WITZENBERG
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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 July 2026** at **10:00**.	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 Julie 2026** om **10:00** in die **Stadsaal, Voortrekkerstraat, Ceres**.

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 L Ngwane	Councillor N Nogcinisa	Councillor N Phatsoane
Councillor KA Robyn	Councillor J Rooi	Alderman HJ Smit
Alderman D Swart	Alderman JJ Visagie	Councillor K Yisa
Councillor J Zalie		
Municipal Manager	Director: Finance	Director: Community Services
Director: Technical Services	Director: Corporate Services	Deputy Director: Finance
Chief Internal Audit Executive	Manager: Projects and Performance	Acting Manager: Administration
Manager: IDP	Senior Manager: Legal Services	Manager: Communication and Marketing
Intern: Administration		

FOR INFORMATION / TER INLIGTING

Agenda pack		
Chairperson: IMATU (Mr Loyiso Ntsanga)	Chairperson: SAMWU (Mr Christo Apollis)	
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

21.07.26

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A G E N D A

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

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

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

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

NOTED

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

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

NOTED

2.3 Consideration of application for leave of absence: Special Council meeting 8 May 2026: Councillor KA Robyn (3/1/2/1)

Council unanimously resolved on 8 May 2026 that the application for leave of absence from the meeting, received from Councillor K Robyn, 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 Councillor K Robyn for the Special Council meeting of 8 May 2026 is attached as **annexure 2.3**.

RECOMMENDED

For consideration.

2.4 Consideration of application for leave of absence: Special Council meeting 26 June 2026: Councillor J Zalie (3/1/2/1)

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

Council unanimously resolved on 26 June 2026 that the application for leave of absence from the meeting, received from Councillor J Zalie, be held in abeyance until the next meeting for the submission and consideration of the written application for leave of absence.

RECOMMENDED

For consideration.

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

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

Council's congratulations are conveyed to Councillor J Fredericks on his birthday on 13 July.

NOTED

3.2 Matters raised by the Speaker / Sake deur die Speaker geopper (9/1/1)

3.3 Matters raised by the Executive Mayor Sake deur die Uitvoerende Burgemeester geopper (9/1/1)

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

4. MINUTES / NOTULES

4.1 Corrections to the minutes / Regstelling van notule

For consideration of any corrections to the minutes.
Ter oorweging van enige regstelling van die notule.

NOTED / AANGETEKEN

4.2 Matters arising from the minutes / Sake voortspruitend uit notule

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

The following minutes are attached:

(a) Special Council meeting, held on 8 May 2026: **Annexure 4.3(a)**.
(b) Council meeting, held on 29 May 2026: **Annexure 4.3(b)**.
(c) Special Council meeting, held on 26 June 2026: **Annexure 4.3(c)**.

RECOMMENDED

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

(i) Special Council meeting, held on 8 May 2026.
(ii) Council meeting, held on 29 May 2026.
(iii) Special Council meeting, held on 26 June 2026.

AANBEVEEL

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

(i) Spesiale Raadsvergadering, gehou op 8 Mei 2026.
(ii) Raadsvergadering, gehou op 29 Mei 2026.
(iii) Spesiale Raadsvergadering, gehou op 26 Junie 2026.

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

Number	File ref.	Item no. and date	Subject	Resolution	Respon-sibility	Target date
4.4.1	17/7/2/2	11.1 of 25-02-2026	Fire at Skoonvlei, Ceres	Feedback will be provided at the next meeting.		

Number	File ref.	Item no. and date	Subject	Resolution	Respon-sibility	Target date
4.4.2	1/3/1/25	8.4.1 of 26-02-2026	By-law: Rules of Order	That the matter be held in abeyance for further amendments after promulgation of the amended Structures Act.		

RECOMMENDED

that notice be taken of the outstanding matters.

AANBEVEEL

dat kennis geneem word van die uitstaande sake.

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

6. INTERVIEWS WITH DELEGATIONS
ONDERHOUDE MET AFVAARDIGINGS

None / Geen

NOTED / AANGETEKEN

7. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

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

The minutes of the following meetings are attached:

(a) Performance, Risk and Audit Committee, held on 16 October 2025: **Annexure 7.1(a)**.

(b) Performance, Risk and Audit Committee, held on 31 October 2025: **Annexure 7.1(b)**.

(c) Committee for Technical Services, held on 11 November 2025: **Annexure 7.1(c)**.

(d) Municipal Public Accounts Committee, held on 19 January 2026: **Annexure 7.1(d)**.

(e) Performance, Risk and Audit Committee, held on 23 January 2026: **Annexure 7.1(e)**.

(f) Committee for Housing Matters, held on 29 January 2026: **Annexure 7.1(f)**.

(g) Committee for Technical Services, held on 10 February 2026: **Annexure 7.1(g)**.

(h) Committee for Corporate and Financial Services, held on 17 February 2026: **Annexure 7.1(h)**.

(i) Committee for Local Economic Development and Tourism, held on 18 February 2026: **Annexure 7.1(i)**.

(j) Mayoral Committee, held on 23 February 2026: **Annexure 7.1(j)**.

(k) Committee for Community Development, held on 3 March 2026: **Annexure 7.1(k)**.

(l) Committee for Housing Matters, held on 18 March 2026: **Annexure 7.1(l)**.

(m) Mayoral Committee, held on 26 March 2026: **Annexure 7.1(m)**.

(n) Committee for Technical Services, held on 14 April 2026: **Annexure 7.1(n)**.

(o) Committee for Community Development, held on 16 April 2026: **Annexure 7.1(o)**.

(p) Committee for Housing Matters, held on 21 April 2026: **Annexure 7.1(p)**.

(q) Performance, Risk and Audit Committee, held on 24 April 2026: **Annexure 7.1(q)**.

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 Directorate Finance: May and June 2026
Artikel 71 Maandelikse Begrotingsverslae van Direktoraat Finansies: Mei en Junie 2026
(9/1/2/2)

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

(a) May 2026 **Annexure 8.1.1(a)**
(b) June 2026 **Annexure 8.1.1(b)**

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for May and June 2026.

(b) that the Section 71 Monthly Budget Statement Reports of the Directorate Finance for May and June 2026 be referred to the Portfolio Committee for Corporate and Financial Services, the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee to take notice or to advise Council if deemed necessary.

8.1.2 Witzenberg Anti-corruption and Fraud Prevention Policy
(2/12/P)

The Anti-corruption and Fraud Prevention Policy for Witzenberg Municipality is attached as **annexure 8.1.2**.

The Performance, Risk and Audit Committee resolved on 19 June 2026 to recommend to Council that notice be taken of the Witzenberg Anti-corruption and Fraud Prevention Policy and, after consideration, same be approved.

RECOMMENDED

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

that notice be taken of the Witzenberg Anti-corruption and Fraud Prevention Policy and, after consideration, same be approved.

8.1.3 Internal Audit Charter with effect from 1 July 2026 (5/14/2)

The Internal Audit Charter with effect from 1 July 2026 is attached as **annexure 8.1.3**.

The Performance, Risk and Audit Committee resolved on 19 June 2026:

(a) that notice be taken of the Internal Audit Charter with effect from 1 July 2026 in terms of Section 166 of the Municipal Finance Management Act.

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

that notice be taken of the Internal Audit Charter with effect from 1 July 2026 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 2026 and, after consideration, same be approved.

8.1.4 Annual review 2026/2027: Witzenberg Whistle Blowing Policy (2/12/P)

The Performance, Risk and Audit Committee resolved on 19 June 2026:

(a) That the Performance, Risk and Audit Committee members submit their inputs to the Chief Internal Audit Executive for inclusion.

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

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

The Witzenberg Whistle Blowing Policy is attached as **annexure 8.1.4**.

RECOMMENDED

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

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

8.1.5 Service Delivery and Budget Implementation Plan (SDBIP): 2026/2027 (5/15/19)

The Service Delivery and Budget Implementation Plan for 2026/2027 is attached as **annexure 8.1.5**.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Service Delivery and Budget Implementation Plan (SDBIP) for 2026/2027.

8.1.6 Draft IDP and Budget Process Plan for 2027 - 2032 (02/02/1)

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

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

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

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

Steps		**Process**
1	**Planning**	Schedule dates, establish consultation forums, review previous processes
2	**Strategi-zing**	Review IDP, set service delivery objectives for next 3 years, consult on tariffs, indigents, credit control, free basic services etc., and consider local-, provincial- and national issues, the previous year's performance and current economic and demographic trends etc.

3	**Preparing**	Prepare Budget, revenue and expenditure projections; draft Budget policies; consult and consider local-, provincial- and national priorities
4	**Tabling**	Table draft Budget, draft IDP and Budget-related policies before council; consult and consider local, provincial and national inputs or responses
5	**Approving**	Council approves the IDP, the Budget and related policies
6	**Finalising**	Publish the IDP, Budget and approve the SDBIP and performance targets

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

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

Pursuant to the above statutory requirements, a Draft IDP and Budget Process Plan for the 2027 - 2032 cycle is attached as **annexure 8.1.6**.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the Draft IDP and Budget Process Plan for 2027 - 2032.

(b) that the Draft IDP and Budget Process Plan for 2027 - 2032 be published for public comments and inputs.

8.1.7 Amendment to Transport, Travel and Subsistence Allowance Policy (4/5/P)

A memorandum from the Director: Finance, dated 20 July 2026, is attached as **annexure 8.1.7**.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that the current R3.14/km tariff in paragraph 3.3.1 of the Transport, Travel and Subsistence Allowance Policy is noted as no longer sustainable or sufficiently responsive to material fuel-price volatility.

(b) that the amendment to paragraph 3.3.1 set out in section 5 of this memorandum is approved.

(c) that the prevailing SARS prescribed reimbursable travel rate, currently R4.95/km from 1 March 2026, will apply to qualifying trips undertaken on or after 1 August 2026.

(d) that qualifying trips undertaken before the date of this resolution remain subject to the tariff that was valid at the time of travel.

(e) that future amendments to the SARS prescribed rate will be implemented administratively from the effective date published by SARS, without a further policy amendment, provided that the basis of the reimbursement remains unchanged.

(f) that the Municipal Manager and Chief Financial Officer are authorised to incorporate the approved wording into the policy, update claim and payroll processes and issue the necessary implementation circular/communication.

(g) that all claims remain subject to prior authorisation, the existing policy controls, available budget and applicable SARS employee-tax requirements.

(h) that all other provisions of the Transport, Travel and Subsistence Allowance Policy remain unchanged.

8.1.8 Consideration of approval of additional 5 MVA from Eskom (16/3/1)

Memorandum from Director: Finance, dated 21 July 2026:

"**1. Purpose**

The purpose of this report to is seek Council's approval to procure an additional 5 MVA from Eskom.

2. Discussion

No new electricity consumers, including new low-cost housing, can be connected to the Ceres electricity connection as the maximum demand allowable has already been reached.

Additional capacity is urgently required to allow new businesses for local economic development and to provide electricity to new houses. The date when the additional electricity supply line from Eskom will be constructed has been postponed on many occasions by Eskom.

A quotation for an additional 5 MVA was received from Eskom with the following cost:

	Excl. VAT	Incl. VAT
Connection charge estimate	R28 468 113.20	R32 738 330.18
Electricity Accounts Guarantee Amount	R29 756 000.00	VAT not Applicable

The quotation is attached as **annexure 8.1.8**."

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that the quotation from Eskom be accepted and that the cost be paid from the municipal budget.

(b) that First National Bank be authorised to issue a guarantee to Eskom to the amount of R30 000 000.00 as security.

(c) that consumers who want a portion of the additional capacity pay a contribution of R5 693.62 per kVA (excl. VAT) in addition to any other charges payable.

(d) that the Accounting Officer, Mr D Nasson, be authorised to sign all the relevant documents.

8.1.9 Proposed amendment of Contract 8/2/22/95: Hiring of trucks, plant and equipment in compliance with Section 116(3) of MFMA (Act 56 of 2003): Fuel price escalation/adjustment (8/2/22/95)

A memorandum from the Director: Finance, dated 21 July 2026, is attached as **annexure 8.1.9**.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that Contract 8/2/22/95 be amended to provide for Fuel Prince Escalation/adjustment as set out in the table:

Contract no.	***Contract description***	***Name of service providers***	***Contract period***	***Conditions or limitations on amendments***
8/2/22/95	*Hiring of trucks, plant and equipment for the Witzenberg Municipality*	*JC Services* *Biue Rand Empire* *DP All Purpose Vehicle Rental* *Aqua Plant and Transport* *Amila Investments* *Kukhulu Plant Hire* *Ekeni Investments*	*18 December 2025 - 30 June 2028 (option to extend annually for a period not exceeding 30 June 2028)*	*Safe for the amendment of the contract. The contract shall be subject to the same terms and conditions as the current contract.*

8.2 Directorate Technical Services / Direktoraat Tegniese Dienste

8.2.1 Request to close alley: Erf 5585, Vos Street, Ceres
Versoek vir sluiting van steeg: Erf 5585, Vosstraat, Ceres
(16/4/2)

The following documents are attached:

(a) Letter from Messrs Amazing Pies, dated 15 October 2025: **Annexure 8.2.1(a)**.

(b) Memorandum from Manager: Town Planning and Building Control, dated 11 November 2025: **Annexure 8.2.1(b)**.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

That the request to close the alley described as Erf 5585, Ceres be declined for the following reasons:

(a) Erf 5585 is registered as a public place and, according to legislation, residents have a common right to public areas, which means free access cannot be restricted.

(b) Erf 5585 is part of the network used by pedestrians.

AANBEVEEL

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

Dat die versoek om die steeg beskryf as Erf 5585, Ceres te sluit, afgekeur word vir die volgende redes:

(a) Erf 5585 is as publieke plek geregistreer en ingevolge wetgewing het inwoners 'n gemeenskaplike reg (common right) tot publieke plek, wat daarop neerkom dat vrye toegang daartoe nie beperk kan word nie.

(b) Erf 5585 vorm deel van die netwerk wat deur voetgangers gebruik word.

8.2.2 Electrical Infrastructure Maintenance Policy (16/3/P)

The following documents are attached:

(a) Memorandum from Acting Senior Manager: Electro-Technical Services: **Annexure 8.2.2(a)**.

(b) Draft Electrical Infrastructure Maintenance Policy: **Annexure 8.2.2(b)**.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the Electrical Infrastructure Maintenance Policy, after being workshopped and considered, be approved.

8.2.3 Approval of Water and Sanitation Services Policy (16/2/P)

The following documents are attached:

(a) Memorandum from Senior Manager: Water and Sewerage, dated 20 July 2026: **Annexure 8.2.3(a)**.

(b) Draft Water and Sanitation Services Policy: **Annexure 8.2.3(b)**.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the Water and Sanitation Services Policy.

(b) that, after being workshopped and considered, the Water and Sanitation Services Policy be approved for implementation and execution within the Witzenberg municipal area.

8.3 Directorate Community Services / Direktoraat Gemeenskapsdienste

8.3.1 Review of Witzenberg Policy on Expanded Public Works Programme (EPWP) (4/1/1/P)

Memorandum from Manager: Local Economic Development, dated 17 March 2026:

"**Background**

The current Policy on the Expanded Public Works Programme (2013) is outdated and is in need to be reviewed in order to be aligned with the latest EPWP Phase 5 requirements as well as to address EPWP municipal administration.

Review

The Policy on the Expanded Public Works Programme was extensively reviewed, taking into consideration changing EPWP legislation, internal EPWP arrangements and the current EPWP Phase 5 that must be implemented. Inputs were also received from Senior Management and Managers.

The reviewed Policy on the Expanded Public Works Programme is attached as **annexure 8.3.1**."

The Executive Mayoral Committee resolved on 26 March 2026 to recommend to Council that the reviewed Policy on the Expanded Public Works Programme, after consideration, be approved.

Council resolved on 29 May 2026 that the reviewed Policy on the Expanded Public Works Programme be held in abeyance until the next Council meeting.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the reviewed Policy on the Expanded Public Works Programme, after consideration, be approved.

8.4 Directorate Corporate Services / Direktoraat Korporatiewe Dienste

8.4.1 Review and approval of Human Relations Policies (1/3/1/32)

The following documents are attached:

(a) Report from Senior Manager: Human Resources, dated 8 July 2026: **Annexure 8.4.1(a)**.

(b) Agreement with unions: **Annexure 8.4.1(b)**.

(c) Recruitment and Selection Policy: **Annexure 8.4.1(c)**.

(d) Probation Policy: **Annexure 8.4.1(d)**.

(e) Employment Equity Policy: **Annexure 8.4.1(e)**.

(f) Performance Management Policy: **Annexure 8.4.1(f)**.

(g) Leave Policy: **Annexure 8.4.1(g)**.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken that the policies were endorsed by both unions, namely SAMWU and IMATU, and the employer and signed off by all relevant parties prior to submission.

(b) that the following policies, after being workshopped, be approved:

(i) Recruitment and Selection Policy
(ii) Probation Policy
(iii) Employment Equity Policy
(iv) Performance Management Policy
(v) Leave Policy

(c) that notice be taken that the consultation process was compliant with legislative requirements and conducted in accordance with established municipal procedures.

8.4.2 Witzenberg Municipality Communication Strategy 2026 - 2029 (6/2/4)

The Witzenberg Municipality Communication Strategy for 2026 - 2029, received from the Manager: Marketing and Communication, is attached as **annexure 8.4.2**.

The Committee for Corporate and Financial Services resolved on 9 June 2026 that the Revised Witzenberg Municipality Communication Strategy 2026 - 2029, provisionally be approved and, after being workshopped, be approved and accepted.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

That the Witzenberg Municipality Communication Strategy for 2026 - 2029, after being workshopped, be approved.

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

10. FORMAL AND STATUTORY MATTERS
FORMELE EN STATUTêRE SAKE

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

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

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

These items are dealt with in the confidential agenda.

2.3

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: Councillor KA Robyn

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
Special Council meeting	8 May 2026
Rede vir afwesigheid / Reason for absence:	**Sick leave.**
Sick.	

23 June 2026
DATUM / DATE

HANDTEKENING / SIGNATURE

MUNICIPALITY
WITZENBERG
26 JUN 2026
MUNISIPALITEIT

MINUTES OF THE SPECIAL COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD VIRTUALLY ON FRIDAY, 8 MAY 2026 AT 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 (VF Plus)
Councillor AL Gili (ANC)
Councillor GG Laban (Witzenberg Aksie)
Councillor JS Mouton (ANC)
Councillor MJ Ndaba (ANC)
Councillor N Nogcinisa (ANC)
Councillor N Phatsoane (ANC)
Councillor J Rooi (Witzenberg Party)
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 JA Steyn (Director: Technical Services)
Mr A Hofmeester (Manager: IDP)
Ms L Nieuwenhuis (Senior Manager: Legal Services)
Ms M Arendse-Smith (Acting Manager: Administration)
Ms J du Toit (Intern: Administration)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Speaker welcomed everyone present and requested Councillor W Alexander to open the meeting with prayer.

Die Speaker heet almal teenwoordig welkom en versoek raadslid W Alexander 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)

A verbal application for leave of absence from the meeting was received from Councillor K Robyn.

'n Mondelinge aansoek om verlof tot afwesigheid van die vergadering is ontvang vanaf raadslid K Robyn.

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

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

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

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

No conflict of interest was declared.

NOTED

3. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

3.1 Waste disposal at Worcester regional landfill site: Service Level Agreement (17/3/2)

The following documents are attached:

(a) Memorandum from Senior Manager: Solid Waste and Cleansing Services, dated 25 March 2026: **Annexure 3.1(a)**.

(b) Service Level Agreement: **Annexure 3.1(b)**.

UNANIMOUSLY RESOLVED

(a) that notice be taken of the submission regarding the use of the Regional Landfill Site, situated on erf 28007, Worcester.

(b) that approval be granted to proceed with commitment of the contribution of Witzenberg Municipality to facilitate disposal of waste at the Regional Landfill Site, as per the Service Level Agreement.

The Speaker announced that due to technical difficulties there will be a break from 09:17 until 09:40.

Councillors M Ndaba, N Phatsoane and N Nogcinisa joined the meeting at 09:20.

The meeting resumed at 09:40.

Councillor GG Laban joined the meeting at 9:40.

3.2 Establishment of a Municipal Planning Tribunal (15/4/P)

A memorandum from the Senior Manager: Town Planning and Building Control, dated 9 April 2026, is attached as **annexure 3.2**.

UNANIMOUSLY RESOLVED

(a) That the following officials be appointed to serve on the Planning Tribunal:

(i) Monwabisi Mpeluza (Director: Corporate Services)
(ii) Johan Swanepoel (Manager: Projects and Performance)
(iii) Riaan Fick (Manager: Local Economic Development)

(b) that an invitation be extended to neighbouring municipalities and Provincial Government to nominate two officials to serve on the Tribunal as external members and that the Municipal Manager be delegated to confirm the appointments.

(c) that the Chairperson of the Municipal Planning Tribunal shall be Johan Swanepoel (Manager: Projects and Performance).

(d) that the Deputy Chairperson of the Municipal Planning Tribunal shall be Riaan Fick (Manager: Local Economic Development).

(e) that the term of the members of the Tribunal shall be five (5) years.

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

These items were dealt with in-committee.

NOTED

5. MATTERS RAISED BY THE MUNICIPAL MANAGER

5.1 Disaster management during impending storm (17/7/3/2)

The Municipal Manager informed the meeting that a WhatsApp group will be established, which will include the Council and Directors, to facilitate communication regarding emergencies that require immediate attention during the impending storm. Sandbags are being prepared and sections ensuring that there are no storm blockages.

Furthermore, that the Municipal Manager will be the team leader, whilst the Manager: Fire, Rescue and Disaster Management Services will be managing the matter. Councillors can also engage with the Director: Technical Services and Director: Community Services.

The following concerns were raised by the Councillors:

- Whether the WhatsApp group will be open for interaction or locked by the Administrator for one way communication.
- The same street in Nduli experiences the same problem every year.
- Concerns raised regarding the grade 8 learners at Nduli Primary School, who are not fit for the grade as they did not attend school last year and hope that the matter will be tabled to Council.

UNANIMOUSLY RESOLVED

(a) that engagements will be held with the Marketing and Communications Section to ensure that the WhatsApp group will be open for all to communicate.

(b) that clean-ups will be done during the course of the two (2) days to ensure readiness.

6. ADJOURNMENT / VERDAGING

The meeting adjourned at 10:08. / Die vergadering verdaag om 10:08.

Approved on _____ with / without amendments.

_____
ALDERLADY EM SIDEGO
SPEAKER

MINUTES OF THE HYBRID COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON FRIDAY, 29 MAY 2026 AT 10:00

NOTULE VAN DIE HIBRIEDE RAADSVERGADERING VAN MUNISIPALITEIT WITZENBERG, GEHOU OP VRYDAG, 29 MEI 2026 OM 10:00 IN DIE STADSAAL, VOORTREKKERSTRAAT, CERES

PRESENT

Alderlady EM Sidego (DA) (Speaker)
Councillor TE Abrahams (DA) (Executive Mayor)
Councillor JF Nel (ICOSA) (Executive Deputy Mayor) (Virtual attendance)
Alderman K Adams (DA)
Councillor WJ Alexander (PA)
Councillor P Daniels (DA)
Councillor S de Bruin (DA)
Councillor GJ Franse (DA)
Councillor JP Fredericks (VF Plus)
Councillor AL Gili (ANC)
Councillor GG Laban (Witzenberg Aksie)
Councillor JS Mouton (ANC)
Councillor N Nogcinisa (ANC)
Councillor J Rooi (Witzenberg Party)
Alderman HJ Smit (DA)
Alderman D Swart (DA)
Alderman JJ Visagie (Virtual attendance)
Councillor K Yisa (ANC)
Councillor J Zalie (ANC)

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr JA Steyn (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Mr J Kolkota (Deputy Director: Finance)
Ms N Oerson (Chief Internal Audit Executive)
Mr W Mars (Manager: Financial Administration)
Ms R Hendricks (Manager: Communication and Marketing)
Mr H Taljaard (Manager: Town Planning and Building Control)
Ms M Arendse-Smith (Acting Manager: Administration)
Ms J du Toit (Intern: Administration)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Speaker welcomed everyone present and requested Councillor J Fredricks to open the meeting with prayer.

Die Speaker heet almal teenwoordig welkom en versoek raadslid J Fredericks 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)

Written applications for leave of absence from the meeting were received from Councillors M Ndaba, N Phatsoane and K Robyn.

RESOLVED

that the written applications for leave of absence from the meeting, received from Councillors M Ndaba, N Phatsoane and K Robyn, be approved and accepted.

BESLUIT

dat die skriftelike aansoeke om verlof tot afwesigheid, ontvang vanaf raadslede M Ndaba, N Phatsoane en K Robyn, goedgekeur en aanvaar 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.

NOTED / AANGETEKEN

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

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

Alderman D Swart, on behalf of Council, conveyed congratulations to the following Councillors and spouses on their birthdays:

❖ Councillor N Nogcinisa	6 April
❖ Councillor P Daniels	8 April
❖ Councillor W Alexander	12 April
❖ Mrs S Rooi	2 May
❖ Councillor N Phatsoane	2 June
❖ Councillor J Rooi	3 June
❖ Alderman K Adams	5 June
❖ Mr J Robyn	17 June
❖ Mrs E Smit	29 June
❖ Mrs M Abrahams	30 June

NOTED / AANGETEKEN

3.2 Matters raised by the Speaker / Sake deur die Speaker geopper (9/1/1)

The Speaker conveyed the following:

- Gratitude was expressed to all Councillors and municipal administration for their contribution and efforts to survive the severe storm. It will indeed take time to fully recover from the devastation of the storm, but Witzenberg will survive and be able to function until then.
- A moment of silence was requested for the truck driver and the 83-year old gentleman who lost their lives during the storm as well as others who lost their lives during this period.

Councillor W Alexander conveyed a special word of thanks to the Municipal Manager, Mr D Nasson, for all his efforts and time given during the devastating storm.

NOTED

3.3 Matters raised by the Executive Mayor
Sake deur die Uitvoerende Burgemeester geopper
(9/1/1)

The Executive Mayor conveyed the following:

- Condolences to the families who have lost loved ones, especially those who have lost their lives during the storm.
- Appreciation is expressed to the Councillors, Cape Winelands District Municipality, South African Police Services (SAPS), rescue teams and volunteers for their various roles played during the disaster.
- The electricity is not fully restored in Ceres, but communications have been restored.
- Thank you to those who assists on the roads, and critically more so with accessing Michells Pass.
- Mop up operations continue whilst the municipality continues to support the families who lost their homes during the floods. Assistance is, however, required as the municipality does not have the required funding to attend to all the devastation.
- The Executive Mayor requested that the Municipal Manager arrange a guided tour for the Councillors through all areas in Witzenberg that sustained damage during the storm. Furthermore, that communications in this regard be sent to all the Councillors who are interested in seeing the devastation first hand.
- Well wishes were extended to Councillors K Robyn and N Phatsoane as well as to the wife of Councillor J Fredericks, who are experiencing health challenges at this time and that care packages with well wishes for a speedy recovery be provided to them.

NOTED

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

The Municipal Manager informed the meeting that quotations for the T-shirts intended for Councilors were obtained and will be finalised during the month of June 2026.

NOTED

4. MINUTES / NOTULES

4.1 Corrections to the minutes / Regstelling van notule
(3/1/2/3)

None / Geen

NOTED / AANGETEKEN

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

None / Geen

NOTED / AANGETEKEN

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

The minutes of the Council meeting, held on 31 March 2026 are attached as **annexure 4.3**.

UNANIMOUSLY RESOLVED

that the minutes of the Council meeting, held on 31 March 2026, be approved and signed by the Speaker.

EENPARIG AANBEVEEL

dat die notule van die Raadsvergadering, gehou op 31 Maart 2026, goedgekeur en deur die Speaker onderteken word.

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

Number	File ref.	Item no. and date	Subject	Resolution	Respon-sibility	Target date
4.4.1	17/7/2/2	11.1 of 25-02-2026	Fire at Skoonvlei, Ceres	Feedback will be provided at the next meeting.		
4.4.2	1/3/1/25	8.4.1 of 26-02-2026	By-law: Rules of Order	That the matter be held in abeyance for further amendments after promulgation of the amended Structures Act.		

UNANIMOUSLY RESOLVED

that notice be taken of the outstanding matters.

EENPARIG BESLUIT

dat kennis geneem word van die uitstaande sake.

Executive Deputy Mayor, Councillor JF Nel, and Alderman JJ Visagie joined the meeting virtually at 10:25.

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

None / Geen

NOTED / AANGETEKEN

6. INTERVIEWS WITH DELEGATIONS
ONDERHOUDE MET AFVAARDIGINGS

None / Geen

NOTED / AANGETEKEN

7. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

None / Geen

NOTED / AANGETEKEN

8. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

8.1 Directorate Finance / Direktoraat Finansies

8.1.1 Section 71 Monthly Budget Statement Reports of Directorate Finance: March and April 2026
Artikel 71 Maandelikse Begrotingsverslae van Direktoraat Finansies: Maart en April 2026
(9/1/2/2)

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

(a) March 2026 **Annexure 8.1.1(a)**
(b) April 2026 **Annexure 8.1.1(b)**

The Executive Mayoral Committee resolved on 26 May 2026 to recommend to Council:

(a) that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for March and April 2026.

(b) that the Section 71 Monthly Budget Statement Reports of the Directorate Finance for March and April 2026 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 March and April 2026.

(b) that the Section 71 Monthly Budget Statement Reports of the Directorate Finance for March and April 2026 be referred to the Portfolio Committee for Corporate and Financial Services, the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee to take notice or to advise Council if deemed necessary.

8.1.2 Finance: Rebates granted during 2024/2025 financial year (5/12/1/7)

A memorandum from the Director: Finance, dated 16 April 2026, is attached as **annexure 8.1.2**.

The Executive Mayoral Committee resolved on 26 May 2026 to recommend to Council that notice be taken of the list of exemptions, rebates and reductions granted by the municipality during the 2024/2025 financial year.

UNANIMOUSLY RESOLVED

that the list of exemptions, rebates and reductions granted by the municipality during the 2024/2025 financial year be held in abeyance until the next Council meeting.

EENPARIG BESLUIT

dat die lys van vrystellings, afslag en verminderings wat deur die munisipaliteit gedurende die 2024/2025 finansiële jaar toegestaan is, oorstaan tot die volgende Raadsvergadering.

8.1.3 Quarterly Budget Statement Report [Section 52(d)]: 3rd Quarter 2025/2026 (9/1/2/2)

The Quarterly Budget Statement Report [Section 52(d)] for the 3rd Quarter of 2025/2026 is attached as **annexure 8.1.3**.

The Executive Mayoral Committee resolved on 26 May 2026 to recommend to Council:

(a) that notice be taken of the Quarterly Budget Statement Report [Section 52(d)] for the 3rd Quarter of 2025/2026.

(b) that the Quarterly Budget Statement Report [Section 52(d)] for the 3rd Quarter of 2025/2026 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 Quarterly Budget Statement Report [Section 52(d)] for the 3rd Quarter of 2025/2026.

(b) that the Quarterly Budget Statement Report [Section 52(d)] for the 3rd Quarter of 2025/2026 be referred to the Portfolio Committee for Corporate and Financial Services, the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee to take notice or to advise Council if deemed necessary.

8.1.4 Finance: Budget 2026/2027 and Reviewed IDP 2026/2027 (5/1/1/25 & 2/2/1)

The following documents are attached:

(a) Memorandum from Director: Finance, dated 21 May 2026: **Annexure 8.1.4(a)**.

(b) Budget: 2026/2027 – 2028/2029: **Annexure 8.1.4(b)**.

(c) Budget Related Policies: 2026/2027: **Annexure 8.1.4(c)**.

(d) Reviewed IDP 2026/2027: **Annexure 8.1.4(d)**.

(e) Memorandum to Council regarding amendment of IDP 2022 – 2027: **Annexure 8.1.4(e)**.

The Executive Mayoral Committee resolved on 26 May 2026 to recommend to Council:

(a) that the annual budget of Witzenberg Municipality for the financial year 2026/2027; and indicative for the two projected years 2027/2028 and 2028/2029, 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.

(v) That the capital budget be amended by transferring funds to include the following projects:

- Renovations to building
- Toilets for informal settlements

(b) Property rates reflected in annexure (b) and any other municipal tax reflected in annexure (b) are imposed for the budget year 2026/2027.

(c) Tariffs and charges reflected in annexure (b) are approved for the budget year 2026/2027.

(d) that the Electricity Tariffs, as approved by NERSA, will be implemented by 1 July 2026.

(e) 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 2026/2027.

(f) The measurable performance objectives for each vote reflected in SA8 are approved for the budget year 2026/2027.

(g) that the new amended budget related policies be approved with implementation as from 1 July 2026:

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

(h) that cognisance be taken of the budget circulars and tariff tool issued by National Treasury and Provincial Treasury.

(i) that notice be taken of the SIME/LG MTEC Integrated Planning and Budgeting Assessment and the responses by the municipality.

(j) that the reviewed 2022 - 2027 Integrated Development Plan for implementation over the 2026/2027 financial year be adopted with the amended Municipal Spatial Development Framework as a core component on the following conditions:

(i) Proposed amendments to the 2022 - 2027 Integrated Development Plan be tabled for the reasons set out in the Memorandum to Council [annexure (e)] in line with the Local Government: Municipal Systems Act (32 of 2000) (MSA) and Regulation 3 of the Municipal Planning and Performance Management Regulations (MSA Regulations).

(ii) The proposed amendments to the 2022 - 2027 Integrated Development Plan to be processed in accordance with the requirements of the Municipal Systems Act (Act 32 of 2000) and its Regulations, including the public participation period of no less than 21 days, including the circulation of the proposed amendments to the Cape Winelands District Municipality.

The Executive Mayor, Councillor TE Abrahams, tabled the finance budget and conveyed the following:

- The 2026/2027 finance budget underwent all necessary processes, as the draft budget was reviewed in a workshop by Council, Public Participation Process was facilitated through IDP meetings, after which the final budget was once again workshopped before being tabled for approval.
- It is noted that categories such as youth; homeless; disabled; elderly; environment; women; children; Agri Workers and foster parents have a great need and that the budget does not have the ability to address the need.
- Additional financial resources are required to implement programs, assist those in need and to create an environment for opportunities.

Councillor AL Gili conveyed the following:

- The Executive Mayor stated in his report that the municipality's collection rate has declined to 88 %, which is below the National Treasury norm of 95 %. It is acknowledged that the improvement of collection rates is needed to ensure financial sustainability, however, this must not come at the expense of the poor and vulnerable.
- The blocking of electricity meters may have enhanced debt recovery, although the municipality needs to consider the financial difficulties experienced by its residents. Furthermore, raising fees and tariffs during a time of elevated unemployment and increasing living expenses imposes an unfair strain on households that are already facing challenges.
- The Executive Mayor mentioned in his report that tariffs should remain within the financial reach of the community. However, this budget suggests increases that a significant number of residents cannot afford.
- The opposition remains concerned about whether strict credit control measures are improving collections. It was requested that the Directorate Finance provide a report on the impact of electricity meter blocking, including its effect on collection rates and vulnerable households.
- The opposition is further concerned that households earning slightly above R5 000 per month may soon lose access to indigent support due to increases in the national minimum wage, despite still facing severe financial hardship. This demonstrates that the municipality's support measures are not aligned with the economic realities experienced by residents.
- This budget, in its current form, does not adequately protect the interests of poor and working-class communities.

Councillor AL Gili proposed and Councillor J Mouton seconded that the Annual Budget of Witzenberg Municipality for the financial year 2026/2027 and indicative for the two projected years 2027/2028 and 2028/2029 not be approved in its current form.

The Executive Mayor, Councillor T Abrahams, proposed and Alderman K Adams seconded that the recommendations from (a) to (j)(ii) in the agenda be approved.

The Speaker called for a vote on the matter and the outcomes were as follows:

• Proposal: In favour of recommendation:	10
• Counter proposal: Not approve Finance Budget 2026/2027:	5
• Virtual votes:	1
• Votes abstained:	1
• Absentees:	5
TOTAL	22

RESOLVED

(a) that the annual budget of Witzenberg Municipality for the financial year 2026/2027; and indicative for the two projected years 2027/2028 and 2028/2029, 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.

(v) That the capital budget be amended by transferring funds to include the following projects:

- *Renovations to building*
- *Toilets for informal settlements*

(b) Property rates reflected in annexure (b) and any other municipal tax reflected in annexure (b) are imposed for the budget year 2026/2027.

(c) Tariffs and charges reflected in annexure (b) are approved for the budget year 2026/2027.

(d) that the Electricity Tariffs, as approved by NERSA, will be implemented by 1 July 2026.

(e) 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 2026/2027.

(f) The measurable performance objectives for each vote reflected in SA8 are approved for the budget year 2026/2027.

(g) that the new amended budget related policies be approved with implementation as from 1 July 2026:

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

(h) that cognisance be taken of the budget circulars and tariff tool issued by National Treasury and Provincial Treasury.

(i) that notice be taken of the SIME/LG MTEC Integrated Planning and Budgeting Assessment and the responses by the municipality.

(j) that the reviewed 2022 - 2027 Integrated Development Plan for implementation over the 2026/2027 financial year be adopted with the amended Municipal Spatial Development Framework as a core component on the following conditions:

(i) Proposed amendments to the 2022 - 2027 Integrated Development Plan be tabled for the reasons set out in the Memorandum to Council [annexure (e)] in line with the Local Government: Municipal Systems Act (32 of 2000) (MSA) and Regulation 3 of the Municipal Planning and Performance Management Regulations (MSA Regulations).

(ii) The proposed amendments to the 2022 - 2027 Integrated Development Plan to be processed in accordance with the requirements of the Municipal Systems Act (Act 32 of 2000) and its Regulations, including the public participation period of no less than 21 days, including the circulation of the proposed amendments to the Cape Winelands District Municipality.

8.1.5 Finance: Writing off of interest and arrear monies: Household debt and other irrecoverable outstanding amounts (5/12/1/3)

Memorandum from Director: Finance, dated 21 May 2026:

"Purpose

The purpose of this report is for Council to consider the writing off of indigent households' debt and other irrecoverable arrear debt.

Legislature framework

In terms of Section 96 of the Municipal Systems Act (Act 32 of 2000), Council must collect all money that is due and payable to it. Subject to the provisions of 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 of consumer debt, if such debts may be irrecoverable.

26.13 The Executive Committee, in terms of its delegated authority, may authorise the writing off of the debts whereinafter 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 Municipal Systems Act regulates the issuing of clearance certificates for the transfer of property and is quoted below:

'18. 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. The total outstanding debt in respect of indigent households is R63 267 745.84. This amount includes the debt of the indigent households as per the ESKOM list.

2. The debt of indigent households awaiting approval (703 households) is R5 309 555.40.

3. An analysis was done during May 2026 on the outstanding debt, and it was found that debt to the value of R96 288 403.65 has prescribed and is irrecoverable. Debt becomes prescribed if no movement (no payments received) took place for a period of three years.

4. Clearance certificates were issued in terms of Section 118(1) of the Municipal Systems Act. The debt older than 2 years that was not recovered, amounts to R233,510.36.

5. 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 R326 310 699,00 at the end of June 2025. The provision has already been created prior to this financial year."

The Executive Mayoral Committee resolved on 26 May 2026 to recommend to Council:

(a) that the indigent debt to the value of R63 267 745.84 plus the debits raised till date of write-off be written off.

(b) that the debt of households waiting on indigent approval to the value of R5 309 555.40 plus the debits raised till date of write-off be written off.

(c) that prescribed debt to the value of R96 288 403.65 be written off.

(d) that the credit electricity meters of indigent households be replaced with prepaid meters.

(e) that the municipality's Credit Control and Debt Collection Policy be implemented in respect of all debt incurred after the write-off even if the household is indigent.

UNANIMOUSLY RESOLVED

(a) that the indigent debt to the value of R63 267 745.84 plus the debits raised till date of write-off be written off.

(b) that the debt of households waiting on indigent approval to the value of R5 309 555.40 plus the debits raised till date of write-off be written off.

(c) that prescribed debt to the value of R96 288 403.65 be written off.

(d) that the credit electricity meters of indigent households be replaced with prepaid meters.

(e) that the municipality's Credit Control and Debt Collection Policy be implemented in respect of all debt incurred after the write-off even if the household is indigent.

8.1.6 Finance: Unauthorised expenditure: Financial year 2021/2022 (9/1/2/2)

The following documents are attached:

(a) Memorandum from Director: Finance, dated 19 March 2026: **Annexure 8.1.6(a)**.

(b) Email messages from Director: Finance to Provincial Treasury: **Annexure 8.1.6(b)**.

Council unanimously resolved on 31 March 2026 that the matter be held in abeyance until the next Council meeting in order to engage with National and Provincial Treasury for their availability at the Ad hoc Committee meeting.

UNANIMOUSLY RESOLVED

(a) that notice be taken of the updated report relating to unauthorised expenditure.

(b) that notice be taken that the budget for the 2021/2022 financial year was not exceeded and hence there should not have been unauthorised expenditure.

EENPARIG BESLUIT

(a) dat kennis geneem word van die opgedateerde verslag rakende ongemagtigde besteding.

(b) dat kennis geneem word dat die begroting vir die finansiële jaar 2021/2022 nie oorskry is nie en dus moes daar nie ongemagtigde uitgawes gewees het nie.

8.1.7 Report of Performance, Risk and Audit Committee: Quarter 3 of 2025/2026 financial year (5/14/4)

The report of the Performance, Risk and Audit Committee for the third quarter of 2025/2026 is attached as **annexure 8.1.7**.

The Performance, Risk and Audit Committee resolved on 24 April 2026 to recommend to Council that the report of PRAC for the third quarter of 2025/2026, after consideration, be accepted.

UNANIMOUSLY RESOLVED

that the report of the Performance, Risk and Audit Committee for the third quarter of 2025/2026, after consideration, be accepted.

EENPARIG BESLUIT

dat die verslag van die Prestasie-, Risiko- en Ouditkomitee vir die derde kwartaal van 2025/2026, na oorweging, aanvaar word.

8.2 Directorate Technical Services / Direktoraat Tegniese Dienste

8.2.1 Resubmission: Lease and operation of Material Recovery Facility (MRF): Erf 364/82, Ceres (17/3/2)

A report from the Chief Financial Officer, dated 23 March 2026, is attached as **annexure 8.2.1**.

The Executive Mayoral Committee resolved on 26 March 2026 to recommend to Council:

(a) that the Council resolution of 31 March 2025 be rescinded.

(b) that the municipality continues to operate the Material Recovery Facility.

Council resolved on 31 March 2026 that the matter be held in abeyance until the next Council meeting.

Councillor GG Laban inquired if the facility is currently being operated by the municipality.

