral Committee resolved on 28 July 2025 that the matter regarding proposed new tariffs for business licence applications be held in abeyance to obtain clarity regarding the implementation date.

UNANIMOUSLY RESOLVED

that the matter regarding proposed new tariffs for business licence applications be held in abeyance to obtain clarity regarding the implementation date.

EENPARIG BESLUIT

dat die aangeleentheid rakende voorgestelde nuwe tariewe vir besigheidslisensie-aansoeke oorstaan om duidelikheid te verkry rakende die implementeringsdatum.

8.4 Directorate Corporate Services / Direktooraat Korporatiewe Dienste

8.4.1 Minutes: Governance and Intergovernmental Relations Provincial Working Group meeting: 16 May 2025 (12/1/1/11)

The minutes of the Governance and Intergovernmental Relations Provincial Working Group meeting, held on 16 May 2025, are attached as **annexure 8.4.1**.

UNANIMOUSLY RESOLVED

that notice be taken of the Governance and Intergovernmental Relations Provincial Working Group meeting, held on 16 May 2025.

8.4.2 Availing and sale of land for church purposes: Pine Valley, Wolseley Beskikbaarstelling en verkoop van grond vir kerkdoeleindes: Pine Valley, Wolseley (7/1/4/2)

A memorandum from the Senior Manager: Legal Services, dated 15 July 2025, is attached as **annexure 8.4.2**.

The Executive Mayoral Committee resolved on 28 July 2025 that the matter regarding the availing and sale of land for church purposes in Pine Valley, Wolseley be held in abeyance, pending an in loco inspection by the Mayoral Committee members.

UNANIMOUSLY RESOLVED

that the matter regarding the availing and sale of land for church purposes in Pine Valley, Wolseley be held in abeyance, pending an in loco inspection by the Mayoral Committee members.

EENPARIG BESLUIT

dat die aangeleentheid rakende die beskikbaarstelling van grond vir kerkdoeleindes in Pine Valley, Wolseley ontstaan hangende 'n inspeksie ter plaatse deur die Uitvoerende Burgemeesterskomitee.

8.4.3 Sale of last two vacant plots: Non-serviced and unregistered erven 10915 and 10917: Skoonvlei, Ceres Verkoop van laaste twee leë erwe: Ongedienste en ongeregistreerde erwe 10915 en 10917: Skoonvlei, Ceres (7/1/4/2)

A memorandum from the Senior Manager: Legal Services, dated 15 July 2025, is attached as **annexure 8.4.3**.

The Executive Mayoral Committee resolved on 28 July 2025:

- (a) that the matter regarding the sale of the last two vacant plots in Skoonvlei, Ceres be held in abeyance for the subdivision of the non-serviced and unregistered erven 10915 and 10917.
- (b) that a report in respect of supra (a) be tabled to the Executive Mayoral Committee.

UNANIMOUSLY RESOLVED

- (a) *that the matter regarding the sale of the last two vacant plots in Skoonvlei, Ceres be held in abeyance for the subdivision of the non-serviced and unregistered erven 10915 and 10917.*
- (b) *that a report in respect of supra (a) be tabled to the Executive Mayoral Committee.*

EENPARIG BESLUIT

- (a) *dat die aangeleentheid rakende die verkoop van die laaste twee beskikbare erwe in Skoonvlei, Ceres ontstaan vir die onderverdeling van die ongedienste en ongeregistreerde erwe 10915 en 10917.*
- (b) *dat 'n verslag rakende supra (a) aan die Uitvoerende Burgemeesterskomitee voorgelê word.*

8.4.4 Lease of erf 3240, Tulbagh to the Hunger to Harvest for purposes of vegetable farming project (7/1/4/1)

A memorandum from the Senior Manager: Legal Services, dated 21 July 2025, is attached as **annexure 8.4.4**.

The Executive Mayoral Committee resolved on 28 July 2025 that the matter regarding the lease of erf 3240, Tulbagh be held in abeyance, pending an in loco inspection be held by the Executive Mayoral Committee.

UNANIMOUSLY RESOLVED

that the matter regarding the lease of erf 3240, Tulbagh be held in abeyance, pending an in loco inspection be held by the Executive Mayoral Committee.

EENPARIG BESLUIT

dat die aangeleentheid rakende die verhuring van erf 3240, Tulbagh ontstaan hangende 'n inspeksie ter plaatse deur die Uitvoerende Burgemeesterskomitee.

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

**9.1 Change to Executive Mayoral Committee
 Wysiging aan Uitvoerende Burgemeesterskomitee
 (3/1/1/4)**

Report from the Executive Mayor, dated 29 July 2025:

"In terms of Section 60 of the Structures Act, the Executive Mayor appoints the members of the Executive Mayoral Committee. Alderman JJ Visagie has replaced Councillor P Daniels as a member of the Executive Mayoral Committee in terms of an agreement between the parties. Alderman Visagie has been appointed as Chairperson of the Portfolio Committee for Local Economic Development and Tourism."

UNANIMOUSLY RESOLVED

that notice be taken of the change to the Executive Mayoral Committee to appoint Alderman JJ Visagie as Chairperson of the Portfolio Committee for Local Economic Development and Tourism.

EENPARIG BESLUIT

dat kennis geneem word van die wysiging aan die Uitvoerende Burgemeesterskomitee om raadsheer JJ Visagie as die Voorsitter van die Portefeuljekomitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme aan te stel.

**9.2 Appointment of Councillor P Daniels as member of the Portfolio Committees for Local Economic Development and Tourism and Housing Matters
 Aanstelling van raadslid P Daniels as lid van die Portefeuljekomitees vir Plaaslike Ekonomiese Ontwikkeling en Toerisme en Behuisingsaangeleenthede
 (3/3/1/1)**

Report from the Executive Mayor, dated 29 July 2025:

"Council resolution 8.4.4 of 24 January 2024 mandated the Executive Mayor to finalise and make changes to the political structure of Council. Councillor P Daniels will replace Alderman JJ Visagie as an ordinary member of the Portfolio Committee for Local Economic Development and Tourism. Alderman D Swart has resigned from the Committee for Housing Matters and will be replaced by Councillor Daniels."

UNANIMOUSLY RESOLVED

that notice is taken of the appointment of Councillor P Daniels as member of the Portfolio Committees for Local Economic Development and Tourism and Housing Matters.

EENPARIG BESLUIT

dat kennis geneem word van die aanstelling van raadslid P Daniels as 'n lid van die Portefeuljekomitees vir Plaaslike Ekonomiese Ontwikkeling en Toerisme en Behuisingsaangeleenthede.

Meeting break from 11:55 until 12:18.

9.3 Changes to SALGA Western Cape Working Groups representatives (3/1/1/5)

Report from the Executive Mayor, dated 29 July 2025:

"Council appointed the SALGA Western Cape Working Group representatives. The portfolio Chairpersons were appointed as the first representatives whereas other members were appointed as secundis. With Alderman JJ Visagie replacing Councillor P Daniels as member of the Executive Mayoral Committee for the Portfolio Local Economic Development and Tourism, it is recommended that Council appoints Alderman Visagie as the first representative of Witzenberg Municipality to the SALGA Working Group: Economic Empowerment and Employment Creation.

The Executive Mayor will replace Councillor Daniels as the municipal representative for the SALGA Working Group: Municipal Digital Solutions."

UNANIMOUSLY RESOLVED

- (a) *that Alderman Visagie be appointed as the first representative of Witzenberg Municipality to the SALGA Working Group: Economic Empowerment and Employment Creation.*
- (b) *that the Executive Mayor be appointed as the first representative of Witzenberg Municipality to the SALGA Working Group: Municipal Digital Solutions*
- (c) *that Alderman Visagie be appointed as the first representative of Witzenberg Municipality to the SALGA Working Group: Development Planning and Rural Development.*

**9.4 Political structure: Municipal Public Accounts Committee (MPAC):
 Change of membership
 Politieke struktuur: Munisipale Komitee op Openbare Rekening (MPAC):
 Verandering van lidmaatskap
 (3/3/1/1)**

Alderman JJ Visagie was elected as a member of the Municipal Public Accounts Committee by Council. The Alderman has been appointed by the Executive Mayor as a full-time member of the Executive Mayoral Committee, which makes Alderman Visagie ineligible for a position on the MPAC. The Executive Mayor is recommending that Alderman Visagie be replaced by Councillor P Daniels.

UNANIMOUSLY RESOLVED

that Alderman JJ Visagie be replaced by Councillor P Daniels as a member of the Municipal Public Accounts Committee.

EENPARIG BESLUIT

dat raadslid JJ Visagie deur raadslid P Daniels vervang word as 'n lid van die Munisipale Komitee op Openbare Rekening.

**9.5 Appointment of Councillor S de Bruin as member of the Portfolio Committee for Community Development
 Aanstelling van raadslid S de Bruin as lid van die Portefeuljekomitee vir
 Gemeenskapsontwikkeling
 (3/3/1/1)**

Report from the Executive Mayor, dated 30 July 2025:

"Council resolution 8.4.4 of 24 January 2024 mandated the Executive Mayor to finalise and make changes to the political structure of Council. Councillor S de Bruin will replace Alderman JJ Visagie as an ordinary member of the Portfolio Committee for Community Development."

UNANIMOUSLY RESOLVED

that notice be taken of the appointment of Councillor S de Bruin as member of the Portfolio Committee for Community Development.

EENPARIG BESLUIT

dat kennis geneem word van die aanstelling van raadslid S de Bruin as 'n lid van die Portefeuljekomitee vir Gemeenskapsontwikkeling.

**10. FORMAL AND STATUTORY MATTERS
 FORMELE EN STATUTÊRE SAKE**

**10.1 Feedback on matters of outside bodies
 Terugvoering oor sake van buite-organisasies**

**10.1.1 Report: MPAC workshop and meeting: 5 and 6 June 2025
 Verslag: MPAC werkswinkel en vergadering: 5 en 6 Junie 2025
 (3/3/2)**

A report from Councillor J Rooi on the MPAC workshop and meeting, held on 5 and 6 June 2025, is attached as **annexure 10.1.1**.

UNANIMOUSLY RESOLVED

that notice be taken of the report on the MPAC workshop and meeting, held on 5 and 6 June 2025.

EENPARIG BESLUIT

dat kennis geneem word van die verslag oor die Munisipale Komitee vir Openbare Rekening se werkswinkel en vergadering, gehou op 5 en 6 Junie 2025.

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

**11.1 Overcharge by spaza shops on electricity sales
 (5/R)**

A written question was posed by Alderman D Swart as set out in **annexure 11.1(a)**.

The response of the Director: Finance, dated 21 July 2025, is attached as **annexure 11.1(b)**.

UNANIMOUSLY RESOLVED

that potential offenses be investigated and reported to the South African Police Services.

EENPARIG BESLUIT

dat potensiële oortredings ondersoek word en aan die Suid-Afrikaanse Polisie diens gerapporteer word.

Councillor A Gili was excused from the meeting at 12:33.

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

These items are dealt with in the confidential minutes.

MINUTES OF THE SPECIAL COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD VIRTUALLY ON WEDNESDAY, 27 AUGUST 2025 AT 09:00

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 MJ Ndaba (ANC)
 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)
 Councillor IL Swartz (EFF)
 Alderman JJ Visagie (DA)
 Councillor K Yisa (ANC)

Officials

Mr HJ Kritzinger (Acting Municipal Manager)
 Mr S Swartz (Director: Community Services)
 Ms L Nieuwenhuis (Senior Manager: Legal Services)
 Mr A Hofmeester (Manager: IDP)
 Ms R Hendricks (Manager: Communication and Marketing)
 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 K Yisa 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)

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

Apologies for absence from the meeting were received from the Municipal Manager and Deputy Director: Finance.

RESOLVED

- (a) that the application for leave of absence from the meeting, received from Councillor J Zalie, be held in abeyance until the next Council meeting for the submission and consideration of the written application for leave of absence.*
- (b) that the apologies for absence from the meeting, received from the Municipal Manager and Deputy Director: Finance, be accepted.*

BESLUIT

- (a) dat die aansoek om verlof tot afwesigheid van die vergadering, ontvang vanaf raadslid J Zalie, oorstaan tot die volgende raadsvergadering vir die indiening en oorweging van die skriftelike aansoek om verlof tot afwesigheid.*
- (b) dat die verskonings vir afwesigheid van die vergadering, ontvang vanaf die Munsipale Bestuurder en Adjunk-Direkteur: Finansies 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. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

3.1 IDP and Budget Process Plan for 2026/2027 Geïntegreerde Ontwikkelings- en Begrotingsprosesplan vir 2026/2027 (2/2/1)

In terms of Section 28 of the Municipal Systems Act (Act 32 of 2000), Council must adopt an IDP and Budget Process Plan. The Municipal Finance Management Act (Act 56 of 2003) further stipulates that at least ten months before the start of the budget year, the Executive Mayor should table a time schedule outlining key deadlines in respect of the IDP/Budgetary process.

Section 29 of the Municipal Systems Act (Act 32 of 2000), specifies that such a Process Plan must include:

- Programs that set out timeframes for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation with:
 - Local communities, both in terms of needs and priorities as well as consultation during development;
 - Organs of state, traditional authorities, and other role-players in the drafting process; and
- Binding plans and planning requirements, i.e. policy and legislation.

National Treasury has provided further guidance by the issuing of MFMA Circular 10. That circular provides specific guidance with regard to six distinct steps in compilation of the IDP and the annual Budget. The table below highlights these steps, with a brief description of each step:

Steps		Process
1	Planning	Schedule dates, establish consultation forums, review previous processes
2	Strategi- zing	Review IDP, set service delivery objectives for next 3 years, consult on tariffs, indigents, credit control, free basic services etc., and consider local-, provincial- and national issues, the previous year's performance and current economic and demographic trends etc.
3	Preparing	Prepare Budget, revenue and expenditure projections; draft Budget policies; consult and consider local-, provincial- and national priorities
4	Tabling	Table draft Budget, draft IDP and Budget-related policies before council; consult and consider local-, provincial- and national inputs or responses
5	Approving	Council approves the IDP, the Budget and related policies
6	Finalising	Publish the IDP, Budget and approve the SDBIP and performance targets

In capturing the above steps, this IDP & Budget Process Plan seeks to address, *inter alia*, the:

- Identification of areas requiring additional attention in terms of legislative requirements, proper planning processes and sound financial management;
- Inclusion of the most current Census and own statistical data;
- Consideration and review of any other relevant and new information;
- Addressing comments received from the various role-players;
- Factor-in the shortcomings and weaknesses identified through self-assessment;
- Preparation and review of sector plans and its alignment with the IDP;
- Preparation and review of the Performance Management System (PMS);
- Updating of the 5-year Financial Plan; and
- Finalisation of the annual Budget and IDP in terms of the relevant legislation.

Pursuant to the above statutory requirements, an IDP and Budget Process Plan for the 2026/2027 cycle is attached as **annexure 3.1**.

UNANIMOUSLY RESOLVED

- (a) *that the Reviewed IDP and Budget Process Plan for 2026/2027 be approved.*
- (b) *that in the event of any changes with regard to the dates of the Process Plan, the Municipal Manager be mandated to change same after consultation with the Executive Mayor.*

4. ADJOURNMENT / VERDAGING

The meeting adjourned at 09:15.

Approved on _____ with / without amendments.

ALDERLADY EM SIDEGO
SPEAKER

MINUTES OF THE SPECIAL COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD VIRTUALLY ON MONDAY, 29 SEPTEMBER 2025 AT 09:00

NOTULE VAN DIE SPESIALE RAADSVERGADERING VAN MUNISIPALITEIT WITZENBERG, VIRTUEEL GEHOU OP MAANDAG, 29 SEPTEMBER 2025 OM 09:00

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 JS Mouton (ANC)
 Councillor MJ Ndaba (ANC)
 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)
 Councillor IL Swartz (EFF)
 Alderman JJ Visagie (DA)
 Councillor K Yisa (ANC)

Officials

Mr D Nasson (Municipal Manager)
 Mr HJ Kritzinger (Director: Finance)
 Mr S Swartz (Director: Community Services)
 Mr M Mpeluza (Director: Corporate Services)
 Mr J Kolkota (Deputy Director: Finance)
 Ms M Arendse-Smith (Acting Manager: Administration)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested the Executive Deputy Mayor, Councillor J Nel, 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)

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.
Geen botsing van belange verklaar nie.

NOTED / AANGETEKEN

3. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

3.1 DBSA: Revenue Enhancement Support Program
(5/6/1)

The following documents are attached:

- (a) Memorandum from Director: Finance, dated 22 September 2025: **Annexure 3.1(a).**
- (b) Signed Witzenberg Grant Agreement: **Annexure 3.1(b).**

The Executive Mayor, Councillor T Abrahams, highlighted and noted that funds are set aside to obtain a more accurate billing system to optimise revenue collection.

UNANIMOUSLY RESOLVED

- (a) *that Council hereby approves the project, accepts the Grant and Revenue Enhancement support from the DBSA and supports the implementation of the project.*

- (b) *that the Municipal Manager be and is hereby authorised and mandated to sign the Grant Agreement on behalf of the municipality, and to sign and/or despatch all documents and notices (including any Disbursement Request) to be signed and/or despatched by the municipality under or in connection with the agreement.*
- (c) *that the Municipal Manager does all acts and things so as to give effect to the resolutions contained herein and/or to give or execute all notices, communications, acknowledgements, resolutions or other documents or agreements on behalf of the municipality in connection with the transactions contemplated thereby, including providing to the DBSA the FICA documentation requested in terms of the DBSA's internal appraisal and approval requirements.*
- (d) *that to the extent that the Municipal Manager has already signed any documents or done any act or thing to give effect to the resolutions contained herein, the actions of such Municipal Manager in this regard (to the extent legally possible) be and are hereby retrospectively approved and are ratified and adopted in their entirety.*
- (e) *that the Municipality provides the relevant FICA documentation required by the DBSA in terms of Regulations 3, 4, 5 and 6 of FICA (the Financial Intelligence Centre Act, 38 of 2001).*

3.2 Finance: Adjustment budget 2025/2026 **Finansies: Aansuiweringsbegroting 2025/2026** **(5/1/1/24)**

The following documents are attached:

- (a) Memorandum from Director: Finance, dated 23 September 2025: **Annexure 3.2(a).**
- (b) Adjustment budget 2025/2026 to 2027/2028: **Annexure 3.2(b).**
- (c) Budget schedules 2025/2026 to 2027/2028: **Annexure 3.2(c).**

The Executive Mayor, Councillor T Abrahams, tabled the Adjustment budget for 2025/2026 and noted a correction under Section 2 and an insertion at Section 7 of the supporting documentation for accuracy.

UNANIMOUSLY RESOLVED

that the adjustment budget of Witzenberg Municipality for the financial year 2025/2026, as amended and set out in the budget documents, be approved:

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

**3.3 Waste disposal at Worcester Regional Landfill Site
(17/3/1)**

The following documents are attached:

- (a) Memorandum from Senior Manager: Solid Waste and Cleansing Services, dated 22 September 2025: **Annexure 3.3(a)**.
- (b) Draft Waste Disposal Agreement: **Annexure 3.3(b)**.

UNANIMOUSLY RESOLVED

- (a) that the submission be noted and approval be granted in principle for Witzenberg Municipality to proceed with commitment of our contribution to facilitate disposal of waste at the Regional Landfill Site, as per the agreement (to be finalised) drawn up in this regard.*
- (b) that the refuse from Wolseley and Tulbagh can be dumped at the Central Landfill Site in Worcester as a phased-in approach is preferred.*

4. ADJOURNMENT / VERDAGING

The meeting adjourned at 09:54.

Approved on _____ with / without amendments.

ALDERLADY EM SIDEGO
SPEAKER

MINUTES OF THE MEETING OF THE COMMITTEE FOR LOCAL ECONOMIC DEVELOPMENT AND TOURISM OF THE WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES, ON THURSDAY 21 NOVEMBER 2024 AT 14:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR PLAASLIKE EKONOMIESE ONTWIKKELING EN TOERISME VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 21 NOVEMBER 2024 OM 14:00 IN DIE STADSAAL, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG

Committee Members / Komiteelede

Councillor / Raadslid P Daniels (Chairperson / Voorsitter) (DA)
Councillor / Raadslid K Robyn (GOOD)
Alderman / Raadsheer JJ Visagie (DA)

Officials / Amptenare

Mr / Mnr D Nasson (Municipal Manager / Munisipale Bestuurder)
Mr / Mnr R Fick (Acting Manager: Socio-Economic Development / Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling)
Ms / Me R Hendricks (Manager: Communication and Marketing / Bestuurder: Kommunikasie en Bemaking)
Mr / Mnr C Wessels (Manager: Administration / Bestuurder: Administrasie)
Ms / Me M Arendse-Smith (Chief Administration Officer / Hoof Administratiewe Beamppte)
Mr / Mnr C Titus (Committee Clerk / Komitee Klerk)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested Alderman Visagie to open the meeting with prayer.

NOTED / AANGETEKEN

**2. CONSIDERATION OF APPLICATION FOR LEAVE OF ABSENCE, IF ANY /
OORWEGING VAN AANSOEKE OM VERLOF TOT AFWESIGHEID, INDIEN
ENIGE / UKUTHATHELWA INGQALELO KWEZICELI ZEKHEFU
LOKUNGABIKHO EMSEBENZINI, UKUBA KUYIMFUNIKO
(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 application for leave of absence from the meeting was received from Councillor N Nogcinisa.

The Chairperson informed the meeting that Councillor GG Laban indicated that he will not be able to attend the meetings scheduled for 14:00 but did not tender an apology.

Alderman JJ Visagie stated that Councillors are obligated to attend meetings as it forms part of their duties for which they are being compensated for and furthermore that the majority of the councillors are in agreement with the standing meeting arrangement as it is.

RESOLVED

- (a) that the application for leave of absence from the meeting received from Councillor N Nogcinisa be accepted.*
- (b) that the verbal communication from Councillor GG Laban not be regarded or accepted as an apology and that the applicable fine be imposed.*

**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.

**Minutes: Committee for Local Economic Development and Tourism:
Minutes: Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme:
21 November 2024**

3. MINUTES / NOTULE / IMIZUZU

**3.1 MATTERS / CORRECTIONS FROM THE MINUTES
AANGELEENTHEDE / REGSTELLINGS VAN DIE NOTULES
IMIBA / IZILUNGISO ZEMIZUZU
(3/1/2/3)**

None / Geen

NOTED / AANGETEKEN / IGQALIWE

**3.2 Approval of minutes / Goedkeuring van notules / Goedkeuring van Notules /
Ukupasiswa kwemizuzu
(3/1/2/3)**

The minutes of the meeting of the Committee for Local Economic Development and Tourism, held on 11 April 2024, are attached as **annexure 3.2**.

Die notule van die vergadering van die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme, gehou op 11 April 2024, word ingebind as **bylae 3.2**.

RESOLVED

that notice be taken of the minutes of the meeting of the Committee for Local Economic Development and Tourism, held on 11 April 2024, be approved and signed by the Chairperson.

BESLUIT

dat kennis geneem word van die notule van die vergadering van die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme, gehou op 11 April 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 / INGXELO, NEZIBHENGEZO OKANYE IMIBA ETHE
YADAKANCWA NGUSIHLALO**

Alderman JJ Visagie, with permission from the Chairperson, informed the committee that he is immensely proud of the business hubs in PA Hamlet and grateful for the hand that Manager: Local Economic Development has on the matter. There are many critiques towards the municipality stating that the municipality does not care for small business owners and therefore it is requested that the small business hubs in PA Hamlet be officially opened.

The Chairperson requested that the official opening of the business hubs be arranged as soon as possible.

NOTED.

**Minutes: Committee for Local Economic Development and Tourism:
Minutes: Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme:
21 November 2024**

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 reports: Section Local Economic and Rural Development: March; April; May; July, August; September and October 2024 / Maandverslae: Afdeling Plaaslike Ekonomiese en Landelike Ontwikkeling: Maart; April; Mei; Julie; Augustus; September en Oktober 2024
(17/19/1)**

The following monthly reports of the Section Local Economic and Rural Development are attached:

Die volgende maandverslae van die Afdeling Plaaslike Ekonomiese en Landelike Ontwikkeling word ingebind.

(a)	March / Maart 2024	Annexure / Bylae 6.2.(a)
(b)	April 2024	Annexure / Bylae 6.2.(b)
(c)	May / Mei 2024	Annexure / Bylae 6.2.(c)
(d)	July / Julie 2024	Annexure / Bylae 6.2.(d)
(e)	August / Augustus 2024	Annexure / Bylae 6.2.(e)
(f)	September 2024	Annexure / Bylae 6.2.(f)
(g)	October / Oktober 2024	Annexure / Bylae 6.2.(g)

RESOLVED

that the Committee for Local Economic Development and Tourism, after consideration, takes notice of the content of the monthly reports of the Section Local Economic and Rural Development for March; April; May; July; August; September and October 2024 and same be approved and accepted.

BESLUIT

dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme, na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Plaaslike Ekonomiese en Landelike Ontwikkeling vir Maart; April; Mei; Julie; Augustus; September en Oktober 2024 en dat die verslae goedgekeur en aanvaar word.

**Minutes: Committee for Local Economic Development and Tourism:
Minutes: Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme:
21 November 2024**

6.3 Monthly reports: Section Tourism: March; April; May; June; July; August; September and October 2024 / Maandverslae: Afdeling Toerisme: Maart; April; Mei; Junie; Julie; Augustus en September 2024 (9/1/2/1)

The following monthly reports of the Section Tourism are attached:

Die volgende maandverslae van die Afdeling Toerisme word ingebind:

Ezingxelo zarhoqo ngenyanga zilandelayo ziqhotyoshelwe apha kwezizihlomelo:

(a)	March / Maart 2024	Annexure / Bylae 6.3.(a)
(b)	April 2024	Annexure / Bylae 6.3.(b)
(c)	May / Mei 2024	Annexure / Bylae 6.3.(c)
(d)	June / Junie 2024	Annexure / Bylae 6.3.(d)
(e)	July / Julie 2024	Annexure / Bylae 6.3.(e)
(f)	August / Augustus 2024	Annexure / Bylae 6.3.(f)
(g)	September 2024	Annexure / Bylae 6.3.(g)

RESOLVED

that the Committee for Local Economic Development and Tourism, after consideration, takes notice of the content of the monthly reports of the Section Tourism for March; April; May; June; July; August and September 2024 and same be approved and accepted.

BESLUIT

dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme, na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Toerisme vir Maart; April; Mei; Junie; Julie; Augustus en September 2024 en dat die verslae goedgekeur en aanvaar word.

6.4 Risk Management Report: Committee for Local Economic Development and Tourism / Risiko Bestuur Verslag: Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme (9/1/2/2)

This is a quarterly report / Hierdie is 'n kwartaallikse verslag.

None / Geen.

NOTED / AANGETEKEN.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

7.1 Draft Witzenberg Tourism Memorandum of Agreement (10/2/4)

The Draft Witzenberg Tourism Memorandum of Agreement for the Transfer of funds from Witzenberg Municipality to organisations and bodies outside government in accordance with Section 67 of the Local Government: Municipal Finance Management Act 56 Of 2003 is attached as **annexure 7.1**.

RESOLVED

To recommend to the Executive Mayoral Committee and Council:

- (a) that an agreement for the current financial year be concluded with Witzenberg Tourism.*
- (b) that an engagement be held with all Tourism Offices in Witzenberg at the beginning of March 2025 to discuss a new agreement to the advantage of the entire community.*

BESLUIT

Om aan die Uitvoerende Burgemeesterskomitee en die Raad aan te beveel:

- (a) dat 'n ooreenkoms vir die huidige finansiële jaar geteken word met Witzenberg Toerisme.*
- (b) dat 'n vergadering met al die Toerisme kantore in Witzenberg gehou word in die begin van Maart 2025 om 'n nuwe ooreenkoms te bespreek tot die voordeel van die breë gemeenskap.*

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

A memorandum received from the Manager: Local Economic Development, dated 30 September 2024, is attached as **annexure 7.2**.

'n Memorandum ontvang vanaf die Bestuurder: Plaaslike Ekonomiese Ontwikkeling, gedateer 30 September 2024, word aangeheg as **bylae 7.2**.

RESOLVED

To recommend to the Executive Mayoral Committee and Council:

- (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.*

**Minutes: Committee for Local Economic Development and Tourism:
Minutes: Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme:
21 November 2024**

- (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.*

**7.3 Witzenberg Investment Profile / Witzenberg Beleggingsprofiel
(9/1/2/4)**

A memorandum received from the Manager: Local Economic Development, dated 28 October 2024, is attached as **annexure 7.3**.

'n Memorandum ontvang vanaf die Bestuurder: Plaaslike Ekonomiese Ontwikkeling, gedateer, 8 Oktober 2024, word aangeheg as **bylae 7.3**.

RESOLVED

To recommend to the Executive Mayoral Committee and Council:

that the Committee for Local Economic Development and Tourism invest towards the development of a Witzenberg Investment Profile.

**7.4 Witzenberg Municipal Maturity Assessment
(17/19/1)**

A memorandum received from the Manager: Local Economic Development, dated 5 November 2024, is attached as **annexure 7.4**.

'n Memorandum ontvang vanaf die Bestuurder: Plaaslike Ekonomiese Ontwikkeling, gedateer, 5 November 2024, word aangeheg as **bylae 7.4**.

The Municipal Manager congratulated the Manager: Local Economic Development for all the efforts made in respect of the Witzenberg Municipal Maturity Assessment report.

RESOLVED

that the Committee for Local Economic Development and Tourism, after consideration, takes notice of the content of the Witzenberg Municipal Maturity Assessment report.

**Minutes: Committee for Local Economic Development and Tourism:
Minutes: Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme:
21 November 2024**

**8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA /
DRINGENDE SAKE INGEDIEN NA AFSENDING VAN DIE AGENDA / IMIBA
ENGXAMISEKILEYO ITHE YAFAKWA EMVENI KOKUBA KUXOXIWE AGENDA**

None / Geen

Noted / Aangeteken

9. ADJOURNMENT / VERDAGING / CHITHAKALA

The meeting adjourned at 14:45 / Die vergadering verdaag om 14:45.

Approved on 12 June 2025 without amendments.

**COUNCILLOR / RAADSLID DANIELS
CHAIRPERSON / VOORSITTER**

/es/

MINUTES OF THE HYBRID MEETING⁸² FOR THE COMMITTEE FOR COMMUNITY DEVELOPMENT OF THE WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON THURSDAY, 13 MARCH 2025 AT 10:00

NOTULE VAN DIE VIRTUELE/KONTAKVERGADERING VAN DIE KOMITEE VIR GEMEENSKAPSONTWIKKELING VAN DIE MUNISIPALITEIT WITZENBERG GEHOU OP DONDERDAG, 13 MAART 2025 OM 10:00 IN DIE STADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT, CERES

PRESENT / TEENWOORDIG

Committee Members / Komiteelede

Councillor / Raadslid JF Nel (Executive Deputy Mayor) (Chairperson / Voorsitter) (ICOSA)
 Alderman / Raadsheer JJ Visagie (DA)
 Councillor / Raadslid / K Yisa (ANC) (Virtual)
 Councillor / Raadslid / G Franse (DA)

Officials / Amptenare/Amagosa

Ms / Me J Stuurman (Manager: Libraries / Bestuurder: Biblioteke)
 Ms / Me H Truter (Manager: Environment and Amenities / Bestuurder: Omgewing en Geriewe)
 Mr / Mnr Green (Senior Manager: Traffic Services / Senior Bestuurder: Verkeersdienste)
 Mr / Mnr R Africa (Acting Manager: Resorts and Swimming Pools / Waarnemende Bestuurder: Oorde en Swembaddens)
 Ms M Arendse-Smith (Acting Manager: Administration / Waarnemende Bestuurder: Administrasie)
 Mr T McClune (Intern: Administration / Intern: Administrasie)

Outside Bodies

Sergeant / Sersant VPN Welkom (Wolseley SAPS)
 Ms / Me C Botha (Manager: Haven Nighshelter / Bestuuder: Haven Nagskuiling)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The chairperson welcomed everyone present and opened the meeting with prayer.

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 Municipal Manager.

'n Verskoning vir afwesigheid van die vergadering is ontvang vanaf die Munisipalebestuurder.

RESOLVED

that the apology for absence from the meeting, received from the Municipal Manager be accepted.

BESLUIT

dat die verskoning vir afwesigheid van die vergadering, ontvang vanaf die Munisipalebestuurder, aanvaar word.

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

None / Geen

NOTED / AANGETEKEN

3. MINUTES / NOTULE / IMIZUZU

**3.1 Matters/corrections from the minutes
Aangeleenthede/regstelling van die notule
Imiba / Izilungiso zemizuzu
(3/1/2/3)**

None / Geen

NOTED / AANGETEKEN

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

The minutes of the meeting of the Committee for Community Development, held on 27 November 2024, are attached as **annexure 3.2**.

Die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 27 November 2024, word ingebind as **bylae 3.2**.

RESOLVED

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

BESLUIT

dat die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 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 / INGXELO, ISIBHENGESO OKANYE IMIBA ETHE
YAPHAKANYISWA NGUSIHLALO**

The Committee members noted that the Manager: Disaster Management and Fire Services was absent from the meeting without an apology, whilst there are many items related to said section on the agenda with many questions. Furthermore, that the absence is unacceptable, and officials must take responsibility for attendance.

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

**5.1 South African Police Services (SAPS) / Suid-Afrikaanse Polisie (SAPD)
(17/07/1/R)**

The reports of the South African Police Services will be presented verbally.

Die verslae van die Suid-Afrikaanse Polisie sal mondelings gelewer word.

- (a) Ceres**
- (b) Prince Alfred's Hamlet**
- (c) Wolseley**
- (d) Tulbagh**

Alderman JJ Visagie requested that the South African Police Services (SAPS) submit reports monthly to the committee, as the SAPS does not attend the meetings, leaving the Councillors and Municipality in the dark.

The Chairperson informed the committee that discussions were held with the Executive Mayor to visit the various Police Stations for meaningful engagements.

NOTED / AANGETEKEN

**5.2 Community Services: The Haven Night Shelter: Monthly Reports for November, December 2024, January and February 2025 / Gemeenskapsdienste: Die Haven Nagskuiling: Maandverslae vir November, Desember 2024, Januarie en Februarie 2025
(17/16/3/1)**

The following monthly reports of the Haven Night Shelter are attached:

Die volgende maandverslae van die Haven Nagskuiling word ingebind:

- | | |
|--------------------------------------|--------------------------------|
| (a) November 2024 | Annexure / Bylae 5.2(a) |
| (b) December / Desember 2024 | Annexure / Bylae 5.2(b) |
| (c) January / Januarie 2025 | Annexure / Bylae 5.2(c) |
| (d) February / Februarie 2024 | Annexure / Bylae 5.2(d) |

The Manager: Haven Night Shelter informed the meeting that they are in the process of obtaining additional bunk beds, which will increase the number of beds to 72. There are however problems with the electricity, causing damage to appliances. It will cost a considerable amount to fix and obtain a Certificate of Compliance (COC) but would have to be dealt with ahead of the upcoming winter season. Any contributions would be greatly appreciated.

The Acting Municipal Manager advised the Haven Night Shelter to engage with the relevant Ward Committee in this regard as they received funding.

Councillor G Franse thanked Haven Night Shelter for their initiative for the additional beds as the winter months are extremely cold.

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the content of the monthly reports of the Haven Night Shelter for November, December 2024, January and February 2025 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslae van die Haven Nagskuiling vir November, Desember 2024, Januarie en Februarie 2025 en dat die verslae aanvaar word.

Manager: Haven Night Shelter excused from the meeting at 11:11

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE / AMAGUNYA WEGQIZA

6.1 Outstanding matters / Uitstaande sake / Imiba engaqukunjelwanga (3/3/2)

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

6.2 Monthly reports of the Section Socio-Economic Development for November, December 2024 and January 2025 / Maandverslae van die Afdeling Sosio-Ekonomiese Ontwikkeling vir November, Desember 2024 en Januarie 2025 (17/16/1/)

The following monthly reports of the Section Socio-Economic Development are attached:

Die volgende maandverslae van die Afdeling Sosio-Ekonomiese Ontwikkeling word ingebind:

- | | | |
|-----|--------------------------|--------------------------------|
| (a) | 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 Community Development, after consideration, takes notice of the content of the monthly reports of the Section Socio-Economic Development for November, December 2024 and January 2025 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Sosio-Ekonomiese Ontwikkeling vir November, Desember 2024 en Januarie 2025 en dat die verslae aanvaar word.

6.3 Monthly reports of the Section Libraries: November, December 2024 and January 2025 / Maandverslae van die Afdeling Biblioteke vir November, Desember 2024 en Januarie 2025 (17/6/5)

The following monthly reports of the Section Libraries are attached:

Die volgende maandverslae van die Afdeling Biblioteke 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) |

Councillor G Franse enquired about the shortage of staff at the Op-die-Berg Library as one staff member must cover the Agter Witzenberg Library as well as Op-die-Berg Library.

Manager: Libraries informed the meeting that the request to fill the position is with HR but will follow-up on the matter.

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the content of the monthly reports of the Section Libraries for November, December 2024 and January 2025 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Biblioteke vir November, Desember 2024 en Januarie 2025 en dat die verslae aanvaar word.

6.4 Monthly report of the Section Amenities and Environment for November, December 2024 and January 2025 / Maandverslae van die Afdeling Geriewe en Omgewing vir November, Desember 2024 en Januarie 2025 (17/5/2/)

The following monthly reports of the Section Amenities and Environment is attached as **annexure 6.4**.

Die volgende maandverslae van die Afdeling Geriewe en Omgewing 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 Community Development, after consideration, takes notice of the content of the monthly reports of the Section Amenities and Environment for November, December 2024 and January 2025 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Geriewe en Omgewing vir November, Desember 2024 en Januarie 2025 en dat die verslae aanvaar word.

6.5 Monthly reports of the Section Resorts and Swimming Pools for November, December 2024 and January 2025 / Maandverslae van die Afdeling Oorde en Swembaddens vir November, Desember 2024 and Januarie 2025 (17/10/4)

The following monthly reports of the Section Resorts and Swimming Pools are attached:

- | | | |
|-----|---------------|------------------------|
| (a) | November 2024 | Annexure 6.5(a) |
| (b) | December 2024 | Annexure 6.5(b) |
| (c) | January 2025 | Annexure 6.5(c) |

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the content of the monthly reports of the Section Resorts and Swimming Pools for November, December 2024 and January 2025 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Oorde en Swembaddens vir November, Desember 2024 en Januarie 2025 en dat die verslae aanvaar word.

6.6 Monthly reports: Section Disaster and Emergency Management and Fire Services for November, December 2024 and January 2025 / Maandverslae: Afdeling Ramp- en Noodbestuur en Brandweerdienste vir November, Desember 2024 en Januarie 2025 (17/7/2/)

The following monthly reports of the Section Disaster and Emergency Management and Fire Services are attached:

Die volgende maandverslae van die Afdeling Ramp- en Noodbestuur en Brandweerdienste word ingebind:

- | | | |
|-----|--------------------------|--------------------------------|
| (a) | 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 G Franse noted that there are many fires at Op-die-Berg and that at a previous meeting it was stated that fire trucks would be returned to said area and staff appointed.

Chairperson requested that the Acting Municipal Manager do a follow-up with the Manager: Disaster Management and Fire Services and provide feedback to Councillor G Franse.

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the content of the monthly reports of the Section Disaster and Emergency Management and Fire Services for November, December 2024 and January 2025 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Ramp- en Noodbestuur en Brandweerdienste vir November, Desember 2024 en Januarie 2025 en dat die verslae aanvaar word.

6.7 Monthly report: Section Traffic Services for November, December 2024 and January 2025 / Maandverslag: Afdeling Verkeersdienste vir November, Desember 2024 en Januarie 2025 (9/1/2/1)

The following monthly reports of the Section Traffic Services are attached:

Die volgende maandverslae van die Afdeling Verkeersdienste vir 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) |

The following concerns were raised by Councillors:

- That an action by the legal taxi operators was lodged in Prince Alfred's Hamlet to prevent illegal taxi's from operating.
- Families with children are being pulled over and fined, whilst being accused of transporting people.
- Concerns raised that people are being targetted, which will cause problems.
- Illegal activities at the entrance of Op-die-Berg, where alcohol is sold and gambling takes place. Law Enforcement is visible but at the wrong times.
- There is an extreme shortage of Law Enforcement Officers and hope the matter will be addressed soon as it would be ideal to have them divided between the towns to ensure sustainable monitoring.

Senior Manager: Traffic Services noted the following:

- that engagements will be held with SAPS in this regard to address the matter at the respective relevant meetings.
- The matter of illegal activities will be addressed in conjunction with Councillor G Franse.

Acting Municipal Manager noted that there is a big concern that the SAPS does not act and need to be contacted or engaged to partake in joint operations. The municipality is also not mandated to perform duties of SAPS.

A representative of Wolseley SAPS, Sergeant Welkom, informed the meeting that Monday's are scheduled for meetings with all role players to discuss matters of concern but that it would be best to engage with the Operations Commander in this regard.

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the content of the monthly reports of the Section Traffic Services for November, December 2024 and January 2025 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Verkeersdienste vir November, Desember 2024 en Januarie 2025 dat die verslae aanvaar word.

6.8 Risk Management: Risk Management Report: Committee for Community Development / Risiko Bestuur Verslag: Komitee vir Gemeenskapsontwikkeling / Ulawulo lweNgozi/umngcipheko: Ingxelo yoLawulo lengozi umngcipheko: iKomiti yoPhuhliso loLuntu (9/1/2/2)

This is a quarterly report. / Hierdie is 'n kwartaallikse verslag.

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

6.9 Minutes: Joint Environmental Management Climate Resilience [EMCR] and Emergency Services Disaster Management [ESDM] Provincial Working Groups: 11 February 2025 (12/1/1/11)

The minutes of the Joint Environmental Management Climate Resilience and Emergency Services Disaster Management Provincial Working Groups, held on 11 February 2025, are attached as **annexure 6.9**.

RESOLVED

that the Committee for Community Development takes notice of the minutes of the Joint Environmental Management Climate Resilience and Emergency Services Disaster Management Provincial Working Groups meeting, held on 11 February 2025.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE / AMAGUNYA AKHOYO

7.1 Prince Alfred's Hamlet: Hamlet Sports Club: Proposed Cooperation Agreement with municipality in respect of operation of sports facilities
Prince Alfred's Hamlet: Hamlet Sportklub: Voorgestelde Samewerkingsooreenkoms met Munisipaliteit ten opsigte van bedryf van sportfasiliteite
(5/5/1)

The following items refers:

- (i) Item 7.3 of the Committee for Community Development, held on 10 October 2024.
- (ii) Item 7.1 of the Committee for Community Development, held on 27 November 2024.

A memorandum received from the Manager: Environment and Amenities, dated 25 April 2024, is attached as **annexure 7.1**.

'n Memorandum ontvang vanaf die Bestuurder: Omgewing en Geriewe, gedateer 25 April 2024, word aangeheg as **bylae 7.1**.

The Committee for Community Development resolved on 10 October 2024, that the matter in respect of Prince Alfred's Hamlet: Hamlet Sports Club: Proposed Cooperation Agreement with Municipality in respect of operation of Sports Facilities be held in abeyance to obtain more information.

The Committee for Community Development resolved on 27 November 2024, that the matter in respect of Prince Alfred's Hamlet: Hamlet Sports Club be held in abeyance until the next meeting.

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 sportsfields, 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 sportsfield has not been reduced after Council approved a reduction in costs.

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.

RESOLVED

To recommend to Executive Mayoral Committee and Council:

- (a) that the Council conclude an agreement with 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.*

BESLUIT

Om by die Uitvoerende Burgemeesterskomitee en Raad aan te beveel:

- (a) dat die Raad 'n ooreenkoms vir 12 maande met Hamlet Sportklub sluit met die moontlikheid om dit vir 'n verdere termyn te verleng.*
- (b) dat supra (a) as basis dien vir die ooreenkoms.*

**7.2 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 7.2(a).***
- (b) Disaster Risk Reduction Plan: **Annexure 7.2(b).***

RESOLVED

that the Committee for Community Development recommends to the Executive Mayoral Committee and Council:

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

**8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA
DRINGENDE SAKE INGEDIEN 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.

9. ADJOURNMENT / VERDAGING

The meeting adjourned at 10:40 / Die vergadering verdaag om 10:40

Approved on 24 June 2025 without amendments.

COUNCILLOR / RAADSLID JF NEL
CHAIRPERSON / VOORSITTER

/msa

MINUTES OF THE EXECUTIVE MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON TUESDAY, 20 MAY 2025 AT 09:00

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 M Mpeluza (Director: Corporate Services)
 Mr S Swartz (Director: Community Services)
 Mr J Kolkota (Deputy Director: Finance)
 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.

A warm welcome was extended to the newly appointed Director: Community Services and a special thank you conveyed to the Municipal Manager for all the hard work till now in the absence of a duly appointed Director: Community Services.

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

RESOLVED

that the apology for absence from the meeting, received from the 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 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)

The following enquiries were made:

- Whether the process of the upgrading of the gravel road that intersects with Vos street opposite Faure street, Ceres has commenced.
- Whether the South African Police Services and Correctional Services are represented on the Local Drug Action Committee (LDAC) as the Community Development Chairperson has emphasized the importance of their involvement to the forum.

The Municipal Manager responded with the following:

- that the matter related to Vos Street, Ceres has commenced and is with Supply Chain phase at this stage.
- that a follow-up regarding the SAPS and Correctional Services representatives will be made.

NOTED.

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

The minutes of the Executive Mayoral Committee meeting, held on 26 March 2025, are attached as **annexure 3.3**.

RESOLVED

that the minutes of the Executive Mayoral Committee meeting, held on 26 March 2025, be approved and signed by the Executive Mayor.

BESLUIT

dat die notule van die Uitvoerende Burgemeesterskomitee vergadering, gehou op 26 Maart 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

NOTED

5. INTERVIEWS WITH DELEGATIONS ONDERHOUDE MET AFVAARDIGINGS

None

NOTED

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

6.1 Directorate Technical Services / Direktoraat Tegniese Dienste

6.1.1 Appeal: Subdivision of erf 393, Prince Alfred's Hamlet (15/4/1/4/60)

A memorandum from the Senior Town Planner, dated 10 February 2025, is attached as **annexure 6.1.1**.

RESOLVED

That the appeal of Mr C Riding against the decision of the Town Planning Department to refuse the application for subdivision of erf 393, Goosen Street, Prince Alfred's Hamlet be upheld and the application be approved, subject to the following conditions:

- (i) that capital contributions be paid by the developer.*
- (ii) that the connection of municipal services for the newly created portions must occur in consultation with and on approval by the Director: Technical Services of the municipality, prior to transfer of individual erven. The full cost of services provision, services connections and works necessary to provide the required standard of infrastructure and services will be for the account of the developer.*
- (iii) that where the route of a proposed service crosses private property, the developer will take the responsibility to ensure approval from the affected property owners. A servitude will have to be registered over that service, the cost thereof for the account of the developer.*
- (iv) that the owner / developer must see to it that the Land Surveyor and Land Surveyor-general complies with Councils' decision and conditions therewith. Any corrections in this regard shall be the responsibility of and for the cost of the owner/developer.*
- (v) that a Berm be constructed to move the flood lines away toward the river as indicated on plan no. 2431-D2-02, dated 1 September 2024, by Sarel Bester Engineers.*

6.1.2 Appeal: Erf 8127, Phillip Street, Ceres (15/4/1/1/237)

A report (with annexures) from the Senior Manager: Town Planning and Building Control, dated 9 May 2025, is attached as **annexure 6.1.2**.

RESOLVED

- (a) *that the appeal submitted by Joubert van Vuuren Inc. on behalf of Ceres residents, Charlie Hofmeyr High School and Gericke Primary School, dated 24 March 2025, be dismissed.*
- (b) *that the appeal submitted by RG Ross (Pr. Eng), acting for Ceres Bowls Club, Ceres Cricket Club, Ceres Landbougenootskap, Ceres Rugby Club and Ceres Tennis Club, received on 24 March 2025, be dismissed.*
- (c) *that the appeal submitted by Ivan Pauw & Partners acting on behalf of NAD Property Income Fund (Pty) Ltd, dated 24 March 2025, be dismissed.*
- (d) *that the decision of the Planning Tribunal, made on 27 February 2025, to approve the development application, be confirmed with amendments, as follows:*
 - (i) *that the application for rezoning of erf 8127, Ceres from Open Space Zone II (Private Open Space) to Business Zone V (Shopping Centre) be refused and that a rezoning to Business Zone I (Business Premises) be approved.*
 - (ii) *that the application for departure in respect of the side building line from 10 m to 0 m be approved.*
 - (iii) *that the application for departure in respect of the Phillip Street building line from 10 m to 0 m be approved.*
 - (iv) *that the application for departure in respect of the Voortrekker Street building line from 10 m to 0 m be refused and that a departure in respect of the Voortrekker Street building line from 10 m to 3 m be approved.*
 - (v) *that the application for departure in respect of the provision of minimum on-site parking bays from 348 bays (6 bays per 100 m²) to 120 parking bays (2 bays per 100 m²) be refused and that a departure from 6 bays per 100 m² to 4 bays per 100 m² be approved.*
 - (vi) *that the application for the removal of the Title Deed restrictions contained in Paragraph 9.D. of T3703/2008 for Erf 8127 Ceres by Witzenberg Municipality be approved.*

This approval is subject to the following conditions:

- (i) The applicant shall submit a revised Site Development Plan for approval that provides the following:*
 - 1. on-site parking at a minimum ratio of 4 bays per 100 m²*
 - 2. 3 m building line on Voortrekker Street.*
- (ii) Access to the development shall be from Phillip Street and no direct access may be taken from Voortrekker Street.*
- (iii) No advertising signs or any other sign other than a small unilluminated sign showing the name of the centre may be erected on the wall facing Voortrekker Street.*
- (iv) No pylon sign may be erected on the site.*
- (v) No signage may be erected on the east facing wall adjacent Erven 1198 and 1006.*
- (vi) The developer is liable for upgrades in respect of the provision and installation of engineering services which result because of the proposed development.*
- (vii) The developer is liable for the bulk levies in terms of Council's policy and rates.*
- (viii) The developer will be responsible for all upgrades to the municipal infrastructure and civil engineering services as pointed out by the respective studies and departmental requirements.*
- (ix) The approval of building plans up to foundation level only can be considered once the designs for engineering services have been approved.*
- (x) The completion of the building and issuing of an occupancy certificate is subject to submission of the completion certificates for the installation of the engineering services.*
- (xi) The upgrades to engineering services and connection of municipal services must occur in consultation with and on approval by the Director: Technical Services. The full cost of services provision, services connections and works necessary to provide the required standard of infrastructure and services will be for the account of the developer.*
- (xii) All servitudes and existing services shall be observed and the cost of relocating any services is for the account of the developer.*

- (xiii) *Where the route of a proposed service crosses private property, the developer will take the responsibility to ensure approval from the affected property owners. If a servitude will have to be registered over that service or a land subdivision result from it, the cost thereof is for the account of the developer;*
- (xiv) *The existing trees along the perimeter of Erf 8127 and along Voortrekker and Phillip Streets must be retained and any tree that is removed must be replaced in consultation with the municipality's Environmental Section.*
- (xv) *All building activities must comply with SABS 0400.1990 and National Building Regulations and Building Standards of 1977, as amended.*
- (xvi) *If any of the activities trigger a listed activity in terms of NEMA or the National Water Act (NWA) the developer must obtain authorisation prior to the approval of plans.*
- (xvii) *The conditions and requirements (attached hereto) of the following Departments need to be complied with:*
 - 1. *The Provincial Roads Department's requirements under letter dated 10 December 2024, as amended.*
 - 2. *The Senior Manager: Water and Sewerage's requirements under e-mail dated 25 October 2024, as amended.*
 - 3. *The Acting Manager: Electro-Technical Services' requirements under e-mail dated 19 October 2024, as amended.*
 - 4. *The Senior Manager: Streets and Storm Water's requirements under memorandum dated 12 December 2024, as amended.*
 - 5. *The Senior Manager: Solid Waste's requirements under e-mail dated 24 October 2024, as amended.*
 - 6. *The Director: Technical Services' requirements under e-mail dated 31 October 2024, as amended.*
- (xviii) *That the developer submits a traffic accommodation and management plan to the Senior Manager: Roads and Storm Water for approval prior to the commencement of works.*

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

7.1 Directorate Finance / Direktoraat Finansies

7.1.1 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 7.1.1(a)**
- (b) April 2025: **Annexure 7.1.1(b)**.

RESOLVED

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.*

7.1.2 Quarterly Budget Statement [Section 52(d)] report: 3rd Quarter of 2024/2025 (9/1/2/2)

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 7.1.2.**"

RESOLVED

That the Executive Mayoral Committee recommends to Council:

- (a) *that notice be taken of the Quarterly Budget Statement [Section 52(d)] report for the 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.*

7.1.3 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 7.1.3**.

RESOLVED

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.*

7.1.4 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 7.1.4.**

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 Mayor requested clarity regarding the difference between the monthly rebate and the annual rebate amounts, after which it was noted that the accuracy of the amounts will be checked.

RESOLVED

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.

**7.1.5 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 7.1.5(a).
- (b) Policy for the Allocation of Grants in Aid: **Annexure 7.1.5(b).**
- (c) MFMA Circular 131 from National Treasury: **Annexure 7.1.5(c).**

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

7.2 Directorate Technical Services / Direktooraat Tegniese 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.**"

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.

RESOLVED

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.*

7.2.2 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 7.2.2(a)**.
- (b) Report from the Senior Manager: Streets and Storm Water, dated 11 November 2024: **Annexure 7.2.2(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.

RESOLVED

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.*

7.3 Directorate Community Services / Direktooraat Gemeenskapsdienste

7.3.1 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 7.3.1(a)**.
- (b) By-law Public Parks: **Annexure 7.3.1(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.

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.

7.3.2 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 7.3.2**.

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.

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.

RECOMMENDED

That the Executive Mayoral Committee recommends 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 a Public Participation Process be followed comments and/or inputs and thereafter be tabled to Council for approval.*

7.3.3 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 7.3.3(a).**
- (b) Disaster Risk Reduction Plan: **Annexure 7.3.3(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.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

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

7.4 Directorate Corporate Services / Direktoraat Korporatiewe Dienste

7.4.1 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 7.4.1(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 7.4.1(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.

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. 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 10:05.

Approved on 28 July 2025 without amendments.

**COUNCILLOR TE ABRAHAMS
EXECUTIVE MAYOR
UITVOERENDE BURGEMEESTER**

*/M Arendse-Smith
/MJ Prins*

MINUTES OF THE EXECUTIVE MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON TUESDAY, 27 MAY 2025 AT 09:00

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

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 S Swartz (Director: Community Services)
Ms N Oerson (Chief Internal Audit Executive)
Mr A Hofmeester (Manager: IDP)
Ms M Arendse-Smith (Acting Manager: Administration)
Mr T McClune (Intern: Administration)

Other attendees

Mr M de Villiers (Ceres Business Initiative)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Executive Mayor welcomed everyone present and opened 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)

A verbal application for leave of absence from the meeting was received from the Executive Deputy Mayor, Councillor JF Nel.

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

RESOLVED

- (a) that the verbal application for leave of absence from the meeting, received from the Executive Deputy Mayor, Councillor JF Nel, be held in abeyance pending the submission of the written application for leave of absence.*
- (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 declared.

NOTED

3. MINUTES / NOTULES

None / Geen

NOTED / AANGETEKEN

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

The Executive Mayor conveyed the following to the meeting:

- “Game Changers for Witzenberg” was conceptualized after taking a holistic view and approach of the municipality related to service delivery, which will allow for better services for the residents of Witzenberg.
- Consideration was also given to the “Pipeline of Witzenberg” since the establishment of the coalition Mayco, with the purpose of excelling service delivery. This speaks to productivity during working hours to satisfy and deliver services to the residents of Witzenberg, which ultimately adds pressure for effective and quality service delivery to address the challenges currently faced in Witzenberg.
- Digitization is therefore very important to give the above-mentioned processes more credibility, resulting in satisfaction and appreciation from residents. The IT Section should therefore not work in isolation and feedback regarding the status of the digitization process must be conveyed to the community as to what has been put in place relating to engagements and communications.

NOTED.

**5. INTERVIEWS WITH DELEGATIONS
 ONDERHOUD MET AFVAARDIGINGS**

None / Geen

NOTED / AANGETEKEN

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

None / Geen

NOTED / AANGETEKEN

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

7.1 Directorate Finance / Direktoraat Finansies

7.1.1 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 7.1.1(a).**
- (b) Reviewed IDP 2025/2026: **Annexure 7.1.1(b).**
- (c) Budget: 2025/2026 – 2027/2028: **Annexure 7.1.1(c).**
- (d) Budget Related Policies: 2025/2026: **Annexure 7.1.1(d).**

The following questions were raised by the Mayoral Committee regarding the Draft Budget and Reviewed IDP for 2025/2026:

- Whether provision has been made for the digitization process?
- Extra funding allocated for the soup kitchens/feeding schemes?
- Funding for the removal of alien vegetation in the Tulbagh area?
- Whether the listed loan amount of R20 million is correct?
- Funding for community safety forums in the budget?
- That protective clothing be made available for all EPWP workers?
- That questions posed at the IDP meetings be conveyed to the meeting to determine whether it is catered for in the budget.
- Funds were lobbied for learner transport and promised by Department of Rural Safety. It must, however, be determined whether funding was received and if not, that a follow-up be made.

The Municipal Manager responded with the following:

- That the Digitisation Initiative was budgeted for in terms of operational funds and if additional funds are required, the matter could be addressed in the adjustment budget.
- That no electronic requests or comments regarding the budget were received except for IDP matters on operational matters nor any received to lower rates and taxes or that policies be amended.
- That provision was made in the budget for soup kitchens/feeding schemes and for the removal of alien vegetation.
- Corrections will be made to the stated loan amount to reflect the correct amount of R25 million.
- That the matter of EPWP protective clothing will be investigated, but attention must also be paid to the debt collection aspect to enforce requirements.
- An assessment must be done to determine the number of active and accredited neighbourhood watch forums. Thereafter, consideration must be given to the Provincial budget for such forums after which feedback will be provided at a later stage.

The Executive Mayor noted the following:

- That structures such as LGBTQI and GBV within Witzenberg need to become operational and that the concern exists whether they are equipped for the winter season.
- Safety forums must encompass a community aspect as most individuals are in their private capacity and require the necessary support and motivation.
- Very little funding is budgeted for sewerage networks and maintenance and that on national level, funds have not been allocated to maintenance works.
- Certain Grant funding will be replaced or made redundant, especially water and sanitation and therefore attention must be paid to grant opportunities at all times.

RESOLVED

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 7.1.1(c) and any other municipal tax reflected in annexure 7.1.1(c) are imposed for the budget year 2025/2026.*
- (c) *Tariffs and charges reflected in annexure 7.1.1(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).*

7.1.2 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 7.1.2(a).
- (b) Combined annexures regarding loan: **Annexure 7.1.2(b).**

RESOLVED

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.

7.2 Directorate Technical Services / Direktoraat Tegniese Dienste

None / Geen

NOTED / AANGETEKEN

7.3 Directorate Community Services / Direktoraat Gemeenskapsdienste

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

A report from the Manager: Local Economic Development, dated 9 May 2025, is attached as **annexure 7.3.1**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the Redevelopment of LED Strategy be workshopped by Council.

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

A report from the Manager: Local Economic Development, dated 9 May 2025, is attached as **annexure 7.3.2**.

The following recommendation was tabled to the Mayoral Committee:

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.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Municipal Service Charter be workshopped by Council.

7.4 Directorate Corporate Services / Direktooraat Korporatiewe Dienste

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

The Ward Committee Policy is attached as **annexure 7.4.1**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

7.4.2 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 7.4.2**.

RESOLVED

(a) *that the Executive Mayoral Committee takes notice of all objections and comments received.*

(b) *that the Executive Mayoral Committee recommends to Council:*

that erf 787, Tulbagh be sold as a residential erf in terms of the Supply Chain process.

7.4.3 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 7.4.3(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 7.4.3(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."

Councillor P Daniels enquired whether the new school would provide educations in all relevant languages, whereafter the Municipal Manager informed that the Head of Department will be requested to address Council with regards to the language aspect.

RESOLVED

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.*

**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. EXECUTIVE MAYORAL COMMITTEE-in-COMMITTEE

These items are dealt with in the confidential minutes.

MINUTES OF THE MEETING OF THE COMMITTEE FOR HOUSING MATTERS, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON THURSDAY, 29 MAY 2025 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR BEHUISINGSAAANGELEENTHEDE, GEHOU OP DONDERDAG, 29 MEI 2025 OM 10:00 IN DIE STADSAAL, VOORTREKKERSTRAAT, CERES

PRESENT / TEENWOORDIG

Councillors / Raadslede

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

Officials/ Amptenare

Mr / Mnr S Swartz (Director: Community Services / Direkteur: Gemeenskapsdienste)
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 / T Mc Clune (Intern: Administration / Praktikant: Administrasie)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING / UKUVULWA NOLWAMNKELO

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

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

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 / Ukugqalwa kwezicelo zokungazimasi intlanganiso (3/1/2/1)

A verbal application for leave of absence from the meeting was received from Alderman D Swart.

'n Mondelinge aansoek om verlof tot afwesigheid van die vergadering is ontvang vanaf raadsheer D Swart.

RESOLVED

that the application for leave of absence from the meeting, received from Alderman D Swart, be held in abeyance until the next 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 raadsheer D Swart, oorstaan tot die volgende komiteevergadering vir die indiening en oorweging van die skriftelike aansoek om verlof tot afwesigheid.

2.2 Consideration of application for leave of absence: 25 April 2025
Aansoek om verlof tot afwesigheid: 25 April 2025
(3/1/2/1)

Application for leave of absence from the meeting was received from Councillor IL Swartz.

The Committee for Housing unanimously resolved on 25 April 2025:

- (a) that notice be taken of the application for leave of absence from the meeting, received from Councillor IL Swartz.
- (b) that in terms of compliance with the Rules of Order for meetings, the application for leave of absence received, be dealt with at the next committee meeting.

A written application for leave of absence from Councillor IL Swartz is attached as **annexure 2.2**.

RESOLVED

that the application of Councillor IL Swartz for leave of absence from the meeting, dated 25 April 2025, be approved and accepted.

BESLUIT

dat die aansoek van raadslid IL Swartz om verlof tot afwesigheid van die vergadering, gedateer 25 April 2025, goedgekeur en aanvaar word.

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**.

No conflict of interest was declared. / Geen botsing van belange was verklaar nie.

NOTED / AANGETEKEN

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 / Sake voortspruitend uit die notule (3/1/2/3)

None / Geen

NOTED / AANGETEKEN

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

The minutes of the meeting of the Committee for Housing Matters, held on 25 April 2025, are attached as **annexure 3.3**.

Die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 25 April 2025, word ingebind as **bylae 3.3**.

RESOLVED

that the minutes of the meeting of the Committee for Housing Matters, held on 25 April 2025, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 25 April 2025, goedgekeur en deur die Voorsitter onderteken word.

**4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY THE CHAIRPERSON
VERKLARINGS, MEDEDELINGS OF SAKE INGEDIEN DEUR DIE VOORSITTER
INGXELO, IZIBHENGEZO OKANYE IMIBA ETHE YAPHAKANYISWA NGUSIHLALO**

None / Geen

NOTED / AANGETEKEN

**5. INTERVIEWS WITH DELEGATIONS
ONDERHOUDE MET AFGEVAARDIGDES / UDLIWANONDLIBE NEGQIZA**

None / Geen

NOTED / AANGETEKEN

**6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE
AMAGUNYA ABAWAXAKATHISIWEYO**

**6.1 Monthly report of the Section Housing: April 2025 / Maandverslag van die Afdeling Behuising: April 2025
(9/1/2/4)**

The monthly report of the Section Housing are attached as **annexure 6.1**.

Die maandverslag van die Afdeling Behuising word ingebind as **bylae 6.1**.

RESOLVED

that the Committee for Housing Matters takes notice of the content of the monthly report of the Section Housing for April 2025, and same be approved and accepted.

BESLUIT

dat die Komitee vir Behuisingsaangeleenthede kennis neem van die inhoud van die maandverslag van die Afdeling Behuising vir April 2025, en dat die verslag goedgekeur en aanvaar word.

6.2 Minutes: SALGA Human Settlements Urban Agenda Provincial Working Group: 13 May 2025 (12/1/1/11)

The minutes of the SALGA Human Settlements Urban Agenda Provincial Working Group meeting, held on 13 May 2025, are attached as **annexure 6.2**.

Die notule van die SALGA Menslike Nedersettings Stedelike Agenda Provinsiale Werksgroep vergadering word ingebind as **bylae 6.2**.

RESOLVED

that notice be taken of the minutes of the SALGA Human Settlements Urban Agenda Provincial Working Group meeting, held on 13 May 2025.

BESLUIT

dat kennis geneem word van die notule van die SALGA Menslike Nedersettings Stedelike Agenda Provinsiale Werksgroep vergadering, gehou op 13 Mei 2025.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE / AMAGUNYA

None / Geen

NOTED / AANGETEKEN

**8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA
DRINGENDE SAKE NA AFSENDING VAN DIE AGENDA
IMIBA ENGXAMISEKILEYO ITHE YAPHAKANYISWA EMVENI KOKUBA
KUGQITYIWE UKUSHUKUXWA OBEKUKWI-AGENDA**

None / Geen

NOTED / AANGETEKEN

9. COMMITTEE FOR HOUSING MATTERS-in-COMMITTEE

These items are dealt with in the confidential minutes.

MINUTES OF THE MEETING OF THE COMMITTEE FOR HOUSING MATTERS, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON THURSDAY, 19 JUNE 2025 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR BEHUISINGSAAANGELEENTHEDE, GEHOU OP DONDERDAG, 19 JUNIE 2025 OM 10:00 IN DIE STADSAAL, VOORTREKKERSTRAAT, CERES

PRESENT / TEENWOORDIG

Councillors / Raadslede

Alderman / Raadsheer K Adams (Chairperson / Voorsitter) (DA)
 Councillor / Raadslid S De Bruin (DA)
 Alderman / Raadsheer D Swart (DA)
 Councillor / Raadslid N Phatsoane (ANC)
 Councillor / Raadslid IL Swartz (EFF)

Officials/ Amptenare

Mr / Mnr S Swartz (Director: Community Services / Direkteur: Gemeenskapsdienste)
 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 / T Mc Clune (Intern: Administration / Praktikant: Administrasie)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING / UKUVULWA NOLWAMNKELO

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

Die Voorsitter verwelkom almal teenwoordig en versoek raadslid S de Bruin 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 / Ukugqalwa kwezicelo zokungazimasi intlanganiso (3/1/2/1)

None / Geen

NOTED

**2.2 Consideration of application for leave of absence: 29 May 2025
Aansoek om verlof tot afwesigheid: 29 May 2025
(3/1/2/1)**

A verbal application for leave of absence from the meeting was received from Alderman D Swart.

'n Mondelinge aansoek om verlof tot afwesigheid van die vergadering is ontvang vanaf raadsheer D Swart.

The Committee for Housing Matters unanimously resolved on 29 May 2025 that the application for leave of absence from the meeting, received from Alderman D Swart, be held in abeyance until the next committee meeting for the submission and consideration of the written application for leave of absence.

No written application for leave of absence was received from Alderman D Swart.

RESOLVED

that the verbal application for leave of absence from the meeting held on 29 May 2025, received from Alderman D Swart, not be approved as no written submissions were made, as per the By-law on the Rules of Order for meetings of the Witzenberg Council and its Committees and that a fine be imposed.

BESLUIT

dat die mondelinge aansoek om verlof tot afwesigheid van die vergadering gehou op 29 Mei 2025, ontvang vanaf raadsheer D Swart, nie goedgekeur word nie, aangesien geen skriftelike verskoning ontvang is ingevolge die Verordening vir die Ordereëls vir vergaderings van die Witzenberg Raad en sy komitees en dat 'n boete opgelê word.

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

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

A conflict of interest was declared by Councillor I Swartz in relation to item 9.1.10.

Die Vertroulikheid en Botsing van Belange Verklaring is deur alle Raadslede onderteken. 'n Botsing van belange ten opsigte van item 9.1.10 is deur raadslid I Swartz verklaar.

NOTED / AANGETEKEN

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 / Sake voortspuitend uit die notule (3/1/2/3)

None / Geen

NOTED / AANGETEKEN

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

The minutes of the meeting of the Committee for Housing Matters, held on 29 May 2025, are attached as **annexure 3.3**.

Die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 29 Mei 2025, word ingebind as **bylae 3.3**.

RESOLVED

that the minutes of the meeting of the Committee for Housing Matters, held on 29 May 2025, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 29 Mei 2025, goedgekeur en deur die Voorsitter onderteken word.

- 4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY THE CHAIRPERSON
VERKLARINGS, MEDEDELINGS OF SAKE INGEDIEN DEUR DIE VOORSITTER
INGXELO, IZIBHENGEZO OKANYE IMIBA ETHE YAPHAKANYISWA NGUSIHLALO**

None / Geen

NOTED / AANGETEKEN

- 5. INTERVIEWS WITH DELEGATIONS
ONDERHOUDE MET AFGEVAARDIGDES / UDLIWANONDLIBE NEGQIZA**

None / Geen

NOTED / AANGETEKEN

- 6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE
AMAGUNYA ABAWAXAKATHISIWEYO**

- 6.1 Monthly report of the Section Housing: May 2025 / Maandverslag van die Afdeling Behuising: Mei 2025
(9/1/2/4)**

The monthly report of the Section Housing is attached as **annexure 6.1**.

Die maandverslag van die Afdeling Behuising word ingebind as **bylae 6.1**.

RESOLVED

that the Committee for Housing Matters takes notice of the content of the monthly report of the Section Housing for May 2025, and same be approved and accepted.

BESLUIT

dat die Komitee vir Behuisingsaangeleenthede kennis neem van die inhoud van die maandverslag van die Afdeling Behuising vir Mei 2025, en dat die verslag goedgekeur en aanvaar word.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE / AMAGUNYA

None / Geen

NOTED / AANGETEKEN

**8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA
DRINGENDE SAKE NA AFSENDING VAN DIE AGENDA
IMIBA ENGXAMISEKILEYO ITHE YAPHAKANYISWA EMVENI KOKUBA
KUGQITYIWE UKUSHUKUXWA OBEKUKWI-AGENDA**

None / Geen

NOTED / AANGETEKEN

9. COMMITTEE FOR HOUSING MATTERS-in-COMMITTEE

These items are dealt with in the confidential minutes.

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

PRESENT

Councillors

Councillor J Rooi (Chairperson)
Councillor KA Robyn
Alderman JJ Visagie

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 JH Swanepoel (Manager: Projects and Performance)
Ms M Arendse-Smith (Acting Manager: Administration)

1. OPENING AND WELCOME

The Chairperson welcomed everyone present and opened the meeting with prayer, after reading Proverbs 28:28.

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 W Alexander and N Nogcinisa.

RESOLVED

that the applications for leave of absence from the meeting, received from Councillors W Alexander and N Nogcinisa, be accepted and approved.

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

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

The following minutes are attached:

- (a) Municipal Public Accounts Committee meeting, held on 16 January 2025:
Annexure 3.3(a).
- (b) Special Municipal Public Accounts Committee meeting, held on 20 March 2025:
Annexure 3.3(b).

RESOLVED

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

- (a) *Municipal Public Accounts Committee meeting, held on 16 January 2025.*
- (b) *Special Municipal Public Accounts Committee meeting, held on 20 March 2025*

Minutes: Municipal Public Accounts Committee
Notule: Munisipale Publieke Rekeninge Komitee
10 April 2025

**3.4 MPAC resolutions register
(3/3/2)**

- Status of the implementation of MPAC resolutions.
- Feedback to MPAC regarding resolutions referred to Council.

The MPAC resolutions register is attached as **annexure 3.4**.

RESOLVED

that notice be taken of the resolutions register and, after consideration, same be accepted.

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY THE CHAIRPERSON

The Chairperson raised concerns about the Ceres power station and the petition from the community and enquired about the following:

- Whether the R25 million loan was done in terms of the Supply Chain Process?
- What are the repayment terms?
- Whether the MPAC committee can request the minutes of the Supply Chain process where the tender was awarded.

The Municipal Manager conveyed the following to the meeting:

- That the power station at the bottom of the Koekedouw Dam provides electricity to a part of Ceres, Skoonvlei and Bella Vista and that the Bon Chretien substation does not have enough capacity to serve all the areas.
- That the R25 million loan went through the Supply Chain process and was also submitted to Provincial Treasury for a feasibility evaluation.
- The technical report indicating the required replacements after damages suffered due to load shedding has been finalised and a meeting arranged with the petition group as there is a misconception that the upgrade of the power station is for the benefit of the factories. The report from Provincial Treasury will also be made available.
- Arrangements will be made with the Senior Manager: Electro-Technical Services to point out where the problems are during the site visit.
- The tender has already been awarded and the completion date is estimated at October 2025.
- That the repayment of the loan is between 10 to 15 years, which is a shorter term in terms of life expectancy of the asset. This option is more affordable for the municipality and an advantage for the community.
- The minutes of the Supply Chain process can be provided at any time and best dealt with at an MPAC meeting.

The meeting was also informed that due to the aged infrastructure, the situation can be life threatening to employees operating the system in its current condition. Furthermore, that the required products are not readily available and only made upon order.

NOTED

5. INTERVIEWS WITH DELEGATIONS

None / Geen

NOTED / AANGETEKEN

6. DELEGATED POWERS

None / Geen

NOTED / AANGETEKEN

Minutes: Municipal Public Accounts Committee
Notule: Munisipale Publieke Rekeninge Komitee
10 April 2025

7. RESERVED POWERS

7.1 Quarterly Budget Statement [Section 52(d)] Report: 1st Quarter 2024/2025 (9/1/1 & 9/1/2/2)

The Quarterly Budget Statement [Section 52(d)] Report for the 1st Quarter of 2024/2025 is attached as **annexure 7.1**.

Council unanimously resolved on 12 December 2024:

- (a) that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the 1st Quarter of 2024/2025.
- (b) that the report supra (a) be referred to the Portfolio Committee for Corporate and Financial Services, the Performance, Risk and Audit Committee as well as the Municipal Public Accounts Committee to take notice or to advise Council if deemed necessary.

RESOLVED

that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the 1st Quarter of 2024/2025.

7.2 Mid-year Budget Statement and Performance Assessment (Section 72) Report 2024/2025: 1 July 2024 until 31 December 2024 (9/1/1 & 5/1/5/17)

Memorandum from Director: Finance, dated 16 January 2025:

"1. Purpose

The purpose of this report is to submit the mid-year budget and performance assessment for period 1 July 2024 to 31 December 2024 to Council, for consideration.

2. Legislature framework

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

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

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

Minutes: Municipal Public Accounts Committee
Notule: Munisipale Publieke Rekeninge Komitee
10 April 2025

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

3. Discussion

The Mid-year report for 1 July 2024 to 31 December 2024 is attached as **annexure 7.2."**

Council unanimously resolved on 27 January 2025:

- (a) that notice be taken of the Mid-year Budget Statement and Performance Assessment (Section 72) Report for the period 1 July 2024 to 31 December 2024.
- (b) that the report supra (a) be referred to the Performance, Risk and Audit Committee and Municipal Public Accounts Committee to take notice or to advise Council if deemed necessary.

RESOLVED

that notice be taken of the Mid-year Budget Statement and Performance Assessment (Section 72) Report for the period 1 July 2024 to 31 December 2024.

7.3 Section 71 Monthly Budget Statement Reports of the Directorate Finance: October 2024, November 2024, December 2024, January 2025 and February 2025 (9/1/2/2)

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

- | | | |
|-----|---------------|------------------------|
| (a) | October 2024 | Annexure 7.3(a) |
| (b) | November 2024 | Annexure 7.3(b) |
| (c) | December 2024 | Annexure 7.3(c) |
| (d) | January 2025 | Annexure 7.3(d) |
| (e) | February 2025 | Annexure 7.3(e) |

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.

Minutes: Municipal Public Accounts Committee
Notule: Munisipale Publieke Rekeninge Komitee
10 April 2025

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.

Council unanimously resolved on 31 March 2025:

- (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.

RESOLVED

that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for October 2024, November 2024, December 2024, January 2025 and February 2025.

Minutes: Municipal Public Accounts Committee
Notule: Munisipale Publieke Rekeninge Komitee
10 April 2025

7.4 Quarterly Budget Statement [Section 52(d)] report: 2nd Quarter of 2024/2025 (1 October 2024 to 31 December 2024) (9/1/2/2)

Report from Director: Finance, dated 16 January 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 7.4.**"

Council unanimously resolved on 27 January 2025:

- (a) that notice be taken of the Quarterly Budget Statement [Section 52(d)] report for the 2nd 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.

RESOLVED

that notice be taken of the Quarterly Budget Statement [Section 52(d)] report for the 2nd Quarter of 2024/2025.

7.5 Internal Audit Report: Performance Management System: 4th Quarter of 2023/2024 (5/14/3)

The Internal Audit Report on the Performance Management System for the fourth quarter of 2023/2024, dated August 2024, is attached as **annexure 7.5.**

The Performance, Risk and Audit Committee resolved on 17 January 2025:

- (a) that notice be taken of the Internal Audit Report on the Performance Management System for the fourth quarter of 2023/2024 and same be accepted.
- (b) that the Internal Audit Report on the Performance Management System for the fourth quarter of 2023/2024 be tabled to the Municipal Public Accounts Committee for notice.

RESOLVED

that notice be taken of the Internal Audit Report on the Performance Management System for the fourth quarter of 2023/2024.

7.6 Internal Audit Report: Performance Management System: 1st Quarter of 2024/2025 (5/14/3)

The Internal Audit Report on the Performance Management System for the first quarter of 2024/2025, dated December 2024, is attached as **annexure 7.6**.

The Performance, Risk and Audit Committee resolved on 17 January 2025:

- (a) that notice be taken of the Internal Audit Report on the Performance Management System for the first quarter of 2024/2025 and same be accepted.
- (b) that the Internal Audit Report on the Performance Management System for the first quarter of 2024/2025 be tabled to the Municipal Public Accounts Committee for notice.

RESOLVED

that notice be taken of the Internal Audit Report on the Performance Management System for the first quarter of 2024/2025.

7.7 Internal Audit Report: Indigent Management 2023/2024 (5/14/3)

An Internal Audit Report on Indigent Management for 2023/2024 is attached as **annexure 7.7**.

The Performance, Risk and Audit Committee resolved on 17 January 2025:

- (a) that notice be taken of the Internal Audit report: Indigent Management 2023/2024, in terms of Section 166 of the Municipal Finance Management Act.
- (b) that the Internal Audit Report on Indigent Management for 2023/2024 be tabled to the Municipal Public Accounts Committee for notice.

The Municipal Manager noted that the Auditor-general is able to determine when an Indigent recipient is deceased, but that Witzenberg Municipality does the indigent process yearly and only able to do the corrections at that time. The data information and insights from the Auditor-general are also very useful as the municipality does not have access to all the data. Processes have now been updated where approved applicants will now only provide an affidavit to confirm proof of life.

RESOLVED

that notice be taken of the Internal Audit report: Indigent Management for 2023/2024.

8. URGENT MATTERS

None / Geen

NOTED / AANGETEKEN

9. QUESTIONS OR MATTERS RAISED BY COUNCILLORS

The following were raised by the committee members:

- that ex-Councillor Sifile passed on 9 April 2025 in Nduli and that Council to take cognisance of her passing.
- that a toddler aged 1 year and 3 months passed on in Phase 4, Prince Alfred's Hamlet after drowning in a bucket of rainwater.
- that Alderman JJ Visagie attended the funeral of ex-Councillor Lea Salmon in his personal capacity and that the municipality should consider sending a letter or representative on behalf of the municipality in acknowledgement of the person's role to the municipality.
- that details be provided as to the "Buffel" that disappeared, which was intended to be auctioned.
- that the recent cloud bursts experienced resulted in drainage problems and that storm water drains be cleaned thoroughly prior to the upcoming winter period.
- that certain streets in Prince Alfred's Hamlet are constantly flooded during winter as the irrigation channels are closed off.

The Municipal Manager responded with the following:

- that consideration will be given to amending the policy to make provision for a municipal representative to attend funerals on Council's behalf.
- that the "Buffel" was a sponsored item and that the matter was referred to Council's attorney for an application to repossess the asset. An item will be tabled to Council with a cost determination of the asset in comparison to the cost of the application.
- that Prince Alfred's Hamlet does not have a proper drainage system and with additional funding, the system can be upgraded.

NOTED

10. ADJOURNMENT

The meeting adjourned at 10:50.

Approved on 4 September 2025 without amendments.

COUNCILLOR J ROOI
CHAIRPERSON

/M Arendse-Smith
/MJ Prins

MINUTES OF THE MEETING OF THE COMMITTEE FOR TECHNICAL SERVICES OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON TUESDAY, 10 JUNE 2025 AT 14:00

PRESENT

Councillors

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

Officials

Mr H Taljaard (Senior Manager: Town Planning and Building Control)
Ms S Farmer (Acting Senior Manager: Water and Sewerage)
Mr E Lintnaar (Senior Manager: Streets and Storm Water)
Ms P Claasen (Senior Manager: Solid Waste and Cleansing Services)
Ms M Arendse-Smith (Acting Manager: Administration)
Mr T McClune (Intern: Administration)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested Alderman D Swart to open the meeting with prayer.

NOTED.

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

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

An email application for leave of absence was received from Councillor J Mouton.

RESOLVED

that the application for leave of absence, received from Councillor J Mouton, be held in abeyance for the submission of the written application for leave of absence.

BESLUIT

dat die aansoek om verlof to afwesigheid van die vergadering, ontvang vanaf raadslid J Mouton, oorstaan vir die indiening van die geskrewe 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 Corrections to the minutes / Wysigings aan die notule
(3/1/2/3)**

None / Geen

NOTED / AANGETEKEN

**3.2 Matters arising from the minutes / Sake voortspruitend uit die notule
(3/1/2/3)**

Councillor A Gili informed the meeting that the roof of many of the substandard toilets, which were reported in the previous meeting, had blown off and enquired as to the solution.

The Acting Senior Manager: Water and Sewerage informed the meeting that the matter will be looked into and feedback provided in due course.

The Chairperson noted that a site meeting related to Permanently restricting access for purposes of one-way street: Prince Alfred's Hamlet: Reid Street and Herta Avenue, will be arranged by the Municipal Manager's office.

NOTED

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

The minutes of the meeting of the Committee for Technical Services, held on 15 April 2025, are attached as **annexure 3.3**.

Die notule van die vergadering van die Komitee vir Tegniese Dienste, gehou op 15 April 2025, word ingebind as **bylae 3.3**.

RESOLVED

that the minutes of the meeting of the Committee for Technical Services, held on 15 April 2025, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Tegniese Dienste, gehou op 15 April 2025, goedgekeur en deur die Voorsitter onderteken word.

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

The following concerns were noted:

- What the cause and solution of the water problem is in Wolseley.
- The status of the water problem in Tulbagh.
- The status of the new pipeline and whether the new pipeline will be beneficial.

Acting Senior Manager: Water and Sewerage responded with the following:

- That the two (2) pipe bursts, which occurred in Marais and Malherbe Streets, Tulbagh have been fixed, but currently experiencing low water pressure.
- Wolseley experienced two (2) pipe bursts, which occurred at Bren-O-Kem on Sunday evening and then the old pipe at Tierhokskloof. Both have been fixed, but it will take time before the reservoirs reach suitable water levels and until such time, Kluitjieskraal and Pine Valley are without water.
- The completion of the new pipeline is scheduled for Friday, 13 June 2025, but it may take slightly longer. Once the project is completed it would be very beneficial.

NOTED

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

6.1 Monthly reports of the Electrical Department Maandverslae van die Departement Elektrisiteit (09/1/2/3)

The following were noted:

- That the meeting between the Acting Senior Manager: Electro-Technical Services and Councillor A Gili did not take place.
- Additional requests were emailed to the said Acting Senior Manager: Electro-Technical Services regarding the concerns around faulty streetlights and the roll-out of electrical boxes which community members have paid for. These emails have gone unanswered, whilst it is known that certain issues are caused by illegal connections.

Alderman D Swart requested that the Chairperson ensures that the meeting between Councillor A Gili and Acting Senior Manager: Electro-Technical Services takes place.

NOTED / AANGETEKEN

6.2 Monthly reports of the Department Town Planning and Building Control: March and April 2025 Maandverslae van die Departement Stadsbeplanning en Boubesker: Maart en April 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 Boubesker word ingebind:

- | | | |
|-----|--------------------|--------------------------------|
| (a) | Maart / March 2025 | Annexure / Bylae 6.2(a) |
| (b) | April 2025 | Annexure / Bylae 6.2(b) |

RESOLVED

that the Committee for Technical Services, after consideration, takes notice of the content of the monthly reports of the Department Town Planning and Building Control for March and April 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 Boubesker vir Maart en April 2025 en dat die verslae aanvaar word.

6.3 Monthly reports of the Department Water and Sewerage: March and April 2025
Maandverslae van die Departement Water en Riolering: Maart en April 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) March / Maart 2025 **Annexure / Bylae 6.3(a)**
- (b) April 2025 **Annexure / Bylae 6.3(b)**

The committee enquired about the following:

- The status of the upgrade of the sewerage pipe at R46, at the back of ward 12.
- The status of the storm water drainage system investigation, which causes storm water drain lids to lift.
- That clients who call the Emergency Control Room to report a matter, are not receiving reference numbers, complicating follow-ups on the matter.

The following responses were noted in terms of the above enquiries:

- That feedback regarding the sewerage pipe behind ward 12 will be provided in due course.
- That the sewerage blockage at ward 12 was attended to after receiving a direct complaint, but it was not reported through the Emergency Control Room.

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 March and April 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 Maart en April 2025 en dat die verslae aanvaar word.

6.4 Monthly reports of the Department Streets and Storm Water: March and April 2025
Maandverslae van die Departement Strate en Stormwater: Maart en April 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) | March / Maart 2025 | Annexure / Bylae 6.4(a) |
| (b) | April 2025 | Annexure / Bylae 6.4(b) |

The committee enquired whether a disconnection of the illegal connections to the storm water drains can be done.

The Senior Manager: Streets and Storm Water informed the meeting that the erf run-off water into the sewerage system must be investigated by the Water and Sewerage Section as well as the Building Section.

RESOLVED

- (a) *that the Committee for Technical Services, after consideration, takes notice of the content of the monthly reports of the Department Streets and Storm Water for March and April 2025 and that same be accepted.*
- (b) *that an investigation regarding the erf run-off water into the sewerage system be conducted by the Senior Manager: Water and Sewerage and Senior Manager: Town Planning and Building Control and that a comprehensive report be tabled at the next committee meeting.*

BESLUIT

- (a) *dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die inhoud van die maandverslae van die Departement Strate en Stormwater vir Maart en April 2025 en dat die verslae aanvaar word.*
- (b) *dat 'n ondersoek rakende die erf se afloopwater in die rioolstelsel deur die Senior Bestuurder: Water en Riolerings en die Senior Bestuurder: Stadsbeplanning en Boubeheer gedoen word en dat 'n omvattende verslag by die volgende komiteevergadering voorgelê word.*

6.5 Monthly reports of the Department Solid Waste and Cleansing Services: March and April 2025 **Maandverslae van die Departement Vaste Afval- en Reinigingsdienste: Maart en April 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) | March / Maart 2025 | Annexure / Bylae 6.5(a) |
| (b) | April 2025 | Annexure / Bylae 6.5(b) |

The committee expressed concerns regarding the illegal dumping and that the community be addressed in this regard.

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 March and April 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 Maart en April 2025 en dat die verslae aanvaar word.

6.6 Monthly reports of the Department Fleet and Mechanical Workshop: March and April 2025 **Maandverslae van die Departement Vloot en Meganiese Werkswinkel: Maart en April 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) Maart / March 2025 **Annexure / Bylae 6.6(a)**
- (b) April 2025 **Annexure / Bylae 6.6(b)**

RESOLVED

that the Committee for Technical Services, after consideration, takes notice of the content of the monthly reports of the Department Fleet and Mechanical Workshop for March and April 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 Maart en April 2025 en dat die verslae aanvaar word.

**6.7 Minutes: SALGA Public Transport Roads Provincial Working Group:
 13 May 2025
 (12/1/1/11)**

The minutes of the SALGA Public Transport Roads Provincial Working Group meeting, held on 13 May 2025, are attached as **annexure 6.7**.

RESOLVED

that notice be taken of the minutes of the SALGA Public Transport Roads Provincial Working Group meeting, held on 13 May 2025.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

None / Geen

NOTED / AANGETEKEN

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

None / Geen

NOTED / AANGETEKEN

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

None / Geen

NOTED / AANGETEKEN

10. ADJOURNMENT / VERDAGING

The meeting adjourned at 14:40. / Die vergadering verdaag om 14:40.

Approved on 18 September 2025 without amendments.

ALDERMAN HJ SMIT
CHAIRPERSON

/M Arendse-Smith
/MJ Prins

MINUTES OF THE MEETING OF THE COMMITTEE FOR LOCAL ECONOMIC DEVELOPMENT AND TOURISM OF THE WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES, ON THURSDAY, 12 JUNE 2025 AT 14:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR PLAASLIKE EKONOMIESE ONTWIKKELING EN TOERISME VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 12 JUNIE 2025 OM 14:00 IN DIE STADSAAL, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG

Councillors / Raadslede

Councillor / Raadslid P Daniels (Chairperson / Voorsitter) (DA)
 Councillor / Raadslid K Robyn (GOOD)
 Alderman / Raadsheer JJ Visagie (DA)
 Councillor / Raadslid N Nogcinisa (ANC)
 Councillor / Raadslid GG Laban (WA)

Officials / Amptenare

Mr / Mnr S Swartz (Director: Community Services / Direkteur: Gemeenskapsdienste)
 Mr / Mnr R Fick (Manager: Local-Economic Development / Bestuurder: Plaaslike-Ekonomiese Ontwikkeling)
 Ms / Me R Hendricks (Manager: Communication and Marketing / Bestuurder: Kommunikasie en Bemaking)
 Ms / Me M Arendse - Smith (Acting Manager: Administration / Waarnemende Bestuurder: Administrasie)
 Mr / Mnr T Mc Clune (Intern: Administration / Praktikant: Administrasie)
 Ms / Me G Baadjies (Media Liaison Officer / Media Skakelbeampte)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING / UKUVULWA NOLWAMNKELO

The Chairperson welcomed everyone present and requested all to observe a moment of silence.

Die Voorsitter heet almal teenwoordig welkom en versoek almal om 'n oomblik van stilte te hê.

NOTED / AANGETEKEN/ GQALIWE

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 apology for absence from the meeting was received from Director: Corporate Services.

NOTED / AANGETEKEN / GQALIWE

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 / Geen botsing van belange was verklaar nie.

NOTED / AANGETEKEN / GQALIWE

3. MINUTES / NOTULES

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

None / Geen / Ayiko

NOTED / AANGETEKEN / GQALIWE

3.2 Matters arising from the minutes / Sake voortspruitend uit die notule (3/1/2/3)

The committee enquired about the official opening of the Business Hubs in Prince Alfred and Bella Vista.

The Manager: Local Economic Development proposed that the Prince Alfred's Hamlet and Bella Vista Business Hubs opening be held separately and that it be done in early spring.

NOTED / AANGETEKEN / GQALIWE

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

The minutes of the meeting of the Committee for Local Economic Development and Tourism, held on 21 November 2024, are attached as **annexure 3.3**.

Die notule van die vergadering van die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme, gehou op 21 November 2024, word ingebind as **bylae 3.3**.

RESOLVED

that the minutes of the meeting of the Committee for Local Economic Development and Tourism, held on 21 November 2024, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme, gehou op 21 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 / INGXELO, NEZIBHENGESO OKANYE IMIBA ETHE YADAKANCWA NGUSIHLALO

None / Geen / Ayikho

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

None / Geen / Ayikho

NOTED / AANGETEKEN / GQALIWE

**6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE /
AMAGUNYA AGUNYAZISIWEYO**

**6.1 Outstanding matters /Uitstaande sake / Imiba engaqukunjelwanga
(3/3/2)**

None / Geen / Ayikho

NOTED / AANGETEKEN / GQALIWE

**6.2. Monthly reports: Section Local Economic Development: November,
December 2024, January, February, March and April 2025
Maandverslae: Afdeling Plaaslike Ekonomiese Ontwikkeling: November,
Desember 2024, Januarie, Februarie, Maart en April 2025
(9/1/2/4)**

The following monthly reports of the Section Local Economic Development are attached:

Die volgende maandverslae van die Afdeling Plaaslike Ekonomiese Ontwikkeling 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)
(d) February / Februarie 2025	Annexure / Bylae 6.2(d)
(e) Maart / March 2025	Annexure / Bylae 6.2(e)
(f) April 2025	Annexure / Bylae 6.2(f)

The Chairperson enquired about the processes involved to appoint Youth Ambassadors in other areas within the Witzenberg district as Op-Die-Berg and Tulbagh already have said officials.

The Manager: Local Economic Development informed the meeting that a formal request must be submitted to the Youth Development Officer after which approval will be request by the Director: Community Services.

RESOLVED

that the Committee for Local Economic Development and Tourism, after consideration, takes notice of the content of the monthly reports of the Section Local Economic Development for November, December 2024, January, February, March and April 2025 and same be accepted.

BESLUIT

dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme, na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Plaaslike Ekonomiese Ontwikkeling vir November, Desember 2024, Januarie, Februarie, Maart en April 2025 en dat die verslae goedgekeur en aanvaar word.

6.3 Monthly reports: Section Tourism: October, November, December 2024 and January, February, March and April 2025 Maandverslae: Afdeling Toerisme: Oktober, November, Desember 2024 en Januarie, Februarie, Maart en April 2025 (9/1/2/1)

The following monthly reports of the Section Tourism are attached:

Die volgende maandverslae van die Afdeling Toerisme word ingebind:

- | | |
|------------------------------------|--------------------------------|
| (a) October and November 2024 | Annexure / Bylae 6.3(a) |
| (b) December 2024 and January 2025 | Annexure / Bylae 6.3(b) |
| (c) February / Februarie 2025 | Annexure / Bylae 6.3(c) |
| (d) March / Maart 2025 | Annexure / Bylae 6.3(d) |
| (e) April 2025 | Annexure / Bylae 6.3(e) |

The Manager: Marketing and Communication informed the Committee of the following:

- (a) That the current tender had to be cancelled based on the new National Treasury Regulation and Supply Chain process followed for the period April- June2025 as well as the implementation of a new tender for a 3 year period, starting 1 July 2025.
- (b) Christmas in Winter is scheduled for June 2025 and details regarding tickets for Councillors will be communicated in due course.
- (c) Save the date: The Western Cape Minister of Agriculture – Economic Development and Tourism issued a save the date for the hosting of a Municipal Economic: Stepping – up Tourism and investment on 8 - 10 July 2025. Futher details will be communicated.

RESOLVED

that the Committee for Local Economic Development and Tourism, after consideration, takes notice of the content of the monthly reports of the Section Tourism for October, November, December 2024, January, February, March and April 2025 and same be approved and accepted.

BESLUIT

dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme, na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Toerisme vir Oktober, November, Desember 2024, Januarie, Februarie, Maart en April 2025 en dat die verslae goedgekeur en aanvaar word.

6.4 Minutes: Strategic session of Executive Mayoral Committee with Senior Management: Project Fix It / Notule: Strategiese sessie van Uitvoerende Burgemeesterskomitee met Senior Bestuur (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 6.4**.

The committee expressed their unhappiness that all Councillors were not invited to participate in the strategic session and requested inclusion in such sessions going forward.

RESOLVED

- (a) that notice be taken of the minutes of the strategic session between the Executive Mayoral Committee and Senior Management, held on 3 February 2025.*
- (b) that all Councillors be invited to participate in strategic sessions in future.*

BESLUIT

- (a) dat kennis geneem word van die notule van die strategiese sessie tussen die Uitvoerende Burgemeesterskomitee en Senior Bestuur, gehou op 3 Februarie 2025.*
- (b) dat alle Raadslede in die toekoms genooi word om aan strategiese sessies deel te neem.*

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

7.1 Proposed new tariffs for business licence applications (5/5/1)

A memorandum from the Manager: Local Economic Development, dated 16 April 2025, is attached as **annexure 7.1**.

'n Memorandum vanaf die Bestuurder: Plaaslike Ekonomiese Ontwikkeling, gedateer 16 April 2025, word aangeheg as **bylae 7.1**.

Director: Community Services informed the meeting that the listed tariffs are not in line with the approved budget and should be corrected accordingly. Furthermore, that the tariffs can only be increased in the next financial year.

The meeting noted the following concerns:

- (a) That owners of businesses who have business licenses of the business and in most cases it is illegal foreigners who are operating the business.
- (b) That erf 1983, Tintinkie Street in Prince Alfred's Hamlet is being rented out, whilst it is Municipal property.

Councillor GG Laban joined the meeting at 14:28.

- (c) Councillor GG Laban noted that Law Enforcement must be capacitated further in order to serve effectively and be vigilant throughout the Witzenberg district and that after thorough deliberations, supports the amended tariffs for business license applications.
- (d) Director: Community Services informed the committee that the By-Law for House Shops was approved by Council and in process of being promulgated

RESOLVED

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

- (a) *that the fees for business licence applications be:*
 - (i) *R1 000 for formal businesses*
 - (ii) *R1 000 for mobile shops*
 - (iii) *R750 for informal traders (Informal traders who prepare food and trade on demarcated spaces)*
- (b) *that the frequency for business licence applications be changed from once-off to annually (as well as when new ownership occurs).*
- (c) *that all established and new businesses that reside in the CBD and all commercial and industrial rezoned areas (including certain types of health facilities and entertainment) apply/re-apply for business licences in the 2025/2026 financial year (if they have not yet applied in the previous five years).*
- (d) *that existing businesses be given eleven months to apply (from 1 July 2025) for a business licence, with the deadline being end of May 2026.*
- (e) *that the application form be made available online for easier application for businesses that cannot apply physically.*

7.2 Draft Informal Trading By-law: 2025 (1/3/R)

A memorandum from the Manager: Local Economic Development, dated 24 January 2025, is attached as **annexure 7.2**.

'n Memorandum vanaf die Bestuurder: Plaaslike Ekonomiese Ontwikkeling, gedateer 24 Januarie 2025, word aangeheg as **bylae 7.2**.

RESOLVED

- (a) *that the Committee for Local Economic Development and Tourism provides inputs on the proposed By-law.*
- (b) *that the Draft Informal Trading By-law, 2025 be recommended to the Executive Mayoral Committee and Council for approval.*

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA DRINGENDE SAKE INGEDIEN NA AFSENDING VAN DIE AGENDA IMIBA ENGXAMISEKILEYO ITHE YAFAKWA EMVENI KOKUBA KUXOXIWE AGENDA

None / Geen / Ayikho

NOTED / AANGETEKEN / GQALIWE

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

Councillor GG Laban requested feedback regarding the status of the Dunlop Business Initiative, where after the Chairperson responded that the item was dealt with at the Council meeting and that a Public Participation Process will still be followed.

The Chairperson responded, by informing the councillor that the Dunlop business initiative was handled in the Council meeting and will be referred back to the Committee, before it can be implemented.

NOTED / AANGETEKEN / GQALIWE

10. ADJOURNMENT / VERDAGING / CHITHAKALA

The meeting adjourned at 15:00 / Die vergadering verdaag om 15:00.

Approved on 7 August 2025 with amendments.

COUNCILLOR / RAADSLID DANIELS
CHAIRPERSON / VOORSITTER

/M Arendse-Smith
/M De Leeuw

MINUTES OF THE PERFORMANCE, RISK AND AUDIT COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON FRIDAY, 17 JANUARY 2025 AT 09:00

Performance, Risk and Audit Committee

Mr J George (Chairperson)
Ms J Lapoorta
Mr JJ Swarts

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 W Mars (Manager: Financial Administration)
Mr JH Swanepoel (Manager: Projects and Performance)
Ms M Arendse-Smith (Acting Manager: Administration)

1. OPENING AND WELCOME

The Chairperson welcomed everyone present.

NOTED

2. CONSIDERATION OF APPLICATIONS FOR LEAVE OF ABSENCE, IF ANY (3/1/2/1)

An apology for absence from the meeting was received from the Director: Corporate Services.

RESOLVED

that the apology for absence from the meeting, received from the Director: Corporate Services, be accepted.

3. CONFLICT OF INTEREST DECLARATION

The Chairperson requested PRAC members and participants of the meeting to declare on record any conflict of interest that may arise at the meeting and remove themselves from any proceedings, in relation to that matter, giving rise to that conflict.

No conflict of interest was declared.

NOTED

4. CONFIDENTIALITY DECLARATION AND ATTENDANCE REGISTER

The Chairperson informed PRAC members and participants of the meeting that by signing the attendance register the attendee declares that he/she shall maintain strict confidentiality in respect of any information of a confidential nature to which he/she may become privy at this meeting of PRAC, and shall only disclose such information as may become necessary or required for the proper performance of his/her duties and functions.

The Attendance Register and Confidentiality and Conflict of Interest Declaration was duly signed by all attendees.

NOTED

5. MINUTES

5.1 Corrections and matters from the minutes

None

NOTED

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

The minutes of the Performance, Risk and Audit Committee meeting, held on 20 September 2024, are attached as **annexure 5.2**.

RESOLVED

That the minutes of the Performance, Risk and Audit Committee meeting, held on 20 September 2024, be approved and signed by the Chairperson.

5.3 PRAC resolutions register (5/14/4)

- Status of the implementation of PRAC resolutions
- Feedback to PRAC regarding resolutions referred to Council.

The PRAC resolutions register, as at 9 January 2025, is attached as **annexure 5.3**.

The Head: Internal Audit submitted the report on the PRAC resolutions register and informed the meeting that the report included the PRAC Charter; Internal Audit Charter and Draft Combined Assurance Framework, which had already been tabled to Council.

RESOLVED

That notice be taken of the resolutions register and, after consideration, same be accepted.

6. PRESENTATIONS

None

NOTED

7. PERFORMANCE MANAGEMENT**7.1 Internal Audit Report: Performance Management System:
4th Quarter of 2023/2024
(5/14/3)**

The Internal Audit Report on the Performance Management System for the fourth quarter of 2023/2024, dated August 2024, is attached as **annexure 7.1**.

The Chairperson noted that the Auditor-general commenced their audit process whilst performance was still in progress.

The meeting was informed of the following in terms of the findings:

Finding 1 and 2

- That supporting documents did not correspond and was insufficient based on empty pages, after which the forms were fully completed.

Finding 3

- Invoices do not reflect the exact kilometres, resulting in physical verification. Duplicates where however rectified.

Finding 4

- The previous two (2) months were used for the calculations.

The Municipal Manager reflected on this year's audit and noted that the assessment was very subjective, and that legislation was utilised to prove that sufficient evidence had been provided.

RESOLVED

- (a) *that notice be taken of the Internal Audit Report on the Performance Management System for the fourth quarter of 2023/2024 and same be accepted.*
- (b) *that the Internal Audit Report on the Performance Management System for the fourth quarter of 2023/2024 be tabled to the Municipal Public Accounts Committee for notice.*

**7.2 Internal Audit Report: Performance Management System:
1st Quarter of 2024/2025
(5/14/3)**

The Internal Audit Report on the Performance Management System for the first quarter of 2024/2025, dated December 2024, is attached as **annexure 7.2**.

The Performance, Risk and Audit Committee discussed in depth the matter on non-compliance in respect of 13(2), 13(3) and 13(3)(c) and decided that Senior Management will apply their minds on the matter to manage the risk and get to a meaningful outcome.

RESOLVED

- (a) *that notice be taken of the Internal Audit Report on the Performance Management System for the first quarter of 2024/2025 and same be accepted.*
- (b) *that the Internal Audit Report on the Performance Management System for the first quarter of 2024/2025 be tabled to the Municipal Public Accounts Committee for notice.*

8. RISK MANAGEMENT

None

NOTED

9. AUDIT AND FINANCIAL MANAGEMENT**9.1 Section 71 Monthly Budget Statement Reports of the Directorate Finance: July, August and September 2024 (9/1/2/2)**

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

- | | | |
|-----|----------------|------------------------|
| (a) | July 2024 | Annexure 9.1(a) |
| (b) | August 2024 | Annexure 9.1(b) |
| (c) | September 2024 | Annexure 9.1(c) |

Council unanimously resolved on 30 September 2024:

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

The Municipal Manager noted that the processes of submissions of the Section 71 reports must be revised to provide the Performance, Risk and Audit Committee with the latest reports.

The Chairperson requested that the latest reports be provided on a "shared drive" prior to the official agenda being provided.

The Director: Finance noted that the main concern is that of debt collection as it is not a good reflection in the annual report. In areas where Eskom supplies electricity, the municipality would like to install prepaid meters ensuring equal treatment in terms of credit control. The other concern is that of industrial effluent amounting to R40 million for which an item will be submitted to Council regarding the penalty percentage as it affects the revenue of the municipality. The sewerage treatment plant is not capacitated to deal with the excess industrial effluent.

The Municipal Manager noted that the penalty is a deterrent, but that discounts can be considered with conditions but further noted that the industrial effluent is becoming a problem in terms of environmental health based on the raw sewerage. Specialists will, however, be appointed to deal with the matter.

Furthermore, that the 30 % auxiliary charges, which is set off against your arrears, are still insufficient and better options are to be investigated for debt collection. Installation of water meters could, however, be considered as water consumption is the biggest contributor to outstanding debt and is not so much a credit control measure than rather than it assisting with debt not escalating.

The Chairperson noted that if the economy does not allow for the enforcement of debt collection, the municipality will be faced with challenges, which are outside of credit control policies.

RESOLVED

That notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for July, August and September 2024.

9.2 Quarterly Budget Statement [Section 52(d)] Report: 4th Quarter 2023/2024 (April until June 2024) (9/1/1 & 9/1/2/2)

The Quarterly Budget Statement [Section 52(d)] Report for the 4th Quarter of 2023/2024 is attached as **annexure 9.2**.

Council unanimously resolved on 30 September 2024:

- (a) that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the 4th Quarter of 2023/2024.
- (b) that the report supra (a) be referred to the Portfolio Committee for Corporate and Financial Services, the Performance, Risk and Audit Committee as well as the Municipal Public Accounts Committee to take notice or to advise Council if deemed necessary.

RESOLVED

that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the 4th Quarter of 2023/2024.

A meeting break occurred from 10:50 until 11:07.

9.3 Internal Audit Report: Indigent Management 2023/2024 (5/14/3)

An Internal Audit Report on Indigent Management for 2023/2024 is attached as **annexure 9.3**.

The Municipal Manager noted that the indigent process has been simplified to an electronic system and hope that the process will improve in future.

Mr Swartz enquired what the process would be if there is a delay in the submission of relevant documents after which the Municipal Manager indicated that the relevant account is adjusted accordingly but that clients are encouraged to submit timeously. Other forms of notifications, such as SMS's are also being considered.

RESOLVED

- (a) *that notice be taken of the Internal Audit report: Indigent Management 2023/2024, in terms of Section 166 of the Municipal Finance Management Act.*
- (b) *that the Internal Audit Report on Indigent Management for 2023/2024 be tabled to the Municipal Public Accounts Committee for notice.*

9.4 Status report on implementation of Internal Audit Risk-based Audit Plan (RBAP): 1st Quarter 2024/2025 (5/14/2)

The Status report on the implementation of the Internal Audit Risk-based Audit Plan (RBAP) for the first quarter of 2024/2025, dated September 2024, is attached as **annexure 9.4**.

It was noted that not all the audits would be dealt with and that a revised and more accurate audit plan will be submitted at the next meeting. The standing audits will, however, be completed. Furthermore, that the audit on the financial statements could not be attended to and will not be a formal audit in future unless requested.

The Chairperson noted that the impact on the three (3)-year plan must be realistic.

RESOLVED

- (a) *That notice be taken of the Status report on the implementation of the Internal Audit Risk-based Audit Plan (RBAP): 1st Quarter 2024/2025, in terms of Section 166 of the Municipal Finance Management Act.*
- (b) *That a more detailed report on the current Audit Plan be submitted at the next meeting.*

**9.5 PRAC Charter with effect from 9 January 2025
(5/14/4)**

The Performance, Risk and Audit Committee Charter with effect from 9 January 2025 is attached as **annexure 9.5**.

It was noted that there were a few changes in terms of glossary of the PRAC Charter and therefore no major changes.

RESOLVED

(a) *that notice be taken of the Performance, Risk and Audit Committee Charter with effect from 9 January 2025 in terms of Section 166 of the Municipal Finance Management Act.*

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

that notice be taken of the Performance, Risk and Audit Committee Charter with effect from 9 January 2025 and, after consideration, same be approved.

**9.6 Internal Audit Charter with effect from 9 January 2025
(5/14/2)**

The Internal Audit Charter with effect from 9 January 2025 is attached as **annexure 9.6**.

There were a few changes in terms of glossary of the PRAC Charter and the Internal Audit Charter, therefore no major changes.

RESOLVED

(a) *that notice be taken of the Internal Audit Charter with effect from 9 January 2025 in terms of Section 166 of the Municipal Finance Management Act.*

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

that notice be taken of the Internal Audit Charter with effect from 9 January 2025 and, after consideration, same be approved.

10. OTHER MATTERS

None.

NOTED.

**11. NEXT MEETING
(03/1/2/3)****RESOLVED**

that the next meeting of the Performance, Risk and Audit Committee be held virtually (Microsoft Teams) on 31 January 2025 at 09:00.

12. PRAC-in-COMMITTEE

These items are dealt with in the confidential minutes.

**MINUTES OF THE PERFORMANCE, RISK AND AUDIT COMMITTEE MEETING
OF WITZENBERG MUNICIPALITY, HELD VIRTUALLY ON FRIDAY,
31 JANUARY 2025 AT 09:00**

Performance, Risk and Audit Committee

Mr J George (Chairperson)
Ms J Lapoorta
Mr JJ Swarts

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 Ranna (Manager: Internal Audit)
Ms M Arendse-Smith (Acting Manager: Administration)

1. OPENING AND WELCOME

The Chairperson welcomed everyone present and thanked everyone for their attendance.

NOTED

**2. CONSIDERATION OF APPLICATIONS FOR LEAVE OF ABSENCE, IF ANY
(3/1/2/1)**

Apologies for absence from the meeting were received from the Director: Corporate Services and the Manager: Projects and Performance.

RESOLVED

that the apologies for absence from the meeting, received from the Director: Corporate Services and the Manager: Projects and Performance, be accepted.

3. CONFLICT OF INTEREST DECLARATION

The Chairperson requested PRAC members and participants of the meeting to declare on record any conflict of interest that may arise at the meeting and remove themselves from any proceedings, in relation to that matter, giving rise to that conflict.

No conflict of interest was declared.

NOTED

4. CONFIDENTIALITY DECLARATION AND ATTENDANCE REGISTER

The Chairperson informed PRAC members and participants of the meeting that by confirming attendance by voice the attendee declares that he/she shall maintain strict confidentiality in respect of any information of a confidential nature to which he/she may become privy at this meeting of PRAC, and shall only disclose such information as may become necessary or required for the proper performance of his/her duties and functions.

The Attendance Register and Confidentiality and Conflict of Interest Declaration is attached as **annexure 4**. Attendance was confirmed by voice.

NOTED**5. EXTERNAL AUDITING 2023/2024: AUDIT PROCESS CONCERNS (5/14/1/21)**

A report from the Director: Finance, dated 23 January 2025, is attached as **annexure 5**.

The Chairperson noted that the goal of the engagement was to review what took place during the external audit process and that the Performance, Risk and Audit Committee (PRAC) was dealing with the matter to provide feedback to the Auditor-general (AGSA) and to ultimately receive feedback from the Auditor-general.

The Municipal Manager concurred that the session is meant to be objective and to determine how to improve. If there are still matters of concern, it will be raised in a professional manner with the Auditor-general (AGSA).

Bullet 1 - 2

The Chairperson noted that all audits are to be approached with a degree of professional scepticism. It appears that the said auditor was new to the audit and her strong allegations against the municipality could either be based on discussions held or a personal crusade against the municipality. This, however, resulted in what appeared to be similar to a forensic audit leading to matters being investigated that was not required and subsequently exceeding the budget.

Mr Swarts enquired whether a formal meeting was held and whether it was minuted along with how the matter would be addressed and was it followed up?

The Municipal Manager noted that the municipality never had the opportunity to engage on the matter and that after reporting it to the senior, no feedback regarding the response of the person involved was received and to date the matter is unresolved.

The Deputy Director: Finance informed the meeting that the individual's behaviour did not improve after the matter had been reported to the seniors despite indications received that the matter would be dealt with internally.

Bullet 3

The Chairperson noted that this matter relates to the integrity of the individual whereafter Mr Swarts informed the meeting that discussions with senior leaders of AGSA mean that the entire team is informed of matters and therefore it will be difficult to prove that it is an isolated incident. The Municipal Manager, however, has the right to request a follow-up.

Ms Lapoorta noted that there does appear to be overstepping of boundaries and enquired whether anything was on record or on a register. The Municipal Manager responded that the concerns were, however, part of the minutes.

Bullet 4

The Chairperson noted that there were inefficiencies on the part of the AGSA as their cash flow statement did not make sense. The lesson here would be that if the Auditor-general redo the cash flow statement, they must provide one that is complete and then it can be dealt with.

Bullet 6

All RFI's must be closed off at the end of the week as being received and that findings cannot be issued without discussing matters with management. If not, the COMAF will not be recognised.

RESOLVED

- (a) *that a response be obtained as to the actions taken regarding the impaired objectivity of the senior Auditor and that said person was not removed from the audit team.*
- (b) *that reasons be requested as to why other municipalities receive different accounting treatment or interpretation or application of legislation.*
- (c) *that the concerns related to the over-run of audit fees be addressed in conjunction with the PRAC committee.*

6. OTHER MATTERS

None.

NOTED

7. ADJOURNMENT

The meeting adjourned at 11:30.

Approved on 2 October 2025 without amendments.

J GEORGE
CHAIRPERSON

/MS Arendse-Smith
/MJ Prins

**MINUTES OF THE VIRTUAL MEETING OF THE PERFORMANCE, RISK AND
AUDIT COMMITTEE OF WITZENBERG MUNICIPALITY, HELD ON TUESDAY,
26 AUGUST 2025 AT 08:30**

PRESENT

Performance, Risk and Audit Committee

Mr J George (Chairperson)
Ms J Lapoorta
Mr JJ Swarts
Adv N Hendricks

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 W Mars (Manager: Financial Administration)
Mr JH Swanepoel (Manager: Projects and Performance)
Ms M Arendse-Smith (Acting Manager: Administration)

1. OPENING AND WELCOME

The Chairperson welcomed everyone present and extended a warm welcome to the newly appointed committee member, Adv N Hendricks.

NOTED

**2. CONSIDERATION OF APPLICATIONS FOR LEAVE OF ABSENCE
(3/1/2/1)**

None.

NOTED

3. CONFLICT OF INTEREST DECLARATION

The Chairperson requested PRAC members and participants of the meeting to declare on record any conflict of interest that may arise at this meeting and remove themselves from any proceedings, in relation to that matter, giving rise to that conflict.

No conflict of interest was declared.

NOTED

4. CONFIDENTIALITY DECLARATION AND ATTENDANCE REGISTER

The Chairperson informed PRAC members and participants of the meeting that by confirming attendance by voice the attendee declares that he/she shall maintain strict confidentiality in respect of any information of a confidential nature to which he/she may become privy at this meeting of PRAC, and shall only disclose such information as may become necessary or required for the proper performance of his/her duties and functions.

The Attendance Register and Confidentiality and Conflict of Interest Declaration is attached as **annexure 4**. Attendance was confirmed by voice.

NOTED**5. PERFORMANCE MANAGEMENT****5.1 Draft Annual Performance Report: 2024/2025 (9/1/1)**

The Draft Annual Performance Report for 2024/2025, as included in the 2024/2025 Annual Report as Chapters 3 and 4, is attached as **annexure 5.1**.

The Manager: Projects and Performance tabled the Draft Annual Performance Report for 2024/2025 and informed that communications received from the Auditor-general's office indicated that attention will be given to Chapter 3 of the Annual Report which relates to performance.

The following matters were highlighted:

- EE4.4: Percentage of electricity losses: Target 10 % and result 14 % with the increase being attributed to illegal connections that have increased with the absence of the Revenue Enhancement project. That is noted that the reasoning relates to the non-technical losses. The technical losses, however, relate to the outdated equipment causing losses at the Ceres substation, which is due for completion by December 2025. The upgrade and replacement of the Ceres substation plays a role and once completed, will bring down the technical losses.
- GG1.21: Staff vacancy rate: Target 5 % and result 17 % with the underperformance being attributed to not finding suitable candidates for positions due to qualifications as per the job description and panel members not always available. In terms of the new Staff Regulations, the discretion is removed and creates a challenge due to change in requirements. Headhunting considerations, however, still require qualifications being met else it could lead to criminal conduct. Consideration and attempts made to capacitate internal staff with further training and bursaries with headhunting being the last resort. Comment related to the panel members to be removed.

RESOLVED

- (a) *that the Manager: Projects and Performance ensures to provide sufficient information as to why targets have not been met.*
- (b) *that the Performance, Risk and Audit Committee members submit comments or questions related to the Draft Annual Performance Report: 2024/2025 to the Manager: Projects and Performance to address further.*
- (c) *that notice be taken of the review of the Draft Annual Performance Report: 2024/2025 and that the Manager: Projects and Performance provide feedback to the Performance, Risk and Audit Committee prior submission to AGSA.*

6. AUDIT AND FINANCIAL MANAGEMENT**6.1 Review of annual financial statements for the year ended 30 June 2025 (5/3/1)**

Memo from Director: Finance, dated 18 August 2024:

"1. Purpose

The purpose of this report is to submit the annual financial statements to the Performance, Risk and Audit Committee for review.

2. Legal framework

In terms of Section 126(1)(a) of the Municipal Financial Management Act (Act 56 of 2003) the Annual Financial Statements must be submitted to AGSA before 31 August every year.

In terms of Section 166(2)(b) of the Municipal Financial Management Act (Act 56 of 2003) the Audit Committee must review the annual financial statements to provide Council with an authoritative and credible view of the financial position of the municipality.

3. Discussion

The following documents are attached:

- (a) Draft Annual Financial Statements 2024/2025 (CaseWare version): **Annexure 6.1(a).**
- (b) Draft Cash Flow 2024/2025 (Excel version): **Annexure 6.1(b).**
- (c) Explanatory email from Deputy Director: Finance, dated 18 August 2025: **Annexure 6.1(c)."**

The Director: Finance tabled the draft Annual Financial Statements for 2024/2025 for review. The committee conveyed the proposed changes to be made to the financial statements and it was noted by the Finance team for execution.

RESOLVED

- (a) *that the revised set of Annual Financial Statements for the year ended 30 June 2025 be provided to the Performance, Risk and Audit Committee members by Thursday, 28 August 2025 for review.*
- (b) *that the Performance, Risk and Audit Committee will respond on supra (a) at close of business on Friday, 29 August 2025.*
- (c) *that Management will take all inputs into consideration before submitting the documentation to AGSA.*

7. ADJOURNMENT

The meeting adjourned at 12:45.

Approved on 2 October 2025 without amendments.

J GEORGE
CHAIRPERSON

/M Arendse-Smith
/MJ Prins

MINUTES OF THE SPECIAL MEETING OF THE COMMITTEE FOR HOUSING MATTERS, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON TUESDAY, 20 MAY 2025 AT 14:00

NOTULE VAN DIE SPESIALE VERGADERING VAN DIE KOMITEE VIR BEHUISINGSAANGELEENTHEDE, GEHOU OP DINSDAG, 20 MEI 2025 OM 14:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG

Councillors / Raadslede

Alderman / Raadsheer K Adams (Chairperson / Voorsitter) (DA)
 Councillor / Raadslid S De Bruin (DA)
 Councillor / Raadslid N Phatsoane (ANC)
 Alderman / Raadsheer D Swart (DA)
 Councillor / Raadslid IL Swartz (EFF)

Officials/ Amptenare

Mr / Mnr S Swartz (Director: Community Services / Direkteur: Gemeenskapsdienste)
 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 / Mr T Mc Clune (Intern: Administration / Praktikant: Administrasie)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING / UKUVULWA NOLWAMNKELO

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

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

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 / Ukugqalwa kwezicelo zokungazimasi intlanganiso (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 / AANGETEKEN

3. COMMITTEE FOR HOUSING MATTERS-in-COMMITTEE

This item is dealt with in the confidential minutes.

MINUTES OF THE MEETING OF THE COMMITTEE FOR CORPORATE AND FINANCIAL SERVICES, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON TUESDAY, 24 JUNE 2025 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR KORPORATIEWE EN FINANSIËLE DIENSTE, GEHOU OP DINSDAG, 24 JUNIE 2025 OM 10:00 IN DIE STADSAAL, VOORTREKKERSTRAAT, CERES

PRESENT

Councillors / Raadslede

Councillor / Raadslid JP Fredericks (Chairperson) (FF Plus)
Councillor / Raadslid MJ Ndaba (ANC) (Virtual attendance)
Alderman / Raadsheer D Swart (DA)
Councillor / Raadslid J Zalie (ANC)

Officials / Amptenare

Mr / Mnr D Nasson (Municipal Manager / Munisipale Bestuurder)
Mr / Mnr HJ Kritzing (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)
Mr / Mnr W Mars (Manager: Financial Administration / Bestuurder: Administrasie)
Mr / Mnr A Hofmeester (Manager: IDP / Bestuurder: GOP)
Mr / Mnr W Davids (Acting Senior Manager Human Resource / Waarnemende Senior Bestuurder: Menslike Hulpbronne)
Ms / Me Carmen Stevens (Manager: Income / Bestuurder / Inkomste)
Ms / M Arendse-Smith (Acting Manager: Administration / Waarnemende Bestuurder Administrasie)
Mr / Mnr T Mc Clune (Intern: Administration / Praktikant: Administrasie)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

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

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

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

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

A verbal application for leave of absence from the meeting was received from Councillor W Alexander, due to political party responsibilities.

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

The Chairperson noted that political party responsibilities do not constitute a valid reason.

RESOLVED

(a) *that the application for leave of absence from the meeting, received from Councillor W Alexander, be held in abeyance until the next committee meeting for the submission and consideration of the written application for leave of absence.*

(b) *that the apology for absence from the meeting, received from the Manager: Supply Chain, be accepted.*

**2.2 Consideration of application for leave of absence: 15 April 2025
Aansoek om verlof tot afwesigheid: 15 April 2025
(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 raadslid J Zalie.

The committee unanimously resolved on 15 April 2025 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.

No written application for leave of absence was received from Councillor J Zalie, but it is noted that the Councillor was unable to attend the meeting due to the protest in Pine Valley, Wolseley.

RESOLVED

that the application for leave of absence from the meeting held on 15 April 2025, 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 gehou op 15 April 2025, ontvang vanaf raadslid J Zalie, oorstaan tot die eerskomende komiteevergadering vir die indiening van 'n geskrewe aansoek om verlof tot afwesigheid.

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

No declaration of conflict of interest was declared / Geen botsing van belange was verklaar nie.

NOTED / AANGETEKEN

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 / Sake voortspuitend uit die notule
(3/1/2/3)

None / Geen

NOTED / AANGETEKEN

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

The minutes of the meeting of the Committee for Corporate and Financial Services, held on 15 April 2025, are attached as **annexure 3.3**.

Die notule van die vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou op 15 April 2025, word ingebind as **bylae 3.3**.

RESOLVED

that the minutes of the meeting of the Committee for Corporate and Financial Services, held on 15 April 2025, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou op 15 April 2025, goedgekeur en deur die Voorsitter onderteken word.

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

None / Geen

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

**6.1 Monthly report: Directorate Corporate Services: April 2025
Maandverslag: Direktoraat Korporatiewe Dienste: April 2025
(9/1/2/1)**

The monthly report of the Directorate: Corporate Services for April 2025 is attached as **annexure 6.1**.

Die maandverslag van die Direktoraat: Korporatiewe Dienste vir April 2025 word ingebind as **bylae 6.1**.

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 April 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 maandverslag van die Direktoraat Korporatiewe Dienste vir April 2025 en dat die verslag goedgekeur en aanvaar word.

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Section 71 Monthly Budget Statement Reports of Directorate Finance: March, April and May 2025 Artikel 71 Maandelikse Begrotingsverslae van die Direktoraat Finansies: Maart, April en Mei 2025 (9/1/2/2)

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

- (a) March / Maart 2025 **Annexure / Bylae 7.1(a)**
- (b) April 2025 **Annexure / Bylae 7.1(b)**

Council unanimously resolved on 30 May 2025:

- (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.

The Section 71 Monthly Budget Statement Report for May 2025 is attached as **annexure 7.1(c)**.

The committee enquired whether Internal Audit has oversight on the Section 71 Monthly Budget Statement reports after which the Municipal Manager informed that the reports are scrutinised by the audit committee as well as MPAC, which acts as the safeguard. Furthermore, that comments would be made by the various oversight committees if Council is required to attend to matters of concern.

RESOLVED

that notice be taken of the Section 71 Monthly Budget Statement reports of the Directorate Finance for March, April and May 2025.

**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.

MINUTES OF THE MEETING OF THE COMMITTEE FOR HOUSING MATTERS, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON THURSDAY, 24 JULY 2025 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR BEHUISINGSAANGELEENTHEDE, GEHOU OP DONDERDAG, 24 JULIE 2025 OM 10:00 IN DIE STADSAAL, VOORTREKKERSTRAAT, CERES

PRESENT / TEENWOORDIG

Councillors / Raadslede

Alderman / Raadsheer K Adams (Chairperson / Voorsitter) (DA)
Alderman / Raadsheer D Swart (DA)
Councillor / Raadslid N Phatsoane (ANC)

Councillors not on Committee / Raadslede nie op Komitee

Councillor / Raadslid P Daniels

Officials/ Amptenare

Mr / Mnr S Swartz (Director: Community Services / Direkteur: Gemeenskapsdienste)
Ms / Me C Mackenzie (Manager: Housing / Bestuurder: Behuising)
Ms / Me M Arendse-Smith (Acting Manager: Administration / Waarnemende Bestuurder: Administrasie)
Mr / Mnr T Mc Clune (Intern: Administration / Praktikant: Administrasie)
Ms / Me J Du Toit (Intern: Administration / Praktikant: Administrasie)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested Alderman D Swart to open the meeting with prayer.

Die Voorsitter verwelkom almal teenwoordig en versoek raadsheer D Swart 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
Aansoeke om verlof tot afwesigheid
(3/1/2/1)

Verbal applications for leave of absence from the meeting were received from Councillors S de Bruin and I Swartz.

An apology for absence from the meeting was received from the Senior Housing Officer.

RESOLVED

- (a) that the verbal applications for leave of absence from the meeting, received from Councillors' S de Bruin and I Swartz, be held in abeyance until the next committee meeting for the submission and consideration of the written application for leave of absence.*
- (b) that the apology for absence from the meeting, received from the Senior Housing Officer, be accepted.*

BESLUIT

- (a) dat die mondelinge aansoeke om verlof tot afwesigheid van die vergadering, ontvang vanaf raadslede S de Bruin en I Swartz, oorstaan tot die eerskomende vergadering vir die ontvangs van die skriftelike verskonings vir die oorweging van die skriftelike aansoek om verlof tot afwesigheid.*
- (b) dat die verskoning vir afwesigheid van die vergadering, ontvang vanaf die Senior Behuisingsbeampte, goedgekeur word.*

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

No conflict of interest was declared.
Geen botsing van belange was verklaar nie.

NOTED / AANGETEKEN

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 / Sake voortspuitend uit die notule
(3/1/2/3)**

None / Geen

NOTED / AANGETEKEN

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

The minutes of the meeting of the Committee for Housing Matters, held on 19 June 2025, are attached as **annexure 3.3**.

Die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 19 Junie 2025, word ingebind as **bylae 3.3**.

RESOLVED

that the minutes of the meeting of the Committee for Housing Matters, held on 19 June 2025, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 19 Junie 2025, goedgekeur en deur die Voorsitter onderteken word.

**3.4 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**

None / Geen

NOTED / AANGETEKEN

**5. INTERVIEWS WITH DELEGATIONS
ONDERHOUDE MET AFGEVAARDIGDES / UDLIWANONDLIBE NEGQIZA**

None / Geen

NOTED / AANGETEKEN

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

**6.1 Monthly report of the Section Housing: June 2025 / Maandverslag van die Afdeling Behuising: Junie 2025
(9/1/2/4)**

The monthly report of the Section Housing for June 2025, is attached as **annexure 6.1**.

Die maandverslag van die Afdeling Behuising vir Junie 2025, word ingebind as **bylae 6.1**.

RESOLVED

that the Committee for Housing Matters takes notice of the content of the monthly report of the Section Housing for June 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 Junie 2025, en dat die verslag goedgekeur en aanvaar word.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

None / Geen

NOTED / AANGETEKEN

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

None / Geen

NOTED / AANGETEKEN

9. COMMITTEE FOR HOUSING MATTERS-in-COMMITTEE

These items are dealt with in the confidential minutes.

MINUTES OF THE SPECIAL MEETING OF THE COMMITTEE FOR HOUSING MATTERS, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON WEDNESDAY, 6 AUGUST 2025 AT 14:30

NOTULE VAN DIE SPESIALE VERGADERING VAN DIE KOMITEE VIR BEHUISINGSAAANGELEENTHEDE, GEHOU OP WOENSDAG, 6 AUGUSTUS 2025 OM 14:30 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG

Councillors / Raadslede

Alderman / Raadsheer K Adams (Chairperson / Voorsitter) (DA)
 Councillor / Raadslid S De Bruin (DA)
 Councillor / Raadslid P Daniels (DA)
 Councillor / Raadslid N Phatsoane (ANC)
 Councillor / Raadslid IL Swartz (EFF)

Officials/ Amptenare

Mr / Mnr S Swartz (Director: Community Services / Direkteur: Gemeenskapsdienste)
 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 / Mr T Mc Clune (Intern: Administration / Praktikant: Administrasie)
 Ms / Ms J Du Toit (Intern: Administration / Praktikant: Administrasie)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING / UKUVULWA NOLWAMNKELO

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

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

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 / Ukugqalwa kwezicelo zokungazimasi intlanganiso (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)

No conflict of interest declared.

Geen botsing van belange geopper nie.

NOTED / AANGETEKEN

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

None / Geen

NOTED / AANGETEKEN

4. COMMITTEE FOR HOUSING MATTERS-in-COMMITTEE

This item is dealt with in the confidential minutes.

MINUTES OF THE MEETING OF THE COMMITTEE FOR CORPORATE AND FINANCIAL SERVICES OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON TUESDAY, 16 SEPTEMBER 2025 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR KORPORATIEWE EN FINANSIËLE DIENSTE VAN MUNISIPALITEIT WITZENBERG, GEHOU OP DINSDAG, 16 SEPTEMBER 2025 OM 10:00 IN DIE STADSAAL, VOORTREKKERSTRAAT, CERES

PRESENT

Councillors / Raadslede

Councillor / Raadslid JP Fredericks (Chairperson) (FF Plus)

Councillor / Raadslid WJ Alexander (PA)

Alderman / Raadsheer D Swart (DA) (Virtual attendance)

Officials / Amptenare

Mr / Mnr D Nasson (Municipal Manager / Munisipale Bestuurder)

Mr / Mnr HJ Kritzing (Director: Finance / Direkteur: Finansies)

Mr / Mnr J Kolkota (Deputy Director: Finance / Adjunk-direkteur: Finansies)

Ms / Me R Hendricks (Manager: Marketing and Communication / Bestuurder: Bemaking en Kommunikasie)

Mr / Mnr W Mars (Manager: Financial Administration / Bestuurder: Administrasie)

Ms / Me L Nieuwenhuis (Senior Manager: Legal Services / Senior Bestuurder: Regsdienste)

Mr / Mnr A Hofmeester (Manager: IDP / Bestuurder: GOP)

Mr / Mnr W Davids (Acting Senior Manager Human Resource / Waarnemende Senior Bestuurder: Menslike Hulpbronne)

Ms / Me Carmen Stevens (Manager: Income / Bestuurder / Inkomste)

Mr / Mnr M Green (Manager: Protection Services / Bestuurder: Beskermingsdienste)

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

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

Ms / Me J du Toit (Intern: Administration / Praktikant: Administrasie)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested the Director: Finance 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)

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 raadslid J Zalie.

An apology for absence from the meeting was received from the Director: Corporate Services.

'n Verskoning vir afwesigheid van die vergadering is ontvang vanaf die Direkteur: Korporatiewe Dienste.

RESOLVED

- (a) 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.*
- (b) that the apology for absence from the meeting, received from the Director: Corporate Services, be accepted.*

BESLUIT

- (a) dat die aansoek om verlof tot afwesigheid van die vergadering, ontvang vanaf raadslid J Zalie, ontstaan tot die volgende komiteevergadering vir die indiening en oorweging van die skriftelike aansoek om verlof tot afwesigheid.*
- (b) dat die verskoning vir afwesigheid van die vergadering, ontvang vanaf die Direkteur: Korporatiewe Dienste, aanvaar word.*

**2.2 Consideration of application for leave of absence: 15 April 2025:
Councillor J Zalie**
Aansoek om verlof tot afwesigheid: 15 April 2025: Raadslid J Zalie
(3/1/2/1)

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

The committee unanimously resolved on 15 April 2025 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.

No written application for leave of absence was received from Councillor J Zalie, but it was noted at the meeting of 24 June 2025 that the Councillor was unable to attend the meeting due to the protest in Pine Valley, Wolseley.

A written application for leave of absence from Councillor J Zalie, dated 30 July 2025, is attached as **annexure 2.2**.

RESOLVED

that upon receipt of the written application for leave of absence from Councillor J Zalie for the meeting held on 15 April 2025, the application be approved and accepted.

BESLUIT

dat, na ontvangs van die skriftelike aansoek om verlof tot afwesigheid vanaf raadslid J Zalie vir die vergadering gehou op 15 April 2025, die aansoek goedgekeur en aanvaar word.

**2.3 Consideration of application for leave of absence: 24 June 2025:
Councillor W Alexander**
Aansoek om verlof tot afwesigheid: 24 Junie 2025: Raadslid W Alexander
(3/1/2/1)

A verbal application for leave of absence from the meeting was received from Councillor W Alexander, due to political party responsibilities.

The Chairperson noted that political party responsibilities do not constitute a valid reason.

The Committee for Corporate and Financial Services resolved on 24 June 2025 that the application for leave of absence from the meeting, received from Councillor W Alexander, be held in abeyance until the next committee meeting for the submission and consideration of the written application for leave of absence.

A written application for leave of absence from Councillor W Alexander, dated 30 July 2025, is attached as **annexure 2.3**.

RESOLVED

that upon receipt of the written application for leave of absence from Councillor W Alexander for the meeting held on 24 June 2025, the application be approved and accepted.

BESLUIT

dat, na ontvangs van die skriftelike aansoek om verlof tot afwesigheid vanaf raadslid W Alexander vir die vergadering gehou op 24 Junie 2025, die aansoek goedgekeur en aanvaar word.

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

No declaration of conflict of interest was declared.
Geen botsing van belange was verklaar nie.

NOTED / AANGETEKEN

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 / Sake voortspuitend uit die notule
(3/1/2/3)

None / Geen

NOTED / AANGETEKEN

3.3 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 24 June 2025, are attached as **annexure 3.3**.

Die notule van die vergadering van die Komitee vir Komitee vir Korporatiewe en Finansiële Dienste, gehou op 24 Junie 2025, word ingebind as **bylae 3.3**.

RESOLVED

that the minutes of the meeting of the Committee for Corporate and Financial Services, held on 24 June 2025, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou op 24 Junie 2025, goedgekeur en deur die Voorsitter onderteken word.

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

None / Geen

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

6.1 Monthly reports: Directorate Corporate Services: May, June and July 2025 / Maandverslae: Direktoraat Korporatiewe Dienste: Mei, Junie en Julie 2025 (09/1/2/1)

The monthly reports of the Directorate: Corporate Services for May, June and July 2025 are attached:

Die volgende maandverslae van die Direktoraat: Korporatiewe Dienste vir Mei, Junie en Julie 2025 word ingebind:

- | | | |
|-----|-------------------|--------------------------------|
| (a) | May / Mei 2025 | Annexure / Bylae 6.1(a) |
| (b) | June / Junie 2025 | Annexure / Bylae 6.1(b) |
| (c) | July / Julie 2025 | Annexure / Bylae 6.1(c) |

RESOLVED

that the Committee for Corporate and Financial Services, takes notice of the content of the monthly reports of the Directorate Corporate Services for May, June and July 2025 and, after consideration, same be accepted.

BESLUIT

dat die Komitee vir Korporatiewe en Finansiële Dienste kennis neem van die inhoud van die maandverslae van die Direktoraat Korporatiewe Dienste vir Mei, Junie en Julie 2025 en, na oorweging, genoemde verslae aanvaar word.

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Section 71 Monthly Budget Statement Reports of Directorate Finance: June 2025 / Artikel 71 Maandelikse Begrotingsverslae van die Direktoraat Finansies: Junie 2025 (9/1/2/2)

The Section 71 Monthly Budget Statement Report for June 2025, is attached as **annexure 7.1(a)**.

Council unanimously resolved on 30 July 2025:

- (a) that notice be taken of the Section 71 Monthly Budget Statement Report of the Directorate Finance for June 2025.
- (b) that the Section 71 Monthly Budget Statement Report of the Directorate Finance for June 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 advise Council if deemed necessary.

The Section 71 Monthly Budget Statement Report for July 2025, is attached as **annexure 7.1(b)**.

RESOLVED

that notice be taken of the Section 71 Monthly Budget Statements Reports of the Directorate Finance for June and July 2025.

BESLUIT

dat kennis geneem word van die Artikel 71 Maandelikse Begrotingsverslae van die Direktoraat Finansies vir Junie en Julie 2025.

7.2 Quarterly Budget Statement [Section 52(d)] Report: 4th Quarter 2024/2025
Kwartaallikse Begrotingsverslag [Artikel 52(d)]: 4 de Kwartaal 2024/2025
(9/1/1 & 9/1/2/2)

The Quarterly Budget Statement [Section 52(d)] Report for the 4th Quarter of 2024/2025 is attached as **annexure 7.2**.

Council unanimously resolved on 30 July 2025

- (a) that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the 4th Quarter of 2024/2025.
- (b) that the report supra (a) be referred to the Portfolio Committee for Corporate and Financial Services, the Performance, Risk and Audit Committee as well as the Municipal Public Accounts to take notice or to advise Council if deemed necessary.

RESOLVED

that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the 4th Quarter of 2024/2025.

BESLUIT

dat kennis geneem word van die Kwartaallikse Begrotingsverslag [Artikel 52(d)] vir die 4^{de} Kwartaal van 2024/2025.

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 tabled in the confidential minutes.

MINUTES OF THE MEETING OF THE COMMITTEE FOR COMMUNITY DEVELOPMENT OF THE WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON TUESDAY, 9 SEPTEMBER 2025 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR GEMEENSKAPSONTWIKKELING VAN DIE MUNISIPALITEIT WITZENBERG GEHOU OP DINSDAG, 9 SEPTEMBER 2025 OM 10:00 IN DIE STADSAAL, VOORTREKKERSTRAAT, CERES

PRESENT / TEENWOORDIG

Councillors / Raadslede

Councillor / Raadslid JF Nel (Executive Deputy Mayor) (Chairperson / Voorsitter) (ICOSA)
 Councillor / Raadslid G Franse (DA)
 Councillor / Raadslid S De Bruin (DA)
 Councillor / Raadslid K Yisa (ANC) (Virtual attendance)

Officials / Amptenare

Mr / Mnr S Swartz (Director: Community Services / Direkteur: Gemeenskapsdienste)
 Ms / Me H Truter (Manager: Environment and Amenities / Bestuurder: Omgewing en Geriewe)
 Ms / Me A Lambrecht Vertue (Manager: Disaster Management and Fire Services / Bestuurder: Rampbestuur en Brandweerdienste)
 Mr / Mnr M Green (Manager: Protection Services / Bestuurder: Beskermingsdienste)
 Mr / Mnr R Africa (Acting Manager: Resorts and Swimming Pools / Waarnemende Bestuurder: Oorde en Swembaddens)
 Ms / Me J Stuurman (Manager: Libraries / Bestuurder: Biblioteke)
 Ms / Me M Arendse-Smith (Acting Manager: Administration / Waarnemende Bestuurder: Administrasie)
 Mr / Mnr T McClune (Intern: Administration / Praktikant: Administrasie)
 Ms / Me J du Toit (Intern: Administration / Praktikant: Administrasie)

Other representatives / Ander verteenwoordigers

Colonel / Kolonel JAG Saayman (South African Police Services Ceres / Suid-Afrikaanse Polisie Ceres)
 Captain / Kaptein DC Farao (South African Police Services Wolseley / Suid-Afrikaanse Polisie Wolseley)
 Captain / Kaptein RS Mars (South African Police Services Ceres / Suid-Afrikaanse Polisie Ceres)
 Ms / Me C Botha (Manager: The Haven Night Shelter / Bestuurder: Die Haven Nagskuiling)
 Ms / Me Y Koopman (The Haven Shelter / Die Haven Nagskuiling)
 Ms / Me A Titus (The Haven Shelter / Die Haven Nagskuiling)

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 conveyed to the South African Police Service officials from the various police stations within the district.