Municipal Manager informed the meeting that the facility is managed by the municipality. Furthermore, grant funding from Essen and MIC funding has been received for the facility with EPWP workers that is employed to work on the site.

UNANIMOUSLY RESOLVED

(a) that the Council resolution of 31 March 2025 be rescinded.

(b) that the municipality continues to operate the Material Recovery Facility.

EENPARIG BESLUIT

(a) dat die raadsbesluit van 31 Maart 2025 herroep word.

(b) dat die munisipaliteit voortgaan om die Materiaalherwinningsfasiliteit te bedryf.

8.2.2 Draft Electricity Supply By-law for Witzenberg Municipality (1/3/1/10)

The following documents are attached:

(a) Memorandum from Acting Senior Manager: Electro-Technical Services, dated 13 April 2026: **Annexure 8.2.2(a)**.

(b) Public notice: **Annexure 8.2.2(b)**.

(c) Draft Electricity Supply By-law: **Annexure 8.2.2(c)**.

The Executive Mayoral Committee resolved on 26 May 2026 to recommend to Council that, after consideration, the Draft Electricity Supply By-law for Witzenberg Municipality be approved by Council.

UNANIMOUSLY RESOLVED

that, after consideration, the Draft Electricity Supply By-law for Witzenberg Municipality be approved by Council.

EENPARIG BESLUIT

dat, na oorweging, die Konsep Verordening vir Elektrisiteitsvoorsiening vir Munisipaliteit Witzenberg deur die Raad goedgekeur word.

8.2.3 Final Draft Witzenberg Municipal Spatial Development Framework: 2026 - 2031
(15/4/P)

The following documents are attached:

(a) Memorandum from Senior Manager: Town Planning and Building Control, dated 4 May 2026: **Annexure 8.2.3(a)**.

(b) Public Participation Report: **Annexure 8.2.3(b)**.

(c) Final Draft Witzenberg Municipal Spatial Development Framework for 2026 until 2031: **Annexure 8.2.3(c)**.

The Executive Mayoral Committee resolved on 26 May 2026 to recommend to Council:

(a) that, after being workshopped, the Witzenberg Municipal Spatial Development Framework (MSDF) be adopted as part of the Integrated Development Plan (IDP) in terms of Section 5 of the Witzenberg Municipality: Land Use Planning By-law (2015), read together with Section 34(b) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000).

(b) that it be noted that all required statutory processes, in accordance with Section 29(1) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000), have been duly complied with.

(c) that a notice regarding the approval of the Witzenberg MSDF be placed in the Provincial Gazette and media in terms of Section 20(1) of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013).

(d) that the approved Witzenberg MSDF as part of the Integrated Development Plan be submitted to the office of the MEC for Local Government in the Western Cape in accordance with Section 32 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) and Section 14 of the Western Cape Land Use Planning Act, 2014 (Act 3 of 2014).

UNANIMOUSLY RESOLVED

(a) that the Witzenberg Municipal Spatial Development Framework (MSDF) be adopted as part of the Integrated Development Plan (IDP) in terms of Section 5 of the Witzenberg Municipality: Land Use Planning By-law (2015), read together with Section 34(b) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000).

(b) that it be noted that all required statutory processes, in accordance with Section 29(1) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000), have been duly complied with.

(c) that a notice regarding the approval of the Witzenberg MSDF be placed in the Provincial Gazette and media in terms of Section 20(1) of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013).

(d) that the approved Witzenberg MSDF as part of the Integrated Development Plan be submitted to the office of the MEC for Local Government in the Western Cape in accordance with Section 32 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) and Section 14 of the Western Cape Land Use Planning Act, 2014 (Act 3 of 2014).

8.3 Directorate Community Services / Direktoraat Gemeenskapsdienste

8.3.1 Adoption of Ceres River Maintenance Management Plan and Water Use Licence (16/2/1/1/1 & 16/2/4)

The following documents are attached:

(a) Memorandum from Acting Manager: Environmental Management, dated 24 February 2026: **Annexure 8.3.1(a)**.

(b) Licence in terms of National Water Act: **Annexure 8.3.1(b)**.

(c) Information document from Department Environmental Affairs and Development Planning: **Annexure 8.3.1(c)**.

The Executive Mayoral Committee resolved on 26 May 2026 to recommend to Council that, after consideration and being workshopped, the River Maintenance Management Plan and Water Use Licence be adopted.

UNANIMOUSLY RESOLVED

that, after consideration, the River Maintenance Management Plan and Water Use Licence be adopted.

EENPARIG BESLUIT

dat, na oorweging, die Rivieronderhoudbestuursplan en Watergebruiklisensie aanvaar word.

8.3.2 Revised Witzenberg Municipal Disaster Management Plan 2026 Hersiene Witzenberg Munisipale Rampbestuursplan 2026 (17/7/3/2)

The following documents are attached:

(a) Report from the Manager: Fire, Rescue and Disaster Management, dated 16 February 2026: **Annexure 8.3.2(a)**.

(b) Revised Witzenberg Municipal Disaster Management Plan for 2026: **Annexure 8.3.2(b)**.

The Committee for Community Development resolved on 16 April 2026 to recommend to the Executive Mayoral Committee and Council that the Revised Witzenberg Disaster Risk Management Plan 2026, after consideration, be approved and adopted and included in the revised IDP.

The Executive Mayoral Committee resolved on 26 May 2026 to recommend to Council that the Revised Witzenberg Disaster Risk Management Plan 2026, after consideration and being workshopped, be approved and adopted and included in the revised IDP.

UNANIMOUSLY RESOLVED

that the Revised Witzenberg Disaster Risk Management Plan 2026, after consideration, be approved and adopted and included in the revised IDP.

EENPARIG BESLUIT

dat die Hersiene Witzenberg Ramprisikobestuursplan 2026, na oorweging, goedgekeur en aanvaar word en in die hersiene IDP ingesluit word.

8.3.3 Review of Witzenberg Policy on Expanded Public Works Programme (EPWP) (4/1/1/P)

Memorandum from Manager: Local Economic Development, dated 17 March 2026:

"**Background**

The current Policy on the Expanded Public Works Programme (2013) is outdated and is in need to be reviewed in order to be aligned with the latest EPWP Phase 5 requirements as well as to address EPWP municipal administration.

Review

The Policy on the Expanded Public Works Programme was extensively reviewed, taking into consideration changing EPWP legislation, internal EPWP arrangements and the current EPWP Phase 5 that must be implemented. Inputs were also received from Senior Management and Managers.

The reviewed Policy on the Expanded Public Works Programme is attached as **annexure 8.3.3**."

The Executive Mayoral Committee resolved on 26 March 2026 to recommend to Council that the reviewed Policy on the Expanded Public Works Programme, after consideration, be approved.

Council resolved on 31 March 2026 that the reviewed Policy on the Expanded Public Works Programme be held in abeyance until the next Council meeting.

UNANIMOUSLY RESOLVED

that the reviewed Policy on the Expanded Public Works Programme, be held in abeyance until the next Council meeting.

EENPARIG BESLUIT

dat die hersiene Beleid oor die Uitgebreide Openbare Werke Program tot die volgende Raadsvergadering oorstaan.

8.4 Directorate Corporate Services / Direktoraat Korporatiewe Dienste

8.4.1 Availing land for tented church services on ad hoc basis (17/7/4/3/3)

A memorandum from the Senior Manager: Legal Services, dated 20 May 2026, is attached as **annexure 8.4.1**.

The Executive Mayoral Committee resolved on 26 May 2026 to recommend to Council:

(a) that Council approves the land identified for tented church services.

(b) that the Directorate Technical Services be mandated to assess the cost of servicing the plots after which a further report will be tabled to Council.

Councillor A Gili enquired whether the availing of land for tented church services is meant for the entire Witzenberg or only certain areas, whereafter the Municipal Manager informed that an item will be tabled to Council in terms of Vredebes.

UNANIMOUSLY RESOLVED

(a) that Council approves the land identified for tented church services.

(b) that the Directorate Technical Services be mandated to assess the cost of servicing the plots, after which a further report will be tabled to Council.

EENPARIG BESLUIT

(a) dat die Raad die grond wat vir tentkerkdienste geïdentifiseer is, goedkeur.

(b) dat die Direktoraat Tegniese Dienste gemagtig word om die koste van die diens van die erwe te bepaal, waarna 'n verslag aan die Raad voorgelê sal word.

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

9.1 Report on flood damage: May 2026 (17/7/3/2)

A report from the Director: Technical Services with annexures is attached as **annexure 9.1**.

The Municipal Manager noted that the report on the flood damage has been rectified after there were duplications in the document, therefore the total value of damages sustained during the floods amounts to R488 million.

UNANIMOUSLY RESOLVED

that notice be taken of the report on flood damage during May 2026.

EENPARIG BESLUIT

dat kennis geneem word van die verslag oor vloedskade gedurende Mei 2026.

9.2 ZWASA project: Zero Organic Waste to Landfill Project (17/3/2)

A memorandum from the Senior Manager: Solid Waste and Cleansing Services, dated 26 May 2026, is attached as **annexure 9.2**.

UNANIMOUSLY RESOLVED

that the agreement between ZWASA and Witzenberg Municipality and the Zero Organic Waste to Landfill Project be approved.

EENPARIG BESLUIT

dat die ooreenkoms tussen ZWASA en Munisipaliteit Witzenberg en die Zero Organiese Afval na Vulliswerf Projek, goedgekeur word.

The Speaker pronounced a break from 11:30 until 11:47.

10. FORMAL AND STATUTORY MATTERS FORMELE EN STATUTêRE SAKE

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

None / Geen

NOTED / AANGETEKEN

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

The Speaker informed the meeting that Councillor I Swartz has ceased to be a Councillor in the Witzenberg Council.

Councillors raised the following concerns:

- Gratitude was extended to the Executive Mayor, the Municipal Manager and municipal workers for their hard work during the disaster.
- Appreciation was expressed to Councillor J Zalie and Mr Chris Loubser for their flood relief contributions in and around Wolseley during and after the disastrous storm.
- Spaza shops overcharging on essential products like paraffin, candles and bread.
- Residents have expressed concerns regarding the varying prices charged by taxi associations at the Prince Alfred's Hamlet taxi rank and that it could lead to community unrest.
- Municipal employees working in the streets, but visibly failing to perform their duties as they should and resulting in overtime.
- The performance and discipline of Traffic and Law Enforcement officers in the execution of their duties in public is alarming and request that the Director: Corporate Services intervene and investigate whether they are fulfilling their responsibilities adequately and appropriately.
- The equipment at the municipal depot in Prince Alfred's Hamlet does not meet the required standards or it does not exist. It is requested that provision be made for a tractor with a wagon.
- An update is requested on the speed limit of the R303 road.
- Feedback is required regarding the speedbumps in certain roads.
- Whether the Manager: Fire, Rescue and Disaster Management was not supposed to be on duty on Monday, 11 May 2026 as she was not in the area on the day of the crisis.

The Municipal Manager responded with the following:

- That the matters of the taxi's will be brought under the attention of the Registrar and the Provincial Authority.
- A meeting will be arranged in terms of the Spaza shop concerns, where all relevant stakeholders will be invited and the Councillors informed.
- No update received regarding the R303 as the focus was on the storm of late, but will attempt to secure a meeting in the next week.

NOTED

12. COUNCIL-in-COMMITTEE

This item is dealt with in the confidential minutes.

MINUTES OF THE SPECIAL COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD VIRTUALLY ON FRIDAY, 26 JUNE 2026 AT 09:00

NOTULE VAN DIE SPESIALE VERGADERING VAN MUNISIPALITEIT WITZENBERG, VIRTUEEL GEHOU OP VRYDAG, 26 JUNIE 2026 OM 09:00

PRESENT

Councillors

Alderlady 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 (VF Plus)
Councillor AL Gili (ANC)
Councillor GG Laban (Witzenberg Aksie)
Councillor JS Mouton (ANC)
Councillor MJ Ndaba (ANC)
Councillor JF Nel (ICOSA)
Councillor L Ngwane (EFF)
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)
Alderman JJ Visagie (DA)
Councillor K Yisa (ANC)

Officials

Mr D Nasson (Municipal Manager)
Mr S Swarts (Director: Community Services)
Mr J Steyn (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Mr A Hofmeester (Manager: IDP)
Ms M Arendse-Smith (Acting Manager: Administration)
Mr R Rhode (Chief ICT Officer)
Mr J Pieterse (Senior ICT Officer)
Ms J du Toit (Intern: Administration)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Speaker welcomed everyone present and requested Councillor Mouton to open the meeting with prayer, after which special welcome was extended to the newly appointed Councillor L Ngwane on behalf of Council.

Die Speaker heet almal teenwoordig welkom en versoek raadslid J Mouton om die vergadering met gebed te open, waarna 'n spesiale verwelkoming aan die nuut aangestelde raadslid L Ngwane uitegspreek word.

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)

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

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

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

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

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

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

NOTED / AANGETEKEN

3. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

3.1 Amended Integrated Development Plan (IDP) 2022 to 2027: Proposed amendments for 2026/2027 (2/2/1)

The Amended Integrated Development Plan for 2022 to 2027 with proposed amendments for 2026/2027 is attached as **annexure 3.1**.

The reason for the proposal to amend the 2022 to 2027 IDP for implementation over the 2026/2027 financial year is to ensure that the amended IDP takes into account and makes provision for the amended Municipal Spatial Development Framework to be readopted as a core component of the IDP.

Council resolved on 29 May 2026:

That the reviewed 2022 - 2027 Integrated Development Plan for implementation over the 2026/2027 financial year be adopted with the amended Municipal Spatial Development Framework as a core component on the following conditions:

(i) Proposed amendments to the 2022 - 2027 Integrated Development Plan be tabled for the reasons set out in the Memorandum to Council [annexure (e)] in line with the Local Government: Municipal Systems Act (32 of 2000) (MSA) and Regulation 3 of the Municipal Planning and Performance Management Regulations (MSA Regulations).

(ii) The proposed amendments to the 2022 - 2027 Integrated Development Plan to be processed in accordance with the requirements of the Municipal Systems Act (Act 32 of 2000) and its Regulations, including the public participation period of no less than 21 days, including the circulation of the proposed amendments to the Cape Winelands District Municipality.

UNANIMOUSLY RESOLVED

(a) that the proposed amendment to the 2022 - 2027 Integrated Development Plan (IDP) for the 2026/2027 financial year be adopted.

(b) that the Witzenberg Municipal Spatial Development Framework (MSDF) be adopted as a core component of the amended 2022 - 2027 IDP.

EENPARIG BESLUIT

(a) dat die voorgestelde wysiging aan die 2022 - 2027 Geïntegreerde Ontwikkelingsplan (GOP) vir die 2026/2027 finansiële jaar aanvaar word.

(b) dat die Witzenberg Munisipale Ruimtelike Ontwikkelingsraamwerk (MSDF) aanvaar word as 'n kernkomponent van die gewysigde 2022 – 2027 IDP.

Councillor N Nogcinisa joined the meeting at 9:35.

3.2 Finance: Rebates granted during 2024/2025 financial year (5/12/1/7)

A memorandum from the Director: Finance, dated 16 April 2026, is attached as **annexure 3.2**.

Council unanimously resolved on 29 May 2026 that the list of exemptions, rebates and reductions granted by the municipality during the 2024/2025 financial year be held in abeyance until the next Council meeting.

UNANIMOUSLY RESOLVED

that notice be taken of the exemptions, rebates and reductions granted by the municipality during the 2024/2025 financial year.

EENPARIG BESLUIT

dat kennis geneem word van die vrystellings, afslag en verminderings wat gedurende die 2024/2025 finansiële jaar deur die munisipaliteit toegestaan is.

3.3 Possible adjustments to industrial effluent charge (5/12/1/3)

Memorandum from Director: Finance, dated 18 June 2026:

"**1. Purpose**

To consider the possible adjustment of the industrial effluent charge.

2. Legal framework

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

3. Background

Council resolved on 26 February 2025

(a) that the penalty of Ceres Fruit Processors for the 2023/2024 and 2024/2025 financial years be amended to five (5) times the base rate.

(b) that the By-law related to Industrial Effluent be amended to contain more levels and thereafter be tabled to Council for approval.

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

Base rate (T.1) for first 36260 kg COO dumped per calendar month:

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

On top of the Base and Peak Rates:

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

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

The By-Law related to Industrial Effluent has not been amended to date as the interpretation of AGSA is that a consultant may only be appointed for one project.

4. Discussion

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

UNANIMOUSLY RESOLVED

(a) that the penalty of Ceres Fruit Processors for the 2025/2026 and 2026/2027 financial years be reduced from ten (10) times to five (5) times the base rate.

(b) that the By-law related to Industrial Effluent be amended to contain more levels and thereafter be tabled to Council for approval.

EENPARIG BESLUIT

(a) dat die boete vir Ceres Fruit Processors vir die finansiële jare 2025/2026 en 2026/2027 verminder word van tien (10) keer na vyf (5) keer die basiskoers.

(b) dat die Verordening oor Nywerheidsafvalwater gewysig word om meer vlakke te bevat en daarna aan die Raad voorgelê word vir goedkeuring.

3.4 Council matters: Council recess for winter break 2026 (3/1/2/3)

The Speaker recommends:

(a) that the recess period of Council for the 2026 winter break will be from 29 June 2026 until 20 July 2026.

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

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

The Municipal Manager informed the meeting that invitations would be distributed to Councillors for the opening of the restored Ceres substation, which is scheduled for 3 July 2026. Furthermore, that the MEC of Local Government has also been invited.

UNANIMOUSLY RESOLVED

(a) that the recess period of Council for the 2026 winter break will be from 29 June 2026 until 20 July 2026.

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

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

EENPARIG BESLUIT

(a) dat die resestydperk van die Raad vir die wintervakansie van 2026 vanaf 29 Junie 2026 tot 20 Julie 2026 sal wees.

(b) dat as die Speaker 'n Raadsvergadering moet belê, alle Raadslede te alle tye beskikbaar moet wees vir 'n virtuele Raadsvergadering.

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

4. ADJOURNMENT

The meeting adjourned at 09:50.

Approved on _____ with / without amendments.

_____
ALDERLADY EM SIDEGO
SPEAKER

MINUTES OF THE PERFORMANCE, RISK AND AUDIT COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD VIRTUALLY ON THURSDAY, 16 OCTOBER 2025 AT 08:00

PRESENT

Performance, Risk and Audit Committee

Mr J George (Chairperson)
Ms J Lapoorta
Mr JJ Swarts
Adv N Hendricks

Officials

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)

Other attendees

Ms U Mnqanqeni (AGSA)

1. OPENING AND WELCOME

The Chairperson welcomed everyone present and extended a warm welcome to Ms Mnqanqeni from the Auditor-general South Africa.

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 Municipal Manager.

RESOLVED

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

3. CONFLICT OF INTEREST DECLARATION

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

No conflict of interest was declared.

NOTED

4. CONFIDENTIALITY DECLARATION AND ATTENDANCE REGISTER

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

NOTED

5. PRESENTATIONS

5.1 Audit strategy for the year ended 30 June 2025 (5/1/1/23)

A presentation was made by Messrs AGSA on the audit strategy of the Auditor-general South Africa for the year ended 30 June 2025. The Audit strategy for 2024/2025 is attached as **annexure 5.1**.

The meeting was informed that the purpose of the strategy is to communicate further detail on the planned communication process, scope, timing and cost of the audit. The strategy should, however, be read together with the engagement letter, as it speaks to the process.

The following concerns were raised by the committee:

- The application and assessment of the qualitative aspects of materiality as it incurs a level of judgement, which might not be understood by the client and how will it be assessed in terms of future applications.
- Whether an assessment has been done for internal audit and their scope and why is it only for risk identification. Furthermore, why the internal audit function is not being utilised more.
- Audit hours increase, which does not correlate with the audit hours stated.
- Concerns raised regarding the continuity of the audit team, contractors used and the departure of the Manager were also noted.

The representative from the Auditor-general's office responded with the following:

- That the planning materiality is a point of professional judgement, which will be conveyed to management. It, however, only applies to key legislation and not to legislation not scoped.
- In terms of the predetermined scope and use of Internal Audit, the scope of Internal Audit is not to perform detailed testing as this is a function of the AGSA.
- That the audit hours increased as the team consists of junior staff and require more time.
- The reason for basing fees on the prior actual was due to audit efforts that were required in the previous year as additional testing was required, therefore an overrun on the fees.

RESOLVED

(a) that notice is taken of the audit strategy and, after consideration, same be accepted.

(b) that the Auditor-general's office provides the cost of the overruns versus the initial fee that was proposed.

6. ADJOURNMENT

The meeting adjourned at 09:30.

Approved on 24 April 2026 with amendments.

_____

J GEORGE
CHAIRPERSON

MINUTES OF THE PERFORMANCE, RISK AND AUDIT COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON FRIDAY, 31 OCTOBER 2025 AT 09:00

Performance, Risk and Audit Committee

Mr J George (Chairperson)
Ms J Lapoorta
Mr JJ Swarts (Virtual)
Advocate N Hendricks

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Ms N Oerson (Chief Internal Audit Executive)
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)

Apologies for absence from the meeting were received from the Director: Corporate Services; Deputy Director: Finance; Manager: Projects and Performance; Manager: Internal Audit and Manager: Financial Administration.

RESOLVED

that the apologies for absence from the meeting, received from the Director: Corporate Services; Deputy Director: Finance; Manager: Projects and Performance; Manager: Internal Audit and Manager: Financial Administration, 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.

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 2 October 2025, are attached as **annexure 5.2**.

RESOLVED

that the minutes of the Performance, Risk and Audit Committee meeting, held on 2 October 2025, be approved and signed by the Chairperson.

6. PRESENTATIONS

None

NOTED

7. PERFORMANCE MANAGEMENT

None

NOTED

8. RISK MANAGEMENT

None

NOTED

9. AUDIT AND FINANCIAL MANAGEMENT

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

The Section 71 Monthly Budget Statement Report of the Directorate Finance for September 2025 is attached as **annexure 9.1**.

RESOLVED

that notice be taken of the Section 71 Monthly Budget Statement Report of the Directorate Finance for September 2025.

9.2 Internal Audit Report: Utilisation of assets: Pine Forest Resort (5/14/3)

An Internal Audit Report on the utilisation of assets at the Pine Forest Resort, dated March 2025, is attached as **annexure 9.2**.

RESOLVED

(a) that notice be taken of the Internal Audit Report on Utilisation of assets: Pine Forest Resort in terms of Section 166 of the Municipal Finance Management Act and that a formal follow-up be made to ensure implementation of corrective action to reduce deficiencies.

(b) that the Internal Audit Report on Utilisation of assets: Pine Forest Resort and the recommendation of the Performance, Risk and Audit Committee be tabled to the Municipal Public Accounts Committee for notice.

9.3 Internal Audit Report: Compliance with Division of Revenue Act (DoRA): 2024/2025
(5/14/2)

The Internal Audit Report on Compliance with the Division of Revenue Act (DoRA) for 2024/2025, dated August 2025, is attached as **annexure 9.3**.

RESOLVED

(a) that notice be taken of the Internal Audit Report on Compliance with the Division of Revenue Act (DoRA) for 2024/2025 in terms of Section 166 of the Municipal Finance Management Act, and same be accepted.

(b) that the Internal Audit Report on the Compliance with Division of Revenue Act (DoRA) for 2024/2025 and the recommendation of the Performance, Risk and Audit Committee be tabled to the Municipal Public Accounts Committee for notice.

9.4 Quarterly Budget Statement [Section 52(d)] Report: 1st Quarter 2025/2026
(9/1/1 & 9/1/2/2)

The Quarterly Budget Statement [Section 52(d)] Report for the 1st Quarter of 2025/2026 is attached as **annexure 9.4**.

RESOLVED

that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the 1st Quarter of 2025/2026.

9.5 Annual confirmation of organisational independence of Internal Audit Function
(5/14/3)

The annual confirmation of the organisational independence of the Internal Audit Function is attached as **annexure 9.5**.

RESOLVED

that notice be taken of the Annual confirmation of organisational independence of the Internal Audit Function and, after consideration, same be accepted.

9.6 PRAC assessment of Internal Audit Function (5/14/4)

The PRAC assessment of the Internal Audit Function is attached as **annexure 9.6**.

RESOLVED

that notice be taken of the PRAC assessment of the Internal Audit Function and, after consideration, same be accepted.

9.7 PRAC Self-assessment (5/14/4)

The PRAC Self-assessment is attached as **annexure 9.7**.

RESOLVED

that notice be taken of the PRAC self-assessment and, after consideration, same be accepted.

9.8 PRAC assessment of Finance Function (5/14/4)

The PRAC assessment of the Finance Function is attached as **annexure 9.8**.

RESOLVED

that notice be taken of the PRAC assessment of the Finance Function and, after consideration, same be accepted.

9.9 Status report on implementation of Internal Audit Risk Based Audit Plan (RBAP): 1st Quarter 2025/2026 (5/14/2)

The Status report on the implementation of the Internal Audit Risk Based Audit Plan (RBAP) for the first quarter of 2025/2026, dated October 2025, is attached as **annexure 9.9**.

RESOLVED

that notice be taken of the Status report on the implementation of the Internal Audit Risk Based Audit Plan (RBAP) for the first quarter of 2025/2026 and, after consideration, same be accepted.

9.10 Internal Audit Report: Fleet Management (5/14/3)

An Internal Audit Report on Fleet Management, dated March 2025, is attached as **annexure 9.10**.

RESOLVED

(a) that notice be taken of the Internal Audit Report on Fleet Management and, after consideration, same be accepted.

(b) that the Internal Audit Report on Fleet Management and the recommendation of the Performance, Risk and Audit Committee be tabled to the Municipal Public Accounts Committee for notice.

10. OTHER MATTERS

10.1 PRAC Work Plan: 2024/2025 (5/14/4)

The PRAC Work Plan for 2024/2025 is attached as **annexure 10.1**.

RESOLVED

that notice be taken of the Performance, Risk and Audit Committee Work Plan for 2024/2025 and, after workshop of the annual work plan, same be accepted and approved.

11. NEXT MEETING (03/1/2/3)

The next meeting of the Performance, Risk and Audit Committee will be held on 21 November 2025 at 09:00.

NOTED

12. PRAC-in-COMMITTEE

These items are dealt with in the confidential minutes.

MINUTES OF THE MEETING OF THE COMMITTEE FOR TECHNICAL SERVICES OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON TUESDAY, 11 NOVEMBER 2025 AT 14:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR TEGNIESE DIENSTE VAN MUNISIPALITEIT WITZENBERG, GEHOU OP DINSDAG, 11 NOVEMBER 2025 OM 14:00 IN DIE STADSAAL, VOORTREKKERSTRAAT, CERES

PRESENT

Councillors/Raadslede

Alderman / Raadsheer HJ Smit (Chairperson/Voorsitter)
Councillor / Raadslid AL Gili
Councillor / Raadslid J Mouton
Alderman / Raadsheer D Swart

Councillors not on Committee / Raadslede nie op Komitee

Councillor / Raadslid J Rooi
Councillor / Raadslid T Abrahams

Officials/Amptenare

Mr D Nasson (Municipal Manager/Munisipale Bestuurder)
Mr JA Steyn (Director: Technical Services/Direkteur: Tegniese Dienste)
Mr H Taljaard (Senior Manager: Town Planning and Building Control/Senior Bestuurder: Stadsbeplanning en Boubeheer)
Ms S Farmer (Manager: Water Demand Management)
Mr E Lintnaar (Senior Manager: Streets and Storm Water/Senior Bestuurder: Strate en Stormwater)
Mr V Dyusha (Acting Senior Manager: Electro-Technical Services/Wnd. Senior Bestuurder: Elektrotegniese Dienste)
Ms P Claasen (Senior Manager: Solid Waste and Cleansing Services/Senior Bestuurder: Vaste Afval- en Reinigingsdienste)
Ms M Arendse-Smith (Acting Manager: Administration/Wnd. Bestuurder: Administrasie)
Ms J du Toit (Intern: Administration/ Praktikant: Administrasie)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested Councillor J Mouton to open the meeting with prayer.

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

NOTED / AANGETEKEN

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

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

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 was declared.
Geen botsing van belange is 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 following minutes of meetings of the Committee for Technical Services are attached:

(a) Meeting held on 18 September 2025: **Annexure 3.3(a)**.
(b) Meeting held on 14 October 2025: **Annexure 3.3(b)**.

RESOLVED

That the following minutes of meetings of the Committee for Technical Services be approved and signed by the Chairperson:

(a) Meeting held on 18 September 2025.
(b) Meeting held on 14 October 2025.

BESLUIT

Dat die volgende notules van vergaderings van die Komitee vir Tegniese Dienste goedgekeur en deur die Voorsitter onderteken word:

(a) Vergadering gehou op 18 September 2025.
(b) Vergadering gehou op 14 Oktober 2025.

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

None / Geen

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS ONDERHOUDE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

6.1 Monthly report of the Electrical Department: September 2025 Maandverslag van die Departement Elektrisiteit: September 2025 (9/1/2/3)

The monthly report of the Electrical Department for September 2025 is attached as **annexure 6.1**.

RESOLVED

that the Committee for Technical Services, after consideration, takes notice of the content of the monthly report of the Electrical Department for September 2025 and that same be accepted.

BESLUIT

dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die inhoud van die maandverslag van die Afdeling Elektrisiteit vir September 2025 en dat die verslag aanvaar word.

6.2 Monthly report of the Department Town Planning and Building Control: September 2025 Maandverslag van die Departement Stadsbeplanning en Boubeheer: September 2025 (9/1/2/3)

The monthly report of the Department Town Planning and Building Control for September 2025 is attached as **annexure 6.2**.

Councillor AL Gili informed the meeting of a Spaza shop that is in the process of construction in Eluxolweni Street, Nduli and enquired whether it was approved by the relevant department.

The Municipal Manager informed the meeting that the matter will be attended to immediately and approval verified with the Department Town Planning.

RESOLVED

that the Committee for Technical Services, after consideration, takes notice of the content of the monthly report of the Department Town Planning and Building Control for September 2025 and that same be accepted.

BESLUIT

dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die inhoud van die maandverslag van die Departement Stadsbeplanning en Boubeheer vir September 2025 en dat die verslag aanvaar word.

6.3 Monthly report of the Department Water and Sewerage: September 2025
Maandverslag van die Departement Water en Riolering: September 2025
(9/1/2/3)

The monthly report of the Department Water and Sewerage for September 2025 is attached as **annexure 6.3**.

Councillor AL Gili informed the meeting of the following:

- There are concerns amongst residents regarding several open drains in Nduli, as an incident recently occurred in Zola Street where a boy fell into one of those open drains and broke his leg.
- Major water leaks occurring in Chris Hani Street, Nduli.
- One of the Nduli residents reported an open drain that is in the yard of the property and requested for the drain to be covered, as it poses a risk for children playing there.

The Senior Manager: Water and Sewerage informed the meeting of the following:

- The order for manhole drain covers are in process and drains will be covered as soon as the covers are received.
- Approval received for the appointment of EPWP workers, who will be assigned to fix leakages in the area.
- A site visit will be arranged with Councillor AL Gili to point out all the open manholes in Nduli.

RESOLVED

(a) that the Committee for Technical Services, after consideration, takes notice of the content of the monthly report of the Department Water and Sewerage for September 2025 and that same be accepted.

(b) the Senior Manager: Water and Sewerage to arrange a site visit with Councillor AL Gili to address all the defective manholes in Nduli.

BESLUIT

(a) dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die inhoud van die maandverslag van die Departement Water en Riolering vir September 2025 en dat die verslag aanvaar word.

(b) dat die Senior Bestuurder: Water en Riolering 'n terreinbesoek met raadslid AL Gili reël om ondersoek in te stel na stukkende mangate.

6.4 Monthly report of the Department Streets and Storm Water: September 2025
Maandverslag van die Departement Strate en Stormwater: September 2025
(9/1/2/3)

The monthly report of the Department Streets and Storm Water for September 2025 is attached as **annexure 6.4**.

Alderman D Swart informed the meeting of potholes in the roads in Ceres and emphasized the need for repair.

Councillor J Mouton enquired about the construction currently taking place at Retief Street, Ceres as it causes many traffic diversions. Furthermore, that the gravel from her sidewalk be removed, as it was left by the contractor after the construction of curbs on Maritz Street had been concluded.

The Senior Manager: Streets and Storm Water informed the meeting that the manhole covers were removed at Retief Street to install concrete slabs and therefore diversion of traffic was required. However, that project has now been completed.

RESOLVED

that the Committee for Technical Services, after consideration, takes notice of the content of the monthly report of the Department Streets and Storm Water for September 2025 and that same be accepted.

BESLUIT

dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die inhoud van die maandverslag van die Departement Strate en Stormwater vir September 2025 en dat die verslag aanvaar word.

6.5 Monthly report of the Department Solid Waste and Cleansing Services: September 2025
Maandverslag van die Departement Vaste Afval- en Reinigingsdienste: September 2025
(9/1/2/3)

The monthly report of the Department Solid Waste and Cleansing Services for September 2025 is attached as **annexure 6.5**.

RESOLVED

that the Committee for Technical Services, after consideration, takes notice of the content of the monthly report of the Department Solid Waste and Cleansing Services for September 2025 and that same be accepted.

BESLUIT

dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die inhoud van die maandverslag van die Departement Vaste Afval- en Reinigingsdienste vir September 2025 en dat die verslag aanvaar word.

6.6 Monthly report of the Department Fleet and Mechanical Workshop: September 2025
Maandverslag van die Departement Vloot en Meganiese Werkswinkel: September 2025
(9/1/2/3)

The monthly report of the Department Fleet and Mechanical Workshop for September 2025 is attached as **annexure 6.6**.

The Committee enquired about the Fix-It report that was requested in the previous meeting and that it be included in the agenda of the next meeting. Concerns were raised regarding the numerous vehicles purchased for the Fire Department that have been stationary at the workshop since its purchase.

The Municipal Manager informed the meeting of the following:

- The Fix-It report has not been finalised yet, because site visits in Wolseley and Tulbagh are still required.
- Vehicles allocated to the Fire Department were second-hand vehicles purchased at an auction, which required repairs. Additionally, an extract of the report regarding the site visit at the Fleet Mechanical workshop will be made available.
- Furthermore, it is recommended that an item be tabled to Council to place the other vehicles currently at the workshop on auction.

RESOLVED

that the Committee for Technical Services, after consideration, takes notice of the content of the monthly report of the Department Fleet and Mechanical Workshop for September 2025 and that same be accepted.

BESLUIT

dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die inhoud van die maandverslag van die Departement Vloot en Meganiese Werkswinkel vir September 2025 en dat die verslag aanvaar word.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

None / Geen

NOTED / AANGETEKEN

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

None / Geen

NOTED / AANGETEKEN

9. MATTERS RAISED BY COMMITTEE MEMBERS SAKE DEUR KOMITEELEDE GEOPPER

The following matters of concern were raised by the committee:

- That cleanliness of various areas be ensured and that specific locations requiring water be regularly maintained and watered.
- Whether there are plans in place for law enforcement at The Island during the festive season.
- What the progress is regarding the broken/run down vehicles parked on sidewalks in the various areas.

The Municipal Manager informed the meeting that is has been established that in certain instances the owners of the properties have outstanding warrants of arrests and that that would be focused on as the point of departure in this matter.

NOTED.

10. ADJOURNMENT / VERDAGING

The meeting adjourned at 14:37. / Die vergadering verdaag om 14:37.

Approved on 14 April 2026 ~~with~~ / without amendments.

ALDERMAN HJ SMIT
CHAIRPERSON

MINUTES OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON MONDAY, 19 JANUARY 2026 AT 11:00

NOTULE VAN DIE VERGADERING VAN DIE MUNISIPALE KOMITEE VIR OPENBARE REKENINGE, GEHOU OP MAANDAG, 19 JANUARIE 2026 OM 11:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT

Councillors

Councillor J Rooi (Chairperson)
Councillor W Alexander
Councillor P Daniels
Councillor N Nogcinisa
Councillor KA Robyn

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Ms N Oerson (Chief Internal Audit Executive)
Ms C Fortuin (Manager: Internal Audit)
Ms M Arendse-Smith (Acting Manager: Administration)
Ms J du Toit (Intern: Administration)

1. OPENING AND WELCOME

The Chairperson welcomed everyone present and requested Councillor P Daniels 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**.

The declaration was duly signed by Councillors. No conflict of interest was declared.

NOTED

2.3 Consideration of application for leave of absence: MPAC 4 September 2025: Councillor N Nogcinisa
Aansoek om verlof tot afwesigheid: MPAC 4 September 2025: Raadslid N Nogcinisa
(3/1/2/1)

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

The Municipal Public Accounts Committee resolved on 4 September 2025 that the application for leave of absence from the meeting, received from Councillor N Nogcinisa, 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 Councillor N Nogcinisa, dated 2 December 2025, is attached as **annexure 2.3**.

RESOLVED

that the application for leave of absence from the meeting, received from Councillor N Nogcinisa for the meeting held on 4 September 2025, be approved and accepted.

BESLUIT

dat die aansoek om verlof tot afwesigheid van die vergadering, ontvang vanaf raadslid N Nogcinisa vir die vergadering gehou op 4 September 2025, goedgekeur en aanvaar word.

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 minutes of the Municipal Public Accounts Committee meeting, held on 2 December 2025, are attached as **annexure 3.3**.

RESOLVED

that the minutes of the Municipal Public Accounts Committee meeting, held on 2 December 2025, be approved and signed by the Chairperson.

Councillor N Nogcinisa joined the meeting at 11:09.

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY THE CHAIRPERSON

The Chairperson informed the meeting that a site visit to view the Buffel is required in order to assess its condition prior to the Council meeting. Furthermore, that the MPAC Annual Work Plan for 2025/2026 remains as is and needs not be workshopped by Council.

NOTED.

5. RESERVED POWERS

5.1 Annual Report, Financial Statements and Oversight Report: 2024/2025 (9/1/1)

The Municipal Finance Management Act (Section 129(1)) states that:

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

(a) has approved the annual report with or without reservations;

(b) has rejected the annual report; or

(c) has referred the annual report back for revision of those components that can be revised."

In terms of the MPAC Charter, approved on 10 December 2014, Council has mandated the Municipal Public Accounts Committee to perform an oversight function on behalf of Council. The following documents are attached:

(a) Annual Report 2024/2025: **Annexure 5.1(a)**.

(b) Draft MPAC checklist for considering 2024/2025 Annual Report: **Annexure 5.1(b)**.

Councillor P Daniels noted the following:

- the demographic information description of Witzenberg Municipality does not include the Breërivier areas and requested that the areas be included as rural areas in the report.
- Annexure 5.1(a) attendance percentage is incorrect and must be amended accordingly.

RESOLVED

(a) That the Municipal Public Accounts Committee considered and finalised the MPAC Oversight Report during the meeting and submitted the signed report to the Municipal Manager for attachment to the final 2024/2025 Annual Report.

(b) That the Municipal Public Accounts Committee recommends to Council:

(i) that Council takes notice of the MPAC Oversight Report on the Annual Report for 2024/2025 and, after consideration, accepts same.

(ii) that, having fully considered the 2024/2025 Annual Report of the Witzenberg Municipality, it is recommended that Council adopts the 2024/2025 Oversight Report and approves the Annual Report for 2024/2025 without reservations.

5.2 Section 71 Monthly Budget Statement Reports of the Directorate Finance: July, August and September 2025 (9/1/2/2)

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

(a)	July 2025	**Annexure 5.2(a)**
(b)	August 2025	**Annexure 5.2(b)**
(c)	September 2025	**Annexure 5.2(c)**

Council unanimously resolved on 29 October 2025 that the abovementioned reports be referred to 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 July, August and September 2025.

6. URGENT MATTERS

None/Geen

NOTED/AANGETEKEN

7. QUESTIONS OR MATTERS RAISED BY COUNCILLORS

None/Geen

NOTED/AANGETEKEN

8. ADJOURNMENT

The meeting adjourned at 12:20.
Die vergadering verdaag om 12:20.

Approved on 28 May 2026 without amendments.

_____

COUNCILLOR J ROOI
CHAIRPERSON

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, 23 JANUARY 2026 AT 09:00

Performance, Risk and Audit Committee

Mr J George (Chairperson)
Ms J Lapoorta
Mr JJ Swarts
Advocate N Hendricks

Officials

Mr D Nasson (Municipal Manager)
Mr M Mpeluza (Director: Corporate Services)
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)
Mr R Rhode (Chief IT Officer)

1. OPENING AND WELCOME

The Chairperson opened the meeting and welcomed everyone present.

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 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 the 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 is attached as **annexure 4**.

NOTED

5. MINUTES

5.1 Corrections and matters from the minutes

None

NOTED

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

The item will be dealt with at the next meeting.

NOTED

5.3 PRAC resolutions register (5/14/4)

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

The item will be dealt with at the next meeting.

NOTED

6. PRESENTATIONS

None

NOTED

7. PERFORMANCE MANAGEMENT

None

NOTED

8. RISK MANAGEMENT

8.1 Revision of Risk Management Policy (2/12/P)

The item will be dealt with at the next meeting.

NOTED

9. AUDIT AND FINANCIAL MANAGEMENT

9.1 Report of Performance, Risk and Audit Committee: July until December 2025 (5/14/4)

The report of the Performance, Risk and Audit Committee for the period July until December 2025 is attached as **annexure 9.1**.

RESOLVED

(a) That notice be taken of the report of the Performance, Risk and Audit Committee for the period 1 July 2025 to 31 December 2025.

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

that the report of the Performance, Risk and Audit Committee for the period 1 July 2025 to 31 December 2025, after consideration, be accepted.

9.2 Annual report of Performance, Risk and Audit Committee to Council: 2024/2025 (5/14/4)

The annual report of the Performance, Risk and Audit Committee for the financial year 2024/2025 is attached as **annexure 9.2**.

RESOLVED

that the Performance, Risk and Audit Committee submits the signed report to the Municipal Manager for attachment to the final Annual Report of 2024/2025.

9.3 AGSA Audit Report: 2024/2025 (5/14/1/22)

The AGSA Audit Report for 2024/2025 is attached as **annexure 9.3**.

RESOLVED

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

that notice be taken of the AGSA Audit Report for 2024/2025.

9.4 Audited Annual Financial Statements 2024/2025 (5/3/1)

The Audited Annual Financial Statements for 2024/2025 is attached as **annexure 9.4**.

RESOLVED

(a) That the Performance, Risk and Audit Committee takes notice of the Audited Annual Financial Statements for 2024/2025 and accepts same.

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

that notice be taken of the Audited Annual Financial Statements for 2024/2025 and, after consideration, same be accepted.

10. PRAC-in-COMMITTEE

These items are dealt with in the confidential minutes.

MINUTES OF THE MEETING OF THE COMMITTEE FOR HOUSING MATTERS OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON THURSDAY, 29 JANUARY 2026 AT 08:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR BEHUISINGSAANGELEENTHEDE VAN MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 29 JANUARIE 2026 OM 08:00 IN DIE STADSAAL, VOORTREKKERSTRAAT, CERES

PRESENT / TEENWOORDIG

Councillors / Raadslede

Alderman / Raadsheer K Adams (Chairperson / Voorsitter) (DA)
Councillor / Raadslid S De Bruin (DA)
Councillor / Raadslid 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)
Ms / Me M Arendse-Smith (Acting Manager: Administration / Waarnemende Bestuurder: Administrasie)
Ms / Me J du Toit (Intern: Administration / Praktikant: Administrasie)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

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

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 / AANSOEK OM VERLOF TOT AFWESIGHEID EN VERTROULIKHEID EN BOTSING BELANGE

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)

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 following minutes are attached:

(a) Committee for Housing Matters held on 18 November 2025: **Annexure 3.3(a)**.

(b) Special Committee for Housing Matters held on 1 December 2025: **Annexure 3.3(b)**.

RESOLVED

(a) that the minutes of the meeting of the Committee for Housing Matters held on 18 November 2025, be approved and signed by the Chairperson.

(b) that the minutes of the Special meeting of the Committee for Housing Matters held on 1 December 2025, be approved and signed by the Chairperson.

BESLUIT

(a) dat die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede gehou op 18 November 2025, goedgekeur en deur die Voorsitter onderteken word.

(b) dat die notule van die Spesiale vergadering van die Komitee vir Behuisingsaangeleenthede gehou op 1 Desember 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 of the Section Housing: November and December 2025 Maandverslae van die Afdeling Behuising: November en Desember 2025 (9/1/2/4)

The following monthly reports of the Section Housing are attached:

Die volgende maandverslae van die Afdeling Behuising word ingebind:

(a) November 2025 **Annexure 6.1(a)**
(b) December / Desember 2025 **Annexure 6.1(b)**

RESOLVED

that notice be taken of the content of the monthly reports of the Section Housing for November and December 2025 and, after consideration, same be accepted.

BESLUIT

dat kennis geneem word van die inhoud van die maandverslae van die Afdeling Behuising vir November en Desember 2025 en, na oorweging, genoemde verslae aanvaar word.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

None / Geen

NOTED / AANGETEKEN

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

None / Geen

NOTED / AANGETEKEN

9. COMMITTEE FOR HOUSING MATTERS-in-COMMITTEE

These items are dealt with in the confidential minutes.

MINUTES OF THE COMMITTEE FOR TECHNICAL SERVICES MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON TUESDAY, 10 FEBRUARY 2026 AT 14:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR TEGNIESE DIENSTE VAN MUNISIPAITEIT WITZENBERG, GEHOU OP DINSDAG, 10 FEBRUARIE 2026 OM 14:00

PRESENT

Councillors

Alderman H Smith (DA)
Councillor J Mouton (ANC)
Alderman D Swart (DA)

Officials

Mr J Steyn (Director: Technical Services)
Mr H Taljaard (Senior Manager: Town Planning and Building Control)
Mr N Jacobs (Senior Manager: Water and Sewerage)
Mr E Lintnaar (Senior Manager: Streets and Stormwater)
Mr V Dyusha (Acting Senior Manager: Electro-Technical Services)
Ms P Claasen (Senior Manager: Solid Waste and Cleansing Services)
Ms M Arendse-Smith (Acting Manager: Administration)
Ms J Du Toit (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.

Die Voorsitter heet almal welkom 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)

Councillor AL Gili communicated to the Chairperson and Councillor J Mouton of his anticipated lateness to the meeting.

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 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 Councillors.

No conflict of interest was declared.

NOTED/ AANGETEKEN

3. MINUTES / NOTULES

The minutes will be tabled at the next meeting for approval.

NOTED/ AANGETEKEN

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

None / Geen

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None/Geen

NOTED/AANGETEKEN

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

6.1 Monthly reports of the Electrical Department: October, November and December 2025
Maandverslae van die Departement Elektrisiteit: Oktober, November en Desember 2025
(9/1/2/3)

The following monthly reports of the Electrical Department are attached:

(a)	October / Oktober 2025	**Annexure 6.1(a)**
(b)	November 2025	**Annexure 6.1(b)**
(c)	December / Desember 2025	**Annexure 6.1(c)**

Councillor J Mouton enquired who the contractors are that switch electricity off. Concerns were raised after a business was left without electricity for several answers and it could not be determined who the relevant contractor was.

Director: Technical Services informed the meeting that standard protocols and procedures dictate that clients are to contact the Emergency Control Room, after which the matter will be escalated to the relevant department. It must be noted that clients are not to contact the relevant department directly. Furthermore, if an electrical situation is linked to an outstanding or arrear account, contact must be made with the finance department as finance deals with disconnections.

RESOLVED

that the Committee for Technical Services, after consideration, takes notice of the content of the monthly reports of the Electrical Department for October, November and December 2025 and that same be accepted.

BESLUIT

dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Elektrisiteit vir Oktober , November en Desember 2025 en dat die verslae aanvaar word.

6.2 Monthly reports of the Department Town Planning and Building Control: October, November and December2025
Maandverslae van die Departement Stadsbeplanning en Boubeheer: Oktober, November en Desember 2025
(9/1/2/3)

The following monthly reports of the Department Town Planning and Building Control are attached:

(a)	October / Oktober 2025	**Annexure 6.2(a)**
(b)	November 2025	**Annexure 6.2(b)**
(c)	December / Desember 2025	**Annexure 6.2(c)**

RESOLVED

that the Committee for Technical Services, after consideration, takes notice of the content of the monthly reports of the Department Town Planning and Building Control for October, November and December 2025 and that same be accepted.

BESLUIT

dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die inhoud van die maandverslae van die Departement Stadsbeplanning en Boubeheer vir Oktober, November en Desember 2025 en dat die verslae aanvaar word.

6.3 Monthly reports of the Department Water and Sewerage: October, November and December 2025
Maandverslae van die Departement Water en Riolering: Oktober, November en Desember 2025
(9/1/2/3)

The following monthly reports of the Department Water and Sewerage are attached:

(a)	October / Oktober 2025	**Annexure 6.3(a)**
(b)	November 2025	**Annexure 6.3(b)**
(c)	December / Desember 2025	**Annexure 6.3(c)**

The committee enquired about the status of the water in Wolseley as it was muddy after the recent rainfall, as well as the Tulbagh water situation. Additionally, whether the piled-up water in Nduli has been cleared.

The committee was informed of the following:

- The quality of water in Tulbagh improved significantly after maintenance was performed on the filters. Additionally, water is not being released from the Waverenskroon Dam due to concerns regarding water quality. Only water from the town's dam is currently being released.
- The Director: Technical Services convened a meeting with representatives from Tulbagh during which a short, medium-term and long-term action plan was developed.
- The short-term plan was executed in December 2025. Medium-term strategy involves cleaning the filters and additionally, a contractor to construct a three mega litre reservoir was allocated. This new reservoir will be built while the existing one undergoes cleaning to enhance water quality. The long-term strategy that integrates the Spatial Development Framework aims to upgrade the water infrastructure in Tulbagh spanning over a period of three to five years.

- The muddy water in Wolseley resulted from the combination of fires in the mountains and rain, which caused sand to enter the pipes. The water improved and currently the filters are undergoing continuous cleaning.
- The piling-up of water in Nduli was due to blocked sewerage pipes after which a cleaning operation was initiated and further operations planned in the area.

RESOLVED

that Committee for Technical Services, after consideration, takes notice of the content of the monthly reports of the Department Water and Sewerage for October, November and December 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 Oktober, November en Desember 2025 en dat die verslae aanvaar word.

6.4 Monthly reports of the Department Streets and Storm Water: October, November and December 2025
Maandverslae van die Departement Strate en Stormwater: Oktober, November en Desember 2025
(9/1/2/3)

The following monthly reports of the Department Streets and Storm Water are attached:

(a)	October / Oktober 2025	**Annexure 6.4(a)**
(b)	November 2025	**Annexure 6.4(b)**
(c)	December/ Desember 2025	**Annexure 6.4(c)**

RESOLVED

that the Committee for Technical Services, after consideration, takes notice of the content of the monthly reports of the Department Streets and Storm Water for October, November and December 2025 and that same be accepted.

BESLUIT

dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die inhoud van die maandverslae van die Departement Strate en Stormwater vir Oktober, November en Desember 2025 en dat die verslae aanvaar word.

6.5 Monthly reports of the Department Solid Waste and Cleansing Services: October, November and December 2025
Maandverslae van die Departement Vaste Afval- en Reinigingsdienste: Oktober, November en Desember 2025
(9/1/2/3)

The following monthly reports of the Department Solid Waste and Cleansing Services are attached:

(a)	October / Oktober 2025	**Annexure 6.5(a)**
(b)	November 2025	**Annexure 6.5(b)**
(c)	December / Desember 2025	**Annexure 6.5(c)**

The committee enquired about the next delivery of the refuse bags and also noted that the standard of the recycling bag is below par and rips easily.

The Senior Manager: Solid Waste and Cleansing Services informed the meeting that the tender was successfully awarded and delivery will commence shortly. Furthermore, if there are any problems with the recycling bags, it must be brought to the office for testing and further actioning.

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 October, November and December 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 Oktober, November en Desember 2025 en dat die verslae aanvaar word.

6.6 Monthly reports of the Department Fleet and Mechanical Workshop: October, November and December 2025
Maandverslae van die Departement Vloot en Meganiese Werkswinkel: Oktober, November en Desember 2025
(9/1/2/3)

The following monthly reports of the Department Fleet and Mechanical Workshop are attached:

(a)	October / Oktober2025	**Annexure 6.6(a)**
(b)	November 2025	**Annexure 6.6(b)**
(c)	December / Desember 2025	**Annexure 6.6(c)**

RESOLVED

that the Committee for Technical Services, after consideration, takes notice of the content of the monthly reports of the Department Fleet and Mechanical Workshop for October, November and December 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 Oktober, November en Desember 2025 en dat die verslae aanvaar word.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

7.1 Draft Witzenberg Municipality Electrical Supply By-law 01/3/1/10

The following documents are attached:

(a) Memorandum from The Director Technical Services, dated 15 January 2026: **Annexure 7.1(a)**

(b) The Electrical Supply By-law draft is attached as, **Annexure7.1(b)**

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

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

(a) that Council approves the Municipal Electrical Supply Bylaw as tabled.

(b) that Council authorises the Municipal Manager to:

  (i) Publish the bylaw as required by the Municipal Systems Act (Section 13).

  (ii) Engage with relevant municipal departments (Legal, Technical, Finance, Communications) to implement.

(c) that Council directs the Department Electrical Services to:

  (i) Roll out a public information campaign.

  (ii) Train staff on new standards and compliance protocols.

  (iii) Monitor and report annually on bylaw enforcement outcomes and performance metrics.

RESOLVED

that the Draft Witzenberg Municipality Electrical Supply By-law be workshopped by Council and thereafter be tabled to Council for consideration.

BESLUIT

dat die Konsep Verordening op Elektrisiteitsvoorsiening van Munisipaliteit Witzenberg tydens 'n werkswinkel deur die Raad bespreek word en daarna aan die Raad voorgelê word vir oorweging.

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

None / Geen

NOTED / AANGETEKEN

9. ADJOURNMENT / VERDAGING

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

Approved on 14 April 2026 with amendments.

_____
ALDERMAN HJ SMIT
CHAIRPERSON

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, 17 FEBRUARY 2026 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR KORPORATIEWE EN FINANSIËLE DIENSTE VAN MUNISIPALITEIT WITZENBERG, GEHOU OP DINSDAG, 17 FEBRUARIE 2026 OM 10:00 IN DIE STADSAAL, VOORTREKKERSTRAAT, CERES

PRESENT

Councillors / Raadslede

Councillor / Raadslid JP Fredericks (Chairperson) (VF Plus)
Councillor / Raadslid J Zalie (ANC)
Councillor / Raadslid WJ Alexander (PA)
Alderman / Raadsheer D Swart (DA)
Councillor / Raadslid MJ Ndaba (ANC)

Officials / Amptenare

Mr / Mnr D Nasson (Municipal Manager / Munisipale Bestuurder)
Mr / Mnr M Mpeluza (Director: Corporate Services / Direkteur: Korporatiewe Dienste)
Mr / Mnr HJ Kritzinger (Director: Finance / Direkteur: Finansies)
Mr / Mnr J Kolkota (Deputy Director: Finance / Adjunk-direkteur: Finansies)
Ms / Me R Hendricks (Manager: Marketing and Communication / Bestuurder: Bemarking 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)
Ms / Me Carmen Stevens (Manager: Income / Bestuurder / Inkomste)
Mr / Mnr M Frieslaar (Manager: Supply Chain / Bestuurder: Voorsieningskanaal)
Mr / Mnr M Green (Senior Manager: Protection Services / Senior Bestuurder: Beskermingsdienste)
Ms / Me M Arendse-Smith (Acting Manager: Administration / Waarnemende Bestuurder: Administrasie)
Ms / Me J du Toit (Intern: Administration / Praktikant: Administrasie)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested Councillor M Ndaba to open the meeting with prayer.

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

NOTED / AANGETEKEN

2. LEAVE OF ABSENCE AND CONFIDENTIALITY AND CONFLICT OF INTEREST DECLARATION / VERLOF TOT AFWESIGHEID EN VERTROULIKHEID EN BOTSING VAN BELANGE

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**.

Die Vertroulikheid en Botsing van Belange Verklaring word ingebind as **bylae 2.2**.

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 Corporate and Financial Services, held on 11 November 2025, are attached as **annexure 3.3**.

Die notule van die vergadering van die Komitee vir Komitee vir Korporatiewe en Finansiële Dienste, gehou op 11 November 2025, word ingebind as **bylae 3.3**.

RESOLVED

that the minutes of the meeting of the Committee for Corporate and Financial Services, held on 11 November 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 11 November 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: October and November 2025
Maandverslae: Direktoraat Korporatiewe Dienste: Oktober en November 2025
(9/1/2/1)

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

Die volgende maandverslae van die Direktoraat Korporatiewe Dienste word ingebind:

(a)	October / Oktober 2025	**Annexure 6.1(a)**.
(b)	November 2025	**Annexure 6.1(b)**.

RESOLVED

that the Committee for Corporate and Financial Services takes notice of the content of the monthly reports of the Directorate Corporate Services for October and November 2025 and, after consideration, same be approved and accepted.

BESLUIT

dat die Komitee vir Korporatiewe en Finansiële Dienste kennis neem van die inhoud van die maandverslae van die Direktoraat Korporatiewe Dienste vir Oktober en November 2025 en dat die verslae, na oorweging, goedgekeur en aanvaar word.

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Section 71 Monthly Budget Statement Reports of Directorate Finance: October, November and December 2025
Artikel 71 Maandelikse Begrotingsverslae van Direktoraat Finansies: Oktober, November en Desember 2025
(9/1/2/2)

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

(a)	October 2025	**Annexure 7.1(a)**
(b)	November 2025	**Annexure 7.1(b)**
(c)	December 2025	**Annexure 7.1(c)**

Council unanimously resolved on 11 December 2025 that the Section 71 Monthly Budget Statement Report of the Directorate Finance for October 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 28 January 2026 that the Section 71 Monthly Budget Statement Reports of the Directorate Finance for November and December 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, November and December 2025.

BESLUIT

dat kennis geneem word van die Artikel 71 Maandelikse Begrotingsverslae van die Direktoraat Finansies vir Oktober, November en Desember 2025.

7.2 Quarterly Budget Statement [Section 52(d)] Report: 2nd Quarter 2025/2026
Kwartaallikse Begrotingsverslag [Artikel 52(d)]: 2 de Kwartaal 2025/2026
(9/1/1 & 9/1/2/2)

The Quarterly Budget Statement [Section 52(d)] Report for the 2nd Quarter of 2025/2026 is attached as **annexure 7.2**.

Council unanimously resolved on 28 January that the Quarterly Budget Statement [Section 52(d)] Report for the 2nd Quarter of 2025/2026 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 Quarterly Budget Statement [Section 52(d)] Report for the 2nd Quarter of 2025/2026.

BESLUIT

dat kennis geneem word van die Kwartaallikse Begrotingsverslag [Artikel 52(d)] vir die 2de Kwartaal van 2025/2026.

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 LOCAL ECONOMIC DEVELOPMENT AND TOURISM OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON WEDNESDAY, 18 FEBRUARY 2026 AT 14:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR PLAASLIKE EKONOMIESE ONTWIKKELING EN TOERISME VAN MUNISIPALITEIT WITZENBERG, GEHOU OP WOENSDAG, 18 FEBRUARIE 2026 OM 14:00 IN DIE STADSAAL, VOORTREKKERSTRAAT, CERES

PRESENT / TEENWOORDIG

Councillors / Raadslede

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

Councillors not on Committee / Raadslede nie op Komitee

Councillor T Abrahams (DA)

Officials / Amptenare

Mr / Mnr D Nasson (Municipal Manager / Munisipale Bestuurder)
Mr / Mnr M Mpeluza (Director: Corporate Services / Direkteur: Korporatiewe Dienste)
Mr / Mnr R Fick (Manager: Local Economic Development / Bestuurder: Plaaslike Ekonomiese Ontwikkeling)
Ms / Me R Hendricks (Manager: Communication and Marketing / Bestuurder: Kommunikasie en Bemarking)
Ms / Me M Arendse-Smith (Acting Manager: Administration / Waarnemende Bestuurder: Administrasie)
Ms / Me J du Toit (Intern: Administration / Praktikant: Administrasie)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson opened the meeting and welcomed everyone present.

Die Voorsitter het die vergadering geopen en almal teenwoordig verwelkom.

NOTED / AANGETEKEN

2. LEAVE OF ABSENCE AND CONFIDENTIALITY AND CONFLICT OF INTEREST DECLARATION / OORWEGING VAN AANSOEKE OM VERLOF TOT AFWESIGHEID, INDIEN ENIGE EN VERKLARING VAN BELANGE

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

A verbal application for leave of absence from the meeting was received from Councillor N Nogicinisa.

'n Mondelinge aansoek om verlof tot afwesigheid van die vergadering is ontvang vanaf raadslid N Nogcinisa.

RESOLVED

that the application for leave of absence from the meeting, received from Councillor N Nogcinisa, 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 raadslid N Nogicinisa, oorstaan tot die volgende vergadering vir die indiening en oorweging van die skriftelike aansoek om verlof tot afwesigheid.

2.2 Consideration of application for leave of absence: 4 December 2025
Aansoeke om verlof tot afwesigheid : 4 Desember 2025
(3/1/2/1)

Verbal applications for leave of absence were received from Councillor P Daniels, who was attending a Cape Winelands District Municipality meeting, and Councillor K Robyn who had a flat tyre whilst enroute to the scheduled meeting.

The Municipal Manager noted that Councillor N Nogcinisa appeared ill at the meeting of 2 December 2025 and that she is most likely not well to attend said meeting. A completed leave of application form must however, be submitted.

The Committee for Local Economic Development and Tourism resolved on 4 December 2025:

(a) that the verbal applications for leave of absence from the meeting, received from Councillors P Daniels and K Robyn, be held in abeyance until the next committee meeting for the submission and consideration of the written applications for leave of absence.

(b) that a written application for leave of absence from the meeting be submitted by Councillor N Nogcinisa.

The following written applications for leave of absence are attached:

(a) Councillor P Daniels, dated 4 December 2025: **Annexure 2.2(a)**.

(b) Councillor N Nogcinisa, dated 4 December 2025: **Annexure 2.2(b)**.

(c) Councillor K Robyn, dated 19 December 2025: **Annexure 2.2(c)**.

RESOLVED

that the written applications for leave of absence received from Councillor's P Daniels, N Nogcinisa and K Robyn for the meeting held on 4 December 2025, be held in abeyance until the next meeting.

BESLUIT

dat die skriftelike aansoeke om verlof tot afwesigheid ontvang vanaf raadslede P Daniels, N Nogcinisa en K Robyn vir die vergadering gehou op 4 Desember 2025, oorstaan tot die volgende vergadering.

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**.

Die Vertroulikheid en Botsing van Belange Verklaring word ingebind as **bylae 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)

Councillor P Daniels requested that the Minutes of the meeting held on 4 December 2025, item 2.1 Consideration of application for leave of absence of, which reads as follows:

"Verbal applications for leave of absence from the meeting were received from Councillor P Daniels, who is attending a Cape Winelands District Municipality meeting, and Councillor K Robyn who has a flat tyre whilst enroute to the scheduled meeting."

be amended to read as follows:

"Verbal applications for leave of absence from the meeting were received from Councillor P Daniels, who is attended to urgent matters regarding the Wolseley Christmas Market arrangements, and Councillor K Robyn who had a flat tyre whilst enroute to the scheduled meeting."

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 following minutes are attached:

(a) Committee for Local Economic Development and Tourism held on 16 October 2025: **Annexure 3.3(a)**.

(b) Committee for Local Economic Development and Tourism held on 4 December 2025: **Annexure 3.3(b)**.

RESOLVED

(a) that the minutes of the meeting of the Committee for Local Economic Development and Tourism held on 16 October 2025, be approved and signed by the Chairperson.

(b) that the report of the meeting of the Committee for Local Economic Development and Tourism, held on 4 December 2025, as amended, be approved and signed by the Chairperson.

BESLUIT

(a) dat die notule van die vergadering van die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme gehou op 16 Oktober 2025, goedgekeur en deurdie Voorsitter onderteken word.

(b) dat die verslag van die vergadering van die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme, gehou op 4 Desember 2025, soos gewysig, goedgekeur en deur die Voorsitter onderteken word.

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

Number	File reference	Item no. and date	Subject	Resolution	Responsibility	Target date
3.4.1	(17/19/1)	Item 5.2 of 16 October 2025.	Presentation: LED Mentorship (NTL Investment)	that the matter is held in abeyance until the next meeting.	Manager: Local Economic Development	18 February 2026

The Manager: Local Economic Development informed the meeting that the intention of the item had been for NTL Investment to deliver a presentation to the committee regarding the mentorship programme and its outcomes. However, the contract with the service provider was only valid for six months and ended in November, therefore the presentation will no longer take place.

RESOLVED

(a) that notice be taken of the outstanding matter.

(b) that the matter be removed from the agenda.

BESLUIT

(a) dat kennis geneem word van die uitstaande saak.

(b) dat die aangeleentheid van die agenda verwyder 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 of the Section Local Economic Development: September, October, November and December 2025 Maandverslae van die Afdeling Plaaslike Ekonomiese Ontwikkeling: September, Oktober, November en Desember 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)	September 2025	**Annexure 6.1(a)**
(b)	October / Oktober 2025	**Annexure 6.1(b)**
(c)	November 2025	**Annexure 6.1(c)**
(d)	December / Desember 2025	**Annexure 6.1(d)**

RESOLVED

that the Committee for Local Economic Development and Tourism takes notice of the content of the monthly reports of the Section Local Economic Development for September, October, November and December 2025 and, after consideration, same be accepted.

BESLUIT

dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme kennis neem van die maandverslae van die Afdeling Plaaslike Ekonomiese Ontwikkeling vir September, Oktober, November en Desember 2025 en, na oorweging, genoemde verslae aanvaar word.

6.2 Monthly reports of the Section Tourism: September, October and November 2025 / Maandverslae van die Afdeling Toerisme: September October and November 2025 (9/1/2/1)

The following monthly reports of the Section Tourism for September 2025 are attached:

Die volgende maandverslae van die Afdeling Toerisme word ingebind:

(a) September 2025 **Annexure 6.2(a)**
(b) October / Oktober 2025 **Annexure 6.2(b)**
(c) November 2025

The committee enquired about the following:

- Whether the Wolseley Tourism office is active and whether an appointment has been made?
- What the operations of the Wolseley office entails and whether it can be rolled out to Prince Alfred's Hamlet?

The following feedback was provided:

- At this stage there is no officer at the Wolseley Tourism office, and the position will be readvertised.
- The Wolseley Tourism office will be incorporated with the Tulbagh Tourism office.
- Prince Alfred's Hamlet and Op-die-Berg tourism falls under the Ceres Tourism office.

It is noted that events and festival opportunities such as Cherry festival and Mandela festival events must be considered and taken to the various areas within the district.

RESOLVED

(a) that the Committee for Local Economic Development and Tourism takes notice of the content of the monthly reports of the Section Local Economic Development for September, October, November and December 2025 and, after consideration, same be accepted.

(b) that the Manager: Marketing and Communications provide feedback regarding the appointment of the Wolseley Tourism Officer.

BESLUIT

(a) dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme kennis neem van die maandverslae van die Afdeling Plaaslike Ekonomiese Ontwikkeling vir September, Oktober, November en Desember 2025 en, na oorweging, genoemde verslae aanvaar word.

(b) dat die Bestuurder: Kommunikasie en Bemarking terugvoering gee rakende die aanstelling van die Wolseley Toerisme beampte.

6.3 Transnet project: Community engagement: 11kV Substation, Wolseley
Transnet projek: Gemeenskapsbetrokkenheid: 11kV Substasie, Wolseley (17/19/R)

The following documents are attached:

(a) Report from Manager: Local Economic Development, dated 15 January 2025: **Annexure 6.3(a)**.

(b) Transnet Presentation: **Annexure 6.3(b)**.

The Manager: Local Economic Development informed the meeting that the project in Wolseley will be employ 20 individuals, both skilled and unskilled, from within Witzenberg. The municipality assisted with advertising the employment opportunity.

The committee requested that a site visit be conducted at the Prince Alfred Hamlet Transnet facility to investigate reports of individuals erecting informal structures. It was further requested that a meeting be arranged with Transnet regarding the individuals occupying the electricity station.

RESOLVED

(a) that the Committee for Local Economic Development and Tourism takes notice of the project.

(b) that an engagement be arranged with Transnet to inform of the problems experienced at the Prince Alfred's Hamlet Transnet facility and feedback be provided at the next meeting.

(c) that the committee perform an inspection in loco at the Prince Alfred's Hamlet Transnet facility prior to the next Council meeting.

(d) that the Senior Manager: Legal Services and Senior Manager: Town Planning be invited to the next meeting to inform the committee of all vacant erven available for development.

BESLUIT

(a) dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme kennis neem van die projek.

(b) dat 'n gesprek met Transnet gereël word om hulle in die lig omtrent die probleme wat by die Prince Alfred's Hamlet Transnet-fasiliteit ondervind word en terugvoering by die volgende vergadering gegee word.

(c) dat die komitee 'n terplaatse inspeksie uitvoer by die Prince Alfred's Hamlet Transnet fasiliteit voor die volgende Raadsvergadering.

(d) dat die Senior Bestuurder: Regsdienste en Senior Bestuurder: Stadsbeplanning genooi word na die volgende vergadering om die komitee in te lig oor alle oop erwe wat vir ontwikkeling beskikbaar is.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

None / Geen

NOTED / AANGETEKEN

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

None / Geen

NOTED / AANGETEKEN

9. ADJOURNMENT / VERDAGING

The meeting adjourned at 14:55. / Die vergadering verdaag om 14:55.

Approved on 11 June 2026 without amendments.

_____

ALDERMAN JJ VISAGIE
CHAIRPERSON

MINUTES OF THE EXECUTIVE MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON MONDAY, 23 FEBRUARY 2026 AT 11:00

NOTULE VAN DIE UITVOERENDE BURGEMEESTERSKOMITEE VERGADERING VAN MUNISIPALITEIT WITZENBERG, GEHOU OP MAANDAG, 23 FEBRUARIE 2026 OM 11:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT

Executive Mayoral Committee

Councillor TE Abrahams (Executive Mayor)
Councillor JF Nel (Executive Deputy Mayor)
Alderman K Adams
Councillor JP Fredericks
Alderman HJ Smit
Alderman JJ Visagie

Councillors not on Mayoral Committee

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

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr S Swartz (Director: Community Services)
Mr J Steyn (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Mr J Kolkota (Deputy Director: Finance)
Ms N Oerson (Chief Internal Audit Executive)
Mr A Hofmeester (Manager: IDP)
Ms M Arendse-Smith (Acting Manager: Administration)
Ms J du Toit (Intern: Administration)

Other attendees

Mr M de Villiers (Manager: Ceres Business Initiative)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Executive Mayor welcomed everyone presented 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)

None / Geen

NOTED / AANGETEKEN

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

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

The Confidentiality and Conflict of Interest Declaration was duly signed by all Councillors. 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 / Sake voortspruitend uit notule

3.2.1 Matters arising from meeting of 24 October 2025

The Executive Mayor noted at the Mayoral Committee meeting held on 5 December 2025 that the matters arising from the meeting of 24 October 2025 will be dealt with at the next meeting. The following matters were discussed at the meeting of 24 October 2025:

The meeting requested feedback regarding the following matters, whereafter the Municipal Manager responded with the following:

(a) Upgrading of gravel road that intersects with Vos Street opposite Faure Street, Ceres

The commencement date of the project has been moved to November 2025, following restoration delays as well as the selection of a service provider.

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

There were concerns raised by the public regarding the procedures followed for the leasing and high valuation of the property. Consensus has been reached with most of the matters raised and advertising will follow.

(c) Witzenberg Investment Profile

Provincial economics were approached, but unable to assist in this regard. Matter referred to an investment specialist to prepare a document aiding investment strategies for Witzenberg Municipality.

The Executive Mayor further noted that having no investments from international investors is a major challenge and that Witzenberg must be marketed as an investment opportunity.

(d) Establishment of Local Drug Action Committee (LDAC)

The Local Drug Action Committee is functional at this stage. The South African Police Services have been informed of all the meetings relevant to them and are also attending the Community Development Committee meetings.

(e) Proposed By-law: Municipal parks and open spaces

The By-law for Municipal Parks and Open Spaces has been published in the Provincial Gazette, but will determine when it was published.

(f) Appeal: Subdivision of erf 393, Prince Alfred's Hamlet

The appeal has been dealt with and finalised. Matter is with the developer.

(g) Appeal: Erf 8127, Phillip Street, Ceres

The appeal has been disposed of, after which a meeting was held with the developer to provide an Environmental Impact Assessment, which has not been provided to date. Notice received from the attorneys in Cape Town that the matter will be taken on review as the decision was unlawful, after which the matter was referred to Council's attorney.

(h) 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

A follow-up will be done with the Technical Department to ensure that the implementation of the one-way street is completed as soon as possible and prior to the end of the current academic year.

(i) Draft House Shop By-law

The House Shop By-law will be dealt with at the Council meeting.

(j) Prince Alfred's Hamlet: Hamlet Sports Club: Proposed cooperation agreement with municipality in respect of operation of sports facilities

The agreement has already been finalised. Furthermore, that consideration be given to the broader sport forum becoming more active.

(k) Dunlop Business in a Box Initiative

It is noted that the item is on the Council agenda to rescind the current Council resolution in order to provide a more suitable premises.

(l) Digitization of Service Delivery in Witzenberg

The digitization of service delivery in Witzenberg is in progress and the appointment of a service provider for this purpose still needs to be done. In terms of the National Treasury regulations, approval must be obtained from National Treasury to obtain a new financial system, after which an item must be tabled to Council.

Witzenberg does not have a digitised Housing waiting list as the Provincial Housing list is utilised as the housing function resides with Province and is centralised. A follow-up will be made as to the public being able to access the database.

(m) Erf 787, Tulbagh: Selling of erf for residential as well as kennel facility purposes: Objections and comments

The matter was concluded and it is in the discretion of the applicant whether to use the erf for residential purposes only.

(n) Request for transfer and immediate Power of Attorney of erf 9230, Ceres in Vredebes to the Western Cape Government for educational purposes

Feedback will be provided once more information on the status of the power of attorney is available. Concerns will be raised at the next Intergovernmental Relations engagement.

(o) Housing: Tulbagh GAP Project

Meeting was held with beneficiaries in Tulbagh, guided by an official from the Provincial Department of Infrastructure, to gather the necessary information and encourage individuals to apply for the housing subsidy.

(p) Development of Bella Vista / Ceres taxi rank and purchasing of erf 1127, Ceres for the said purposes

A meeting took place with the property developer and the Bella Vista Taxi Association to discuss the improvements to the toilet facilities at the taxi rank. Following the discussion, the taxi association expressed their opposition to relocating the taxi rank. Furthermore, the contract has been signed and the clearance certificate has been issued for the purchase of the property designated for the taxi rank.

The Speaker requested that Dirk Road, Tulbagh be examined for restrictions due to the unsafe driving conditions for vehicles.

The Municipal Manager responded with the following:

(a) <u>Upgrading of gravel road that intersects with Vos Street opposite Faure Street, Ceres</u>

The project remains outstanding and now linked to the Cilliers Street project. Inputs will be obtained from the Manager: Streets and Stormwater and feedback provided at the next meeting.

(b) <u>Resubmission: Lease and operation of the material recovery facility (MRF) on erf 364/82, Ceres</u>

Concerns are raised as to whether the matter can be outsourced and has been referred to the Western Cape Provincial Government. In terms of Section 78 of the Municipal Systems Act (Act 32 of 2000) both Provincial and National Treasury are required to provide inputs on such proceedings. Furthermore, if National Treasury grants approval for the matter, the process may continue, if not the matter would be referred back to Council.

(c) Witzenberg Investment Profile

Funding for the appointment of a service provider for the project was requested in the Adjustments budget and pending Council's approval.

(d) Establishment of Local Drug Action Committee (LDAC)

Matter has been dealt with and may be removed.

(e) Proposed By-law: Municipal parks and open spaces

Matter has been finalised and may be removed.

(f) Appeal: Subdivision of erf 393, Prince Alfred's Hamlet

Matter has been dealt with and may be removed.

(g) Appeal: Erf 8127, Phillip Street, Ceres

The matter was referred to the High Court, but there was no condonation application. The application for the liquor license can be dealt with as applicants for the liquor license are not part of the rezoning application. Further information will be conveyed to the Mayoral Committee as the matter progresses.

(h) 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

Despite the relevant road signs being erected in the area, residents have not adhered to the road rules. The Traffic Department intervened and issued fines to non-compliant individuals in the meantime. The matter has, however, been dealt with and may be removed.

(i) Draft House Shop By-law

The Draft House Shop By-law was approved at the December 2025 Council meeting and currently being translated into IsiXhosa. Thereafter, it will be submitted to the Government printers for publication.

(j) Meeting with Witzenberg Sports Council

Engagements between the Witzenberg Sports Council, Deputy Mayor, Councillor Nel, and Director: Community Services were held, after which it was decided that a monthly meeting will be scheduled, hopefully representing all the sports codes in all the different towns.

(k) Dunlop Business in a Box Initiative

The objection must first be disposed of and thereafter municipal services will be connected. The matter has been tabled to Council and will be concluded on after discussions.

(l) Digitization of Service Delivery in Witzenberg

Awaiting feedback from National Treasury, as the legislation may be subject to change. This could potentially have an impact on the appointment of a service provider for digitization of service delivery in the Witzenberg project. The head of Local Government was informed of the project and is willing to assist.

(m) Erf 787, Tulbagh: Selling of erf for residential as well as kennel facility purposes: Objections and comments

The matter is currently at the supply chain process phase. The objection was that the sale of the erf should be open to the public. Thereafter the successful applicant could either apply for rezoning or maintain its residential status. The criteria for purchasing the erf requires that the individual must be first time property buyers.

(n) Request for transfer and immediate Power of Attorney of erf 9230, Ceres in Vredebes to the Western Cape Government for educational purposes

All documents have been signed and the building plans were approved by the municipality. Additionally, Technical Services obtained quotations for the bulk services. The current challenge relates to the funding discrepancies between the Department of Education and Department of Public Works and Infrastructure. Plans for the construction of a school in Vredebes is still ongoing and on schedule, with the aim to open before end of the year.

(o) Housing: Tulbagh GAP Project

The Department of Infrastructure requested a Deed of Sale from the municipality to initiate the project, which will incur significant costs for the municipality. Subsequently, a pro forma agreement together with a Council resolution was submitted to the department. Individuals may still apply for the GAP Housing project as only 23 applications were received resulting in 47 erven still available.

(p) Development of Bella Vista / Ceres taxi rank and purchasing of erf 1127, Ceres for the said purposes

Erf 1127 was successfully transferred onto the name of the Witzenberg Municipality. A demolition certificate has been signed to demolish the property in order to prevent unlawful activities. To obtain MIG funding, a letter from the legal taxi associations occupying the current taxi rank is required to indicate their willingness to relocate and further development for a Bella Vista/Ceres taxi rank to take place.

Alderlady E Sidego requested that Kruisvlei Street, Tulbagh be examined for restrictions due to the unsafe driving conditions for vehicles.

NOTED

3.2.2 Matters arising from meeting of 5 December 2025

Feedback regarding the Lease Agreement of the Pine Valley Neighbourhood Watch was requested and will be provided at the next meeting.

NOTED / AANGETEKEN

3.2.3 Matters arising from meeting of 26 January 2026

Enquiries regarding the disposal of assets were made after which the Municipal Manager informed the meeting that a service provider has yet to be appointed and further feedback will be provided at the next meeting.

NOTED / AANGETEKEN

3.3 Approval of minutes / Goedkeuring van notule

The following minutes are attached:

(a) Executive Mayoral Committee meeting, held on 5 December 2025: **Annexure 3.3(a)**.

(b) Executive Mayoral Committee meeting, held on 26 January 2026: **Annexure 3.3(b)**.

RESOLVED

That the following minutes be approved and signed by the Executive Mayor:

(a) Executive Mayoral Committee meeting, held on 5 December 2025.
(b) Executive Mayoral Committee meeting, held on 26 January 2026.

BESLUIT

Dat die volgende notules goedgekeur en deur die Uitvoerende Burgemeester onderteken word:

(a) Uitvoerende Burgemeesterskomitee vergadering, gehou op 5 Desember 2025.

(b) Uitvoerende Burgemeesterskomitee vergadering, gehou op 26 Januarie 2026.

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

The Executive Mayor enquired the following:

- Feedback requested regarding the upper limits for Councillors.
- Whether student bursaries can be advertised earlier instead of after closing of registration. Consideration to be given to how other municipalities deal with the matter.
- Concerns were raised regarding the distribution of ingredients to soup kitchens. It is requested that site visits, inspections and improved control measures be implemented with the soup kitchens as certain individuals have applied, but not actively operating.
- That clean-up projects in Bella Vista be launched to address the illegal dumping and that EPWP workers from Bella Vista be appointed.
- Whether the public toilets near Morrisdale Primary School are cleaned on a regular basis as it is quite filthy.

The Municipal Manager responded with the following:

- Many municipalities are of the opinion that their census totals are incorrect or unreliable, but it has been confirmed that STATS SA will be sending out officials into the field again.
- The bursaries must be advertised in line with the publications of the Senior Certificate results.

NOTED

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFVAARDIGINGS

None / Geen

NOTED / AANGETEKEN

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

6.1 Appeal: Application for consolidation of erven 1567, 2336 and 2591, Ceres (15/4/1/1/241)

A memorandum from the Senior Town Planner, dated 18 September 2025, is attached as **annexure 6.1**.

The Executive Mayoral Committee resolved on 5 December 2025 that the matter be held in abeyance until the next meeting.

RESOLVED

that the appeal of the Verenigende Gereformeerde Kerk (VGK) against the decision of the Witzenberg Planning Tribunal to approve the application for the consolidation of erven 1567, 2336 and 2591, Ceres be dismissed and that the Mayoral Committee upholds the decision of the Witzenberg Planning Tribunal.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

7.1 Directorate Finance / Direktoraat Finansies

7.1.1 Section 71 Monthly Budget Statement Report of Directorate Finance: January 2026
Artikel 71 Maandelikse Begrotingsverslag van Direktoraat Finansies: Januarie 2026
(9/1/2/2)

The Section 71 Monthly Budget Statement Report of the Directorate Finance for January 2026 is attached as **annexure 7.1.1**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the Section 71 Monthly Budget Statement Report of the Directorate Finance for January 2026.

(b) that the Section 71 Monthly Budget Statement Report of the Directorate Finance for January 2026 be referred to the Portfolio Committee for Corporate and Financial Services, the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee to take notice or to advise Council if deemed necessary.

7.1.2 Finance: Adjustment budget and SDBIP Top Layer 2025/2026 (5/1/1/24 & 5/1/5/18)

The following documents are attached:

(a) Memorandum from Director: Finance, dated 13 February 2026: **Annexure 7.1.2(a)**.

(b) Adjustment budget 2025/2026. **Annexure 7.1.2(b)**.

(c) Budget schedules 2025/2026. (Note: Will be distributed at Council meeting).

(d) Proposed adjustments: SDBIP Top Layer 2025/2026: **Annexure 7.1.2(d)**.

RESOLVED

That the Executive Mayoral Committee recommends 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 Adjustments Budget Financial Performance (by standard classification).

(iii) Table B3 – Budgeted Financial performance (Revenue and Expenditure) by Vote.

(iv) Table B4 Adjustments Budget Financial Performance (revenue by source).

(v) Table B5 – Budgeted Capital Expenditure by Vote, standard classification and funding.

7.1.3 Appointment of Chairperson: Performance, Risk and Audit Committee
(5/14/4)

A memorandum from the Chief Internal Audit Executive, dated 12 February 2026, is attached as **annexure 7.1.3**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the appointment of Mr JJ Swarts as the Chairperson of the Performance, Risk and Audit Committee for the period 1 February 2026 until 31 January 2029 be approved.

7.2 Directorate Technical Services / Direktoraat Tegniese Dienste

7.2.1 Draft Witzenberg Municipality Electrical Supply By-law (1/3/1/10)

The following documents are attached:

(a) Memorandum from Director: Technical Services, dated 15 January 2026: **Annexure 7.2.1(a)**.

(b) Draft Electrical Supply By-law: **Annexure 7.2.1(b)**.

The Committee for Technical Services resolved on 10 February 2026 that the Draft Witzenberg Municipality Electrical Supply By-law be workshopped by Council and thereafter be tabled to Council for consideration.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that, after being workshopped, Council approves the Municipal Electrical Supply By-law as tabled.

(b) that Council authorises the Municipal Manager to:

(i) Publish the by-law as required by the Municipal Systems Act (Section 13).

(ii) Engage with relevant municipal departments (Legal, Technical, Finance, Communications) to implement.

(c) that Council directs the Department Electrical Services to:

(i) Roll out a public information campaign.

(ii) Train staff on new standards and compliance protocols.

(iii) Monitor and report annually on bylaw enforcement outcomes and performance metrics.

7.3 Directorate Community Services / Direktoraat Gemeenskapsdienste

7.3.1 Proposed amendments to Indigent Policy (5/1/1/13)

Report from Director: Finance, dated 19 January 2026:

"**1. Purpose**

The purpose of this report is to submit proposed amendments to the Indigent Policy for consideration to Council. The Indigent Policy is attached as **annexure 7.3.1**.