NOTED

2. LEAVE OF ABSENCE AND CONFIDENTIALITY AND CONFLICT OF INTEREST DECLARATION
VERLOF TOT AFWESIGHEID EN VERTROULIKHEID EN BOTSING VAN BELANGE VERKLARING

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

An apology for absence from the meeting was received from the Municipal Manager.

RESOLVED

that the apology for absence from the meeting, received from the Municipal Manager, be accepted.

BESLUIT

dat die verskoning vir afwesigheid van die vergadering, ontvang vanaf die Munisipale Bestuurder, aanvaar word.

2.2 Consideration of application for leave of absence: 24 June 2025:
Alderman JJ Visagie
Aansoek om verlof tot afwesigheid: 24 Junie 2025: Raadsheer JJ Visagie
(3/1/2/1)

A verbal application for leave of absence from the meeting was received from Alderman JJ Visagie.

The Committee for Community Development resolved on 24 June 2025 that the application for leave of absence from the meeting, received from Alderman JJ Visagie, be held in abeyance until the next meeting for the submission and consideration of the written application for leave of absence.

A written application for leave of absence from Alderman JJ Visagie is attached as **annexure 2.2.**

RESOLVED

that upon receipt of the written application for leave of absence from Alderman JJ Visagie for the meeting held on 24 June 2025, the application be approved and accepted.

BESLUIT

dat, na ontvangs van die skriftelike aansoek om verlof tot afwesigheid vanaf raadsheer JJ Visagie vir die vergadering gehou op 24 Junie 2025, die aansoek goedgekeur en aanvaar word.

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

No conflict of interest was declared.
Geen botsing van belange was verklaar nie.

NOTED / AANGETEKEN

3. MINUTES / NOTULE

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 / Sake voortspruitend uit die notule
(3/1/2/3)

None / Geen

NOTED / AANGETEKEN

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

The minutes of the meeting of the Committee for Community Development, held on 24 June 2025, are attached as **annexure 3.3**.

Die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 24 Junie 2025, word ingebind as **bylae 3.3**.

RESOLVED

that the minutes of the meeting of the Committee for Community Development, held on 24 June 2025, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 24 Junie 2025, goedgekeur en deur die Voorsitter onderteken word.

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

None / Geen

NOTED / AANGETEKEN

**5. INTERVIEWS WITH DELEGATIONS
ONDERHOUDE MET AFGEVAARDIGDES**

**5.1 South African Police Services (SAPS) / Suid-Afrikaanse Polisie diens
(SAPD)
(17/07/1/R)**

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

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

- (a) Ceres
- (b) Prince Alfred's Hamlet
- (c) Op-Die-Berg (satellite office)
- (d) Wolseley
- (e) Tulbagh

(a) Ceres

Lt. Colonel J Saayman reported on the following:

- Most crimes reported relate to domestic violence and contact crime.
- Area coverage within the district is quite vast as the furthest point in the Karoo is 195 km away.
- Challenges experienced when attending to complaints in Nduli are mostly due to accessibility constraints and poor visibility.

(b) Wolseley

Captain Dc Farao reported on the following:

- The station received 13 vehicles yesterday, but the current challenge is the lack of manpower.
- Thankful for the good working relationship and cooperation received from Councillor P Daniels and Councillor J Zalie concerning crime prevention and addressing matters of concern.
- Lack of visibility in certain areas is a matter of concern and has a direct impact on crime prevention.

Councillor G Franse thanked the Prince Alfred's Hamlet Police Services in their absence for their visibility at Op-die-Berg. Challenges are, however, experienced by the Emergency Medical Services (EMS) and the South African Police Services (SAPS) when attending to incidents due to closed or locked farm gates.

Councillor K Yisa informed the meeting that the municipality also contributes to the criminal activities in Nduli, specifically at the half-demolished building of the sports field. Furthermore, it is noted that the Nduli sports field has become a dumping ground.

The Director: Community Services noted that the municipality will investigate securing the sports field area to prevent that it becomes a dumping ground. Engagements will be held with the Municipal Manager regarding the demolishing of the cloak rooms at the Nduli sportsgrounds.

RESOLVED

that the Committee for Community Development takes notice of the content of the reports submitted verbally by the South African Police Services and, after consideration, same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, kennis neem van die inhoud van die mondelinge verslae gelewer deur die Suid-Afrikaanse Polisie diens en, na oorweging, genoemde verslae aanvaar word.

5.2 Community Services: The Haven Night Shelter: Monthly Reports for June and July 2025 / Gemeenskapsdienste: Die Haven Nagskuiling: Maandverslae vir Junie en Julie 2025 (17/16/1)

The following monthly reports of the Haven Night Shelter are attached:

Die volgende maandverslae van die Haven Nagskuiling word ingebind:

- | | | |
|-----|-------------------|--------------------------------|
| (a) | June / Junie 2025 | Annexure / Bylae 5.2(a) |
| (b) | July / Julie 2025 | Annexure / Bylae 5.2(b) |

The Manager of The Haven Night Shelter informed the committee of their project of collecting shoes and the distribution thereof. Furthermore, concerns were raised regarding the SASSA cards of the elderly, which are either in the possession of shabean owners or loan sharks. It is a continuous cycle that requires intervention.

RESOLVED

that the Committee for Community Development, takes notice of the content of the monthly reports of the Haven Night Shelter for June and July 2025 and, after consideration, same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, kennis neem van die inhoud van die maandverslae van die Haven Nagskuiling vir Junie en Julie 2025 en, na oorweging, genoemde verslae aanvaar word.

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

6.1 Monthly reports of the Section Socio-Economic Development for May, June and July 2025 / Maandverslae van die Afdeling Sosio-Ekonomiese Ontwikkeling vir Mei, Junie en Julie 2025 (9/1/2/4)

The following monthly reports of the Section Socio-Economic Development are attached:

Die volgende maandverslae van die Afdeling Sosio-Ekonomiese Ontwikkeling word ingebind:

- | | | |
|-----|-------------------|---------------------------------|
| (a) | May / Mei 2025 | Annexure / Bylae 6.1(a) |
| (b) | June / Junie 2025 | Annexure / Bylae 6.1(b) |
| (c) | July / Julie 2025 | Annexure / Bylae 6.1 (c) |

The Director: Community Services informed the meeting of the Indigent drive, which will be commencing in Op-die-Berg and Prince Alfred's Hamlet and thereafter roll-out to the other towns within the district. The door-to-door process is still in the planning phase.

Councillor S de Bruin noted that many activities are occurring in the various wards, which the relevant Councillor might not be aware of and requested that the respective Councillor of the said ward be informed of any activities occurring in the ward.

RESOLVED

that the Committee for Community Development, takes notice of the content of the monthly reports of the Section Socio-Economic Development for May, June and July 2025 and, after consideration, same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die maandverslae van die Afdeling Sosio-Ekonomiese Ontwikkeling vir Mei, Junie en Julie 2025 en, na oorweging, genoemde verslae aanvaar word.

6.2 Monthly reports of the Section Libraries for May and June 2025
Maandverslae van die Afdeling Biblioteke vir Mei en Junie 2025
(9/1/2/4)

The following monthly reports of the Section Libraries are attached:

Die volgende maandverslae van die Afdeling Biblioteke word ingebind:

- | | | |
|-----|-------------------|--------------------------------|
| (a) | May / Mei 2025 | Annexure / Bylae 6.2(a) |
| (b) | June / Junie 2025 | Annexure / Bylae 6.2(b) |

Councillor G Franse enquired about the appointment of personnel at the Op-die-Berg library, after which the Manager: Libraries informed that the personnel appointments at Op-die-Berg and Wolseley are still in process.

The Director: Community Services informed the meeting of the challenges related to the rehabilitation of the Nduli Library after the Supply Chain processes were followed, but no suitable tender award could be made; therefore delaying the process by another three (3) months.

RESOLVED

that the Committee for Community Development takes notice of the content of the monthly reports of the Section Libraries for May and June 2025 and, after consideration, same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die maandverslae van die Afdeling Biblioteke vir Mei en Junie 2025 en, na oorweging, genoemde verslae aanvaar word.

6.3 Monthly report of the Section Amenities and Environment for May and June 2025/Maandverslae van die Afdeling Geriewe en Omgewing vir Mei en Junie 2025 (9/1/2/4)

The following monthly reports of the Section Amenities and Environment are attached:

Die volgende maandverslae van die Afdeling Geriewe en Omgewing word ingebind:

- | | | |
|-----|-------------------|--------------------------------|
| (a) | May / Mei 2025 | Annexure / Bylae 6.3(a) |
| (b) | June / Junie 2025 | Annexure / Bylae 6.3(b) |

Councillor G Franse enquired about the status of the Op-die-Berg cemetery as the Executive Mayor had indicated that there were discussions for land acquisitions. Furthermore, that the available land belongs to Remhoogte farm and that it was indicated that negotiations to purchase the land would be welcomed. An engagement with the owners of Remhoogte farm will be arranged.

The Manager: Amenities and Environment noted that the church at Op-die-Berg will be engaged regarding the available land.

RESOLVED

that the Committee for Community Development takes notice of the content of the monthly reports of the Section Amenities and Environment for May and June 2025 and, after consideration, same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die maandverslae van die Afdeling Geriewe en Omgewing vir Mei en Junie 2025 en, na oorweging, genoemde verslae aanvaar word.

6.4 Monthly reports of the Section Resorts and Swimming Pools for May and June 2025 / Maandverslae van die Afdeling Oorde en Swembaddens vir Mei en Junie 2025 (9/1/2/4)

The following monthly reports of the Section Resorts and Swimming Pools are attached:

- | | | |
|-----|-------------------|------------------------|
| (a) | May / Mei 2025 | Annexure 6.4(a) |
| (b) | June / Junie 2025 | Annexure 6.4(b) |

RESOLVED

that the Committee for Community Development, takes notice of the content of the monthly reports of the Section Resorts and Swimming Pools for May and June 2025 and, after consideration, same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, kennis neem van die inhoud van die maandverslae van die Afdeling Oorde en Swembaddens vir Mei en Junie 2025 en, na oorweging, genoemde verslae aanvaar word.

6.5 Monthly reports: Section Disaster and Emergency Management and Fire Services for May and June 2025 / Maandverslae: Afdeling Ramp- en Noodbestuur en Brandweerdienste vir Mei en Junie 2025 (9/1/2/4)

The following monthly reports of the Section Disaster and Emergency Management and Fire Services are attached:

Die volgende maandverslae van die Afdeling Ramp- en Noodbestuur en Brandweerdienste word ingebind:

- | | | |
|-----|-------------------|--------------------------------|
| (a) | May / Mei 2025 | Annexure / Bylae 6.5(a) |
| (b) | June / Junie 2025 | Annexure / Bylae 6.5(b) |

Councillor G Franse noted that there were many fires during the summer season last year and that the distance from Ceres to Op-die-Berg is too far and requested that the situation be looked at.

The Director: Community Services informed the meeting of the following:

- Consideration given to appointing EPWP firefighters at Op-die-Berg.
- Currently busy with a five (5) year plan to acquire proper vehicles and simultaneously thanked the Manager: Fire, Rescue and Disaster Management Services for all her efforts to keep services going despite the vehicle challenges.

The Manager: Fire, Rescue and Disaster Management Services informed the meeting that the Disaster Management Centre is currently in limbo pending funding, after which the Senior Manager: Protection Services raised concerns and noted the importance of having a functional disaster centre.

RESOLVED

that the Committee for Community Development, takes notice of the content of the monthly reports of the Section Disaster and Emergency Management and Fire Services for May and June 2025 and, after consideration, same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, kennis neem van die inhoud van die maandverslae van die Afdeling Ramp- en Noodbestuur en Brandweerdienste vir Mei en Junie 2025 en, na oorweging, genoemde verslae aanvaar word.

6.6 Monthly report: Section Traffic Services for May, June and July 2025
Maandverslag: Afdeling Verkeersdienste vir Mei, Junie en Julie 2025
(9/1/2/1)

The following monthly reports of the Section Traffic Services are attached:

Die volgende maandverslae van die Afdeling Verkeersdienste vir word ingebind:

- | | | |
|-----|-------------------|--------------------------------|
| (a) | May / Mei 2025 | Annexure / Bylae 6.6(a) |
| (b) | June / Junie 2025 | Annexure / Bylae 6.6(b) |
| (c) | July / Julie 2025 | Annexure / Bylae 6.6(c) |

The Senior Manager: Protection Services noted the following concerns:

- That broken vehicles or vehicles with oil leakages are parked on the sidewalks and that a strategy is being formulated to address the matter.
- That a premises must be identified to tow and house said vehicles.

RESOLVED

that the Committee for Community Development takes notice of the content of the monthly reports of the Section Traffic Services for May, June and July 2025 and, after consideration, same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die maandverslae van die Afdeling Verkeersdienste vir Mei, Junie en Julie 2025 en, na oorweging, genoemde verslae aanvaar word.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

7.1 Revised Witzenberg Disaster Risk Management Plan 2025
Hersiene Witzenberg Ramp Risiko Bestuursplan 2025
(17/7/3/2)

The following documents are attached:

- (a) A report from the Manager: Fire, Rescue and Disaster Management, dated February 2025, is attached as **annexure 7.1(a)**.
- (b) Revised Witzenberg Disaster Risk Management Plan for 2025, is attached as **annexure 7.1(b)**.

RESOLVED

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

- (a) *that the Witzenberg Municipal Disaster Risk Management Plan be reviewed on a continuous basis to keep up to date with the ever-changing complexities of the disaster continuum.*
- (b) *that the Witzenberg Municipal Disaster Risk Management Plan is intended to facilitate multi-disciplinary coordination in both pro-active and re-active phases of disaster management.*
- (c) *that the Revised Witzenberg Disaster Risk Management Plan, after consideration, be approved and adopted.*

BESLUIT

Dat die Komitee vir Gemeenskapsontwikkeling aan die Uitvoerende Burgemeester Komitee en die Raad aanbeveel:

- (a) *dat die Witzenberg Munisipale Ramp Risikobestuursplan op 'n deurlopende basis hersien word om op hoogte te bly van die veranderende kompleksiteit van die ramp kontinuum.*
- (b) *dat die Witzenberg Munisipale Ramp Risikobestuursplan bedoel is om multi-dissiplinêre koördinasie te fasiliteer in beide proaktiewe en reaktiewe fases van rampbestuur.*
- (c) *dat die Hersiene Witzenberg Ramp Risikobestuursplan, na oorweging, goedgekeur en aanvaar word.*

7.2 Municipal building for rental purposes: Erf 5965, Nduli, Ceres (Old Sizamele Crèche) / Munisipale gebou vir verhuringdoeleindes: Erf 5965, Nduli, Ceres (Ou Sizamele Kleuterskool) (7/1/4/1)

A memorandum from the Manager: Local Economic Development, dated 17 February 2025, is attached as **annexure 7.2 (Confidential)**.

RESOLVED

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

- (a) that the Committee for Community Development nominates the Nduli Primary School as a suitable NPO/NGO to lease the crèche.*
- (b) that the Department of Finance determine the insurance costs and that it serves as a fair rental price and that the fair market value is not applicable due to the economic and community value that are received in exchange for the lease of the asset [MFMA Section 14.2)b)].*
- (c) that Council gives approval for leasing of the building "voetstoots" for a period of three years, with the option of renewal for an additional three years on discretion of Council.*
- (d) that the property that is to be leased is not required for the provision of a minimum level of basic services [MFMA Section 14.2(a)].*
- (e) that Council considers to lease the building as it is and that the lessee do all repair work to the building that is needed for the lessee to move in.*

7.3 Lease agreement: Pine Valley Neighborhood Watch: Old Malikhanye Crèche building: Portion of erf 1, Pine Valley, Wolseley Huurooreenkoms: Pine Valley Buurtwag: Ou Malikhanye Kleuterskool-gebou: Gedeelte van erf 1, Pine Valley Wolseley (7/1/4/1)

A memorandum from the Social Worker, dated 16 May 2025, is attached as **annexure 7.3**.

RESOLVED

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

- (a) that the renewal of the lease agreement for a further 3 years on the discretion of the municipality be considered.*

- (b) *that the property that is to be leased is not required for the provision of the minimum level of basic services [MFMA Section 14.2(a)].*
- (c) *that the property be leased "voetstoots".*
- (d) *that the fair market value is not applicable due to the economic and community value that are received in exchange for the lease of the asset [MFMA Section 14.2(b)]. Council to consider exemption of rental charges and municipal services be paid for the building, on condition that the municipality lease the building as it is and that the lessee does all repair and applicable maintenance work to the building.*

7.4 Witzenberg Fire and Rescue Services Annual Report 2024/2025
Witzenberg Brand en Reddingsdienste Jaarverslag 2024/2025
(17/07/21)

The following documents are attached:

- (a) A report from Manager: Fire, Rescue and Disaster Management is attached as **annexure 7.4 (a)**.
- (b) Witzenberg Fire and Rescue Services Annual Report for 2024/2025 is attached as **annexure 7.4 (b)**.

RESOLVED

- (a) *that notice be taken of the Witzenberg Fire and Rescue Services Annual Report for 2024/2025.*
- (b) *that the Committee for Community Development recommends to the Executive Mayoral Committee and Council:*

that notice be taken of the Witzenberg Fire and Rescue Services Annual Report for 2024/2025.

7.5 Lease agreement: Zanokhanyo Crèche, Tulbagh
Huurooreenkoms: Zanokhanyo Crèch, Tulbagh
(7/1/4/1)

A memorandum from the Social Worker, dated 11 July 2025, is attached as **annexure 7.5**.

RESOLVED

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

- (a) To consider the following:*
 - (i) Entering into a further lease agreement with the governance body of Zanokhanyo Crèche for a three-year period for the purposes of operating a crèche.*
 - (ii) Providing an option for renewal for a further 3 years after the new lease agreement has lapsed, on the discretion of the municipality.*
- (b) To determine whether the yearly rent amount remains R376.90.*
- (c) that notice be taken that the property that will be leased is not required for the provision of minimum level of basic services [MFMA Section 14.2(a)].*
- (d) that Zanokhanyo Crèche is liable to pay for municipal services and that they are responsible to maintain the building.*
- (e) that Zanokhanyo Crèche is responsible for their own security measures, such as alarms, guards, burglar bars etc.*
- (f) that the building will stay the property of Witzenberg Municipality after the lease agreement has expired and /or is cancelled.*
- (g) that the Municipal Manager be authorised to sign the lease agreement on behalf of the Council.*

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

None / Geen

NOTED / AANGETEKEN

9. ADJOURNMENT / VERDAGING

The meeting adjourned at 11:05.
Die vergadering verdaag om 11:05.

Approved on 16 October 2025 without amendments.

COUNCILLOR JF NEL
CHAIRPERSON

/msa
/mde leeuw



Monthly Budget Statement Report Section 71 for July 2025

**Financial data is in respect of the period
1 July 2025 to 30 June 2026**

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 22 775 accounts amounting to R123.2 million was printed and distributed to consumers. The prepaid electricity sales amounted to R9.07 million in comparison to sales of R8.1 million for the same month during the prior financial year.

The indigent cost to the municipality for the month amounts to R 2.239 million in comparison to the prior month figure of R 2.440million

The accumulated debtor's collection target for the year is 94%, and the actual accumulated year to date debtor's collection is 52% in comparison to a rate of 34% 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 July 2025 an amount of R 288 119 was recovered on this basis.

The municipality issued orders to the value of R 44.8 million of which R 830 074 was in terms of deviations.

The municipality currently has R 84 million in its primary bank account with R150 million in investments. The bank balance at the end of the previous month was R198 million with no investments. The decline in cash is primarily due to the increase in capital expenditure

The calculated cost coverage ratio of the municipality as at the end of July 2025 is 2.93 months.

B RECOMMENDATION

It is recommended that council take cognisance of the monthly financial report and supporting documents of June 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 22 775 rekeninge ten bedrae van R123.2 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R9.07 miljoen en was R8.1 miljoen vir dieselfde maand gedurende die vorige finansiële jaar.

Die deernis subsidies vir die maand beloop R 2.239 miljoen in vergelyking met die vorige maand syfer van R 2.440 miljoen.

Die opgehoopte debiteure verhalings se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 52% in vergelyking met 34% vir dieselfde maand in die vorige finansiële jaar.

As 'n addisionele kredietbeheer meganisme is 'n aftrekking van 30% op alle voorafbetaalde krag aankope ten opsigte van agterstallige skuld vanaf 20 Desember 2023 geïmplementeer. Vir die maand van Julie 2025 is 'n bedrag van R 288 119 op hierdie wyse ingevorder.

Bestellings ter waarde van R 44.8 miljoen uitgereik, waarvan R 830 074 ten opsigte van afwykings is.

Die munisipaliteit het R84 miljoen in die primêre bankrekening met R150 miljoen beleggings. Die bankbalans aan die einde van die vorige maand was R 198 miljoen met geen beleggings. Die afname in kontant kan toegeskryf aan verhoging in kapitale spandering

Die berekende koste dekking verhouding van die munisipaliteit soos aan die einde van Julie 2025 is 2.93 maande.

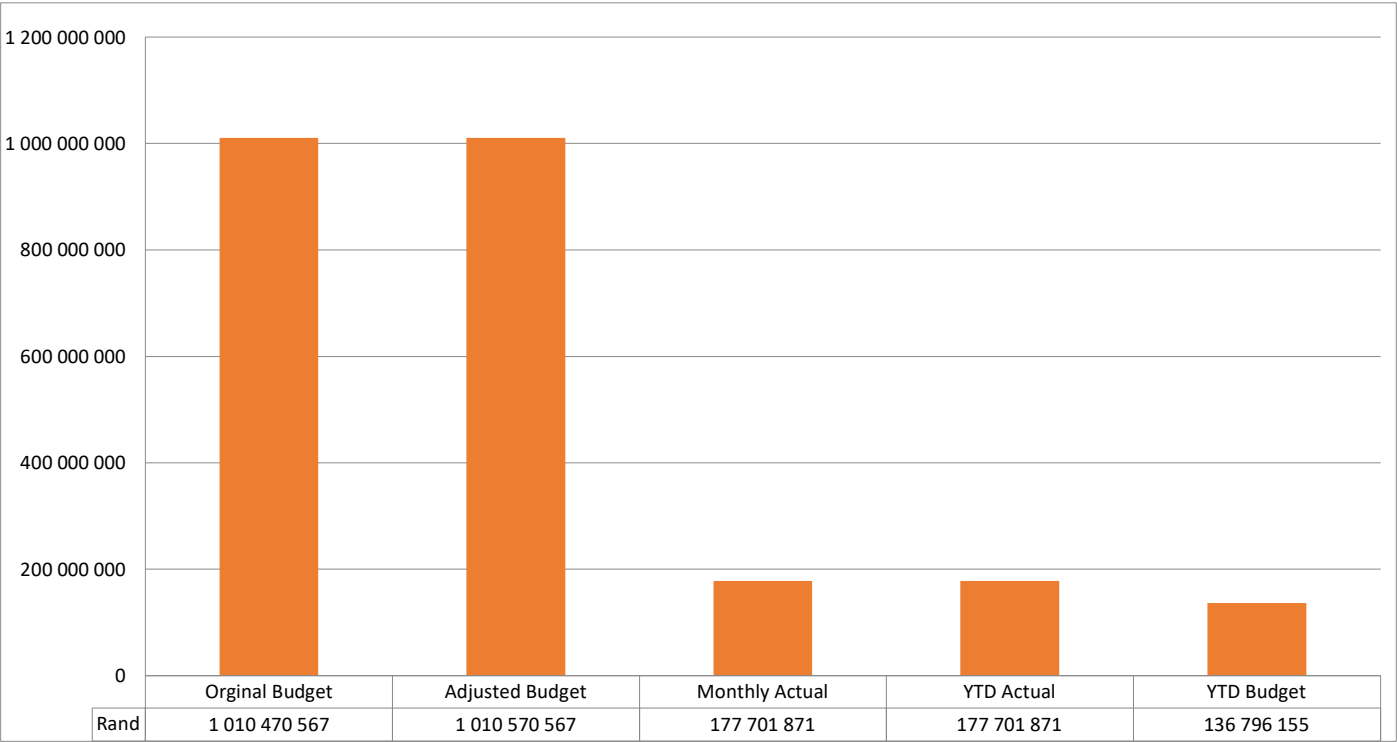
B AANBEVELING

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

C OPSOMMING

Die volgende tabelle voorsien 'n opsomming van die finansiële inligting:

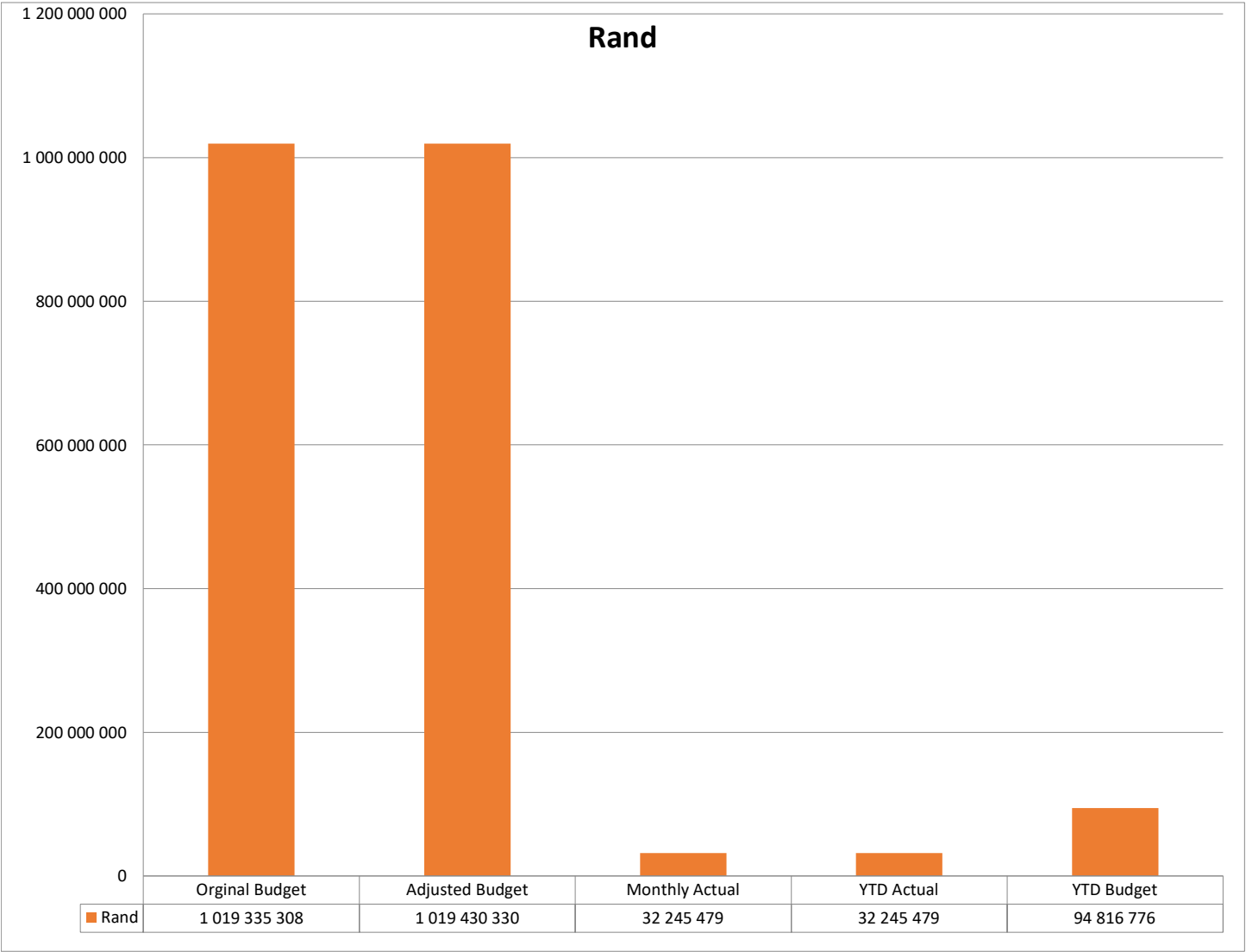
TOTAL OPERATIONAL REVENUE



For the period 1 July 2025 to 31 July 2025, 17.58% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2025 tot 31 Julie 2025, is 17.58% van die begrote operasionele inkomste gehef.

TOTAL OPERATIONAL EXPENDITURE



For the period 1 July 2025 to 31 Julie 2025, 3.16% of the budgeted operational expenditure was incurred.

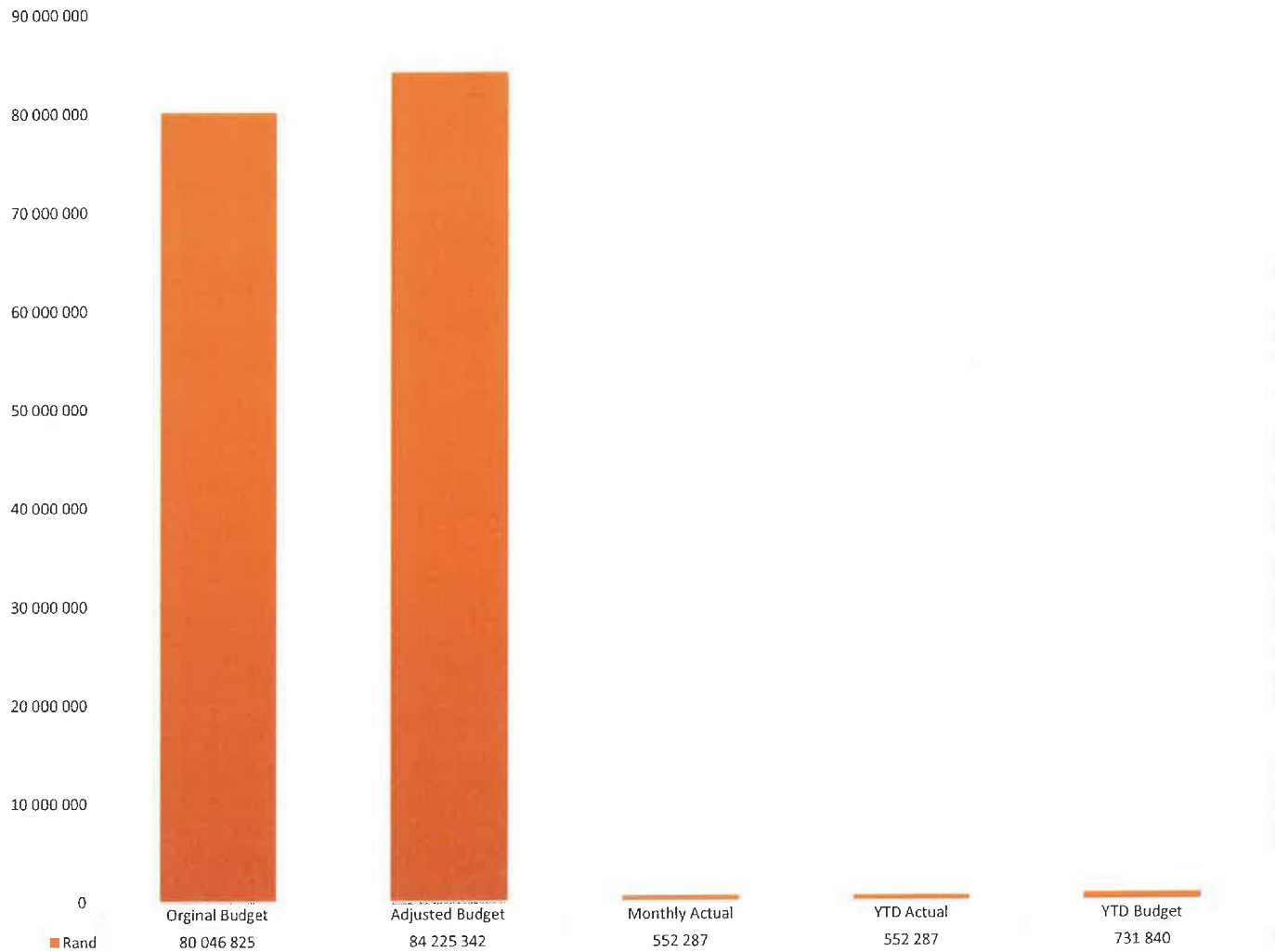
Please refer to Supporting Table SC1 for explanations regarding expenditure variances.

Vir die periode 1 Julie 2025 tot 31 Julie 2025, is 3.16% van die begrote operasionele uitgawes aangegaan.

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

CAPITAL EXPENDITURE

Rand



For the period 1 July 2025 to 31 July 2025, 0.66% of the budgeted capital expenditure was incurred.

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

Vir die periode 1 Julie 2025 tot 31 Julie 2025, is 0.66% van die begrote kapitale uitgawes aangegaan.

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 - M01 July

Description	2024/25	Budget Year 2025/26							
	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	107 320	120 291	120 291	48 944	48 944	54 782	(5 838)	-11%	120 291
Service charges	545 728	586 957	586 957	57 071	57 071	60 808	(3 737)	-6%	586 957
Investment revenue	18 758	23 567	23 567	1 749	1 749	1 964	(215)	-11%	23 567
Transfers and subsidies - Operational	162 231	182 230	182 330	65 421	65 421	13 774	51 647	375%	182 330
Other own revenue	102 504	69 891	69 891	4 517	4 517	5 467	(951)	-17%	69 891
Total Revenue (excluding capital transfers and contributions)	936 541	982 936	983 036	177 702	177 702	136 796	40 906	30%	983 036
Employee costs	272 048	309 360	309 364	23 648	23 648	25 506	(1 858)	-7%	309 364
Remuneration of Councillors	11 910	13 228	13 228	1 006	1 006	1 102	(97)	-9%	13 228
Depreciation and amortisation	34 523	34 090	34 090	-	-	2 841	(2 841)	-100%	34 090
Interest	-	10 742	10 742	-	-	895	(895)	-100%	10 742
Inventory consumed and bulk purchases	415 347	424 390	424 190	740	740	45 855	(45 115)	-98%	424 190
Transfers and subsidies	15 892	4 931	4 931	20	20	411	(391)	-95%	4 931
Other expenditure	175 990	222 593	222 885	6 831	6 831	18 206	(11 375)	-62%	222 885
Total Expenditure	925 710	1 019 335	1 019 430	32 245	32 245	94 817	(62 571)	-66%	1 019 430
Surplus/(Deficit)	10 831	(36 399)	(36 394)	145 456	145 456	41 979	103 477	246%	(36 394)
Transfers and subsidies - capital (monetary allocations)	40 809	27 535	27 535	-	-	-	-	-	27 535
Transfers and subsidies - capital (in-kind)	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	51 640	(8 865)	(8 860)	145 456	145 456	41 979	103 477	246%	(8 860)
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	51 640	(8 865)	(8 860)	145 456	145 456	41 979	103 477	246%	(8 860)
Capital expenditure & funds sources									
Capital expenditure	78 463	75 047	79 225	552	552	732	(180)	-25%	79 225
Capital transfers recognised	40 809	30 013	30 013	-	-	358	(358)	-100%	30 013
Borrowing	8 328	15 000	16 303	-	-	-	-	-	16 303
Internally generated funds	29 300	35 034	37 910	552	552	374	178	48%	37 910
Total sources of capital funds	78 437	80 047	84 225	552	552	732	(180)	-25%	84 225
Financial position									
Total current assets	352 125	293 805	289 815		518 704				289 815
Total non current assets	1 043 798	1 220 387	1 224 565		1 133 336				1 224 565
Total current liabilities	197 737	46 268	46 452		150 165				46 452
Total non current liabilities	135 035	192 053	192 053		136 950				192 053
Community wealth/Equity	1 154 950	1 275 870	1 275 870		1 219 447				1 275 870
Cash flows									
Net cash from (used) operating	315 789	97 347	97 447	38 888	38 888	94 580	55 692	59%	113 496
Net cash from (used) investing	(71 565)	(80 047)	(84 225)	(3 438)	(3 438)	(83 885)	(80 447)	96%	(100 661)
Net cash from (used) financing	(65)	(6 369)	-	58	58	7 500	7 442	99%	9 000
Cash/cash equivalents at the month/year end	560 832	220 769	223 059	-	234 135	228 032	(6 103)	-3%	220 461
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	99 925	21 351	6 448	6 022	5 506	5 914	32 421	270 487	448 073
Creditors Age Analysis									
Total Creditors	3 661	5 334	-	-	-	-	-	-	8 994

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - M01 July

Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Revenue - Functional										
<i>Governance and administration</i>		143 726	164 944	164 944	51 304	51 304	57 760	(6 457)	-11%	164 944
Executive and council		86	308	308	3	3	26	(23)	-89%	308
Finance and administration		143 640	164 636	164 636	51 301	51 301	57 735	(6 434)	-11%	164 636
Internal audit		-	-	-	-	-	-	-	-	-
<i>Community and public safety</i>		201 654	171 856	171 856	66 858	66 858	13 091	53 766	411%	171 856
Community and social services		157 942	141 914	141 914	65 460	65 460	10 732	54 727	510%	141 914
Sport and recreation		7 526	9 044	9 044	1 003	1 003	684	319	47%	9 044
Public safety		22 859	18 356	18 356	375	375	1 457	(1 082)	-74%	18 356
Housing		13 327	2 542	2 542	20	20	217	(198)	-91%	2 542
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		5 312	5 541	5 541	131	131	328	(197)	-60%	5 541
Planning and development		4 802	2 407	2 507	131	131	188	(56)	-30%	2 507
Road transport		485	122	122	-	-	10	(10)	-100%	122
Environmental protection		26	3 013	3 013	-	-	130	(130)	-100%	3 013
<i>Trading services</i>		626 549	667 983	667 983	59 316	59 316	65 604	(6 288)	-10%	667 983
Energy sources		403 101	448 729	448 729	43 760	43 760	49 284	(5 524)	-11%	448 729
Water management		96 266	93 390	93 390	5 175	5 175	5 832	(657)	-11%	93 390
Waste water management		84 326	72 294	72 294	7 291	7 291	6 025	1 267	21%	72 294
Waste management		42 856	53 571	53 571	3 090	3 090	4 464	(1 374)	-31%	53 571
<i>Other</i>	4	109	146	146	94	94	12	82	669%	146
Total Revenue - Functional	2	977 350	1 010 471	1 010 571	177 702	177 702	136 796	40 906	30%	1 010 571
Expenditure - Functional										
<i>Governance and administration</i>		147 563	161 273	161 277	11 748	11 748	13 323	(1 576)	-12%	161 277
Executive and council		37 139	36 516	36 520	2 585	2 585	3 031	(445)	-15%	36 520
Finance and administration		106 931	118 496	118 496	8 782	8 782	9 770	(988)	-10%	118 496
Internal audit		3 493	6 261	6 261	380	380	522	(142)	-27%	6 261
<i>Community and public safety</i>		134 075	162 979	162 979	8 891	8 891	13 246	(4 356)	-33%	162 979
Community and social services		31 815	35 691	35 691	2 367	2 367	2 786	(419)	-15%	35 691
Sport and recreation		40 493	51 222	51 222	2 401	2 401	4 160	(1 759)	-42%	51 222
Public safety		44 159	66 745	66 745	3 657	3 657	5 562	(1 905)	-34%	66 745
Housing		17 609	9 321	9 321	466	466	738	(273)	-37%	9 321
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		41 462	48 020	48 175	2 226	2 226	3 779	(1 553)	-41%	48 175
Planning and development		15 463	19 750	19 905	1 247	1 247	1 650	(403)	-24%	19 905
Road transport		23 080	21 118	21 118	777	777	1 760	(982)	-56%	21 118
Environmental protection		2 919	7 152	7 152	202	202	369	(167)	-45%	7 152
<i>Trading services</i>		601 588	645 988	645 924	9 381	9 381	64 379	(54 998)	-85%	645 924
Energy sources		429 202	442 295	442 297	1 461	1 461	47 412	(45 950)	-97%	442 297
Water management		77 407	61 526	60 971	3 117	3 117	5 081	(1 964)	-39%	60 971
Waste water management		45 423	55 498	55 993	2 154	2 154	4 666	(2 512)	-54%	55 993
Waste management		49 556	86 669	86 663	2 649	2 649	7 220	(4 572)	-63%	86 663
<i>Other</i>		1 022	1 076	1 076	-	-	90	(90)	-100%	1 076
Total Expenditure - Functional	3	925 710	1 019 335	1 019 430	32 245	32 245	94 817	(62 571)	-66%	1 019 430
Surplus/ (Deficit) for the year		51 640	(8 865)	(8 860)	145 456	145 456	41 979	103 477	246%	(8 860)

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - M01 July

Description	Ref	2024/25	Budget Year 2025/26						
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	Full Year Forecast
R thousands									
Revenue - Functional	1							%	
<i>Municipal governance and administration</i>		143 726	164 944	164 944	51 304	51 304	57 760	(6 457)	-11%
Executive and council		86	308	308	3	3	26	(23)	(0)
Mayor and Council		30	227	227	3	3	19	(16)	(0)
Municipal Manager, Town Secretary and Chief		56	80	80	-	-	7	(7)	(0)
Finance and administration		143 640	164 636	164 636	51 301	51 301	57 735	(6 434)	(0)
Administrative and Corporate Support		1	11	11	-	-	1	(1)	(0)
Finance		143 131	163 524	163 524	51 299	51 299	57 667	(6 369)	(0)
Fleet Management		-	300	300	-	-	-	-	300
Human Resources		381	705	705	-	-	59	(59)	(0)
Marketing, Customer Relations, Publicity and Media		-	6	6	-	-	0	(0)	(0)
Supply Chain Management		127	90	90	2	2	8	(5)	(0)
<i>Community and public safety</i>		201 654	171 856	171 856	66 858	66 858	13 091	53 766	0
Community and social services		157 942	141 914	141 914	65 460	65 460	10 732	54 727	0
Aged Care		147 998	128 055	128 055	65 394	65 394	10 658	54 736	0
Cemeteries, Funeral Parlours and Crematoriums		274	280	280	31	31	23	8	0
Community Halls and Facilities		323	564	564	26	26	47	(21)	(0)
Libraries and Archives		9 347	13 016	13 016	8	8	4	4	0
Sport and recreation		7 526	9 044	9 044	1 003	1 003	684	319	0
Recreational Facilities		7 344	8 066	8 066	981	981	672	308	0
Sports Grounds and Stadiums		182	978	978	23	23	12	11	0
Public safety		22 859	18 356	18 356	375	375	1 457	(1 082)	(0)
Fire Fighting and Protection		30	877	877	-	-	1	(1)	(0)
Police Forces, Traffic and Street Parking Control		22 829	17 479	17 479	375	375	1 457	(1 081)	(0)
Housing		13 327	2 542	2 542	20	20	217	(198)	(0)
Housing		13 327	2 542	2 542	20	20	217	(198)	(0)
<i>Economic and environmental services</i>		5 312	5 541	5 641	131	131	328	(197)	(0)
Planning and development		4 802	2 407	2 507	131	131	188	(56)	(0)
Economic Development/Planning		-	400	500	-	-	18	(18)	(0)
Town Planning, Building Regulations and		3 805	2 007	2 007	131	131	170	(39)	(0)
Project Management Unit		996	-	-	-	-	-	-	-
Road transport		485	122	122	-	-	10	(10)	(0)
Roads		485	122	122	-	-	10	(10)	(0)
Environmental protection		26	3 013	3 013	-	-	130	(130)	(0)
Biodiversity and Landscape		26	3 013	3 013	-	-	130	(130)	(0)
<i>Trading services</i>		626 549	667 983	667 983	59 316	59 316	65 604	(6 288)	(0)
Energy sources		403 101	448 729	448 729	43 760	43 760	49 284	(5 524)	(0)
Electricity		400 151	448 729	448 729	43 760	43 760	49 284	(5 524)	(0)
Street Lighting and Signal Systems		2 950	-	-	-	-	-	-	-
Water management		96 266	93 390	93 390	5 175	5 175	5 832	(657)	(0)
Water Distribution		96 266	93 390	93 390	5 175	5 175	5 832	(657)	(0)
Waste water management		84 326	72 294	72 294	7 291	7 291	6 025	1 267	0

Description	Ref	2024/25	Budget Year 2025/26						
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	Full Year Forecast
R thousands									
<i>Sewerage</i>		68 511	72 294	72 294	7 291	7 291	6 025	1 267	72 294
<i>Storm Water Management</i>		2 772	-	-	-	-	-	-	-
<i>Waste Water Treatment</i>		13 042	-	-	-	-	-	-	-
Waste management		42 856	53 571	53 571	3 090	3 090	4 464	(1 374)	53 571
<i>Solid Waste Disposal (Landfill Sites)</i>		257	-	-	-	-	-	-	-
<i>Solid Waste Removal</i>		42 599	53 571	53 571	3 090	3 090	4 464	(1 374)	53 571
<i>Other</i>		109	146	146	94	94	12	82	146
Licensing and Regulation		109	146	146	94	94	12	82	146
Total Revenue - Functional	2	977 350	1 010 471	1 010 571	177 702	177 702	136 796	40 906	1 010 571
Expenditure - Functional									
<i>Municipal governance and administration</i>		147 563	161 273	161 277	11 748	11 748	13 323	(1 576)	161 277
Executive and council		37 139	36 516	36 520	2 585	2 585	3 031	(445)	36 520
<i>Mayor and Council</i>		18 962	19 787	19 787	1 243	1 243	1 636	(393)	19 787
<i>Municipal Manager, Town Secretary and Chief</i>		18 177	16 729	16 733	1 342	1 342	1 394	(52)	16 733
Finance and administration		106 931	118 496	118 496	8 782	8 782	9 770	(988)	118 496
<i>Administrative and Corporate Support</i>		12 536	16 982	16 982	450	450	1 415	(965)	16 982
<i>Asset Management</i>		317	336	336	11	11	28	(17)	336
<i>Finance</i>		33 959	36 646	36 646	4 556	4 556	2 966	1 590	36 646
<i>Fleet Management</i>		4 925	5 144	5 144	308	308	429	(121)	5 144
<i>Human Resources</i>		32 300	29 547	29 547	1 978	1 978	2 462	(484)	29 547
<i>Information Technology</i>		4 325	5 902	5 902	103	103	492	(389)	5 902
<i>Legal Services</i>		2 047	3 722	3 722	130	130	310	(180)	3 722
<i>Marketing, Customer Relations, Publicity and Media</i>		4 613	6 198	6 198	379	379	500	(121)	6 198
<i>Property Services</i>		1 853	1 105	1 105	47	47	92	(45)	1 105
<i>Risk Management</i>		-	-	-	(3)	(3)	-	(3)	-
<i>Supply Chain Management</i>		9 571	11 239	11 239	792	792	937	(145)	11 239
<i>Valuation Service</i>		486	1 676	1 676	32	32	140	(107)	1 676
Internal audit		3 493	6 261	6 261	380	380	522	(142)	6 261
<i>Governance Function</i>		3 493	6 261	6 261	380	380	522	(142)	6 261
<i>Community and public safety</i>		134 075	162 979	162 979	8 891	8 891	13 246	(4 356)	162 979
Community and social services		31 815	35 691	35 691	2 367	2 367	2 786	(419)	35 691
<i>Aged Care</i>		6 597	4 336	4 336	543	543	173	370	4 336
<i>Cemeteries, Funeral Parlours and Crematoriums</i>		4 389	6 474	6 474	361	361	540	(179)	6 474
<i>Child Care Facilities</i>		57	103	103	0	0	9	(9)	103
<i>Community Halls and Facilities</i>		8 854	11 753	11 753	540	540	979	(440)	11 753
<i>Disaster Management</i>		17	79	79	7	7	7	0	79
<i>Education</i>		6	1	1	-	-	0	(0)	1
<i>Libraries and Archives</i>		11 894	12 945	12 945	917	917	1 079	(162)	12 945
Sport and recreation		40 493	51 222	51 222	2 401	2 401	4 160	(1 759)	51 222
<i>Community Parks (including Nurseries)</i>		11 884	17 370	17 370	852	852	1 423	(571)	17 370
<i>Recreational Facilities</i>		18 850	22 317	22 317	943	943	1 776	(834)	22 317
<i>Sports Grounds and Stadiums</i>		9 759	11 534	11 534	606	606	961	(355)	11 534
Public safety		44 159	66 745	66 745	3 657	3 657	5 562	(1 905)	66 745
<i>Fire Fighting and Protection</i>		10 709	16 575	16 575	727	727	1 381	(654)	16 575

Description	Ref	2024/25	Budget Year 2025/26						
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	Full Year Forecast
R thousands									
<i>Police Forces, Traffic and Street Parking Control</i>		33 450	50 170	50 170	2 930	2 930	4 181	(1 251)	50 170
Housing		17 609	9 321	9 321	466	466	738	(273)	9 321
<i>Housing</i>		17 589	9 294	9 294	465	465	736	(271)	9 294
<i>Informal Settlements</i>		20	26	26	0	0	2	(2)	26
<i>Economic and environmental services</i>		41 462	48 020	48 175	2 226	2 226	3 779	(1 553)	48 175
Planning and development		15 463	19 750	19 905	1 247	1 247	1 650	(403)	19 905
<i>Corporate Wide Strategic Planning (IDPs, LEDs)</i>		2 679	3 883	3 883	222	222	324	(102)	3 883
<i>Economic Development/Planning</i>		2 674	2 809	2 964	203	203	239	(35)	2 964
<i>Town Planning, Building Regulations and</i>		7 055	9 112	9 112	551	551	759	(209)	9 112
<i>Project Management Unit</i>		3 055	3 946	3 946	271	271	329	(58)	3 946
Road transport		23 080	21 118	21 118	777	777	1 760	(982)	21 118
<i>Roads</i>		23 080	21 118	21 118	777	777	1 760	(982)	21 118
Environmental protection		2 919	7 152	7 152	202	202	369	(167)	7 152
<i>Biodiversity and Landscape</i>		2 919	7 152	7 152	202	202	369	(167)	7 152
<i>Trading services</i>		601 588	645 988	645 924	9 381	9 381	64 379	(54 998)	645 924
Energy sources		429 202	442 295	442 297	1 461	1 461	47 412	(45 950)	442 297
<i>Electricity</i>		426 695	436 620	436 622	1 388	1 388	46 939	(45 551)	436 622
<i>Street Lighting and Signal Systems</i>		2 507	5 674	5 674	74	74	473	(399)	5 674
Water management		77 407	61 526	60 971	3 117	3 117	5 081	(1 964)	60 971
<i>Water Treatment</i>		220	315	315	19	19	26	(7)	315
<i>Water Distribution</i>		73 755	58 196	58 136	1 230	1 230	4 845	(3 614)	58 136
<i>Water Storage</i>		3 432	3 015	2 520	1 868	1 868	210	1 658	2 520
Waste water management		45 423	55 498	55 993	2 154	2 154	4 666	(2 512)	55 993
<i>Public Toilets</i>		1 854	2 299	2 299	165	165	192	(27)	2 299
<i>Sewerage</i>		37 314	45 570	46 065	1 585	1 585	3 839	(2 254)	46 065
<i>Storm Water Management</i>		6 239	7 627	7 627	392	392	635	(243)	7 627
<i>Waste Water Treatment</i>		17	1	1	12	12	0	12	1
Waste management		49 556	86 669	86 663	2 649	2 649	7 220	(4 572)	86 663
<i>Solid Waste Disposal (Landfill Sites)</i>		5 496	33 026	33 026	95	95	2 752	(2 657)	33 026
<i>Solid Waste Removal</i>		44 019	53 540	53 534	2 549	2 549	4 460	(1 910)	53 534
<i>Street Cleaning</i>		41	103	103	4	4	9	(4)	103
<i>Other</i>		1 022	1 076	1 076	-	-	90	(90)	1 076
Licensing and Regulation		22	26	26	-	-	2	(2)	26
Tourism		1 000	1 050	1 050	-	-	88	(88)	1 050
Total Expenditure - Functional	3	925 710	1 019 335	1 019 430	32 245	32 245	94 817	(62 571)	1 019 430
Surplus/ (Deficit) for the year		51 640	(8 865)	(8 860)	145 456	145 456	41 979	103 477	(8 860)

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - M01 July

Vote Description	Ref	2024/25	Budget Year 2025/26							
		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		140 063	161 635	161 635	51 070	51 070	57 510	(6 440)	-11,2%	161 635
Vote 2 - Community Services		179 197	157 944	158 044	66 591	66 591	11 790	54 801	464,8%	158 044
Vote 3 - Corporate Services		23 242	18 428	18 428	378	378	1 536	(1 158)	-75,4%	18 428
Vote 4 - Technical Services		632 829	662 265	662 265	59 614	59 614	65 111	(5 497)	-8,4%	662 265
Vote 5 - Municipal Manager		2 020	737	737	49	49	61	(12)	-20,1%	737
Total Revenue by Vote	2	977 350	1 001 009	1 001 109	177 702	177 702	136 008	41 694	30,7%	1 001 109
Expenditure by Vote	1									
Vote 1 - Financial Services		46 187	49 466	49 466	5 284	5 284	4 035	1 249	31,0%	49 466
Vote 2 - Community Services		107 113	125 271	125 371	6 800	6 800	9 877	(3 077)	-31,2%	125 371
Vote 3 - Corporate Services		112 602	133 940	133 940	7 373	7 373	11 133	(3 759)	-33,8%	133 940
Vote 4 - Technical Services		639 848	686 298	686 238	11 392	11 392	67 738	(56 346)	-83,2%	686 238
Vote 5 - Municipal Manager		18 362	24 361	24 361	1 396	1 396	2 030	(634)	-31,3%	24 361
Total Expenditure by Vote	2	924 112	1 019 335	1 019 375	32 245	32 245	94 812	(62 567)	-66,0%	1 019 375
Surplus/ (Deficit) for the year	2	53 238	(18 326)	(18 266)	145 456	145 456	41 196	104 261	253,1%	(18 266)

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - A - M01 July

Vote Description	Ref	2024/25	Budget Year 2025/26							Full Year Forecast
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	
Revenue by Vote	1									
Vote 1 - Financial Services		140 063	161 635	161 635	51 070	51 070	57 510	(6 440)	-11%	161 635
1.2 - Income		107 038	120 942	120 942	48 885	48 885	54 837	(5 952)	-11%	120 942
1.3 - Financial Administration		32 901	40 305	40 305	2 183	2 183	2 641	(458)	-17%	40 305
1.4 - Credit Control		(2)	298	298	-	-	25	(25)	-100%	298
1.5 - Supply Chain & Expenditure		127	90	90	2	2	8	(5)	-69%	90
Vote 2 - Community Services		179 197	157 944	158 044	66 591	66 591	11 790	54 801	465%	158 044
2.2 - Cemeteries		274	280	280	31	31	23	8	34%	280
2.3 - Housing		13 510	2 630	2 630	34	34	219	(185)	-84%	2 630
2.4 - Libraries		9 419	13 265	13 265	8	8	25	(16)	-66%	13 265
2.5 - Resorts & Swimming Pools		7 344	8 066	8 066	981	981	672	308	46%	8 066
2.6 - Social Services		147 998	128 055	128 055	65 394	65 394	10 658	54 736	514%	128 055
2.7 - Fire Services & Disaster Management		30	877	877	-	-	1	(1)	-100%	877
2.8 - Environment & Licensing		134	3 159	3 159	94	94	143	(49)	-34%	3 159
2.9 - Community Halls and Amenities		488	1 212	1 212	49	49	32	17	55%	1 212
2.10 - Local Economic Development		-	400	500	-	-	18	(18)	-100%	500
Vote 3 - Corporate Services		23 242	18 428	18 428	378	378	1 536	(1 158)	-75%	18 428
3.2 - Human Resources		381	705	705	-	-	59	(59)	-100%	705
3.3 - Administration		1	11	11	-	-	1	(1)	-100%	11
3.5 - Marketing & Communication		-	6	6	-	-	0	(0)	-100%	6
3.7 - Traffic and Protection Services		22 829	17 479	17 479	375	375	1 457	(1 081)	-74%	17 479
3.9 - Council Cost		30	227	227	3	3	19	(16)	-86%	227
Vote 4 - Technical Services		632 829	662 265	662 265	59 614	59 614	65 111	(5 497)	-8%	662 265
4.1 - Director: Technical Services		-	80	80	-	-	7	(7)	-100%	80
4.2 - Electro Technical Services		405 656	449 772	449 772	43 935	43 935	49 379	(5 444)	-11%	449 772
4.3 - Water Storage & Distribution		96 266	93 390	93 390	5 175	5 175	5 832	(657)	-11%	93 390
4.4 - Waste Water Management		81 554	72 696	72 696	7 291	7 291	6 058	1 233	20%	72 696
4.5 - Waste Management		42 801	44 163	44 163	3 090	3 090	3 680	(590)	-16%	44 163
4.6 - Roads		485	122	122	-	-	10	(10)	-100%	122
4.7 - Storm Water Management		2 772	-	-	-	-	-	-	-	-
4.8 - Town Planning & Building Control		3 294	1 742	1 742	123	123	145	(22)	-15%	1 742
4.10 - Mechanical Workshop		-	300	300	-	-	-	-	-	300
Vote 5 - Municipal Manager		2 020	737	737	49	49	61	(12)	-20%	737
5.2 - Performance & Project Management		1 053	-	-	-	-	-	-	-	-
5.3 - Property & Legal Services		967	737	737	49	49	61	(12)	-20%	737
Total Revenue by Vote	2	977 350	1 001 009	1 001 109	177 702	177 702	136 008	41 694	31%	1 001 109
Expenditure by Vote	1									
Vote 1 - Financial Services		46 187	49 466	49 466	5 284	5 284	4 035	1 249	31%	49 466
1.1 - Director: Finance		4 212	1 980	1 980	225	225	165	60	36%	1 980
1.2 - Income		6 325	10 521	10 521	471	471	877	(406)	-46%	10 521
1.3 - Financial Administration		15 133	18 190	18 190	3 147	3 147	1 428	1 718	120%	18 190
1.4 - Credit Control		10 702	7 368	7 368	638	638	614	24	4%	7 368
1.5 - Supply Chain & Expenditure		9 816	11 406	11 406	803	803	951	(148)	-16%	11 406
Vote 2 - Community Services		107 113	125 271	125 371	6 800	6 800	9 877	(3 077)	-31%	125 371
2.1 - Director: Community Services		916	1 728	1 728	446	446	144	302	210%	1 728
2.2 - Cemeteries		4 409	6 466	6 466	361	361	539	(178)	-33%	6 466
2.3 - Housing		17 646	10 190	10 190	466	466	811	(345)	-43%	10 190
2.4 - Libraries		15 111	16 703	16 703	1 049	1 049	1 392	(343)	-25%	16 703
2.5 - Resorts & Swimming Pools		15 608	18 559	18 559	811	811	1 463	(652)	-45%	18 559
2.6 - Social Services		6 458	4 417	4 417	543	543	180	363	202%	4 417
2.7 - Fire Services & Disaster Management		10 726	16 654	16 654	734	734	1 388	(654)	-47%	16 654
2.8 - Environment & Licensing		2 914	7 090	7 090	202	202	363	(162)	-44%	7 090
2.9 - Community Halls and Amenities		30 448	40 631	40 765	1 987	1 987	3 372	(1 386)	-41%	40 765
2.10 - Local Economic Development		2 877	2 832	2 798	203	203	225	(22)	-10%	2 798
Vote 3 - Corporate Services		112 602	133 940	133 940	7 373	7 373	11 133	(3 759)	-34%	133 940
3.1 - Director: Corporate Services		4 505	3 196	3 196	211	211	266	(56)	-21%	3 196
3.2 - Human Resources		32 387	29 547	29 547	1 988	1 988	2 462	(474)	-19%	29 547
3.3 - Administration		12 661	16 982	16 982	462	462	1 415	(953)	-67%	16 982
3.4 - Information Technology		4 325	5 902	5 902	103	103	492	(389)	-79%	5 902
3.5 - Marketing & Communication		4 613	6 198	6 198	379	379	500	(121)	-24%	6 198
3.6 - Thusong Centre		699	1 108	1 108	58	58	92	(34)	-37%	1 108
3.7 - Traffic and Protection Services		33 450	50 170	50 170	2 930	2 930	4 181	(1 251)	-30%	50 170
3.8 - Tourism		1 000	1 050	1 050	-	-	88	(88)	-100%	1 050
3.9 - Council Cost		18 962	19 787	19 787	1 243	1 243	1 636	(393)	-24%	19 787
Vote 4 - Technical Services		639 848	686 298	686 238	11 392	11 392	67 738	(56 346)	-83%	686 238
4.1 - Director: Technical Services		1 491	3 447	3 451	68	68	288	(219)	-76%	3 451
4.2 - Electro Technical Services		422 341	441 804	441 806	1 461	1 461	47 371	(45 909)	-97%	441 806
4.3 - Water Storage & Distribution		77 407	62 006	61 451	3 117	3 117	5 121	(2 004)	-39%	61 451
4.4 - Waste Water Management		43 832	45 572	46 067	1 597	1 597	3 839	(2 242)	-58%	46 067
4.5 - Waste Management		49 556	86 669	86 663	2 649	2 649	7 220	(4 572)	-63%	86 663
4.6 - Roads		23 080	21 118	21 118	777	777	1 760	(982)	-56%	21 118
4.7 - Storm Water Management		8 306	9 127	9 127	699	699	760	(61)	-8%	9 127
4.8 - Town Planning & Building Control		7 055	9 112	9 112	551	551	759	(209)	-27%	9 112
4.9 - Public Toilets		1 854	2 299	2 299	165	165	192	(27)	-14%	2 299
4.10 - Mechanical Workshop		4 925	5 144	5 144	308	308	429	(121)	-28%	5 144
Vote 5 - Municipal Manager		18 362	24 361	24 361	1 396	1 396	2 030	(634)	-31%	24 361
5.1 - Municipal Manager		7 085	6 419	6 419	396	396	535	(139)	-26%	6 419
5.2 - Performance & Project Management		3 055	3 946	3 946	271	271	329	(58)	-18%	3 946
5.3 - Property & Legal Services		2 050	3 852	3 852	130	130	321	(191)	-59%	3 852
5.4 - Internal Audit		3 493	6 261	6 261	376	376	522	(145)	-28%	6 261

Vote Description R thousand	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
5.5 - IDP		2 679	3 883	3 883	222	222	324	(102)	-31%	3 883
Total Expenditure by Vote	2	924 112	1 019 335	1 019 375	32 245	32 245	94 812	(62 567)	(0)	1 019 375
Surplus/ (Deficit) for the year	2	53 238	(18 326)	(18 266)	145 456	145 456	41 196	104 261	0	(18 266)

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M01 July

Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
R thousands										
Revenue									%	
Exchange Revenue										
Service charges - Electricity		398 586	442 689	442 689	43 653	43 653	48 786	(5 133)	-11%	442 689
Service charges - Water		51 479	53 401	53 401	4 208	4 208	4 450	(242)	-5%	53 401
Service charges - Waste Water Management		59 530	54 590	54 590	6 154	6 154	4 549	1 604	35%	54 590
Service charges - Waste management		36 133	36 276	36 276	3 057	3 057	3 023	34	1%	36 276
Sale of Goods and Rendering of Services		15 431	5 813	5 813	726	726	484	241	50%	5 813
Agency services		4 948	4 918	4 918	291	291	410	(119)	-29%	4 918
Interest		-	11	11	-	-	1	(1)	-100%	11
Interest earned from Receivables		27 153	24 727	24 727	2 098	2 098	2 061	38	2%	24 727
Interest earned from Current and Non Current Assets		18 758	23 567	23 567	1 749	1 749	1 964	(215)	-11%	23 567
Rent on Land		-	29	29	-	-	2	(2)	-100%	29
Rental from Fixed Assets		5 795	6 316	6 316	561	561	526	34	7%	6 316
Operational Revenue		14 097	1 852	1 852	(46)	(46)	157	(203)	-129%	1 852
Non-Exchange Revenue										
Property rates		107 320	120 291	120 291	48 944	48 944	54 782	(5 838)	-11%	120 291
Surcharges and Taxes		7 949	4 849	4 849	-	-	45	(45)	-100%	4 849
Fines, penalties and forfeits		18 213	11 816	11 816	1	1	985	(984)	-100%	11 816
Licence and permits		1 069	2 566	2 566	173	173	214	(41)	-19%	2 566
Transfer and subsidies - Operational		162 231	182 230	182 330	65 421	65 421	13 774	51 647	375%	182 330
Interest		4 881	3 744	3 744	377	377	312	65	21%	3 744
Operational Revenue		2 824	3 250	3 250	336	336	271	66	24%	3 250
Gains on disposal of Assets		144	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)		936 541	982 936	983 036	177 702	177 702	136 796	-		983 036
Expenditure By Type										
Employee related costs		272 048	309 360	309 364	23 648	23 648	25 506	(1 858)	-7%	309 364
Remuneration of councillors		11 910	13 228	13 228	1 006	1 006	1 102	(97)	-9%	13 228
Bulk purchases - electricity		391 687	396 245	396 245	-	-	43 574	(43 574)	-100%	396 245
Inventory consumed		23 660	28 145	27 945	740	740	2 281	(1 541)	-68%	27 945
Debt impairment		66 763	76 891	76 891	-	-	6 408	(6 408)	-100%	76 891
Depreciation and amortisation		34 523	34 090	34 090	-	-	2 841	(2 841)	-100%	34 090
Interest		-	10 742	10 742	-	-	895	(895)	-100%	10 742
Contracted services		48 097	76 979	77 128	487	487	6 219	(5 732)	-92%	77 128
Transfers and subsidies		15 892	4 931	4 931	20	20	411	(391)	-95%	4 931
Irrecoverable debts written off		7 543	0	0	247	247	-	247	-	0
Operational costs		51 146	68 723	68 866	6 098	6 098	5 580	518	9%	68 866
Losses on Disposal of Assets		7	-	-	-	-	-	-	-	-
Other Losses		2 434	-	-	-	-	-	-	-	-
Total Expenditure		925 710	1 019 335	1 019 430	32 245	32 245	94 817	(62 571)	-66%	1 019 430
Surplus/(Deficit)		10 831	(36 399)	(36 394)	145 456	145 456	41 979	62 571	0	(36 394)
Transfers and subsidies - capital (monetary allocations)		40 809	27 535	27 535	-	-	-	-	-	27 535
Surplus/(Deficit) after capital transfers & contributions		51 640	(8 865)	(8 860)	145 456	145 456	41 979			(8 860)
Surplus/(Deficit) after income tax		51 640	(8 865)	(8 860)	145 456	145 456	41 979			(8 860)
Surplus/(Deficit) attributable to municipality		51 640	(8 865)	(8 860)	145 456	145 456	41 979			(8 860)
Surplus/ (Deficit) for the year		51 640	(8 865)	(8 860)	145 456	145 456	41 979			(8 860)

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - M01 July

Vote Description	Ref	2024/25	Budget Year 2025/26							
		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		88	–	–	–	–	–	–		–
Vote 2 - Community Services		370	6 221	6 676	–	–	29	(29)	-100%	6 676
Vote 4 - Technical Services		21 849	19 907	20 907	–	–	–	–		20 907
Vote 5 - Municipal Manager		56	–	–	–	–	–	–		–
Total Capital Multi-year expenditure	4,7	22 363	26 128	27 583	–	–	29	(29)	-100%	27 583
Single Year expenditure appropriation	2									
Vote 1 - Financial Services		42	50	50	–	–	–	–		50
Vote 2 - Community Services		1 165	14 296	14 296	–	–	42	(42)	-100%	14 296
Vote 3 - Corporate Services		1 161	1 580	1 640	–	–	66	(66)	-100%	1 640
Vote 4 - Technical Services		53 700	32 942	35 606	552	552	595	(43)	-7%	35 606
Vote 5 - Municipal Manager		31	50	50	–	–	–	–		50
Total Capital single-year expenditure	4	56 099	48 918	51 642	552	552	703	(150)	-21%	51 642
Total Capital Expenditure	3	78 463	75 047	79 225	552	552	732	(180)	-25%	79 225
Capital Expenditure - Functional Classification										
<i>Governance and administration</i>		8 088	3 094	4 515	552	552	91	461	508%	4 515
Executive and council		332	764	764	–	–	–	–		764
Finance and administration		7 756	2 330	3 751	552	552	91	461	508%	3 751
<i>Community and public safety</i>		1 484	20 258	20 713	–	–	96	(96)	-100%	20 713
Community and social services		680	11 965	11 965	–	–	–	–		11 965
Sport and recreation		650	6 974	7 257	–	–	58	(58)	-100%	7 257
Public safety		154	1 320	1 491	–	–	38	(38)	-100%	1 491
<i>Economic and environmental services</i>		11 586	16 245	16 245	–	–	4	(4)	-100%	16 245
Planning and development		133	275	275	–	–	–	–		275
Road transport		11 428	15 750	15 750	–	–	4	(4)	-100%	15 750
Environmental protection		26	220	220	–	–	–	–		220
<i>Trading services</i>		57 304	40 449	42 752	–	–	541	(541)	-100%	42 752
Energy sources		11 492	24 568	25 871	–	–	–	–		25 871
Water management		27 379	12 881	13 181	–	–	458	(458)	-100%	13 181
Waste water management		17 801	2 000	2 700	–	–	83	(83)	-100%	2 700
Waste management		633	1 000	1 000	–	–	–	–		1 000
Total Capital Expenditure - Functional Classification	3	78 463	80 047	84 225	552	552	732	(180)	-25%	84 225
Funded by:										
National Government		40 152	25 887	25 887	–	–	333	(333)	-100%	25 887
Provincial Government		223	1 702	1 702	–	–	–	–		1 702
District Municipality		433	185	185	–	–	–	–		185
Transfers and subsidies - capital (monetary allocations) (Nat / Prov Departm Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educ Institutions)		–	2 239	2 239	–	–	25	(25)	-100%	2 239
Transfers recognised - capital		40 809	30 013	30 013	–	–	358	(358)	-100%	30 013
Borrowing	6	8 328	15 000	16 303	–	–	–	–		16 303
Internally generated funds		29 300	35 034	37 910	552	552	374	178	48%	37 910
Total Capital Funding	7	78 437	80 047	84 225	552	552	732	(180)	-25%	84 225

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - A - M01 July

Vote Description	Ref	2024/25	Budget Year 2025/26								
R thousand		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast	
<u>Capital expenditure - Municipal Vote</u>	1								%		
<u>Expenditure of multi-year capital appropriation</u>											
Vote 1 - Financial Services		88	-	-	-	-	-	-	-	-	
1,1 - Director: Finance		88	-	-	-	-	-	-	-	-	
Vote 2 - Community Services		370	6 221	6 676	-	-	29	(29)	-100%	6 676	
2,7 - Fire Services & Disaster Management		154	1 020	1 191	-	-	13	(13)	-100%	1 191	
2,9 - Community Halls and Amenities		216	5 202	5 485	-	-	17	(17)	-100%	5 485	
Vote 4 - Technical Services		21 849	19 907	20 907	-	-	-	-	-	20 907	
4,2 - Electro Technical Services		5 414	9 318	9 318	-	-	-	-	-	9 318	
4,3 - Water Storage & Distribution		181	5 189	5 489	-	-	-	-	-	5 489	
4,4 - Waste Water Management		13 204	700	1 400	-	-	-	-	-	1 400	
4,5 - Waste Management		277	-	-	-	-	-	-	-	-	
4,6 - Roads		-	4 700	4 700	-	-	-	-	-	4 700	
4,7 - Storm Water Management		2 772	-	-	-	-	-	-	-	-	
Vote 5 - Municipal Manager		56	-	-	-	-	-	-	-	-	
5,2 - Performance & Project Management		56	-	-	-	-	-	-	-	-	
Total multi-year capital expenditure			22 363	26 128	27 583	-	-	29	(29)	-100%	27 583
									-		
<u>Capital expenditure - Municipal Vote</u>		1									
<u>Expenditure of single-year capital appropriation</u>											
Vote 1 - Financial Services	42		50	50	-	-	-	-	-	50	
1,1 - Director: Finance	42		50	50	-	-	-	-	-	50	
Vote 2 - Community Services	1 165		14 296	14 296	-	-	42	(42)	-100%	14 296	
2,1 - Director: Community Services	26		64	64	-	-	-	-	-	64	
2,2 - Cemeteries	-		100	100	-	-	-	-	-	100	
2,4 - Libraries	680		11 865	11 865	-	-	-	-	-	11 865	
2,5 - Resorts & Swimming Pools	149		-	-	-	-	-	-	-	-	
2,8 - Environment & Licencing	26		220	220	-	-	-	-	-	220	
2,9 - Community Halls and Amenities	285		1 772	1 772	-	-	42	(42)	-100%	1 772	
2,10 - Local Economic Development	-		275	275	-	-	-	-	-	275	
Vote 3 - Corporate Services	1 161		1 580	1 640	-	-	66	(66)	-100%	1 640	
3,1 - Director: Corporate Services	153		50	50	-	-	-	-	-	50	
3,2 - Human Resources	248		-	-	-	-	-	-	-	-	
3,3 - Administration	-		300	300	-	-	-	-	-	300	
3,4 - Information Technology	650		300	360	-	-	30	(30)	-100%	360	
3,5 - Marketing & Communication	110		130	130	-	-	11	(11)	-100%	130	
3,7 - Traffic and Protection Services	-		300	300	-	-	25	(25)	-100%	300	
3,9 - Council Cost	-		500	500	-	-	-	-	-	500	
Vote 4 - Technical Services	53 700		32 942	35 606	552	552	595	(43)	-7%	35 606	
4,1 - Director: Technical Services	24		50	50	-	-	-	-	-	50	
4,2 - Electro Technical Services	6 078		15 250	16 553	-	-	-	-	-	16 553	
4,3 - Water Storage & Distribution	27 198		7 692	7 692	-	-	458	(458)	-100%	7 692	
4,4 - Waste Water Management	1 824		1 300	1 300	-	-	83	(83)	-100%	1 300	
4,5 - Waste Management	355		1 000	1 000	-	-	-	-	-	1 000	
4,6 - Roads	11 428		6 050	6 050	-	-	4	(4)	-100%	6 050	
4,8 - Town Planning & Building Control	133		-	-	-	-	-	-	-	-	
4,10 - Mechanical Workshop	6 660		1 600	2 961	552	552	50	502	1005%	2 961	
Vote 5 - Municipal Manager	31		50	50	-	-	-	-	-	50	
5,1 - Municipal Manager	31		50	50	-	-	-	-	-	50	
Total single-year capital expenditure			56 099	48 918	51 642	552	552	703	(150)	(0)	51 642
									-		
Total Capital Expenditure		78 463	75 047	79 225	552	552	732	(180)	(0)	79 225	

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M01 July

Description	Ref	2024/25	Budget Year 2025/26			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD Actual	Full Year Forecast
R thousands						
ASSETS	1					
Current assets						
Cash and cash equivalents		200 384	220 325	216 246	236 580	216 246
Trade and other receivables from exchange transactions		(118)	82 509	82 509	12 252	82 509
Receivables from non-exchange transactions		36 283	51 313	51 313	77 594	51 313
Current portion of non-current receivables		-	-	-	-	-
Inventory		16 336	26 712	26 802	20 196	26 802
VAT		96 125	(91 563)	(91 563)	169 037	(91 563)
Other current assets		3 114	4 509	4 509	3 045	4 509
Total current assets		352 125	293 805	289 815	518 704	289 815
Non current assets						
Investments		-	-	-	-	-
Investment property		41 268	38 604	38 604	41 268	38 604
Property, plant and equipment		999 218	1 179 702	1 183 881	1 088 756	1 183 881
Biological assets		-	-	-	-	-
Living and non-living resources		-	-	-	-	-
Heritage assets		550	550	550	550	550
Intangible assets		2 762	1 531	1 531	2 762	1 531
Trade and other receivables from exchange transactions		-	-	-	-	-
Non-current receivables from non-exchange transactions		-	-	-	-	-
Other non-current assets		-	-	-	-	-
Total non current assets		1 043 798	1 220 387	1 224 565	1 133 336	1 224 565
TOTAL ASSETS		1 395 922	1 514 192	1 514 381	1 652 040	1 514 381
LIABILITIES						
Current liabilities						
Bank overdraft		-	-	-	-	-
Financial liabilities		36	(3 433)	(3 433)	36	(3 433)
Consumer deposits		14 033	9 739	9 739	(23 460)	9 739
Trade and other payables from exchange transactions		44 093	89 877	90 061	(73 219)	90 061
Trade and other payables from non-exchange transactions		48 948	6 104	6 104	64 567	6 104
Provision		30 107	38 184	38 184	28 088	38 184
VAT		60 521	(94 204)	(94 204)	154 153	(94 204)
Other current liabilities		-	-	-	-	-
Total current liabilities		197 737	46 268	46 452	150 165	46 452
Non current liabilities						
Financial liabilities		490	23 080	23 080	490	23 080
Provision		59 048	87 943	87 943	58 838	87 943
Long term portion of trade payables		-	-	-	-	-
Other non-current liabilities		75 497	81 031	81 031	77 622	81 031
Total non current liabilities		135 035	192 053	192 053	136 950	192 053
TOTAL LIABILITIES		332 772	238 321	238 506	287 116	238 506
NET ASSETS	2	1 063 150	1 275 870	1 275 875	1 364 924	1 275 875
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		1 178 319	1 264 704	1 264 704	1 270 066	1 264 704
Reserves and funds		(23 369)	11 166	11 166	(50 619)	11 166
Other		-	-	-	-	-
TOTAL COMMUNITY WEALTH/EQUITY	2	1 154 950	1 275 870	1 275 870	1 219 447	1 275 870

WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M01 July

Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
R thousands										
CASH FLOW FROM OPERATING ACTIVITIES	1								%	
Receipts										
Property rates		3 431	114 277	114 277	8 061	8 061	78 565	(70 504)	-90%	94 278
Service charges		675 973	623 670	623 670	49 686	49 686	391 593	(341 907)	-87%	469 912
Other revenue		15 554	38 334	38 334	951	951	12 415	(11 464)	-92%	14 898
Transfers and Subsidies - Operational		174 173	175 756	175 856	65 270	65 270	122 180	(56 910)	-47%	146 616
Transfers and Subsidies - Capital		50 511	35 189	35 189	3 645	3 645	76 642	(72 997)	-95%	91 971
Interest		9 482	52 049	52 049	1 068	1 068	22 895	(21 827)	-95%	27 474
Dividends		-	-	-	-	-	-	-		-
Payments										
Suppliers and employees		(613 335)	(941 929)	(941 929)	(89 773)	(89 773)	(609 711)	(519 938)	85%	(731 654)
Interest		-	-	-	-	-	-	-		-
Transfers and Subsidies		-	-	-	(20)	(20)	-	20	0%	-
NET CASH FROM/(USED) OPERATING ACTIVITIES		315 789	97 347	97 447	38 888	38 888	94 580	55 692	59%	113 496
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE		3 080	-	-	-	-	-	-		-
Decrease (increase) in non-current receivables		-	-	-	-	-	-	-		-
Decrease (increase) in non-current investments		-	-	-	-	-	-	-		-
Payments										
Capital assets		(74 646)	(80 047)	(84 225)	(3 438)	(3 438)	(83 885)	(80 447)	96%	(100 661)
NET CASH FROM/(USED) INVESTING ACTIVITIES		(71 565)	(80 047)	(84 225)	(3 438)	(3 438)	(83 885)	(80 447)	96%	(100 661)
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		-	-	-	-	-	-	-		-
Borrowing long term/refinancing		-	-	-	-	-	8 333	(8 333)	-100%	10 000
Increase (decrease) in consumer deposits		(65)	-	-	58	58	-	58	0%	-
Payments										
Repayment of borrowing		-	(6 369)	-	-	-	(833)	(833)	100%	(1 000)
NET CASH FROM/(USED) FINANCING ACTIVITIES		(65)	(6 369)	-	58	58	7 500	7 442	99%	9 000
NET INCREASE/ (DECREASE) IN CASH HELD		244 159	10 932	13 222	35 508	35 508	18 195			21 834
Cash/cash equivalents at beginning:		316 673	209 837	209 837		198 627	209 837			198 627
Cash/cash equivalents at month/year end:		560 832	220 769	223 059		234 135	228 032			220 461

WC022 Witzenberg - Supporting Table SC1 Material variance explanations - M01 July

Ref	Description	Variance	Reasons for material deviations	Remedial or corrective steps/remarks
	R thousands			
1	Revenue			
	Service charges - Electricity	(5 133)	Lower consumption. Alternative energy installed by large consumers	
	Service charges - Water	(242)	Immaterial Variance	
	Service charges - Waste Water Management	1 604	Attributed to Industrial Effluent recognised	
	Service charges - Waste management	34	Immaterial Variance	
	Sale of Goods and Rendering of Services	241	Immaterial Variance	
	Agency services	(119)	Immaterial Variance	
	Interest	(1)	Immaterial Variance	
	Interest earned from Receivables	38	Immaterial Variance	
	Interest earned from Current and Non Current As	(215)	Immaterial Variance	
	Dividends	-		
	Rent on Land	(2)	Immaterial Variance	
	Rental from Fixed Assets	34	Immaterial Variance	
	Licence and permits	-		
	Operational Revenue	(203)	Incorrect Item used for discount allowed	
2	Non-Exchange Revenue			
	Property rates	(5 838)	Correction on Public Place of worship properties	
	Surcharges and Taxes	(45)	Immaterial Variance	
	Fines, penalties and forfeits	(984)		
	Licence and permits	(41)	Immaterial Variance	
	Transfer and subsidies - Operational	51 647	Equitable Share received. YTD budget incorrect	
	Interest	65	Immaterial Variance	
	Fuel Levy	-		
	Operational Revenue	66	Immaterial Variance	
	Gains on disposal of Assets	-		
	Other Gains	-		
	Discontinued Operations	-		
3	Expenditure By Type			
	Employee related costs	(1 858)	Primarily due to the filling of vacancies	
	Remuneration of councillors	(97)	Immaterial Variance	
	Bulk purchases - electricity	(43 574)	Eskom Account billed and paid in the next month	
	Inventory consumed	(1 541)	Mainly driven by Repairs & Maintenance Projects	
	Debt impairment	(6 408)	Provision for Bad Debt is made on an annual basis	
	Depreciation and amortisation	(2 841)	Depreciation run performed on an annual basis	
	Interest	(895)	Finance charges related to Landfil Sites recognised on an annual basis.	
	Contracted services	(5 732)	Mainly driven by Repairs & Maintenance Projects as well SCM processes	
	Transfers and subsidies	(391)	Immaterial Variance	
	Irrecoverable debts written off	247	Immaterial Variance	
	Operational costs	518	Immaterial Variance	
	Losses on Disposal of Assets	-		
	Other Losses	-		
4	Capital Expenditure			
	Total Capital Expenditure	(180)	Immaterial Variance	
5	Cash Flow			
6	Measureable performance			
7	Municipal Entities			

WC022 Witzenberg - Supporting Table SC2 Monthly Budget Statement - performance indicators - M01 July

Description of financial indicator	Basis of calculation	Ref	2024/25	Budget Year 2025/26			
			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		0,0%	4,4%	4,4%	0,0%	4,4%
Borrowed funding of 'own' capital expenditure	Borrowings/Capital expenditure excl. transfers and grants		10,6%	18,7%	19,4%	0,0%	19,4%
<u>Safety of Capital</u>							
Debt to Equity	Loans, Accounts Payable, Overdraft & Tax Provision/ Funds & Reserves		14,6%	15,4%	15,4%	5,7%	15,4%
Gearing	Long Term Borrowing/ Funds & Reserves		-2,1%	206,7%	206,7%	-1,0%	206,7%
<u>Liquidity</u>							
Current Ratio	Current assets/current liabilities	1	178,1%	635,0%	623,9%	345,4%	623,9%
Liquidity Ratio	Monetary Assets/Current Liabilities		101,3%	476,2%	465,5%	157,5%	465,5%
<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		4,2%	14,1%	14,1%	52,3%	14,1%
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		29,0%	31,5%	31,5%	13,3%	31,5%
Repairs & Maintenance	R&M/Total Revenue - capital revenue		2,1%	2,6%	2,6%	0,1%	2,6%
Interest & Depreciation	I&D/Total Revenue - capital revenue		3,7%	4,6%	4,6%	0,0%	4,6%
<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						

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M01 July

Description	NT Code	Budget Year 2025/26										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	9 741	15 630	1 824	2 099	1 560	2 097	8 239	67 257	108 448	81 252	-	-	
Trade and Other Receivables from Exchange Transactions - Electricity	1300	29 984	813	694	403	396	389	1 982	11 369	46 032	14 540	-	-	
Receivables from Non-exchange Transactions - Property Rates	1400	46 653	1 032	913	664	626	591	7 721	30 808	89 008	40 411	-	-	
Receivables from Exchange Transactions - Waste Water Management	1500	9 870	1 413	1 356	1 278	1 258	1 222	5 795	44 436	66 627	53 989	-	-	
Receivables from Exchange Transactions - Waste Management	1600	8 149	1 746	1 426	1 298	1 308	1 215	5 551	41 266	61 959	50 637	-	-	
Receivables from Exchange Transactions - Property Rental Debtors	1700	165	14	13	13	13	13	65	929	1 224	1 032	-	-	
Interest on Arrear Debtor Accounts	1810	1 361	645	184	225	275	350	2 880	72 714	78 634	76 444	-	-	
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820	-	-	-	-	-	-	-	-	-	-	-	-	
Other	1900	(5 998)	59	37	41	69	37	189	1 708	(3 858)	2 044	-	-	
Total By Income Source	2000	99 925	21 351	6 448	6 022	5 506	5 914	32 421	270 487	448 073	320 350	-	-	
2024/25 - totals only										-	-			
Debtors Age Analysis By Customer Group														
Organs of State	2200	11 767	817	592	337	338	365	1 357	8 815	24 386	11 211	-	-	
Commercial	2300	47 486	774	482	381	464	420	4 854	31 569	86 430	37 688	-	-	
Households	2400	37 446	19 532	5 172	5 069	4 521	4 915	24 491	218 072	319 218	257 068	-	-	
Other	2500	3 226	229	201	235	184	214	1 719	12 030	18 038	14 382	-	-	
Total By Customer Group	2600	99 925	21 351	6 448	6 022	5 506	5 914	32 421	270 487	448 073	320 350	-	-	

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M01 July

Description	NT Code	Budget Year 2025/26									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	3 661	5 334	-	-	-	-	-	-	8 994	-
Auditor General	0800	-	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	-	-	-
Medical Aid deductions	0950	-	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	3 661	5 334	-	-	-	-	-	-	8 994	-

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M01 July

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		Yrs/Months												
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 - M01 July

Description	Ref	2024/25	Budget Year 2025/26							
		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:		149 282	160 619	160 619	65 270	65 270	13 196	52 074	394,6%	160 619
Operational Revenue:General Revenue:Equitable Share		145 706	156 647	156 647	65 270	65 270	13 054	52 216	400,0%	156 647
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		1 559	2 272	2 272	-	-	-	-		2 272
Local Government Financial Management Grant [Schedule 5B]		1 600	1 700	1 700	-	-	142	(142)	-100,0%	1 700
Municipal Disaster Grant [Schedule 5B]		417	-	-	-	-	-	-		-
Provincial Government:		12 638	15 137	15 137	-	-	1 238	(1 238)	-100,0%	15 137
Specify (Add grant description)		-	11 048	11 048	-	-	921	(921)	-100,0%	11 048
Specify (Add grant description)		132	132	132	-	-	-	-		132
Specify (Add grant description)		-	150	150	-	-	-	-		150
Specify (Add grant description)		249	530	530	-	-	44	(44)	-100,0%	530
Specify (Add grant description)		150	1 000	1 000	-	-	83	(83)	-100,0%	1 000
Specify (Add grant description)		250	-	-	-	-	-	-		-
Specify (Add grant description)		4 692	-	-	-	-	-	-		-
Specify (Add grant description)		-	2 147	2 147	-	-	179	(179)	-100,0%	2 147
Specify (Add grant description)		130	130	130	-	-	11	(11)	-100,0%	130
Specify (Add grant description)		7 035	-	-	-	-	-	-		-
District Municipality:		36	-	100	-	-	-	-		100
Specify (Add grant description)		36	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	100	-	-	-	-		100
Other grant providers:		3 809	-	-	-	-	-	-		-
Foreign Government and International Organisations		316	-	-	-	-	-	-		-
Private Enterprises		3 494	-	-	-	-	-	-		-
Total Operating Transfers and Grants	5	165 766	175 756	175 856	65 270	65 270	14 433	50 837	352,2%	175 856
Capital Transfers and Grants										
National Government:		44 340	30 770	30 770	3 645	3 645	-	3 645		30 770
Municipal Infrastructure Grant [Schedule 5B]		25 595	26 770	26 770	3 645	3 645	-	3 645		26 770
Water Services Infrastructure Grant [Schedule 5B]		15 000	-	-	-	-	-	-		-
Municipal Disaster Relief Grant		3 195	-	-	-	-	-	-		-
Integrated Urban Development Grant		550	4 000	4 000	-	-	-	-		4 000
Provincial Government:		6 059	4 104	4 104	-	-	-	-		4 104
Specify (Add grant description)		-	1 957	1 957	-	-	-	-		1 957
Specify (Add grant description)		-	2 147	2 147	-	-	-	-		2 147
Specify (Add grant description)		700	-	-	-	-	-	-		-
Specify (Add grant description)		0	-	-	-	-	-	-		-
Specify (Add grant description)		5 359	-	-	-	-	-	-		-
District Municipality:		100	185	185	-	-	-	-		185
Specify (Add grant description)		100	185	185	-	-	-	-		185
Other grant providers:		-	-	-	-	-	-	-		-
Total Capital Transfers and Grants	5	50 499	35 059	35 059	3 645	3 645	-	3 645		35 059

Description	Ref	2024/25	Budget Year 2025/26							
		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	216 265	210 815	210 915	68 915	68 915	14 433	54 482	377,5%	210 915

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M01 July

Description	Ref	2024/25	Budget Year 2025/26							
		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:		(140 882)	(160 486)	(160 486)	(65 119)	(65 119)	(13 372)	(51 747)	387,0%	(160 486)
Operational Revenue:General Revenue:Equitable Share		(145 706)	(156 647)	(156 647)	(65 270)	(65 270)	(13 054)	(52 216)	400,0%	(156 647)
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		2 227	(2 272)	(2 272)	124	124	(187)	311	-166,1%	(2 272)
Local Government Financial Management Grant [Schedule 5B]		1 600	(1 567)	(1 567)	27	27	(131)	158	-120,9%	(1 567)
Municipal Infrastructure Grant [Schedule 5B]		996	-	-	-	-	-	-		-
Provincial Government:		13 976	(19 270)	(19 270)	-	-	(259)	259	-100,0%	(19 270)
Specify (Add grant description)		-	(11 048)	(11 048)	-	-	(2)	2	-100,0%	(11 048)
Specify (Add grant description)		64	(4 395)	(4 395)	-	-	(22)	22	-100,0%	(4 395)
Specify (Add grant description)		-	(130)	(130)	-	-	(11)	11	-100,0%	(130)
Specify (Add grant description)		-	(20)	(20)	-	-	(2)	2	-100,0%	(20)
Specify (Add grant description)		732	(530)	(530)	-	-	(44)	44	-100,0%	(530)
Specify (Add grant description)		-	(870)	(870)	-	-	-	-		(870)
Specify (Add grant description)		100	(130)	(130)	-	-	-	-		(130)
Specify (Add grant description)		4 988	-	-	-	-	-	-		-
Specify (Add grant description)		-	(2 147)	(2 147)	-	-	(179)	179	-100,0%	(2 147)
Specify (Add grant description)		8 091	-	-	-	-	-	-		-
District Municipality:		35	-	(100)	-	-	-	-		(100)
Specify (Add grant description)		35	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	(100)	-	-	-	-		(100)
Other grant providers:		26	(4 007)	(4 007)	-	-	(188)	188	-100,0%	(4 007)
Foreign Government and International Organisations		-	(1 006)	(1 006)	-	-	(59)	59	-100,0%	(1 006)
Private Enterprises		26	(3 001)	(3 001)	-	-	(130)	130	-100,0%	(3 001)
Total operating expenditure of Transfers and Grants:		(126 846)	(183 763)	(183 863)	(65 119)	(65 119)	(13 819)	(51 300)	371,2%	(183 863)
National Government:		42 782	(26 770)	(26 770)	-	-	-	-		(26 770)
Municipal Infrastructure Grant [Schedule 5B]		24 595	(26 770)	(26 770)	-	-	-	-		(26 770)
Water Services Infrastructure Grant [Schedule 5B]		14 999	-	-	-	-	-	-		-
Municipal Disaster Relief Grant		3 188	-	-	-	-	-	-		-
Provincial Government:		-	(1 827)	(1 827)	-	-	-	-		(1 827)
Specify (Add grant description)		-	(1 827)	(1 827)	-	-	-	-		(1 827)
District Municipality:		433	(185)	(185)	-	-	-	-		(185)
Specify (Add grant description)		433	(185)	(185)	-	-	-	-		(185)
Other grant providers:		-	(1 939)	(1 939)	-	-	-	-		(1 939)
Private Enterprises		-	(1 939)	(1 939)	-	-	-	-		(1 939)
Total capital expenditure of Transfers and Grants		43 215	(30 721)	(30 721)	-	-	-	-		(30 721)
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		(83 631)	(214 483)	(214 583)	(65 119)	(65 119)	(13 819)	(51 300)	371,2%	(214 583)

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M01 July

Summary of Employee and Councillor remuneration	Ref	2024/25	Budget Year 2025/26							
		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		9 415	10 442	10 442	772	772	870	(98)	-11%	10 442
Pension and UIF Contributions		1 367	1 493	1 493	117	117	124	(8)	-6%	1 493
Medical Aid Contributions		-	90	90	-	-	8	(8)	-100%	90
Motor Vehicle Allowance		136	-	-	34	34	-	34		-
Cellphone Allowance		993	1 203	1 203	83	83	100	(17)	-17%	1 203
Sub Total - Councillors		11 910	13 228	13 228	1 006	1 006	1 102	(97)	-9%	13 228
% increase	4		11,1%	11,1%						11,1%
Senior Managers of the Municipality										
Basic Salaries and Wages		8 392	5 525	5 525	513	513	460	53	11%	5 525
Pension and UIF Contributions		463	508	508	66	66	42	24	57%	508
Medical Aid Contributions		-	12	12	-	-	1	(1)	-100%	12
Performance Bonus		1 066	1 119	1 119	-	-	93	(93)	-100%	1 119
Motor Vehicle Allowance		1 075	1 401	1 401	86	86	117	(31)	-26%	1 401
Cellphone Allowance		327	399	399	31	31	33	(2)	-7%	399
Housing Allowances		-	72	72	-	-	6	(6)	-100%	72
Other benefits and allowances		1	77	77	-	-	6	(6)	-100%	77
Sub Total - Senior Managers of Municipality		11 324	9 112	9 112	696	696	759	(63)	-8%	9 112
% increase	4		-19,5%	-19,5%						-19,5%
Other Municipal Staff										
Basic Salaries and Wages		154 471	171 223	171 227	14 060	14 060	13 997	63	0%	171 227
Pension and UIF Contributions		24 741	30 291	30 291	2 230	2 230	2 522	(292)	-12%	30 291
Medical Aid Contributions		10 511	11 073	11 073	916	916	923	(7)	-1%	11 073
Overtime		25 436	35 044	35 044	2 386	2 386	2 920	(534)	-18%	35 044
Performance Bonus		11 679	15 674	15 674	922	922	1 306	(384)	-29%	15 674
Motor Vehicle Allowance		7 716	8 903	8 903	664	664	742	(78)	-10%	8 903
Cellphone Allowance		795	1 121	1 121	77	77	93	(16)	-17%	1 121
Housing Allowances		1 718	1 329	1 329	97	97	111	(13)	-12%	1 329
Other benefits and allowances		7 728	8 647	8 647	671	671	721	(49)	-7%	8 647
Payments in lieu of leave		3 973	4 719	4 719	-	-	393	(393)	-100%	4 719
Long service awards		1 078	-	-	-	-	-	-		-
Post-retirement benefit obligations		10 878	12 224	12 224	929	929	1 019	(90)	-9%	12 224
Sub Total - Other Municipal Staff		260 724	300 248	300 252	22 952	22 952	24 747	(1 795)	-7%	300 252
% increase	4		15,2%	15,2%						15,2%
Total Parent Municipality		283 958	322 589	322 592	24 654	24 654	26 609	(1 954)	-7%	322 592
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										
Other Staff of Entities										
Sub Total - Other Staff of Entities	4	-	-	-	-	-	-	-		-
% increase										
Total Municipal Entities										
TOTAL SALARY, ALLOWANCES & BENEFITS		283 958	322 589	322 592	24 654	24 654	26 609	(1 954)	-7%	322 592
% increase	4		13,6%	13,6%						13,6%
TOTAL MANAGERS AND STAFF		272 048	309 360	309 364	23 648	23 648	25 506	(1 858)	-7%	309 364

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - M01 July

Description	Ref	Budget Year 2025/26												2025/26 Medium Term Revenue & Expenditure Framework		
		July Outcome	August Budget	September Budget	October Budget	November Budget	December Budget	January Budget	February Budget	March Budget	April Budget	May Budget	June Budget	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousands	1															
Cash Receipts By Source																
Property rates		186	9 523	9 523	9 523	9 523	9 523	9 523	9 523	9 523	9 523	9 523	18 860	114 277	123 586	133 651
Service charges - Electricity revenue		60 999	41 578	41 578	41 578	41 578	41 578	41 578	41 578	41 578	41 578	41 578	22 157	498 938	555 293	618 014
Service charges - Water revenue		96	1 878	1 878	1 878	1 878	1 878	1 878	1 878	1 878	1 878	1 878	3 661	22 539	28 880	32 307
Service charges - Waste Water Management		93	3 834	11 622	3 834	3 834	11 622	3 834	3 834	11 622	3 834	3 834	15 363	77 164	48 230	50 552
Service charges - Waste Mangement		107	2 086	2 086	2 086	2 086	2 086	2 086	2 086	2 086	2 086	2 086	4 065	25 030	26 217	27 460
Rental of facilities and equipment		466	0	0	0	0	0	0	0	0	0	0	(465)	6	6	6
Interest earned - external investments		1 068	1 964	1 964	1 964	1 964	1 964	1 964	1 964	1 964	1 964	1 964	2 860	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	4 747	28 482	29 906	31 402
Fines, penalties and forfeits		0	332	332	332	332	332	332	332	332	332	332	664	3 984	4 183	4 392
Licences and permits		173	224	224	224	224	224	224	224	224	224	224	275	2 685	2 820	2 961
Agency services		286	400	400	400	400	400	400	400	400	400	400	514	4 799	5 039	5 291
Transfers and Subsidies - Operational		65 270	14 433	14 504	14 433	14 433	14 504	14 433	14 433	14 504	14 433	14 433	(33 960)	175 856	179 869	188 582
Other revenue		670	478	478	478	478	478	478	478	478	478	478	8 285	13 730	6 017	6 317
Cash Receipts by Source		129 413	79 104	86 962	79 104	79 104	86 962	79 104	79 104	86 962	79 104	79 104	47 026	991 056	1 034 792	1 101 585
Other Cash Flows by Source																
Transfers and subsidies - capital (monetary allocations) (National /		3 645	-	819	-	-	1 298	-	-	819	-	-	28 608	35 189	40 470	38 599
Short term loans		-	-	-	-	-	(3 184)	-	-	-	-	-	(3 184)	(6 369)	(6 369)	(6 369)
Total Cash Receipts by Source		133 058	79 104	87 782	79 104	79 104	85 076	79 104	79 104	87 782	79 104	79 104	72 450	1 019 877	1 068 893	1 133 816
Cash Payments by Type																
Employee related costs		10 502	30 797	30 797	30 797	30 797	30 797	30 797	30 797	30 797	30 797	30 797	51 092	369 560	389 018	416 403
Bulk purchases - Electricity		54 838	38 414	38 414	38 414	38 414	38 414	38 414	38 414	38 414	38 414	38 414	21 990	460 969	513 171	571 286
Acquisitions - water & other inventory		994	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000	3 006	24 000	25 200	26 460
Contracted services		6 425	7 283	7 283	7 283	7 283	7 283	7 283	7 283	7 283	7 283	7 283	8 141	87 400	86 006	89 318
Cash Payments by Type		72 759	78 494	78 494	78 494	78 494	78 494	78 494	78 494	78 494	78 494	78 494	84 229	941 929	1 013 395	1 103 466
Other Cash Flows/Payments by Type																
Total Cash Payments by Type		72 759	78 494	78 494	78 494	78 494	78 494	78 494	78 494	78 494	78 494	78 494	84 229	941 929	1 013 395	1 103 466
NET INCREASE/(DECREASE) IN CASH HELD		60 298	610	9 288	610	610	6 582	610	610	9 288	610	610	(11 779)	77 948	55 498	30 349
Cash/cash equivalents at the month/year beginning:		-	60 298	60 909	70 196	70 806	71 417	77 998	78 609	79 219	88 507	89 117	89 727	-	77 948	133 446
Cash/cash equivalents at the month/year end:		60 298	60 909	70 196	70 806	71 417	77 998	78 609	79 219	88 507	89 117	89 727	77 948	77 948	133 446	163 795

WC022 Witzenberg - NOT REQUIRED - municipality does not have entities or this is the parent municipality's budget - M01 July

Description	Ref	2024/25	Budget Year 2025/26							
		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 - M01 July

Description	Ref	2024/25	Budget Year 2025/26							
		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										
Insert name of municipal entity		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
Total Operating Revenue	1	-	-	-	-	-	-	-		-
Expenditure By Municipal Entity										
Insert name of municipal entity		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
Total Operating Expenditure	2	-	-	-	-	-	-	-		-
Surplus/ (Deficit) for the yr/period		-	-	-	-	-	-	-		-
Capital Expenditure By Municipal Entity										
Insert name of municipal entity		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
Total Capital Expenditure	3	-	-	-	-	-	-	-		-

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M01 July

Month	2024/25	Budget Year 2025/26							
	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	742	477	732	552	552	732	180	24,5%	1%
August	346	477	1 732	-	552	2 464	1 911	77,6%	1%
September	5 004	13 040	9 715	-	552	12 179	11 627	95,5%	1%
October	5 140	477	732	-	552	12 911	12 358	95,7%	1%
November	7 521	477	732	-	552	13 642	13 090	96,0%	1%
December	2 984	13 270	19 248	-	552	32 890	32 338	98,3%	1%
January	1 853	477	732	-	552	33 622	33 070	98,4%	1%
February	6 926	477	732	-	552	34 354	33 802	98,4%	1%
March	5 388	13 040	9 544	-	552	43 898	43 346	98,7%	1%
April	5 393	477	732	-	552	44 630	44 077	98,8%	1%
May	14 248	477	732	-	552	45 361	44 809	98,8%	1%
June	22 918	36 878	38 864	-	552	84 225	83 673	99,3%	1%
Total Capital expenditure	78 463	80 047	84 225	552					

WC022 Witzenberg - Supporting Table SC13a Monthly Budget Statement - capital expenditure on new assets by asset class - M01 July

Description	Ref	2024/25	Budget Year 2025/26							
		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 new assets by Asset Class/Sub-class										
Infrastructure		24 273	11 863	13 048	-	-	80	(80)	-100,0%	13 048
Roads Infrastructure		-	4 750	4 750	-	-	4	(4)	-100,0%	4 750
Road Structures		-	4 750	4 750	-	-	4	(4)	-100,0%	4 750
Storm water Infrastructure		-	-	-	-	-	-	-	-	-
Electrical Infrastructure		-	-	-	-	-	-	-	-	-
Water Supply Infrastructure		23 834	6 613	7 098	-	-	76	(76)	-100,0%	7 098
Boreholes		223	-	-	-	-	-	-	-	-
Reservoirs		-	5 189	5 189	-	-	-	-	-	5 189
Bulk Mains		23 610	1 424	1 909	-	-	76	(76)	-100,0%	1 909
Sanitation Infrastructure		162	500	1 200	-	-	-	-	-	1 200
Reticulation		-	-	700	-	-	-	-	-	700
Toilet Facilities		162	500	500	-	-	-	-	-	500
Solid Waste Infrastructure		277	-	-	-	-	-	-	-	-
Waste Drop-off Points		277	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-
Community Assets		680	12 250	12 250	-	-	33	(33)	-100,0%	12 250
Community Facilities		680	12 050	12 050	-	-	17	(17)	-100,0%	12 050
Libraries		680	11 665	11 665	-	-	-	-	-	11 665
Parks		-	200	200	-	-	17	(17)	-100,0%	200
Markets		-	185	185	-	-	-	-	-	185
Sport and Recreation Facilities		-	200	200	-	-	17	(17)	-100,0%	200
Outdoor Facilities		-	200	200	-	-	17	(17)	-100,0%	200
Heritage assets		-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-
Other assets		-	-	-	-	-	-	-	-	-
Operational Buildings		-	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Intangible Assets		248	-	-	-	-	-	-	-	-
Licences and Rights		248	-	-	-	-	-	-	-	-
Computer Software and Applications		248	-	-	-	-	-	-	-	-
Computer Equipment		675	330	390	-	-	33	(33)	-100,0%	390
Computer Equipment		675	330	390	-	-	33	(33)	-100,0%	390
Furniture and Office Equipment		575	1 064	1 064	-	-	8	(8)	-100,0%	1 064
Furniture and Office Equipment		575	1 064	1 064	-	-	8	(8)	-100,0%	1 064
Machinery and Equipment		1 270	3 230	3 230	-	-	38	(38)	-100,0%	3 230
Machinery and Equipment		1 270	3 230	3 230	-	-	38	(38)	-100,0%	3 230
Transport Assets		6 337	1 600	2 961	552	552	25	527	2109,1%	2 961
Transport Assets		6 337	1 600	2 961	552	552	25	527	2109,1%	2 961
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Living resources		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Total Capital Expenditure on new assets	1	34 058	30 336	32 942	552	552	217	(336)	-155,0%	32 942

WC022 Witzenberg - Supporting Table SC13b Monthly Budget Statement - capital expenditure on renewal of existing assets by asset class - M01 July										
Description	Ref	2024/25	Budget Year 2025/26							
		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 renewal of existing assets by Asset Class/Sub-class</u>										
<u>Infrastructure</u>		18 641	9 300	9 300	-	-	167	(167)	-100,0%	9 300
Roads Infrastructure		10 928	6 000	6 000	-	-	-	-	-	6 000
Roads		10 928	6 000	6 000	-	-	-	-	-	6 000
Storm water Infrastructure		2 772	-	-	-	-	-	-	-	-
Storm water Conveyance		2 772	-	-	-	-	-	-	-	-
Electrical Infrastructure		499	1 000	1 000	-	-	-	-	-	1 000
MV Networks		499	1 000	1 000	-	-	-	-	-	1 000
Water Supply Infrastructure		2 617	1 000	1 000	-	-	83	(83)	-100,0%	1 000
Distribution		2 617	1 000	1 000	-	-	83	(83)	-100,0%	1 000
Sanitation Infrastructure		1 824	1 300	1 300	-	-	83	(83)	-100,0%	1 300
Reticulation		250	1 100	1 100	-	-	83	(83)	-100,0%	1 100
Waste Water Treatment Works		1 574	200	200	-	-	-	-	-	200
Solid Waste Infrastructure		-	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-
<u>Community Assets</u>		149	-	-	-	-	-	-	-	-
Community Facilities		-	-	-	-	-	-	-	-	-
Sport and Recreation Facilities		149	-	-	-	-	-	-	-	-
Outdoor Facilities		149	-	-	-	-	-	-	-	-
<u>Heritage assets</u>		-	-	-	-	-	-	-	-	-
<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	18 790	9 300	9 300	-	-	167	167	100,0%	9 300

WC022 Witzenberg - Supporting Table SC13c Monthly Budget Statement - expenditure on repairs and maintenance by asset class - M01 July

Description	Ref	2024/25	Budget Year 2025/26							
		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		14 630	17 361	17 361	130	130	1 447	(1 317)	-91,0%	17 361
Roads Infrastructure		5 518	7 181	7 181	122	122	598	(477)	-79,7%	7 181
Roads		4 332	5 974	5 974	106	106	498	(392)	-78,7%	5 974
Road Furniture		1 186	1 207	1 207	15	15	101	(85)	-84,7%	1 207
Storm water Infrastructure		90	204	204	-	-	17	(17)	-100,0%	204
Storm water Conveyance		90	204	204	-	-	17	(17)	-100,0%	204
Electrical Infrastructure		792	2 390	2 390	-	-	199	(199)	-100,0%	2 390
MV Substations		117	1 045	1 045	-	-	87	(87)	-100,0%	1 045
MV Networks		142	747	747	-	-	62	(62)	-100,0%	747
LV Networks		533	598	598	-	-	50	(50)	-100,0%	598
Water Supply Infrastructure		2 726	2 856	2 856	-	-	238	(238)	-100,0%	2 856
Dams and Weirs		1 722	1 832	1 832	-	-	153	(153)	-100,0%	1 832
Boreholes		133	313	313	-	-	26	(26)	-100,0%	313
Pump Stations		58	62	62	-	-	5	(5)	-100,0%	62
Water Treatment Works		118	124	124	-	-	10	(10)	-100,0%	124
Bulk Mains		299	105	105	-	-	9	(9)	-100,0%	105
Distribution		397	420	420	-	-	35	(35)	-100,0%	420
Sanitation Infrastructure		5 505	4 730	4 730	8	8	394	(386)	-98,0%	4 730
Reticulation		2 529	2 592	2 592	-	-	216	(216)	-100,0%	2 592
Waste Water Treatment Works		2 862	2 004	2 004	1	1	167	(166)	-99,1%	2 004
Toilet Facilities		113	134	134	7	7	11	(5)	-41,2%	134
Solid Waste Infrastructure		-	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-
Community Assets		886	2 027	2 027	7	7	86	(79)	-92,3%	2 027
Community Facilities		725	1 715	1 715	2	2	60	(58)	-96,8%	1 715
Halls		341	1 250	1 250	2	2	21	(19)	-90,9%	1 250
Crèches		105	158	158	-	-	13	(13)	-100,0%	158
Libraries		32	33	33	-	-	3	(3)	-100,0%	33
Cemeteries/Crematoria		119	132	132	-	-	11	(11)	-100,0%	132
Public Ablution Facilities		(2)	1	1	-	-	0	(0)	-100,0%	1
Markets		131	141	141	-	-	12	(12)	-100,0%	141
Sport and Recreation Facilities		160	312	312	5	5	26	(21)	-82,0%	312
Indoor Facilities		77	83	83	5	5	7	(2)	-32,4%	83
Outdoor Facilities		83	229	229	-	-	19	(19)	-100,0%	229
Heritage assets		-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-
Other assets		657	832	832	67	67	69	(2)	-2,7%	832
Operational Buildings		344	557	557	65	65	46	18	39,6%	557
Municipal Offices		344	557	557	65	65	46	18	39,6%	557
Housing		313	275	275	3	3	23	(20)	-88,5%	275
Social Housing		313	275	275	3	3	23	(20)	-88,5%	275
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-
Computer Equipment		146	176	176	1	1	15	(14)	-92,8%	176
Computer Equipment		146	176	176	1	1	15	(14)	-92,8%	176
Furniture and Office Equipment		5	24	24	-	-	2	(2)	-100,0%	24
Furniture and Office Equipment		5	24	24	-	-	2	(2)	-100,0%	24
Machinery and Equipment		81	330	330	2	2	28	(26)	-92,8%	330
Machinery and Equipment		81	330	330	2	2	28	(26)	-92,8%	330
Transport Assets		3 290	5 028	5 209	33	33	434	(401)	-92,3%	5 209
Transport Assets		3 290	5 028	5 209	33	33	434	(401)	-92,3%	5 209
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Living resources		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Total Repairs and Maintenance Expenditure	1	19 694	25 778	25 959	240	240	2 080	1 840	88,5%	25 959

WC022 Witzenberg - Supporting Table SC13d Monthly Budget Statement - depreciation by asset class - M01 July

Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands	1									
Depreciation by Asset Class/Sub-class										
Infrastructure		24 187	22 416	22 416	-	-	1 868	(1 868)	-100,0%	22 416
Roads Infrastructure		7 158	586	586	-	-	49	(49)	-100,0%	586
Roads		7 158	586	586	-	-	49	(49)	-100,0%	586
Storm water Infrastructure		2 546	532	532	-	-	44	(44)	-100,0%	532
Drainage Collection		2 546	532	532	-	-	44	(44)	-100,0%	532
Electrical Infrastructure		3 765	996	996	-	-	83	(83)	-100,0%	996
MV Networks		3 384	498	498	-	-	42	(42)	-100,0%	498
LV Networks		382	498	498	-	-	42	(42)	-100,0%	498
Water Supply Infrastructure		6 050	1 582	1 582	-	-	132	(132)	-100,0%	1 582
Boreholes		68	-	-	-	-	-	-	-	-
Reservoirs		977	427	427	-	-	36	(36)	-100,0%	427
Pump Stations		485	-	-	-	-	-	-	-	-
Distribution		4 520	1 155	1 155	-	-	96	(96)	-100,0%	1 155
Sanitation Infrastructure		4 373	2 625	2 625	-	-	219	(219)	-100,0%	2 625
Pump Station		114	105	105	-	-	9	(9)	-100,0%	105
Reticulation		136	1 260	1 260	-	-	105	(105)	-100,0%	1 260
Waste Water Treatment Works		4 123	1 260	1 260	-	-	105	(105)	-100,0%	1 260
Solid Waste Infrastructure		146	16 094	16 094	-	-	1 341	(1 341)	-100,0%	16 094
Landfill Sites		-	15 750	15 750	-	-	1 313	(1 313)	-100,0%	15 750
Waste Drop-off Points		146	344	344	-	-	29	(29)	-100,0%	344
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		148	-	-	-	-	-	-	-	-
Data Centres		148	-	-	-	-	-	-	-	-
Community Assets		2 996	1 937	1 937	-	-	161	(161)	-100,0%	1 937
Community Facilities		1 000	417	417	-	-	35	(35)	-100,0%	417
Centres		287	-	-	-	-	-	-	-	-
Fire/Ambulance Stations		12	-	-	-	-	-	-	-	-
Libraries		198	404	404	-	-	34	(34)	-100,0%	404
Cemeteries/Crematoria		5	13	13	-	-	1	(1)	-100,0%	13
Public Open Space		7	-	-	-	-	-	-	-	-
Public Ablution Facilities		407	-	-	-	-	-	-	-	-
Markets		83	-	-	-	-	-	-	-	-
Airports		1	-	-	-	-	-	-	-	-
Sport and Recreation Facilities		1 996	1 520	1 520	-	-	127	(127)	-100,0%	1 520
Outdoor Facilities		1 996	1 520	1 520	-	-	127	(127)	-100,0%	1 520
Heritage assets		-	-	-	-	-	-	-	-	-
Investment properties		410	195	195	-	-	16	(16)	-100,0%	195
Revenue Generating		-	-	-	-	-	-	-	-	-
Non-revenue Generating		410	195	195	-	-	16	(16)	-100,0%	195
Improved Property		410	195	195	-	-	16	(16)	-100,0%	195
Other assets		1 686	-	-	-	-	-	-	-	-
Operational Buildings		1 686	-	-	-	-	-	-	-	-
Municipal Offices		1 637	-	-	-	-	-	-	-	-
Workshops		49	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Intangible Assets		-	90	90	-	-	7	(7)	-100,0%	90
Licences and Rights		-	90	90	-	-	7	(7)	-100,0%	90
Computer Software and Applications		-	90	90	-	-	7	(7)	-100,0%	90
Computer Equipment		517	2 428	2 428	-	-	202	(202)	-100,0%	2 428
Computer Equipment		517	2 428	2 428	-	-	202	(202)	-100,0%	2 428
Furniture and Office Equipment		495	602	602	-	-	50	(50)	-100,0%	602
Furniture and Office Equipment		495	602	602	-	-	50	(50)	-100,0%	602
Machinery and Equipment		1 900	1 397	1 397	-	-	116	(116)	-100,0%	1 397
Machinery and Equipment		1 900	1 397	1 397	-	-	116	(116)	-100,0%	1 397
Transport Assets		2 332	5 025	5 025	-	-	419	(419)	-100,0%	5 025
Transport Assets		2 332	5 025	5 025	-	-	419	(419)	-100,0%	5 025
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Living resources		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Total Depreciation	1	34 523	34 090	34 090	-	-	2 841	2 841	100,0%	34 090

WC022 Witzenberg - Supporting Table SC13e Monthly Budget Statement - capital expenditure on upgrading of existing assets by asset class - M01 July

Description	Ref	2024/25	Budget Year 2025/26							
		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		24 699	33 787	34 905	-	-	299	(299)	-100,0%	34 905
Roads Infrastructure		433	5 000	5 000	-	-	-	-		5 000
Roads		-	5 000	5 000	-	-	-	-		5 000
Road Structures		433	-	-	-	-	-	-		-
Storm water Infrastructure		-	-	-	-	-	-	-		-
Electrical Infrastructure		10 858	23 318	24 621	-	-	-	-		24 621
HV Substations		5 943	15 000	16 303	-	-	-	-		16 303
MV Substations		805	1 630	1 630	-	-	-	-		1 630
MV Networks		639	2 500	2 500	-	-	-	-		2 500
LV Networks		3 471	4 188	4 188	-	-	-	-		4 188
Water Supply Infrastructure		365	5 269	5 084	-	-	299	(299)	-100,0%	5 084
Water Treatment Works		-	500	500	-	-	42	(42)	-100,0%	500
Distribution		365	4 769	4 584	-	-	257	(257)	-100,0%	4 584
Sanitation Infrastructure		13 042	200	200	-	-	-	-		200
Waste Water Treatment Works		13 042	200	200	-	-	-	-		200
Solid Waste Infrastructure		-	-	-	-	-	-	-		-
Rail Infrastructure		-	-	-	-	-	-	-		-
Coastal Infrastructure		-	-	-	-	-	-	-		-
Information and Communication Infrastructure		-	-	-	-	-	-	-		-
Community Assets		216	5 934	6 217	-	-	-	-		6 217
Community Facilities		-	100	100	-	-	-	-		100
Cemeteries/Crematoria		-	100	100	-	-	-	-		100
Sport and Recreation Facilities		216	5 834	6 117	-	-	-	-		6 117
Outdoor Facilities		216	5 834	6 117	-	-	-	-		6 117
Heritage assets		-	-	-	-	-	-	-		-
Investment properties		-	-	-	-	-	-	-		-
Revenue Generating		-	-	-	-	-	-	-		-
Non-revenue Generating		-	-	-	-	-	-	-		-
Other assets		519	600	771	-	-	50	(50)	-100,0%	771
Operational Buildings		519	600	771	-	-	50	(50)	-100,0%	771
Municipal Offices		237	300	471	-	-	25	(25)	-100,0%	471
Workshops		282	300	300	-	-	25	(25)	-100,0%	300
Housing		-	-	-	-	-	-	-		-
Biological or Cultivated Assets		-	-	-	-	-	-	-		-
Intangible Assets		181	-	-	-	-	-	-		-
Licences and Rights		181	-	-	-	-	-	-		-
Computer Software and Applications		181	-	-	-	-	-	-		-
Computer Equipment		-	-	-	-	-	-	-		-
Furniture and Office Equipment		-	-	-	-	-	-	-		-
Machinery and Equipment		-	90	90	-	-	-	-		90
Machinery and Equipment		-	90	90	-	-	-	-		90
Transport Assets		-	-	-	-	-	-	-		-
Land		-	-	-	-	-	-	-		-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-		-
Living resources		-	-	-	-	-	-	-		-
Mature		-	-	-	-	-	-	-		-
Immature		-	-	-	-	-	-	-		-
Total Capital Expenditure on upgrading of existing assets	1	25 615	40 411	41 983	-	-	349	349	100,0%	41 983

JULY 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
08/2/22/94	The Construction And Paving Of Platforms Designated For Informal Trader Stalls, Op Die Berg	13-Aug-2025

The following competitive bids are currently in the advertisement stage:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
	none	

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 evalueringsfase:

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 BEC: 07-May-2025 29-May-2025 referred back	C Mackenzie
08/2/22/02	Maintenance of Water Meters in The Witzenberg Area, Construction of Meter Boxes (New and Repair Vandalised)	27-Mar-2025	05-May-2025	N Jacobs
08/2/22/09	Supply, Upgrade And Replacement Of Sewer Networks In The Witzenberg Area	27-Mar-2025	Awaiting	N Jacobs
08/2/22/51	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
08/2/22/55	Construction of Community Library, N'duli, Ceres	14-Mar-2025	15-Apr-2025 BEC 23-May-2025 29-May-2025 18 July 2025 referred back	J Stuurman
08/2/22/39	Supply and delivery of new sewer pumps for Witzenberg Municipality	10-Apr-2025	05-May-2025 BEC 19-Jun-2005; 20-Jun-2025 referred back	N Jacobs
08/2/22/44	Professional Services for Witzenberg Municipality	16-May-2025	Awaiting	E Lintnaar
08/2/22/36	Supply And Installation Of Security Fencing At Various Municipal Sites Within Witzenberg Area For A Period Of 12 Months.	30-May-2025	Awaiting	N Jacobs
08/2/22/48	Supply And Delivery of Protective Clothing	04-Jul-2025	Awaiting	W Davids

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/22/95	Hiring Of Trucks, Plant And Equipment For The Witzenberg Municipal Area	18-Jul-2025	Awaiting	P Claasen
08/2/22/102	Supply And Delivery Of Road Signs And Accessories	18-Jul-2025	Awaiting	E Lintnaar
08/2/22/71	Cash In Transit	01-Jul-2025	23-Jul-2025	C Stevens
08/2/22/81	Supply, Delivery And Offloading Of Disposable Bags For Refuse Removal	01-Jul-2025	Awaiting	P Claasen

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
08/2/22/72	Pruning Of Trees In Witzenberg Municipality,	11-Jun-2025	11-Jun-2025	H Truter
08/2/22/82	Supply And Delivery Of 770 Litre Wheelie Bins	03-Jun-2025	Awaiting	P Claasen

3.2.1.3 Adjudication stage

3.2.1.3 Toekenningsfase:

The following competitive bid are currently in the adjudication stage:

Die volgende mededingende tenders is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/19/39	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	07-Feb-2025

3.2.1.4 Bids awarded

The following bids were awarded by the Bid Adjudication Committee during the month of July 2025:

3.2.1.4 Tenders toegeken

Die volgende tenders was toegeken deur die Tender Toekenningskomitee gedurende Julie 2025:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Estimated Value (incl. VAT)
08/2/22/52	28-Jul-2025	LA Inika General Trading (Pty) Ltd	Road Markings in the Witzenberg Municipal Area	Bidder scored highest total points	R 8 030 600.78

The following bids were awarded by the Accounting Officer during the month of July 2025:

Die volgende tenders was toegeken deur die Rekenpligtige Beampte gedurende Julie 2025:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Estimated Value (incl. VAT)
None					

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

The following bids were cancelled during June 2025:

3.2.1.5 Paragraaf 13 (1): Kansellasië en her-uitnodiging van tenders

Die volgende tenders was gekanselleer gedurende Junie 2025:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/21/43	28-Jul-2025	Revenue Enhancement Services	No Acceptable bids received.
08/2/22/84	07-Jul-2025	Supply, Delivery And Offloading Of Modular Caretakers Office And Fibreglass Security Hut At Tulbagh Animal Pound, Witzenberg Municipality	No Acceptable bids received.

3.2.1.6 Paragraph 19 (1) l and 19 (2): Written price quotations

The following written price quotations were approved during the month of July 2025:

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
188479	08/07/2025	Roy Steele & Associates CC	Facilitation of Recruitment Process – Senior Manager Human Resources	Only responsive quotation	R 29 999.00 (Incl. VAT)	Chief Financial Officer
188566	18/07/2025	AMA Transport Services	Transport Services	Lowest responsive quotation	R 18 500.00 (Incl. VAT)	Chief Financial Officer
188615	23/07/2025	Breerivier Training Development	Training: Operate a Mobile Elevating work Platform	Lowest responsive quotation	R 22 356.00 (Incl. VAT)	Chief Financial Officer
188653	25/07/2025	Tjeka Training Matters	Training: Tractor Operating and Maintenance	Lowest responsive quotation	R 24 288.00 (Incl. VAT)	Chief Financial Officer
188671	29/07/2025	Ayanda Mbanga Communications	Publish Notices: Various Vacancies	Lowest responsive quotation	R 11 060.11 (Incl. VAT)	Chief Financial Officer

3.2.1.7 Formele Geskrewe Prys Kwotasies

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of July 2025:

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 Julie 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
08/2/22/104	24-Jul-2025	First Technology Western Cape	Renewal of Various Fortinet Licenses	Bidder scored highest Total points	R 113 652.88	Director: Corporate Services
08/2/22/105	04-Jul-2025	Adapt -IT	Appointment Of A Service Provider For Audit File Documentation Solution For The Annual Financial Statements	Only responsive bidder	R 191 360.00	Director: Financial Services

3.2.1.8 Appeals**3.2.1.8 Appèlle**

The following were lodged or dealt with by the Accounting Officer during the month of June 2025:

Die volgende is ontvang of was hanteer deur die Rekenpligtige beampte gedurende Junie 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							

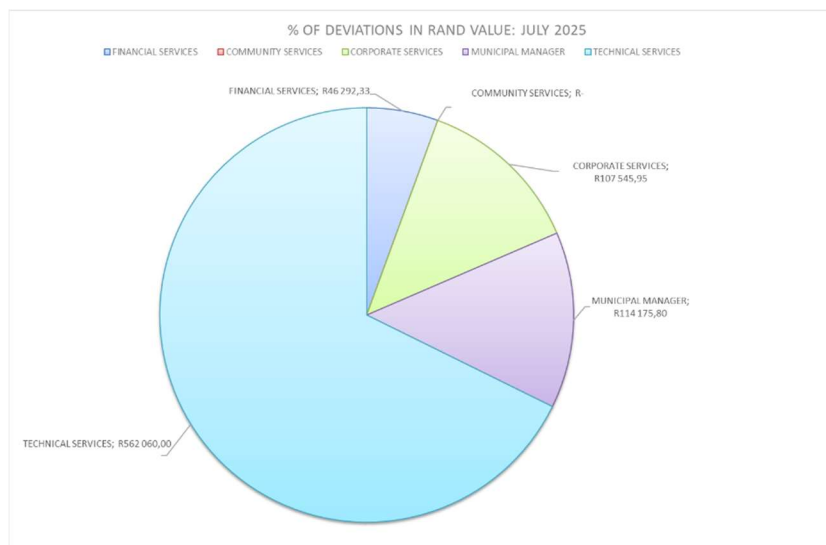
3.2.1.9 Deviations**3.2.1.9 Afwykings**

The following table contains the actuals against approved deviations by the Accounting Officer for the month of July 2025 which totals R 830 074

Die volgende tabel bevat die werklike uitgawes teen goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Julie 2025 wat beloop op die totaal van R 830 074

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
17-Jul-25	African Technical Innovations	Leasing of office Space	Impractical	188543	89 185,95
24-Jul-25	Fidelity Cash solutions	CIT services: July 2025	Impractical	188624	46 292,33
24-Jul-25	Marlo Laubscher Attorneys	Legal Services: Registration of servitude	Impractical	188626	10 503,30
18-Jul-25	Multichoice Africa (PTY) Ltd	DSTV Subscription: 12 Months	Single supplier	188565	18 360,00
24-Jul-25	WM Spilhaus Ceres (PTY) Ltd	Supply of emergency material after hours: Groenplaatjie reservoir	Emergency	188617	15 890,00
25-Jul-25	Donovan Le Bretton Sweiswerke	Repair work after hours: Groenplaatjie Reservoir	Emergency	188656	3 600,00
25-Jul-25	Sobuza Investments CC	Hiring of excavator at Landfill site PAH	Emergency	188659	542 570,00
30-Jul-25	IDI Technology Solutions (PTY) Ltd	Risk & Audit Software user license, upgrade and Platinum services fees	Impractical	188704	48 817,50
30-Jul-25	Ignite Advisory Services (PTY) Ltd	User subscription fees, web-based compliance management system	Impractical	188705	54 855,00

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
May 2025	R 1 094 664	R 32 986 647	3.32%
Jun 2025	R 266 038	R 32 153 203	0.82%
Jul 2025	R 830 074	R 44 898 812	1.85%

DEVIATIONS PER DIRECTORATE:**Logistics**

The table below contains a high level summary of information regarding the stores section:

Logistieke

Die tabel hieronder bevat 'n hoë vlak opsomming van inligting rakende die magasyn (stoor):

MONTH	May 2025	June 2025	July 2025
Value of inventory at hand	R 17 293 447.73	R 16 337 600.69	R 15 573 801.53
Turnover rate of total value of inventory	0.67	0.87	0.91
Date of latest stores reconciliation	31 Jul 2025		
Date of last stock count	25 Jun 2025		
Date of next stock count	23 Sep 2025		

Percentage spent on Capital Expenditure for the period ended: 31 July 2025

	Financial Services	Corporate Services	Community Services	Municipal Manager	Technical Services	Total
Budget	50,000	1,640,000	20,972,231	50,000	61,513,111	84,225,342
Actual	-	-	-	-	552,287	552,287
Percentage	0.00%	0.00%	0.00%	0.00%	0.90%	0.66%
Orders	-	15,430	486,647	-	4,320,673	4,822,750
	0.00%	0.94%	2.32%	0.00%	7.92%	6.38%

HJ Kritzing
CFO

Date
13/08/2025

Signature:



**Percentage spent on Preventative and corrective planned Maintenance
Expenditure for the period ended: 31 July 2024**

	Financial Services	Corporate Services	Community Services	Technical Services	Total
Total Budget	-	194,573	703,515	11,109,710	12,007,798
Total Actual	-	62,836	4,687	123,055	190,578
Percentage		32.29%	0.67%	1.11%	1.59%
Orders	-	6,394	-	2,823,587	2,829,981
		35.58%	0.67%	26.52%	25.15%

HJ Kritzingner
CFO

Date
13/08/2025

Signature: 

WITZENBERG MUNICIPALITY
APPENDIX D - Unaudited

DISCLOSURES OF GRANTS AND SUBSIDIES IN TERMS OF SECTION 123 OF MFMA, 56 OF 2003

UNSPENT AND UNPAID GOVERNMENT GRANTS AND RECEIPTS	Balance 1 JULY 2025 (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 2026	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
<u>National Government Grants</u>										
Finance Management Grant	-	-	-	(27 286)	-	(27 286)	-	27 286	1 700 000	1 700 000
Municipal Infrastructure Grant	-	3 645 000	-	-	-	3 645 000	3 645 000	-	26 770 000	23 125 000
Regional Bulk Infrastructure Grant (DWAF)	-	-	-	-	-	-	-	-	-	-
Integrated National Electricity Program	-	-	-	-	-	-	-	-	1 231 000	1 231 000
Equitable share	-	65 270 000	-	(65 270 000)	-	-	-	-	156 647 000	91 377 000
Department of Rural Development	-	-	-	-	-	-	-	-	-	-
Expanded Public Works Programme	-	-	-	(123 792)	-	(123 792)	-	123 792	2 272 000	2 272 000
Neighbourhood Development Plan	-	-	-	-	-	-	-	-	-	-
Water Service Infrastructure Grant	-	-	-	-	-	-	-	-	-	-
Municipal Water Infrastructure	-	-	-	-	-	-	-	-	-	-
Energy Efficiency and Demand-Side Management Grant	-	-	-	-	-	-	-	-	4 000 000	4 000 000
Municipal Disaster Relief Grant	-	-	-	-	-	-	-	-	-	-
<u>Provincial Government Grants</u>										
Library services	-	-	-	-	-	-	-	-	10 683 000	10 683 000
CDW	-	-	-	-	-	-	-	-	132 000	132 000
Main roads	-	-	-	-	-	-	-	-	-	-
Municipal Infrastructure Support Grant	-	-	-	-	-	-	-	-	-	-
Economic Development and Tourism SMME booster	-	-	-	-	-	-	-	-	-	-
Public Transport	-	-	-	-	-	-	-	-	-	-
Municipal Accreditation and Capacity Building Grant	-	-	-	-	-	-	-	-	-	7 539 000
Human Settlement Development	-	-	-	-	-	-	-	-	-	-
Fire Service Capacity Building Grant	-	-	-	-	-	-	-	-	-	-
Capacity Building (Internship)	-	-	-	-	-	-	-	-	-	-
Municipal Infrastructure	-	-	-	-	-	-	-	-	-	-
Financial Management Support	-	-	-	-	-	-	-	-	150 000	150 000
Maintenance and Construction of Transport Infrastructure	-	-	-	-	-	-	-	-	130 000	130 000
Local Government Support Grant	-	-	-	-	-	-	-	-	-	-
Regional Social Economical Program	-	-	-	-	-	-	-	-	1 000 000	1 000 000
Local Government Employment Grant	-	-	-	-	-	-	-	-	-	-
Municipal Service Delivery & Capacity Building	-	-	-	-	-	-	-	-	-	-
Informal Settlements Upgrading Partnership Grant: Provinces (Beneficiaries)	-	-	-	-	-	-	-	-	2 147 000	2 147 000
Exilator Housing Delivery	-	-	-	-	-	-	-	-	-	-
Development of Sport and Recreation Facilities	-	-	-	-	-	-	-	-	957 000	957 000
Municipal Energy Resilience Grant	-	-	-	-	-	-	-	-	700 000	700 000
Electronic Case Management Intervention	-	-	-	-	-	-	-	-	-	-
Loadshedding	-	-	-	-	-	-	-	-	-	-
Water Resilience	-	-	-	-	-	-	-	-	-	-
Municipal Service Delivery	-	-	-	-	-	-	-	-	-	-
Thusong service centres grant: Sustainability Operational Support Grant	-	-	-	-	-	-	-	-	150 000	150 000
Waste Management Compliance Grant(Boreholes Landfill sites)	-	-	-	-	-	-	-	-	257 000	257 000
Title Deeds Restoration Grant	-	-	-	-	-	-	-	-	530 000	530 000
Municipal Fire Service Capacity Support Grant	-	-	-	-	-	-	-	-	1 000 000	1 000 000
<u>District Municipality</u>										
Parks and recreation	-	-	-	-	-	-	-	-	-	-
Sanitation Infrastructure	-	-	-	-	-	-	-	-	-	-
Planning and Development	-	-	-	-	-	-	-	-	-	-
Infrastructure	-	-	-	-	-	-	-	-	-	-
Covid 19	-	-	-	-	-	-	-	-	-	-
Safety Project	-	-	-	-	-	-	-	-	-	-
OPEX Tourism	-	-	-	-	-	-	-	-	-	-
Safety Implementation Grant	-	-	-	-	-	-	-	-	-	-
<u>Public Contributions</u>										
Table Mountain - Clearing Alien Vegetation	-	-	-	-	-	-	-	-	-	-
Development Bank of South Africa	-	-	-	-	-	-	-	-	-	-
Nedbank	-	-	-	-	-	-	-	-	-	-
Perdekraal Wind Farm	-	-	-	-	-	-	-	-	300 000	300 000
Essen Belgium	-	-	-	-	-	-	-	-	-	-
China - Water meters	-	-	-	-	-	-	-	-	-	-
Total	-	68 915 000	-	(65 421 078)	-	3 493 922	3 645 000	151 078	210 756 000	149 380 000

Revenue in respect of Capital grants only recognised when Capitalisation of related Capital Grant Expenditure is processed. VAT portion recognised on a monthly basis.