2. Legal framework

The qualification criteria for urban households to receive assistance are as follows:

(a) The head of the household must be a South African citizen.

(b) An application on the prescribed form, fully completed with the required information and signed, must be provided.

(c) The household, except in the case of rural households, must receive an account from the Municipality of Witzenberg.

(d) If the municipal account is not in the name of the people residing in the house the following procedures may be followed:

(i) An indigent application process to determine whether the household qualifies for benefits. If they qualify then:

- A letter from the owner, or the executer of the estate, if applicable, authorising the municipality to open a service account in the name of the person residing in the house.
- If the owner has died and an executer has not been appointed, all the children of the deceased must give permission with an affidavit that the account can be opened in the specific person's name.
- In the case of municipal property, the Housing Committee will determine the lessee.

(ii) In exceptional circumstances the Municipal Manager can authorise the opening of an account in the name of the person residing on the premises. (When it is not possible to obtain approval from the owner/s or heir/s to open an account in the name of the people residing in the house).

(e) The Municipal Manager is delegated to write off the old debt on the property if the property is transferred into the name of the beneficiary within 24 months after the approval of the indigent application.

(f) No member of the household, except in the case of rural households which resides on the farm where he/she works and is not the owner, may own a fixed property other that the site on which the household resides; and

(g) The household joint gross income may not exceed the level of R6,000.00 per month. The average monthly income for seasonal workers may be calculated by multiplying the monthly income with the number of months the person normally works and dividing the answer by 12. The monthly income for weekly wages may be calculated by multiplying the weekly wage by 4.3.

(h) The household income as per paragraph 6.1.5 may be reduced with the monthly bond expenditure.

(i) Two individual government pension (old age or disability) that exceeds the threshold as per 7.1 may qualify for the 100 % benefit if it is the only household income.

(j) The Municipal Manager may approve a household as indigent in exceptional circumstances.

(k) As a pre-requisite the municipality will install water demand management meters free of charge at indigent properties as a prerequisite to be registered as an indigent and all water leaks on the property will be repaired by the municipality at the cost of the municipality.

(l) No applicants who have a mobile shop in their erven (whether they are the owner or operator of the shop or not) is eligible for any Indigent benefit.

(m) No Indigent application will be approved if any illegal trading is conducted on the property.

(n) Where there is a business operated by the main account holder or their spouse/ life partner, an affidavit must be accompanied stating that the income (profit) from the business is not more than the thresholds of the Indigent (100 % or 50 %) subsidy. Where discretion regarding this matter is needed, the application is to be referred to the Municipal Manager or Director: Community Services for approval.

3. Discussion

Some of the households in the Eskom area do qualify for indigent support, but they do not apply as they receive the free electricity units from Eskom based on the size of the electricity connection.

The households in informal areas do not receive accounts for municipal services and therefore do not apply for indigent support although they receive municipal services.

The abovementioned households are therefore not included in the official municipal statistics of indigent households."

Council resolved on 28 January 2026:

(a) That the following paragraphs be added to the Indigent Policy:

(i) Paragraph 6.1.5.1: The households on the Eskom list for free electricity units automatically qualify for full indigent benefits.

(ii) Paragraph 6.1.5.2: The households in informal areas qualify for limited indigent benefits which excludes free basic electricity.

(b) That the Indigent Policy will be dealt with at the next Council workshop for amendments to the policy.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that after being workshopped, the amended Indigent Policy be approved.

7.3.2 Availing and lease of land for Dunlop Business in a Box Initiative: Erf 389 Tulbagh, erf 1640 Wolseley and portion of erf 5958, Nduli, Ceres
(7/1/4/1)

A memorandum from the Manager: Local Economic Development, dated 12 January 2026, is attached as **annexure 7.3.2**.

The following recommendation was tabled to the Executive Mayoral Committee:

(a) that consideration be given to the objections received.
(b) that Council's resolution of 30 May 2025 be upheld.

RESOLVED

that the matter be held in abeyance.

7.4 Directorate Corporate Services / Direktoraat Korporatiewe Dienste

7.4.1 By-law: Rules of Order for meetings of Witzenberg Council (1/3/1/25)

The By-law on the Rules of Order for meetings of the Witzenberg Council and its Committees is attached as **annexure 7.4.1**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that after being workshopped, the By-law on the Rules of Order for meetings of the Witzenberg Council be approved.

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

None / Geen

NOTED / AANGETEKEN

9. FORMAL AND STATUTORY MATTERS
FORMELE EN STATUTêRE SAKE

None / Geen

NOTED / AANGETEKEN

10. ADJOURNMENT / VERDAGING

The meeting adjourned at 13:15.

Approved on 26 March 2026 with amendments.

_____

COUNCILLOR TE ABRAHAMS
EXECUTIVE MAYOR

MINUTES OF THE HYBRID MEETING OF THE COMMITTEE FOR COMMUNITY DEVELOPMENT OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON TUESDAY, 3 MARCH 2026 AT 10:00

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) (Virtual attendance)
Councillor / Raadslid K Yisa (ANC)

Officials / Amptenare

Ms / Me H Truter (Manager: Amenities and Environment / Bestuurder: Geriewe en Omgewing)
Ms / Me A Lambrecht Vertue (Manager: Fire, Rescue and Disaster Management / Bestuurder: Brand-, Reddings- en Rampbestuur)
Mr / Mnr M Green (Senior Manager: Protection Services / Senior 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 W Hanekom (Manager: Social Development / Bestuurder: Maatskaplike Ontwikkeling)
Mr / Mnr GJ Lukas (Head: Law Enforcement / Hoof: Wetstoepassing)
Ms / Me M Arendse-Smith (Chief Administrative Officer / Hoof Administratiewe Beampte)
Ms / Me J du Toit (Intern: Administration / Praktikant: Administrasie)

Other representatives / Ander verteenwoordigers

Colonel / Kolonel JAG Saayman (South African Police Services Ceres / Suid-Afrikaanse Polisiediens Ceres)
Colonel / Kolonel V Groenewald (South African Police Services Tulbagh / Suid-Afrikaanse Polisiediens Tulbagh)
Ms / Me C Botha (Manager: The Haven Night Shelter / Bestuurder: Die Haven Nagskuiling)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested Councillor G Franse to open the meeting with prayer.

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

NOTED / AANGETEKEN

2. LEAVE OF ABSENCE AND CONFIDENTIALITY AND CONFLICT OF INTEREST DECLARATION / VERLOF TOT AFWESIGHEID EN VERTROULIKHEID EN BOTSING VAN BELANGE VERKLARING (3/2/1)

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

Apologies for absence from the meeting were received from Director: Community Services and Lt. Colonel Dawede (South African Police Services Prince Alfred's Hamlet).

RESOLVED

that the apologies for absence from the meeting, received from the Director: Community Services and Lt. Colonel Dawede (South African Police Services Prince Alfred's Hamlet), be accepted.

BESLUIT

dat die verskonings vir afwesigheid van die vergadering, ontvang vanaf die Direkteur: Gemeenskapsdienste en Lt. Kolonel Dawede (Suid-Afrikaanse Polisiediens Prince Alfred's Hamlet), 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**.

Die Vertroulikheid en Botsing van Belange Verklaring word ingebind as **bylae 2.2**.

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

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 13 November 2025, are attached as **annexure 3.3**.

Die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 13 November 2025, word ingebind as **bylae 3.3**.

RESOLVED

that the minutes of the meeting of the Committee for Community Development held on 13 November 2025, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling gehou op 13 November 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 Polisiediens (SAPD) (17/07/1/R)

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

Die verslae van die Suid-Afrikaanse Polisiediens sal mondeling gelewer word.

(a) Ceres
(b) Tulbagh

(a) Ceres

Lt. Colonel J Saayman reported on the following:

- The police station is operating well in terms of performance.
- Current challenges are with legal and illegal liquor shebeens over weekends and the activities related to the night life of Ceres.
- Contact crime is however relatively low.

(b) Tulbagh

Lt. Colonel V Groenewald reported on the following:

- The area's murder rate for quarter was managed effectively, despite incidents of contact crime that is ongoing and often impacted by alcohol abuse.
- Current challenge related to the shebeens in the informal settlements, as many complaints related to assault occur at the shebeens.
- At present, there are concerns regarding the increasing number of shacks in Tulbagh within the informal settlements as well as individuals engaging in the illegal sale of liquor.
- The water pipes at the Tulbagh Police Station have been fixed and appreciation was expressed to the municipality for their assistance.
- Assistance is requested from the Municipal Law Enforcement to assist the Tulbagh Police Station when it is required.
- Influx of Sotho's in the area are problematic and seem to be the perpetrators in crimes related to stabbings and sale of liquor.

The Chairperson noted that the matter related to the shortage of staff at the Traffic department will be addressed with management.

RESOLVED

(a) 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.

(b) that the Head: Law Enforcement arrange a meeting between Witzenberg Municipality and Tulbagh SAPS regarding the informal structures and illegal shebeens

BESLUIT

(a) dat die Komitee vir Gemeenskapsontwikkeling, kennis neem van die inhoud van die verslae gelewer deur die Suid-Afrikaanse Polisiediens en, na oorweging, genoemde verslae aanvaar word.

(b) dat die Hoof: Wetstoepassing 'n vergadering reël tussen Munisipaliteit Witzenberg en Tulbagh SAPD rakende die informele strukture en onwettige sjebiens.

5.2 Community Services: The Haven Night Shelter: Monthly reports for November, December 2025 and January 2026
Gemeenskapsdienste: Die Haven Nagskuiling: Maandverslae vir November, December 2025 and Janaury 2026
(17/16/1)

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

Die volgende maandverslae van die Haven Nagskuiling word ingebind:

(a)	November 2025	**Annexure / Bylae 5.2(a)**
(b)	December / Desember 2025	**Annexure / Bylae 5.2(b)**
(c)	January / Januarie 2026	**Annexure / Bylae 5.2(c)**

The Manager of The Haven Night Shelter informed the committee that they are presently waiting for the Population Certificate, which is issued by the municpality as the certificate is essential for the aquisition of additional beds.

RESOLVED

that the Committee for Community Development takes notice of the content of the monthly reports of the Haven Night Shelter for November 2025, December 2025 and January 2026 and, after consideration, 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 2025, Desember 2025 en Januarie 2026 en, na oorweging, genoemde verslae aanvaar word.

Councillor K Yisa joined the meeting at 10h14.

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

6.1 Monthly reports of the Section Social Services: November and December 2025
Maandverslae van die Afdeling Maatskaplike Dienste: November en Desember 2025
(9/1/2/4)

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

Die volgende maandverslae van die Afdeling Maatskaplike Dienste word ingebind:

(a)	November 2025	**Annexure 6.1(a)**
(b)	December / Desember 2025	**Annexure 6.2(b)**

The Manager: Social Development informed the meeting that the Witzenberg Safety Forum is currently active and awereness programmes for Genber based violence commences this week.

RESOLVED

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

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die maandverslae van die Afdeling Maatskaplike Dienste vir November en Desember 2025 en, na oorweging, genoemde verslae aanvaar word.

6.2 Monthly reports of the Section Libraries: October, November en December 2025
Maandverslae van die Afdeling Biblioteke vir Oktober, November en Desember 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)	October / Oktober 2025	**Annexure / Bylae 6.2(a)**
(b)	November 2025	**Annexure / Bylae 6.2(b)**
(c)	December / Desember 2025	**Annexure / Bylae 6.3(a)**

The committee inquired about the vacant position at the Op-die-Berg Library and requested feedback regarding the tender for the building of a Library in Nduli.

The Manager: Libraries informed the meeting that the shortlistings of the vacant position is scheduled for March 2026. Furthermore, that the service provider for Nduli library has been appointed and that a contract must be signed between the municipality and service provider before construction can commence.

RESOLVED

that the Committee for Community Development takes notice of the content of the monthly reports of the Section Libraries for October, November and December 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 Oktober, November en Desember 2025 en, na oorweging, genoemde verslae aanvaar word.

6.3 Monthly reports of the Section Amenities and Environment for October, November and December 2025 / Maandverslae van die Afdeling Geriewe en Omgewing vir Oktober, November en Desember 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)	October / Oktober 2025	**Annexure / Bylae 6.3(a)**
(b)	November 2025	**Annexure / Bylae 6.3(a)**
(c)	December / Desember 2025	**Annexure / Bylae 6.3(c)**

Councillor K Yisa informed the meeting that the athletics event, which took place at the Bella Vista sportsgrounds, was disappointing as the preparations for this event did not meet the required standards. The state and condition of the sport field facility was disgraceful.

The Manager: Environment and Amenities noted that the matter will be investigated and that further engagements with Councillor K Yisa will be held in this regard.

RESOLVED

that the Committee for Community Development takes notice of the content of the monthly reports of the Section Amenities and Environment for October, November and December 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 Oktober, November en Desember 2025 en, na oorweging, dat genoemde verslae aanvaar word.

6.4 Monthly reports of the Section Resorts and Swimming Pools: October and November 2025 / Maandverslae van die Afdeling Oorde en Swembaddens: Oktober en November 2025 (9/1/2/4)

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

Die volgende maandverslae van die Afdeling Oorde en Swembaddens word ingebind:

(a)	October / Oktober 2025	**Annexure 6.4(a)**
(b)	November 2025	**Annexure 6.4(b)**

The Acting Manager: Resorts and Swimming Pools informed the meeting that Resorts and Swimming Pools had a successful season thus far as there have been no drownings and that there are sufficient lifeguards on duty for the remainder of the season.

RESOLVED

that the Committee for Community Development takes notice of the content of the monthly reports of the Section Resorts and Swimming Pools for October and November 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 Oktober en November 2025 en, na oorweging, genoemde verslae aanvaar word.

6.5 Monthly reports of the Section Fire, Rescue and Disaster Management Services: October, November and December 2025
Maandverslae van Afdeling Brand, Redding-en Rampbestuursdienste: Oktober, November en Desember2025
(9/1/2/4)

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

Die volgende maandverslae van die Afdeling Brand, Redding-en Rampbestuursdienste word ingebind:

(a)	October / Oktober 2025	**Annexure 6.5(a)**
(b)	November 2025	**Annexure 6.5(b)**
(c)	December / Desember 2025	**Annexure 6.5(c)**

Councillor K Yisa informed the meeting of the Nduli fire incident where two shacks burnt down in Chris Hanie Street, Nduli. The fire fighters handled the incident well although it was concerning that there were only two fire fighters on duty for the night shift.

The Manager: Fire, Rescue and Disaster Management informed the meeting that currently the Fire department can only assign two fire fighters per shift as there is a shortage of staff and budget. In the event of any fire incidents that occur within the Witzenberg area, assistance would be requested from the Cape Winelands District Municipality's Fire department.

The Chairperson noted that the matter related to the shortage of staff at the Fire department will be addressed with management.

RESOLVED

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

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die maandverslae van die Afdeling Brand, Redding-en Rampbestuursdienste vir Oktober, November en Desember 2025 en, na oorweging, genoemde verslae aanvaar word.

6.6 Monthly report of the Section Traffic Services: Maandverslag van die Afdeling Verkeersdienste: (9/1/2/1)

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

Die volgende maandverslae van die Afdeling Verkeersdienste word ingebind:

(a) October / Oktober 2025 **Annexure 6.6(a)**
(b) November 2025 **Annexure 6.6(b)**

The Senior Manager: Protection Services informed the meeting of the following:

- There is a deficiency of resources within the Traffic department, making it difficult to provide assistance to Police Stations in the area seeking assistance.
- A Traffic Officer was designated to be present at Nduli primary school for the safety of the children in the morning.
- The Protection Services department received funding for awareness programs to be executed in Witzenberg.
- Challenges and concerns raised regarding the expanditure on overtime for Traffic Officers.

RESOLVED

that the Committee for Community Development takes notice of the content of the monthly reports of the Section Traffic Services for October and November 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 Oktober en November 2025 en, na oorweging, genoemde verslae aanvaar word.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

None / Geen

NOTED / AANGETEKEN

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

None / Geen

NOTED / AANGETEKEN

9. ADJOURNMENT / VERDAGING

The meeting adjourned at 11:20. / Die vergadering verdaag om 11:20.

Approved on 16 April 2026 without amendments.

_____

COUNCILLOR JF NEL
CHAIRPERSON

MINUTES OF THE HYBRID MEETING OF THE COMMITTEE FOR HOUSING MATTERS OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, 50 VOORTREKKER STREET, CERES ON WEDNESDAY, 18 MARCH 2026 AT 10:00

PRESENT / TEENWOORDIG

Councillors / Raadslede

Alderman / Raadsheer K Adams (Chairperson / Voorsitter) (DA)
Councillor / Raadslid S De Bruin (DA) (Virtual attendance)
Councillor / Raadslid P Daniels (DA)
Councillor / Raadslid IL Swartz (EFF)
Councillor / Raadslid N Phatsoane (ANC)

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)
Ms / Me J du Toit (Intern: Administration / Praktikant: Administrasie)

Councillors not on Committee / Raadslede nie op Komitee

Aderman / Raadsheer D Swart (DA)
Councillor / Raadslid R Rooi (Witzenberg Party)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and extended a warm welcome to Alderman D Swart.

Die Voorsitter heet almal teenwoordig welkom en 'n hartlike verwelkoming aan raadslid D Swart.

2. LEAVE OF ABSENCE AND CONFIDENTIALITY AND CONFLICT OF INTEREST DECLARATION / AANSOEK OM VERLOF TOT AFWESIGHEID EN VERTROULIKHEID EN BOTSING BELANGE

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**.

Die Vertroulikheid en Botsing van Belange Verklaring word ingebind, as **byale 2.2**.

No Conflict of interest was declared.

Geen botsing van belange was 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 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 29 January 2026 are attached as **annexure 3.3**

Die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 29 Januarie 2026, word ingebind as **bylae 3.3**.

RESOLVED

that the minutes of the meeting of the Committee for Housing Matters held on 29 January 2026, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede gehou op 29 Januarie 2026, 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

Councillor N Phatsoane joined the meeting at 10h20

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

6.1 Monthly reports of the Section Housing: January and February 2026 Maandverslae van die Afdeling Behuising: Januarie en Februarie 2026 (9/1/2/4)

The following monthly reports of the Section Housing are attached:

Die volgende maandverslae van die Afdeling Behuising word ingebind:

(a)	January / Januarie 2026	**Annexure 6.1(a)**
(b)	February / Februarie 2026	**Annexure 6.1(b)**

Councillor P Daniels raised concerns about the informal structures and the demolishing thereof as crime is increasing rapidly, especially farm attacks and with foreigners that are stopping private vehicles to prevent receiving lifts.

The Chairperson requested that the Director: Community Services ensure that the erection of shacks be dealt with immediately, effectively and on a regular basis.

RESOLVED

that the Committee for Housing Matters takes notice of the content of the monthly reports of the Section Housing for January and February 2026 and, after consideration, same be approved and accepted.

BESLUIT

dat die Komitee vir Behuisingsaangeleenthede kennis neem van die maandverslae van die Afdeling Behuising vir Januarie en Februarie 2026 en, na oorweging, genoemde verslae goedgekeur en aanvaar word.

Councillor N Phatsoane joined the meeting at 10:20.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

None / Geen

NOTED / AANGETEKEN

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

The urgent item will be dealt with at item 9.1.10, due to the confidentiality thereof.

Die dringende item sal by item 9.1.10 hanteer word, weens die vertroulikheid daarvan.

9. COMMITTEE FOR HOUSING MATTERS-in-COMMITTEE

These items are dealt with in the confidential minutes.

MINUTES OF THE EXECUTIVE MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON THURSDAY, 26 MARCH 2026 AT 10:00

NOTULE VAN DIE UITVOERENDE BURGEMEESTERSKOMITEE VERGADERING VAN MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 26 MAART 2026 OM 10:00 IN DIE STADSAAL, VOORTREKKERSTRAAT, CERES

PRESENT

Executive Mayoral Committee

Councillor TE Abrahams (Executive Mayor)
Alderman K Adams
Councillor JP Fredericks
Alderman HJ Smit
Alderman JJ Visagie

Councillors not on Mayoral Committee

Alderlady EM Sidego (Speaker) (ex officio)

Officials

Mr D Nasson (Municipal Manager)
Director: Finance (Mr HJ Kritzinger)
Director: Community Services (Mr S Swartz)
Mr J Steyn (Director: Technical Services)
Ms N Oerson (Chief Internal Audit Executive)
Acting Manager: Administration (Ms M Arendse-Smith)
Ms J du Toit (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 requested Alderman JJ Visagie 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 written 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 Director: Corporate Services.

RESOLVED

(a) that the written application for leave of absence from the meeting, received from the Executive Deputy Mayor, Councillor JF Nel, be accepted.

(b) that notice be taken of the apology for absence from the meeting, received from the Director: Corporate Services.

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

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

NOTED

Alderman K Adams joined the meeting at 10:06.

3. MINUTES / NOTULES

3.1 Corrections to the minutes: Mayoral Committee 23 February 2026
Regstelling van notule: Burgemeesterskomitee 23 Februarie 2026

The Executive Mayor, Councillor TE Abrahams, requested that the heading (j) on page 6 of the minutes, which reads as follows:

"(j) Digitization of Service Delivery in Witzenberg

Engagements between the Witzenberg Sports Council, Deputy Mayor, Councillor Nel, and Director: Community Services were held, after which it was decided that a monthly meeting will be scheduled, hopefully representing all the sport codes in all the different towns."

be corrected to read:

"(j) Meeting with Witzenberg Sports Council

Engagements between the Witzenberg Sports Council, Deputy Mayor, Councillor Nel, and Director: Community Services were held, after which it was decided that a monthly meeting will be scheduled, hopefully representing all the sport codes in all the different towns."

NOTED / AANGETEKEN

3.2 Matters arising from the minutes / Sake voortspruitend uit notule

3.2.1 Matters arising from meeting of 23 February 2026

The Executive Mayor requested that the following matters, as noted at the meeting held on 23 February 2026, be placed as outstanding matters for inclusion in the agenda for feedback at the next meeting:

- It was requested that student bursaries be advertised prior to or around the time when matric results are released, ensuring that students have the necessary funding to attend universities.
- Concerns were raised regarding the soup kitchen program for which the municipality distributes ingredients to soup kitchens on an annual basis. It is requested that the department responsible for the project investigates whether the soup kitchens are still functioning after ingredients were distributed, as there have been complaints that certain soup kitchens are not complying with the requirement to provide food to individuals.
- Feedback was requested regarding the cleaning of sites where there is illegal dumping of waste, especially in Bella Vista, Ceres.
- There were concerns regarding public toilet facilities across the road from Morrisdale Primary School, as the cleanliness of the toilets are not up to standard.

NOTED

3.3 Approval of minutes / Goedkeuring van notule

The minutes of the Executive Mayoral Committee meeting, held on 23 February 2026 are attached as **annexure 3.3**.

RESOLVED

that the minutes of the Executive Mayoral Committee meeting, held on 23 February 2026, as amended, be approved and be signed by the Executive Mayor.

BESLUIT

dat die notule van die Uitvoerende Burgemeesterskomitee vergadering, gehou op 23 Februarie 2026, soos gewysig, goedgekeur en deur die Uitvoerende Burgemeester onderteken word.

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

The Executive Mayor conveyed the following:

- It was requested that the Portfolio Housing provides a comprehensive report to the Mayoral Committee on a quarterly basis, indicating the status of housing projects; the number of informal settlements as well as illegal structures requiring urgent attention.
- The illegal activities occurring at the Transnet facility in Prince Alfred's Hamlet are a matter of concern and the municipality ought to address this matter.
- Mayoral Committee members have indicated that the internet connection at the Mayco offices is slow and requires attention as the members rely on internet access to perform their duties.
- Consideration to be given to the build of a weighbridge to accommodate heavy motor vehicles passing through Ceres, as this could also serve as a source of revenue for the municipality.

Alderlady E Sidego informed the meeting that the Tulbagh Post Office is non-functional resulting in the indigent clients not receiving their letters.

The Municipal Manager noted the following:

- The initial weighbridge was planned for at the entrance of Gouda and that the matter will receive urgent attention.
- That in terms of indigent clients, urgent attention be given to the option of WhatsApp notices and that ward councillors assist with issuing of forms to community members to obtain their details.

The Director: Community Services informed the meeting that municipal officials do home visits to assist expired recipients.

5. INTERVIEWS WITH DELEGATIONS ONDERHOUDE 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 Section 71 Monthly Budget Statement Report of Directorate Finance: February 2026
Artikel 71 Maandelikse Begrotingsverslag van Direktoraat Finansies: Februarie 2026
(9/1/2/2)

The Section 71 Monthly Budget Statement Report of the Directorate Finance for February 2026 is attached as **annexure 7.1.1**.

It is noted that expenses related to overtime and standby are of serious concern and therefore request that a report detailing the progress to reduce and manage these expenses be submitted to the Mayoral Committee.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the Section 71 Monthly Budget Statement Report of the Directorate Finance for February 2026.

(b) that the Section 71 Monthly Budget Statement Report of the Directorate Finance for February 2026 be referred to the Portfolio Committee for Corporate and Financial Services, the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee to take notice or to advise Council if deemed necessary.

7.1.2 Finance: Draft Budget 2026/2027, Draft Review of IDP 2026/2027 and Draft Top Layer SDBIP 2026/2027
(5/1/1/25; 2/2/1 & 5/1/5/19)

Memorandum from the Director: Finance, dated 18 March 2026:

"**1. Purpose**

The purpose of this report is to table the Draft Budget 2026/2027, Draft Review of the IDP 2026/2027 and Draft Top Layer SDBIP 2026/2027 to the Executive Mayor and Council.

2. Legal framework

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

`Annual budgets

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

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

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

Contents of annual budgets and supporting documents

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

(a) setting out realistically anticipated revenue for the budget year from each revenue source.

(b) appropriating expenditure for the budget year under the different votes of the municipality.

(c) setting out indicative revenue per revenue source and projected expenditure by vote for the two financial years following the budget year.

(d) setting out –

(i) estimated revenue and expenditure by vote for the current year and

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

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

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

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

(a) Draft resolutions –

(i) approving the budget of the municipality.

(ii) imposing any municipal tax and setting any municipal tariffs as may be required for the budget year.

(iii) approving the budgets for the relevant financial year of each municipal entity under the sole or shared control of the municipality and

(iv) approving any other matter that may be prescribed.

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

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

(d) Any proposed amendments to the municipality's Integrated Development Plan following the annual review of the Integrated Development Plan in terms of Section 34 of the Municipal Systems Act.

(e) Any proposed amendments to the budget-related policies of the municipality.

(f) Particulars of the municipality's investments.

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

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

(i) Particulars of any proposed service delivery agreements, including material amendments to existing service delivery agreements.

(j) Particulars of any proposed allocations or grants by the municipality to –

(i) other municipalities.

(ii) any municipal entities and other external mechanisms assisting the municipality in the exercise of its functions or powers.

(iii) any other organs of state.

(iv) any organisations or bodies referred to in Section 67(1).

(k) The proposed cost to the municipality for the budget year of the salary, allowances and benefits of –

(i) each political office-bearer of the municipality.

(ii) Councillors of the municipality and

(iii) the Municipal Manager, the Chief Financial Officer, each Senior Manager of the municipality and any other official of the municipality at a remuneration package at least equal to that of a Senior Manager.

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

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

(ii) the Chief Executive Officer and each Senior Manager of the entity.

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

Funding of expenditures

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

(a) realistically anticipated revenues to be collected.

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

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

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

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

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

3. NERSA requirements

The National Energy Regulator of South Africa (NERSA) requires that Council 'approves' the electricity tariffs before submitting same to them on 31 March 2026.

4. Tabling

The National Minister of Finance tabled the national budget on 22 February 2026 in parliament.

The following documents will be distributed at the Council workshop:

(a) Draft Top Layer SDBIP for 2026/2027: **Annexure 7.1.2(a)**.

(b) Draft Review of IDP 2026/2027: **Annexure 7.1.2(b)**.

(c) Draft Budget: 2026/2027 – 2028/2029: **Annexure 7.1.2(c)**.

(d) Draft Budget Related Policies: 2026/2027: **Annexure 7.1.2(d)**.

(e) Draft Budget Schedules: 2026/2027 – 2028/2029: **Annexure 7.1.2(e)**."

The Director: Finance provided a synopses of the Draft Budget in terms of the biggest concerns such as the increase of the ESKOM tariffs and the increase in the indigent applications, which will have an effect on the municipality's cash flow.

The following were noted by the meeting:

- Whether the deposit required by ESKOM must be in cash.
- That consideration be given to increasing the 50 free units to 100 units per month.
- Properties and improvement thereof must be monitored and ensured that tax is calculated correctly.
- In-house building inspectors to investigate and note all illegal building developments and to determine how to motivate residents for residential growth and relook at tariffs.
- Where do the funds come from for the writing off of bad debt?

The Municipal Manager responded with the following:

- The deposit payable to ESKOM was payable in cash or with a bank guarantee. Furthermore, that after engagements with ESKOM, the total was reduced based om the area covered and the actual upgrade.
- that additional assistance to the poor places a higher burden on the middle class.
- There is, however, no control over the erection of informal settlements.
- The funds utilised to write off bad debt are not in terms of cash received, but as a result of increasing tariffs to make provision for the bad debt. No funds are received from National Treasury in this regard.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that the Draft Budget, the Draft Review of the IDP and the Draft Top Layer SDBIP of the Witzenberg Municipality for the financial year 2026/2027 and the indicative budget for the two years 2027/2028 and 2028/2029 that have been tabled by the Executive Mayor in Council, be workshopped by Council and thereafter notice be taken by Council.

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

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

(d) that Council approves the electricity tariffs in principle, subject to public participation and NERSA consideration.

7.2 Directorate Technical Services / Direktoraat Tegniese Dienste

7.2.1 Resubmission: Lease and operation of Material Recovery Facility (MRF): Erf 364/82, Ceres (17/3/2)

A report from the Chief Financial Officer, dated 23 March 2026, is attached as **annexure 7.2.1**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that the Council resolution of 31 March 2025 be rescinded.

(b) that the municipality continues to operate the Material Recovery Facility.

7.3 Directorate Community Services / Direktoraat Gemeenskapsdienste

7.3.1 Notice of motion of exigency: Amendment of policy pertaining to swimming pools and appointment of additional lifeguards at municipal swimming pools (8/1/R & 4/3/3/3)

A notice of motion of exigency from Councillor K Robyn, dated 11 December 2025, is attached as **annexure 7.3.1(a)**.

Council resolved on 25 February 2026 that a report related to the proposals noted in the motion be workshopped and tabled to Council.

A report from the Director: Community Services, dated 17 March 2026, is attached as **annexure 7.3.1(b)**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the notice of motion of exigency and the feedback from the Department Community Services.

(b) that the Department Community Services be given time to do an assessment and the policy be reviewed and amended if necessary.

7.3.2 Review of Witzenberg Policy on Expanded Public Works Programme (EPWP) (4/1/1/P)

Memorandum from Manager: Local Economic Development, dated 17 March 2026:

"**Background**

The current Policy on the Expanded Public Works Programme (2013) is outdated and is in need to be reviewed in order to be aligned with the latest EPWP Phase 5 requirements as well as to address EPWP municipal administration.

Review

The Policy on the Expanded Public Works Programme was extensively reviewed, taking into consideration changing EPWP legislation, internal EPWP arrangements and the current EPWP Phase 5 that must be implemented. Inputs were also received from Senior Management and Managers.

The reviewed Policy on the Expanded Public Works Programme is attached as **annexure 7.3.2**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the reviewed Policy on the Expanded Public Works Programme, after consideration, be approved.

7.4 Directorate Corporate Services / Direktoraat Korporatiewe Dienste

7.4.1 Proposed lease of Toll House, Michells Pass, Ceres (7/1/4/1)

A report from the Senior Manager: Legal Services, dated 19 March 2026, is attached as **annexure 7.4.1**.

The meeting noted that Paving of the Streets in the Witzenberg district should be considered as a project as it is much needed.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that Council approves the leasing of the Toll House situated in Michells Pass, Ceres to the prospective applicant in principle, subject to the lease being advertised for comment, and objections before the conclusion of a formal lease agreement.

(b) that Council considers the negotiation of a long-term lease agreement of up to 25 years, taking into consideration the significant capital investment required for restoration and development. That the long-term lease agreement be notarised and registered against the Title Deed, and the costs associated therewith shall be for the account of the lessee.

(c) that Council considers a deviation from market-related rental, given the estimated private capital investment of approximately R6 million.

(d) that a sliding scale rental structure be applicable, which may include a nominal rental during the initial restoration phases (year 1 to 5) and then rental equal to at least the insurance premium of the premises, which is covered by the municipality.

(e) that all restoration and development activities must comply with applicable heritage legislation and the requirements of the relevant heritage authority.

(f) that the Municipal Manager be authorised to facilitate the necessary processes and sign the lease agreement.

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

None.

NOTED.

9. FORMAL AND STATUTORY MATTERS
FORMELE EN STATUTêRE SAKE

None.

NOTED

10. MAYORAL COMMITTEE-in-COMMITTEE

These items are dealt with in the confidential minutes.

MINUTES OF THE COMMITTEE FOR TECHNICAL SERVICES MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON TUESDAY, 14 APRIL 2026 AT 14:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR TEGNIESE DIENSTE VAN MUNISIPALITEIT WITZENBERG, GEHOU OP DINSDAG, 14 APRIL 2026 OM 14:00 IN DIE STADSAAL, VOORTREKKERSTRAAT, CERES

PRESENT

Councillors

Alderman H Smith (DA)
Councillor J Mouton (ANC)
Alderman D Swart (DA)
Councillor A Gili (ANC)

Officials

Mr J Steyn (Director: Technical Services)
Mr H Taljaard (Senior Manager: Town Planning and Building Control)
Mr N Jacobs (Senior Manager: Water and Sewerage)
Mr E Lintnaar (Senior Manager: Streets and Stormwater)
Mr V Dyusha (Acting Senior Manager: Electro-Technical Services)
Ms P Claasen (Senior Manager: Solid Waste and Cleansing Services)
Ms M Arendse-Smith (Acting Manager: Administration)
Ms J Du Toit (Intern: Administration)

Non-Committee Members

Alderlady E Sidego (DA)
Cllr T Abrahams (DA)

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 heet almal teenwoordig welkom 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)

An apology for absence from the meeting was received from the Manager: Fleet and Mechanical Workshop.

RESOLVED

that the apology for absence from the meeting, received from the Manager: Fleet and Mechanical Workshop, be accepted.

BESLUIT

dat die verskoning vir afwesigheid by die vergadering, ontvang vanaf die Bestuurder: Vloot en Meganiese Werkswinkel, 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 was duly signed by the Councillors.

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

NOTED/AANGETEKEN

3. MINUTES / NOTULES

3.1 Matters / Corrections from the minutes

Councillor AL Gili raised the following matters:

- The following were noted at the meeting held on 11 November 2025:
  - The Senior Manager: Water and Sewerage informed the committee that a site visit would be scheduled in Nduli for the opening of manholes, which did not materialise.
  - It was also conveyed to the meeting that EPWP workers would be appointed and assigned to fix leakages in Nduli. Feedback is, however, requested as to whether additional EPWP workers have since been appointed.

- Councillor AL Gili requested that the minutes of 10 February 2026 be amended to reflect that it was communicated to the Chairperson and Councillor J Mouton of his anticipated lateness to the meeting.

The Senior Manager: Water and Sewerage informed the meeting that a survey was done in Nduli and that the locations of the open manholes were identified. Furthermore, the procurement of manhole covers forms part of the Street and Stormwater tender, which has already been approved and is in process. The EPWP workers were appointed and commenced work on Monday, 13 April 2026, after which they will collaborate with the Street and Stormwater team for the week and thereafter be supervised by the Foreman: Streets and Stormwater.

The Chairperson granted approval for the minutes to be amended to reflect that Councillor AL Gili had notified both the Chairperson and Councillor J Mouton that he will be arriving late for the meeting held on 10 February 2026.

NOTED / AANGETEKEN

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

The following minutes are attached:

(a) Meeting of Committee for Technical Services, held on 11 November 2025: **Annexure 3.2(a)**.

(b) Meeting of Committee for Technical Services, held on 10 February 2026: **Annexure 3.2(b)**.

RESOLVED

(a) that the minutes of the Committee for Technical Services meeting, held on 11 November 2025, be approved and signed by the Chairperson.

(b) that the minutes of the Committee for Technical Services meeting, held on 10 February 2026, be approved with amendments and signed by the Chairperson.

BESLUIT

(a) dat die notule van die Komitee vir Tegniese Dienste vergadering, gehou op 11 November 2025, goedgekeur en deur die Voorsitter onderteken word.

(b) dat die notule van die Komitee vir Tegniese Dienste vergadering, gehou op 10 Februarie 2026, goedgekeur word met wysigings en deur die Voorsitter onderteken word.

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

None / Geen

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

6.1 Monthly reports of the Electrical Department: January and February 2026 Maandverslae van die Departement Elektrisiteit: Januarie en Februarie 2026 (9/1/2/3)

The following monthly reports of the Electrical Department are attached:

(a) January / Januarie 2026 **Annexure 6.1(a)**
(b) February / Februarie 2026 **Annexure 6.1(b)**

Councillor AL Gili enquired about the difference between the new electrical boxes currently being installed and the previous boxes. Additionally, some residents have expressed concerns regarding the additional costs associated with the installation of the new electrical boxes.

The Acting Senior Manager: Electro-Technical Services informed the meeting that the costs for previous electrical boxes were in terms of tariffs of that specific financial year. Therefore, the installation of a new electrical box will be charged in terms of the approved costs for the current financial year. Furthermore, residents are encouraged to switch to the new electrical boxes as there are no spares for the conventional meters.

RESOLVED

that the Committee for Technical Services, after consideration, takes notice of the content of the monthly reports of the Electrical Department for January and February 2026 and that same be accepted.

BESLUIT

dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Elektrisiteit vir Januarie en Februarie 2026 en dat die verslae aanvaar word.

6.2 Monthly reports of the Department Town Planning and Building Control: January and February 2026
Maandverslae van die Departement Stadsbeplanning en Boubeheer: Januarie en Februarie 2026
(9/1/2/3)

The following monthly reports of the Department Town Planning and Building Control are attached:

(a) January / Januarie 2026 **Annexure 6.2(a)**
(b) February / Februarie 2026 **Annexure 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 January and February 2026 and that same be accepted.

BESLUIT

dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die inhoud van die maandverslae van die Departement Stadsbeplanning en Boubeheer vir Januarie en Februarie 2026 en dat die verslae aanvaar word.

6.3 Monthly reports of the Department Water and Sewerage: January and February 2026
Maandverslae van die Departement Water en Riolering: Januarie en Februarie 2026
(9/1/2/3)

The following monthly reports of the Department Water and Sewerage are attached:

(a) January /Januarie 2026 **Annexure 6.3(a)**
(b) February / Februarie 2026 **Annexure 6.3(b)**

Councillor A Gili enquired about the status of the proposed sewerage pipe to Nduli, after which the Senior Manager: Water and Sewerage informed the meeting that it is a project of the Department Rural Development and Land Reform and that it was understood that the tender will most likely be advertised again.

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 January and February 2026 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 Januarie en Februarie 2026 en dat die verslae aanvaar word.

6.4 Monthly report of the Department Streets and Storm Water: March 2026 Maandverslag van die Departement Strate en Stormwater: Maart 2026 (9/1/2/3)

The monthly report of the Department Streets and Storm Water is attached as **annexure 6.4**.

The committee raised the following matters:

- Gratitude was expressed to the Department Streets and Stormwater and Director: Technical Services for their diligent efforts in addressing complaints regarding recent pipe bursts that occurred at Zulch and Maritz Streets in Ceres and for cleaning the street and stormwater pipes.
- Concerns have been expressed regarding the bursting of pipes within the same pipeline and the potential causes of this issue. Additionally, could there be plans developed to prevent the bursting of pipes.

The Director: Technical Services informed the meeting of the following:

- The water infrastructure in Witzenberg is outdated. When an issue arises within the pipeline, it shifts to a vulnerable area.
- Initially, when there is a pipe burst the contaminated water would be flushed from the pipes for a period and removing air from the system.
- If all the air is not removed from the pipe, it travels to the next weak point. Furthermore, if the pipe is under pressure, it may burst in the same pipeline.
- The asbestos cement pipes being utilised in the water network of Witzenberg Municipality are not flexible and similar to glass, causing the pipes to fracture easily. Similarly, changes to temperatures and seasons cause the ground to shift and the pipes to move and fracture, which may also contribute to the recent occurrences of pipe bursts.
- The short-term solution to address the matter would be to repair the pipes that burst or leak. The long-term solution would involve replacing pipes of the existing water network with new materials such as UPVC (Unplasticized Polyvinyl Chloride) or HTP (High-temperature plastic) pipes, which are suitable for the conditions in Witzenberg.

RESOLVED

that the Committee for Technical Services, after consideration, takes notice of the content of the monthly report of the Department Streets and Storm Water for March 2026 and that same be accepted.

BESLUIT

dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die inhoud van die maandverslag van die Departement Strate en Stormwater vir Maart 2026 en dat die verslag aanvaar word.

6.5 Monthly reports of the Department Solid Waste and Cleansing Services Maandverslae van die Departement Vaste Afval- en Reinigingsdienste (9/1/2/3)

No reports were submitted.

The committee noted the following:

- Too many green bags standing in all areas throughout the week and request that removal of bags be increased.
- Whether there are specific rules as to where bags must be placed, such as the road or driveway.

The Senior Manager: Solid Waste and Cleansing Services noted the following:

- that an awareness campaign regarding the collection of green bags is proposed to inform the community of when to put out their green bags instead of doing so throughout the week.
- that personnel may not enter any private property, which includes the driveway and therefore residents must place their bags on the pavement, which is a public space.

NOTED / AANGETEKEN

6.6 Monthly reports of the Department Fleet and Mechanical Workshop Maandverslae van die Departement Vloot en Meganiese Werkswinkel (9/1/2/3)

None/Geen

NOTED/AANGETEKEN

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

None/Geen

NOTED/AANGETEKEN

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

The Director: Technical Services informed the meeting of the following:

- Zero Waste Association of South Africa (ZWASA) is interested in implementing a zero waste to landfill project in the Witzenberg area.
- The company received grant funding of R7 million for implementation across two financial years.
- The objective of the project is to separate organic waste, with the aim of eliminating the disposal of organic waste on landfill sites.
- It is recommended that this development be tabled to Council prior to the company's execution of the project.
- The project will commence at the Prince Alfred Hamlet's landfill site, furthermore ZWASA will establish the site by providing concrete slab and facilities for the employees. The request from the company to the municipality was to provide electricity and water at the site.
- ZWASA intends to employ persons from the EPWP database that would include individuals that are situated in Prince Alfred's Hamlet. Furthermore, as the project progresses, individuals from the broader Witzenberg will be employed.
- ZWASA implemented a pilot project at Cape Agulhas Municipality, with success.
- Further details will, however, be provided to Councillors via email.