3 493 922

Cash Flow Forecast

Current commitments against cash

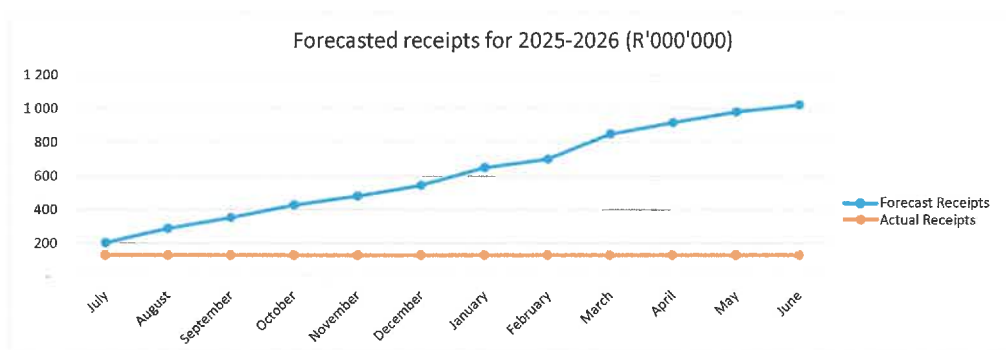
Cash Book Balance plus Investments	R 234 134 750
Total Commitments	(R150 024 923)
Unspent Grants	(R6 958 309)
Eskom Account	(R53 000 000)
Consumer Deposits	(R9 118 599)
Provision for Rehabilitation	(R19 142 364)
Working Capital Requirement	(R17 558 940)
Payables & Accruals	(R13 204 761)
Provision Current Employee Benefits	(R31 041 951)
Uncommitted Cash Balance	R 84 109 626

The estimated cost coverage ratio is as follow

Current

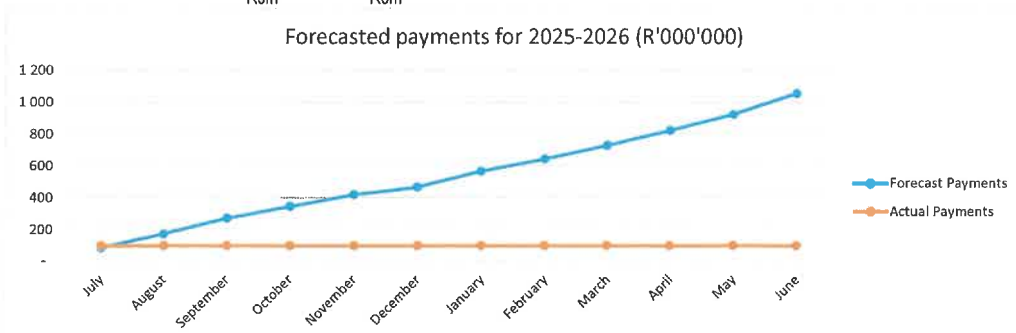
Cash and Cash Equivalents	R 234 134 750
Less Unspent Grants	R 6 958 309
Estimated Average fixed cost per month	R 77 626 305
Ratio	2,93

The ratio indicates that the municipality has sufficient cash available to cover its fixed cost for the next 2,93 months. The acceptable norm is 3 months



It is estimated that cash receipts will amount to R1039 m for the 2025-2026 Financial Year
The performance of actual receipts against projected receipts for the month can be summarised as follow

Month	Projected Receipts	Actual Receipts
July	R200m	R129m
	R0m	R0m
	R0m	R0m



It is estimated that cash payments will amount to R1028 m for the 2025-2026 Financial Year
The performance of actual payments against projected payments for the month can be summarised as follow

Month	Projected Payments	Actual payments
July	R81m	R93m
	R0m	R0m
	R0m	R0m

Insurance Report -July 2025**Aging of Insurance Claims**

Type of Claim	30 days or Less	More than 30 days	60 days or more	More than 120 Days	Total
Property Loss/damage	0	1	0	2	3
Motor Accident	0	0	0	6	6
Public Liability	0	2	1	16	19
Glass	0	0	0	0	0
Money loss	0	0	0	0	0
	0	3	1	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
Third party injury after fall on pavement	R 1,498,240
Third party vehicle damaged after collision with municipal vehicle	R 77,184

High Value Property Loss/Damage and Motor Accident Claims

None

Claims Movement for the Month : July

	Property Loss/damage	Motor Accident	Public Liability	Glass	Money loss
Opening Balance	4	7	21	0	0
New Claims	0	0	0	0	0
Claims Closed	1	1	2	0	0
Closing Balance	3	6	19	0	0

OVERTIME & STANDBY REPORT JULY 2025

OVERTIME	YTD 2025/26	YTD vs Budget %	Adjusted Budget	Original Budget	Projected	Projected Saving / (Shortfall)	Actual 2024/25
Administration	787	4.6%	17,246	17,246	9,441	7,805	12,528
Cemetries	25,251	10.4%	243,190	243,190	303,013	-59,823	155,234
Community Halls And Facilities	30,286	6.3%	479,436	479,436	363,433	116,003	320,240
Council Cost	0		0	0	0	0	0
Electricity*	173,415	4.8%	3,595,873	3,595,873	2,080,980	1,514,893	2,170,666
Enviromental Protection	0		0	0	0	0	0
Fire Protection Sevices	0	0.0%	41,148	41,148	0	41,148	18,683
Housing: Administration	4,716	125.8%	3,748	3,748	56,596	-52,848	0
Human Resources	0		0	0	0	0	0
IDP	0	0.0%	8,651	8,651	0	8,651	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%	4,353	4,353	0	4,353	0
Marketing & Communications	9,308	5.9%	156,807	156,807	111,694	45,113	435,922
Mechanical Workshop	25,184	5.6%	445,851	445,851	302,206	143,645	296,374
Parks	21,198	6.8%	313,306	313,306	254,379	58,927	188,391
Performance Management	0		0	0	0	0	0
Pine Forest*	53,367	5.5%	976,962	976,962	640,410	336,552	659,857
Project Management	0		0	0	0	0	0
Property & Legal Services	0		0	0	0	0	0
Public Toilets	13,652	8.3%	165,277	165,277	163,827	1,450	136,351
Recreational Land	29,692	7.8%	382,298	382,298	356,299	25,999	269,255
Roads	769	0.2%	458,489	458,489	9,222	449,267	334,875
Sewerage	284,811	6.6%	4,308,424	4,308,424	3,417,733	890,691	2,579,774
Social & Welfare Services	4,253	58.3%	7,292	7,292	51,041	-43,749	3,389
Solid Waste*	199,403	6.2%	3,235,992	3,235,992	2,392,839	843,153	2,326,132
Stormwater Management	24,964	6.8%	369,350	369,350	299,573	69,777	206,319
Supply Chain Management	22,388	14.4%	155,840	155,840	268,657	-112,817	89,348
Swimming Pools	2,928	2.3%	126,971	126,971	35,140	91,831	100,085
Thusong Centre	0		0	0	0	0	0
Town Secretary	0	0.0%	401	401	0	401	1,043
Traffic	551,681	8.8%	6,277,091	6,277,091	6,620,169	-343,078	4,424,660
Treasury*	30,966	10.4%	298,016	298,016	371,589	-73,573	164,336
Vehicle Licensing & Testing	47,563	10.1%	472,095	472,095	570,758	-98,663	380,508
Water Distribution	197,401	5.7%	3,481,686	3,481,686	2,368,813	1,112,873	2,045,934
TOTAL OVERTIME	1,753,985	6.7%	26,025,793	26,025,793	21,047,815	4,977,978	17,333,164

STANDBY	YTD 2025/26	YTD vs Budget %	Adjusted Budget	Original Budget	Projected	Projected Saving / (Shortfall)	Actual 2024/25
Administration	2,409	13.2%	18,235	18,235	28,902	-10,667	17,070
Cemetries	14,257	10.4%	136,593	136,593	171,083	-34,490	96,128
Community Halls And Facilities	9,948	5.1%	196,080	196,080	119,375	76,705	127,781
Council Cost	0		0	0	0	0	0
Electricity*	38,442	5.2%	741,060	741,060	461,309	279,751	526,278
Enviromental Protection	0		0	0	0	0	0
Fire Protection Sevices	87,708	6.4%	1,373,285	1,373,285	1,052,500	320,785	955,372
Housing: Administration	753	2.4%	31,236	31,236	9,030	22,206	14,848
Human Resources	0		0	0	0	0	0
IDP	0		0	0	0	0	0
Information Tecnology	5,831	7.0%	83,747	83,747	69,974	13,773	57,974
Internal Audit	0		0	0	0	0	0
L E D	0		0	0	0	0	0
Library Services	0	0.0%	4,922	4,922	0	4,922	4,181
Marketing & Communications	0		0	0	0	0	0
Mechanical Workshop	11,905	5.9%	202,257	202,257	142,864	59,393	143,448
Parks	17,903	6.0%	297,857	297,857	214,840	83,017	197,997
Performance Management	0		0	0	0	0	0
Pine Forest*	14,526	8.4%	172,657	172,657	174,310	-1,653	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	16,549	6.0%	278,048	278,048	198,585	79,463	193,214
Roads	0	0.0%	478,971	478,971	0	478,971	363,508
Sewerage	96,244	11.0%	872,955	872,955	1,154,923	-281,968	560,270
Social & Welfare Services	0		0	0	0	0	0
Solid Waste*	6,712	3.7%	181,433	181,433	80,550	100,883	124,576
Stormwater Management	19,989	6.4%	314,129	314,129	239,868	74,261	214,594
Supply Chain Management	4,314	5.4%	79,612	79,612	51,767	27,845	57,300
Swimming Pools	1,051	7.8%	13,512	13,512	12,608	904	6,243
Thusong Centre	0		0	0	0	0	0
Town Secretary	0		0	0	0	0	0
Traffic	156,417	7.7%	2,020,729	2,020,729	1,876,998	143,731	1,431,510
Treasury*	6,330	7.1%	88,662	88,662	75,965	12,697	61,487
Vehicle Licensing & Testing	14,019	6.3%	222,668	222,668	168,231	54,437	160,741
Water Distribution	51,893	7.2%	717,552	717,552	622,713	94,839	478,657
TOTAL STANDBY	577,199	6.8%	8,526,200	8,526,200	6,926,394	1,599,806	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 July 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:

Rig asseblief alle korrespondensie aan die Munisipale Bestuurder/ Kindly address all correspondence to the Municipal Manager/ Yonke imbalelwano mayithunyelwe kuMlawuli kaMasipala

Witzenberg, the Eden of Africa, aspires that all residents shall live together in harmony and prosperity.
 Witzenberg, die Eden van Afrika, streef daarna dat alle inwoners in harmonie en voorspoed saamleef.
 Witzenberg, iEden yase Africa igquashalazele ekuqondeni abahlali bakhawulelezise ukuhlalisana ngolomwalo.



Monthly Budget Statement Report Section 71 for August 2025

**Financial data is in respect of the period
1 July 2025 to 30 June 2026**

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 21 179 accounts amounting to R54.4 million was printed and distributed to consumers. The prepaid electricity sales amounted to R8.89 million in comparison to sales of R8.09 million for the same month during the prior financial year.

The indigent cost to the municipality for the month amounts to R 2.466 million in comparison to the prior month figure of R 2.239million

The accumulated debtor's collection target for the year is 94%, and the actual accumulated year to date debtor's collection is 70% in comparison to a rate of 54% 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 July 2025 an amount of R 543 471 was recovered on this basis.

The municipality issued orders to the value of R 55.3 million of which R 1 284 375 was in terms of deviations.

The municipality currently has R95 million in its primary bank account with R150 million in investments. The bank balance at the end of the previous month was R84 million with R150 million in investments. The decline in cash is primarily due to the increase in capital expenditure

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

B RECOMMENDATION

It is recommended that council take cognisance of the monthly financial report and supporting documents of August 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 21 179 rekeninge ten bedrae van R54.4 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R8.89 miljoen en was R8.09 miljoen vir dieselfde maand gedurende die vorige finansiële jaar.

Die deernis subsidies vir die maand beloop R 2.466 miljoen in vergelyking met die vorige maand syfer van R 2.239 miljoen.

Die opgehoopde debiteure verhalings se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 70% in vergelyking met 54% vir dieselfde maand in die vorige finansiële jaar.

As 'n addisionele kredietbeheer meganisme is 'n aftrekking van 30% op alle voorafbetaalde krag aankope ten opsigte van agterstallige skuld vanaf 20 Desember 2023 geïmplementeer. Vir die maand van Julie 2025 is 'n bedrag van R 543 471 op hierdie wyse ingevorder.

Bestellings ter waarde van R 55.3 miljoen uitgereik, waarvan R 1 284 375 ten opsigte van afwykings is.

Die munisipaliteit het R95 miljoen in die primêre bankrekening met R150 miljoen beleggings. Die bankbalans aan die einde van die vorige maand was R 84 miljoen met R150 miljoen in beleggings.

Die afname in kontant kan toegeskryf aan verhoging in kapitaal inspanning

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

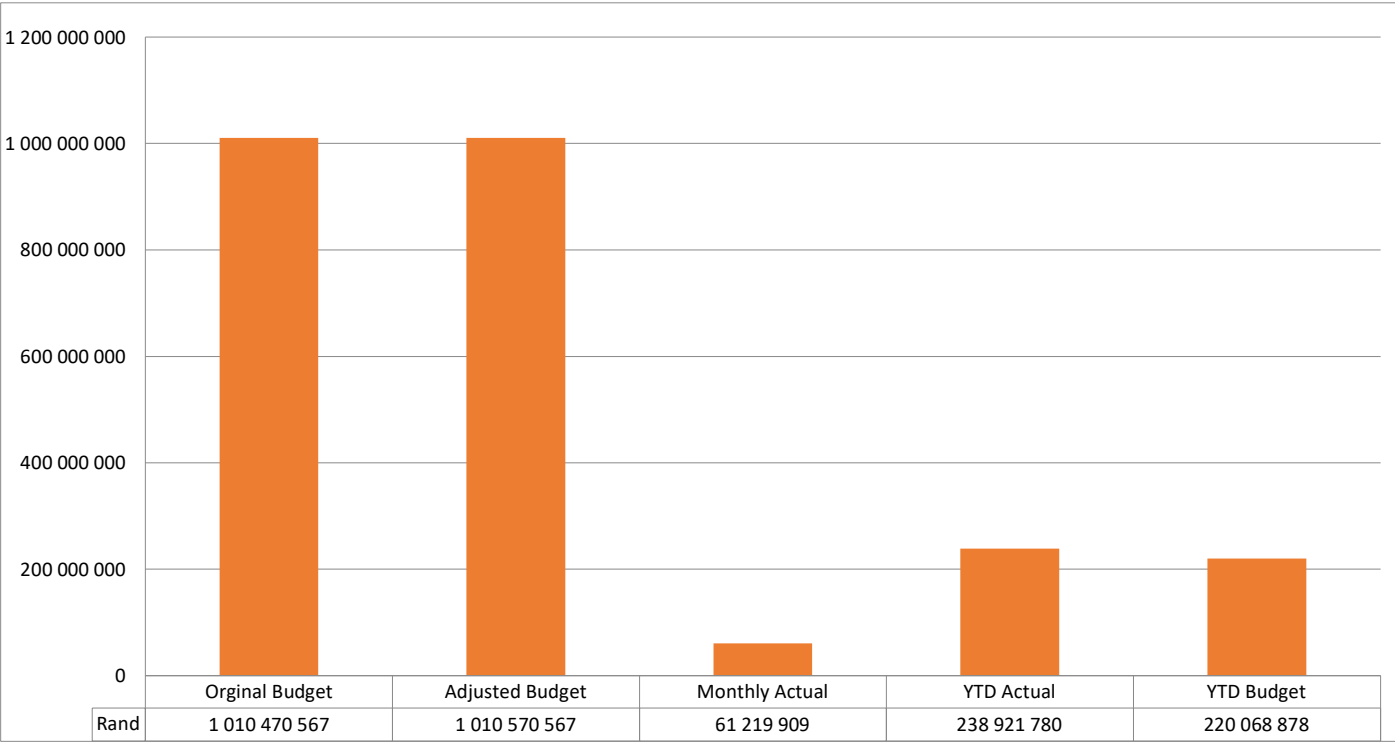
B AANBEVELING

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

C OPSOMMING

Die volgende tabelle voorsien 'n opsomming van die finansiële inligting:

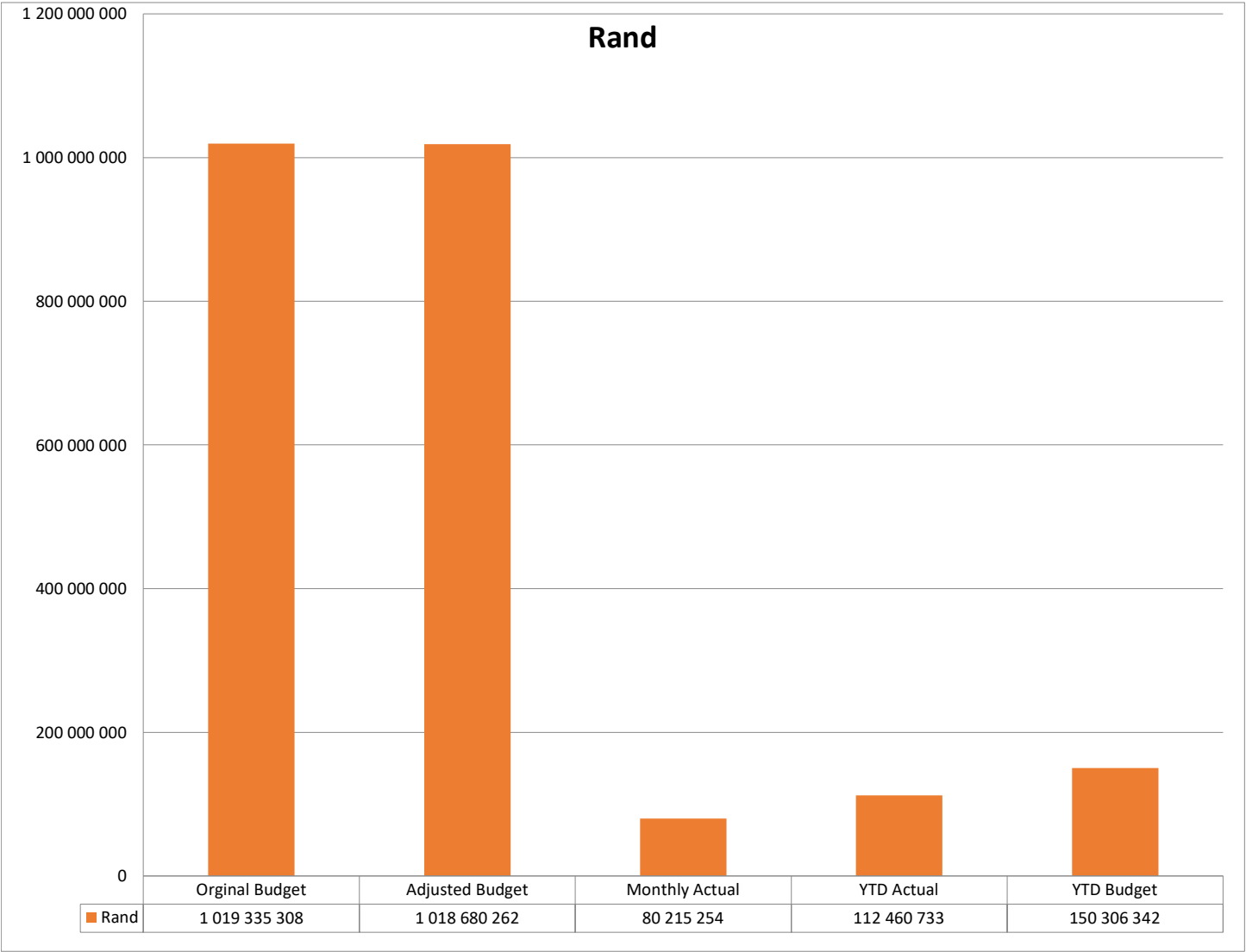
TOTAL OPERATIONAL REVENUE



For the period 1 July 2025 to 31 August 2025, 23.64% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2025 tot 31 Augustus 2025, is 23.64% van die begrote operasionele inkomste gehef.

TOTAL OPERATIONAL EXPENDITURE



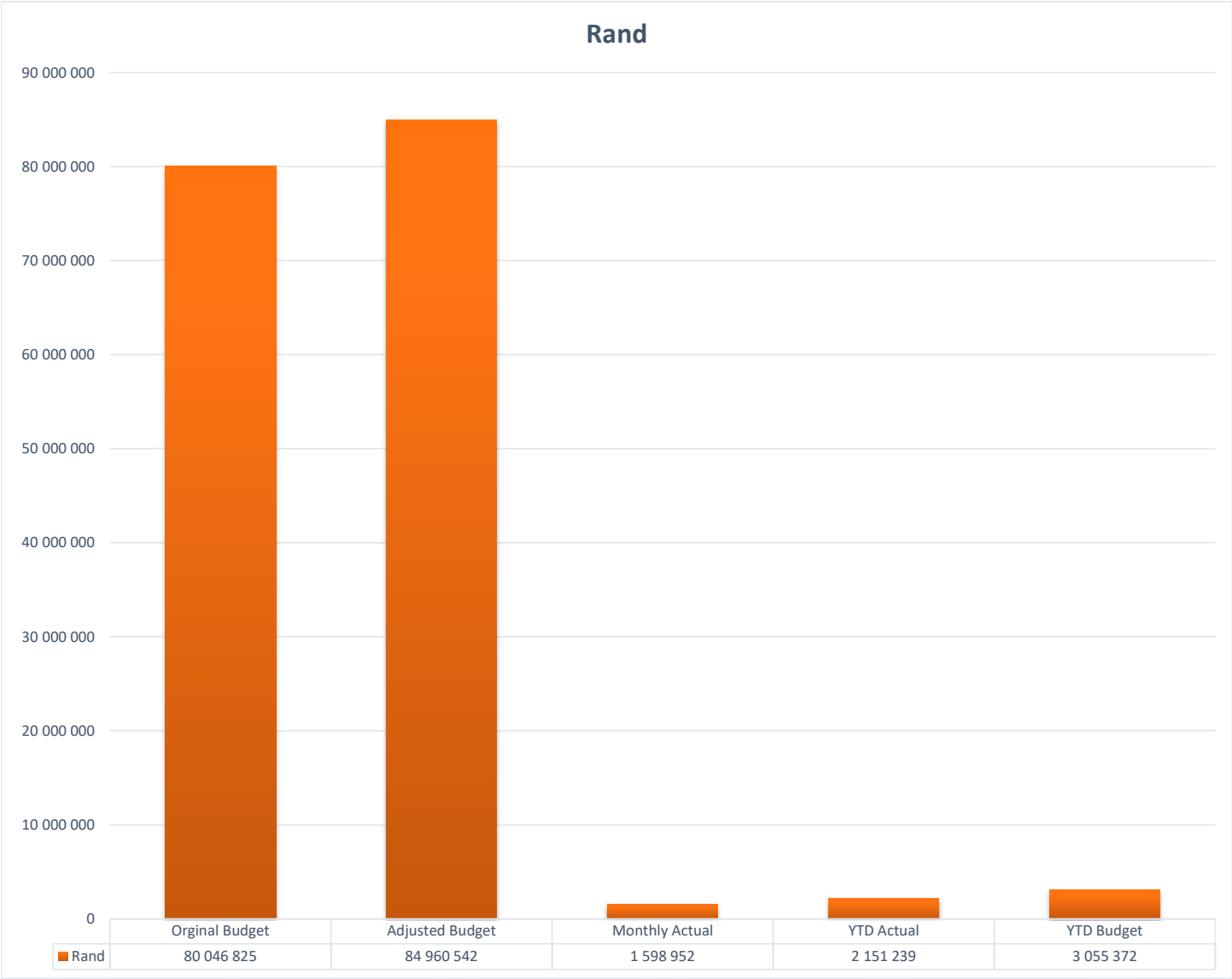
For the period 1 July 2025 to 31 August 2025, 11.04% of the budgeted operational expenditure was incurred.

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

Vir die periode 1 Julie 2025 tot 31 Augustus 2025, is 11.04% van die begrote operasionele uitgawes aangegaan.

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

CAPITAL EXPENDITURE



For the period 1 July 2025 to 31 August 2025, 2.53% of the budgeted capital expenditure was incurred.

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

Vir die periode 1 Julie 2025 tot 31 Augustus 2025, is 2.53% van die begrote kapitale uitgawes aangegaan.

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 - M02 August

Description	2024/25	Budget Year 2025/26							
	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	107 320	120 291	120 291	6 034	54 978	60 503	(5 525)	-9%	120 291
Service charges	508 072	586 957	586 957	48 668	105 739	117 156	(11 416)	-10%	586 957
Investment revenue	18 758	23 567	23 567	1 903	3 651	3 928	(276)	-7%	23 567
Transfers and subsidies - Operational	150 058	182 230	182 330	787	66 209	27 548	38 660	140%	182 330
Other own revenue	118 278	69 891	69 891	3 828	8 345	10 934	(2 589)	-24%	69 891
Total Revenue (excluding capital transfers and contributions)	902 486	982 936	983 036	61 220	238 922	220 069	18 853	9%	983 036
Employee costs	269 855	309 360	309 386	22 508	46 156	51 362	(5 205)	-10%	309 386
Remuneration of Councillors	12 315	13 228	13 228	1 006	2 012	2 205	(193)	-9%	13 228
Depreciation and amortisation	39 426	34 090	34 090	0	0	5 682	(5 681)	-100%	34 090
Interest	7 847	10 742	10 742	-	-	1 790	(1 790)	-100%	10 742
Inventory consumed and bulk purchases	415 900	424 390	422 467	48 271	49 011	51 852	(2 841)	-5%	422 467
Transfers and subsidies	4 633	4 931	4 925	185	205	821	(615)	-75%	4 925
Other expenditure	195 685	222 593	223 842	8 245	15 077	36 596	(21 519)	-59%	223 842
Total Expenditure	945 661	1 019 335	1 018 680	80 215	112 461	150 306	(37 846)	-25%	1 018 680
Surplus/(Deficit)	(43 175)	(36 399)	(35 644)	(18 995)	126 461	69 763	56 699	81%	(35 644)
Transfers and subsidies - capital (monetary allocations)	40 834	27 535	27 535	-	-	-	-	-	27 535
Transfers and subsidies - capital (in-kind)	1 458	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	(883)	(8 865)	(8 110)	(18 995)	126 461	69 763	56 699	81%	(8 110)
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	(883)	(8 865)	(8 110)	(18 995)	126 461	69 763	56 699	81%	(8 110)
Capital expenditure & funds sources									
Capital expenditure	82 874	75 047	79 961	1 599	2 151	3 055	(904)	-30%	79 961
Capital transfers recognised	40 721	30 013	30 013	799	799	715	84	12%	30 013
Borrowing	7 807	15 000	16 303	228	228	-	228	-	16 303
Internally generated funds	28 591	35 034	38 645	572	1 124	2 340	(1 216)	-52%	38 645
Total sources of capital funds	77 119	80 047	84 961	1 599	2 151	3 055	(904)	-30%	84 961
Financial position									
Total current assets	361 147	293 805	289 012		446 089				289 012
Total non current assets	1 042 396	1 220 387	1 225 301		1 140 661				1 225 301
Total current liabilities	155 653	46 268	45 634		114 647				45 634
Total non current liabilities	93 377	192 053	192 053		95 015				192 053
Community wealth/Equity	1 250 627	1 275 870	1 275 870		1 377 139				1 275 870
Cash flows									
Net cash from (used) operating	315 789	97 347	97 447	(31 608)	7 280	16 241	8 961	55%	97 447
Net cash from (used) investing	(70 885)	(80 047)	(84 961)	(7 113)	(10 550)	(14 038)	(3 487)	25%	(84 225)
Net cash from (used) financing	(65)	-	-	(12)	46	-	(46)	-	-
Cash/cash equivalents at the month/year end	561 084	227 137	222 324	-	195 403	212 040	16 638	8%	211 849
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	78 007	7 583	20 798	5 989	5 880	5 407	32 823	276 438	432 924
Creditors Age Analysis									
Total Creditors	36 520	2 766	-	-	-	-	-	-	39 285

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - M02 August

Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
Revenue - Functional										
<i>Governance and administration</i>		156 038	164 944	164 944	9 456	60 760	66 459	(5 699)	-9%	164 944
Executive and council		10 834	308	308	3	6	51	(46)	-89%	308
Finance and administration		145 204	164 636	164 636	9 453	60 754	66 408	(5 654)	-9%	164 636
Internal audit		-	-	-	-	-	-	-	-	-
<i>Community and public safety</i>		206 083	171 856	171 856	712	67 569	26 180	41 389	158%	171 856
Community and social services		158 535	141 914	141 914	301	65 761	21 465	44 296	206%	141 914
Sport and recreation		8 496	9 044	9 044	166	1 169	1 369	(199)	-15%	9 044
Public safety		25 724	18 356	18 356	226	601	2 914	(2 313)	-79%	18 356
Housing		13 327	2 542	2 542	18	37	433	(396)	-91%	2 542
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		5 427	5 541	5 641	161	292	656	(364)	-55%	5 641
Planning and development		4 802	2 407	2 507	153	284	374	(90)	-24%	2 507
Road transport		598	122	122	7	7	20	(13)	-63%	122
Environmental protection		27	3 013	3 013	-	-	261	(261)	-100%	3 013
<i>Trading services</i>		577 122	667 983	667 983	50 888	110 204	126 749	(16 546)	-13%	667 983
Energy sources		399 466	448 729	448 729	39 019	82 778	94 108	(11 330)	-12%	448 729
Water management		83 537	93 390	93 390	4 767	9 942	11 664	(1 721)	-15%	93 390
Waste water management		51 284	72 294	72 294	3 378	10 669	12 049	(1 380)	-11%	72 294
Waste management		42 836	53 571	53 571	3 724	6 814	8 928	(2 115)	-24%	53 571
<i>Other</i>	4	109	146	146	4	98	24	73	300%	146
Total Revenue - Functional	2	944 779	1 010 471	1 010 571	61 220	238 922	220 069	18 853	9%	1 010 571
Expenditure - Functional										
<i>Governance and administration</i>		153 724	161 273	161 247	11 354	23 101	26 641	(3 540)	-13%	161 247
Executive and council		39 268	36 516	36 597	2 492	5 077	6 075	(997)	-16%	36 597
Finance and administration		110 894	118 496	118 389	8 570	17 352	19 523	(2 171)	-11%	118 389
Internal audit		3 562	6 261	6 261	291	671	1 044	(372)	-36%	6 261
<i>Community and public safety</i>		144 275	162 979	162 824	9 675	18 565	26 833	(8 268)	-31%	162 824
Community and social services		31 075	35 691	35 641	2 599	4 966	5 929	(963)	-16%	35 641
Sport and recreation		41 112	51 222	51 118	2 929	5 330	8 303	(2 973)	-36%	51 118
Public safety		54 414	66 745	66 745	3 636	7 293	11 124	(3 831)	-34%	66 745
Housing		17 674	9 321	9 321	510	976	1 477	(501)	-34%	9 321
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		42 023	48 020	48 363	2 599	4 825	7 594	(2 769)	-36%	48 363
Planning and development		15 915	19 750	19 905	1 362	2 609	3 301	(692)	-21%	19 905
Road transport		23 113	21 118	21 288	1 005	1 783	3 548	(1 765)	-50%	21 288
Environmental protection		2 994	7 152	7 170	231	433	745	(312)	-42%	7 170
<i>Trading services</i>		604 617	645 988	645 170	56 588	65 970	89 059	(23 090)	-26%	645 170
Energy sources		427 143	442 295	442 297	49 133	50 594	55 247	(4 653)	-8%	442 297
Water management		68 677	61 526	60 621	2 345	5 463	10 104	(4 641)	-46%	60 621
Waste water management		49 160	55 498	55 579	2 820	4 974	9 263	(4 290)	-46%	55 579
Waste management		59 638	86 669	86 673	2 291	4 939	14 445	(9 506)	-66%	86 673
<i>Other</i>		1 022	1 076	1 076	-	-	179	(179)	-100%	1 076
Total Expenditure - Functional	3	945 661	1 019 335	1 018 680	80 215	112 461	150 306	(37 846)	-25%	1 018 680
Surplus/ (Deficit) for the year		(883)	(8 865)	(8 110)	(18 995)	126 461	69 763	56 699	81%	(8 110)

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - M02 August

Description	Ref	2024/25	Budget Year 2025/26							
		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		156 038	164 944	164 944	9 456	60 760	66 459	(5 699)	-9%	164 944
Executive and council		10 834	308	308	3	6	51	(46)	(0)	308
Mayor and Council		10 778	227	227	3	6	38	(32)	(0)	227
Municipal Manager, Town Secretary and Chief		56	80	80	-	-	13	(13)	(0)	80
Finance and administration		145 204	164 636	164 636	9 453	60 754	66 408	(5 654)	(0)	164 636
Administrative and Corporate Support		1	11	11	-	-	2	(2)	(0)	11
Asset Management		105	-	-	-	-	-	-		-
Finance		144 426	163 524	163 524	9 443	60 742	66 272	(5 531)	(0)	163 524
Fleet Management		1	300	300	-	-	-	-		300
Human Resources		382	705	705	-	-	117	(117)	(0)	705
Information Technology		4	-	-	-	-	-	-		-
Marketing, Customer Relations, Publicity and Media		-	6	6	-	-	1	(1)	(0)	6
Property Services		158	-	-	-	-	-	-		-
Supply Chain Management		127	90	90	10	12	15	(3)	(0)	90
Community and public safety		206 083	171 856	171 856	712	67 569	26 180	41 389	0	171 856
Community and social services		158 535	141 914	141 914	301	65 761	21 465	44 296	0	141 914
Aged Care		147 131	128 055	128 055	228	65 622	21 316	44 306	0	128 055
Cemeteries, Funeral Parlours and Crematoriums		274	280	280	51	82	47	36	0	280
Community Halls and Facilities		1 782	564	564	18	44	94	(50)	(0)	564
Libraries and Archives		9 348	13 016	13 016	4	12	8	5	0	13 016
Sport and recreation		8 496	9 044	9 044	166	1 169	1 369	(199)	(0)	9 044
Recreational Facilities		8 314	8 066	8 066	149	1 129	1 344	(215)	(0)	8 066
Sports Grounds and Stadiums		182	978	978	17	40	24	16	0	978
Public safety		25 724	18 356	18 356	226	601	2 914	(2 313)	(0)	18 356
Fire Fighting and Protection		31	877	877	1	1	1	(1)	(0)	877
Police Forces, Traffic and Street Parking Control		25 694	17 479	17 479	226	601	2 913	(2 312)	(0)	17 479
Housing		13 327	2 542	2 542	18	37	433	(396)	(0)	2 542
Housing		13 327	2 542	2 542	18	37	433	(396)	(0)	2 542
Economic and environmental services		5 427	5 541	5 641	161	292	656	(364)	(0)	5 641
Planning and development		4 802	2 407	2 507	153	284	374	(90)	(0)	2 507
Economic Development/Planning		-	400	500	-	-	36	(36)	(0)	500
Town Planning, Building Regulations and		3 805	2 007	2 007	153	284	339	(54)	(0)	2 007
Project Management Unit		996	-	-	-	-	-	-		-
Road transport		598	122	122	7	7	20	(13)	(0)	122
Roads		598	122	122	7	7	20	(13)	(0)	122
Environmental protection		27	3 013	3 013	-	-	261	(261)	(0)	3 013
Biodiversity and Landscape		27	3 013	3 013	-	-	261	(261)	(0)	3 013
Trading services		577 122	667 983	667 983	50 888	110 204	126 749	(16 546)	(0)	667 983
Energy sources		399 466	448 729	448 729	39 019	82 778	94 108	(11 330)	(0)	448 729
Electricity		396 603	448 729	448 729	39 019	82 778	94 108	(11 330)	(0)	448 729
Street Lighting and Signal Systems		2 863	-	-	-	-	-	-		-

Description	Ref	2024/25	Budget Year 2025/26						
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	Full Year Forecast
R thousands									
Water management		83 537	93 390	93 390	4 767	9 942	11 664	(1 721)	93 390
<i>Water Distribution</i>		83 537	93 390	93 390	4 767	9 942	11 664	(1 721)	93 390
Waste water management		51 284	72 294	72 294	3 378	10 669	12 049	(1 380)	72 294
<i>Sewerage</i>		35 469	72 294	72 294	3 378	10 669	12 049	(1 380)	72 294
<i>Storm Water Management</i>		2 772	-	-	-	-	-	-	-
<i>Waste Water Treatment</i>		13 042	-	-	-	-	-	-	-
Waste management		42 836	53 571	53 571	3 724	6 814	8 928	(2 115)	53 571
<i>Solid Waste Disposal (Landfill Sites)</i>		257	-	-	-	-	-	-	-
<i>Solid Waste Removal</i>		42 579	53 571	53 571	3 724	6 814	8 928	(2 115)	53 571
<i>Other</i>		109	146	146	4	98	24	73	146
Licensing and Regulation		109	146	146	4	98	24	73	146
Total Revenue - Functional	2	944 779	1 010 471	1 010 571	61 220	238 922	220 069	18 853	1 010 571
Expenditure - Functional									
<i>Municipal governance and administration</i>		153 724	161 273	161 247	11 354	23 101	26 641	(3 540)	161 247
Executive and council		39 268	36 516	36 597	2 492	5 077	6 075	(997)	36 597
<i>Mayor and Council</i>		18 999	19 787	19 864	1 249	2 493	3 286	(793)	19 864
<i>Municipal Manager, Town Secretary and Chief</i>		20 269	16 729	16 733	1 243	2 585	2 789	(204)	16 733
Finance and administration		110 894	118 496	118 389	8 570	17 352	19 523	(2 171)	118 389
<i>Administrative and Corporate Support</i>		11 377	16 982	16 892	932	1 382	2 815	(1 433)	16 892
<i>Asset Management</i>		317	336	336	5	16	56	(40)	336
<i>Finance</i>		38 909	36 646	36 732	3 839	8 395	5 947	2 448	36 732
<i>Fleet Management</i>		4 972	5 144	5 144	326	634	857	(224)	5 144
<i>Human Resources</i>		28 890	29 547	29 530	1 881	3 859	4 922	(1 062)	29 530
<i>Information Technology</i>		4 719	5 902	5 902	103	206	984	(778)	5 902
<i>Legal Services</i>		2 047	3 722	3 722	171	302	620	(318)	3 722
<i>Marketing, Customer Relations, Publicity and Media</i>		4 625	6 198	6 198	397	776	1 000	(224)	6 198
<i>Property Services</i>		4 976	1 105	1 105	47	93	184	(91)	1 105
<i>Risk Management</i>		-	-	-	-	(3)	-	(3)	-
<i>Supply Chain Management</i>		9 576	11 239	11 239	835	1 627	1 873	(246)	11 239
<i>Valuation Service</i>		486	1 676	1 590	34	66	265	(199)	1 590
Internal audit		3 562	6 261	6 261	291	671	1 044	(372)	6 261
<i>Governance Function</i>		3 562	6 261	6 261	291	671	1 044	(372)	6 261
<i>Community and public safety</i>		144 275	162 979	162 824	9 675	18 565	26 833	(8 268)	162 824
Community and social services		31 075	35 691	35 641	2 599	4 966	5 929	(963)	35 641
<i>Aged Care</i>		5 739	4 336	4 285	573	1 116	703	413	4 285
<i>Cemeteries, Funeral Parlours and Crematoriums</i>		4 389	6 474	6 474	406	767	1 079	(312)	6 474
<i>Child Care Facilities</i>		57	103	103	0	0	17	(17)	103
<i>Community Halls and Facilities</i>		8 877	11 753	11 753	617	1 157	1 959	(802)	11 753
<i>Disaster Management</i>		17	79	79	11	18	13	4	79
<i>Education</i>		6	1	1	-	-	0	(0)	1
<i>Libraries and Archives</i>		11 989	12 945	12 945	992	1 909	2 157	(249)	12 945
Sport and recreation		41 112	51 222	51 118	2 929	5 330	8 303	(2 973)	51 118
<i>Community Parks (including Nurseries)</i>		12 434	17 370	17 267	911	1 763	2 828	(1 065)	17 267
<i>Recreational Facilities</i>		18 874	22 317	22 317	1 303	2 246	3 553	(1 307)	22 317

Description	Ref	2024/25	Budget Year 2025/26						
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	Full Year Forecast
R thousands									
<i>Sports Grounds and Stadiums</i>		9 804	11 534	11 534	715	1 321	1 922	(601)	11 534
Public safety		54 414	66 745	66 745	3 636	7 293	11 124	(3 831)	66 745
<i>Fire Fighting and Protection</i>		10 795	16 575	16 575	895	1 622	2 762	(1 140)	16 575
<i>Police Forces, Traffic and Street Parking Control</i>		43 619	50 170	50 170	2 741	5 671	8 362	(2 691)	50 170
Housing		17 674	9 321	9 321	510	976	1 477	(501)	9 321
<i>Housing</i>		17 654	9 294	9 294	510	976	1 472	(496)	9 294
<i>Informal Settlements</i>		20	26	26	-	0	4	(4)	26
<i>Economic and environmental services</i>		42 023	48 020	48 363	2 599	4 825	7 594	(2 769)	48 363
Planning and development		15 915	19 750	19 905	1 362	2 609	3 301	(692)	19 905
<i>Corporate Wide Strategic Planning (IDPs, LEDs)</i>		2 686	3 883	3 883	209	431	647	(216)	3 883
<i>Economic Development/Planning</i>		3 115	2 809	2 964	225	428	477	(49)	2 964
<i>Town Planning, Building Regulations and</i>		7 067	9 112	9 112	657	1 208	1 519	(311)	9 112
<i>Project Management Unit</i>		3 047	3 946	3 946	271	542	658	(116)	3 946
Road transport		23 113	21 118	21 288	1 005	1 783	3 548	(1 765)	21 288
<i>Roads</i>		23 113	21 118	21 288	1 005	1 783	3 548	(1 765)	21 288
Environmental protection		2 994	7 152	7 170	231	433	745	(312)	7 170
<i>Biodiversity and Landscape</i>		2 994	7 152	7 170	231	433	745	(312)	7 170
<i>Trading services</i>		604 617	645 988	645 170	56 588	65 970	89 059	(23 090)	645 170
Energy sources		427 143	442 295	442 297	49 133	50 594	55 247	(4 653)	442 297
<i>Electricity</i>		424 613	436 620	436 622	49 055	50 442	54 301	(3 859)	436 622
<i>Street Lighting and Signal Systems</i>		2 530	5 674	5 674	78	152	946	(794)	5 674
Water management		68 677	61 526	60 621	2 345	5 463	10 104	(4 641)	60 621
<i>Water Treatment</i>		220	315	315	15	34	52	(18)	315
<i>Water Distribution</i>		65 024	58 196	57 486	2 324	3 554	9 581	(6 027)	57 486
<i>Water Storage</i>		3 432	3 015	2 820	7	1 874	470	1 404	2 820
Waste water management		49 160	55 498	55 579	2 820	4 974	9 263	(4 290)	55 579
<i>Public Toilets</i>		1 854	2 299	2 299	175	340	383	(44)	2 299
<i>Sewerage</i>		41 017	45 570	45 815	2 260	3 845	7 636	(3 791)	45 815
<i>Storm Water Management</i>		6 273	7 627	7 463	376	768	1 244	(476)	7 463
<i>Waste Water Treatment</i>		17	1	1	9	21	0	21	1
Waste management		59 638	86 669	86 673	2 291	4 939	14 445	(9 506)	86 673
<i>Solid Waste Disposal (Landfill Sites)</i>		12 154	33 026	33 026	94	189	5 504	(5 316)	33 026
<i>Solid Waste Removal</i>		47 443	53 540	53 544	2 195	4 744	8 924	(4 180)	53 544
<i>Street Cleaning</i>		41	103	103	2	7	17	(10)	103
<i>Other</i>		1 022	1 076	1 076	-	-	179	(179)	1 076
Licensing and Regulation		22	26	26	-	-	4	(4)	26
Tourism		1 000	1 050	1 050	-	-	175	(175)	1 050
Total Expenditure - Functional	3	945 661	1 019 335	1 018 680	80 215	112 461	150 306	(37 846)	1 018 680
Surplus/ (Deficit) for the year		(883)	(8 865)	(8 110)	(18 995)	126 461	69 763	56 699	(8 110)

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - M02 August

Vote Description	Ref	2024/25	Budget Year 2025/26							
		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		141 463	161 635	161 635	9 155	60 225	65 958	(5 733)	-8,7%	161 635
Vote 2 - Community Services		180 762	157 944	158 044	505	67 096	23 581	43 515	184,5%	158 044
Vote 3 - Corporate Services		36 858	18 428	18 428	228	606	3 071	(2 465)	-80,3%	18 428
Vote 4 - Technical Services		583 517	662 265	662 265	51 251	110 864	125 760	(14 895)	-11,8%	662 265
Vote 5 - Municipal Manager		2 020	737	737	81	131	123	8	6,2%	737
Total Revenue by Vote	2	944 620	1 001 009	1 001 109	61 220	238 922	218 492	20 430	9,4%	1 001 109
Expenditure by Vote	1									
Vote 1 - Financial Services		50 923	49 466	49 466	4 689	9 973	8 069	1 903	23,6%	49 466
Vote 2 - Community Services		109 627	125 271	125 234	7 602	14 403	20 101	(5 698)	-28,3%	125 234
Vote 3 - Corporate Services		119 022	133 940	133 910	7 593	14 966	22 260	(7 294)	-32,8%	133 910
Vote 4 - Technical Services		643 166	686 298	685 654	58 881	70 273	95 807	(25 534)	-26,7%	685 654
Vote 5 - Municipal Manager		18 545	24 361	24 361	1 450	2 846	4 060	(1 214)	-29,9%	24 361
Total Expenditure by Vote	2	941 283	1 019 335	1 018 625	80 215	112 461	150 297	(37 836)	-25,2%	1 018 625
Surplus/ (Deficit) for the year	2	3 338	(18 326)	(17 516)	(18 995)	126 461	68 195	58 266	85,4%	(17 516)

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - A - M02 August

Vote Description	Ref	2024/25	Budget Year 2025/26							Full Year Forecast
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	
Revenue by Vote	1									
Vote 1 - Financial Services		141 463	161 635	161 635	9 155	60 225	65 958	(5 733)	-9%	161 635
1,2 - Income		107 039	120 942	120 942	6 081	54 966	60 611	(5 645)	-9%	120 942
1,3 - Financial Administration		34 300	40 305	40 305	3 064	5 246	5 281	(35)	-1%	40 305
1,4 - Credit Control		(2)	298	298	-	-	50	(50)	-100%	298
1,5 - Supply Chain & Expenditure		127	90	90	10	12	15	(3)	-18%	90
Vote 2 - Community Services		180 762	157 944	158 044	505	67 096	23 581	43 515	185%	158 044
2,2 - Cemeteries		274	280	280	51	82	47	36	76%	280
2,3 - Housing		13 510	2 630	2 630	33	67	438	(371)	-85%	2 630
2,4 - Libraries		9 420	13 265	13 265	4	12	49	(37)	-75%	13 265
2,5 - Resorts & Swimming Pools		8 314	8 066	8 066	149	1 129	1 344	(215)	-16%	8 066
2,6 - Social Services		147 131	128 055	128 055	228	65 622	21 316	44 306	208%	128 055
2,7 - Fire Services & Disaster Management		31	877	877	1	1	1	(1)	-45%	877
2,8 - Environment & Licensing		136	3 159	3 159	4	98	285	(188)	-66%	3 159
2,9 - Community Halls and Amenities		1 947	1 212	1 212	36	85	63	21	34%	1 212
2,10 - Local Economic Development		-	400	500	-	-	36	(36)	-100%	500
Vote 3 - Corporate Services		36 858	18 428	18 428	228	606	3 071	(2 465)	-80%	18 428
3,2 - Human Resources		382	705	705	-	-	117	(117)	-100%	705
3,3 - Administration		1	11	11	-	-	2	(2)	-100%	11
3,4 - Information Technology		4	-	-	-	-	-	-	-	-
3,5 - Marketing & Communication		-	6	6	-	-	1	(1)	-100%	6
3,7 - Traffic and Protection Services		25 694	17 479	17 479	226	601	2 913	(2 312)	-79%	17 479
3,9 - Council Cost		10 778	227	227	3	6	38	(32)	-85%	227
Vote 4 - Technical Services		583 517	662 265	662 265	51 251	110 864	125 760	(14 895)	-12%	662 265
4,1 - Director: Technical Services		-	80	80	-	-	13	(13)	-100%	80
4,2 - Electro Technical Services		402 022	449 772	449 772	39 229	83 164	94 296	(11 132)	-12%	449 772
4,3 - Water Storage & Distribution		83 537	93 390	93 390	4 767	9 942	11 664	(1 721)	-15%	93 390
4,4 - Waste Water Management		48 512	72 696	72 696	3 378	10 669	12 116	(1 447)	-12%	72 696
4,5 - Waste Management		42 781	44 163	44 163	3 724	6 814	7 361	(547)	-7%	44 163
4,6 - Roads		598	122	122	7	7	20	(13)	-63%	122
4,7 - Storm Water Management		2 772	-	-	-	-	-	-	-	-
4,8 - Town Planning & Building Control		3 294	1 742	1 742	145	268	290	(23)	-8%	1 742
4,10 - Mechanical Workshop		1	300	300	-	-	-	-	-	300
Vote 5 - Municipal Manager		2 020	737	737	81	131	123	8	6%	737
5,2 - Performance & Project Management		1 053	-	-	-	-	-	-	-	-
5,3 - Property & Legal Services		967	737	737	81	131	123	8	6%	737
Total Revenue by Vote	2	944 620	1 001 009	1 001 109	61 220	238 922	218 492	20 430	9%	1 001 109
Expenditure by Vote	1									
Vote 1 - Financial Services		50 923	49 466	49 466	4 689	9 973	8 069	1 903	24%	49 466
1,1 - Director: Finance		4 212	1 980	1 980	229	454	330	124	38%	1 980
1,2 - Income		9 249	10 521	10 531	594	1 065	1 755	(690)	-39%	10 531
1,3 - Financial Administration		16 908	18 190	18 180	2 128	5 274	2 855	2 419	85%	18 180
1,4 - Credit Control		10 732	7 368	7 368	898	1 537	1 228	308	25%	7 368
1,5 - Supply Chain & Expenditure		9 822	11 406	11 406	840	1 643	1 901	(258)	-14%	11 406
Vote 2 - Community Services		109 627	125 271	125 234	7 602	14 403	20 101	(5 698)	-28%	125 234
2,1 - Director: Community Services		2 883	1 728	1 728	223	669	288	381	132%	1 728
2,2 - Cemeteries		4 409	6 466	6 466	406	767	1 078	(310)	-29%	6 466
2,3 - Housing		17 711	10 190	10 190	510	976	1 622	(646)	-40%	10 190
2,4 - Libraries		15 205	16 703	16 703	1 123	2 172	2 784	(612)	-22%	16 703
2,5 - Resorts & Swimming Pools		15 631	18 559	18 559	1 172	1 983	2 927	(943)	-32%	18 559
2,6 - Social Services		5 600	4 417	2 546	553	1 095	413	682	165%	2 546
2,7 - Fire Services & Disaster Management		10 812	16 654	16 654	906	1 640	2 776	(1 136)	-41%	16 654
2,8 - Environment & Licensing		2 990	7 090	7 108	231	433	734	(301)	-41%	7 108
2,9 - Community Halls and Amenities		31 068	40 631	40 678	2 232	4 218	6 729	(2 511)	-37%	40 678
2,10 - Local Economic Development		3 317	2 832	4 601	245	448	750	(302)	-40%	4 601
Vote 3 - Corporate Services		119 022	133 940	133 910	7 593	14 966	22 260	(7 294)	-33%	133 910
3,1 - Director: Corporate Services		4 515	3 196	3 196	211	422	533	(111)	-21%	3 196
3,2 - Human Resources		28 976	29 547	29 530	1 890	3 877	4 922	(1 044)	-21%	29 530
3,3 - Administration		11 869	16 982	16 892	944	1 406	2 815	(1 409)	-50%	16 892
3,4 - Information Technology		4 719	5 902	5 902	103	206	984	(778)	-79%	5 902
3,5 - Marketing & Communication		4 625	6 198	6 198	397	776	1 000	(224)	-22%	6 198
3,6 - Thusong Centre		699	1 108	1 108	58	116	185	(69)	-37%	1 108
3,7 - Traffic and Protection Services		43 619	50 170	50 170	2 741	5 671	8 362	(2 691)	-32%	50 170
3,8 - Tourism		1 000	1 050	1 050	-	-	175	(175)	-100%	1 050
3,9 - Council Cost		18 999	19 787	19 864	1 249	2 493	3 286	(793)	-24%	19 864
Vote 4 - Technical Services		643 166	686 298	685 654	58 881	70 273	95 807	(25 534)	-27%	685 654
4,1 - Director: Technical Services		1 491	3 447	3 451	75	143	575	(432)	-75%	3 451
4,2 - Electro Technical Services		420 260	441 804	441 806	49 133	50 594	55 166	(4 572)	-8%	441 806
4,3 - Water Storage & Distribution		68 677	62 006	61 101	2 345	5 463	10 184	(4 721)	-46%	61 101
4,4 - Waste Water Management		47 535	45 572	45 817	2 269	3 866	7 636	(3 770)	-49%	45 817
4,5 - Waste Management		59 638	86 669	86 673	2 291	4 939	14 445	(9 506)	-66%	86 673
4,6 - Roads		23 113	21 118	21 288	1 005	1 783	3 548	(1 765)	-50%	21 288
4,7 - Storm Water Management		8 559	9 127	8 963	605	1 304	1 494	(190)	-13%	8 963
4,8 - Town Planning & Building Control		7 067	9 112	9 112	657	1 208	1 519	(311)	-20%	9 112
4,9 - Public Toilets		1 854	2 299	2 299	175	340	383	(44)	-11%	2 299
4,10 - Mechanical Workshop		4 972	5 144	5 144	326	634	857	(224)	-26%	5 144
Vote 5 - Municipal Manager		18 545	24 361	24 361	1 450	2 846	4 060	(1 214)	-30%	24 361
5,1 - Municipal Manager		7 199	6 419	6 419	508	903	1 070	(166)	-16%	6 419
5,2 - Performance & Project Management		3 047	3 946	3 946	271	542	658	(116)	-18%	3 946
5,3 - Property & Legal Services		2 050	3 852	3 852	171	302	642	(340)	-53%	3 852

Vote Description R thousand	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
5,4 - Internal Audit		3 562	6 261	6 261	291	668	1 044	(376)	-36%	6 261
5,5 - IDP		2 686	3 883	3 883	209	431	647	(216)	-33%	3 883
Total Expenditure by Vote	2	941 283	1 019 335	1 018 625	80 215	112 461	150 297	(37 836)	(0)	1 018 625
Surplus/ (Deficit) for the year	2	3 338	(18 326)	(17 516)	(18 995)	126 461	68 195	58 266	0	(17 516)

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M02 August

Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
R thousands										
Revenue									%	
Exchange Revenue										
Service charges - Electricity		395 037	442 689	442 689	38 911	82 563	93 111	(10 548)	-11%	442 689
Service charges - Water		50 462	53 401	53 401	3 844	8 052	8 900	(848)	-10%	53 401
Service charges - Waste Water Management		26 461	54 590	54 590	2 740	8 893	9 098	(205)	-2%	54 590
Service charges - Waste management		36 112	36 276	36 276	3 174	6 231	6 046	185	3%	36 276
Sale of Goods and Rendering of Services		26 804	5 813	5 813	317	1 043	969	74	8%	5 813
Agency services		4 948	4 918	4 918	180	471	820	(349)	-43%	4 918
Interest		-	11	11	-	-	2	(2)	-100%	11
Interest earned from Receivables		27 153	24 727	24 727	2 106	4 204	4 121	83	2%	24 727
Interest earned from Current and Non Current Assets		18 758	23 567	23 567	1 903	3 651	3 928	(276)	-7%	23 567
Rent on Land		-	29	29	-	-	5	(5)	-100%	29
Rental from Fixed Assets		6 765	6 316	6 316	204	764	1 053	(288)	-27%	6 316
Operational Revenue		2 335	1 852	1 852	94	48	313	(265)	-85%	1 852
Non-Exchange Revenue										
Property rates		107 320	120 291	120 291	6 034	54 978	60 503	(5 525)	-9%	120 291
Surcharges and Taxes		7 976	4 849	4 849	198	198	90	108	121%	4 849
Fines, penalties and forfeits		22 354	11 816	11 816	(9)	(8)	1 969	(1 978)	-100%	11 816
Licence and permits		1 069	2 566	2 566	46	219	428	(208)	-49%	2 566
Transfer and subsidies - Operational		150 058	182 230	182 330	787	66 209	27 548	38 660	140%	182 330
Interest		4 881	3 744	3 744	357	733	624	109	18%	3 744
Operational Revenue		2 824	3 250	3 250	336	673	542	131	24%	3 250
Gains on disposal of Assets		11 169	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)		902 486	982 936	983 036	61 220	238 922	220 069	-		983 036
Expenditure By Type										
Employee related costs		269 855	309 360	309 386	22 508	46 156	51 362	(5 205)	-10%	309 386
Remuneration of councillors		12 315	13 228	13 228	1 006	2 012	2 205	(193)	-9%	13 228
Bulk purchases - electricity		391 687	396 245	396 245	47 200	47 200	47 572	(371)	-1%	396 245
Inventory consumed		24 213	28 145	26 222	1 070	1 810	4 280	(2 470)	-58%	26 222
Debt impairment		66 389	76 891	76 891	-	-	12 815	(12 815)	-100%	76 891
Depreciation and amortisation		39 426	34 090	34 090	0	0	5 682	(5 681)	-100%	34 090
Interest		7 847	10 742	10 742	-	-	1 790	(1 790)	-100%	10 742
Contracted services		60 135	76 979	78 206	3 284	3 770	12 618	(8 848)	-70%	78 206
Transfers and subsidies		4 633	4 931	4 925	185	205	821	(615)	-75%	4 925
Irrecoverable debts written off		15 347	0	0	8	255	-	255	-	0
Operational costs		50 727	68 723	68 745	4 953	11 051	11 162	(111)	-1%	68 745
Losses on Disposal of Assets		653	-	-	-	-	-	-	-	-
Other Losses		2 434	-	-	-	-	-	-	-	-
Total Expenditure		945 661	1 019 335	1 018 680	80 215	112 461	150 306	(37 846)	-25%	1 018 680
Surplus/(Deficit)		(43 175)	(36 399)	(35 644)	(18 995)	126 461	69 763	37 846	0	(35 644)
Transfers and subsidies - capital (monetary allocations)		40 834	27 535	27 535	-	-	-	-	-	27 535
Transfers and subsidies - capital (in-kind)		1 458	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions		(883)	(8 865)	(8 110)	(18 995)	126 461	69 763			(8 110)
Surplus/(Deficit) after income tax		(883)	(8 865)	(8 110)	(18 995)	126 461	69 763			(8 110)
Surplus/(Deficit) attributable to municipality		(883)	(8 865)	(8 110)	(18 995)	126 461	69 763			(8 110)
Surplus/ (Deficit) for the year		(883)	(8 865)	(8 110)	(18 995)	126 461	69 763			(8 110)

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - M02 August

Vote Description	Ref	2024/25	Budget Year 2025/26							
		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		5 818	–	–	–	–	–	–	–	–
Vote 2 - Community Services		370	6 221	6 676	–	–	58	(58)	-100%	6 676
Vote 4 - Technical Services		21 369	19 907	20 907	–	–	1 000	(1 000)	-100%	20 907
Vote 5 - Municipal Manager		56	–	–	–	–	–	–	–	–
Total Capital Multi-year expenditure	4,7	27 613	26 128	27 583	–	–	1 058	(1 058)	-100%	27 583
Single Year expenditure appropriation	2									
Vote 1 - Financial Services		42	50	50	–	–	–	–	–	50
Vote 2 - Community Services		1 165	14 296	14 386	20	20	149	(129)	-87%	14 386
Vote 3 - Corporate Services		1 161	1 580	1 670	–	–	145	(145)	-100%	1 670
Vote 4 - Technical Services		52 862	32 942	36 207	1 579	2 131	1 692	439	26%	36 207
Vote 5 - Municipal Manager		31	50	64	–	–	11	(11)	-100%	64
Total Capital single-year expenditure	4	55 261	48 918	52 377	1 599	2 151	1 997	154	8%	52 377
Total Capital Expenditure	3	82 874	75 047	79 961	1 599	2 151	3 055	(904)	-30%	79 961
Capital Expenditure - Functional Classification										
<i>Governance and administration</i>		13 818	3 094	5 147	3	556	716	(161)	-22%	5 147
Executive and council		332	764	796	3	3	41	(38)	-92%	796
Finance and administration		13 485	2 330	4 351	–	552	675	(123)	-18%	4 351
<i>Community and public safety</i>		1 484	20 258	20 817	17	17	249	(232)	-93%	20 817
Community and social services		680	11 965	11 965	–	–	–	–	–	11 965
Sport and recreation		650	6 974	7 361	17	17	174	(157)	-91%	7 361
Public safety		154	1 320	1 491	–	–	75	(75)	-100%	1 491
<i>Economic and environmental services</i>		11 586	16 245	16 245	45	45	8	36	436%	16 245
Planning and development		133	275	275	–	–	–	–	–	275
Road transport		11 428	15 750	15 750	45	45	8	36	436%	15 750
Environmental protection		26	220	220	–	–	–	–	–	220
<i>Trading services</i>		55 987	40 449	42 752	1 535	1 535	2 082	(547)	-26%	42 752
Energy sources		10 672	24 568	25 871	255	255	–	255	–	25 871
Water management		26 804	12 881	13 181	1 280	1 280	1 215	65	5%	13 181
Waste water management		17 878	2 000	2 700	–	–	867	(867)	-100%	2 700
Waste management		633	1 000	1 000	–	–	–	–	–	1 000
Total Capital Expenditure - Functional Classification	3	82 874	80 047	84 961	1 599	2 151	3 055	(904)	-30%	84 961
Funded by:										
National Government		40 065	25 887	25 887	799	799	665	134	20%	25 887
Provincial Government		223	1 702	1 702	–	–	–	–	–	1 702
District Municipality		433	185	185	–	–	–	–	–	185
Transfers and subsidies - capital (monetary allocations) (Nat / Prov Departm Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educ Institutions)		–	2 239	2 239	–	–	50	(50)	-100%	2 239
Transfers recognised - capital		40 721	30 013	30 013	799	799	715	84	12%	30 013
Borrowing	6	7 807	15 000	16 303	228	228	–	228	–	16 303
Internally generated funds		28 591	35 034	38 645	572	1 124	2 340	(1 216)	-52%	38 645
Total Capital Funding	7	77 119	80 047	84 961	1 599	2 151	3 055	(904)	-30%	84 961

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - A - M02 August

Vote Description	Ref	2024/25	Budget Year 2025/26						
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %
R thousand									
Capital expenditure - Municipal Vote									
Expenditure of multi-year capital appropriation	1								
Vote 1 - Financial Services		5 818	-	-	-	-	-	-	-
1,1 - Director: Finance		88	-	-	-	-	-	-	-
1,3 - Financial Administration		5 729	-	-	-	-	-	-	-
Vote 2 - Community Services		370	6 221	6 676	-	-	58	(58)	-100%
2,7 - Fire Services & Disaster Management		154	1 020	1 191	-	-	25	(25)	-100%
2,9 - Community Halls and Amenities		216	5 202	5 485	-	-	33	(33)	-100%
Vote 4 - Technical Services		21 369	19 907	20 907	-	-	1 000	(1 000)	-100%
4,2 - Electro Technical Services		5 115	9 318	9 318	-	-	-	-	-
4,3 - Water Storage & Distribution		-	5 189	5 489	-	-	300	(300)	-100%
4,4 - Waste Water Management		13 204	700	1 400	-	-	700	(700)	-100%
4,5 - Waste Management		277	-	-	-	-	-	-	-
4,6 - Roads		-	4 700	4 700	-	-	-	-	-
4,7 - Storm Water Management		2 772	-	-	-	-	-	-	-
Vote 5 - Municipal Manager		56	-	-	-	-	-	-	-
5,2 - Performance & Project Management		56	-	-	-	-	-	-	-
Total multi-year capital expenditure		27 613	26 128	27 583	-	-	1 058	(1 058)	-100%
Capital expenditure - Municipal Vote									
Expenditure of single-year capital appropriation	1								
Vote 1 - Financial Services		42	50	50	-	-	-	-	50
1,1 - Director: Finance		42	50	50	-	-	-	-	50
Vote 2 - Community Services		1 165	14 296	14 386	20	20	149	(129)	-87%
2,1 - Director: Community Services		26	64	50	3	3	8	(5)	-61%
2,2 - Cemeteries		-	100	100	-	-	-	-	100
2,4 - Libraries		680	11 865	11 865	-	-	-	-	11 865
2,5 - Resorts & Swimming Pools		149	-	-	-	-	-	-	-
2,8 - Environment & Licensing		26	220	220	-	-	-	-	220
2,9 - Community Halls and Amenities		285	1 772	1 876	17	17	141	(124)	-88%
2,10 - Local Economic Development		-	275	275	-	-	-	-	275
Vote 3 - Corporate Services		1 161	1 580	1 670	-	-	145	(145)	-100%
3,1 - Director: Corporate Services		153	50	80	-	-	13	(13)	-100%
3,2 - Human Resources		248	-	-	-	-	-	-	-
3,3 - Administration		-	300	300	-	-	-	-	300
3,4 - Information Technology		650	300	360	-	-	60	(60)	-100%
3,5 - Marketing & Communication		110	130	130	-	-	22	(22)	-100%
3,7 - Traffic and Protection Services		-	300	300	-	-	50	(50)	-100%
3,9 - Council Cost		-	500	500	-	-	-	-	500
Vote 4 - Technical Services		52 862	32 942	36 207	1 579	2 131	1 692	439	26%
4,1 - Director: Technical Services		24	50	52	-	-	9	(9)	-100%
4,2 - Electro Technical Services		5 557	15 250	16 553	255	255	-	255	16 553
4,3 - Water Storage & Distribution		26 804	7 692	7 692	1 280	1 280	915	365	7 692
4,4 - Waste Water Management		1 902	1 300	1 300	-	-	167	(167)	-100%
4,5 - Waste Management		355	1 000	1 000	-	-	-	-	1 000
4,6 - Roads		11 428	6 050	6 050	45	45	8	36	436%
4,8 - Town Planning & Building Control		133	-	-	-	-	-	-	-
4,10 - Mechanical Workshop		6 660	1 600	3 561	-	552	593	(41)	-7%
Vote 5 - Municipal Manager		31	50	64	-	-	11	(11)	-100%
5,1 - Municipal Manager		31	50	64	-	-	11	(11)	-100%
Total single-year capital expenditure		55 261	48 918	52 377	1 599	2 151	1 997	154	0
Total Capital Expenditure		82 874	75 047	79 961	1 599	2 151	3 055	(904)	(0)

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M02 August

Description	Ref	2024/25	Budget Year 2025/26			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD Actual	Full Year Forecast
R thousands						
ASSETS	1					
Current assets						
Cash and cash equivalents		200 384	220 325	215 511	223 849	215 511
Trade and other receivables from exchange transactions		90 202	82 509	82 509	108 252	82 509
Receivables from non-exchange transactions		37 882	51 313	51 313	72 762	51 313
Current portion of non-current receivables		-	-	-	-	-
Inventory		17 732	26 712	26 734	17 082	26 734
VAT		10 178	(91 563)	(91 563)	19 374	(91 563)
Other current assets		4 770	4 509	4 509	4 770	4 509
Total current assets		361 147	293 805	289 012	446 089	289 012
Non current assets						
Investments		-	-	-	-	-
Investment property		41 251	38 604	38 604	41 251	38 604
Property, plant and equipment		999 389	1 179 702	1 184 616	1 097 654	1 184 616
Biological assets		-	-	-	-	-
Living and non-living resources		-	-	-	-	-
Heritage assets		550	550	550	550	550
Intangible assets		1 206	1 531	1 531	1 206	1 531
Trade and other receivables from exchange transactions		-	-	-	-	-
Non-current receivables from non-exchange transactions		-	-	-	-	-
Other non-current assets		-	-	-	-	-
Total non current assets		1 042 396	1 220 387	1 225 301	1 140 661	1 225 301
TOTAL ASSETS		1 403 543	1 514 192	1 514 313	1 586 750	1 514 313
LIABILITIES						
Current liabilities						
Bank overdraft		-	-	-	-	-
Financial liabilities		(329)	(3 433)	(3 433)	(329)	(3 433)
Consumer deposits		10 650	9 739	9 739	10 799	9 739
Trade and other payables from exchange transactions		92 282	89 877	89 244	22 457	89 244
Trade and other payables from non-exchange transactions		2 357	6 104	6 104	14 252	6 104
Provision		36 708	38 184	38 184	37 797	38 184
VAT		13 986	(94 204)	(94 204)	29 671	(94 204)
Other current liabilities		-	-	-	-	-
Total current liabilities		155 653	46 268	45 634	114 647	45 634
Non current liabilities						
Financial liabilities		1 379	23 080	23 080	1 379	23 080
Provision		23 317	87 943	87 943	23 317	87 943
Long term portion of trade payables		-	-	-	-	-
Other non-current liabilities		68 681	81 031	81 031	70 319	81 031
Total non current liabilities		93 377	192 053	192 053	95 015	192 053
TOTAL LIABILITIES		249 030	238 321	237 688	209 662	237 688
NET ASSETS	2	1 154 513	1 275 870	1 276 625	1 377 088	1 276 625
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		1 239 460	1 264 704	1 264 704	1 365 972	1 264 704
Reserves and funds		11 166	11 166	11 166	11 166	11 166
Other		-	-	-	-	-
TOTAL COMMUNITY WEALTH/EQUITY	2	1 250 627	1 275 870	1 275 870	1 377 139	1 275 870

WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M02 August

Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
R thousands										
CASH FLOW FROM OPERATING ACTIVITIES	1								%	
Receipts										
Property rates		3 431	114 277	114 277	12 895	20 956	19 046	1 910	10%	114 277
Service charges		675 973	623 670	623 670	47 328	97 014	103 945	(6 931)	-7%	623 670
Other revenue		15 554	38 334	38 334	347	1 299	6 389	(5 090)	-80%	38 334
Transfers and Subsidies - Operational		174 173	175 756	175 856	6 629	71 899	29 309	42 590	145%	175 856
Transfers and Subsidies - Capital		50 511	35 189	35 189	2 757	6 402	5 865	537	9%	35 189
Interest		9 482	52 049	52 049	897	1 965	8 675	(6 710)	-77%	52 049
Dividends		-	-	-	-	-	-	-		-
Payments										
Suppliers and employees		(613 335)	(941 929)	(941 929)	(102 276)	(192 049)	(156 988)	35 061	-22%	(941 929)
Interest		-	-	-	-	-	-	-		-
Transfers and Subsidies		-	-	-	(185)	(205)	-	205	0%	-
NET CASH FROM/(USED) OPERATING ACTIVITIES		315 789	97 347	97 447	(31 608)	7 280	16 241	8 961	55%	97 447
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE		3 080	-	-	-	-	-	-		-
Decrease (increase) in non-current receivables		-	-	-	-	-	-	-		-
Decrease (increase) in non-current investments		-	-	-	-	-	-	-		-
Payments										
Capital assets		(73 966)	(80 047)	(84 961)	(7 113)	(10 550)	(14 038)	(3 487)	25%	(84 225)
NET CASH FROM/(USED) INVESTING ACTIVITIES		(70 885)	(80 047)	(84 961)	(7 113)	(10 550)	(14 038)	(3 487)	25%	(84 225)
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		-	-	-	-	-	-	-		-
Borrowing long term/refinancing		-	-	-	-	-	-	-		-
Increase (decrease) in consumer deposits		(65)	-	-	(12)	46	-	46	0%	-
Payments										
Repayment of borrowing		-	-	-	-	-	-	-		-
NET CASH FROM/(USED) FINANCING ACTIVITIES		(65)	-	-	(12)	46	-	(46)	0%	-
NET INCREASE/ (DECREASE) IN CASH HELD		244 839	17 300	12 487	(38 732)	(3 224)	2 204			13 222
Cash/cash equivalents at beginning:		316 245	209 837	209 837		198 627	209 837			198 627
Cash/cash equivalents at month/year end:		561 084	227 137	222 324		195 403	212 040			211 849

WC022 Witzenberg - Supporting Table SC1 Material variance explanations - M02 August

Ref	Description	Variance	Reasons for material deviations	Remedial or corrective steps/remarks
	R thousands			
1	Revenue			
	Service charges - Electricity	(10 548)	Lower consumption. Alternative energy installed by large consumers	
	Service charges - Water	(848)	Immaterial Variance	
	Service charges - Waste Water Management	(205)	Attributed to Industrial Effluent recognised	
	Service charges - Waste management	185	Immaterial Variance	
	Sale of Goods and Rendering of Services	74	Immaterial Variance	
	Agency services	(349)	Immaterial Variance	
	Interest	(2)	Immaterial Variance	
	Interest earned from Receivables	83	Immaterial Variance	
	Interest earned from Current and Non Current As	(276)	Immaterial Variance	
	Dividends	-		
	Rent on Land	(5)	Immaterial Variance	
	Rental from Fixed Assets	(288)	Immaterial Variance	
	Licence and permits	-		
	Operational Revenue	-	Incorrect Item used for discount allowed	
2	Non-Exchange Revenue			
	Property rates	(5 525)	Correction on Public Place of worship properties	
	Surcharges and Taxes	108	Immaterial Variance	
	Fines, penalties and forfeits	(1 978)	Current Month revenue recognition not recognised due to report availability; will be recognised as part of the next month	
	Licence and permits	(208)	Immaterial Variance	
	Transfer and subsidies - Operational	38 660	Equitable Share received. YTD budget incorrect	
	Interest	109	Immaterial Variance	
	Fuel Levy	-		
	Operational Revenue	131	Immaterial Variance	
	Gains on disposal of Assets	-		
	Other Gains	-		
	Discontinued Operations	-		
3	Expenditure By Type			
	Employee related costs	(5 205)	Primarily due to the filling of vacancies. Recognition of Leave accrual to be done next month	
	Remuneration of councillors	(193)	Immaterial Variance	
	Bulk purchases - electricity	(371)	Eskom Account billed and paid in the next month	
	Inventory consumed	(2 470)	Mainly driven by Repairs & Maintenance Projects	
	Debt impairment	(12 815)	Provision for Bad Debt is made on an annual basis	
	Depreciation and amortisation	(5 681)	Depreciation run performed on an annual basis	
	Interest	(1 790)	Finance charges related to Landfill Sites recognised on an annual basis.	
	Contracted services	(8 848)	Mainly driven by Repairs & Maintenance Projects as well SCM processes	
	Transfers and subsidies	(615)	Immaterial Variance	
	Irrecoverable debts written off	255	Immaterial Variance	
	Operational costs	(111)	Immaterial Variance	
	Losses on Disposal of Assets	-		
	Other Losses	-		
4	Capital Expenditure			
	Total Capital Expenditure	(904)	Immaterial Variance	
5	Cash Flow			
6	Measureable performance			
7	Municipal Entities			

WC022 Witzenberg - Supporting Table SC2 Monthly Budget Statement - performance indicators - M02 August

Description of financial indicator	Basis of calculation	Ref	2024/25	Budget Year 2025/26			
			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		0,8%	4,4%	4,4%	0,0%	4,4%
Borrowed funding of 'own' capital expenditure	Borrowings/Capital expenditure excl. transfers and grants		9,4%	18,7%	19,2%	10,6%	19,2%
<u>Safety of Capital</u>							
Debt to Equity	Loans, Accounts Payable, Overdraft & Tax Provision/ Funds & Reserves		13,1%	15,4%	15,4%	7,8%	15,4%
Gearing	Long Term Borrowing/ Funds & Reserves		12,3%	206,7%	206,7%	12,3%	206,7%
<u>Liquidity</u>							
Current Ratio	Current assets/current liabilities	1	232,0%	635,0%	633,3%	389,1%	633,3%
Liquidity Ratio	Monetary Assets/Current Liabilities		128,7%	476,2%	472,3%	195,3%	472,3%
<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		14,7%	14,1%	14,1%	77,8%	14,1%
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		29,9%	31,5%	31,5%	19,3%	31,5%
Repairs & Maintenance	R&M/Total Revenue - capital revenue		1,9%	2,6%	2,6%	0,4%	2,6%
Interest & Depreciation	I&D/Total Revenue - capital revenue		5,2%	4,6%	4,6%	0,0%	4,6%
<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						

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M02 August

Description	NT Code	Budget Year 2025/26											
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days	Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts i.t.o Council Policy
R thousands													
Debtors Age Analysis By Income Source													
Trade and Other Receivables from Exchange Transactions - Water	1200	14 962	2 053	15 471	1 722	2 033	1 517	8 560	68 803	115 121	82 635	-	-
Trade and Other Receivables from Exchange Transactions - Electricity	1300	29 224	1 222	615	514	376	383	1 986	11 583	45 905	14 843	-	-
Receivables from Non-exchange Transactions - Property Rates	1400	39 124	1 029	967	858	645	611	7 687	31 028	81 949	40 829	-	-
Receivables from Exchange Transactions - Waste Water Management	1500	9 026	1 418	1 310	1 287	1 254	1 238	5 842	45 451	66 826	55 072	-	-
Receivables from Exchange Transactions - Waste Management	1600	8 281	1 629	1 567	1 340	1 253	1 268	5 617	42 185	63 139	51 662	-	-
Receivables from Exchange Transactions - Property Rental Debtors	1700	163	16	13	13	13	13	65	939	1 235	1 043	-	-
Interest on Arrear Debtor Accounts	1810	1 396	149	812	218	265	309	2 874	74 710	80 734	78 377	-	-
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820	-	-	-	-	-	-	-	-	-	-	-	-
Other	1900	(24 169)	67	42	37	41	68	191	1 738	(21 984)	2 075	-	-
Total By Income Source	2000	78 007	7 583	20 798	5 989	5 880	5 407	32 823	276 438	432 924	326 536	-	-
2024/25 - totals only										-	-		
Debtors Age Analysis By Customer Group													
Organs of State	2200	12 438	1 019	598	376	340	341	1 562	9 019	25 691	11 637	-	-
Commercial	2300	35 842	873	703	470	380	463	4 775	32 015	75 521	38 103	-	-
Households	2400	26 949	5 495	19 284	4 940	4 923	4 418	24 742	223 164	313 914	262 187	-	-
Other	2500	2 778	197	213	203	237	185	1 743	12 241	17 797	14 609	-	-
Total By Customer Group	2600	78 007	7 583	20 798	5 989	5 880	5 407	32 823	276 438	432 924	326 536	-	-

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M02 August

Description		NT Code	Budget Year 2025/26								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	35 444	2 766	-	-	-	-	-	-	38 210	-
Auditor General	0800	1 076	-	-	-	-	-	-	-	1 076	-
Other	0900	-	-	-	-	-	-	-	-	-	-
Medical Aid deductions	0950	-	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	36 520	2 766	-	-	-	-	-	-	39 285	-

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M02 August

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 - M02 August

Description	Ref	2024/25	Budget Year 2025/26							
		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:		150 282	160 619	160 619	2 268	67 538	26 391	41 147	155,9%	160 619
Operational Revenue:General Revenue:Equitable Share		145 706	156 647	156 647	-	65 270	26 108	39 162	150,0%	156 647
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		1 559	2 272	2 272	568	568	-	568		2 272
Local Government Financial Management Grant [Schedule 5B]		1 600	1 700	1 700	1 700	1 700	283	1 417	500,0%	1 700
Municipal Disaster Grant [Schedule 5B]		417	-	-	-	-	-	-		-
Municipal Infrastructure Grant [Schedule 5B]		1 000	-	-	-	-	-	-		-
Provincial Government:		13 208	15 137	15 137	3 684	3 684	2 476	1 208	48,8%	15 137
OPEX PROV LIBRARY		-	11 048	11 048	3 684	3 684	1 841	1 843	100,1%	11 048
OPEX PROV CDW		132	132	132	-	-	-	-		132
OPEX PROV THUSONG		-	150	150	-	-	-	-		150
OPEX PROV MUN ACC AND CAP BUILDING		949	530	530	-	-	88	(88)	-100,0%	530
OPEX PROV RSEP		150	1 000	1 000	-	-	167	(167)	-100,0%	1 000
Specify (Add grant description)		250	-	-	-	-	-	-		-
OPEX PROV HOUSING IHHS DG		4 692	-	-	-	-	-	-		-
Specify (Add grant description)		-	2 147	2 147	-	-	358	(358)	-100,0%	2 147
Specify (Add grant description)		-	130	130	-	-	22	(22)	-100,0%	130
Specify (Add grant description)		7 035	-	-	-	-	-	-		-
District Municipality:		36	-	100	-	-	-	-		100
OPEX DISTRICT SAFETY PLAN		36	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	100	-	-	-	-		100
Other grant providers:		3 809	-	-	677	677	-	677		-
Foreign Government and International Organisations		316	-	-	-	-	-	-		-
Private Enterprises		3 494	-	-	677	677	-	677		-
Total Operating Transfers and Grants	5	167 336	175 756	175 856	6 629	71 899	28 867	43 032	149,1%	175 856
Capital Transfers and Grants										
National Government:		46 290	30 770	30 770	1 800	5 445	-	5 445		30 770
Municipal Infrastructure Grant [Schedule 5B]		24 595	26 770	26 770	-	3 645	-	3 645		26 770
Water Services Infrastructure Grant [Schedule 5B]		15 000	-	-	-	-	-	-		-
Municipal Disaster Relief Grant		3 195	-	-	-	-	-	-		-
Integrated Urban Development Grant		3 500	4 000	4 000	1 800	1 800	-	1 800		4 000
Provincial Government:		5 359	4 104	4 104	957	957	-	957		4 104
CAPEX PROV FIRE		-	1 957	1 957	957	957	-	957		1 957
Specify (Add grant description)		-	2 147	2 147	-	-	-	-		2 147
CAPEX PROV RSEP		0	-	-	-	-	-	-		-
CAPEX PROV MAIN ROADS		5 359	-	-	-	-	-	-		-
District Municipality:		100	185	185	-	-	-	-		185
CAPEX DISTRICT		100	185	185	-	-	-	-		185
Other grant providers:		-	-	-	-	-	-	-		-
Total Capital Transfers and Grants	5	51 749	35 059	35 059	2 757	6 402	-	6 402		35 059

Description	Ref	2024/25	Budget Year 2025/26							
		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	219 085	210 815	210 915	9 386	78 301	28 867	49 434	171,2%	210 915

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M02 August

Description	Ref	2024/25	Budget Year 2025/26							
		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:		(141 672)	(160 486)	(160 486)	865	(64 254)	(26 743)	(37 510)	140,3%	(160 486)
Operational Revenue:General Revenue:Equitable Share		(145 706)	(156 647)	(156 647)	–	(65 270)	(26 108)	(39 162)	150,0%	(156 647)
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		1 361	(2 272)	(2 272)	228	352	(374)	726	-194,0%	(2 272)
Local Government Financial Management Grant [Schedule 5B]		1 600	(1 567)	(1 567)	637	664	(261)	925	-354,4%	(1 567)
Municipal Disaster Grant [Schedule 5B]		76	–	–	–	–	–	–	–	–
Municipal Infrastructure Grant [Schedule 5B]		996	–	–	–	–	–	–	–	–
Provincial Government:		13 976	(19 270)	(19 270)	–	–	(518)	518	-100,0%	(19 270)
OPEX PROV LIBRARY		–	(11 048)	(11 048)	–	–	(3)	3	-100,0%	(11 048)
OPEX PROV CDW		64	(4 395)	(4 395)	–	–	(44)	44	-100,0%	(4 395)
OPEX PROV THUSONG		–	(130)	(130)	–	–	(22)	22	-100,0%	(130)
OPEX PROV THUSONG		–	(20)	(20)	–	–	(3)	3	-100,0%	(20)
OPEX PROV MUN ACC AND CAP BUILDING		732	(530)	(530)	–	–	(88)	88	-100,0%	(530)
OPEX PROV RSEP		–	(870)	(870)	–	–	–	–	–	(870)
Specify (Add grant description)		100	(130)	(130)	–	–	–	–	–	(130)
OPEX PROV HOUSING IHHSDG		4 988	–	–	–	–	–	–	–	–
Specify (Add grant description)		–	(2 147)	(2 147)	–	–	(358)	358	-100,0%	(2 147)
Specify (Add grant description)		8 091	–	–	–	–	–	–	–	–
District Municipality:		35	–	(100)	–	–	–	–	–	(100)
OPEX DISTRICT SAFETY PLAN		35	–	–	–	–	–	–	–	–
Specify (Add grant description)		–	–	(100)	–	–	–	–	–	(100)
Other grant providers:		26	(4 007)	(4 007)	–	–	(377)	377	-100,0%	(4 007)
Foreign Government and International Organisations		–	(1 006)	(1 006)	–	–	(118)	118	-100,0%	(1 006)
Private Enterprises		26	(3 001)	(3 001)	–	–	(259)	259	-100,0%	(3 001)
Total operating expenditure of Transfers and Grants:		(127 636)	(183 763)	(183 863)	865	(64 254)	(27 638)	(36 616)	132,5%	(183 863)
National Government:		45 645	(26 770)	(26 770)	120	120	–	120		(26 770)
Municipal Infrastructure Grant [Schedule 5B]		24 595	(26 770)	(26 770)	120	120	–	120		(26 770)
Water Services Infrastructure Grant [Schedule 5B]		14 999	–	–	–	–	–	–		–
Municipal Disaster Relief Grant		3 188	–	–	–	–	–	–		–
Provincial Government:		–	(1 827)	(1 827)	–	–	–	–		(1 827)
CAPEX PROV FIRE		–	(1 827)	(1 827)	–	–	–	–		(1 827)
District Municipality:		433	(185)	(185)	–	–	–	–		(185)
CAPEX DISTRICT		433	(185)	(185)	–	–	–	–		(185)
Other grant providers:		–	(1 939)	(1 939)	–	–	–	–		(1 939)
Private Enterprises		–	(1 939)	(1 939)	–	–	–	–		(1 939)
Total capital expenditure of Transfers and Grants		46 078	(30 721)	(30 721)	120	120	–	120		(30 721)
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		(81 558)	(214 483)	(214 583)	985	(64 134)	(27 638)	(36 496)	132,0%	(214 583)

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M02 August

Summary of Employee and Councillor remuneration	Ref	2024/25	Budget Year 2025/26							
		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		9 415	10 442	10 442	772	1 545	1 740	(195)	-11%	10 442
Pension and UIF Contributions		1 367	1 493	1 493	117	233	249	(16)	-6%	1 493
Medical Aid Contributions		-	90	90	-	-	15	(15)	-100%	90
Motor Vehicle Allowance		541	-	-	34	68	-	68		-
Cellphone Allowance		993	1 203	1 203	83	166	201	(35)	-17%	1 203
Sub Total - Councillors		12 315	13 228	13 228	1 006	2 012	2 205	(193)	-9%	13 228
% increase	4		7,4%	7,4%						7,4%
Senior Managers of the Municipality	3									
Basic Salaries and Wages		8 392	5 525	5 525	513	1 026	921	105	11%	5 525
Pension and UIF Contributions		463	508	508	66	133	85	48	57%	508
Medical Aid Contributions		-	12	12	-	-	2	(2)	-100%	12
Performance Bonus		1 066	1 119	1 119	-	-	187	(187)	-100%	1 119
Motor Vehicle Allowance		1 075	1 401	1 401	86	172	234	(62)	-26%	1 401
Cellphone Allowance		327	399	399	31	62	66	(5)	-7%	399
Housing Allowances		-	72	72	-	-	12	(12)	-100%	72
Other benefits and allowances		1	77	77	-	-	13	(13)	-100%	77
Sub Total - Senior Managers of Municipality		11 324	9 112	9 112	696	1 393	1 519	(126)	-8%	9 112
% increase	4		-19,5%	-19,5%						-19,5%
Other Municipal Staff										
Basic Salaries and Wages		154 471	171 223	171 245	13 373	27 433	28 340	(907)	-3%	171 245
Pension and UIF Contributions		24 741	30 291	30 295	2 221	4 451	5 047	(596)	-12%	30 295
Medical Aid Contributions		10 511	11 073	11 073	918	1 834	1 846	(12)	-1%	11 073
Overtime		25 436	35 044	35 044	1 981	4 367	5 841	(1 474)	-25%	35 044
Performance Bonus		11 505	15 674	15 674	904	1 827	2 612	(786)	-30%	15 674
Motor Vehicle Allowance		7 716	8 903	8 903	660	1 324	1 484	(160)	-11%	8 903
Cellphone Allowance		795	1 121	1 121	75	152	187	(35)	-19%	1 121
Housing Allowances		1 718	1 329	1 329	101	198	221	(23)	-11%	1 329
Other benefits and allowances		7 322	8 647	8 647	651	1 323	1 441	(118)	-8%	8 647
Payments in lieu of leave		3 773	4 719	4 719	-	-	787	(787)	-100%	4 719
Long service awards		1 078	-	-	-	-	-	-		-
Post-retirement benefit obligations		9 464	12 224	12 224	928	1 856	2 037	(181)	-9%	12 224
Sub Total - Other Municipal Staff		258 531	300 248	300 274	21 811	44 764	49 843	(5 079)	-10%	300 274
% increase	4		16,1%	16,1%						16,1%
Total Parent Municipality		282 170	322 589	322 615	23 514	48 168	53 566	(5 399)	-10%	322 615
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										
Other Staff of Entities										
Sub Total - Other Staff of Entities	4	-	-	-	-	-	-	-		-
% increase										
Total Municipal Entities										
TOTAL SALARY, ALLOWANCES & BENEFITS		282 170	322 589	322 615	23 514	48 168	53 566	(5 399)	-10%	322 615
% increase	4		14,3%	14,3%						14,3%
TOTAL MANAGERS AND STAFF		269 855	309 360	309 386	22 508	46 156	51 362	(5 205)	-10%	309 386

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - M02 August

Description	Ref	Budget Year 2025/26												2025/26 Medium Term Revenue & Expenditure Framework		
		July Outcome	August Outcome	September Budget	October Budget	November Budget	December Budget	January Budget	February Budget	March Budget	April Budget	May Budget	June Budget	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousands	1															
Cash Receipts By Source																
Property rates		186	102	9 523	9 523	9 523	9 523	9 523	9 523	9 523	9 523	9 523	28 282	114 277	123 586	133 651
Service charges - Electricity revenue		60 999	66 059	41 578	41 578	41 578	41 578	41 578	41 578	41 578	41 578	41 578	(2 324)	498 938	555 293	618 014
Service charges - Water revenue		96	100	1 878	1 878	1 878	1 878	1 878	1 878	1 878	1 878	1 878	5 438	22 539	28 880	32 307
Service charges - Waste Water Management		93	88	11 622	3 834	3 834	11 622	3 834	3 834	11 622	3 834	3 834	19 110	77 164	48 230	50 552
Service charges - Waste Mangement		107	106	2 086	2 086	2 086	2 086	2 086	2 086	2 086	2 086	2 086	6 044	25 030	26 217	27 460
Rental of facilities and equipment		466	272	0	0	0	0	0	0	0	0	0	(737)	6	6	6
Interest earned - external investments		1 068	897	1 964	1 964	1 964	1 964	1 964	1 964	1 964	1 964	1 964	3 927	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	7 121	28 482	29 906	31 402
Fines, penalties and forfeits		0	0	332	332	332	332	332	332	332	332	332	996	3 984	4 183	4 392
Licences and permits		173	46	224	224	224	224	224	224	224	224	224	452	2 685	2 820	2 961
Agency services		286	178	400	400	400	400	400	400	400	400	400	736	4 799	5 039	5 291
Transfers and Subsidies - Operational		65 270	6 631	14 504	14 433	14 433	14 504	14 433	14 433	14 504	14 433	14 433	(26 158)	175 856	179 869	188 582
Other revenue		670	523	478	478	478	478	478	478	478	478	478	8 240	13 730	6 017	6 317
Cash Receipts by Source		129 413	75 004	86 962	79 104	79 104	86 962	79 104	79 104	86 962	79 104	79 104	51 126	991 056	1 034 792	1 101 585
Other Cash Flows by Source																
Transfers and subsidies - capital (monetary allocations) (National / Short term loans		3 645	2 757	819	-	-	1 298	-	-	819	-	-	25 851	35 189	40 470	38 599
		-	-	-	-	-	(3 184)	-	-	-	-	-	(3 184)	(6 369)	(6 369)	(6 369)
Total Cash Receipts by Source		133 058	77 762	87 782	79 104	79 104	85 076	79 104	79 104	87 782	79 104	79 104	73 792	1 019 877	1 068 893	1 133 816
Cash Payments by Type																
Employee related costs		10 502	4 484	30 797	30 797	30 797	30 797	30 797	30 797	30 797	30 797	30 797	77 404	369 560	389 018	416 403
Bulk purchases - Electricity		54 838	55 221	38 414	38 414	38 414	38 414	38 414	38 414	38 414	38 414	38 414	5 184	460 969	513 171	571 286
Acquisitions - water & other inventory		994	282	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000	4 723	24 000	25 200	26 460
Contracted services		6 425	3 654	7 283	7 283	7 283	7 283	7 283	7 283	7 283	7 283	7 283	11 771	87 400	86 006	89 318
Cash Payments by Type		72 759	63 641	78 494	78 494	78 494	78 494	78 494	78 494	78 494	78 494	78 494	99 082	941 929	1 013 395	1 103 466
Other Cash Flows/Payments by Type																
Total Cash Payments by Type		72 759	63 641	78 494	78 494	78 494	78 494	78 494	78 494	78 494	78 494	78 494	99 082	941 929	1 013 395	1 103 466
NET INCREASE/(DECREASE) IN CASH HELD		60 298	14 121	9 288	610	610	6 582	610	610	9 288	610	610	(25 290)	77 948	55 498	30 349
Cash/cash equivalents at the month/year beginning:		-	60 298	74 419	83 707	84 317	84 927	91 509	92 119	92 730	102 017	102 628	103 238	-	77 948	133 446
Cash/cash equivalents at the month/year end:		60 298	74 419	83 707	84 317	84 927	91 509	92 119	92 730	102 017	102 628	103 238	77 948	77 948	133 446	163 795

WC022 Witzenberg - NOT REQUIRED - municipality does not have entities or this is the parent municipality's budget - M02 August

Description	Ref	2024/25	Budget Year 2025/26							
		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 - M02 August

[illegible]

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M02 August

Month	2024/25	Budget Year 2025/26							
	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	742	477	1 028	552	552	1 028	475	46,3%	1%
August	346	477	2 028	1 599	2 151	3 055	904	29,6%	3%
September	5 004	13 040	9 897	–	2 151	12 953	10 802	83,4%	3%
October	5 140	477	1 028	–	2 151	13 981	11 829	84,6%	3%
November	7 521	477	1 028	–	2 151	15 008	12 857	85,7%	3%
December	2 984	13 270	18 250	–	2 151	33 258	31 106	93,5%	3%
January	1 853	477	1 028	–	2 151	34 285	32 134	93,7%	3%
February	6 926	477	1 028	–	2 151	35 313	33 162	93,9%	3%
March	5 388	13 040	9 726	–	2 151	45 039	42 888	95,2%	3%
April	5 393	477	1 028	–	2 151	46 067	43 916	95,3%	3%
May	14 248	477	1 028	–	2 151	47 095	44 944	95,4%	3%
June	27 329	36 878	37 866	–	2 151	84 961	82 809	97,5%	3%
Total Capital expenditure	82 874	80 047	84 961	2 151					

WC022 Witzenberg - Supporting Table SC13a Monthly Budget Statement - capital expenditure on new assets by asset class - M02 August

Description	Ref	2024/25	Budget Year 2025/26							
		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 new assets by Asset Class/Sub-class										
Infrastructure		30 002	11 863	13 048	1 013	1 013	1 160	(147)	-12,7%	13 048
Roads Infrastructure		-	4 750	4 750	45	45	8	36	435,8%	4 750
Road Structures		-	4 750	4 750	45	45	8	36	435,8%	4 750
Storm water Infrastructure		-	-	-	-	-	-	-	-	-
Electrical Infrastructure		-	-	-	-	-	-	-	-	-
Water Supply Infrastructure		23 834	6 613	7 098	968	968	451	516	114,4%	7 098
Boreholes		223	-	-	-	-	-	-	-	-
Reservoirs		-	5 189	5 189	-	-	-	-	-	5 189
Bulk Mains		23 610	1 424	1 909	968	968	451	516	114,4%	1 909
Sanitation Infrastructure		162	500	1 200	-	-	700	(700)	-100,0%	1 200
Reticulation		-	-	700	-	-	700	(700)	-100,0%	700
Toilet Facilities		162	500	500	-	-	-	-	-	500
Solid Waste Infrastructure		6 007	-	-	-	-	-	-	-	-
Waste Drop-off Points		277	-	-	-	-	-	-	-	-
Waste Separation Facilities		5 729	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-
Community Assets		680	12 250	12 354	-	-	84	(84)	-100,0%	12 354
Community Facilities		680	12 050	12 154	-	-	51	(51)	-100,0%	12 154
Libraries		680	11 665	11 665	-	-	-	-	-	11 665
Parks		-	200	304	-	-	51	(51)	-100,0%	304
Markets		-	185	185	-	-	-	-	-	185
Sport and Recreation Facilities		-	200	200	-	-	33	(33)	-100,0%	200
Outdoor Facilities		-	200	200	-	-	33	(33)	-100,0%	200
Heritage assets		-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-
Other assets		-	-	-	-	-	-	-	-	-
Operational Buildings		-	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Intangible Assets		248	-	-	-	-	-	-	-	-
Licences and Rights		248	-	-	-	-	-	-	-	-
Computer Software and Applications		248	-	-	-	-	-	-	-	-
Computer Equipment		675	330	390	-	-	65	(65)	-100,0%	390
Computer Equipment		675	330	390	-	-	65	(65)	-100,0%	390
Furniture and Office Equipment		575	1 064	1 096	3	3	58	(54)	-94,4%	1 096
Furniture and Office Equipment		575	1 064	1 096	3	3	58	(54)	-94,4%	1 096
Machinery and Equipment		1 270	3 230	3 230	43	43	115	(72)	-62,6%	3 230
Machinery and Equipment		1 270	3 230	3 230	43	43	115	(72)	-62,6%	3 230
Transport Assets		6 337	1 600	3 561	-	552	543	9	1,6%	3 561
Transport Assets		6 337	1 600	3 561	-	552	543	9	1,6%	3 561
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Living resources		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Total Capital Expenditure on new assets	1	39 787	30 336	33 677	1 059	1 611	2 025	414	20,4%	33 677

WC022 Witzenberg - Supporting Table SC13b Monthly Budget Statement - capital expenditure on renewal of existing assets by asset class - M02 August										
Description	Ref	2024/25	Budget Year 2025/26							
		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 renewal of existing assets by Asset Class/Sub-class</u>										
<u>Infrastructure</u>		18 324	9 300	9 300	312	312	333	(21)	-6,4%	9 300
Roads Infrastructure		10 928	6 000	6 000	-	-	-	-	-	6 000
Roads		10 928	6 000	6 000	-	-	-	-	-	6 000
Storm water Infrastructure		2 772	-	-	-	-	-	-	-	-
Storm water Conveyance		2 772	-	-	-	-	-	-	-	-
Electrical Infrastructure		499	1 000	1 000	-	-	-	-	-	1 000
MV Networks		499	1 000	1 000	-	-	-	-	-	1 000
Water Supply Infrastructure		2 223	1 000	1 000	312	312	167	145	87,2%	1 000
Distribution		2 223	1 000	1 000	312	312	167	145	87,2%	1 000
Sanitation Infrastructure		1 902	1 300	1 300	-	-	167	(167)	-100,0%	1 300
Reticulation		328	1 100	1 100	-	-	167	(167)	-100,0%	1 100
Waste Water Treatment Works		1 574	200	200	-	-	-	-	-	200
Solid Waste Infrastructure		-	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-
<u>Community Assets</u>		149	-	-	-	-	-	-	-	-
Community Facilities		-	-	-	-	-	-	-	-	-
Sport and Recreation Facilities		149	-	-	-	-	-	-	-	-
Outdoor Facilities		149	-	-	-	-	-	-	-	-
<u>Heritage assets</u>		-	-	-	-	-	-	-	-	-
<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	18 473	9 300	9 300	312	312	333	21	6,4%	9 300

WC022 Witzenberg - Supporting Table SC13c Monthly Budget Statement - expenditure on repairs and maintenance by asset class - M02 August

Description	Ref	2024/25	Budget Year 2025/26							
		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		12 035	17 361	16 608	342	472	2 768	(2 296)	-82,9%	16 608
Roads Infrastructure		4 562	7 181	6 628	148	269	1 105	(835)	-75,6%	6 628
Roads		3 302	5 974	5 422	147	254	904	(650)	-71,9%	5 422
Road Furniture		1 260	1 207	1 207	0	16	201	(185)	-92,2%	1 207
Storm water Infrastructure		47	204	204	-	-	34	(34)	-100,0%	204
Storm water Conveyance		47	204	204	-	-	34	(34)	-100,0%	204
Electrical Infrastructure		792	2 390	2 390	7	7	398	(392)	-98,3%	2 390
MV Substations		117	1 045	1 045	7	7	174	(167)	-96,1%	1 045
MV Networks		142	747	747	-	-	124	(124)	-100,0%	747
LV Networks		533	598	598	-	-	100	(100)	-100,0%	598
Water Supply Infrastructure		3 588	2 856	2 656	55	55	443	(388)	-87,6%	2 656
Dams and Weirs		458	1 832	1 832	55	55	305	(251)	-82,0%	1 832
Boreholes		133	313	313	-	-	52	(52)	-100,0%	313
Pump Stations		58	62	62	-	-	10	(10)	-100,0%	62
Water Treatment Works		118	124	124	-	-	21	(21)	-100,0%	124
Bulk Mains		299	105	105	-	-	18	(18)	-100,0%	105
Distribution		2 522	420	220	-	-	37	(37)	-100,0%	220
Sanitation Infrastructure		3 047	4 730	4 730	133	141	788	(647)	-82,1%	4 730
Reticulation		1 592	2 592	2 592	82	82	432	(351)	-81,1%	2 592
Waste Water Treatment Works		1 342	2 004	2 004	41	43	334	(291)	-87,2%	2 004
Toilet Facilities		113	134	134	10	17	22	(6)	-24,7%	134
Solid Waste Infrastructure		-	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-
Community Assets		886	2 027	2 027	35	42	171	(129)	-75,5%	2 027
Community Facilities		725	1 715	1 715	5	6	119	(113)	-94,6%	1 715
Halls		341	1 250	1 250	4	6	42	(36)	-85,9%	1 250
Crèches		105	158	158	-	-	26	(26)	-100,0%	158
Libraries		32	33	33	-	-	5	(5)	-100,0%	33
Cemeteries/Crematoria		119	132	132	-	-	22	(22)	-100,0%	132
Public Ablution Facilities		(2)	1	1	-	-	0	(0)	-100,0%	1
Markets		131	141	141	1	1	24	(23)	-97,7%	141
Sport and Recreation Facilities		160	312	312	31	36	52	(16)	-31,7%	312
Indoor Facilities		77	83	83	33	38	14	24	174,6%	83
Outdoor Facilities		83	229	229	(2)	(2)	38	(41)	-106,5%	229
Heritage assets		-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-
Other assets		657	832	932	27	94	155	(61)	-39,3%	932
Operational Buildings		344	557	657	12	77	110	(32)	-29,6%	657
Municipal Offices		344	557	657	12	77	110	(32)	-29,6%	657
Housing		313	275	275	15	17	46	(29)	-62,6%	275
Social Housing		313	275	275	15	17	46	(29)	-62,6%	275
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-
Computer Equipment		146	176	176	2	4	29	(26)	-88,0%	176
Computer Equipment		146	176	176	2	4	29	(26)	-88,0%	176
Furniture and Office Equipment		5	24	24	-	-	4	(4)	-100,0%	24
Furniture and Office Equipment		5	24	24	-	-	4	(4)	-100,0%	24
Machinery and Equipment		81	330	330	-	2	55	(53)	-96,4%	330
Machinery and Equipment		81	330	330	-	2	55	(53)	-96,4%	330
Transport Assets		3 290	5 028	5 209	366	400	868	(468)	-54,0%	5 209
Transport Assets		3 290	5 028	5 209	366	400	868	(468)	-54,0%	5 209
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Living resources		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Total Repairs and Maintenance Expenditure	1	17 099	25 778	25 306	773	1 013	4 051	3 038	75,0%	25 306

WC022 Witzenberg - Supporting Table SC13d Monthly Budget Statement - depreciation by asset class - M02 August

Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands	1									
Depreciation by Asset Class/Sub-class										
Infrastructure		24 988	22 416	22 416	-	-	3 736	(3 736)	-100,0%	22 416
Roads Infrastructure		7 021	586	586	-	-	98	(98)	-100,0%	586
Roads		7 021	586	586	-	-	98	(98)	-100,0%	586
Storm water Infrastructure		2 546	532	532	-	-	89	(89)	-100,0%	532
Drainage Collection		2 546	532	532	-	-	89	(89)	-100,0%	532
Electrical Infrastructure		3 956	996	996	-	-	166	(166)	-100,0%	996
MV Networks		3 552	498	498	-	-	83	(83)	-100,0%	498
LV Networks		404	498	498	-	-	83	(83)	-100,0%	498
Water Supply Infrastructure		6 256	1 582	1 582	-	-	264	(264)	-100,0%	1 582
Boreholes		68	-	-	-	-	-	-	-	-
Reservoirs		977	427	427	-	-	71	(71)	-100,0%	427
Pump Stations		485	-	-	-	-	-	-	-	-
Distribution		4 726	1 155	1 155	-	-	193	(193)	-100,0%	1 155
Sanitation Infrastructure		4 487	2 625	2 625	-	-	438	(438)	-100,0%	2 625
Pump Station		29	105	105	-	-	18	(18)	-100,0%	105
Reticulation		136	1 260	1 260	-	-	210	(210)	-100,0%	1 260
Waste Water Treatment Works		4 323	1 260	1 260	-	-	210	(210)	-100,0%	1 260
Solid Waste Infrastructure		528	16 094	16 094	-	-	2 682	(2 682)	-100,0%	16 094
Landfill Sites		352	15 750	15 750	-	-	2 625	(2 625)	-100,0%	15 750
Waste Drop-off Points		177	344	344	-	-	57	(57)	-100,0%	344
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		193	-	-	-	-	-	-	-	-
Data Centres		143	-	-	-	-	-	-	-	-
Capital Spares		50	-	-	-	-	-	-	-	-
Community Assets		4 502	1 937	1 937	-	-	323	(323)	-100,0%	1 937
Community Facilities		2 490	417	417	-	-	70	(70)	-100,0%	417
Centres		287	-	-	-	-	-	-	-	-
Fire/Ambulance Stations		12	-	-	-	-	-	-	-	-
Libraries		199	404	404	-	-	67	(67)	-100,0%	404
Cemeteries/Crematoria		5	13	13	-	-	2	(2)	-100,0%	13
Public Open Space		7	-	-	-	-	-	-	-	-
Public Ablution Facilities		1 895	-	-	-	-	-	-	-	-
Markets		83	-	-	-	-	-	-	-	-
Airports		1	-	-	-	-	-	-	-	-
Sport and Recreation Facilities		2 012	1 520	1 520	-	-	253	(253)	-100,0%	1 520
Outdoor Facilities		2 012	1 520	1 520	-	-	253	(253)	-100,0%	1 520
Heritage assets		-	-	-	-	-	-	-	-	-
Investment properties		410	195	195	-	-	32	(32)	-100,0%	195
Revenue Generating		-	-	-	-	-	-	-	-	-
Non-revenue Generating		410	195	195	-	-	32	(32)	-100,0%	195
Improved Property		410	195	195	-	-	32	(32)	-100,0%	195
Other assets		3 008	-	-	-	-	-	-	-	-
Operational Buildings		3 008	-	-	-	-	-	-	-	-
Municipal Offices		2 963	-	-	-	-	-	-	-	-
Workshops		45	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Intangible Assets		-	90	90	-	-	15	(15)	-100,0%	90
Licences and Rights		-	90	90	-	-	15	(15)	-100,0%	90
Computer Software and Applications		-	90	90	-	-	15	(15)	-100,0%	90
Computer Equipment		783	2 428	2 428	-	-	405	(405)	-100,0%	2 428
Computer Equipment		783	2 428	2 428	-	-	405	(405)	-100,0%	2 428
Furniture and Office Equipment		937	602	602	0	0	100	(100)	-99,7%	602
Furniture and Office Equipment		937	602	602	0	0	100	(100)	-99,7%	602
Machinery and Equipment		2 432	1 397	1 397	-	-	233	(233)	-100,0%	1 397
Machinery and Equipment		2 432	1 397	1 397	-	-	233	(233)	-100,0%	1 397
Transport Assets		2 366	5 025	5 025	-	-	838	(838)	-100,0%	5 025
Transport Assets		2 366	5 025	5 025	-	-	838	(838)	-100,0%	5 025
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Living resources		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Total Depreciation	1	39 426	34 090	34 090	0	0	5 682	5 681	100,0%	34 090

WC022 Witzenberg - Supporting Table SC13e Monthly Budget Statement - capital expenditure on upgrading of existing assets by asset class - M02 August

Description	Ref	2024/25	Budget Year 2025/26							
		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		23 878	33 787	34 905	228	228	597	(369)	-61,8%	34 905
Roads Infrastructure		433	5 000	5 000	-	-	-	-		5 000
Roads		-	5 000	5 000	-	-	-	-		5 000
Road Structures		433	-	-	-	-	-	-		-
Storm water Infrastructure		-	-	-	-	-	-	-		-
Electrical Infrastructure		10 037	23 318	24 621	228	228	-	228		24 621
HV Substations		5 421	15 000	16 303	228	228	-	228		16 303
MV Substations		805	1 630	1 630	-	-	-	-		1 630
MV Networks		639	2 500	2 500	-	-	-	-		2 500
LV Networks		3 172	4 188	4 188	-	-	-	-		4 188
Water Supply Infrastructure		365	5 269	5 084	-	-	597	(597)	-100,0%	5 084
Water Treatment Works		-	500	500	-	-	83	(83)	-100,0%	500
Distribution		365	4 769	4 584	-	-	514	(514)	-100,0%	4 584
Sanitation Infrastructure		13 042	200	200	-	-	-	-		200
Waste Water Treatment Works		13 042	200	200	-	-	-	-		200
Solid Waste Infrastructure		-	-	-	-	-	-	-		-
Rail Infrastructure		-	-	-	-	-	-	-		-
Coastal Infrastructure		-	-	-	-	-	-	-		-
Information and Communication Infrastructure		-	-	-	-	-	-	-		-
Community Assets		216	5 934	6 217	-	-	-	-		6 217
Community Facilities		-	100	100	-	-	-	-		100
Cemeteries/Crematoria		-	100	100	-	-	-	-		100
Sport and Recreation Facilities		216	5 834	6 117	-	-	-	-		6 117
Outdoor Facilities		216	5 834	6 117	-	-	-	-		6 117
Heritage assets		-	-	-	-	-	-	-		-
Investment properties		-	-	-	-	-	-	-		-
Revenue Generating		-	-	-	-	-	-	-		-
Non-revenue Generating		-	-	-	-	-	-	-		-
Other assets		519	600	771	-	-	100	(100)	-100,0%	771
Operational Buildings		519	600	771	-	-	100	(100)	-100,0%	771
Municipal Offices		237	300	471	-	-	50	(50)	-100,0%	471
Workshops		282	300	300	-	-	50	(50)	-100,0%	300
Housing		-	-	-	-	-	-	-		-
Biological or Cultivated Assets		-	-	-	-	-	-	-		-
Intangible Assets		-	-	-	-	-	-	-		-
Licences and Rights		-	-	-	-	-	-	-		-
Computer Equipment		-	-	-	-	-	-	-		-
Furniture and Office Equipment		-	-	-	-	-	-	-		-
Machinery and Equipment		-	90	90	-	-	-	-		90
Machinery and Equipment		-	90	90	-	-	-	-		90
Transport Assets		-	-	-	-	-	-	-		-
Land		-	-	-	-	-	-	-		-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-		-
Living resources		-	-	-	-	-	-	-		-
Mature		-	-	-	-	-	-	-		-
Immature		-	-	-	-	-	-	-		-
Total Capital Expenditure on upgrading of existing assets	1	24 614	40 411	41 983	228	228	697	469	67,3%	41 983

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
08/2/22/15	Cleaning Services At Traffic Department Witzenberg Municipality Ceres	01-Sep-2025

The following competitive bids are currently in the advertisement stage:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/22/100	Supply And Delivery Of Liquid Chlorine Gas	12-Sep-2025
08/2/23/03	Supply And Delivery Of Various Cleaning Materials And Equipment	02-Sep-2025
08/2/23/17	Sale Of A Portion (± 1144m ²) Of Erf 496, Wolseley	02-Sep-2025
08/2/22/103	Appointment Of A Service Provider To Render Tourism Functions And Implement Destination Marketing Services On Behalf Of The Municipality	18-Sep-2025
08/2/23/05	Clearing Of Overgrown Erven In The Witzenberg Municipal Area	18-Sep-2025
08/2/23/18	Energy Efficient Interventions In Witzenberg Municipal Area Phase 2	18-Sep-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 evalueringsfase:

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 BEC: 07-May-2025 29-May-2025 referred back	C Mackenzie
08/2/22/02	Maintenance of Water Meters in The Witzenberg Area, Construction of Meter Boxes (New and Repair Vandalised)	27-Mar-2025	05-May-2025 BEC: 05-Sep-2025	N Jacobs
08/2/22/09	Supply, Upgrade And Replacement Of Sewer Networks In The Witzenberg Area	27-Mar-2025	18-Aug-2025 BEC: 05-Sep-2025	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	14-Jul-2025	E Lintnaar
08/2/22/55	Construction of Community Library, N'duli, Ceres	14-Mar-2025	15-Apr-2025 BEC 23-May-2025 29-May-2025 18-Jul-2025 referred back 08-Aug-2025 BAC 11-Aug-2025 TR: 19 Aug 2025 BEC: 05-Sep-2025	J Stuurman
08/2/22/39	Supply and delivery of new sewer pumps for Witzenberg Municipality	10-Apr-2025	05-May-2025 BEC 19-Jun-2005; 20-Jun-2025 referred back TR:12-Aug-2025	N Jacobs

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
			BEC: 05-Sep-2025	
08/2/22/44	Professional Services for Witzenberg Municipality	16-May-2025	12&13-Aug-2025	E Lintnaar
08/2/22/36	Supply And Installation Of Security Fencing At Various Municipal Sites Within Witzenberg Area For A Period Of 12 Months.	30-May-2025	18-Aug-2025	N Jacobs
08/2/22/48	Supply And Delivery of Protective Clothing	04-Jul-2025	31-Jul-2025	W Davids
08/2/22/95	Hiring Of Trucks, Plant And Equipment For The Witzenberg Municipal Area	18-Jul-2025	11-Aug-2025	P Claasen
08/2/22/102	Supply And Delivery Of Road Signs And Accessories	18-Jul-2025	03-Sep-2025	E Lintnaar
08/2/22/81	Supply, Delivery And Offloading Of Disposable Bags For Refuse Removal	01-Jul-2025	22-Jul-2025	P Claasen

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
08/2/22/82	Supply And Delivery Of 770 Litre Wheelie Bins	03-Jun-2025	01-Aug-2025	P Claasen
08/2/23/08	Supply, Delivery And Installation Of Vinyl Flooring At Witzenberg Municipal Offices	25-Jul-2025	28-Aug-2025	C Stevens
08/2/22/97	Supply And Delivery Of New Furniture And Electrical Appliances For Chalets At Pine Forest Resort	12-Jun-2025	19-Jun-2025	R Afrika
08/2/23/09	SUPPLY AND DELIVERY OF FIREFIGHTING EQUIPMENT	11-Aug-2025	15-Aug-2025	A Lamprecht-Vertue
08/2/23/10	Supply And Delivery Of Firefighting Foam	11-Aug-2025	15-Aug-2025	A Lamprecht-Vertue
08/2/23/11	Supply And Delivery Of Line Marking Paint For Turf Sport Fields	29-Aug-2025	Awaiting	H Truter

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

3.2.1.4 Bids awarded

The following bids were awarded by the Bid Adjudication Committee during the month of August 2025:

3.2.1.4 Tenders toegeken

Die volgende tenders was toegeken deur die Tender Toekenningskomitee gedurende Augustus 2025:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Estimated Value (incl. VAT)
None					

The following bids were awarded by the Accounting Officer during the month of August 2025:

Die volgende tenders was toegeken deur die Rekenpligtige Beampte gedurende Augustus 2025:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Estimated Value (incl. VAT)
08/2/22/17	29/08/2025	Nedbank Limited	Invitation for Long Term Borrowings	Bidder scored the highest points	R 31 174 817.00

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

The following bids were cancelled during August 2025:

3.2.1.5 Paragraaf 13 (1): Kansellasië en her-uitnodiging van tenders

Die volgende tenders was gekanselleer gedurende Augustus 2025:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/22/71	11-Aug-2025	Cash In Transit	No Acceptable bids received
08/2/22/72	07-Aug-2025	Pruning Of Trees In Witzenberg Municipality	No Acceptable bids received
08/2/23/04	28-Aug-2025	Supply And Delivery Of One Double Axle Transporter Trailer	No Acceptable bids received

3.2.1.6 Paragraph 19 (1) I and 19 (2): Written price quotations

The following written price quotations were approved during the month of August 2025:

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
188765	01/08/2025	Arina Wilson Language and Advertising Services	Render Translation Services from Eng-Afrikaans and Eng-Xhosa	Lowest responsive quotation	R 18 000.00 (Incl. VAT)	Chief Financial Officer
188772	01/08/2025	Sondlo and Knopp Advertising	Publish Notices: Various Vacancies	Lowest responsive quotation	R 20 393.85 (Incl. VAT)	Chief Financial Officer
188978	14/08/2025	Office Tech	Office Furniture	Lowest responsive quotation	R 15 180.00 (Incl. VAT)	Chief Financial Officer
188992	15/08/2025	A.M.A Transport	Transport Services: Ceres to Wellington for a week	Only responsive quotation	R 9 000.00 (Incl. VAT)	Chief Financial Officer
189001	18/08/2025	Sarel Bester Engineers CC	Professional Engineering Services	Only responsive quotation	R 10 580.00 (Incl. VAT)	Chief Financial Officer
189063	20/08/2025	Ezolimo Training & Supply	Training Services: First Aid Level 1 Training	Only responsive quotation	R 7 994.80 (Incl. VAT)	Chief Financial Officer
189087	21/08/2025	Eric Taxi Transport Services	Transport Services: Ceres to Wellington for a week	Only responsive quotation	R 5 000.00 (Incl. VAT)	Chief Financial Officer
189088	21/08/2025	Breeriver Training Development	Training Services: Digger loader Refresher Training	Only responsive quotation	R 7 452.00 (Incl. VAT)	Chief Financial Officer
189089	21/08/2025	NOSA (Pty) Ltd	Training Services: Samtrac Public Training	Only responsive quotation	R 23 414.00 (Incl. VAT)	Chief Financial Officer
189090	21/08/2025	Ezolimo Training & Supply	Training Services: Health & Safety Training for Managers	Lowest responsive quotation	R 29 873.55 (Incl. VAT)	Chief Financial Officer
189095	22/08/2025	Proband Africa	Supply and Delivery of Embroidery Caps	Lowest responsive quotation	R 4 262.42 (Incl. VAT)	Chief Financial Officer
189096	22/08/2025	Brandability	Supply and Delivery of Medals	Lowest responsive quotation	R 7 988.82 (Incl. VAT)	Chief Financial Officer
189100	22/08/2025	R van der Ross Transport	Transport Services to Women Summit 28/08/2025	Lowest responsive quotation	R 3 750.00 (Incl. VAT)	Chief Financial Officer
189101	22/08/2025	Ezolimo Training & Supply	Training Services: Basic Fire Fighter Training NQF 1	Lowest responsive quotation	R 10 764.00 (Incl. VAT)	Chief Financial Officer
189117	26/08/2025	Forms Media Independent	Supply and Delivery of Printed Warrant of Arrest forms	Lowest responsive quotation	R 5 552.52 (Incl. VAT)	Chief Financial Officer
189144	26/08/2025	Eddie's Sound	Supply Sound and Equipment: Women's Conference - Tulbagh	Only responsive quotation	R 4 650.00 (Incl. VAT)	Chief Financial Officer
189180	28/08/2025	Jafta Vervoerdienste BK	Transport Services to Women's Conference – Ceres to Tulbagh and back	Lowest responsive quotation	R 10 000.00 (Incl. VAT)	Chief Financial Officer

3.2.1.7 Formele Geskrewe Prys Kwotasies

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of August 2025:

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 Augustus 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
08/2/22/94	27-Aug-2028	Cruzline Projects (Pty) Ltd	The Construction And Paving Of Platforms Designated For Informal Trader Stalls, Op Die Berg	Only responsive bidder	R 194 999.75	HJ Kritzinger
08/2/23/31	26-08-2025	Pietersen & Burns Investments (Pty) Ltd t/a Kings Catering	Provision Of Catering Services For Witzenberg Municipality's Women's Conference At Tulbagh Town Hall, Tulbagh	Only responsive bidder	R 74 175.00	M Mpeluza

3.2.1.8 Appeals

The following were lodged or dealt with by the Accounting Officer during the month of August 2025:

3.2.1.8 Appèlle

Die volgende is ontvang of was hanteer deur die Rekenpligtige beamppte gedurende Augustus 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
08/2/21/16	06-Aug-2025	Various (Clusters)	SUPPLY AND DELIVERY OF ELECTRICAL EQUIPMENT	Under Review	Various (Clusters)	Siyphambili Electrical and Industrial Supplies CC	Various

3.2.1.9 Deviations

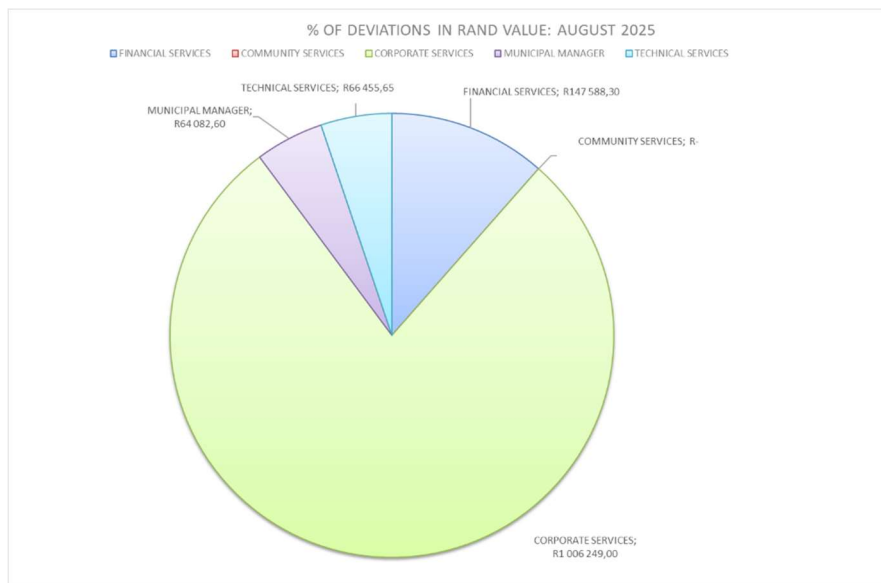
3.2.1.9 Afwykings

The following table indicates the Deviations approved by the Accounting Officer for the month of August 2025:

Die volgende tabel bevat die goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Augustus 2025.

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
01-Aug-25	The South African Institution of Civil Engineering	Membership Fees: M Pieterse	Single supplier	188771	3 975,00
06-Aug-25	Witzenberg Herald	Publish Notice: 2025/2026 Adjustment budget	Impractical	188836	3 960,00
08-Aug-25	Riding & Watt	Subdivision and rezoning: Portion 45 of Farm 368 Twee Fonteinen	Impractical	188891	32 706,65
08-Aug-25	Riding & Watt	Amendment to unregistered Erven in Schoonvlei	Impractical	188896	28 735,95
08-Aug-25	Witzenberg Herald	Publish Notice: IDP & Budget process plan	Impractical	188898	2 640,00
14-Aug-25	Witzenberg Herald	Public Notice: Sale of portion of Erf 496, Wolseley BID 08/2/23/17	Single supplier	188965	4 752,00
14-Aug-25	Witzenberg Herald	Public Notice: Rescheduling of Council meeting	Single supplier	188968	2 112,00
26-Aug-25	Cape Diggers CC	Repair works to digger loaders	Impractical	189137	62 480,65
27-Aug-25	Witzenberg Herald	Public Notice: Clean Audit achievement 2023/2024	Single supplier	189156	14 900,00
27-Aug-25	Witzenberg Herald	Public Notice: Municipal Projects	Single supplier	189158	14 900,00
27-Aug-25	WRFM	Radio advertising and live radio interviews for 6 Months	Single supplier	189159	29 250,00
28-Aug-25	Fidelity Cash Solutions	Cash in Transit services	Impractical	189171	138 876,30
28-Aug-25	Witzenberg Sekuriteits Forum (PTY) Ltd	Provision, Maintenance and Monitoring of CCTV cameras	Impractical	189178	945 087,00

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
Jun 2025	R 266 038	R 32 153 203	0.82%
Jul 2025	R 830 074	R 44 898 812	1.85%
AUG 2025	R 1 284 375	R 55 364 514	2.32%

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	June 2025	July 2025	Aug 2025
Value of inventory at hand	R 16 337 600.69	R 15 573 801.53	R 17 549 943.38
Turnover rate of total value of inventory	0.87	0.91	0.82
Date of latest stores reconciliation	31 Aug 2025		
Date of last stock count	25 Jun 2025		
Date of next stock count	23 Sep 2025		

Percentage spent on Capital Expenditure for the period ended: 31 August 2025

	Financial Services	Corporate Services	Community Services	Municipal Manager	Technical Services	Total
Budget	50,000	1,670,000	21,061,831	64,000	62,113,111	84,958,942
Actual	-	-	19,748	-	2,131,491	2,151,239
Percentage	0.00%	0.00%	0.09%	0.00%	3.43%	2.53%
Orders	2,221	15,430	1,435,971	13,200	20,970,816	22,437,638
	4.44%	0.92%	6.91%	20.63%	37.19%	28.94%

HJ Kritzing
CFO

Date
01/09/2025

Signature: _____

**Percentage spent on Preventative and corrective planned Maintenance
Expenditure for the period ended: 31 August 2025**

	Financial Services	Corporate Services	Community Services	Technical Services	Total
Total Budget	-	194,573	703,515	10,771,292	11,669,380
Total Actual	-	70,515	38,604	407,193	516,311
Percentage		36.24%	5.49%	3.78%	4.42%
Orders	-	4,676	64,109	4,051,660	4,120,446
		38.64%	14.60%	41.40%	39.73%

HJ Kritzinger
CFO

Date
01/09/2025

Signature: _____

Cash Flow Forecast

Current commitments against cash

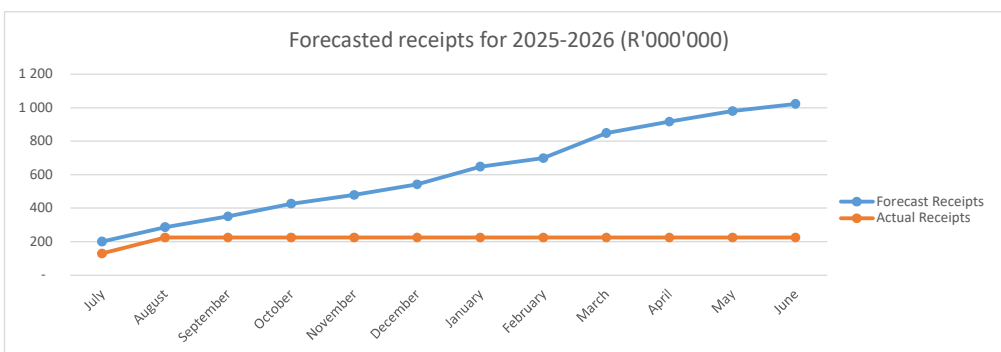
Cash Book Balance plus Investments	R 245 402 519
Total Commitments	(R161 853 780)
Unspent Grants	(R12 614 783)
Eskom Account	(R49 550 901)
Consumer Deposits	(R9 382 100)
Provision for Rehabilitation	(R20 071 127)
Working Capital Requirement	(R17 558 940)
Payables & Accruals	(R14 452 769)
Provision Current Employee Benefits	(R38 223 159)
Uncommitted Cash Balance	R 83 548 738

The estimated cost coverage ratio is as follow

Current

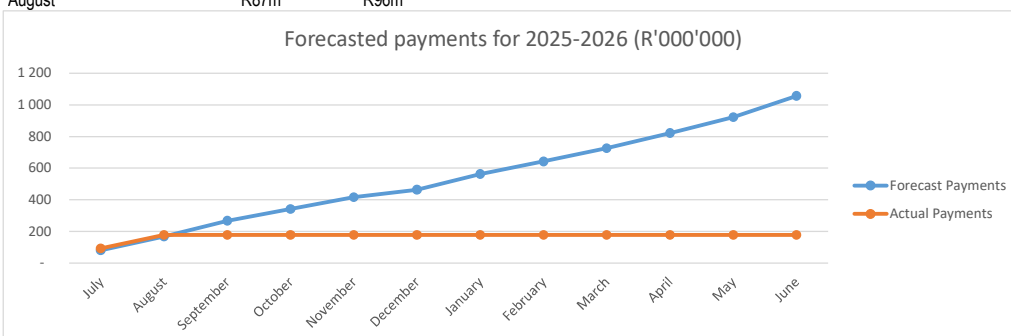
Cash and Cash Equivalents	R 245 402 519
Less Unspent Grants	R 12 614 783
Estimated Average fixed cost per month	R 77 717 392
Ratio	3,00

The ratio indicates that the municipality has sufficient cash available to cover its fixed cost for the next 3 months. The acceptable norm is 3 months



It is estimated that cash receipts will amount to R1039 m for the 2025-2026 Financial Year
The performance of actual receipts against projected receipts for the month can be summarised as follow

Month	Projected Receipts	Actual Receipts
July	R200m	R129m
August	R87m	R96m



It is estimated that cash payments will amount to R1032 m for the 2025-2026 Financial Year
The performance of actual payments against projected payments for the month can be summarised as follow

Month	Projected Payments	Actual payments
July	R81m	R93m
August	R87m	R85m

Witzenberg Grant Allocation Report

Operational Grant Detail	As per DoRA Original Budget	Actual Receipt	Outstanding Grant	Operational Expenditure Budget	Actual Expenditure	Revenue Recognised
Equitable Share	156 647 000	65 270 000	91 377 000	-	-	-
Dutch Government (orio Project)	-	-	-	703 895	608 960	-
Expanded Public Works Programme Integrated Grant	2 272 000	568 000	1 704 000	2 246 174	451 049	351 888
Local Government Financial Management Grant	1 700 000	1 700 000	-	1 566 957	586 896	664 336
Opex Prov Library	11 048 000	3 684 000	7 364 000	11 185 611	1 883 839	-
Opex Prov Cdw	132 000	-	132 000	114 783	-	-
Opex Prov Housing Isupg	2 147 000	-	2 147 000	1 866 957	-	-
Nedbank	-	-	-	1 447 185	50 980	-
A-z Projects	-	677 000	- 677 000	1 554 000	41 452	-
Opex Prov Title Deeds Restoration	530 000	-	530 000	460 870	-	-
Opex Prov Main Roads	130 000	-	130 000	113 043	-	-
Opex Prov Rsep	1 000 000	-	1 000 000	869 565	-	-
Opex Prov Thusong	150 000	-	150 000	130 435	-	-
Opex District Capacity Building Mentorship	-	-	-	100 000	-	-
	175 756 000	71 899 000	103 857 000	22 359 475	3 623 175	1 016 224

Capital Grant Detail	As per DoRA Original Budget	Actual Receipt	Outstanding Grant	Capital Expenditure Budget	Actual Expenditure	Actual Revenue
Capex Prov Fire	1 000 000	957 228	42 772	869 565	-	-
Municipal Infrastructure Grant	26 770 000	3 645 000	23 125 000	22 408 695	798 911	119 837
Orio Dutch Funding	-	-	-	300 000	-	-
Capex Prov Sport And Recreation	957 000	-	957 000	832 174	-	-
Capex District	-	-	-	185 000	-	-
Sustainable Energy Africa Perdekraal Wind Farm	-	-	-	1 939 130	-	-
Energy Efficiency And Demand Side Management Grant	4 000 000	1 800 000	2 200 000	3 478 261	-	-
	32 727 000	6 402 228	26 324 772	30 012 825	798 911	119 837

Total Grants	As per DoRA Original Budget	Actual Receipt	Outstanding Grant	Expenditure Budget	Actual Expenditure	Actual Revenue
Total Provincial Grants	17 094 000	4 641 228	12 452 772	16 443 003	1 883 839	-
Total National Grants	191 389 000	72 983 000	118 406 000	29 700 087	1 836 856	1 136 061
Total District Grants	-	-	-	285 000	-	-
Total Other Grants	-	677 000	- 677 000	5 944 210	701 391	-
	208 483 000	78 301 228	130 181 772	52 372 300	4 422 086	1 136 061

Based on the reliance the municipality is placing on its internal control system, the municipality can confirm that the Grant Allocations was spent in terms of the conditions applicable to each grant (Ref: Section 12 of DORA Act)

Insurance Report -August 2025

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	1	2
Motor Accident	3	0	0	7	10
Public Liability	0	0	2	14	16
Glass	0	0	0	0	0
Money loss	0	0	0	0	0
	3	0	3	22	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
Third party injury after fall on pavement	R 1,498,240
Third party vehicle damaged after collision with municipal vehicle	R 77,184

High Value Property Loss/Damage and Motor Accident Claims

None

Claims Movement for the Month : August

	Property Loss/damage	Motor Accident	Public Liability	Glass	Money loss
Opening Balance	3	10	18	0	0
New Claims	0	0	1	0	0
Claims Closed	1	0	3	0	0
Closing Balance	2	10	16	0	0

OVERTIME & STANDBY REPORT AUGUST 2025

OVERTIME	YTD 2025/26	YTD vs Budget %	Adjusted Budget	Original Budget	Projected	Projected Saving / (Shortfall)	Actual 2024/25
Administration	1,148	6.7%	17,246	17,246	6,890	10,356	14,215
Cemetries	53,415	22.0%	243,190	243,190	320,489	-77,299	315,472
Community Halls And Facilities	57,598	12.0%	479,436	479,436	345,587	133,849	288,903
Council Cost	0		0	0	0	0	0
Electricity*	400,707	11.1%	3,595,873	3,595,873	2,404,245	1,191,628	1,964,650
Enviromental Protection	0		0	0	0	0	0
Fire Protection Sevices	740	1.8%	41,148	41,148	4,439	36,709	348,984
Housing: Administration	11,079	295.6%	3,748	3,748	66,477	-62,729	19,009
Human Resources	0		0	0	0	0	1,874
IDP	0	0.0%	8,651	8,651	0	8,651	7,767
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%	4,353	4,353	0	4,353	0
Marketing & Communications	20,776	13.2%	156,807	156,807	124,654	32,153	504,608
Mechanical Workshop	46,129	10.3%	445,851	445,851	276,776	169,075	332,312
Parks	46,742	14.9%	313,306	313,306	280,452	32,854	291,408
Performance Management	0		0	0	0	0	0
Pine Forest*	109,594	11.2%	976,962	976,962	657,564	319,398	766,155
Project Management	0		0	0	0	0	0
Property & Legal Services	0		0	0	0	0	0
Public Toilets	28,569	17.3%	165,277	165,277	171,417	-6,140	157,084
Recreational Land	68,073	17.8%	382,298	382,298	408,441	-26,143	380,433
Roads	22,787	5.0%	458,489	458,489	136,722	321,767	229,067
Sewerage	428,712	10.0%	4,308,424	4,308,424	2,572,273	1,736,151	2,664,482
Social & Welfare Services	4,253	58.3%	7,292	7,292	25,521	-18,229	6,506
Solid Waste*	401,947	12.4%	3,235,992	3,235,992	2,411,685	824,307	2,375,547
Stormwater Management	43,486	11.8%	369,350	369,350	260,915	108,435	181,148
Supply Chain Management	52,245	33.5%	155,840	155,840	313,473	-157,633	137,749
Swimming Pools	4,735	3.7%	126,971	126,971	28,408	98,563	138,874
Thusong Centre	0		0	0	0	0	0
Town Secretary	361	90.1%	401	401	2,169	-1,768	2,823
Traffic	883,245	14.1%	6,277,091	6,277,091	5,299,469	977,622	5,331,375
Treasury*	46,080	15.5%	298,016	298,016	276,482	21,534	177,981
Vehicle Licensing & Testing	81,389	17.2%	472,095	472,095	488,337	-16,242	511,659
Water Distribution	305,998	8.8%	3,481,686	3,481,686	1,835,985	1,645,701	2,014,678
TOTAL OVERTIME	3,119,811	12.0%	26,025,793	26,025,793	18,718,867	7,306,926	19,164,764

STANDBY	YTD 2025/26	YTD vs Budget %	Adjusted Budget	Original Budget	Projected	Projected Saving / (Shortfall)	Actual 2024/25
Administration	4,053	22.2%	18,235	18,235	24,316	-6,081	22,894
Cemetries	29,041	21.3%	136,593	136,593	174,249	-37,656	138,902
Community Halls And Facilities	21,882	11.2%	196,080	196,080	131,292	64,788	117,100
Council Cost	0		0	0	0	0	0
Electricity*	114,000	15.4%	741,060	741,060	684,000	57,060	505,203
Enviromental Protection	0		0	0	0	0	0
Fire Protection Sevices	176,648	12.9%	1,373,285	1,373,285	1,059,886	313,399	811,816
Housing: Administration	3,064	9.8%	31,236	31,236	18,385	12,851	23,720
Human Resources	0		0	0	0	0	0
IDP	0		0	0	0	0	0
Information Tecnology	10,396	12.4%	83,747	83,747	62,376	21,371	58,034
Internal Audit	0		0	0	0	0	0
L E D	0		0	0	0	0	0
Library Services	0	0.0%	4,922	4,922	0	4,922	5,034
Marketing & Communications	0		0	0	0	0	0
Mechanical Workshop	24,554	12.1%	202,257	202,257	147,321	54,936	156,738
Parks	39,854	13.4%	297,857	297,857	239,126	58,731	210,313
Performance Management	0		0	0	0	0	0
Pine Forest*	27,768	16.1%	172,657	172,657	166,605	6,052	183,805
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	42,535	15.3%	278,048	278,048	255,211	22,837	222,512
Roads	30,597	6.4%	478,971	478,971	183,583	295,388	258,866
Sewerage	134,870	15.4%	872,955	872,955	809,218	63,737	692,795
Social & Welfare Services	0		0	0	0	0	0
Solid Waste*	9,272	5.1%	181,433	181,433	55,634	125,799	73,987
Stormwater Management	37,267	11.9%	314,129	314,129	223,601	90,528	174,282
Supply Chain Management	9,693	12.2%	79,612	79,612	58,159	21,453	55,087
Swimming Pools	1,051	7.8%	13,512	13,512	6,304	7,208	13,533
Thusong Centre	0		0	0	0	0	0
Town Secretary	0		0	0	0	0	0
Traffic	287,052	14.2%	2,020,729	2,020,729	1,722,309	298,420	1,726,907
Treasury*	13,073	14.7%	88,662	88,662	78,441	10,221	62,293
Vehicle Licensing & Testing	26,732	12.0%	222,668	222,668	160,395	62,273	176,850
Water Distribution	83,103	11.6%	717,552	717,552	498,615	218,937	550,251
TOTAL STANDBY	1,126,504	13.2%	8,526,200	8,526,200	6,759,026	1,767,174	6,240,925



QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that the monthly in year monitoring reports for the month of August 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 September 2025

**Financial data is in respect of the period
1 July 2025 to 30 June 2026**

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 21 007 accounts amounting to R54.2 million was printed and distributed to consumers. The prepaid electricity sales amounted to R7.85 million in comparison to sales of R7.22 million for the same month during the prior financial year.

The indigent cost to the municipality for the month amounts to R 2.350 million in comparison to the prior month figure of R 2.466million

The accumulated debtor's collection target for the year is 94%, and the actual accumulated year to date debtor's collection is 82% in comparison to a rate of 64% 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 September 2025 an amount of R 771 633 was recovered on this basis.

The municipality issued orders to the value of R 32.7 million of which R 401 262 was in terms of deviations.

The municipality currently has R132 million in its primary bank account with R100 million in investments. The bank balance at the end of the previous month was R95 million with R150 million in investments. The decline in cash is primarily due to the increase in capital expenditure

The calculated cost coverage ratio of the municipality as at the end of September 2025 is 2,82 months.

B RECOMMENDATION

It is recommended that council take cognisance of the monthly financial report and supporting documents of September 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 21 007 rekeninge ten bedrae van R54.2 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R7.85 miljoen en was R7.22 miljoen vir dieselfde maand gedurende die vorige finansiële jaar.

Die deernis subsidies vir die maand beloop R 2.350 miljoen in vergelyking met die vorige maand syfer van R 2.466 miljoen.

Die opgehoopte debiteure verhalings se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 82% in vergelyking met 64% vir dieselfde maand in die vorige finansiële jaar.

As 'n addisionele kredietbeheer meganisme is 'n aftrekking van 30% op alle voorafbetaalde krag aankope ten opsigte van agterstallige skuld vanaf 20 Desember 2023 geïmplementeer. Vir die maand van September 2025 is 'n bedrag van R 771 633 op hierdie wyse ingevorder.

Bestellings ter waarde van R 32.7 miljoen uitgereik, waarvan R 401 262 ten opsigte van afwykings is.

Die munisipaliteit het R132 miljoen in die primêre bankrekening met R100 miljoen beleggings. Die bankbalans aan die einde van die vorige maand was R 95 miljoen met R150 miljoen in beleggings. Die afname in kontant kan toegeskryf aan verhoging in kapitaal en ander inkomste.

Die berekende koste dekking verhouding van die munisipaliteit soos aan die einde van September 2025 is 2,82 maande.