NOTED

9. ADJOURNMENT / VERDAGING

The meeting adjourned at 14:41. / Die vergadering verdaag om 14:41.

Approved on 9 June 2026 without amendments.

_____

ALDERMAN HJ SMIT
CHAIRPERSON

MINUTES OF THE HYBRID MEETING OF THE COMMITTEE FOR COMMUNITY DEVELOPMENT OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON THURSDAY, 16 APRIL 2026 AT 10:00

PRESENT / TEENWOORDIG

Councillors / Raadslede

Councillor / Raadslid JF Nel (Executive Deputy Mayor) (Chairperson / Voorsitter) (ICOSA)
Councillor / Raadslid S De Bruin (DA)
Councillor / Raadslid K Yisa (ANC) (Virtual)

Officials / Amptenare

Mr / Mnr S Swartz (Director: Community Services / Direkteur: Gemeenskapsdienste)
Ms / Me A Lambrecht Vertue (Manager: Fire, Rescue and Disaster Management / Bestuurder: Brand-, Reddings- en Rampbestuur)
Mr / Mnr M Green (Senior Manager: Protection Services / Senior 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 WJ Hanekom (Manager: Social Development / Bestuurder: Maatskaplike Ontwikkeling)
Mr / Mnr GJ Lukas (Head: Law Enforcement / Hoof: Wetstoepassing)
Ms / Me M Arendse-Smith (Acting Manager: Administration / Waarnemende Bestuurder: Administrasie)
Ms / Me J du Toit (Intern: Administration / Praktikant: Administrasie)

Other representatives / Ander verteenwoordigers

Captain / Kaptein GL Titus (South African Police Services Prince Alfred's Hamlet and Op-Die-Berg satellite office / Suid-Afrikaanse Polisiediens Prince Alfred's Hamlet en Op-Die-Berg sateliet kantoor)
Ms / Me C Botha (Manager: The Haven Night Shelter / Bestuurder: 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.

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 / VERLOF TOT AFWESIGHEID EN VERTROULIKHEID EN BOTSING VAN BELANGE VERKLARING (3/2/1)

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 G Franse.

An apology for absence from the meeting was received from the Manager: Enviroment and Amentities.

RESOLVED

(a) that the verbal application for leave of absence from the meeting, received from Councillor G Franse, 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: Environment and Amentities, be accepted.

BESLUIT

(a) dat die mondelinge aansoek om verlof tot afwesigheid van die vergadering, ontvang vanaf raadslid G Franse, oorstaan tot die eerskomende vergadering 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 Bestuurder: Omgewing en Geriewe, 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**.

Die Vertroulikheid en Botsing van Belange Verklaring word ingebind as **bylae 2.2**.

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

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 3 March 2026, are attached as **annexure 3.3**.

Die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 3 Maart 2026, word ingebind as **bylae 3.3**.

RESOLVED

that the minutes of the meeting of the Committee for Community Development held on 3 March 2026, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling gehou op 3 Maart 2026, 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 Polisiediens (SAPD) (17/07/1/R)

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

Die verslae van die Suid-Afrikaanse Polisiediens sal mondeling gelewer word.

(a) Ceres
(b) Prince Alfred's Hamlet
(c) Op-Die-Berg
(d) Wolseley
(d) Tulbagh

The Chairperson introduced the newly appointed Caption GL Titus, from Prince Alfred Hamlet to the committee.

Prince Alfred's Hamlet / Op-Die-Berg

Captain GL Titus reported the following:

- There are sufficient personnel on duty at the Prince Alfred's Hamlet Police Station to manage the criminal activities, and the CPU (Child Protection Unit) is operational every weekend.
- The shebeens operating illegally in the area are consistently being monitored and addressed.
- The station encounters challenges during seasonal periods, as there is significant increase in assault and alcohol-related offenses, but there has however been a decline in such incidents.
- It was requested that the electricity in the "phases" area of Prince Alfred's Hamlet be addressed by the municipality.

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 verslae gelewer deur die Suid-Afrikaanse Polisiediens en, na oorweging, dat genoemde verslae aanvaar word.

5.2 Community Services: The Haven Night Shelter: Monthly report for February 2026
Gemeenskapsdienste: Die Haven Nagskuiling: Maandverslag vir Februarie 2026
(17/16/1)

The monthly report of the Haven Night Shelter for February 2026, is attached as **annexure 5.2**.

Die maandverslag van die Haven Nagskuiling vir Februarie 2026 word ingebind as **bylae 5.2**.

The Chairperson enquired about the status of the Population Certificate and acquisition of additional beds for the shelter.

The Manager: Haven Night Shelter reported the following:

- The Population Certificate has been returned from the Witzenberg Fire Department, indicating that the shelter can accommodate a maximum of thirty-five clients.
- The Director: Community Safety from Western Cape Government visited The Haven Night Shelter to confirm that the shelter's capacity is limited to only accommodate thirty-five clients. Therefore, The Haven Night Shelter is facing a significant adjustment due to the limited number of clients that can be accommodated, which poses as a challenge as winter season approaches.
- The shelter is considering expansion and may need to apply for funding at Perdekraal East Wind Farm. The first option would involve extending the surface of the shelter and second option entails utilizing the vacant erf next to the shelter and install container homes.
- The winter preparedness plan has been established, and since the shelter will not be acquiring additional beds, the dining room will also serve as an overnight shelter for the clients.

RESOLVED

(a) that the Committee for Community Development takes notice of the content of the monthly report of the Haven Night Shelter for February 2026 and, after consideration, same be accepted.

(b) that a site visit be conducted at The Haven Night Shelter by the Chairperson and Director: Community Services.

BESLUIT

(a) dat die Komitee vir Gemeenskapsontwikkeling na oorweging, kennis neem van die inhoud van die maandverslag van die Haven Nagskuiling vir Februarie 202 en, na oorweging, genoemde verslag aanvaar word.

(b) dat 'n terreinbesoek by die Haven Nagskuiling deur die Voorsitter en Direkteur: Gemeenskapsdienste uitgevoer word.

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

6.1 Monthly reports of the Section Social Services: January and February 2026
Maandverslae van die Afdeling Maatskaplike Dienste: Januarie en Februarie 2026
(9/1/2/4)

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

Die volgende maandverslae van die Afdeling Maatskaplike Dienste word ingebind:

(a)	January / Januarie 2026	**Annexure 6.1(a)**
(b)	February / Februarie 2026	**Annexure 6.1(b)**

RESOLVED

that the Committee for Community Development, takes notice of the content of the monthly reports of the Section Social Services for January and February 2026 and, after consideration, same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die maandverslae van die Afdeling Maatskaplike Dienste vir Januarie en Februarie 2026 en, na oorweging, genoemde verslae aanvaar word.

6.2 Monthly reports of the Section Libraries: January and February 2026 Maandverslae van die Afdeling Biblioteke vir Januarie en Februarie 2026 (9/1/2/4)

The following monthly reports of the Section Libraries are attached:

Die volgende maandverslae van die Afdeling Biblioteke word ingebind:

(a) January / Januarie 2026 **Annexure 6.2(a)**
(b) February / Februarie 2026 **Annexure 6.2(b)**

RESOLVED

that the Committee for Community Development takes notice of the content of the monthly reports of the Section Libraries for January and February 2026 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 Januarie en Februarie 2026 en, na oorweging, genoemde verslae aanvaar word.

6.3 Monthly report of the Section Amenities and Environment for January and February 2026 / Maandverslag van die Afdeling Geriewe en Omgewing vir Januarie en Februarie 2026 (9/1/2/4)

The monthly report of the Section Amenities and Environment for January and February 2026 is attached as **annexure 6.3**.

Die maandverslag van die Afdeling Geriewe en Omgewing vir Januarie en Februarie 2026 word ingebind as **bylae 6.3**.

RESOLVED

that the Committee for Community Development takes notice of the content of the monthly report of the Section Amenities and Environment for January and February 2026 and, after consideration, same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, kennis neem van die inhoud van die maandverslag van die Afdeling Geriewe en Omgewing vir Januarie en Februarie 2026 en , na oorweging, genoemde verslag aanvaar word.

6.4 Monthly reports of the Section Resorts and Swimming Pools: December 2025, January and February 2026
Maandverslae van die Afdeling Oorde en Swembaddens: Desember 2025, Januarie en Februarie 2026
(9/1/2/4)

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

Die volgende maandverslae van die Afdeling Oorde en Swembaddens word ingebind:

(a)	December / Desember 2025	**Annexure 6.4(a)**
(b)	January / Januarie 2026	**Annexure 6.4(b)**
(c)	February / Februarie 2026	**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 December 2025, January and February 2026 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 Desember 2025, Januarie en Februarie 2026 en, na oorweging, genoemde verslae aanvaar word.

6.5 Monthly reports of the Section Fire, Rescue and Disaster Management Services: January and February 2026
Maandverslae van Afdeling Brand, Redding-en Rampbestuursdienste: Januarie en Februarie 2026
(9/1/2/4)

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

Die volgende maandverslae van die Afdeling Brand, Redding-en Rampbestuursdienste word ingebind:

(a)	January / Januarie 2026	**Annexure 6.5(a)**
(b)	February / Februarie 2026	**Annexure 6.5(b)**

RESOLVED

that the Committee for Community Development takes notice of the content of the monthly reports of the Section Fire, Rescue and Disaster Management Services for January and February 2026 and, after consideration, same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die maandverslae van die Afdeling Brand, Redding-en Rampbestuursdienste vir Januarie en Februarie 2026 en, na oorweging, dat genoemde verslae aanvaar word.

6.6 Monthly reports of the Section Traffic Services: January and February 2026
Maandverslae van die Afdeling Verkeersdienste: Januarie en Februarie 2026
(9/1/2/1)

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

Die volgende maandverslae van die Afdeling Verkeersdienste word ingebind:

(a) January /Januarie 2026 **Annexure 6.6(a)**
(b) February / Februarie 2026 **Annexure 6.6(b)**

The following concerns were raised by the committee:

- Bus transportation for scholars is a big concern as an incident occurred on the road to Prince Alfred's Hamlet while transporting Nduli Primary School learners to school, marking the second occurrence of such an incident. It is requested that the Traffic Department prioritise investigating buses that transport learners in Witzenberg.
- Regular patrolling is required in Prince Alfred's Hamlet as the drug addicts are targeting the working class.

The Senior Manager: Protection Services informed the meeting of the following:

- An Inspector: Law Enforcement was recently appointed and would be assissting with strategic planning and discipline of Law Enforcement Officers.
- The duty point in Nduli is progressing slowly due to lack of resources.
- The Senior Manager: Protection Services will be joining a meeting with the Department of Community Services to determine whether the funding for the LEAP (Law Enforcement Advancement Plan) project has been approved to implement in Witzenberg. Furthermore, the LEAP officers would relief and assist Traffic and Law Enforcement officers.
- Road worthiness and vehicle fitness inspections will be held as requirements for the utilisation of busses as a means of transportation, must be met.

The Head: Law Enforcement informed the meeting that there are concerns regarding the high number of new homeless individuals entering Witzenberg, specifically in the Ceres town area. A strategy to address the matter is being developed, despite lack of resources and limited officers on duty per shift.

The Manager: Social Development requested that the details of homeless persons on the streets must be provided in order to engage with the Department Social Development for counselling and return to their hometowns.

RESOLVED

(a) that the Committee for Community Development, takes notice of the content of the monthly reports of the Section Traffic Services for January and February 2026 and, after consideration, same be accepted.

(b) that the Head: Law Enforcement forward the cases of homeless individuals to the Manager: Social Development for reporting to the Department of Social Services of Western Cape Government.

BESLUIT

(a) dat die Komitee vir Gemeenskapsontwikkeling, kennis neem van die inhoud van die maandverslae van die Afdeling Verkeersdienste vir Januarie en Februarie 2026 en, na oorweging, genoemde verslae aanvaar word.

(b) dat die Hoof: Wetstoepassing die hawelose gevalle aanstuur na die Bestuurder: Maatskaplike Ontwikkeling vir aanmelding aan die Departement van Maatskaplike Dienste van die Wes-Kaapse regering.

6.7 Development of a multi-functional sports complex: Prince Alfred's Hamlet
Ontwikkeling van 'n veeldoelige sportkompleks: Prince Alfred's Hamlet (9/1/2/4)

Reports and proposals from future stakeholders regarding the development of a multi-functional sports complex in Prince Alfred's Hamlet, received from the Director: Community Services, are attached as **annexure 6.7**.

The Committee raised the following concerns:

- Enquiries regarding the location of the sports complex to be constructed in Prince Alfred's Hamlet.
- Residents from Ward 10, Prince Alfred's Hamlet questioned whether a soccer field will be established.
- In 2023 a tender for the construction of a stadium in Nduli was advertised, however, no progress has been made to date. It was requested that the Director: Community Services investigate the reasons for the lack of progress on the tender.

The Director: Community Services informed the meeting that the cricket field in Prince Alfred's Hamlet may serve as a potential location for the sports complex, with a soccer field subsequently being included in the complex. It is, however,. noted that funding is required for the development of a sports complex before any development can take place. Furthermore, an investigation will be conducted to clarify the reasons for the delay in progress regarding the Nduli stadium tender.

RESOLVED

that the Committee for Community Development takes notice of the reports and proposals and same be included in the Witzenberg Sports Masterplan.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die verslae en voorstelle en dat dit ingesluit word in die Witzenberg Sport Meestersplan.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

7.1 Revised Witzenberg Municipal Disaster Management Plan 2026 Hersiene Witzenberg Munisipale Rampbestuursplan 2026 (17/7/2/1)

The following documents are attached:

(a) A report from the Manager: Fire, Rescue and Disaster Management, dated 16 February 2026: **Annexure 7.1(a)**.

(b) Revised Witzenberg Municipal Disaster Management Plan for 2026: **Annexure 7.1(b)**.

RESOLVED

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

that the Revised Witzenberg Disaster Risk Management Plan 2026, after consideration, be approved and adopted and included in the revised IDP.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling aan die Uitvoerende Burgemeesterkomitee en Raad aanbeveel :

dat die Hersiene Witzenberg Ramp Risikobestuursplan 2026, na oorweging, goedgekeur en aanvaar word en in die hersiene IDP ingesluit word.

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 10:45. / Die vergadering verdaag om 10:45.

Approved on 11 June 2026 without amendments.

_____

COUNCILLOR JF NEL
CHAIRPERSON

MINUTES OF THE MEETING OF THE COMMITTEE FOR HOUSING MATTERS OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON TUESDAY, 21 APRIL 2026 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR BEHUISINGSAANGELEENTHEDE VAN MUNISIPALITEIT WITZENBERG, GEHOU OP DINSDAG, 21 APRIL 2026 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 P Daniels (DA)
Councillor / Raadslid N Phatsoane (ANC)

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)
Ms / Me J du Toit (Intern: Administration / Praktikant: Administrasie)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

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

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 / AANSOEK OM VERLOF TOT AFWESIGHEID EN VERTROULIKHEID EN BOTSING BELANGE

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

None / Geen

NOTED / AANGETEKEN

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

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

Die Vertroulikheid en Botsing van Belange word ingebind as **bylae 2.2**.

No conflict of interest was declared.
Geen botsing van belange was 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 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 18 March 2026 are attached as **annexure 3.3**

Die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 18 Maart 2026, word ingebind as **bylae 3.3**.

RESOLVED

that the minutes of the meeting of the Committee for Housing Matters held on 18 March 2026, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede gehou op 18 Maart 2026, 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 of the Section Housing: March 2026 Maandverslag van die Afdeling Behuising: Maart 2026 (9/1/2/4)

The monthly report of the Section Housing for March 2026 is attached as **annexure 6.1**

Die maandverslag van die Afdeling Behuising vir Maart 2026 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 March 2026 and, after consideration, same be approved and accepted.

BESLUIT

dat die Komitee vir Behuisingsaangeleenthede kennis neem van die maandverslag van die Afdeling Behuising vir Maart 2026 en, na oorweging, genoemde verslag goedgekeur en aanvaar word.

6.2 Western Cape Housing Demand Database Cleaning for Migration to the National Housing Needs Register (NHNR) (17/4/R)

A circular from the Department of Infrastructure, Western Cape Government, dated 9 April 2026, is attached as **annexure 6.2**.

Councillor P Daniels inquired whether an individual who is on a waiting list from another province and relocated, would the application still be valid, or would the individual need to renew their application to appear on the waiting list.

The Manager: Housing informed the committee that the workshop held for the Western Cape will provide clarity on the migration of all applicants. Additionally, 8711 applicants are on the Western Cape Demand Database waiting list for Witzenberg that qualifies for housing subsidy. Furthermore, after the workshop clarity will be communicated to the committee.

RESOLVED

that notice be taken of the contents of the circular from the Department of Infrastructure, Western Cape.

BESLUIT

dat kennis geneem word van die inhoud van die omsendbrief van die Departement van Infrastruktuur, Wes-Kaap.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

None / Geen

NOTED / AANGETEKEN

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

None / Geen

NOTED / AANGETEKEN

9. COMMITTEE FOR HOUSING MATTERS-in-COMMITTEE

These items are dealt with in the confidential minutes.

MINUTES OF A MEETING OF THE PERFORMANCE, RISK AND AUDIT COMMITTEE OF WITZENBERG MUNICIPALITY, HELD VIRTUALLY ON FRIDAY, 24 APRIL 2026 AT 09:00

PRESENT

Performance, Risk and Audit Committee

Mr JJ Swarts (Chairperson)
Adv. N Hendricks
Ms J Lapoorta

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, thanked all for their attendance and noted that it is a privilege to chair the first meeting of the new term.

NOTED.

2. CONSIDERATION OF APPLICATIONS FOR LEAVE OF ABSENCE (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 of the meeting 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 of the meeting informed PRAC members and participants of the meeting that by confirmation of 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.

NOTED

5. MINUTES

5.1 Corrections and matters from the minutes

(a) PRAC meeting 16 October 2025

(i) The Chairperson noted that to date, the Auditor-general's office has not provided the cost of the overruns in comparison to the initial fee that was proposed, as resolved under item 5.1(b) of the minutes dated 16 October 2025. Furthermore, that resolutions must have feedback and the matter will the raised with the Auditor-general's office.

(ii) The Chairperson requested that the following amendments or inclusions be made:

That item 5.1 include the following statement:

"Concerns raised regarding the continuity of the audit team, contractors used and the departure of the Manager were also noted."

(iii) A PRAC member requested that item 6, which reads as follows:

"Adjournment

The meeting adjourned at 11:00."

be corrected to read as follows:

"Adjournment

The meeting adjourned at 09:30."

(b) Special PRAC meeting 31 October 2025

The Chairperson enquired about the status of the implementation of corrective action to reduce deficiencies in terms of the Utilisation of assets of the Pine Forest Resort.

The Chief Internal Audit Executive informed that the Pine Forest Resort suffered losses during the cyber-attack and therefore a formal follow-up was not possible. It is on the plan and will be done in the next year.

NOTED.

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

The following minutes are attached:

(a) Performance, Risk and Audit Committee meeting, held on 16 October 2025: **Annexure 5.2(a)**.

(b) Performance, Risk and Audit Committee meeting, held on 31 October 2025: **Annexure 5.2(b)**.

(c) Performance, Risk and Audit Committee meeting, held on 23 January 2026: **Annexure 5.2(c)**.

RESOLVED

(a) that the following minutes be approved and signed by the Chairperson:

(i) Performance, Risk and Audit Committee meeting, held on 16 October 2025, with amendments.

(ii) Performance, Risk and Audit Committee meeting, held on 31 October 2025.

(b) that the minutes of the Performance, Risk and Audit Committee meeting, held on 23 January 2026, be held in abeyance for the submission and inclusion of the report on the cyber-attack.

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 is attached as **annexure 5.3**.

RESOLVED

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

6. PRESENTATIONS

None

NOTED

7. PERFORMANCE MANAGEMENT

None

NOTED

8. RISK MANAGEMENT

8.1 Revision of Risk Management Policy (2/12/P)

A memorandum from the Manager: Projects and Performance, dated 4 November 2025, is attached as **annexure 8.1**.

The Committee noted and enquired the following:

- Whether there is an action plan template in determining what is working and the effectiveness thereof.

- Concerns regarding the development of systems in isolation and the cost implication thereof should the developer of the system leave the employment. Furthermore, are registers kept in this regard and will someone be able to take over when the need arises.
- That with the submissions of policies, track changes should be included for ease of reference.
- Whether a cost benefit analysis was done for the Sharepoint development in terms of developing your own tool versus a service provider performing this function.
- Decision to be made as to whether King IV or King V should be used as both cannot be used. Policy to be amended to include the version utilised.
- Whether the data uploaded is hosted locally, as it would be a greater risk if the host is outside of South Africa.
- Risk Management Policy was reviewed more than a decade ago and propose that a register be maintained and incorporated into the PRAC Workplan inclusive of review timelines. Policy definitions to include risk tolerance; methodology and other vital definitions.
- If working with trial licenses, do you lose the work when the license expires?
- The time-lapse for Policy Reviews are too long and registers should be kept, indicating when policies are due for review.

The following responses were tabled:

- Risk Management is currently done manually, but it will be beneficial for an automated workflow as it is not practical to manually do the risks.
- Barnowl (Risk Management) and Ignite (Performance Management) are used, for which both systems are ultimately reporting systems and not really a performance system. Integrated systems are required for what is needed, using a pool of data for your performance and risk management.
- The Manager: Projects and Performance together with Senior Management are developing the system and the Information Communication Technology (ICT) Section is closely involved in the matter.
- Data is stored in OneDrive and not related to the PowerBI.

RESOLVED

(a) that the Manager: Projects and Performance revisit the Risk Management Policy and highlight all the amendments at the next meeting.

(b) that additional comments on the Risk Management Policy be submitted via the office of the Chief Internal Audit Executive to the Manager: Projects and Performance.

The meeting took a break from 10:36 and resumed at 10:40.

8.2 Enterprise Risk Management: Quarterly Risk Report: 1st Quarter 2025/2026
(2/12/1)

The Quarterly Risk Report for the first quarter of 2025/2026 is attached as **annexure 8.2**.

The following recommendations were tabled:

(a) that notice be taken of the Quarterly Risk Report for the first quarter of 2025/2026 and same be accepted.

(b) that any recommendations to Council and/or Management be considered.

RESOLVED

that additional inputs or comments be submitted to the office of the Chief Internal Audit Executive for consideration and tabling at the next meeting.

8.3 Enterprise Risk Management: Quarterly Risk Report: 2nd Quarter 2025/2026
(2/12/1)

The Quarterly Risk Report for the second quarter of 2025/2026 is attached as **annexure 8.3**.

The following recommendations were tabled:

(a) that notice be taken of the Quarterly Risk Report for the second quarter of 2025/2026 and same be accepted.

(b) that any recommendations to Council and/or Management be considered.

RESOLVED

that additional inputs or comments be submitted to the office of the Chief Internal Audit Executive for consideration and tabling at the next meeting.

8.4 Annual Risk Assessment Report: 2025
(2/12/1)

The Annual Risk Assessment Report for 2025 is attached as **annexure 8.4**.

The following recommendations were tabled:

(a) For consideration to take notice or to advise Council and/or Management in terms of Section 166 of the Municipal Finance Management Act.

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

that notice be taken of the Performance, Risk and Audit Committee's Annual Risk Assessment Report for 2025 and, after consideration, same be accepted.

RESOLVED

that additional inputs or comments be submitted to the office of the Chief Internal Audit Executive for consideration and tabling at the next meeting.

9. AUDIT AND FINANCIAL MANAGEMENT

9.1 Section 71 Monthly Budget Statement Reports of the Directorate Finance: October, November, December 2025, January 2026 and February 2026 (9/1/2/2)

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

(a) October 2025: **Annexure 9.1(a)**
(b) November 2025: **Annexure 9.1(b)**
(c) December 2025: **Annexure 9.1(c)**
(d) January 2026: **Annexure 9.1(d)**
(e) February 2026: **Annexure 9.1(e)**

Council resolved on 11 December 2025 that the Section 71 Monthly Budget Statement Report of the Directorate Finance for October 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 resolved on 28 January 2026 that the Section 71 Monthly Budget Statement Reports of the Directorate Finance for November and December 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 resolved on 25 February 2026 that the Section 71 Monthly Budget Statement Report of the Directorate Finance for January 2026 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 resolved on 31 March 2026 that the Section 71 Monthly Budget Statement Report of the Directorate Finance for February 2026 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, November, December 2025, January 2026 and February 2026.

9.2 Quarterly Budget Statement [Section 52(d)] Report: 2nd Quarter 2025/2026 (9/1/1 & 9/1/2/2)

The Quarterly Budget Statement [Section 52(d)] Report for the 2nd Quarter of 2025/2026 is attached as **annexure 9.2**.

Council unanimously resolved on 28 January 2026 that the Quarterly Budget Statement [Section 52(d)] Report for the 2nd Quarter of 2025/2026 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 Director: Finance informed the meeting that there was a faulty meter at a large consumer and that engagements were held to obtain clarity and finalise the matter. It will, however, have a positive effect on the collection rate. Disconnections will continue from 4 May 2026.

The Committee noted and enquired the following:

- Whether the incorrect meter readings will be noted as an error or adjustment. Furthermore, the estimations result in many adjustments, which could pose an audit risk in terms of current and previous months.
- With reference to the Capital Expenditure note, which steps have been taken to ensure faster spending of the capital budget.
- The late commencement of processes could speak to planning and are there any concerns regarding deviations in terms of the AG?
- With an adjustment budget of R90 million, what will the status of the municipality be at the end of the financial year in terms of performance?
- In the budget statement summary there is a misalignment in the Actuals versus the Budget in the service charges.
- Key vacancies cannot be vacant for longer than twelve (12) months and one must determine what the AG's view on the vacancy rate is.
- Are there processes in place to minimize the overtime spending?
- How many employees are in the SCM function?

The following responses were noted:

- Once the matter of the faulty meter has been resolved, it will be a correction of an error in the financials.
- Additional meter readers have been appointed on EPWP contracts to decrease estimations, and incorrect meters will be investigated.

- There are five (5) major tenders in progress, with a few delays, but there is a concern of losing the MIG funding.
- Capital projects relate to the acquisition of land, which was approved by Council at end of February and will be registered end of May 2026. This will make a difference in the spending. In terms of the planning for the other property, if no objections are received by 30 April 2026, the property should be registered in the Deed's office by 15 June 2026 and placing the municipality in a position to spend the full R10 million.
- Construction of the library went out on tender and the first attempt was non-responsive, resulting in readvertising and causing a delay. With the appointment of the Director: Technical Services there has been progress despite expenditure is low, it is forecasted that the target of 95 % will be reached.
- Deviations decreased significantly and everyone is geared to following Supply Chain Procedures.
- Overtime is a big issue and trying to bring it down. Staff compliment has not increased with more than 20 new appointments since 2006, but it causes that more overtime is required, especially in sections such as Technical Services and Law Enforcement. Steps have, however, been taken based on unhappiness with production and outcomes in terms of overtime expenditure in relation to the number of tickets issued or by-law offences that have been addressed. Directors receive overtime data from the CFO. The Mayor and Mayco also zoom in to ensure that there is no exploitation.

RESOLVED

that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the 2nd Quarter of 2025/2026.

9.3 Mid-Year Budget Statement and Performance Assessment Report (Section 72) for period 1 July 2025 until 31 December 2025 (9/1/2/2)

The Mid-Year Budget Statement and Performance Assessment Report (Section 72) for the period 1 July 2025 until 31 December 2025 is attached as **annexure 9.3**.

Council unanimously resolved on 28 January 2026 that the Mid-Year Budget Statement and Performance Assessment Report (Section 72) for the period 1 July 2025 until 31 December 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 Mid-Year Budget Statement and Performance Assessment Report (Section 72) for the period 1 July 2025 until 31 December 2025.

9.4 Status report on implementation of Internal Audit Risk Based Audit Plan (RBAP): 2nd Quarter 2025/2026
(5/14/2)

The Status report on the implementation of the Internal Audit Risk Based Audit Plan (RBAP) for the second quarter of 2025/2026, dated January 2026, is attached as **annexure 9.4**.

RESOLVED

that notice be taken of the Status report on the implementation of the Internal Audit Risk Based Audit Plan (RBAP) for the second quarter of 2025/2026 and, after consideration, same be accepted.

9.5 Status report on implementation of Internal Audit Risk Based Audit Plan (RBAP): 3rd Quarter 2025/2026
(5/14/2)

The Status report on the implementation of the Internal Audit Risk Based Audit Plan (RBAP) for the third quarter of 2025/2026, dated April 2026, is attached as **annexure 9.5**.

The Committee noted and enquired the following:

- It is noted that no training has occurred during this quarter and enquiries made as to when the vacant positions will be filled.
- The Roll-over for Municipal policies are completed, but there are no actuals.
- Budgetted hours for Review of Annual Performance report is 8, but it says 80.
- What is the realistic forecast for June 2026 if the Audit Outcome Risk is 40 % ?
- Whether the IT audit training received was due to a lack of skills or to enhance skill?

The following responses were noted:

- Performance at the end of the year will to a large extent be finalised and the amended plan will be provided in the next quarter.
- Risk Management is rolled forward, but will be for a full audit.
- The IT Audit training was for Non-IT auditors and the idea is to either bring in someone or to appoint someone with those skills.

RESOLVED

that notice be taken of the Status report on the implementation of the Internal Audit Risk Based Audit Plan (RBAP) for the third quarter of 2025/2026 and, after consideration, same be accepted.

9.6 Internal Audit Report: Performance Management System: 1st Quarter of 2025/2026
(5/14/3)

The Internal Audit Report on the Performance Management System for the first quarter of 2025/2026, dated 3 March 2026, is attached as **annexure 9.6**.

RESOLVED

(a) that notice be taken of the Internal Audit Report: Performance Management System: 1st Quarter of 2025/2026 and, after consideration, same be accepted.

(b) that the Internal Audit Report on the Performance Management System for the 1st quarter of 2025/2026 be tabled to the Municipal Public Accounts Committee for notice.

9.7 Internal Audit Report: Performance Management System: 2nd Quarter of 2025/2026
(5/14/3)

The Internal Audit Report on the Performance Management System for the second quarter of 2025/2026, dated 31 March 2026, is attached as **annexure 9.7**.

The Chairperson noted that in terms of FinInc28, the root cause has not been addressed and enquired whether it was reported in the previous quarter?

The Manager: Projects and Performance responded that with the previous audit they found that the year-end figure was correct, but the in-year reporting was incorrect. In this case, the first quarter was much more than the second quarter and thereafter established that difficulty is experienced in determining the correct number of residential properties.

RESOLVED

(a) that notice be taken of the Internal Audit Report: Performance Management System: 2nd Quarter of 2025/2026 and, after consideration, same be accepted.

(b) that the Internal Audit Report on the Performance Management System for the 2nd quarter of 2025/2026 be tabled to the Municipal Public Accounts Committee for notice.

9.8 Unauthorised, Irregular and Fruitless and Wasteful Expenditure Register: July 2025 until March 2026
(9/1/2/2)

The Unauthorised, Irregular and Fruitless and Wasteful Expenditure Register for July 2025 until March 2026 is attached as **annexure 9.8**.

RESOLVED

that notice be taken of the Unauthorised, Irregular and Wasteful Expenditure Register for July 2025 until March 2026, and same be accepted.

9.9 Report of Performance, Risk and Audit Committee: Quarter 3 of 2025/2026 financial year
(5/14/4)

The report of the Performance, Risk and Audit Committee for the third quarter of 2025/2026 is attached as **annexure 9.9**.

RESOLVED

(a) that notice be taken of the report of the Performance, Risk and Audit Committee for the third quarter of 2025/2026.

(b) that the Performance, Risk and Audit Committee zoom into ICT enhancements at a later stage.

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

that the report of the Performance, Risk and Audit Committee for the third quarter of 2025/2026, after consideration, be accepted.

10. OTHER MATTERS

The Committee enquired about the possible impact or concerns regarding the steep fuel price increases in terms of service delivery and if there are any related risks listed.

The Municipal Manager informed the meeting that the impact of the fuel increases are being considered and will wait on the different industries before acting. The Director: Technical Services is doing an analysis in terms of when bids were accepted and fuel decreased thereafter, as well as a distinction between wet and dry fuel to balance it out. It will, however, not be an automatic increase. One must also be mindful of the MFMA which stipulates that fuel cannot be stored in bulk on the premises.

11. NEXT MEETING (03/1/2/3)

The next meeting will be on 19 June 2026.

12. PRAC-in-COMMITTEE

These items are dealt with in the confidential minutes.

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

Monthly Budget Statement Report Section 71 for May 2026

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, **s**pending without, or in excess of, an approved budget.

Virement – A transfer of budget.

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

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

WM – Witzenberg Municipality

Legal requirements

2.3 Monthly budget statements

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

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

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

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

(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts.

budgeted for in the municipality's approved budget.
(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any particular month must, by no later than 10 working days after the end of that month, submit that part of the statement reflecting the particulars referred to in subsection (1)(e) and

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 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

(f) to the national or provincial organ of state or municipality which transferred the allocation.

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

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

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

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

A MAYOR'S REPORT

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

The unwillingness / unability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in access of R 17,07 million in comparison to the prior month figure of R17,78 million.

The monthly billing was also done as scheduled and during this process 20 708 accounts amounting to R 80 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 7.1 million.

The indigent cost to the municipality for the month amounts to R 2.72 million in comparison to the prior month figure of R2.70 millon

The accumulated debtor's collection target for the year is 93%, and the actual accumulated year to date debtor's collection is 84% in comparison to a rate of 89% for the same month in the previous year.

The municipality issued orders to the value of R 26 million of which R 236 334 was in terms of deviations.

The municipality currently has R 160 million in its primary bank account and nothing in investments . The bank balance at the end of the previous month was R167 million.

The calculated cost coverage ratio of the municipality as at the end of May 2026 is 1.93 months.

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of May 2026.

C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

EXECUTIVE MAYOR: MR TE ABRAHAMS

A BURGEMEESTERS VERSLAG

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

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was 'n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R17,07 miljoen in vergelyking met die vorige maand syfer van R17,78 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 20 708 rekeninge ten bedrae van R 80 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 7.1 miljoen.

Die deernis subsidies vir die maand beloop R 2.72 miljoen in vergelyking met die vorige maand syfer van R2.70 miljoen.

Die opgehoopte debiteure-invorderingsteiken vir die jaar is 93%, en die werklike opgehoopte debiteure-invordering vir die jaar tot op datum is 84% in vergelyking met 'n koers van 89% vir dieselfde maand in die vorige jaar.

Bestellings ter waarde van R 26 miljoen uitgereik, waarvan R236 334 ten opsigte van afwykings is.

Die munisipaliteit het R 160 miljoen in die primêre bankrekening en geen beleggings . Die bankbalans aan die einde van die vorige maand was R167 miljoen.

Die berekende koste dekking verhouding soos aan die einde van Mei 2026 is 1.93 maande..

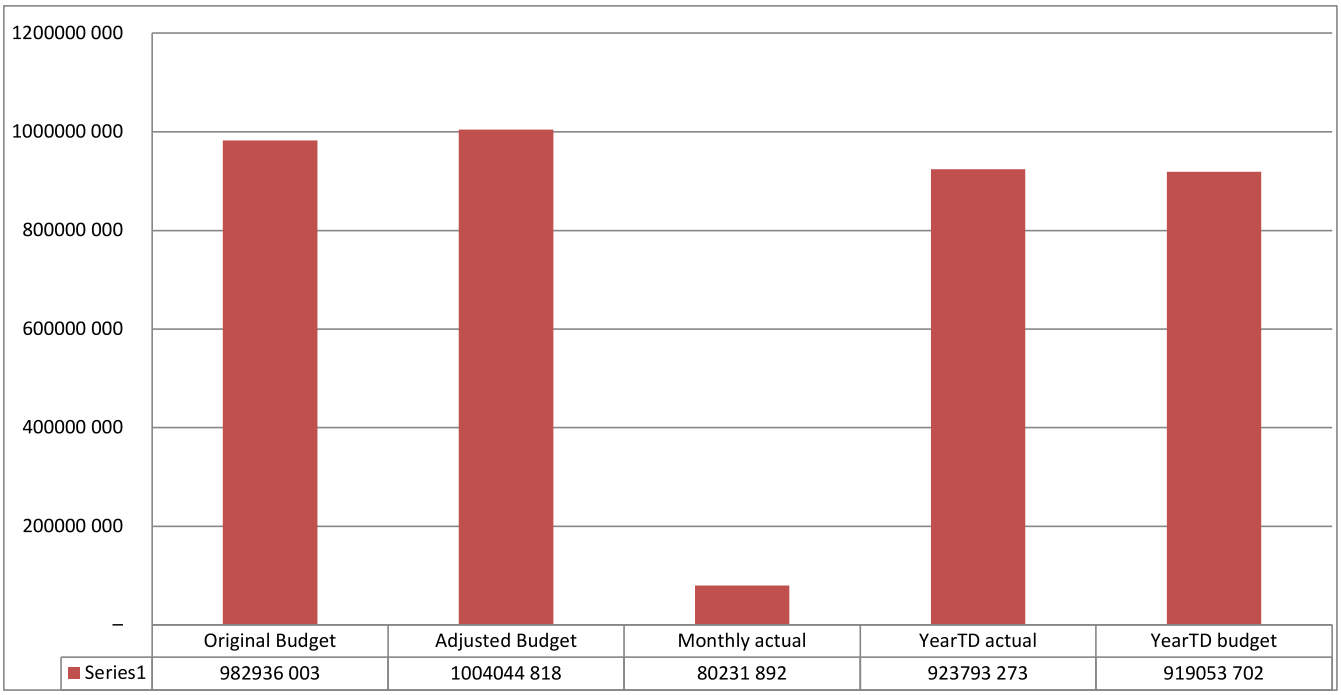
B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Mei 2026.

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiele inligting:

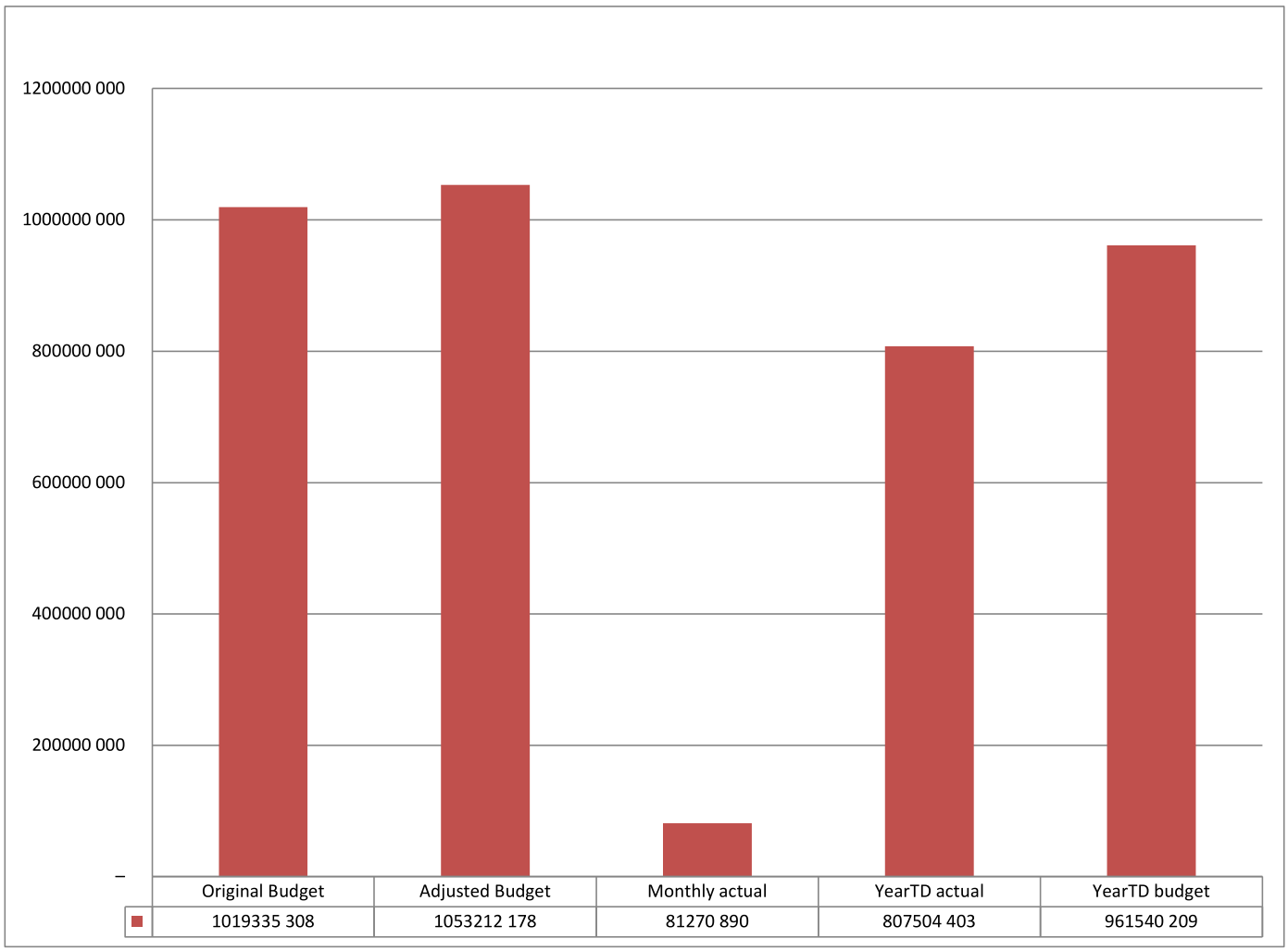
TOTAL OPERATIONAL REVENUE R'000



For the period 1 July 2025 to 31 May 2026, 84,02% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2025 to 31 May 2026, is 84,02% van die begrote operasionele inkomste gehef.