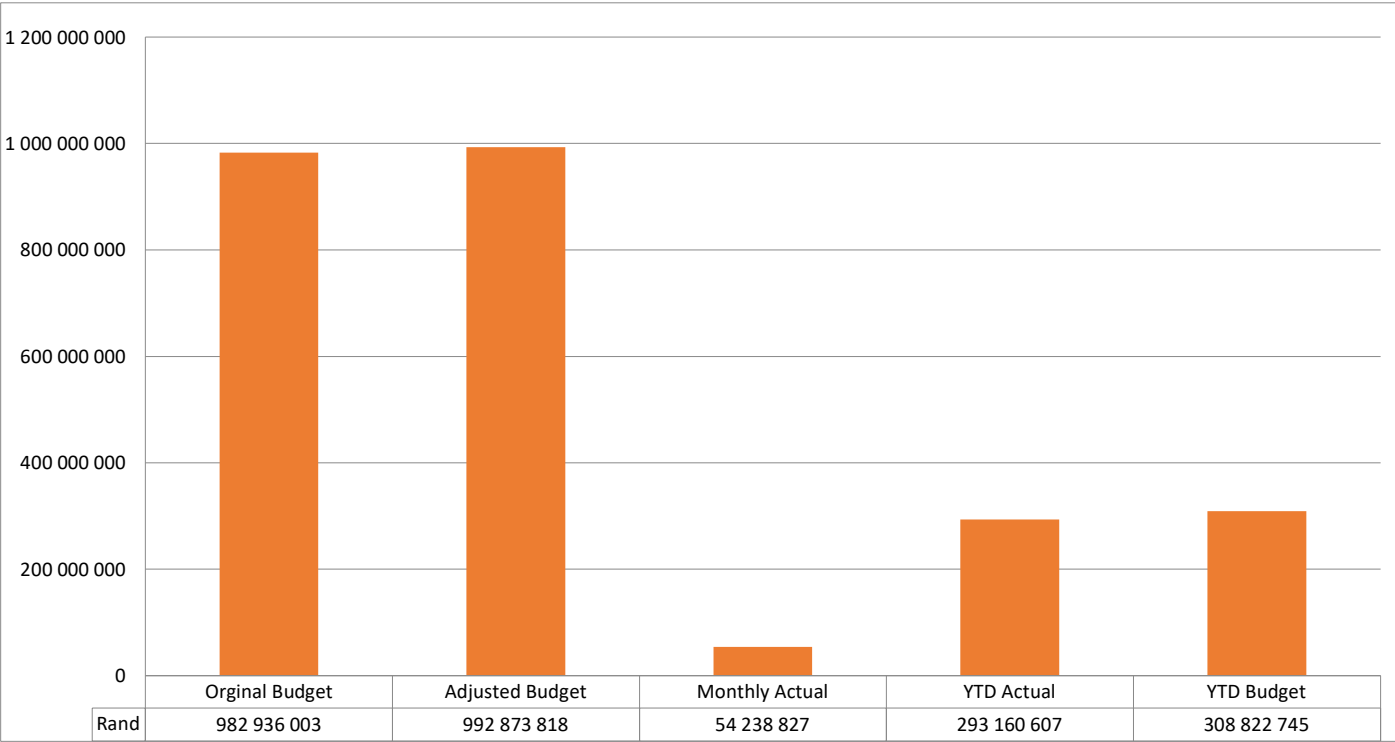
B AANBEVELING

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

C OPSOMMING

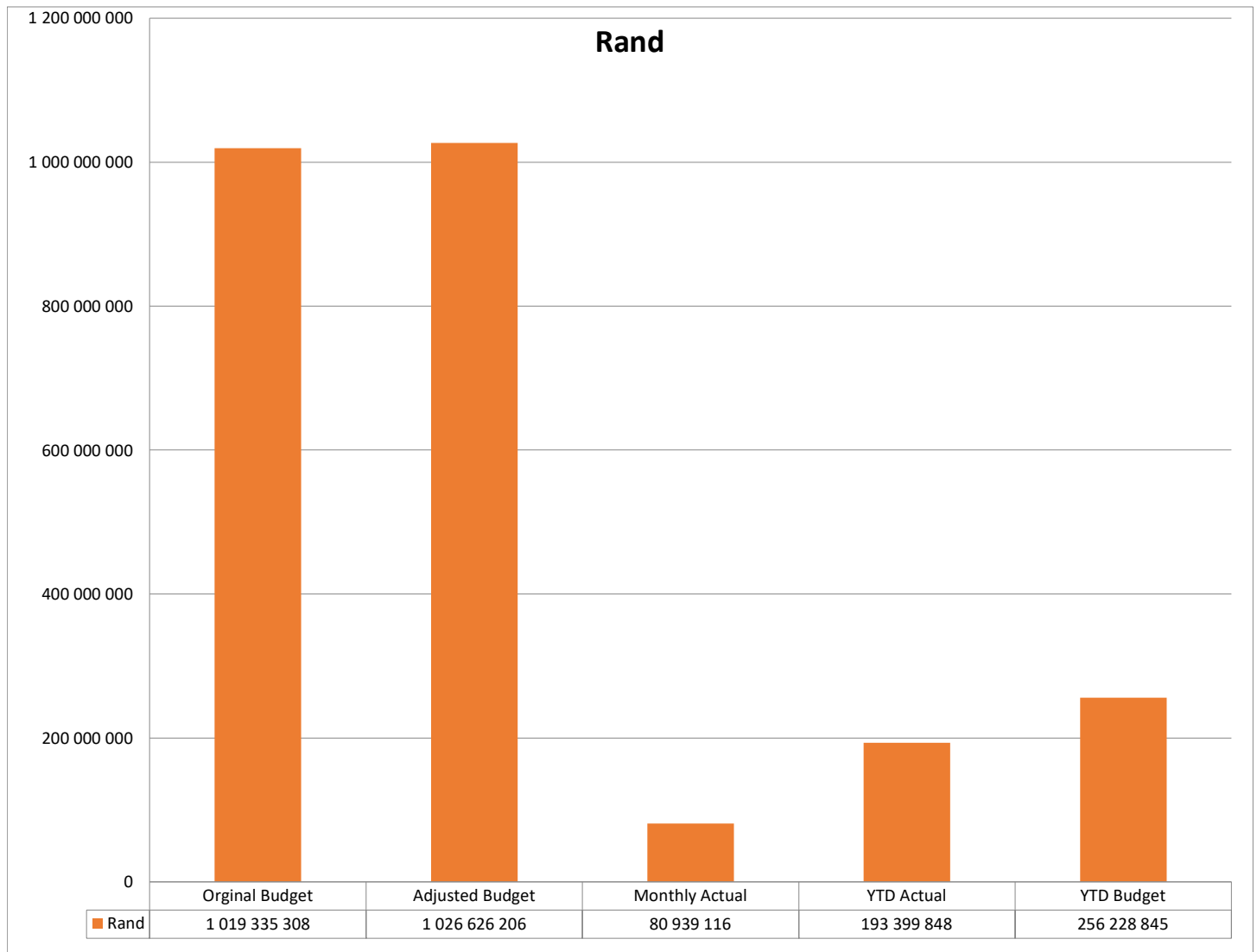
Die volgende tabelle voorsien 'n opsomming van die finansiële inligting:

TOTAL OPERATIONAL REVENUE



For the period 1 July 2025 to 30 September 2025, 29.53% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2025 tot 30 September 2025, is 29.53% van die begrote operasionele inkomste gehef.

TOTAL OPERATIONAL EXPENDITURE

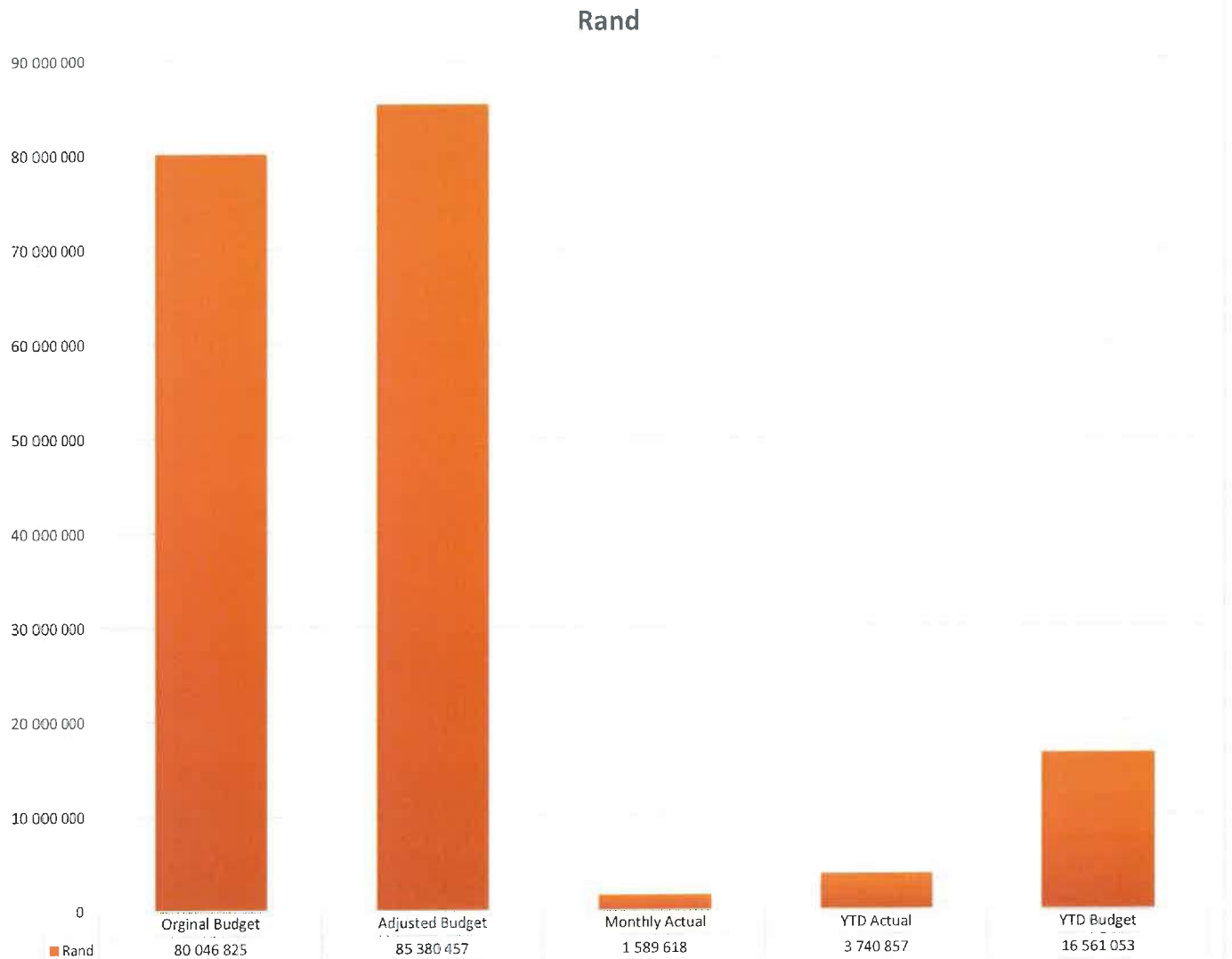
For the period 1 July 2025 to 30 September 2025, 18.84% of the budgeted operational expenditure was incurred.

Vir die periode 1 Julie 2025 tot 30 September 2025, is 18.84% 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



For the period 1 July 2025 to 30 September 2025, 4.38% of the budgeted capital expenditure was incurred.

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

Vir die periode 1 Julie 2025 tot 30 September 2025, is 4.38% van die begrote kapitale uitgawes aangegaan.

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 - M03 September

Description	2024/25	Budget Year 2025/26							
	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	107 320	120 291	120 291	6 158	61 136	64 933	(3 797)	-6%	120 291
Service charges	508 072	586 957	586 957	47 812	153 551	173 503	(19 952)	-11%	586 957
Investment revenue	18 758	23 567	23 567	1 286	4 937	5 892	(955)	-16%	23 567
Transfers and subsidies - Operational	150 058	182 230	190 696	539	66 747	46 779	19 968	43%	190 696
Other own revenue	118 278	69 891	71 363	(1 556)	6 789	17 716	(10 927)	-62%	71 363
Total Revenue (excluding capital transfers and contributions)	902 486	982 936	992 874	54 239	293 161	308 823	(15 662)	-5%	992 874
Employee costs	269 855	309 360	308 881	23 264	69 420	77 043	(7 622)	-10%	308 881
Remuneration of Councillors	12 315	13 228	13 228	990	3 001	3 307	(306)	-9%	13 228
Depreciation and amortisation	39 426	34 090	34 090	-	0	8 523	(8 522)	-100%	34 090
Interest	7 847	10 742	10 742	-	-	2 685	(2 685)	-100%	10 742
Inventory consumed and bulk purchases	415 900	424 390	422 207	45 490	94 501	105 502	(11 001)	-10%	422 207
Transfers and subsidies	4 633	4 931	14 718	-	205	3 679	(3 474)	-94%	14 718
Other expenditure	195 685	222 593	222 760	11 196	26 272	55 490	(29 218)	-53%	222 760
Total Expenditure	945 661	1 019 335	1 026 626	80 939	193 400	256 229	(62 829)	-25%	1 026 626
Surplus/(Deficit)	(43 175)	(36 399)	(33 752)	(26 700)	99 761	52 594	47 167	90%	(33 752)
Transfers and subsidies - capital (monetary allocations)	40 834	27 535	27 535	(8)	(8)	6 591	(6 600)	-100%	27 535
Transfers and subsidies - capital (in-kind)	1 458	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	(883)	(8 865)	(6 218)	(26 709)	99 752	59 185	40 567	69%	(6 218)
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	(883)	(8 865)	(6 218)	(26 709)	99 752	59 185	40 567	69%	(6 218)
Capital expenditure & funds sources									
Capital expenditure	82 874	75 047	73 424	1 590	3 741	13 572	(9 831)	-72%	73 424
Capital transfers recognised	40 721	30 013	30 013	112	911	6 160	(5 249)	-85%	30 013
Borrowing	7 807	15 000	16 303	1 170	1 398	-	1 398	-	16 303
Internally generated funds	28 591	35 034	39 065	308	1 432	10 401	(8 969)	-86%	39 065
Total sources of capital funds	77 119	80 047	85 380	1 590	3 741	16 561	(12 820)	-77%	85 380
Financial position									
Total current assets	361 147	293 805	300 157		450 329				300 157
Total non current assets	1 042 396	1 220 387	1 225 721		1 142 251				1 225 721
Total current liabilities	155 653	46 268	55 307		121 367				55 307
Total non current liabilities	93 377	192 053	192 053		120 834				192 053
Community wealth/Equity	1 336 913	1 275 870	1 278 297		1 062 683				1 278 297
Cash flows									
Net cash from (used) operating	315 789	97 347	108 732	(11 095)	(3 815)	16 241	20 056	123%	97 447
Net cash from (used) investing	(70 885)	(80 047)	(85 380)	(1 641)	(12 191)	(14 038)	(1 847)	13%	(84 225)
Net cash from (used) financing	(65)	-	-	47	93	-	(93)	-	-
Cash/cash equivalents at the month/year end	561 084	227 137	233 189	-	182 714	212 040	29 327	14%	211 849
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	73 005	8 185	6 995	6 313	5 754	5 678	26 979	286 729	419 637
Creditors Age Analysis									
Total Creditors	10 450	27 892	2 429	-	-	-	-	-	40 771

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - M03 September

Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
Revenue - Functional										
<i>Governance and administration</i>		156 038	164 944	166 416	8 607	69 366	75 389	(6 022)	-8%	166 416
Executive and council		10 834	308	308	3	8	77	(69)	-89%	308
Finance and administration		145 204	164 636	166 108	8 604	69 358	75 312	(5 954)	-8%	166 108
Internal audit		-	-	-	-	-	-	-	-	-
<i>Community and public safety</i>		206 083	171 856	181 669	4 281	71 850	45 213	26 637	59%	181 669
Community and social services		158 535	141 914	141 914	347	66 108	35 479	30 629	86%	141 914
Sport and recreation		8 496	9 044	9 044	653	1 822	2 261	(439)	-19%	9 044
Public safety		25 724	18 356	18 356	3 263	3 864	4 372	(507)	-12%	18 356
Housing		13 327	2 542	12 355	18	56	3 101	(3 046)	-98%	12 355
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		5 427	5 541	4 194	371	663	1 029	(366)	-36%	4 194
Planning and development		4 802	2 407	2 507	363	647	607	40	7%	2 507
Road transport		598	122	122	8	16	30	(15)	-49%	122
Environmental protection		27	3 013	1 565	-	-	391	(391)	-100%	1 565
<i>Trading services</i>		577 122	667 983	667 983	40 961	151 165	193 747	(42 582)	-22%	667 983
Energy sources		399 466	448 729	448 729	38 783	121 561	138 933	(17 372)	-13%	448 729
Water management		83 537	93 390	93 390	(3 550)	6 393	23 347	(16 955)	-73%	93 390
Waste water management		51 284	72 294	72 294	1 300	11 970	18 074	(6 104)	-34%	72 294
Waste management		42 836	53 571	53 571	4 427	11 241	13 393	(2 152)	-16%	53 571
<i>Other</i>	4	109	146	146	10	108	37	71	195%	146
Total Revenue - Functional	2	944 779	1 010 471	1 020 408	54 230	293 152	315 414	(22 262)	-7%	1 020 408
Expenditure - Functional										
<i>Governance and administration</i>		153 724	161 273	161 047	12 296	35 397	40 224	(4 827)	-12%	161 047
Executive and council		39 268	36 516	36 597	2 373	7 450	9 112	(1 661)	-18%	36 597
Finance and administration		110 894	118 496	118 189	9 614	26 966	29 547	(2 581)	-9%	118 189
Internal audit		3 562	6 261	6 261	309	980	1 565	(585)	-37%	6 261
<i>Community and public safety</i>		144 275	162 979	172 637	10 424	28 989	43 084	(14 095)	-33%	172 637
Community and social services		31 075	35 691	35 641	2 606	7 573	8 910	(1 338)	-15%	35 641
Sport and recreation		41 112	51 222	51 118	2 966	8 296	12 705	(4 408)	-35%	51 118
Public safety		54 414	66 745	66 745	4 312	11 605	16 686	(5 081)	-30%	66 745
Housing		17 674	9 321	19 134	539	1 515	4 783	(3 268)	-68%	19 134
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		42 023	48 020	46 916	3 527	8 352	11 414	(3 062)	-27%	46 916
Planning and development		15 915	19 750	19 905	1 331	3 939	4 951	(1 012)	-20%	19 905
Road transport		23 113	21 118	21 288	2 047	3 829	5 322	(1 493)	-28%	21 288
Environmental protection		2 994	7 152	5 723	150	584	1 141	(557)	-49%	5 723
<i>Trading services</i>		604 617	645 988	644 950	54 692	120 662	161 237	(40 576)	-25%	644 950
Energy sources		427 143	442 295	442 297	46 038	96 632	110 574	(13 942)	-13%	442 297
Water management		68 677	61 526	60 321	2 323	7 786	15 080	(7 294)	-48%	60 321
Waste water management		49 160	55 498	55 659	3 341	8 314	13 915	(5 601)	-40%	55 659
Waste management		59 638	86 669	86 673	2 990	7 930	21 668	(13 739)	-63%	86 673
<i>Other</i>		1 022	1 076	1 076	-	-	269	(269)	-100%	1 076
Total Expenditure - Functional	3	945 661	1 019 335	1 026 626	80 939	193 400	256 229	(62 829)	-25%	1 026 626
Surplus/ (Deficit) for the year		(883)	(8 865)	(6 218)	(26 709)	99 752	59 185	40 567	69%	(6 218)

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - M03 September

Description	Ref	2024/25	Budget Year 2025/26						
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	Full Year Forecast
R thousands									
Revenue - Functional	1							%	
<i>Municipal governance and administration</i>		156 038	164 944	166 416	8 607	69 366	75 389	(6 022)	-8%
Executive and council		10 834	308	308	3	8	77	(69)	(0)
Mayor and Council		10 778	227	227	3	8	57	(49)	(0)
Municipal Manager, Town Secretary and Chief		56	80	80	-	-	20	(20)	(0)
Finance and administration		145 204	164 636	166 108	8 604	69 358	75 312	(5 954)	(0)
Administrative and Corporate Support		1	11	11	0	0	3	(3)	(0)
Asset Management		105	-	-	-	-	-	-	-
Finance		144 426	163 524	164 996	8 591	69 333	75 109	(5 776)	(0)
Fleet Management		1	300	300	-	-	-	-	300
Human Resources		382	705	705	-	-	176	(176)	(0)
Information Technology		4	-	-	-	-	-	-	-
Marketing, Customer Relations, Publicity and Media		-	6	6	-	-	1	(1)	(0)
Property Services		158	-	-	-	-	-	-	-
Supply Chain Management		127	90	90	13	25	23	3	0
<i>Community and public safety</i>		206 083	171 856	181 669	4 281	71 850	45 213	26 637	0
Community and social services		158 535	141 914	141 914	347	66 108	35 479	30 629	0
Aged Care		147 131	128 055	128 055	244	65 866	32 014	33 852	0
Cemeteries, Funeral Parlours and Crematoriums		274	280	280	69	151	70	81	0
Community Halls and Facilities		1 782	564	564	24	69	141	(72)	(0)
Libraries and Archives		9 348	13 016	13 016	10	23	3 254	(3 231)	(0)
Sport and recreation		8 496	9 044	9 044	653	1 822	2 261	(439)	(0)
Recreational Facilities		8 314	8 066	8 066	628	1 757	2 016	(259)	(0)
Sports Grounds and Stadiums		182	978	978	24	65	244	(180)	(0)
Public safety		25 724	18 356	18 356	3 263	3 864	4 372	(507)	(0)
Fire Fighting and Protection		31	877	877	6	7	2	5	0
Police Forces, Traffic and Street Parking Control		25 694	17 479	17 479	3 257	3 858	4 370	(512)	(0)
Housing		13 327	2 542	12 355	18	56	3 101	(3 046)	(0)
Housing		13 327	2 542	12 355	18	56	3 101	(3 046)	(0)
<i>Economic and environmental services</i>		5 427	5 541	4 194	371	663	1 029	(366)	(0)
Planning and development		4 802	2 407	2 507	363	647	607	40	0
Economic Development/Planning		-	400	500	-	-	100	(100)	(0)
Town Planning, Building Regulations and		3 805	2 007	2 007	363	647	507	140	0
Project Management Unit		996	-	-	-	-	-	-	-
Road transport		598	122	122	8	16	30	(15)	(0)
Roads		598	122	122	8	16	30	(15)	(0)
Environmental protection		27	3 013	1 565	-	-	391	(391)	(0)
Biodiversity and Landscape		27	3 013	1 565	-	-	391	(391)	(0)
<i>Trading services</i>		577 122	667 983	667 983	40 961	151 165	193 747	(42 582)	(0)
Energy sources		399 466	448 729	448 729	38 783	121 561	138 933	(17 372)	(0)
Electricity		396 603	448 729	448 729	38 783	121 561	138 933	(17 372)	(0)
Street Lighting and Signal Systems		2 863	-	-	-	-	-	-	-

Description	Ref	2024/25	Budget Year 2025/26						
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	Full Year Forecast
R thousands									
Water management		83 537	93 390	93 390	(3 550)	6 393	23 347	(16 955)	93 390
<i>Water Distribution</i>		83 537	93 390	93 390	(3 550)	6 393	23 347	(16 955)	93 390
Waste water management		51 284	72 294	72 294	1 300	11 970	18 074	(6 104)	72 294
<i>Sewerage</i>		35 469	72 294	72 294	1 300	11 970	18 074	(6 104)	72 294
<i>Storm Water Management</i>		2 772	-	-	-	-	-	-	-
<i>Waste Water Treatment</i>		13 042	-	-	-	-	-	-	-
Waste management		42 836	53 571	53 571	4 427	11 241	13 393	(2 152)	53 571
<i>Solid Waste Disposal (Landfill Sites)</i>		257	-	-	-	-	-	-	-
<i>Solid Waste Removal</i>		42 579	53 571	53 571	4 427	11 241	13 393	(2 152)	53 571
<i>Other</i>		109	146	146	10	108	37	71	146
Licensing and Regulation		109	146	146	10	108	37	71	146
Total Revenue - Functional	2	944 779	1 010 471	1 020 408	54 230	293 152	315 414	(22 262)	1 020 408
Expenditure - Functional									
<i>Municipal governance and administration</i>		153 724	161 273	161 047	12 296	35 397	40 224	(4 827)	161 047
Executive and council		39 268	36 516	36 597	2 373	7 450	9 112	(1 661)	36 597
<i>Mayor and Council</i>		18 999	19 787	19 864	1 316	3 809	4 929	(1 120)	19 864
<i>Municipal Manager, Town Secretary and Chief</i>		20 269	16 729	16 733	1 057	3 642	4 183	(542)	16 733
Finance and administration		110 894	118 496	118 189	9 614	26 966	29 547	(2 581)	118 189
<i>Administrative and Corporate Support</i>		11 377	16 982	16 892	879	2 261	4 223	(1 963)	16 892
<i>Asset Management</i>		317	336	354	5	21	89	(68)	354
<i>Finance</i>		38 909	36 646	36 563	3 358	11 753	9 141	2 612	36 563
<i>Fleet Management</i>		4 972	5 144	5 144	336	970	1 286	(316)	5 144
<i>Human Resources</i>		28 890	29 547	29 530	1 722	5 582	7 383	(1 801)	29 530
<i>Information Technology</i>		4 719	5 902	5 902	1 774	1 980	1 475	505	5 902
<i>Legal Services</i>		2 047	3 722	3 722	183	485	930	(446)	3 722
<i>Marketing, Customer Relations, Publicity and Media</i>		4 625	6 198	6 198	462	1 238	1 549	(311)	6 198
<i>Property Services</i>		4 976	1 105	1 105	47	140	276	(136)	1 105
<i>Risk Management</i>		-	-	-	-	(3)	-	(3)	-
<i>Supply Chain Management</i>		9 576	11 239	11 239	802	2 429	2 810	(381)	11 239
<i>Valuation Service</i>		486	1 676	1 540	46	112	385	(273)	1 540
Internal audit		3 562	6 261	6 261	309	980	1 565	(585)	6 261
<i>Governance Function</i>		3 562	6 261	6 261	309	980	1 565	(585)	6 261
<i>Community and public safety</i>		144 275	162 979	172 637	10 424	28 989	43 084	(14 095)	172 637
Community and social services		31 075	35 691	35 641	2 606	7 573	8 910	(1 338)	35 641
<i>Aged Care</i>		5 739	4 336	4 285	574	1 690	1 071	619	4 285
<i>Cemeteries, Funeral Parlours and Crematoriums</i>		4 389	6 474	6 474	398	1 165	1 619	(453)	6 474
<i>Child Care Facilities</i>		57	103	103	0	0	26	(26)	103
<i>Community Halls and Facilities</i>		8 877	11 753	11 753	633	1 790	2 938	(1 149)	11 753
<i>Disaster Management</i>		17	79	79	3	20	20	1	79
<i>Education</i>		6	1	1	-	-	0	(0)	1
<i>Libraries and Archives</i>		11 989	12 945	12 945	999	2 907	3 236	(329)	12 945
Sport and recreation		41 112	51 222	51 118	2 966	8 296	12 705	(4 408)	51 118
<i>Community Parks (including Nurseries)</i>		12 434	17 370	17 267	955	2 718	4 242	(1 524)	17 267
<i>Recreational Facilities</i>		18 874	22 317	22 317	1 466	3 712	5 579	(1 867)	22 317

Description	Ref	2024/25	Budget Year 2025/26						
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	Full Year Forecast
R thousands									
<i>Sports Grounds and Stadiums</i>		9 804	11 534	11 534	545	1 866	2 884	(1 017)	11 534
Public safety		54 414	66 745	66 745	4 312	11 605	16 686	(5 081)	66 745
<i>Fire Fighting and Protection</i>		10 795	16 575	16 575	1 297	2 920	4 144	(1 224)	16 575
<i>Police Forces, Traffic and Street Parking Control</i>		43 619	50 170	50 170	3 015	8 685	12 543	(3 857)	50 170
Housing		17 674	9 321	19 134	539	1 515	4 783	(3 268)	19 134
<i>Housing</i>		17 654	9 294	19 107	538	1 514	4 777	(3 263)	19 107
<i>Informal Settlements</i>		20	26	26	2	2	7	(5)	26
<i>Economic and environmental services</i>		42 023	48 020	46 916	3 527	8 352	11 414	(3 062)	46 916
Planning and development		15 915	19 750	19 905	1 331	3 939	4 951	(1 012)	19 905
<i>Corporate Wide Strategic Planning (IDPs, LEDs)</i>		2 686	3 883	3 883	274	705	971	(266)	3 883
<i>Economic Development/Planning</i>		3 115	2 809	2 964	235	663	716	(53)	2 964
<i>Town Planning, Building Regulations and</i>		7 067	9 112	9 112	551	1 759	2 278	(519)	9 112
<i>Project Management Unit</i>		3 047	3 946	3 946	271	813	986	(174)	3 946
Road transport		23 113	21 118	21 288	2 047	3 829	5 322	(1 493)	21 288
<i>Roads</i>		23 113	21 118	21 288	2 047	3 829	5 322	(1 493)	21 288
Environmental protection		2 994	7 152	5 723	150	584	1 141	(557)	5 723
<i>Biodiversity and Landscape</i>		2 994	7 152	5 723	150	584	1 141	(557)	5 723
<i>Trading services</i>		604 617	645 988	644 950	54 692	120 662	161 237	(40 576)	644 950
Energy sources		427 143	442 295	442 297	46 038	96 632	110 574	(13 942)	442 297
<i>Electricity</i>		424 613	436 620	436 622	45 748	96 190	109 156	(12 965)	436 622
<i>Street Lighting and Signal Systems</i>		2 530	5 674	5 674	291	442	1 419	(976)	5 674
Water management		68 677	61 526	60 321	2 323	7 786	15 080	(7 294)	60 321
<i>Water Treatment</i>		220	315	315	17	51	79	(27)	315
<i>Water Distribution</i>		65 024	58 196	57 186	2 214	5 768	14 297	(8 529)	57 186
<i>Water Storage</i>		3 432	3 015	2 820	93	1 967	705	1 262	2 820
Waste water management		49 160	55 498	55 659	3 341	8 314	13 915	(5 601)	55 659
<i>Public Toilets</i>		1 854	2 299	2 299	175	515	575	(60)	2 299
<i>Sewerage</i>		41 017	45 570	45 895	2 766	6 611	11 474	(4 863)	45 895
<i>Storm Water Management</i>		6 273	7 627	7 463	394	1 162	1 866	(704)	7 463
<i>Waste Water Treatment</i>		17	1	1	5	26	0	26	1
Waste management		59 638	86 669	86 673	2 990	7 930	21 668	(13 739)	86 673
<i>Solid Waste Disposal (Landfill Sites)</i>		12 154	33 026	33 026	283	472	8 257	(7 785)	33 026
<i>Solid Waste Removal</i>		47 443	53 540	53 544	2 705	7 449	13 386	(5 937)	53 544
<i>Street Cleaning</i>		41	103	103	2	9	26	(16)	103
<i>Other</i>		1 022	1 076	1 076	-	-	269	(269)	1 076
Licensing and Regulation		22	26	26	-	-	6	(6)	26
Tourism		1 000	1 050	1 050	-	-	263	(263)	1 050
Total Expenditure - Functional	3	945 661	1 019 335	1 026 626	80 939	193 400	256 229	(62 829)	1 026 626
Surplus/ (Deficit) for the year		(883)	(8 865)	(6 218)	(26 709)	99 752	59 185	40 567	(6 218)

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - M03 September

W0622 Wizenberg - Table 03 Monthly Budget Statement - Financial Performance (Revenue and Expenditure by Municipal Vote) - 1009 September										
Vote Description	Ref	2024/25	Budget Year 2025/26							
		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		141 463	161 635	163 107	8 382	68 606	74 636	(6 030)	-8,1%	163 107
Vote 2 - Community Services		180 762	157 944	166 410	1 048	68 144	41 360	26 784	64,8%	166 410
Vote 3 - Corporate Services		36 858	18 428	18 428	3 260	3 866	4 607	(741)	-16,1%	18 428
Vote 4 - Technical Services		583 517	662 265	662 265	41 491	152 355	192 261	(39 906)	-20,8%	662 265
Vote 5 - Municipal Manager		2 020	737	737	50	181	184	(4)	-2,1%	737
Total Revenue by Vote	2	944 620	1 001 009	1 010 947	54 230	293 152	313 049	(19 897)	-6,4%	1 010 947
Expenditure by Vote	1									
Vote 1 - Financial Services		50 923	49 466	49 266	4 187	14 160	12 316	1 843	15,0%	49 266
Vote 2 - Community Services		109 627	125 271	133 600	7 994	22 396	33 010	(10 614)	-32,2%	133 600
Vote 3 - Corporate Services		119 022	133 940	133 910	9 477	24 443	33 440	(8 997)	-26,9%	133 910
Vote 4 - Technical Services		643 166	686 298	685 434	57 925	128 198	171 359	(43 160)	-25,2%	685 434
Vote 5 - Municipal Manager		18 545	24 361	24 361	1 357	4 203	6 090	(1 888)	-31,0%	24 361
Total Expenditure by Vote	2	941 283	1 019 335	1 026 571	80 939	193 400	256 215	(62 815)	-24,5%	1 026 571
Surplus/ (Deficit) for the year	2	3 338	(18 326)	(15 624)	(26 709)	99 752	56 834	42 919	75,5%	(15 624)

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - A - M03 September

Vote Description	Ref	2024/25	Budget Year 2025/26							Full Year Forecast
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	
Revenue by Vote	1									
Vote 1 - Financial Services		141 463	161 635	163 107	8 382	68 606	74 636	(6 030)	-8%	163 107
1,2 - Income		107 039	120 942	120 942	6 125	61 091	65 095	(4 004)	-6%	120 942
1,3 - Financial Administration		34 300	40 305	41 777	2 243	7 490	9 444	(1 955)	-21%	41 777
1,4 - Credit Control		(2)	298	298	-	-	75	(75)	-100%	298
1,5 - Supply Chain & Expenditure		127	90	90	13	25	23	3	13%	90
Vote 2 - Community Services		180 762	157 944	166 410	1 048	68 144	41 360	26 784	65%	166 410
2,2 - Cemeteries		274	280	280	69	151	70	81	116%	280
2,3 - Housing		13 510	2 630	12 443	33	100	3 111	(3 010)	-97%	12 443
2,4 - Libraries		9 420	13 265	13 265	10	23	3 316	(3 294)	-99%	13 265
2,5 - Resorts & Swimming Pools		8 314	8 066	8 066	628	1 757	2 016	(259)	-13%	8 066
2,6 - Social Services		147 131	128 055	128 055	244	65 866	32 014	33 852	106%	128 055
2,7 - Fire Services & Disaster Management		31	877	877	6	7	2	5	234%	877
2,8 - Environment & Licensing		136	3 159	1 712	10	108	428	(320)	-75%	1 712
2,9 - Community Halls and Amenities		1 947	1 212	1 212	48	132	303	(171)	-56%	1 212
2,10 - Local Economic Development		-	400	500	-	-	100	(100)	-100%	500
Vote 3 - Corporate Services		36 858	18 428	18 428	3 260	3 866	4 607	(741)	-16%	18 428
3,2 - Human Resources		382	705	705	-	-	176	(176)	-100%	705
3,3 - Administration		1	11	11	0	0	3	(3)	-98%	11
3,4 - Information Technology		4	-	-	-	-	-	-	-	-
3,5 - Marketing & Communication		-	6	6	-	-	1	(1)	-100%	6
3,7 - Traffic and Protection Services		25 694	17 479	17 479	3 257	3 858	4 370	(512)	-12%	17 479
3,9 - Council Cost		10 778	227	227	3	8	57	(49)	-85%	227
Vote 4 - Technical Services		583 517	662 265	662 265	41 491	152 355	192 261	(39 906)	-21%	662 265
4,1 - Director: Technical Services		-	80	80	-	-	20	(20)	-100%	80
4,2 - Electro Technical Services		402 022	449 772	449 772	38 949	122 113	139 213	(17 100)	-12%	449 772
4,3 - Water Storage & Distribution		83 537	93 390	93 390	(3 550)	6 393	23 347	(16 955)	-73%	93 390
4,4 - Waste Water Management		48 512	72 696	72 696	1 300	11 970	18 174	(6 204)	-34%	72 696
4,5 - Waste Management		42 781	44 163	44 163	4 428	11 242	11 041	201	2%	44 163
4,6 - Roads		598	122	122	8	16	30	(15)	-49%	122
4,7 - Storm Water Management		2 772	-	-	-	-	-	-	-	-
4,8 - Town Planning & Building Control		3 294	1 742	1 742	355	622	436	187	43%	1 742
4,10 - Mechanical Workshop		1	300	300	-	-	-	-	-	300
Vote 5 - Municipal Manager		2 020	737	737	50	181	184	(4)	-2%	737
5,2 - Performance & Project Management		1 053	-	-	-	-	-	-	-	-
5,3 - Property & Legal Services		967	737	737	50	181	184	(4)	-2%	737
Total Revenue by Vote	2	944 620	1 001 009	1 010 947	54 230	293 152	313 049	(19 897)	-6%	1 010 947
Expenditure by Vote	1									
Vote 1 - Financial Services		50 923	49 466	49 266	4 187	14 160	12 316	1 843	15%	49 266
1,1 - Director: Finance		4 212	1 980	1 980	226	680	495	185	37%	1 980
1,2 - Income		9 249	10 521	10 481	979	2 044	2 620	(577)	-22%	10 481
1,3 - Financial Administration		16 908	18 190	18 230	1 333	6 607	4 558	2 049	45%	18 230
1,4 - Credit Control		10 732	7 368	7 168	844	2 380	1 792	588	33%	7 168
1,5 - Supply Chain & Expenditure		9 822	11 406	11 406	807	2 449	2 852	(402)	-14%	11 406
Vote 2 - Community Services		109 627	125 271	133 600	7 994	22 396	33 010	(10 614)	-32%	133 600
2,1 - Director: Community Services		2 883	1 728	1 728	224	894	432	462	107%	1 728
2,2 - Cemeteries		4 409	6 466	6 466	396	1 163	1 616	(454)	-28%	6 466
2,3 - Housing		17 711	10 190	20 003	539	1 515	5 001	(3 485)	-70%	20 003
2,4 - Libraries		15 205	16 703	16 703	1 165	3 336	4 176	(839)	-20%	16 703
2,5 - Resorts & Swimming Pools		15 631	18 559	18 559	1 300	3 283	4 640	(1 357)	-29%	18 559
2,6 - Social Services		5 600	4 417	2 546	574	1 670	637	1 033	162%	2 546
2,7 - Fire Services & Disaster Management		10 812	16 654	16 654	1 300	2 940	4 163	(1 223)	-29%	16 654
2,8 - Environment & Licensing		2 990	7 090	5 661	150	584	1 125	(542)	-48%	5 661
2,9 - Community Halls and Amenities		31 068	40 631	40 678	2 117	6 335	10 094	(3 759)	-37%	40 678
2,10 - Local Economic Development		3 317	2 832	4 601	228	677	1 125	(449)	-40%	4 601
Vote 3 - Corporate Services		119 022	133 940	133 910	9 477	24 443	33 440	(8 997)	-27%	133 910
3,1 - Director: Corporate Services		4 515	3 196	3 196	215	637	799	(162)	-20%	3 196
3,2 - Human Resources		28 976	29 547	29 530	1 731	5 609	7 383	(1 774)	-24%	29 530
3,3 - Administration		11 869	16 982	16 892	891	2 297	4 223	(1 926)	-46%	16 892
3,4 - Information Technology		4 719	5 902	5 902	1 774	1 980	1 475	505	34%	5 902
3,5 - Marketing & Communication		4 625	6 198	6 198	462	1 238	1 549	(311)	-20%	6 198
3,6 - Thusong Centre		699	1 108	1 108	72	188	277	(89)	-32%	1 108
3,7 - Traffic and Protection Services		43 619	50 170	50 170	3 015	8 685	12 543	(3 857)	-31%	50 170
3,8 - Tourism		1 000	1 050	1 050	-	-	263	(263)	-100%	1 050
3,9 - Council Cost		18 999	19 787	19 864	1 316	3 809	4 929	(1 120)	-23%	19 864
Vote 4 - Technical Services		643 166	686 298	685 434	57 925	128 198	171 359	(43 160)	-25%	685 434
4,1 - Director: Technical Services		1 491	3 447	3 451	75	218	863	(644)	-75%	3 451
4,2 - Electro Technical Services		420 260	441 804	441 806	46 038	96 632	110 451	(13 819)	-13%	441 806
4,3 - Water Storage & Distribution		68 677	62 006	60 801	2 323	7 786	15 200	(7 414)	-49%	60 801
4,4 - Waste Water Management		47 535	45 572	45 897	2 772	6 638	11 474	(4 836)	-42%	45 897
4,5 - Waste Management		59 638	86 669	86 673	2 990	7 930	21 668	(13 739)	-63%	86 673
4,6 - Roads		23 113	21 118	21 288	2 047	3 829	5 322	(1 493)	-28%	21 288
4,7 - Storm Water Management		8 559	9 127	8 963	618	1 922	2 241	(319)	-14%	8 963
4,8 - Town Planning & Building Control		7 067	9 112	9 112	551	1 759	2 278	(519)	-23%	9 112
4,9 - Public Toilets		1 854	2 299	2 299	175	515	575	(60)	-10%	2 299
4,10 - Mechanical Workshop		4 972	5 144	5 144	336	970	1 286	(316)	-25%	5 144
Vote 5 - Municipal Manager		18 545	24 361	24 361	1 357	4 203	6 090	(1 888)	-31%	24 361
5,1 - Municipal Manager		7 199	6 419	6 419	321	1 224	1 605	(381)	-24%	6 419
5,2 - Performance & Project Management		3 047	3 946	3 946	271	813	986	(174)	-18%	3 946
5,3 - Property & Legal Services		2 050	3 852	3 852	183	485	963	(478)	-50%	3 852

Vote Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousand										
5,4 - Internal Audit		3 562	6 261	6 261	309	977	1 565	(589)	-38%	6 261
5,5 - IDP		2 686	3 883	3 883	274	705	971	(266)	-27%	3 883
Total Expenditure by Vote	2	941 283	1 019 335	1 026 571	80 939	193 400	256 215	(62 815)	(0)	1 026 571
Surplus/ (Deficit) for the year	2	3 338	(18 326)	(15 624)	(26 709)	99 752	56 834	42 919	0	(15 624)

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M03 September

Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
R thousands										
Revenue									%	
Exchange Revenue										
Service charges - Electricity		395 037	442 689	442 689	38 700	121 264	137 436	(16 173)	-12%	442 689
Service charges - Water		50 462	53 401	53 401	4 478	12 530	13 350	(820)	-6%	53 401
Service charges - Waste Water Management		26 461	54 590	54 590	709	9 602	13 648	(4 046)	-30%	54 590
Service charges - Waste management		36 112	36 276	36 276	3 925	10 156	9 069	1 087	12%	36 276
Sale of Goods and Rendering of Services		26 804	5 813	5 813	699	1 742	1 453	289	20%	5 813
Agency services		4 948	4 918	4 918	660	1 131	1 230	(99)	-8%	4 918
Interest		-	11	11	-	-	3	(3)	-100%	11
Interest earned from Receivables		27 153	24 727	24 727	1 850	6 054	6 182	(127)	-2%	24 727
Interest earned from Current and Non Current Assets		18 758	23 567	23 567	1 286	4 937	5 892	(955)	-16%	23 567
Rent on Land		-	29	29	-	-	7	(7)	-100%	29
Rental from Fixed Assets		6 765	6 316	6 316	460	1 225	1 579	(354)	-22%	6 316
Operational Revenue		2 335	1 852	1 852	(8 476)	(8 428)	469	(8 897)	-1899%	1 852
Non-Exchange Revenue										
Property rates		107 320	120 291	120 291	6 158	61 136	64 933	(3 797)	-6%	120 291
Surcharges and Taxes		7 976	4 849	6 321	56	253	1 450	(1 196)	-83%	6 321
Fines, penalties and forfeits		22 354	11 816	11 816	2 517	2 508	2 954	(446)	-15%	11 816
Licence and permits		1 069	2 566	2 566	91	310	641	(331)	-52%	2 566
Transfer and subsidies - Operational		150 058	182 230	190 696	539	66 747	46 779	19 968	43%	190 696
Interest		4 881	3 744	3 744	309	1 042	936	106	11%	3 744
Operational Revenue		2 824	3 250	3 250	278	951	812	139	17%	3 250
Gains on disposal of Assets		11 169	-	-	-	-	-	-		-
Total Revenue (excluding capital transfers and contributions)		902 486	982 936	992 874	54 239	293 161	308 823	-		992 874
Expenditure By Type										
Employee related costs		269 855	309 360	308 881	23 264	69 420	77 043	(7 622)	-10%	308 881
Remuneration of councillors		12 315	13 228	13 228	990	3 001	3 307	(306)	-9%	13 228
Bulk purchases - electricity		391 687	396 245	396 245	43 088	90 288	99 061	(8 773)	-9%	396 245
Inventory consumed		24 213	28 145	25 962	2 402	4 213	6 441	(2 228)	-35%	25 962
Debt impairment		66 389	76 891	76 891	-	-	19 223	(19 223)	-100%	76 891
Depreciation and amortisation		39 426	34 090	34 090	-	0	8 523	(8 522)	-100%	34 090
Interest		7 847	10 742	10 742	-	-	2 685	(2 685)	-100%	10 742
Contracted services		60 135	76 979	77 160	4 876	8 646	19 153	(10 507)	-55%	77 160
Transfers and subsidies		4 633	4 931	14 718	-	205	3 679	(3 474)	-94%	14 718
Irrecoverable debts written off		15 347	0	0	72	327	-	327		0
Operational costs		50 727	68 723	68 709	6 248	17 299	17 115	185	1%	68 709
Losses on Disposal of Assets		653	-	-	-	-	-	-		-
Other Losses		2 434	-	-	-	-	-	-		-
Total Expenditure		945 661	1 019 335	1 026 626	80 939	193 400	256 229	(62 829)	-25%	1 026 626
Surplus/(Deficit)		(43 175)	(36 399)	(33 752)	(26 700)	99 761	52 594	62 829	0	(33 752)
Transfers and subsidies - capital (monetary allocations)		40 834	27 535	27 535	(8)	(8)	6 591	(6 600)	(0)	27 535
Transfers and subsidies - capital (in-kind)		1 458	-	-	-	-	-	-		-
Surplus/(Deficit) after capital transfers & contributions		(883)	(8 865)	(6 218)	(26 709)	99 752	59 185			(6 218)
Surplus/(Deficit) after income tax		(883)	(8 865)	(6 218)	(26 709)	99 752	59 185			(6 218)
Surplus/(Deficit) attributable to municipality		(883)	(8 865)	(6 218)	(26 709)	99 752	59 185			(6 218)
Surplus/ (Deficit) for the year		(883)	(8 865)	(6 218)	(26 709)	99 752	59 185			(6 218)

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - M03 September

Vote Description	Ref	2024/25	Budget Year 2025/26							
		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		5 818	–	–	–	–	–	–	–	–
Vote 2 - Community Services		370	6 221	6 676	23	23	434	(411)	-95%	6 676
Vote 4 - Technical Services		21 369	19 907	19 197	–	–	5 549	(5 549)	-100%	19 197
Vote 5 - Municipal Manager		56	–	–	–	–	–	–	–	–
Total Capital Multi-year expenditure	4,7	27 613	26 128	25 872	23	23	5 983	(5 960)	-100%	25 872
Single Year expenditure appropriation	2									
Vote 1 - Financial Services		42	50	50	–	–	13	(13)	-100%	50
Vote 2 - Community Services		1 165	14 296	8 938	26	46	2 187	(2 141)	-98%	8 938
Vote 3 - Corporate Services		1 161	1 580	1 870	18	18	392	(374)	-95%	1 870
Vote 4 - Technical Services		52 862	32 942	36 629	1 509	3 641	4 981	(1 340)	-27%	36 629
Vote 5 - Municipal Manager		31	50	64	13	13	16	(3)	-17%	64
Total Capital single-year expenditure	4	55 261	48 918	47 551	1 567	3 718	7 589	(3 871)	-51%	47 551
Total Capital Expenditure	3	82 874	75 047	73 424	1 590	3 741	13 572	(9 831)	-72%	73 424
Capital Expenditure - Functional Classification										
<i>Governance and administration</i>		13 818	3 094	5 549	33	588	1 262	(673)	-53%	5 549
Executive and council		332	764	796	17	21	199	(178)	-90%	796
Finance and administration		13 485	2 330	4 753	15	568	1 063	(495)	-47%	4 753
<i>Community and public safety</i>		1 484	20 258	15 369	47	64	2 582	(2 518)	-98%	15 369
Community and social services		680	11 965	6 517	–	–	1 604	(1 604)	-100%	6 517
Sport and recreation		650	6 974	7 361	47	64	694	(630)	-91%	7 361
Public safety		154	1 320	1 491	–	–	284	(284)	-100%	1 491
<i>Economic and environmental services</i>		11 586	16 245	23 202	–	45	5 778	(5 733)	-99%	23 202
Planning and development		133	275	275	–	–	46	(46)	-100%	275
Road transport		11 428	15 750	22 707	–	45	5 677	(5 632)	-99%	22 707
Environmental protection		26	220	220	–	–	55	(55)	-100%	220
<i>Trading services</i>		55 987	40 449	41 261	1 509	3 044	6 940	(3 896)	-56%	41 261
Energy sources		10 672	24 568	25 871	1 187	1 442	2 392	(950)	-40%	25 871
Water management		26 804	12 881	11 104	154	1 434	3 001	(1 567)	-52%	11 104
Waste water management		17 878	2 000	3 286	–	–	1 296	(1 296)	-100%	3 286
Waste management		633	1 000	1 000	168	168	250	(82)	-33%	1 000
Total Capital Expenditure - Functional Classification	3	82 874	80 047	85 380	1 590	3 741	16 561	(12 820)	-77%	85 380
Funded by:										
National Government		40 065	25 887	25 887	112	911	5 346	(4 435)	-83%	25 887
Provincial Government		223	1 702	1 702	–	–	208	(208)	-100%	1 702
District Municipality		433	185	185	–	–	46	(46)	-100%	185
Transfers and subsidies - capital (monetary allocations) (Nat / Prov Departm Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporatons, Higher Educ Institutions)		–	2 239	2 239	–	–	560	(560)	-100%	2 239
Transfers recognised - capital		40 721	30 013	30 013	112	911	6 160	(5 249)	-85%	30 013
Borrowing	6	7 807	15 000	16 303	1 170	1 398	–	1 398	–	16 303
Internally generated funds		28 591	35 034	39 065	308	1 432	10 401	(8 969)	-86%	39 065
Total Capital Funding	7	77 119	80 047	85 380	1 590	3 741	16 561	(12 820)	-77%	85 380

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - A - M03 September

Vote Description	Ref	2024/25	Budget Year 2025/26								
R thousand		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast	
Capital expenditure - Municipal Vote	1								%		
Expenditure of multi-year capital appropriation											
Vote 1 - Financial Services		5 818	-	-	-	-	-	-	-	-	
1,1 - Director: Finance		88	-	-	-	-	-	-	-	-	
1,3 - Financial Administration		5 729	-	-	-	-	-	-	-	-	
Vote 2 - Community Services		370	6 221	6 676	23	23	434	(411)	-95%	6 676	
2,7 - Fire Services & Disaster Management		154	1 020	1 191	-	-	209	(209)	-100%	1 191	
2,9 - Community Halls and Amenities		216	5 202	5 485	23	23	225	(202)	-90%	5 485	
Vote 4 - Technical Services		21 369	19 907	19 197	-	-	5 549	(5 549)	-100%	19 197	
4,2 - Electro Technical Services		5 115	9 318	9 318	-	-	2 330	(2 330)	-100%	9 318	
4,3 - Water Storage & Distribution		-	5 189	3 778	-	-	1 170	(1 170)	-100%	3 778	
4,4 - Waste Water Management		13 204	700	1 400	-	-	875	(875)	-100%	1 400	
4,5 - Waste Management		277	-	-	-	-	-	-	-	-	
4,6 - Roads		-	4 700	4 700	-	-	1 175	(1 175)	-100%	4 700	
4,7 - Storm Water Management		2 772	-	-	-	-	-	-	-	-	
Vote 5 - Municipal Manager		56	-	-	-	-	-	-	-	-	
5,2 - Performance & Project Management		56	-	-	-	-	-	-	-	-	
Total multi-year capital expenditure			27 613	26 128	25 872	23	23	5 983	(5 960)	-100%	25 872
Capital expenditure - Municipal Vote		1									
Expenditure of single-year capital appropriation											
Vote 1 - Financial Services	42		50	50	-	-	13	(13)	-100%	50	
1,1 - Director: Finance	42		50	50	-	-	13	(13)	-100%	50	
Vote 2 - Community Services	1 165		14 296	8 938	26	46	2 187	(2 141)	-98%	8 938	
2,1 - Director: Community Services	26		64	50	1	5	12	(8)	-62%	50	
2,2 - Cemeteries	-		100	100	-	-	-	-	-	100	
2,4 - Libraries	680		11 865	6 417	-	-	1 604	(1 604)	-100%	6 417	
2,5 - Resorts & Swimming Pools	149		-	-	-	-	-	-	-	-	
2,8 - Environment & Licencing	26		220	220	-	-	55	(55)	-100%	220	
2,9 - Community Halls and Amenities	285		1 772	1 876	25	41	469	(428)	-91%	1 876	
2,10 - Local Economic Development	-		275	275	-	-	46	(46)	-100%	275	
Vote 3 - Corporate Services	1 161		1 580	1 870	18	18	392	(374)	-95%	1 870	
3,1 - Director: Corporate Services	153		50	80	3	3	20	(17)	-86%	80	
3,2 - Human Resources	248		-	-	-	-	-	-	-	-	
3,3 - Administration	-		300	300	-	-	-	-	-	300	
3,4 - Information Technology	650		300	560	15	15	140	(125)	-89%	560	
3,5 - Marketing & Communication	110		130	130	-	-	32	(32)	-100%	130	
3,7 - Traffic and Protection Services	-		300	300	-	-	75	(75)	-100%	300	
3,9 - Council Cost	-		500	500	-	-	125	(125)	-100%	500	
Vote 4 - Technical Services	52 862		32 942	36 629	1 509	3 641	4 981	(1 340)	-27%	36 629	
4,1 - Director: Technical Services	24		50	52	-	-	13	(13)	-100%	52	
4,2 - Electro Technical Services	5 557		15 250	16 553	1 187	1 442	63	1 380	2207%	16 553	
4,3 - Water Storage & Distribution	26 804		7 692	7 326	154	1 434	1 832	(398)	-22%	7 326	
4,4 - Waste Water Management	1 902		1 300	1 886	-	-	421	(421)	-100%	1 886	
4,5 - Waste Management	355		1 000	1 000	168	168	250	(82)	-33%	1 000	
4,6 - Roads	11 428		6 050	6 050	-	45	1 512	(1 468)	-97%	6 050	
4,8 - Town Planning & Building Control	133		-	-	-	-	-	-	-	-	
4,10 - Mechanical Workshop	6 660		1 600	3 763	-	552	890	(338)	-38%	3 763	
Vote 5 - Municipal Manager	31		50	64	13	13	16	(3)	-17%	64	
5,1 - Municipal Manager	31		50	64	13	13	16	(3)	-17%	64	
Total single-year capital expenditure			55 261	48 918	47 551	1 567	3 718	7 589	(3 871)	(0)	47 551
Total Capital Expenditure			82 874	75 047	73 424	1 590	3 741	13 572	(9 831)	(0)	73 424

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M03 September

Description	Ref	2024/25	Budget Year 2025/26			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD Actual	Full Year Forecast
R thousands						
ASSETS	1					
Current assets						
Cash and cash equivalents		200 384	220 325	226 376	231 493	226 376
Trade and other receivables from exchange transactions		90 202	82 509	82 509	106 339	82 509
Receivables from non-exchange transactions		37 882	51 313	51 313	61 216	51 313
Current portion of non-current receivables		-	-	-	-	-
Inventory		17 732	26 712	27 013	18 524	27 013
VAT		10 178	(91 563)	(91 563)	27 987	(91 563)
Other current assets		4 770	4 509	4 509	4 770	4 509
Total current assets		361 147	293 805	300 157	450 329	300 157
Non current assets						
Investments		-	-	-	-	-
Investment property		41 251	38 604	38 604	41 251	38 604
Property, plant and equipment		999 389	1 179 702	1 185 036	1 099 244	1 185 036
Biological assets		-	-	-	-	-
Living and non-living resources		-	-	-	-	-
Heritage assets		550	550	550	550	550
Intangible assets		1 206	1 531	1 531	1 206	1 531
Trade and other receivables from exchange transactions		-	-	-	-	-
Non-current receivables from non-exchange transactions		-	-	-	-	-
Other non-current assets		-	-	-	-	-
Total non current assets		1 042 396	1 220 387	1 225 721	1 142 251	1 225 721
TOTAL ASSETS		1 403 543	1 514 192	1 525 877	1 592 580	1 525 877
LIABILITIES						
Current liabilities						
Bank overdraft		-	-	-	-	-
Financial liabilities		(329)	(3 433)	(3 433)	(329)	(3 433)
Consumer deposits		10 650	9 739	9 739	10 232	9 739
Trade and other payables from exchange transactions		92 282	89 877	97 469	21 526	97 469
Trade and other payables from non-exchange transactions		2 357	6 104	7 552	12 984	7 552
Provision		36 708	38 184	38 184	38 383	38 184
VAT		13 986	(94 204)	(94 204)	38 572	(94 204)
Other current liabilities		-	-	-	-	-
Total current liabilities		155 653	46 268	55 307	121 367	55 307
Non current liabilities						
Financial liabilities		1 379	23 080	23 080	26 379	23 080
Provision		23 317	87 943	87 943	23 317	87 943
Long term portion of trade payables		-	-	-	-	-
Other non-current liabilities		68 681	81 031	81 031	71 138	81 031
Total non current liabilities		93 377	192 053	192 053	120 834	192 053
TOTAL LIABILITIES		249 030	238 321	247 360	242 201	247 360
NET ASSETS	2	1 154 513	1 275 870	1 278 517	1 350 379	1 278 517
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		1 325 747	1 264 704	1 267 131	1 051 516	1 267 131
Reserves and funds		11 166	11 166	11 166	11 166	11 166
Other		-	-	-	-	-
TOTAL COMMUNITY WEALTH/EQUITY	2	1 336 913	1 275 870	1 278 297	1 062 683	1 278 297

WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M03 September

Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
R thousands										
CASH FLOW FROM OPERATING ACTIVITIES	1								%	
Receipts										
Property rates		3 431	114 277	114 277	20 489	41 445	19 046	22 399	118%	114 277
Service charges		675 973	623 670	623 670	42 410	139 424	103 945	35 479	34%	623 670
Other revenue		15 554	38 334	38 334	1 178	2 477	6 389	(3 912)	-61%	38 334
Transfers and Subsidies - Operational		174 173	175 756	187 141	(673)	71 226	29 309	41 916	143%	175 856
Transfers and Subsidies - Capital		50 511	35 189	35 189	-	6 402	5 865	537	9%	35 189
Interest		9 482	52 049	52 049	1 177	3 142	8 675	(5 533)	-64%	52 049
Dividends		-	-	-	-	-	-	-	-	-
Payments										
Suppliers and employees		(613 335)	(941 929)	(941 929)	(75 676)	(267 725)	(156 988)	110 737	-71%	(941 929)
Interest		-	-	-	-	-	-	-	-	-
Transfers and Subsidies		-	-	-	-	(205)	-	205	0%	-
NET CASH FROM/(USED) OPERATING ACTIVITIES		315 789	97 347	108 732	(11 095)	(3 815)	16 241	20 056	123%	97 447
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE		3 080	-	-	-	-	-	-	-	-
Decrease (increase) in non-current receivables		-	-	-	-	-	-	-	-	-
Decrease (increase) in non-current investments		-	-	-	-	-	-	-	-	-
Payments										
Capital assets		(73 966)	(80 047)	(85 380)	(1 641)	(12 191)	(14 038)	(1 847)	13%	(84 225)
NET CASH FROM/(USED) INVESTING ACTIVITIES		(70 885)	(80 047)	(85 380)	(1 641)	(12 191)	(14 038)	(1 847)	13%	(84 225)
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing		-	-	-	-	-	-	-	-	-
Increase (decrease) in consumer deposits		(65)	-	-	47	93	-	93	0%	-
Payments										
Repayment of borrowing		-	-	-	-	-	-	-	-	-
NET CASH FROM/(USED) FINANCING ACTIVITIES		(65)	-	-	47	93	-	(93)	0%	-
NET INCREASE/ (DECREASE) IN CASH HELD		244 839	17 300	23 352	(12 689)	(15 913)	2 204			13 222
Cash/cash equivalents at beginning:		316 245	209 837	209 837		198 627	209 837			198 627
Cash/cash equivalents at month/year end:		561 084	227 137	233 189		182 714	212 040			211 849

WC022 Witzenberg - Supporting Table SC1 Material variance explanations - M03 September

Ref	Description	Variance	Reasons for material deviations	Remedial or corrective steps/remarks
	R thousands			
1	Revenue			
	Service charges - Electricity	(16 173)	Lower consumption. Alternative energy installed by large consumers	
	Service charges - Water	(820)	Immaterial Variance	
	Service charges - Waste Water Management	(4 046)	YTD budget to be amended, average monthly billing amounts to R2,7m	
	Service charges - Waste management	1 087	Immaterial Variance	
	Sale of Goods and Rendering of Services	289	Immaterial Variance	
	Agency services	(99)	Immaterial Variance	
	Interest	(3)	Immaterial Variance	
	Interest earned from Receivables	(127)	Immaterial Variance	
	Interest earned from Current and Non Current As	(955)	Lower interest rates	
	Dividends	-		
	Rent on Land	(7)	Immaterial Variance	
	Rental from Fixed Assets	(354)	Immaterial Variance	
	Licence and permits	-		
	Operational Revenue	-	Incorrect Item used for discount allowed	
2	Non-Exchange Revenue			
	Property rates	(3 797)	Correction on Public Place of worship properties	
	Surcharges and Taxes	(1 196)	Lower Grant Capital Expenditure resulting in lower revenue being recognised	
	Fines, penalties and forfeits	(446)	Immaterial Variance	
	Licence and permits	(331)	Immaterial Variance	
	Transfer and subsidies - Operational	19 968	Equitable Share received. YTD budget incorrect	
	Interest	106	Immaterial Variance	
	Fuel Levy	-		
	Operational Revenue	139	Immaterial Variance	
	Gains on disposal of Assets	-		
	Other Gains	-		
	Discontinued Operations	-		
3	Expenditure By Type			
	Employee related costs	(7 622)	Primarily due to the filling of vacancies. Recognition of Leave accrual to be done next month	
	Remuneration of councillors	(306)	Immaterial Variance	
	Bulk purchases - electricity	(8 773)	Lower consumption of electricity	
	Inventory consumed	(2 228)	Mainly driven by Repairs & Maintenance Projects	
	Debt impairment	(19 223)	Provision for Bad Debt is made on an annual basis	
	Depreciation and amortisation	(8 522)	Depreciation run performed on an annual basis	
	Interest	(2 685)	Finance charges related to Landfill Sites recognised on an annual basis.	
	Contracted services	(10 507)	Mainly driven by Repairs & Maintenance Projects as well as the time required for SCM processes	
	Transfers and subsidies	(3 474)	Low expenditure on Housing Top Structures	
	Irrecoverable debts written off	327	Immaterial Variance	
	Operational costs	185	Immaterial Variance	
	Losses on Disposal of Assets	-		
	Other Losses	-		
4	Capital Expenditure			
	Total Capital Expenditure	(12 820)	Low expenditure on Capital Grant Expenditure	
5	Cash Flow			
6	Measureable performance			
7	Municipal Entities			

WC022 Witzenberg - Supporting Table SC2 Monthly Budget Statement - performance indicators - M03 September

Description of financial indicator	Basis of calculation	Ref	2024/25	Budget Year 2025/26			
			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		0,8%	4,4%	4,4%	0,0%	4,4%
Borrowed funding of 'own' capital expenditure	Borrowings/Capital expenditure excl. transfers and grants		9,4%	18,7%	19,1%	37,4%	19,1%
<u>Safety of Capital</u>							
Debt to Equity	Loans, Accounts Payable, Overdraft & Tax Provision/ Funds & Reserves		12,3%	15,4%	16,1%	12,4%	16,1%
Gearing	Long Term Borrowing/ Funds & Reserves		12,3%	206,7%	206,7%	236,2%	206,7%
<u>Liquidity</u>							
Current Ratio	Current assets/current liabilities	1	232,0%	635,0%	542,7%	371,0%	542,7%
Liquidity Ratio	Monetary Assets/Current Liabilities		128,7%	476,2%	409,3%	190,7%	409,3%
<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		14,7%	14,1%	13,9%	58,8%	13,9%
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		29,9%	31,5%	31,1%	23,7%	31,1%
Repairs & Maintenance	R&M/Total Revenue - capital revenue		1,9%	2,6%	2,6%	1,2%	2,6%
Interest & Depreciation	I&D/Total Revenue - capital revenue		5,2%	4,6%	4,5%	0,0%	4,5%
<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						

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M03 September

Description	NT Code	Budget Year 2025/26											
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days	Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts i.t.o Council Policy
R thousands													
Debtors Age Analysis By Income Source													
Trade and Other Receivables from Exchange Transactions - Water	1200	15 373	2 153	1 896	1 845	1 656	1 976	8 381	70 073	103 353	83 931	-	-
Trade and Other Receivables from Exchange Transactions - Electricity	1300	28 270	1 112	1 136	579	494	348	1 978	11 766	45 684	15 166	-	-
Receivables from Non-exchange Transactions - Property Rates	1400	18 597	1 525	864	852	756	555	2 514	35 766	61 430	40 444	-	-
Receivables from Exchange Transactions - Waste Water Management	1500	8 035	1 526	1 358	1 272	1 259	1 234	5 869	46 396	66 949	56 030	-	-
Receivables from Exchange Transactions - Waste Management	1600	8 780	1 644	1 478	1 493	1 288	1 212	5 687	43 018	64 599	52 697	-	-
Receivables from Exchange Transactions - Property Rental Debtors	1700	161	14	16	13	13	13	64	947	1 241	1 050	-	-
Interest on Arrear Debtor Accounts	1810	1 362	161	190	222	251	298	2 262	76 995	81 740	80 028	-	-
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820	-	-	-	-	-	-	-	-	-	-	-	-
Other	1900	(7 571)	50	57	36	37	41	223	1 768	(5 359)	2 106	-	-
Total By Income Source	2000	73 005	8 185	6 995	6 313	5 754	5 678	26 979	286 729	419 637	331 453	-	-
2024/25 - totals only										-	-		
Debtors Age Analysis By Customer Group													
Organs of State	2200	4 699	1 686	909	505	290	252	1 197	9 464	19 003	11 707	-	-
Commercial	2300	26 906	604	801	684	466	377	2 492	34 243	66 573	38 262	-	-
Households	2400	39 955	5 672	5 088	4 910	4 795	4 809	22 269	229 808	317 307	266 592	-	-
Other	2500	1 444	223	197	214	203	239	1 021	13 215	16 755	14 892	-	-
Total By Customer Group	2600	73 005	8 185	6 995	6 313	5 754	5 678	26 979	286 729	419 637	331 453	-	-

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M03 September

Description	NT Code	Budget Year 2025/26									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	10 450	27 465	2 429	-	-	-	-	-	40 344	-
Auditor General	0800	-	427	-	-	-	-	-	-	427	-
Other	0900	-	-	-	-	-	-	-	-	-	-
Medical Aid deductions	0950	-	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	10 450	27 892	2 429	-	-	-	-	-	40 771	-

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M03 September

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		Yrs/Months												
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 - M03 September

Description	Ref	2024/25	Budget Year 2025/26							
		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:		150 282	160 619	160 619	-	67 538	39 587	27 951	70,6%	160 619
Operational Revenue:General Revenue:Equitable Share	3	145 706	156 647	156 647	-	65 270	39 162	26 108	66,7%	156 647
Operational:Revenue:General Revenue:Fuel Levy		-	-	-	-	-	-	-		-
Energy Efficiency and Demand-side [Schedule 5B]		-	-	-	-	-	-	-		-
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		1 559	2 272	2 272	-	568	-	568		2 272
Infrastructure Skills Development Grant [Schedule 5B]		-	-	-	-	-	-	-		-
Local Government Financial Management Grant [Schedule 5B]		1 600	1 700	1 700	-	1 700	425	1 275	300,0%	1 700
Municipal Disaster Grant [Schedule 5B]		417	-	-	-	-	-	-		-
Municipal Systems Improvement Grant		-	-	-	-	-	-	-		-
Municipal Disaster Recovery Grant		-	-	-	-	-	-	-		-
Public Transport Network Operations Grant [Schedule 5B]		-	-	-	-	-	-	-		-
Rural Road Asset Management Systems Grant		-	-	-	-	-	-	-		-
Integrated City Development Grant		-	-	-	-	-	-	-		-
Municipal Demarcation Transition Grant		-	-	-	-	-	-	-		-
Neighbourhood Development Partnership Grant		-	-	-	-	-	-	-		-
Municipal Infrastructure Grant [Schedule 5B]		1 000	-	-	-	-	-	-		-
Water Services Infrastructure Grant		-	-	-	-	-	-	-		-
Urban Settlement Development Grant		-	-	-	-	-	-	-		-
Integrated National Electrification Programme Grant		-	-	-	-	-	-	-		-
Municipal Rehabilitation Grant		-	-	-	-	-	-	-		-
Regional Bulk Infrastructure Grant		-	-	-	-	-	-	-		-
Municipal Emergency Housing Grant		-	-	-	-	-	-	-		-
Metro Informal Settlements Partnership Grant		-	-	-	-	-	-	-		-
Integrated Urban Development Grant		-	-	-	-	-	-	-		-
Programme and Project Preparation Support Grant		-	-	-	-	-	-	-		-
Provincial Government:		13 208	15 137	26 422	2	3 686	3 784	(99)	-2,6%	26 422
OPEX PROV MUNICIPAL SERVICE DELIVERY AND CAPACITY BUILDING GRANT		-	-	-	-	-	-	-		-
OPEX PROV TITLE DEEDS RESTORATION		-	-	-	-	-	-	-		-
OPEX PROV LIBRARY		-	11 048	11 048	2	3 686	2 762	924	33,4%	11 048
OPEX PROV CDW		132	132	132	-	-	33	(33)	-100,0%	132
OPEX PROV THUSONG		-	150	150	-	-	38	(38)	-100,0%	150
OPEX PROV THUSONG		-	-	-	-	-	-	-		-
OPEX PROV MUN INTERVENTION AND FIN MAN CAPACITY BUILDING		-	-	-	-	-	-	-		-
OPEX PROV MUN ACC AND CAP BUILDING		949	530	530	-	-	132	(132)	-100,0%	530
OPEX PROV RSEP		150	1 000	1 000	-	-	250	(250)	-100,0%	1 000
Specify (Add grant description)		-	-	-	-	-	-	-		-
OPEX PROV WATER RESILIENCE		-	-	-	-	-	-	-		-
Specify (Add grant description)		250	-	-	-	-	-	-		-
OPEX PROV FIN MAN CAPABILITY		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
OPEX PROV LOCAL GOVERNMENT PUBLIC EMPLOYMENT SUPPORT GRANT		-	-	-	-	-	-	-		-

Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
Specify (Add grant description)		-	-	-	-	-	-	-		-
OPEX PROV HOUSING IHSDG		4 692	-	11 285	-	-	-	-		11 285
Specify (Add grant description)		-	2 147	2 147	-	-	537	(537)	-100,0%	2 147
Specify (Add grant description)		-	130	130	-	-	32	(32)	-100,0%	130
Specify (Add grant description)		7 035	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
OPEX PROV CONTRIBUTION TOWARDS ACC HOUSING DELIVERY		-	-	-	-	-	-	-		-
OPEX PROV MAIN ROADS		-	-	-	-	-	-	-		-
OPEX PROV HOUSING ISUPG		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
District Municipality:		36	-	100	-	-	-	-		100
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
OPEX DISTRICT		-	-	-	-	-	-	-		-
OPEX DISTRICT SAFETY PLAN		36	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	100	-	-	-	-		100
OPEX DISTRICT CAPACITY BUILDING MENTORSHIP		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-

Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
Specify (Add grant description)		-	-	-	-	-	-	-		-
Other grant providers:		3 809	-	-	-	677	-	677		-
Departmental Agencies and Accounts		-	-	-	-	-	-	-		-
Foreign Government and International Organisations		316	-	-	-	-	-	-		-
Households		-	-	-	-	-	-	-		-
Non-profit Institutions		-	-	-	-	-	-	-		-
Private Enterprises		3 494	-	-	-	677	-	677		-
Public Corporations		-	-	-	-	-	-	-		-
Higher Educational Institutions		-	-	-	-	-	-	-		-
Parent Municipality / Entity		-	-	-	-	-	-	-		-
Total Operating Transfers and Grants	5	167 336	175 756	187 141	2	71 901	43 371	28 530	65,8%	187 141
Capital Transfers and Grants										
National Government:		46 290	30 770	30 770	-	5 445	-	5 445		30 770
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		-	-	-	-	-	-	-		-
Municipal Infrastructure Grant [Schedule 5B]		24 595	26 770	26 770	-	3 645	-	3 645		26 770
Neighbourhood Development Partnership Grant [Schedule 5B]		-	-	-	-	-	-	-		-
Rural Road Asset Management Systems Grant [Schedule 5B]		-	-	-	-	-	-	-		-
Urban Settlement Development Grant [Schedule 4B]		-	-	-	-	-	-	-		-
Integrated City Development Grant [Schedule 4B]		-	-	-	-	-	-	-		-
Municipal Disaster Recovery Grant [Schedule 4B]		-	-	-	-	-	-	-		-
Energy Efficiency and Demand Side Management Grant		-	-	-	-	-	-	-		-
Local Government Financial Management Grant [Schedule 5B]		-	-	-	-	-	-	-		-
Public Transport Network Grant [Schedule 5B]		-	-	-	-	-	-	-		-
Regional Bulk Infrastructure Grant (Schedule 5B)		-	-	-	-	-	-	-		-
Water Services Infrastructure Grant [Schedule 5B]		15 000	-	-	-	-	-	-		-
Infrastructure Skills Development Grant [Schedule 5B]		-	-	-	-	-	-	-		-
Municipal Disaster Relief Grant		3 195	-	-	-	-	-	-		-
Municipal Emergency Housing Grant		-	-	-	-	-	-	-		-
Metro Informal Settlements Partnership Grant		-	-	-	-	-	-	-		-
Integrated Urban Development Grant		3 500	4 000	4 000	-	1 800	-	1 800		4 000
Provincial Government:		5 359	4 104	4 104	-	957	787	170	21,7%	4 104
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
CAPEX PROV MUN INTERVENTION		-	-	-	-	-	-	-		-
CAPEX PROV FIRE		-	1 957	1 957	-	957	250	707	282,9%	1 957
CAPEX PROV LOAD SHEDDING RELIEF		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-

Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
CAPEX PROV MUN SERVICE DELIVERY		-	-	-	-	-	-	-		-
CAPEX PROV HOUSING IHHSDG		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	2 147	2 147	-	-	537	(537)	-100,0%	2 147
CAPEX PROV INFORMAL SETTLEMENT UPGRADING		-	-	-	-	-	-	-		-
CAPEX PROV RSEP		0	-	-	-	-	-	-		-
CAPEX PROV MAIN ROADS		5 359	-	-	-	-	-	-		-
CAPEX PROV SPORT AND RECREATION		-	-	-	-	-	-	-		-
CAPEX PROV MUNICIPAL ENERGY RESILIENCE		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
District Municipality:		100	185	185	-	-	-	-		185
CAPEX DISTRICT		100	185	185	-	-	-	-		185
Specify (Add grant description)		-	-	-	-	-	-	-		-
CAPEX DISTRICT WATER		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
CAPEX DISTRICT TRAFFIC SAFETY PROJECT		-	-	-	-	-	-	-		-
CAPEX DISTRICT SECURITY CAMERAS		-	-	-	-	-	-	-		-
CAPEX DISTRICT TRANSFER STATIONS		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-

Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Other grant providers:		-	-	-	-	-	-	-		-
Departmental Agencies and Accounts		-	-	-	-	-	-	-		-
Foreign Government and International Organisations		-	-	-	-	-	-	-		-
Households		-	-	-	-	-	-	-		-
Non-Profit Institutions		-	-	-	-	-	-	-		-
Private Enterprises		-	-	-	-	-	-	-		-
Public Corporations		-	-	-	-	-	-	-		-
Higher Educational Institutions		-	-	-	-	-	-	-		-
Parent Municipality / Entity		-	-	-	-	-	-	-		-
Transfer from Operational Revenue		-	-	-	-	-	-	-		-
Total Capital Transfers and Grants	5	51 749	35 059	35 059	-	6 402	787	5 615	713,8%	35 059
TOTAL RECEIPTS OF TRANSFERS & GRANTS	5	219 085	210 815	222 200	2	78 303	44 158	34 145	77,3%	222 200

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M03 September

Description	Ref	2024/25	Budget Year 2025/26							
		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:		(141 672)	(160 486)	(160 486)	572	(63 681)	(40 121)	(23 560)	58,7%	(160 486)
Operational Revenue:General Revenue:Equitable Share		(145 706)	(156 647)	(156 647)	-	(65 270)	(39 162)	(26 108)	66,7%	(156 647)
Operational:Revenue:General Revenue:Fuel Levy		-	-	-	-	-	-	-	-	-
Energy Efficiency and Demand-side [Schedule 5B]		-	-	-	-	-	-	-	-	-
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		1 361	(2 272)	(2 272)	238	590	(568)	1 158	-203,9%	(2 272)
Infrastructure Skills Development Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Local Government Financial Management Grant [Schedule 5B]		1 600	(1 567)	(1 567)	334	999	(392)	1 390	-354,9%	(1 567)
Municipal Disaster Grant [Schedule 5B]		76	-	-	-	-	-	-	-	-
Municipal Systems Improvement Grant		-	-	-	-	-	-	-	-	-
Municipal Disaster Recovery Grant		-	-	-	-	-	-	-	-	-
Public Transport Network Operations Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Rural Road Asset Management Systems Grant		-	-	-	-	-	-	-	-	-
Integrated City Development Grant		-	-	-	-	-	-	-	-	-
Municipal Demarcation Transition Grant		-	-	-	-	-	-	-	-	-
Neighbourhood Development Partnership Grant		-	-	-	-	-	-	-	-	-
Municipal Infrastructure Grant [Schedule 5B]		996	-	-	-	-	-	-	-	-
Water Services Infrastructure Grant		-	-	-	-	-	-	-	-	-
Urban Settlement Development Grant		-	-	-	-	-	-	-	-	-
Integrated National Electrification Programme Grant		-	-	-	-	-	-	-	-	-
Municipal Rehabilitation Grant		-	-	-	-	-	-	-	-	-
Regional Bulk Infrastructure Grant		-	-	-	-	-	-	-	-	-
Municipal Emergency Housing Grant		-	-	-	-	-	-	-	-	-
Metro Informal Settlements Partnership Grant		-	-	-	-	-	-	-	-	-
Integrated Urban Development Grant		-	-	-	-	-	-	-	-	-
Programme and Project Preparation Support Grant		-	-	-	-	-	-	-	-	-
Provincial Government:		13 976	(19 270)	(30 555)	6	6	(6 639)	6 644	-100,1%	(30 555)
OPEX PROV MUNICIPAL SERVICE DELIVERY AND CAPACITY BUILDING GRANT		-	-	-	-	-	-	-	-	-
OPEX PROV TITLE DEEDS RESTORATION		-	-	-	-	-	-	-	-	-
OPEX PROV LIBRARY		-	(11 048)	(11 048)	-	-	(2 762)	2 762	-100,0%	(11 048)
OPEX PROV CDW		64	(4 395)	(5 867)	6	6	(467)	472	-101,2%	(5 867)
OPEX PROV THUSONG		-	(130)	(130)	-	-	(33)	33	-100,0%	(130)
OPEX PROV THUSONG		-	(20)	(20)	-	-	(5)	5	-100,0%	(20)
OPEX PROV MUN INTERVENTION AND FIN MAN CAPACITY BUILDING		-	-	-	-	-	-	-	-	-
OPEX PROV MUN ACC AND CAP BUILDING		732	(530)	(530)	-	-	(132)	132	-100,0%	(530)
OPEX PROV RSEP		-	(870)	(870)	-	-	(217)	217	-100,0%	(870)
Specify (Add grant description)		-	-	-	-	-	-	-	-	-
OPEX PROV WATER RESILIENCE		-	-	-	-	-	-	-	-	-
Specify (Add grant description)		100	(130)	(130)	-	-	(33)	33	-100,0%	(130)
OPEX PROV FIN MAN CAPABILITY		-	-	-	-	-	-	-	-	-
Specify (Add grant description)		-	-	-	-	-	-	-	-	-

Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
OPEX PROV LOCAL GOVERNMENT PUBLIC EMPLOYMENT SUPPORT GRANT		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
OPEX PROV HOUSING IHHS DG		4 988	-	(9 813)	-	-	(2 453)	2 453	-100,0%	(9 813)
Specify (Add grant description)		-	(2 147)	(2 147)	-	-	(537)	537	-100,0%	(2 147)
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		8 091	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
OPEX PROV CONTRIBUTION TOWARDS ACC HOUSING DELIVERY		-	-	-	-	-	-	-		-
OPEX PROV MAIN ROADS		-	-	-	-	-	-	-		-
OPEX PROV HOUSING ISUPG		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
District Municipality:		35	-	(100)	-	-	-	-		(100)
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-						

Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Other grant providers:		26	(4 007)	(2 560)	-	-	(565)	565	-100,0%	(2 560)
Departmental Agencies and Accounts		-	-	-	-	-	-	-		-
Foreign Government and International Organisations		-	(1 006)	(1 006)	-	-	(176)	176	-100,0%	(1 006)
Households		-	-	-	-	-	-	-		-
Non-profit Institutions		-	-	-	-	-	-	-		-
Private Enterprises		26	(3 001)	(1 554)	-	-	(389)	389	-100,0%	(1 554)
Public Corporations		-	-	-	-	-	-	-		-
Higher Educational Institutions		-	-	-	-	-	-	-		-
Parent Municipality / Entity		-	-	-	-	-	-	-		-
Total operating expenditure of Transfers and Grants:		(127 636)	(183 763)	(193 701)	578	(63 676)	(47 325)	(16 351)	34,5%	(193 701)
Capital expenditure of Transfers and Grants										
National Government:		45 645	(26 770)	(26 770)	17	137	(6 692)	6 829	-102,0%	(26 770)
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		-	-	-	-	-	-	-		-
Municipal Infrastructure Grant [Schedule 5B]		24 595	(26 770)	(26 770)	17	137	(6 692)	6 829	-102,0%	(26 770)
Neighbourhood Development Partnership Grant [Schedule 5B]		-	-	-	-	-	-	-		-
Rural Road Asset Management Systems Grant [Schedule 5B]		-	-	-	-	-	-	-		-
Urban Settlement Development Grant [Schedule 4B]		-	-	-	-	-	-	-		-
Integrated City Development Grant [Schedule 4B]		-	-	-	-	-	-	-		-
Municipal Disaster Recovery Grant [Schedule 4B]		-	-	-	-	-	-	-		-
Energy Efficiency and Demand Side Management Grant		-	-	-	-	-	-	-		-
Local Government Financial Management Grant [Schedule 5B]		-	-	-	-	-	-	-		-
Public Transport Network Grant [Schedule 5B]		-	-	-	-	-	-	-		-
Regional Bulk Infrastructure Grant (Schedule 5B)		-	-	-	-	-	-	-		-
Water Services Infrastructure Grant [Schedule 5B]		14 999	-	-	-	-	-	-		-
Infrastructure Skills Development Grant [Schedule 5B]		-	-	-	-	-	-	-		-
Municipal Disaster Relief Grant		3 188	-	-	-	-	-	-		-
Municipal Emergency Housing Grant		-	-	-	-	-	-	-		-
Metro Informal Settlements Partnership Grant		-	-	-	-	-	-	-		-
Integrated Urban Development Grant		2 863	-	-	-	-	-	-		-
Provincial Government:		-	(1 827)	(1 827)	-	-	(239)	239	-100,0%	(1 827)
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
CAPEX PROV MUN INTERVENTION		-	-	-	-	-	-	-		-
CAPEX PROV FIRE		-	(1 827)	(1 827)	-	-	(239)	239	-100,0%	(1 827)
CAPEX PROV LOAD SHEDDING RELIEF		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-

Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
CAPEX PROV MUN SERVICE DELIVERY		-	-	-	-	-	-	-		-
CAPEX PROV HOUSING IHHSDG		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
CAPEX PROV INFORMAL SETTLEMENT UPGRADING		-	-	-	-	-	-	-		-
CAPEX PROV RSEP		-	-	-	-	-	-	-		-
CAPEX PROV MAIN ROADS		-	-	-	-	-	-	-		-
CAPEX PROV SPORT AND RECREATION		-	-	-	-	-	-	-		-
CAPEX PROV MUNICIPAL ENERGY RESILIENCE		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
District Municipality:		433	(185)	(185)	-	-	(46)	46	-100,0%	(185)
CAPEX DISTRICT		433	(185)	(185)	-	-	(46)	46	-100,0%	(185)
Specify (Add grant description)		-	-	-	-	-	-	-		-
CAPEX DISTRICT WATER		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
CAPEX DISTRICT TRAFFIC SAFETY PROJECT		-	-	-	-	-	-	-		-
CAPEX DISTRICT SECURITY CAMERAS		-	-	-	-	-	-	-		-
CAPEX DISTRICT TRANSFER STATIONS		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-

Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Specify (Add grant description)		-	-	-	-	-	-	-		-
Other grant providers:		-	(1 939)	(1 939)	-	-	(485)	485	-100,0%	(1 939)
Departmental Agencies and Accounts		-	-	-	-	-	-	-		-
Foreign Government and International Organisations		-	-	-	-	-	-	-		-
Households		-	-	-	-	-	-	-		-
Non-Profit Institutions		-	-	-	-	-	-	-		-
Private Enterprises		-	(1 939)	(1 939)	-	-	(485)	485	-100,0%	(1 939)
Public Corporations		-	-	-	-	-	-	-		-
Higher Educational Institutions		-	-	-	-	-	-	-		-
Parent Municipality / Entity		-	-	-	-	-	-	-		-
Transfer from Operational Revenue		-	-	-	-	-	-	-		-
Total capital expenditure of Transfers and Grants		46 078	(30 721)	(30 721)	17	137	(7 463)	7 599	-101,8%	(30 721)
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		(81 558)	(214 483)	(224 421)	595	(63 539)	(54 788)	(8 751)	16,0%	(224 421)

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M03 September

Summary of Employee and Councillor remuneration	Ref	2024/25	Budget Year 2025/26							
		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		9 415	10 442	10 442	747	2 292	2 611	(319)	-12%	10 442
Pension and UIF Contributions		1 367	1 493	1 493	114	347	373	(26)	-7%	1 493
Medical Aid Contributions		-	90	90	-	-	23	(23)	-100%	90
Motor Vehicle Allowance		541	-	-	46	114	-	114	-	-
Cellphone Allowance		993	1 203	1 203	83	248	301	(52)	-17%	1 203
Housing Allowances		-	-	-	-	-	-	-	-	-
Other benefits and allowances		-	-	-	-	-	-	-	-	-
Sub Total - Councillors		12 315	13 228	13 228	990	3 001	3 307	(306)	-9%	13 228
% increase	4		7,4%	7,4%						7,4%
Senior Managers of the Municipality	3									
Basic Salaries and Wages		8 392	5 525	5 525	513	1 539	1 381	158	11%	5 525
Pension and UIF Contributions		463	508	508	66	199	127	72	57%	508
Medical Aid Contributions		-	12	12	-	-	3	(3)	-100%	12
Overtime		-	-	-	-	-	-	-	-	-
Performance Bonus		1 066	1 119	1 119	-	-	280	(280)	-100%	1 119
Motor Vehicle Allowance		1 075	1 401	1 401	86	258	350	(92)	-26%	1 401
Cellphone Allowance		327	399	399	31	93	100	(7)	-7%	399
Housing Allowances		-	72	72	-	-	18	(18)	-100%	72
Other benefits and allowances		1	77	77	-	-	19	(19)	-100%	77
Payments in lieu of leave		-	-	-	-	-	-	-	-	-
Long service awards		-	-	-	-	-	-	-	-	-
Post-retirement benefit obligations		-	-	-	-	-	-	-	-	-
Entertainment		-	-	-	-	-	-	-	-	-
Scarcity		-	-	-	-	-	-	-	-	-
Acting and post related allowance		-	-	-	-	-	-	-	-	-
In kind benefits		-	-	-	-	-	-	-	-	-
Sub Total - Senior Managers of Municipality		11 324	9 112	9 112	696	2 089	2 278	(189)	-8%	9 112
% increase	4		-19,5%	-19,5%						-19,5%
Other Municipal Staff										
Basic Salaries and Wages		154 471	171 223	170 745	13 530	40 963	42 510	(1 547)	-4%	170 745
Pension and UIF Contributions		24 741	30 291	30 290	2 230	6 681	7 571	(890)	-12%	30 290
Medical Aid Contributions		10 511	11 073	11 073	923	2 757	2 768	(11)	0%	11 073
Overtime		25 436	35 044	35 044	2 443	6 810	8 761	(1 951)	-22%	35 044
Performance Bonus		11 505	15 674	15 674	1 018	2 845	3 919	(1 074)	-27%	15 674
Motor Vehicle Allowance		7 716	8 903	8 903	658	1 982	2 226	(244)	-11%	8 903
Cellphone Allowance		795	1 121	1 121	71	223	280	(57)	-20%	1 121
Housing Allowances		1 718	1 329	1 329	100	297	332	(35)	-10%	1 329
Other benefits and allowances		7 322	8 647	8 647	666	1 989	2 162	(173)	-8%	8 647
Payments in lieu of leave		3 773	4 719	4 719	-	-	1 180	(1 180)	-100%	4 719
Long service awards		1 078	-	0	109	109	-	109	-	0
Post-retirement benefit obligations		9 464	12 224	12 224	819	2 675	3 056	(381)	-12%	12 224
Entertainment		-	-	-	-	-	-	-	-	-
Scarcity		-	-	-	-	-	-	-	-	-
Acting and post related allowance		-	-	-	-	-	-	-	-	-
In kind benefits		-	-	-	-	-	-	-	-	-
Sub Total - Other Municipal Staff		258 531	300 248	299 768	22 568	67 331	74 764	(7 433)	-10%	299 768
% increase	4		16,1%	16,0%						16,0%
Total Parent Municipality		282 170	322 589	322 109	24 254	72 421	80 350	(7 928)	-10%	322 109
Unpaid salary, allowances & benefits in arrears:										
Board Members of Entities										
Basic Salaries and Wages		-	-	-	-	-	-	-	-	-
Pension and UIF Contributions		-	-	-	-	-	-	-	-	-
Medical Aid Contributions		-	-	-	-	-	-	-	-	-
Overtime		-	-	-	-	-	-	-	-	-
Performance Bonus		-	-	-	-	-	-	-	-	-
Motor Vehicle Allowance		-	-	-	-	-	-	-	-	-
Cellphone Allowance		-	-	-	-	-	-	-	-	-
Housing Allowances		-	-	-	-	-	-	-	-	-
Other benefits and allowances		-	-	-	-	-	-	-	-	-
Board Fees		-	-	-	-	-	-	-	-	-
Payments in lieu of leave		-	-	-	-	-	-	-	-	-
Long service awards		-	-	-	-	-	-	-	-	-
Post-retirement benefit obligations		-	-	-	-	-	-	-	-	-
Entertainment		-	-	-	-	-	-	-	-	-
Scarcity		-	-	-	-	-	-	-	-	-
Acting and post related allowance		-	-	-	-	-	-	-	-	-
In kind benefits		-	-	-	-	-	-	-	-	-
Sub Total - Executive members Board	2	-	-	-	-	-	-	-	-	-
% increase	4									
Senior Managers of Entities										
Basic Salaries and Wages		-	-	-	-	-	-	-	-	-
Pension and UIF Contributions		-	-	-	-	-	-	-	-	-
Medical Aid Contributions		-	-	-	-	-	-	-	-	-
Overtime		-	-	-	-	-	-	-	-	-

Summary of Employee and Councillor remuneration	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
Performance Bonus		-	-	-	-	-	-	-		-
Motor Vehicle Allowance		-	-	-	-	-	-	-		-
Cellphone Allowance		-	-	-	-	-	-	-		-
Housing Allowances		-	-	-	-	-	-	-		-
Other benefits and allowances		-	-	-	-	-	-	-		-
Payments in lieu of leave		-	-	-	-	-	-	-		-
Long service awards		-	-	-	-	-	-	-		-
Post-retirement benefit obligations		-	-	-	-	-	-	-		-
Entertainment		-	-	-	-	-	-	-		-
Scarcity		-	-	-	-	-	-	-		-
Acting and post related allowance		-	-	-	-	-	-	-		-
In kind benefits		-	-	-	-	-	-	-		-
Sub Total - Senior Managers of Entities		-	-	-	-	-	-	-		-
% increase										
Other Staff of Entities										
Basic Salaries and Wages		-	-	-	-	-	-	-		-
Pension and UIF Contributions		-	-	-	-	-	-	-		-
Medical Aid Contributions		-	-	-	-	-	-	-		-
Overtime		-	-	-	-	-	-	-		-
Performance Bonus		-	-	-	-	-	-	-		-
Motor Vehicle Allowance		-	-	-	-	-	-	-		-
Cellphone Allowance		-	-	-	-	-	-	-		-
Housing Allowances		-	-	-	-	-	-	-		-
Other benefits and allowances		-	-	-	-	-	-	-		-
Payments in lieu of leave		-	-	-	-	-	-	-		-
Long service awards		-	-	-	-	-	-	-		-
Post-retirement benefit obligations		-	-	-	-	-	-	-		-
Entertainment		-	-	-	-	-	-	-		-
Scarcity		-	-	-	-	-	-	-		-
Acting and post related allowance		-	-	-	-	-	-	-		-
In kind benefits		-	-	-	-	-	-	-		-
Sub Total - Other Staff of Entities		-	-	-	-	-	-	-		-
% increase										
Total Municipal Entities		-	-	-	-	-	-	-		-
TOTAL SALARY, ALLOWANCES & BENEFITS		282 170	322 589	322 109	24 254	72 421	80 350	(7 928)	-10%	322 109
% increase			14,3%	14,2%						14,2%
TOTAL MANAGERS AND STAFF		269 855	309 360	308 881	23 264	69 420	77 043	(7 622)	-10%	308 881

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - M03 September

Description	Ref	Budget Year 2025/26												2025/26 Medium Term Revenue & Expenditure Framework		
		July Outcome	August Outcome	September Outcome	October Budget	November Budget	December Budget	January Budget	February Budget	March Budget	April Budget	May Budget	June Budget	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousands	1															
Cash Receipts By Source																
Property rates		186	102	224	9 523	9 523	9 523	9 523	9 523	9 523	9 523	9 523	37 580	114 277	123 586	133 651
Service charges - Electricity revenue		60 999	66 059	72 491	41 578	41 578	41 578	41 578	41 578	41 578	41 578	41 578	(33 237)	498 938	555 293	618 014
Service charges - Water revenue		96	100	25 069	1 878	1 878	1 878	1 878	1 878	1 878	1 878	1 878	(17 752)	22 539	28 880	32 307
Service charges - Waste Water Management		93	88	85	3 834	3 834	11 622	3 834	3 834	11 622	3 834	3 834	30 646	77 164	48 230	50 552
Service charges - Waste Mangement		107	106	102	2 086	2 086	2 086	2 086	2 086	2 086	2 086	2 086	8 028	25 030	26 217	27 460
Rental of facilities and equipment		466	272	341	0	0	0	0	0	0	0	0	(1 078)	6	6	6
Interest earned - external investments		1 068	897	524	1 964	1 964	1 964	1 964	1 964	1 964	1 964	1 964	5 367	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	9 494	28 482	29 906	31 402
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		0	0	45	332	332	332	332	332	332	332	332	1 283	3 984	4 183	4 392
Licences and permits		173	46	91	224	224	224	224	224	224	224	224	585	2 685	2 820	2 961
Agency services		286	178	640	400	400	400	400	400	400	400	400	496	4 799	5 039	5 291
Transfers and Subsidies - Operational		65 270	6 631	2	14 433	14 433	20 146	14 433	14 433	14 504	14 433	14 433	(6 014)	187 141	179 869	188 582
Other revenue		670	523	725	478	478	478	478	478	478	478	478	7 993	13 730	6 017	6 317
Cash Receipts by Source		129 413	75 004	100 338	79 104	79 104	92 605	79 104	79 104	86 962	79 104	79 104	43 393	1 002 341	1 034 792	1 101 585
Other Cash Flows by Source																
Transfers and subsidies - capital (monetary allocations) (National /		3 645	2 757	-	-	-	1 298	-	-	819	-	-	26 670	35 189	40 470	38 599
Transfers and subsidies - capital (monetary allocations) (Nat / Prov		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Proceeds on Disposal of Fixed and Intangible Assets		-	-	436	-	-	-	-	-	-	-	-	(436)	-	-	-
Short term loans		-	-	(25 000)	-	-	(3 184)	-	-	-	-	-	21 816	(6 369)	(6 369)	(6 369)
Borrowing long term/refinancing		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Increase (decrease) in consumer deposits		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
VAT Control (receipts)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Decrease (increase) in non-current receivables		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Decrease (increase) in non-current investments		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Receipts by Source		133 058	77 762	75 774	79 104	79 104	90 718	79 104	79 104	87 782	79 104	79 104	91 442	1 031 162	1 068 893	1 133 816
Cash Payments by Type																
Employee related costs		10 502	4 484	6 991	30 797	30 797	30 797	30 797	30 797	30 797	30 797	30 797	101 210	369 560	389 018	416 403
Remuneration of councillors		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bulk purchases - Electricity		54 838	55 221	49 890	38 414	38 414	38 414	38 414	38 414	38 414	38 414	38 414	(6 292)	460 969	513 171	571 286
Acquisitions - water & other inventory		994	282	633	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000	6 090	24 000	25 200	26 460
Contracted services		6 425	3 654	5 082	7 283	7 283	7 283	7 283	7 283	7 283	7 283	7 283	13 972	87 400	86 006	89 318
Transfers and subsidies - other municipalities		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers and subsidies - other		-	-	675	-	-	-	-	-	-	-	-	(675)	-	-	-
Other expenditure		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cash Payments by Type		72 759	63 641	63 271	78 494	78 494	78 494	78 494	78 494	78 494	78 494	78 494	114 306	941 929	1 013 395	1 103 466
Other Cash Flows/Payments by Type																
Capital assets		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Repayment of borrowing		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Cash Flows/Payments		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Payments by Type		72 759	63 641	63 271	78 494	78 494	78 494	78 494	78 494	78 494	78 494	78 494	114 306	941 929	1 013 395	1 103 466
NET INCREASE/(DECREASE) IN CASH HELD		60 298	14 121	12 504	610	610	12 224	610	610	9 288	610	610	(22 863)	89 233	55 498	30 349
Cash/cash equivalents at the month/year beginning:		-	60 298	74 419	86 923	87 533	88 143	100 368	100 978	101 588	110 876	111 486	112 096	-	89 233	144 731
Cash/cash equivalents at the month/year end:		60 298	74 419	86 923	87 533	88 143	100 368	100 978	101 588	110 876	111 486	112 096	89 233	89 233	144 731	175 080

WC022 Witzenberg - NOT REQUIRED - municipality does not have entities or this is the parent municipality's budget - M03 September

Description	Ref	2024/25	Budget Year 2025/26							
		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										
Service charges - Electricity		-	-	-	-	-	-	-		-
Service charges - Water		-	-	-	-	-	-	-		-
Service charges - Waste Water Management		-	-	-	-	-	-	-		-
Service charges - Waste management		-	-	-	-	-	-	-		-
Sale of Goods and Rendering of Services		-	-	-	-	-	-	-		-
Agency services		-	-	-	-	-	-	-		-
Interest		-	-	-	-	-	-	-		-
Interest earned from Receivables		-	-	-	-	-	-	-		-
Interest earned from Current and Non Current Assets		-	-	-	-	-	-	-		-
Dividends		-	-	-	-	-	-	-		-
Rent on Land		-	-	-	-	-	-	-		-
Rental from Fixed Assets		-	-	-	-	-	-	-		-
Licence and permits		-	-	-	-	-	-	-		-
Special rating area		-	-	-	-	-	-	-		-
Operational Revenue		-	-	-	-	-	-	-		-
Non-Exchange Revenue										
Property rates		-	-	-	-	-	-	-		-
Surcharges and Taxes		-	-	-	-	-	-	-		-
Fines, penalties and forfeits		-	-	-	-	-	-	-		-
Licence and permits		-	-	-	-	-	-	-		-
Transfer and subsidies - Operational		-	-	-	-	-	-	-		-
Interest		-	-	-	-	-	-	-		-
Fuel Levy		-	-	-	-	-	-	-		-
Operational Revenue		-	-	-	-	-	-	-		-
Gains on disposal of Assets		-	-	-	-	-	-	-		-
Other Gains		-	-	-	-	-	-	-		-
Discontinued Operations		-	-	-	-	-	-	-		-
Total Revenue (excluding capital transfers and contributions)		-	-	-	-	-	-	-		-
Expenditure By Type										
Employee related costs		-	-	-	-	-	-	-		-
Remuneration of councillors		-	-	-	-	-	-	-		-
Bulk purchases - electricity		-	-	-	-	-	-	-		-
Inventory consumed		-	-	-	-	-	-	-		-
Debt impairment		-	-	-	-	-	-	-		-
Depreciation and amortisation		-	-	-	-	-	-	-		-
Interest		-	-	-	-	-	-	-		-
Contracted services		-	-	-	-	-	-	-		-
Transfers and subsidies		-	-	-	-	-	-	-		-
Irrecoverable debts written off		-	-	-	-	-	-	-		-
Operational costs		-	-	-	-	-	-	-		-
Losses on Disposal of Assets		-	-	-	-	-	-	-		-
Other Losses		-	-	-	-	-	-	-		-
Total Expenditure		-	-	-	-	-	-	-		-
Surplus/(Deficit)		-	-	-	-	-	-	-		-
Transfers and subsidies - capital (monetary allocations)		-	-	-	-	-	-	-		-
Transfers and subsidies - capital (in-kind)		-	-	-	-	-	-	-		-
Surplus/(Deficit) after capital transfers & contributions		-	-	-	-	-	-	-		-
Income Tax		-	-	-	-	-	-	-		-
Surplus/(Deficit) after income tax		-	-	-	-	-	-	-		-

this is

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WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M03 September

Month	2024/25	Budget Year 2025/26							
	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	742	477	1 054	552	552	1 054	501	47,6%	1%
August	346	477	2 054	1 599	2 151	3 107	956	30,8%	3%
September	5 004	13 040	13 454	1 590	3 741	16 561	12 820	77,4%	5%
October	5 140	477	1 054	–	3 741	17 615	13 874	78,8%	5%
November	7 521	477	1 054	–	3 741	18 668	14 927	80,0%	5%
December	2 984	13 270	21 756	–	3 741	40 424	36 683	90,7%	5%
January	1 853	477	1 054	–	3 741	41 478	37 737	91,0%	5%
February	6 926	477	1 054	–	3 741	42 531	38 791	91,2%	5%
March	5 388	13 040	13 283	–	3 741	55 814	52 073	93,3%	5%
April	5 393	477	1 054	–	3 741	56 868	53 127	93,4%	5%
May	14 248	477	1 054	–	3 741	57 921	54 180	93,5%	5%
June	27 329	36 878	27 459	–	3 741	85 380	81 640	95,6%	5%
Total Capital expenditure	82 874	80 047	85 380	3 741					

WC022 Witzenberg - Supporting Table SC13a Monthly Budget Statement - capital expenditure on new assets by asset class - M03 September

Description	Ref	2024/25	Budget Year 2025/26							
		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 new assets by Asset Class/Sub-class										
Infrastructure		30 002	11 863	10 971	112	1 125	3 493	(2 368)	-67,8%	10 971
Roads Infrastructure		-	4 750	4 750	-	45	1 187	(1 143)	-96,2%	4 750
Road Structures		-	4 750	4 750	-	45	1 187	(1 143)	-96,2%	4 750
Storm water Infrastructure		-	-	-	-	-	-	-	-	-
Electrical Infrastructure		-	-	-	-	-	-	-	-	-
Water Supply Infrastructure		23 834	6 613	5 021	112	1 080	1 480	(400)	-27,0%	5 021
Boreholes		223	-	-	-	-	-	-	-	-
Reservoirs		-	5 189	3 478	-	-	870	(870)	-100,0%	3 478
Bulk Mains		23 610	1 424	1 542	112	1 080	611	469	76,9%	1 542
Sanitation Infrastructure		162	500	1 200	-	-	825	(825)	-100,0%	1 200
Reticulation		-	-	700	-	-	700	(700)	-100,0%	700
Toilet Facilities		162	500	500	-	-	125	(125)	-100,0%	500
Solid Waste Infrastructure		6 007	-	-	-	-	-	-	-	-
Waste Drop-off Points		277	-	-	-	-	-	-	-	-
Waste Separation Facilities		5 729	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-
Community Assets		680	12 250	6 906	23	23	1 726	(1 704)	-98,7%	6 906
Community Facilities		680	12 050	6 706	-	-	1 676	(1 676)	-100,0%	6 706
Libraries		680	11 665	6 217	-	-	1 554	(1 554)	-100,0%	6 217
Parks		-	200	304	-	-	76	(76)	-100,0%	304
Markets		-	185	185	-	-	46	(46)	-100,0%	185
Sport and Recreation Facilities		-	200	200	23	23	50	(27)	-54,5%	200
Outdoor Facilities		-	200	200	23	23	50	(27)	-54,5%	200
Heritage assets		-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-
Other assets		-	-	-	-	-	-	-	-	-
Operational Buildings		-	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Intangible Assets		248	-	-	-	-	-	-	-	-
Licences and Rights		248	-	-	-	-	-	-	-	-
Computer Software and Applications		248	-	-	-	-	-	-	-	-
Computer Equipment		675	330	590	15	15	147	(132)	-89,5%	590
Computer Equipment		675	330	590	15	15	147	(132)	-89,5%	590
Furniture and Office Equipment		575	1 064	1 096	17	21	274	(253)	-92,4%	1 096
Furniture and Office Equipment		575	1 064	1 096	17	21	274	(253)	-92,4%	1 096
Machinery and Equipment		1 270	3 230	3 230	210	253	590	(337)	-57,1%	3 230
Machinery and Equipment		1 270	3 230	3 230	210	253	590	(337)	-57,1%	3 230
Transport Assets		6 337	1 600	3 763	-	552	815	(263)	-32,3%	3 763
Transport Assets		6 337	1 600	3 763	-	552	815	(263)	-32,3%	3 763
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Living resources		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Total Capital Expenditure on new assets	1	39 787	30 336	26 555	378	1 989	7 046	5 057	71,8%	26 555

WC022 Witzenberg - Supporting Table SC13b Monthly Budget Statement - capital expenditure on renewal of existing assets by asset class - M03 September										
Description	Ref	2024/25	Budget Year 2025/26							
		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 renewal of existing assets by Asset Class/Sub-class</u>										
<u>Infrastructure</u>		18 324	9 300	9 886	42	354	2 421	(2 068)	-85,4%	9 886
Roads Infrastructure		10 928	6 000	6 000	-	-	1 500	(1 500)	-100,0%	6 000
Roads		10 928	6 000	6 000	-	-	1 500	(1 500)	-100,0%	6 000
Storm water Infrastructure		2 772	-	-	-	-	-	-	-	-
Storm water Conveyance		2 772	-	-	-	-	-	-	-	-
Electrical Infrastructure		499	1 000	1 000	-	-	250	(250)	-100,0%	1 000
MV Networks		499	1 000	1 000	-	-	250	(250)	-100,0%	1 000
Water Supply Infrastructure		2 223	1 000	1 000	42	354	250	104	41,6%	1 000
Distribution		2 223	1 000	1 000	42	354	250	104	41,6%	1 000
Sanitation Infrastructure		1 902	1 300	1 886	-	-	421	(421)	-100,0%	1 886
Reticulation		328	1 100	1 686	-	-	421	(421)	-100,0%	1 686
Waste Water Treatment Works		1 574	200	200	-	-	-	-	-	200
Solid Waste Infrastructure		-	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-
<u>Community Assets</u>		149	-	-	-	-	-	-	-	-
Community Facilities		-	-	-	-	-	-	-	-	-
Sport and Recreation Facilities		149	-	-	-	-	-	-	-	-
Outdoor Facilities		149	-	-	-	-	-	-	-	-
<u>Heritage assets</u>		-	-	-	-	-	-	-	-	-
<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	18 473	9 300	9 886	42	354	2 421	2 068	85,4%	9 886

WC022 Witzenberg - Supporting Table SC13c Monthly Budget Statement - expenditure on repairs and maintenance by asset class - M03 September

Description	Ref	2024/25	Budget Year 2025/26							
		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		12 035	17 361	16 860	1 882	2 354	4 215	(1 861)	-44,2%	16 860
Roads Infrastructure		4 562	7 181	6 628	893	1 162	1 657	(495)	-29,9%	6 628
Roads		3 302	5 974	5 422	893	1 147	1 355	(209)	-15,4%	5 422
Road Furniture		1 260	1 207	1 207	-	16	302	(286)	-94,8%	1 207
Storm water Infrastructure		47	204	204	0	0	51	(51)	-99,6%	204
Storm water Conveyance		47	204	204	0	0	51	(51)	-99,6%	204
Electrical Infrastructure		792	2 390	2 390	30	37	597	(561)	-93,9%	2 390
MV Substations		117	1 045	1 045	30	37	261	(225)	-86,0%	1 045
MV Networks		142	747	747	-	-	187	(187)	-100,0%	747
LV Networks		533	598	598	-	-	150	(150)	-100,0%	598
Water Supply Infrastructure		3 588	2 856	2 656	187	242	664	(422)	-63,6%	2 656
Dams and Weirs		458	1 832	1 832	115	169	458	(289)	-63,0%	1 832
Boreholes		133	313	313	72	72	78	(6)	-7,5%	313
Pump Stations		58	62	62	-	-	16	(16)	-100,0%	62
Water Treatment Works		118	124	124	-	-	31	(31)	-100,0%	124
Bulk Mains		299	105	105	-	-	26	(26)	-100,0%	105
Distribution		2 522	420	220	-	-	55	(55)	-100,0%	220
Sanitation Infrastructure		3 047	4 730	4 982	772	913	1 246	(332)	-26,7%	4 982
Reticulation		1 592	2 592	2 592	481	562	648	(86)	-13,3%	2 592
Waste Water Treatment Works		1 342	2 004	2 256	279	321	564	(243)	-43,0%	2 256
Toilet Facilities		113	134	134	13	30	33	(4)	-11,6%	134
Solid Waste Infrastructure		-	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-
Community Assets		886	2 027	2 027	45	87	507	(420)	-82,8%	2 027
Community Facilities		725	1 715	1 715	43	50	429	(379)	-88,4%	1 715
Halls		341	1 250	1 250	2	8	312	(305)	-97,5%	1 250
Crèches		105	158	158	-	-	40	(40)	-100,0%	158
Libraries		32	33	33	-	-	8	(8)	-100,0%	33
Cemeteries/Crematoria		119	132	132	41	41	33	8	23,0%	132
Public Ablution Facilities		(2)	1	1	-	-	0	(0)	-100,0%	1
Markets		131	141	141	1	2	35	(34)	-95,5%	141
Sport and Recreation Facilities		160	312	312	2	37	78	(41)	-52,4%	312
Indoor Facilities		77	83	83	2	40	21	19	90,9%	83
Outdoor Facilities		83	229	229	-	(2)	57	(60)	-104,4%	229
Heritage assets		-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-
Other assets		657	832	932	48	143	233	(90)	-38,7%	932
Operational Buildings		344	557	657	9	86	164	(78)	-47,5%	657
Municipal Offices		344	557	657	9	86	164	(78)	-47,5%	657
Housing		313	275	275	39	57	69	(12)	-17,8%	275
Social Housing		313	275	275	39	57	69	(12)	-17,8%	275
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-
Computer Equipment		146	176	176	2	6	44	(38)	-86,6%	176
Computer Equipment		146	176	176	2	6	44	(38)	-86,6%	176
Furniture and Office Equipment		5	24	24	-	-	6	(6)	-100,0%	24
Furniture and Office Equipment		5	24	24	-	-	6	(6)	-100,0%	24
Machinery and Equipment		81	330	330	22	24	83	(59)	-71,0%	330
Machinery and Equipment		81	330	330	22	24	83	(59)	-71,0%	330
Transport Assets		3 290	5 028	5 209	386	786	1 302	(517)	-39,7%	5 209
Transport Assets		3 290	5 028	5 209	386	786	1 302	(517)	-39,7%	5 209
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Living resources		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Total Repairs and Maintenance Expenditure	1	17 099	25 778	25 559	2 386	3 399	6 390	2 991	46,8%	25 559

WC022 Witzenberg - Supporting Table SC13d Monthly Budget Statement - depreciation by asset class - M03 September

Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands	1									
Depreciation by Asset Class/Sub-class										
Infrastructure		24 988	22 416	22 416	-	-	5 604	(5 604)	-100,0%	22 416
Roads Infrastructure		7 021	586	586	-	-	146	(146)	-100,0%	586
Roads		7 021	586	586	-	-	146	(146)	-100,0%	586
Storm water Infrastructure		2 546	532	532	-	-	133	(133)	-100,0%	532
Drainage Collection		2 546	532	532	-	-	133	(133)	-100,0%	532
Electrical Infrastructure		3 956	996	996	-	-	249	(249)	-100,0%	996
MV Networks		3 552	498	498	-	-	125	(125)	-100,0%	498
LV Networks		404	498	498	-	-	125	(125)	-100,0%	498
Water Supply Infrastructure		6 256	1 582	1 582	-	-	396	(396)	-100,0%	1 582
Boreholes		68	-	-	-	-	-	-	-	-
Reservoirs		977	427	427	-	-	107	(107)	-100,0%	427
Pump Stations		485	-	-	-	-	-	-	-	-
Distribution		4 726	1 155	1 155	-	-	289	(289)	-100,0%	1 155
Sanitation Infrastructure		4 487	2 625	2 625	-	-	656	(656)	-100,0%	2 625
Pump Station		29	105	105	-	-	26	(26)	-100,0%	105
Reticulation		136	1 260	1 260	-	-	315	(315)	-100,0%	1 260
Waste Water Treatment Works		4 323	1 260	1 260	-	-	315	(315)	-100,0%	1 260
Solid Waste Infrastructure		528	16 094	16 094	-	-	4 024	(4 024)	-100,0%	16 094
Landfill Sites		352	15 750	15 750	-	-	3 938	(3 938)	-100,0%	15 750
Waste Drop-off Points		177	344	344	-	-	86	(86)	-100,0%	344
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		193	-	-	-	-	-	-	-	-
Data Centres		143	-	-	-	-	-	-	-	-
Capital Spares		50	-	-	-	-	-	-	-	-
Community Assets		4 502	1 937	1 937	-	-	484	(484)	-100,0%	1 937
Community Facilities		2 490	417	417	-	-	104	(104)	-100,0%	417
Centres		287	-	-	-	-	-	-	-	-
Fire/Ambulance Stations		12	-	-	-	-	-	-	-	-
Libraries		199	404	404	-	-	101	(101)	-100,0%	404
Cemeteries/Crematoria		5	13	13	-	-	3	(3)	-100,0%	13
Public Open Space		7	-	-	-	-	-	-	-	-
Public Ablution Facilities		1 895	-	-	-	-	-	-	-	-
Markets		83	-	-	-	-	-	-	-	-
Airports		1	-	-	-	-	-	-	-	-
Sport and Recreation Facilities		2 012	1 520	1 520	-	-	380	(380)	-100,0%	1 520
Outdoor Facilities		2 012	1 520	1 520	-	-	380	(380)	-100,0%	1 520
Heritage assets		-	-	-	-	-	-	-	-	-
Investment properties		410	195	195	-	-	49	(49)	-100,0%	195
Revenue Generating		-	-	-	-	-	-	-	-	-
Non-revenue Generating		410	195	195	-	-	49	(49)	-100,0%	195
Improved Property		410	195	195	-	-	49	(49)	-100,0%	195
Other assets		3 008	-	-	-	-	-	-	-	-
Operational Buildings		3 008	-	-	-	-	-	-	-	-
Municipal Offices		2 963	-	-	-	-	-	-	-	-
Workshops		45	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Intangible Assets		-	90	90	-	-	22	(22)	-100,0%	90
Licences and Rights		-	90	90	-	-	22	(22)	-100,0%	90
Computer Software and Applications		-	90	90	-	-	22	(22)	-100,0%	90
Computer Equipment		783	2 428	2 428	-	-	607	(607)	-100,0%	2 428
Computer Equipment		783	2 428	2 428	-	-	607	(607)	-100,0%	2 428
Furniture and Office Equipment		937	602	602	-	0	150	(150)	-99,8%	602
Furniture and Office Equipment		937	602	602	-	0	150	(150)	-99,8%	602
Machinery and Equipment		2 432	1 397	1 397	-	-	349	(349)	-100,0%	1 397
Machinery and Equipment		2 432	1 397	1 397	-	-	349	(349)	-100,0%	1 397
Transport Assets		2 366	5 025	5 025	-	-	1 256	(1 256)	-100,0%	5 025
Transport Assets		2 366	5 025	5 025	-	-	1 256	(1 256)	-100,0%	5 025
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Living resources		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Total Depreciation	1	39 426	34 090	34 090	-	0	8 523	8 522	100,0%	34 090

WC022 Witzenberg - Supporting Table SC13e Monthly Budget Statement - capital expenditure on upgrading of existing assets by asset class - M03 September

Description	Ref	2024/25	Budget Year 2025/26							
		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		23 878	33 787	41 861	1 170	1 398	6 390	(4 991)	-78,1%	41 861
Roads Infrastructure		433	5 000	11 957	-	-	2 989	(2 989)	-100,0%	11 957
Roads		-	5 000	11 957	-	-	2 989	(2 989)	-100,0%	11 957
Road Structures		433	-	-	-	-	-	-	-	-
Storm water Infrastructure		-	-	-	-	-	-	-	-	-
Electrical Infrastructure		10 037	23 318	24 621	1 170	1 398	2 080	(681)	-32,8%	24 621
HV Substations		5 421	15 000	16 303	1 170	1 398	-	1 398	-	16 303
MV Substations		805	1 630	1 630	-	-	408	(408)	-100,0%	1 630
MV Networks		639	2 500	2 500	-	-	625	(625)	-100,0%	2 500
LV Networks		3 172	4 188	4 188	-	-	1 047	(1 047)	-100,0%	4 188
Water Supply Infrastructure		365	5 269	5 084	-	-	1 271	(1 271)	-100,0%	5 084
Water Treatment Works		-	500	500	-	-	125	(125)	-100,0%	500
Distribution		365	4 769	4 584	-	-	1 146	(1 146)	-100,0%	4 584
Sanitation Infrastructure		13 042	200	200	-	-	50	(50)	-100,0%	200
Waste Water Treatment Works		13 042	200	200	-	-	50	(50)	-100,0%	200
Solid Waste Infrastructure		-	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-
Community Assets		216	5 934	6 217	-	-	383	(383)	-100,0%	6 217
Community Facilities		-	100	100	-	-	-	-	-	100
Cemeteries/Crematoria		-	100	100	-	-	-	-	-	100
Sport and Recreation Facilities		216	5 834	6 117	-	-	383	(383)	-100,0%	6 117
Outdoor Facilities		216	5 834	6 117	-	-	383	(383)	-100,0%	6 117
Heritage assets		-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-
Other assets		519	600	771	-	-	321	(321)	-100,0%	771
Operational Buildings		519	600	771	-	-	321	(321)	-100,0%	771
Municipal Offices		237	300	471	-	-	246	(246)	-100,0%	471
Workshops		282	300	300	-	-	75	(75)	-100,0%	300
Housing		-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-
Computer Equipment		-	-	-	-	-	-	-	-	-
Furniture and Office Equipment		-	-	-	-	-	-	-	-	-
Machinery and Equipment		-	90	90	-	-	-	-	-	90
Machinery and Equipment		-	90	90	-	-	-	-	-	90
Transport Assets		-	-	-	-	-	-	-	-	-
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Living resources		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Total Capital Expenditure on upgrading of existing assets	1	24 614	40 411	48 940	1 170	1 398	7 094	5 696	80,3%	48 940

Percentage spent on Capital Expenditure for the period ended: 30 September 2025

	Financial Services	Corporate Services	Community Services	Municipal Manager	Technical Services	Total
Budget	50,000	1,870,000	15,614,133	64,000	67,360,349	84,958,482
Actual	-	18,256	69,633	13,200	3,643,188	3,744,277
Percentage	0.00%	0.98%	0.45%	20.63%	5.41%	4.41%
Orders	2,221	494,724	1,684,663	-	29,631,028	31,812,636
	4.44%	27.43%	11.24%	20.63%	49.40%	41.85%

HJ Kritzinger
CFO

Date
07/10/2025

Signature: 

Percentage spent on Preventative and corrective planned Maintenance
Expenditure for the period ended: 30 September 2025

	Financial Services	Corporate Services	Community Services	Technical Services	Total
Total Budget	-	194,573	703,515	10,557,348	11,455,436
Total Actual	-	79,606	102,377	2,435,019	2,617,002
Percentage		40.91%	14.55%	23.06%	22.85%
Orders	-	4,581	39,551	3,249,524	3,293,655
		43.27%	20.17%	53.84%	51.60%

HJ Kritzinger
CFO

Date
07/10/2025

Signature:



Cash Flow Forecast

Current commitments against cash

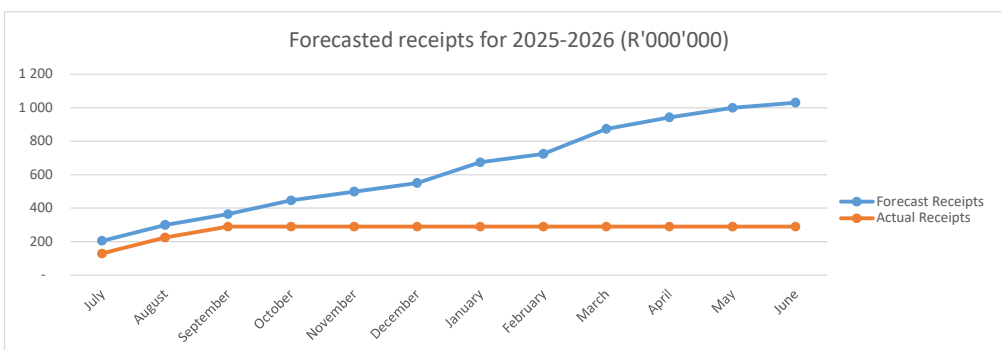
Cash Book Balance plus Investments	R 232 713 683
Total Commitments	(R174 609 678)
Unspent Grants	(R14 203 442)
Eskom Account	(R49 550 901)
Consumer Deposits	(R10 300 308)
Provision for Rehabilitation	(R20 071 127)
Working Capital Requirement	(R17 558 940)
Payables & Accruals	(R24 701 801)
Provision Current Employee Benefits	(R38 223 159)
Uncommitted Cash Balance	R 58 104 005

The estimated cost coverage ratio is as follow

Current

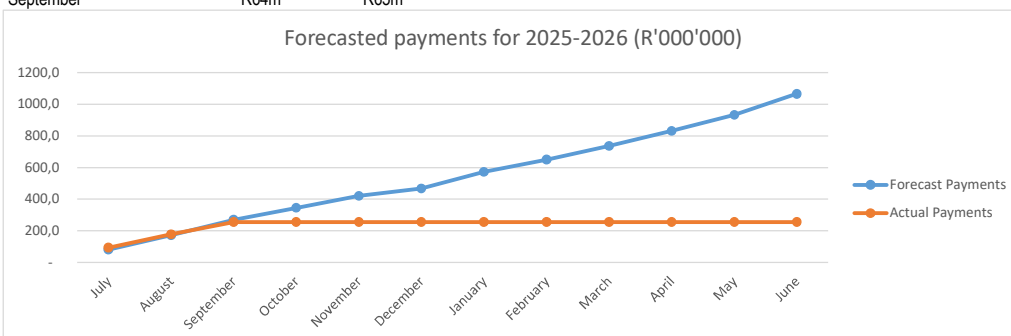
Cash and Cash Equivalents	R 232 713 683
Less Unspent Grants	R 14 203 442
Estimated Average fixed cost per month	R 77 564 860
Ratio	2,82

The ratio indicates that the municipality has sufficient cash available to cover its fixed cost for the next 2,82 months. The acceptable norm is 3 months



It is estimated that cash receipts will amount to R1039 m for the 2025-2026 Financial Year
The performance of actual receipts against projected receipts for the month can be summarised as follow

Month	Projected Receipts	Actual Receipts
July	R205m	R129m
August	R95m	R96m
September	R64m	R65m



It is estimated that cash payments will amount to R1032 m for the 2025-2026 Financial Year
The performance of actual payments against projected payments for the month can be summarised as follow

Month	Projected Payments	Actual payments
July	R81m	R93m
August	R90m	R85m
September	R99m	R77m

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 2025 (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 2026	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
<u>National Government Grants</u>										
Finance Management Grant	-	1 700 000	-	(998 658)	-	701 342	701 342	-	1 700 000	-
Municipal Infrastructure Grant	47 132	3 645 000	-	-	(1 045 183)	2 646 949	2 646 949	-	26 770 000	23 125 000
Regional Bulk Infrastructure Grant (DWAf)	548 655	-	-	-	-	548 655	548 655	-	-	-
Integrated National Electricity Program	(777 641)	-	-	-	-	(777 641)	-	777 641	1 231 000	1 231 000
Equitable share	-	65 270 000	-	(65 270 000)	-	-	-	-	156 647 000	91 377 000
Department of Rural Development	-	-	-	-	-	-	-	-	-	-
Expanded Public Works Programme	(198 128)	568 000	450	(589 953)	-	(219 631)	-	219 631	2 272 000	1 704 000
Neighbourhood Development Plan	322	-	-	-	-	322	322	-	-	-
Water Service Infrastructure Grant	1 199	-	-	-	-	1 199	1 199	-	-	-
Municipal Water Infrastructure	-	-	-	-	-	-	-	-	-	-
Energy Efficiency and Demand-Side Management Grant	-	1 800 000	-	-	-	1 800 000	1 800 000	-	4 000 000	2 200 000
Municipal Disaster Relief Grant	-	-	-	-	-	-	-	-	-	-
<u>Provincial Government Grants</u>										
Library services	-	3 685 726	-	-	-	3 685 726	3 685 726	-	10 683 000	6 997 274
CDW	67 533	-	-	(5 606)	-	61 927	61 927	-	132 000	132 000
Main roads	-	-	-	-	-	-	-	-	-	-
Municipal Infrastructure Support Grant	-	-	-	-	-	-	-	-	-	-
Economic Development and Tourism SMME booster	68	-	-	-	-	68	68	-	-	-
Public Transport	-	-	-	-	-	-	-	-	-	-
Municipal Accreditation and Capacity Building Grant	249 000	-	-	-	-	249 000	249 000	-	-	7 539 000
Human Settlement Development	(296 251)	-	-	-	-	(296 251)	-	296 251	-	-
Fire Service Capacity Building Grant	-	-	-	-	-	-	-	-	-	-
Capacity Building (Internship)	300 000	-	-	-	-	300 000	300 000	-	-	-
Municipal Infrastructure	(206 126)	-	-	-	-	(206 126)	-	206 126	-	-
Financial Management Support	150 000	-	-	-	-	150 000	150 000	-	150 000	150 000
Maintenance and Construction of Transport Infrastructure	298 111	-	-	-	-	298 111	298 111	-	130 000	130 000
Local Government Support Grant	-	-	-	-	-	-	-	-	-	-
Regional Social Economical Program	-	-	-	-	-	-	-	-	1 000 000	1 000 000
Local Government Employment Grant	-	-	-	-	-	-	-	-	-	-
Municipal Service Delivery & Capacity Building	-	-	-	-	-	-	-	-	-	-
Informal Settlements Upgrading Partnership Grant: Provinces (Beneficiaries)	(4 493 639)	-	-	-	-	(4 493 639)	-	4 493 639	2 147 000	2 147 000
Exilator Housing Delivery	-	-	-	-	-	-	-	-	-	-
Development of Sport and Recreation Facilities	(27 299)	957 228	-	-	-	929 929	929 929	-	957 000	(228)
Municipal Energy Resilience Grant	-	-	-	-	-	-	-	-	700 000	700 000
Electronic Case Management Intervention	-	-	-	-	-	-	-	-	-	-
Loadshedding	-	-	-	-	-	-	-	-	-	-
Water Resilience	-	-	-	-	-	-	-	-	-	-
Municipal Service Delivery	-	-	-	-	-	-	-	-	-	-
Thusong service centres grant: Sustainability Operational Support Grant	-	-	-	-	-	-	-	-	150 000	150 000
Waste Management Compliance Grant(Boreholes Landfill sites)	-	-	-	-	-	-	-	-	257 000	257 000
Title Deeds Restoration Grant	-	-	-	-	-	-	-	-	530 000	530 000
Municipal Fire Service Capacity Support Grant	-	-	-	-	-	-	-	-	1 000 000	1 000 000
<u>District Municipality</u>										
Parks and recreation	366 680	-	-	-	-	366 680	366 680	-	-	-
Sanitation Infrastructure	-	-	-	-	-	-	-	-	-	-
Planning and Development	-	-	-	-	-	-	-	-	-	-
Infrastructure	600 207	-	-	-	-	600 207	600 207	-	-	-
Covid 19	1 944 236	-	-	-	-	1 944 236	1 944 236	-	-	-
Safety Project	(84 065)	-	-	-	-	(84 065)	-	84 065	-	-
OPEX Tourism	-	-	-	-	-	-	-	-	-	-
Safety Implementation Grant	-	-	-	-	-	-	-	-	-	-
<u>Public Contributions</u>										
Table Mountain - Clearing Alien Vegetation	-	-	-	-	-	-	-	-	-	-
Development Bank of South Africa	-	-	-	-	-	-	-	-	-	-
Nedbank	1 829 183	-	(675 420)	-	-	1 153 763	1 153 763	-	-	-
Perdekraal Wind Farm	3 846 294	677 000	-	-	-	4 523 294	4 523 294	-	300 000	(377 000)
Essen Belgium	319 387	-	-	-	-	319 387	319 387	-	-	-
China - Water meters	-	-	-	-	-	-	-	-	-	-
Total	4 484 858	78 302 954	(674 970)	(66 864 217)	(1 045 183)	14 203 442	20 280 795	6 077 353	210 756 000	139 992 046

Revenue in respect of Capital grants only recognised when Capitalisation of related Capital Grant Expenditure is processed. VAT portion recognised on a monthly basis.

14 203 442

Insurance Report -September

Aging of Insurance Claims

Type of Claim	30 days or Less	More than 30 days	60 days or more	More than 120 Days	Total
Property Loss/damage	1	0	1	1	3
Motor Accident	0	3	0	6	9
Public Liability	2	0	2	13	17
Glass	1	0	0	0	1
Money loss	0	0	0	0	0
	4	3	3	20	30

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
Third party injury after fall on pavement	R 1,498,240
Third party vehicle damaged after collision with municipal vehicle	R 77,184

High Value Property Loss/Damage and Motor Accident Claims

None

Claims Movement for the Month : September

	Property Loss/damage	Motor Accident	Public Liability	Glass	Money loss
Opening Balance	4	10	18	2	0
New Claims	0	0	0	0	0
Claims Closed	1	1	1	1	0
Closing Balance	3	9	17	1	0

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
08/2/22/16	Supply and delivery of three phase portable energy meters calibration equipment	03-Oct-2025
08/2/22/21	Load testing and inspection of lifting equipment	01-Oct-2025

The following competitive bids are currently in the advertisement stage:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/22/96	Construction of new Nduli bulk water pipeline, Ceres	24-Oct-2025
08/2/23/07	Provision of tactical and crowd control management at municipal buildings, events and sites in the Witzenberg municipal area	07-Nov-2025
08/2/23/22	Supply and delivery of open Roll on – roll off (roro) bin / hook lift bins and 9m³ skips	24-Oct-2025
08/2/23/33	Transport of waste (screenings) from Sewer pump stations and treatment works to the Prince Alfred's Hamlet solid waste dump site	24-Oct-2025
08/2/23/34	Construction of new 3ML reservoir, Tulbagh	13-Nov-2025
08/2/23/35	Supply and delivery of process aerators / mixers for Witzenberg municipality	10-Oct-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 evalueringsfase:

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 BEC: 07-May-2025 29-May-2025 referred back	C Mackenzie
08/2/22/02	Maintenance of Water Meters in The Witzenberg Area, Construction of Meter Boxes (New and Repair Vandalised)	27-Mar-2025	05-May-2025 BEC: 05-Sep-2025	N Jacobs
08/2/22/09	Supply, Upgrade And Replacement Of Sewer Networks In The Witzenberg Area	27-Mar-2025	18-Aug-2025 BEC: 05-Sep-2025	N Jacobs
08/2/22/36	Supply And Installation Of Security Fencing At Various Municipal Sites Within Witzenberg Area For A Period Of 12 Months.	30-May-2025	18-Aug-2025	N Jacobs
08/2/22/44	Professional Services for Witzenberg Municipality	16-May-2025	13-Aug-2025	E Lintnaar
08/2/22/48	Supply And Delivery of Protective Clothing	04-Jul-2025	31-Jul-2025	W Davids
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	14-Jul-2025	E Lintnaar
08/2/22/81	Supply, Delivery and Offloading of Disposable Bags for Refuse Removal	01-Jul-2025	22-Jul-2025 BEC 04-Sep-2025	P Claasen

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
			23-Sep-2025	
08/2/22/95	Hiring of trucks, plant and equipment for the Witzenberg municipal area	18-Jul-2025	11-Aug-2025	P Claasen
08/2/22/100	Supply and Delivery of Liquid Chlorine Gas	12-Sep-2025	Awaiting	N Jacobs
08/2/22/102	Supply And Delivery Of Road Signs And Accessories	18-Jul-2025	03-Sep-2025	E Lintnaar
08/2/22/103	Appointment Of A Service Provider To Render Tourism Functions And Implement Destination Marketing Services On Behalf Of The Municipality	18-Sep-2025	23-Sep-2025	R Hendricks
08/2/23/01	Manufacture, supply and delivery of Steel Pavilions	02-Sep-2025	Awaiting	H Truter
08/2/23/03	Supply and delivery of Various Cleaning Materials and Equipment	02-Sep-2025	11-Sep-2025	H Truter
08/2/23/05	Clearing of Overgrown Erven in the Witzenberg Municipal Area	18-Sep-2025	30-Sep-2025	H Truter
08/2/23/14	Supply and delivery of Christmas motif lights and accessories	02-Sep-2025	10-Sep-2025	V Dyusha
08/2/23/17	Sale of a Portion ($\pm 1144\text{m}^2$) Of Erf 496, Wolseley	02-Sep-2025	22-Sep-2025	L Nieuwenhuis
08/2/23/18	Energy Efficient Interventions In Witzenberg Municipal Area Phase 2	18-Sep-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
08/2/22/97	Supply and Delivery of New Furniture and Electrical Appliances for Chalets at Pine Forest Resort	12-Jun-2025	19-Jun-2025 Referred back	R Afrika
08/2/23/11	Supply and Delivery of Line Marking Paint for Turf Sport Fields	29-Aug-2025	11-Sep-2025	H Truter
08/2/23/15	Cleaning services at traffic department Witzenberg municipality Ceres	01-Sep-2025	02-Sep-2025	H Truter
08/2/23/29	Appointment of a service provider for pressure vessel testing and inspection	30-Sep-2025	Awaiting	O Gatyene
08/2/23/30	Appointment of a service provider to undertake occupational hygiene monitoring survey within Witzenberg municipality	23-Sep-2025	Awaiting	W Davids
08/2/23/39	Lease of Café building at the Pine Forest holiday resort	19-Sep-2025	Awaiting	R Afrika
08/2/23/40	Appointment of a service provider for major service and repair to high pressure water jet machine	30-Sep-2025	Awaiting	O Gatyene

3.2.1.3 Adjudication stage

The following competitive 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

No formal written price quotations are currently in the adjudication stage. Geen formele geskrewe prys kwotasie is tans in die Toekenningsfase nie.