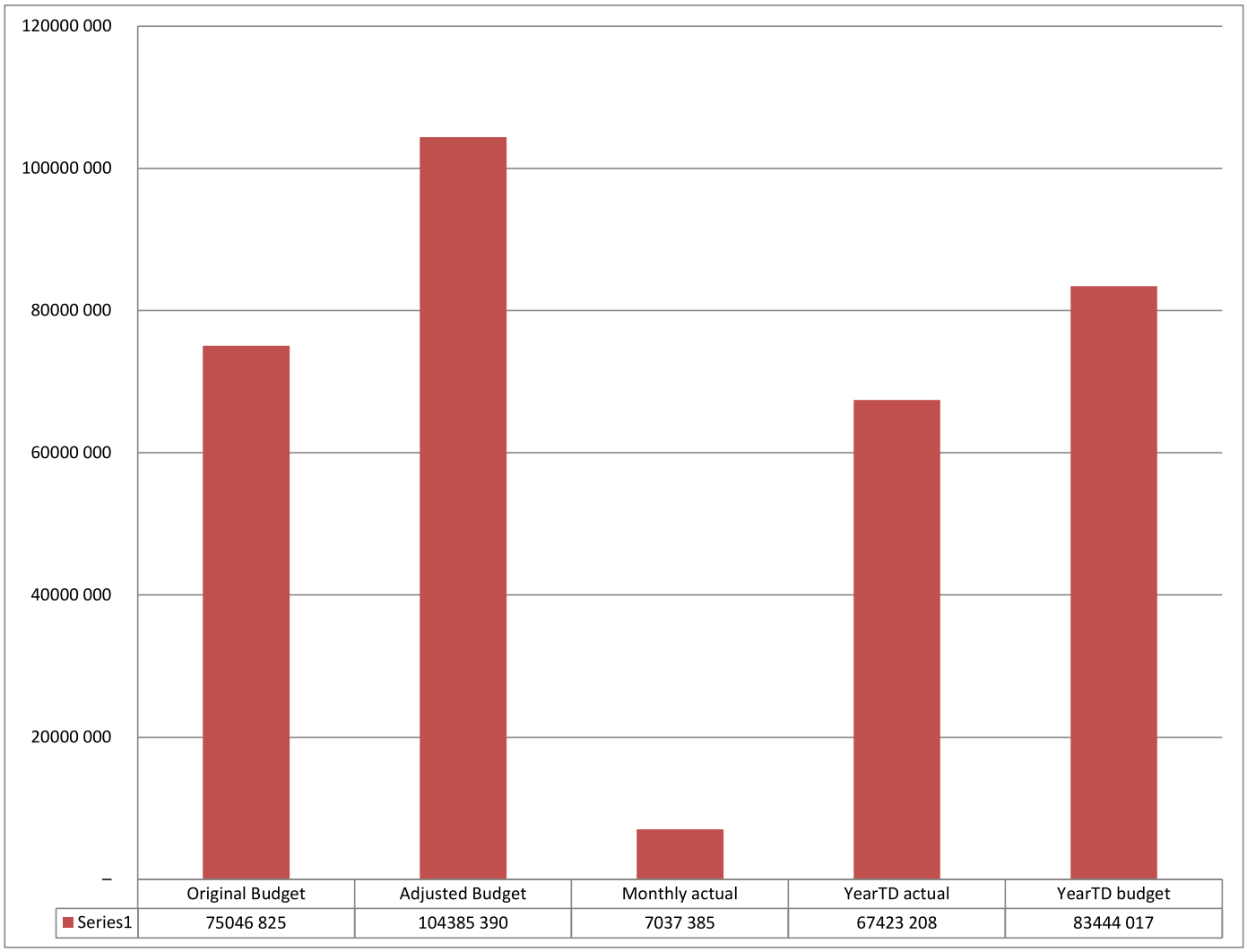
TOTAL OPERATIONAL EXPENDITURE R'000



For the period 1 July 2025 to 31 May 2026, 68,86% of the budgeted operational expenditure was incurred.

Vir die periode 1 Julie 2025 to 31 May 2026, is 68,86% van die begrote operasionele uitgawes aangegaan.

CAPITAL EXPENDITURE



For the period 1 July 2025 to 31 May 2026, 58,4% of the budgeted capital expenditure was incurred.

Vir die periode 1 Julie 2025 to 31 May 2026, is 58,4% van die begrote kapitale uitgawes aangegaan.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M11 May

Description	2024/25	Budget Year 2025/26							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Financial Performance									
Property rates	107 320	120 291	120 291	6 232	110 566	113 280	(2 714)	-2%	120 291
Service charges	508 072	586 957	601 157	60 685	562 628	554 782	7 845	1%	601 157
Investment revenue	18 758	23 567	23 567	62	13 409	21 603	(8 194)	-38%	23 567
Transfers and subsidies - Operational	150 058	182 230	188 070	4 170	165 314	165 674	(360)	-0%	188 070
Other own revenue	118 278	69 891	70 961	9 083	71 877	63 715	8 162	13%	70 961
Total Revenue (excluding capital transfers and contributions)	**902 486**	**982 936**	**1 004 045**	**80 232**	**923 793**	**919 054**	**4 740**	**1%**	**1 004 045**
Employee costs	269 855	309 360	305 536	24 038	266 895	279 423	(12 529)	-4%	305 536
Remuneration of Councillors	12 315	13 228	13 228	1 034	11 470	12 126	(656)	-5%	13 228
Depreciation and amortisation	39 446	34 090	34 090	–	18 603	31 249	(12 646)	-40%	34 090
Interest	7 847	10 742	10 585	171	1 592	9 703	(8 111)	-84%	10 585
Inventory consumed and bulk purchases	415 900	424 390	456 978	42 093	389 433	418 868	(29 435)	-7%	456 978
Transfers and subsidies	4 633	4 931	12 696	4 739	9 004	10 002	(999)	-10%	12 696
Other expenditure	195 685	222 593	220 099	9 196	110 509	200 168	(89 660)	-45%	220 099
Total Expenditure	**945 681**	**1 019 335**	**1 053 212**	**81 271**	**807 504**	**961 540**	**(154 036)**	**-16%**	**1 053 212**
Surplus/(Deficit)	**(43 195)**	**(36 399)**	**(49 167)**	**(1 039)**	**116 289**	**(42 487)**	**158 775**	**-374%**	**(49 167)**
Transfers and subsidies - capital (monetary allocations)	40 834	27 535	27 535	14 289	15 614	20 209	(4 595)	-23%	27 535
Transfers and subsidies - capital (in-kind)	1 458	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	**(902)**	**(8 865)**	**(21 633)**	**13 250**	**131 902**	**(22 278)**	**154 180**	**-692%**	**(21 633)**
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	**(902)**	**(8 865)**	**(21 633)**	**13 250**	**131 902**	**(22 278)**	**154 180**	**-692%**	**(21 633)**
Capital expenditure & funds sources									
Capital expenditure	**82 874**	**75 047**	**104 385**	**7 037**	**67 423**	**83 444**	**(16 021)**	**-19%**	**104 385**
Capital transfers recognised	40 721	30 013	30 013	2 789	16 921	25 524	(8 603)	-34%	30 013
Borrowing	7 807	15 000	16 303	749	16 143	8 151	7 992	98%	16 303
Internally generated funds	28 591	35 034	47 710	3 499	34 359	42 689	(8 330)	-20%	47 710
Total sources of capital funds	**77 119**	**80 047**	**94 025**	**7 037**	**67 423**	**76 364**	**(8 941)**	**-12%**	**94 025**
Financial position									
Total current assets	343 429	293 805	260 396		458 983				260 396
Total non current assets	1 047 671	1 220 387	1 271 570		1 245 689				1 271 570
Total current liabilities	143 684	46 268	122 481		125 665				122 481
Total non current liabilities	93 514	192 053	161 349		177 335				161 349
Community wealth/Equity	1 250 343	1 275 870	1 263 331		1 401 671				1 263 331
Cash flows									
Net cash from (used) operating	315 789	97 347	105 722	(14 281)	2 523	–	(2 523)		969 157
Net cash from (used) investing	(70 885)	(80 047)	(94 013)	(7 365)	(70 294)	–	70 294		94 013
Net cash from (used) financing	(65)	–	–	19 950	20 853	–	(20 853)		–
Cash/cash equivalents at the month/year end	**561 084**	**227 137**	**210 346**	**–**	**151 708**	**198 636**	**46 928**	**24%**	**1 261 797**

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	71 378	17 242	7 695	11 927	12 168	5 971	41 585	320 634	488 602
Creditors Age Analysis									
Total Creditors	7 893	5 193	3 988	2 028	489	957	3 774	–	24 322

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - M11 May

Description	Ref	2024/25	Budget Year 2025/26							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
									%	
Revenue - Functional										
Governance and administration		**156 038**	**164 944**	**165 685**	**7 814**	**136 113**	**150 100**	(13 988)	-9%	**165 685**
Executive and council		10 834	308	308	3	34	282	(248)	-88%	308
Finance and administration		145 204	164 636	165 377	7 811	136 079	149 818	(13 739)	-9%	165 377
Internal audit		–	–	–	–	–	–	–		–
Community and public safety		**206 083**	**171 856**	**179 522**	**8 359**	**195 311**	**160 240**	35 071	22%	**179 522**
Community and social services		158 535	141 914	141 914	117	158 644	127 900	30 743	24%	141 914
Sport and recreation		8 496	9 044	9 044	1 165	7 810	8 151	(342)	-4%	9 044
Public safety		25 724	18 356	18 356	2 994	22 296	16 464	5 832	35%	18 356
Housing		13 327	2 542	10 208	4 082	6 562	7 725	(1 163)	-15%	10 208
Health		–	–	–	–	–	–	–		–
Economic and environmental services		**5 427**	**5 541**	**4 250**	**10 564**	**12 359**	**3 824**	8 535	223%	**4 250**
Planning and development		4 802	2 407	2 563	2 752	4 524	2 278	2 246	99%	2 563
Road transport		598	122	122	7 812	7 836	111	7 724	6933%	122
Environmental protection		27	3 013	1 565	–	–	1 435	(1 435)	-100%	1 565
Trading services		**577 122**	**667 983**	**681 976**	**67 785**	**595 501**	**624 963**	(29 462)	-5%	**681 976**
Energy sources		399 466	448 729	483 722	42 363	436 855	447 131	(10 275)	-2%	483 722
Water management		83 537	93 390	93 390	9 757	69 426	81 706	(12 280)	-15%	93 390
Waste water management		51 284	72 294	51 294	12 029	48 564	47 020	1 545	3%	51 294
Waste management		42 836	53 571	53 571	3 635	40 655	49 107	(8 452)	-17%	53 571
Other	4	**109**	**146**	**146**	**–**	**123**	**134**	**(11)**	**-8%**	**146**
Total Revenue - Functional	2	**944 779**	**1 010 471**	**1 031 579**	**94 521**	**939 407**	**939 262**	**145**	**0%**	**1 031 579**
Expenditure - Functional										
Governance and administration		**158 266**	**161 273**	**159 555**	**9 898**	**134 828**	**144 923**	(10 095)	-7%	**159 555**
Executive and council		39 268	36 516	36 502	2 741	30 201	33 318	(3 117)	-9%	36 502
Finance and administration		115 436	118 496	116 792	6 845	101 163	105 865	(4 702)	-4%	116 792
Internal audit		3 562	6 261	6 261	313	3 464	5 740	(2 276)	-40%	6 261
Community and public safety		**144 275**	**162 979**	**164 029**	**16 101**	**125 879**	**148 720**	(22 841)	-15%	**164 029**
Community and social services		31 075	35 691	33 409	2 882	29 825	30 623	(797)	-3%	33 409
Sport and recreation		41 112	51 222	49 679	3 386	39 582	45 539	(5 957)	-13%	49 679
Public safety		54 414	66 745	63 631	4 588	43 212	58 326	(15 114)	-26%	63 631
Housing		17 674	9 321	17 310	5 245	13 260	14 232	(972)	-7%	17 310
Health		–	–	–	–	–	–	–		–
Economic and environmental services		**42 023**	**48 020**	**47 059**	**3 479**	**37 711**	**42 214**	(4 503)	-11%	**47 059**
Planning and development		15 915	19 750	20 179	1 927	15 601	18 454	(2 853)	-15%	20 179
Road transport		23 113	21 118	22 789	1 241	19 913	20 890	(977)	-5%	22 789
Environmental protection		2 994	7 152	4 091	311	2 197	2 870	(673)	-23%	4 091
Trading services		**600 095**	**645 988**	**681 516**	**51 793**	**508 387**	**624 719**	(116 332)	-19%	**681 516**
Energy sources		427 144	442 295	474 621	43 008	399 967	435 065	(35 098)	-8%	474 621
Water management		64 135	61 526	61 242	2 573	33 519	56 139	(22 620)	-40%	61 242
Waste water management		49 178	55 498	61 387	2 657	39 547	56 271	(16 724)	-30%	61 387
Waste management		59 638	86 669	84 266	3 555	35 354	77 244	(41 890)	-54%	84 266
Other		**1 022**	**1 076**	**1 053**	**–**	**700**	**965**	**(265)**	**-27%**	**1 053**
Total Expenditure - Functional	3	**945 681**	**1 019 335**	**1 053 212**	**81 271**	**807 504**	**961 540**	**(154 036)**	**-16%**	**1 053 212**
Surplus/ (Deficit) for the year		**(902)**	**(8 865)**	**(21 633)**	**13 250**	**131 902**	**(22 278)**	**154 180**	**-692%**	**(21 633)**

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - M11 May

Description	Ref	2024/25	Budget Year 2025/26							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
Revenue - Functional	1								%	
Municipal governance and administration		**156 038**	**164 944**	**165 685**	**7 814**	**136 113**	**150 100**	(13 988)	-9%	**165 685**
Executive and council		10 834	308	308	3	34	282	(248)	(0)	308
Mayor and Council		10 778	227	227	3	34	208	(175)	(0)	227
Municipal Manager, Town Secretary and Chief		56	80	80	–	–	74	(74)	(0)	80
Finance and administration		145 204	164 636	165 377	7 811	136 079	149 818	(13 739)	(0)	165 377
Administrative and Corporate Support		1	11	11	0	0	11	(10)	(0)	11
Asset Management		105	–	–	–	–	–	–		–
Finance		144 426	163 524	164 265	7 808	135 824	149 074	(13 250)	(0)	164 265
Fleet Management		1	300	300	–	–	–	–		300
Human Resources		382	705	705	–	183	646	(463)	(0)	705
Information Technology		4	–	–	–	–	–	–		–
Marketing, Customer Relations, Publicity and Media		–	6	6	–	–	5	(5)	(0)	6
Property Services		158	–	–	–	–	–	–		–
Supply Chain Management		127	90	90	2	72	83	(11)	(0)	90
Community and public safety		**206 083**	**171 856**	**179 522**	**8 359**	**195 311**	**160 240**	**35 071**	**0**	**179 522**
Community and social services		**158 535**	**141 914**	**141 914**	**117**	**158 644**	**127 900**	**30 743**	**0**	**141 914**
Aged Care		147 131	128 055	128 055	–	157 775	117 358	40 417	0	128 055
Cemeteries, Funeral Parlours and Crematoriums		274	280	280	12	365	256	109	0	280
Community Halls and Facilities		1 782	564	564	15	347	517	(170)	(0)	564
Libraries and Archives		9 348	13 016	13 016	91	156	9 770	(9 613)	(0)	13 016
Sport and recreation		**8 496**	**9 044**	**9 044**	**1 165**	**7 810**	**8 151**	**(342)**	**(0)**	**9 044**
Recreational Facilities		8 314	8 066	8 066	211	6 693	7 394	(701)	(0)	8 066
Sports Grounds and Stadiums		182	978	978	954	1 116	758	359	0	978
Public safety		**25 724**	**18 356**	**18 356**	**2 994**	**22 296**	**16 464**	**5 832**	**0**	**18 356**
Fire Fighting and Protection		31	877	877	755	790	442	348	0	877
Police Forces, Traffic and Street Parking Control		25 694	17 479	17 479	2 240	21 506	16 022	5 485	0	17 479
Housing		**13 327**	**2 542**	**10 208**	**4 082**	**6 562**	**7 725**	**(1 163)**	**(0)**	**10 208**
Housing		13 327	2 542	10 208	4 082	6 562	7 725	(1 163)	(0)	10 208
Economic and environmental services		**5 427**	**5 541**	**4 250**	**10 564**	**12 359**	**3 824**	**8 535**	**0**	**4 250**
Planning and development		**4 802**	**2 407**	**2 563**	**2 752**	**4 524**	**2 278**	**2 246**	**0**	**2 563**
Economic Development/Planning		–	400	556	–	–	437	(437)	(0)	556
Town Planning, Building Regulations and		3 805	2 007	2 007	2 752	4 524	1 841	2 683	0	2 007
Project Management Unit		996	–	–	–	–	–	–		–
Road transport		**598**	**122**	**122**	**7 812**	**7 836**	**111**	**7 724**	**0**	**122**
Roads		598	122	122	7 812	7 836	111	7 724	0	122
Environmental protection		**27**	**3 013**	**1 565**	**–**	**–**	**1 435**	**(1 435)**	**(0)**	**1 565**
Biodiversity and Landscape		27	3 013	1 565	–	–	1 435	(1 435)	(0)	1 565
Trading services		**577 122**	**667 983**	**681 976**	**67 785**	**595 501**	**624 963**	**(29 462)**	**(0)**	**681 976**
Energy sources		**399 466**	**448 729**	**483 722**	**42 363**	**436 855**	**447 131**	**(10 275)**	**(0)**	**483 722**
Electricity		396 603	448 729	483 722	41 446	435 753	447 131	(11 378)	(0)	483 722
Street Lighting and Signal Systems		2 863	–	–	917	1 102	–	1 102		–
Water management		**83 537**	**93 390**	**93 390**	**9 757**	**69 426**	**81 706**	**(12 280)**	**(0)**	**93 390**
Water Distribution		83 537	93 390	93 390	6 342	66 010	81 706	(15 696)	(0)	93 390

Description	Ref	2024/25	Budget Year 2025/26							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
Water Storage		–	–	–	3 416	3 416	–	3 416		–
Waste water management		**51 284**	**72 294**	**51 294**	**12 029**	**48 564**	**47 020**	**1 545**	**0**	**51 294**
Sewerage		35 469	72 294	51 294	12 029	48 564	47 020	1 545	0	51 294
Storm Water Management		2 772	–	–	–	–	–	–		–
Waste Water Treatment		13 042	–	–	–	–	–	–		–
Waste management		**42 836**	**53 571**	**53 571**	**3 635**	**40 655**	**49 107**	**(8 452)**	**(0)**	**53 571**
Solid Waste Disposal (Landfill Sites)		257	–	–	–	–	–	–		–
Solid Waste Removal		42 579	53 571	53 571	3 635	40 655	49 107	(8 452)	(0)	53 571
Other		**109**	**146**	**146**	**–**	**123**	**134**	**(11)**	**(0)**	**146**
Licensing and Regulation		109	146	146	–	123	134	(11)	(0)	146
Total Revenue - Functional	2	**944 779**	**1 010 471**	**1 031 579**	**94 521**	**939 407**	**939 262**	**145**	**0**	**1 031 579**
Expenditure - Functional										
Municipal governance and administration		**158 266**	**161 273**	**159 555**	**9 898**	**134 828**	**144 923**	**(10 095)**	**(0)**	**159 555**
Executive and council		39 268	36 516	36 502	2 741	30 201	33 318	(3 117)	(0)	36 502
Mayor and Council		18 999	19 787	19 748	1 315	14 793	17 960	(3 168)	(0)	19 748
Municipal Manager, Town Secretary and Chief		20 269	16 729	16 754	1 426	15 409	15 358	51	0	16 754
Finance and administration		115 436	118 496	116 792	6 845	101 163	105 865	(4 702)	(0)	116 792
Administrative and Corporate Support		11 377	16 982	17 589	1 076	11 816	15 439	(3 624)	(0)	17 589
Asset Management		317	336	212	5	99	195	(96)	(0)	212
Finance		43 451	36 646	35 333	1 648	34 016	32 388	1 628	0	35 333
Fleet Management		4 972	5 144	5 056	347	4 338	4 635	(297)	(0)	5 056
Human Resources		28 890	29 547	29 592	1 853	28 350	27 086	1 264	0	29 592
Information Technology		4 719	5 902	6 143	313	4 821	5 449	(628)	(0)	6 143
Legal Services		2 047	3 722	3 576	187	2 376	3 024	(648)	(0)	3 576
Marketing, Customer Relations, Publicity and Media		4 625	6 198	6 063	420	4 814	5 524	(710)	(0)	6 063
Property Services		4 976	1 105	1 171	58	1 183	1 073	109	0	1 171
Supply Chain Management		9 576	11 239	11 129	887	8 888	10 201	(1 313)	(0)	11 129
Valuation Service		486	1 676	928	51	463	851	(388)	(0)	928
Internal audit		3 562	6 261	6 261	313	3 464	5 740	(2 276)	(0)	6 261
Governance Function		3 562	6 261	6 261	313	3 464	5 740	(2 276)	(0)	6 261
Community and public safety		**144 275**	**162 979**	**164 029**	**16 101**	**125 879**	**148 720**	**(22 841)**	**(0)**	**164 029**
Community and social services		**31 075**	**35 691**	**33 409**	**2 882**	**29 825**	**30 623**	**(797)**	**(0)**	**33 409**
Aged Care		5 739	4 336	4 014	704	7 129	3 678	3 451	0	4 014
Cemeteries, Funeral Parlours and Crematoriums		4 389	6 474	5 389	348	4 128	4 940	(812)	(0)	5 389
Child Care Facilities		57	103	103	0	58	95	(37)	(0)	103
Community Halls and Facilities		8 877	11 753	10 861	754	7 471	9 956	(2 485)	(0)	10 861
Disaster Management		17	79	81	1	33	74	(41)	(0)	81
Education		6	1	1	–	–	1	(1)	(0)	1
Libraries and Archives		11 989	12 945	12 945	1 074	10 993	11 866	(873)	(0)	12 945
Literacy Programmes		–	–	14	–	13	12	1	0	14
Sport and recreation		**41 112**	**51 222**	**49 679**	**3 386**	**39 582**	**45 539**	**(5 957)**	**(0)**	**49 679**
Community Parks (including Nurseries)		12 434	17 370	16 011	975	10 524	14 677	(4 153)	(0)	16 011
Recreational Facilities		18 874	22 317	22 257	1 624	19 816	20 403	(586)	(0)	22 257
Sports Grounds and Stadiums		9 804	11 534	11 410	787	9 242	10 460	(1 218)	(0)	11 410
Public safety		**54 414**	**66 745**	**63 631**	**4 588**	**43 212**	**58 326**	**(15 114)**	**(0)**	**63 631**
Fire Fighting and Protection		10 795	16 575	14 978	865	10 239	13 729	(3 490)	(0)	14 978

Description	Ref	2024/25	Budget Year 2025/26							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
Police Forces, Traffic and Street Parking Control		43 619	50 170	48 653	3 723	32 973	44 597	(11 624)	(0)	48 653
Housing		**17 674**	**9 321**	**17 310**	**5 245**	**13 260**	**14 232**	**(972)**	**(0)**	**17 310**
Housing		17 654	9 294	17 283	5 236	13 237	14 208	(971)	(0)	17 283
Informal Settlements		20	26	26	9	23	24	(1)	(0)	26
Economic and environmental services		**42 023**	**48 020**	**47 059**	**3 479**	**37 711**	**42 214**	**(4 503)**	**(0)**	**47 059**
Planning and development		**15 915**	**19 750**	**20 179**	**1 927**	**15 601**	**18 454**	**(2 853)**	**(0)**	**20 179**
Corporate Wide Strategic Planning (IDPs, LEDs)		2 686	3 883	3 878	241	2 616	3 554	(938)	(0)	3 878
Economic Development/Planning		3 115	2 809	3 306	223	2 766	2 988	(222)	(0)	3 306
Town Planning, Building Regulations and		7 067	9 112	9 049	1 190	7 229	8 295	(1 066)	(0)	9 049
Project Management Unit		3 047	3 946	3 946	273	2 990	3 617	(628)	(0)	3 946
Road transport		**23 113**	**21 118**	**22 789**	**1 241**	**19 913**	**20 890**	**(977)**	**(0)**	**22 789**
Roads		23 113	21 118	22 789	1 241	19 913	20 890	(977)	(0)	22 789
Environmental protection		**2 994**	**7 152**	**4 091**	**311**	**2 197**	**2 870**	**(673)**	**(0)**	**4 091**
Biodiversity and Landscape		2 994	7 152	4 091	311	2 197	2 870	(673)	(0)	4 091
Trading services		**600 095**	**645 988**	**681 516**	**51 793**	**508 387**	**624 719**	**(116 332)**	**(0)**	**681 516**
Energy sources		**427 144**	**442 295**	**474 621**	**43 008**	**399 967**	**435 065**	**(35 098)**	**(0)**	**474 621**
Electricity		424 614	436 620	469 100	42 952	396 646	430 004	(33 358)	(0)	469 100
Street Lighting and Signal Systems		2 530	5 674	5 520	56	3 321	5 060	(1 740)	(0)	5 520
Water management		**64 135**	**61 526**	**61 242**	**2 573**	**33 519**	**56 139**	**(22 620)**	**(0)**	**61 242**
Water Treatment		220	315	315	20	178	289	(111)	(0)	315
Water Distribution		60 482	58 196	56 625	2 542	30 426	51 906	(21 480)	(0)	56 625
Water Storage		3 432	3 015	4 302	11	2 915	3 944	(1 029)	(0)	4 302
Waste water management		**49 178**	**55 498**	**61 387**	**2 657**	**39 547**	**56 271**	**(16 724)**	**(0)**	**61 387**
Public Toilets		1 854	2 299	2 246	212	1 993	2 059	(66)	(0)	2 246
Sewerage		41 035	45 570	51 783	1 985	32 277	47 467	(15 191)	(0)	51 783
Storm Water Management		6 273	7 627	7 351	461	5 213	6 739	(1 526)	(0)	7 351
Waste Water Treatment		17	1	6	–	64	6	58	0	6
Waste management		**59 638**	**86 669**	**84 266**	**3 555**	**35 354**	**77 244**	**(41 890)**	**(0)**	**84 266**
Solid Waste Disposal (Landfill Sites)		12 154	33 026	31 281	859	3 765	28 674	(24 909)	(0)	31 281
Solid Waste Removal		47 443	53 540	52 882	2 693	31 560	48 475	(16 914)	(0)	52 882
Street Cleaning		41	103	104	2	29	95	(66)	(0)	104
Other		**1 022**	**1 076**	**1 053**	**–**	**700**	**965**	**(265)**	**(0)**	**1 053**
Licensing and Regulation		22	26	3	–	–	2	(2)	(0)	3
Tourism		1 000	1 050	1 050	–	700	963	(263)	(0)	1 050
Total Expenditure - Functional	3	**945 681**	**1 019 335**	**1 053 212**	**81 271**	**807 504**	**961 540**	**(154 036)**	**(0)**	**1 053 212**
Surplus/ (Deficit) for the year		**(902)**	**(8 865)**	**(21 633)**	**13 250**	**131 902**	**(22 278)**	**154 180**	**(0)**	**(21 633)**

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - M11 May

Vote Description	Ref	2024/25	Budget Year 2025/26							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Revenue by Vote	1									
Vote 1 - Financial Services		141 463	161 635	162 376	7 228	132 165	147 342	(15 177)	-10.3%	162 376
Vote 2 - Community Services		180 762	157 944	164 319	6 135	174 088	146 229	27 860	19.1%	164 319
Vote 3 - Corporate Services		36 858	18 558	18 558	2 243	21 723	17 012	4 712	27.7%	18 558
Vote 4 - Technical Services		583 517	671 596	685 589	78 859	610 787	628 004	(17 217)	-2.7%	685 589
Vote 5 - Municipal Manager		2 020	737	737	56	643	676	(33)	-4.8%	737
Total Revenue by Vote	2	**944 620**	**1 010 471**	**1 031 579**	**94 521**	**939 407**	**939 262**	**145**	**0.0%**	**1 031 579**
Expenditure by Vote	1									
Vote 1 - Financial Services		55 465	49 466	47 453	2 610	44 213	43 498	715	1.6%	47 453
Vote 2 - Community Services		109 661	125 271	124 783	13 107	100 536	111 823	(11 286)	-10.1%	124 783
Vote 3 - Corporate Services		122 999	133 940	133 005	9 042	102 522	120 837	(18 315)	-15.2%	133 005
Vote 4 - Technical Services		639 010	686 298	723 761	55 041	543 867	663 445	(119 578)	-18.0%	723 761
Vote 5 - Municipal Manager		18 545	24 361	24 210	1 471	16 366	21 937	(5 572)	-25.4%	24 210
Total Expenditure by Vote	2	**945 681**	**1 019 335**	**1 053 212**	**81 271**	**807 504**	**961 540**	**(154 036)**	**-16.0%**	**1 053 212**
Surplus/ (Deficit) for the year	2	**(1 060)**	**(8 865)**	**(21 633)**	**13 250**	**131 902**	**(22 278)**	**154 180**	**-692.1%**	**(21 633)**

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - A - M11 May

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
Revenue by Vote	1									
Vote 1 - Financial Services		**141 463**	**161 635**	**162 376**	**7 228**	**132 165**	**147 342**	(15 177)	-10%	**162 376**
1.2 - Income		107 039	120 942	120 942	6 100	110 239	113 876	(3 636)	-3%	120 942
1.3 - Financial Administrastion		34 300	40 305	41 046	1 126	21 854	33 111	(11 257)	-34%	41 046
1.4 - Credit Control		(2)	298	298	–	–	273	(273)	-100%	298
1.5 - Supply Chain & Expenditure		127	90	90	2	72	83	(11)	-13%	90
Vote 2 - Community Services		**180 762**	**157 944**	**164 319**	**6 135**	**174 088**	**146 229**	27 860	19%	**164 319**
2.2 - Cemetries		274	280	280	12	365	256	109	42%	280
2.3 - Housing		13 510	2 630	10 296	4 098	6 731	7 802	(1 071)	-14%	10 296
2.4 - Libraries		9 420	13 265	13 265	91	223	9 998	(9 775)	-98%	13 265
2.5 - Resorts & Swimmng Pools		8 314	8 066	8 066	211	6 693	7 394	(701)	-9%	8 066
2.6 - Social Services		147 131	128 055	128 111	–	157 775	117 409	40 366	34%	128 111
2.7 - Fire Services & Disaster Management		31	877	877	755	790	442	348	79%	877
2.8 - Environment & Licencing		136	3 159	1 712	–	123	1 569	(1 446)	-92%	1 712
2.9 - Community Halls and Amenities		1 947	1 212	1 212	969	1 389	972	417	43%	1 212
2.10 - Local Economic Development		–	400	500	–	–	386	(386)	-100%	500
Vote 3 - Corporate Services		**36 858**	**18 558**	**18 558**	**2 243**	**21 723**	**17 012**	4 712	28%	**18 558**
3.2 - Human Resources		382	705	705	–	183	646	(463)	-72%	705
3.3 - Administration		1	11	11	0	0	11	(10)	-99%	11
3.4 - Information Technology		4	–	–	–	–	–	–		–
3.5 - Marketing & Communication		–	136	136	–	–	125	(125)	-100%	136
3.7 - Traffic and Protection Services		25 694	17 479	17 479	2 240	21 506	16 022	5 485	34%	17 479
3.9 - Council Cost		10 778	227	227	3	34	208	(175)	-84%	227
Vote 4 - Technical Services		**583 517**	**671 596**	**685 589**	**78 859**	**610 787**	**628 004**	(17 217)	-3%	**685 589**
4.1 - Director: Technical Services		–	80	80	–	–	74	(74)	-100%	80
4.2 - Electro Technical Services		402 022	449 772	484 765	42 880	439 869	448 091	(8 222)	-2%	484 765
4.3 - Water Storage & Distribution		83 537	93 390	93 390	9 757	69 426	81 706	(12 280)	-15%	93 390
4.4 - Waste Water Management		48 512	72 696	51 696	12 029	48 564	47 388	1 177	2%	51 696
4.5 - Waste Management		42 781	53 494	53 494	3 635	40 656	49 036	(8 381)	-17%	53 494
4.6 - Roads		598	122	122	7 812	7 836	111	7 724	6933%	122
4.7 - Storm Water Management		2 772	–	–	–	–	–	–		–
4.8 - Town Planning & Building Control		3 294	1 742	1 742	2 745	4 436	1 597	2 838	178%	1 742
4.10 - Mechanical Workshop		1	300	300	–	–	–	–		300
Vote 5 - Municipal Manager		**2 020**	**737**	**737**	**56**	**643**	**676**	(33)	-5%	**737**
5.2 - Performance & Project Management		1 053	–	–	–	–	–	–		–
5.3 - Property & Legal Services		967	737	737	56	643	676	(33)	-5%	737
Total Revenue by Vote	2	**944 620**	**1 010 471**	**1 031 579**	**94 521**	**939 407**	**939 262**	145	0%	**1 031 579**
								–		
Expenditure by Vote	1							–		
Vote 1 - Financial Services		**55 465**	**49 466**	**47 453**	**2 610**	**44 213**	**43 498**	715	2%	**47 453**
1.1 - Direcrtor: Finance		4 212	1 980	1 988	207	2 555	1 822	734	40%	1 988
1.2 - Income		13 791	10 521	9 961	549	7 062	9 131	(2 069)	-23%	9 961
1.3 - Financial Administrastion		16 908	18 190	18 347	548	16 344	16 818	(475)	-3%	18 347
1.4 - Credit Control		10 732	7 368	5 860	414	9 306	5 372	3 934	73%	5 860
1.5 - Supply Chain & Expenditure		9 822	11 406	11 296	891	8 946	10 355	(1 409)	-14%	11 296
Vote 2 - Community Services		**109 661**	**125 271**	**124 783**	**13 107**	**100 536**	**111 823**	(11 286)	-10%	**124 783**
2.1 - Director: Community Services		2 883	1 728	1 729	246	2 912	1 585	1 327	84%	1 729
2.2 - Cemetries		4 409	6 466	5 403	348	4 128	4 953	(825)	-17%	5 403
2.3 - Housing		17 719	10 190	17 571	5 245	13 287	14 471	(1 184)	-8%	17 571
2.4 - Libraries		15 205	16 703	16 893	1 303	14 672	15 485	(813)	-5%	16 893
2.5 - Resorts & Swimmng Pools		15 657	18 559	18 309	1 395	16 137	16 784	(646)	-4%	18 309
2.6 - Social Services		5 600	4 417	2 320	678	7 181	2 125	5 056	238%	2 320
2.7 - Fire Services & Disaster Management		10 812	16 654	15 059	865	10 272	13 804	(3 531)	-26%	15 059
2.8 - Environment & Licencing		2 990	7 090	4 056	311	2 197	2 837	(640)	-23%	4 056
2.9 - Community Halls and Amenities		31 068	40 631	38 530	2 466	26 934	35 317	(8 384)	-24%	38 530
2.10 - Local Economic Development		3 317	2 832	4 913	249	2 816	4 462	(1 646)	-37%	4 913
Vote 3 - Corporate Services		**122 999**	**133 940**	**133 005**	**9 042**	**102 522**	**120 837**	(18 315)	-15%	**133 005**
3.1 - Director: Corporate Services		4 515	3 196	3 199	242	2 653	2 932	(280)	-10%	3 199
3.2 - Human Resources		28 976	29 547	29 592	1 862	28 444	27 086	1 358	5%	29 592
3.3 - Administration		15 846	16 982	17 589	1 088	12 681	15 439	(2 758)	-18%	17 589
3.4 - Information Technology		4 719	5 902	6 033	313	4 766	5 348	(582)	-11%	6 033
3.5 - Marketing & Communication		4 625	6 198	6 063	420	4 814	5 524	(710)	-13%	6 063
3.6 - Thusong Centre		699	1 108	1 077	80	699	987	(288)	-29%	1 077
3.7 - Traffic and Protection Services		43 619	50 170	48 653	3 723	32 973	44 597	(11 624)	-26%	48 653
3.8 - Tourism		1 000	1 050	1 050	–	700	963	(263)	-27%	1 050
3.9 - Council Cost		18 999	19 787	19 748	1 315	14 793	17 960	(3 168)	-18%	19 748
Vote 4 - Technical Services		**639 010**	**686 298**	**723 761**	**55 041**	**543 867**	**663 445**	(119 578)	-18%	**723 761**
4.1 - Director: Technical Services		1 491	3 447	3 462	278	2 409	3 173	(764)	-24%	3 462
4.2 - Electro Technical Services		420 628	441 804	474 540	43 008	399 967	434 992	(35 026)	-8%	474 540
4.3 - Water Storage & Distribution		64 135	62 006	61 312	2 573	33 519	56 203	(22 684)	-40%	61 312
4.4 - Waste Water Management		47 553	45 572	51 789	1 985	32 341	47 473	(15 133)	-32%	51 789
4.5 - Waste Management		59 638	86 669	84 265	3 555	35 354	77 243	(41 889)	-54%	84 265

Vote Description R thousand	Ref	2024/25 Audited Outcome	Budget Year 2025/26 Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
4.6 - Roads		23 113	21 118	22 789	1 241	19 913	20 890	(977)	-5%	22 789
4.7 - Storm Water Management		8 559	9 127	9 251	653	6 803	8 481	(1 677)	-20%	9 251
4.8 - Town Planning & Building Control		7 067	9 112	9 049	1 190	7 229	8 295	(1 066)	-13%	9 049
4.9 - Public Toilets		1 854	2 299	2 246	212	1 993	2 059	(66)	-3%	2 246
4.10 - Mechanical Workshop		4 972	5 144	5 056	347	4 338	4 635	(297)	-6%	5 056
Vote 5 - Municipal Manager		**18 545**	**24 361**	**24 210**	**1 471**	**16 366**	**21 937**	(5 572)	-25%	**24 210**
5.1 - Municipal Manager		7 199	6 419	6 419	457	4 921	5 884	(963)	-16%	6 419
5.2 - Performance & Project Management		3 047	3 946	3 946	273	2 990	3 617	(628)	-17%	3 946
5.3 - Property & Legal Services		2 050	3 852	3 706	187	2 376	3 143	(767)	-24%	3 706
5.4 - Internal Audit		3 562	6 261	6 261	313	3 464	5 740	(2 276)	-40%	6 261
5.5 - IDP		2 686	3 883	3 878	241	2 616	3 554	(938)	-26%	3 878
Total Expenditure by Vote	2	**945 681**	**1 019 335**	**1 053 212**	**81 271**	**807 504**	**961 540**	**(154 036)**	**(0)**	**1 053 212**
								–		
Surplus/ (Deficit) for the year	2	**(1 060)**	**(8 865)**	**(21 633)**	**13 250**	**131 902**	**(22 278)**	**154 180**	**(0)**	**(21 633)**

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M11 May

Description R thousands	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										
Exchange Revenue										
Service charges - Electricity		395 037	442 689	477 889	41 367	434 650	441 787	(7 138)	-2%	477 889
Service charges - Water		50 462	53 401	53 401	4 953	51 797	48 951	2 846	6%	53 401
Service charges - Waste Water Management		26 461	54 590	33 590	11 343	41 076	30 791	10 285	33%	33 590
Service charges - Waste management		36 112	36 276	36 276	3 021	35 105	33 253	1 852	6%	36 276
Sale of Goods and Rendering of Services		26 804	5 813	5 813	1 490	7 183	5 328	1 855	35%	5 813
Agency services		4 948	4 918	4 918	374	4 721	4 509	213	5%	4 918
Interest		–	11	11	–	–	10	(10)	-100%	11
Interest earned from Receivables		27 153	24 727	24 727	2 584	23 560	22 666	894	4%	24 727
Interest earned from Current and Non Current Assets		18 758	23 567	23 567	62	13 409	21 603	(8 194)	-38%	23 567
Rent on Land		–	29	29	–	–	26	(26)	-100%	29
Rental from Fixed Assets		6 765	6 316	6 316	219	4 535	5 790	(1 254)	-22%	6 316
Operational Revenue		2 335	1 852	1 852	1 302	4 894	1 699	3 195	188%	1 852
Non-Exchange Revenue										
Property rates		107 320	120 291	120 291	6 232	110 566	113 280	(2 714)	-2%	120 291
Surcharges and Taxes		7 976	4 849	5 918	844	2 400	4 092	(1 691)	-41%	5 918
Fines, penalties and forfeits		22 354	11 816	11 816	1 786	15 898	10 832	5 066	47%	11 816
Licence and permits		1 069	2 566	2 566	74	938	2 352	(1 414)	-60%	2 566
Transfer and subsidies - Operational		150 058	182 230	188 070	4 170	165 314	165 674	(360)	0%	188 070
Interest		4 881	3 744	3 744	112	4 184	3 432	751	22%	3 744
Operational Revenue		2 824	3 250	3 250	297	3 564	2 979	585	20%	3 250
Gains on disposal of Assets		11 169	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)		**902 486**	**982 936**	**1 004 045**	**80 232**	**923 793**	**919 054**	**–**		**1 004 045**
Expenditure By Type										
Employee related costs		269 855	309 360	305 536	24 038	266 895	279 423	(12 529)	-4%	305 536
Remuneration of councillors		12 315	13 228	13 228	1 034	11 470	12 126	(656)	-5%	13 228
Bulk purchases - electricity		391 687	396 245	429 619	40 498	366 645	393 816	(27 170)	-7%	429 619
Inventory consumed		24 213	28 145	27 359	1 595	22 787	25 052	(2 265)	-9%	27 359
Debt impairment		66 389	76 891	46 891	–	–	42 983	(42 983)	-100%	46 891
Depreciation and amortisation		39 446	34 090	34 090	–	18 603	31 249	(12 646)	-40%	34 090
Interest		7 847	10 742	10 585	171	1 592	9 703	(8 111)	-84%	10 585
Contracted services		60 135	76 979	71 320	4 999	45 276	64 526	(19 250)	-30%	71 320
Transfers and subsidies		4 633	4 931	12 696	4 739	9 004	10 002	(999)	-10%	12 696
Irrecoverable debts written off		15 347	0	30 000	8	9 345	27 500	(18 155)	-66%	30 000
Operational costs		50 727	68 723	71 887	4 189	55 888	65 159	(9 271)	-14%	71 887
Losses on Disposal of Assets		653	–	–	–	–	–	–		–
Other Losses		2 434	–	–	–	–	–	–		–
Total Expenditure		**945 681**	**1 019 335**	**1 053 212**	**81 271**	**807 504**	**961 540**	**(154 036)**	**-16%**	**1 053 212**
Surplus/(Deficit)		**(43 195)**	**(36 399)**	**(49 167)**	**(1 039)**	**116 289**	**(42 487)**	**154 036**	**(0)**	**(49 167)**
Transfers and subsidies - capital (monetary allocations)		40 834	27 535	27 535	14 289	15 614	20 209	(4 595)	**(0)**	27 535
Transfers and subsidies - capital (in-kind)		1 458	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions		**(902)**	**(8 865)**	**(21 633)**	**13 250**	**131 902**	**(22 278)**			**(21 633)**
Surplus/(Deficit) after income tax		**(902)**	**(8 865)**	**(21 633)**	**13 250**	**131 902**	**(22 278)**			**(21 633)**
Surplus/(Deficit) attributable to municipality		**(902)**	**(8 865)**	**(21 633)**	**13 250**	**131 902**	**(22 278)**			**(21 633)**
Surplus/ (Deficit) for the year		**(902)**	**(8 865)**	**(21 633)**	**13 250**	**131 902**	**(22 278)**			**(21 633)**