3.2.1.4 Bids awarded

The following bids were awarded by the Bid Adjudication Committee during the month of September 2025:

3.2.1.4 Tenders toegeken

Die volgende tenders was toegeken deur die Tender Toekenningskomitee gedurende September 2025:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Estimated Value (incl. VAT)
08/2/22/39	08-Sep-2025	MBond Engineering (PTY) Ltd	Supply and delivery of new sewer pumps for Witzenberg Municipality	Bidder scored the highest points	R 5 515 313.29

The following bids were awarded by the Accounting Officer during the month of September 2025:

Die volgende tenders was toegeken deur die Rekenpligtige Beampte gedurende September 2025:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Estimated Value (incl. VAT)
RT57/2022	08-Sep-2025	Key Spirit Trading 218 CC	Vacuum sewerage tanker truck	Transversal tender	R 1 926 489.41

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

The following bids were cancelled during September 2025:

3.2.1.5 Paragraaf 13 (1): Kansellering en her-uitnodiging van tenders

Die volgende tenders was gekanselleer gedurende September 2025:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/22/55	08-Sep-2025	Construction of Community Library, N'duli, Ceres	No acceptable bids received
08/2/23/10	23-Sep-2025	Supply and delivery of Firefighting Foam	No Acceptable bids received

3.2.1.6 Paragraph 19 (1) and 19 (2): Written price quotations

The following written price quotations were approved during the month of September 2025:

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

Die volgende geskrewe prys kwotasies was goedgekeur gedurende September 2025:

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
189188	01/09/2025	Ezolimo Training & Supply	Training Services: Fire Marshall Training	Lowest responsive quotation	R 17 608.80 (Incl. VAT)	Chief Financial Officer
189196	01/09/2025	Sarel Bester Engineers CC	Professional Engineering Services: Compilation of Bill of Quantities for Building Project	Only responsive quotation	R 9 936.00 (Incl. VAT)	Chief Financial Officer
189207	02/09/2025	Global IT Partners	RFQ: Wildcard webserver Certificate for Witzenberg Municipality	Only responsive quotation	R 11 459.00 (Incl. VAT)	Chief Financial Officer
189226	04/09/2025	Taswyn Trading	Replacement of Double Door at Ceres Zipslide	Lowest responsive quotation	R 21 500.00 (Incl. VAT)	Chief Financial Officer
189239	04/09/2025	Ceres Spar	Supply of Catering Services	Lowest responsive quotation	R 4 126.94 (Incl. VAT)	Chief Financial Officer
189240	04/09/2025	BDK Technologies (Pty) Ltd	Supply, Delivery and Installation of CCTV Cameras	Lowest responsive quotation	R 8 415.00 (Incl. VAT)	Chief Financial Officer
189249	04/09/2025	Trophy Connection CC	Supply and Delivery of Medals for the Essen Cross Country event	Lowest responsive quotation	R 9 576.00 (Incl. VAT)	Chief Financial Officer
189418	12/09/2025	A.M.A Transport	Transport Services to Wellington and back	Only responsive quotation	R 18 000.00 (Incl. VAT)	Chief Financial Officer
189455	16/09/2025	Kaap Agrimark	Supply and Delivery of Gumboots (Lace up) for Traffic Officers	Lowest responsive quotation	R 24 136.20 (Incl. VAT)	Chief Financial Officer
189459	16/09/2025	Roy Steele & Associates	Rendering of Recruitment Services: Manager Social Development	Only responsive quotation	R 29 999.00 (Incl. VAT)	Chief Financial Officer
189567	25/09/2025	Sparks and Ellis	Supply and Delivery of Jumpsuits for Law Enforcements Officers	Lowest responsive quotation	R 27 945.00 (Incl. VAT)	Chief Financial Officer

3.2.1.7 Formal Written Price Quotations

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of September 2025:

3.2.1.7 Formele Geskrewe Prys Kwotasies

Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van September 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
08/2/23/08	30-Sep-2025	Temmos Projects (PTY) Ltd	Supply, delivery and installation of vinyl flooring at Witzenberg municipal offices	Bidder scored highest total points	R 80 327.50	Director: Financial Services
08/2/23/09	29-Sep-2025	F.E.S Manufacturing (PTY) Ltd	Supply and delivery of firefighting equipment	Only responsive bidder	R 160 834.98	Director: Community Services
08/2/23/20	19-Sep-2025	Roy Steele & Associates CC	Professional services for recruitment and selection of senior managers / directors	Only responsive bidder	R 52 599.85	Director: Corporate Services
08/2/23/42	30-Sep-2025	African Technical Innovations (Pty) Ltd	Leasing of Office Space to Witzenberg Municipality in Ceres for credit control	Only responsive bidder	R 267 557.85	Director: Corporate Services

3.2.1.8 Appeals

The following were lodged or dealt with by the Accounting Officer during the month of September 2025:

3.2.1.8 Appelle

Die volgende is ontvang of was hanteer deur die Rekenpligtige beamppte gedurende September 2025:

Bid ref number	Date	Name of supplier that bid was awarded to	Brief description of services	Reason why award made	Amount (Incl. VAT)	Appellant	Reason for Appeal
08/2/21/16	06-Aug-2025	Various (Clusters)	Supply and delivery of electrical equipment	Under Review	Various (Clusters)	Siyphambili Electrical and Industrial Supplies CC	Various

3.2.1.9 Deviations

The following table contains the actuals against approved deviations by the Accounting Officer for the month of September 2025 which totals R 401 262:

3.2.1.9 Afwydings

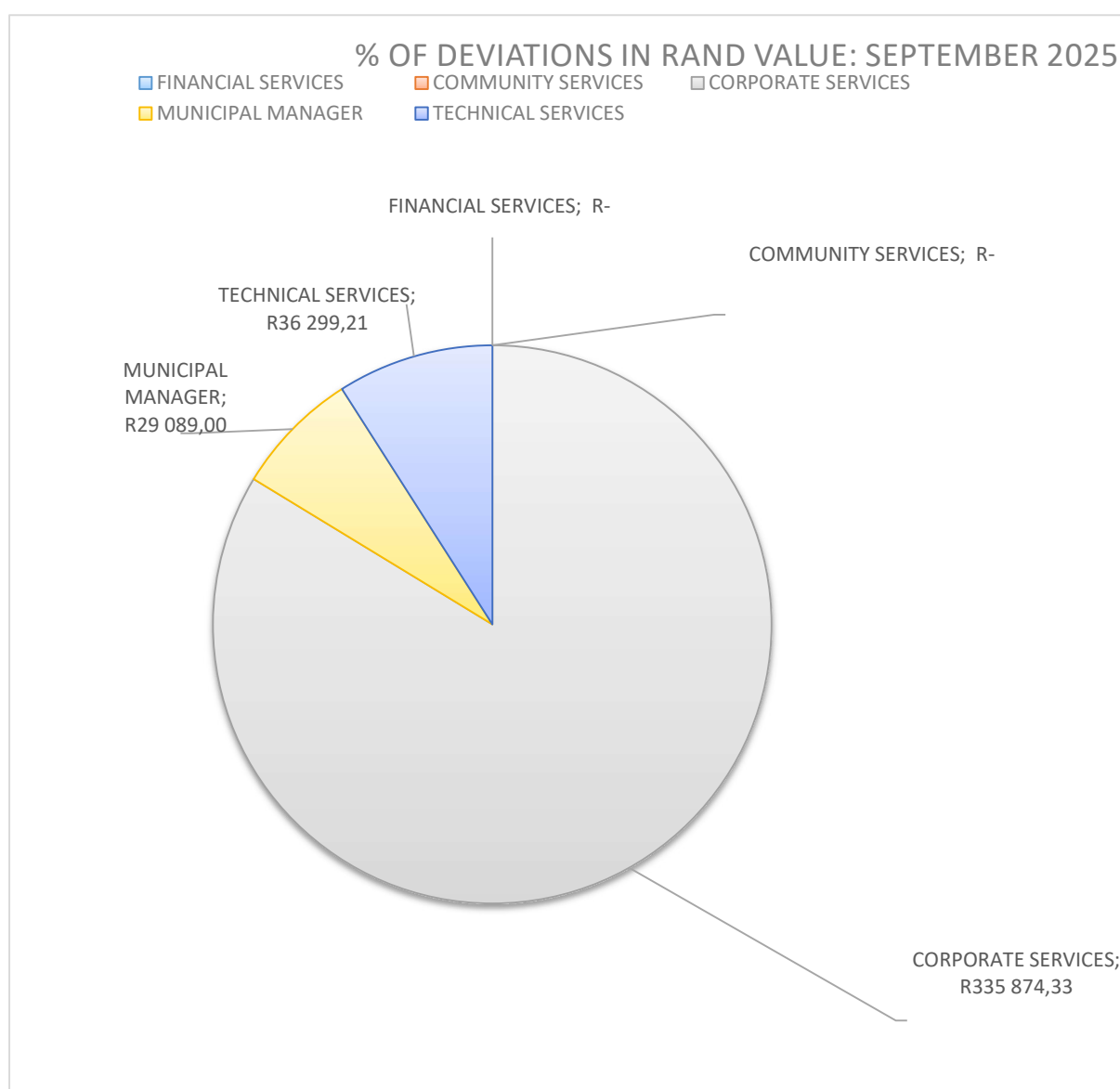
Die volgende tabel bevat die werklike uitgawes teen goedgekeurde afwykings deur die Rekenpligtige Beamppte vir die maand van September 2025 wat beloop op die totaal van R 401 262:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
01-Sept-25	Total Computer Services (PTY) Ltd	Traffic Contravention Management system	Single supplier	189182	53 669,72
09-Sept-25	Hydraberg Hydraulics CC	Repiar of sewer vacuum tanker: CT 16357	Emergency	189307	36 299,21
09-Sept-25	Witzenberg Herald	Publish Notice: Council's intention to purchase Erf 1127	Impractical	189329	3 960,00
12-Sept-25	Meniko Records Management Services	Trim License renewal 2025/2026	Single supplier	189413	274 742,95

12-Sept-25	Drager South Africa (PTY) Ltd	Service and calibration of Alco testers	Single supplier	189420	7 461,66
16-Sept-25	Leadership Academy for Guardians of Governance	Hybrid-Performing an Effective Quality Assessment	Single supplier	189458	10 131,00
18-Sept-25	Witzenberg Herald	Publish Notice: Service delivery Imbizo	Single supplier	189486	14 998,00

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
Jul 2025	R 830 074	R 44 898 812	1.85%
Aug 2025	R 1 284 375	R 55 364 514	2.32%
Sep 2025	R 401 262	R32 769 991.11	1.23%

DEVIATIONS PER DIRECTORATE:



Logistics

The table below contains a high level summary of information regarding the stores section:

Logistieke

Die tabel hieronder bevat 'n hoë vlak opsomming van inligting rakende die magasyn (stoor):

MONTH	July 2025	Aug 2025	Sep 2025
Value of inventory at hand	R 15 573 801.53	R 17 549 943.38	R 18 687 500
Turnover rate of total value of inventory	0.91	0.82	0.88
Date of latest stores reconciliation	30 Sep 2025		
Date of last stock count	18 Sep 2025		
Date of next stock count	03 Dec 2025		

OVERTIME & STANDBY REPORT SEPTEMBER 2025

OVERTIME	YTD 2025/26	YTD vs Budget %	Adjusted Budget	Original Budget	Projected	Projected Saving / (Shortfall)
Administration	1,148	6.7%	17,246	17,246	4,593	12,653
Cemetries	69,613	28.6%	243,190	243,190	278,451	-35,261
Community Halls And Facilities	88,691	18.5%	479,436	479,436	354,763	124,673
Council Cost	0		0	0	0	0
Electricity*	548,949	15.3%	3,595,873	3,595,873	2,195,796	1,400,077
Enviromental Protection	0		0	0	0	0
Fire Protection Sevices	12,887	31.3%	41,148	41,148	51,548	-10,400
Housing: Administration	17,479	466.3%	3,748	3,748	69,915	-66,167
Human Resources	0		0	0	0	0
IDP	0	0.0%	8,651	8,651	0	8,651
Information Tecnology	0		0	0	0	0
Internal Audit	0		0	0	0	0
L E D	0		0	0	0	0
Library Services*	0	0.0%	4,353	4,353	0	4,353
Marketing & Communications	30,172	19.2%	156,807	156,807	120,687	36,120
Mechanical Workshop	74,383	16.7%	445,851	445,851	297,531	148,320
Parks	64,284	20.5%	313,306	313,306	257,137	56,169
Performance Management	0		0	0	0	0
Pine Forest*	167,389	17.1%	976,962	976,962	669,555	307,407
Project Management	0		0	0	0	0
Property & Legal Services	0		0	0	0	0
Public Toilets	45,442	27.5%	165,277	165,277	181,768	-16,491
Recreational Land	97,799	25.6%	382,298	382,298	391,197	-8,899
Roads	55,296	12.1%	458,489	458,489	221,184	237,305
Sewerage	718,637	16.7%	4,308,424	4,308,424	2,874,547	1,433,877
Social & Welfare Services	4,253	58.3%	7,292	7,292	17,014	-9,722
Solid Waste*	618,141	19.1%	3,235,992	3,235,992	2,472,565	763,427
Stormwater Management	72,209	19.6%	369,350	369,350	288,837	80,513
Supply Chain Management	62,991	40.4%	155,840	155,840	251,965	-96,125
Swimming Pools	13,096	10.3%	126,971	126,971	52,384	74,587
Thusong Centre	0		0	0	0	0
Town Secretary	361	90.1%	401	401	1,446	-1,045
Traffic	1,329,817	21.2%	6,277,091	6,277,091	5,319,267	957,824
Treasury*	110,163	37.0%	298,016	298,016	440,653	-142,637
Vehicle Licensing & Testing	130,139	27.6%	472,095	472,095	520,555	-48,460
Water Distribution	498,885	14.3%	3,481,686	3,481,686	1,995,539	1,486,147
TOTAL OVERTIME	4,832,223	18.6%	26,025,793	26,025,793	19,328,894	6,696,899

STANDBY	YTD 2025/26	YTD vs Budget %	Adjusted Budget	Original Budget	Projected	Projected Saving / (Shortfall)
Administration	6,581	36.1%	18,235	18,235	26,323	-8,088
Cemetries	40,941	30.0%	136,593	136,593	163,762	-27,169
Community Halls And Facilities	33,218	16.9%	196,080	196,080	132,871	63,209
Council Cost	0		0	0	0	0
Electricity*	158,170	21.3%	741,060	741,060	632,680	108,380
Enviromental Protection	0		0	0	0	0
Fire Protection Seviles	265,976	19.4%	1,373,285	1,373,285	1,063,902	309,383
Housing: Administration	5,376	17.2%	31,236	31,236	21,503	9,733
Human Resources	0		0	0	0	0
IDP	0		0	0	0	0
Information Tecnology	15,918	19.0%	83,747	83,747	63,671	20,076
Internal Audit	0		0	0	0	0
L E D	0		0	0	0	0
Library Services	0	0.0%	4,922	4,922	0	4,922
Marketing & Communications	0		0	0	0	0
Mechanical Workshop	40,113	19.8%	202,257	202,257	160,451	41,806
Parks	60,143	20.2%	297,857	297,857	240,574	57,283
Performance Management	0		0	0	0	0
Pine Forest*	45,398	26.3%	172,657	172,657	181,592	-8,935
Project Management	0		0	0	0	0
Property & Legal Services	0		0	0	0	0
Public Toilets	0		0	0	0	0
Recreational Land	64,422	23.2%	278,048	278,048	257,687	20,361
Roads	68,058	14.2%	478,971	478,971	272,234	206,737
Sewerage	216,478	24.8%	872,955	872,955	865,913	7,042
Social & Welfare Services	0		0	0	0	0
Solid Waste*	17,536	9.7%	181,433	181,433	70,144	111,289
Stormwater Management	61,731	19.7%	314,129	314,129	246,923	67,206
Supply Chain Management	13,712	17.2%	79,612	79,612	54,850	24,762
Swimming Pools	3,216	23.8%	13,512	13,512	12,862	650
Thusong Centre	0		0	0	0	0
Town Secretary	0		0	0	0	0
Traffic	457,315	22.6%	2,020,729	2,020,729	1,829,260	191,469
Treasury*	22,293	25.1%	88,662	88,662	89,171	-509
Vehicle Licensing & Testing	43,962	19.7%	222,668	222,668	175,847	46,821
Water Distribution	158,424	22.1%	717,552	717,552	633,697	83,855
TOTAL STANDBY	1,798,979	21.1%	8,526,200	8,526,200	7,195,915	1,330,285



QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that the monthly in year monitoring reports for the month of September 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:

WITZENBERG

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MUNICIPALITY

- MEMORANDUM -

AAN / TO: Accounting Officer

VAN / FROM: Manager: Supply Chain

DATUM / DATE: 18 July 2025

VERW. / REF.: 09/1/2/2

SUPPLY CHAIN MANAGEMENT: PARAGRAPH 7 (2) ANNUAL REPORT: IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT POLICY

1. PURPOSE

(a) To submit an oversight report to Council on the implementation of Council's Supply Chain Management Policy for the 2024-2025 financial year with regards to the following sub sections:

- (i) Demand management
- (ii) Acquisition management
- (iii) Logistics management
- (iv) Disposal management
- (v) Performance management

2. POLICY REQUIREMENTS

Paragraph 7 (2) (a) of Council's Supply Chain Management Policy as approved on 16 May 2024, states the following:

For the purposes of such oversight the accounting officer must 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.

Witzenberg Municipality does not own any entities as defined in terms of section 1 of the Municipal Systems Act (Act 32 of 2000).

3. SUPPLY CHAIN MANAGEMENT INSTITUTIONAL ARRANGEMENTS

The Council developed its Supply Chain Management Policy in line with the Municipal Supply Chain Management Regulations (Government Gazette 27636 dated 30 May 2005) as issued by National Treasury, the latest amendments were approved and implemented.

The Provincial Treasury regularly reviews the supply chain management policies of municipalities within the province in order to ensure that they do comply with the relevant amendments to legislation.

Employees are required to declare their business interest on an annual basis to the Accounting Officer.

At the commencement of all bid committee meetings, members complete the attendance register and declare to undertake the following:

- (a) That all information, documentation and decisions regarding any matter before the committee are confidential and undertakes not to make known anything in this regard;
- (b) To treat all service providers and potential service providers equitably and will not purposefully favour or prejudice anybody; and
- (c) To make known details of any private or business interest he or she or any close family member, partner or associate may have in any proposed procurement or disposal of, or in any award or contract that they will immediately withdraw from participating in any matter whatsoever

The following headings deal with each phase of supply chain:

(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.

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.

In order to further enhance the demand planning process, an annual procurement plan was implemented for the 2024-2025 financial year and resulted in an 91.20% capital spending. This is below the target of 95%. This figure is subject to the final financial year-end processes.

(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.

Goods and service are procured in accordance with authorizes processes and approved delegations. The Supply Chain Management (SCM) delegations have been approved by the Accounting Officer. Amended delegations were submitted for approval to give effect to improve operational efficiency within the administration. The principles and conditions of the delegations have been laid down and are adhered to.

Expenditure that has been incurred was budgeted for in the approved budget of Council.

A total of **5753** orders with a value of **R 338 745 608** were issued for the 2024-2025 financial year.

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.

Petty Cash purchases are done in accordance with the Petty Cash Policy. The conditions by means of petty cash have been laid down and are complied with.

The competitive bidding process and bid committee structures are functioning effectively.

A: Competitive bids:

- **Bid committees meetings**

The following table details the number of bid committee meetings held for the 2024/2025 financial year:

Bid Committee	Specification	Bid Committee	Evaluation	Bid Committee	Adjudication
	40		38		21

- **Awards made by the bid adjudication committee**

The bid adjudication committee made 35 award with an estimated value of R 100 467 942.

Quarter	Number of awards	Combined value of awards
July 2024 – September 2024	1	R 9 900 000
October 2024 – December 2024	5	R 20 422 400
January 2025 – March 2025	7	R 21 402 873
April 2025 – June 2025	22	R 48 742 669
Total	35	R 100 467 942

The five highest bids awarded by the bid adjudication committee are as follows:

Bid number	Title of bid	Directorate and section	Value of bid awarded
08/2/21/89	Supply and Delivery of Crushed Stone Aggregate and Sand	Technical Services	R 10 000 000
08/2/21/16	Supply and Delivery of Electrical Equipment Cluster 3	Technical Services	R 10 000 000
08/2/21/24	Appointment of contractors for Maintenance, repair and replacement of general Electrical infrastructure and wiring of premises for Witzenberg Municipality	Technical Services	R 10 000 000
08/2/21/73	Supply and Servicing of Portable Chemical Toilets and emptying of Septic Tanks in the Witzenberg Area	Technical Services	R 9 900 000
08/2/21/16	Supply and Delivery of Electrical Equipment Cluster 14	Technical Services	R 6 000 000

- **Awards made by the Accounting Officer**

In terms of paragraph 6(2) (a) of Council's Supply Chain Management Policy, only the Accounting Officer may award a bid which is in excess of R10 million. The power to make such an award may not be sub-delegated by the Accounting Officer. The Accounting Officer awarded 11 bids of an estimated value of R 244 697 273.

Quarter	Number of awards	Combined value of awards
July 2024 – September 2024	1	R 4 500 000
October 2024 – December 2024	3	R 118 126 288
January 2025 – March 2025	1	R 22 720 985
April 2025 – June 2025	6	R 99 350 000
Total	11	R 244 697 273

The five highest bids above R 10 million were awarded by the Accounting Officer for the 2024/2025 financial year are as follows:

Bid Ref	Brief Description of Services	Directorate and section	Value (incl. VAT)
08/2/21/75	Provision of Security Services, Tactical and Crowd Control Management at Municipal Buildings and Sites in the Witzenberg Municipal Area (Re-Advertisement)	Corporate Services	R 80 000 000
08/2/22/62	Streets And Stormwater Maintenance In Witzenberg Municipal Area	Technical Services	R 30 000 000
08/2/21/16	Supply and Delivery of Electrical Equipment Cluster 12	Technical Services	R 24 000 000
08/2/22/29	Upgrade of Ceres 11KV switching substation	Technical Services	R 22 720 985
08/2/21/82	Electrical and Mechanical Maintenance of Water and Sewer Pump Stations. Treatment Works and Related Infrastructure In Witzenberg Area	Technical Services	R 20 000 000

The municipality made use of Supply Chain Management Regulation 32 which refers to contracts secured by other organs of state for the following approved bids:

Bid ref number	Date	Municipality	Name of supplier	Brief description of services	Value (incl. VAT)
RT 57/2022	17-Jan-2025	National Treasury	Isipho Capital Motors	4 Ton Payload Arial Platform Truck	R1 454 617
RT57/2022	14-Apr-2025	National Treasury	Mmela Capital (PTY) Ltd	Supply of 2 Sedans	R 711 444
			FE Industrial Supplies CC	Supply of 2 Tractors	R 880 605
RT 57/2022	29-Apr-2025	National Treasury	Isuzu Motors South Africa	Supply of 5 X LCV	R 2 284 899
			Key Spirit Trading 218 CC	Supply of 2 TLB's	R 2 800 569
			Aro Trading (PTY) Ltd	Supply of 1 Walk behind Roller	R 373 399
RT64/2022	02-Jun-2025	National Treasury	Leo Garments (Pty) Ltd	Supply and Delivery of clothing	Rates based
			Lymae Textiles (Pty) Ltd		
			Supplycor CC		
			Vanguard Fire and Safety Inland (Pty) Ltd		
RT 57/2022	02-Jun-2025	National Treasury	Nissan South Africa (Pty) Ltd	Supply of 1 Double Cab Bakkie	R 635 129

No bid was awarded by the Bid Adjudication Committee in terms of paragraph 44 (2) of the Supply Chain Management Policy and paragraph 37 (2) of the Supply Chain Regulations.

- **Appeals lodged by aggrieved bidders**

The following table provides detail on appeals lodged by aggrieved bidders in terms of section 62 (1) of the Municipal Systems Act (Act 32 of 2000) on awards made:

Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Status	Dealt by
NONE						

- **Awards made to enterprises within the Witzenberg Municipal Area**

The following tables details the value of competitive bids awarded to enterprises within the Witzenberg Municipal Area during the 2024/2025 financial year:

Number of contracts awarded to enterprises within Witzenberg Municipal Area	Percentage of contracts awarded to enterprises within Witzenberg Municipal Area	Value of contracts awarded to enterprises within Witzenberg Municipal Area	Percentage of contract value awarded to enterprises within Witzenberg Municipal Area
6	13.04%	R 38 454 044	11.14%

- **Awards made to companies according to their Broad-Based Black Economic Empowerment (B-BBEE) level of contribution**

The following tables details the value of competitive bids awarded per B-BBEE level of contribution for the 2024/2025 financial year:

B-BBEE status level of contribution	Combined contract values	Percentage contract values
Level 1	R 333 661 285	96.67%
Level 2	R 2 518 000	0.73%
Level 3	-	-
Level 4	R 8 985 930	2.60%
Level 5	-	-
Level 6	-	-
Level 7	-	-
Level 8	-	-
Non-compliant contributors	-	-
TOTAL	R 345 165 215	100%

The B-BBEE status level of contribution means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act. The accreditation of suppliers is done by independent bodies as legislated, registered auditors or by means of a sworn affidavit.

B: Formal written price quotations between R 30 000.00 and R 300 000.00:

A total of 54 formal written price quotations to a value of R 8 298 123 were awarded.

- Awards made to enterprises within the Witzenberg Municipal Area**

The following tables details the value of formal written price quotations awarded to enterprises within the Witzenberg Municipal Area during the 2024/2025 financial year:

Number of contracts awarded to enterprises within Witzenberg Municipal Area	Percentage of contracts awarded to enterprises within Witzenberg Municipal Area	Value of contracts awarded to enterprises within Witzenberg Municipal Area	Percentage of contract value awarded to enterprises within Witzenberg Municipal Area
11	20.37%	R 1 449 545	17.46%

The following tables details the value of formal written price quotations awarded per B-BBEE level of contribution for the 2024/2025 financial year:

B-BBEE status level of contribution	Combined contract values	Percentage contract values
Level 1	R 5 038 874	60.72%
Level 2	R 1 056 282	12.73%
Level 3	-	-
Level 4	R 1 299 047	15.66%
Level 5	-	-
Level 6	-	-
Level 7	-	-
Level 8	-	-
Non-compliant contributors	R 273 130	10.89%
TOTAL	R 8 298 123	100%

C: Deviation from normal procurement processes

Paragraph 43 of Council's Supply Chain Management Policy allows the Accounting Officer to dispense with the official procurement process. A total of 102 deviations amounting to R 6 524 343 was approved by the Accounting Officer. This amounts shows a decrease of R 3 286 770 compared to the previous year's figure of R 9 811 113. The following table and chart provides a summary of deviations approved on an annual and monthly basis respectively:

Type of deviation	Number of deviations	Value of deviations R	Percentage of total deviations value (%)
Single supplier	60	R 3 087 855	47.33
Impossible	0	R 0	0.00
Impractical	28	R 2 765 276	42.38
Emergency	14	R 671 212	10.29

It is noted that although various processes were implemented to reduce the number and value of deviations it fluctuates during each period and will not necessarily reflect the same patterns.

(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 are set at the start of each financial year. These levels are set for normal operations. In the event that special projects are being launched by departments, such information is not communicated timely to the Stores section in order for them to gear them to order stock in excess of the normal levels.

Internal controls are in place to ensure that goods and service that are received are certified by the responsible person which is in line with the general conditions of contract.

Regular checking of the condition of stock is performed. Quarterly stock counts are performed at which surpluses, deficits, damaged and redundant stock items are identified and reported to Council.

As at 30 June 2025, the value of stock at the municipal stores amounted to R 16 337 600 with a stock turnover rate of 0.87, compared to a stock turnover rate of 1.04 the previous

financial year. Stock counts are done on a quarterly basis and details of stock differences are reported to Council soon thereafter. The following table details the stock differences for the 2024/2025 financial year:

Quarter	Surpluses	Deficits	Damaged	Redundant
Quarter 1	R 0.00	R 0.00	R 185 341.32	R 0.00
Quarter 2	R 0.00	R 0.00	R 185 341.32	R 0.00
Quarter 3	R 0.00	R 0.00	R 185 341.32	R 0.00
Quarter 4	R 0.00	R 0.00	R 185 341.32	R 301 940.15
Total	R 0.00	R 0.00	R 185 341.32	R 301 940.15

* It should be noted that the same items were identified as a **damaged** during the stock counts of Quarter 1, Quarter 2, Quarter 3 and Quarter 4.

The Accounting Officer approved the writing off of stock to the value of R 185 341.32 on 30 August 2024 in terms of Section F.6 of the council-approved delegation, titled "*Disposal of assets, goods, material and equipment*". These changes were processed on the financial system.

The Accounting Officer and Council approved the write off of redundant stock reported on to the value of R 301 940.15 (excl. VAT) for the financial year. These changes were also processed on the financial system.

The damaged stock identified during quarter 4 were reported to Council with the Stock count report in June 2025.

Slow moving inventory highlighted were distributed to the relevant department to determine whether the stock levels and revised to ensure that the stores are managed optimally.

(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 prices except when the public interest or the plight 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 assets. A Consolidated report of all assets identified for disposal were approved by Council and the Accounting Officer respectively. An auction was held on 26 March 2025 for all assets approved for disposal. The total proceeds from the auction amounted to R 3 080 415.65 (Incl. VAT).

(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.

Monitoring of internal processes is an ongoing process. Procedure manuals for various SCM processes have been developed, approved and implemented. Annual reviews of the procedure manuals are done to ensure compliance to legislation updates. Monthly reporting of appeals received by aggrieved bidders is also done to measure the performance of the bid specification and bid evaluation committees.

The Accounting Officer has appointed the Internal Auditor as the independent observer to attend bid committee meetings. This further enhances transparency with regards to our bid committee system and compliance to all relevant legislation.

No meetings were attended by the Internal Audit section during the financial year therefore no report is available.

(f) Risk management

Council's supply chain management policy provided more detail on how risk should be dealt with from the demand management stage of procurement up until a contract has been awarded. Managers are tasked to monitor and evaluate risks and to employ measures to minimize Council's risk exposure when it comes to projects in excess of R 300 000.

The Supply Chain Management Unit plays a supporting role to the service delivery departments to guide and assist them in developing mitigating factors to deal with risks on an ongoing basis.

(g) Policy amendments

The SCM Policy was reviewed during the 2024/2025 financial year and changes to legislation was taken into consideration. The policy was approved on 30 May 2025.

4. RECOMMENDATION TO THE CHIEF FINANCIAL OFFICER:

- (a) That the Chief Financial Officer recommend to the Accounting Officer to submit the report to Council for information.

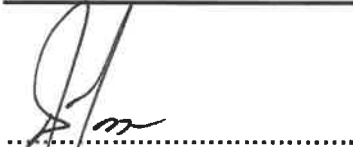
Yours sincerely



MG FRIESLAAR
MANAGER: SUPPLY CHAIN



HJ KRITZINGER
CHIEF FINANCIAL OFFICER



D MASSON
ACCOUNTING OFFICER

WITZENBERG

MUNISIPALITEIT
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MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager

VAN / FROM: Director: Finance

DATUM / DATE: 21 October 2025

VERW. / REF.: 05/12/1/3

FINANCE: WRITING-OFF INTEREST AND ARREAR MONIES: INDIGENT HOUSEHOLD DEBT

Purpose

The purpose of this report is for council to consider the writing off indigent household's debt.

Legislature framework

In terms of Section 96 of the Municipal Systems Act (act 32 of 2000), Council must collect all money that is due and payable to it. Subject to the provisions the Municipal Systems Act. It also allows the municipality to compile and adopt a policy to give effect to this power to collect.

The Council adopted a credit Control and Debt Collection Policy on 28 May 2009, item 8.1.2(c). Amendments to this policy were approved at subsequent council meetings.

The relevant portion is:

- 26.11 Whenever all the legal avenues and procedures listed above have been exhausted, or it becomes uneconomical to proceed further, the arrear amounts should be classified as irrecoverable and should be written off.
- 26.12 The Chief Financial Officer, may forward a report to Council for the writing off consumer debt, if such debts may be irrecoverable.
- 26.13 The Executive Committee, in terms of its delegated authority, may authorize the writing off 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 if he is satisfied that:
 - All reasonable steps have been taken to recover the debt and the debt is considered to be irrecoverable, or
 - He/she is convinced that recovery of the debt would be uneconomical.
- 26.16 Any debtors whose amounts are written off may be listed with the Credit Bureau and may not be permitted to enter future service contracts with the Council.

The accounting officer of a municipality must take all reasonable steps to ensure that the municipality has effective revenue collection systems in terms of Section 64 of the Municipal Finance Management Act (act 56 of 2003)

Section 118 (1) of the of the Municipal Systems Act regulated the issuing of clearance certificates for the transfer of property and are quoted below:

“118. Restraint on transfer of property. –

- (1) A registrar of deeds may not register the transfer of property except on production to that registrar of deeds of a prescribed certificate-
 - (a) issued by the municipality or municipalities in which that property is situated; and
 - (b) which certifies that all amounts that became due in connection with that property for municipal service fees, surcharges on fees, property rates and other municipal taxes, **levies and duties during the two years preceding the date of application for the certificate have been fully paid.**
- (1A) A prescribed certificate issued by a municipality in terms of subsection (1) is valid for a period of 60 days from the date it has been issued.”

Discussion

1. Council resolved on 18 April 2024 and 12 December 2024 to write off the debt of indigent households.
2. New applications have been received and approved till date.
3. The total outstanding debt in respect of indigent households are R 10 642 540.68. The outstanding debt in respect of households whose debt was not written off previously is R 4 409 096.50.
4. The debt of indigent households whose debt were written off previously is R 6 233 444.18.
5. The above-mentioned debt can be attributed to applications for renewals not being received and/or approved timeously, as well as consumption of water and electricity more than the free units.
6. The Chief Financial Officer is convinced that the recovery of the debt would be uneconomical as stated in 26.15 of the Credit Control and Debt Collection Policy.

Financial Implications

The current provision of bad debt excluding traffic fines is R 326 310 699,00 at the end of June 2025. The provision has already been created prior to this financial year.

Recommendation

1. That the indigent debt to the value of R 10 642 540.68 plus the debits raised till date of write-off be written off.
2. That the credit electricity meters of indigent households be replaced with prepaid meters.
3. That the Municipality's Credit Control and Debt Collection Policy be implemented in respect of all debt incurred after the write off even if the household is indigent.

Yours faithfully

H J KRITZINGER
DIRECTOR: FINANCE

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager

VAN / FROM: Director: Finance

DATUM / DATE: 25 September 2025

VERW. / REF.:

AMENDMENT OF PREFERENTIAL PROCUREMENT POLICY

1. PURPOSE

To submit amendments to the Preferential Procurement Policy to Council for consideration.

2. LEGAL FRAMEWORK

The Preferential Procurement Policy is compiled in accordance with the Preferential Procurement Policy Framework act, 2000 (act no. 5 of 2000), and the Preferential Procurement Regulations as published in the Government Gazette no 2721 dated 4 November 2022.

3. DISCUSSION

Preference points are allocated in terms of the policy to bidders that qualify in terms of the following definition of local businesses:

*“**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”*

*“**Proof of locality** means a – 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 or adequate proof that the property itself is registered in the name of the bidder by the deeds office.”*

The above definition is very strict and most local businesses does not qualify for the preferential points as the business owners are not necessarily the property owners.

It is proposed that the following definition might help local businesses to qualify for the preferential points and increase the number of bids awarded to local businesses:

*“**Locality** means the suppliers and/or service providers that has its registered office within the municipal area, or the district area where the municipality is located or the province where the municipality is located.”*

RECOMMENDATION

That the Preferential Procurement Polic be amended by removing the current definitions of locality and proof of locality with the following definition:

***“Locality** means the suppliers and/or service providers that has its registered office within the municipal area, or the district area where the municipality is located or the province where the municipality is located.”*

Yours faithfully

H J Kritzinger
DIRECTOR FINANCE



Preferential Procurement Policy

Date of Approval by Council	10 March 2023
Implementation date	10 March 2023

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Preferential Procurement Policy

1. Definitions

- 1.1 In this Policy, unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the Act or the Regulations shall bear the meaning so assigned –
- 1.1.1 **"Acceptable Tender"** means any tender which, in all respects, complies with the specification and conditions of tender as set out in tender document.
- 1.1.2 **"Act"** means the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 as amended;
- 1.1.3 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 1.1.4 **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 1.1.5 **"Broad-Based Black Economic Empowerment Act"** means the Broad- Based Black Economic Empowerment Act, Act No. 53 of 2003 as amended;
- 1.1.6 **"district municipal area"** means the Cape Winelands District Municipal Area;
- 1.1.7 **"EME"** means an exempted micro enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 1.1.8 **"highest acceptable tender"** means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders;
- 1.1.9 **"Historically disadvantaged individual (HDI)"** means a South African citizen –
- (1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1996 (Act No 108 of 1996); and / or
 - (2) who is a female; and / or
 - (3) who has a disability:

Preferential Procurement Policy

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;

1.1.20 **“Regulations”** means the Preferential Procurement Regulations, 2022 as issued by the Minister of Finance

Preferential Procurement Policy

- 1.1.21 **“specific goals”** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;
- 1.1.22 **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation that includes formal written price quotations, competitive bids and deviations from the official procurement processes as defined;
- 1.1.23 **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions.

2. Application of the policy

- (1) This policy applies to all procurement of goods and services by the municipality with a value of 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.

Preferential Procurement Policy**4. Identification of preference point system**

- (1) The tender documents must stipulate –
 - (a) the preference point system applicable; and
 - (b) any specific goal as envisaged in section 2(1)(d) and (e) of the Act.
- (2) If it is unclear whether the 80/20 or 90/10 preference point system applies, the tender documents must state/stipulate that in the case of –
 - (a) an invitation for tender for income generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or
 - (b) any other invitation for tender that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system.

5. Specific goals

- (1) Specific goals must be measurable, quantifiable and monitored for compliance.
- (2) A maximum of 20 points on the 80/20 preference points system or 10 points on the 90/10 preference points system will be allocated for specific goals as contemplated in the Act for the acquisition of goods and services and income generating contracts. These goals are as follows:
 - (a) B-BBEE that is inclusive of contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability; and
 - (b) locality of enterprises in the municipal area, district municipal area or province that promotes implementing the programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994 the preference point system.

Preferential Procurement Policy

- (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 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).

Preferential Procurement Policy

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:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

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.

Preferential Procurement Policy

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:

$$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

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.

Preferential Procurement Policy

8. 80/20 preference point system for tenders to generate income or to dispose of or lease assets with Rand value equal to or below R50 million

- (1) The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender for income-generating contracts with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where –

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmax = Price of highest acceptable tender

- (2) A maximum of 20 points may be awarded to a tenderer for the specific goals as provided for under paragraph 3 of this Policy.
- (3) The points scored for the specific goal must be added to the points scored for the price and the total must be rounded off to the nearest two decimal places.
- (4) A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.
- (6) A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.
- (7) A tenderer must submit proof of locality in order to claim point(s) for locality.
- (8) A tenderer failing to submit proof of locality may not be disqualified, but will only score 0 points for locality.
- (9) A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price only.
- (10) The points scored for the specific goals must be added to the points scored for price and the total must be rounded off to the nearest two decimals.
- (11) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

Preferential Procurement Policy

9. 90/10 preference point system for tenders to generate income or to dispose of or lease assets with Rand value above R50 million

- (1) The following formula must be used to calculate the points out of 90 for price in respect of an invitation for a tender for income-generating contracts with a Rand value above R50 million, inclusive of all applicable taxes:

$$Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where –

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmax = Price of highest acceptable tender

- (2) A maximum of 10 points may be awarded to a tenderer for the specific goals as provided for under paragraph 3 of this Policy.
- (3) The points scored for the specific goal must be added to the points scored for the price and the total must be rounded off to the nearest two decimal places.
- (4) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tendering scoring the highest points.
- (5) A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.
- (6) A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.
- (7) A tenderer must submit proof of locality in order to claiming point(s) for locality.
- (8) A tenderer failing to submit proof of locality may not be disqualified, but will only score 0 points for locality.
- (9) A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price only.
- (10) The points scored for the specific goals must be added to the points scored for price and the total must be rounded off to the nearest two decimals.
- (11) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

Preferential Procurement Policy**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.



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2024

ANNUAL RISK ASSESSMENT

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1. DISTRIBUTION LIST

Responsible Official	Designation	For Information Only
Mr D Nasson	Municipal Manager	X
Mr D Nasson	Acting Director: Community Services	X
Mr M Mpeluza	Director: Corporate Services	X
Mr C Kritzinger	Director: Financial Services	X
Mr J Delport	Acting Director: Technical Services	X
Performance, Risk and Audit Committee		X

2. EXECUTIVE SUMMARY

2.1. Legal Framework

In terms of the Local Municipal Finance Management Act, no 56 of 2003, (MFMA) section 62, (1) The accounting officer of a municipality is responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure—
 (c) that the municipality has and maintains effective, efficient and transparent systems—
 (i) of financial and risk management and internal control”

National Treasury has implemented a Public Sector Risk Management Framework. In terms of paragraph 3, the Framework provides “principles to support and sustain effective risk management”. This as the Risk Management Policy was used as a guideline to perform the work.

2.2. Objectives and Scope

The objective of the annual risk assessment was to identify, validate and prioritise material risks that can significantly impact on service delivery and strategic objectives set according to the 2024/2025 reviewed Integrated Development Plan of Witzenberg Municipality.

The following Departments and functions are included in the assessment:

Directorate	Departments	
Community	Fire Fighting & Disaster	Amenities & Environment
	Human Settlements	Local Economic Development
	Resorts & Swimming Pools	Social Development
	Libraries	

Directorate	Departments	
Corporate	Administration	Human Resources
	Information Technology	Marketing & Communications
	Traffic & Law Enforcement	

Directorate	Departments	
Finance	Expenditure	Revenue
	Financial Administration	Supply Chain Management

Directorate	Departments	
Municipal Manager	Integrated Development Planning	Internal Audit
	Project, Performance & Risk	Legal & Property

Directorate	Departments	
Technical	Electro-technical	Fleet & Mechanical Workshop
	Roads & Storm Water	Solid Waste & Cleansing
	Town Planning & Building Control	Water & Sanitation

2.3. Risk Rating Criteria

The following rating and scoring methodology was applied as based on the Risk Management Policy of Witzenberg Municipality.

Potential Loss / Impact

Severity Ranking	Assessment	Factor
Critical	Negative outcomes or missed opportunities that are of critical importance to the achievement of objectives	5
Major	Negative outcomes or missed opportunities that are likely to have a relatively substantial impact on the ability to meet objectives	4
Moderate	Negative outcomes or missed opportunities that are likely to have a relatively moderate impact on the ability to meet objectives	3
Minor	Negative outcomes or missed opportunities that are likely to have a relatively low impact on the ability to meet objectives	2
Insignificant	Negative outcomes or missed opportunities that are likely to have a relatively negligible impact on the ability to meet objectives	1

Likelihood (in the absence of controls)

Likelihood Category	Category Definition	Factor
Common	The risk is already occurring, or is likely to occur more than once within the next 12 months	5
Likely	The risk could easily occur, and is likely to occur at least once within the next 12 months	4
Moderate	There is an above-average chance that the risk will occur at least once in the next three years	3
Unlikely	The risk occurs infrequently and is unlikely to occur within the next three years	2
Rare	The risk is conceivable but is only likely to occur in extreme circumstances	1

Perceived Control Effectiveness

Effectiveness Category	Category Definition	Factor
Very Good	Risk exposure is effectively controlled and managed	20%
Good	Majority of risk exposure is effectively controlled and managed	40%
Satisfactory	There is room for some improvement	65%
Weak	Some of the risk exposure appears to be controlled, but there are major deficiencies	80%
Unsatisfactory	Control measures are ineffective	100%

2.4. Risk Scoring

The following sample indicates the methodology followed to calculate the inherent & residual risk:

Impact	Likelihood	Inherent Risk (IR)	Control Effectiveness	Residual Risk (RR)
Critical	Likely	Critical x Likely = Inherent Risk	Good	Inherent Risk x Control Effectiveness = Residual Risk
5	4	20	40%	8
Result		IR at maximum		RR is low

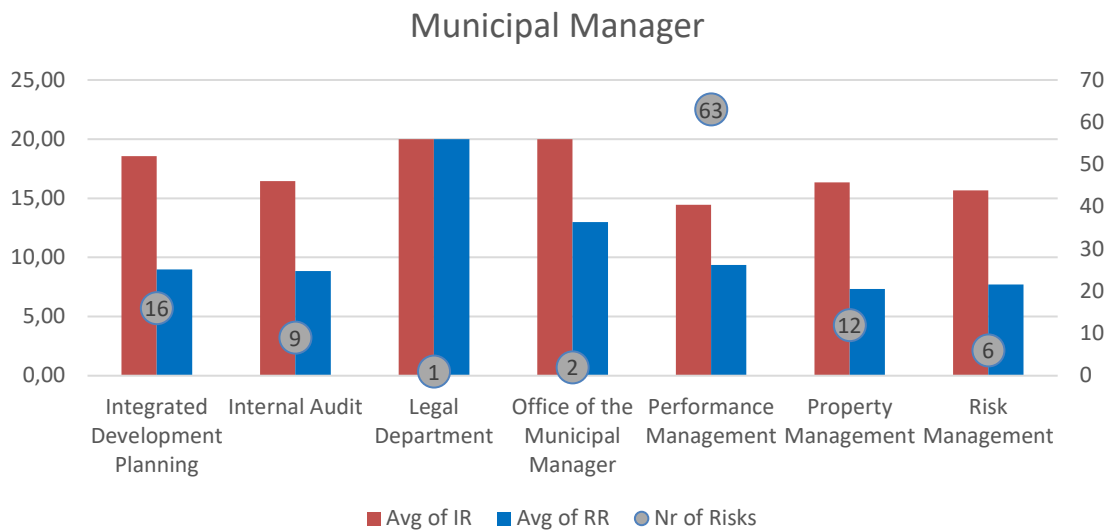
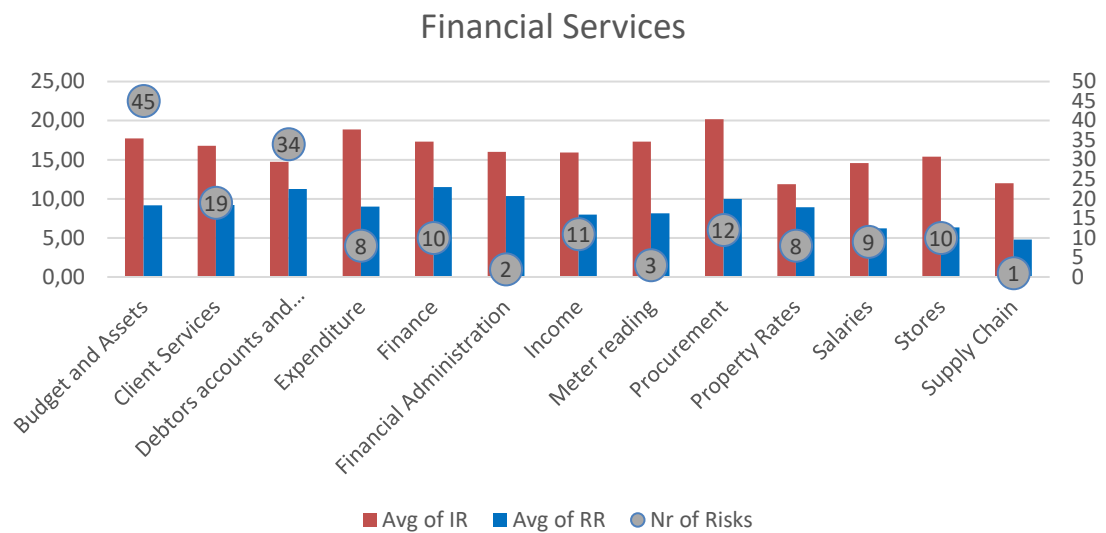
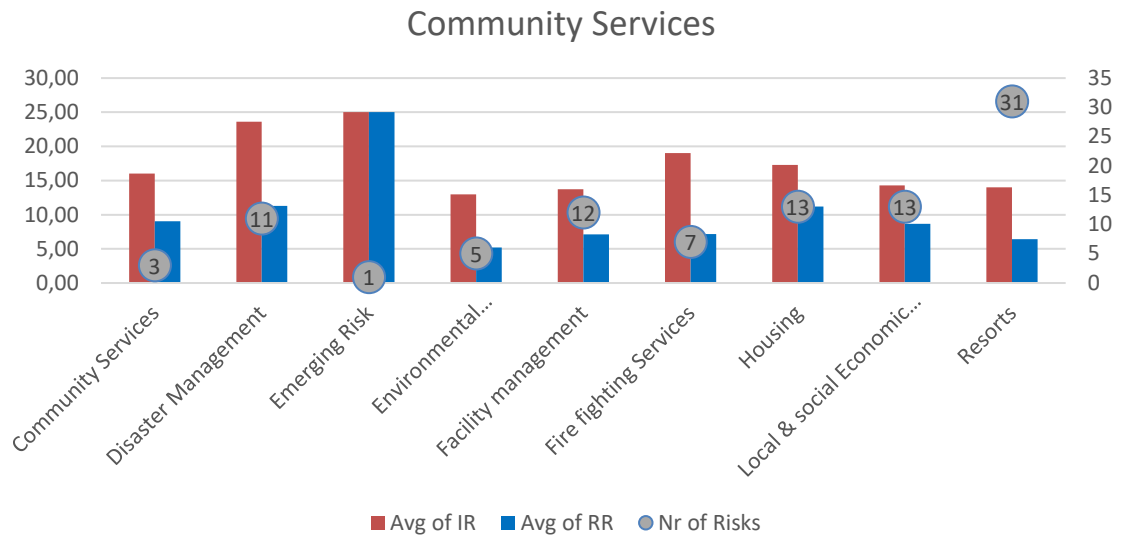
Inherent Risk Exposure	Factor	Residual Risk Exposure	Factor
Maximum	20 - 25	Maximum	20 - 25
High	15 < 20	High	15 < 20
Medium	10 < 15	Medium	10 < 15
Low	5 < 10	Low	5 < 10
Minimum	< 5	Minimum	< 5

The residual risk rating and the associated management action plan that is required to mitigate the inherent risks are indicated in table below:

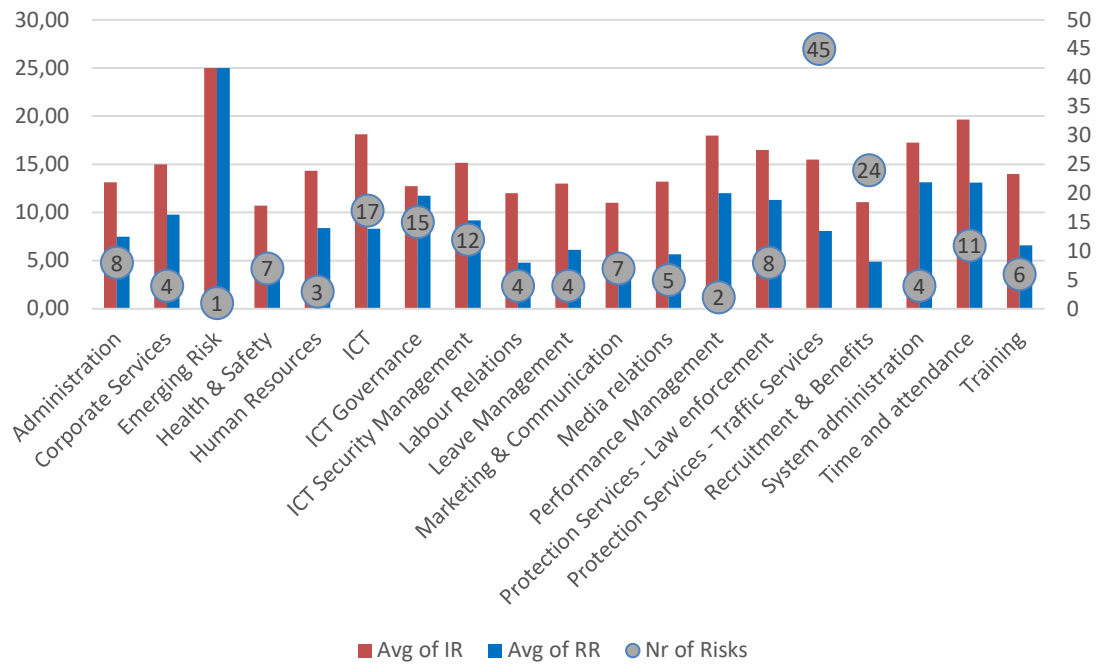
Residual Risk Rating	Action Plan Required	Details
20 - 25	Immediate action required	Material risks and/or control weaknesses of critical importance. Management should take immediate action to reduce residual risk exposure to an acceptable level.
15 < 20	Immediate action required	Risks and/or control weaknesses considered being of a less critical but serious nature. Management should take action to reduce residual risk exposure to an acceptable level.
10 < 15	Action required	Risks and/or control weaknesses considered being of a moderate nature. Management should implement more controls or increase the effectiveness of current controls to reduce the residual risk to a more acceptable level.
5 < 10	Monitor	These issues do not represent a risk to the environment and can be corrected at minimal cost. However, resolution of these issues will lead to an improvement in the overall control environment in the long term. Management should constantly monitor the risk exposure and related control effectiveness.
< 5	Monitor	These issues do not represent a risk to the environment and can be corrected at minimal cost. Management should constantly monitor the risk exposure and related control effectiveness.

3. RISK UNIVERSE

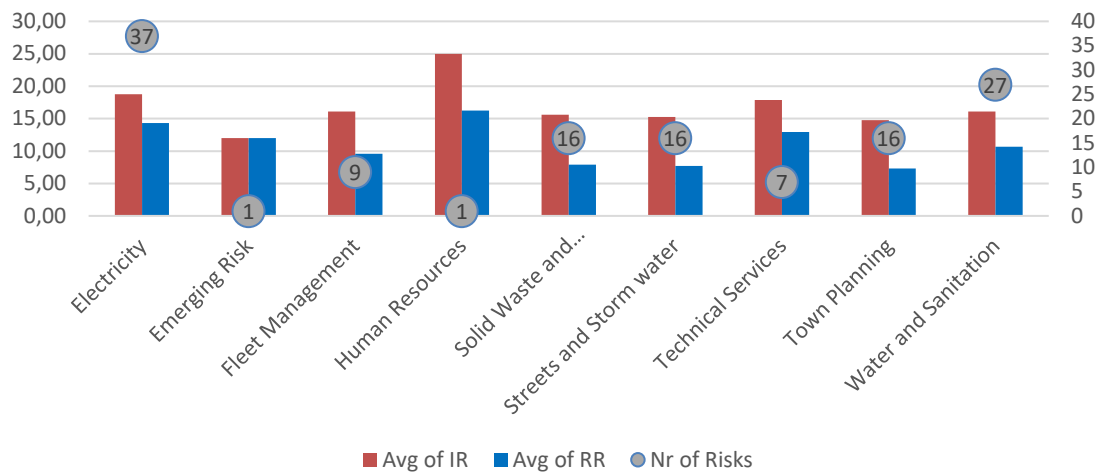
These graphs provides an overview of the average Inherent Risk versus average Residual Risk per risk area.



Corporate Services



Technical Services



Risk rating				
Maximum 20- 25	High 15 < 20	Medium 10 < 15	Low 5 < 10	Minimum < 5

3.1 Top Risks per Directorate

The following tables represent the 20 top-rated risks per Directorate. The top risks are those as noted in the Risk Profile.

COMMUNITY SERVICES

Unit Title	Risk Title	IR	RR
Housing	Inability to implement provincial approved budgeted housing projects	25	25
Local & social Economic Development	Indigent register is incomplete, inaccuracy and invalid	25	16
Disaster Management	Lack of communication and co-ordinations with national/provincial and district disaster support services and community	25	16
Housing	Inability to deal with community protest, unrest and uprising	25	16
Disaster Management	Insufficient knowledge or funds to assess hazards	25	14
Fire fighting Services	Inability to deal with disaster, business continuity and fire hazard	25	13
Disaster Management	Ineffective preparedness readiness plans	25	13
Disaster Management	Insufficient capacity to perform required disaster management activities	25	10
Disaster Management	Insufficient information and analysis for early detection	25	10
Disaster Management	Lack of human, capital and equipment resources to mitigate risk	25	10
Disaster Management	Lack of policies and procedures to govern disaster management	25	10
Environmental Management	Major transgression not detected	25	10
Disaster Management	Out-dated disaster management plans	25	10
Fire fighting Services	Poor response times	25	10
Fire fighting Services	Poor service delivery due to lack of capacity	25	10
Fire fighting Services	Fire inspection not performed	25	5
Facility management	Facility income not reconciled to Samras system	20	20
Housing	Illegal invasion and occupation of land	20	20
Resorts	Uneconomical utilization of assets (Dennebos and Eiland)	20	16

CORPORATE SERVICES

Unit Title	Risk Title	IR	RR
System administration	Data breach	25	21
Protection Services - Traffic Services	01. Lack of/or underdeveloped Standard Operating Procedures/guideline	25	21
ICT Security Management	Unauthorised use of software	25	20
ICT Security Management	Passive and active cyber attacks	25	13
Protection Services - Traffic Services	Non-performance of contract agreement	25	10
Protection Services - Traffic Services	Notices not captured on the traffic system	25	10
Protection Services - Traffic Services	Summons and warrants not issued by service provider within legal timeframe	25	10
Time and attendance	Time and attendance not monitored and implemented for all personnel.	20	20
Administration	All correspondence not registered on TRIM	20	20
Protection Services - Law enforcement	Failure of law enforcement agencies to assist municipality	20	20
Protection Services - Traffic Services	e-Natis, TCS and Nu-traffic transactions not reconciled to SAMRAS on a monthly basis	20	16
Time and attendance	Employees on the payroll is not on the time and attendance system	20	16
ICT Security Management	Data breach	20	16
Time and attendance	System interface errors not detected and cleared in a timely manner	20	16
Time and attendance	Exceptions are not cleared and reconciliation are not done	20	13
ICT	Inadequate segregation of duties between user account management responsibilities and end user responsibilities	20	13
Time and attendance	No disaster management recovery plan	20	13
Protection Services - Traffic Services	1st Notices not posted within 30 days (non-compliance to the TCSP)	20	13
Time and attendance	Clocking devices not Functional	20	13
Time and attendance	Corrective action on exceptions reported not monitored by management	20	13

FINANCIAL SERVICES

Unit Title	Risk Title	IR	RR
Procurement	Bids cancelled due to non-compliance by bidders resulting in higher prices	25	25
Client Services	Money collected late for depositing to the bank	25	25
Finance	Unfunded budget	25	25
Finance	Un-recoverability of outstanding receivables	25	18
Budget and Assets	Asset register incomplete, inaccurate, over or understated	25	17
Budget and Assets	Asset existence not verified (Asset not on asset register)	25	16
Client Services	Inaccurate deposits detected by bank	25	16
Budget and Assets	Loss of grant funding	25	16
Client Services	Misappropriation of funds - online processing	25	16
Expenditure	Supplier data changed without notification result in payments to incorrect bank account	25	16
Budget and Assets	Assets not capitalized	25	12
Budget and Assets	Assets not commissioned	25	10
Salaries	Employees paid late	25	10
Budget and Assets	Irregular disposal of assets/Alienation of property/Rental of Property	25	10
Client Services	Money not collected daily	25	10
Budget and Assets	Non-Adherence to DORA	25	10
Procurement	Non-compliance to the SCM policy in terms of advertising, closing, opening evaluation, adjudication of bid and contract management resulting in irregular expenditure	25	10
Procurement	Specification biased, incomplete or does not fit needs resulting in possible fruitless and wasteful expenditure	25	10
Expenditure	Supplier invoices/statements not reconciled to order data on SAMRAS before payment	25	10
Client Services	Theft / loss of funds from prepaid vendors	25	8

MUNICIPAL MANAGER

Unit Title	Risk Title	IR	RR
Performance Management	Invalid and incorrect invoices are paid	25	25
Performance Management	Non-compliance: 13(1)- Monitoring, measurement and review of performance	25	16
Performance Management	Non-compliance: 13(2)- Monitoring, measurement and review of performance	25	16
Performance Management	Non-compliance: 13(3)- Monitoring, measurement and review of performance	25	16
Performance Management	Non-compliance: 13(3)(c)- Monitoring, measurement and review of performance	25	16
Performance Management	Non-compliance: 13(4)(1a-c)- Monitoring, measurement and review of performance	25	16
Integrated Development Planning	Vision of the municipality not internalized among all level of staff	25	13
Integrated Development Planning	Integrated Development Plan/ Budget steering committee not	25	10
Performance Management	Performance agreements not in line with Integrated Development Planning	25	10
Performance Management	Poor performance not detected and control	25	10
Integrated Development Planning	Timeframes for budgeting process for inclusion in the Integrated Development Plan	25	10
Legal Department	Illegal invasion and occupation of land	20	20
Performance Management	Financial data does not reconcile with SDBIP PMS data	20	13
Internal Audit	Making the wrong decision when there was some evidence of fraud	20	13
Office of the Municipal Manager	MM1 - Performance data unreliable (Invalid, Incomplete and inaccurate)	20	13
Office of the Municipal Manager	MM2 - Performance data unreliable (Invalid, Incomplete and inaccurate)	20	13
Integrated Development Planning	Ineffective ward committees	20	13
Performance Management	Key performance indicators not reviewed annually	20	13
Performance Management	Key performance target not "SMART" to measure achievement	20	13
Property Management	Lack of a strategic plan, for the management of municipal immovable properties	20	13

TECHNICAL SERVICES

Unit Title	Risk Title	IR	RR
Electricity	All maintainable assets not planned for	25	25
Electricity	Eskom's inability to provide increased electricity supply to the municipal area	25	25
Electricity	Insufficient operations budget	25	25
Technical Services	Lack of funding to rehabilitate landfill site in Witzenberg	25	25
Electricity	Not scheduling maintenance work	25	25
Electricity	Not scheduling routine inspections timeously	25	25
Electricity	Running out of operations budget to carry out unplanned work	25	25
Electricity	Safety and maintenance inspections not performed due to lack of personnel	25	25
Electricity	Safety hazards to be detected on time	25	25
Electricity	Insufficient maintenance and capital re-investment due to Insufficient resources (Human and capital)	25	22
Fleet Management	Ageing vehicle fleet	25	20
Solid Waste and Cleansing	Major unplanned not disaster related interruptions to service deliver	25	18
Streets and Storm water	Major unplanned not disaster related interruptions to service deliver	25	18
Water and Sanitation	Major unplanned not disaster related interruptions to service deliver	25	18
Electricity	Major unplanned not disaster related interruptions to service deliver	25	17
Electricity	Calls not transferred to the relevant official	25	16
Human Resources	Overtime abuse/ fraud	25	16
Town Planning	Zoning of properties incorrect	25	10
Fleet Management	Lack of spares for older equipment	20	20
Electricity	Poor quality of electricity supply due to Lack of knowledge/skilled personnel and resources	20	20

3.2 Strategic Risks

Risk Title	IR	RR
Eskom's inability to provide increased electricity supply to the municipal	25	25
Deteriorating electrical infrastructure	25	19
Major unplanned not disaster related interruptions to service deliver	25	17
Municipality's inability to provide increased electricity supply to the	25	16
Unfunded budget	25	14
Inability to deal with disaster, business continuity and fire hazard	25	13
Inability to deal with community protest, unrest and uprising	25	12
Electricity load-shedding>4 hours	25	9
Inability to provide landfill facility in Witzenberg municipal area	25	8
Illegal invasion and occupation of land	20	20
The municipality's inability to deal with illegal land use and building work	20	17
Growth in informal settlements	20	16
Un-recoverability of outstanding receivables	20	16
Deteriorating road infrastructure	20	16
Lack of funding to rehabilitate landfill site in Witzenberg	20	16
Uneconomical utilization of assets (Dennebos and Eiland)	20	16
Unsustainable High cost of electricity bulk supply	20	16
Deteriorating water and sanitation infrastructure	20	15
Poor growth in revenue base	20	13
Ageing vehicle fleet	20	13
Escalation in vulnerable and indigent households	20	13
Failure of law enforcement agencies to assist municipality	20	13
Inability to minimise recyclable waste	20	13
Increase in vandalism, theft of municipal assets	20	13
Rapid increase in Salary budget	20	13
Increase in unaccounted water and electricity losses	20	12
Interruption of Wolseley bulk water supply	16	13
Non-compliance to POPI Act	16	10

3.3 Operational Risks per Directorate

Tables below represent operational risks from Risk Register per Directorate, excluding categories Compliance/Regulatory & Strategic.

COMMUNITY SERVICES

Unit Title	Risk Title	IR	RR
Community Services	Possibility of corrupt activities by officials and politicians	16	6
Disaster Management	Lack of communication and co-ordinations with national/provincial and district disaster support services and community	25	16
Disaster Management	Insufficient knowledge or funds to assess hazards	25	14
Disaster Management	Ineffective preparedness readiness plans	25	13
Disaster Management	Insufficient capacity to perform required disaster management activities	25	10
Disaster Management	Insufficient information and analysis for early detection	25	10
Disaster Management	Lack of human, capital and equipment resources to mitigate risk	25	10
Disaster Management	Lack of policies and procedures to govern disaster management	25	10
Disaster Management	Out-dated disaster management plans	25	10
Disaster Management	Lack of early warning systems	20	15
Disaster Management	Insufficient and untimely reporting	20	8
Disaster Management	Key factors of risk not identified	20	8
Environmental Management	Major transgression not detected	25	10
Environmental Management	Minor transgression not detected	10	4
Environmental Management	Limited funds not utilized effectively	9	4
Environmental Management	Litigation risk due to polluted rivers	9	4
Facility management	Facility income not reconciled to Samras system	20	20
Facility management	Maintenance not performed	20	8
Facility management	Facility use without payment	16	6
Facility management	Client do not sign for equipment and facility	12	8
Facility management	Defects not detected during inspections and reported	12	6
Facility management	All applications not registered	12	5
Facility management	Damages not identified resulting in financial loss	12	5
Facility management	Deposits refunded without damages being deducted	12	5
Facility management	Double bookings	12	5
Facility management	Public abuse of open space	12	5
Facility management	Facility not prepared or required equipment not provided	9	4
Fire fighting Services	Poor response times	25	10
Fire fighting Services	Poor service delivery due to lack of capacity	25	10
Fire fighting Services	Fire inspection not performed	25	5
Fire fighting Services	Wrong/hoax/severity of fire reported incorrect/cancellations	12	5
Fire fighting Services	Lack of reporting and analysis	12	4
Fire fighting Services	Fire break roads not maintained	9	4
Housing	Inability to implement provincial approved budgeted housing projects	25	25
Housing	Illegal invasion and occupation of land	20	20
Housing	List of material requirements inflated by maintainers to commit theft	16	6
Housing	Delay on appointment of service provider	16	6
Housing	Inability to maintain Rental Stock (Rental scheme houses)	15	10
Housing	All maintenance requests are not registered	12	5
Housing	Tasks not performed according to work instructions	12	5
Housing	Waiting list register incomplete and inaccurately	12	2
Local & social Economic Development	Indigent register is incomplete, inaccuracy and invalid	25	16
Local & social Economic Development	Unrealistic expectations of non- municipal mandate	16	9
Local & social Economic Development	People not aware of indigent relief	16	6
Local & social Economic Development	Community not aware of LED services	12	6
Resorts	Pine Forrest income captured against incorrect vote number on SAMRAS	20	13
Resorts	No key register for safes	20	10
Resorts	Income (Sales) received not recorded	20	8
Resorts	Poor access control and theft	20	8
Resorts	Bags not sealed and locked and placed in safes	16	6
Resorts	Misappropriation of cash	16	6
Resorts	Advance rental payment not received in a timely manner.	16	6
Resorts	Bad impression to visitors that resorts are not well maintained	16	6
Resorts	Guest registration form incomplete	16	6
Resorts	Income not accounted for	16	6
Resorts	Injuries due to incorrect water purification chemicals(Chlorine and acid)	16	6
Resorts	Lack of maintenance strategy and plans	16	6
Resorts	Long outstanding debt as a result of ineffective debt collection processes	16	6
Resorts	Revenue of day visitors not received	16	6

Unit Title	Risk Title	IR	RR
Resorts	Aged pools and equipment resulting in high maintenance cost and resource	15	10
Resorts	Receipt allocation of income to incorrect vote numbers (e.g. chalets, star	15	10
Resorts	Unauthorized access	15	10
Resorts	Accommodation and facilities poorly cleaned and not inspected	12	5
Resorts	Inventory not checked properly at departure or visitor depart without inve	12	5
Resorts	Surpluses and shortages not paid in	12	5
Resorts	Summary sheets not signed off	12	5
Resorts	Bookings not recorded on the booking system	9	4
Resorts	Breakages not deducted from deposit	9	4
Resorts	Cancellation fees not deducted from deposit	9	4
Resorts	Key (usage) deposits not paid	9	4
Resorts	Key/usage Deposit refunds not authorised	9	4
Resorts	No documented key movement or handling procedure	9	4
Resorts	Payment for service not received or recorded	9	4
Resorts	Stand occupies without a valid agreement	9	4
Resorts	Vehicle permit not issued	9	4

CORPORATE SERVICES

Unit Title	Risk Title	IR	RR
Administration	All correspondence not registered on TRIM	20	20
Administration	Correspondence not/ incorrectly routed or miss-filed	12	2
Administration	Archive File Register not adequately maintained result in ineffective filing	9	2
Corporate Services	Possibility of corrupt activities by officials and politicians	16	6
Corporate Services	High amount of situations or behaviours that are inappropriate		
Health & Safety	Lack of corporate directive, uncoordinated efforts and disorganized mana	12	5
Health & Safety	Possibility of injury on duty fraud	12	5
Health & Safety	Persons with possible previous injuries employed	12	5
Health & Safety	Prolonged period to conclude on injury on duty and disability cases	12	5
Health & Safety	Inadequate systems of risk control or non-compliance to loss control sta	9	4
Health & Safety	Unreliable data. Poor decision-making information, non-achievement of e	9	4
Health & Safety	Inadequate identification, evaluation and mitigation of risk exposures cou	9	2
Human Resources	Possibility of corrupt activities by officials and politicians	16	6
Human Resources	Reliance on key staff	15	10
Human Resources	Completion of Personal Development Plans delayed as Job Descriptions	12	9
ICT	Inadequate segregation of duties between user account management responsibilities and end user responsibilities	20	13
ICT	Access to the server room may not be regularly monitored and reviewed.	20	8
ICT	In the event of a disaster the municipality may not be able to continue to o	20	8
ICT	Inadequate backup of the SAMRAS system could result in loss of informa	20	8
ICT	Inadequate backup of the TRIM system could result in loss of information	20	8
ICT	No policy and procedures to govern logical access to SAMRAS that could	20	8
ICT	Server room may have inadequate environmental controls in place i.e. : o	20	8
ICT	Terminated users not removed in a timely manner	20	8
ICT	Unauthorised user/s can get access to SAMRAS and/or TRIM/other system	20	8
ICT	User access right to SAMRAS on TRIM systems are inappropriate resulting	20	8
ICT	The use of third party providers of IT may introduce control weaknesses w	16	16
ICT	Inadequate passwords that could result in unauthorised access to the ap	16	6
ICT	Unauthorised access to systems increases the risk of misappropriation o	16	6
ICT	Unauthorised transaction may impact upon the integrity of the financial r	15	10
ICT	Inability to restore information systems	15	6
ICT	No or inadequate service level agreements with third party/s responsible	15	6
ICT	Unauthorised access to server room facilities could occur	15	6
ICT Governance	2. The ICT portfolio failing to support the municipality's objectives and str	16	16
ICT Governance	Fragmented, inefficient infrastructures	15	15
ICT Governance	Lack of alignment between strategic objectives and the ICT architecture(I	15	15
ICT Governance	Service performance failures causing legal and regulatory compliance ex	15	15
ICT Governance	1. Ineffective responsibilities and accountabilities established for IT proc	15	11
ICT Governance	Inappropriate priorities used for the allocation of resources	12	12
ICT Governance	Ineffective IT governance, risk management and internal control arrang	12	12
ICT Governance	Insufficient capabilities, skills and resources to achieve strategic objectiv	12	12
ICT Governance	Service deviations and degradations not recognised and addressed resul	12	12
ICT Governance	Value not obtained from the ICT assets and services	12	12
ICT Governance	3. Remedial actions to maintain and improve IT process effectiveness and	12	11
ICT Governance	Decreased stakeholder(Council, Senior Management, Steering Committe	12	10
ICT Governance	Failure to identify risks rising from services delivery strategies and activiti	12	10
ICT Governance	Decreasing response time	10	6
ICT Governance	Performance gaps not identified in a timely manner	9	7

Unit Title	Risk Title	IR	RR
ICT Security Management	Unauthorised use of software	25	20
ICT Security Management	Passive and active cyber attacks	25	13
ICT Security Management	Data breach	20	16
ICT Security Management	Theft, loss and damage of ICT hardware	16	6
ICT Security Management	Failure of baseline security rules to prevent and detect unauthorised access	15	11
ICT Security Management	Disclosure of corporate assets and sensitive information accessible to unauthorised users	15	6
ICT Security Management	Unauthorised activities not detected and mitigated	12	10
ICT Security Management	Failure of firewall rules to prevent and detect unauthorised access.	12	6
ICT Security Management	Lack of segregation of duties between system administrators and users	12	5
ICT Security Management	Unauthorised access not prevented and detected	12	5
ICT Security Management	Failure of network security rules to detect unauthorised access.	9	6
ICT Security Management	Ignorant internet users	9	6
Labour Relations	Labour unrest	12	5
Labour Relations	Minimum services level agreement not agreed with local labour	12	5
Labour Relations	Possibility of procedural errors made by presiding officers	12	5
Labour Relations	Possibility that disciplinary action is not taken within 3 months	12	5
Leave Management	Employee abuse of sick leave and high absenteeism	20	9
Leave Management	Leave document incomplete and not approved	16	6
Leave Management	Leave document processed and/or received late	10	6
Leave Management	Shop steward leave not monitored	6	2
Leave Management	Employee abuse of sick leave and high absenteeism		
Leave Management	Employee abuse of sick leave and high absenteeism		
Marketing & Communication	Possibility that contractual obligations are not adhered with leading to legal action	15	6
Marketing & Communication	Poor above/below line advertising	12	5
Marketing & Communication	Outcome of measurement not implemented and or no corrective action taken	9	4
Marketing & Communication	Poor/lack of research	9	4
Marketing & Communication	Poor or no branding and logo on assets	8	3
Media relations	Media related issues not received or received late	15	8
Media relations	No follow up report back system in place	15	6
Media relations	Incorrect/no decision taken/no response	12	5
Media relations	Information not registered	12	5
Media relations	Responsible person/department not notified	12	5
Performance Management	Individual contracts not concluded timeously	20	12
Performance Management	Staff performance not evaluated	16	12
Protection Services - Law enforcement	High amount of situations or behaviours that are inappropriate		
Protection Services - Traffic Services	01. Lack of/underdeveloped Standard Operating Procedures/guideline	25	21
Protection Services - Traffic Services	Non-performance of contract agreement	25	10
Protection Services - Traffic Services	Notices not captured on the traffic system	25	10
Protection Services - Traffic Services	Summons and warrants not issued by service provider within legal timeframe	25	10
Protection Services - Traffic Services	e-Natis, TCS and Nu-traffic transactions not reconciled to SAMRAS on a monthly basis	20	16
Protection Services - Traffic Services	Law and traffic enforcement needs not determined and analysed	20	13
Protection Services - Traffic Services	Suspense accounts not cleared in a timely manner	20	13
Protection Services - Traffic Services	09. Misappropriation of monies	20	11
Protection Services - Traffic Services	Cut off numbers not reconciled on a monthly basis	20	8
Protection Services - Traffic Services	Allocation of e-Natis, TCS transactions to vote numbers incomplete and incorrect	20	8
Protection Services - Traffic Services	02. System's payment received reports not verified with cashier's cash on hand	16	11
Protection Services - Traffic Services	06. Money bags serial numbers misappropriated	16	11
Protection Services - Traffic Services	10. Theft of cash	16	11
Protection Services - Traffic Services	04. Cash received daily not deposited on a daily basis by cashier	16	11
Protection Services - Traffic Services	05. R27. Surpluses and shortages not investigated or deposited	16	9
Protection Services - Traffic Services	11. Unauthorised cancellations	16	6
Protection Services - Traffic Services	Outstanding/unpaid notices not followed up in a timely manner	16	6
Protection Services - Traffic Services	08. Fraudulent bank notes	16	4
Protection Services - Traffic Services	07. Cash collected not deposited by Cash Collection Service Provider	12	10
Protection Services - Traffic Services	03. Receipts not processed on E-Natis and TCS systems for cash received	12	8
Protection Services - Traffic Services	All speed violations not downloaded from the camera onto the traffic system	12	5
Protection Services - Traffic Services	Fines reduced or withdrawn without valid reason or fraudulently	12	5
Protection Services - Traffic Services	Misappropriation of funds - online processing	12	5
Protection Services - Traffic Services	Misappropriation of mailed cheque and postal order	12	5
Protection Services - Traffic Services	Notice not issued for an offence observed by the Law Enforcement-/Traffic Services	12	5
Protection Services - Traffic Services	Receipts captured incomplete, inaccurate and not in a timely manner	12	5
Protection Services - Traffic Services	Valid photos not adjudicated independently	12	5
Protection Services - Traffic Services	Photo detail incorrectly identified and mismatched to e-Natis vehicle info	9	4
Protection Services - Traffic Services	Possible speed violations rejected or removed fraudulently from record (if applicable)	8	5
Protection Services - Traffic Services	Unmatched/removed photos not approved	8	5

Unit Title	Risk Title	IR	RR
Recruitment & Benefits	Budgeted vacant positions not filled timeously	16	9
Recruitment & Benefits	Invalid information supplied by candidate not detected	16	6
Recruitment & Benefits	5 year Equity plan not monitored	16	6
Recruitment & Benefits	Uninformed employees	16	6
Recruitment & Benefits	Shortlisting committee postponed regularly due to non-availability of panel	16	4
Recruitment & Benefits	Fraudulent overtime claims	12	5
Recruitment & Benefits	Allowances, subsidies are not approved	12	5
Recruitment & Benefits	Employee master file data incomplete and inaccurate	12	5
Recruitment & Benefits	Invalid employment contracts concluded with permanent and temporary employees	12	5
Recruitment & Benefits	Short listed candidates do not meet the criteria	12	5
Recruitment & Benefits	Shortcoming not identified	12	5
Recruitment & Benefits	Unapproved appointments made	12	2
Recruitment & Benefits	Employment terminated not according to applicable municipal procedures	9	4
Recruitment & Benefits	Job description incomplete or does not exist	9	4
Recruitment & Benefits	Lack of a proper adjudication system	9	4
Recruitment & Benefits	No exit interviews are held and exit documentation are not signed-off by employee	9	4
Recruitment & Benefits	Non-approval of permanent appointments	9	4
Recruitment & Benefits	Organisational structure not approved	9	4
Recruitment & Benefits	Promotions and demotions are not concluded based on policy and procedure	9	4
Recruitment & Benefits	Technical questions inadequate	9	4
Recruitment & Benefits	Incorrect or incomplete advert placed in newspapers	6	2
System administration	Data breach	25	21
System administration	Unauthorised access not prevented and detected	16	13
System administration	Unauthorised activities not detected and mitigated	16	10
System administration	Lack of segregation of duties between system administrators and users	12	8
Time and attendance	Time and attendance not monitored and implemented for all personnel	20	20
Time and attendance	Employees on the payroll is not on the time and attendance system	20	16
Time and attendance	System interface errors not detected and cleared in a timely manner	20	16
Time and attendance	Exceptions are not cleared and reconciliation are not done	20	13
Time and attendance	No disaster management recovery plan	20	13
Time and attendance	Clocking devices not Functional	20	13
Time and attendance	Corrective action on exceptions reported not monitored by management	20	13
Time and attendance	Deficiencies pertaining to segregation of duties	20	13
Time and attendance	Inadequate reporting on time and attendance	20	13
Time and attendance	Inadequate policies and procedures to govern time and attendance	20	4
Time and attendance	Unauthorised user/s can get access to SAMRAS and/or TRIM/other systems	16	10
Training	Under performing employees	20	13
Training	Skills development Act requirements not adhered to resulting in non compliance	16	6
Training	Planned training not completed	12	6
Training	Skill shortage not identified	12	5
Training	Training not attended due to short notice, cancellations	12	5
Training	Training outcomes not monitored	12	5

FINANCIAL SERVICES

Unit Title	Risk Title	IR	RR
Budget and Assets	Assets not properly safeguarded against misuse	20	14
Budget and Assets	Assets not properly safeguarded against abuse	20	14
Budget and Assets	Assets not properly safeguarded against theft	20	13
Budget and Assets	Assets moved between departments without proper authorization	20	13
Budget and Assets	Escalation in insurance claims making WBM uninsurable	20	11
Budget and Assets	Funds not secured to finance approved capital programs	20	8
Budget and Assets	Reconciliations not performed	20	8
Budget and Assets	Trail balance out of balance	20	8
Budget and Assets	Misallocation of capital	15	9
Budget and Assets	Assets not identified and safeguarded in a timely manner by user department	15	8
Budget and Assets	Assets identified for disposal but still useable or still economical to repair	15	6
Budget and Assets	Investments are not made in the best interest of the municipality resulting in loss	15	6
Budget and Assets	Long outstanding bank reconciliation items not cleared	15	6
Budget and Assets	Obligations for loan payments not adhered to	15	6
Budget and Assets	New assets not insured at time of delivery	12	10
Budget and Assets	Incorrect investment interest recognized and received	12	5
Budget and Assets	Received incorrect water inventory from Technical department	12	5
Budget and Assets	Possibility that transaction are invalid and incorrectly recorded resulting in loss	8	3
Budget and Assets	Possibility that transactions are invalid and incorrectly recorded resulting in loss	8	3

Unit Title	Risk Title	IR	RR
Client Services	Money collected late for depositing to the bank	25	25
Client Services	Inaccurate deposits detected by bank	25	16
Client Services	Misappropriation of funds - online processing	25	16
Client Services	Money not collected daily	25	10
Client Services	Theft / loss of funds from prepaid vendors	25	8
Client Services	11. Unauthorised cancellations	20	13
Client Services	Unauthorized access	20	13
Client Services	Surpluses & shortages not reported	20	8
Client Services	Manual receipts (in event of power failure) not processed	16	10
Client Services	Unauthorised manual cancellations	15	10
Client Services	Receipt allocation to incorrect consumer account or u-key numbers by cl	15	8
Client Services	Unauthorised access to prepaid electricity system (IT Control)	12	8
Client Services	Data breach	12	5
Client Services	Incorrect upload of consumer data to SAMRAS	12	5
Client Services	Theft/ loss of funds from account payment vendors	12	5
Client Services	Unauthorised access to receipting system (IT Control)	12	5
Client Services	10. Theft of cash	10	4
Client Services	Lack of corrective measures	9	4
Client Services	Poor exception management	9	4
Debtors accounts and credit Control	1. Warrants not issued	20	20
Debtors accounts and credit Control	3. Warrants not executed	20	20
Debtors accounts and credit Control	All possible legal action not taken to recover debt	20	20
Debtors accounts and credit Control	10. Theft of cash	20	13
Debtors accounts and credit Control	2. Account ("relaas") not returned by sheriff	16	16
Debtors accounts and credit Control	Summons and warrants not issued by service provider within legal timeframe	16	16
Debtors accounts and credit Control	Summonses not issued or notices incomplete and inaccurate	16	16
Debtors accounts and credit Control	Un- recoverability of outstanding receivables	16	16
Debtors accounts and credit Control	11. Unauthorised cancellations	16	10
Debtors accounts and credit Control	Data breach	16	10
Debtors accounts and credit Control	Indigent register is incomplete, inaccuracy and invalid	16	10
Debtors accounts and credit Control	Unauthorised access to prepaid electricity system (IT Control)	16	10
Debtors accounts and credit Control	Unauthorised access to receipting system (IT Control)	16	10
Debtors accounts and credit Control	08. Fraudulent bank notes	16	10
Debtors accounts and credit Control	Misappropriation of funds - online processing	16	10
Debtors accounts and credit Control	Theft / loss of funds from prepaid vendors	16	10
Debtors accounts and credit Control	Theft/ loss of funds from account payment vendors	16	10
Debtors accounts and credit Control	Unauthorised manual cancellations	16	10
Debtors accounts and credit Control	Recoverable debt written-off	16	6
Debtors accounts and credit Control	Cut-off list incomplete and inaccurate	12	12
Debtors accounts and credit Control	Incorrect account details e.g.. address, name etc.	12	12
Debtors accounts and credit Control	PCI DSS Non-compliance	12	12
Debtors accounts and credit Control	Direct bank deposit payments allocated to incorrect / invalid consumer a	12	8
Debtors accounts and credit Control	Inaccurate and incomplete cash receipts amounts recorded	12	8
Debtors accounts and credit Control	Inaccurate deposits detected by bank	12	8
Debtors accounts and credit Control	Manual receipts (in event of power failure) not processed	12	8
Debtors accounts and credit Control	Money collected late for depositing to the bank	12	8
Debtors accounts and credit Control	Money not collected daily	12	8
Debtors accounts and credit Control	Poor exception management	12	8
Debtors accounts and credit Control	Receipt allocation to incorrect consumer account or u-key numbers by cl	12	8
Debtors accounts and credit Control	Names removed from the cut-off list without approval	12	8
Debtors accounts and credit Control	Surpluses & shortages not reported	12	8
Debtors accounts and credit Control	Lack of corrective measures	9	6
Expenditure	Supplier data changed without notification result in payments to incorrect bank account	25	16
Expenditure	Supplier invoices/statements not reconciled to order data on SAMRAS before payment	25	10
Expenditure	Invalid and incorrect invoices are paid	20	11
Expenditure	Payments made to incorrect /invalid/fictitious suppliers	20	8
Expenditure	Master file incomplete and inaccurate	12	7
Expenditure	Payment documentation/evidence not safeguarded	9	4
Finance	Escalation in insurance claims making WBM uninsurable	16	10
Finance	Possibility of corrupt activities by officials and politicians	16	6
Income	Indigent register is incomplete, inaccuracy and invalid	20	13
Income	Rental contracts not received (excluding schemes)	20	13
Income	FinInc15- Portfolio of evidence for the KPI is accurate, valid and complete	16	10
Income	Accounts inaccurate and delivered late	16	6
Income	Annual tariff upload incomplete and inaccurate	16	6
Income	Service application for vacant property incorrect	16	6
Income	Sevice application for existing property incorrect	16	6

Unit Title	Risk Title	IR	RR
Income	Finance not informed or informed late of installation and services rendered	15	10
Income	Deposits not paid by tenants	12	5
Meter reading	Faulty meter readings	20	9
Meter reading	Meter tampering and theft of electricity and water	20	8
Meter reading	Meters not accessible resulting in estimations	12	8
Procurement	Bids cancelled due to non-compliance by bidders resulting in higher prices	25	25
Procurement	Specification biased, incomplete or does not fit needs resulting in possible fruitless and wasteful expenditure	25	10
Procurement	Fictitious/unauthorised/quotations obtained	20	8
Procurement	Possibility of nepotism	20	8
Procurement	Non-compliance to budgetary controls resulting in possible unauthorised expenditure	20	8
Procurement	CSD cannot detect government employees who are directors of companies	16	10
Procurement	Delays in the drafting of specifications resulting in delayed service delivery	15	6
Property Rates	Contractor paid for services not rendered	16	10
Property Rates	Notices not issued or notices incomplete and inaccurate	12	12
Property Rates	Property rates based on incorrect zoning	9	6
Property Rates	Specifications not according to needs (splitting of land and buildings)	6	4
Salaries	Fictitious employees	20	8
Salaries	Payroll cost and related items are not accurately accounted for	16	8
Salaries	Changes and deductions not captured/ incorrectly captured	12	5
Salaries	Master file incomplete and inaccurate	12	5
Salaries	Over/under payment of employees	12	5
Salaries	Overtime/ acting allowances/ bonuses captured incorrectly	12	5
Salaries	Third party payments	6	4
Stores	Stock are not safeguarded against theft	20	8
Stores	Stock issued against incorrect item number, incorrect quantity of issue and damaged	20	8
Stores	Goods received not properly checked for quality, quantity and whether damaged	15	6
Stores	Outstanding orders not followed up	15	6
Stores	Stock not recorded on financial system correctly and in a timely manner	15	6
Stores	Stock on hand are not verified against the financial system and damaged	15	6
Stores	Optimal stock levels not maintained	12	5
Stores	Replenishment orders invalid, not timely placed and incorrect items are ordered	12	5
Stores	Stock placed under incorrect item number not stored according to suppliers	10	4

MUNICIPAL MANAGER

Unit Title	Risk Title	IR	RR
Integrated Development Planning	Vision of the municipality not internalized among all level of staff	25	13
Integrated Development Planning	Ineffective ward committees	20	13
Integrated Development Planning	Not creating an enabling environment for the achievement of economic development in areas identified in the Integrated Development Plan	20	13
Integrated Development Planning	Poor Public participation and lack of feedback on Integrated Development Plan	20	13
Integrated Development Planning	Internal and external sector plans incomplete and/or non-existent	20	8
Integrated Development Planning	Failure to integrate community needs into Integrated Development Plan	16	6
Integrated Development Planning	Possibility of corrupt activities by officials and politicians	16	6
Integrated Development Planning	Poor Public participation and quality of public input into Integrated Development Plan	15	10
Integrated Development Planning	Intergovernmental alignment of information ineffective due to differences	12	5
Internal Audit	Making the wrong decision when there was some evidence of fraud	20	13
Internal Audit	Use of audit teams or lack of staff that do not have the appropriate level of competence	20	13
Internal Audit	Failure of adequate internal audit supervision.	20	8
Internal Audit	Failure to exercise heightened professional scepticism and extended internal audit	16	6
Internal Audit	Failure to design effective internal audit procedures to test the "real" risks	15	10
Internal Audit	Failure to evaluate both the design adequacy and the control effectiveness	15	10
Internal Audit	Failure to report adequately.	15	6
Internal Audit	Lack of an effective risk assessment process to identify key audit areas	15	6
Internal Audit	Failure to communicate suspicions to the right people.	12	8
Legal Department	Illegal invasion and occupation of land	20	20
Performance Management	Invalid and incorrect invoices are paid	25	25
Performance Management	Projects not identified according to integrated development Plan	12	8
Property Management	Property occupied without a valid agreement or before start date of agreement	20	13
Property Management	Contract not legal vetted and approval in a timely manner	20	12
Property Management	All contracts relevant to immovable assets not renewed or terminated in a timely manner	20	8
Property Management	Inability of client to pay	20	8
Property Management	Property list not updated with changes etc. rent and terms and conditions	20	8
Property Management	Rental not market related or deviation not approved by Council	15	6
Property Management	The transfer process (sale agreement) is not properly managed	15	6
Property Management	Lease concluded without a valid agreement	12	3
Property Management	Lease agreement concluded without approval	12	2

Unit Title	Risk Title	IR	RR
Risk Management	Results on the risk management process not reported and deviations not	20	13
Risk Management	Failure to consider all factors that could influence the rating values of risk	16	6
Risk Management	Failure to identify risks rising from services delivery strategies and activities	16	6
Risk Management	Level of acceptable risk not determined	15	10
Risk Management	Risk mitigation plans not designed and implemented effectively to reduce	15	6
Risk Management	Risks not re-assessed on a regularly basis	12	5

TECHNICAL SERVICES

Unit Title	Risk Title	IR	RR
Electricity	All maintainable assets not planned for	25	25
Electricity	Insufficient operations budget	25	25
Electricity	Not scheduling maintenance work	25	25
Electricity	Not scheduling routine inspections timeously	25	25
Electricity	Running out of operations budget to carry out unplanned work	25	25
Electricity	Safety and maintenance inspections not performed due to lack of personnel	25	25
Electricity	Safety hazards to be detected on time	25	25
Electricity	Insufficient maintenance and capital re-investment due to Insufficient resources (Human and capital)	25	22
Electricity	Calls not transferred to the relevant official	25	16
Electricity	Poor quality of electricity supply due to Lack of knowledge/skilled personnel and resources	20	20
Electricity	Insufficient stock to perform emergency work	20	17
Electricity	Unreliable Protection Equipment (Referring to the Substation Breakers and	20	13
Electricity	Lack of information and systems to monitor and update electricity supply	20	12
Electricity	Inconsistency of customer metering equipment (LPU) & AMR system provided	20	8
Electricity	Projects not identified according to integrated development Plan	20	8
Electricity	Defects not detected during inspections and reported	16	16
Electricity	Incorrect/ insufficient information received or obtained	16	10
Electricity	Failure of contractor to comply with specification	16	8
Electricity	Delay on appointment of service provider	16	6
Electricity	Insufficient inventory	16	6
Electricity	Theft and or vandalism of electrical equipment (line)	15	10
Electricity	No official close out for all projects	15	6
Electricity	Not following up to ensure job closure	12	12
Electricity	Incomplete and inaccurate reporting on SDBIP and to Technical Committee	12	8
Electricity	Maintenance work not conducted/ Submitted for the month	12	8
Electricity	Planning and specification - Identification not done in a timely manner	12	5
Electricity	Reliability of Metering Equipment (substations) problematic	9	4
Emerging Risk	Increase in sewerage spills	12	12
Fleet Management	Lack of spares for older equipment	20	20
Fleet Management	Insufficient feedback to users from workshop regarding work performed and	16	6
Fleet Management	Poor turnaround time	16	6
Fleet Management	Work outsourced without following the works order process	16	6
Fleet Management	Work performed without a valid work requisition	16	6
Fleet Management	Prolonged and/or frequent breakdown of key service delivery vehicles	15	10
Fleet Management	Poor quality control (own work and outsourced work)	12	5
Fleet Management	Incorrect pricing applied	9	6
Human Resources	Overtime abuse/ fraud	25	16
Solid Waste and Cleansing	Refuse not collected/ missed	20	10
Solid Waste and Cleansing	Projects not identified according to integrated development Plan	20	8
Solid Waste and Cleansing	Delay on appointment of service provider	16	6
Solid Waste and Cleansing	Failure of contractor to comply with specification	16	6
Solid Waste and Cleansing	Vehicle failures/breakdowns due to age of vehicles	16	6
Solid Waste and Cleansing	Removal of garden refuse not financially sustainable and equitable	15	10
Solid Waste and Cleansing	Employees absent resulting in a delay to collect garden refuse, solid waste	15	6
Solid Waste and Cleansing	No official close out for all projects	15	6
Solid Waste and Cleansing	Non compliance to the Waste Act and Landfill permit	15	6
Solid Waste and Cleansing	Incomplete schedule/ changes not updated	12	5
Solid Waste and Cleansing	Invalid payment made for landfill services provided by contractor	12	5
Solid Waste and Cleansing	Planning and specification - Identification not done in a timely manner	12	5
Solid Waste and Cleansing	Source information incomplete	9	4
Streets and Storm water	Lack of policies and procedures	20	8
Streets and Storm water	Projects not identified according to integrated development Plan	20	8
Streets and Storm water	Essential future transport needs not planned for	16	16

Unit Title	Risk Title	IR	RR
Streets and Storm water	Delay on appointment of service provider	16	6
Streets and Storm water	Failure of contractor to comply with specification	16	6
Streets and Storm water	No official close out for all projects	15	6
Streets and Storm water	Contractors work not verified and certified	12	5
Streets and Storm water	Defects not detected or recorded during inspections	12	5
Streets and Storm water	Incorrect prioritising of maintenance work	12	5
Streets and Storm water	Inspection schedule not followed by inspector	12	5
Streets and Storm water	Planning and specification - Identification not done in a timely manner	12	5
Streets and Storm water	Poor supervision or SANS standards not complied with	12	5
Streets and Storm water	Incomplete and inaccurate reporting on SDBIP and to Technical Committee	8	3
Technical Services	Possibility of corrupt activities by officials and politicians	16	6
Town Planning	Illegal land use and building works	20	16
Town Planning	Services connected without approval or payment	16	6
Town Planning	Non-compliance to SPLUMA	12	12
Town Planning	Invalid decisions could impact on reputation or lead to litigation	12	5
Town Planning	Incorrect fees charged	8	3
Water and Sanitation	Delays in the execution of the maintenance work	20	13
Water and Sanitation	Drought	20	13
Water and Sanitation	Projects not identified according to integrated development Plan	20	8
Water and Sanitation	Insufficient budget	16	16
Water and Sanitation	Overtime abuse/ fraud	16	16
Water and Sanitation	Failure of assigned staff to comply with specification	16	10
Water and Sanitation	Maintenance work not performed according to specifications	16	10
Water and Sanitation	Insufficient stock to perform emergency work	15	15
Water and Sanitation	No official close out for all projects	15	15
Water and Sanitation	Interruption in bulk water supply	15	6
Water and Sanitation	Water losses not detected resulting in a loss of income	15	6
Water and Sanitation	Allocated standby team already engaged	12	8
Water and Sanitation	Calls not transferred to relevant official	12	5
Water and Sanitation	Community health hazards not detected	12	5
Water and Sanitation	Inadequate security to prevent contamination of network water	12	5
Water and Sanitation	Incorrect/ insufficient information received or obtained	12	5
Water and Sanitation	Water and sewerage assets not maintained	12	5
Water and Sanitation	All maintainable assets not planned for	9	4

3.4 Appendix A: Risk Category Definitions

The following matrix is utilised for the identification of risk categories

Risk category	Description
Financial	Risks encompassing the entire scope of general financial management
Compliance \ Regulatory	Risks related to the compliance requirements that an institution has to meet.
Service delivery	Every institution exists to provide value for its stakeholders. The risk will arise if the appropriate quality of service is not delivered to the citizens.
Human resources	Risks that relate to human resources of an institution. These risks can have an effect on an institution's human capital
Strategic	Strategic risks
Fraud and corruption	These risks relate to illegal or improper acts by employees resulting in a loss of the institution's assets or resources.
Reputation	Factors that could result in the tarnishing of an institution's reputation, public perception and image.

Disaster	Risks related to the municipality's Emergency Services preparedness or absence thereto to natural or manmade disasters that could impact the normal functioning of citizens
Information Technology	The risks relate specifically to the institution's IT objectives, infrastructure requirement, etc.
Material resources (procurement risk)	Risks relating to an institution's material resources.
Business continuity	Risks related to the Municipality's preparedness or absence thereto to disasters that could impact the normal functioning of the municipality e.g. natural disasters, act of terrorism etc. This would lead to the disruption of processes and service delivery and could include the possible disruption of operations at the onset of a crisis to the resumption of critical activities.
Loss \ theft of assets	Risks that an institution might suffer losses due to either theft or loss of an asset of the institution.
Health & Safety	Risks from occupational health and safety issues e.g. injury on duty; outbreak of disease within the institution.
Third party performance	Risks related to an institution's dependence on the performance of a third party. Risk in this regard could be that there is the likelihood that a service provider might not perform according to the service level agreement entered into with an institution.
Knowledge and Information management	Risks relating to an institution's management of knowledge and information.
Litigation	Risks that the institution might suffer losses due to litigation and lawsuits against it
External: Legislative environment	Risks related to the institution's legislative environment e.g. changes in legislation, conflicting legislation.
External: Natural environment	Risks relating to the institution's natural environment and its impact on normal operations.
Cultural	Risks relating to an institution's overall culture and control environment.
External: Economic Environment	Risks related to the institution's economic environment
External: Political environment	Risks emanating from political factors and decisions that have an impact on the institution's mandate and operations.
External: Social environment	Risks related to the institution's social environment.
External: Technological environment	Risks emanating from the effects of advancements and changes in technology.



**Performance,
Risk and Audit Committee Charter
2025-2026**

Revision History

No	Reviewed by	Council approval
1	2017-2018: Performance Risk and Audit Committee	Approved by Council 26 July 2017, resolution 8.16
2	2018-2019: Performance Risk and Audit Committee	Approved by Council 31 October 2018, resolution 8.17
3	2019-2020: Performance Risk and Audit Committee	Approved by Council 30 October 2019, resolution 8.1.17
4	2020-2021: Performance Risk and Audit Committee	Approved by Council 25 November 2020, resolution 8.1.3
5	2022-2023: Performance Risk and Audit Committee	Approved by Council 25 January 2023, resolution 4.8
6	2023-2024: Performance Risk and Audit Committee	Approved by Council 24 January 2024, resolution 8.1.2
7	2024-2025: Performance Risk and Audit Committee	Approved by Council 30 September 2024, resolution 4.1.3
8	2024-2025: Performance Risk and Audit Committee	Approved by Council 26 February 2024, resolution 8.1.3

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1. Introduction

- (1) The Performance, Risk and Audit Committee (PRAC) plays an important role in providing oversight of Witzenberg Municipality's governance, risk management and internal control processes. This oversight mechanism also serves to provide confidence in the integrity of these processes. The PRAC performs its role by providing independent oversight to Council and therefore the PRAC operates as a committee of the Council.
- (2) A Charter is the written terms of reference approved by the Council which outlines the mandate of the PRAC. The Charter becomes the policy of the PRAC which then informs the contracts of the PRAC members.
- (3) Section 10 of the Local Government Transition Act (Act 209 of 1993) as incorporated into the Municipal Structures Act (Act 177 of 1998) and sections 165 and 166 of the Municipal Finance Management Act (Act 56 of 2003), state that each municipality must establish an Internal Audit Unit and an Audit Committee.
- (4) The local Government Municipal and Performance Management Regulation, 2001, requires the Municipality to establish a Performance Audit Committee. The municipality may utilize its Audit Committee as the Performance Audit Committee. Members of the Performance Audit Committee must be appointed annually.
- (5) The National Treasury Risk Management Framework guideline indicates that a municipality should establish a Risk Management Committee and that where there is no separate Risk Management Committee, the risk management responsibilities of the Audit Committee should be identical to those of a Risk Management Committee.
- (6) Witzenberg Municipality has a combined Performance, Risk and Audit Committee.
- (7) The King IV Report on Corporate Governance including a supplement for municipalities, set principles and guidelines on (1) Leadership, ethics and corporate citizenship (2) Performance and reporting (3) Governing structures and delegation, (4) Governance functional areas; and (5) Stakeholder relationships.

2. Purpose of the Performance, Risk and Audit Committee Charter

- (1) The charter sets out the objective, roles and responsibilities, composition, structure and membership requirements, relations with other stakeholder, authority for the Audit Committee to conduct enquiries and access the municipality's records and personnel, outlines procedures for meetings, addresses the confidentiality and independence of PRAC members, and provides for ethical conduct and reporting.
- (2) The charter should be reviewed annually and updated to ensure relevance and consistency with the MFMA, Municipal Systems Act (No 32 of 2000), the Local Government: Municipal Structures Act, 2021 and other related regulations, guides and leading practice.
- (3) The Charter should be used as a basis for:
 - (a) Preparing the PRAC annual work plan;

- (b) Setting the agenda for meetings;
- (c) Obtaining the relevant skills and expertise when appointing PRAC members;
- (d) Setting up remuneration of PRAC members;
- (e) Making recommendations to the Municipal Manager(MM) and municipal council;
- (f) Assessing the PRAC performance by its members, municipal council, management, Auditor-General South Africa (AGSA) and internal auditors; and
- (g) Contributions and participation at meetings.

3. Legal Mandate of PRAC

- (1) The PRAC is an independent advisory body per Section 166(1) of the Municipal Finance Management Act no. 56 of 2003 (MFMA). The PRAC performs the responsibilities assigned to it in terms of Section 166 of the MFMA, the Local Government Municipal Systems Amendment Act, 2011, Act No. 3 of the Local Government: Municipal Structures Amendment Act, 2021 and the corporate governance responsibilities delegated to it under its charter by the Council.
- (2) The PRAC also fulfils the functions of a Performance Management Audit Committee constituted in terms of regulation 14(2) of the Local Government: Municipal Planning and Performance Management Regulations, 2001.
- (3) To fulfil its role, PRAC will have the following objectives in terms of section 166(2)(a) (i to ix) of the Municipal Finance Management Act of 2003:
- (4) Advise the Municipal Council, the political office-bearers, the accounting officer and the management staff of the municipality, on matters relating to:
 - (i) Internal financial control and internal audits;
 - (ii) Risk management;
 - (iii) Accounting policies;
 - (iv) The adequacy, reliability and accuracy of financial reporting and information;
 - (v) Performance management;
 - (vi) Effective governance;
 - (vii) Compliance with the MFMA, Division of Revenue Act (DoRA) and any other applicable legislation;
 - (viii) Performance evaluation; and
 - (ix) Any other issues referred to it by the municipality.
- (5) In terms of the Local Government Municipal Planning and Performance Management Regulations, 2001 a Performance Audit Committee must be appointed to fulfil the following objectives:
 - (a) To advise Council on the functionality of the performance management system;
 - (b) To advise Council whether the Performance Management System complies with the Act;

- (c) To advise Council on the extent to which the municipality's performance measures are reliable in measuring performance;
- (d) In terms of the National Treasury Framework, the objective of the Risk Management Committee is to assist the Accounting Officer in addressing its oversight requirements of risk management and evaluating and monitoring the institution's performance with regards to risk management.

4. Authority and Powers of PRAC

- (1) The PRAC shall have the authority to perform functions and to obtain any information and advice from within or outside the municipality, in order to perform its functions as legislated. Appropriate resources must be made available to the PRAC to perform its functions as agreed in this Charter.
- (2) The PRAC is also empowered to, but not limited to the following:
 - (a) Communicate with Council, Municipal Manager, internal and external auditors of the municipality;
 - (b) Have access to municipal records containing information that is needed to perform its duties or exercise its powers;
 - (c) Obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary. Any such appointment should be made subject to the approval of the Municipal Manager and Supply Chain Management (SCM) tender process;
 - (d) Request any relevant person to attend any of its meetings, and if necessary to provide information requested by the PRAC;
 - (e) Resolve any disagreements between management and the External Auditors;
 - (f) Pre-approve all auditing and non-audit services; and
 - (g) Conduct investigations into the financial affairs of the municipality.

5. Composition of PRAC

- (1) Section 166(4)(a) of the MFMA states that "an Audit Committee must consist of at least three persons, of whom the majority may not be in the employ of the municipality".
- (2) The Witzenberg Municipality's PRAC will comprise of five independent members with appropriate experience and skills, which are not in the employ of the municipality, to enable the committee to discharge the responsibilities set out in Section 166(2) of the MFMA and Regulation 14(4) of the Local Government: Municipal Planning and Performance Management Regulations, 2001.

6. Selection and Appointment of Members

- (1) In terms of Section 166(5) of the MFMA and Regulation 14(2)(a) to (d) of the Local Government: Municipal Planning and Performance Management Regulations, 2001, the members of the PRAC must be appointed by Council.
- (2) A PRAC member should be a resident within a 200 km radius of Witzenberg Municipality's Head Office in Ceres.
- (3) The appointed PRAC members should collectively possess the following skills:
 - (a) Private and public sector experience;
 - (b) An understanding of the service delivery priorities;
 - (c) Good governance and/or financial management experience;
 - (d) An understanding of the role of Council and councillors;
 - (e) An understanding of the operation of the municipality'
 - (f) A familiarity with risk management practises;
 - (g) An understanding of internal controls;
 - (h) An understanding of major accounting practises and public sector reporting requirements;
 - (i) An understanding of public sector reforms;
 - (j) Familiarity with legislation applicable to municipalities
 - (k) An understanding of the roles and responsibilities of internal and external auditors
 - (l) Understanding of the treatment of allegations and investigation; and
 - (m) An understanding of the performance management systems.
- (4) PRAC members must ensure that they serve on no more than a total of three Local Government Audit Committees concurrently (in compliance with National Treasury's MFMA Circular 65), and failure to comply will result in dismissal from the PRAC.
- (5) The Chief Internal Audit Executive facilitates the selection process of the PRAC members and the PRAC Chairperson.
- (6) MFMA Circular 65 provides guidance relating to the qualities and factors which should be considered amongst others when appointing an Audit Committee Chairperson:
 - (a) Has good standing and ability to lead discussions
 - (b) Creates vision and provides direction at meetings
 - (c) Builds municipal capabilities by guiding management based on expert knowledge and skills
 - (d) Promotes and achieve quality outcomes at meetings
 - (e) Has the ability to speedily and effectively advise Council on any impending non-compliance with the legislative framework
 - (f) Has the ability to encourage other members to participate in Audit Committee meetings and
 - (g) Conducts meetings in a manner that demonstrates a desire to establish effective communication with all stakeholders.

- (7) In the event that a PRAC Chairperson has not yet been appointed by Council, the PRAC members may appoint an interim Chairperson until the appointment is finalised.
- (8) No councillor may be a member of PRAC.
- (9) One of the members who are not in the employ of the municipality must be appointed by Council as the chairperson of PRAC.
- (10) The appointed members should enter into a final written contract with the municipality according to the approved terms of reference.

7. Membership and independence

- (1) The PRAC must be independent and safeguarded from undue influence in exercising its responsibilities in an objective manner. To enhance the PRAC functioning, the following is required:
 - (a) The PRAC is directly accountable to Council in discharging its responsibilities
 - (b) The Chairperson of the PRAC and members should be independent of the municipality.
 - (c) The Chairperson of the PRAC and members should not be biased but exhibit an independence of mental attitude during deliberations;
 - (d) All PRAC members should declare private and business interest in every meeting.
 - (e) All members should not carry out any business with the municipality.

8. Induction of Members

- (1) A formal process of induction will be facilitated by the Chief Internal Audit Executive in consultation with the Accounting Officer. During induction of members, the roles and responsibilities of the PRAC must be clarified.
- (2) The induction process should entail sufficient briefings and information on their roles, responsibilities, accountability and management expectations.

9. Term of office

- (1) The chairperson and members of the PRAC are appointed for a period of three years subject to annual reappointment during the three-year term.
- (2) Council may consider extending the term of a member who is a permanent resident of the Witzenberg area should local residents not be represented on the committee.
- (3) A member of the PRAC shall not serve for longer than two consecutive terms of three years each.
- (4) After serving two consecutive terms of three years, a cooling-off period of two years may be instituted, before appointing the same member to the PRAC committee.

Recruitment of members should be staggered to prevent a loss of knowledge and skills in the PRAC. The recruitment process of new members should be concluded at least three months in advance of the expiry of existing members term.

10. Termination of membership

- (1) PRAC members can be dismissed by the Municipal Council under certain circumstances. The Municipal Manager or Council should consult the Charter when dismissing member of the PRAC. Reasons for dismissal amongst other would be normally detailed in the letter of appointment and contract agreement, such as:
 - (a) where an ongoing conflict of interest exists;
 - (b) where a member has not performed to expectations,
 - (c) a member has been declared bankrupt,
 - (d) a member was found guilty of fraud or corruption; and
 - (e) any offence of which dishonesty is an element.
- (2) The official dismissal processes as they relate to the municipality should be adhered to by the Municipal Manager and Municipal Council when an PRAC member is being dismissed.
- (3) The dismissal of a member should be performed by the Municipal Council and the outcome of the dismissal process should be in writing. The date of dismissal should be minuted by the secretariat of the PRAC.
- (4) A Member who is absent from three or more consecutive PRAC meetings may be removed from office.
- (5) The committee members shall have the opportunity to have an exit meeting with the council to discuss the reason for leaving and to provide feedback on their experience on the PRAC committee as well as any other issues.
- (6) The official dismissal processes as they relate to the municipality shall be adhered to by the Accounting Officer and the Municipal Council when a PRAC member is being dismissed.
- (7) The dismissal of a member will be performed by the Municipal Council and the outcome of the dismissal process will be in writing.
- (8) The Executive Mayor must concur with any premature termination of services of a member of PRAC.

11. Vacancy

In the event of a vacancy occurring amongst the members of PRAC, the municipality may fill that vacancy for the unexpired portion of the vacating member's term of appointment.

12. Role and Responsibilities of PRAC

- (1) PRAC will assist Council by providing inputs to ensure effective systems that complement service delivery, safeguarding of municipal assets, the maintenance of financial records, risk management, corporate governance and an effective internal control system.
- (2) PRAC shall consider any matters relating to the financial affairs, performance information, the internal Audit functions and external audit of the municipality, which is desirable. PRAC shall also investigate any other matters referred to it by Council or the Municipal Manager, provided that such request is legitimate and within the scope of PRAC's duties.

- (3) To reach the objectives, PRAC will have the following functions as prescribed in section 166 (2) (a)–(e) of the Municipal Finance Management Act, 2003, Local Government Municipal and Performance Management Regulations, 2001 and the National Treasury Risk Management Framework.

(a) INTERNAL AUDIT FUNCTION

- (i) The PRAC must in relation to internal audit review and advise management and Council:
 - (1) That the Internal Audit Charter, independence and activities of the internal audit unit are clearly understood and respond to the objectives of the municipality and the legal framework;
 - (2) That the functional and administrative reporting lines of the internal audit unit are consistent with the principles of independence and accountability;
 - (3) That the annual audit plan makes provision for critical risk areas in the municipality;
 - (4) That the resources allocated will give effect to the work outputs of the internal audit function; and
 - (5) That there is support for the internal audit function and external auditors from senior management.
- (ii) The PRAC must:
 - (1) Liaise with management that internal audit findings are submitted to the PRAC quarterly;
 - (2) Confirm actions taken by management in relation to audit findings;
 - (3) Consider and review reports relating to difficulties encountered during the course of the audit engagement, including any scope limitation or access to information reported to the accounting officer that remain unresolved;
 - (4) Evaluate the performance of the internal audit function in terms of the agreed goals and objectives as captured in the internal audit plan; and
 - (5) Conduct a high-level review of internal audit function on an annual basis, to ascertain whether the internal audit function complies with the Global internal audit standards;
 - (6) Work with senior management to enable the internal audit function's unrestricted access to the data, records, information, personnel and physical properties necessary to fulfil the internal audit mandate.
 - (7) Support the Chief Internal Audit Executive through regular, direct communications.
 - (8) Demonstrate support by:
 - Specifying that the Chief internal Audit Executive reports to a level within the organization that allows the internal audit function to fulfil the internal audit mandate.
 - Approving the internal audit charter, internal audit plan, budget and resource plan.
 - Making appropriate inquiries of senior management and the Chief Internal Audit Executive to determine any restrictions on the internal audit functions' scope, access,

authority, or resources limit the function's ability to carry out its responsibilities effectively.

- Meeting periodically with the Chief Internal Audit Executive in sessions without senior management present.

(b) EXTERNAL AUDIT

PRAC must in relation to external audit:

- (1) Take cognizance of the scope of work undertaken by the external auditor and the extent of coordination with the internal audit function;
- (2) Review and recommend the acceptance of the annual external audit plans, audit fees and other compensation;
- (3) Review reports and monitor management's implementation of audit recommendations and municipal council resolutions in the new financial year;
- (4) Review the report on the financial statements and matters raised therein for reasonability and accuracy;
- (5) Review any interim reports issued to take cognizance of the issues raised in determining the follow-up work of internal audit;
- (6) Conduct a review of the extent to which previously reported findings by the external auditor have been addressed by the municipal council;
- (7) Provide advice to the accounting officer on actions taken relating to significant matters raised in external audit reports;
- (8) Liaise with the external auditors on any matter that the PRAC considers appropriate to raise with the external auditor;
- (9) Ensure that the external auditors have reasonable access to the management and chairperson of the PRAC;
- (10) Address any potential restrictions or limitations with the accounting officer and council; and
- (11) Address outstanding matters raised by the external auditors and any findings are dealt with conclusively in an expeditious manner.

(c) FINANCIAL MATTERS AND STATEMENTS

To advise the Council on all matters related to compliance and effective governance;

- (1) To review the annual financial statements and to provide Council with an authoritative and credible view of the financial position of the municipality, its efficiency and its overall level of compliance with the MFMA, the annual DoRA and other applicable legislation;
- (2) Respond to the Council on any issues raised by the Auditor-General in the audit report;
- (3) Carry out such investigations into the financial affairs of the municipality as Council may request;
- (4) To perform such other functions as may be prescribed to it by Council;
- (5) To review the quarterly reports submitted to it by the internal audit function;
- (6) To evaluate audit reports on financial, administrative and technical systems;
- (7) To evaluate compliance with existing policies and relevant legislation;
- (8) To evaluate audited financial statements and reports about the procurement of items and services;
- (9) The compilation of reports to Council, at least twice during a financial year;
- (10) To review significant transactions that do not normally form part of the Council's business;
- (11) To review the disaster recovery plans;
- (12) To review the annual report of the municipality;
- (13) Review and advise the Council on changes in the accounting policies;
- (14) Making recommendations to the Council and also carrying out its responsibility to implement the recommendations that are within the scope of PRAC;
- (15) Investigate any matter it deems necessary for the performance of its duties and the exercise of its powers;
- (16) Review the plans of the Internal Audit function and in so doing; ensure that the plan addresses the high-risk areas and that adequate resources are available;
- (17) Review audit results and action plans implemented by management;
- (18) Provide support to the Internal Audit function;
- (19) Meet with Internal Audit and Auditor-General at least once a year without management being present;
- (20) Ensure that no restrictions or limitations are placed on the internal audit unit;
- (21) Evaluate the activities of the Internal Audit unit in terms of their role as prescribed by the legislation; and
- (22) Review the proposed budget for the following year.

(d) PERFORMANCE MANAGEMENT

- (i) PRAC may in terms 14(3)(c) for the local Government: Municipal planning and performance management regulations, 2001, determine its procedures after consultation with the executive mayor or the executive committee on matters that relate to Performance Management.

- (ii) In terms of the Local Government: Municipal Planning and Performance Management Regulations, 2001, a performance audit committee must -
 - (1) review the quarterly Performance Management reports submitted by Internal Audit,
 - (2) review the municipality's performance management system and make recommendations in this regard to the council of the municipality; and
 - (3) at least twice during a financial year submit an audit report to the municipal council concerned.
- (iii) In reviewing the municipality's performance management system, PRAC must focus on the economy, efficiency, effectiveness and impact in so far as the key performance indicators and performance targets set by the municipality are concerned.
- (iv) PRAC may-
 - (1) communicate directly with the council, municipal manager or the internal and external auditors of the municipality concerned;
 - (2) access any municipal records containing information that is needed to perform its duties or exercise its powers;
 - (3) request any relevant person to attend any of its meetings, and, if necessary to provide the information requested by the committee; and
 - (4) investigate any matter it deems necessary for the performance of its duties and the exercise of its powers.

(e) RISK MANAGEMENT

In discharging its oversight responsibilities relating to risk management, PRAC should:

- (1) Gain a thorough understanding of the risk management policy, risk management strategy, risk management implementation plan, and fraud risk management policy of the institution to enable them to add value to the risk management process when making recommendations to improve the process;
- (2) Review the risk appetite and risk tolerance, and recommends this for approval by the Accounting Officer;
- (3) Review the completeness of the risk assessment process implemented by management to ensure that all possible categories of risks, both internal and external to the institution, have been identified during the risk assessment process. This includes an awareness of emerging risks of the institution.
- (4) Review the risk profile and management action plans to address the risks;
- (5) Review the adequacy of adopted risk responses;
- (6) Monitor the progress made with the management action plan;
- (7) Review the progress made with regard to the implementation of the risk management strategy of the institution;

- (8) Facilitate and monitor the coordination of all assurance activities implemented by the institution;
- (9) Review and recommend any risk disclosures in the annual financial statements;
- (10) Provide regular feedback to the Accounting Officer on the effectiveness of the risk management process implemented by the institution;
- (11) Review the process implemented by Management in respect of fraud prevention and ensure that all fraud-related incidents have been followed up appropriately;
- (12) Review that the internal audit plans are aligned to the risk profile of the institution;
- (13) Review the effectiveness of the internal audit assurance activities and recommend appropriate action to address any shortcomings.

(f) DISCIPLINARY BOARD FOR FINANCIAL MISCONDUCT

- (1) In terms of the *Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, of 30 May 2014*, each municipality is required to establish a disciplinary board for financial misconduct. In terms of the MFMA financial misconduct means any act referred to in Section 171 or 172 of the Municipal Finance Management Act. The purpose of the board is to investigate allegations of financial misconduct referred to the disciplinary board by Council and to monitor the institution of disciplinary proceedings against an alleged transgressor. The disciplinary board is an independent advisory body that assists the Council and provides recommendations on further steps to be taken regarding disciplinary proceedings. The board must consist of a maximum of five members appointed.
- (2) In terms of the regulation Council has approved the appointment of the following five members on a part-time basis:
 - (a) The head of the internal audit unit within the municipality;
 - (b) One member of the audit committee of the municipality;
 - (c) A senior manager from the legal division in the municipality;
 - (d) A representative of the National Treasury or the Provincial Treasury;
 - (e) Any other person as may be determined by the municipal council; and
 - (f) The Chairperson of PRAC or a nominee will attend the Disciplinary Board meetings as and when required.

(g) INTERNAL CONTROL ENVIRONMENT

The PRAC members need to have a good understanding of the internal control environment, in fulfilling this responsibility the committee should:

- (1) ensure that management follows a sound process to draw conclusions on the adequacy and effectiveness of the system of internal control;
- (2) establish whether management has relevant policies and procedures in place and that these are adequate, effective and regularly updated;

- (3) determine whether appropriate processes are followed and complied with on a regular basis;
- (4) consider measures applied on any required changes to the design or implementation of internal controls;
- (5) assess steps taken by management to encourage ethical and lawful behaviour; financial discipline and accountability for use of public resources;
- (6) review internal and external auditor's written reports concerning compliance, any significant findings and recommendations, and follow-up on the implementation of recommendations;
- (7) monitor developments and changes in the law relating to the responsibility and accountability of management and review the extent to which management is meeting its obligations; and
- (8) consult/ request legal counsel regarding compliance where necessary.
- (9) The PRAC needs to provide advice on ICT governance, controls, access and safeguarding of information in the municipality.
- (10) Specific expertise may be required from within or outside the municipality from time to time, to assist the Internal Audit unit and PRAC to formulate recommendations on systems and controls.
- (11) The PRAC may have to provide advice on the appropriateness of disaster recovery and continuity plans supporting IT risks, regular testing and evaluation of plans, systems and processes.

13. Combined Assurance

The PRAC shall ensure that a combined assurance model is developed and applied to provide a coordinated approach to all assurance services, and in particular the PRAC must:

- (1) Ensure that the combined assurance received is appropriate to address all the significant risks facing the municipality;
- (2) Evaluate the effective of the organisations assurance functions and services, with particular focus on combined assurance arrangements, including external assurance service providers, internal audit and the finance functions and
- (3) Monitor the relationship between external assurance partners and the municipality.

14. Access to information

It is stated in section 166(3) of the Municipal Finance Management Act that, in performing its functions, the Audit Committee (In terms of this charter PRAC): -

- (1) has access to the financial records and other relevant information of the municipality.
- (2) must liaise with-
 - (i) the internal audit function of the municipality, and
 - (ii) the person designated by the Auditor-General to audit the financial statements of the municipality.

15. Reporting Responsibilities

- (1) The PRAC minutes of meetings shall be tabled at Council under the minutes of committee meetings for notice to be taken by Council.
- (2) PRAC recommendations to Council shall be tabled under the reserved powers of Council for consideration.
- (3) PRAC shall prepare a report annually which will be incorporated into the municipality's annual report covering:
 - (a) Describing the functions performed by the PRAC and meetings attended;
 - (b) Council resolutions and the implementation status of recommendations made; and
 - (c) Other relevant comments that may enhance governance and accountability
- (4) The chairperson of the PRAC must submit a copy of its report at least annually, or at other intervals, to the Municipal Public Accounts Committee (MPAC), for consideration during the MPAC engagements on the oversight report.
- (5) The chairperson of the PRAC or a nominated PRAC member must always be available whenever MPAC needs clarity on the reports of PRAC.
- (6) PRAC reports to the Executive Mayor and Council.

16. Communication

- (1) There should be a direct line of communication between PRAC and the Internal Audit function, the Auditor-General South Africa and Council.
- (2) The Internal Audit function must submit quarterly reports to PRAC of their audits and investigations. These reports must be part of the agenda of PRAC.

17. Administrative Procedures

- (1) The office of the Municipal Manager is responsible for all administrative matters of PRAC.
- (2) The office of the Municipal Manager will provide reports to PRAC and will see to it that reports from PRAC serve before Council.
- (3) The Chairperson of PRAC or his/her representative may attend the meetings of the Finance Committee, Procurement Committee, Executive Committee and Council when reports of PRAC serve before such Committees.
- (4) PRAC may initiate reports to serve before Council.
- (5) All meetings of PRAC will be recorded and the minutes will be circulated to all members, the Municipal Manager and members of the Executive Committee.

18. Meetings

- (1) In terms of section 166(4)(b) of the Municipal Finance Management Act, an Audit Committee (PRAC) must meet as often as required to perform its function, but at least four times a year.
- (2) PRAC must meet at least four times a year.
- (3) A quorum of a majority of members will be needed to constitute a meeting.
- (4) If the Chairperson is unavailable for the meeting, the meeting will be re-scheduled
- (5) Notice in writing shall be given to all members of PRAC and other interested parties of each meeting to be held at least seven days before the date on which such meeting is to be held.

19. Attendance

- (1) Reasonable notice of meetings and the business to be conducted shall be given to the PRAC Members and invitees, to make proposals as necessary.
- (2) If the appointed Chairperson is absent from a meeting, the members present must elect a member present to act as Chairperson (Regulation 14(2)(3) of the Local Government: Municipal Planning and Performance Management Regulations, 2001.)
 - (a) The PRAC should consider standing invitations to attend the PRAC meetings to:
 - (b) Municipal Manager
 - (c) Political representatives determined by the Audit Committee Chairperson
 - (d) Chief Internal Audit Executive
 - (e) Chief Risk Officer
 - (f) Chief Financial Officer
 - (g) External Auditor (Auditor- General)
 - (h) Provincial Treasury
 - (i) National Treasury

Any other person on invitation by the chairperson of the PRAC

20. Agenda of meetings

- (1) At least seven days before each meeting an agenda of items to be discussed at the meeting shall be prepared and distributed to all members of PRAC.
- (2) The Chairperson shall participate in setting and agreeing on the agenda of PRAC.
- (3) Any person who is going to attend a meeting may, not less than two days before the meeting, request the secretary of PRAC to add such items, as he/she deems necessary to the agenda.

21. Minutes of meetings

PRAC shall keep minutes of its meetings, which conform to the requirements of committees of a municipal council, but the minutes must be made available to all attendees within 14 days.

22. Remuneration

- (1) The members of PRAC will be remunerated for time spent on the preparation for and attendance of meetings.
- (2) The Chairperson will inform the secretary of the number of hours that were required to prepare for a meeting. Preparation time for meetings is limited to four (4) hours.
- (3) Members of PRAC will be remunerated as per the agreement between Council and PRAC.
- (4) Remuneration of PRAC members will be determined by the Council every year according to National Treasury guidelines.
- (5) Should the accounting officer deem it necessary, he or she can in consultation with the municipal council, determine other remuneration.
- (6) Section 14(2)(i) of the Municipal Planning and Performance Management Regulations states that Councillors and employees may not receive any remuneration for any activities of the Audit Committee.
- (7) Employees of National, Provincial Government or Agencies and entities of Government serving on the audit committee are not entitled to additional remuneration, except for out-of-pocket expenses which may be reimbursed.

23. Confidentiality

A member of PRAC shall maintain strict confidentiality in respect of any information of a confidential nature to which he/she may become privy at meetings of PRAC, and shall only disclose such information as may become necessary or required for the proper performance of his/her duties and functions.

24. Conflict of interest

- (1) PRAC Members shall declare any conflict of interest that may arise at every meeting and remove themselves from any proceedings, concerning that matter, giving rise to that conflict.
- (2) Declaration of interest forms will be signed at every meeting including non-members or invitees.
- (3) For Virtual meetings, PRAC Members shall declare any conflict of interest in the MS Teams chat function.

25. Performance, Risk and Audit Committee Evaluation

- (1) The PRAC should assess its performance and achievements against its charter on an annual basis. The assessment would cover the performance of the individual member as part of the overall PRAC regarding the particular skills the member has brought to the PRAC as a whole.

- (2) The findings of the self-assessment should be presented by the chairperson to the accounting officer and municipal council.
- (3) If an individual PRAC member is not performing, then the member will be allowed to address such with the municipal council.
- (4) If it is considered necessary to terminate the services of a PRAC member before the end of the term of appointment, municipal termination procedures will be followed.

26. Conclusion

Council trusts that PRAC will assist in this regard by helping the Council to maintain effective internal control, risk management, accurate financial reporting, performance management and corporate governance principles.

27. Review and approval

This Charter will be reviewed on an annual basis and submitted to the PRAC for acceptance and the Council for approval. This approved charter will remain effective until a new or updated charter is approved by Council.

28. Acknowledgment on behalf of the PRAC



PRAC CHAIRPERSON: MR J GEORGE



INTERNAL AUDIT CHARTER

2025-2026

Revision history

Version no.	Revised by	Adopted by Council, Approved by PRAC
1	Internal Audit Performance, Risk and Audit Committee	Approved by Council on 9 December 2015, resolution 8.1.14
2	Internal Audit Performance, Risk and Audit Committee	Approved by Council on 27 September 2017, resolution 8.1.4
3	Internal Audit Performance, Risk and Audit Committee	Approved by Council on 31 October 2018, resolution 8.1.16
4	Internal Audit Performance, Risk and Audit Committee	Approved by Council on 31 October 2019, resolution 8.1.17
5	Internal Audit Performance, Risk and Audit Committee	Approved by Council 25 November 2020 resolution 5/14/4
6	Internal Audit Performance, Risk and Audit Committee	Approved by Council 25 January 2023 item 4.7 I
7	Internal Audit Performance, Risk and Audit Committee	Approved by PRAC 28 July 2023
8	Internal Audit Performance, Risk and Audit Committee	Approved by Council 30 September 2024
9	Internal Audit Performance, Risk and Audit Committee	Approved by Council 26 February 2025, resolution 8.1.4

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1. Introduction

Council and the Performance, Risk and Audit Committee (PRAC) is responsible for overseeing the establishment of effective systems of internal control in order to provide reasonable assurance that Witzenberg Municipality's financial and non-financial objectives are achieved.

The Internal Audit Charter is a formal document that defines the Internal Audit Function's (IAF) purpose, authority, and responsibility.

The Charter establishes the IAF's position within the Witzenberg Municipality, including the nature of the Chief Internal Audit Executive's functional reporting relationship with the PRAC; authorizes access to records, personnel and physical properties relevant to the performance of engagements; and defines the scope of internal audit activities.

2. Purpose

The purpose of the internal audit function is to strengthen Witzenberg Municipality's ability to create, protect, and sustain value by providing the Performance, Risk and Audit Committee (PRAC) and management with independent, risk-based, and objective assurance, advice, insight, and foresight.

The internal audit function enhances Witzenberg Municipality's:

- Successful achievement of its objectives.
- Governance, risk management, and control processes.
- Decision-making and oversight.
- Reputation and credibility with its stakeholders.
- Ability to serve the public interest.

Witzenberg Municipality's internal audit function is most effective when:

- Internal auditing is performed by competent professionals in conformance with The IIA's Global Internal Audit Standards, which are set in the public interest.
- The internal audit function is independently positioned with direct accountability to the Performance, Risk and Audit Committee.
- Internal auditors are free from undue influence and committed to making objective assessments.

3. Legislative mandate

(1) *Section 62 (2) (C)(i) and (ii) of the Municipal Finance Management Act of 2003 (MFMA)* states that the accounting officer of a municipality is responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure—

(c) that the municipality has and maintains effective, efficient and transparent systems—

- (i) of financial and risk management and internal control; and
- (ii) of Internal Audit operating in accordance with any prescribed norms and standards;

The IAF is established in terms of *section 165 of the MFMA* which provides for the establishment of the

Internal Audit Function.

Section 165(1) of the MFMA states that:

- (1) Each municipality and each municipal entity must have an Internal Audit Unit, subject to subsection (3)
- (2) The Internal Audit Unit of a municipality or municipal entity must-
 - (a) Prepare a risk-based audit plan and an Internal Audit program for each financial year.
 - (b) Advise the accounting officer and report to the audit committee on the implication of the internal audit plan and matters relating to-
 - (i) internal control; (ii) Internal Audit;
 - (iii) accounting procedures and practices;
 - (iv) risk and risk management;
 - (v) performance management;
 - (vi) loss control;
 - (vii) compliance with this Act, the Division of Revenue Act and any other applicable legislation; and
 - (c) perform such other duties as may be assigned to it by the accounting officer'
- (3) The Internal Audit function referred to in subsection(2) may be outsourced if the municipality or the municipal Entity requires assistance to develop its internal capacity and the council of the municipality or the board of directors of the municipal entity has determined that it is feasible or cost-effective.
- (4) Schedule 2 of the Municipal Systems Act defines the Code of Conduct for Municipal Staff Members that is also subject to the members of the Internal Audit Unit.

4. Commitment to adhering to the Global Internal Audit Standards

The Witzenberg Municipality's internal audit function will adhere to the mandatory elements of The Institute of Internal Auditor's International Professional Practices Framework, which are the Global Internal Audit Standards and Topical Requirements. The Chief Internal audit executive will report periodically to the PRAC and senior management regarding the internal audit function's conformance with the Standards, which will be assessed through a quality assurance and improvement program.

5. Authority

The internal audit function's authority is created by its direct reporting relationship to the Performance, Risk and Audit Committee. Such authority allows for unrestricted access to the Performance, Risk and Audit Committee.

The Performance, Risk and Audit Committee authorizes the internal audit function to:

- Have full and unrestricted access to all functions, data, records, information, physical property, and personnel pertinent to carrying out internal audit responsibilities. Internal auditors are accountable for confidentiality and safeguarding records and information.
- Allocate resources, set frequencies, select subjects, determine scopes of work, apply techniques, and issue communications to accomplish the function's objectives.
- Obtain assistance from the necessary personnel of Witzenberg Municipality and other specialized services from within or outside Witzenberg Municipality to complete internal audit services.

6. Independence, Organizational Position, and Reporting Relationships

The chief internal audit executive will be positioned at a level in the organization that enables internal audit services and responsibilities to be performed without interference from management, thereby establishing the independence of the internal audit function. The chief internal audit executive will report functionally to the Performance, Risk and Audit Committee and administratively (for example, day-to-day operations) to the Accounting Officer. This positioning provides the organizational authority and status to bring matters directly to senior management and escalate matters to the Performance, Risk and Audit Committee, when necessary, without interference and supports the internal auditors' ability to maintain objectivity.

The chief internal audit executive will confirm to the Performance, Risk and Audit Committee, at least annually, the organizational independence of the internal audit function. If the governance structure does not support organizational independence, the chief internal audit executive will document the characteristics of the governance structure limiting independence and any safeguards employed to achieve the principle of independence. The chief internal audit executive will disclose to the Performance, Risk and Audit Committee any interference internal auditors encounter related to the scope, performance, or communication of internal audit work and results. The disclosure will include communicating the implications of such interference on the internal audit function's effectiveness and ability to fulfill its mandate.

Changes to the Mandate and Charter

Circumstances may justify a follow-up discussion between the chief internal audit executive, Performance, Risk and Audit Committee, and senior management on the internal audit mandate or other aspects of the internal audit charter. Such circumstances may include but are not limited to:

- A significant change in the Global Internal Audit Standards.
- A significant reorganization within the organization.
- Significant changes in the chief internal audit executive, Performance, Risk and Audit Committee, and/or senior management.
- Significant changes to the organization's strategies, objectives, risk profile, or the environment in which the organization operates.
- New laws or regulations that may affect the nature and/or scope of internal audit services.

The Chief Internal Audit Executive and staff of the IAF are not authorized to:

- Perform any operational duties for the municipality or its affiliates;
- Initiate or approve accounting transactions external to the IAF; and
- Direct activities of any of the municipality's employees not employed by the IAF. Except to the extent that such employees have appropriately assigned to auditing teams or to otherwise assist the internal auditors, as the above would infringe on independence and impair objectivity.

7. Chief Internal Audit Executive Roles and Responsibilities

Ethics and Professionalism

The chief internal audit executive will ensure that internal auditors:

- Conform with the Global Internal Audit Standards, including the principles of Ethics and Professionalism: integrity, objectivity, competency, due professional care, and confidentiality.
- Understand, respect, meet, and contribute to the legitimate and ethical expectations of the organization and be able to recognize conduct that is contrary to those expectations.
- Encourage and promote an ethics-based culture in the organization.
- Report organizational behavior that is inconsistent with the organization's ethical expectations, as described in applicable policies and procedures.

Objectivity

The chief internal audit executive will ensure that the internal audit function remains free from all conditions that threaten the ability of internal auditors to carry out their responsibilities in an unbiased manner, including matters of engagement selection, scope, procedures, frequency, timing, and communication. If the chief internal audit executive determines that objectivity may be impaired in fact or appearance, the details of the impairment will be disclosed to appropriate parties.

Internal auditors will maintain an unbiased mental attitude that allows them to perform engagements objectively such that they believe in their work product, do not compromise quality, and do not subordinate their judgment on audit matters to others, either in fact or appearance.

Internal auditors will have no direct operational responsibility or authority over any of the activities they review. Accordingly, internal auditors will not implement internal controls, develop procedures, install systems, or engage in other activities that may impair their judgment, including:

- Assessing specific operations for which they had responsibility within the previous year.
- Performing operational duties for Witzenberg Municipality or its affiliates.
- Initiating or approving transactions external to the internal audit function.
- Directing the activities of any Witzenberg Municipality employee that is not employed by the internal audit function, except to the extent that such employees have been appropriately assigned to internal audit teams or to assist internal auditors.

Internal auditors will:

- Disclose impairments of independence or objectivity, in fact or appearance, to appropriate parties and at least annually, such as the chief internal audit executive, Performance, Risk and Audit Committee, management, or others.
- Exhibit professional objectivity in gathering, evaluating, and communicating information.
- Make balanced assessments of all available and relevant facts and circumstances.
- Take necessary precautions to avoid conflicts of interest, bias, and undue influence.

Managing the Internal Audit Function

The chief internal audit executive has the responsibility to:

- At least annually, develop a risk-based internal audit plan that considers the input of the Performance, Risk and Audit Committee and senior management. Discuss the plan with the Performance, Risk and Audit Committee and senior management and submit the plan to the Performance, Risk and Audit Committee for review and approval.
- Communicate the impact of resource limitations on the internal audit plan to the Performance, Risk and Audit Committee and senior management.
- Review and adjust the internal audit plan, as necessary, in response to changes in Witzenberg Municipality's business, risks, operations, programs, systems, and controls.
- Communicate with the Performance, Risk and Audit Committee and senior management if there are significant interim changes to the internal audit plan.
- Ensure internal audit engagements are performed, documented, and communicated in accordance with the Global Internal Audit Standards and laws and/or regulations.
- Follow up on engagement findings and confirm the implementation of recommendations or action plans and communicate the results of internal audit services to the Performance, Risk and Audit Committee and senior management and for each engagement as appropriate.
- Ensure the internal audit function collectively possesses or obtains the knowledge, skills, and other competencies and qualifications needed to meet the requirements of the Global Internal Audit Standards and fulfill the internal audit mandate.
- Identify and consider trends and emerging issues that could impact Witzenberg Municipality and communicate to the Performance, Risk and Audit Committee and senior management as appropriate.
- Consider emerging trends and successful practices in internal auditing.
- Establish and ensure adherence to methodologies designed to guide the internal audit function.
- Ensure adherence to Witzenberg Municipality's relevant policies and procedures unless such policies and procedures conflict with the internal audit charter or the Global Internal Audit Standards. Any such conflicts will be resolved or documented and communicated to the Performance, Risk and Audit Committee and senior management.
- Coordinate activities and consider relying upon the work of other internal and external providers of assurance and advisory services. If the chief internal audit executive cannot achieve an appropriate level of coordination, the issue must be communicated to senior management and if necessary escalated to the Performance, Risk and Audit Committee.

Communication with the Performance, Risk and Audit Committee and Senior Management

The chief internal audit executive will report periodically to the Performance, Risk and Audit Committee and senior management regarding:

- The internal audit function's mandate.
- The internal audit plan and performance relative to its plan.
- Internal audit budget.
- Significant revisions to the internal audit plan and budget.
- Potential impairments to independence, including relevant disclosures as applicable.
- Results from the quality assurance and improvement program, which include the internal audit function's conformance with The IIA's Global Internal Audit Standards and action plans to address the internal audit function's deficiencies and opportunities for improvement.

- Significant risk exposures and control issues, including fraud risks, governance issues, and other areas of focus for the Performance, Risk and Audit Committee that could interfere with the achievement of Witzenberg Municipality's strategic objectives.
- Results of assurance and advisory services.
- Resource requirements.
- Management's responses to risk that the internal audit function determines may be unacceptable or acceptance of a risk that is beyond Witzenberg Municipality's risk appetite
- Any instances of fraud or non-compliance with legislation identified during the performance of the internal audit activities;
- The IAF shall have the right to report to any critical or significant issue directly to the Accounting Officer or the Chairperson of the PRAC before consulting with management.
- Report to the MPAC on the internal audit findings and management remedial actions plans in terms of section 79A of the Municipal Structures ACT no.117 of 1998 as amended.

Quality Assurance and Improvement Program

The chief internal audit executive will develop, implement, and maintain a quality assurance and improvement program that covers all aspects of the internal audit function. The program will include external and internal assessments of the internal audit function's conformance with the Global Internal Audit Standards, as well as performance measurement to assess the internal audit function's progress toward the achievement of its objectives and promotion of continuous improvement. The program also will assess, if applicable, compliance with laws and/or regulations relevant to internal auditing. Also, if applicable, the assessment will include plans to address the internal audit function's deficiencies and opportunities for improvement.

Annually, the chief internal audit executive will communicate with the Performance, Risk and Audit Committee and senior management about the internal audit function's quality assurance and improvement program, including the results of internal assessments (ongoing monitoring and periodic self-assessments) and external assessments. External assessments will be conducted at least once every five years by a qualified, independent assessor or assessment team from outside Witzenberg Municipality; qualifications must include at least one assessor holding an active Certified Internal Auditor® credential.

8. Scope and Types of Internal Audit Services

Assurance Services

The scope of internal audit services covers the entire breadth of the organization, including all of Witzenberg Municipality's activities, assets, and personnel. The scope of Internal Audit activities encompasses but is not limited to, objective examinations of evidence for providing independent assessments to the Performance, Risk and Audit Committee, management, and outside parties on the adequacy and effectiveness of governance, risk management, and control processes for Witzenberg Municipality. Internal Audit assessments include evaluating whether:

- Risks relating to the achievement of the Witzenberg Municipality's strategic objectives are appropriately identified and managed.
- The actions of Witzenberg Municipality's officers, directors, employees, and contractors comply with Witzenberg Municipality's policies, procedures, and applicable laws, regulations, and governance standards.
- The results of operations or programs are consistent with established goals and objectives.
- Operations or programs are being carried out effectively and efficiently.
- Established processes and systems enable compliance with the policies, procedures, laws, and regulations that could significantly impact Witzenberg Municipality.
- Information and the means used to identify, measure, analyze, classify, and report such information is reliable and have integrity.
- Resources and assets are acquired economically, used efficiently, and protected adequately.

Opportunities for improving the efficiency of governance, risk management, and control processes may be identified during engagements. These opportunities will be communicated to the appropriate level of management.

The Chief Internal Audit Executive also coordinates activities, where possible, and considers relying upon the work of other internal and external assurance and consulting service providers as needed.

9. Advisory Services

The internal audit function may conduct advisory services, which focus on assisting management in problem-solving activities, achieving the municipality's objectives, and add value to line Management and Senior Management.

Internal audit will obtain an understanding of the nature of the engagement to clearly articulate the terms of reference. Agreed-upon procedures will be documented in the engagement letter and agreed upon with the client. The types of advisory work will include the following:

- Formal advisory services – those that are planned and subject to a written agreement;
- Informal advisory services – routine activities such as participation on standing committees, limited-life audit projects, ad-hoc meetings and routine information exchange;
- Special advisory services – participation on dedicated teams such as system conversion team; and
- Emergency advisory services – participation on a team established for recovery or maintenance of operations after a disaster or other extraordinary event, or a team assembled to supply temporary help to meet a special request or unusual deadline.

Objectives, scope and limitations of the advisory services will be confirmed in writing in an engagement letter. The responsibilities of both management and Internal Audit will be defined and documented in the engagement letter that will be signed by both parties.

Report to management may either be oral by conducting a meeting session with line management or written updates can be provided to management. As agreed upon in the engagement letter, internal audit should report the results of the consulting activity.

The Chief Internal Audit Executive may request PRAC approval for advisory services that significantly affect the approved internal audit's annual operational plan.

The Internal Audit Function may perform advisory and related client service activities, the nature and scope of which will be agreed upon with the client, provided the Internal Audit Unit does not assume management responsibility.

10. Limitation of Scope

Any attempted scope limitation by management must be reported, preferably in writing to the Municipal Manager and to the PRAC. The question of whether an action from management in fact constitutes a scope limitation is at the judgement of the Chief Internal Audit Executive.

11. Fraud limitation

The identification and prevention of fraud is a management responsibility. The IAA will report to management any red flags that might have come to their attention during the normal process of its activities.

The IAA will also take into consideration the Fraud Prevention Policy when reporting on any potential areas of fraud.