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - M11 May

Vote Description	Ref	2024/25	Budget Year 2025/26							
R thousands	1	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Multi-Year expenditure appropriation	2									
Vote 1 - Financial Services		5 818	–	–	–	–	–	–		–
Vote 2 - Community Services		370	6 221	8 140	–	2 021	6 547	(4 526)	-69%	8 140
Vote 4 - Technical Services		21 369	19 907	29 034	2 387	20 947	25 395	(4 448)	-18%	29 034
Vote 5 - Municipal Manager		56	–	–	–	–	–	–		–
Total Capital Multi-year expenditure	4,7	**27 613**	**26 128**	**37 175**	**2 387**	**22 968**	**31 942**	**(8 974)**	**-28%**	**37 175**
Single Year expenditure appropriation	2									
Vote 1 - Financial Services		42	50	100	–	87	92	(5)	-5%	100
Vote 2 - Community Services		1 165	14 296	6 391	294	1 526	5 362	(3 836)	-72%	6 391
Vote 3 - Corporate Services		1 161	1 580	2 324	37	866	2 130	(1 264)	-59%	2 324
Vote 4 - Technical Services		52 862	32 942	48 332	1 462	39 076	37 110	1 966	5%	48 332
Vote 5 - Municipal Manager		31	50	10 064	2 858	2 901	6 809	(3 908)	-57%	10 064
Total Capital single-year expenditure	4	55 261	48 918	67 211	4 651	44 456	51 502	**(7 047)**	**-14%**	67 211
Total Capital Expenditure	**3**	**82 874**	**75 047**	**104 385**	**7 037**	**67 423**	**83 444**	**(16 021)**	**-19%**	**104 385**
Capital Expenditure - Functional Classification										
Governance and administration		**13 818**	**3 094**	**20 718**	**2 895**	**10 092**	**16 575**	(6 483)	-39%	**20 718**
Executive and council		332	764	1 427	13	408	1 308	(900)	-69%	1 427
Finance and administration		13 485	2 330	19 291	2 882	9 684	15 267	(5 583)	-37%	19 291
Community and public safety		**1 484**	**20 258**	**14 465**	**294**	**3 320**	**11 883**	(8 562)	-72%	**14 465**
Community and social services		680	11 965	3 088	289	373	2 541	(2 168)	-85%	3 088
Sport and recreation		650	6 974	9 617	5	1 845	8 525	(6 680)	-78%	9 617
Public safety		154	1 320	1 760	–	1 102	816	286	35%	1 760
Economic and environmental services		**11 586**	**16 245**	**23 997**	**–**	**23 243**	**21 962**	1 280	6%	**23 997**
Planning and development		133	275	337	–	196	275	(78)	-28%	337
Road transport		11 428	15 750	23 659	–	23 046	21 688	1 358	6%	23 659
Environmental protection		26	220	–	–	–	–	–		–
Trading services		**55 987**	**40 449**	**45 205**	**3 849**	**30 768**	**33 024**	(2 256)	-7%	**45 205**
Energy sources		10 672	24 568	25 857	760	21 033	15 690	5 343	34%	25 857
Water management		26 804	12 881	15 471	2 500	7 734	13 780	(6 046)	-44%	15 471
Waste water management		17 878	2 000	2 824	589	1 833	2 589	(756)	-29%	2 824
Waste management		633	1 000	1 052	–	168	964	(796)	-83%	1 052
Total Capital Expenditure - Functional Classification	3	**82 874**	**80 047**	**104 385**	**7 037**	**67 423**	**83 444**	**(16 021)**	**-19%**	**104 385**
Funded by:										
National Government		40 065	25 887	25 887	2 500	15 700	22 999	(7 299)	-32%	25 887
Provincial Government		223	1 702	1 702	–	753	624	129	21%	1 702
District Municipality		433	185	185	–	179	139	40	29%	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	289	289	1 763	(1 474)	-84%	2 239
Transfers recognised - capital		**40 721**	**30 013**	**30 013**	**2 789**	**16 921**	**25 524**	**(8 603)**	**-34%**	**30 013**
Borrowing	6	7 807	15 000	16 303	749	16 143	8 151	7 992	98%	16 303
Internally generated funds		28 591	35 034	47 710	3 499	34 359	42 689	(8 330)	-20%	47 710
Total Capital Funding	7	**77 119**	**80 047**	**94 025**	**7 037**	**67 423**	**76 364**	**(8 941)**	**-12%**	**94 025**

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - A - M11 May

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										
Expenditure of multi-year capital appropriation	1									
Vote 1 - Financial Services		**5 818**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
1.1 - Direcrtor: Finance		88	–	–	–	–	–	–		–
1.3 - Financial Administrastion		5 729	–	–	–	–	–	–		–
Vote 2 - Community Services		**370**	**6 221**	**8 140**	**–**	**2 021**	**6 547**	(4 526)	-69%	**8 140**
2.7 - Fire Services & Disaster Management		154	1 020	1 339	–	1 053	431	623	145%	1 339
2.9 - Community Halls and Amenities		216	5 202	6 801	–	968	6 116	(5 149)	-84%	6 801
Vote 4 - Technical Services		**21 369**	**19 907**	**29 034**	**2 387**	**20 947**	**25 395**	(4 448)	-18%	**29 034**
4.2 - Electro Technical Services		5 115	9 318	9 234	0	4 747	7 245	(2 498)	-34%	9 234
4.3 - Water Storage & Distribution		–	5 189	6 346	1 797	3 668	5 818	(2 150)	-37%	6 346
4.4 - Waste Water Management		13 204	700	1 400	589	589	1 283	(694)	-54%	1 400
4.5 - Waste Management		277	–	–	–	–	–	–		–
4.6 - Roads		–	4 700	12 053	–	11 942	11 049	893	8%	12 053
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**	**37 175**	**2 387**	**22 968**	**31 942**	(8 974)	-28%	**37 175**
								–		
Capital expenditure - Municipal Vote										
Expenditue of single-year capital appropriation	1									
Vote 1 - Financial Services		**42**	**50**	**100**	**–**	**87**	**92**	(5)	-5%	**100**
1.1 - Direcrtor: Finance		42	50	100	–	87	92	(5)	-5%	100
Vote 2 - Community Services		**1 165**	**14 296**	**6 391**	**294**	**1 526**	**5 362**	(3 836)	-72%	**6 391**
2.1 - Director: Community Services		26	64	150	–	79	138	(59)	-43%	150
2.2 - Cemetries		–	100	–	–	–	–	–		–
2.4 - Libraries		680	11 865	3 088	289	373	2 541	(2 168)	-85%	3 088
2.5 - Resorts & Swimmng Pools		149	–	–	–	–	–	–		–
2.8 - Environment & Licencing		26	220	–	–	–	–	–		–
2.9 - Community Halls and Amenities		285	1 772	2 816	5	878	2 409	(1 532)	-64%	2 816
2.10 - Local Economic Development		–	275	337	–	196	275	(78)	-28%	337
Vote 3 - Corporate Services		**1 161**	**1 580**	**2 324**	**37**	**866**	**2 130**	(1 264)	-59%	**2 324**
3.1 - Director: Corporate Services		153	50	209	13	197	192	5	3%	209
3.2 - Human Resources		248	–	–	–	–	–	–		–
3.3 - Administration		–	300	–	–	–	–	–		–
3.4 - Information Technology		650	300	875	–	510	802	(292)	-36%	875
3.5 - Marketing & Communication		110	130	133	24	110	122	(12)	-10%	133
3.7 - Traffic and Protection Services		–	300	421	–	49	386	(337)	-87%	421
3.9 - Council Cost		–	500	685	–	–	628	(628)	-100%	685
Vote 4 - Technical Services		**52 862**	**32 942**	**48 332**	**1 462**	**39 076**	**37 110**	1 966	5%	**48 332**
4.1 - Director: Technical Services		24	50	218	–	2	200	(198)	-99%	218
4.2 - Electro Technical Services		5 557	15 250	16 623	760	16 285	8 445	7 841	93%	16 623
4.3 - Water Storage & Distribution		26 804	7 692	9 125	703	4 066	7 963	(3 897)	-49%	9 125
4.4 - Waste Water Management		1 902	1 300	1 424	–	1 244	1 306	(62)	-5%	1 424
4.5 - Waste Management		355	1 000	1 052	–	168	964	(796)	-83%	1 052
4.6 - Roads		11 428	6 050	11 606	–	11 104	10 639	465	4%	11 606
4.8 - Town Planning & Building Control		133	–	–	–	–	–	–		–
4.10 - Mechanical Workshop		6 660	1 600	8 284	–	6 207	7 593	(1 387)	-18%	8 284
Vote 5 - Municipal Manager		**31**	**50**	**10 064**	**2 858**	**2 901**	**6 809**	(3 908)	-57%	**10 064**
5.1 - Municipal Manager		31	50	64	–	43	59	(15)	-26%	64
5.3 - Property & Legal Services		–	–	10 000	2 858	2 858	6 750	(3 892)	-58%	10 000
Total single-year capital expenditure		**55 261**	**48 918**	**67 211**	**4 651**	**44 456**	**51 502**	**(7 047)**	**(0)**	**67 211**
								–		
Total Capital Expenditure		**82 874**	**75 047**	**104 385**	**7 037**	**67 423**	**83 444**	**(16 021)**	**(0)**	**104 385**

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M11 May

Description R thousands	Ref	2024/25 Audited Outcome	Budget Year 2025/26 Original Budget	Adjusted Budget	YearTD Actual	Full Year Forecast
ASSETS	1					
Current assets						
Cash and cash equivalents		200 384	220 325	203 173	151 715	203 173
Trade and other receivables from exchange transactions		89 095	82 509	74 179	213 191	74 179
Receivables from non-exchange transactions		37 882	51 313	51 586	43 913	51 586
Current portion of non-current receivables		–	–	–	–	–
Inventory		12 996	26 712	13 288	29 572	13 288
VAT		(2 760)	(91 563)	(86 777)	15 645	(86 777)
Other current assets		5 833	4 509	4 947	4 947	4 947
Total current assets		**343 429**	**293 805**	**260 396**	**458 983**	**260 396**
Non current assets						
Investments		–	–	–	–	–
Investment property		41 251	38 604	41 056	41 044	41 056
Property, plant and equipment		1 004 664	1 179 702	1 228 775	1 202 816	1 228 775
Biological assets		–	–	–	–	–
Living and non-living resources		–	–	–	–	–
Heritage assets		550	550	550	550	550
Intangible assets		1 206	1 531	1 188	1 278	1 188
Trade and other receivables from exchange transactions		–	–	–	–	–
Non-current receivables from non-exchange transactions		–	–	–	–	–
Other non-current assets		–	–	–	–	–
Total non current assets		**1 047 671**	**1 220 387**	**1 271 570**	**1 245 689**	**1 271 570**
TOTAL ASSETS		**1 391 100**	**1 514 192**	**1 531 966**	**1 704 671**	**1 531 966**
LIABILITIES						
Current liabilities						
Bank overdraft		–	–	–	–	–
Financial liabilities		(546)	(3 433)	177	–	177
Consumer deposits		10 650	9 739	10 655	10 752	10 655
Trade and other payables from exchange transactions		92 362	89 877	145 176	38 292	145 176
Trade and other payables from non-exchange transactions		2 256	6 104	1 803	–	1 803
Provision		37 830	38 184	40 878	40 257	40 878
VAT		1 132	(94 204)	(76 209)	–	(76 209)
Other current liabilities		–	–	–	36 363	–
Total current liabilities		**143 684**	**46 268**	**122 481**	**125 665**	**122 481**
Non current liabilities						
Financial liabilities		1 700	23 080	(3 576)	24 372	(3 576)
Provision		23 132	87 943	86 105	152 963	86 105
Long term portion of trade payables		–	–	–	–	–
Other non-current liabilities		68 681	81 031	78 820	–	78 820
Total non current liabilities		**93 514**	**192 053**	**161 349**	**177 335**	**161 349**
TOTAL LIABILITIES		**237 198**	**238 321**	**283 830**	**303 000**	**283 830**
NET ASSETS	2	**1 153 902**	**1 275 870**	**1 248 136**	**1 401 671**	**1 248 136**
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		1 239 177	1 264 704	1 252 165	1 424 775	1 252 165
Reserves and funds		11 166	11 166	11 166	(23 104)	11 166
Other		–	–	–	–	–
TOTAL COMMUNITY WEALTH/EQUITY	2	**1 250 343**	**1 275 870**	**1 263 331**	**1 401 671**	**1 263 331**

WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M11 May

Description	Ref	2024/25	Budget Year 2025/26							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES	1								%	
Receipts										
Property rates		3 431	114 277	114 277	6 578	105 003		105 003	0%	114 277
Service charges		675 973	623 670	623 670	65 333	577 427		577 427	0%	623 670
Other revenue		15 554	38 334	38 334	774	15 386		15 386	0%	38 334
Transfers and Subsidies - Operational		174 173	175 756	184 131	–	199 315		199 315	0%	184 131
Transfers and Subsidies - Capital		50 511	35 189	35 189	–	3 657		3 657	0%	35 189
Interest		9 482	52 049	52 049	62	13 409		13 409	0%	52 049
Dividends		–	–	–	–	–		–		–
Payments										
Suppliers and employees		(613 335)	(941 929)	(941 929)	(82 290)	(902 889)		902 889	0%	(78 494)
Interest		–	–	–	–	–		–		–
Transfers and Subsidies		–	–	–	(4 739)	(8 786)		8 786	0%	–
NET CASH FROM/(USED) OPERATING ACTIVITIES		**315 789**	**97 347**	**105 722**	**(14 281)**	**2 523**	**–**	**(2 523)**	**0%**	**969 157**
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE		3 080	–	–	–	10 208		10 208	0%	–
Decrease (increase) in non-current receivables		–	–	–	–	–		–		–
Decrease (increase) in non-current investments		–	–	–	–	–		–		–
Payments										
Capital assets		(73 966)	(80 047)	(94 013)	(7 365)	(80 502)		80 502	0%	94 013
NET CASH FROM/(USED) INVESTING ACTIVITIES		**(70 885)**	**(80 047)**	**(94 013)**	**(7 365)**	**(70 294)**	**–**	**70 294**	**0%**	**94 013**
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		–	–	–	–	–		–		–
Borrowing long term/refinancing		–	–	–	–	25 000		25 000	0%	–
Increase (decrease) in consumer deposits		(65)	–	–	19 950	(1 039)		(1 039)	0%	–
Payments										
Repayment of borrowing		–	–	–	–	(3 109)	–	3 109	0%	–
NET CASH FROM/(USED) FINANCING ACTIVITIES		**(65)**	**–**	**–**	**19 950**	**20 853**	**–**	**(20 853)**	**0%**	**–**
NET INCREASE/ (DECREASE) IN CASH HELD		**244 839**	**17 300**	**11 709**	**(1 696)**	**(46 919)**	**–**			**1 063 170**
Cash/cash equivalents at beginning:		316 245	209 837	198 636		198 627	198 636			198 627
Cash/cash equivalents at month/year end:		561 084	227 137	210 346		151 708	198 636			1 261 797

WC022 Witzenberg - Supporting Table SC1 Material variance explanations - M11 May

Ref	Description R thousands	Variance	Reasons for material deviations	Remedial or corrective steps/remarks
1	**Revenue**			
	Service charges - Electricity	(7 138)	Low electrcity consumption due to storm damage	
	Service charges - Water	2 846	Immaterial Variance	
	Service charges - Waste Water Management	10 285	Recognition of Quarterly Industrial Effluent	
	Service charges - Waste management	1 852	Immaterial Variance	
	Sale of Goods and Rendering of Services	1 855	Immaterial Variance	
	Agency services	213	Immaterial Variance	
	Interest	(10)	Immaterial Variance	
	Interest earned from Receivables	894	Immaterial Variance	
	Interest earned from Current and Non Current As	(8 194)	Low interest rates as well reduction in Bank balance	
	Dividends	–		
	Rent on Land	(26)	Immaterial Variance	
2	**Non-Exchange Revenue**			
	Property rates	(2 714)	Immaterial Variance	
	Surcharges and Taxes	(1 691)	Low Grant Capital Expenditure causing lower revennue recognition	
	Fines, penalties and forfeits	5 066	Increase in fines issued	
	Licence and permits	(1 414)	Immaterial Variance	
	Transfer and subsidies - Operational	(360)	Immaterial Variance	
	Interest	751	Immaterial Variance	
	Fuel Levy	–		
	Operational Revenue	585	Immaterial Variance	
	Gains on disposal of Assets	–		
	Other Gains	–		
	Discontinued Operations	–		
3	**Expenditure by Type**			
	Employee related costs	(12 529)	Slow filling of Vacancies	
	Remuneration of councillors	(656)	Immaterial Variance	
	Bulk purchases - electricity	(27 170)	Current months usage recognised in the followng month	
	Inventory consumed	(2 265)	Immaterial Variance	
	Debt impairment	(42 983)	Pending the implemantation of Grap 104	
	Depreciation and amortisation	(12 646)	Capital expenditure and project completion at year end	
	Interest	(8 111)	Recognised at year end based on Actuarial Report	
	Contracted services	(19 250)	a Significant portion of unspent relates to Orders issued. Awaiting completion of works	
	Transfers and subsidies	(999)	Majoriity relates to Top Structures. Awaiting progress invoices on works	
	Irrecoverable debts written off	(18 155)	Dependant on an assessment of bad debt and council consideration for write off	
	Operational costs	(9 271)	A significant portion committed ito Orders issued. Notable low spending items include SALGA levies, Compensation Commisioner, Hire C	
	Losses on Disposal of Assets	–		
	Other Losses	–		
4	**Capital Expenditure**			
	Total Capital Expenditure	(8 941)	Historical trends indicates that a significant portion of capital expenditure is incurred in the last quarter primarily as a resultt of the require	
5	**Cash Flow**			
6	**Measureable performance**			
7	**Municipal Entities**			

WC022 Witzenberg - Supporting Table SC2 Monthly Budget Statement - performance indicators - M11 May

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
Borrowing Management							
Capital Charges to Operating Expenditure	Interest & principal paid/Operating Expenditure		0.8%	4.4%	4.2%	2.5%	4.2%
Borrowed funding of 'own' capital expenditure	Borrowings/Capital expenditure excl. transfers and grants		9.4%	18.7%	15.6%	23.9%	15.6%
Safety of Capital							
Debt to Equity	Loans, Accounts Payable, Overdraft & Tax Provision/ Funds & Reserves		13.2%	15.4%	17.6%	4.5%	17.6%
Gearing	Long Term Borrowing/ Funds & Reserves		15.2%	206.7%	-32.0%	-105.5%	-32.0%
Liquidity							
Current Ratio	Current assets/current liabilities	1	239.0%	635.0%	212.6%	365.2%	212.6%
Liquidity Ratio	Monetary Assets/Current Liabilities		139.5%	476.2%	165.9%	120.7%	165.9%
Revenue Management							
Annual Debtors Collection Rate (Payment Level %)	Last 12 Mths Receipts/ Last 12 Mths Billing						
Outstanding Debtors to Revenue	Total Outstanding Debtors to Annual Revenue		14.7%	14.1%	13.0%	28.4%	13.0%
Longstanding Debtors Recovered	Debtors > 12 Mths Recovered/Total Debtors > 12 Months Old		0.0%	0.0%	0.0%	0.0%	0.0%
Creditors Management							
Creditors System Efficiency	% of Creditors Paid Within Terms (within MFMA s 65(e))						
Funding of Provisions							
Percentage Of Provisions Not Funded	Unfunded Provisions/Total Provisions						
Other Indicators							
Electricity Distribution Losses	% Volume (units purchased and generated less units sold)/units purchased and generated	2					
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%	30.4%	28.9%	30.4%
Repairs & Maintenance	R&M/Total Revenue - capital revenue		1.9%	2.6%	2.6%	1.9%	2.6%
Interest & Depreciation	I&D/Total Revenue - capital revenue		5.2%	4.6%	4.4%	2.2%	4.4%
IDP regulation financial viability indicators							
i. Debt coverage	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year)						
ii. O/S Service Debtors to Revenue	Total outstanding service debtors/annual revenue received for services						
iii. Cost coverage	(Available cash + Investments)/monthly fixed operational expenditure						

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M11 May

Description	NT Code	Budget Year 2025/26											
R thousands		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days	Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts i.t.o Council Policy
Debtors Age Analysis By Income Source													
Trade and Other Receivables from Exchange Transactions - Water	1200	11 704	3 209	2 509	2 365	7 500	1 802	10 004	78 562	117 655	100 234	–	–
Trade and Other Receivables from Exchange Transactions - Electricity	1300	33 977	9 525	1 013	5 620	596	457	3 483	12 875	67 545	23 030	–	–
Receivables from Non-exchange Transactions - Property Rates	1400	7 095	909	739	653	566	523	9 617	35 294	55 397	46 654	–	–
Receivables from Exchange Transactions - Waste Water Management	1500	16 102	1 451	1 549	1 481	1 461	1 398	7 546	51 856	82 844	63 742	–	–
Receivables from Exchange Transactions - Waste Management	1600	8 300	1 775	1 620	1 515	1 400	1 428	7 574	48 457	72 069	60 374	–	–
Receivables from Exchange Transactions - Property Rental Debtors	1700	206	17	16	14	16	14	83	995	1 361	1 122	–	–
Interest on Arrear Debtor Accounts	1810	1 538	302	207	241	589	305	3 051	90 589	96 823	94 775	–	–
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820	–	–	–	–	–	–	–	–	–	–	–	–
Other	1900	(7 544)	55	42	38	40	44	228	2 006	(5 092)	2 355	–	–
Total By Income Source	**2000**	**71 378**	**17 242**	**7 695**	**11 927**	**12 168**	**5 971**	**41 585**	**320 634**	**488 602**	**392 286**	**–**	**–**
2024/25 - totals only										–	–		
Debtors Age Analysis By Customer Group													
Organs of State	2200	3 312	452	452	392	388	325	1 985	9 750	17 057	12 841	–	–
Commercial	2300	36 903	9 951	604	5 589	6 293	536	8 152	36 077	104 104	56 646	–	–
Households	2400	30 953	6 723	6 540	5 841	5 359	5 032	30 359	268 430	359 237	315 021	–	–
Other	2500	209	117	100	105	128	78	1 089	6 378	8 203	7 777	–	–
Total By Customer Group	**2600**	**71 378**	**17 242**	**7 695**	**11 927**	**12 168**	**5 971**	**41 585**	**320 634**	**488 602**	**392 286**	**–**	**–**

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M11 May

Description R thousands	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	
Creditors Age Analysis By Customer Type											
Bulk Electricity	0100	7	–	–	–	–	–	–	–	**7**	–
Bulk Water	0200	–	–	–	–	–	–	–	–	**–**	–
PAYE deductions	0300	–	–	–	–	–	–	–	–	**–**	–
VAT (output less input)	0400	–	–	–	–	–	–	–	–	**–**	–
Pensions / Retirement deductions	0500	–	–	–	–	–	–	–	–	**–**	–
Loan repayments	0600	–	–	–	–	–	–	–	–	**–**	–
Trade Creditors	0700	7 886	5 193	3 988	2 028	489	957	3 774	–	**24 315**	–
Auditor General	0800	–	–	–	–	–	–	–	–	**–**	–
Other	0900	–	–	–	–	–	–	–	–	**–**	–
Medical Aid deductions	0950	–	–	–	–	–	–	–	–	**–**	–
Total By Customer Type	**1000**	**7 893**	**5 193**	**3 988**	**2 028**	**489**	**957**	**3 774**	**–**	**24 322**	–

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M11 May

Investments by maturity Name of institution & investment ID	Ref	Period of Investment	Type of Investment	Capital Guarantee (Yes/ No)	Variable or Fixed interest rate	Interest Rate ³	Commission Paid (Rands)	Commission Recipient	Expiry date of investment	Opening balance	Interest to be realised	Partial / Premature Withdrawal (4)	Investment Top Up	Closing Balance
R thousands		Yrs/Months												
Municipality														
-		–	No Investments							–	–		–	–
-		–								–	–		–	–
-		–								–	–		–	–
-		–								–	–		–	–
-		–								–	–		–	–
-		–								–	–		–	–
-		–								–	–		–	–
-		–								–	–		–	–
-		–								–	–		–	–
-		–								–	–		–	–
Municipality sub-total										–	–		–	–
Entities														
-		–	–						–	–	–		–	–
-		–	–						–	–	–		–	–
-		–	–						–	–	–		–	–
-		–	–						–	–	–		–	–
-		–	–						–	–	–		–	–
-		–	–						–	–	–		–	–
-		–	–						–	–	–		–	–
-		–	–						–	–	–		–	–
-		–	–						–	–	–		–	–
-		–	–						–	–	–		–	–
Entities sub-total										–	–		–	–
TOTAL INVESTMENTS AND INTEREST	2									–	–		–	–

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M11 May

Description	Ref	2024/25	Budget Year 2025/26							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
RECEIPTS:	1,2									
Operating Transfers and Grants										
National Government:		**150 282**	**160 619**	**160 619**	**–**	**159 586**	**145 151**	**14 435**	**9.9%**	**160 619**
Operational Revenue:General Revenue:Equitable Share		145 706	156 647	156 647	–	155 614	143 593	12 021	8.4%	156 647
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		1 559	2 272	2 272	–	2 272	–	2 272		2 272
Local Government Financial Management Grant [Schedule 5B]		1 600	1 700	1 700	–	1 700	1 558	142	9.1%	1 700
Municipal Disaster Grant [Schedule 5B]		417	–	–	–	–	–	–		–
Municipal Infrastructure Grant [Schedule 5B]		1 000	–	–	–	–	–	–		–
Provincial Government:		**13 338**	**15 137**	**23 337**	**–**	**11 537**	**16 643**	**(5 106)**	**-30.7%**	**23 337**
Specify (Add grant description)		–	11 048	11 048	–	11 048	10 127	921	9.1%	11 048
Specify (Add grant description)		132	132	132	–	132	99	33	33.3%	132
Specify (Add grant description)		–	150	150	–	–	113	(113)	-100.0%	150
Specify (Add grant description)		700	–	–	–	–	–	–		–
Specify (Add grant description)		249	530	292	–	–	268	(268)	-100.0%	292
Specify (Add grant description)		150	1 000	300	–	227	275	(48)	-17.5%	300
Specify (Add grant description)		250	–	–	–	–	–	–		–
Specify (Add grant description)		4 692	–	11 285	–	–	5 643	(5 643)	-100.0%	11 285
Specify (Add grant description)		–	2 147	–	–	–	–	–		–
Specify (Add grant description)		130	130	130	–	130	119	11	9.1%	130
Specify (Add grant description)		7 035	–	–	–	–	–	–		–
District Municipality:		**36**	**–**	**175**	**–**	**–**	**69**	(69)	-100.0%	**175**
Specify (Add grant description)		36	–	75	–	–	69	(69)	-100.0%	75
Specify (Add grant description)		–	–	100	–	–	–	–		100
Other grant providers:		**3 809**	**–**	**–**	**–**	**1 613**	**–**	1 613		**–**
Foreign Government and International Organisations		316	–	–	–	259	–	259		–
Private Enterprises		3 494	–	–	–	1 354	–	1 354		–
Total Operating Transfers and Grants	5	**167 466**	**175 756**	**184 131**	**–**	**172 736**	**161 863**	**10 873**	**6.7%**	**184 131**
Capital Transfers and Grants										
National Government:		**46 290**	**30 770**	**30 770**	**–**	**29 370**	**–**	**29 370**		**30 770**
Municipal Infrastructure Grant [Schedule 5B]		24 595	26 770	26 770	–	26 770	–	26 770		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	–	2 600	–	2 600		4 000
Provincial Government:		**5 616**	**4 104**	**4 104**	**–**	**1 957**	**2 839**	(882)	-31.1%	**4 104**
Specify (Add grant description)		–	1 957	1 957	–	1 957	1 229	729	59.3%	1 957
Specify (Add grant description)		–	2 147	2 147	–	–	1 610	(1 610)	-100.0%	2 147
Specify (Add grant description)		257	–	–	–	–	–	–		–
Specify (Add grant description)		5 359	–	–	–	–	–	–		–
District Municipality:		**100**	**185**	**185**	**–**	**(41)**	**–**	(41)		**185**
Specify (Add grant description)		100	185	185	–	(41)	–	(41)		185
Other grant providers:		**–**	**–**	**–**	**–**	**–**	**–**	–		**–**
Total Capital Transfers and Grants	5	**52 006**	**35 059**	**35 059**	**–**	**31 286**	**2 839**	**28 448**	**1002.1%**	**35 059**

Description R thousands	Ref	2024/25 Audited Outcome	Budget Year 2025/26 Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
TOTAL RECEIPTS OF TRANSFERS & GRANTS	5	219 472	210 815	219 190	–	204 022	164 702	39 320	23.9%	219 190

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M11 May

Description R thousands	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
EXPENDITURE										
Operating expenditure of Transfers and Grants										
National Government:		**(141 672)**	**(160 486)**	**(160 486)**	**26**	**(152 291)**	**(147 108)**	**(5 183)**	**3.5%**	**(160 486)**
Operational Revenue:General Revenue:Equitable Share		(145 706)	(156 647)	(156 647)	–	(155 614)	(143 593)	(12 021)	8.4%	(156 647)
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		1 361	(2 272)	(2 272)	–	2 091	(2 078)	4 170	-200.6%	(2 272)
Local Government Financial Management Grant [Schedule 5B]		1 600	(1 567)	(1 567)	26	1 232	(1 436)	2 668	-185.7%	(1 567)
Municipal Disaster Grant [Schedule 5B]		76	–	–	–	–	–	–		–
Municipal Infrastructure Grant [Schedule 5B]		996	–	–	–	–	–	–		–
Provincial Government:		**14 106**	**(19 270)**	**(27 470)**	**4 669**	**7 372**	**(17 773)**	**25 145**	**-141.5%**	**(27 470)**
Specify (Add grant description)		–	(11 048)	(11 048)	–	–	(8 289)	8 289	-100.0%	(11 048)
Specify (Add grant description)		64	(4 395)	(5 867)	–	70	(1 444)	1 514	-104.8%	(5 867)
Specify (Add grant description)		–	(130)	(130)	–	–	(120)	120	-100.0%	(130)
Specify (Add grant description)		290	(20)	(20)	–	–	(18)	18	-100.0%	(20)
Specify (Add grant description)		443	(530)	(292)	–	–	(268)	268	-100.0%	(292)
Specify (Add grant description)		–	(870)	(261)	–	–	(239)	239	-100.0%	(261)
Specify (Add grant description)		100	(130)	(39)	–	–	(36)	36	-100.0%	(39)
Specify (Add grant description)		4 988	–	(9 813)	4 669	7 302	(7 360)	14 662	-199.2%	(9 813)
Specify (Add grant description)		–	(2 147)	–	–	–	–	–		–
Specify (Add grant description)		130	–	–	–	–	–	–		–
Specify (Add grant description)		8 091	–	–	–	–	–	–		–
District Municipality:		**35**	**–**	**(100)**	**–**	**–**	**(50)**	50	-100.0%	**(100)**
Specify (Add grant description)		35	–	–	–	–	–	–		–
Specify (Add grant description)		–	–	(100)	–	–	(50)	50	-100.0%	(100)
Other grant providers:		**26**	**(4 007)**	**(2 616)**	**–**	**–**	**(2 123)**	2 123	-100.0%	**(2 616)**
Foreign Government and International Organisations		–	(1 006)	(1 062)	–	–	(698)	698	-100.0%	(1 062)
Private Enterprises		26	(3 001)	(1 554)	–	–	(1 425)	1 425	-100.0%	(1 554)
Total operating expenditure of Transfers and Grants:		**(127 506)**	**(183 763)**	**(190 672)**	**4 695**	**(144 919)**	**(167 053)**	**22 134**	**-13.2%**	**(190 672)**
National Government:		**45 645**	**(26 770)**	**(26 770)**	**13 817**	**16 086**	**(20 077)**	**36 164**	**-180.1%**	**(26 770)**
Municipal Infrastructure Grant [Schedule 5B]		24 595	(26 770)	(26 770)	12 900	14 819	(20 077)	34 896	-173.8%	(26 770)
Water Services Infrastructure Grant [Schedule 5B]		14 999	–	–	–	–	–	–		–
Municipal Disaster Relief Grant		3 188	–	–	–	–	–	–		–
Provincial Government:		**257**	**(1 827)**	**(1 827)**	**753**	**753**	**(1 153)**	1 906	-165.4%	**(1 827)**
Specify (Add grant description)		–	(1 827)	(1 827)	753	753	(1 153)	1 906	-165.4%	(1 827)
Specify (Add grant description)		257	–	–	–	–	–	–		–
District Municipality:		**433**	**(185)**	**(185)**	**38**	**38**	**(139)**	177	-127.6%	**(185)**
Specify (Add grant description)		433	(185)	(185)	38	38	(139)	177	-127.6%	(185)
Other grant providers:		**–**	**(1 939)**	**(1 939)**	**–**	**–**	**(1 454)**	1 454	-100.0%	**(1 939)**
Private Enterprises		–	(1 939)	(1 939)	–	–	(1 454)	1 454	-100.0%	(1 939)
Total capital expenditure of Transfers and Grants		**46 335**	**(30 721)**	**(30 721)**	**14 608**	**16 878**	**(22 823)**	**39 701**	**-173.9%**	**(30 721)**
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		**(81 171)**	**(214 483)**	**(221 392)**	**19 303**	**(128 041)**	**(189 877)**	**61 835**	**-32.6%**	**(221 392)**

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M11 May

Summary of Employee and Councillor remuneration R thousands	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
	1	A	B	C						D
Councillors (Political Office Bearers plus Other)										
Basic Salaries and Wages		9 415	10 442	10 442	773	8 661	9 572	(911)	-10%	10 442
Pension and UIF Contributions		1 367	1 493	1 493	118	1 274	1 368	(94)	-7%	1 493
Medical Aid Contributions		–	90	90	–	–	83	(83)	-100%	90
Motor Vehicle Allowance		541	–	–	62	626	–	626		–
Cellphone Allowance		993	1 203	1 203	81	909	1 103	(194)	-18%	1 203
Sub Total - Councillors		**12 315**	**13 228**	**13 228**	**1 034**	**11 470**	**12 126**	**(656)**	**-5%**	**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	666	6 987	5 064	1 922	38%	5 525
Pension and UIF Contributions		463	508	508	69	748	466	282	61%	508
Medical Aid Contributions		–	12	12	–	–	11	(11)	-100%	12
Performance Bonus		1 066	1 119	1 119	110	1 183	1 026	157	15%	1 119
Motor Vehicle Allowance		1 075	1 401	1 401	61	848	1 285	(437)	-34%	1 401
Cellphone Allowance		327	399	399	38	390	366	25	7%	399
Housing Allowances		–	72	72	–	–	66	(66)	-100%	72
Other benefits and allowances		1	77	77	–	–	71	(71)	-100%	77
Sub Total - Senior Managers of Municipality		**11 324**	**9 112**	**9 112**	**943**	**10 155**	**8 353**	**1 802**	**22%**	**9 112**
% increase	4		**-19.5%**	**-19.5%**						**-19.5%**
Other Municipal Staff										
Basic Salaries and Wages		154 471	171 223	167 935	13 849	152 055	153 295	(1 241)	-1%	167 935
Pension and UIF Contributions		24 741	30 291	30 294	2 258	24 717	27 764	(3 047)	-11%	30 294
Medical Aid Contributions		10 511	11 073	11 073	1 032	10 647	10 151	497	5%	11 073
Overtime		25 436	35 044	34 644	2 352	25 390	31 757	(6 367)	-20%	34 644
Performance Bonus		11 505	15 674	15 674	1 044	11 227	14 368	(3 141)	-22%	15 674
Motor Vehicle Allowance		7 716	8 903	8 903	696	7 441	8 161	(720)	-9%	8 903
Cellphone Allowance		795	1 121	1 121	76	830	1 028	(198)	-19%	1 121
Housing Allowances		1 718	1 329	1 329	100	1 100	1 218	(118)	-10%	1 329
Other benefits and allowances		7 322	8 647	8 507	669	7 362	7 798	(436)	-6%	8 507
Payments in lieu of leave		3 773	4 719	4 719	–	4 764	4 326	438	10%	4 719
Long service awards		1 078	–	0	200	1 979	–	1 979		0
Post-retirement benefit obligations	2	9 464	12 224	12 224	819	9 227	11 205	(1 979)	-18%	12 224
Sub Total - Other Municipal Staff		**258 531**	**300 248**	**296 424**	**23 095**	**256 740**	**271 070**	**(14 331)**	**-5%**	**296 424**
% increase	4		**16.1%**	**14.7%**						**14.7%**
Total Parent Municipality		**282 170**	**322 589**	**318 764**	**25 072**	**278 365**	**291 549**	**(13 184)**	**-5%**	**318 764**
Unpaid salary, allowances & benefits in arrears:										
Board Members of Entities										
Sub Total - Executive members Board	2	–	–	–	–	–	–	–		–
% increase	4									
Senior Managers of Entities										
Sub Total - Senior Managers of Entities		–	–	–	–	–	–	–		–
% increase	4									
Other Staff of Entities										
Sub Total - Other Staff of Entities		–	–	–	–	–	–	–		–
% increase	4									
Total Municipal Entities		–	–	–	–	–	–	–		–
TOTAL SALARY, ALLOWANCES & BENEFITS		**282 170**	**322 589**	**318 764**	**25 072**	**278 365**	**291 549**	**(13 184)**	**-5%**	**318 764**
% increase	4		**14.3%**	**13.0%**						**13.0%**
TOTAL MANAGERS AND STAFF		**269 855**	**309 360**	**305 536**	**24 038**	**266 895**	**279 423**	**(12 529)**	**-4%**	**305 536**

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - M11 May

Description	Ref	Budget Year 2025/26												2025/26 Medium Term Revenue & Expenditure Framework		
R thousands	1	July Outcome	August Budget	September Budget	October Budget	November Budget	December Budget	January Budget	February Budget	March Budget	April Budget	May Budget	June Budget	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Cash Receipts By Source																
Property rates		8 192	12 919	20 484	15 603	5 655	5 903	9 098	6 347	8 101	6 124	6 578		114 277	123 586	133 651
Service charges - Electricity revenue		45 228	45 755	44 350	40 106	31 137	26 414	26 763	42 301	53 899	53 543	52 329		498 938	555 293	618 014
Service charges - Water revenue		3 535	3 626	2 921	3 254	3 035	2 723	2 869	4 123	4 912	3 433	5 019		22 539	28 880	32 307
Service charges - Waste Water Management		4 479	3 115	733	3 176	2 213	1 816	1 798	2 380	2 786	2 227	3 616		77 164	48 230	50 552
Service charges - Waste Mangement		2 652	2 633	2 957	2 857	2 565	2 127	2 148	2 860	2 836	2 423	2 480		25 030	26 217	27 460
Rental of facilities and equipment		435	78	335	395	331	376	138	330	218	461	99		6	6	6
Interest earned - external investments		1 749	1 903	1 286	1 434	1 354	1 255	965	1 602	943	857	62		23 567	24 745	652
Interest earned - outstanding debtors		234	294	980	227	183	205	236	368	547	521	618		28 482	29 906	31 402
Dividends received														–	–	–
Fines, penalties and forfeits		57	45	154	70	139	170	16	103	57	166	84		3 984	4 183	4 392
Licences and permits		173	46	91	83	103	94	11	85	53	124	77		2 685	2 820	2 961
Agency services		286	178	640	569	651	520	98	461	237	648	368		4 799	5 039	5 291
Transfers and Subsidies - Operational		68 915	6 629	2	–	13 397	58 651	1	5 885	45 607	227	–		184 131	179 869	188 582
Other revenue		1 964	1 623	2 447	1 989	1 794	1 802	1 713	2 405	1 736	1 510	1 417		13 730	6 017	6 317
Cash Receipts by Source		**137 898**	**78 845**	**77 379**	**69 763**	**62 556**	**102 054**	**45 852**	**69 251**	**121 931**	**72 264**	**72 748**	**–**	**999 331**	**1 034 792**	**1 101 585**
Other Cash Flows by Source													–			
Transfers and subsidies - capital (monetary allocations) (National		–	2 757	–	–	100	800	–	–	–	–	–		35 189	40 470	38 599
Transfers and subsidies - capital (monetary allocations) (Nat /														–	–	–
Proceeds on Disposal of Fixed and Intangible Assets		–	–	436	–	9 772	–	–	–	–	–	–		–	–	–
Short term loans														(6 369)	(6 369)	(6 369)
Borrowing long term/refinancing			25 000											–	–	–
Increase (decrease) in consumer deposits		(3 667)	(896)	1 543	(9 251)	(101)	3 307	(4 006)	(2 296)	(5 734)	113	19 950		–	–	–
VAT Control (receipts)														–	–	–
Decrease (increase) in non-current receivables														–	–	–
Decrease (increase) in non-current investments														–	–	–
Total Cash Receipts by Source		**134 232**	**105 707**	**79 358**	**60 512**	**72 326**	**106 161**	**41 846**	**66 954**	**116 197**	**72 376**	**92 698**	**–**	**1 028 152**	**1 068 893**	**1 133 816**
Cash Payments by Type													–			
Employee related costs		21 815	20 759	21 190	21 163	21 799	21 504	23 585	21 310	21 496	21 881	22 433		369 560	389 018	416 403
Remuneration of councillors		1 006	1 006	990	1 006	1 006	1 006	1 006	1 006	1 346	1 044	1 034		–	–	–
Interest														–	–	–
Bulk purchases - Electricity		54 581	54 280	49 551	31 038	30 941	31 604	30 735	43 424	49 405	54 088	46 559		460 969	513 171	571 286
Acquisitions - water & other inventory		417	240	3 438	3 150	6 719	2 968	1 862	686	7 806	925	1 432		24 000	25 200	26 460
Contracted services		5 905	3 337	4 697	4 347	5 236	5 062	3 039	6 520	4 617	6 946	5 969		87 400	86 006	89 318
Transfers and subsidies - other municipalities														–	–	–
Transfers and subsidies - other		–	131	–	131	66	380	136	420	70	2 714	4 739		–	–	–
Other expenditure		10 881	6 568	10 391	8 006	17 377	4 342	4 900	4 162	7 041	12 443	4 864		–	–	–
Cash Payments by Type		**94 605**	**86 321**	**90 256**	**68 841**	**83 143**	**66 865**	**65 263**	**77 529**	**91 781**	**100 041**	**87 029**	**–**	**941 929**	**1 013 395**	**1 103 466**
Other Cash Flows/Payments by Type																
Capital assets		3 438	7 113	1 641	17 385	8 012	8 190	957	15 850	7 004	3 548	7 365		–	–	–
Repayment of borrowing		–	–	–	–	–	3 109	–	–	–	–	–		–	–	–
Total Cash Payments by Type		**98 043**	**93 434**	**91 897**	**86 226**	**91 155**	**78 163**	**66 220**	**93 379**	**98 786**	**103 589**	**94 393**	**–**	**941 929**	**1 013 395**	**1 103 466**
NET INCREASE/(DECREASE) IN CASH HELD		**36 189**	**12 273**	**(12 539)**	**(25 715)**	**(18 829)**	**27 998**	**(24 374)**	**(26 425)**	**17 411**	**(31 213)**	**(1 696)**	**–**	**86 223**	**55 498**	**30 349**
Cash/cash equivalents at the month/year beginning:		198 636	234 825	247 098	234 559	208 845	190 016	218 014	193 640	167 215	184 626	153 414	151 718	198 636	284 859	340 357
Cash/cash equivalents at the month/year end:		234 825	247 098	234 559	208 845	190 016	218 014	193 640	167 215	184 626	153 414	151 718	151 718	284 859	340 357	370 706