The IAA is well positioned to assist management to identify fraud risk facing the Council and could assist management in designing appropriate controls that could minimize the effects of such risks.

Internal auditors must sufficient knowledge to evaluate the risk of fraud and the manner in which it is managed by the municipality, but are not expected to have the expertise of perspn whose primary responsibility is detecting and investigating fraud.

The IAA must be alert to the probability of fraud risks and should seek to identify serious defects in internal control, which might permit the occurrence of such an event. When the IAA discovers evidence of, or suspect fraud or theft they should report firm evidence or reasonable suspicions to the appropriate level of management.

12. Relationship with external assurance providers

The IAA co-ordinates its work with that of the other assurance providers. The external auditors must be consulted in determining the activities of internal and external audit in order to minimize duplication of audit effort. This may include:

- Periodic meetings to discuss the planned activities;

- The exchange of audit work papers including systems documentation;
- The exchange of management letters;
- The forming of joint teams where appropriate;
- Internal Audit carrying out certain audit work on behalf of other assurance providers; and
- Any other relevant aspects of the relationship between the Municipality and the external assurance providers.

13. Management responsibility

The PRAC is responsible for approval of the scope of the IAF's work, and for recommending the action to be taken on the outcome or findings from their work.

Management is responsible for:

- Ensuring that a risk assessment is conducted regularly to identify emerging risks of the Council.
- Proposing the areas for special assignments by the IAF;
- Ensuring the IAF has the support of executive management;
- Direct access and freedom to report to the Accounting Officer and the PRAC;
- Free access to the books of account, records, cash, stores, property and other sources of relevant information;
- Maintaining internal controls, including proper accounting records and other management information suitable for running the Municipality;
- Reviewing the reports of the IAA and timely implementation of recommendation as considered appropriate in the light of Council's resources; and
- Provide a formal written response to all reports submitted by the IAF.

The Accounting Officer must ensure that the budget of the IAF is adequate to cover the following items:

- Personnel related expenditure
- Implementation of the risk based internal audit plan
- Capital expenditure and audit software
- Training and development
- Professional membership fees; and
- Quality assurance programs.

14. Annual review

The internal audit charter must be submitted to the Performance, Risk and Audit Committee for review and approval on an annual basis and as necessary. The charter must be approved by the Performance, Risk and Audit Committee and accepted by the accounting officer.

This approved charter will remain effective until a new or updated charter is approved by PRAC.

Water Services Development Plan

8.2.1



Water Services Development Plan

WSDP Compiled and submitted for approval

Municipal WSDP Coordinator:

Name:

Signature:

Date:

WSDP Recommended for approval

Municipal Manager:

Recommended:

Name:

Signature:

Date:

Not Recommended:

Name:

Signature:

Date:

Final Council approval:

Capacity:

Approved:

Name:

Signature:

Date:

Not Approved:

Name:

Signature:

Date:

Water Services Development Plan

Role Players Contact Details

Position	Name	Surname	Tel	Fax	Cell	E-mail	Interaction Acknowledgement Yes/No	Interaction Acknowledgement Signature
Other	Joseph	Barnard	0233168540	0233123472	0780953365	joseph@witzenberg.gov.za	Y	N
Municipal Manager	David	Nasson	0233161854			david@witzenberg.gov.za	N	N
Chief Financial Officer	Cobus	Kritzinger	023 316 1854	0233121495		cobus@witzenberg.gov.za	N	N
Water and Sanitation Manager	Nathan	Jacobs	0233168540	0233123472	0716703873	nathan@witzenberg.gov.za	N	N
PMU Manager	Johan	Swanepoel	0233161854		0832877747	jswan@witzenberg.gov.za	N	N
IDP Manager	Adrian	Hofmeester	0233161877		0833483606	adrian@witzenberg.gov.za	N	N
Technical Services	Stephanie	Farmer	023 316 8540			stephanie@witzenberg.gov.za	Y	Y
Technical Services	Marquin	Pieterse	023 316 8540			marquin@witzenberg.gov.za	Y	Y

Water Services Development Plan

Professional Service Provider (PSP)

Company		Zutari (Pty) Ltd	
Name of PSP WSDP Project Manager		Chris Van Der Walt	
Tel:	021 860 2200	Cell:	
		Fax:	
		Email:	chris.vanderwalt@zutari.com

Inputs

Name of PSP WSDP Information Systems Operator		Veronique Spanneberg	
Tel:	0415033900	Cell:	
		Fax:	
		Email:	Veronique.Spanneberg@zutari.com

Components	Chapter	Name	Designation	Role	Contact Address, and Number
All	All		Civil Technologist		

Name of PSP WSDP Information Systems Operator		Marietjie Smit	
Tel:	0152873800	Cell:	
		Fax:	
		Email:	Marietjie.Smit@zutari.com

Components	Chapter	Name	Designation	Role	Contact Address, and Number
All	All		GIS Specialist		

Name of PSP WSDP Information Systems Operator		Dan Abraham	
Tel:	0415033900	Cell:	
		Fax:	
		Email:	Dan.Abraham@zutari.com

Components	Chapter	Name	Designation	Role	Contact Address, and Number
				Project Manager	

Water Services Development Plan

Sector Integration

Did this plan consult with other Sector Plans and incorporated their needs

Sector Plan	Sector Interaction	Area	WSA
IDP	Yes	Witzenberg	Witzenberg

Water Services Development Plan

Chapter1: Implementation Activity Chart of current MTEF Projects

Financial Year 2023																															
Nr	Project Number	Project Name	Description	Project Type	Project Solution	Main Category	Sub Category	Component(Yes/No)																Project Cost (R'000)	Funding Source (R'000)						
								Bulk Pipeline	Reticulation Line	Pumpstation	WTW	Reservoir	Source Development	Power Installation	Feasibility	Operations	Maintenance	WCDM	WWTW	Water Bourne Sanitation	VIP Sanitation	Own	MIG		RBIG	ACIP	DR	MWIG	Other		
Topic 1 - Settlement Demographics & Public Amenities																															
Topic 2 - Service Level Profile																															
Topic 3 - Water Services Asset Management																															
1	PRJ-WBS-101	Sewer Network Replacement	Sewer Network Replacement for all the towns	Replace Aged Infrastructure	Functionality	Sanitation	Reticulation	N	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	100	100	0	0	0	0	0	0	
2	PRJ-WWW-102	Tierhokskloof Bulk pipeline	Upgrading Tierhokskloof Bulk pipeline	Upgrade Infrastructure	Functionality	Water	Water bulk	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	11,776	0	8,820	0	0	0	0	0	2,957	
3	PRJ-WTW-101	Tulbagh Reservoir	Construction of Tulbagh Reservoir	Single Settlement Solution	New Infrastructure	Water	Internal Bulk	N	N	N	N	Y	N	N	N	N	N	N	N	N	N	2,701	0	2,701	0	0	0	0	0	0	
4	PRJ-WWW-021	Op-Die-Berg Reservoir	Construction of Op-Die-Berg Reservoir	Single Settlement Solution	New Infrastructure	Water	Internal Bulk	N	N	N	N	Y	N	N	N	N	N	N	N	N	N	2,681	0	2,681	0	0	0	0	0	0	
Topic 4 - Water Services Operations & Maintenance (O&M)																															

Nr	Project Number	Project Name	Description	Project Type	Project Solution	Main Category	Sub Category	Component(Yes/No)											Project Cost (R'000)	Funding Source (R'000)						
								Bulk Pipeline	Reticulation Line	Pumpstation	WTW	Reservoir	Source Development	Power Installation	Feasibility	Operations	Maintenance	WCDM		WWTW	Water Bourne Sanitation	VIP Sanitation	Own	MIG	RBIG	ACIP

5	PRJ-WBW-101	Network, Water pipes and valve replacement	Network, Water pipes and valve replacement:	Replace Aged Infrastructure	Functionality	Water	Reticulation	N	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	100	0	0	0	0	0	0	100
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[illegible][illegible]

	Funding Source (R'000)						
	Own	MIG	RBIG	ACIP	DR	MWIG	Other
Total Funding:	100	14,201	0	0	0	0	3,057

Water Services Development Plan

Financial Year 2024

Nr	Project Number	Project Name	Description	Project Type	Project Solution	Main Category	Sub Category	Component(Yes/No)																Project Cost (R'000)	Funding Source (R'000)							
								Bulk Pipeline	Reticulation Line	Pumpstation	WTW	Reservoir	Source Development	Power Installation	Feasibility	Operations	Maintenance	WCDM	WWTW	Water Bourne Sanitation	VIP Sanitation	Own	MIG		RBIG	ACIP	DR	MWIG	Other			
Topic 1 - Settlement Demographics & Public Amenities																																
Topic 2 - Service Level Profile																																
Topic 3 - Water Services Asset Management																																
1	PRJ-WBS-103	Sewer Pumps Replacement	Sewer Pumps Replacement	Replace Aged Infrastructure	Functionality	Sanitation	Sanitation Bulk	N	N	Y	N	N	N	Y	N	N	N	N	N	N	N	N	250	0	0	0	0	0	0	250		
2	PRJ-WBS-104	Network Replacement	Network Replacement	Replace Aged Infrastructure	Functionality	Sanitation	Reticulation	N	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	2,000	0	0	0	0	0	0	2,000		
3	PRJ-WBS-105	Security Upgrades sewer pumpstations	Security Upgrades sewer pumpstations	Upgrade Infrastructure	Functionality	Sanitation	Sanitation Bulk	N	N	Y	N	N	N	Y	N	N	N	N	N	N	N	N	300	0	0	0	0	0	0	300		
4	PRJ-WCW-101	Vredebes Bulk Internal Water Pipeline	Construction of the Vredebes Bulk Internal Water Pipeline	Single Settlement Solution	Functionality	Water	Internal Bulk	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N	907	0	907	0	0	0	0	0		
5	PRJ-WCW-102	NDuli Upgrade & Replace water pipeline along R46	NDuli Upgrade & Replace water pipeline along R46	Replace Aged Infrastructure	Functionality	Water	Reticulation	N	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	3,913	0	3,913	0	0	0	0	0		

Water Services Development Plan

Nr	Project Number	Project Name	Description	Project Type	Project Solution	Main Category	Sub Category	Component(Yes/No)																Project Cost (R'000)	Funding Source (R'000)						
								Bulk Pipeline	Reticulation Line	Pumpstation	WTW	Reservoir	Source Development	Power Installation	Feasibility	Operations	Maintenance	WCDM	WWTW	Water Bourne Sanitation	VIP Sanitation	Own	MIG		RBIG	ACIP	DR	MWIG	Other		
6	PRJ-WTW-102	Tulbagh Reservoir	Construction of Tulbagh Reservoir	Single Settlement Solution	New Infrastructure	Water	Internal Bulk	N	N	N	N	Y	N	N	N	N	N	N	N	N	N	4,526	0	4,526	0	0	0	0	0	0	
7	PRJ-WWS-009	Aerator replacement programme for all WWTWs	Aerator replacement programme for all WWTWs	Replace Aged Infrastructure	New Infrastructure	Sanitation	Sanitation Bulk	N	N	N	N	N	N	N	N	N	N	N	Y	N	N	500	0	0	0	0	0	0	0	500	
8	PRJ-WBS-102	Refurbishment WWTW	Refurbishment of WWTW	Refurbish Infrastructure	Functionality	Sanitation	Internal Bulk	N	N	N	N	N	N	N	N	N	N	N	Y	N	N	750	0	0	0	0	0	0	0	750	
Topic 4 - Water Services Operations & Maintenance (O&M)																															
Topic 5.1 - Conservation & Demand Management - Water Resource																															
9	PRJ-WBW-101	Network, Water pipes and valve replacement	Network, Water pipes and valve replacement	Replace Aged Infrastructure	Functionality	Water	Reticulation	N	Y	N	N	N	N	N	N	N	N	N	N	N	N	2,000	0	0	0	0	0	0	0	2,000	
Topic 5.2 - Conservation & Demand Management - Water Balance																															
Topic 6 - Water Resource																															
10	PRJ-WBW-102	Greywater system	Greywater system	WCDM Program	Water Security	Water	Source Development	N	N	N	N	N	Y	N	N	N	N	N	N	N	N	500	0	0	0	0	0	0	0	500	

Water Services Development Plan

Nr	Project Number	Project Name	Description	Project Type	Project Solution	Main Category	Sub Category	Component(Yes/No)													Project Cost (R'000)	Funding Source (R'000)						
								Bulk Pipeline	Reticulation Line	Pumpstation	WTW	Reservoir	Source Development	Power Installation	Feasibility	Operations	Maintenance	WCDM	WWTW	Water Bourne Sanitation		VIP Sanitation	Own	MIG	RBIG	ACIP	DR	MWIG

Funding Source (R'000)							
Own		MIG	RBIG	ACIP	DR	MWIG	Other
Total Funding: 0		9,347	0	0	0	0	6,300

Water Services Development Plan

Financial Year 2025

Nr	Project Number	Project Name	Description	Project Type	Project Solution	Main Category	Sub Category	Component(Yes/No)																Project Cost (R'000)	Funding Source (R'000)							
								Bulk Pipeline	Reticulation Line	Pumpstation	WTW	Reservoir	Source Development	Power Installation	Feasibility	Operations	Maintenance	WCDM	WWTW	Water Bourne Sanitation	VIP Sanitation	Own	MIG		RBIG	ACIP	DR	MWIG	Other			
Topic 1 - Settlement Demographics & Public Amenities																																
1	PRJ-WTS-103	Tulbagh Bulk Low-cost Housing	Construction of Tulbagh Bulk pipelines for the low-cost Housing	Single Settlement Solution	New Infrastructure	Sanitation	Internal Bulk	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N	10,435	0	10,435	0	0	0	0	0	0	
Topic 2 - Service Level Profile																																
Topic 3 - Water Services Asset Management																																
Topic 4 - Water Services Operations & Maintenance (O&M)																																
Topic 5.1 - Conservation & Demand Management - Water Resource																																
Topic 5.2 - Conservation & Demand Management - Water Balance																																
Topic 6 - Water Resource																																
2	PRJ-WBW-103	Greywater System	Implement Greywater System	WCDM Program	Water Security	Water	Resource Development	N	N	N	N	N	N	N	N	N	N	N	Y	N	N	N	1,000	0	0	0	0	0	0	0	1,000	

Water Services Development Plan

Nr	Project Number	Project Name	Description	Project Type	Project Solution	Main Category	Sub Category	Component(Yes/No)													Project Cost (R'000)	Funding Source (R'000)						
								Bulk Pipeline	Reticulation Line	Pumpstation	WTW	Reservoir	Source Development	Power Installation	Feasibility	Operations	Maintenance	WCDM	WWTW	Water Bourne Sanitation		VIP Sanitation	Own	MIG	RBIG	ACIP	DR	MWIG

	Funding Source (R'000)						
	Own	MIG	RBIG	ACIP	DR	MWIG	Other
Total Funding:	0	10,435	0	0	0	0	1,000

Water Services Development Plan

No Funding Allocation

Nr	Project Number	Project Name	Description	Project Type	Project Solution	Main Category	Sub Category	Component(Yes/No)																Project Cost (R'000)	Funding Source (R'000)						
								Bulk Pipeline	Reticulation Line	Pumpstation	WTW	Reservoir	Source Development	Power Installation	Feasibility	Operations	Maintenance	WCDM	WWTW	Water Bourne Sanitation	VIP Sanitation	Own	MIG		RBIG	ACIP	DR	MWIG	Other		
1	WB1415003	New Sewer PS	New 5 l/s Sewer PS			Sanitation		N	N	Y	N	N	N	Y	N	N	N	N	N	N	N	N	0	0	0	0	0	0	0		
2	WB1415029	New Sewer PS	Sewer PS to service existing erven			Sanitation		N	N	Y	N	N	N	Y	N	N	N	N	N	N	N	N	0	0	0	0	0	0	0		
3	WB1415031	New upper reservoir and pumping station	3.5 MI @ 570m Reservoir, Upgrade 32 l/s @ 35m PS, 1265m x 200mm dia pipeline (PRJ-WPW-B01)			Water		Y	N	Y	N	Y	N	Y	N	N	N	N	N	N	N	N	0	0	0	0	0	0	0		
4	WB1415036	Op die Berg: New reservoir	New 0.5MI reservoir at Odendaals Reservoir and Chlorination Plant (MIG 217619) (PRJ-WPW-B02)			Water		N	N	N	Y	Y	N	N	N	N	N	N	N	N	N	N	0	0	0	0	0	0	0		
5	WB1415038	WDM Interventions	Municipality-wide: Water demand management interventions in all towns, incl. zone meters, telemetry, pressure management, leak detection, community education, tariffs, reuse of waste water etc.			Water		N	N	N	N	N	N	N	N	N	N	Y	N	N	N	N	0	0	0	0	0	0	0		

Water Services Development Plan

Nr	Project Number	Project Name	Description	Project Type	Project Solution	Main Category	Sub Category	Component(Yes/No)																Project Cost (R'000)	Funding Source (R'000)						
								Bulk Pipeline	Reticulation Line	Pumpstation	WTW	Reservoir	Source Development	Power Installation	Feasibility	Operations	Maintenance	WCDM	WWTW	Water Bourne Sanitation	VIP Sanitation	Own	MIG		RBIG	ACIP	DR	MWIG	Other		
6	WB1415004	New Sewer PS	New 5 l/s Sewer PS			Sanitation		N	N	Y	N	N	N	Y	N	N	N	N	N	N	N	N	0	0	0	0	0	0	0		
7	WB1415011	Tulbagh: Very high reservoir	New 12 l/s @ 99m PS, 545m x 150mm dia pipeline, Very High 1 MI @ 280m Reservoir (PRJ-WTW-B02)			Water		Y	N	Y	N	Y	N	Y	N	N	N	N	N	N	N	N	0	0	0	0	0	0	0		
8	WB1415012	Tulbagh: New reservoir	Lower 2 MI @ 200m Reservoir (PRJ-WTW-B03)			Water		N	N	N	N	Y	N	N	N	N	N	N	N	N	N	N	0	0	0	0	0	0	0		
9	WB1415022	Upgrade Stamper Str PS & Reinforce feeder main	35m x 160mm dia pipeline, 235m x 355mm dia pipeline, Valve, New 115 l/s @ 45m PS (PRJ-WWW-B01)	Resource Development		Water		Y	N	Y	N	N	N	Y	N	N	N	N	N	N	N	N	0	0	0	0	0	0	0		
10	WB1415023	Upgrade Pine Valley Booster PS	Check Valve, Upgrade 40 l/s @ 25m PS, 10m x 200mm dia pipeline (PRJ-WWW-B02)			Water		Y	N	Y	N	N	N	Y	N	N	N	N	N	N	N	N	0	0	0	0	0	0	0		
11	WB1415024	New High Level Booster PS	New 5 l/s @ 30m PS, 45m x 160mm dia pipeline, Check Valve (PRJ-WWW-B03)			Water		Y	N	Y	N	N	N	Y	N	N	N	N	N	N	N	N	0	0	0	0	0	0	0		
12	WB1415028	New Sewer PS	Sewer PS with the development of area P01			Sanitation		N	N	Y	N	N	N	Y	N	N	N	N	N	N	N	N	0	0	0	0	0	0	0		

Water Services Development Plan

Nr	Project Number	Project Name	Description	Project Type	Project Solution	Main Category	Sub Category	Component(Yes/No)																Project Cost (R'000)	Funding Source (R'000)						
								Bulk Pipeline	Reticulation Line	Pumpstation	WTW	Reservoir	Source Development	Power Installation	Feasibility	Operations	Maintenance	WCDM	WWTW	Water Bourne Sanitation	VIP Sanitation	Own	MIG		RBIG	ACIP	DR	MWIG	Other		
13	WB1415013	Tulbagh: Upgrade water PS	Upgrade 10 l/s @ 30m PS (PRJ-WTW-B04)			Water		N	N	Y	N	N	N	Y	N	N	N	N	N	N	N	0	0	0	0	0	0	0			
14	WB1415007	Ceres: New reservoir at Groenplaatjie	New 10Ml @ 543m Reservoir at Groenplaatjie (MP3) (PRJ-WCW-B03)	Upgrade Infrastructure		Water		N	N	N	N	Y	N	N	N	N	N	N	N	N	N	0	0	0	0	0	0	0			
15	WB1415001	Ceres: WWTW	Phase 1: Install mechanical screen and Belt press. Phase 2: upgrade the plant to improve effluent quality	Upgrade Infrastructure		Sanitation		N	N	N	N	N	N	N	N	N	N	N	Y	N	N	0	0	0	0	0	0	0			
16	WB1415025	Wolseley: Wolseley new reservoir Pine Valley	Wolseley new reservoir Pine Valley (MIG)			Water		N	N	N	N	Y	N	N	N	N	N	N	N	N	N	0	0	0	0	0	0	0			
17	WB1415037	Op die Berg: New reservoir	New 0.5Ml reservoir at Fontein Zone (PRJ-WOW-B01)			Water		N	N	N	N	Y	N	N	N	N	N	N	N	N	N	0	0	0	0	0	0	0			
18	WB1415002	New Sewer PS	New 5 l/s Sewer PS			Sanitation		N	N	Y	N	N	N	Y	N	N	N	N	N	N	N	0	0	0	0	0	0	0			

Water Services Development Plan

Chapter 2:

Topic 1: Settlement Demographics & Public Amenities

Settlement Summary		
Section	Value	Assessment Score
1.1 Total Population	160804	80
1.2 Total Number of Households	40250	80
1.3 Average Household Size	3.93	80
1.4 Total Number of Settlements	28	80

Summary by Settlement Group			
Settlement Type	Settlements	Population	Households
Rural	5	75172	18491
Urban	23	85632	21759

Water Services Development Plan

Amenities Summary		
Description	Number per type	Assessment Score
Educational facilities	117	80
Health Facilities	11	80

Assessment Score						
Settlement Type		Number of settlements	Population per settlement type	Households per settlement type	Average Households size per settlement type	
Rural	Farming	1	74356	18279	4.1	80
Rural	Rural - Small Village <= 5000	3	376	88	7.1	80
Rural	Working Towns and Service Centres - Mines, Prisons etc.	1	440	124	3.55	80
Urban	Urban - Formal Town	11	70043	15119	3.95	80
Urban	Urban - Informal Settlements (Squatter Camp)	9	15589	6640	2.81	80
Urban	Working Towns and Service Centres - Mines, Prisons etc.	3	0	0	0	80
Total						80.0%

Topic 1 Master Plan		
Section	Is there a master plan to address this problem?	Does this plan address the plan address this problem 100%?
1.1 Settlements Summary	Yes	Yes

Water Services Development Plan

1.2 Summary by Settlement Group	Yes	Yes
1.3 Assessment Score by Settlement Type	Yes	Yes
1.4 Amenities Summary	Yes	Yes

Strategic Interpretation

Detail situation assessments per Topic element

1.1 Settlements Summary

Interpret Situation Assessment:	The need for services is planned according to the water and sanitation master plans and included in the IDP which is updated annually. According to the MSDF provision for GAP housing under the FLISP programme has been identified, municipality to ensure the required bulk water and sewerage infrastructure are in place before housing projects are implemented.
---------------------------------	--

1.2 Summary by Settlement Group

Interpret Situation Assessment:	The housing demand in Witzenberg is 5671 based on the 2020 MSDF where majority of the need is in Ceres with approximately 70% on the database are aged between 35 and 59 years. The informal settlements establishment date back to 1993 where it was decided to do in-situ upgrades. The more recent establishments have been reported as not requiring urgent relocation.
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1.3 Assessment Score by Settlement Type

Interpret Situation Assessment:	There are six (6) rural settlements and eleven (11) formal urban settlements and eight (8) informal settlements. The information available for informal settlements are limited.
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1.4 Amenities Summary

Interpret Situation Assessment:	The community facilities, operational buildings etc. of the Municipality needs are included in the the municipal planning strategy in terms of specific development projects with accompanying budgets. All facilities within the jurisdiction of the municipality was confirmed.
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Water Services Development Plan

Business Element Report Items	Compliance Score	Intervention Required	%	Solution description as identified by Master Plan	%	Is there an Existing project addressing this problem?	%	Does this current listed project address the problem totally?	%	Project Approved by Council as part of WSDP Database?	%	Approved by council, in project database and part of 5 yr IDP cycle projects	%	Project listed in 3 yr MTEF - cycle	%	Total Points	Current Demand Overall Scoring %
1.1 Settlements Summary	80	Yes	100	Update census information	100	No	0	No	0	No	0	No	0	No	0	200	28.57
1.2 Summary by Settlement Group	0	Yes	100	Implementation of housing	100	Yes	100	Partial	50	No	0	No	0	No	0	350	50
1.3 Assessment Score by Settlement Type	80	Yes	100	Update settlement information	100	No	0	No	0	No	0	No	0	No	0	200	28.57
1.4 Amenities Summary	80	No	100		0	No	0	No	0	No	0	No	0	No	0	0	100
Demand Overall Scoring Average																51.78	

WSDP FY2023: Strategies and Objectives

Witzenberg

Nr	Objective Strategy	Key Performance Indicator	Baseline (2022 status quo)	Linked Project	WSDP	WSDP	WSDP	WSDP	WSDP
					FY2023	FY2024	FY2025	FY2026	FY2027
					Target	Target	Target	Target	Target
Settlement Demographics & Public Amenities									
1	Implementation of housing	Number of housing opportunities provided per year.		PRJ-WTS-103, Tulbagh Bulk Low-cost Housing	50	80	80	80	80
2	Provide for the needs of informal settlements through improved services	Number of subsidized serviced sites developed.		PRJ-WCW-004, Supply to new development areas	No target	130		50	50

Water Services Development Plan

Nr	Objective Strategy	Key Performance Indicator	Baseline (2022 status quo)	Linked Project	WSDP	WSDP	WSDP	WSDP	WSDP
					FY2023	FY2024	FY2025	FY2026	FY2027
					Target	Target	Target	Target	Target
3	Improve the percentage expenditure on the preventative & corrective planned maintenance budget of the Community Department	Percentage expenditure on the preventative- & corrective planned maintenance budget of the Community Department.	81%		98%	99%	99%	99%	99%

Water Services Development Plan

Topic 2: Service Levels Profile

Direct Backlog (Water & Sanitation)		
	Totals	Assessment Score
Direct settlement backlog water house holds. Total house hold of settlement with a water need (irrelevant the type of need)	0	80
Direct settlement backlog water population. Total population of settlement with a water need (irrelevant the type of need)	0	80
Direct settlement backlog sanitation house holds. Total house hold of settlement with a sanitation need (irrelevant the type of need)	0	80
Direct settlement backlog sanitation population. Total population of settlement with a sanitation need (irrelevant the type of need)	0	80

Water Profile		
	Totals	Assessment Score
Water Services Infrastructure Supply Level Profile		
Piped water inside the dwelling/house-Households	12987	80
Piped water inside yard-Households	0	80
Piped water distance <200m - Households	6640	80
Piped water distance <201m - Households	0	80
Borehole in the yard - Households	0	80
Rain-water tank in yard - Households	0	80
Water vendor-carrier/tanker - Households	0	80
Stagnant water - dam/pool - Households	0	80
Flowing water/spring/ stream/river - Households	0	80
Water Other - Households	0	80
Water Reliability Profile		
Water Supply System - Single Type	0	80
Water Supply System - Scheme based	28	80

Water Services Development Plan

Water Profile		
	Totals	Assessment Score
Total Number of Households having Reliable Service. (Interpret Direct Backlog field above)	19627	80
Total Number of Households NOT having Reliable Service. (Interpret Direct Backlog field above)	0	80
System Total Number of Households NOT having Reliable Service due to: Functionality (O&M and Management)	0	80
Total Number of Households NOT having Reliable Service due to: Resource	0	80
Total Number of Households NOT having Reliable Service due to: Infrastructure	0	80
Total Number of Households NOT having Reliable Service due to: Resource - Conservation & Demand Management	0	80
Total Number of Households NOT having Reliable Service due to: Resource - New Source	0	80
Total Number of Households NOT having Reliable Service due to: Infrastructure – UPGRADE/REFURBISHMENT	0	80
Total Number of Households NOT having Reliable Service due to: Infrastructure – EXTENSION	0	80
Total Number of Households NOT having Reliable Service due to: Infrastructure – NEW SCHEME	0	80
Total Number of Households NOT having Reliable Service due to: REPLACE OLD	0	80

Sanitation Profile		
	Totals	Assessment Score
Sanitation Service Infrastructure Supply Level Profile		
None - Households	0	80
Flush toilet (connected to sewerage system) - Households	13038	80
Flush toilet (with septic tank) - Households	717	80
Chemical Toilet - Households	6640	80
Pit toilet with ventilation (VIP) - Households	0	80
Pit without ventilation - Households	0	80
Bucket toilet - Households	0	80
Sanitation Reliability Profile		
Household requiring VIP Refurbishment	0	80
Household requiring Existing Scheme Refurbishment	0	80
Household not having reliable service due to Functionality	0	80

Water Services Development Plan

Sanitation Profile		
	Totals	Assessment Score
Household not having reliable service due to Resource - Water Security	0	80
Infrastructure to be upgraded: Pit to VIP (HH)	0	80
Infrastructure to be upgraded: Buckets to waterborne (HH)	0	80
Infrastructure requirement: None to to waterborne. (HH)	0	80
Infrastructure to be upgraded: Buckets to VIP (HH)	0	80
Infrastructure to be upgraded: None to VIP (HH)	0	80
Infrastructure to be upgraded: Pit to waterborne (HH)	0	80
Infrastructure to be upgraded: VIPs to waterborne (HH)	0	80

	Waterstatus		
Consumer types		Adequate	Grand Total
Educational facilities	23	94	117
Health Facilities		11	11
Grand Total	23	105	128

Water Services Development Plan

2.1 Water Services						
Associated Services Facility	Number of facilities	Facilities with Adequate services	Facilities with No services	Facilities with Inadequate services	Total Potential Cost (basic level) (RM)	Assessment Score
2.1.1 Education Plan						
Pre-Primary School	3	3	0	0	0.00	80
Primary School	91	68	0	0	0.00	80
Secondary School	11	11	0	0	0.00	80
Tertiary	0	0	0	0	0.00	80
Combined	1	1	0	0	0.00	80
Special Needs	0	0	0	0	0.00	80
ABET	11	11	0	0	0.00	80
Other	0	0	0	0	0.00	80
Total	117	94	0	0	0.00	
2.1.2 Health Plan						
Hospitals	1	1	0	0	0.00	80
Health Centers	0	0	0	0	0.00	80
Clinics	10	10	0	0	0.00	80
Other	0	0	0	0	0.00	80
Total	11	11	0	0	0.00	
2.2 Sanitation Services						
2.2.1 Education Plan						
Pre-Primary School	3	3	0	0	0.00	80
Primary School	91	67	0	0	0.00	80
Secondary School	11	11	0	0	0.00	80
Tertiary	0	0	0	0	0.00	80

Water Services Development Plan

Combined	1	1	0	0	0.00	80
Special Needs	0	0	0	0	0.00	80
ABET	11	11	0	0	0.00	80
Other	0	0	0	0	0.00	80
Total	117	93	0	0	0.00	
2.2.2 Health Plan						
Hospitals	1	1	0	0	0.00	80
Health Centers	0	0	0	0	0.00	80
Clinics	10	10	0	0	0.00	80
Other	0	0	0	0	0.00	80
Total	11	11	0	0	0.00	

Topic 2 Master Plan		
Section	Is there a master plan to address this problem?	Does this plan address the plan address this problem 100%?
Direct Backlog Water	Yes	No
Water Services Infrastructure Supply Level Profile	Yes	Yes
Sanitation Service Infrastructure Supply Level Profile	Yes	Yes
Water Services: Education	No	No
Sanitation Services: Education	No	No
Health and Educational Facilities	No	No
Direct Backlog Sanitation	Yes	No
Water Reliability Profile	Yes	Yes
Sanitation Reliability Profile	Yes	Yes
Water Services: Health	No	No
Sanitation Services: Health	No	No

Water Services Development Plan

Strategic Interpretation

Detail situation assessments per Topic element

Direct Backlog Water

Interpret Situation Assessment:	There are currently zero households with a water need irrelevant of the type of need in the Witzenberg's urban jurisdiction.
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Water Services Infrastructure Supply Level Profile

Interpret Situation Assessment:	The municipality provide adequate water supply to to 19627 households. The assessment is acceptable based on the quality and coverage of the information. These households are all billed accounts.
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Sanitation Service Infrastructure Supply Level Profile

Interpret Situation Assessment:	The WSA provide a reliable service to 20395 households. These households all have billing accounts.
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Water Services: Education

Interpret Situation Assessment:	Witzenberg has 34 schools in the urban areas and the rest are in the rural areas. Some of the schools in the rural areas do not have fixed buildings and are rather a home setting of sorts according to officials. Assessments are acceptable. It is the responsibility of the Department of Education to apply for services for schools where there are no services. At least basic water supply is available to any school located within a formal or formalizable area.
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Sanitation Services: Education

Water Services Development Plan

Interpret Situation Assessment:	Witzenberg has 34 schools in the urban areas while the rest are in the rural areas. Some of the schools in the rural areas do not have fixed buildings and are rather a home setting of sorts according to officials. Assessments are acceptable. It is the responsibility of the Department of Education to apply for services for schools where there are no services. At least basic sanitation is available to any school located within a formal or formalizable area.
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Health and Educational Facilities

Interpret Situation Assessment:	Altogether Witzenberg has 11 Health facilities and 34 Educational facilities within their urban jurisdiction.
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Direct Backlog Sanitation

Interpret Situation Assessment:	There are currently zero households with a sanitation need within Witzenberg's urban jurisdiction.
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Water Reliability Profile

Interpret Situation Assessment:	The WSA provide a reliable service to 19627 households.
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Sanitation Reliability Profile

Interpret Situation Assessment:	The WSA provide a reliable service to 20 395 households.
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Water Services: Health

Water Services Development Plan

Interpret Situation Assessment:	All health facilities are serviced and assessments are acceptable. However, it is the responsibility of the Department of Health to apply for services for Health Facilities where there are no services. All Health Facilities are provided with adequate water services. No specific strategies with regard to the provision of water services to these facilities were identified.
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Sanitation Services: Health

Interpret Situation Assessment:	Based on the assessment all health facilities are serviced. Assessments are acceptable. However, it is the responsibility of the Department of Health to apply for services for Health Facilities where there are no services. All Health Facilities are provided with adequate sanitation services. No specific strategies with regard to the provision of water services to these facilities, were identified.
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Business Element Report Items	Compliance Score	Intervention Required	%	Solution description as identified by Master Plan	%	Is there an Existing project addressing this problem?	%	Does this current listed project address the problem totally?	%	Project Approved by Council as part of WSDP Database?	%	Approved by council, in project database and part of 5 yr IDP cycle projects	%	Project listed in 3 yr MTEF - cycle	%	Total Points	Current Demand Overall Scoring %
Direct Backlog Water	80	No	100		0		0		0		0		0		0	0	100
Water Services Infrastructure Supply Level Profile	80	Yes	100	Maintain provision of a basic water supply to all settlements	100	Yes	100	Yes	100	Yes	100	Yes	100	Yes	100	700	100
Sanitation Service Infrastructure Supply Level Profile	80	No	100		0		0		0		0		0		0	0	100
Water Services: Education	75.38	No	100		0		0		0		0		0		0	0	100
Sanitation Services: Education	80	No	100		0		0		0		0		0		0	0	100
Health and Educational Facilities	0	No	100		0		0		0		0		0		0	0	100
Direct Backlog Sanitation	0	No	100		0		0		0		0		0		0	0	100
Water Reliability Profile	0	Yes	100	Maintain the provision of reliable water supply to all settlements	100	No	0		0		0		0		0	200	28.57
Sanitation Reliability Profile	0	No	100		0		0		0		0		0		0	0	100
Water Services: Health	0	No	100		0		0		0		0		0		0	0	100
Sanitation Services: Health	0	No	100		0		0		0		0		0		0	0	100

Demand Overall Scoring Average

93.51

Water Services Development Plan

WSDP FY2023: Strategies and Objectives

Witzenberg

Nr	Objective Strategy	Key Performance Indicator	Baseline (2022 status quo)	Linked Project	WSDP	WSDP	WSDP	WSDP	WSDP
					FY2023	FY2024	FY2025	FY2026	FY2027
					Target	Target	Target	Target	Target
Service Levels Profile									
1	Provide for the needs of informal settlements through improved services	Number of subsidized serviced sites developed.			500				
2	Supply demarcated informal areas with access to a water point	Percentage of households in demarcated informal areas with access to a water point (tap)	New		95%	96%	97%	97%	97%
3	Supply demarcated informal areas with access to a communal toilet facility.	Percentage of households in demarcated informal areas with access to a communal toilet facility	New	PRJ-WPS-001, Sanitation system for un-serviced erven in Prince Alfred Hamlet (Phase 1)	95%	96%	97%	97%	97%

Water Services Development Plan

Topic 3: Water Services Asset Management

Yes No Grid		
Question	Yes	Assessment Score

3.1 General Information		
3.1.1 Is there an Asset Management plan		20
3.1.2 Is there a disaster management plan	True	80
3.1.3 Is there a plan in place to manage untreated effluent	True	80

Questions										
Question	B	AP	WTW	WP	SP	WL	SL	R	WWTW	Assessment

Water Services Development Plan

										Score
[section]										
3.1.1 Total number of components / km of pipeline / units	965	16	6	15	31	24.6	0	28	5	80
3.2.1.1 Previous incidents including Security Problems (Regular)		0	0	0	0			0	0	80
3.2.1.2 Previous incidents including Security Problems (Periodic)		0	2	0	0			0	0	80
3.2.1.3 Previous incidents including Security Problems (Sporadic)		7	4	3	25			20	5	80
3.2.1.4 Previous incidents including Security Problems (None)		9	0	8	0			0	0	80
3.2.2.1 Safety inspection performed (Regular)		0	6	11	25			20	5	80
3.2.2.2 Safety inspection performed (Periodic)		8	0	0	0			0	0	80
3.2.2.3 Safety inspection performed (Sporadic)		1	0	0	0			0	0	80
3.2.2.4 Safety inspection performed (None)		6	0	0	0			0	0	80
3.2.5 Average Operating hours per day (X hrs)			24						24	80
3.3.1.1 General physical condition: Dysfunctional	949	5	0	0	0	0	0	1	0	80

Water Services Development Plan

3.3.1.2 General physical condition: Operational	9	10	6	11	23	0	0	16	5	100
3.3.1.3 General physical condition: Prime Condition	0	1	0	0	1	0	0	3	0	100
3.3.1.4 General physical condition: Vandalised	7	0	0	0	0	0	0	0	0	80
3.3.2 Number of breakages / failures per year	0	0	0	0	0	0	0	0	0	80
3.3.3 Total refurbishment needs %	0%	0%	0%	0%	0%	0%	0	0%	12%	60
3.3.4 Total refurbishment needs cost (RM)	0.00	0.00	0.00	3,848.00	6,040.00	0.00	0	0.00	0.00	80
3.3.4.1 Refurbishment cost for 5 year	0	0	0	2978	600	0	0	0	9761	80
3.3.4.2 Refurbishment cost for 10 year	0	0	0	870	639	0	0	0	0	80
3.3.4.3 Refurbishment cost for 15 year	0	0	0	0	4801	0	0	0	0	80
3.3.5 Total replacement needs %	0%	0%	26%	2%	0%	0%	0	0%	11%	80
3.3.6 Total replacement needs cost (RM)	0.00	0.00	13,630.00	958.00	0.00	0.00	0	0.00	0.00	80
3.3.6.1 Replacement cost for 5 year	0	0	6935	335	0	0	0	0	0	80

Water Services Development Plan

3.3.6.2 Replacement cost for 10 year	0	0	6895	623	0	0	0	0	0	80
3.3.6.3 Replacement cost for 15 year	0	0	0	0	0	0	0	0	0	80
3.3.7 Total New development cost required	0	0	0	0	0	0	0	0	0	80
3.3.7.1 New development cost for 5 year	0	0	0	5698	2025	0	0	78811	0	80
3.3.7.2 New development cost for 10 year	0	0	0	482	1561	0	0	3321	0	80
3.3.7.3 New development cost for 15 year	0	0	0	1829	0	0	0	0	0	80
3.3.8 % Of Components already reached useful life	0%	25%	50%	20%	0%	0%	0%	0%	0%	80
3.3.9 % Whereoff the WSA Self is the Current Owner	2%	100%	100%	93%	81%	0%	48%	75%	80%	100
3.3.10 % Whereoff the WSA Self is Current Operator	0%	100%	100%	93%	81%	0%	48%	75%	80%	100
3.4.1 % Expected total lifespan: Short (1-3 yrs)	0	0	0	0	0	0	0	0	0	80
3.4.2 % Expected total lifespan: Medium (3 - 10 yrs)	0	0	0	0	0	0	0	0	0	80
3.4.3 % Expected total lifespan: Long (10 - 20 yrs)	0	0	100	100	48.39	0	0	92.86	80	80

Water Services Development Plan

Sanitation Schemes		
Sanitation Schemes	Green Drop	Assessment Score
Ceres	True	100
Dwarsrivier Prison	False	100
Op die Berg	True	100
Tulbagh	True	100
Wolseley	False	100

Water Services Development Plan

Water Schemes		
Water Schemes	Blue Drop	Assessment Score
Cape Winelands Rural	False	100
Ceres	True	100
Op die Berg	True	100
Prince Alfred Hamlet	True	100
Tulbagh	True	100
Witzenberg Rural	False	100
Wolseley	True	100
WSA Level		

Water Services Development Plan

Section	Is there a master plan to address this problem?	Does this plan address the plan address this problem 100%?
3.1 General Information	Yes	No
3.2 Operation	Yes	Yes
3.3 Functionality Observation	Yes	Yes
3.4 Asset Assessment Spectrum	No	No
3.5 Water and Sanitation schemes	Yes	Yes

Strategic Interpretation

Detail situation assessments per Topic element

3.1 General Information

Interpret Situation Assessment:	An asset register is available but may require an update which includes all assets and as new assets are acquired so the list must be updated at least annually. There is a need for a dedicated asset management champion in the municipality to drive the asset management initiative. Ensure that an asset management plan (AMP) is developed and implemented.
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3.2 Operation

Interpret Situation Assessment:	There is an incident register in place, it should be updated regularly per infrastructure type which would assist the municipality with their refurbishment and maintenance planning. The chlorination facilities for all WSS were down due to a supplier shortage of chlorine gas and resorted to HTH for disinfection. In addition Wolseley and Prince Alfred Hamlet WTWs were vandalized but the Municipality within a short turnaround time were able to re-equip the facilities to working order. It was reported all WTWs chlorination gas facilities are back in operation. With the WWTW's the facilities require refurbishment and replacement of non-operational equipment
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3.3 Functionality Observation

Interpret Situation Assessment:	All assets at WTW's facilities are functional, at least less than 30% requires replacement, no clear indication of the percentage requiring refurbishment. All assets at WWTW's are functional with the exception of the mechanical screens at Ceres, Wolseley & Tulbagh. Furthermore, at Wolseley WWTW, there is a need for upgrade of the system.
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3.4 Asset Assessment Spectrum

Water Services Development Plan

Interpret Situation Assessment:	All infrastructure is operational, all existing infrastructure has a life expectancy of 10 - 20 years.
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3.5 Water and Sanitation schemes

Interpret Situation Assessment:	In 2021, Witzenberg was acknowledge by the regulator for delivering a sterling performance during their audit. The Green Drop score of 96% and 3 Green Drop Certificates attest to the excellent standard and professional service by an expert team, according to the Greendrop report. The latest Bluedrop scores are from 2014 but in 2021 report a risk assessment was done and the results for all WSSs fall in the Low Risk Category. However, it is encouraged to follow the recommendations provided by the regulator to ensure continuous delivery of safe drinking water. WSPs and W2RAPs have been developed.
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Business Element Report Items	Compliance Score	Interventio n Required	%	Solution description as identified by Master Plan	%	Is there an Existing project addressin g this problem?	%	Does this current listed project address the problem totally?	%	Project Approved by Council as part of WSDP Database?	%	Approved by council, in project database and part of 5 yr IDP cycle projects	%	Project listed in 3 yr MTEF - cycle	%	Total Points	Current Demand Overall Scoring %
3.1 General Information	65	Yes	100	Update and maintain current asset register. Furthermore, an infrastructure asset management plan should be included during planning exercises.	100	No	0	No	0	No	0	No	0	No	0	200	28.57
3.2 Operation	80	Yes	100	Replace non-operational infrastructure and maintain the operational infrastructure.	100	Yes	100	Partial	50	Yes	100	Yes	100	Yes	100	650	92.86
3.3 Functionality Observation	82.73	Yes	100	Maintain all infrastructure by attending to the required needs such as replacing, upgrading refurbishing assets.	100	Yes	100	Yes	100	Yes	100	Yes	100	Yes	100	700	100
3.4 Asset Assessment Spectrum	80	Yes	100	Ensure that an asset management plan (AMP) is developed and implemented and that the asset registers are continuously updated.	100	Yes	100	Yes	100	No	0	No	0	No	0	400	57.14
3.5 Water and Sanitation schemes	92.31	Yes	100	Maintain existing systems and develop the schemes to continue meeting the requirements.	100	Yes	100	Yes	100	Yes	100	Yes	100	Yes	100	700	100
Demand Overall Scoring Average																	75.71

Water Services Development Plan

Nr	Objective Strategy	Key Performance Indicator	Baseline (2022 status quo)	Linked Project	WSDP	WSDP	WSDP	WSDP	WSDP
					FY2023	FY2024	FY2025	FY2026	FY2027
					Target	Target	Target	Target	Target
1	Preventative- & corrective planned maintenance for the whole municipality	Percentage expenditure on the preventative- & corrective planned maintenance budget of the whole of the municipality.	101%	PRJ-WBS-101, Sewer Network Replacement	98%	99%	99%	99%	99%
1	Preventative- & corrective planned maintenance for the whole municipality	Percentage expenditure on the preventative- & corrective planned maintenance budget of the whole of the municipality.	101%	PRJ-WBS-103, Sewer Pumps Replacement	98%	99%	99%	99%	99%
1	Preventative- & corrective planned maintenance for the whole municipality	Percentage expenditure on the preventative- & corrective planned maintenance budget of the whole of the municipality.	101%	PRJ-WBS-104, Network Replacement	98%	99%	99%	99%	99%
1	Preventative- & corrective planned maintenance for the whole municipality	Percentage expenditure on the preventative- & corrective planned maintenance budget of the whole of the municipality.	101%	PRJ-WBS-105, Security Upgrades sewer pumpstations	98%	99%	99%	99%	99%
2	Improve on the existing asset management system								

Water Services Development Plan

Nr	Objective Strategy	Key Performance Indicator	Baseline (2022 status quo)	Linked Project	WSDP	WSDP	WSDP	WSDP	WSDP
					FY2023	FY2024	FY2025	FY2026	FY2027
					Target	Target	Target	Target	Target
3	To expand on the existing automation, remote monitoring and control systems in the water reticulation network								
4	Ensure bulk water lines are supplying sufficient water to all communities	Upgrade bulk pipeline							
4	Ensure bulk water lines are supplying sufficient water to all communities	Upgrade bulk pipeline							
4	Ensure bulk water lines are supplying sufficient water to all communities	Upgrade bulk pipeline							
4	Ensure bulk water lines are supplying sufficient water to all communities	Upgrade bulk pipeline							
4	Ensure bulk water lines are supplying sufficient water to all communities	Upgrade bulk pipeline							
4	Ensure bulk water lines are supplying sufficient water to all communities	Upgrade bulk pipeline							
4	Ensure bulk water lines are supplying sufficient water to all communities	Upgrade bulk pipeline		PRJ-WWW-102, Tierhokskloof Bulk pipeline					
4	Ensure bulk water lines are supplying sufficient water to all communities	Upgrade bulk pipeline		PRJ-WCW-102, NDuli Upgrade & Replace water pipeline along R46					
4	Ensure bulk water lines are supplying sufficient water to all communities	Upgrade bulk pipeline		PRJ-WCW-101, Vredebes Bulk Internal Water Pipeline					
5	Ensure continuous bulk water supply is sufficient from the new Tulbagh Dam	New Tulbagh Upper reservoir, pumping station & supply pipes							

Water Services Development Plan

Nr	Objective Strategy	Key Performance Indicator	Baseline (2022 status quo)	Linked Project	WSDP	WSDP	WSDP	WSDP	WSDP
					FY2023	FY2024	FY2025	FY2026	FY2027
					Target	Target	Target	Target	Target
6	Additional storage	Increase storage by constructing reservoirs							
6	Additional storage	Increase storage by constructing reservoirs							
6	Additional storage	Increase storage by constructing reservoirs							
6	Additional storage	Increase storage by constructing reservoirs		PRJ-WWW-021, Op-Die-Berg Reservoir					
6	Additional storage	Increase storage by constructing reservoirs		PRJ-WTW-102, Tulbagh Reservoir					
6	Additional storage	Increase storage by constructing reservoirs		PRJ-WTW-101, Tulbagh Reservoir					
7	Improve functionality at all WWTWs	Aerator replacement programme for all WWTWs		PRJ-WWS-009, Aerator replacement programme for all WWTWs					
7	Improve functionality at all WWTWs	Aerator replacement programme for all WWTWs		PRJ-WBS-102, Refurbishment WWTW					
8	Ensure that there is enough capacity for treatment of wastewater	Treatment of the WWTW should not be running at 100% capacity		PRJ-WWS-008, Upgrade Wolseley WWTW					
8	Ensure that there is enough capacity for treatment of wastewater	Treatment of the WWTW should not be running at 100% capacity		PRJ-WWS-010, Refurbishment of all WWTWs					

Water Services Development Plan

Topic 4: Water Services O&M

In Place	Assesement Score			
4.1 Operation & Maintenance Plan				
Is There a Operation and Maintenance Plan?				
False	20			
Phase	Compliance	StatusQuo	Impact	Assesement Score
4.2 Resources				
4.2.1 Existing Groundwater Infrastructure				
Operation	Staff	Below Minimum requirement	Medium/High	80
Maintenance	Staff	Below Minimum requirement	Medium/High	80
Operation	External resources	Not Required	No Impact	80
Maintenance	External resources	Minimum basic requirement	Low	80
Operation	Spare Parts	Minimum basic requirement	Low	80
Maintenance	Spare Parts	Below Minimum requirement	No Impact	80
Operation	Tools & Equipment	Minimum basic requirement	Low	80
Maintenance	Tools & Equipment	Minimum basic requirement	Low	80
Operation	Budget	Minimum basic requirement	Medium/High	80
Maintenance	Budget	Minimum basic requirement	Medium/High	80
4.2 Resources				
4.2.2 Existing Surface Water Infrastructure				
Operation	Staff	Minimum basic requirement	Low	80

Water Services Development Plan

Maintenance	Staff	Below Minimum requirement	Medium/High	80
Operation	External resources	Not Required	No Impact	80
Maintenance	External resources	Minimum basic requirement	Low	80
Operation	Spare Parts	Minimum basic requirement	Low	80
Maintenance	Spare Parts	Minimum basic requirement	Low	80
Operation	Tools & Equipment	Minimum basic requirement	Medium/High	80
Maintenance	Tools & Equipment	Below Minimum requirement	Medium/High	80
Operation	Budget	Minimum basic requirement	Medium/High	60
Maintenance	Budget	Minimum basic requirement	Medium/High	60
4.2 Resources				
4.2.3 Existing Waste Water Treatment Works Infrastructure				
Operation	Staff	Minimum basic requirement	Low	80
Maintenance	Staff	Below Minimum requirement	Medium/High	80
Operation	External resources	Not Required	No Impact	80
Maintenance	External resources	Minimum basic requirement	Low	80
Operation	Spare Parts	Minimum basic requirement	Medium/High	80
Maintenance	Spare Parts	Below Minimum requirement	Medium/High	80
Operation	Tools & Equipment	Minimum basic requirement	Low	80
Maintenance	Tools & Equipment	Below Minimum requirement	Medium/High	80
Operation	Budget	Minimum basic requirement	Medium/High	60
Maintenance	Budget	Minimum basic requirement	Medium/High	60
4.2 Resources				
4.2.4 Existing Water Treatment Works Infrastructure				
Operation	Staff	Minimum basic requirement	Low	80
Maintenance	Staff	Below Minimum requirement	Medium/High	80
Operation	External resources	Not Required	No Impact	80
Maintenance	External resources	Minimum basic requirement	Low	80
Operation	Spare Parts	Minimum basic requirement	Low	80
Maintenance	Spare Parts	Below Minimum requirement	Medium/High	80
Operation	Tools & Equipment	Minimum basic requirement	Low	80
Maintenance	Tools & Equipment	Below Minimum requirement	Medium/High	80

Water Services Development Plan

Operation	Budget	Minimum basic requirement	Medium/High	80
Maintenance	Budget	Minimum basic requirement	Medium/High	80
4.2 Resources				
4.2.5 Existing Pump Station Infrastructure				
Operation	Staff	Minimum basic requirement	Low	80
Maintenance	Staff	Below Minimum requirement	Medium/High	80
Operation	External resources	Not Required	No Impact	80
Maintenance	External resources	Minimum basic requirement	Low	80
Operation	Spare Parts	Minimum basic requirement	Low	80
Maintenance	Spare Parts	Below Minimum requirement	Medium/High	80
Operation	Tools & Equipment	Minimum basic requirement	Low	80
Maintenance	Tools & Equipment	Below Minimum requirement	Medium/High	80
Operation	Budget	Minimum basic requirement	Medium/High	80
Maintenance	Budget	Minimum basic requirement	Medium/High	80
4.2 Resources				
4.2.6 Existing Bulk Pipeline Infrastructure				
Operation	Staff	Below Minimum requirement	Medium/High	80
Maintenance	Staff	Below Minimum requirement	Medium/High	80
Operation	External resources	Not Required	No Impact	80
Maintenance	External resources	Minimum basic requirement	Low	80
Operation	Spare Parts	Minimum basic requirement	Low	80
Maintenance	Spare Parts	Below Minimum requirement	Low	80
Operation	Tools & Equipment	Minimum basic requirement	Low	80
Maintenance	Tools & Equipment	Below Minimum requirement	Medium/High	80
Operation	Budget	Minimum basic requirement	Medium/High	80
Maintenance	Budget	Minimum basic requirement	Medium/High	80
4.2 Resources				
4.2.7 Existing Tower & Reservoir Infrastructure				
Operation	Staff	Minimum basic requirement	Low	80
Maintenance	Staff	Below Minimum requirement	Medium/High	80
Operation	External resources	Not Required	No Impact	80

Water Services Development Plan

Maintenance	External resources	Minimum basic requirement	Low	80
Operation	Spare Parts	Minimum basic requirement	Low	80
Maintenance	Spare Parts	Below Minimum requirement	Medium/High	60
Operation	Tools & Equipment	Minimum basic requirement	Low	80
Maintenance	Tools & Equipment	Below Minimum requirement	Medium/High	80
Operation	Budget	Minimum basic requirement	Medium/High	80
Maintenance	Budget	Minimum basic requirement	Medium/High	80
4.2 Resources				
4.2.8 Existing Reticulation Infrastructure				
Operation	Staff	Below Minimum requirement	Medium/High	80
Maintenance	Staff	Below Minimum requirement	Medium/High	80
Operation	External resources	Not Required	No Impact	80
Maintenance	External resources	Minimum basic requirement	Low	80
Operation	Spare Parts	Minimum basic requirement	Low	80
Maintenance	Spare Parts	Below Minimum requirement	Medium/High	80
Operation	Tools & Equipment	Minimum basic requirement	Low	80
Maintenance	Tools & Equipment	Below Minimum requirement	Medium/High	80
Operation	Budget	Minimum basic requirement	Medium/High	80
Maintenance	Budget	Minimum basic requirement	Medium/High	80
4.3 Information				
4.3.1 Existing Groundwater Infrastructure				
Operation	Manuals Available	Zero Compliance	Medium/High	40
Maintenance	Manuals Available	Zero Compliance	Medium/High	40
Operation	Asset Register	Minimum basic requirement	Low	60
Maintenance	Asset Register	Minimum basic requirement	Low	60
Operation	As-Built info.	Minimum basic requirement	Low	80
Maintenance	As-Built info.	Minimum basic requirement	Low	80
Operation	Tools & Equipment	Minimum basic requirement	Low	60
Maintenance	Tools & Equipment	Minimum basic requirement	Low	60
Operation	Contingency & Safety Plan	Above minimum requirement	Low	80
Maintenance	Contingency & Safety Plan	Above minimum requirement	Low	80

Water Services Development Plan

4.3 Information				
4.3.2 Existing Surface Water Infrastructure				
Operation	Manuals Available	Below Minimum requirement	Medium/High	60
Maintenance	Manuals Available	Below Minimum requirement	Medium/High	60
Operation	Asset Register	Below Minimum requirement	Medium/High	60
Maintenance	Asset Register	Below Minimum requirement	Medium/High	60
Operation	As-Built info.	Minimum basic requirement	Low	80
Maintenance	As-Built info.	Minimum basic requirement	Low	80
Operation	Tools & Equipment	Minimum basic requirement	Low	80
Maintenance	Tools & Equipment	Minimum basic requirement	Low	80
Operation	Contingency & Safety Plan	Minimum basic requirement	Medium/High	80
Maintenance	Contingency & Safety Plan	Minimum basic requirement	Medium/High	80
4.3 Information				
4.3.3 Existing Water Treatment Works Infrastructure				
Operation	Manuals Available	Below Minimum requirement	Medium/High	40
Maintenance	Manuals Available	Below Minimum requirement	Medium/High	40
Operation	Asset Register	Minimum basic requirement	Low	80
Maintenance	Asset Register	Minimum basic requirement	Low	80
Operation	As-Built info.	Minimum basic requirement	Low	80
Maintenance	As-Built info.	Minimum basic requirement	Low	80
Operation	Tools & Equipment	Minimum basic requirement	Low	80
Maintenance	Tools & Equipment	Minimum basic requirement	Low	80
Operation	Contingency & Safety Plan	Minimum basic requirement	Medium/High	80
Maintenance	Contingency & Safety Plan	Minimum basic requirement	Medium/High	80
4.3 Information				
4.3.4 Existing Waste Water Treatment Works Infrastructure				
Operation	Manuals Available	Below Minimum requirement	Medium/High	40
Maintenance	Manuals Available	Below Minimum requirement	Medium/High	40
Operation	Asset Register	Minimum basic requirement	Low	80
Maintenance	Asset Register	Minimum basic requirement	Low	80
Operation	As-Built info.	Minimum basic requirement	Low	80

Water Services Development Plan

Maintenance	As-Built info.	Minimum basic requirement	Low	80
Operation	Tools & Equipment	Minimum basic requirement	Low	80
Maintenance	Tools & Equipment	Below Minimum requirement	Medium/High	80
Operation	Contingency & Safety Plan	Minimum basic requirement	Medium/High	80
Maintenance	Contingency & Safety Plan	Minimum basic requirement	Medium/High	80
4.3 Information				
4.3.5 Existing Pump Station Infrastructure				
Operation	Manuals Available	Minimum basic requirement	Low	80
Maintenance	Manuals Available	Minimum basic requirement	Low	80
Operation	Asset Register	Minimum basic requirement	Low	80
Maintenance	Asset Register	Minimum basic requirement	Low	80
Operation	As-Built info.	Above minimum requirement	Low	80
Maintenance	As-Built info.	Above minimum requirement	Low	80
Operation	Tools & Equipment	Minimum basic requirement	Medium/High	80
Maintenance	Tools & Equipment	Minimum basic requirement	Medium/High	80
Operation	Contingency & Safety Plan	Above minimum requirement	Low	80
Maintenance	Contingency & Safety Plan	Above minimum requirement	Low	80
4.3 Information				
4.3.6 Existing Bulk Pipeline Infrastructure				
Operation	Manuals Available	Minimum basic requirement	Low	60
Maintenance	Manuals Available	Minimum basic requirement	Low	60
Operation	Asset Register	Below Minimum requirement	Medium/High	80
Maintenance	Asset Register	Below Minimum requirement	Medium/High	80
Operation	As-Built info.	Minimum basic requirement	Low	80
Maintenance	As-Built info.	Minimum basic requirement	Low	80
Operation	Tools & Equipment	Minimum basic requirement	Medium/High	80
Maintenance	Tools & Equipment	Minimum basic requirement	Medium/High	80
Operation	Contingency & Safety Plan	Above minimum requirement	Low	80
Maintenance	Contingency & Safety Plan	Above minimum requirement	Low	80
4.3 Information				
4.3.7 Existing Tower & Reservoir Infrastructure				

Water Services Development Plan

Operation	Manuals Available	Below Minimum requirement	Medium/High	40
Maintenance	Manuals Available	Below Minimum requirement	Medium/High	40
Operation	Asset Register	Minimum basic requirement	Medium/High	60
Maintenance	Asset Register	Minimum basic requirement	Medium/High	60
Operation	As-Built info.	Minimum basic requirement	Low	80
Maintenance	As-Built info.	Minimum basic requirement	Low	80
Operation	Tools & Equipment	Minimum basic requirement	Medium/High	60
Maintenance	Tools & Equipment	Minimum basic requirement	Medium/High	60
Operation	Contingency & Safety Plan	Above minimum requirement	Low	80
Maintenance	Contingency & Safety Plan	Above minimum requirement	Low	80
4.3 Information				
4.3.8 Existing Reticulation Infrastructure				
Operation	Manuals Available	Minimum basic requirement	Low	60
Maintenance	Manuals Available	Minimum basic requirement	Low	60
Operation	Asset Register	Below Minimum requirement	Medium/High	80
Maintenance	Asset Register	Below Minimum requirement	Medium/High	80
Operation	As-Built info.	Above minimum requirement	Low	80
Maintenance	As-Built info.	Minimum basic requirement	Low	80
Operation	Tools & Equipment	Minimum basic requirement	Medium/High	80
Maintenance	Tools & Equipment	Minimum basic requirement	Medium/High	80
Operation	Contingency & Safety Plan	Above minimum requirement	Low	80
Maintenance	Contingency & Safety Plan	Above minimum requirement	Low	80
4.4 Activity Control & Management				
4.4.1 Existing Groundwater Infrastructure				
Maintenance	Procedures	Minimum basic requirement	Low	60
Operation	Record keeping in place	Minimum basic requirement	Low	60
Maintenance	Record keeping in place	Minimum basic requirement	Low	60
Operation	Quality Control procedures established	Minimum basic requirement	Low	60
Maintenance	Quality Control procedures established	Minimum basic requirement	Low	60
Operation	Risk Management	Above minimum requirement	Low	80
Maintenance	Risk Management	Above minimum requirement	Low	80

Water Services Development Plan

Operation	Reporting (data analysis & report generation est.)	Below Minimum requirement	Medium/High	80
Maintenance	Reporting (data analysis & report generation est.)	Below Minimum requirement	Medium/High	40
Operation	Procedures	Below Minimum requirement	Medium/High	80
4.4 Activity Control & Management				
4.4.2 Existing Surface water infrastructure				
Operation	Procedures	Minimum basic requirement	Low	80
Maintenance	Procedures	Minimum basic requirement	Low	80
Operation	Record keeping in place	Minimum basic requirement	Low	80
Maintenance	Record keeping in place	Minimum basic requirement	Low	80
Operation	Quality Control procedures established	Minimum basic requirement	Low	80
Maintenance	Quality Control procedures established	Minimum basic requirement	Low	80
Operation	Risk Management	Above minimum requirement	Low	80
Maintenance	Risk Management	Above minimum requirement	Low	80
Operation	Reporting (data analysis & report generation est.)	Below Minimum requirement	Medium/High	60
Maintenance	Reporting (data analysis & report generation est.)	Below Minimum requirement	Medium/High	60
4.4 Activity Control & Management				
4.4.3 Existing Water Treatment Works infrastructure				
Operation	Procedures	Minimum basic requirement	Low	80
Maintenance	Procedures	Minimum basic requirement	Low	80
Operation	Record keeping in place	Minimum basic requirement	Low	80
Maintenance	Record keeping in place	Minimum basic requirement	Low	80
Operation	Quality Control procedures established	Minimum basic requirement	Low	80
Maintenance	Quality Control procedures established	Minimum basic requirement	Low	80
Operation	Risk Management	Above minimum requirement	Low	80
Maintenance	Risk Management	Above minimum requirement	Low	80
Operation	Reporting (data analysis & report generation est.)	Above minimum requirement	Low	80
Maintenance	Reporting (data analysis & report generation est.)	Above minimum requirement	Low	80
4.4 Activity Control & Management				
4.4.4 Existing Waste Water Treatment Works infrastructure				
Operation	Procedures	Minimum basic requirement	Low	80
Maintenance	Procedures	Minimum basic requirement	Low	80

Water Services Development Plan

Operation	Record keeping in place	Below Minimum requirement	Medium/High	80
Maintenance	Record keeping in place	Minimum basic requirement	Low	80
Operation	Quality Control procedures established	Minimum basic requirement	Low	80
Maintenance	Quality Control procedures established	Minimum basic requirement	Low	80
Operation	Risk Management	Above minimum requirement	Low	80
Maintenance	Risk Management	Above minimum requirement	Low	80
Operation	Reporting (data analysis & report generation est.)	Above minimum requirement	Low	80
Maintenance	Reporting (data analysis & report generation est.)	Above minimum requirement	Low	80
4.4 Activity Control & Management				
4.4.5 Existing Pump Station infrastructure				
Operation	Procedures	Above minimum requirement	Low	80
Maintenance	Procedures	Above minimum requirement	Low	80
Operation	Record keeping in place	Minimum basic requirement	Low	80
Maintenance	Record keeping in place	Minimum basic requirement	Low	80
Operation	Quality Control procedures established	Minimum basic requirement	Low	80
Maintenance	Quality Control procedures established	Minimum basic requirement	Low	80
Operation	Risk Management	Above minimum requirement	Low	80
Maintenance	Risk Management	Above minimum requirement	Low	80
Operation	Reporting (data analysis & report generation est.)	Above minimum requirement	Low	80
Maintenance	Reporting (data analysis & report generation est.)	Above minimum requirement	Low	80
4.4 Activity Control & Management				
4.4.6 Existing Bulk Pipeline infrastructure				
Operation	Procedures	Minimum basic requirement	Low	80
Maintenance	Procedures	Minimum basic requirement	Low	80
Operation	Record keeping in place	Minimum basic requirement	Low	80
Maintenance	Record keeping in place	Minimum basic requirement	Low	80
Operation	Quality Control procedures established	Minimum basic requirement	Low	80
Maintenance	Quality Control procedures established	Minimum basic requirement	Low	80
Operation	Risk Management	Above minimum requirement	Low	80
Maintenance	Risk Management	Above minimum requirement	Low	80
Operation	Reporting (data analysis & report generation est.)	Minimum basic requirement	Low	80

Water Services Development Plan

Maintenance	Reporting (data analysis & report generation est.)	Minimum basic requirement	Low	80
4.4 Activity Control & Management				
4.4.7 Existing Tower & Reservoir infrastructure				
Operation	Procedures	Zero Compliance	Medium/High	20
Maintenance	Procedures	Zero Compliance	Medium/High	20
Operation	Record keeping in place	Minimum basic requirement	Low	60
Maintenance	Record keeping in place	Minimum basic requirement	Low	60
Operation	Quality Control procedures established	Minimum basic requirement	Low	60
Maintenance	Quality Control procedures established	Minimum basic requirement	Low	60
Operation	Risk Management	Above minimum requirement	Low	80
Maintenance	Risk Management	Above minimum requirement	Low	80
Operation	Reporting (data analysis & report generation est.)	Minimum basic requirement	Low	80
Maintenance	Reporting (data analysis & report generation est.)	Minimum basic requirement	Low	80
4.4 Activity Control & Management				
4.4.8 Existing Reticulation infrastructure				
Operation	Procedures	Above minimum requirement	Low	80
Maintenance	Procedures	Above minimum requirement	Low	80
Operation	Record keeping in place	Minimum basic requirement	Low	80
Maintenance	Record keeping in place	Minimum basic requirement	Low	80
Operation	Quality Control procedures established	Above minimum requirement	Low	80
Maintenance	Quality Control procedures established	Above minimum requirement	Low	80
Operation	Risk Management	Above minimum requirement	Low	80
Maintenance	Risk Management	Above minimum requirement	Low	80
Operation	Reporting (data analysis & report generation est.)	Above minimum requirement	Low	80
Maintenance	Reporting (data analysis & report generation est.)	Above minimum requirement	Low	80

Water Services Development Plan

Topic 4 Master Plan		
Section	Is there a master plan to address this problem?	Does this plan address the plan address this problem 100%?
4.1 Operation & Maintenance Plan	No	No
4.1.1 Is There an Operation and Maintenance Plan?	No	No
4.2 Resources	No	No
4.3 Information	No	No
4.4 Activity Control & Management	No	No

Strategic Interpretation

Detail situation assessments per Topic element

4.1 Operation & Maintenance Plan

Interpret Situation Assessment:	There is no operation or maintenance plan in place.
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4.1.1 Is There an Operation and Maintenance Plan?

Interpret Situation Assessment:	There is no operation or maintenance plan in place.
---------------------------------	---

4.2 Resources

Interpret Situation Assessment:	WSS technical team currently has several vacancies. Efficient and effective operations and maintenance can therefore not always be achieved, which may compromise WSS performance. However, in addition to the resources available, there is a term contract with a services provider which assists with repairs and maintenance on unserviceable facilities. It is noted that there is no succession planning taking place and is highly recommended seeing that many of the process controllers are reaching the retirement age. It has been noted that in the last 12 months, none of the process controllers have received relevant training.
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Water Services Development Plan

4.3 Information

Interpret Situation Assessment:	Overall Witzenberg has good record keeping on institutional information, however, it is recommended to introduce an integrated information management system which should be updated continuously. It was noted that on some treatment sites, there are hardly any records kept on site this was also rated as one of the risks in the WSP and an improvement action is in place to mitigate this risk. No information was provided regarding operational and maintenance tools and equipment. Not all facilities have an O&M manual.
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4.4 Activity Control & Management

Interpret Situation Assessment:	Witzenberg to consider and implement low/no cost control measures in the short-term while the necessary funds are secured to enable implementation of long-term control measures.
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Business Element Report Items	Compliance Score	Intervention Required	%	Solution description as identified by Master Plan	%	Is there an Existing project addressing this problem?	%	Does this current listed project address the problem totally?	%	Project Approved by Council as part of WSDP Database?	%	Approved by council, in project database and part of 5 yr IDP cycle projects	%	Project listed in 3 yr MTEF - cycle	%	Total Points	Current Demand Overall Scoring %
4.1 Operation & Maintenance Plan	20	No	100		0	No	0	No	0	No	0	No	0	No	0	0	100
4.1.1 Is There an Operation and Maintenance Plan?	78.75	Yes	100	Prioritize developing an operational and maintenance plan.	100	No	0	No	0	No	0	No	0	No	0	200	28.57
4.2 Resources	72	Yes	100	Fill the vacant positions, provide relevant training for staff. Consider doing succession planning.	100	Yes	100	Partial	50	No	0	No	0	No	0	350	50
4.3 Information	75.25	Yes	100	Need to keep record of operational and maintenance tools and equipment, including financial information. Municipality to review the existing manuals and develop O&M manuals where such do not exist.	100	No	0	No	0	No	0	No	0	No	0	200	28.57
4.4 Activity Control & Management	0	No	100		0	No	0	No	0	No	0	No	0	No	0	0	100

Demand Overall Scoring Average

61.43

WSDP FY2023: Strategies and Objectives

Witzenberg

					WSDP	WSDP	WSDP	WSDP	WSDP
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Water Services O&M

Generated 08 April 2024

Water Services Development Plan

Nr	Objective Strategy	Key Performance Indicator	Baseline (2022 status quo)	Linked Project	WSDP	WSDP	WSDP	WSDP	WSDP
					FY2023	FY2024	FY2025	FY2026	FY2027
					Target	Target	Target	Target	Target
1		Percentage expenditure on the preventative- & corrective planned maintenance budget of the Technical Department	102%	PRJ-WWW-009, Clearing of AIPs in the upstream catchment of the Tierkloof River	98%	98%	99%	99%	99%
2	Develop a work place skills plan	Percentage budget spent on implementation of Workplace Skills Plan.	91%		96%	96%	96%	96%	96%
3		Report on percentage of people from employment equity target groups employed in the three highest levels of engagement in the municipality.	4 Reports		4 Reports	4 Reports	4 Reports	4 Reports	4 Reports
4	Development of operation and maintenance plan	Completed plan submitted to council	No O&M Plan in place						

Water Services Development Plan

Topic 5: Conservation & Demand Management

Topic 5.1: Water Resource Management

Demand Info		
Question	Resource Available	Assessment Score
5.1 Reducing unaccounted water and water inefficiencies		
5.1.1 Night flow metering	1	80
5.1.2 Day flow metering	1	80
5.1.3 Reticulation leaks	1	80
5.1.4 Illegal connections	3	40
5.1.5 Un-metered connections	0	40
5.2 Leak and meter repair programmes. Consumer units targeted by:		

Water Services Development Plan

5.2.1 Leak repair assistance programme	1	60
5.2.2 Retro-fitting of water inefficient toilets	0	60
5.2.3 Meter repair programme	1	60
5.3 Consumer/end-use demand management: Public Information & Education Programmes		
5.3.1 Schools targeted by education programmes	1	80
5.3.2 Consumers targeted by public information programmes	1	80

Demand Info Question 8		
Question	Number of Settlements	Assessment Score
Conjunctive use of surface - and groundwater		
891	21	80
893	0	20
894	0	20

Water Services Development Plan

Demand Info Question 9		
Question	Yes/No	Assessment Score
5.5 Working for Water		
Is there a Working for Water Programme in place:	0	20

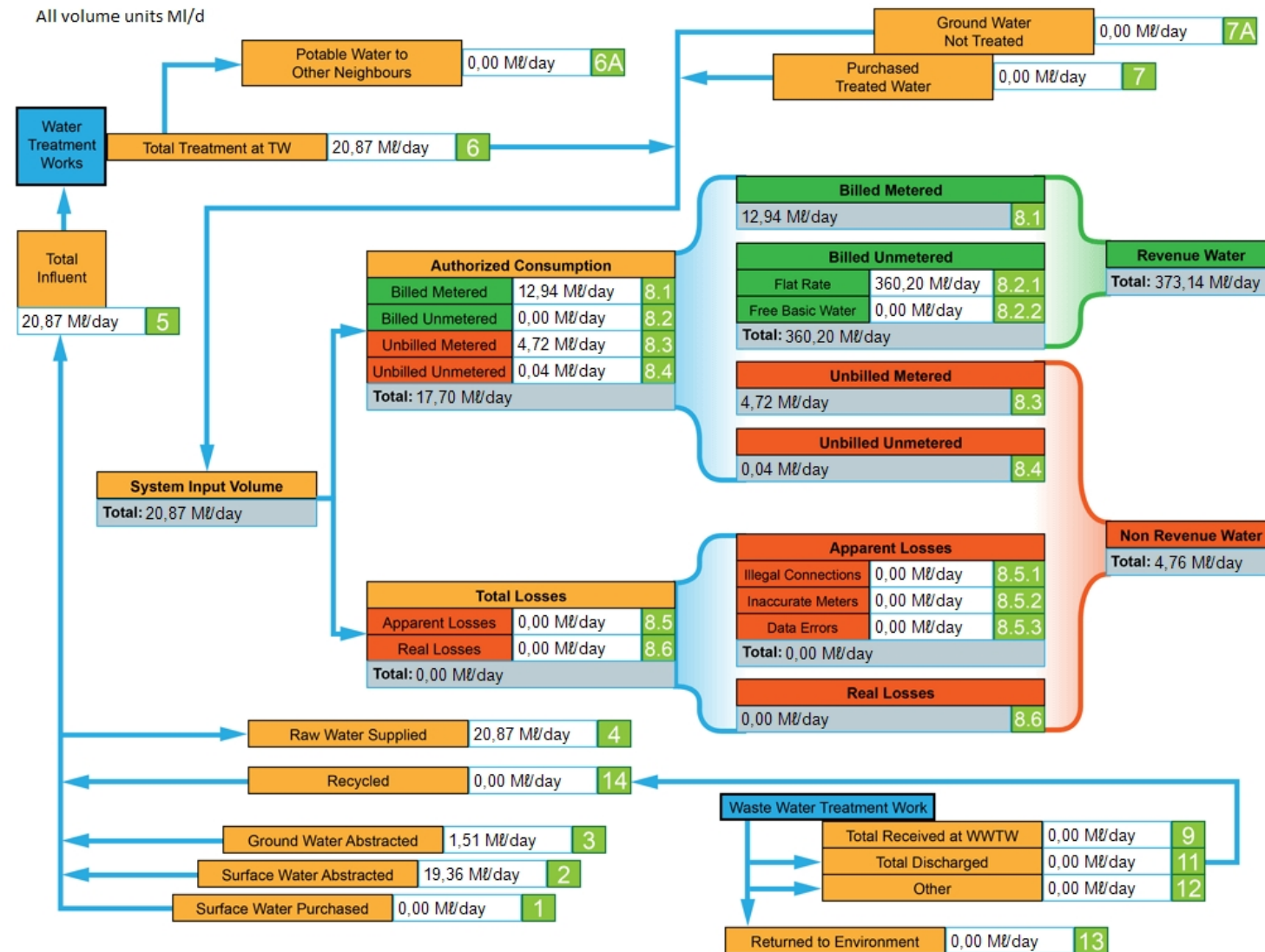
Demand Info Question 10	
Project Name	Assessment Score
Provide List of Projects	

Water Services Development Plan

	80

Topic 5.1 Master Plan		
Section	Is there a master plan to address this problem?	Does this plan address the plan address this problem 100%?
5.1 Reducing unaccounted water and water inefficiencies	Yes	No
5.2 Leak and meter repair programmes.	Yes	No
5.3 Consumer/end-use demand management: Public Information & Education Programmes	Yes	No
5.4: Conjunctive use of surface - and groundwater	Yes	No
5.5 Working for Water	No	No

Topic 5.2: Water Balance



Water Services Development Plan

Questions	Assessment Score
5.2.1 Amount of surface water purchased.	80
5.2.2 Amount of surface water abstracted.	80
5.2.3 Amount of ground water abstracted.	80
5.2.4 Amount of raw water supplied.	80
5.2.5 Total influent of water to water treatment plants.	80
5.2.6 Total water treated at water treatment plants.	80
5.2.6A Potable water sent to neighbours.	80
5.2.7 Total amount of treated water purchased.	80
5.2.7A Amount of untreated water pumped directly into reticulation system.	80
5.2.8.1 Amount of billed and metered water consumed.	60
5.2.8.2 Amount of billed, but not metered, water consumed.	24
5.2.8.3 Amount of unbilled metered water consumed.	60
5.2.8.4 Amount of unbilled and unmetered water consumed.	60
5.2.8.5 Apparent loss of water.	40
5.2.8.6 Real loss of water.	40
5.2.8.2.1 Water is billed for based on a flat rate tariff (i.e. not based on a meter reading).	40
5.2.8.2.2 Free basic water used through unbilled unmetered stand pipes or yard connections.	40
5.2.8.5.1 Water used through illegal connections.	40
5.2.8.5.2 Water used but not billed for because of inaccurate meters.	40
5.2.8.5.3 Water used but not billed for because of data transfer errors, low estimated readings or any administrative errors.	40
5.2.9 Total amount of water received at waste water treatment works.	40
5.2.11 Total amount of water discharged from waste water treatment works.	40
5.2.12 Other	40
5.2.13 Amount of water returned to the environment.	40
5.2.14 Amount of recycled water supplied.	40

Water Services Development Plan

Topic 5.2 Master Plan

Topic 5.2 Master Plan		
Section	Is there a master plan that addresses this problem?	Does this plan address this problem 100% ?
5.2 Water Balance	No	No

Strategic Interpretation

Detail situation assessments per Topic element

5.1 Reducing unaccounted water and water inefficiencies

Interpret Situation Assessment:	Currently the combined NRW surpassed the 30% mark. The fluctuations in NRW may be attributed to various factors such as changes in infrastructure, management practices, or variations in water demand. Included in the WC/WDM strategy the aim is to reduce then maintain the percentage of non-revenue water below 18% over the next five years by implementation of the water demand management initiatives.
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5.2 Leak and meter repair programmes.

Interpret Situation Assessment:	For pipe bursts there is a pipe replacement programme and protocol in place. As part of the improvement plan the municipality can appoint a service provider to do underground leak detection (this will also pinpoint where pipe replacement and/or leak repairs needs to be prioritized). There is a very detailed WCWD strategy in place.
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5.3 Consumer/end-use demand management: Public Information & Education Programmes

Water Services Development Plan

Interpret Situation Assessment:	There is a call Centre in place, whereby complaints / issues can be logged by consumers. This ensures that complaints / issues are dealt with timeously and effectively. Furthermore, quarterly service delivery Imbizos in all the towns are conducted to address any queries or issues related to service delivery. These Imbizos often involve interactive sessions focused on consumer participation and community communication, and they play a vital role in ensuring consumer confidence in the quality of the drinking-water supplied and associated water supply service delivery.
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5.4: Conjunctive use of surface - and groundwater

Interpret Situation Assessment:	Ceres is currently the only scheme conjunctively using groundwater and surface water. Prince Alfred Hamlet, Wolseley and Tulbagh have access to both groundwater and surface water but the main water source remains surface water. Tulbagh's boreholes do not bear enough yield and the other two schemes' boreholes are non-operational.
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5.5 Working for Water

Interpret Situation Assessment:	The water balance is not complete as per DWS standard, however, it has been conducted according to the format IWA requires. It was noted that a lot of the information required for DWS standard is outstanding for this version of the WSDP. Witzenberg to include the formatting for the future review of the WSDP
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5.2 Water Balance

Interpret Situation Assessment:	The water balance is not complete as per DWS standard, however, it has been conducted according to the format IWA requires. It was noted that a lot of the information required for DWS standard is outstanding for this version of the WSDP. Otherwise there are control measures in place to deal with water losses and efforts to keep the NRW to a minimum.
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Business Element Report Items	Compliance Score	Intervention Required	%	Solution description as identified by Master Plan	%	Is there an Existing project addressing this problem?	%	Does this current listed project address the problem totally?	%	Project Approved by Council as part of WSDP Database?	%	Approved by council, in project database and part of 5 yr IDP cycle projects	%	Project listed in 3 yr MTEF - cycle	%	Total Points	Current Demand Overall Scoring %
5.1 Reducing unaccounted water and water inefficiencies	66	Yes	100	Included in the WC/WDM strategy the aim is to reduce then maintain the percentage of non-revenue water below 18% over the next five years by implementation of the water demand management initiatives.	100	Yes	100	Partial	50	Yes	100	Yes	100	No	0	550	78.57

Water Services Development Plan

5.2 Leak and meter repair programmes.	40	Yes	100	Ensure implementation of WC/WDM strategies such as meter audits and leak detection programmes	100	Yes	100	No	0	No	0	No	0	No	0	300	42.86
5.3 Consumer/end-use demand management: Public Information & Education Programmes	20	No	100		0	No	0	No	0	No	0	No	0	No	0	0	100
5.4: Conjunctive use of surface - and groundwater	80	Yes	100	Equip non-operational boreholes as a backup source.	100	Yes	100	No	0	No	0	No	0	No	0	300	42.86
5.5 Working for Water	0	No	0		0	No	0	No	0	No	0	No	0	No	0	0	100
5.2 Water Balance	0	Yes	100	Witzenberg to include DWS formatting of the water balance for future review of the WSDP. Continuous network, pipeline replacement to ensure aged infrastructure are removed.	100	Yes	100	Yes	100	Yes	100	Yes	100	Yes	100	700	100

Demand Overall Scoring Average

77.38

WSDP FY2023: Strategies and Objectives

Witzenberg

Nr	<div>Objective</div> <div>Strategy</div>	Key Performance Indicator	Baseline (2022 status quo)	Linked Project	WSDP	WSDP	WSDP	WSDP	WSDP
					FY2023	FY2024	FY2025	FY2026	FY2027
					Target	Target	Target	Target	Target
Water Resource Management									
1		Percentage of valid waterconnection applications connectedby reporting period end	100%		95%	96%	97%	97%	97%
2	Reduce unaccounted for water	Percentage unaccounted water losses	12%			17%	17%	16%	16%
3	Community awareness campaigns through engagements/imbizos	Number of IDP community engagements held.			14	14	14	14	14

Water Services Development Plan

Nr	Objective Strategy	Key Performance Indicator	Baseline (2022 status quo)	Linked Project	WSDP	WSDP	WSDP	WSDP	WSDP
					FY2023	FY2024	FY2025	FY2026	FY2027
					Target	Target	Target	Target	Target
4	Continuous network, pipe and valve replacements	number of leaks repaired and percentage budget spent		PRJ-WWW-019, WC/WDM interventions					
4	Continuous network, pipe and valve replacements	number of leaks repaired and percentage budget spent		PRJ-WBW-101, Network, Water pipes and valve replacement					
4	Continuous network, pipe and valve replacements	number of leaks repaired and percentage budget spent		PRJ-WBW-101, Network, Water pipes and valve replacement					

WSDP FY2023: Strategies and Objectives

Witzenberg

Nr	Objective Strategy	Key Performance Indicator	Baseline (2022 status quo)	Linked Project	WSDP	WSDP	WSDP	WSDP	WSDP
					FY2023	FY2024	FY2025	FY2026	FY2027
					Target	Target	Target	Target	Target
Water Balance									
1	Increase revenue collection	Percentage revenue collection	90%		93%	94%	94%	95%	95%
2		Number of account holders subsidized through the municipality's Indigent Policy	2867		4500	4400	4300	4300	4300

Water Services Development Plan

Topic 6: Water Resources

* Current Water Sources	* Number of sources	* Current abstraction (Mm3/A)	Components abstraction registered	Components abstraction recorded	* Licensed abstraction (Mm3/A)	* Community water supply		Assement Score
						Rural	Urban	
Boreholes	965	0	965	965	0.498816			60
Surface Water Abstract	16	6.55	16	16	17.012	1	20	80
External Sources (Bulk Purchase)								
Water returned to source								
Conjunctive Use								

Additional Source Available	* Number of sources	Potential Volume	* Licensed abstraction (Mm3/A)	Assessment Score
Ground Water				

Water Services Development Plan

Surface Water				
External Sources (Bulk Purchase)				

Question	In Place	Assessment Score
6.2 Monitoring		
Is there a monitoring plan in place?	Yes	90

Question	General Assessment	Status Quo	Assessment Score
6.2 Monitoring			
6.2.1 % of water abstracted monitored: Surface water	80	No	100
6.2.2 % of water abstracted monitored: Ground water	80	No	100
6.2.4 Surface water levels (1: daily, 2: weekly, 3: monthly, 4: annually, 5: never)	2	No	80
6.2.5 Ground water levels (1: daily, 2: weekly, 3: monthly, 4: annually, 5: never)	2	No	80

Water Services Development Plan

6.2.6 Water quality for formal schemes? (1: daily, 2: weekly, 3: monthly, 4: annually, 5: never)	3	No	80
6.2.7 Water quality for rudimentary schemes? (1: daily, 2: weekly, 3: monthly, 4: annually, 5: never)	1	No	80
6.2.8 Borehole abstraction? (1: daily, 2: weekly, 3: monthly, 4: annually, 5: never)	1	No	80

Question	In Place	Assessment Score
6.3 Water Quality		
Is there a Water Safety Plan in Place?	Yes	80

Question	General Assessment	Status Quo	Assessment Score
6.3 Water Quality			
6.3.1 Reporting on quality of water taken from source: urban & rural	80	No	90
6.3.2 Quality of water returned to the resource: urban	80	No	90
6.3.3 Quality of water returned to the resource: rural	80	No	90

Water Services Development Plan

6.3.4 Is there a Pollution contingency measures plan in place?	80	No	90
6.3.5 Quality of water taken from source: urban - % monitored by WSA self?	80	No	100
6.3.6 Quality of water taken from source: rural - % monitored by WSA self?	80	No	100
6.3.7 Quality of water returned to the source: urban - % monitored by WSA self?	80	No	100
6.3.8 Quality of water returned to the source: rural - % monitored by WSA self?	80	No	100
6.3.9 Are these results available in electronic format? (Yes/no)	80	No	100
6.3.10 % Time (days) within SANS 241 standards per year	80	No	100

Question	B	AP	WTW	WP	SP	WL	SL	R	WWTW	Assessment Score
[section]										
6.4.1.1 The abstraction IS registered with DWS	17	15								80
6.4.1.2 The abstraction IS NOT registered with DWS	948	1								80

Water Services Development Plan

6.4.2.1 The abstraction IS recorded	14	15								80
6.4.2.2 The abstraction IS NOT recorded	951	1								80

Topic 6 Master Plan		
Section	Is there a master plan to address this problem?	Does this plan address the plan address this problem 100%?
6.1.1 Current Water Sources	Yes	Yes
6.2 Monitoring	Yes	Yes
6.3 Water Quality	Yes	Yes
6.4 Operation	No	No
6.1.2 Additional Sources Available	No	No

Strategic Interpretation

Detail situation assessments per Topic element

6.1.1 Current Water Sources

Interpret Situation Assessment:	Ceres, Wolseley, Prince Alfred Hamlet and Tulbagh depend solely on surface water with groundwater as back up supply whereas Op Die Berg rely on groundwater only. Based on a previous study done for the Western Cape in the year 2027 Wolseley may require additional sources because the future projection suggests that the demand may exceed the available supply. Tulbagh received water from 5 different tributaries but for many years two of these have yielded little to no water.
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6.2 Monitoring

Water Services Development Plan

Interpret Situation Assessment:	Drinking water quality monitoring is done as per the monitoring programme (ref. Section 7 of WSP), and includes monthly, quarterly, and annual monitoring. It is not practically or financially feasible for Witzenberg Municipality to monitor all SANS 241 determinants monthly and Witzenberg therefore follow a risk-based monitoring approach. The frequency of monitoring required determinants is based on the outcomes of the latest SANS 241 analysis and associated historical trends.
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6.3 Water Quality

Interpret Situation Assessment:	Largely, the raw water from the various dams are pure with zero to minor risks with occasional increased raw water turbidity due to increased runoff during heavy rains. Water sourced from the boreholes are also of good quality and only require chlorination. Risk assessments have been drawn up for each supply system with mitigating strategies coupled with improvement plans to ensure the water quality from source to consumer is according to SANS 241.
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6.4 Operation

Interpret Situation Assessment:	All operational procedures in place.
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6.1.2 Additional Sources Available

Interpret Situation Assessment:	Witzenberg started recommissioning boreholes in Ceres, Tulbagh which is in dire need of a new source is in the final stages of commissioning the new Waverinskroon Dam, the boreholes unfortunately do not bear yield strong enough to lay a pipeline. Plans to get the Boreholes in the other towns equipped will be phased in from financial year 2025/26.
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Business Element Report Items	Compliance Score	Intervention Required	%	Solution description as identified by Master Plan	%	Is there an Existing project addressing this problem?	%	Does this current listed project address the problem totally?	%	Project Approved by Council as part of WSDP Database?	%	Approved by council, in project database and part of 5 yr IDP cycle projects	%	Project listed in 3 yr MTEF - cycle	%	Total Points	Current Demand Overall Scoring %
6.1.1 Current Water Sources	17.5	Yes	100	Continue looking for new sources to sustain the municipality. Equip non-operational boreholes so that the municipality can become more resilient.	100	Yes	100	Yes	100	Yes	100	Yes	100	Yes	100	700	100
6.2 Monitoring	86.25	Yes	100	Continue to maintain good quality standards as per SANS 241	100	Yes	100	Yes	100	No	0	No	0	No	0	400	57.14

Water Services Development Plan

6.3 Water Quality	94.55	Yes	100	Ensure mitigating strategies are implemented, maintain monitoring and reporting continuously.	100	Yes	100	Yes	100	Yes	100	Yes	100	Yes	100	700	100
6.4 Operation	80	Yes	100	Maintain operational procedures put in place in the WSP.	100	Yes	100	Yes	100	Yes	100	Yes	100	Yes	100	700	100
6.1.2 Additional Sources Available	0	Yes	100	Equip existing boreholes so that they may be available to supplement the supply.	100	Yes	100	Yes	100	No	0	No	0	No	0	400	57.14

Demand Overall Scoring Average 82.86

WSDP FY2023: Strategies and Objectives

Witzenberg

Nr	Objective Strategy	Key Performance Indicator	Baseline (2022 status quo)	Linked Project	WSDP	WSDP	WSDP	WSDP	WSDP
					FY2023	FY2024	FY2025	FY2026	FY2027
					Target	Target	Target	Target	Target
Water Resources									
1	Ensure compliance with drinking water quality standards	Percentage compliance with drinking water quality standards.	100%	PRJ-WWW-018, Water use monitoring	98%	98%	98%	98%	98%
2	To ensure the security of Water supply for Witzenberg Municipality	More than 48 hours storage time at all supply systems							
3	Secure resources - Resource Development	3 BHs in the Peninsula Formation (TMG)		PRJ-WWW-013, 3 BHs in the Peninsula Formation (TMG)					
4	Resource security - Resource Development	3 BHs in the Dolerite dykes striking N-S in Malmesbury formation		PRJ-WWW-014, 3 BHs in the Dolerite dykes striking N-S in Malmesbury formation					

Water Services Development Plan

Nr	Objective Strategy	Key Performance Indicator	Baseline (2022 status quo)	Linked Project	WSDP	WSDP	WSDP	WSDP	WSDP
					FY2023	FY2024	FY2025	FY2026	FY2027
					Target	Target	Target	Target	Target
4	Resource security - Resource Development	3 BHs in the Dolerite dykes striking N-S in Malmesbury formation		PRJ-WBW-102, Greywater system					
4	Resource security - Resource Development	3 BHs in the Dolerite dykes striking N-S in Malmesbury formation		PRJ-WBW-103, Greywater System					
5	Resource security - Resource development	Number of secured resources bearing sustainable yields		PRJ-WWW-015, Re-use (direct or indirect for MARE) - 0.77 ML/d					
5	Resource security - Resource development	Number of secured resources bearing sustainable yields		PRJ-WWW-016, Urban stormwater harvesting (for MARE)					
5	Resource security - Resource development	Number of secured resources bearing sustainable yields		PRJ-WWW-017, Rainwater harvesting (at municipal level)					

Water Services Development Plan

Topic 7: Finance

Expenditure Cost Standards & Ratios (Rand Million)

2023				2024		2025		2026	
Ratios and efficacy indicators	Sanitation service O&M [and repair] as a % of budget								
	Sanitation service O&M [and repair] as a % Asset value [PPE]								
	Water service O&M [and repair] Cost as % of budget value								
	Water service O&M [and repair] Cost as % of Asset value [PPE]								
	Untreated waste water units released								
	Cost to purify water								
	Cost to deliver water to consumer								
	Cost to treat waste water								
	Cost to deliver waste water to treatment facility								
	Blue drop cost								
	Blue drop number WTW	5.00							
	Green drop cost								
	Green drop WWTW number of plants	4.00							
	Water balance cost [Non Revenue Water]								
MTEF		2023		2024		2025		2026	
		R/c	Units	R/c	Units	R/c	Units	R/c	Units
Operation /Function / Process: Water Balance Cost / Revenue	Metered units bulk-raw water, or bulk potable water purchased and- or produced. Water that goes into a water supply system								
	Billed Metered Consumption								
	Billed Un Metered Consumption								
	Un Billed Metered Consumption								
	Un Billed Un Metered Consumption								
	Apparent (commercial) losses								
	Real (physical) losses								
	Water used [lost] during the process of Operation, Repair and Maintenance								

Water Services Development Plan

Operational Resource Costs [Cost to operate & or deliver service]						
MTEF		2023		2024	2026	2027
Resource (Required/used for Service delivery activities - In Public Procurement there are generally three procurement categories: goods, works and services.)	Staff	9889166.00		10047160.00		
	Vehicles / transport	1022366.00		1073484.00		
	Chemicals					
	Materials					
	Equipment					
	Tools					
	Operation					
	Administration					
	Maintenance (corrective; adaptive; preventative)	1313456.00		1372565.00		
	Billing					
	Revenue collection	70450015.00		53925898.00		
	Management					

Water Services Development Plan

MTEF Expenditure Million				
MTEF	2023	2024	2025	2026
Property - WTW				
Dams - WTW				
Springs - WTW				
Weirs - WTW				
Boreholes - WTW				
Reservoirs - WTW				
Water Treatment Works (WTW) Civil works				
Water Treatment Works (WTW) Mechanical works				
Water Treatment Works (WTW) Electrical works				
Pump Station (PS) Civil works				
Pump Station (PS) Mechanical works				
Pump Station (PS) Electrical works				
Internal [water] reticulation - WTW				
Bulk [water] reticulation - WTW				
Meters Bulk - WTW				
Meters Household - WTW				
Property - WWTW				
Waste Water Treatment Works (WWTW) Civil works				
Waste Water Treatment Works (WWTW) Mechanical works				
Waste Water Treatment Works (WWTW) Electrical works				
Pump Station (PS) Civil works - WWTW				
Pump Station (PS) Mechanical works - WWTW				
Pump Station (PS) Electrical works - WWTW				
Internal sanitation reticulation				
Bulk sanitation reticulation - WWTW				
Meters Bulk - WWTW				
Ponds - WWTW				
Total				
Notes:	1	Pump stations should be included separate itemised in asset registers due to the impact of type of station [e.g. diesel costs;Distance; Etc.]		
	2	NRW excludes FBS and is a MTEF cost to service		

Water Services Development Plan

CAPEX Million																
Assets per Class	Fund source name	Transfers recognised - operational	Local Government Equitable Share	Municipal Infrastructure Grant	Municipal Water Infrastructure Grant	Expanded Public Works Programme Integrated Grant (Municipality)	Urban Settlement Development Grant	Rural Households Infrastructure Grant	Backlogs in Water and Sanitation at Clinics and Schools Grant	Implementation of Water Services Projects [ACIP, Etc.]	Regional Bulk Infrastructure Grant	Water Services Operating and Transfer Subsidy Grant (Schedule 6)	Water Services Operating and Transfer Subsidy Grant (Schedule 7)	Municipal Drought Relief Grant	Accelerated Community Infrastructure Programme	
	Votes															
Property , Plant and Equipment - Water Treatment System	Property - WTW															
	Dams - WTW	6412275.00									16729565.00					
	Springs - WTW															
	Weirs - WTW															
	Boreholes - WTW															
	Reservoirs - WTW			2854582.00												
	WTW Civil works															
	WTW Mechanical works															
	WTW Electrical works															
	Pump Station (PS) Civil works															
	Pump Station (PS) Mechanical works															
	Pump Station (PS) Electrical works															
	Internal [water] reticulation - WTW	1500000.00														
	Bulk [water] reticulation - WTW			869565.00												
	Meters Bulk - WTW															
Meters Household - WTW																
Property , Plant and Equipment - Waste Water Treatment System	Property			521739.00												
	WWTW Civil works	990000.00			13653043.00											
	WWTW Mechanical works															
	WWTW Electrical works															
	Pump Station (PS) Civil works - WWTW															
	Pump Station (PS) Mechanical works - WWTW															
	Pump Station (PS) Electrical works - WWTW															
	Internal sanitation reticulation	1500000.00														
	Bulk sanitation reticulation															
	Meters Bulk WWTW															
	Ponds - WWTW															

Water Services Development Plan

Assets per Class	Fund source name	Transfers recognised - operational	Local Government Equitable Share	Municipal Infrastructure Grant	Municipal Water Infrastructure Grant	Expanded Public Works Programme Integrated Grant (Municipality)	Urban Settlement Development Grant	Rural Households Infrastructure Grant	Backlogs in Water and Sanitation at Clinics and Schools Grant	Implementation of Water Services Projects [ACIP, Etc.]	Regional Bulk Infrastructure Grant	Water Services Operating and Transfer Subsidy Grant (Schedule 6)	Water Services Operating and Transfer Subsidy Grant (Schedule 7)	Municipal Drought Relief Grant	Accelerated Community Infrastructure Programme
Total															

Water Services Development Plan

REVENUE Million									
Fund source name	Service charges - service	Water Services Operating and Transfer Subsidy Grant (Sch 6)	Water Services Operating and Transfer Subsidy Grant (Sch 7)	Transfers recognised - operational	Agency services	Interest earned - outstanding debtors	Equitable Share	Trading Entities [e.g. Rand Water; Pikitup; Etc.]	Partnership Funds
Votes									
Agency services									
Agriculture + rural water services									
Agriculture + rural sanitation service									
FBS Sanitation									
FBS Water									
Urban HLS Water									
Sanitation Urban HLS									
Industrial Water									
Industrial Waste Water									
NRW									
									Total
The assumption is that rural and urban costs are differentiated and that Assumption is made that potable water and industrial water tariffs differ									
NRW excludes FBS and is a MTEF cost to service									
Pump stations should be included separate itemised in asset registers due to the impact of type of station [e.g. diesel costs; Etc.]									

Topic 8: Water Services Institutional Arrangements and Customer Services

Context Information

Water Services Development Plan

Questions	Answers						
Date of completion	2022-11-01						
Municipality type (C1)	A - Metro	B1 - LM	B2 - LM	B3 - LM	B4 - LM	C2 - DM	
Water service provider type (C2)	Combination of internal and external	External (e.g. Water Board, service provider)	Internal (i.e. municipality)				
Wastewater service provider type (C3)	Combination of internal and external	External (e.g. Water Care Company, service provider)	Internal (i.e. municipality)				
Water system maintenance (C4)	Combination of internal and external	External (e.g. service provider)	Internal (i.e. municipality)				
Wastewater system maintenance (C5)	Combination of internal and external	External (e.g. service provider)	Internal (i.e. municipality)				
Bulk water provision (C6)	Combination of internal and external	Municipality (i.e. internal)	Other municipality (i.e. external)	Water Board (i.e. external)			
The key staff (i.e. managerial) turnover in your WSA (C7)	Don't know	High: >25% (i.e. problematic, frequently lose staff)	Low: <10% (i.e. not an issue, good staff retention)	Moderate: 10 - 25% (i.e. occasionally lose staff)			
Your WSA has developed and implemented a scarce skills policy (C8)	Don't know	In development	No, not developed	Yes, developed and implemented	Yes, developed and partially implemented		
Your WSA actively provides required drinking water related data to the Regulator (e.g. Blue Drop participation, data loading to IRIS) (C9)	Don't know	In place, with occasional non-optimal response	In process	No, disagree	Yes, strongly agree		
Regular drinking-water quality monitoring and management (including boreholes) is performed for ALL communities/towns/private providers in the WSA (C10)	<50% of WSA population	Almost all (i.e. >95% of WSA population)	Don't know	Most (i.e. >75% of WSA population)	None (i.e. 0% of WSA population)	Some (i.e. >50% of WSA population)	Yes, all (i.e. close to 100% of WSA population)
WTWs operational capacity as a function of total design capacity (NOTE: Combine for ALL WTWs within your WSA) (C11)	<90%	>100% - 105%	>105%	>95% - 100%	90% - 95%	Don't know	Not applicable
Your WSA actively provides required wastewater related data to the Regulator (e.g. Green Drop participation, data loading onto IRIS) (C12)	Don't know	In place, with occasional non-optimal response	In process	No, disagree	Yes, strongly agree		
Regular wastewater quality monitoring and management is performed for ALL wastewater systems in the WSA (C13)	<50%	Almost all (i.e. >95%)	Don't know	Most (i.e. >75%)	None (i.e. 0%)	Some (i.e. >50%)	Yes, all (i.e. close to 100%)
WWTWs operational flow capacity as a function of total design capacity (NOTE: Combine for ALL WWTWs within your WSA) (C14)	<90%	>100% - 105%	>105%	>95% - 100%	90% - 95%	Don't know	Not applicable

Water Services Development Plan

WWTWs operational COD load as a function of total design load (NOTE: Combine for ALL WWTWs within your WSA) (C15)	<90%	>100% - 105%	>105%	>95% - 100%	90% - 95%	Don't know	Not applicable
Your WSA actively provides required water conservation and water demand management related data to the Regulator (e.g. No Drop participation) (C16)	Don't know	In place, with occasional non-optimal response	In process	No, disagree	Yes, strongly agree		
Your municipality has a water resilience policy in place, which includes optimisation of existing water resources, diversifying supply to increase water security, and optimisation of the "water mix" (C17)	Don't know	In process	No, disagree	Yes, strongly agree			
Your municipality has a policy and procedures in place to encourage rainwater harvesting (C18)	Don't know	In process	No, disagree	Yes, strongly agree			
Your municipality has desalination facilities for augmenting drinking-water supply (C19)	>10% of total supply	>25% of total supply	Don't know	In process (e.g. developing, feasibility studies)	No, none (i.e. 0%)	Not applicable	Small proportion/pilot scale (<10%)
Your municipality recovers and reuses treated wastewater either directly (e.g. for potable purposes) or indirectly (e.g. for irrigation, feed to industry, aquifer recharge) (C20)	>10% of total wastewater generated	>25% of total wastewater generated	Don't know	In process (e.g. developing, feasibility studies)	No, none (i.e. 0%)	Not applicable	Small proportion/pilot scale (<10%)
Your municipality recovers and reuses stormwater either directly (e.g. for potable purposes) or indirectly (e.g. recharging river for ecological functioning, nature based systems) (NOTE: This does not aim to measure inflow to dams at catchment level, but rather aims to define the extent of stormwater capture/reuse in the urban context). (C21)	Don't know	In process (e.g. developing, feasibility studies)	Just starting with implementation	Limited implementation	No, none (i.e. 0%)	Not applicable	Significant implementation
Advanced water treatment technologies (e.g. membrane based) and wastewater treatment/recovery technologies (e.g. reuse) implemented at your municipality are staffed by appropriately qualified personnel (C22)	<50%	Almost all (i.e. >95%)	Don't know	Most (i.e. >75%)	No advanced water or wastewater treatment technologies	None (i.e. 0%)	Not applicable
Your WSA actively promotes improved hygiene practices through campaigns in communities (e.g. hand washing education, safe and improved sanitation) (C23)	Don't know	In place, with occasional non-optimal response	No, disagree	Partially in place, but not ideal	Yes strongly agree (i.e. campaigns established and functioning)		
Indicate the proportion of the population serviced via on-site sanitation (e.g. using appropriate technologies as defined by the National Norms and Standards for Sanitation Services (Sep 2017)) (C24)	> 0% - 10%	>10% - 20%	>20% - 30%	>30% - 40%	>40% - 50%	>50%	Don't know

Water Services Development Plan

Indicate the proportion of the population not serviced (i.e. backlog, and potentially implying open defecation) (C25)	> 0% - 10%	>10% - 20%	>20% - 30%	>30% - 40%	>40% - 50%	>50%	Don't know
Indicate the proportion of drinking-water sources at risk from on-site sanitation (e.g. VIPs could pollute groundwater source) (C26)	< 25% of sources by water volume are at risk	>25% of sources by water volume are at risk	>50% of sources by water volume are at risk	>75% of sources by water volume are at risk	>95% of sources by water volume are at risk	Don't know	No, no sources (0%) are at risk
Indicate the proportion of on-site sanitation systems (e.g. VIPs, septic tanks) that are appropriately sealed/enclosed and/or fully/partially lined with minimal environmental impact (e.g. no overflow/seepage) (C27)	<50%	All (i.e. close to 100%)	Almost all (i.e. >95%)	Don't know	Most (i.e. >75%)	None (i.e. 0%)	Not applicable
Indicate the estimated proportion of wastewater not delivered for treatment (to all WWTWs) (e.g. lost through old, leaking sewer pipes) (C28)	<1%	1% - <5%	10% - <20%	15% - <20%	20% or more	5% - <10%	Don't know
Indicate the estimated proportion of faecal sludge/supernatant emptied from all on-site sanitation systems (e.g. septic tanks, VIPs) that is not delivered for treatment (e.g. honeysucker does not deliver to the WWTW, but rather dumps into environment) (C29)	<1%	1% - <5%	10% - <20%	15% - <20%	20% or more	5% - <10%	Don't know
You have classified all of your treated sludge (from WWTWs and on-site sanitation systems (e.g. VIPs, septic tanks)) (C30)	<50% of sludges classified	Don't know	Not applicable	Sludges not yet classified (i.e. none, 0%)	Yes, all sludges classified (i.e. close to 100%)	Yes, almost all sludges classified (i.e. >95%)	Yes, most sludges classified (i.e. >75%)
You are disposing/reusing all of your all your sludge (from both WWTWs and on-site sanitation systems (e.g. VIPs, septic tanks)) in accordance with licence conditions/WRC guidelines (C31)	<50% sludges disposed/reused appropriately	Almost all sludges reused/disposed appropriately (i.e. >95%)	Don't know	Most sludges reused/disposed appropriately (i.e. >75%)	No, sludge not disposed/reused appropriately (i.e. 0%) (e.g. stockpiled, reused/disposed without classification)	Not applicable	Some sludges reused/disposed appropriately (i.e. >50%)
Your municipality is adhering to its mandated responsibility as WSA and proactively managing water and sanitation services on farms/rural areas within its area of jurisdiction (as per National Norms and Standards for Domestic Water and Sanitation Services (Sep 2017)) (C32)	Don't know	In place, with occasional non-optimal response	In process	No, disagree	Not applicable	Yes, strongly agree	
Council has functional Oversight Committees and Ward Committees, as appropriate (DM would be served via LM Ward Committees) (C33)	Don't know	In place, with occasional non-optimal response	No, disagree	Partially in place, but not ideal	Yes, strongly agree (i.e. Oversight and Ward Committees established and functioning)		

Water Services Development Plan

Council has effective systems of internal control and functional governance structures (internal audit unit, audit committee, risk committee, IT governance) (C34)	Don't know	In place, with occasional non-optimal response	No, disagree	Partially in place, but not ideal	Yes, strongly agree (i.e. internal audit unit established and posts filled, governance structures in place, frequent meetings held and risk assessments conducted, audit plan developed and quarterly reports submitted to council)		
Forensic investigations are undertaken as and when necessary to ensure adherence to governance requirements (i.e. either internally initiated by the municipality or externally initiated by, for example, Public Protector, Auditor General) (C35)	Don't know	In place, with occasional non-optimal response	No, disagree	Partially in place, but not ideal	Yes, strongly agree		
Your municipality has policies, procedures and systems in place that negate the impact of vandalism / sabotage of municipal water and sanitation infrastructure on services delivery (C36)	Don't know	In place, with occasional non-optimal response	No, disagree	Partially in place, but not ideal	Yes, strongly agree		
Your municipality has ongoing and appropriate public participation, is transparent in its decision making, and is accountable to its constituency (fiscal and social). (C37)	Don't know	In place, with occasional non-optimal response	No, disagree	Partially in place, but not ideal	Yes, strongly agree		
Your municipality have a co-operation agreement in place (technical, financial, twinning, peer learning, etc) with an international municipality or other international institution? (C38)	Don't know	In process	No, disagree	Yes, strongly agree			
Your municipality receives international financial aid (grants/loans)? (C39)	Don't know	In process	No, disagree	Yes, strongly agree			
Those of your 18 MuSSA Business Aspects which reflect Extreme and/or Highly Vulnerable, are included within your WSAs Corporate Risk Register (C40)	Don't know	In place, with occasional non-optimal response	No, disagree	Partially in place, but not ideal	Yes, strongly agree		
Your MuSSA was completed with appropriate inputs from senior officials within Technical Services, Finance and Human Resources (as a minimum these 3 departments should participate). (C41)	Agree (i.e. Technical Services HOD and either Finance OR HR participated)	Don't know	Only Technical Services HOD	Other Technical Services	Yes, strongly agree (i.e. Technical Services HOD, Finance AND HR all participated)		
Names, designation and contact details (phone, email) of all MuSSA participants (e.g. Mr Thabo Smit; Technical Director; 0215436789; thabos@muni.gov.za) (C42)	Nathan Jacobs; Senior Manager: Water & Sewerage; 023 316 8540; nathan@witzenberg.gov.za						

Water Services Development Plan

Water Services Development Plan

MuSSA Questionnaire								
Questions	Answers							
1. Water and Sanitation Services Planning								
Your appropriate water and sanitation services planning (e.g. WSDP) and associated master planning processes include and are aligned with appropriate Water and Sewage Master Plans, Spatial Development Framework (SDF), Water Safety Plans and Wastewater Risk Abatement Plans (W2RAPs), and are aligned to your IDP and associated SDBIP targets. (1.1)	Don't know	Plan development not yet initiated	Plans still in development	Yes, appropriate water services plans are developed and include all required plans and alignment (i.e. > 75%)	Yes, appropriate water services plans are developed and include all required plans and alignment (i.e. > 95%)	Yes, appropriate water services plans are developed and include all required plans and alignment (i.e. >50%)	Yes, appropriate water services plans are developed and include all required plans and alignment (i.e. close to 100%)	
You are implementing an up-to-date and adopted municipal water and sanitation services plan (e.g. WSDP.) (1.2)	Don't know	Municipal water and sanitation services plans adopted and implemented, but out-of-date (i.e. requires revision)	Municipal water and sanitation services plans adopted but not yet implemented	Municipal water and sanitation services plans neither adopted nor implemented	Municipal water and sanitation services plans not adopted but implemented	Yes, municipal water and sanitation services plans up-to-date, adopted and implemented		
Your current project list addresses existing needs/shortcomings identified through the WSDP and associated master planning process. (1.3)	<50% of projects	Almost all (i.e. >95% of projects)	Don't know	Most projects (i.e. >75%)	None (i.e. 0%)	Some projects (i.e. >50%)	Yes, all projects are identified via the planning process (i.e. close to 100%)	
Project progress is monitored, tracked and reported to municipal top management/council and the Regulator (through the annual water and sanitation services report) (1.4)	Don't know	No, disagree	Only to municipal top management/council	Only to Regulator	Yes, strongly agree (both to municipal top management/council and Regulator)			
Projects identified through your various planning processes have been implemented in the last 3 years. (1.5)	<50% implemented	Almost all implemented (i.e. >95%)	Don't know	Most implemented (i.e. >75%)	None implemented (i.e. 0%)	Some implemented (i.e. >50%)	Yes, all projects identified via planning have been implemented (i.e. close to 100%)	
2. Management Skill Level (Technical)								
Your council approved technical management organisational organogram meets your business requirements, and key posts are filled (e.g. Technical Director, Water Services Manager, Sanitation Services Manager). (2.1)	Don't know	No, does not meet business requirements	Yes, and all posts filled (i.e. close to 100%)	Yes, and almost all posts filled (i.e. >95%)	Yes, and most posts filled (i.e. >75%)	Yes, but <50% of posts filled	Yes, but only some posts filled (i.e. >50%)	

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You have sufficient technical management and technical support staff. (2.2)	<50% as per approved organogram	Agree somewhat (i.e. >50% as per approved organogram)	Don't know	Mostly agree (i.e. >75% as per approved organogram)	None (i.e. 0% as per approved organogram)	Yes, close to 100% as per approved organogram	Yes, strongly agree (i.e. >95% as per approved organogram)	
Technical management and technical support staff have the correct skills/qualifications and experience as per Job Description requirements (e.g. if Job Description requires PrEng, PrTech or CPM, the staff have these qualifications). (2.3)	<50%	Almost all (i.e. >95%)	Don't know	Most (i.e. >75%)	None (i.e. 0%)	Some (i.e. >50%)	Yes, all (i.e. close to 100%)	
Managers and technical support staff regularly attend appropriate water and sanitation services skills development/training to support professionalisation (2.4)	Annual skills development/ training	Bi-annual skills development/ training	Don't know	Less frequent skills development/ training (i.e. >1 year)	No skills development/ training	Quarterly (or more frequent) skills development/ training		
Key technical managers (e.g. Section 56 and other Senior Management) have signed and monitored Performance Agreements. (2.5)	<50%	Almost all (i.e. >95%)	Don't know	Most (i.e. >75%)	None (i.e. 0%)	Some (i.e. >50%)	Yes, all (i.e. close to 100%)	
3. Staff Skill Levels (Technical)								
WTWs are operated by staff with the required skills/qualifications and experience (as per Regulation 2834). (3.1)	<50%	Almost all (i.e. >95%)	Don't know	Most (i.e. >75%)	None (i.e. 0%)	Not applicable	Some (i.e. >50%)	Yes, all (i.e. close to 100%)
WWTWs are operated by staff with the required skills/qualifications and experience (as per Regulation 2834). (3.2)	<50%	Almost all (i.e. >95%)	Don't know	Most (i.e. >75%)	None (i.e. 0%)	Not applicable	Some (i.e. >50%)	Yes, all (i.e. close to 100%)
Water system plumbers, millwrights, mechanics and electricians have the required skills/qualifications and experience (including contractors/outsourced resources) (3.3)	<50%	Almost all (i.e. >95%)	Don't know	Most (i.e. >75%)	None (i.e. 0%)	Some (i.e. >50%)	Yes, all (i.e. close to 100%)	
Sewage system plumbers, millwrights, mechanics and electricians have the required skills/qualifications and experience (including contractors/outsourced resources) (3.4)	<50%	Almost all (i.e. >95%)	Don't know	Most (i.e. >75%)	None (i.e. 0%)	Some (i.e. >50%)	Yes, all (i.e. close to 100%)	
Staff regularly attend appropriate water and sanitation services skills development/training (including safety) (e.g. ESETA courses). (3.5)	Annual skills development/ training	Bi-annual skills development/ training	Don't know	Less frequent skills development/ training (i.e. >1 year)	No skills development/ training	Quarterly (or more frequent) skills development/ training		
4. Technical Staff Capacity (Numbers)								

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Your council approved technical staff organisational organogram meets your business requirements, and posts are filled (i.e. Superintendent of WTWs/WWTWs and below). (4.1)	Don't know	No, does not meet requirements	Strongly agree, and most posts filled (i.e. >95%) as per the approved organogram	Yes, and all posts filled (i.e. close to 100%) as per the approved organogram	Yes, and most posts filled (i.e. >75%) as per the approved organogram	Yes, but <50% of posts filled as per the approved organogram	Yes, but only some posts filled (i.e. >50%) as per the approved organogram	
WTWs are operated by the appropriate number of staff (as per Regulation 2834). (4.2)	<50% as per requirements	Agree somewhat (i.e. >50% as per requirements)	Don't know	Mostly agree (i.e. >75% as per requirements)	None (i.e. 0% as per requirements)	Not applicable	Strongly agree (i.e. >95% as per requirements)	Yes, close to 100% as per requirements
WWTWs are operated by the appropriate number of staff (as per Regulation 2834). (4.3)	<50% as per requirements	Agree somewhat (i.e. >50% as per requirements)	Don't know	Mostly agree (i.e. >75% as per requirements)	None (i.e. 0% as per requirements)	Not applicable	Strongly agree (i.e. >95% as per requirements)	Yes, close to 100% as per requirements
You have sufficient water and sewerage/sanitation network operations and repair staff/plumbers including contractors/outsourced resources (i.e. you have the appropriate number of staff). (4.4)	<50% as per functional requirements	Agree somewhat (i.e. >50% as per functional requirements)	Don't know	Mostly agree (i.e. >75% as per functional requirements)	None (i.e. 0% as per functional requirements)	Strongly agree (i.e. >95% as per functional requirements)	Yes, close to 100% as per functional requirements	
An active mentoring/shadowing programme is in place where experienced staff train your younger, inexperienced municipal staff. (4.5)	Don't know	In place, but not ideal	In place, with occasional non-optimal performance	No, disagree	Yes, strongly agree			
5. Water Resource Management (WRM)								
The recommendations and actions from the Reconciliation Strategies (Large Systems/All Towns) have been incorporated into your WSDP, master planning and IDP processes. (5.1)	Don't know	In process	No, disagree	Not applicable	Yes, strongly agree			
The metered quantity of water available from the resources is sufficient for your current WSA needs (at the stipulated level of abstraction and assurance of supply). (5.2)	>50% shortage	1 - 10% shortage	11-20% shortage	21-30% shortage	31-40% shortage	41-50% shortage	Don't know	No shortage (i.e. sufficient water)
The metered quantity of water available from the resources is sufficient for your future WSA needs (at the stipulated level of abstraction and assurance of supply, and considering possible climate change impacts) (i.e. no shortage in 10 years). (5.3)	>50% shortage	1 - 10% shortage	11-20% shortage	21-30% shortage	31-40% shortage	41-50% shortage	Don't know	No shortage (i.e. sufficient water)
The source water quality is regularly tested and is currently acceptable for its purpose. (5.4)	<50% of sources by water volume acceptable	Agree (i.e. >95% of sources by water volume are acceptable)	Agree somewhat (i.e. >50% of sources by water volume are acceptable)	Don't know	Mostly agree (i.e. >75% of sources by water volume are acceptable)	None (i.e. 0% of sources by water volume are acceptable)	Not applicable	Yes, strongly agree (i.e. all sources (close to 100%) by water volume are acceptable)

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The source water quality is regularly tested and the trend indicates a deteriorating quality. (5.5)	<25% of sources by water volume are deteriorating	>25% of sources by water volume are deteriorating	>50% of sources by water volume are deteriorating	>75% of sources by water volume are deteriorating	>95% of sources by water volume are deteriorating	Don't know	No, no sources (0%) are deteriorating	Not applicable
6. Water Conservation & Water Demand Management (WC/WDM)								
Your WSA has developed a council approved Water Conservation and Water Demand Strategy which includes a standard water balance (e.g. modified IWA). (6.1)	Don't know	None developed	Only water balance developed	Only WC/WDM Strategy developed	WC/WDM Strategy and water balance developed			
Please indicate your percentage Non-Revenue Water (NRW) as per the modified IWA water balance. (6.2)	50% or more	Don't know	Less than 15%	Less than 20%	Less than 25%	Less than 30%	Less than 40%	Less than 50%
System input volumes (bulk) to the WSA are accurately monitored using calibrated bulk meters (e.g. check metering). (6.3)	<50%	Almost all (i.e. >95%)	Don't know	Most (i.e. >75%)	None (i.e. 0%)	Some (i.e. >50%)	Yes, all (i.e. close to 100%)	
Please indicate what percentage of all connections are metered and billed (residential and non-residential (commercial, industrial, etc.)) on a monthly basis. (6.4)	<25%	<50%	>98%	50% - 75%	75% - 98%	Don't know	No metering	
Your WSA is implementing appropriate intervention programmes to reduce NRW (e.g. minimisation of night flows through pressure management, removal of unlawful connections, leak detection and repairs, consumer education/awareness). (6.5)	<50% implementation	Agree (i.e. >95% implementation)	Agree somewhat (i.e. >50% implementation)	Don't know	Mostly agree (i.e. >75% implementation)	No implementation (i.e. 0%)	Yes, strongly agree (i.e. close to 100% implementation)	
7. Drinking Water Safety & Regulatory Compliance								
Please indicate your microbiological drinking-water quality compliance for E.coli (or faecal coliforms) for the communities you are monitoring, for the last 12 months. (7.1)	< 95%	95% - <97%	97% - <99%	99% - 100%	Don't know			
ALL your supply schemes, WTWs, process controllers, monitoring programmes, sample points, laboratories, results, procedures, protocols, etc. are managed with a suitable Water Safety Planning framework. (7.2)	<50% covered	Agree somewhat (i.e. >50% covered)	Don't know	Mostly agree (i.e. >75% covered)	None covered (i.e. 0%)	Strongly agree (i.e. >95% covered)	Yes, strongly agree (i.e. close to 100% covered)	

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Council have been made aware of high risk / critical water safety plan related issues (including those identified via the Blue Drop Certification programme) that require budget and actioning, and these issues have been actioned (where applicable). (7.3)	<50% tabled	Agree somewhat (i.e. >50% tabled)	Don't know	Issues noted but none tabled (i.e. 0%)	Mostly agree (i.e. >75% tabled)	Not applicable (no issues requiring council resolution exist)	Strongly agree (i.e. >95% tabled)	Yes, strongly agree (i.e. all (close to 100%) tabled)
Sufficient funds have been made available to address all these identified water safety related issues. (7.4)	<50% of required funds	Agree somewhat (i.e. >50% of required funds)	Don't know	Issues noted but no funds (i.e. 0%)	Mostly agree (i.e. >75% of required funds)	Not applicable (no issues requiring funding exist)	Strongly agree (i.e. >95% of required funds)	Yes, strongly agree (i.e. close to 100% of required funds)
Required corrective actions/remedial measures to address all these identified water safety related issues have been successfully implemented. (7.5)	<50% implementation	Agree somewhat (i.e. >50% implementation)	Don't know	Issues noted but no implementation (i.e. 0%)	Mostly agree (i.e. >75% implementation)	Not applicable (no issues requiring corrective actions exist)	Strongly agree (i.e. >95% implementation)	Yes, strongly agree (i.e. close to 100% implementation)
8. Basic Sanitation								
You have formal housing areas that are not fully serviced with sanitation infrastructure (8.1)	Don't know	No, all formal areas are fully serviced (i.e. no bucket sanitation service)	Yes, but these are households that will be serviced within 2 years	Yes, still trying to meet formal backlog with 60 - 80% serviced	Yes, still trying to meet formal backlog with 80 - 90% serviced	Yes, still trying to meet formal backlog but >90% are serviced	Yes, still trying to meet formal backlog with <60% serviced (e.g. occurrence of bucket systems, existence of open defecation)	
You have informal housing or rural areas that are not fully serviced with sanitation infrastructure (8.2)	Don't know	No, all informal and rural areas are fully serviced	We have no informal areas and rural areas are serviced	Yes, but these are households that will be serviced within 2 years	Yes, still trying to meet informal or rural backlog with >90% serviced	Yes, still trying to meet informal or rural backlog with 60 - 80% serviced	Yes, still trying to meet informal or rural backlog but 80- 90% are serviced	Yes, still trying to meet informal or rural backlog with <60% serviced (e.g. occurrence of bucket systems, existence of open defecation)
You have a detailed plan and programme to provide safe sanitation to all households (including health and hygiene education and user awareness including Water, Sanitation and Health (WASH) aspects) (8.3)	<50% implementation	Agree somewhat (i.e. >50% implementation)	Don't know	Mostly agree (i.e. >75% implementation)	No implementation (i.e. 0%)	Not applicable	Strongly agree (i.e. >95% implementation)	Yes, strongly agree (i.e. close to 100% implementation)
Your sanitation budget is appropriate for required sanitation programmes (implementation and O&M) (8.4)	Disagree, significant shortfall (50-75% of required funds)	Don't know	Mostly agree (i.e. >95% of required funds)	No funds (i.e. 0%)	Not applicable	Serious underfunding (<50% of required funds)	Some shortfall (i.e. >75% of required funds)	Yes, strongly agree (i.e. close to 100% of required funds)

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You are servicing your basic sanitation facilities (e.g. pit latrines) as per safe sanitation requirements (healthy, environmentally safe, structurally sound, regularly maintained, following faecal sludge management best practices). (8.5)	Agree somewhat (i.e. >50% as per requirements)	Don't know	Mostly agree (i.e. >75% as per requirements)	No, we have serious shortfalls in the servicing of sanitation infrastructure (i.e. <20 %)	No, we only manage to service <50% of the sanitation infrastructure	Not applicable	Strongly agree (i.e. >95% as per requirements)	Yes, close to 100% as per requirements
9. Wastewater/Environmental Safety & Regulatory Compliance								
Please indicate your treated wastewater effluent compliance for COD for your (or your service provider's) WWTWs for the last 12 months. (9.1)	<80%	>95%	80% - <90%	90% - 95%	Don't know			
ALL your WWTWs, process controllers, monitoring programmes, sample points, laboratories, results, procedures, protocols, etc. are managed with a suitable waste water risk abatement framework. (9.2)	<50% covered	Agree (i.e. >95% covered)	Agree somewhat (i.e. >50% covered)	Don't know	Mostly agree (i.e. >75% covered)	None covered (i.e. 0%)	Yes, strongly agree (i.e. close to 100% covered)	
Council have been aware of all W2RAP related issues (e.g. pollution incidents, Green Drop deficiencies) that require budget and actioning, and these issues have been actioned (where applicable). (9.3)	<50% tabled	Agree (i.e. >95% covered)	Agree somewhat (i.e. >50% tabled)	Don't know	Issues noted but none tabled (i.e. 0%)	Mostly agree (i.e. >75% tabled)	Not applicable (no issues requiring council resolution exist)	Yes, strongly agree (i.e. all (close to 100%) tabled)
Sufficient funds have been made available to address all identified wastewater and environmental safety related issues. (9.4)	<50% of required funds	Agree (i.e. >95% covered)	Agree somewhat (i.e. >50% of required funds)	Don't know	Issues noted but no funds (i.e. 0%)	Mostly agree (i.e. >75% of required funds)	Not applicable (no issues requiring funding exist)	Yes, strongly agree (i.e. close to 100% of required funds)
Required corrective actions/remedial measures to address all identified wastewater and environmental safety related issues have been successfully implemented. (9.5)	<50% implementation	Agree (i.e. >95% covered)	Agree somewhat (i.e. >50% implementation)	Don't know	Issues noted but no implementation (i.e. 0%)	Mostly agree (i.e. >75% implementation)	Not applicable (no issues requiring corrective actions exist)	Yes, strongly agree (i.e. close to 100% implementation)
10. Infrastructure Asset Management (IAM)								
You have an appropriate and up-to-date water and sanitation services technical Asset Register (includes asset name, location, condition, extent, remaining useful life, performance and risk). NOTE: This does only not refer to GRAP17 asset register requirements. (10.1)	Don't know	No, disagree (i.e. no asset register)	Not ideal (e.g. outdated asset register)	Yes, agree (e.g. basic asset register - i.e. not all aspects included)	Yes, strongly agree (e.g. advanced asset register)			
You have developed an appropriate Infrastructure Asset Management (IAM) Plan for your WSA. (10.2)	Don't know	In place, with occasional non-optimal performance	No, disagree	Partially in place, but not ideal	Yes, strongly agree			

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You are implementing the IAM outcomes (10.3)	<50% implementation	Agree (i.e. >95% implementation)	Agree somewhat (i.e. >50% implementation)	Don't know	Mostly agree (i.e. >75% implementation)	No implementation (i.e. 0%)	Yes, strongly agree (i.e. close to 100% implementation)	
Budget allocated to implement IAM outcomes is sufficient and is being effectively spent. (10.4)	<50%	Agree (i.e. >95%)	Agree somewhat (i.e. >50%)	Don't know	Mostly agree (i.e. >75%)	No (i.e. 0%)	Yes, strongly agree (i.e. close to 100%)	
You conduct annual technical assessments of your water and wastewater related systems (including sources, WTWs, WWTWs, pump stations, network, etc.) and implement required follow-up actions. (10.5)	<50% systems	Almost all systems (i.e. >95%)	Don't know	Most systems (i.e. >75%)	No systems (i.e. 0%)	Not applicable	Some systems (i.e. >50%)	Yes, all systems (i.e. close to 100%)
11. Operation & Maintenance of Assets								
Appropriate maintenance facility(ies) that is(are) secure and stocked with essential equipment (e.g. spare parts), plant and tools is(are) available. (11.1)	Don't know	In place, with occasional non-optimal performance	No, disagree	Partially in place, but not ideal	Yes, strongly agree			
Appropriate water and sanitation services infrastructure/equipment planned/preventative maintenance schedules are developed. (11.2)	Don't know	In place, with occasional non-optimal performance	No, disagree	Partially in place, but not ideal	Yes, strongly agree			
Appropriate planned/preventative maintenance is performed at all WTWs and associated reservoirs, pump stations, distribution network. (11.3)	<50%	Almost all (i.e. >95%)	Don't know	Most (i.e. >75%)	None (i.e. 0%)	Some (i.e. >50%)	Yes, all (i.e. close to 100%)	
Appropriate planned/preventative maintenance is performed at all WWTWs and associated collection system, pump stations. (11.4)	<50%	Almost all (i.e. >95%)	Don't know	Most (i.e. >75%)	None (i.e. 0%)	Some (i.e. >50%)	Yes, all (i.e. close to 100%)	
Please indicate your infrastructure repairs and maintenance costs as a function of total operating expenditure (%). (11.5)	<5%	10% - <15%	15% - <20%	20% or more	5% - <10%	Don't know		
12. Financial Management								
Financial controls - Please state the audit opinion with regard to your last audit report on the financial statements. (12.1)	Adverse audit opinion	Clean audit outcome (i.e. unqualified with no findings)	Disclaimer of audit opinion	Don't know	Financially unqualified audit opinion (with findings)	Qualified audit opinion		
Cash flow status - Please state your Cash/Cost Coverage Ratio (excluding Unspent Conditional Grants) (12.2)	<30 days	>90 days	30 - 60 days	60 - 90 days	Don't know			
Your actual operating expenditure closely reflects your budgeted operating expenditure (i.e. Operating Expenditure Budget Implementation Indicator) (12.3)	<80%	80% - <85%	85% - <90%	90% - <95%	95% - 100%	Don't know		

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Your actual revenue closely reflects your budgeted operating revenue (i.e. Operating Revenue Budget Implementation Indicator) (12.4)	<80%	80% - <85%	85% - <90%	90% - <95%	95% - 100%	Don't know		
Liabilities (Creditors) - Money is owed by your municipality to major/critical service providers (e.g. ESKOM, Water Board, largest contractors, etc.) for more than 30 days from receipt of invoice (NOTE: Ignore disputed invoices) (12.5)	Don't know	More frequently than quarterly	Never	Once per quarter	Once per year	Twice per year		
13. Revenue Collection								
Please indicate the frequency of actual consumer meter readings. (13.1)	Actual meter reading at least every 2nd month	Actual meter reading on a monthly basis	Don't know	Meter reading at least on a quarterly basis	Meter reading less frequently than quarterly			
Net Surplus/Deficit - Please state your net surplus/deficit from water services activities for the last 12 months (NOTE: This question tests whether your WSA currently has fully cost reflective Water and Sanitation tariffs (which take into account cost of maintenance and renewal of purification plants and networks, and the cost of infrastructure). (13.2)	Breakeven (i.e. = 0%)	Don't know	Net deficit (i.e. <0%)	Surplus (i.e. >0%)				
Revenue collection - Please state the revenue collection rate in respect to Water & Sanitation Services (%) (13.3)	<50%	50% - <70%	70% - <80%	80% - <95%	95% or more	Don't know		
Revenue Growth - Please state your Water and Sanitation Services revenue growth for the last financial year(%). (13.4)	>CPI	Don't know	Equals CPI	less than CPI, but >0%	Negative growth (-ve)			
Grant dependency - Actual operating revenue less operational grants/subsidies (e.g. equitable share) sufficiently covers actual operating expenditure. (13.5)	<50%	Don't know	Most (i.e. >75%)	None (i.e. 0%)	Some (i.e. >50%)	Yes, all (i.e. close to 100%)		
14. Financial Asset Management								
Capital Expenditure (Municipal) - Please state your municipal Capital Expenditure as a percentage of Total Expenditure (i.e. Total Operating Expenditure + Capital Expenditure) (14.1)	<5%	10% - <15%	15% - <20%	20% or more	5% - <10%	Don't know		
Capital Expenditure (Water Services) - Please state your Capital Expenditure on Water and Sanitation Services as a percentage of Total Capital Expenditure (Capital Expenditure (Municipal)) (14.2)	<25%	25% - <50%	50% - <75%	75% or more	Don't know			

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Asset Renewal - Please state your Asset Renewal investment as percentage of Depreciation costs (14.3)	<50%	>50%	>75%	>90%	close to 100%	Don't know	None (i.e. 0%)	
Repairs and Maintenance - Please state your Repairs and Maintenance expenditure as a percentage of Property, Plant and Equipment, Investment Property (Carrying Value) (14.4)	<5%	10% or more	5% - <8%	8% - <10%	Don't know			
Grant funding of capital expenditure - Please state your reliance on grant funding (14.5)	<50%	>50%	>75%	>90%	Don't know			
15. Information Management (IT)								
You have a developed, approved and implemented IT Master Systems Plan (e.g. covering 3 - 5 years) that addresses your IT business requirements. (15.1)	Developed and approved, but not yet implemented	Developed but not yet approved or implemented	Don't know	In development	No, disagree	Yes, developed, approved and being implemented		
You have a developed, approved and implemented ICT Technology Master Plan that addresses your current and future IT infrastructure requirements. (15.2)	Developed and approved, but not yet implemented	Developed but not yet approved or implemented	Don't know	In development	No, disagree	Yes, developed, approved and being implemented		
You have IT systems that support your full range of water and sanitation services business requirements (e.g. billing, GIS, customer care, O&M, asset management). (15.3)	< 50% of required systems	Agree (i.e. >95% of required systems)	Agree somewhat (i.e. >50% of required systems)	Don't know	Mostly agree (i.e. >75% of required systems)	None (i.e. 0% of required systems)	Yes, strongly agree (i.e. close to 100% of required systems)	
ICT service continuity - Adequate IT security exists with off-site back-ups/archiving of operation critical applications, databases, data, etc. routinely performed in terms of an IT Disaster Recovery Plan. (15.4)	<50% in place	Agree (i.e. >95% in place)	Agree somewhat (i.e. >50% in place)	Don't know	Mostly agree (i.e. >75% in place)	Nothing in place (i.e. 0%)	Yes, strongly agree (i.e. All (close to 100%) in place)	
You have sufficient budget and staff to keep key IT systems stable and up-to-date as per IT policies and procedures. (15.5)	<50%	Agree (i.e. >95% in place)	Agree somewhat (i.e. >50%)	Don't know	Mostly agree (i.e. >75%)	No (i.e. 0%)	Yes, strongly agree (i.e. close to 100%)	
16. Organisational Performance Monitoring								

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Appropriate plans, policies and procedures to address Disaster Management/emergencies and other issues (safety, public participation, communication, etc.) are developed and implemented. NOTE: Although Disaster Management is a district function, LMs need to ensure they are aware of their associated roles and responsibilities and have developed a Disaster Management Framework. (16.1)	Developed, but not yet implemented	Don't know	In development	No, disagree	Yes, developed and implemented			
An organisational performance management system is developed and implemented (i.e. effectively measure, monitor and track water and sanitation services performance indicators). (16.2)	Developed, but not yet implemented	Don't know	In development	No, disagree	Yes, developed and implemented			
A municipal risk management framework is developed and implemented and includes monitoring and tracking of water and sanitation related risks. (16.3)	Developed, but not yet implemented	Don't know	In development	No, disagree	Yes, developed and implemented and includes water and sanitation related risks	Yes, developed and implemented but does not include water and sanitation related risks		
Effective administration support is available to technical staff to assist with processing work orders, providing order numbers, handling correspondence, etc. (16.4)	< 50% effective	Agree (i.e. >95% effective)	Agree somewhat (i.e. >50% effective)	Don't know	Mostly agree (i.e. >75% effective)	No, completely ineffective (i.e. 0%)	Yes, strongly agree (i.e. close to 100% effective)	
"Access to Basic Water and Sanitation Services" progress reports are frequently produced and presented to council for discussion, action and follow-up. (16.5)	At least annually	At least bi-annually	At least quarterly	Don't know	Less frequently (i.e. > 1 year)	No, never		
17. Water and Sanitation Service Quality								
Critical business databases and documents (e.g. as-built drawings, records, manuals, agreements, billing/revenue collection, project and scheme management data, etc.) are current, maintained and stored in secure locations (on-site and off-site, both paper and electronic). (17.1)	< 50% in place	Agree (i.e. >95% in place)	Agree somewhat (i.e. >50% in place)	Don't know	Mostly agree (i.e. >75% in place)	Nothing in place (i.e. 0%)	Yes, strongly agree (i.e. close to 100% in place)	
Customers have a functional, reliable and safe water supply system with sufficient quantity and flow, good quality, and minimal interruptions. (17.2)	< 50% of customers have a functional, reliable and safe service	At least 90% have a functional, reliable and safe service	Don't know	Most have a functional, reliable and safe service (i.e. >75%)	None have a functional, reliable and safe service (i.e. 0%)	Some have a functional, reliable and safe service (i.e. > 50%)	Yes, all have a functional, reliable and safe service (i.e. close to 100%)	

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All consumers served experience interruptions of less than 48 hours (at any given time) and a cumulative interruption time during the year of less than 15 days. (17.3)	>90% of households	<50% of households	>50% of households	>75% of households	Don't know	None (i.e. 0%)	Yes, all (i.e. close to 100%)	
Households in your WSA do not experience water pressure problems (i.e. meet requirements as per National Norms and Standards for Domestic Water (Sep 2017) (not to be confused with interruption to supply). (17.4)	>90% of households do not experience pressure problems	<50% of households do not experience pressure problems	>50% of households do not experience pressure problems	>75% of households do not experience pressure problems	All households (i.e. 100%) experience pressure problems	Don't know	Yes, no households experience pressure problems (i.e. close to 100% do not experience pressure problems)	
Customers have a functional, reliable, dignified and safe sanitation system with minimal blockages resulting in overflows that impact on the environment, including effective collection and treatment of faecal sludge. (17.5)	< 50% of customers have a functional, reliable, dignified and safe service	Almost all have a functional, reliable, dignified and safe service (i.e. >90%)	Don't know	Most have a functional, reliable, dignified and safe service (i.e. >75%)	None have a functional, reliable, dignified and safe service (i.e. 0%)	Some have a functional, reliable, dignified and safe service (i.e. >50%)	Yes, all customers have a functional, reliable, dignified and safe service with no impact on the environment (i.e. close to 100%)	
18. Customer Care (CRM)								
A functional customer service system manned by appropriate customer services representatives and using a complaints register, is in place to address complaints and appropriately inform customers of service interruptions, contamination of water, boil water alert, etc. (18.1)	Don't know	In place, with occasional non-optimal performance	No, disagree	Partially in place, but not ideal	Yes, strongly agree			
Regular municipal wide customer satisfaction surveys are conducted to determine customer satisfaction levels and inform the Customer Care Management Plan. (18.2)	Annual customer satisfaction surveys	Biennial (i.e. every 2nd year) customer satisfaction surveys	Don't know	Less frequent customer satisfaction surveys (i.e. >2 years)	No customer satisfaction surveys			
Please indicate what percentage of the reported water related complaints/callouts are acknowledged, including consumer response, within 24 hours. (18.3)	<50%	All (i.e. close to 100%)	Almost all (i.e. >95%)	Don't know	Most (i.e. >75%)	None (i.e. 0%)	Some (i.e. >50%)	
Please indicate what percentage of the reported wastewater/sanitation related complaints/callouts are acknowledged, including consumer response, within 24 hours. (18.4)	<50%	All (i.e. close to 100%)	Almost all (i.e. >95%)	Don't know	Most (i.e. >75%)	None (i.e. 0%)	Some (i.e. >50%)	

Water Services Development Plan

A comprehensive customer awareness programme (informing customers of water and wastewater system O&M activities impacting on supply/customers, water quality, resource protection/pollution, reporting incidents/security concerns, etc.) is in place and implemented. (18.5)	Don't know	In place, with occasional non-optimal performance	No, disagree (i.e. no awareness programme)	Partially in place, but not ideal	Yes, strongly agree			
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Water Services Development Plan

Chapter 3:

Water Master Plan Perspective

List of projects per Water Services Business Element (Topics) based on Demand Modeling

Question		Answer	Score
1.	Is there a Water Master Plan that addresses Future Demands in regards to the following:		
a.	Existing needs that will take more than 5 years to resolve	Yes	25
b.	Resource Development Plan for a 5, 10 and 15 year scenario	Yes	25
c.	Infrastructure Development Plan for a 5, 10 and 15 year scenario	Yes	25
d.	Functionality Needs Prediction for a 5, 10 and 15 year scenario	Yes	25
2.	Did council approve any projects that should have started this current year that address the following:		
a.	Existing needs that will take more than 5 years to resolve	Yes	25
b.	Resource Development Plan for a 5, 10 and 15 year scenario	Yes	25
c.	Infrastructure Development Plan for a 5, 10 and 15 year scenario	Yes	25
d.	Functionality Needs Prediction for a 5, 10 and 15 year scenario	Yes	25
3.	Are these future projects included in the next 5 year IDP programme for the following:		
a.	Existing needs that will take more than 5 years to resolve	Yes	25
b.	Resource Development Plan for a 5, 10 and 15 year scenario	Yes	25
c.	Infrastructure Development Plan for a 5, 10 and 15 year scenario	Yes	25
d.	Functionality Needs Prediction for a 5, 10 and 15 year scenario	Yes	25
4.	Taking in to consideration the current financial and institutional capacity of the WSA, score the probability scenario of the timeous implementation of these projects i		
a.	Existing needs that will take more than 5 years to resolve	Likely	50
b.	Resource Development Plan for a 5, 10 and 15 year scenario	Likely	50
c.	Infrastructure Development Plan for a 5, 10 and 15 year scenario	Likely	50
d.	Functionality Needs Prediction for a 5, 10 and 15 year scenario	Likely	50

Overall Future Perspective Score	87.50%
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Water Services Development Plan

Chapter 4: Investment Framework

Investment Framework costs per Infrastructure Component

Infrastructure Type	Infrastructure Component	Replacement Cost				Refurbishment Cost			
		5 yr	10 yr	15 yr	Existing Value	5 yr	10 yr	15 yr	Existing Value

Water Services Development Plan

Water Infrastructure Pipelines	Water Internal Reticulation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Water Bulk pipeline	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sanitation Infrastructure Pipelines	Sewer internal Reticulation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Sewer Bulk pipeline	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Infrastructure Works	WTW	6,935.00	6,895.00	0.00	13,630.00	0.00	0.00	0.00	0.00
	WWTW	0.00	0.00	0.00	0.00	9,761.00	0.00	0.00	0.00
	Water Pump stations	335.00	623.00	0.00	958.00	2,978.00	870.00	0.00	3,848.00
	Sanitation Pump stations	0.00	0.00	0.00	0.00	600.00	639.00	4,801.00	6,040.00
Infrastructure	Reservoirs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Investment Framework costs per Future Infrastructure Component

Infrastructure Type	Infrastructure Component	New Development Cost			
		5 yr	10 yr	15 yr	Existing Value
Water Infrastructure Pipelines	Water Internal Reticulation	0.00	0.00	0.00	0.00
	Water Bulk pipeline	0.00	0.00	0.00	0.00

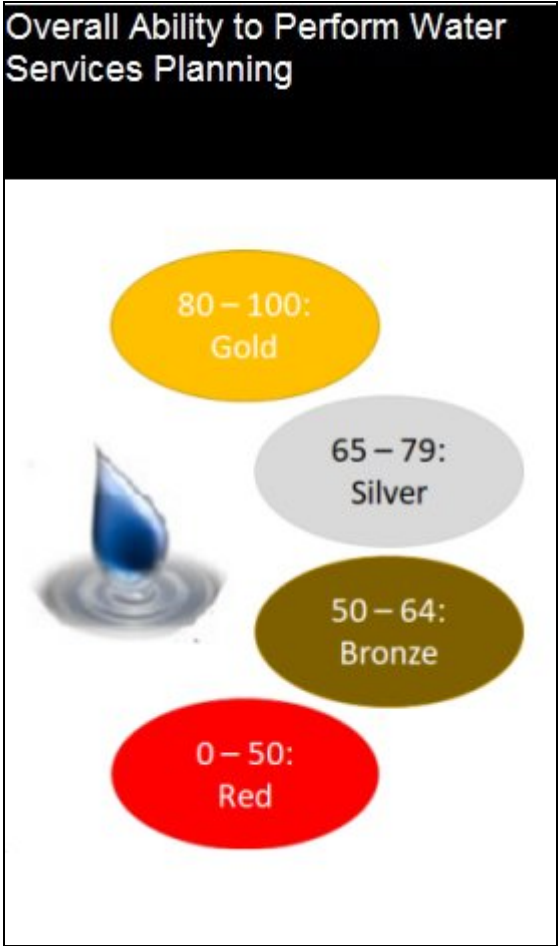
Water Services Development Plan

Sanitation Infrastructure Pipelines	Sewer internal Reticulation	0.00	0.00	0.00	0.00
	Sewer Bulk pipeline	0.00	0.00	0.00	0.00
Instructure Works	WTW	0.00	0.00	0.00	0.00
	WWTW	0.00	0.00	0.00	0.00
	Water Pump stations	5,698.00	482.00	1,829.00	0.00
	Sanitation Pump stations	2,025.00	1,561.00	0.00	0.00
Infrastructure	Reservoirs	78,811.00	3,321.00	0.00	0.00

Water Services Development Plan

Chapter 5: WSDP Scoring

Total Score	STATUS
70.07	



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
6. Restrictions
7. Non-liability of the municipality
8. Compliance notices
9. Penalty
10. Application
11. Transitional arrangements
12. Delegation
13. Failure to comply
14. Short title and commencement

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 Counterfeit 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);

“occupier” in relation to any premises means—

- (a) any person in actual occupation of such premises;
- (b) any person legally entitled to occupy such premises;
- (c) in the case of such premises being subdivided and let to lodgers or various tenants, the person receiving the rent payable by such lodgers or tenants, whether on his own account or as agent for any person entitled thereto or interested therein, or
- (d) any person in control of such premises or responsible for the management

thereof, and includes the agent of any such person when he or she is absent from the Republic of South Africa or his other whereabouts are unknown.

“owner” in respect of immovable property means—

- (a) the person in whom ownership vests;
- (b) in the event of the person in whom the ownership vests being insolvent or deceased, or subject to any legal disqualification, the person under whose control and administration such immovable property vest in his or her capacity as curator, trustee, executor, administrator, judicial manager, liquidator or any other lawful representative;
- (c) in any event where the council is unable to determine the identity of such a person, the person who is entitled to the beneficial use of such immovable property;
- (d) in the event of immovable property in respect of which a lease agreement of 30 years or longer had been concluded, the lessee thereof;
- (e) in respect of—
 - (i) a portion of land demarcated on a sectional title plan and registered in accordance with the Sectional Titles Act, 1986 (Act No 59 of 1986), the developer or the governing body in respect of the joint property;
 - (ii) a portion of land as defined in this Act, the person in whose name that portion is registered in accordance with a title deed, including the lawfully appointed representative of such person;
 - (iii) any person, including but not limited to—
 - (aa) a company registered in accordance with the Companies’ Act, 2008 (Act No 71 of 2008), a trust inter vivos, a trust mortis causa, a close corporation registered in accordance with the Close Corporations Act, 1984 (Act No 69 of 1984), and a voluntary association;
 - (bb) any government department;
 - (cc) any council or governing body established in accordance with any legislation in force in the Republic of South Africa; and
 - (dd) any embassy or other foreign entity;

“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.



MEMORANDUM

AAN / TO: Municipal Manger / Executive Mayor Committee

VAN / FROM: Senior Manager Legal Services

DATUM / DATE: 18 August 2025

VERW. / REF. : 1/3/1/33

CONSIDERATION AND ADOPTION OF THE AMENDED HOUSE SHOP BY-LAW

PURPOSE

To submit the proposed amended House Shop By-law to Council for consideration, adoption, and subsequent publication in the Provincial Gazette in compliance with legislative requirements.

BACKGROUND

The draft amended House Shop By-law was tabled before Council on **30 May 2025**.

In compliance with section 12(3)(b) of the Local Government: Municipal Systems Act, 32 of 2000 ("the Systems Act"), the draft by-law was made available for public comment. The public was afforded the opportunity to submit written representations or suggestions until **10 July 2025**.

The following inputs were received and are annexed hereto:

- **Annexure A:** Submission from the Manager: Local Economic Development.
- **Annexure B:** A collective submission from **55 residents of Tulbagh**.

Further engagements were held with the Cape Winelands District Municipality. As a result of these discussions, it was proposed that the definitions of "**owner**" and "**occupier**" be expressly incorporated into the by-law to address interpretational clarity and enforceability.

The revised draft now includes the definitions of these terms.

LEGISLATION

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

The cost of publishing the amended House Shop By-law in the **Provincial Gazette** will be borne by the Municipality and has been provided for in the relevant budget.

TO RECOMMEND TO COUNCIL

It is recommended that Council:

1. **Considers and notes** the public submissions received, as per:
 - **Annexure A:** Submission from the Manager: Local Economic Development;
 - **Annexure B:** Submission by 55 residents of Tulbagh.
2. **Approves** the amended House Shop By-law, inclusive of the newly incorporated definitions of “owner” and “occupier”.
3. **Authorises** the publication of the adopted by-law in the **Provincial Gazette**, in accordance with section 13 of the Systems Act.

Mariaan Prins

From: Riaan Fick
Sent: Thursday, 26 June 2025 08:39
To: Ryan van der Merwe
Cc: Liza-Mari Nieuwenhuis
Subject: Inset: House shop bylaw

Dear Ryan,

Please see below my input into the House shop bylaw, as part of the public participation process:

- Include the following under point 4 (applications for house shops):

The operator of the house shop and the owner of the property are to be the same person. If the house shop is rented by a person other than the property owner, a letter (signed by the property owner) must be provided together with the house shop application, indicating that permission is given for the house shop to be rented out including the details of the lessee.

Vriendelike groete,

Riaan Fick
Bestuurder: Plaaslike Ekonomiese Ontwikkeling
Kantoor van die Munisipale Bestuurder
Witzenberg Munisipaliteit
Tel: 023-316-1854



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House Shops By-law Objection

Re: Draft Amended House Shop By-law, Witzenberg municipality.

This objection, signed by 55 signatories, is lodged against the proposed closing time of house shops, as per Clause 8 Draft Amended House Shop By-law, Witzenberg municipality, in particular the wording:

Trading Hours shall be limited to between 06h00 to 22h00 daily.

In addition, the following clause in appropriate wording must be added to this by-law:

The sales of liquor or any alcoholic drinks are prohibited at house shops.

This objection to the closing time of house shops at 22:00 is signed by 55 residents in Tulbagh. The main reason for objecting to late trading hours is the negative impact on the physical and mental well-being of neighbours.

The proposed amended by-law allows for the establishment of house shops in any of the residential areas. It is not restricted to specific neighbourhoods.

The stated definition of a house (or spaza) shop is that it is "... a retail business from a dwelling for the convenience of the immediate community...". This convenience function implies that it should not be an inconvenience to neighbours.

Convenience products include beverages, snacks and basic grocery items such as bread, milk, eggs, sugar, soft drinks, cigarettes and toiletries. The emphasis is on convenience, not essentials or any other products. It must be stated explicitly that selling alcohol is not allowed at house shops. Alcohol sales require liquor licenses, which none of the existing spaza shops have.

Spaza shops are typically noisy due to loud music and conversations. Noise in quiet neighbourhoods is already an inconvenience for residents as the Witzenberg Municipality in general fails to apply any by-laws. The newly established municipal Law Enforcement department operates only during office hours, and the municipality has never controlled by-law transgressions after hours. There is no confidence in the municipality that noise levels will be monitored and controlled at house shops.

Residents are concerned that noisy house shops will affect their quality of life, as will be explained below with scientific evidence.

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Purpose of house shops

City and town planning distinguishes between business zones and residential zones for the reason that homes need to be in quiet and less busy areas. Any business in a residential area should comply with requirements for family life in a peaceful environment.

Due to the political past in South Africa, poorer members of society do not have access to easy transport, while their residential areas are typically far from shopping areas. It should be noted that the poor neighbourhoods in Tulbagh are not on the far outskirts of the town. The informal settlement, for example is in the town. The furthest distance from residential properties to the CBD in Tulbagh is less than 2km by road.

By-laws to allow house shops are for the convenience of such residents. Convenience, however, can not interfere with the quality of life of other residents. The needs of all rates and taxpayers must be considered, while existing house shops are often owned by residents who do not contribute in this regard to municipalities.

House shops are typical survivalist businesses, operating from homes. The Western Cape Government approved *Growth for Jobs Strategy 2035* points out that home operated survivalist businesses seldom survive. The document states:

... home-based enterprises exhibit higher hazards and greater closure rates than enterprises located in local business districts or points of high accessibility (G4J: 175).

...government and private sector policies aimed at stimulating survivalist traders are ineffective... (G4J: 176).

What is rather needed for economic sustainability are growth oriented informal entrepreneurs. The Municipality should thus rather focus on stimulating growth oriented informal entrepreneurs, better working conditions and better infrastructure that will lead to better living conditions than to accommodate house shops.

Working hours

Working hours in South Africa are regulated by the Basic Conditions of Employment Act (BCEA) and enforced by the CCMA. Workers cannot work more than 45 hours in any week. Standard working hours in South Africa are 08:00-16:00 or 09:00-17:00, or 9 hours per day for a 5-day work week or 8 hours per day for a 6-day work week. Working for longer hours is exceptional and by special contracts. If such workers do not find time for convenience shopping, this is a matter to be solved by employers, not by introducing late hours of house shops in residential areas that will impact on all neighbours.

The argument in favour of the late closing-time of 22:00 required to accommodate residents that work late is not convincing. Given standard working hours closing at 17:00, if such residents take an hour to get home from work, they should be home by 18:00, which leaves enough time to do any last minute convenience shopping before 19:00 or 20:00. The Amended By-law allows house shops to open from 06:00, so workers who work late, begin to work later in the mornings and thus have enough time for daily shopping before they go to work.

Impact of noise on health

House shops, or spazas, are notoriously noisy establishments with loud conversations and music.

The World Health Organisation (WHO) states that the level of indoor speech is 35dB - that is for normal and peaceful conversations. Outdoor activity with a noise level of 55dB causes a serious annoyance. The noise level of non-amplified singing is 75dB (decibels) and can be heard well over a distance of 30 meters. The noise level of boom box music is about 100dB, which is as loud as a lawnmower, and can be heard more

than 100m away - the length of a rugby field, so all the houses closer than a rugby field length away will suffer from extreme noise levels.

For peaceful sleep, continuous noise should not exceed 30dBA (which is softer than decent talking).

The WHO further reports that noise in residential neighbourhoods has negative impacts on physical and mental well-being. Chronic exposure to noise may result in stress, sleep disturbance, cardiovascular problems, and cognitive impairment. A quiet environment is particularly important for the cognitive development of children.

The WHO also reports that sleep deprivation, such as due to noise, leads to increased fatigue, depressed mood and well-being, and decreased performance. Sleep deprivation and fatigue may lead to aggression. This is likely one contributing factor to the increasing prevalence of aggression in South African societies.

In conclusion, all noise levels louder than normal talking have negative health effects. Loud conversation and music will certainly impact on the well-being of not only immediate neighbours but further than 100m.

It should be noted that boom boxes from the informal settlement can be heard all over Tulbagh at night, depending on the direction of breezes and soft wind.

Alcohol and liquor sales

Alcohol abuse is rampant in Witzenberg and sales should be strictly regulated and monitored. Alcoholism as well as Foetal Alcohol Syndrome cause major social and crime problems in Witzenberg communities.

It is well-known that spaza shops trade illegally with alcoholic drinks in the Witzenberg municipal area, yet the municipality has neglected their responsibility by not enforcing by-laws. The problem of illegal sales at shebeens has been formally submitted in 2016 for inclusion in the published Witzenberg Municipality IDP 2017-2022, which is a 5-year plan. Now, almost a decade later, the municipality has yet to address this matter.

It is irresponsible of the municipality to allow alcohol sales in residential areas.

Conclusion

Residential areas are supposed to be peaceful community areas. Any intrusion into such an atmosphere is unacceptable.

The noise generated at house shops will impact negatively on the physical and mental well-being of neighbours, especially when peace and sleep is disturbed.

Ideally house shops should comply with standard operating hours. House shops that serve as convenience stores may operate slightly later, but certainly not as late as 22:00 to ensure that the well-being of neighbours is not negatively impacted.

The majority of signatories would not strongly object to a closing hour of 20:00 for house shops, with the condition that acceptable noise levels for residential zones be monitored and Public Nuisance By-Laws be enforced, as well as that no alcohol sales are allowed. This requires the municipality to enforce by-laws after normal working hours. The municipality thus needs to get its house in order regarding law enforcement to counter the present state of lawlessness and disrespect presently for fellow residents prevalent in Witzenberg.

Reference

Berglund B, Lindsvall T, Schwela DH (1999). Guidelines for community noise. World Health Organization, Geneva.

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DIE tweede skoonmaakveldtog van die Witzenberg munisipaliteit, in samewerking met CBI, die Togryersmuseum, departement maatskaplike ontwikkeling en plaaslike toerismeburo's, het Vrydag 16 Mei in Bella Vista plaasgevind. Die skoonmaakaksie vorm deel van 'n groter Omgewingsprojek wat op 22 April op Ceres geloods is. Die organiseerders moedig die Witzenberg gemeenskap aan om die area voor jou huis, jou skool of besigheid skoon te hou en só 'n skoner omgewing te skep waarop elkeen van ons trots kan wees. * Al die skoonmakers het ook blou lintjies gedra as deel van Kinderbeskermingsmaand. Leerders van Bella Vista Hoërskool en belangstellendes en munisipale personeel wat gehelp het met die skoonmaakaksie, word bedank.



'n PAAR Tulbagh inwoners met die hulp van Witzenberg wetstoepassers het ingespring en 'n deel langs die spruit by Chris Hani woongebied by Tulbagh skoongemaak. Die skoonmaakaksie het saamgeval met Internasionale Museumdag wat die naweek gevier is. Buurtwaglede en die jeugambassadeur op Tulbagh, Dinene Coetzee, het gehelp met die skoonmaakaksie en 50 vullissakke opgetel wat deur die wetstoepassers weggevoer is.



HERSKEDULERING VAN GEWONE RAADSVERGADERING NA 30 MEI 2025

Kennis word hiermee gegee ingevolge Artikel 19 van die Wet op Plaaslike Regering: Munisipale Stelsels, 2000 (Wet 32 van 2000) dat die Gewone Raadsvergadering van 28 Mei 2025 herskedulering is na:

Vrydag, 30 Mei 2025 om 10:00 in die Stadsaal, Voortrekkerstraat, Ceres.

**D. NASSON
MUNISIPALE BESTUURDER
MUNICIPAL MANAGER**
Verw/Ref.: 3/1/2/3

RESCHEDULING OF ORDINARY COUNCIL MEETING TO 30 MAY 2025

Notice is hereby given in terms of Section 19 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) that the Ordinary Council meeting of 28 May 2025 has been rescheduled to:

Friday, 30 May 2025 at 10:00 in the Town Hall, Voortrekker Street, Ceres.



PUBLIC NOTICE - DRAFT BY-LAW INFORMAL TRADING

The Witzenberg Municipal Council is in the process of adopting a by-law regulating Informal trading 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 Manager: Local Economic Development at the Municipal Offices, 50 Voortrekker Street, Ceres or by e-mail at admin@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 Mr. Fick or e-mail it to admin@witzenberg.gov.za on or before **12 June 2025**.

PUBLIEKE KENNISGEWING - KONSEP VERORDENING INFORMELE HANDEL

Die Witzenberg Munisipale Raad is in proses om 'n verordening te aanvaar vir die regulering van informele handel 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 Bestuurder: Plaaslike Ekonomiese Ontwikkeling, by die Munisipale Kantore, Voortrekkerstraat 50, Ceres of per e-pos by admin@witzenberg.gov.za

Enige geskrewe voorleggings of voorstelle oor die konsep verordening moet by die Munisipale Bestuurder se kantoor ingehandig word vir aandag mnr. Fick of per e-pos na admin@witzenberg.gov.za voor of op **12 Junie 2025**.

ISAZISO SIKAWONKE-WONKE - IDRAFT YOMTHETHO KA MASIPALA URHWEBE OLUNGEKHO SIKWENI

Ibhunga likaMasipala waseWitzenberg likwi nkqubo yokwamkela umthetho ka Masipala wokurhweba ngokungekho sikweni kwindawo ephantsi kolawulo lwalo. Uyilo lomthetho ka Masipala luyafumaneka kwi webhusayithi kaMasipala ethi www.witzenberg.gov.za Ikopi efanayo inokufunyanwa kuMphathi woPhuhliso loQoqosho lwasekhaya kwiofisi zikaMasipala, 50 Voortrekker Street, Ceres okanye nge imeyile admin@witzenberg.gov.za

Nakuphi na ukungeniswa okubhaliweyo okanye iingcebiso kuMthetho kaMasipala kufuneka zingeniswe kwi -ofisi yoMphathi kaMasipala ukuze igxileku uMnumzana Fick okanye ithunyelwe nge-imeyile ku admin@witzenberg.gov.za ngomhla okanye ngaphambi komhla **we-12 Eyesilimela 2025**.



Sangmiddag word aangebied deur sis Bettie ten bate van 2 susters in Matriek 2025

LERAAR CYRIL FRANSÉ	PASTOR RUDOLF MANUS	SUSTER MARIAN	APOSTEL LINDA KOOPMAN
BR SHAUN	SIS LIBBY	GRACE ADDITION	BISHOP BRENDIA AFRICA
JATOLIN CLOETE EN CHRISTINA KLAASEN	BR MELBOURNE	WAYLON ZION SEKELS	BR EON
MC WILDEBE BOSMAN	THE MESSENGERS	HOST SIS BETTIE SWARTZ	SIS GUERIDA
LOCALITE APENDE	UNDIVIDED PURPOSE		

SUIDERLAND KERK, CERES
25 MEI 2025 R50 (VOLW) R20 (KINDERS)

16:00PM
Vir meer inligting skakel sis Bettie by 060-842-9122
Lekker verversings sal te koop wees

WITZENBERG MUNICIPALITY: INFORMAL TRADING BY-LAW, 2025

Adopted by Council on the:

Promulgated on:

INFORMAL TRADING BY-LAW, 2025

To provide for the right to engage in informal trading; to establish informal trading areas and informal trading sites on municipal property; to provide for the granting of trading permits to trade on municipal property; to restrict and prohibit informal trading in certain areas; to regulate the conduct of informal traders; to regulate informal trading at special events; to provide for measures to ensure health and safety; to indicate offences and penalties; to provide for the repeal of bylaws; and to provide for matters incidental thereto.

DRAFT

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PREAMBLE

WHEREAS the council recognizes the key role that informal trading plays in poverty alleviation, income generation and entrepreneurial development and, in particular, the positive impact that informal trading has on historically disadvantaged individuals and communities;

WHEREAS the council recognizes the need to adopt a developmental approach to informal trading within a well-managed municipal area. This requires that, in managing informal trading, consideration must also be given to –

- (a) the promotion of social and economic development;
- (b) the promotion of a safe and healthy environment;
- (c) municipal planning;
- (d) the licensing and control of undertakings that sell food to the public; and
- (e) the management of public places and public roads;

WHEREAS the council has competence in terms of Part B of Schedules 4 and 5 of the Constitution relating to such matters as the control of street trading, trading, and markets;

AND WHEREAS the Witzenberg municipal council has competence, in terms of section 156 (2) of the Constitution of the Republic of South Africa as amended, read with section 13 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) as amended, to make and administer by-laws for the effective administration of the matters which it has the right to administer, hereby makes the following By-law:

CHAPTER 1 INTERPRETATION

Definitions

1. In this By-law, unless the context otherwise-

“**act**” means the Business Act, 1991, (Act 71 of 1991)

“ **abandoned goods**” shall mean:

- (a) goods found on a public road or public place that do not appear to be under the control of any person.;
- (b) goods found on a public road or public place at the end of a day’s business that do not appear to be under the control of any person;
- (c) goods found in a manhole, storm water drain, public toilet, taxi rank or in any tree of shrub where no evidence is available that it belongs to a specific persons.

"authorized official" means a person authorized to implement the provisions of this By-law, including but not limited to:-

- (a) peace officers as contemplated in section 334 of the Criminal Procedure Act, 1977 (Act No. 51 of 1977);
- (b) a traffic officer appointed under section 3A of the National Road Traffic Act, 1996 (Act 93 of 1996);
- (c) a member of the Service as defined in section 1 of the South African Police Service Act, 1995 (Act 68 of 1995) or
- (d) such employees, delegated nominees, representatives and service providers of the Municipality as are specifically authorized by the Municipality in this regard: Provided that for the purposes of search and seizure, where such person is not a peace officer, such person must be accompanied by a peace officer;

“authorized trader representative” means an individual granted the legal authority to act on behalf of a trader that have a valid informal trader permit. This person is empowered to handle official trading matters such as trading and signing documents at a demarcated stall. This person must comply with the same regulations and stipulations as the informal trader permit holder.

“demarcated area” means a trading space allocated and marked for informal trading

“foodstuffs” means foodstuffs intended for human consumption as defined in section 1 of the Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act No. 54 of 1972);

“goods” means any movable property displayed or kept by a person in a public or private place or public road used or intended to be used in connection with carrying on the business of an informal trader and includes wares, articles, receptacles, vehicles or structures

“illegal goods” means –

- (a) goods which may not lawfully be sold or bought including, but not limited to, counterfeit goods as defined in the Counterfeit Goods Act, 1997 (Act No. 37 of 1997);
- (b) goods that are bought or sold in an unlawful manner; or
- (c) goods that have been acquired in an unlawful manner.

“impoundment fee” means the applicable tariff charge, as determined by the council from time to time, for the impounding and storing of goods impounded in terms of this By-law, as well as the disposal or releasing of the impounded goods and any associated costs;

“informal trader” means a person carrying on the business of street vendor, peddler or hawker and includes any authorized trader representative or a person, or an enterprise which is not registered or incorporated in terms of the corporate laws of South Africa and which engages in informal trading”

“informal trading” means the trading in goods and services in the informal sector by an informal trader in a public road or a public or a private place, irrespective whether it is in a residential area, town or informal settlement and which typically includes, without limitation, the following types of trading:

- (a) street trading;
- (b) trading in public places;
- (c) mobile trading, such as caravans, light delivery vehicles and trailers;
- (d) trading from kiosks, stalls or containers;
- (e) trading at special events;
- (f) trading at markets

"kerb line" means the boundary between the shoulder and the verge or, in the absence of a shoulder, the part between the edge of the roadway and the verge, as defined in section 1 of the National Road Traffic Act, 1996 (Act No. 93 of 1996);

"litter" includes any container, wrapping or other waste which has been discarded or left behind by an informal trader or by his or her customers;

"market" means an area within an informal trading area which is designated as a market on an informal trading plan and which is managed in a coordinated manner;

"motor vehicle" means any self-propelled vehicle as defined in section 1 of the National Road Traffic Act, 1996 (Act No. 93 of 1996)

"municipal council" or **"council"** means the Witzenberg municipal council, a municipal council referred to in section 157(1) of the Constitution;

"Municipality" means the Witzenberg Municipality, a category B Municipality as envisaged in terms of section 155(1) of the Constitution of South Africa

"municipal manager" means a person appointed in terms of section 54A of the Municipal Systems Act as the head of administration of the municipal council;

"municipal property" means property owned by, leased by or under the control of the Municipality;

"national monument" means any one of the "public monuments and memorials" as defined in terms of section 2 of the National Heritage Resources Act, 1999 (Act No. 25 of 1999);

"non-municipal property" means property that is situated within the area of jurisdiction of the Municipality but which is not owned by, leased by or under the control of the Municipality;

"nuisance" means any conduct or behaviour by any person or the use, keeping, producing, by-producing, harbouring or conveying, as the case may be, of any item, substance, matter, material, equipment, tool, plant or animal or causing or creating any situation or condition in or on private property or in a public place or anywhere in the Municipality which causes damage, annoyance, inconvenience or discomfort to the public or to any person, in the exercise of rights common to all or of any person;

"obstruct" means to do anything which blocks or is likely to block vehicular or pedestrian traffic flow on a public road;

"once-off event" means an event that occurs only once annually;

"park" means a garden or park to which the public has a right of access, and "garden" has the same meaning;

"permit-holder" means an informal trader who has been granted a permit by the Municipality, to conduct informal trading from a demarcated site situated in an informal trading area on municipal property;

"public parking space" means any space in a public place designated by the Municipality for the parking of a motor vehicle;

"public place" means -

- (a) a public road;
- (b) a public parking space; and
- (c) any square, park, recreation ground, sports ground, shopping centre, municipal cemetery, open space, or vacant municipal land which is vested in the Municipality, or in respect of which the public has the right of use, or which is shown on a general plan of a township filed in the deeds registry or a Surveyor-General's office as having been provided for the use of the public or the owners of erven in such township;

"public road" means any road, street or thoroughfare or any other place (whether a thoroughfare or not) which is commonly used by the public or any section thereof or to which the public or any section thereof has a right of access, and includes—

- (a) the verge of any such road, street or thoroughfare;
- (b) any bridge, ferry or drift traversed by any such road, street or thoroughfare; and
- (c) any other work or object forming part of or connected with or belonging to such road, street or thoroughfare;

"roadway" means that portion of a road, street or thoroughfare improved, constructed or intended for vehicular traffic, which is between the edges of the roadway, as defined in section 1 of the National Road Traffic Act, 1996 (Act No. 93 of 1996);

"sell" includes -

- (a) bartering, exchanging or hiring out;
- (b) displaying, exposing, offering or preparing for sale;
- (c) storing on a public road or in a public place with a view to selling; and
- (d) providing a service for reward,

and "sale" or "selling" has a corresponding meaning;

"services", in relation to an informal trader, includes any advantage or gain given or supplied by the trader in return for consideration or reward

"shoulder" means that portion of the road, street or thoroughfare between the edge of the roadway and the kerb line, as defined in the National Road Traffic Act, 1996 (Act No. 93 of 1996);

"sidewalk" means that portion of a verge intended for the exclusive use of pedestrians, as defined in section 1 of the National Road Traffic Act, 1996 (Act No. 93 of 1996);

"verge" means that portion of a road, street or thoroughfare, including the sidewalk, which is not the roadway on the shoulder, as defined in section 1 of the National Road Traffic Act, 1996 (Act No. 93 of 1996).

"special event" means events that include but are not limited to: concerts, parades, circuses, fairs, festivals, block parties, community events, running and bicycle races.

Interpretation of By-law

2. If there is a conflict of interpretation between the English version of this By-law and a translated version, the English version prevails.

Objects of By-law

3. The object of this By-law is to regulate informal trading in a manner which –
 - (a) ensures that informal trading is conducted in an orderly manner and on demarcated areas
 - (b) enables access to job and entrepreneurial opportunities within the informal trading sector;
 - (c) harmonizes the relationship between the informal trading sector and the formal trading sector; and
 - (d) ensures the health and safety of the public
 - (e) Ensures inclusive public participation which recognize and protects the rights of all those impacted by informal traders

Application of By-law

4. This By-law applies to all areas which fall under the jurisdiction of the Witzenberg Municipality and is binding on all persons to the extent applicable.

CHAPTER 2

FREEDOM TO TRADE INFORMALLY

Freedom to engage in informal trading

5. Subject to compliance with the provisions of –

- (a) this By-law;
- (b) any other applicable law; and
- (c) any applicable informal trading permit,
- (d) Municipal rules governing informal trading or trading management policy

Any qualifying person that resides legally within South Africa, and falls within the definition of informal trader and that has not been previously banned from trading at Witzenberg Municipality, is permitted to apply for an-informal trading permit within the demarcated area which falls within the jurisdiction of the Municipality.

CHAPTER 3

INFORMAL TRADING ON MUNICIPAL PROPERTY

Trading areas and trading sites

6. (1) The council may, by resolution

- (a) set apart informal trading areas on municipal property within any area designated as an informal trading area and
- (b) demarcate informal trading sites within informal trading areas.

(2) The council may on reasonable and justifiable grounds, by resolution –

- (a) extend, move, reduce, establish or disestablish any informal trading area or informal trading site

(3) No person is allowed to trade on municipal property if it is not deemed a demarcated informal trading area by Council

Trading hours and other conditions

7. (1) The Municipality may when setting apart informal trading areas, or at any time thereafter on reasonable notice, impose -

- (a) trading days and hours; and
- (b) any other conditions.

7.(2) The trading days will be:

- Mondays to Saturdays on trading hours as determined by the Municipality
- Sunday trading is not allowed, except on special circumstances. A special permit allowing Sunday trading for the specific Sunday will be applicable and the application will be evaluated by administration. Additional costs for trading on the specific Sunday will apply. The application for the special Sunday trading must be received by the Municipality at least 7 working days prior to the intended Sunday. Trading hours will be determined by the Municipality.

7.3 Trading hours will determined by the Office of the Municipal Manager and is subjected to change based on operational requirements

Prohibition: informal trading on municipal property without permit

8. No person may conduct informal trading on municipal property without a valid informal trader permit from the Municipality.

- a. Only the permit holder or his/her authorized trader representative may trade with the permit.

9. Informal trading permits

(1) a. No person may conduct informal trading on municipal property without a valid permit issued by the municipality. Applicants are required to submit an application for each financial year.

b. The application period will be open annually from 1 June to 30 June. Should trader space still be available after 30 June, applicants will still be permitted to apply, and the applicable tariffs will be payable in accordance with approved Council tariffs. Permits must be applied for in the manner determined by the Municipality yearly.

(2) The Municipality must consider any application for an informal trading permit and —

(a) Preference will be given to residents of Witzenberg Municipal area.

(b) May approve it subject to any conditions;

- (c) May request that additional information be furnished within a specified time frame; or
 - (d) May reject the application and provide reasons thereof.
- (3) The Municipality may, when issuing an informal trading permit, impose any reasonable conditions, including but not limited to—
- (a) minimum or maximum trading hours;
 - (b) restrictions regarding the type of goods or services in which the permit-holder is permitted to trade;
 - (c) an expiry date for the permit; and
 - (d) conditions regarding the type of structure or structures, if any, which may be erected on an informal trading site or in an informal trading area.
 - (e) days of trading allowed
- (4) An informal trading permit –
- (a) must refer to a specified trading bay, as identified by its allocated number, to which the permit relates;
 - (b) gives only the permit-holder, and his or her authorized trader representative, the right to use that trading bay subject to the conditions of the permit, the provisions of any other conditions imposed in terms of this By-law, and
 - (c) A permit to trade must be kept at the place of trade at all times and must be produced on demand by an authorized official

Informal trading fees

10. The Municipality is entitled to charge -

- (a) any person who applies for an informal trading permit, an application fee on submission of each application for an informal trading permit.
- (b) Different trading fees will be charged for under-roof, open demarcated spaces and food trailer spaces and
- (c) An additional fee or tariff, in respect of additional costs incurred or services provided by the municipality, such as for trading on Sundays.
- (d) In the case where new under-roof structures is constructed on existing demarcated space during a financial year, the Municipality may at its discretion not charge the current permit holder an under-roof tariff for the remaining term of the permit. In this case the under-roof tariff must be applied and charged from the next financial year.
- (e) In the case where the application is unsuccessful and or withdrawn, application fees will not be refunded to the applicant.
- (f) Trading fees is not refundable.

Appointment of Authorized trader representative

- 11.** (1) Any permit holder will be allowed to appoint a representative to trade in terms of a permit, issued by the municipality, but subject to prior notification to the municipality and on terms and conditions prescribed by the municipality.
- (2) All prescriptions in this bylaw will be applicable to the representative appointed by the permit holders, as would be the case of the permit holder.
- (3) It is the responsibility of the permit holder to notify the municipality of the appointment of any representative, with full details as required by the municipality. The municipality will include the representative details on the permit.
- (4) If an authorized trader representative need to be replaced, a new informal trader permit must be applied for to update the representative's details. A pro-rata application fee in terms of council tariffs may be levied.

Transfer of informal trading permits

12. Permits are non-transferable unless:

- (a) In the event of the death or severe illness of the permit holder a permit may be permanently transferred, with the written approval of the municipality, to a dependent, or an assistant acting on behalf of the dependent, who will continue trading until the permit is no longer valid; or

(b) A permit may be temporarily transferred, with the written approval of the municipality, to a dependent or, where there is no dependent, to an individual nominated by the permit holder, for reasons such as an illness, pregnancy, family responsibility, religious or cultural matters, or any other personal matter for a period no longer than 3 months, provided that an affidavit is provided to the municipality stating the nature and period for which the permit holder requires the permit transfer.

(2) No subletting of informal trading stands is allowed.

Duties of an informal trader

13. (1) A street trader must:

- (a) personally trade on the site allocated;
- (b) when he or she concludes business for the day, remove his or her property, except if stored in any structure approved and permitted by the municipality, to a place which is not part of a public road or public amenity;
- (c) when requested by an official of the municipality or by a person who has been authorized to provide municipal services, to move his or her property so as to permit the official or other person to carry out any work in relation to a public road, public amenity or service;
- (d) keep the area or stand occupied by him or her in a clean and sanitary condition;
- (e) ensure that the area is free of litter at all times, and must, when he or she concludes business for the day, dispose of litter generated by his or her business in receptacles provided by the municipality for the public;
- (f) on request by an official of the municipality, move his or her property so as to permit the cleansing of the area where he or she is trading.
- g) ensure that the stall area and/or trader infrastructure not look unsightly in any way for the public.
- h) the Municipality reserves the right to impose further duties in the trading permit

Removal and suspension of informal trading permits

14. (1) The Municipality may, within 2 days to an informal trader and after having given the informal trader an opportunity to make written representations, revoke or suspend an informal trading permit if the informal trader has—
- (a) breached any conditions of his or her informal trading permit;
 - (b) breached the provisions of this By-law or of any other law;
 - (c) been convicted of trading in illegal goods or of providing a service unlawfully;
 - (d) been found to have willfully supplied incorrect information to the Municipality when required to provide that information.
- (2) A permit-holder must immediately return the permit to the Municipality when the-
- (a) Municipality revokes the permit;
 - (b) permit-holder is refused permission to transfer the permit;
 - (c) permit-holder ceases trading on the demarcated space for a period of 2 months or more days;
 - (d) permit-holder no longer wishes to trade as an informal trader from the relevant informal trading site before the expiry date;
 - (e) permit holder has not utilized a 2nd demarcated stall for a period of 2 months, which may constitute to blocking other trader competition by keeping a stall space open next to their already demarcated stall space

Temporary relocation and suspension

15. (1) The Municipality may, on reasonable notice to an informal trader, temporarily or permanently—

- (a) relocate a permit-holder;
- (b) suspend the validity of a permit; or
- (c) suspend informal trading from an informal trading area or a particular trading site or sites,

if the continuation of trading from an informal trading area or trading site is impractical or inconvenient to the activities of the Municipality, any sphere of government and any public and private entity, including their respective service providers.

(2) No compensation is payable by the Municipality to an informal trader in the event that—

- (a) the trader is relocated;
- (b) the permit is suspended or revoked; or
- (c) trading is suspended or prohibited from a particular informal trading area or trading site, irrespective whether an alternate site is provided to the permit holder

CHAPTER 4

RESTRICTIONS AND PROHIBITIONS ON INFORMAL TRADING

Restricted or prohibited areas

- 16.** (1) The council may, by resolution, declare any place in its area of jurisdiction to be an area in which informal trading is restricted or prohibited.
- (2) The council may, in restricting or prohibiting informal trade, indicate places where—
- (a) informal trading is prohibited; or
 - (b) informal trade in specified goods or services is prohibited.
- (3) The Municipality must erect signs, markings or other devices to indicate the boundaries of—
- (a) areas where informal trading is restricted or prohibited (and the nature of any restriction); and
 - (b) informal trading areas and informal trading sites.
- (4) Any sign erected in terms of this By-law or any other law, shall serve as sufficient notice to an informal trader that informal trading is prohibited or restricted in that area.

Restricted conduct: erection of structures

- 17.** (1) An informal trader must not erect any structure, whether movable or immovable, other than approved by the Municipality.

Restricted conduct: use of the site overnight

- 18.** (1) An informal trader must not sleep overnight at the place where he or she carries on informal trading.
- (2) An informal trader must not, on concluding business for the day, leave his or her goods or trading structure at an informal trading site which is part of a public road or public place

Restricted conduct: location of trading

- 19.**(1) An informal trader must not—
- place his or her goods on a public road or public place, with the exception of his or her motor vehicle or trailer from which informal trading is conducted: provided that such motor vehicle or trailer does not obstruct pedestrian or vehicular traffic movement and complies with the provisions of the National Road Traffic Act, 1996 (Act No. 93 of 1996);
 - (a) allow his or her goods or area of activity to cover an area of a public road or a public place which—

- (i) is greater than 6 square meters in area; or
- (ii) is greater than 3 meters in length, unless otherwise approved by the Municipality, on a specially demarcated trailer informal trading space;
- (b) trade on a sidewalk or verge where the—
 - (i) width of the sidewalk or verge is less than 3 meters;
 - (ii) sidewalk or verge is next to a public building, a place of worship such as a church, synagogue or mosque, or a national monument; or
 - (iii) sidewalk is contiguous to a building in which business is being carried on by any person who sells goods of the same or of a similar nature to the goods being sold on such sidewalk by the trader, if that person objects to informal trading taking place at that location;
- (c) trade on the half of a public road which is next to a building that is being used for residential purposes, if the owner or occupier of that building objects to informal trading taking place at that location;
- (d) trade on any immediate sidewalk in front of a business or shop, whether it is with or without the permission of the respective shop owner
- (e) obscure any road traffic sign displayed in terms of the National Road Traffic Act, 1996 (Act No. 93 of 1996), or any marking, notice or sign displayed or made in terms of a by-law;
- (f) obstruct vehicular traffic;
- (g) obstruct access to a pedestrian crossing, pedestrian arcade or mall;
- (h) obstruct access to a vehicle;
- (i) obstruct access to refuse disposal bins or other facilities intended for the use of the public;
- (j) obstruct access to an automatic teller machine;
- (k) obstruct the view of a CCTV camera;
- (l) limit access to parking or loading bays or other facilities for vehicular traffic;
- (m) trade within 5 meters of an intersection or fire hydrant or any other firefighting equipment ;or
- (n)trade in a park, unless such area has been declared by the council as an informal trading area.

(2) An informal trader must, in respect of any sidewalk, leave an unobstructed space for pedestrian traffic of not less than—

- (a) 2 meters wide when measured from any contiguous building to his or her goods or area of activity; and
- (b) 0.5 meters wide when measured from the kerb line to his or her goods or area of activity.

Restricted conduct: display and storage of goods

20. (1) An informal trader must not—

- (a) place or stack his or her goods in such a manner that it constitutes a danger to any person or property, or is likely to injure any person or cause damage to any property;
- (b) display his or her goods on or in a building, with or without the consent of the owner, lawful occupier, or person in control of such building or property;
- (c) interfere with the ability of a person using a sidewalk to view the goods displayed behind a shop display window or obscure such goods from view;
- (d) place on a public road or public place any goods that are not capable of being easily removed to a storage place at the end of the day's business; and
- (e) store or dispose of his or her goods or litter in a manhole, storm water drain, public toilet, or in a tree.

Restricted conduct: fires

21. (1) An informal trader must not make a fire at any demarcated or non-demarcated place whatsoever to prepare foodstuffs by utilizing open-flame fire; gas-fired equipment must be utilized with the relevant fire extinguisher on hand

Restricted conduct: litter

22. (1) An informal trader must dispose of litter generated by his or her informal trading in a refuse receptacle approved or supplied by the Municipality.

(2) An informal trader must not, other than in a refuse receptacle approved or supplied by the Municipality, accumulate, dump, store, deposit, or cause or permit to be accumulated, dumped, stored or deposited, any litter on any land or premises or any public road or public place or on any public property.

Restricted conduct: attachments

- 23.** An informal trader must not attach any of his or her goods by any means to any building, structure, pavement, tree, parking meter, lamp, pole, electricity pole, telephone booth, post box, traffic sign, bench or any other street furniture in or on a public road or public place.

Restricted conduct: alcohol, sound-emitting devices and electricity

- 24.** An informal trader must not—
- a. sell or promote alcoholic products;
 - b. sell or promote prescriptive or related pharmaceutical medicine
 - c. sell any illegal substances or plants
 - d. sell any illegal goods
 - e. use bells, hooters, amplified equipment or similar devices which emit sound, in order to attract customers, and
 - f. use any electrical supply or a power generator, unless expressly approved by the Municipality.

Restricted conduct: general

- 25.** An informal trader must not carry on informal trading—
- a. in a place or area in contravention of any prohibition or restriction imposed by the Municipality; or
 - b. in such a manner as to—
 - i. act in a way which disturbs the reasonable peace, comfort or convenience and well-being of any other person, thus creating a nuisance
 - ii. damage or deface the surface of any public road or public place, or any public or private property;
 - iii. create a traffic or health hazard or a health risk;
 - iv. contravene any of the terms and conditions of his or her informal trading permit; or

Environmental health

- 26. (1)** An informal trader must —
- a. keep the informal trading site or area or occupied by him or her for the purposes of conducting informal trading in a clean and sanitary condition;
 - b. keep his or her goods in a clean and sanitary condition;
- ensure that, on completion of business each day —

- c) the informal trading site or area occupied by him or her for the purposes of conducting informal trading is free of litter and other waste; and
 - d) all his or her goods are collected and removed from any public road or public place and stored in a suitable facility;
 - e) take necessary precautions in the course of conducting his or her business as may be necessary to prevent the spilling of fat, oil or grease onto a public road, or public place, or into a storm water drain;
 - f) ensure that no smoke, fumes or other substance, odors, or noise, emanating from his or her activities associated with informal trading, causes pollution of any kind;
 - g) carry on business in a manner which does not cause a threat to public health or public safety; and
 - h) at the request of an authorized official of the Municipality, move or remove any object so that the area or informal trading site from which informal trading is conducted may be cleaned.
- (2) A certificate of acceptability, as contemplated in Regulations Governing General Hygiene Requirements for Food Premises, G’N R638 of 22 June 2018, must first be obtained from the Cape Winelands District Municipality where food, irrespective of where such food was prepared, is sold or handled in an informal trading bay.

Temporary relocation

- 27.** (1) An informal trader must, on request by an authorized official or a service provider appointed by the Municipality, move his or her goods so as to permit the carrying out of any work in relation to a public road, public place or any work.
- (2) No compensation is payable by the Municipality to any informal trader as a result of the temporary relocation of informal trading as contemplated in subsection (1).

Special events

- 28.** (1) The Municipality may, on reasonable notice, prohibit or restrict informal trading for the duration of a special event and within a prescribed area, notwithstanding the provisions of any informal trading policy or any informal trading permit.
- (2) No compensation is payable by the Municipality to any informal trader as a result of the prohibition or restriction of informal trading as contemplated in subsection (1).

Obligation of owners on non-municipal property**29. An owner of non-municipal property must –**

- a. ensure that any informal trading taking place on his or her property complies with this By-law and any other relevant legislation;
- b. permit any authorized official access to his or her property for the purpose of ensuring compliance with this By-law; and
- c. ensure, at the owner's cost, that sufficient services are provided to maintain acceptable hygienic conditions in respect of the informal trading.
- d. Ensure written approval of consent from all neighbors surrounding the immediate property

CHAPTER 5 ENFORCEMENT

Removal and impoundment

- 30.(1)** An authorized official may remove and impound any goods of an informal trader which he or she reasonably suspects is being used, has been used or is intended to be used for or in connection with informal trading which is in contravention of this By-law or any other applicable law or in the event of a trader continuing or repeating a contravention in respect of which one or more notice have been issued to that trader.
- (2) The removal and impoundment of goods in terms of subsection (1) may be carried out irrespective of whether or not such goods are in the possession or under the control of any third party at the time.
- (3) Any authorized official who removes and impounds goods in terms of subsection (1) must, except where goods have been left or abandoned, issue the informal trader a receipt which—
- (a) Captures the full name, identity number and contact details of the trader;
 - (b) contains an acknowledgement signed or marked by the informal trader confirming that the contents of the receipt are correct;
 - (c) itemizes the goods to be removed and impounded;
 - (d) provides the address where the impounded goods will be kept;
 - (e) states the period of impoundment;
 - (f) states the terms and conditions which must be met to secure the release of the impounded goods;
 - (g) states the impoundment costs to be paid to secure release of the impounded goods;
 - (h) states the terms and conditions on which unclaimed goods will be sold or otherwise disposed of; and
 - (i) provides the name and address of a municipal official to whom any representations regarding the impoundment may be made and the date and time by which representations must be made.
- (4) If any goods to be impounded are attached to immovable property or a structure, an authorized official may order any person who appears to be in control of the immovable property or structure to remove the goods to be impounded and, if that person refuses or fails to comply, then—

- (a) that person shall be guilty of an offence; and
- (b) the authorized official may remove the goods himself or herself.

(5) Goods which have been impounded may be released after –

- (a) proof of ownership in the form of the presentation of the receipt contemplated in subsection (3); and
- (b) payment of the impoundment fee ,is received.

(6) (1) The Municipality may at any time after the impoundment sell, destroy or otherwise dispose of–

- (a) impounded perishable goods if the goods represent or might represent a health risk or a nuisance; and
- (b) foodstuffs which are unfit for human consumption, provided that notice has been served on the informal trader concerned, advising him or her
 - (i) that his/her impounded goods are to be sold, destroyed or disposed of;
 - (ii) of the time of such sale, destruction or disposal; and
 - of the reasons for such sale, destruction or disposal.

(7) Impounded goods other than perishable goods, may be sold by the Municipality if the owner does not, or is unable to, pay the impoundment fee within 30 days from the date of impoundment of those goods.

(8) If impounded goods are sold by the Municipality in terms of subsections (6) or (7), and upon the presentation of the receipt contemplated in subsection (3) as proof of ownership, the Municipality must pay to the person presenting the inventory the proceeds of the sale less the impoundment fee.

(9) In the event of the proceeds of any sale of goods contemplated in this section not being sufficient to defray any expenses incurred by the municipality in connection with the removal and impoundment thereof, the trader shall remain liable for the difference.

(10) If such trader fails to claim such proceeds within 30 days from date on which such property was sold, the proceeds shall be forfeited to the municipality.

(11) If in the reasonable opinion of an authorized official, an informal trader is suspected of trading in illegal goods, then those goods may be immediately confiscated and, in the event of such a confiscation, the authorized official must–

- (a) comply with the requirements of this section; and
- (b) immediately surrender the suspected illegal goods to the possession of the South African Police Service.

Offences

31.(1) A person is guilty of an offence if he or she—

- (a) trades without an informal trading permit;
- (b) contravenes any provision of this By-law;
- (c) contravenes any condition on which a permit has been issued to him or her;
- (d) fails to comply with any lawful instruction given in terms of this By-law;
- (e) threatens, resists, interferes with or obstructs any authorized official in the performance of official duties or functions in terms of or under this By-law; or
- (f) deliberately furnishes false or misleading information to an authorized official.

(2) A person is guilty of a continuing offence if he or she continues with an offence after notice has been served on him or her in terms of this By-law requiring him or her to cease committing such offence, or after he or she has been convicted of such offence.

Penalties

32.(1) Whenever a law enforcement officer finds that any person contravenes any requirement or restriction 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.

- (a) **First Offence:** Upon a first contravention of any provision of this By-law, the Municipality shall impose a fine in accordance with the prescribed schedule of penalties as determined and approved by the court.
- (b) **Second Offence:** Upon a second contravention of the same provision, a further fine shall be imposed as determined and approved by the court.
- (c) **Third or Subsequent Offence:** Upon a third or any subsequent contravention of any provision of this By-law, the offender shall no longer be entitled to discharge liability by payment of an fine and shall be prosecuted in a court of law and will be banned from trading for a maximum period of 24 months.

Nothing in this section shall be construed as limiting or depriving the Municipality of the right to approach the court directly, should the circumstances so warrant in the opinion of the Municipality.

CHAPTER 6
MISCELLANEOUS
PROVISIONS

Appeals

33. (1) A person whose rights are affected by a decision taken by the Municipality in terms of this By-law may appeal against that decision in terms of the Appeals provision contained in the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) by giving written notice of the appeal and reasons to the municipal manager within 21 days of the date of the notification of the decision.

Repeal of laws and savings

34. (1) The Witzenberg Street Trading By-Law gazetted on 16 August 2002 are hereby repealed and replaced by this By-law

- (2) All permits issued under the Witzenberg Municipality Street Trading By-laws published under Municipal Notice 97 of 1995 remain in full force and effect as if the said By-law has not been repealed as contemplated in subsection (1).

- (3) Any rights accrued or obligations incurred as contemplated in the laws referred to in subsection (2) remain in force, as if those laws have not been repealed.

Notwithstanding the enactment of this By-law—

- (a) any declaration of an area within the jurisdiction of the Municipality as an area in which the carrying on of the business of street vendor, peddler or hawker may be restricted or prohibited, shall remain valid until such time as the council adopts an informal trading policy in respect of such area in terms of this By-law;

- (b) where an informal trader had been issued with a permit prior to the enactment of this By-law which permits trading from a particular site, this permit shall comply with the regulations stated in this By-law

Short title and commencement

35. This By-law is called the Witzenberg Municipality: Informal Trading By-law, 2025 and takes effect on the date on which it is published in the *Provincial Gazette* of the Western Cape.

DRAFT

- MEMORANDUM -

TO: Director: Community Services
FROM: L Wessels
DATE: 11 July 2025
REF:

**LEASE AGREEMENT – ZANOKHANYO CRÈCHE ,TULBAGH FOR CONSIDERATION BY THE COMMUNITY SERVICES COMMITTEE****Purpose:**

To request Council's approval for renewal of the lease agreement with the Governance Body for Zanokhanyo Crèche in Chris Hani Tulbagh situated on a portion of Erf 389, Tulbagh.

Background & Deliberation:

The crèche is a result of in a twinning agreement with the town of Essen, Belgium and Witzenberg Municipality. The crèche was officially opened on 3 October 2009. The Department Social development requested Grass roots a NGO (Non-governmental organization) to assist the Crèche Committee with training in handling the seventy six children in the program on a daily basis.

The crèche as a registered Non-profit organization and receive a subsidy from Department Social Development. The crèche is registered for 80 children between the ages of 6 months and 5 years. Currently they have 90 children attending the facility and a waiting list of more than 50 children. The crèche follows a day program approved by the Department. The crèche exists of 4 classrooms, a bathroom, office and kitchen. The crèche is functioning well and is managed by a government body represented by parents from the community. The crèche seems to be managed well. The personnel consist of a principal, 4 educators, and a cook.

Witzenberg Municipality entered into a lease agreement with the governance body of Zanokhanyo crèche and expires on 31 December 2025.

Community Value

The children from Chris Hani have the opportunity to be exposed to early childhood development in a facility where vulnerable children are safe and protected.

Sustainability:

Department Social Development will ensure the sustainability of the daily operations.

Legislation:

Renewal of the lease agreement for a period of 3 years. .

Financial Implication

Fair market value is not applicable due to the economic and community value that are received in exchange for the lease of the asset.

Recommendation:

For Council to consider the following:

- a) Entering into a further lease agreement with the governance body of Zanolkhanyo crèche for a three-year period for the purposes of operating an crèche;
- b) Providing an option for renewal for a further 3 years after the new lease agreement has lapsed, on the discretion of the Municipality;
- c) Council to determine if the yearly rent amount remains R376.90.**
- d) Taking cognisance that the property that will be leased is not required for provision of minimum level of basic services (MFMA Section 14.2 a)
- e) Zanolkhanyo crèche is liable to pay for municipal services and that they are responsible to maintain the building;
- f) Zanolkhanyo crèche is responsible to maintain the building;
- g) Zanolkhanyo crèche is responsible for own security measures, such as alarms, guards, burglar bars ect.
- h) The Building will stay the property of the Municipality after the Lease agreement expires and or is cancelled.
- i) That the Municipal Manager is authorised to sign the lease agreement on behalf of the Council.



S. Swart
Director Community Services

Letta Wessels

From: Ajami Sauls
Sent: Thursday, 10 July 2025 15:45
To: Letta Wessels
Subject: RE: VERSEKERINGSPREME VIR ANOKHANYO CRECHE ERF 389 TULBAGH

Hi Letta,

Bedrag voor verseker (insluitend die Youth Centre) = R1 256 320
 Premie = 0.030%
 Premie vir die jaar = R376.89

Let wel – dis net die gebou struktuur.

Vriendelike groete.

Ajami Sauls

Accountant | Budget and Assets
 Witzenberg Municipality
 Office: +27 (23) 492 0176
 Email: ajami@witzenberg.gov.za
 Witzenberg Municipality
 Voortrekker Street, Ceres, 6835
<http://www.witzenberg.gov.za>



From: Letta Wessels <lwessels@witzenberg.gov.za>
Sent: 10 July 2025 15:36
To: Ajami Sauls <ajami@witzenberg.gov.za>
Subject: RE: VERSEKERINGSPREME VIR ANOKHANYO CRECHE ERF 389 TULBAGH

Dit is reg

From: Ajami Sauls <ajami@witzenberg.gov.za>
Sent: Thursday, 10 July 2025 15:36
To: Letta Wessels <lwessels@witzenberg.gov.za>
Subject: RE: VERSEKERINGSPREME VIR ANOKHANYO CRECHE ERF 389 TULBAGH

Hi Letta,

Is dit Zanolkhanyo Creche?

Ajami Sauls

Accountant | Budget and Assets
 Witzenberg Municipality
 Office: +27 (23) 492 0176
 Email: ajami@witzenberg.gov.za
 Witzenberg Municipality
 Voortrekker Street, Ceres, 6835
<http://www.witzenberg.gov.za>

MUNISIPALITEIT**UMASIPALA****MUNICIPALITY****- MEMORANDUM -**

AAN / TO: Municipal Manager

VAN / FROM: Manager: Marketing & Communication

DATUM / DATE: 04 August 2025

VERW. / REF.:

ESTABLISHMENT OF A THUSONG SATELLITE CENTRE AT WITZENVILLE COMMUNITY HALL, TULBAGH – FOR INFORMATION**PURPOSE**

To inform Council of the decision to establish a Thusong Satellite Centre at Witzenville Community Hall, Tulbagh, following community requests and stakeholder engagement and possible securing of related maintenance funding.

BACKGROUND

1. A Public Service Commission engagement was conducted in Tulbagh on 8 March 2023; residents repeatedly requested permanent access to *Thusong Services* in the area.
2. Internal and external stakeholder consultations concluded that Witzenville Community Hall offers a practical and centrally accessible venue for the Satellite Centre. It will operate during available weekdays, while community activities and bookings at the hall will continue as scheduled.
3. A Draft Business Plan and Maintenance Plan have been submitted to the Provincial Thusong Programme, as required to possibly access the Operational & Maintenance Grant for the next two years.
4. Establishing satellite centres is aligned with the Western Cape Thusong Programme.
5. The Programme's aim is to promote *integrated, cost-effective, community-based government services*, supported by maintenance funding and continuous support.
6. Alignment with Strategic Objectives:
 - Supports the Municipality's Integrated Development Plan (IDP) goal of equitable access to services.
 - Furthers the Western Cape Government's objective to provide integrated service delivery within rural communities.
 - Enables community dialogue through Thusong service outreaches.
7. Operational Approach & Benefits:

Operational days To be confirmed with participating departments.

Service offerings Scheduled access to SASSA, Home Affairs, Labour, Department of Social Development, CDWs, and municipal administration support

Communication strategy	Published service dates and department schedules via available municipal communication platforms, including notice boards, social media, website, radio, print media, ward councillors and committees.
Community impact	Users gain local access to grants, IDs, social services, UIF, employment support, and more—reducing travel time and costs

RECOMMENDATION

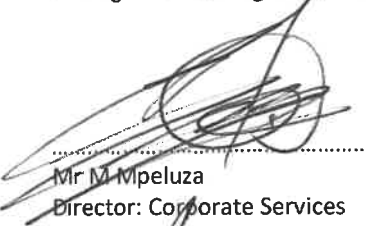
That Council:


1. Takes cognisance of the establishment of a scheduled Thusong Satellite Centre in Tulbagh at the Witzenville Community Hall.
2. Notes the submission of a Draft Business Plan to the Provincial Thusong Programme for grant funding (two-year period). The draft is to be reviewed and resubmitted to the Provincial Thusong Programme for approval.
3. The Thusong Satellite Centre will be operational as soon as the Business Plan is approved and schedules confirmed of all applicable government services.

Prepared by:

.....

 Mrs R Hendricks
 Manager: Marketing & Communication

.....

 Mr M Mpeluza
 Director: Corporate Services

.....

 Mr D Nason
 Municipal Manager



Western Cape
Government

Local Government

BUSINESS PLAN 2025 OF THE TULBAGH THUSONG SATELLITE CENTRE



617		
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7.	Reporting Structures & Monitoring and Evaluation	

1. Introduction

The Witzenberg Thusong Centre serves as a one stop centre that provide integrated government services and information to the communities of the Witzenberg municipal areas and towns, which include the vast farming areas of Op die Berg, Koue and Warm Bokkeveld. However, there is a need to bring government services closer to communities, hence we are establishing a satellite centre in Tulbagh to be accommodated at the Witzenville Community Hall. The services of this centre are based on Batho Pele principles.- putting people first.

1.1 Programme Background

1. a) The Witzenberg Thusong Centre was officially opened on 5 May 2011 and become operational after deliberation with government departments delivering services in this area.
- b) In addition, we would like to establish a satellite centre in Tulbagh to service the surrounding communities. In March 2023, during a Citizen's Forum facilitated by the Office of the Public Service Commission, a need was identified for a satellite centre in Tulbagh. The Department of Local

Government (DLG) is tasked with implementing the Thusong Programme, aimed at ensuring accessible, integrated government services for citizens across the Western Cape Province, regardless of their location. A satellite provides scheduled, periodic access to services from government departments through a permanent structure. Establishing a satellite Thusong service will address these challenges by promoting inclusivity and improving service accessibility for the community.

- c) The Witzenberg Thusong Centre Coordinator will be responsible for the coordination of services at the satellite centre in Tulbagh, as an extension of the Thusong Centre services.

2. Tulbagh Thusong Service Centre Strategic Plan 2025

2.1 Vision

Accessible and service excellence to all.

2.2 Mission

The Tulbagh Thusong Satellite Centre is 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 resource
- Avail resources to government departments as and when needed
- Effective Stakeholder and Community participation
- Bringing all governmental services closer to its citizens
- Ensure that Batho Pele Principles are uphold

2.3 Strategic Objectives

- To bring government services and information closer to the people to promote access to opportunities and services as a basis for improved livelihoods
- To promote cost – effective , integrated, efficient and sustainable service provision that fulfill the needs of the community
- To build sustainable partnerships with government, business and civil society
- To create a platform for greater dialogue between citizens and government.

2.4 Batho Pele principles

(Guideline: The Batho Pele principals were developed to transform the attitudes and culture of the Public service. The eight principals aim to enhance service delivery. The Batho Pele principals should be printed and located throughout the Thusong Service Centre to inform/ educate the citizen and remind officials of their purpose. Clearly indicate how the Thusong Service Centre practically implements/ upholds the Batho Pele principals)

- Consultation
- Service Standards
- Access
- Courtesy
- Information
- Openness and Transparency
- Redress
- Value for Money

The Tulbagh Thusong Satellite Centre will focus on the following to contribute to Batho Pele:

- Avail a venue to house the departments/services
- Provide variety of government services starting with SASSA
- People will not have to travel long distances to Ceres to access services
- Promote better communication between government and the people
- Keep community informed about government services
- The venue is also a place for community events and democratic processes

3. Community/ Stakeholder consultation: Needs analysis

- a. Request and input received during the IDP public participation process and other public meetings
- b. Client satisfaction survey was conducted at the Ceres Thusong Centre and will be followed up Annually at the satellite centre too
- c. Provincial Thusong Service Centre Forum meetings

3.1 Gap Analysis

- a. Tulbagh and surrounding areas lacks service from the following;
 - Department of Labour
 - Health Services
 - Housing
 - Universal service agencies
 - SAPO
 - Private sector
 - Department of Education

No space for training engagements

SEDA

NGO'S

CBO'S

Banks, SMME'S, etc.

GCIS

SARS

IEC

- b. To ensure above listed services in the Witzenberg Thusong centre additional funding will have to be sourced to create more functional space.
- c. Start to address need for Thusong Services in Tulbagh starting with DSD, and to avail other services

3.1.1 The Ideal Thusong Service Centre Six Block Services Model

BLOCK 1: GOVERNMENT SOCIAL AND ADMINISTRATIVE SERVICES	
Service	Service-provider(s)
Access to official personal documents	Department of Home Affairs (DHA)
Access to grant applications and/or grants e.g. social security, Unemployment Insurance Fund, disability, pension	Department of Social Development (DSD), Department of Labour (DoL)
Health services Housing applications	National, provincial and municipal functions
BLOCK 2: OFFICE SERVICES	
Service	Service-provider(s)
Phone, fax, scan and copy E-mail and Internet, desktop publishing and printing, postal services	Government agency (e.g. Universal Services Agency [USA]), South African Postal Service (Sapo), private sector
BLOCK 3: EDUCATION AND SKILLS DEVELOPMENT SERVICES	
Service	Service-provider(s)
Adult Basic Education and Training/Further Education and Training	Government (Department of Education [DoE]) and other training institutions Other training (e.g. computer training programmes) Service-providers/private sector
BLOCK 4: LOCAL ECONOMIC DEVELOPMENT (LED) SERVICES	
Service	Service-provider(s)
Small business advice, support and development Municipal LED Unit, Provincial LED support offices, Small Enterprise	Development Agency (Seda), NGOs, CBOs
BLOCK 5: BUSINESS OPPORTUNITIES AND SERVICES	
Service	Service-provider(s)

Small medium and micro enterprises (SMMEs) (e.g. retail/trading stalls)	Private sector (SMMEs) Other private-sector services (e.g. banks/ATMS). Private sector
BLOCK 6: INFORMATION AND COMMUNICATION ACTIVITIES	
Service	Service-provider(s)
Communication of government information and on-site guidance regarding services	GCIS
Community information	Private sector (e.g. community radio stations) Government (GCIS/local Thusong Service Centre management)

3.1.2 The Tulbagh Thusong Satellite Service Centre Basket of Services

District Municipality	Local Municipality	Office Space allocation	Service Providers
Cape Winelands District	Witzenberg		
		TULBAGH SATELITE THUSONG CENTRE	
		Temporary office space	South African Social Security Agency (SASSA)

3.1.3 Plan of Action to address community needs

Tulbagh Thusong Satellite Centre Action Plan				
#	Action	Responsible official	Stakeholders involved	Timelines
1	Enhance more regular Departmental services to Tulbagh and surrounding towns and farming communities in the area.	Thusong Service Centre Co-ordinator	Witzenberg Municipality Local Govt and other Government departments	January 2025
2	Arrange quarterly Tenant meetings the various service departments	Thusong Service Centre Co-ordinator	Witzenberg Municipality, Local Government and Government departments	Calendar and planning to be provided
3	Maintenance of the buildings and outside areas	Thusong Service Centre Co-ordinator AND Section: Parks and Facilities (responsible for Community Halls)	Witzenberg Municipality Local and Provincial Government departments	Internal Budget combined with Maintenance funding
4	Moveable Branding	Thusong Service Centre Co-ordinator	Witzenberg Municipality Local and Provincial Government departments	January 2025
5	To establish and apply for funding for Economic Development Projects at the Satellite Thusong centre	Thusong Service Centre Co-ordinator	Thusong Service Centre Manager, Witzenberg Municipality and Cape Winelands District Municipality.	Programs planned for 2025-2026
6	Communication	Thusong Service Centre Co-ordinator	Witzenberg Municipality Local Govt and other Government departments	Calendar of events and Planning to be provided; weekly

4. Sustainability Plan

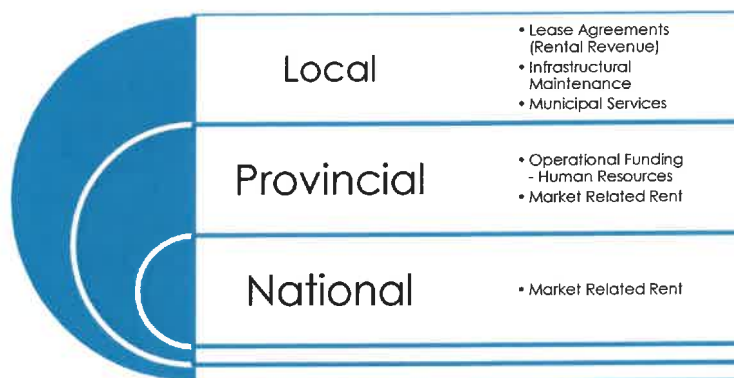
4.1 Thusong Centre Coordinator Key Performance Areas/Responsibilities

Thusong Centre Coordinator oversees the overall management of the operational activities of the Witzenberg Thusong Centre and Tulbagh satellite for the following functions, but not limited to these:

- I. Stakeholder management
- II. Service needs analysis
- III. Planning, monitoring, evaluation and reporting of operations, programmes and activities
- IV. Project management
- V. Financial management
- VI. Operational and asset management
- VII. HR management
- VIII. Management of Witzenberg and satellite centres
- IX. Customer care
- X. Health and safety
- XI. First Aid
- XII. Facility management
- XIII. Attendance of district and provincial forums

4.2 Financial Model

Financial Responsibilities of the three spheres of government



5. Governance Structures

a. Thusong Programme Forum (TPF)

The overarching objective of the Thusong Programme Forum is a consultative forum aimed at increasing co-ordination and communication through information sharing, dialogue, capacity building and consultation on matters of mutual interest.

b. IDP Public Meetings

The Thusong Service Centre Manager will regularly attend this meeting.

c. Provincial and District Communication Forums

The Thusong Service Centre Coordinator and Manager will regularly attend these meetings. Identify purpose role and provide meeting schedule for the year.

d. Tenant meetings

The Thusong Service Coordinator will arrange quarterly meetings.

6. Marketing and Communication Strategy

A Marketing and Communication plan for the Thusong Service Centre to be drafted by the Centre Coordinator in conjunction with the departments and to include calendar of events and annual planning.

Communication / Marketing Issue	Responsibility	Timeframe
Provincial / National	GCIS and Provincial Government	Continuous
National Events and Campaigns	GCIS and Provincial Government	Continuous
Thusong Week	Thusong Coordinator	Annual
Thusong Public Communication and Information	Thusong Coordinator	Continuous
Calendar of Events	Thusong Coordinator	Continuous
Annual Thusong Centre Planning	Thusong Coordinator	Continuous
Media and Marketing	Thusong Coordinator	Continuous

7. Reporting Structures & Monitoring and Evaluation

- Coordinator reporting directly to Manager: Marketing and Communication
- Monthly reports submitted to Manager and Director
- Monthly reports submitted to Committee and Council
- Quarterly reports to the department of local government

- Daily and weekly check-ins (telephonically reporting)
- Daily email and WhatsApp communication between Manager and Coordinator.

The activities and function of the centre is monitored and evaluated in terms of the SDBIP; monthly capturing of information against KPIs of the municipality.

Thusong Service Centre Coordinator

Name and Surname:.....

Signature:.....

Date:.....

Thusong Service Centre Manager

Name and Surname: *R. Hendricks*

Signature: *[Signature]*

Date: *05.08.2025*

Director Corporate Service

Name and Surname: *Morwende Mphahlele*

Signature: *[Signature]*

Date: *11.08.2025*

Municipal Manager/ Chairperson of the Management

Name and Surname: *J.P. Nasson*

Signature: *[Signature]*

Date: *15.08.2025*

Reference: Ref: 15/3/3/3

Mr David Nasson
The Municipal Manager
Witzenberg Municipality
50 Voortrekker Street
CERES
6835

Per email: david@witzenberg.gov.za/ CC: meagan@witzenberg.gov.za

Dear Mr. Nasson

**APPROVAL OF THUSONG SERVICE CENTRES GRANT FUNDING: PROVINCIAL GAZETTE EXTRAORDINARY
9046: DEPARTMENT OF LOCAL GOVERNMENT**

1. The Department of Local Government (DLG) has approved the maintenance grant funding to the amount of R150 000.00 for the Tulbagh Satellite Thusong Service Centre in the Provincial Gazette Extraordinary 9046.
2. Maintenance Grant Funding Conditions for the implementation of the project are as follows:
 - a. Municipality to submit a credible Business Plan to DLG. Business Plan to include the following:
 - Detailed Annual Budget.
 - Basket of services provided.
 - Gaps in service delivery.
 - Status on conclusion of lease agreements with tenants within the Thusong Service Centre.
 - Annexure of Infrastructural Maintenance Plan
 - b. Submission of quarterly narrative progress reports.
 - c. Submission of a mid-year expenditure report.
 - d. Thusong Service Centre to be included in the Integrated Development Plan and Municipal Budget.

- e. Infrastructural Maintenance Plan to ensure the infrastructure is well maintained, to attract and retain stakeholders/tenants. The plan specifies what repairs will be prioritised during their financial year; and
 - f. Signed Transfer Payment Agreement (TPA).
3. DLG officials will be working closely with your municipal officials to provide oversight regarding the implementation of this grant.
 4. Kindly submit the final signed Business Plans and supporting documents by no later than **16 May 2025**. The original documentation should be posted to:

The Department of Local Government

Attention: Ms. Abigail Robinson / Ms Ntombentsha Mbadlanyana

7th floor (Open plan)
 80 St George's Mall
 Waldorf Building
CAPE TOWN
 8000

Sincerely,

Abigail Robinson
(56081880)

Digitally signed by Abigail
 Robinson (56081880)
 Date: 2025.04.22 10:28:11
 +02'00'

MS A ROBINSON

ACTING DIRECTOR: SERVICE DELIVERY INTEGRATION

Date:



THUSONG SATELLITE CENTRE TULBAGH MAINTENANCE PLAN 2025-2026

PRIORITY	ITEM	DESCRIPTION	ESTIMATED VALUE
1.	Doors	Existing doors to be replaced with aluminium doors	R50 000
2.	Toilets	Upgrade existing infrastructure	R50 000
3.	Gates	Replace vehicle and pedestrian gates	R50 000
4.	Disability toilet	Install new infrastructure	R50 000
5.	Signage	New signage to indicate Thusong satellite centre	R20 000
6.	Mark disabled parking bays	Mark atleast two disabled parking bays in front of hall	R5 000
TOTAL			R225 000-00

05 August 2025

Prepared by:

.....
Mrs R Hendricks

Manager: Marketing & Communication

.....
Mr M Mpeluzo

Director: Corporate Services

.....
Mr D Nasson

Municipal Manager

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

TO : Municipal Manager

FROM : Manager: Fire, Rescue and Disaster Management

DATE : February 2025

REF. : 17/7/2/1

WITZENBERG MUNICIPAL DISASTER MANAGEMENT PLAN – ADOPTION AND INCLUSION AS A CORE COMPONENT IN THE IDP

1. BACKGROUND

Section 53 (1) of the Disaster Management, Act No. 57 of 2002 stipulates that each municipality must, within the applicable municipal disaster management Framework:

- a) Prepare a disaster management plan for its area according to the circumstances prevailing in the area;
- b) Co-ordinate and align the implementation of its plan with those of other organs of state and institutional role-players;
- c) Regularly review and update its plan; and
- d) Through appropriate mechanisms, processes and procedures established in terms of Chapter 4 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), consult the local community on the preparation or amendment of its plan.

Section 53 (2) of the Disaster Management, Act No. 57 of 2002 states that A disaster management plan for a municipal area must:

- a) Form an integral part of the municipality's integrated development plan;
- b) Anticipate the types of disaster that are likely to occur in the municipal area and their possible effects;
- c) Place emphasis on measures that reduce the vulnerability of disaster-prone areas, communities and households;
- d) Seek to develop a system of incentives that will promote disaster management in the municipality;
- e) Identify the areas, communities or households at risk;
- f) Take into account indigenous knowledge relating to disaster management;
- g) Promote disaster management research;
- h) Identify and address weaknesses in capacity to deal with possible disasters;
- i) Provide for appropriate prevention and mitigation strategies;
- j) Facilitate maximum emergency preparedness; and
- k) Contain contingency plans and emergency procedures in the event of a disaster, providing for:

- i. the allocation of responsibilities to the various role-players and co-ordination in the carrying out of these responsibilities;
- ii. Prompt disaster response and relief;
- iii. The procurement of essential goods and services;
- iv. The establishment of strategic communication links;
- v. The dissemination of information; and
- vi. Other matters that may be prescribed

Section 53 (3) of the Disaster Management, Act No. 57 of 2002 states that a Local municipality and the local municipalities within the area of the Local municipality must prepare their disaster management plans after consulting each other.

Section 53 (4) of the Disaster Management, Act No. 57 of 2002 states that a municipality must submit a copy of its disaster management plan, and of any amendment to the plan, to the National Disaster Management Centre (NDMC), the Provincial Disaster Management Centre (PDMC), and, if it is a Local municipality or a local municipality, to every municipal disaster management centre within the area of the Local municipality concerned.

2. PARTICIPATION & CONSULTATION

The draft Municipal Disaster Management Plan was circulated to all Managers, comments received were included in the final draft document.

3. AMMENDMENTS

Amendments are summarised in the following table:

Section	Page	Summary
Revision log	Page 3	Revised and updated in February 2025.
2.1 Vulnerability	Page 7	Essentially, the level of susceptibility is due to social, economic, environmental or physical limitations, which act as a hindrance in the ability to cope with and recover from calamities.
2.4 Disaster Prevention	Page 8	Disaster prevention involves the implementation of proactive measures
4.4 Demographic Profile	Page 11	According to the 2022 Census, the Municipality had a total population of 103, 765 people which is a decrease from 115,946 in the 2011 Census.
9.5 What are the results of a disaster	Page 26	In essence disasters compromise development gains and hinder progress towards the Sustainable Development Goals (SDGs).
9.7 Climate Change Risks	Page 28	Increased Transition risk for organisations that are susceptible to incurring increased costs to meet carbon-reduction requirements as part of efforts to transition to a low-carbon economy. Increased risk to corporate governance because of the increased need to address climate risks.
18. Disaster Management Annexures	Page 58	Annexure W: Disaster Risk Reduction Plan and integration into development planning

4. EXECUTIVE SUMMARY

In terms of section 41(1) (b) of the Constitution, all spheres of Government are required to “*secure the well-being of the people of the Republic*”. Section 152(1)(d) also requires that local government “*promote a safe and healthy environment*”. In the light of the above, and the established understanding of disaster management, the primary responsibility for disaster management in South Africa is the responsibility of Government. Section 26(g) of the Municipal Systems Act, No. 32 of 2000 stipulates that a disaster management plan must be reflected in the Municipality’s Integrated Development Plan (IDP). Sections 52 and 53 of the Disaster Management Act, No. 57 of 2002 also requires of each municipality and municipal entity to prepare a Disaster Management Plan (DMP).

The Disaster Management Plan establishes the arrangements for disaster management within the Witzenberg Municipality and has been prepared in accordance with the requirements of the Disaster Management Act, No. 57 of 2002 (the Act) and section 26(g) of the Municipal Systems Act, 2000.

The purpose of the Witzenberg Municipality Disaster Management Plan is to document the institutional arrangements for disaster management planning which includes the assignment of primary and secondary responsibilities for priority disasters posing a threat. It further provides the broad framework within which the Departments will implement the disaster management planning requirements of the Act. It establishes the operational procedures for disaster reduction planning as well as the emergency procedures to be implemented in the event of a disaster occurring or threatening to occur in the municipal area. It also aims to facilitate an integrated and coordinated approach to disaster management

The Disaster Management Plan is in line with the National Disaster Management Framework and addresses disaster management through four key performance areas (KPAs) and three Enablers:

- ✓ KPA 1: Integrated Institutional Capacity for Disaster Risk Management
- ✓ KPA 2: Disaster Risk Assessment
- ✓ KPA 3: Disaster Risk reduction
- ✓ KPA 4: Response and recovery

- ✓ Enabler 1: Information Management and Communication
- ✓ Enabler 2: Education, Training, Public Awareness and Research
- ✓ Enabler 3: Funding arrangements for Disaster Risk Management

The plan provides a background of the reality of the Witzenberg municipality. The risk assessment done by the District in 2018 provides the foundation towards risk reduction planning based on the identified and prioritised disaster risks and vulnerabilities of the communities. This Disaster Management Plan also provides the municipality with a guiding framework for future disaster management planning as required by the Act and the Municipal Systems Act No. 32 of 2000. The relationship between, and different roles and responsibilities of, the Departments in the Municipality are highlighted. The plan also gives guidance in relation to the declaration of a local state of disaster, disaster classification and the institutional arrangement necessary for the successful implementation of the Act.

The Disaster Management Plan is a core component of the formally adopted IDP and the municipality in essence approve the Disaster Management plan through adoption of the IDP via a council resolution.

The final draft Municipal Disaster Management plan is attached as an **Annexure**.

E RECOMMENDATION

In consideration of the above mentioned it is recommended that:

The Witzenberg Municipal Disaster Management plan be reviewed on a continuous basis to keep up to date with the ever-changing complexities of the disaster continuum.

The Witzenberg Municipal Disaster Management plan is intended to facilitate multi-disciplinary co-ordination in both pro-active and re-active phases of Disaster Management.



DISASTER RISK MANAGEMENT PLAN

**DISASTER MANAGEMENT ACT NO. 57 OF 2002
(AS AMENDED BY ACT NO. 16 OF 2015)**



February 2025

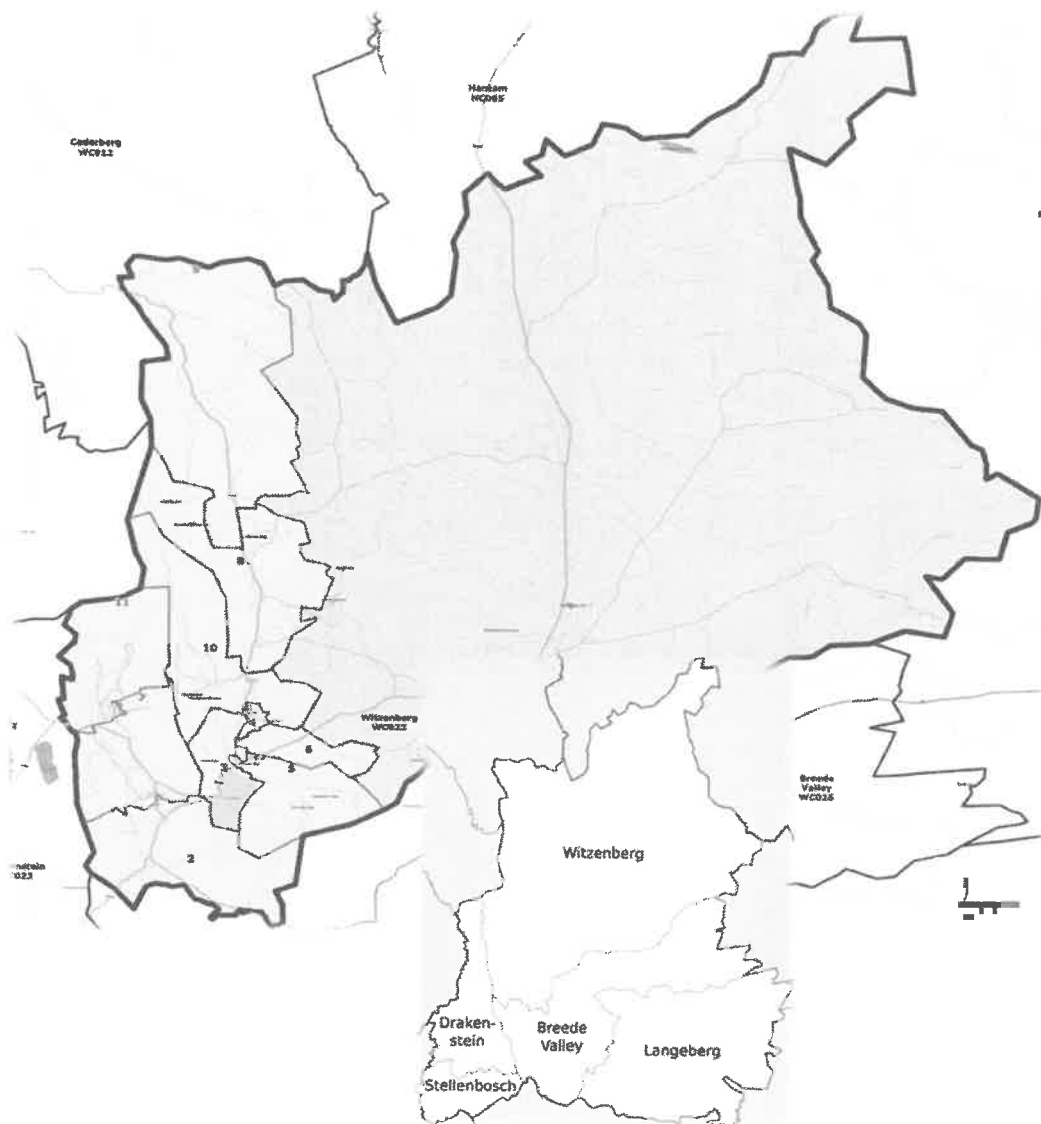


Figure 1: Witzenberg Municipality

Revision Log

Date	Revision
February 2020	Developed
February 2021	Revised and updated
27 May 2022	Revised and updated
28 February 2023	Revised and updated
28 February 2024	Revised and updated
28 February 2025	Revised and updated

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FOREWORD

Foreword by the Executive Mayor

Whilst Witzenberg Municipality, like any other Local Government Municipality, faces a daily challenge to live up to the expectations of our people and deliver services to them in a concert and conscientious manner that is mindful of the key strategies of National Government, the prevention, reduction and mitigation of risk reduction will be the primary drivers in our development strategies; and our abilities to respond to emergencies so as to provide adequate intervention that brings relief and recovery to our community will be key in our approach to sustainable development for the Witzenberg community.

Foreword by the Municipal Manager

Within the context of the National Disaster Management Framework, this plan details how Witzenberg Municipality will ensure an integrated disaster risk management approach within its jurisdictional area. To this end, a fundamental approach based on the principles of risk management, risk reduction and control will be utilised in ensuring that the effects of our developmental local government does not place Witzenberg Municipality in a position where we become rapidly overwhelmed at the first sign of crises. Mindful of the fact that Disaster Risk Management is not a line function but a fundamental duty of managing, the role of coordinating, establishing co-relationships and communication between line departments is essential to ensure continuity of service delivery. The role of head of centre has been assigned to the Manager of Fire, Rescue and Disaster Management where the core objectives are to ensure that the key performance areas associated with disaster management are driven from a central point and reported upon.

Foreword by Head of Centre

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.

WITZENBERG MUNICIPALITY DISASTER RISK MANAGEMENT PLAN

1.

Introduction

This plan confirms the arrangements for managing disaster risk and for preparing for- and responding to disasters within the Witzenberg Municipality as required by the Disaster Management Act, 2002 (Act 57 of 2002), amended 2015. *In case of an emergency, the user of this document should immediately turn to the attached preparedness plan for guidelines on managing response.*

2.

Definitions

2.1 Disaster Management

Disaster Management encompasses a continuous, integrated, multi-sectoral and multi-disciplinary process of planning and implementation measures incorporating strategies for pre disaster risk reduction as well as post disaster recovery, aimed at:

- preventing or reducing the risk of disasters
- mitigating the severity or consequences of disaster
- emergency preparedness
- rapid and effective response to disasters
- post disaster recovery and rehabilitation

It is important to note that these measures should not be regarded as a sequence of separate phases or stages but as a continuous and integrated process with the emphasis shifting according to the relationship between hazards and vulnerabilities, and with development as the continuous thread woven into the fabric of this management concept.

2.2 Disaster

A disaster is a progressive or sudden, widespread or localised, natural or human caused occurrence which causes or threatens to cause

- death, injury or disease
- damage to property, infrastructure or the environment; or
- disruption of the life of a community; and

is of a magnitude that exceeds those affected by the disaster to cope with its effects using only their own resources.

2.3 Vulnerability

Vulnerability implies the degree to which an individual, a household, a community or an area may be adversely affected by the impact of a particular hazard or a disaster.

Essentially, the level of susceptibility is due to social, economic, environmental or physical limitations, which act as a hindrance in the ability to cope with and recover from calamities.

2.4 Disaster Prevention

Disaster prevention involves the implementation of proactive measures - particularly developmental initiatives - aimed at stopping a disaster from occurring, or preventing an occurrence from becoming a disaster.

2.5 Disaster Mitigation

Disaster mitigation involves the implementation of measures aimed at reducing the impact or effects of a disaster that cannot be prevented. Disaster mitigation includes developmental programmes.

2.6 Disaster Preparedness

Disaster preparedness involves establishing a state of readiness prior to the occurrence of a disaster or impending disaster, to enable organs of state and other institutions involved in disaster management, the private sector, communities and individuals to mobilise, organise and provide relief measures to deal with an impending or current disaster, or the effects of a disaster.

2.7 Disaster Response

Disaster response encompasses measures taken during or immediately after a disaster in order to bring relief to people and communities affected by the disaster.

2.8 Post Disaster Recovery and Rehabilitation

Post disaster recovery and rehabilitation incorporates efforts, including developmental initiatives, aimed at creating a situation whereby:

- normality in conditions caused by a disaster is restored
- the effects of a disaster are mitigated or,
- circumstances are created that will reduce the risk of a similar disaster occurring again in the future.

3. Purpose of the plan

3.1 Key Principles

In shaping a vision and guiding strategy for Disaster Risk Management in the Municipality, the following key principles will be applied and maintained:

- Disaster Risk Management must focus on key issues.
- Disaster Risk Management must take care of the most vulnerable.
- Disaster Risk Management must foster a culture of prevention and resilience.
- Disaster Risk Management must be integrated into development.
- Disaster Risk Management must be driven in all spheres and levels of management.
- Disaster Risk Management must be all encompassing.
- Disaster Risk Management must be dynamic.
- Disaster Risk Management must be affordable and sustainable.
- Disaster Risk Management must be needs-orientated and prioritised.

3.2 Key Outcomes

This plan seeks to achieve the following outcomes:

- The integration of Disaster Risk Management into the strategic and operational planning and project implementation of all line functions and role players within the Municipality.
- Resilient communities: an integrated, fast and efficient response to emergencies and disasters by all role-players.
- An integrated, fast and efficient response to emergencies and disasters by all role-players.

3.3 Linkage with Witzenberg Municipality Integrated Development Plan

Both the Systems Act and the Disaster Management Act require the inclusion of this Plan into the Integrated Development Plan (IDP) of Witzenberg Municipality. It is however impractical to include the complete Disaster Management plan with all its annexures within the IDP. Therefore, the complete plan can be considered as an annexure to the IDP, while the core document without annexures will be submitted for inclusion within the IDP document.

In order to ensure continuous linkages with the IDP, all departments and role players submitting input to the content of the current and future IDP of the Municipality are required to ensure the inclusion and integration of disaster risk management into their strategies, operational planning and project implementation. In view of the fact that Disaster Management is a cross-sectoral task which, in a similar way to environmental issues, relates to a wide range of sectors and aspects like avoiding settlements or investments in high risk locations, construction technologies, water management, health services etc., it is not an issue that can be dealt with by a special project, but it requires that any developmental measures are compliant with basic principles of disaster prevention and mitigation. Rather than taking any possible disaster into consideration, one has to focus on risks which are very likely and which justify the efforts of preparedness. Therefore, in the context of the IDP process, a Disaster Management Plan, in contrast to the various cross-cutting issues related to 'integrated plans', is not a compilation of aspects and components from various project plans, but a distinct plan on its own which indicates the preparedness of a municipality to cope with possible disaster scenarios. Accordingly, the Disaster Management Plan has to be prepared parallel to the IDP process. The plan must therefore be available for checking the compliance of IDP projects with disaster management guidelines.

This will ensure the integration of disaster risk management into the IDP and will ensure that all plans and projects are focused on contributing to disaster risk reduction and disaster preparedness – thus reducing the impacts of disasters on lives, property, community activities, the economy and the environment.

Witzenberg Municipality Risk Reduction Strategies Linked to the IDP will be included as an annexure to the core Disaster management plan.

3.4 Structure of the Disaster Risk Management Plan

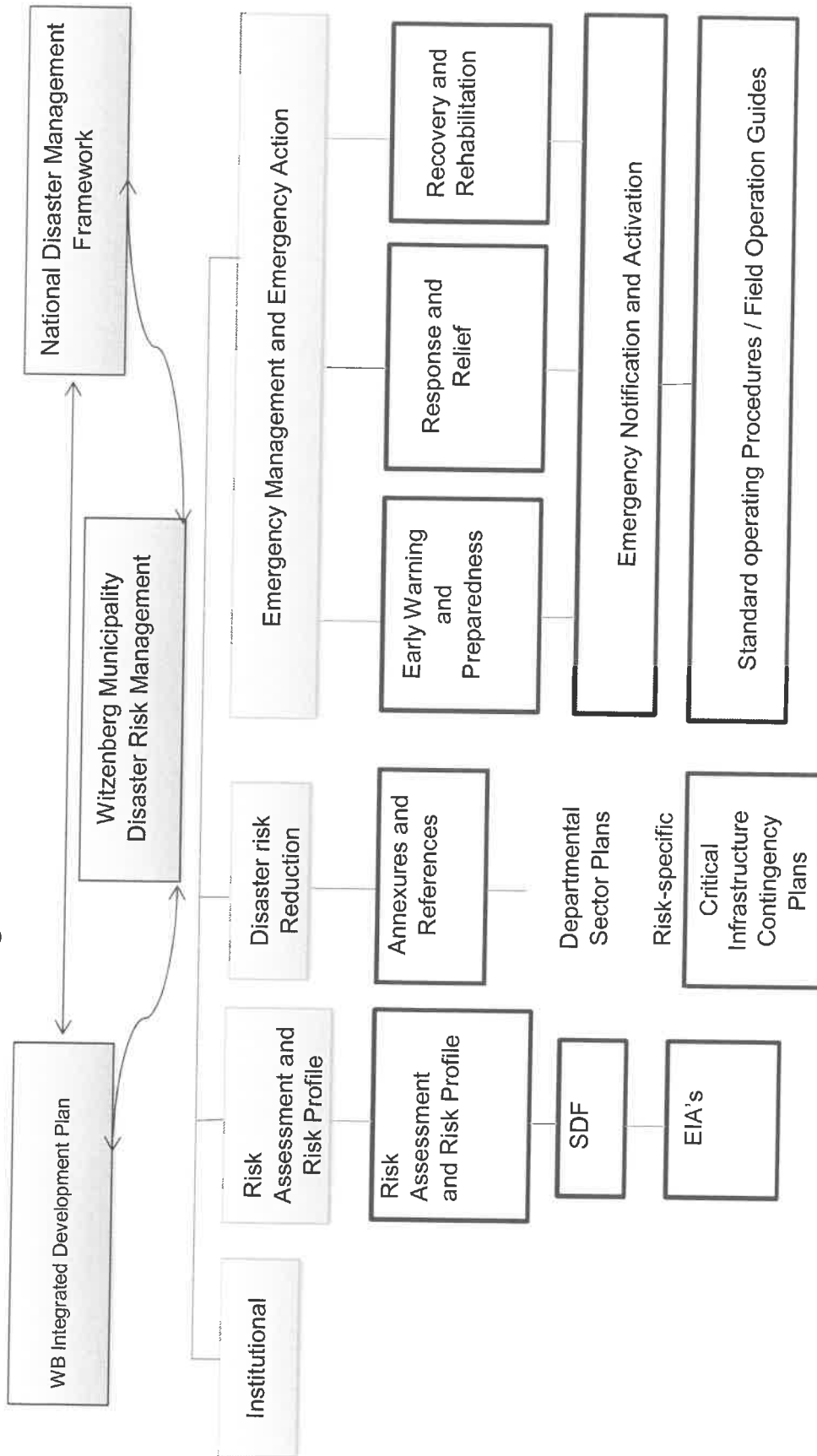


Figure 2: Structure of the Disaster Risk Management Plan

3.5 The Custodian of the Disaster Management Plan

The Head of the Disaster Risk Management Centre is the custodian of the Disaster Management Plan for the Witzenberg Municipality and is responsible to ensure the regular review and updating of the plan. The Head of the Centre is also responsible to ensure that a copy of the plan as well as any amendments to the plan is submitted to:

- the National Disaster Management Centre (NDMC), and
- the Disaster Management Centre of the Province of the Western Cape (PDMC)
- the Disaster Management Centre of the Cape Winelands District Municipality (CWDMC)

4. Area description

4.1 Geographical Information

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, Wolseley, Prince Alfred's Hamlet and Op die Berg.

4.2 General Area Description

The Witzenberg Local Municipality is a Category B municipality located within the Cape Winelands District in the Western Cape Province. The municipality is situated about 150km north-east of Cape Town. The region is surrounded by three mountain ranges: the Obiqua Mountains to the west, the Winterhoek Mountains to the north and the Witzenberg Range to the east. It is the largest municipality of five in the district, making up half of its geographical area.

The three main Economic Sectors are: Wholesale & retail trade, catering and accommodation (18,3%), Finance, insurance, real estate and business services (16,3%) and Manufacturing (14,9%).

4.3 Geographical Profile

Witzenberg municipality encompass 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, Agter-Witzenberg and the northern portion of Breede River Valley (Land van Waveren).

4.4 Demographical Profile

According to the 2022 Census, the Municipality had a total population of 103, 765 people which is a decrease from 115,946 stipulated in the 2011 Census. With reference to the Witzenberg Socio-Economic Profile 2021, within the Municipality, 52% of the population are males whilst 48% are female.

The Socio-Economic Index 2021 also states that the Human Development Index in Witzenberg was at 0,71. Such an indicator reflects health, income and education levels and is represented between 0 and 1, where 1 indicates a high level of human development and 0, no human development.

4.5 Environmental Profile

The climate in Witzenberg is known for its hot and dry summer days. Winds are seasonal and generally North-westerly or South-easterly. The average annual rainfall in Ceres is about 1 088 mm and the average temperature range is 2.4°C to 29.9°C.

Witzenberg's natural surroundings are characterized by some selection of fauna and flora, forest wilderness and include the catchment area of three river systems.

5. Legislative requirements of the disaster management act

As per Section 53(1) of the Disaster Management Act 57 of 2005 each municipality must:

- (a) Prepare a disaster management plan for its area according to the circumstances prevailing in the area;
- (b) Co-ordinate and align the implementation of its plan with those of other organs of state and institutional role-players;
- (c) Regularly review and update its plan; and
- (d) Through appropriate mechanisms, processes and procedure established in terms of Chapter 4 of the Local Government Systems Act, 2000 (Act No. 32 of 2000), consult the local community on the preparation or amendment of its plan.

A disaster management plan for a municipal area must –

- (a) Form an integral part of a municipality's integrated development plan;
- (b) Anticipate the types of disaster that are likely to occur in the municipal area and their possible effect;
- (c) Place emphasis on measures that reduce the vulnerability of disaster-prone areas, communities and households;
- (d) Seek to develop a system of incentives that will promote disaster management in the municipality;
- (e) Identify the areas, communities or households at risk;
- (f) Take into account indigenous knowledge relating to disaster management;
- (g) Promote disaster management research;
- (h) Identify and address weaknesses in capacity to deal with disasters;
- (i) Provide for appropriate prevention and mitigation strategies;
- (j) Facilitate maximum emergency preparedness; and
- (k) Contingency plans and emergency procedures in the event of a disaster.

6. The Planning Framework

Given the fact that the disaster management function is an extremely complex multi-sectoral and multi-disciplinary process, and taking international benchmarks into consideration, the presentation of a combined, comprehensive plan would result in a bulky and cumbersome volume, which would not be user-friendly in any way. The concept therefore of producing a Disaster Management Plan which provides a strategic blueprint of the Municipality's Disaster Management arrangements, and then expanding the plan by the addition of various annexes detailing the multi-sectoral and multidisciplinary measures, is considered the most practical and workable approach.

6.1 The Witzenberg Municipality Disaster Management Plan

The Witzenberg Municipality's Disaster Management Plan serves to:

- Establish a disaster management framework for the Municipality which is consistent with the provisions of the Disaster Management Act 2002.
- Identify and address weaknesses in capacity to deal with disasters.
- Seek to develop a system of incentives that will promote disaster management in the Municipality.
- Set out the Municipality's corporate structure and institutional arrangements for disaster management purposes.
- Define roles and responsibilities of key personnel in the disaster management process.
- Contain contingency plans and emergency procedures in the event of a disaster and/or major incident.
- Set out the arrangements for stakeholder participation and external liaison.
- Establish communication mechanisms, both internally and externally.
- Set out the strategy for administrative and financial arrangements.
- Define priority objectives which the municipality intends to achieve and is designed to:
 - ❖ anticipate the types of disasters that are likely to occur in Council's area and their possible effects, taking into account indigenous knowledge.
 - ❖ identify individuals, households and communities in Council's area who are at risk to disasters.
 - ❖ place emphasis on measures that will reduce the vulnerability of disaster prone areas, communities and households which includes:
 - preventing disasters from occurring or reducing the risk of disaster,
 - mitigating the severity or consequences of those disasters which cannot be prevented,
 - facilitating and implementing maximum emergency preparedness measures,
 - ensuring a rapid and effective response to disasters and post disaster recovery and rehabilitation and
 - ensuring that developments which are subject to high risk are avoided.

The fundamental process that will ultimately inform and underpin both the Integrated Development Planning and the Disaster Management Planning processes of Council is a thorough risk and vulnerability analysis. The result of the analysis leads to the development of

risk profiles, which in turn, enable the identification of priorities for key output goals aimed at risk elimination and risk reduction. The implementation plans (better known as maintenance plans) are prepared on an annual basis for each key output goal identified.

6.2 Annexures to the Plan

Annexures are included in the plan and will be added as deemed necessary. The annexures include:

- Risk and Vulnerability Analysis for the area of jurisdiction of the Witzenberg Municipality.
- Risk specific Departmental Disaster management plans.
- Response plans and emergency procedures.
- The Communication Plan including contact directory

6.3 Contingency Plans

The compilation of contingency plans for high risk and vulnerable areas do form an integral part of the preparedness plan for the Municipal area. These areas include amongst others old age homes, schools, hospitals, shopping centres, sport facilities etc.

7. The Witzenberg Municipal Disaster Management Framework (WMDMF)

The disaster management framework of Witzenberg Municipality still has to be approved and will be consistent with:

- The provisions of the Disaster Management Act, 2002;
- The national disaster management framework;
- The disaster management framework of the Province of the Western Cape;
- The disaster management framework of the Cape Winelands District.

The framework will provide a clear, logical, transparent and inclusive policy on disaster management for the municipal area as a whole, which in turn will ensure a focus appropriate with the types, severity and magnitude of disasters that occur or may occur in the municipal area.

The framework will focus on reduction, mitigation and prevention measures in areas, communities and households, which are at risk to disasters. It will also provide for active participation of all relevant role-players, stakeholders, the community and volunteers, and promotes the concept of co-operative governance.

7.1 Arrangements for Integrated Disaster Risk Management Policy

The purpose is to stimulate a consultative process, in order to establish and sustain a holistic Disaster Management structure and practice that will support and enhance development in the municipality through disaster risk management.

7.1.1 The Council

Council is responsible to ensure the implementation of the Disaster Management Act (No. 57 of 2002) for the area of the Witzenberg Municipality as a whole; and to make all policy decisions in relation to disaster management. In the event of a local disaster, Council may by notice in the provincial gazette, declare a local state of disaster, make by-laws, issue directions or authorise the issue of directions if the circumstances warrant such declaration.

In the event that a municipal entity fails to submit information requested by the disaster management centre, or to submit a copy of its disaster management plan or of any amendment to the plan, to the Disaster Management Centre, the centre must in accordance with Section 52(2)(b) of the Act, report the failure to the Executive Mayor who must take such steps as may be necessary to secure compliance, including reporting the failure to Council.

The disaster management centre must submit a report on its activities annually to Council.

7.1.2 Municipality Manager

The Municipality Manager is responsible for the effective implementation of the Disaster Management Act, 2002 within the departments and other municipal entities within the Witzenberg Municipality. The Municipal Manager is also responsible for the integration of disaster risk management plans with the IDP Process. The Municipal Manager shall ensure that Disaster Management is a standing agenda item in all Management meetings.

7.1.3 Municipal Disaster Risk Management Centre

The Municipality will establish its Municipal Disaster Management Centre (DRMC) in terms of Section 43 (1) of the Disaster Management Act. It will fulfil its mandate based on the powers and responsibilities in terms of Section 44 of the Act, which can be outlined as follows:

- Specializing in issues concerning disasters and disaster management;
- Promoting, integrating and coordinated approaches within the municipality;
- Acting as a repository and conduit for information;
- Acting as an advisory and consultative body;
- Making recommendations regarding funding for disaster management;
- Making recommendations related to relevant legislation on whether or not a local disaster should be declared;
- Promoting the recruitment, training and participation of volunteers;
- Promoting capacity, building, training and education in schools;
- Promoting research in the field of disaster management;
- Providing advice to vulnerable communities;

- Exercising powers and delegations by the national and provincial disaster management centres;
- Assisting with implementation of legislation requirements of other sectors in relation to disaster management.

7.1.4 Head of the Disaster Management Centre

The Head of Disaster Management is responsible for the compilation, maintenance and distribution of the Municipality's Municipal Disaster Management Plan and its supporting risk-specific Departmental Disaster Management Plans. The Head is also responsible to ensure the effective performance of its Disaster Management functions as per Section 44 of the Disaster Management Act 57 of 2002 and to implement and coordinate the Municipality's Municipal Disaster Management Plan.

The responsibilities of the Head Disaster Risk Management Centre in this regard include:

- When deemed necessary, consider the declaration of a local state of disaster as per the Disaster Management Act 57 of 2002;
- Liaise with district, provincial and national officials [PDMC and NDMC];
- Activate the Disaster Operations Centre and when necessary due to a disaster occurrence call the Executive Management Team into session;
- Secure resources as required;
- Assist the Executive Management Team in the decision making process;
- Maintain ongoing assessment of the threat/hazard and co-ordinate appropriate responses. Provision of any other interventions in accordance with statutory obligations or as circumstances dictates.
- Facilitate and coordinate the relevant department or entity's disaster risk management planning and operational activities for risk reduction and for response and recovery;
- Ensure that the planning and operations are consistent with the requirements of the Act, national and provincial disaster risk management framework;
- Ensure that the integration of the risk reduction and response and recovery planning and operations with Councils Integrated Development Planning process, the Spatial Development Framework, Environmental Management Framework and Climate Change Strategy;
- Regular review of Disaster Management plans;
- Ensure that planning remains dynamic and relevant in accordance with developmental changes taking place within, or which may impact on Council's area;
- Submit a copy of the Municipal Disaster Risk Management plan and any amendments thereof to the District Disaster Risk Management centre for forwarding to the disaster risk management centre of, Cape Winelands District, Western Cape Province and to the National Disaster Management Centre.
- Sections 47 and 52 of the Act stipulate that each municipal entity must establish its role and responsibilities and must assess its capacity to fulfil the requirements.

- Effective coordination should be implemented where there is lack of capacity to ensure optimal use of resources between departments, organs of state in other spheres of government and by entering into partnerships with the private sector, non-governmental organizations and community-based organizations.
- Coordinate preparedness, response and mutual aid agreements with neighbouring Municipalities;
- Consider the initiation of the declaration of a local state of disaster process, as per the Disaster Management Act, 57 of 2002, if/when this is deemed necessary and in consultation with all the relevant role-players;
- Ensure effective media liaison and public early-warning regarding the emergency situation;
- Provide situation reports to all internal and external role-players on a regular basis,
- Coordinate response with CBO'S, NGO'S and business entities as appropriate,
- Establish and maintain the required telecommunications links with all the relevant departments and entities,
- Identify available resources to be utilised for disaster risk management purposes and as requested by the Municipality,
- Maintain a central registry of evacuees,
- Initiate emergency area rehabilitation and reconstruction efforts with the identified role-players,
- Identify persons/organisations to contribute to post-emergency debriefs and reports.

7.1.5 The Witzenberg Municipality Internal Disaster Risk Management Committee (IDRMC)

The Head of the Disaster Risk Management Centre together with the Directors and Managers of departments in the Council's organizational structure, as well as key personnel with specific technical expertise who have disaster risk management responsibilities, must serve as the assigned disaster risk management focal points for the Municipality and shall constitute the Witzenberg Municipality Internal Disaster Risk Management Committee (IDRMC).

Purpose of the IDRMC is to:

- Promote interdepartmental relations;
- Achieve a coordinated, integrated and common approach to disaster risk management by the departments and other internal units in the administration of the municipality (Section 44(1)(b)(i) of the Act);
- Ensure development and implementation of appropriate disaster risk reduction methodologies; and
- Ensure emergency preparedness and rapid and effective disaster response and recovery capabilities.

The committee is chaired by the Head of the Witzenberg Municipality DRMC and shall meet at least once a quarter, but is not precluded from meeting more frequently should circumstances so dictate.

Sections 47 and 48 of the Disaster Management Act prescribe responsibilities to the Witzenberg Municipality IDPMC which include:

a) *Disaster Risk Reduction Planning and Operations:*

- Monitoring, assessing, and coordinating council's disaster risk management planning and implementation, with particular emphasis on risk reduction policies, practices and strategies;
- Collaborating, coordinating and monitoring progress on joint projects and programmes and their integration as part of the IDP process;
- Annually review the Council's disaster risk management framework;
- Annually review disaster risk management plans to ensure that the plans are integrated, current, and consistent with the disaster risk management framework;
- Promoting joint standard operational procedures within and among the departments and other entities within council;
- Monitoring progress on the implementation of priority projects aimed at risk reduction; and
- Participating in simulation exercises annually to remain current on roles and responsibilities in the activation and operation of the Disaster Operations Centre to ensure rapid and efficient response and recovery in the event of a disaster occurring or threatening to occur in council's area.

b) *Contingency Planning, Disaster Response and Recovery:*

When a disastrous event occurs or is threatening to occur in the area of the municipality, on receipt of an activation alert from the Head of the DRMC (or designate), reporting immediately to the Disaster risk management Centre; Disaster Operations Centre (DOC);

- Conducting initial and specialist post disaster assessments ensuring that sub directorates respond rapidly to disasters;
- Ensuring efficient and coordinated disaster response and recovery operations;
- Monitoring progress with, and ensuring that, post disaster reconstruction and rehabilitation projects include measures to reduce risk to similar events in the future;
- Ensuring that regular reports on progress with disaster recovery are continuously submitted to council and to the DRMC of the District, Province and NDMC; and
- Ensuring that all documentation and records relating to the disaster are retained and placed in safe-keeping for the purposes of post disaster investigation, inquiry or review.

c) *Project Teams and Planning Clusters*

The IDRMC may convene project teams to address specific joint risk reduction priorities including post disaster projects. Teams so convened will act as sub-committees of the IDRMC for the duration of their task and will determine their terms of reference and outcomes in consultation with the Head of the Centre and the IDRMC; will plan and manage such multi-disciplinary projects; and will report back to the IDRMC.

In the context of emergency preparedness and planning, clusters will also be convened to address contingency plans for specific priority risks posed by hazards such as storms, floods, drought, fires, epidemics, transportation accidents, hazardous material spills, xenophobic attacks and crowd related events. These contingency plans will include strategies and procedures to ensure the implementation of an incident management system, which will establish joint standards of practice and inter- disciplinary co-operation for rapid and effective disaster response capabilities. Such plans will also be subject to consultation within the Witzenberg Municipality IDRMC.

7.1.6 Municipal Disaster Management Advisory Forum

The objectives of the Municipal Disaster Management Advisory Forum are to ensure coordination and cooperation of role players, including stakeholders, technical experts from the community and private sector to promote their participation in disaster risk management planning and operations in the municipality.

Composition of the Municipal Disaster Management Advisory Forum is convened and chaired by the Head of the Disaster Management Centre and can comprise of the following members:

- All the members of the IDRMC
- Disaster Management functionaries of the Witzenberg MDMC
- Experts in disaster management designated by the Executive Mayor
- Representatives of emergency and essential services, government departments and organized business
- Ambulance Services – Public and Private
- Hospitals Public and Private
- SA Police Services
- Department of Health Forensic Pathology Unit
- Psychological Support Services
- SA National Defense Force
- Logistics and Supply services
- Engineering Services
- Tourism Board
- ESKOM
- TELKOM
- Cape Nature

- NGOs, CBOs and other relevant role players such as: SA Red Cross Society
- The Media: Local and Regional Radio Stations as well as Print Media
- Community Representation
- Community Volunteers

8. Disaster Operations Centre (Doc)

8.1 Role of the Disaster Operations Centre (Doc)

Section 54 (1) (a) of the Disaster Management Act stipulates that the Council of the Witzenberg municipality is primarily responsible for the co-ordination and management of local disasters that occur in its area. The objective is to ensure effective and appropriate disaster response and recovery by:

- Implementing a uniform approach to the dissemination of early warnings.
- Averting or reducing the potential impact in respect of personal injury, health, loss of life, property, infrastructure, environments and government services.
- Implementing immediate integrated and appropriate response and relief measures when significant events or disasters occur or are threatening to occur.
- Implementing all rehabilitation and reconstruction strategies following a disaster in an integrated and developmental manner.

The Head of the Witzenberg DRMC shall be the focal point in the command and control for disaster response in accordance with all relevant policies and or guidelines. Depending on the nature of disaster and response he/she will be the Incident Commander of the Disaster Operations Centre (DOC) or delegate the responsibility to some other officer as he/she may deem fit. All the relevant Municipal Directors and Managers involved in response and relief will report to the DRMC and work in accordance with their respective Standard Operating Procedures (SOPs). The Disaster Operations Centre's main operational role is to establish a platform to manage incident related information in support of the Executive Management Team of the Municipality, established to direct a multidisciplinary response to a major emergency/disaster.

8.2 Procedure to Activate the Disaster Operations Centre (DOC)

When a disastrous event occurs or is threatening to occur in the area of the municipality, on receipt of an activation alert from the Head of the DRMC (or designate), the following procedure (trigger mechanism) will be followed depending on the two scenarios:

- Where Early Warning alerts / signals are available
- Where Disaster occurs without any early warning

8.2.1 Where Early Warning alerts / signals are available

Early warnings are the provision of timely and effective information through identified institutions that allows individuals exposed to a hazard to avoid or reduce their risk and prepare for effective response. The municipality will communicate all types of early warnings to key members within the communities when the municipality receives the warnings from the South African Weather Service and District Municipality. The

community members are then responsible to disseminate the information amongst other community members to inform them of the possible danger.

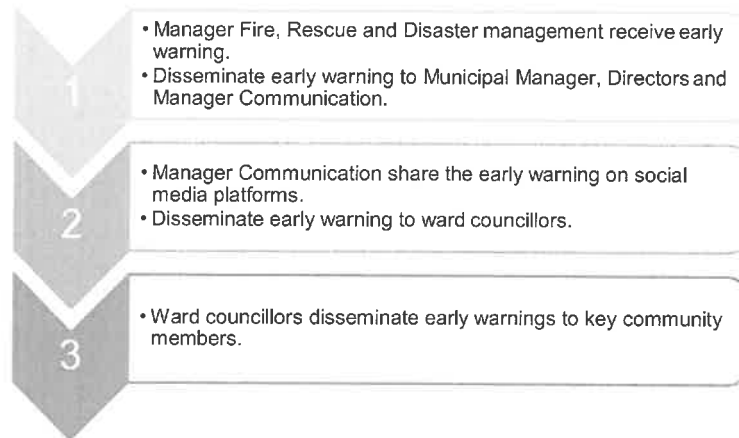


Figure 3: Dissemination of early warnings

- The National and Provincial Disaster Centres have been designated for generating / forecasting of events of natural disasters. Onset of disaster shall be indicated through forecasting by these Centres to the Cape Winelands District Disaster Risk Management Centre and then to the Witzenberg DRMC.
- As soon as the Watch/Alerts/warning has been issued to the DRMC the IDRMC shall immediately be activated and depending on the seriousness of the eminent occurrence, dispatch the necessary emergency related functionaries. An Immediate message will be sent to the Executive Management Team.
- The first priority shall be informing the community likely to be affected by the disaster through a warning system and if necessary undertake evacuation. There shall be only one responsible agency/officer designated and authorized to issue the warning in respect of a disaster to avoid miscommunication.
- Dissemination of warnings to common people may range from alarms or sirens, to public announcement system like radio, television, social media, short message service and loud speakers.
- Once the warning is issued it shall be followed-up by subsequent warnings and updates in order to keep the people informed of the latest situation.
- Warning messages shall be user friendly. The warning protocols shall be simple and easily understandable by the public.
- The DOC shall activate available manpower and resources of relevant emergency functionaries.
- The DOC may order pro-active measures of evacuation.

8.2.2 Where Disaster occurs without early warning

In disaster situations where no early warning signals are available, the primary objective from the DRMC shall be to dispatch rescue and relief operations immediately. The following procedure shall be followed in such situations:

- The first emergency responder at the scene shall inform the DRMC of the incident.
- The Incident Command Post shall be fully activated for managing the incident.
- Information and warnings to the community will be executed by the Communications unit within the ambit of the Communications plan.
- The Incident Command Post shall inform the Witzenberg DRMC on the severity, impact of the occurrence and will seek assistance if required.
- Depending on the information relating to possible coping constraints, the DRMC will activate the DPC and may activate measures for evacuation.
- The DOC shall activate and deploy the necessary response teams.
- A rapid damage assessment team shall be deployed.
- The DOC shall inform the Municipal Executive Management and the Cape Winelands District DRMC.
- The Incident Command Team will be the only communication centre to the DOC on issues relating to the incident.
- Depending on the severity and impact, the District DRMC shall inform the Provincial DRMC
- The DOC shall review the situation and activate coordination, command and control. Proper and efficient recovery and rehabilitation processes are to be ensured and implemented.
- The DOC will, depending on the severity and impact of the disaster incident, motivate to the Executive Management Team for the declaration of a local state of disaster. Executive Management Team will, after consideration, recommend the declaration to the Executive Mayor or will decline the motivation.

9. Disaster Risk Assessment

9.1 Main Hazards

The five main hazards for Witzenberg has been classified as:

- Veld fires;
- Traffic accidents;
- Structural fires;
- Domestic solid waste pollution;
- Domestic waste water pollution.

9.2 Hazard categories

The general hazard categories are as follow:

Hazard Category	Hazard Name	Detailed Hazard Name
Biological	Epidemics	Epidemics: HIV/AIDS
Biological	Epidemics	Epidemics: Avian Flu
Biological	Epidemics	Epidemics: Related to pigs
Biological	Epidemics	Epidemics: Tuberculosis
Biological	Epidemics	Epidemics: Meningitis
Biological	Epidemics	Epidemics: Measles
Biological	Epidemics	Epidemics: Polio
Biological	Epidemics	Epidemics: Typhoid
Biological	Epidemics	Epidemics: Related to horses and zebras
Biological	Epidemics	Epidemics: Foot-and-mouth disease
Biological	Epidemics	Epidemics: Marburg virus
Biological	Epidemics	Epidemics: Rabies
Biological	Epidemics	Epidemics: Cholera
Biological	Epidemics	Epidemics: Malaria
Biological	Epidemics	Epidemics: Bubonic Plague
Environmental	Environmental degradation	Environmental degradation: loss of biodiversity
Environmental	Environmental degradation	Environmental degradation: Deforestation (land development pressure)
Environmental	Fires	Major forest/plantation fires
Environmental	Environmental degradation	Environmental degradation: erosion
Environmental	Underground water abstraction	Underground water abstraction
Environmental	Major water/land pollution	Major water pollution (inland)
Environmental	Major water/land pollution	Major oil spills
Environmental	Major water/land pollution	Sewage spills
Environmental	Fires	Major bush fires - linked to alien invasion (fire loadings)
Environmental	Environmental degradation	Environmental degradation: land contamination & associated degradation
Environmental	Environmental degradation	Environmental degradation: Alien invasion
Environmental	Fires	Major bush fires - fynbos (in reserve)
Environmental	Air pollution	Major air pollution: winter
Environmental	Air pollution	Major air pollution: summer
Geological	Earthquakes, landslides and tsunamis	Landslips / Landslides / Rock falls

Geological	Earthquakes, landslides and tsunamis	Earthquake
Geological	Earthquakes, landslides and tsunamis	Sinkholes
Human	Fires	Major informal settlement fires
Human	Civil unrest	Civil Unrest (including terrorism)
Human	Major events	Events: Cultural, Political and Sports events
Hydro-meteorological	Storms	Floods
Hydro-meteorological	Storms	Poor drainage
Hydro-meteorological	Drought	Drought: hydrological and meteorological
Hydro-meteorological	Storms/Floods (secondary: Transport; Major disruption of key services)	Major dam failure
Hydro-meteorological	Storms	Gale-force winds / tornados
Hydro-meteorological	Storms	Severe hail
Hydro-meteorological	Climate	Major heat wave
Hydro-meteorological	Storms	Snow
Technological	Transport (secondary: Major water/land pollution)	Hazardous material spillage/accident (by rail or road)
Technological	Major disruption of key services	Major water supply disruption
Technological	Transport	Degradation of transport routes
Technological	Transport	Major rail accident
Technological	Major disruption of key services	Major power supply disruption
Technological	Major disruption of key services	Major sewerage disposal disruption
Technological	Transport	Major aircraft accident
Technological	Transport	Major traffic disasters

Technological	Industrial: Explosions and related fires	PetroSA and Voorbaai MHI's
Technological	Industrial: Explosions and related fires	Industrial disasters in general
Technological	Transport	Major shipping accident (passenger vessels)
Technological	Transport	Major shipping accident (cargo vessels)

9.3 Risks regarded as the most important in the jurisdiction of the Witzenberg Municipality

The following risks are regarded as the most important in the jurisdiction of the Witzenberg Municipality:

- Fire at informal residences;
- Floods;
- Service station fires;
- Transport of dangerous substances;
- Aircraft accident(s);
- Mass gatherings;
- Human illnesses;
- Animal sickness;
- Power disruption(s);
- Hail storm(s);
- Earth quake(s);
- Bomb explosion(s)/-threat(s);
- Droughts;
- Train accident(s);
- Displacement of foreign nationals (xenophobia).

9.4 What will be required at a large incident?

- Human resources are naturally one of the most important methods when a disaster is experienced.
- Equipment (adequate and effective) is indispensable when it comes to a disaster.
- The complete co-operation of every institution is of cardinal importance during a disaster.
- Adequate funds must be available when a disaster strikes your area (consideration must be given to overtime payment for personnel, accommodation, nourishment, clothing, building material, outbreak of sickness, etc.)

9.5 What are the results of a disaster?

- Loss of human lives.
- Loss of animal lives.
- Outbreak of epidemics.
- Destroy the infrastructure of a town. In essence disasters compromise development gains and hinder progress towards the Sustainable Development Goals (SDGs).
- If a town is destroyed by a disaster, it could take years for such a town to recover.
- Poverty

9.6 Preventative and alleviation methods

Prevention:

- Education in prevention;
- Training;
- Proper town planning;
- Upgrading of existing infrastructure;
- Education with regard to the prevention of human illnesses;
- Regular vaccination of animals to minimise animal sicknesses;
- Giving attention to early warning systems;
- Updating preparedness and response plans;
- Proper identification of communities who are the most vulnerable.

Alleviation:

- Assistance to victims (emergency alleviation);
- Expeditious repair of infrastructure where possible;
- Spiritual guidance;
- Moral support to victims;
- Financial support to victims;
- Relocating victims to less dangerous areas.

9.7 Hazard identification for the Witzenberg Municipality

The following hazards have been identified:

- Veldfires
- Traffic Accidents / Transportation incidents
- Structural fires
- Domestic solid waste pollution
- Domestic waste water pollution
- Drug abuse
- Water contamination
- Hazardous material incidents
- Riverine flooding
- Extreme cold/ Heat wave
- Drought
- Earthquake
- Human epidemic

- Animal epidemic
- Dam failure
- Snow
- Social unrest and Xenophobia
- Major infrastructure failure

9.8 Climate change

Climate change is a cross-boundary scientific reality. It poses a serious risk to ecosystems, food security, economic development, disaster management and the realisation of sustainable development. The Municipality is thus responsible for incorporating mandates that deliver on both climate change adaptation and mitigation measures into their respective policy frameworks, and to develop appropriate strategies for which they are legislatively responsible.

Climate change also means long-term shifts in mean weather conditions and the possibility of increasing frequency and severity of extreme weather events. Hence there should be a mounting concern about the impacts of disasters related to climate change. The focus of disaster management is to reduce the risk posed by actual and potential Hazards. Climate change is a multifaceted (from drought to flood) and multidimensional (from local to global) hazard. It is intensifying the hazards that affect human livelihoods, settlements and infrastructure and weakens the resilience of livelihood systems in the face of increasing uncertainty and frequent disasters.

There is a strong interrelationship between climate change adaptation and disaster risk reduction. One of the fundamental linkages between the two areas of activity is their shared objective to address vulnerability in communities affected by climate risk. The difference is that while disaster risk reduction has traditionally looked at risks that communities know and are familiar with, climate change adaptation focuses more on future scenarios as projected by climate science. Climate change risks identified for Witzenberg Municipality relates to excessive rainfall and flooding, droughts, strong winds, fires, thunderstorms, lightning and severe thunderstorms which may lead to:

- Loss of livelihoods (rural and urban) and income, water insecurity, reduced agricultural productivity as a result of reduced rainfall and increased temperature;
- Loss of ecological infrastructure that supports livelihoods;
- Potential increase in disruption of livelihoods due to floods, especially for people residing in flood line zones;
- Serious damage and collapse of infrastructure networks and critical services such as water supply as well as access and provision of emergency services;
- Potential loss of life, discomfort and disease resulting from extreme heat as well as increase in the number of hot days. Persons at risk include vulnerable urban populations and those who work outside, e.g. in the farms and road maintenance in both rural and urban areas;

- Increased food insecurity and the breakdown of food production and supply systems due to increased temperatures, drought, flooding, rainfall variability and other extreme weather events.
- Increased Transition risk for organisations that are susceptible to incurring increased costs to meet carbon-reduction requirements as part of efforts to transition to a low-carbon economy.
- Increased risk to corporate governance because of the increased need to address climate risks.

Climate change adaptation (risk reduction) can be implemented at any stage of the disaster continuum. Even immediately after a disaster strikes, measures such as providing a protected and safe water supply can prevent the situation worsening. During the recovery phase, infrastructure can be repaired or rebuilt better and be able to withstand future climate related events. In anticipation of climate change, drought-tolerant plants and water harvesting can be introduced to reduce the impact of declining rainfall.

9.9 Risk Analysis

9.9.1 List of major hazards

Hazard	Potential Consequences
Fire (Veld/ Structural)	Loss of life, (loss of breadwinner), severe injury, loss of homes, loss of crops, stock losses, of grazing land, loss of income, disruption of economy. Stretching of the emergency response capability.
Traffic accidents	Loss of life, (loss of breadwinner), severe injury, loss of income, stretching of response and medical capability and disruption of traffic flow. Incidents could involve aircraft, trains, tour coaches, school buses, taxis or heavy transport vehicles.
Domestic solid waste pollution	Increased disease, loss of life, loss of stock, pressure on health facilities, localised flooding due to blockages, rodent infestation.
Domestic waste water pollution	Increased disease, loss of life, loss of stock, pressure on health facilities, infrastructure deterioration.
Drug abuse	Loss of life, (loss of breadwinner), loss of homes, loss of income, increased risk of disease.
Water Contamination	Increased disease, loss of life, loss of stock, pressure on health facilities.

Hazardous Material Incidents	Loss of life, (loss of breadwinner), severe injury, evacuation of large areas, fires, explosions, ground and air pollution. Road and rail transport travelling through the municipal area, carrying dangerous chemicals and corrosive substances poses the threat of a significantly dangerous accident.
Flood/Severe Storm, Rainfall and Landslides	Loss of life, (loss of breadwinner), severe injury, loss of homes, loss of stock, loss of income, increased risk of disease.
Extreme cold / Heat wave	Loss of livestock, loss of crops, diseases, loss of life.
Drought	Economic loss, loss of stock (Life stock and crops), loss of income, loss of employment through closures of industry.
Earthquake	Economic loss, loss or damage of infrastructure, loss of life, (loss of breadwinner), severe injury, evacuation of large areas, fires, explosions.
Human Epidemic	Loss of life, (loss of breadwinner), extended illness, loss of employment because of absenteeism, over-taxing of the medical response capability.
Animal Epidemic	Most animal disease emergencies present little direct threat to human health, however the cost in purely economic terms may be particularly significant. Many rural residents rely on their animals for subsistence, and there are a number of larger animal-based industries in the Municipal area.
Dam failure	Economic loss, loss of human life, loss of livestock and crops as well as infrastructure damage.
Snow	Economic loss, loss of human life, loss of livestock and infrastructure damage.
Social unrest and xenophobia	Loss of life, (loss of breadwinner), severe injury, loss of homes, loss of stock, loss of income, increased reliance on municipal assistance with temporary housing, disruption of services and economic loss to industry.

Major Infrastructure Failure	Loss of electrical power, causing: lack of heating; lack of refrigeration; limited fuel supplies; loss of employment through closures of industry. Loss of communications, leading to severe impact on the municipal, district and provincial disaster co-ordination ability. Loss of telephone, fax, computer (internet), automated teller machines, electronic sales.
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9.9.2 Hazard Seasonal Calendar

A hazard seasonal calendar is a calendar that indicates the possible occurrence of hazards in a specific season. This enables Disaster Management to focus on certain hazards during specific time of the year, enhancing disaster management planning. This will also inform timing of awareness projects. The figure below shows the hazard calendar and the time of year when to expect the occurrence of such an event.

Hazard	Jan	Febr	Mrc	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Fire (Veld/ Structural)												
Traffic accidents												
Domestic solid waste pollution												
Domestic waste water pollution												
Drug abuse												
Water Contamination												
Hazardous Material Incidents												
Flood/Severe Storm, Rainfall and Landslides												
Extreme cold / Heat wave												
Drought												
Earthquake												
Human Epidemic												
Animal Epidemic												
Dam failure												
Snow												
Social unrest and Xenophobia												
Major Infrastructure Failure												

10. Risk Reduction Strategies

Hazard	Potential Risk	Risk Reduction Strategies
Fire (Veld/ Structural)	Informal settlements have an increased vulnerability to fire because of the close quarters and lack of access.	<ul style="list-style-type: none"> Establish SANS compliant fire services. Install smoke alarms and make smoke alarms mandatory when rebuilding and in new developments. Awareness programmes: Good House Keeping. Proper clearing of encroaching vegetation and disposal of refuse. Encourage specialized institution to present safety audits. Provide firefighting training for volunteers and basic equipment Proper policing to avoid unauthorised influx and illegal structures. Plan alternative accommodation e.g. include development of housing as priority in the IDP.
	Loss of stock and game.	<ul style="list-style-type: none"> Awareness programmes: e.g. on fire breaks, Promote FPA membership and compliance with the law. Promote good grazing practice. Training of firefighting volunteers
	Loss of roofing rendering housing uninhabitable.	<ul style="list-style-type: none"> Awareness programmes: Encourage good building practices e.g. use of proper roofing materials Proper clearing of encroaching vegetation e.g. Back burning and fuel reduction. Use of fire wise plants. Regular cleaning of gutters and patios.

	Pregnant women, young children the elderly and the disable unable to evacuate in time.	<ul style="list-style-type: none"> • Awareness programmes: Fire behaviour e.g. Reading wind direction and evacuation procedures. • Early warning systems e.g. Media broadcast, pamphlets. • Identification of places of safety. • Identify alternative access routes.
	Loss of crops.	<ul style="list-style-type: none"> • Awareness programmes: Good farming practices, contour ploughing, fire breaks and crop rotation. • Train Firefighting volunteers.
	Loss of grazing.	<ul style="list-style-type: none"> • Awareness programmes: Good farming practice.
	Destruction of industrial areas, industrial job losses, economic losses	<ul style="list-style-type: none"> • Maintenance of LPG and Fuel systems, • Awareness campaigns on fire protection systems. • Contingencies plans for industries. • Fire service site familiarisation. • Annual Fire safety inspections.
Traffic accidents	Accidents involving aircraft, trains, coaches or taxi vehicles will result in death or serious injury to a large number of people.	<ul style="list-style-type: none"> • Awareness/law enforcement e.g. regular safety inspections. Road and vehicle safety principles to be adopted by drivers and passengers. • Municipality and service providers to have contingency plans in place. • Regular interaction between role players to identify risks. • Identify hospitals with the capabilities and expertise to cope with such major incidents.
	The bad mechanical condition of vehicles traversing Municipality roads will cause road accidents.	<ul style="list-style-type: none"> • Awareness programmes: Road and vehicle safety principles to be adopted by drivers and passengers. • Co-ordination /Implementation of law enforcement.

		<ul style="list-style-type: none"> Road and vehicle safety principles to be adopted by drivers and passengers.
	Inappropriate driver behaviour will cause road accidents.	<ul style="list-style-type: none"> Awareness programmes: Road and vehicle safety principles to be adopted by drivers and passengers. Co-ordination and strict enforcement.
	Deteriorating road conditions will cause road accidents.	<ul style="list-style-type: none"> Awareness e.g. Signage Law enforcement to combat e.g. overloading Planned Maintenance
Domestic solid waste pollution	Health problems and illnesses due to contaminated environment and standing water.	<ul style="list-style-type: none"> Awareness programs targeting the vulnerable. Carers must have information sessions with children to inform them of the risks and where to play/not to play.
	Localised flooding due to blockages in storm water drainage systems.	<ul style="list-style-type: none"> Regular waste removal and storm water system cleaning. Awareness programs on the risk of solid waste pollution.
	Odour nuisance	<ul style="list-style-type: none"> Awareness programs on recycling and minimising waste.
Domestic waste water pollution	Increased community vulnerability and deteriorating environmental health.	<ul style="list-style-type: none"> Provide adequate sanitation facilities and ensure regular maintenance. Awareness programs: sanitary practices, littering and improper disposal. Regular infrastructure upgrades and maintenance per schedule.
Drug abuse	Widespread abuse cause an increase in crime and health risks.	<ul style="list-style-type: none"> Awareness on the risks of abuse. Pharmacological and psychosocial intervention. Law enforcement to clamp down on distributors. The Department of Health must plan to increase the number of treatment centres.

Water Contamination	Contaminated water supplies will cause disease such as cholera and dysentery.	<ul style="list-style-type: none"> • Awareness programmes: Proper industrial and commercial water management procedures, good hygiene and sanitation practices, household water treatment options e.g. bleach • Responsible agencies to have contingency plans in place. Regular monitoring and surveillance.
	Shortage of potable water supplies will aggravate the situation.	<ul style="list-style-type: none"> • Awareness e.g. purification of alternatives water resources. Encourage rain water harvesting. Departments to have contingency plans in place. Identify alternative potential water resources e.g. boreholes, dams (database) spring protection.
	Resultant epidemics will place a great strain on the health facilities.	<ul style="list-style-type: none"> • Department of Health to have contingency plans in place e.g. identify district health facilities and call support from other agencies.
Hazardous Material Incidents	Pollution of the water streams rivers, dams and the water table.	<ul style="list-style-type: none"> • Awareness programmes: the effect of various chemical and precautionary measures, identify specialized and alternative treatment facilities and places of safety. • District's Municipal Health and DEA to have contingency plans in place. • Identify Hazmat Task Team • Build local capacity to deal with hazmat incidents.
	Pollution of the soil.	<ul style="list-style-type: none"> • Awareness programmes: the effect of various chemical and precautionary measures, identify specialized and alternative treatment facilities and places of safety District's Municipal Health, DWAF to have contingency plans in place. • Identify Hazmat Task Build local capacity to deal with hazmat incidents.

	Human exposure to toxic chemical resulting in serious harm or death.	<ul style="list-style-type: none"> • Awareness programmes: the effect of various chemical and precautionary measures, identify specialized and alternative treatment facilities and places of safety. • District and Local Emergency Services & Municipal Health, DWAF to have contingency plans in place. • Identify Hazmat Task Team • Build local capacity to deal with hazmat incidents.
	Pollution of the atmosphere will occur from the release of hazardous material.	<ul style="list-style-type: none"> • Awareness programmes: the effect of various chemical and precautionary measures, • Identify specialized and alternative treatment facilities and places of safety • District's Municipal Health and DEA to have contingency plans in place. • Identify a local Hazmat Task Team Build local capacity to deal with hazmat incidents.
Flood/Severe Storm, Rainfall and Landslides	People will not be able to evacuate the area	<ul style="list-style-type: none"> • Identify vulnerable sectors informal/formal. • Awareness programmes: Pre-identified high ground shelter, leave unnecessary item. Take food etc. • Consider relocation of informal temporary shelter • Pro-active measures of mitigation (gabion baskets) • Early warning systems • Pre-identify alternative accommodation • Keep in mind when doing land use planning and approving building plans.

	Areas will be cut off by roads, bridges being washed away; preventing access by response agencies.	<ul style="list-style-type: none"> • Identify vulnerable sectors informal/formal. • Awareness programmes (proper drainage). • Identify alternative routes. • Planning, positioning and quality of roads. • Pre-identify alternative resources in terms of access (Rubber duck). • Include IMS protocol in conjunction with department of transport.
	Building (Public and Private) and informal settlements will be destroyed, leaving large number of people homeless.	<ul style="list-style-type: none"> • Awareness in terms of building codes in rural areas. (Quality of homes) and (management of household possessions). • Pre-identify alternative accommodation / Maintain database of resources.
	Sanitation and health problems.	<ul style="list-style-type: none"> • Awareness programmes: Promote the treatment of available water resources and good personal hygiene practices. • Prevention of water born disease. e.g. (Cholera and diarrhoea). • Identify responsible and ensure contingency plans in place
Extreme cold / Heat wave (Severe weather)	Loss of Life.	<ul style="list-style-type: none"> • Use early warnings. • Awareness on how to safeguard the vulnerable. • Relevant department must have contingency plans.
	Infrastructure damage.	<ul style="list-style-type: none"> • Use early warnings. • Awareness on how to safeguard critical infrastructure. • Relevant department must have contingency plans.
	Damage/Loss of crop and livestock.	<ul style="list-style-type: none"> • Use early warnings. • Awareness on how to safeguard crops and livestock. • Relevant department must have contingency plans.

Drought	Reduction or loss of natural or reticulated water for human and stock consumption.	<ul style="list-style-type: none"> • Awareness programmes e.g. do not cultivate or drain wetlands. Control of alien vegetation. Protect springs. • Encourage rainwater harvesting and investment in water tanks. • Planning (IDP) for alternative reliable water sources e.g. Dams, covered reservoirs, boreholes and springs. • Continuous maintenance of natural and reticulated water sources. • Departments Water and of Environment, Agriculture and Forestry to have contingency plans in place. • Identify space within the urban edge that can be used or redeveloped to capture, infiltrate, slow down and treat water runoff. • Protect key ecosystems, including terrestrial and riverine areas.
	Loss of crops.	<ul style="list-style-type: none"> • Awareness programmes: Good farming practices, contour ploughing, crop rotation. • Encourage planting drought resistant varieties. • The responsible agency and ensure to have contingency plans in place.
	Loss of grazing.	<ul style="list-style-type: none"> • Awareness programmes: Good farming practices e.g. back burning, fire breaks, crop rotation and prevention of soil erosion. • Identify alternative grazing. • Proper clearing of encroaching alien vegetation e.g. Back-burning and treatment.

	Loss of livestock.	<ul style="list-style-type: none"> • Awareness programmes: Fire breaks and good grazing practice. • Designated areas for grazing if needed. • Make provision in IDP for designated communal holding areas to supplement feed and water.
	Economic losses.	<ul style="list-style-type: none"> • Make provision for temporary employment opportunities. • The Department of Environment, Agriculture and Forestry must support those affected. • The relevant departments and other agencies must develop contingency plans.
Earthquake	Significant damage to buildings, roads and infrastructure.	<ul style="list-style-type: none"> • Enforce engineered structural designs that are able to resist the forces generated by seismic waves. • Adapt building codes based on hazard maps.
	Loss of life.	<ul style="list-style-type: none"> • Awareness campaigns on earthquake safety. • Regular exercises at public buildings and places of education. • Rapid emergency response.
	Service disruption.	<ul style="list-style-type: none"> • Pre-identify vulnerable communities. • Departments must ensure contingency plans to cater for service disruption for an extended period of time.
Human Epidemic	Substantial loss of life.	<ul style="list-style-type: none"> • Awareness programmes: on different types of diseases. • Disease surveillance and health programmes. • Social Welfare programmes. • Ensure that service providers have contingency plans in place. • Plan for mass burial.

	Low immunization rates in the municipality will increase the likelihood of an epidemic occurring.	<ul style="list-style-type: none"> • Health awareness on medical effects of non-immunization e.g. polio, measles. • Ensure that department of health has contingency plans in place.
	Psychological effects on the community.	<ul style="list-style-type: none"> • Awareness programme: Sensitize communities on the effects of epidemics, counselling and rehabilitation.
	Loss of income within the municipality.	<ul style="list-style-type: none"> • Identify potential industry risk. Awareness programmes: address economic impact, train replacement employees. Promote good health practices Contingency planning.
	Stigma attached to epidemics.	<ul style="list-style-type: none"> • Good public relations. • Don't allow false communication and the "panic effect". • Involve the tourism offices.
	Vector/vermin contact will spread the epidemic throughout the municipal area and beyond.	<ul style="list-style-type: none"> • Awareness programmes: on identification of diseases, Monitoring and surveillance. Preventing measures in respect of vermin, pest control and good housekeeping: clear breeding sites etc.
Animal Epidemic	Loss of export capability.	<ul style="list-style-type: none"> • Awareness programmes of State controlled diseases and symptoms of animal disease. • Ensure that Veterinary services have contingency plans in place. Identify disposal sites and guard disposal sites.
	Cross contamination with indigenous wildlife will spread disease.	<ul style="list-style-type: none"> • Awareness programmes such as proper fencing, quarantine procedure. • Ensure that Veterinary services have contingency plans in place. Monitoring/Surveillance (SAPS Agriculture etc.)

	Loss of production (income) will have a severe impact on the economic viability of the rural population.	<ul style="list-style-type: none"> • Awareness programmes such as the type of service available. • Knowledge of symptoms.
	Impact on the reputation of the area.	<ul style="list-style-type: none"> • Awareness programmes on Facts and Effects of the disease. • Avoid panic. • Refer tourists to alternative resorts. Positive marketing.
	Loss of production (income) will have severe impact on the food supply of the rural population.	<ul style="list-style-type: none"> • Ensure that Department of Agriculture to have contingency plans in place (Recruitment of Veterinary personnel). • Support from Department of Welfare/Veterinary services. • Awareness Programmes: Encourage insurance. • Ensure proper staffing provision.
Dam failure	People will not be able to evacuate the area.	<ul style="list-style-type: none"> • Identify vulnerable sectors informal/formal. • Awareness programmes: Pre-identified high ground shelter, leave unnecessary items. Take food etc. • Consider relocation of informal temporary shelter. • Pro-active measures of mitigation (gabion baskets). • Early warning systems. • Pre-identify alternative accommodation. • Include in IDP for future development.
	Areas will be cut off by washed out roads, bridges etc., preventing access by response agencies.	<ul style="list-style-type: none"> • Identify vulnerable sectors informal/formal. • Awareness programmes. • Identify alternative routes • Planning, positioning and quality of roads and bridges. • Pre-identify alternative resources in terms of access.

		<ul style="list-style-type: none"> • Include IMS protocol in conjunction with department of transport. • Include mitigating projects in the IDP.
Snow	People will not be able to evacuate the area.	<ul style="list-style-type: none"> • Identify vulnerable sectors informal/formal. • Awareness programmes: Pre-identified high ground shelter, leave unnecessary items. Take food etc. • Consider relocation of informal temporary shelter. • Pro-active measures of mitigation (gabion baskets). • Early warning systems. • Pre-identify alternative accommodation. • Include in IDP for future development.
	Areas will be cut off by washed out roads, bridges etc., preventing access by response agencies.	<ul style="list-style-type: none"> • Identify vulnerable sectors informal/formal. • Awareness programmes: Pre-identified high ground shelter, leave unnecessary items. Take food etc. • Consider relocation of informal temporary shelter. • Pro-active measures of mitigation (gabion baskets). • Early warning systems. • Pre-identify alternative accommodation. • Include in IDP for future development.

Social unrest and Xenophobia	Loss of life and/or injury.	<ul style="list-style-type: none"> • Identify the areas at risk. • Awareness material on the promotion of social cohesion. • Crime prevention is a key element. • Build positive relations between the community and the local authority. • Make use of early warnings.
	Damage to infrastructure, property and the environment.	<ul style="list-style-type: none"> • Identify the areas at risk. • Awareness material on the promotion of social cohesion. • Crime prevention is a key element. • Build positive relations between the community and the local authority. • Make use of early warnings.
	Service disruption.	<ul style="list-style-type: none"> • Identify the areas at risk. • Awareness material on the promotion of social cohesion. • Crime prevention is a key element. • Build positive relations between the community and the local authority. • Make use of early warnings.
Major Infrastructure Failure	Water supply pumping facilities will be rendered inoperable.	<ul style="list-style-type: none"> • Awareness: Maximum use of available recourses, water sanitation, personal hygiene and health awareness. • Identify alternative safe water supplies e.g. bore holes, farm dams, rivers and springs. • Ensure service providers have contingency plans in place. • Encourage installation of backup power.
	Disaster communication facilities will be rendered inoperable.	<ul style="list-style-type: none"> • Awareness programmes: Identify alternative means of communication. • Disaster Management and service providers to ensure that contingency plans are in place. (TELKOM, ESKOM, NEOTEL, MTN, VODACOM, AND CELL C). • Encourage installation of backup power.

	Fuel supply facilities will be rendered inoperable.	<ul style="list-style-type: none"> • Awareness programme: Maximize use of available fuel resources e.g. rationing. • Encourage the use of public transport, rail etc. • Identify alternative suppliers. • Encourage strategic suppliers to provide emergency backup systems.
	Telephone land-line and cell communication will be rendered inoperable.	<ul style="list-style-type: none"> • Service providers to have contingency plans in place for e.g. radio, satellite phones.
	Base radio transmitter stations relying on power will be rendered inoperable.	<ul style="list-style-type: none"> • Awareness programmes: Identify alternative means of communication e.g. telephone and cell communication. • Service provider to have contingency plans.
	Electronic banking facilities will be rendered inoperable.	<ul style="list-style-type: none"> • Service provider to have contingency plans in place.
	Business and industry refrigeration and cooling facilities will be rendered inoperable.	<ul style="list-style-type: none"> • Awareness programmes: contamination of foodstuffs. • Identify high risk areas e.g. meat storage, mortuaries. • Identify alternative refrigeration facilities e.g. mobile refrigeration. • Maintenance and upgrading of infrastructure.

11. **Response and Recovery**

11.1 **Objective**

To ensure effective and appropriate disaster response and recovery by:

- Implementing a uniform approach to the dissemination of early warnings;
- Averting or reducing the potential impact in respect of personal injury, health, loss of life, property, infrastructure, environment and government services;
- Implementing immediate integrated and appropriate response and relief measures when significant events or disasters occur or are threatening to occur;
- Implementing all rehabilitation and reconstruction strategies following a disaster in an integrated and developmental manner.

11.2 Process for the classification and declaration of state of disaster

In terms with Sect 55 (1) & (2) of the Act, the Municipal Council may by notice in the provincial gazette (through the District Municipality) declare a local state of disaster and may further make by-laws or issue directions to ensure effective control and management of such local disaster. When a disastrous event (as per definition in the Act) occurs in the area of the municipality and the Municipal Manager regards the situation as a disaster in terms of the Act, he/she must:

- Step 1:** Initiate efforts to assess the magnitude and severity or potential magnitude and severity of the disaster;
- Step 2:** Alert disaster management role players in the municipal area that may be of assistance in the circumstances;
- Step 3:** Initiate the implementation of the disaster response plan or any contingency plans and emergency procedures that may be applicable in the circumstances;
- Step 4:** Inform the District, Western Cape Provincial and National Disaster Management Centres of the disaster and an initial assessment of the magnitude and severity or potential magnitude and severity of the disaster.
- Step 5:** Provincial Disaster Management Centre (PDMC) monitors the situation to determine the magnitude and severity of the damages and losses.
- Step 6:** The affected local municipality will take a council resolution in relation to the declaration of a local disaster.
- Step 7:** The local municipality will submit a council resolution to their District Disaster Management Centre.
- Step 8:** If the District Disaster Management Centre supports the decision, they will forward their council resolution together with that of the local municipality to the PDMC.
- Step 9:** The PDMC will assess the situation in order to support / or not to support the request for a declaration.
- Step 10:** The PDMC will recommend or not recommend the declaration process to the Provincial Cabinet.
- Step 11:** The PDMC will submit the Cabinet recommendation to the National Disaster Management Centre (NDMC) for classification

Irrespective of whether a local state of disaster has been declared or not, the municipality is primarily responsible for the co-ordination and management of local disasters that occur in its area.

Whether or not an emergency situation is determined to exist, municipal and other agencies may take such actions under this policy as may be necessary to protect the lives and property of the inhabitants of the municipality. If a local state of disaster has been declared, the Council may make by-laws or issue directions, or authorise the issue of directions to:

- Assist and protect the public;
- Provide relief to the public;
- Prevent or combat disruption; or
- Deal with the destructive and other effects of the disaster

11.3 Disaster Classification Process

- Step 1:** The NDMC will communicate the decision on the classification (i.e. local, district or provincial) to the PDMC.
- Step 2:** The PDMC to communicate the classification outcome to the District and Local Municipality.
- Step 3:** The Local Municipality will take responsibility for gazetting the classification.

11.4 Early Warnings

Early warnings are designed to alert areas, communities, households and individuals to an impending or imminent significant event or disaster so that they can take the necessary steps to avoid or reduce the risk and prepare for an effective response.

Major Role Players in integrated early warning are:

- South African Weather Services - climate forecast, satellite information;
- Department of Water Affairs & Sanitation - flood warnings, dam and river levels, water supplies;
- Department of Agriculture, Land Reform and Rural Development - crop forecasts, staple food quality, forage availability, water irrigation and livestock;
- Department of Health – epidemics and diseases.
- Council of Geoscience – earthquakes.

11.5 Disaster Assessment

An immediate on-site assessment will ensure that the necessary information is dispatched to ensure delivery of immediate, effective and appropriate response and relief measures to affected areas and communities. This will also facilitate business continuity.

11.6 Response and Recovery

The operational plans and guidelines of the various response agencies that contribute to field operations must be considered when allocating responsibilities for response and recovery. Primary and secondary responsibilities will be allocated for each of the operational activities associated with disaster response e.g. evacuation, shelter, search and rescue, emergency medical services and firefighting.

11.7 Relief Measures

Relief operations following significant and/or events classified as disasters will be coordinated. Relief assistance and donations will be equitably distributed.

11.8 Rehabilitation and Reconstruction

The organ of state tasked with primary responsibility for the specific hazard will facilitate the establishment of project teams.

11.9 Key Performance Indicators

- The disaster management centre has been established and documented clear procedures for accessing, interpreting and disseminating early warnings of both rapid and slow onset hazards.
- Post disaster project teams for rehabilitation and reconstruction have been established and operate effectively.
- Mechanisms for the monitoring of rehabilitation and reconstruction projects have been established and regular progress reports are submitted to the District Disaster Management Centre and the Provincial Disaster Management Centre.

12. Education, Training, Public Awareness & Research

12.1 Objective

To promote a culture of risk avoidance among stakeholders by capacitating role-players through education, training and public awareness programmes, informed by scientific research.

12.2 Education and training

12.2.1 Community and School Programmes

The Disaster Risk Management Centre will seek to establish links with existing awareness programmes in schools, by the District or the Province, for the purpose of disseminating information on specific disaster risks and risk avoidance. Training programmes for communities will focus on disaster risk awareness, disaster risk reduction, volunteerism and preparedness. Communities will be given the opportunity to modify and enhance training programmes through the inclusion of indigenous knowledge, practices and values, and the incorporation of local experience of disasters and disaster risk management.

12.2.2 Training programmes for municipal officials and political office bearers

Training programmes for municipal officials and policy makers will embrace the multidisciplinary and interdisciplinary dimensions of disaster risk reduction, which will include the following:

- Incident Command Systems
- The Disaster Management Act
- The local Disaster Management plan and the IDP
- Development planning
- Disaster Risk reduction projects
- Hazard identification and assessment

12.3 Public awareness

12.3.1 Public awareness strategy

To instill risk avoidance behaviour by all stakeholders, inclusive public awareness campaigns aimed at raising consciousness about disaster risks, will be done regularly. These awareness campaigns will provide information on how to reduce vulnerability and exposure to hazards. These campaigns will include:

- Organized and planned awareness programmes
- IDP meetings

12.3.2 Communication through the media (Communication Unit)

The role of the media during disasters is of essence and regular media updates will be mandatory, making use of the various media channels. The communications unit will appoint a public information officer to fulfil the function in the Incident Command Structure. The Provincial Disaster Management Centre will establish and maintain ongoing relations with relevant local and national media. The media release will be signed off by the Incident Commander prior to release.

13. Responsibilities of the Municipality's Directorates and Departments

13.1 Municipality Manager,

The Municipality Manager, together with the following Municipality's Directorates: Directorate Corporate Service, Directorate Community Services and the Directorate Technical Services, supported by the Disaster Risk Management Centre (DRMC), are to support disaster risk management activities such as hazard identification, disaster risk and vulnerability assessments, disaster prevention, disaster risk reduction/mitigation, as well as response, relief and rehabilitation.

Due to all the different hazards identified, disaster risk management will also fall within the mandates of nearly all the Departments within the municipal structure. The MUNICIPALITY MANAGER must provide strategic guidance and management for his office which consists of the IDP office, Legal Services, Internal Audit and Performance Management. Institutional Governance and Intergovernmental Relations and the functions and responsibilities relates to the following:

- Compile and issue appropriate administrative instruction to the Disaster Management Centre to exercises its powers and perform its duties,
- Monitoring compliance with relevant legislation, regulations, licenses and by-laws,
- Documenting information for potential legal actions, documenting information for potential compensation claims,
- Auditing of the Disaster Risk Management Plans to ensure pro-active disaster risk reduction, preparedness and compliance with relevant legislation, codes and regulations,
- Authorize any extraordinary expenditures (access to disaster funding and/or any alternative emergency funding sources),

- Ensure that the Municipal Disaster Risk Management Plan form an integral part of the Municipality's Integrated Development Plan (IDP),
- Ensure that hazard identification, disaster risk assessment and that risk prevention and/or risk reduction/mitigation principles are applied for all development projects which are being undertaken.
- Monitoring internal compliance by all Directorates with relevant risk management legislation and regulations,
- On request from the DRMC, constitute an emergency Senior Management Team meeting to be briefed on eminent disaster or post disaster issues,
- Report on emergency impact and response to the Executive Mayor,
- Assist with the mechanisms for the possible declaration of a local state of disaster, and
- Report, liaise and consult with councilors and District as well as provincial and national government departments, when needed.

13.2 Director Corporate Services

The Director: Corporate Services must provide strategic guidance and management for the Communications Unit, Human Resource Management, Labour Relations and Occupational Health & Wellness, Traffic & Law Enforcement and the functions and responsibilities relates to the following:

- Compilation of pro-active departmental Disaster Risk Management programmes to support disaster risk reduction or elimination and disaster preparedness,
- Ensure qualified and well skilled employees are employed and regard emergency personnel as critical and essential staff complement,
- Ensure proper recordkeeping of information for remuneration of municipal employees involved in emergency response,
- Assist and or facilitate employee wellness/assistance, including staff involved in any traumatic incidents during major emergencies and disasters,
- Control and manage the operations of a Service Complaints Call Centre for normal day-to-day service related complaints and assist with emergency information dissemination, as required.
- Rendering and providing effective ICT infrastructure to support Disaster Risk Management
- Facilitate integrated GIS and other ICT systems which can assist in the overall disaster risk management,
- Ensure continued effective and reliable operation of the Municipality's emergency radio communication system,
- Ensure radio staff are on 24/7 standby for maintenance and support,
- Rendering ICT support and advice to all emergency related functionaries,
- Compiling and implementing a Contingency Plan and Maintenance Plan to ensure adequate disaster recovery procedures for ICT infrastructure and information management
- Arranging for an alternate telephone or communication service, if required,
- Controlling telecommunications system load,

- Update and review the Municipality's Communications plan,
- Providing information to Municipality employees and their families who are affected by emergencies/ disasters,
- Administration of injuries on duty (IOD claims), compensation,
- Coordinate rehabilitation of municipal employees according to the wellness programmes,
- Support the Disaster Risk Management Centre (DRMC) in communicating status reports, public safety notices and early warning announcements,
- Monitor compliance with Occupational Health and Safety legislation in all municipal premises,
- Supporting the DRMC in public education and awareness programmes focusing on risk prevention and risk reduction,
- Protecting the safety of emergency responders, evacuated areas, affected communities and damaged or threatened property,
- Controlling and dispersing of crowds in and around emergency areas, as required,
- Evacuation of designated area(s) which are threatened by any emergency of both persons and animals,
- Control of access to and egress from the incident/emergency area(s),
- Protecting private and public property, as required,
- Identifying persons/organisations to contribute to post-emergency debriefs and reports,
- Protecting essential service facilities and infrastructure, as required,
- Managing and controlling traffic in and around emergency area(s), on evacuation routes and on emergency vehicles access and egress routes,
- Assist with the protection of emergency responders, evacuated areas, affected communities and damaged or threatened property,
- Co-coordinating Incident response with the South African Police Service and the other responding Emergency and Essential Services as needed,

13.3 Director: Technical Services

The Director Technical Services provide strategic guidance and management for the Management Units of Electro-Technical, Solid Waste & Cleansing, Water & Sewerage and Town Planning & Building Control. Water & Sanitation and Roads & Storm water, Fleet Management and the functions and responsibilities relates to the following:

- Implementing of pro-active Departmental Disaster Risk Management programmes to support disaster risk reduction or elimination and disaster preparedness,
- Compiling and implementing a Maintenance Plan and Contingency Plan to ensure and support adequate infrastructural disaster risk management preparedness,
- Identify appropriate integrated development projects for incorporation into the Municipality's IDP to target the highest hazard risk areas and the most vulnerable communities to assist with disaster risk reduction efforts,

- Compilation of re-active Departmental Disaster Risk Management Plans to ensure service continuation and functional performance during emergency/disaster situations,
- Link all roads and storm water infrastructure network with disaster risk profile maps,
- Confining and containing flood water where possible,
- Assist in the identification of appropriate and significant risk reduction projects for related infrastructure at risk,
- Providing technical advice in preventing or reducing the effects of flooding and storm damage,
- Incorporate all roads and storm water infrastructure projects with identified disaster risk reduction projects related to roads and storm water,
- Liaison with the Department of Water and Sanitation as required,
- Removal of debris and other obstacles from transportation routes, water canals, rivers, streams and other sites as required,
- Assist in the planning of reconstruction works of damaged roads and storm water systems after disasters,
- Repairing any damaged or dysfunctional road infrastructure to restore optimal functioning of the transport network in the shortest possible time,
- Taking appropriate measures to accommodate traffic on the transport network in the most expedient manner under the prevailing circumstances,
- Liaison with the District and Provincial Roads Department and SA National Roads Agency (SANRAL), as required,
- Assist with Hazmat clean-up and decontamination of infrastructure and the environment,
- Identifying and prioritising essential services that may require restoration as the result of an emergency or disaster,
- Co-coordinating response with businesses and industries affected by the emergency,
- Controlling consumption of public water supply,
- Monitoring of water reservoir levels,
- Providing alternate water supplies (potable, industrial and for fire-fighting usage),
- Provide a supply of water to assembly/reception areas,
- Compilation of community guidelines during prolonged disruption of waste water services,
- Ensure appropriate staff have been placed on standby to cater for any emergency situation / occurrence (supervisors, drivers, operators and labourers),
- Appropriate vehicles are available for timeous emergency response,
- Establish a mutual aid agreement with Department Public Works & Transport and Private Sector for use of vehicles during disaster related incidents as part of supplementary resources,
- The provision of heavy construction plant equipment or heavy duty vehicles e.g. excavators, tipper trucks etc. and transportation using lowbed trailers,
- Technical mechanical support to maintain operational and response vehicles, plant and equipment on scene,

- Ensure supply of fuel for vehicles, plant and equipment,
- Hiring of specialize equipment if need be,
- Provision of transport for mass evacuation,
- Procedural guide and lists of internal and external contacts are available for standby teams,
- Compiling and implementing a Contingency Plan and Maintenance Plan to ensure adequate fleet are at all times in functional mode,
- Establish record keeping system for all possible fleet management activities during a disaster event,
- Disposing of non-hazardous waste and refuse when and where required,
- Ensure that no hazardous waste (high risk care waste) are disposed of at the landfill sites,
- Implement additional waste removal measures of debris as a result of a disaster event,
- provision of refuse bags and/or skips for the collection of debris and waste from affected area,
- Maintain a schedule for waste removal from assembly points and temporary shelter settlements,
- Effectively manage and control landfill sites to eliminate and or minimise disaster risks,
- Ensure legal compliance in respect of Landfill site authorisations (permits),
- Participate in optimal, effective and sustainable land use planning to reduce community's vulnerability to disaster events,
- Align all land use planning with disaster hazard, vulnerability and risk profile maps,
- Identify suitable area for development in conjunction with Disaster Management to ensure safe and sustainable development,
- create up to date land use - and cover data on stand level to be used to identify vulnerable people: i.e. old age homes and day care centres,
- Make available all GIS data and assist in analysis and printing of disaster risk profile maps,
- Rendering GIS support and advice to all role-players throughout all phases of Disaster Risk Management planning and preparedness processes,
- Support disaster risk reduction or elimination and disaster preparedness, through the long term spatial development framework to ensure integrated, pro-active and decisive decision making on major infrastructure,
- Co-coordinating response with Eskom regarding electricity supply to the Municipality and regarding the Municipality`s distribution areas,
- Allocating available electricity supply,
- Planning for alternate electricity distribution and supply,
- Identifying buildings which are electrically unsafe,
- Identifying and prioritising essential services that may require restoration as the result of an emergency or disaster,
- Supplying resources for Disaster Risk Management purposes as and when requested and

- Establishing and maintaining a resources database that can be integrated with the DRMC's Information Management System.

13.4 Director: Finance

The Director: Finance must provide strategic guidance and management for the Management units of Revenue (Income), Finance Administration, Supply Chain Management and the functions and responsibilities relates to the following

- Allocation of sufficient funds for disaster risk reduction plans according to the IDP,
- Assist in the compilation and drafting of MOU's with financial implications,
- Authorisation / Monitoring of additional expenditure due to an unforeseen disaster/s,
- Ensure approved service providers are on SCM database for emergency procurement,
- Documenting information for potential municipal insurance claims,
- Assist and management of procurement process for all purchases during disasters,
- Initiating and facilitating efforts to make funds available for pro-active and re-active disaster management within the municipal area,
- Identify resource, suppliers, procedures for payments for items, manpower, equipment utilized / acquired; after a disaster has been attended to,
- Motivation and provision of sufficient funds for recovery and rehabilitation works,
- Management of donations (cash, goods) received as a result of a disaster,
- Ensure that a proper asset register is in place and
- Ensure an approved and updated Indigent Register for the Municipality is kept.

13.5 Director: Community Services

The Director Community Services must provide strategic guidance and management for the Management Units of Housing, Socio-Economic Development, Fire Rescue and Disaster Management Services, Amenities and Environment, Resorts and Swimming Pools and the functions and responsibilities relates to the following:

- Compilation of pro-active departmental Disaster Risk Management programmes to support disaster risk reduction or elimination and disaster preparedness, especially in relation to the high-risk informal settlements and other vulnerable Communities,
- Make available all settlement and land-use data to disaster management and assist in hazard, vulnerability and risk assessments,
- Participate in all disaster risk reduction planning,
- Identify all settlements in the municipal area of jurisdiction to ensure it has been captured on GIS,
- Plot, update and maintain land-use on GIS in cooperation with senior town planner,
- Assist in pro-active disaster management planning to ensure community resilience to cope with disasters,
- Identify settlements (including informal settlements) and land-use at risk.
- Identify and make available alternative land and emergency housing/shelter for persons displaced by an emergency/disaster,
- Availing of temporary shelter (municipal halls and stadiums) for displaced citizens during disasters,

- Ensure the relocation of communities out of risk areas (e.g. floodplains),
- Ensure that all housing projects promote disaster risk reduction,
- Develop an Emergency Housing Policy for the Municipality,
- Ensure that risk reduction and mitigation principles are applied as part of the environmental input into all development projects, including the identification of possible environmental disasters,
- Identify appropriate integrated development projects for incorporation into the Municipality's IDP to target the highest hazard risk areas and the most vulnerable communities to assist with disaster risk reduction efforts,
- Include the reduction of natural disasters as an element in environmental education programmes,
- Monitoring the environment (ground, air, water and the ecosystem) for contamination and degradation,
- Assist and advise on hazmat clean-up and decontamination of the environment,
- Identification of land for mass burials if required,
- Regularly update the environmental management legal compliance register and
- Develop and review the municipality's climate change strategy,
- Establish a municipal animal pound,
- Establish and ensure the effective functioning of the municipal disaster risk management advisory forum,
- Ensure a functional Disaster Control Centre with a sufficient staff complement,
- Conduct incident assessment and disaster risk assessments,
- When necessary submit reports containing recommendations for changes to the Municipal Disaster Risk Management Plan to Council,
- Emergency/contingency planning together with all role-players for Council amenities and facilities that are used for mass events,
- Undertake facility management preparations in terms of the emergency evacuation plans for each amenities and facility,
- Assist with the removal of vegetation proving to be hazardous, both pro-actively and re-actively after any Incident,
- Assist with the identification of mass burial sites, as may be required by any emergency/disaster occurrence,
- Assist with the management of mass mortality after any emergency/disaster occurrence,
- Responsible for the co-ordination of disaster risk reduction plans, projects and programmes,
- Responsible for appropriate Standing Operating Procedures (SOP's) for Disaster Risk Management operations,
- Provision of 24/7 emergency communications centre,
- Co-ordinate and facilitate disaster management activities of line functionaries in coordination with the Head of Disaster Management,
- Assist with early warning to communities at risk,

- Co-ordinate and facilitate the implementation of recovery and rehabilitation to ensure disaster risk reduction,
- Make available council amenities and facilities for emergency assembly and/or shelter and mass care of persons displaced by emergencies or disasters,
- Plan for, and assist with, the management of emergency shelter and mass care facilities, as well as for any designated assembly points, for persons displaced by emergencies or disasters,
- Responsible for fire prevention through public education, awareness and fire safety programmes,
- Provide training in fire fighting for employees, identified volunteers and community based organisation members,
- Responsible for public safety activities through fire safety activities (inspections etc.), awareness and education programs and evaluation of building plans and developments in line with relevant legislations, regulations, codes, and the disaster risk profile,
- Preventing the outbreak or the spread of fires,
- Fighting and the extinguishing of fires,
- Protecting life and property from fire or other threatening danger, rescuing of life or property from fire or other danger,
- Responsible for rescue activities,
- Management and control of hazardous material spillages,
- Assist and manage hazardous material decontamination facilities and operations,
- Coordinating incident response with the South African Police Service and the other responding emergency and essential services,
- Take steps to eliminate disaster risks presented by communicable diseases in collaboration with the department of health,
- Monitor large groups of people for contamination and/or health effects,
- Assist with the management of emergency shelter, evacuation assembly points and mass care facilities for persons displaced by emergencies or disasters,
- Seize and dispose of food that poses a health hazard in collaboration with the district municipality,
- Identify victims, responders or affected persons who may require psychosocial support and to facilitate this support which may be provided by the appropriate governmental and non-governmental agencies as applicable,
- Identify persons/organisations to contribute to post-emergency reports/debriefs regarding health matters,
- Ensure resources are available during disaster response, recovery and rehabilitation,
- Liaise with the provincial department of health and private hospitals for the provision of curative and operative interventions during any major incident,
- Establishing and maintaining a resources database that can be integrated with the DRMCs information management system.

14. Communication

In terms of the legislation, Communication must be maintained at all times among Municipal Disaster Management Centre with the Cape Winelands District Municipality Disaster Management Centre, Disaster Management Centre of the Province (PDMC) and the National Disaster Management Centre (NDMC) in order to:

- Assist the District, Provincial and National Centre to identify and establish communication links with disaster management role players in the municipal area and develop and maintain an electronic database;
- Develop guidelines for the preparation and regular review of disaster management plans and strategies including contingency plans and emergency procedures and the integration of the concepts and principles of disaster management with integrated development plans and programmes;
- Submit a copy of the Disaster Plan and any amendment thereto and reports to the District and Provincial Disaster Management Centre (PDMC) for submission to National Disaster Management Centre (NDMC) as prescribed in Section 50 of the Act;
- Immediately inform the District of any disaster which occurs or threatens to occur in Council's area; provide information regarding the assessment of the disaster and make recommendations regarding the classification of the disaster as may be appropriate

15. Funding Arrangements for Disaster Risk Management

In terms of section 10A of the Municipal Systems Act the disaster risk management function imposes constitutional obligations on the Municipality. The Municipality thus must take appropriate steps to ensure sufficient funding for the performance of this assigned function. Provision must be made for;

- Ongoing operations (functionality of the Disaster Control Centre)
- Disaster risk reduction
- Response, recovery and rehabilitation activities
- Training and capacity building programmes (including public awareness programmes)

Each directorate in the execution of obligations and duties as outlined in this Plan must make provision in its own budget (e.g. routine operations, maintenance plans and public awareness programmes), in terms of table 7.2 of the National Disaster Framework, 2005. The Municipality should allocate at least 0,5% of its own revenues for disaster response and recover activities. Chapter 6 of the Act sets the guiding principles for funding of post-disaster recovery and rehabilitation. Under certain circumstances the Municipality may access additional funding from the national government within the prescribed threshold set by the Minister. The financial assistance to be provided by National Government may take into account what planning, prevention and mitigation measures were taken pro-actively and whether the situation could have been avoided or minimised had the Municipality implemented the aforementioned actions. This implies that the amount set as a threshold will have to be spent by the Municipality on disaster response and relief before financial assistance may be considered by National Government.

15.1 Funding support from the National Disaster Management Centre: Municipal Disaster Grant

Disaster risk management is a national priority but it is institutionalised at the local sphere of government hence conditional grants must be disbursed to the Municipality.

Currently the National Government (NDMC) makes provision of emergency funding namely Municipal Disaster Grant. The main objective of the grant is to pro-actively respond to the immediate needs after a disaster has occurred in order to deal with its consequences. The Municipal Disaster Grant focuses ONLY on municipal infrastructure damages. The grant is allocated solely for the purposes of responding to the immediate needs after a disaster has occurred and with the aim to alleviate the immediate consequences of disasters.

The grant can be accessed by Municipalities upon the submission of the following:

- Business plan which must contain the following details: -
 - Copy of the classification letter in terms of the Disaster Management act 57 of 2002
 - Copy of the declaration in terms of the Disaster Management Act 57 of 2002
 - An initial assessment which includes the number of people affected and details of infrastructure damaged.
 - A cost cash flow indicating the items to be purchased for the purposes of immediate relief and their estimated costs. - Support that has been received from NGOs and businesses
- Conditions of the Municipal Disaster Grant:

This grant may only be used to fund the expenditure in the event that the Municipality is unable to deal with the effects of the disaster utilising own legislation/ guidelines and resources. Examples of expenditure that may be funded from the grant:

 - Provision of temporary shelters in the event that Human Settlements is unable to provide
 - Provision of temporary access roads and bridges in the event that the Municipality is unable to provide.
 - Provision of mobile classrooms in the event that Department of Education is unable.
 - Provide assistance to the agricultural sector such as livestock feed.
- Funds from the grant must be utilised within 3 calendar months following the date of the transfer.
- Emergency procurement system as guided by MFMA should be invoked to ensure immediate assistance to the affected communities.
- The criteria for allocation will be on a case by case basis.
- Proof must be submitted that the sector cannot fund the occurrence based on reasons stated before application can be finalised.

15.2 Human Settlements Emergency Housing Grant

The purpose of this grant is to provide funding to Municipal administrations for provision of temporary shelter assistance to households affected by disasters. This grant relates to emergency and short term assistance to households affected and impacted by and/or disasters, through:

- Provision of temporary shelter
- Temporary relocation of households to safer accommodation and/ or shelter

This grant is also used to address the housing needs of households who for reasons beyond their control, find themselves in an emergency housing need such as:

- the fact that their existing shelter has been destroyed or damaged by a disaster
- the fact that they are displaced from their existing houses due to disaster
- relocation due to the fact that prevailing material (i.e. physical) and conditions pose an immediate threat to the adequacy and safety of their existing housing as a result of a disaster

Applications for funding from this grant use the Emergency Housing Grant (EHG) application form which includes the following:

- Details of the disaster, the impact thereof and number of temporary shelter required and the number of households affected
- Total funds required for disaster response
- Implementation plan
- Summary of the projects
- Consolidated project cash flow over a two months' period as an annexure to the Implementation Plan
- A copy of the Municipality's emergency procurement policy The Municipality must submit an application to the NDHS within 14 days of the agreement by the Mayor that a housing emergency exists in terms of section 2.3.1 (a) and (b) of the Emergency Housing Programme.

15.3 Municipal Support: Unforeseeable and Unavoidable Expenditure

The Municipal Finance Management Act No. 56 of 2003, (MFMA). Section 29 allows the Mayor of a municipality to authorise unforeseeable and unavoidable expenditure in emergency situations (which in this instance can mean disasters). Such expenditure must be appropriated in the adjustment budget within sixty (60) days, otherwise the spending becomes unauthorised.

Again, the amount of funds available to respond to emergencies is restricted to a prescribed percentage of the budget. The Council may, due to poverty levels and other socio economic situations, develop and implement a policy on how to deal with individual incident humanitarian support to households affected by an occurrence which is not a disaster but the occurrence is of such a nature that the family cannot cope by themselves.

16. Reviewing the Disaster Plan

Review of Council's Disaster Plan must take place at least annually and any amendments thereto must be submitted to the District Disaster Centre and to both the Provincial Disaster Centre and the National Disaster Management Centre.

17. Monitoring/Evaluation

The successful implementation and execution of any plan is very dependent on sustained and effective monitoring and evaluation of its effectiveness. This must be ensured by observing the following principles:

- To constantly evaluate and receive feedback reports from line departments;
- To regularly direct requests and ask questions;
- To take note of and observe status changes;
- To analyse actions and anticipate problems/changes (be flexible);
- To regularly re-assess the situation and the effectiveness of actions and adapt strategies as circumstances dictate. Repeat processes – schedule meetings at specific agreed regular times.

18. Disaster Management Plan Annexures:

The Annexures may change as deemed necessary and some of those included are listed below:

- Annexure A: CWDM Ward Based Risk Assessment
- Annexure B: CSIR Green Book: <https://riskprofiles.greenbook.co.za/>
- Annexure C: Fire response plan
- Annexure D: Flood response plan
- Annexure E: Earthquake plan
- Annexure F: Infrastructure failure response plan
- Annexure G: Hazmat Plan
- Annexure H: Infectious disease in human's plan
- Annexure I: Foot and Mouth Plan
- Annexure J: Xenophobia Response Plan
- Annexure K: Steps in the response and relief procedure
- Annexure L: Collective Violence Plan
- Annexure M: Communication and Coordination plan
- Annexure N: Transport Accident Plan
- Annexure O: Contact Details
- Annexure P: Avian Influenza Plan
- Annexure Q: Election Incident Plan
- Annexure R: Polyphagous Shot-Hole Borer Plan
- Annexure S: Evacuation Plan
- Annexure T: Generic Response Plan
- Annexure U: Electricity Disruption Plan
- Annexure V: Drought Response Plan
- Annexure W: Disaster Risk Reduction Plan and integration into development planning



REPORT

REFERENCE NO: 17/07/2/1

REPORT TO COMMITTEE FOR COMMUNITY DEVELOPMENT ON THE WITZENBERG FIRE AND RESCUE SERVICES ANNUAL REPORT

1. PURPOSE

To provide the Committee for Community Development with the Witzenberg Fire and Rescue Services Annual Report, for 2024/2025, for notification and furtherance to council for notification.

2. EXECUTIVE SUMMARY

The Witzenberg Fire and Rescue Services Annual Report for the 2024/2025 fiscal year highlights our significant achievements, ongoing challenges, and steadfast commitment to community safety and resilience. This report presents an overview of our operations, strategic initiatives, and financial performance, reflecting our dedication to protecting the Witzenberg community.

2.1 Key Achievements

- **Emergency Response:** Our firefighters responded to over 700 emergency calls, including structural fires, wildfires, vehicle accidents, and hazardous material incidents.
- **Community Engagement:** Through Fire Safety Awareness Campaigns, we reached thousands of residents, providing vital information on fire prevention, emergency preparedness, and first aid. Our partnerships with local schools and businesses have fostered a culture of safety and preparedness.
- **Risk Assessments:** Comprehensive risk assessments and fire safety inspections were conducted across various sectors, ensuring adherence to safety regulations and mitigating potential hazards.

2.2 Challenges

- **Climate Change Impact:** The increasing frequency and intensity of wildfires and severe floods posed significant threats to our community. Our firefighters displayed extraordinary resilience, often working around the clock to protect lives and property.
- **Staffing and Resources:** The service is currently staffed at 12% of the required capacity, with only 14 full-time employees supported by 15 contract workers and a WoF Ground team. This staffing shortfall impacts our ability to meet the growing demands of the community.
- **Funding Constraints:** Limited financial resources have impacted our ability to upgrade equipment, appoint additional staff, and expand our community outreach programs.

2.3 Operational Details

- **Service Delivery:** We are classified as a category 5(b) service, meeting performance criteria for staff and appliance availability by only 35% to 45%. Despite being a young service established in 2013, we have significantly improved response times with the establishment of fire stations in Wolseley and Op die Berg.
- **Vehicles and Equipment:** Our fleet includes vehicles ranging in age from 4 to 27 years, with a replacement age typically between 10-15 years. Regular maintenance is required to ensure operational readiness.
- **Station Locations:** The strategic placement of our fire stations in Ceres, Op die Berg, Tulbagh, and Wolseley is critical to reducing response times and enhancing our ability to manage emergency incidents effectively.

2.4 Financial Overview

- **Budget:** Our current investment is around 1.5% of the total municipal expenditure budget, equating to R62.00 per capita. This is below the average spend for similar municipalities, and economic constraints suggest limited increases in the near future.

2.5 Future Outlook

- **Enhancing Capabilities:** We aim to enhance our capabilities through continuous training, adopting innovative technologies, and strengthening community partnerships. Mental health and wellness programs for our firefighters will also be prioritized, recognizing the demanding nature of their work.
- **Infrastructure and Staffing:** Addressing infrastructure needs and increasing staffing levels are critical to improving our service delivery. We require an operational staff complement of 96 firefighters, a dedicated fire safety team, permanent control centre operators, and disaster management officers.

The Witzenberg Fire and Rescue Services remain dedicated to safeguarding our community through proactive measures, operational excellence, and community engagement. We extend our heartfelt gratitude to our firefighters, support staff, volunteers, and the community for their unwavering support and cooperation. Together, we will continue to build a safer, more resilient Witzenberg.

3. FINANCIAL IMPLICATION

None

4. LEGAL IMPLICATION

None

5. RECOMMENDATIONS

It is recommended that the Committee for Community Development take note of the Witzenberg Fire and Rescue Services Annual report for 2024/2025 for furtherance to Council for notification.

2024/2025

ANNUAL REPORT



ANNUAL REPORT

Annelize Lamprecht-Vertue
Manager: Fire, Rescue and Disaster
Management
2024/2025

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2 Chiefs Message

As the Chief Fire Officer of the Witzenberg Municipality, it is my honour to present the Annual Report for the Fire and Rescue Services for the 2024/2025 fiscal year. This year has been marked by significant achievements, challenges, and a continued commitment to safeguarding our community.

Our team has made remarkable strides in enhancing the safety and resilience of our municipality. We successfully implemented advanced firefighting technologies, expanded our training programs, and increased our community outreach initiatives. This year, our dedicated firefighters responded to over 700 emergency calls, including structural fires, wildfires, vehicle accidents, and hazardous material incidents. Our average response time reflects our continuous efforts to enhance operational efficiency and readiness. Additionally, we conducted comprehensive risk assessments and fire safety inspections across various sectors, ensuring adherence to safety regulations and mitigating potential hazards.

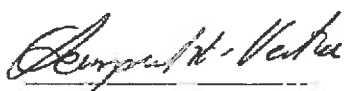
A cornerstone of our mission is community engagement and education. Through our Fire Safety Awareness Campaigns, we reach communities and children, providing vital information on fire prevention, emergency preparedness, and first aid. Our partnerships with local schools and businesses have fostered a culture of safety and preparedness, empowering individuals to take proactive measures in safeguarding their homes and workplaces.

The year was not without its challenges. The increasing frequency and intensity of wildfires, exacerbated by climate change, posed significant threats to our community and we experienced severe floods. Despite these challenges, our firefighters displayed extraordinary resilience and dedication, often working around the clock under strenuous conditions to protect lives and property. Their unwavering commitment is a testament to the strength and spirit of our team.

Looking ahead, we remain steadfast in our mission to protect and serve the Witzenberg Municipality. Our focus will be on enhancing our capabilities through continuous training, adopting innovative technologies, and strengthening community partnerships. We will also prioritize mental health and wellness programs for our firefighters, recognising the demanding nature of their work and the importance of their well-being.

In closing, I extend my heartfelt gratitude to our firefighters, support staff, volunteers, and the community for their unwavering support and cooperation. Together, we will continue to build a safer, more resilient Witzenberg.

Sincerely,



Annelize Lamprecht-Vertue
CHIEF FIRE OFFICER



3 Vision Statement

The Vision of the Witzenberg Fire & Rescue Service is to be an organization that:

Is recognized for delivering excellence in Fire & Rescue services and Community Risk Reduction through best practices;

Is dynamic, diverse, and proactively collaborates with others to meet the changing needs of our community;

Consistently demonstrates our core values;

Utilizes data, technology, and streamlined processes for greater efficiencies; and

Is dedicated to the professional development of our members

4 Mission Statement

ALWAYS HERE, ALWAYS READY,
SERVING YOU WITH PRIDE AND
EXCELLENCE

5 Core Values

- 🔥 Knowledge
- 🔥 Integrity
- 🔥 Service
- 🔥 Cooperation
- 🔥 Responsibility
- 🔥 Professionalism

6 Legislative Mandate

In recent years, the role of the fire service in many communities has expanded far beyond fire suppression. As a progressive organization we aim to ensure that fire prevention and public education appropriately receive an increased emphasis as proactive elements to safeguard our community.

Citizens are dependent on the fire department to ensure their protection against dangers of fire, entrapment, explosion, dangerous goods incidents and any emergency event that may occur in the community (Paulsgrove, 2003). 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:

- ♣ Prevention, -mitigation, -preparedness, -response, -recovery and -rehabilitation of emergency incidents;
- ♣ Extinguishment of structural, veld and bush fires and any other fire;
- ♣ Rescue and humanitarian services;
- ♣ Fire Safety Prevention (the application of the National Building Regulations, Fire codes and municipal bylaws with regard to fire safety);
- ♣ Fire pre-planning and preparing related preparedness plans;
- ♣ Testing and basic maintenance work on emergency vehicles and equipment; and
- ♣ Training of staff members.
- ♣ Communications facilities for the municipal emergency service; and
- ♣ Support services to municipal and other instances.

7 Service Delivery

The top service delivery priority of the Fire Service is the rendering of an effective and efficient Fire and Rescue Service. 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%.

The assessment in terms of the standard require the following:

Town	Ceres	Wolseley	Tulbagh	Op die Berg
Risk Category	B	B	B	C
Minimum pumping units	2	2	2	1
Minimum staffing levels per shift	8	8	8	4
Minimum pumping capacity	3850 (L/min)	3850 (L/min)	3850 (L/min)	2250 (L/min)
Maximum attendance time (•)	10 min	10 min	10 min	13 min
Dedicated Emergency Call taking and dispatch	3 Emergency lines	N/A	N/A	N/A
Control Centre operators and staff required	2 Operators and one supervisor	Not required	Not required	Not required

The Witzenberg Municipality Fire and Rescue Service was established as a professional service in 2013 and is therefore a relatively young service. In accordance with the IDP and ward requirements, fire stations were established in the towns of Wolseley and Op die Berg in December 2019. Statistical data proof that the establishment of these fire stations drastically improved response times to emergency incidents.

In terms of the requirements of the Standard (SANS 10090), Witzenberg Municipality Fire and Rescue Services require the following:

- ♣ An operational staff complement of 32 firefighters per day, thus a total of 96 firefighters on the 24-hour shift system, which must be inclusive of the necessary supervisory levels and the minimum required levels of training.
- ♣ A dedicated focus on fire safety and awareness as a measure to prevent, eliminate or reduce hazards, with the appointment of a Fire Safety complement of at least 3 staff members.
- ♣ Provisioning for permanent control centre operators and supervisors.
- ♣ Provisioning of permanent Disaster Management Officers, both sides of Michells Pass.

It can be seen from the assessment above that the Witzenberg Fire and Rescue Service is currently staffed at 12% of the required capacity.

7.1 Staffing

The current full time staff complement of the Fire and Rescue services are a total of 14 employees. Staffing levels depicted below are a combination of permanent employees, twenty-two EPWP contract workers and a WoF Ground team.

Current staffing are as follow:

CERES OFFICE		
A. Lamprecht-Vertue (Manager: Fire, Rescue and Disaster Management)		
R. Groenewald (Station Officer)		
S. Jantjies (Disaster Management Officer)		
Operational Fire Stations	Hours of operation	Staffing
Emergency Control Room	24/7	One per shift
Ceres Fire Station	24/7	Two per shift
Wolseley Fire Station	24/7	Two per shift
Tulbagh Fire Station	24/7	Two per shift
Op die Berg Fire Station	Weekdays 08h00 to 17h00 and standby after hours and over weekends.	None (December 2024)
Firefighter ground crew	Weekdays 08h00 to 16h00	Fourteen members

7.2 Vehicles

The replacement age of fire service vehicles in South Africa typically varies based on the type of vehicle and the guidelines set by local municipalities or fire departments. Generally, the replacement age for fire service vehicles are 10-15 years.

Vehicle	Model	Registration Numbers	Pumping Capacity	Vehicle Age
Toyota Hino	2013	CT 7152	1 850 litres/minute	12
Nissan X-Trail	2011	CT 12397	Service vehicle	14
ISUZU	2011	CT 17787	1 850 litres/minute	14
Nissan	1998	CT 17466	650 litres/minute	27
Iveco	2016	CT 22429	2 250 litres/minute	9
ISUZU	2016	CT 22798	1 250 litres/minute	9
Toyota Landcruiser	2018	CT 9261	650 litres/minute	7

Toyota Landcruiser	2021	CT 22325	650 litres/minute	4
Toyota Condor	2003	CT 16394	Service vehicle	22

8 Station Location

The mission of the fire service is to protect life, property, and natural resources from fire and other emergencies. With increasing demands, the fire service must utilize the best tools, techniques, and training methods to meet public expectations. Risk management, preparedness, and mitigation have taken on new importance with challenges facing fire departments today. The location of a fire station is critical to reduce response time to an emergency incident.

The maps below was created by using a trial version of Esri ArcGIS and depict the areas that can be reached, within 10 minutes, from the respective fire stations.



Figure 1: Ceres Fire Station - Reachable areas within 10 minutes



Figure 2: Op die Berg Fire Station - Reachable areas within 10 minutes



Figure 3: Tulbagh Fire Station - Reachable areas within 10 minutes

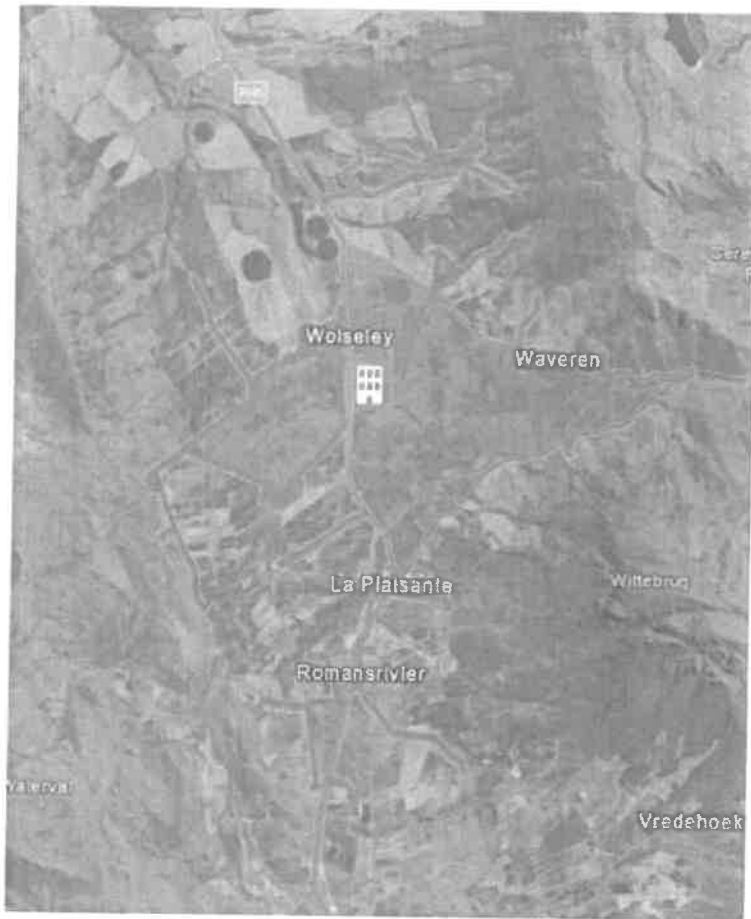


Figure 4: Wolseley Fire Station - Reachable areas within 10 minutes

9 Emergency Response

The Witzenberg Fire and Rescue Services attended to 742 emergency incidents, this financial year, which is 20% less than the previous year. This excludes water supply and other humanitarian aid services. The graphs below is self-explanatory and also indicate that our busiest days, responding to emergencies, were on Mondays and Saturdays.

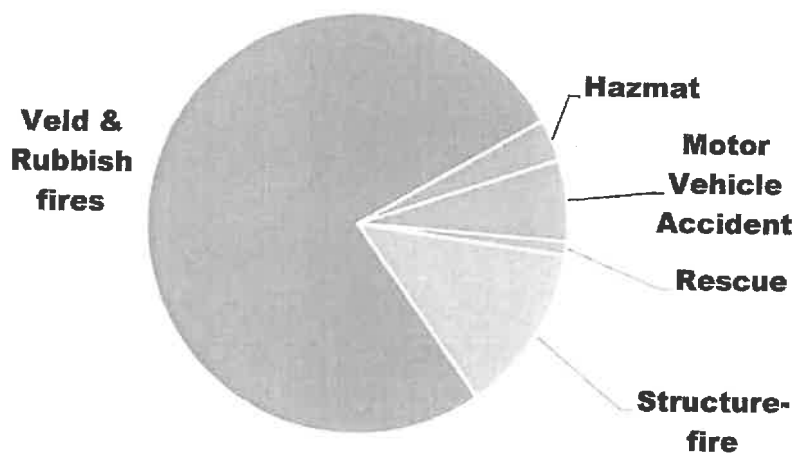


Figure 5: Types of Emergencies responded to

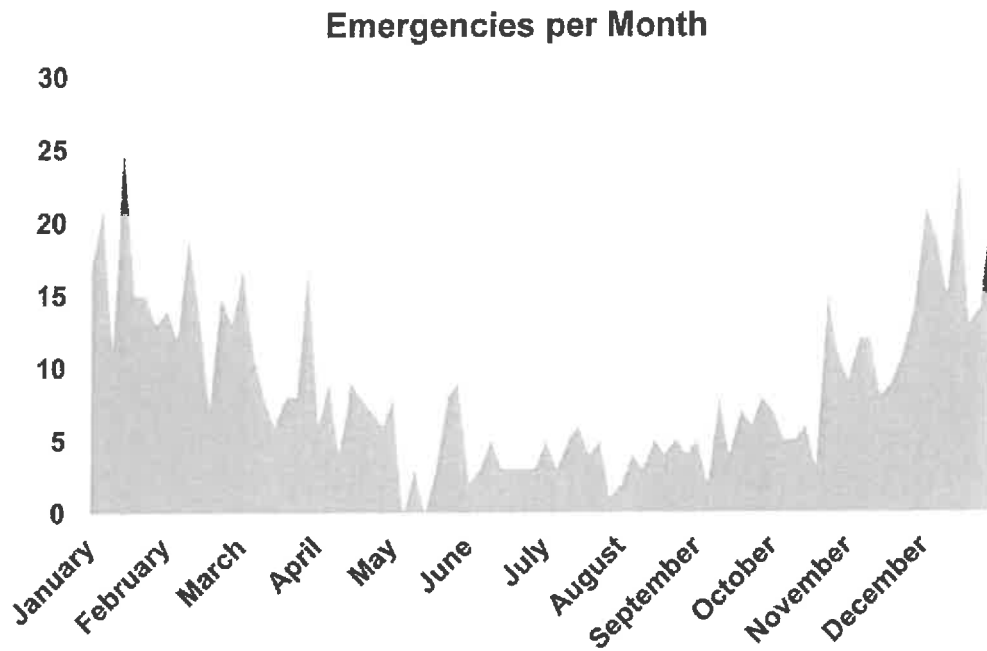


Figure 6: Emergencies attended per Month

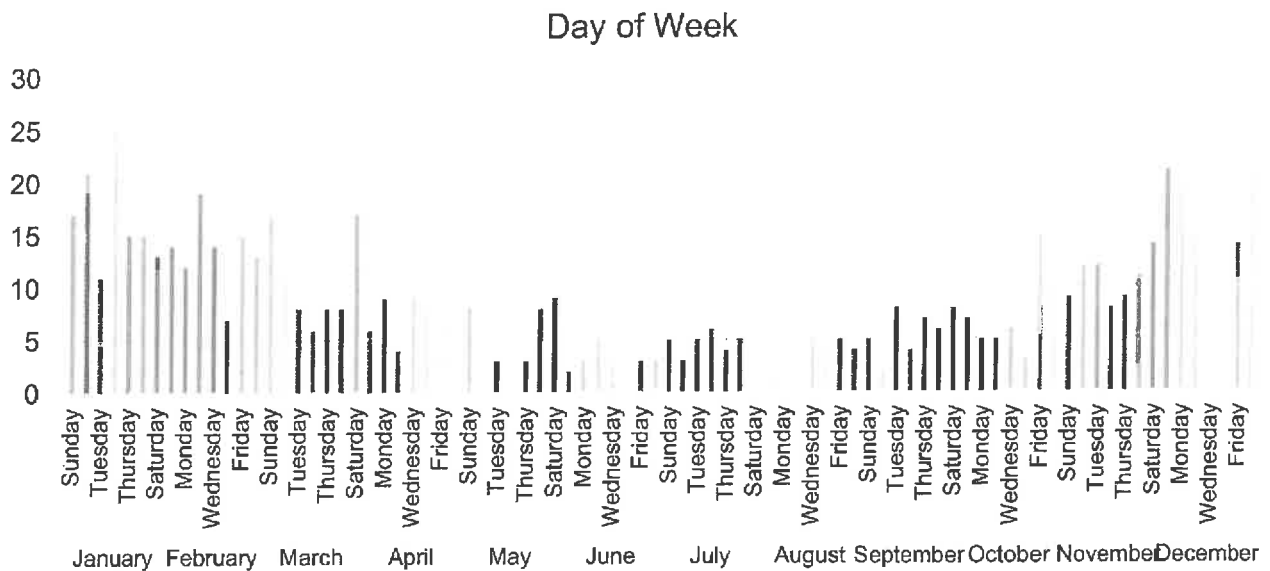


Figure 7: Emergencies attended to per day of the week

10 Response Time

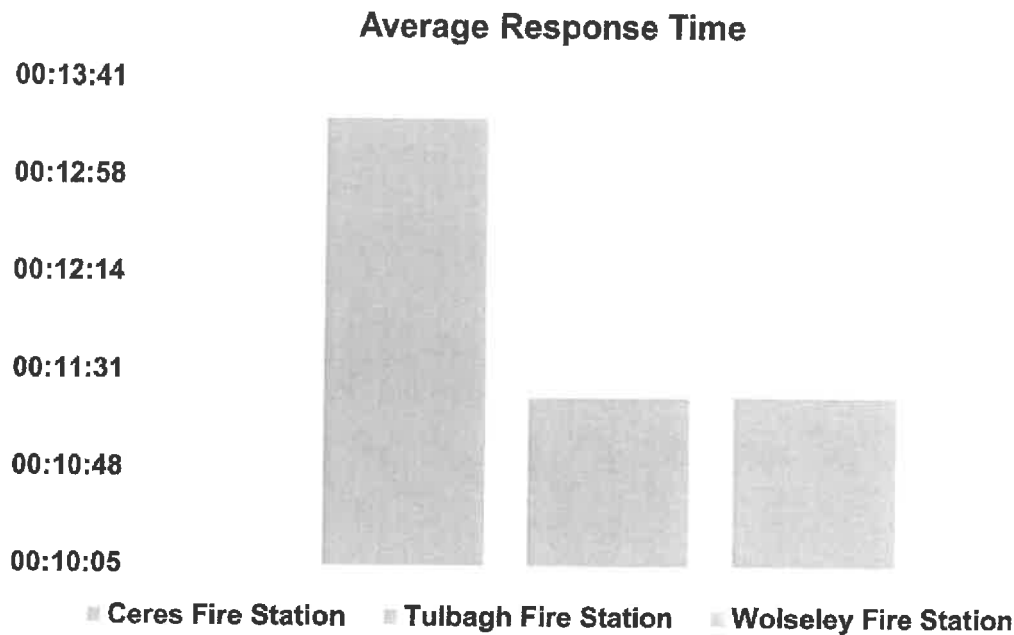


Figure 8: Emergency Response Average (minutes)

11 Awareness and Prevention

The Witzenberg Municipality Fire and Rescue Service is committed to safeguarding our community through proactive fire prevention and education initiatives. Our awareness and prevention programs are designed to educate the public on fire safety, reduce the risk of fire incidents, and ensure that residents are prepared to respond effectively in emergencies. These programs are a vital part of our strategy to protect lives, property, and the environment.

11.1 Public education

The purpose of public education and awareness programs are to educate people about safety so that they do not only prevent fires, but are in a position to defend themselves and their property as and when the need arises. The fire safety education programs aim to:

- 🔥 improve children's fire safety knowledge and skills
- 🔥 facilitate the transfer of knowledge and skill into children's families, households, and communities
- 🔥 reduce the risk children will play with fire or be harmed by fire, and
- 🔥 enhance children's recognition of, and trust in, firefighters.

Our fire safety awareness campaigns aim to inform and educate the community about the importance of fire prevention and safety measures. These campaigns include:

- 🔥 **Public Demonstrations:** We conduct regular fire safety demonstrations in public places, showcasing how to use fire extinguishers, smoke detectors, and other fire safety equipment.

- 🔥 Information Booths: Set up at local events, markets, and shopping centers, providing residents with fire safety brochures, leaflets, and direct advice from our firefighters.
- 🔥 School Education Programs: Tailored for different age groups, these workshops teach children about fire hazards, emergency evacuation plans, and the importance of not playing with fire. Also using engaging activities like fire drills, role-playing, and educational videos to help children understand and retain fire safety knowledge.
- 🔥 Business and Industrial Outreach: Conducting regular audits and inspections to ensure businesses comply with fire safety regulations.
- 🔥 Customized Training: Providing specialized fire safety training for employees, focusing on fire prevention, emergency response plans, and the use of fire safety equipment.

11.2 Fire safety

The Fire Safety and Prevention Division is not formally established in the municipality, as required, but we make use of one of our Station Officers to fulfill this function. We conduct inspections and enforce the relevant bylaws and building regulations. The enforcement of these regulations and bylaws is the backbone of effective fire prevention and a major factor in reducing the loss of life and property. Thorough inspections not only prevent fires but also present the opportunity to study and plan for more efficient ways of extinguishing fires.

Our fire prevention programs are designed to minimize the risk of fire incidents through a combination of education, regulation, and community involvement. Key components include:

- 🔥 Free home fire safety inspections to residents, identifying potential fire hazards, and providing recommendations to improve safety.
- 🔥 Smoke Detector Installations: Assisting residents in installing and maintaining smoke detectors, ensuring early warning in case of fire.
- 🔥 Controlled Burns and Vegetation Management: On our own and collaborating with environmental agencies to conduct controlled burns and manage vegetation, reducing the fuel load and risk of wildfires.
- 🔥 Conducting comprehensive fire risk assessments in commercial and public buildings, ensuring compliance with fire safety standards and implementing necessary fire protection measures.
- 🔥 Emergency Planning Assistance: Helping businesses and organizations develop and implement effective emergency response and evacuation plans.

11.3 Fire Break Maintenance



Fire breaks are cleared paths which will prevent the spread of fire by removing the fuel from the fire path. Section 12 of the National Veld and Forest Fire Act stipulates that every owner on whose land a veld fire may start or burn or from whose land it may spread must prepare and maintain a Fire break on his or her boundary between his or her land and any adjoining land.

The Municipality maintain a system of firebreaks in accordance with the provisions of the Veld and Forest Fire Act. We signed an agreement with Working on Fire and hereby appointed a ground team whom prepare 54 km of fire brakes on municipal property, annually.

11.4 Hydrant Maintenance

Fire hydrants must always be operable and capable of providing adequate fire protection, so systematic maintenance and inspection are vital. This way, repairs can be scheduled proactively instead of reactively, and problems can be dealt with before they become catastrophic.

The Water and Sewerage department is responsible for all repairs to the public fire hydrants in the Municipality. The maintenance of public hydrants is a shared responsibility between the Water and Sewerage Department and Fire & Rescue Services. If during inspection or operation, a public hydrant is found to be inoperable, or in need of major repairs, the hydrant is reported.



Figure 9: Hydrant marking and testing

12 Budget

Witzenberg Municipality's investment in their Fire and Rescue service, is currently around 1,5 % of the total municipal expenditure budget and R 62.00 per capita, for the current financial year. These figures are below the average spend for B3 municipalities and with the current economic climate it is not expected that there will be a significant change, soon.

13 Challenges

The past financial year for the Witzenberg Fire and Rescue Services was marked by significant achievements in enhancing our operational capabilities, community outreach, and infrastructure. However, we also faced substantial challenges, particularly in managing the increasing threat of extreme weather events, addressing funding constraints, and ensuring comprehensive public engagement in fire safety efforts.

As we move forward, we remain dedicated to overcoming these challenges through continuous improvement, innovation, and collaboration with our community and partners.

13.1 Increasing Frequency and Intensity of Wildfires as well as Floods:

Current conditions exacerbated by climate change led to more frequent and intense weather events, such as the June and September floods, coupled with extreme wildfires in January, stretched our resources and demanded extended operational periods. Managing multiple incidents simultaneously required strategic resource allocation and coordination with neighboring municipalities and other emergency services.

13.2 Funding Constraints:

Limited financial resources impacted our ability to upgrade equipment, appoint additional staff, and expand our community outreach programs as extensively as desired.

13.3 Infrastructure Challenges:

Some of our firefighting vehicles and equipment were nearing the end of their operational life, necessitating frequent maintenance and increasing the risk of operational downtime.

While some renovations were accomplished, ongoing infrastructure needs and upgrades required continuous investment and attention.

WITZENBERG

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- MEMORANDUM -

AAN / TO: Mayor Committee

VAN / FROM: Senior Manager Legal Services

DATUM / DATE: 15 July 2025

VERW. / REF.: 7/1/4/1

CONSIDER MAKING AVAILABLE LAND FOR CHURCH PURPOSES IN PINE VALLEY WOLSELEY AND SELL IT IN TERMS OF THE TENDER PROCESS AT FAIR MARKET VALUE

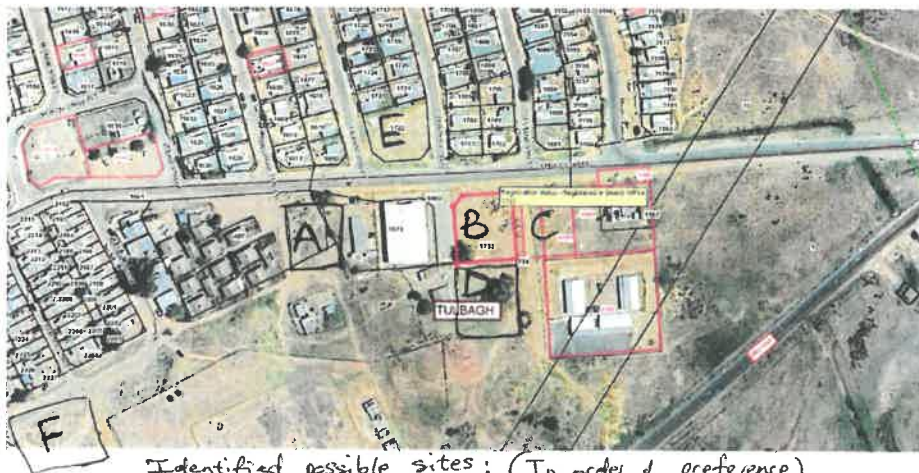
BACKGROUND

We often receive enquiries for land for church purposes, especially in Pine Valley. There are no land that is zoned for such purposes in Pine Valley. At this stage it seems that there is a need for formal church land in Pine Valley.

Applications received:

1. Assemblies of God – please see formal written application;
2. ZCC Church – enquiries through the Councillor;
3. The Prophetic Movement Ministries Church – telephonic enquiry;
4. Lord Chosen Charismatic Revival Church – in person meeting;
5. Various other telephonic enquiries

The Assemblies of God identified the following possible sites – A larger map is attached to the application.



Identified possible sites: (In order of preference)

A: Next to old Creche in Africa Street

B: Plot marked 1733 (Parking area next to Community hall)

C: 4101 + 1493 Consolidated. (Next to mechanic workshop building).

D: Below plot 1733. Same street to New Creche off Africa Str.

E: Plot 1722. (Opposite Community Hall)

F: Corner site. (Next to sports field)

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- MEMORANDUM -

COMMENTS RECEIVED FROM VARIOUS DEPARTMENTS

<u>Land</u>	<u>LED</u>	<u>Legal</u>	<u>Solid Waste</u>	<u>Water and Sewerage</u>	<u>Electrical</u>	<u>Streets and Storm Water</u>	<u>Town Planning</u>
A – Portion of Erf 1	-		No objection	Please see attached map with available services. Cost for connection can only be calculated after land is identified.	Network and extension cost : +- R25 000	No Objection	Not a formal erf. Needs to be subdivided and rezoned.
B – Erf 1733	Utilised for Busses to pick up school children	Will be utilised as Business area	No objection	As above.	Standard cost +- R12835	No Objection	Will have to be rezoned.
C- Erf 1734	-	Will be utilised as Business area	No objection	As above.	Standard cost +- R12835	Objects. Ground street gives access to erven at the back.	Will have to be rezoned.
D – Portion of Erf 1	-	Will be utilised as Business area	No objection	As above.	Network and extension cost : +- R31 000	No formal street.	Not a formal erf. Needs to be subdivided and rezoned
E- Erf 1722	Will be utilised for Business initiative - Dunlop business	Size of the Erf is 835,86m ² Can maybe be subdivided	No objection	As above.	Standard cost +- R12835	No Objection	Will have to be rezoned.

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- MEMORANDUM -

F Portion of Erf 1	-	-	No objection	As above.	Network and extension cost : +- R25 000	No Objection	Not a formal erf. Needs to be subdivided and rezoned
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LEGAL REQUIREMENTS

Council to determine if Council wants to sell land for church purpose and then to identify the land from the above comments. Council further to decided that the identified land is not required for basic service delivery as envisaged by Section 40 of the Municipal Finance Management Act.

Due to the fact that there are a lot of parties interested to purchase church land, we would propose to rather sell the identified land in terms of the tender process at fair market related price.

Subdivision needs to be done if any of the portions of Erf 1 are identified. Rezoning needs to be done to all.

FINANCIAL IMPLICATION

All costs relating to the transaction will be for the account of the purchaser.

TO RECOMMEND TO COUNCIL

For Consideration

Liza-Mari Nieuwenhuis

From: Lennox Plaatjies <lennxpl@gmail.com>
Sent: Saturday, 25 January 2025 11:33 AM
To: Liza-Mari Nieuwenhuis
Cc: David Nasson; Meagan de Kock; bonginkosintshonga@gmail.com
Subject: Re: Assemblies of God "Back to God" gemeente: Navrae aangaande beskikbaarheid van munisipale meentgrond vir oprig van kerk te Afrikastraat, Pine Valley, Wolseley.
Attachments: Municipal Map of Pine Valley sites.pdf

Geagte Me. Nieuwenhuis

Ons bespreking by u kantoor op 23 Januarie 2025, rakende bogenoemde aangeleentheid het betrekking.

Hiermee wil ek graag, namens ons kerk, ons groot waardering uitspreek vir u vriendelike en uiters professionele ontvangs en behulpsaamheid by u kantoor.

Soos per ons vorige e-pos aan die Munisipaliteit rakende hierdie aangeleentheid, bevestig ons graag die meer as 40 jaar bestaan van die Assenblies of God "Back to God" gemeente te Pine Valley, Wolseley.

Die kerk bied sedertien geestelike, sowel as maatskaplike omgee dienste aan die gemeenskap van Wolseley, met 'n baie groot fokus op die opbou en ondersteuning van gesinne, bediening van manne as hoofde van hul gesinne en die gemeenskap, asook aan moeders as ondersteuningsbronne en gebedspilare van hul gesinne en die gemeenskap in geheel. Die kerk se weeklikse programme bestaan dus uit daaglikse gebedsessies, jeug-ondersteuning, vrouedienste, mansbediening en ons erdiensie Sondag om 10h00.

Die Pine Valley Wolseley gemeente bestaan tans uit sowat 30 gesinne, wat gesamentlik meer as 250 geregistreele lede van die kerk beslaan, met meer as 80 toegewyde aktiewe lede wat gereeld dienste bywoon. Ons gemeente is hoofsaaklik isiXhosa-sprekend (80%), met lede wat ook seSotho, Afrikaans en Engels as hooftaal gebruik, waarvoor ons dan ook van tolkdienste gebruik maak. Die gemeente word tans gelei deur Pastoor Bonginkosi Ntshonga, 'n dinamiese predikant met passie en 'n goeie visie vir die toekoms van die gemeente en die opbou van sosiale en geestelike waardes in ons gemeenskap. Die Pastoor word bygestaan deur sy gade, asook 'n toegewyde Kerk-komitee, wat bestaan uit manne en vroue met bewese leierskap en geskiedenis van diensbaarheid aan die gemeenskap, waaronder staatsamptenare, werksplekleiers, voormalige raadslede, entrepreneurs en studente resorteer.

Die gemeente dien sedert die middel 1980's vanuit 'n sinkgebou op Munisipale meentgrond te Madibastraat, Pine Valley. Hierdie grond is tans nie meer voldoende vir die groeiende gemeente nie, en beskik oor geen dienste soos water, lopende riooldienste, en parkering vir kerkbywoners en lede van ons gemeenskap nie. Die huidige mobiele toilet op die perseel, asook die gebrek aan water, dui tans teen die menswaardigheid van kerklede en besoekers vanuit die gemeenskap en ander areas.

Ek bevestig verder ook dat ons Kerk Komitee volledig ingelig is oor die huidige stand rondom beskikbaarheid van "kerkgronde" in Pine Valley, asook die Munisipale prosesse vir aansoeke, ondersoeke, en Raadsbesluit tot die moontlike beskikbaarstel van grond vir kerk-of ander doeleindes, ens., soos per u meedeling aan my. Die volgende opsies in moontlikhede, soos

aangedui per u Munisipale kaart is bespreek en deur die Kerkraad voorgestel om na te kyk, in die spesifieke volgorde van A-F gemerk op u aangehegte kaart:

- A: Ongemerkte area langs die ou Malikhanye Creche te Afrikastraat
- B: Erf gemerk 1733. Parkeer area langs die Pine Valley gemeenskapsaal.
- C: Erwe gemerk 4101 & 1493 gekonsolideerd. Area langs die ou slagpale gebou in Afrikastraat, waar motorwerktuigkundige dienste tans gelewer word.
- D: Ongemerkte area onderkant Erf gemerk 1733. In pad na die nuwe Malikhanye Creche, links vanuit Afrikastraat.
- E: Erf gemerk 1722. Oorkant Pine Valley gemeenskapsaal te Afrikastraat.
- F: Ongemerkte hoek-area langs sportveld, naby hoek van Madiba-en Loopstraat.

Soos bespreek met u, is ons kerk ook ten volle bewus van die moontlike koste-implikasies vir die beskikbaarstel van munisipale siviele en ander dienste, sou daar op 'n stuk grond besluit sou word, waar sodanige dienste nie tans bestaan nie.

Ons kerk sien graag uit na 'n deelnemende proses, waarin ons graag saam met die Munisipaliteit die onderskeie gelyste moontlikhede, en selfs ander, soos per die leiding en advies van die Munisipaliteit, sal wil ondersoek.

Dit is ons vaste oortuiging dat die oordeelkundige beskikbaarstel van grond aan geregistreerde kerke vir die oprig van kerke as sentrums vir gemeenskapsdiens is uiters noodsaaklik in die hoogs armoede- en misdaad-geteisterde gemeenskappe, soos Pine Valley.

Ons hoop en bid graag vir u spoedige hantering van hierdie versoek en sien uit om saam met die Munisipaliteit te werk aan die realisering van ons kerk se visie van "South Africa back to God."

Groete,

Lennox Plaatjies
081 769 6669
(Namens Assemblies of God Wolseley-gemeente).
lennxpl@gmail.com

"It is our reaction to adversity, not adversity itself, that determines how our lives' story will develop.." Dieter F. Uchtdorf

On Wed, 22 Jan 2025 at 15:59, Liza-Mari Nieuwenhuis <liza-mari@witzenberg.gov.za> wrote:

Beste Mnr Plaatjies

Ons telefoon gesprek en u e-pos hieronder verwys.

Ongelukkig beskik die Raad nie tans oor grond wat gesoneer is vir kerkdoeleindes in Wolseley nie. Ons bespreek moreoggend die moontlikhede waarna u verwys.

Groete

Identified possible sites: (In order of preference)

A: Next to old Creche in Africa Street

B: Plot marked 1733 (Parking area next to Community hall)

C: 4101 + 1493 Consolidated. (Next to mechanic workshop building).

D: Below Plot 1733. Same street to New Creche's off Africa St.

E: Plot 1722. (Opposite Community Hall).





MEMORANDUM

AAN / TO: Municipal Manger / Executive Mayor Committee

VAN / FROM: Senior Manager Legal Services

DATUM / DATE: 18 August 2025

VERW. / REF. : 7/1/4/2

SUPPLEMENTARY REPORT - AVAILING AND SALE OF LAND FOR CHURCH PURPOSES: PINE VALLEY, WOLSELEY

BACKGROUND

A previous item on Church land served before Council on 30 July 2025.

A site visit was done on Friday, 1 August 2025 and further possible sites were identified.

The sites are as follow:

ERF 1722 – PINE VALLEY – WOLSELEY – SIZE 836SQM

This site was initially identified by Council for a LED project, Dunlop in a box initiative. Another item will serve before Council for Council to reconsider the decision of awarding this Erf 1722 for the Dunlop in a box initiative and to rather make another Erf available for Dunlop in a box initiative.

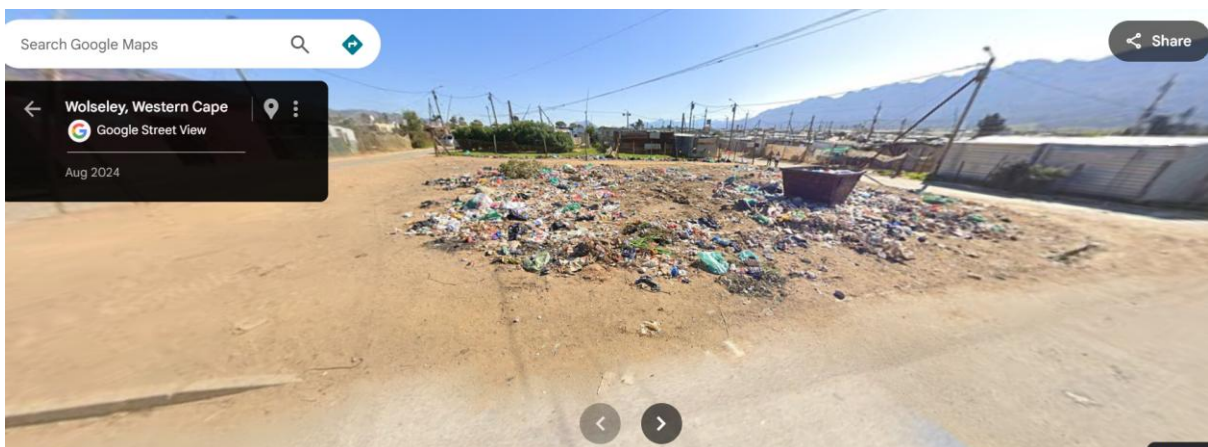




<https://www.google.com/maps/@-33.4169899,19.189679,3a,90y,0.93h,82.18t/data=!3m7!1e1!3m5!1sP1ii27aOn3DmDVvJusysZg!2e0!>

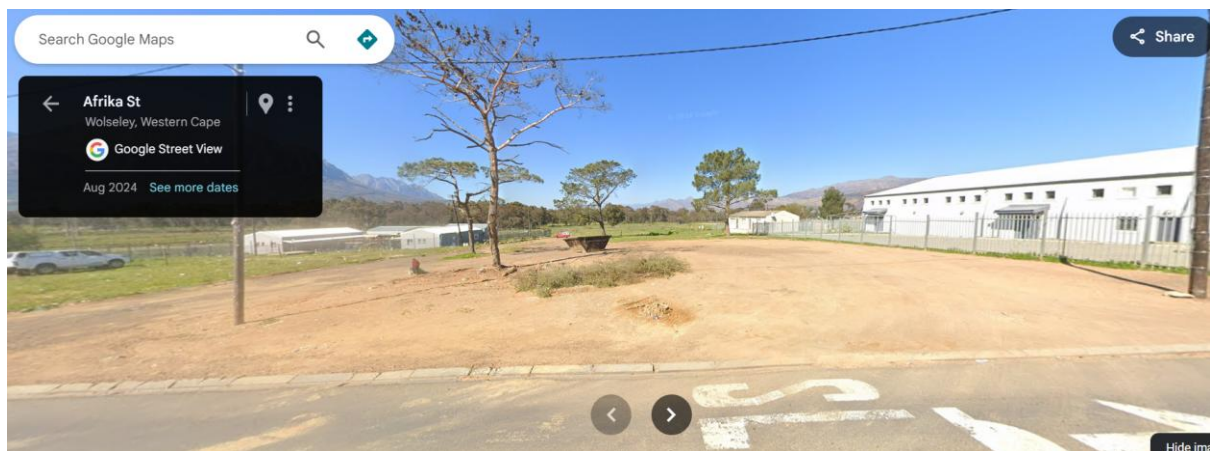
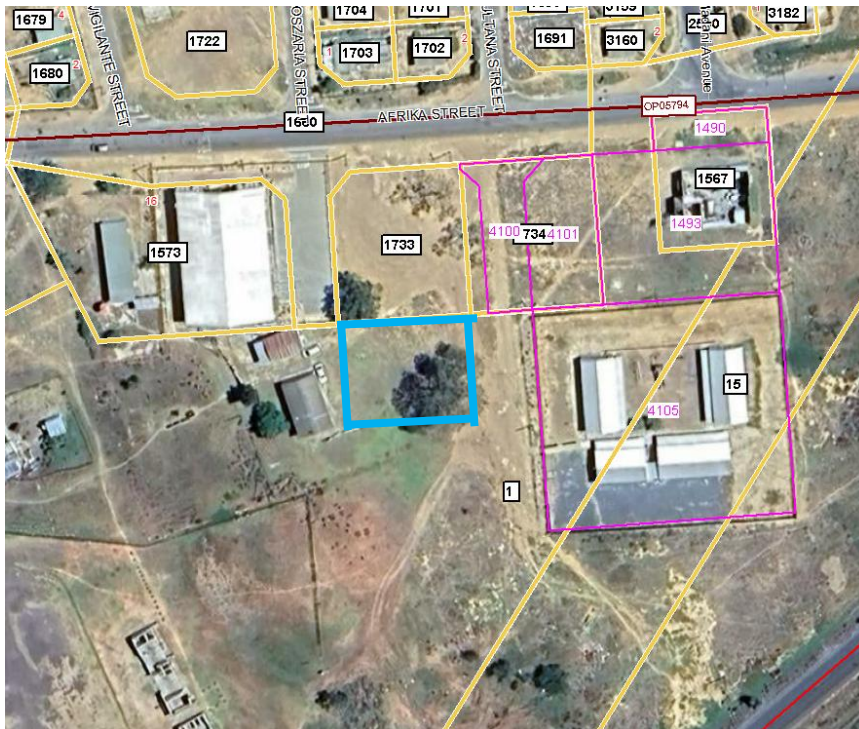
Unregistered Erf 3331 – Size 725SQM

This site is currently used as a dumping site and problematic to the community.



[Wolsley, Western Cape - Google Maps](#)

PORTION OF ERF 1 WOLSELEY (BLUE BLOCK) +- 690M²



[Afrika St - Google Maps](#)

Inputs from Managers

Manager	Erf 1722	Unregistered Erf 3331	Portion of Erf 1
Town Planning	Zoned as Residential. An application to rezone to Community Zone II needs to be made.	Zoned as Residential. An application to rezone to Community Zone II needs to be made.	2000m ² is a suitable erf size for churches. An application to subdivide and rezone to Community Zone II needs to be made.
Electricity	Yes, there is electricity Size 1 phase – 1 x 60 3 phase – 3 x 20A Network upgrade – No Cost – 1 phase - R13 476.00 (PPM) 3 phase – R 9 250.00 (PPM)	Yes, there is electricity Size 1 phase – 1 x 60 3 phase – 3 x 20A Network upgrade – No Cost – 1 phase - R13 476.00 (PPM) 3 phase – R 9 250.00 (PPM)	No, there is no Electricity NA Size 1 phase – 1 x 60 3 phase – 3 x 20A Network Extension – YES Cost for network extension – R24 500 1 phase - R13 476.00 (PPM) 3 phase – R 9 250.00 (PPM)
Water and Sewerage	Erf can be serviced with standard connection fees.	No input was given.	No input was given.
Streets and Storm Water	No objection	No Objection	South of Erf 1733 – Objection, there is no formal road reserve to provide access to this erven. Road reserve to be registered and new road to be constructed, estimate cost R2m.
Housing	No Housing Projects planned on this Erf.	No Housing Projects planned on this Erf.	No Housing Projects planned on this Erf.
Parks and Environment	No Comment	No Comment	No comment

LEGISLATION

Council to determine if Council wants to sell land for church purpose and then to identify the land from the above comments.

Council further to decide that the identified land is not required for basic service delivery as envisaged by Section 40 of the Municipal Finance Management Act.

Due to the fact that there are a lot of parties interested to purchase church land, we would propose to rather sell the identified land in terms of the tender process at fair market related price.

Adhere to technical requirements as set out above and take cost implications in consideration.

FINANCIAL IMPLICATION

All costs relating to the transaction will be for the account of the purchaser.

RECOMMENDATION

For consideration

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Mayoral Committee

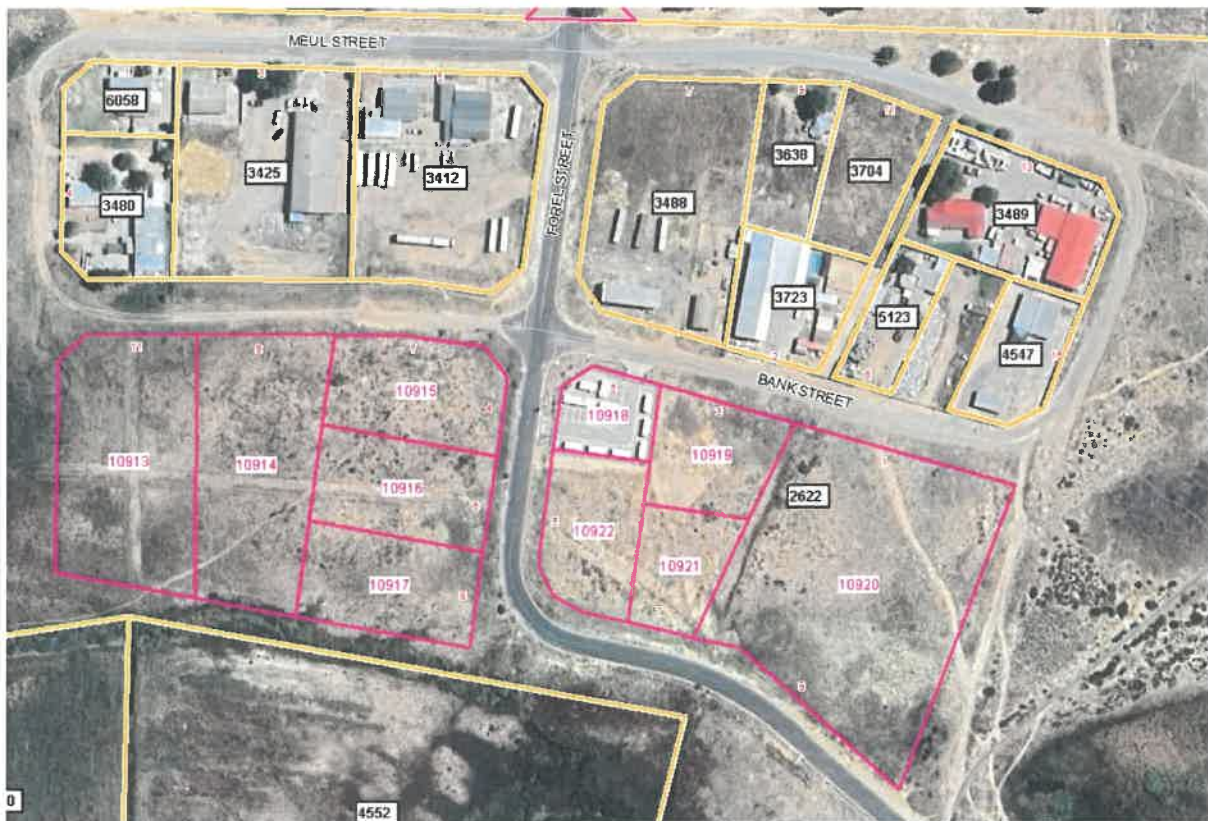
VAN / FROM: Senior Manager Legal Services

DATUM / DATE: 15 July 2025

VERW. / REF.: 7/1/4/1

CONSIDER SELLING THE LAST 2 VACANT PLOTS, UNSERVICED AND UNREGISTER ERF 10915 AND ERF 10917 IN SKOONVLEI

MAP OF UNREGISTERED ERF 10915 AND UNREGISTERED ERF 10917



BACKGROUND

Council awarded and sold unregistered Erf 10913, 10914, 10916, 10919, 10920, 10921 and 10922 to previous disadvantaged people. The only two plots left are unserviced and unregistered Erf 10915 and Erf 10917.

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- MEMORANDUM -

Size of the properties:

Erf 10915 = 2317m²

Erf 10917 = 2254 m²

It should be noted that we have received more applications than land available. There were also telephonic enquiries on the said properties, but no formal applications were received. The following written applications were received for Erf 10915 and Erf 10917:

- a) Toilet Paper Manufacturing Facility by Levenstyle Holdings (Pty) Ltd
- b) Bakery and Laundromat by SCL Services trading as Sandy's Wash & Cleaning Services
- c) Blackprint Stationery
- d) .SF Fruit

A summary of the applicants business plans:

Applicant	Type of Business	Capital Investment	Job Opportunities	Property Size	On Site	Municipal Services	Current status
Lenenstyle Holdings (Pty) Ltd	Toilet paper manufacturing facility Future expansion – napkins, kitchen rolls and bulk institutional rolls	Total Project Value R2.48 Million	13 jobs in initial phase	2.2 ha (22 000m ²) * it should be noted that the erven is only +- 2000m ²	Erecting a factor 700m ² Install an all in one toilet paper production line	Water 3-phase electricity	New Business initiative but company already registered .
SCL Services	Laundromat and bakery	Not mentioned	Currently 2-5 people	Indicated Erf 10917 will be big enough	Already has baking equipment and laundromat equipment	Water Electricity	Conducting business from home
BlackPrint Stationary	Supply textbooks, stationary and printing services. Wants to extend to embroidery, laser engraving and routing for signage.	R 3 170 000 *Applicant making an offer of R20 000 to purchase the property	New jobs will be created	-	Erecting new factory space.	Water and electricity	Renting space

- MEMORANDUM -

SF Fruit	Storing Crates of /	Unknown	New jobs will be created	Size of erven left are sufficient	Store facility	Water and electricit y	Does have packing facility but not enough space to store fruit and crates.
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Inputs are as per previous items:

Water and sewerage: It is not serviced yet.

Manager Street and Storm Water: "Geen beswaar. Neem kennis Bank straat is 'n grondstraat."

Senior Manager Electrotechnical Services: •Citing the indication of business use on the erf identified, the connection is limited to a maximum of three-phase 40Amp connection for new business applications. • The applicant is responsible for the moving/protecting of his connection cable at his own cost, if applicable •Applicants should be aware that due to Eskom capacity constraints, no increased capacity allocations are being entertained. • Services contributions are relevant with a capacity increase, as per the Council's decision •The applicant will be responsible for the costs of any electrical upgrading if required•The owner must submit a Certificate of Compliance with the completion of the electrical works • Only 1 connection per ERF is allowed as per the bylaw•The applicant is responsible for the electrical connection costs.

LEGAL REQUIREMENTS

These subdivided erven is not required for basic service delivery as envisaged by Section 40 of the Municipal Finance Management Act.

As per previous requests, Council advertised the sale in the local newspaper to make the process open and transparent and to meet the requirements of the Constitution and Supply Chain Process. Due to the fact that there are more applications and or interests for this land, we would propose to rather sell this land in terms of the tender process at fair market related price to previous disadvantaged people.

FINANCIAL IMPLICATION

Council in previous applications waived the development charges costs and council to consider if this is still relevant.

All costs relating to the transaction will be for the account of the purchaser.

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

TO RECOMMEND TO COUNCIL

For Consideration



MEMORANDUM

AAN / TO: Municipal Manger / Executive Mayor Committee

VAN / FROM: Senior Manager Legal Services

DATUM / DATE: 21 August 2025

VERW. / REF. : 7/1/4/2

SUPPLEMENTARY REPORT ON PROGRESS WITH THE SUBDIVISION: NON-SERVICED AND UNREGISTERED ERVEN 10915 AND 10917: SKOONVLEI, CERES

Further application has been received for Council to also take in consideration.

Applicant	Type of business	Capital investment	Job opportunities	Property size	On site	Municipal services	Current status
BMM-Global (Pty) Ltd	Packing of fruit and vegetables and distribution thereof.	Unknown	20	Unknown	Unknown	Unknown	Unknown

Please be advised that a land surveyor has been appointed to do the subdivision. Subdivision should be done by end of October 2025.

It is, however, not possible to subdivide unregistered Erf 10917 due to the following reasons:

- It is not recommended to divide an erf lengthwise, as it is not practical to operate an industrial plot in this way; (see red line on the map to illustrate).
- Unregistered erf 10915 will be subdivided as illustrated on the blue line. There is no formal road.
- There is only one entry point for this erf. (See green arrow to illustrate). One cannot gain access on a corner of a road.
- There is no road, but a big ditch, at the bottom. (See arrows in orange).

**RECOMMENDATION**

For consideration



MEMORANDUM

AAN / TO: Executive Mayoral Committee

VAN / FROM: Senior Manager Legal Services

DATUM / DATE: 21 July 2025

VERW. / REF. : 7/1/4/1

FOR COUNCIL TO CONSIDER LEASING ERF 3240 TULBAGH TO THE HUNGER TO HARVEST FOR PURPOSES OF VEGETABLE FARMING PROJECT

MAP OF ERF 3240 TULBAGH



BACKGROUND

Please see attached application.

Summary of who Hunger to Harvest is:

Hunger to Harvest is a collective of nine skilled agroecology food growers in Tulbagh. We have been active in the community since 2019. Our project began with the support of Soil for Life, a prominent backyard farming training organisation in Cape Town. With the logistical support of the Principal of Lingomso Primary School, we offered free 12-week courses to residents who wanted to know how to grow food in their backyards, using organic methods. Over 20 people in the community benefitted from this training, and are now equipped to grow food in their backyards to support their families. Mr Johnny Jacobs supported the project on behalf of Witzenberg, diverting garden waste to us for the purposes of compost-making. The relevance of this project was heightened during the Pandemic lockdown.

We are in the process of converting into a co-operative, which will have two objectives:

- 1. Grow organic vegetables for sale in Tulbagh, to create employment and revenue for members*
- 2. Train community members in backyard farming, to improve food security in Tulbagh*

INPUTS FROM MANAGERS

TOWN PLANNING

The land in question is public open space.

The proposal represents urban agriculture which is a consent use which needs permission.

It is requested that in the event that Council decides to make the land available that the consent use application fee be waived.

Town Planning Department will assist with the application.

ELECTRICITY DEPARTMENT

Please note that there is an overhead electrical line located near the ERF. Should an electrical connection be required, an application for electrical supply must be completed and submitted to the municipality.

Once approved, we will provide a single-phase 60A connection. The fixed cost for this connection is **R13,476**, which covers labour and materials (excluding the ready board).

LOCAL ECONOMIC DEVELOPMENT

Business plan needs to be submitted regarding the sustainability of the garden: projected sales, capital outlay, source of capital

Signed signatures of community members that will form part of the co-operative.

WATER AND SEWERAGE

Beide water en riool aansluitings is moontlik teen die volgende aansluitingskoste:

Water = R 5 976

Riool = R 8 632

STREETS AND STORMWATER

No objection.

LEGAL REQUIREMENTS

These subdivided erven is not required for basic service delivery as envisaged by Section 40 of the Municipal Finance Management Act.

Council will have to advertise the lease in the local newspaper to make the process open and transparent and to meet the requirements of the Constitution and Supply Chain Process.

Council will have to enter into a lease agreement. Council to determine the lease period.

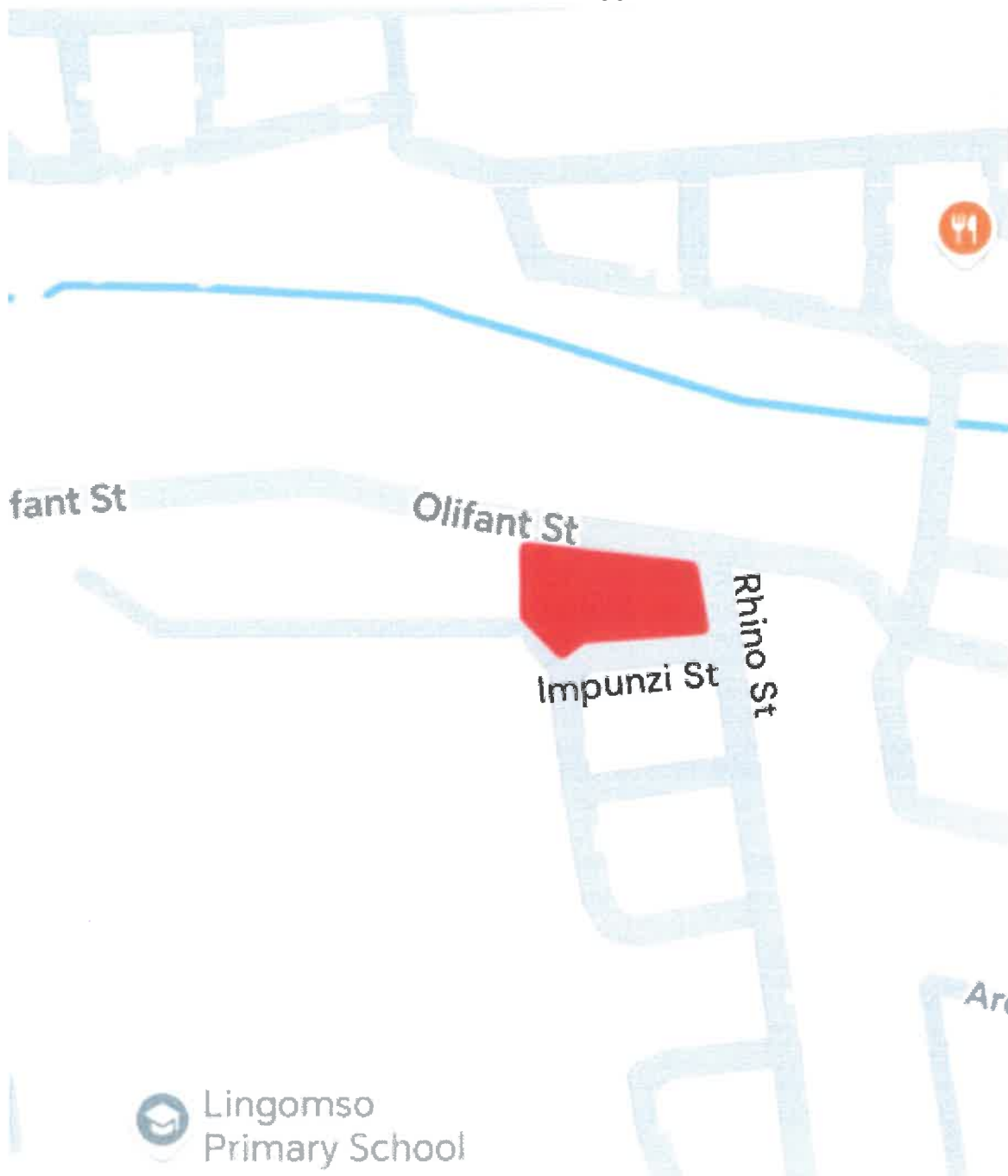
FINANCIAL IMPLICATION

Council to determine the lease amount.

All costs relating to the erf will be for the applicant to pay, including but not limited to the service connection costs.

TO RECOMMEND TO COUNCIL

For Consideration



Location of site, Chris Hani, Tulbagh

Ms Elizabeth Sidego has discussed the matter with our provisional Chairperson, Mrs Patricia Ngxamngxa, and invited Hunger to Harvest, Tulbagh to write to you stating our interest.

WHO WE ARE

Hunger to Harvest is a collective of nine skilled agroecology food growers in Tulbagh.



Hunger to Harvest, Tulbagh co-op members visiting the proposed community farming site

We have been active in the community since 2019. Our project began with the support of Soil for Life, a prominent backyard farming training organisation in Cape Town. With the logistical support of the Principal of Lingomso Primary School, we offered free 12-week courses to residents who wanted to know how to grow food in their backyards, using organic methods. Over 20 people in the community benefitted from this training, and are now equipped to grow food in their backyards to support their families. Mr Johnny Jacobs supported the project on behalf of Witzenberg, diverting garden waste to us for the purposes of compost-making. The relevance of this project was heightened during the Pandemic lockdown.



Training programme graduation ceremony, 2021



Beneficiary of training programme



Upcycling plastic waste – waterwise irrigation vessels

We are in the process of converting into a co-operative, which will have two objectives:

1. Grow organic vegetables for sale in Tulbagh, to create employment and revenue for members
2. Train community members in backyard farming, to improve food security in Tulbagh

The co-operative will be registered in due course.

REQUIRED SUPPORT FROM WITZENBERG MUNICIPALITY

To support Witzenberg's local food security commitments, Hunger to Harvest, Tulbagh requires access to land to set up its community farming operations. We have identified the above-mentioned site in Chris Hani as appropriate, because:

1. Its size is scaled to our planned operations
2. It is visible in the community, being on Olifant Street, a major traffic route (produce will be sold on site and community training programmes will be accessible and visible, to inspire more people to join in)
3. It is close to markets in town
4. It is next to the residences of four members, which will make security monitoring easier

Please advise us on the necessary procedures to take forward this preliminary proposal.

Sincerely

A handwritten signature in dark ink, featuring a large, sweeping loop at the top and a long, diagonal stroke extending downwards and to the left.

Kevin Beaumont (Secretary)



M E M O R A N D U M

AAN / TO: Municipal Manger / Executive Mayor Committee

VAN / FROM: Senior Manager Legal Services

DATUM / DATE: 18 August 2025

VERW. / REF. : 7/1/4/1

AVAILING AND LEASE OF LAND FOR THE DUNLOP BUSINESS IN A BOX INITIATIVE: UNREGISTERED ERF 1640, PINE VALLEY, WOLSELEY

PURPOSE

To consider the leasing of Unregistered Erf 1640, Wolseley for the Dunlop Business in a Box Initiative.

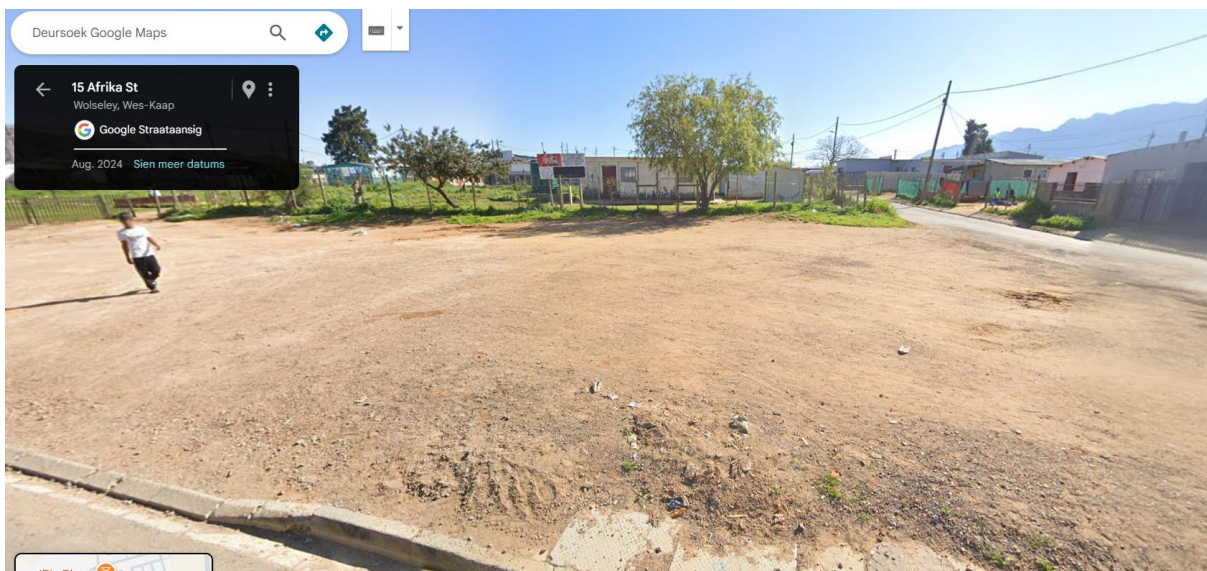
BACKGROUND

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.

Erf 1722 Pine Valley was initially identified by Council for the DUNLOP Business in a Box Initiative. After Council took a decision to make this land available for the said initiative, Council received requests to make available Church land as well. Because of the size of Erf 1722, it is more suitable for Church purposes than for the LED project, Dunlop Business in a Box Initiative. Please refer to the Supplementary Report - Availing and sale of land for church purposes: Pine Valley, Wolseley which forms part of the agenda.

Another site has now been identified for Dunlop Business in a Box Initiative which are more in line with the size needed for this specific project.

UNREGISTERED ERF 1640 – PINE VALLEY, WOLSELEY - SIZE 671M²



Inputs from Managers

Manager	Erf 1640
Town Planning	The Erf is zoned as Residential. Application for departure for business purposes needs to be made. No objection in principle against the proposal.
Electricity *Is there electricity *Size connection; *network upgrades? *Costs for connections and or upgrades.	No input was received.
LED	More viable in relation to security measures; it is located next to residential houses. This erven is

	also appealing as it is in the main road of Pine Valley.
Water and Sewerage	Erf kan akkomodeer word met aansluiting teen tariewe soos begroot vir aansluitings.
Streets and Storm Water	No objection, Only new access to be granted, no charge.
Housing	No Housing Projects planned on this Erf.
Parks and Environment	No Comment

LEGISLATION

Enter into a lease agreement with the Entrepreneur;

Propose a 3 year lease period, 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.

Adhere to the Technical requirements set out above.

FINANCIAL IMPLICATION

All costs relating to the transaction will be for the account of the lessee.

RECOMMENDATION

For consideration

Enq : Armstrong Mpela
Ref : 2/1/3/2
Tel : 021-446-9800
E-mail : mmmpela@salga.org.za

Date : 02 September 2025

MINUTES

Extended Governance and Intergovernmental Relations [GIGR] Provincial Working Group

TO : CHAIRPERSON
PEC CHAIRPERSON AND DEPUTY CHAIRPERSONS
MEMBERS OF THE WORKING GROUP
MUNICIPAL OFFICIALS
STAKEHOLDERS AND INVITED GUESTS

MINUTES
EXTENDED GOVERNANCE AND INTERGOVERNMENTAL RELATIONS
PROVINCIAL WORKING GROUP
WEDNESDAY, 16 JULY 2025: CLUB MYKONOS, LANGEBAAN

Kindly receive the Minutes of the SALGA Western Cape Extended GIGR Provincial Working Group meeting held **on Wednesday, 16 July 2025 at Club Mykonos, Langebaan.**

Kind Regards



Mr KHALIL MULLAGIE
PROVINCIAL DIRECTOR OF OPERATIONS

ENCL

SECTION A PROCEDURAL MATTERS

1.1 OPENING AND WELCOME

Cllr Carl Pophaim, Chairperson GIGR, welcomed attendees to the meeting and expressed his gratitude for making the time to attend the meeting.

1.2 EVACUATION PROCEDURE

The Evacuation Procedure explained by Ms Marlene Nel from Club Mykonos, was noted.

NOTED

1.3 SALGA ON-LINE EVALUATION

Members were informed that the evaluation QR Scan link was available at the end of the end of the Agenda and will also be shared with the Summary of Outcomes of this Working Group. Members were urged to complete the link to the best of their ability, emphasising the importance of the feedback in the betterment of the relevance and performance of these working groups.

NOTED

1.4 CHAIRPERSON'S ADDRESS

Ald Donovan Joubert, PEC Chairperson, welcomed all attendees and highlighted the importance of careful conduct during the "silly season" of all politicians, cautioning that innocent actions or jokes could be misinterpreted. He reminded councillors about the SALGA travel claims and that only the owner of the car can claim when multiple people travel together.

Ald Joubert emphasized the significance of the White Paper on Local Government, urging Western Cape municipalities to contribute to the SALGA submission and to engage with Mr Lance Joel for clarity. He further noted the upcoming national conference and the need for SALGA to represent municipal submissions.

Ald Joubert acknowledged colleagues for attending meetings, working groups, and acknowledging their other commitments. He explained the rationale for rotating working group meetings across municipalities, mentioning the financial benefit to host areas and the challenges related to accommodation and travel and encouraged attendees to communicate any logistical problems to SALGA for resolution, stressing the importance of focusing on the bigger picture over individual issues.

NOTED

1.5 DECLARATION OF INTERESTS

No interests were declared.

1.6 ATTENDANCE AND APOLOGIES

PRESENT: COUNCILLORS

Cllr	Mr	Carl Joshua Pophaim:	:	Chairperson GIGR
Ald	Mr	Jacob Jeffrey van der Linde	:	Beaufort West Municipality
Cllr	Ms	Mavis Phindiswa Busakwe	:	Bitou Municipality
Cllr	Mr	Vernon Bedworth	:	Breede Valley Municipality
Cllr	Mr	Raymond John Ross	:	Cape Agulhas Municipality

Ald	Ms	Margaret Sampson	:	Cape Winelands District Municipality
Cllr	Dr	Ruben Robert Richards	:	Cederberg Municipality
Cllr	Mr	Azrial Scheepers	:	Cederberg Municipality
Cllr	Mr	Donovan Snyders	:	Central Karoo District Municipality
Cllr	Mr	Brendan van der Merwe	:	City of Cape Town
Ald	Mr	Vlancio Mardeok Donson	:	Garden Route District Municipality
Cllr	Mr	Sean Snyman	:	George Municipality
Cllr	Mr	Gerald Leonard Boezak	:	Hessequa Municipality
Cllr	Mr	Werner Meshoa	:	Kannaland Municipality
Cllr	Mr	Nicolaas Valentyn	:	Kannaland Municipality
Ald	Mr	Micke Gouws	:	Laingsburg Municipality
Cllr	Ms	Pauline Hess	:	Langeberg Municipality
Cllr	Ms	Nicolette le Roux	:	Mossel Bay Municipality
Ald	Mr	Johannes Jacobus Allers	:	Oudtshoorn Municipality
Cllr	Mr	Archibald Klaas	:	Overstrand Municipality
Cllr	Ms	Linda Kathryn Jaquet	:	Prince Albert Municipality
Ald	Ms	Olwene Daphne Daniëls	:	Saldanha Bay Municipality
Cllr	Mr	Quintin Smit	:	Stellenbosch Municipality
Ald	Mr	John Harold Cleophas	:	Swartland Municipality
Ald	Mr	Lincoln Milton de Bruyn	:	Theewaterskloof Municipality
Ald	Mr	Roelof Weideman Strydom	:	West Coast District Municipality
Ald	Ms	Elizabeth Mary Sidego	:	Witzenberg Municipality

PRESENT: MUNICIPAL OFFICIALS

Off	Mr	Amos Collin Makendlana	:	Beaufort West Municipality
Off	Adv	Hanlie Linde	:	Bergervier Municipality
Off	Mr	Luvuyo Loliwe	:	Bitou Municipality
Off	Mr	Mpakamisi Mbeli	:	Bitou Municipality
Off	Ms	Gayle Postings	:	City of Cape Town
Off	Mr	Earl John Jantjies	:	Oudtshoorn Municipality
Off	Mr	Abe du Plessis	:	Saldanha Bay Municipality
Off	Mr	Gary Boshoff	:	Stellenbosch Municipality
Off	Mr	Charl Kitching	:	Stellenbosch Municipality
Off	Mr	Joggie Scholtz	:	Swartland Municipality

PRESENT: ON-LINE

Off	Mr	Albert de Klerk	:	Hessequa Municipality
Off	Mr	Richard Bosman	:	Overberg District Municipality
Off	Mr	Heinrich Mettler	:	Saldanha Bay Municipality
Off	Mr	David Joubert	:	West Coast District Municipality

PRESENT: PEC MEMBERS

Ald	Mr	Donovan David Joubert	:	PEC Chairperson
Cllr	Ms	Linda Kathryn Jaquet	:	PEC Member
Ald	Mr	Vlancio Mardeok Donson	:	SALGA Provincial Legislature Representative

APOLOGIES

SH	MEC	Anton Bredell	:	Western Cape MEC for Local Government Environmental Affairs and Development Planning
Cllr	Ms	Thershia Caroline Jennilee Prince	:	Central Karoo District Municipality
Cllr	Adv	Johan Miller	:	Drakenstein Municipality
Cllr	Mr	Derrick America	:	Drakenstein Municipality
Ald	Mr	Andrew Stroebe	:	Garden Route District Municipality
Cllr	Ms	Jacqueline von Brandis	:	George Municipality
Cllr	Mr	Grant Riddles	:	Hessequa Municipality
Cllr	Mr	Neil Glen Louw	:	Knysna Municipality
Ald	Mr	Schalk Willem van Eeden	:	Langeberg Municipality
Cllr	Mr	Hermanus Johannes van der Hoven	:	Matzikama Municipality
Ald	Mr	Andries Erwee Franken	:	Overberg District Municipality
Cllr	Ms	Magrietha Dorothea Jaftha	:	Prince Albert Municipality
Cllr	Mr	Hendrik Francois du Rand	:	Swellendam Municipality
Cllr	Ms	Elna Jacoba Lamprecht	:	Swellendam Municipality
Off	Mr	Hendrik Kröhn	:	Cape Agulhas Municipality
Off	Dr	Dean O'Neill	:	Overstrand Municipality
Off	Mr	Lulamile Mapholoba	:	Knysna Municipality

IN ATTENDANCE

SH	Mr	Mario Baatjes	:	Department Local Government
SH	Mr	Riaan van Vuren	:	Department Local Government
SH	Ms	Zasembo Shosha	:	Department Local Government
SH	Ms	Jo-Anne Naidoo	:	Department Local Government
Mr		Khalil Mullagie	:	SALGA Western Cape Provincial Director of Operations
Ms		Miltoinette Cupido	:	SALGA Western Cape Manager: Strategic Services and Analytics
Mr		Armstrong Mpela	:	SALGA Western Cape Senior Advisor: IGR and Strategic Relations
Mr		David Jansen	:	SALGA Western Cape Senior Advisor: Municipal Governance
Mr		Loyiso Njamela	:	SALGA Western Cape Advisor: IGR and Strategic Relations
Mrs		Susan Griffiths	:	SALGA Western Cape Advisor: Built Environment and Planning
Mr		Sidwell Blows	:	SALGA Western Cape: ICT
Mrs		Joyce Moholola	:	SALGA Western Cape: Communication and Marketing Officer
Mrs		Magda Marais	:	SALGA Western Cape Portfolio Administrator
Mr		Moleboheng Nkala	:	SALGA Western Cape Portfolio Administrator
Ms		Nyameka Katina	:	SALGA Western Cape Portfolio Administrator
Ms		Manzell Muller	:	SALGA Western Cape Receptionist

Mr Lance Joel : SALGA National
NOTED

The Chairperson addressed the apologies, noting the reasons for some absences and proposing to accept apologies with valid reasons while not accepting others without reasons. It was stated that future apologies to the GIGR Working Group, must be accompanied by a valid reason submitted to the Secretariat in writing.

NOTED

1.8 ADOPTION OF THE AGENDA

The Chairperson informed the meeting that Item 2.3 on the Agenda will be deferred to the next GIGR Meeting.

The Agenda was unanimously adopted with the suggested change.

NOTED and
ADOPTED

1.9 ADOPTION OF THE GIGR MINUTES OF THE MEETING HELD ON 16 MAY 2025

The GIGR Minutes of 16 May 2025 was shared with the Agenda for approval and adopted by the meeting without any changes.

NOTED and
ADOPTED

1.10 PROGRESS OF RESOLUTIONS OF THE GIGR MEETING HELD 16 MAY 2025

The updated Progress on Resolutions for the GIGR Meeting was addressed by Mr Mpela.

NOTED

SECTION B

EXTENDED WORKING GROUP

2.1 WHITE PAPER ON LOCAL GOVERNMENT REVIEW

Mr Lance Joel, Chief Operations Officer of SALGA, shared that the review aims to update the 1998 White Paper, focusing on a future vision for local government rather than just addressing current problems. SALGA proposes building on the existing constitutional and legislative framework, not doing a complete overhaul. Nine key outcomes were suggested, including fit-for-purpose municipal structures, improved governance, and financial sustainability. Proposals included differentiated municipal models, clarifying district and local roles, devolving powers based on capacity, and strengthening accountability.

Mr Joel emphasised stable political governance, professionalized administration, and linking performance to remuneration. Financial reforms were proposed, viz: securing revenue streams, addressing unfunded mandates, expanding tax powers, and improving debt collection. The process involves broad consultation, with further opportunities for input before finalization.

The importance of monitoring and support for municipalities, emphasising the need for structured Section 154 support, early warning systems, and proper investigation and prosecution of financial

misconduct cases, were discussed. Mr Joel proposed the implementation of early warning systems to identify municipalities at risk of financial or operation failure, allowing for timely intervention and support. He further highlighted the importance of proper investigation and prosecution of financial misconduct cases, ensuring that those responsible for mismanagement are held accountable.

Members of the Working Group were encouraged to submit their views and feedback on the proposals, either in writing or through voice notes, to ensure that all perspectives are considered in the final submission to the SALGA NEC.

After discussion, it was –

RESOLVED

1. That the Municipal Members submit additional views and proposals on the White Paper for Local Government either in writing or via a voice note to SALGA.
2. That SALGA consolidate the report of the different views expressed during this session and previous submissions to the next SALGA NEC meeting.
3. That SALGA [The Provincial Office Bearers and the Provincial Director of Operations] consider how to ventilate the first draft of the White Paper on Local Government within the province, possibly after the Provincial Members' Assembly scheduled for October 2025.

GIGR Resolution: 16.07.2025: **01**

2.2 INTERGOVERNMENTAL MONITORING, SUPPORT AND INTERVENTION BILL

Mr Lance Joel, Chief Operations Officer of SALGA, shared that the Intergovernmental Monitoring Support and Intervention Bill introduces a structured, standardised approach for provincial interventions in municipalities, requiring evidence of prior support and ongoing monitoring before Section 139 intervention.

The Bill mandates early warning systems and self-assessment for municipalities to identify and request support, it outlines clear processes for appointing administrators, including a national database and minimum requirements to prevent unsuitable appointments, it covers support and intervention mechanisms for both municipalities and provincial governments, aiming to improve accountability and effectiveness. SALGA supports the bill's focus on restorative, well-resourced interventions and recommends further member input before parliamentary processing.

NOTED

2.3 ESTABLISHMENT OF THE MULTI PARTY WOMEN'S COMMISSION

This item was deferred to the Provincial Office Bearers' Meeting for discussion.

NOTED

SECTION C

PRESENTATIONS

3.1 ORIGINS OF THE JOINT DISTRICT AND METRO APPROACH [JDMA] AND HOW IT COMPARES / DIFFERS WITH THE DISTRICT DEVELOPMENT MODEL [DDM]

Mr Riaan van Vuren from the Department of Local Government presented a comparison between the JDMA and DDM highlighting the difference in their objectives, oversight mechanisms, and

implementation structures. Both JDMA and DDM were referenced as frameworks for improving intergovernmental relations and service delivery coordination.

SALGA has conducted studies on the DDM, and proposals for the White Paper review are aligned with findings from these studies. Both models aim to enhance collaboration between national, provincial, and local government, ensuring more integrated and effective support to municipalities.

Cllr Pophaim confirmed that the SALGA NEC has asked for a legal opinion on the DDM. As a province we are going into our Provincial Member's Assembly (PMA) and we need to find consensus in the view that in the last two PMAs the Western Cape has rejected the DDM and tacitly endorsed the JDMA. He believed that the timeframe was too ambitious and that it might be delayed further.

Ald Donovan Joubert suggested that the matter be brought back to SALGA for possible panel discussion during the PMA to allow members to read through the presentation.

NOTED

3.2 SUPPORT PROVIDED TO MUNICIPALITIES WITH POOR AUDIT OUTCOMES

Ms Jo-Anne Naidoo from the Department of Local Government presented that support to municipalities with poor audit outcomes was discussed as part of the proposed legislative reforms, emphasizing the need for structured Section 154 support tailored to under capacitated municipalities.

She said that interventions should be restorative rather than punitive, with adequate resources provided after support measures have failed. Municipalities with consistent clean audits may have reduced reporting burdens, while those with poor outcomes are expected to receive targeted support and monitoring. There was a call for improved investigation and prosecution of financial misconduct, and for municipalities to strengthen internal systems for early detection of financial difficulties.

Ms Naidoo concluded that the province is committed to supporting municipalities and confirming that strong leadership and accountability from Mayors are crucial.

A concern was raised that the names of repeat offenders keep on popping up in reports. Every financial year we hear that the repeat offenders receive the same support services, but nothing ever changes. It now begs the question, where does one draw the line with offering support and interventions to meet accountability and the unwillingness to do so?

Have due processes been followed by our municipalities. The question that should be – from the Department of Local Government and Provincial Treasury, what type of follow-up and monitoring is done to ensure that recovering is taking place, if any? Or does it bear on the municipality to ensure that it is done. Ms Naidoo confirmed that monitoring is in place, specifically regarding support plans, but the onus and accountability is within the municipality, but Provincial also have a role to play.

After discussion, it was

RESOLVED

1. That the Municipal Finance and Fiscal Policy provincial working group looks at the recovery patterns of repeat offenders of adverse findings to recover fruitless and wasteful expenditure, and that the MFFP reports to the PEC on its findings.

GIGR Resolution: 16.07.2025: **02**

SECTION D

ITEMS FOR DISCUSSION AND NOTING

4.1 ITEMS FROM MUNICIPALITIES

- INFRASTRUCTURE FUNCTION BEING TAKEN AWAY FROM MUNICIPALITIES
- PROTOCOL FOR VISIT BY MINISTERS AND MECs
- DISTRICT TARIFF STRUCTURE
- LIBRARIES FUNCTION

Ald Johan Allers, the Executive Mayor from Oudtshoorn Municipality, addressed the following matter –

1. Protocol for Visits by Ministers and MECs

What is the protocol for Ministers and MECs to follow when they are attending Municipalities or Municipal Areas? Should they arrange their visits with the Executive Mayor / Speaker and Municipal Manager?

Mr Mario Baatjes from the Department of Local Government responded that Municipalities should have a protocol document on national relations. He shared a presentation on Protocol for Ministers and MECs visiting municipalities, pre-visits, during visits, and after visits. This document may be used as a guideline to be taken up through the structures.

After discussion, it was

RESOLVED

1. SALGA vet the protocol on national relations document and that the document then becomes a submission.
2. That the Provincial Chairperson submit this document as an agenda item for discussion at the next Quarterly Meeting with MEC Anton Bredell from SALGA.
3. That Cllr Pophaim submit this document at the GIGR National Working Group from where it will go to the SALGA NEC and then to CoGTA at a National Level

GIGR Resolution: 16.07.2025: **03**

Ald Johan Allers suggested that the following items be deferred to the next GIGR Meeting for thorough discussion –

- INFRASTRUCTURE FUNCTION BEING TAKEN AWAY FROM MUNICIPALITIES
- DISTRICT TARIFF STRUCTURE
- LIBRARIES FUNCTION

After discussion, it was

RESOLVED

1. That Mr Mpela and Mr Jansen engage with Ald Johan Allers on the three matters –
 - a. Infrastructure function being taken away from municipalities
 - b. District tariff structure
 - c. Libraries function
2. That a report on each of the issues to be formally reported on in the Agenda.

GIGR Resolution: 16.07.2025: **04**

4.2 DRAFT CAPACITY BUILDING POLICY FOR COUNCILLORS

Cllr Carl Pophaim informed the meeting that the Draft Capacity Building Policy for Councillors aims to enhance councillor skills and competencies through structured capacity building programs. It leverages upper limits to ensure access to training and development opportunities for all councillors.

A copy of the Draft Policy was circulated with the Agenda for review and discussion at the meeting. The policy in its current form raised concerns as it limits educational opportunities to NQF 8, restricting councillors with higher qualifications from pursuing further studies. It was emphasised that the policy should be based on personal development plans and not limit opportunities. The policy should further allow for full-time studies and party-time studies, with the Speaker and relevant councillor determining the implications.

The financial capability requirement set for councillors to show financial capability was seen as an unfair limitation that reduces access to education opportunities. It was suggested that the policy should focus on the councillors' commitment to study rather their financial capability.

It was suggested that the Policy be revised to include the Executive Mayor and Chief Whip in the decision-making process to avoid putting sole pressure on speakers and to protect them in a political space. The Policy should further clearly state the conditions under which councillors are liable to pay back bursaries, such as failing to meet the standards of their studies or being dismissed from their positions.

After discussion, it was –

RESOLVED

1. That the Draft Capacity Building Policy be referred to the PEC for determination based on the comments raised in the GIGR Meeting. The meeting expressed concern about the potential unintended consequences if the policy is circulated and adopted by municipal councils in its current form.

GIGR Resolution: 16.05.2025: **05**

4.3 PROVINCIAL ADVOCACY AND LOBBY PLAN

The Provincial Advocacy and Lobby Plan, which includes the establishment of the multi-party Women's Commission, the development of a protocol on security for councillors, and the amendment of Section 12 notices, were discussed.

NOTED

4.4 REPORT ON WESTERN CAPE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE ENGAGEMENT

The Minutes of the last MPAC Meeting of June 2025 was noted. The decision to be taken on the recognition of the MPAC Forum as a Governance Structure will be discussed at the next PEC Meeting in August 2025.

NOTED

4.5 REPORT ON WESTERN CAPE MUNICIPAL SPEAKERS' FORUM ENGAGEMENT

The Minutes of the last Speakers' Forum Meeting of June 2025 was noted.

NOTED

4.6 QUARTER 1 REPORT: MUNICIPAL GOVERNANCE – 2025/2026

The Municipal Governance Report for Quarter 1 – 2025/2026 was shared with the Agenda.

NOTED

4.7 QUARTER 1 REPORT: INTERGOVERNMENTAL RELATIONS – 2025/2026

The Intergovernmental Relations Report for Quarter 1 – 2025/2026 was shared with the Agenda.

NOTED

4.8 NATIONAL WORKING GROUP REPORT

Cllr Pophaim shared that all key outcomes on the National Working Group report has been dealt with in the GIGR Agenda, except for Item 2.3 on the Multi Party Women's Commission which will be dealt with by the Provincial Office Bearers.

NOTED

SECTION E

CLOSURE

5. REMINDER: SALGA ON-LINE EVALUATION FORM

Members were reminded to scan the QR code and to complete the Evaluation Form.

NOTED

6. NEXT PWG MEETING: DATE AND VENUE TO BE CONFIRMED

The date and venue for the next meeting will be communicated in due course.

NOTED

7. CLOSURE AND ACKNOWLEDGEMENTS

Cllr Pophaim thanked members for their attendance and participation in the meeting.

The meeting adjourned at 13:10.

The GIGR Minutes of the Western Cape Provincial Working Group Meetings held on
16 July 2025 was adopted on _____ **2026.**

CLLR CARL POPHAIM
CHAIRPERSON: GIGR
PROVINCIAL WORKING GROUP



Customer Care Policy

July 2025

1. Vision
2. Our Mission
3. Value System
4. Demographic Information
5. Purpose of the Policy
6. The Meaning of Batho Pele & Code of Conduct for Municipal Staff members
7. Legislative Context
8. Customer Contact
9. Definition of Customer Care
10. Importance of Service Standards
11. Customer Care Commitment
12. Contacts
13. Related Documents

1. Vision:

A municipality that cares for its community, creating growth and opportunities.

2. 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

3. 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.

4. Demographic Information

Witzenberg Local Municipality (LM) was founded in 2000 and is classified as a Category B municipality and is responsible for basic service provision in 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, Agter-Witzenberg, Ceres/Tankwa Karoo and the northern portion of Breede River Valley (Land van Waveren).

5. Purpose of the Policy

To ensure that whenever customers interact with the Municipality, they will receive excellent standards of customer service. The municipality is committed to ensure human rights principles as set out in the South African Constitution, as well as Batho Pele principle aimed at transforming public service are adhered to. This is to ensure customer service excellence to all. This policy applies to all council members, employees and other roleplayers acting on behalf of the municipality.

6. The meaning of 'Batho Pele' & the Code of Conduct for Municipal staff members

"People First" and the eight principles set out in it are the foundation of national Government's approach to guide all interaction between Government institutions and its public:

- **Access:** Equitable access to integrated service delivery.
- **Openness and Transparency:** Creating a culture of collaboration.
- **Consultation:** Listening to the needs and problems of citizens.
- **Redress:** Apologising when necessary and finding speedy solutions when possible.
- **Courtesy:** Services offered with courtesy and consideration.

- **Service Standards:** Anticipating needs and informing citizens of the level and quality of service they can expect.
- **Information:** Complete, accurate information about the municipality and its services.
- **Value for Money:** Delivering solutions economically and efficiently.

7. Legislative Context

This approach is strengthened by the values underpinned in Schedule 2 of the Municipal Systems Act, 32 of 2000; the Code of Conduct for municipal staff members. This policy aims to give effect to the requirements and stipulations of:

- South African Constitution
- The Municipal Finance Management Act 56 of 2003 (MFMA)
- The Municipal Systems Act 32 of 2000 (MSA)
- The Municipal Systems Act
- Nersa

8. Customer Contact

Customer contact is dealt with by means of the following:

- 24-hr Control Room
- Telephonically
- Face-to-Face / Walk-Ins
- Public Meetings
- Letters
- Questionnaires
- Complaints reporting
- Opinion/Suggestion Boxes
- Electronic Communication
 - Email
 - Social media (Facebook)
 - Website
 - WhatsApp

9. Definition of Customer Care

Customer Care definition and importance Customer Care in this context refers to this municipality's commitment to make the customer's contact with the municipality convenient and positive.

The manner in which this is done is incorporated in the aim, values and Batho Pele principles communicated earlier in this document. In practice, good Customer Care includes:

- A customer must be able to contact the municipality easily, reaching the correct department to handle its request or enquiry.
- A customer should have welcoming access to municipal buildings where adequate signage has been provided. Where practicable, access for the disabled should be provided. Incorporation of private areas for customers to discuss personal or sensitive matters should be considered where relevant and suitable.

- A customer should be assisted in their language of preference in accordance with the municipality's Language Policy (English, Afrikaans or isiXhosa).
- A municipal member of staff should identify himself by name when communicating with a customer, listen attentively and respond appropriately.
- Providing customers with relevant, accurate and up-to-date information, including an explanation when a service is not available.
- Once a complaint, request or enquiry has been received, prompt action should be taken and a clear response should be given to the customer within the period stated in the Witzenberg Municipality Customer Service Charter (to be finalised).
- In the case of ongoing or long-term problems, a customer should be kept informed of any anticipated delays and progress reported regularly on the way forward in addressing the complaints, requests or enquiries.
- In case of dissatisfaction, a customer should be explained the procedure for lodging a complaint, including relevant contact details.
- Training municipal staff to enable better service, increased awareness and understanding of values in this document.
- Actively and regularly seeking comments on service delivery with the purpose of ongoing development and improvement.
- Recognising staff who are exceptional in achieving service standards and who go beyond the call of duty for the customer.

10. Importance of Service Standards

- That all customers, whether they are residents or visitors, or do business with municipality, will receive uniform, consistent high standards of customer care in all departments within the municipality.
- That customer needs are addressed during the planning and delivery of all Council services, and incorporated in all relevant policies and procedures.
- That municipal staff are always reminded of their responsibility to put the Customer First and what this means in practical terms.
- That Council eliminate wastage by providing services "Right the First Time".

11. Customer Care Commitment

The Customer Care Commitment is a statement, worded below, that will be used in different forms of communication to reaffirm the municipality's commitment to service excellence and Customer Care:

The Witzenberg Municipality Customer Care Policy, incorporating the Customer Care Charter, demonstrates the municipality's commitment to render quality services to its customers.

The municipality values comments and observations regarding Customer Care and encourages customers to provide feedback through the below-mentioned channels to ensure ongoing service excellence.

- Customers can report comments, complaints, compliments and queries regarding municipal services at any service counter of the Witzenberg Municipality.
- Customers should request the municipal official to record the feedback on the electronic Customer Care system, and ask for a reference number, which will be automatically generated when the comment has been recorded.
- Customers are requested to ensure that their name, surname, contact details and the essence of the complaint are provided when providing feedback.
- Should a situation not be resolved through normal service channels, customers can report the matter to the municipality's Customer Relations Department on the contact details provided below. A complaint can also be posted in the box marked "Customer Relations" provided at the reception desk of the Witzenberg Municipality Main Building in Ceres and municipal office buildings in the various towns.
- The Witzenberg Municipality would also like to recognise employees who go beyond the call of duty.

Customers are asked to report exceptionally good service too. Please ensure that the relevant staff member's name, surname and department are correctly mentioned in such instance.

12. Contacts:

Head Office: 50 Voortrekker Street, Ceres, 6830

Tel: 023 316 1854

Email: admin@witzenberg.gov.za

Website: www.witzenberg.gov.za

Facebook: Witzenberg Municipality - Official

24-hr Control Room: (023) 492 0181/2

WA: 081 896 5480

13. Related Documents:

- Language Policy
- Services Charter
- Communication Strategy

MPAC: REPORT TO COUNCIL**MPAC CHAIRS WORKSHOP/MEETING****11, 12 September, Mossel Bay**

The MPAC chair and Speaker of Midvaal Municipality in Gauteng were invited to report on their approaches. Some of their actions include:

- a. Investigation of overpayment of somebody who absconded.
- b. Sect. 71 reports are very important. They picked up an issue around a bulldozer in one of the reports.
- c. Illegal connections, especially regarding water losses and illegal electrical connections.
- d. They had senior officials appearing before MPAC
- e. "You have the right to ask anything to represent to your committee". For September they were focusing on travel claims: What is claimed and where did it go.
- f. They undertook a field trip to see if things happened as discussed. "Your job is to do oversight. You are the policemen of the municipality to make sure there is value to the people. Or ask for documentation around it."
- g. "If a member of the public brings something to your attention you can also investigate."

CHAIR:

MPAC can even sue the municipality under the PAIA act for information. Sometimes MPAC is waiting for officials to bring issues to MPAC or waiting for the council to give them an item, "which is not correct". MPAC have the power to request a report on anything and then get the officials to attend their meeting, including external auditors.

It is also important that MPAC build relationships.

SUMMARY OF OTHER ISSUES DISCUSSED

- a. MPAC is not political. Only there for oversight.
- b. Must make recommendations to council, but not rubberstamp
- c. "Investigate" if you do your oversight role
- d. Expenditure can only be written off after investigation
- e. MPAC should be involved in the planning of the annual calendar for MPACs/meetings.

- f. MPAC should be careful not to interfere too much in the administration (overstep boundaries).
- g. MPACs can also ask questions in portfolio committees, seeking clarity on issues like overtime payment and standby. "There may be too much standby and the municipality not getting value for money."
- h. In MPAC you do not represent your party, but the people. Find out what the value is for the people.
- i. EPWP: Does the municipality get value from this? How many workers, payments?

OVERHEARD:

- a. 'n Skoon oudit mag dui op goeie finansiële bestuur, maar dis van die vuilste dorpe..."
- b) "Hulle (administrasies) raak al beter om goed weg te steek..."

FEEDBACK

Each MPAC chair got the opportunity to give feedback on matters regarding their municipalities, like clean audits, challenges, MPAC meetings, etc.

Next meeting will be in Overstrand.



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Clr Jacob Rooi

MPAC chair

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO : Council

VAN / FROM : Municipal Manager

DATUM / DATE : 21 October 2025

VERW / REF :

**RE: WRITTEN RESPONSE TO COUNCILLOR ROOI ENQUIRY: ROAD BETWEEN
PRINCE ALFRED HAMLET AND CERES**

The written enquiry of Councillor Rooi has reference:

This is to provide an update regarding the request for a speed limit reduction on the MR310, the road between Ceres and PA Hamlet, particularly at the two intersections leading to Bella Vista.

The MR310 is a proclaimed main road falling under the control of the Provincial MEC of Infrastructure, as per the National Road Traffic Act of 1996. According to Section 57(4) of the Act, the MEC or an authorized individual may display road traffic signs as deemed necessary, and no local authority may remove these signs without the MEC's consent.

A meeting was held on 17 April 2025, with the District Section of the Provincial Roads Department to address the concerns raised. During this meeting, several action steps were outlined, including the request to reduce the speed limit from 100km/h to 80km/h. This request was to be processed by Mr. Elroy Smith, the Acting District Roads Engineer.

Despite numerous follow-ups from Mr. Smith, we have yet to receive a response from the Chief Directorate: Design Services, Sub-Directorate: Traffic Engineering, which

holds the authority to approve such requests. Unfortunately, the reduction of the speed limit and the replacement of traffic signs fall exclusively under the jurisdiction of Provincial Infrastructure, and the Municipality cannot implement any changes without their approval.

Attached, you will find a copy of the minutes from the meeting for your reference.

Regards

DAVID NASSON
MUNICIPAL MANAGER

Present at the meeting:

Name	Designation	Organisation
David Nasson(DN)	Municipal Manager	Witzenberg LM
Jacob Rooi(JS)	Counsellor	Witzenberg LM
Elroy Smith(ES)	Acting District Roads Engineer(DRE), Department of Infrastructure,	WESTERN CAPE GOVERNMENT
Elton Lintnaar(EL)	Sr Manager: Streets and Stormwater	Witzenberg LM
Mark Green(MG)	Sr Manager Protection Services	Witzenberg LM

Apologies:

Counsellor Ronald Visagie

Background:

Counsellor Rooi expressed concerns regarding the safety of pedestrians on MR310 at the 2 Bella Vista intersections. Please refer to the attached email.

Item	Resolved at the meeting:	Action
1.	Request to be submitted to the DRE to conduct a speed review on the section of road from km1.91(CFP) to the Fairfield turnoff, to consider reducing the speed limit from 100km/hr to 80km/hr	EL
2.	If the request, by item 1 above, is approved, speed limit signs to be changed accordingly.	ES
3.	Pedestrian warning signs to be installed on this section of road to warn motorists of pedestrians crossing the road	ES
4.	Application to be logged to the Provincial Traffic department for approval of speed enforcement by means of camera on the section of road	MG
5.	Witzenberg LM to invest in the implementation of permanent speed camera enforcement.	MG
6.	Item to be tabled at Counsel for the transfer of ownership, of the section of road R303 from km1.91(CFP) to Fairfield turnoff, to Witzenberg Municipality. The road will then become part of the Municipal Main Road(Vos Street). The Municipal Main Road subsidy fund, 80/20, can then be accessed for any upgrading needs on the section of road.	EL
7.	After Counsel endorsement, of item 6 above, an application must be made to the DRE to transfer ownership of the section of road to Witzenberg Municipality.	EL
8.	After approval of item 7 above, an application can be made to the DRE for a Municipal Main Road Subsidy for the upgrading needs on the section of road.	EL

Regards / Groete,

Elton Lintnaar

Senior Manager: Streets and Stormwater

Directorate: Technical Services

Department: Streets and Stormwater

Tel: 023 316 8540

Cell: 071 670 6761

Fax: 023 312 3472