WC022 Witzenberg - NOT REQUIRED - municipality does not have entities or this is the parent municipality's budget - M11 May

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 - M11 May

Description	Ref	2024/25	Budget Year 2025/26						
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Revenue By Municipal Entity										
Insert name of municipal entity		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
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		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
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		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
Total Capital Expenditure	3	–	–	–	–	–	–	–		–

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M11 May

Month	2024/25	Budget Year 2025/26							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	% spend of Original Budget
Monthly expenditure performance trend									
July	742	477	5 352	552	552	5 352	4 800	89.7%	1%
August	346	477	5 352	1 599	2 151	10 704	8 553	79.9%	3%
September	5 004	13 040	10 278	1 590	3 741	20 982	17 241	82.2%	5%
October	5 140	477	5 352	13 636	17 377	26 334	8 957	34.0%	22%
November	7 521	477	5 352	7 925	25 302	31 686	6 384	20.1%	32%
December	2 984	13 270	20 072	9 729	35 031	51 758	16 727	32.3%	44%
January	1 853	477	5 352	1 428	36 459	57 110	20 651	36.2%	46%
February	6 926	477	5 352	2 859	39 318	62 462	23 143	37.1%	49%
March	5 388	13 040	10 278	17 225	56 543	72 740	16 197	22.3%	71%
April	5 393	477	5 352	3 842	60 386	78 092	17 706	22.7%	75%
May	14 248	477	5 352	7 037	67 423	83 444	16 021	19.2%	84%
June	27 329	36 878	20 941	–	67 423	104 385	36 962	35.4%	84%
Total Capital expenditure	**82 874**	**80 047**	**104 385**	**67 423**					

WC022 Witzenberg - Supporting Table SC13a Monthly Budget Statement - capital expenditure on new assets by asset class - M11 May

Description	Ref	2024/25	Budget Year 2025/26							
R thousands	1	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Capital expenditure on new assets by Asset Class/Sub-class										
Infrastructure		**30 002**	**11 863**	**12 370**	**1 797**	**9 103**	**11 187**	(2 084)	**-18.6%**	**12 370**
Roads Infrastructure		–	4 750	4 309	–	4 193	3 950	244	**6.2%**	4 309
Road Structures		–	4 750	4 309	–	4 193	3 950	244	**6.2%**	4 309
Storm water Infrastructure		–	–	–	–	–	–	–		–
Electrical Infrastructure		–	–	–	–	–	–	–		–
Water Supply Infrastructure		23 834	6 613	7 589	1 797	4 910	6 805	(1 895)	**-27.8%**	7 589
Boreholes		223	–	–	–	–	–	–		–
Reservoirs		–	5 189	6 146	1 797	3 668	5 634	(1 966)	**-34.9%**	6 146
Bulk Mains		23 610	1 424	1 442	–	1 242	1 171	71	**6.1%**	1 442
Sanitation Infrastructure		162	500	472	–	–	432	(432)	**-100.0%**	472
Reticulation		–	–	236	–	–	216	(216)	**-100.0%**	236
Toilet Facilities		162	500	236	–	–	216	(216)	**-100.0%**	236
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**	**4 877**	**289**	**1 213**	**4 150**	**(2 937)**	**-70.8%**	**4 877**
Community Facilities		680	12 050	4 317	289	1 190	3 636	(2 446)	**-67.3%**	4 317
Libraries		680	11 665	2 888	289	373	2 358	(1 985)	-84.2%	2 888
Parks		–	200	1 244	–	638	1 140	(502)	-44.0%	1 244
Markets		–	185	185	–	179	139	40	29.1%	185
Sport and Recreation Facilities		–	200	560	–	23	513	(491)	**-95.6%**	560
Outdoor Facilities		–	200	560	–	23	513	(491)	-95.6%	560
Heritage assets		–	–	–	–	–	–	–		–
Investment properties		**–**	**–**	**–**	**–**	**–**	**–**	–		**–**
Revenue Generating		–	–	–	–	–	–	–		–
Non-revenue Generating		–	–	–	–	–	–	–		–
Other assets		**–**	**–**	**3 000**	**2 858**	**2 858**	**1 500**	**1 358**	**90.5%**	**3 000**
Operational Buildings		–	–	3 000	2 858	2 858	1 500	1 358	**90.5%**	3 000
Municipal Offices		–	–	3 000	2 858	2 858	1 500	1 358	90.5%	3 000
Housing		–	–	–	–	–	–	–		–
Biological or Cultivated Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Intangible Assets		**248**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Licences and Rights		248	–	–	–	–	–	–		–
Computer Software and Applications		248	–	–	–	–	–	–		–
Computer Equipment		**675**	**330**	**906**	**5**	**540**	**830**	**(290)**	-35.0%	**906**
Computer Equipment		675	330	906	5	540	830	(290)	-35.0%	906
Furniture and Office Equipment		**575**	**1 064**	**1 742**	**32**	**488**	**1 596**	**(1 108)**	-69.4%	**1 742**
Furniture and Office Equipment		575	1 064	1 742	32	488	1 596	(1 108)	-69.4%	1 742
Machinery and Equipment		**1 270**	**3 230**	**3 610**	**15**	**1 563**	**2 479**	**(916)**	-37.0%	**3 610**
Machinery and Equipment		1 270	3 230	3 610	15	1 563	2 479	(916)	-37.0%	3 610
Transport Assets		**6 337**	**1 600**	**7 984**	**–**	**6 207**	**7 318**	**(1 112)**	-15.2%	**7 984**
Transport Assets		6 337	1 600	7 984	–	6 207	7 318	(1 112)	-15.2%	7 984
Land		**–**	**–**	**7 000**	**–**	**–**	**5 250**	**(5 250)**	-100.0%	**7 000**
Land		–	–	7 000	–	–	5 250	(5 250)	-100.0%	7 000
Zoo's, Marine and Non-biological Animals		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Living resources		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Mature		–	–	–	–	–	–	–		–
Immature		–	–	–	–	–	–	–		–
Total Capital Expenditure on new assets	1	**39 787**	**30 336**	**41 488**	**4 996**	**21 971**	**34 311**	**12 340**	**36.0%**	**41 488**

WC022 Witzenberg - Supporting Table SC13b Monthly Budget Statement - capital expenditure on renewal of existing assets by asset class - M11 May

Description	Ref	2024/25	Budget Year 2025/26							
R thousands	1	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Capital expenditure on renewal of existing assets by Asset Class/Sub-class										
Infrastructure		**18 324**	**9 300**	**15 401**	**–**	**14 177**	**14 118**	59	**0.4%**	**15 401**
Roads Infrastructure		10 928	6 000	11 166	–	10 924	10 236	688	**6.7%**	11 166
Roads		10 928	6 000	11 166	–	10 924	10 236	688	**6.7%**	11 166
Storm water Infrastructure		2 772	–	–	–	–	–	–		–
Storm water Conveyance		2 772	–	–	–	–	–	–		–
Electrical Infrastructure		499	1 000	961	–	365	881	(516)	**-58.5%**	961
MV Networks		499	1 000	961	–	365	881	(516)	**-58.5%**	961
Water Supply Infrastructure		2 223	1 000	1 850	–	1 645	1 696	(51)	**-3.0%**	1 850
Distribution		2 223	1 000	1 850	–	1 645	1 696	(51)	**-3.0%**	1 850
Sanitation Infrastructure		1 902	1 300	1 424	–	1 244	1 306	(62)	**-4.7%**	1 424
Reticulation		328	1 100	1 424	–	1 244	1 306	(62)	**-4.7%**	1 424
Waste Water Treatment Works		1 574	200	–	–	–	–	–		–
Solid Waste Infrastructure		–	–	–	–	–	–	–		–
Rail Infrastructure		–	–	–	–	–	–	–		–
Coastal Infrastructure		–	–	–	–	–	–	–		–
Information and Communication Infrastructure		–	–	–	–	–	–	–		–
Community Assets		**149**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Community Facilities		–	–	–	–	–	–	–		–
Sport and Recreation Facilities		149	–	–	–	–	–	–		–
Outdoor Facilities		149	–	–	–	–	–	–		–
Heritage assets		–	–	–	–	–	–	–		–
								–		
Investment properties		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Revenue Generating		–	–	–	–	–	–	–		–
Non-revenue Generating		–	–	–	–	–	–	–		–
Other assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Operational Buildings		–	–	–	–	–	–	–		–
Housing		–	–	–	–	–	–	–		–
Biological or Cultivated Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Intangible Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Licences and Rights		–	–	–	–	–	–	–		–
Computer Equipment		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Furniture and Office Equipment		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Machinery and Equipment		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Transport Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Land		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Zoo's, Marine and Non-biological Animals		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Living resources		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Mature		–	–	–	–	–	–	–		–
Immature		–	–	–	–	–	–	–		–
Total Capital Expenditure on renewal of existing assets	1	**18 473**	**9 300**	**15 401**	**–**	**14 177**	**14 118**	**(59)**	**-0.4%**	**15 401**

WC022 Witzenberg - Supporting Table SC13c Monthly Budget Statement - expenditure on repairs and maintenance by asset class - M11 May

Description	Ref	2024/25	Budget Year 2025/26							
R thousands	1	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Repairs and maintenance expenditure by Asset Class/Sub-class										
Infrastructure		**12 035**	**17 361**	**20 286**	**649**	**12 591**	**18 595**	(6 005)	**-32.3%**	**20 286**
Roads Infrastructure		4 562	7 181	8 050	117	5 352	7 380	(2 028)	**-27.5%**	8 050
Roads		3 302	5 974	6 766	117	4 162	6 202	(2 040)	**-32.9%**	6 766
Road Furniture		1 260	1 207	1 284	–	1 190	1 177	13	**1.1%**	1 284
Storm water Infrastructure		47	204	76	–	48	69	(22)	**-31.3%**	76
Storm water Conveyance		47	204	76	–	48	69	(22)	**-31.3%**	76
Electrical Infrastructure		792	2 390	2 365	18	762	2 168	(1 406)	**-64.9%**	2 365
MV Substations		117	1 045	1 020	–	279	935	(656)	**-70.1%**	1 020
MV Networks		142	747	747	(0)	153	684	(532)	**-77.7%**	747
LV Networks		533	598	598	19	330	548	(219)	**-39.9%**	598
Water Supply Infrastructure		3 588	2 856	1 947	79	901	1 785	(884)	**-49.5%**	1 947
Dams and Weirs		458	1 832	912	29	612	836	(224)	**-26.8%**	912
Boreholes		133	313	189	0	120	173	(53)	**-30.5%**	189
Pump Stations		58	62	0	–	–	–	–		0
Water Treatment Works		118	124	15	–	15	14	1	**9.1%**	15
Bulk Mains		299	105	26	–	25	24	2	**6.9%**	26
Distribution		2 522	420	806	49	128	739	(610)	**-82.6%**	806
Sanitation Infrastructure		3 047	4 730	7 848	435	5 529	7 194	(1 665)	**-23.1%**	7 848
Reticulation		1 592	2 592	3 706	345	3 354	3 397	(43)	**-1.3%**	3 706
Waste Water Treatment Works		1 342	2 004	4 045	90	2 094	3 708	(1 614)	**-43.5%**	4 045
Toilet Facilities		113	134	97	–	81	89	(8)	**-8.7%**	97
Solid Waste Infrastructure		–	–	–	–	–	–	–		–
Rail Infrastructure		–	–	–	–	–	–	–		–
Coastal Infrastructure		–	–	–	–	–	–	–		–
Information and Communication Infrastructure		–	–	–	–	–	–	–		–
Community Assets		**886**	**2 027**	**728**	**45**	**522**	**667**	**(145)**	**-21.7%**	**728**
Community Facilities		725	1 715	535	42	412	491	(79)	**-16.0%**	535
Halls		341	1 250	86	–	69	79	(10)	-12.2%	86
Crèches		105	158	158	11	113	145	(32)	-22.0%	158
Libraries		32	33	33	–	4	30	(26)	-86.7%	33
Cemeteries/Crematoria		119	132	119	31	101	109	(9)	-7.9%	119
Public Ablution Facilities		(2)	1	1	–	–	1	(1)	-100.0%	1
Markets		131	141	138	–	126	127	(1)	-1.0%	138
Sport and Recreation Facilities		160	312	192	2	110	176	(66)	**-37.6%**	192
Indoor Facilities		77	83	83	0	82	76	6	7.6%	83
Outdoor Facilities		83	229	109	2	28	100	(72)	-72.1%	109
Heritage assets		–	–	–	–	–	–	–		–
								–		
Investment properties		**–**	**–**	**–**	**–**	**–**	**–**	–		**–**
Revenue Generating		–	–	–	–	–	–	–		–
Non-revenue Generating		–	–	–	–	–	–	–		–
Other assets		**657**	**832**	**885**	**112**	**518**	**811**	**(293)**	**-36.1%**	**885**
Operational Buildings		344	557	490	37	249	449	(201)	**-44.6%**	490
Municipal Offices		344	557	490	37	249	449	(201)	-44.6%	490
Housing		313	275	395	75	269	362	(93)	**-25.6%**	395
Social Housing		313	275	395	75	269	362	(93)	-25.6%	395
Biological or Cultivated Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Intangible Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Licences and Rights		–	–	–	–	–	–	–		–
Computer Equipment		**146**	**176**	**161**	**1**	**78**	**147**	**(69)**	-47.1%	**161**
Computer Equipment		146	176	161	1	78	147	(69)	-47.1%	161
Furniture and Office Equipment		**5**	**24**	**–**	**–**	**–**	**–**	**–**		**–**
Furniture and Office Equipment		5	24	–	–	–	–	–		–
Machinery and Equipment		**81**	**330**	**71**	**4**	**61**	**65**	**(4)**	-5.7%	**71**
Machinery and Equipment		81	330	71	4	61	65	(4)	-5.7%	71
Transport Assets		**3 290**	**5 028**	**4 136**	**136**	**3 351**	**3 791**	**(440)**	-11.6%	**4 136**
Transport Assets		3 290	5 028	4 136	136	3 351	3 791	(440)	-11.6%	4 136
Land		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Zoo's, Marine and Non-biological Animals		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**

Description R thousands	Ref 1	2024/25 Audited Outcome	Budget Year 2025/26 Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Living resources		–	–	–	–	–	–	–		–
Mature		–	–	–	–	–	–	–		–
Immature		–	–	–	–	–	–	–		–
Total Repairs and Maintenance Expenditure	1	**17 099**	**25 778**	**26 266**	**947**	**17 121**	**24 077**	**6 956**	**28.9%**	**26 266**

WC022 Witzenberg - Supporting Table SC13d Monthly Budget Statement - depreciation by asset class - M11 May

Description	Ref	2024/25	Budget Year 2025/26							
R thousands	1	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Depreciation by Asset Class/Sub-class										
Infrastructure		**25 007**	**22 416**	**22 416**	**–**	**13 198**	**20 548**	(7 349)	**-35.8%**	**22 416**
Roads Infrastructure		7 021	586	586	–	3 986	537	3 449	**642.2%**	586
Roads		7 021	586	586	–	3 986	537	3 449	**642.2%**	586
Storm water Infrastructure		2 546	532	532	–	1 311	488	823	**168.8%**	532
Drainage Collection		2 546	532	532	–	1 311	488	823	**168.8%**	532
Electrical Infrastructure		3 957	996	996	–	1 977	913	1 064	**116.5%**	996
MV Networks		3 553	498	498	–	1 777	457	1 321	**289.3%**	498
LV Networks		404	498	498	–	199	457	(257)	**-56.4%**	498
Water Supply Infrastructure		6 256	1 582	1 582	–	3 077	1 450	1 627	**112.2%**	1 582
Boreholes		68	–	–	–	37	–	37		–
Reservoirs		977	427	427	–	493	392	101	**25.8%**	427
Pump Stations		485	–	–	–	239	–	239		–
Distribution		4 726	1 155	1 155	–	2 309	1 059	1 250	**118.1%**	1 155
Sanitation Infrastructure		4 506	2 625	2 625	–	2 683	2 406	277	**11.5%**	2 625
Pump Station		29	105	105	–	62	96	(35)	**-36.1%**	105
Reticulation		155	1 260	1 260	–	69	1 155	(1 086)	**-94.1%**	1 260
Waste Water Treatment Works		4 323	1 260	1 260	–	2 553	1 155	1 398	**121.0%**	1 260
Solid Waste Infrastructure		528	16 094	16 094	–	90	14 753	(14 663)	**-99.4%**	16 094
Landfill Sites		352	15 750	15 750	–	–	14 438	(14 438)	**-100.0%**	15 750
Waste Drop-off Points		177	344	344	–	90	316	(226)	**-71.5%**	344
Rail Infrastructure		–	–	–	–	–	–	–		–
Coastal Infrastructure		–	–	–	–	–	–	–		–
Information and Communication Infrastructure		193	–	–	–	74	–	74		–
Data Centres		143	–	–	–	74	–	74		–
Capital Spares		50	–	–	–	–	–	–		–
Community Assets		**4 502**	**1 937**	**1 937**	**–**	**1 610**	**1 776**	**(166)**	**-9.4%**	**1 937**
Community Facilities		2 490	417	417	–	578	383	196	**51.1%**	417
Centres		287	–	–	–	145	–	145		–
Fire/Ambulance Stations		12	–	–	–	10	–	10		–
Libraries		199	404	404	–	100	370	(271)	-73.1%	404
Cemeteries/Crematoria		5	13	13	–	3	12	(9)	-77.7%	13
Public Open Space		7	–	–	–	3	–	3		–
Public Ablution Facilities		1 895	–	–	–	276	–	276		–
Markets		83	–	–	–	42	–	42		–
Airports		1	–	–	–	1	–	1		–
Sport and Recreation Facilities		2 012	1 520	1 520	–	1 032	1 393	(362)	**-26.0%**	1 520
Outdoor Facilities		2 012	1 520	1 520	–	1 032	1 393	(362)	-26.0%	1 520
Heritage assets		–	–	–	–	–	–	–		–
								–		
Investment properties		**410**	**195**	**195**	**–**	**207**	**179**	28	15.8%	**195**
Revenue Generating		–	–	–	–	–	–	–		–
Non-revenue Generating		410	195	195	–	207	179	28	**15.8%**	195
Improved Property		410	195	195	–	207	179	28	15.8%	195
Other assets		**3 008**	**–**	**–**	**–**	**912**	**–**	**912**		**–**
Operational Buildings		3 008	–	–	–	912	–	912		–
Municipal Offices		2 963	–	–	–	888	–	888		–
Workshops		45	–	–	–	24	–	24		–
Housing		–	–	–	–	–	–	–		–
Biological or Cultivated Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Intangible Assets		**–**	**90**	**90**	**–**	**–**	**82**	**(82)**	-100.0%	**90**
Licences and Rights		–	90	90	–	–	82	(82)	**-100.0%**	90
Computer Software and Applications		–	90	90	–	–	82	(82)	-100.0%	90
Computer Equipment		**783**	**2 428**	**2 428**	**–**	**284**	**2 225**	**(1 941)**	-87.2%	**2 428**
Computer Equipment		783	2 428	2 428	–	284	2 225	(1 941)	-87.2%	2 428
Furniture and Office Equipment		**937**	**602**	**602**	**–**	**202**	**552**	**(350)**	-63.4%	**602**
Furniture and Office Equipment		937	602	602	–	202	552	(350)	-63.4%	602
Machinery and Equipment		**2 432**	**1 397**	**1 397**	**–**	**974**	**1 281**	**(307)**	-24.0%	**1 397**
Machinery and Equipment		2 432	1 397	1 397	–	974	1 281	(307)	-24.0%	1 397
Transport Assets		**2 366**	**5 025**	**5 025**	**–**	**1 217**	**4 607**	**(3 390)**	-73.6%	**5 025**
Transport Assets		2 366	5 025	5 025	–	1 217	4 607	(3 390)	-73.6%	5 025

Description	Ref	2024/25	Budget Year 2025/26							
R thousands	1	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Land		–	–	–	–	–	–	–		–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–		–
Living resources		–	–	–	–	–	–	–		–
Mature		–	–	–	–	–	–	–		–
Immature		–	–	–	–	–	–	–		–
Total Depreciation	1	**39 446**	**34 090**	**34 090**	**–**	**18 603**	**31 249**	**12 646**	**40.5%**	**34 090**

Cash Flow Forecast

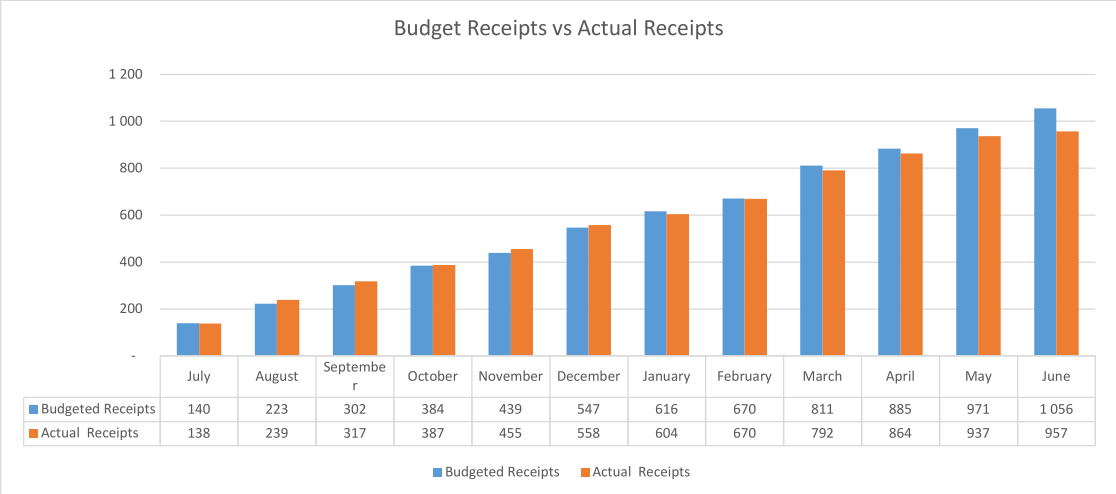
Current commitments against cash

Cash Book Balance plus Investments	R	142 081 058
Total Commitments		(R114 592 696)
Unspent Grants		-
Eskom Account		(R29 713 392)
Consumer Deposits		(R10 752 474)
Provision for Rehabilitation		(R18 832 496)
Working Capital Requirement		(R33 335 339)
Payables & Accruals		(R21 958 995)
Uncommitted Cash Balance	R	27 488 362

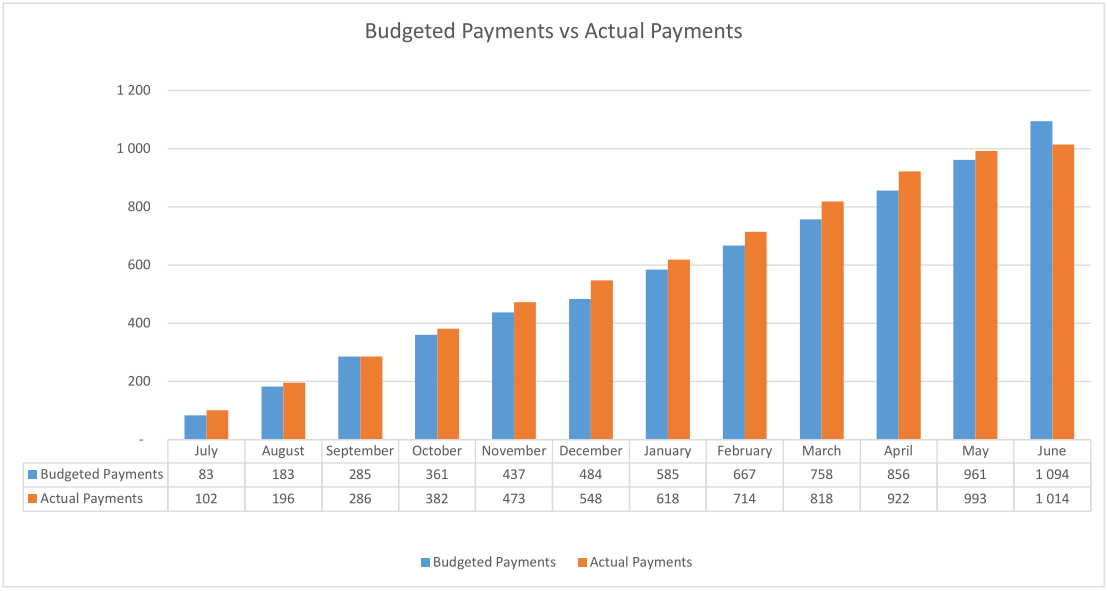
The estimated cost coverage ratio is as follow

		Current
Cash and Cash Equivalents	R	142 081 058
Less Unspent Grants	R	-
Estimated Average fixed cost per month	R	73 553 775
Ratio		1,93

The ratio indicates that the municipality has sufficient cash available to cover its fixed cost for the next 1,93 months.The acceptable norm is 3 months



	July	August	September	October	November	December	January	February	March	April	May	June
Budgeted Receipts	140	223	302	384	439	547	616	670	811	885	971	1 056
Actual Receipts	138	239	317	387	455	558	604	670	792	864	937	957



	July	August	September	October	November	December	January	February	March	April	May	June
Budgeted Payments	83	183	285	361	437	484	585	667	758	856	961	1 094
Actual Payments	102	196	286	382	473	548	618	714	818	922	993	1 014

Witzenberg Grant Allocation Report

Operational Grant Detail	As per DORA Original Budget	As per DORA Adj Budget	Adjustment to DORA to date	Actual Receipt	Outstanding Grant	Operational Expenditure Budget	Actual Expenditure	Revenue Recognised
National Government								
Equitable Share	156 647 001,00	156 647 001,00	-	155 614 000,00	1 033 001,00			
Local Government Financial Management Grant	1 700 000,00	1 700 000,00	-	1 700 000,00	-	1 566 957,00	1 115 005,19	1 231 625,13
Municipal Infrastructure Grant	-	-	-	-	-	1 000 000,00	-	84 150,00
Expanded Public Works Programme Integrated Grant	2 272 000,00	2 272 000,00	-	2 272 000,00	-	2 231 306,00	2 682 959,22	2 091 141,47
Provincial Government								
Opex Prov Library	11 048 000,00	11 048 000,00	-	11 048 000,00	-	11 185 611,00	10 355 957,04	-
Opex Prov CDW	132 000,00	132 000,00	-	132 000,00	-	114 783,00	70 817,26	69 812,91
Opex Prov Housing ISUPG	2 147 000,00	-	- 2 147 000,00	-	-	-	-	-
Opex Prov Housing IHHSDG	-	11 285 000,00	11 285 000,00	-	11 285 000,00	9 813 044,00	7 302 380,81	7 302 380,81
Opex Prov Title Deeds Restoration	530 000,00	292 000,00	- 238 000,00	-	292 000,00	253 913,00	-	-
Opex Prov Main Roads	130 000,00	130 000,00	-	130 000,00	-	113 043,00	96 450,49	-
Opex Prov RSEP	1 000 000,00	300 000,00	- 700 000,00	227 000,00	73 000,00	260 870,00	-	-
Opex Prov Thusong	150 000,00	150 000,00	-	-	150 000,00	130 435,00	20 500,00	-
District Government								
Opex District Capacity Building Mentorship	-	100 000,00	100 000,00	-	100 000,00	100 000,00	78 600,24	-
Private Enterprises								
Dutch Government (Orio Project)	-	-	-	-	-	1 604 920,00	2 946 881,41	-
Nedbank	-	-	-	-	-	-	249 138,74	-
A-Z Projects	-	-	-	1 354 000,00	- 1 354 000,00	1 194 000,00	382 706,31	-
	175 756 001,00	**184 056 001,00**	**8 300 000,00**	**172 477 000,00**	**11 579 001,00**	**29 568 882,00**	**25 301 396,71**	**10 779 110,32**

Capital Grant Detail	As per DORA Original Budget	As per DORA Adj Budget	Adjustment to DORA to date	Actual Receipt	Outstanding Grant	Operational Expenditure Budget	Actual Expenditure	Revenue Recognised
National Government								
Municipal Infrastructure Grant	26 770 000,00	26 770 000,00	-	26 770 000,00	-	22 408 695,00	15 133 767,17	14 734 499,52
Energy Efficiency and Demand Side Management Grant	4 000 000,00	4 000 000,00	-	2 600 000,00	1 400 000,00	3 478 261,00	1 391 835,89	1 267 430,40
							-	
Provincial Government							-	
Capex Prov Fire	1 000 000,00	1 000 000,00	-	1 000 000,00	-	869 565,00	753 352,05	753 352,05
Capex Prov Sport and Recreation	957 000,00	957 000,00	-	957 227,63	- 227,63	832 174,00	-	-
							-	
District Government							-	
Capex District	185 000,00	185 000,00	-	- 40 894,50	225 894,50	185 000,00	179 160,00	179 160,00
							-	
Private Enterprises							-	
Orio Dutch Funding	-	300 000,00	300 000,00	-	300 000,00	300 000,00	-	-
Sustainable Energy Africa Perdekraal Wind Farm	-	1 939 130,00	1 939 130,00	-	1 939 130,00	1 939 130,00	288 827,07	-
	32 912 000,00	**35 151 130,00**	**2 239 130,00**	**31 286 333,13**	**3 864 796,87**	**30 012 825,00**	**17 746 942,18**	**16 934 441,97**

Total Grants	As per DORA Original Budget	As per DORA Adj Budget	Adjustment to DORA to date	Actual Receipt	Outstanding Grant	Operational Expenditure Budget	Actual Expenditure	Revenue Recognised
Total National Grants	191 389 001,00	191 389 001,00	-	188 956 000,00	2 433 001,00	30 685 219,00	20 323 567,47	19 408 846,52
Total Provincial Grants	17 094 000,00	25 294 000,00	8 200 000,00	13 494 227,63	11 799 772,37	23 573 438,00	18 599 457,65	8 125 545,77
Total District Grants	185 000,00	285 000,00	100 000,00	- 40 894,50	325 894,50	285 000,00	257 760,24	179 160,00
Total Other Grants	-	2 239 130,00	2 239 130,00	1 354 000,00	885 130,00	5 038 050,00	3 867 553,53	-
	208 668 001,00	**219 207 131,00**	**10 539 130,00**	**203 763 333,13**	**15 443 797,87**	**59 581 707,00**	**43 048 338,89**	**27 713 552,29**

3.2 SUPPLY CHAIN MANAGEMENT

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Demand and Acquisition

3.2.1 Aanvraag en Verkryging

3.2.1.1 Advertisement stage

3.2.1.1 Adverteringsfase

The following formal written price quotations are currently in the advertisement stage:

Die volgende formele geskrewe pryskwotasies is tans in die adverteringsfase nie.

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/23/99	Supply, Delivery And Installation Of Building Materials And Associated Labour For Maintenance And Upgrading Works At The Witzenville Community Hall, Tulbagh	19-Jun-2026
08/2/23/98	Engine Repairs To Nissan Ud90 (Fe6t 12 Valve), Including The Recovery / Tow In Of The Refuse Compactor Truck From Ceres To Bidder's Workshop	05-Jun-2026
08/2/23/107	Repair, Installation, And Commissioning Of The Main Hydraulic Lift Cylinders Of Skip Truck (Readvertisement)	05-Jun-2026

The following competitive bids are currently in the advertisement stage:

Die volgende mededingende tenders is tans in die adverteringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/23/23	Supply And Delivery Of New Zero Turn Ride On Mowers (Re-Advertisement)	05-Jun-2026
08/2/23/94	Occupational Health And Safety Services For Resealing Of Existing Streets In Witzenberg Municipal Area	19-Jun-2026
08/2/23/95	Supply And Delivery Of 1(One) Trailer Mounted Standard Upright Hydraulic Powered Bucket Winch Machine And 1(One) Trailer Mounted Conveyor Chute Truck Loader Hydraulic Powered Bucket Winch Machine With Accessories And Buckets	05-Jun-2026
08/2/23/101	Provision Of Online Electronic Cipc (Companies And Intellectual Property Commission) And Credit Search Services	19-Jun-2026
08/2/23/100	Hygiene Services For Witzenberg Municipality	03-Jul-2026
08/2/23/105	Monitoring Of Drinking Water Quality In The Witzenberg Area	03-Jul-2026
08/2/23/106	Monitoring, Quality Control and Process Advisory Services At Watercare Plants In The Witzenberg Area	03-Jul-2026
08/2/23/110	Appointment Of Panel For The Rendering Of Professional Legal Services Until 30 June 2029	03-Jul-2026

The following competitive bids are currently in the evaluation stage:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/22/09	Supply, Upgrade And Replacement Of Sewer Networks In The Witzenberg Area	27-Mar-2025	18-Aug-2025 15-Sep-2025 BEC: 05-Sep-202516-Oct-2025 12-Nov-2025 19-Nov-2025 24-Nov-2025 01-Dec-2025 17-Dec-2025 18-Dec-2025 15-Jan-2026 15 April 2026	N Jacobs
08/2/22/02	Maintenance of Water Meters in The Witzenberg Area. Construction of Meter Boxes (New and Repair Vandalised)	27-Mar-2025	05-May-2025 BEC: 05-Sep-2025 BEC: 16-Oct-2025 15-Apr-2026	N Jacobs
08/2/22/44	Professional Services for Witzenberg Municipality	16-May-2025	13-Aug-2025 BEC: 29-Oct-2025 17-Dec-2025 26 March 2026 15 Apr 2026	E Lintnaar
08/2/23/12	Facilitation Of Municipal Annual Medical Assessments For Staff Exposed To Hazardous Chemical Substances And Biological Monitoring Of Infections & Health Testing	15-Dec-2025	08-Jan-2026 09-Apr-2026 31 May 2026 BEC: 04-Mar-2026 06-Mar-2026 11-Mar-2026 18-Mar-2026 22-Apr- 2026	D Cloete
08/2/23/45	Supply, Deliver, Install, And Commission A Fully Digital Recording And Discussion System	19-Mar-2026	27-Mar-2026 BEC: 15-Apr-2026 06-May-2026 27-May-2026	M Arendse-Smith
08/2/23/69	Supply, Delivery And Offloading Of Non-Perishable Food	19-Mar-2026	21-Apr-2026 BEC: 20-May-2026	W Hanekom
082/23/68	Appointment Of An Auctioneer	02-Apr-2026	24-Apr-2026 BEC: 20-May-2026 27-May-2026	M Frieslaar
08/2/23/54	Clearing Of Alien Vegetation In Witzenberg Municipal	02-Apr-2026	08-Apr-2026 BEC: 27-05-2026	H Truter
08/2/23/74	Appointment of an experienced service provider to read meters remotely, via automated meter reading (AMR) system	09-Apr-2026	Awaiting	V Dyusha

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/23/62	Supply, Delivery And Installation Of Vinyl Flooring At Pine Forest Sports Hall	10-Apr-2026	17-Apr-2026 BEC: 20-May-2026 27-May-2026	R Africa
08/2/23/75	Printing, Supply And Delivery Of A Corporate Newsletter To Witzenberg Municipality For 36 Months	17-Apr-2026	Awaiting	R Hendricks
08/2/23/76	Supply, Installation And Management Of A Standard Transfer Specification (STS) Certification To Edition 2	17-Apr-2026	20-May-2026	C Stevens
08/2/23/57	Maintenance Of Various Cemeteries (Graveyards) And Municipal Properties In Witzenberg Area	30-Apr-2026	05-Apr-2026	H Truter
08/2/23/70	Supply, Installation And Monitoring Of Web Based Vehicle Tracking System	30-Apr-2026	Awaiting	O Gatyene
08/2/23/71	Supply, Delivery And Fitment Of Vehicle Batteries And Rendering Of Auto Electrical Repairs And Services	30-Apr-2026	Awaiting	O Gatyene
08/2/23/87	Leasing Of Office Space To Witzenberg Municipality In Ceres For Credit Control	07-Apr-2026	04-May-2026 BEC: 20-May-2026 27-May-2026	M Arendse-Smith
08/2/23/88	Provision Of Legal Services For The Transfer Of Gap Erven In Tulbagh	22-May-2026	Awaiting	C Mackenzie
08/2/2391	Rendering Of Legal Services For The Transfer Of Municipal Rental Houses In Witzenberg Municipal Area	22-May-2026	Awaiting	C Mackenzie
08/2/23/83	Facilitation Of Business Mentorship Programme	22-May-2026	Awaiting	R Fick
08/2/23/108	Supply, Customization, Delivery And Implementation Of An Ecl (Expected Credit Loss) Model In Terms Of Grap 104 For The Financial Years Ending 30 June 2026 And 30 June 2027	20-May-2026	Awaiting	J Kolkota

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
08/2/23/65	Facilitation Of Health And Safety Training For Municipal Officials	20-Mar-2026	25-Mar-2026 27-May-2026	D Cloete
08/2/23/89	Supply and delivery of Firefighting Pumps	08-Apr-2026	14-Apr-2026 06-May-2026	O Gatyene
08/2/23/60	Supply, Delivery And Installation Of Building & Road Signage	29-Apr-2026	Awaiting	R Hendricks
08/2/23/92	Development Of An Investment Profile For Witzenberg Municipality	29-Apr-2026	05-May-2026	R Fick
08/2/23/93	Supply And Delivery Of Building Material For Municipal Building (Rental House), Ceres.	08-May-2026	Awaiting	C Mackenzie
08/2/23/109	Professional Services For Recruitment & Selection Process Of The Manager: Administration And Manager: Ict	25-May-2026	29-May-2026	D Cloete
08/2/23/104	Supply, Delivery And Commisioning Of Office Furniture	26-May-2026	18-May-2026	J Kolkota
08/2/23/97	Supply And Delivery Of 1000l Fuel Trailer	23-Apr-2026	Awaiting	O Gatyene

3.2.1.3 Adjudication stage

The following competitives bid are currently in the adjudication stage:

3.2.1.3 Toekenningsfase:

Die volgende mededingende tenders is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
None				

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 May 2026:

3.2.1.4 Tenders toegeken

Die volgende tenders was toegeken deur die Tender Toekenningskomitee gedurende May 2026:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Estimated Value (incl. VAT)
08/2/22/25	04-May-2026	Areka Investment Holdings CC	Additions & Alterations To The Existing Traffic Offices In Ceres	Only responsive bidder	R 469 371.29
08/2/23/49	25-May-2026	Beatrice Nina Group (Pty) Ltd	Pruning Of Trees	Bidder scored highest total points	R 1 500 000.00
08/2/23/77	25-May-2026	Take Note Trading 245 cc t/a Universal Trading	Supply and Deliver of Acrylic Paint	Bidder scored highest total points	R 196 719.00

The following bids were awarded by the Accounting Officer during the month of May 2026:	Die volgende tenders was toegeken deur die Rekenpligtige Beampte gedurende May 2026:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Estimated Value (incl. VAT)
			None		

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/22/97	05-May-2026	Supply and Delivery of New Furniture and Electrical Appliances for Chalets at Pine Forest Resor*t*	Funds are no longer available to cover the total envisaged expenditure.

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

The following bids were cancelled during May 2026:

3.2.1.5 Paragraaf 13 (1): Kansellasie en her-uitnodiging van tenders

Die volgende tenders was gekanselleer gedurende May 2026:

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 May 2026:

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

Die volgende geskrewe prys kwotasies was goedgekeur gedurende May 2026:

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
191576	04/05/2026	Daleen Groenewald	Translation Services Eng-Afr & vice versa	Lowest Responsive Bidder	R 7 000.00 (Incl. VAT)	CFO
191577	04/05/2026	Sondlo and Knopp Advertising	Translation Services Eng-Xhosa & vice versa	Lowest Responsive Bidder	R 8 625.00 (Incl. VAT)	CFO
191689	08/05/2026	Eddie's Sounds	Rendering of Services: Sound and Equipment	Only Responsive Bidder	R 6 850.00 (Incl. VAT)	CFO
191719	18/05/2026	Agrimark	Supply and Delivery of Pepper Spray	Only Responsive Bidder	R 6 900.00 (Incl. VAT)	CFO
191844	27/05/2026	Sparks & Ellis	Supply and Delivery of Law Enforcement Uniforms	Only Responsive Bidder	R 16 012.60 (Incl. VAT)	CFO
191875	27/05/2026	Worcester Brandblussers	Supply and Delivery of Fire Extingishers	Only Responsive Bidder	R 2 472.50 (Incl. VAT)	CFO
191895	28/05/2026	AJ Rankin & Basson Sport	Supply and Delivery of Soccer balls and Accessories	Only Responsive Bidder	R 13 538.00 (Incl. VAT)	CFO

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 May 2026:

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 May 2026:

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
08/2/23/04	21-May-2026	M Bond Engineering (Pty) Ltd	Supply and delivery of one double axel transporter trailer (Re-Advert)	Bidder scored highest total points	R 82 604.50	Director: Community Servies Director: Finance ito par18

3.2.1.8 Appeals

The following were lodged or dealt with by the Accounting Officer during the month of May 2026:

3.2.1.8 Appèlle

Die volgende is ontvang of was hanteer deur die Rekenpligtige beampte gedurende May 2026:

Bid ref number	Date	Name of supplier that bid was awarded to	Brief description of services	Reason for Appeal	Amount (Incl. VAT)	Appellant	Status of Appeal
			None				

3.2.1.9 Deviations

The following table contains the actuals against approved deviations by the Accounting Officer for the month of May 2026 which totals
R 236 334

3.2.1.9 Afwykings

Die volgende tabel bevat die werklike uitgawes teen goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van May 2026 wat beloop op die totaal van
R 236 334

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
29-May-26	Chama General Services (PTY) Ltd	Recovery and tow in of accident damaged vehicle	Emergency	191899	5,500.00
28-May-26	Batsumi Enterprise Solutions	Supply of Ink Ribbon cassettes for Franking machine	Single supplier	191886	20,631.00
29-May-26	PVR Services and Supplies CC	Re-install of digital radio system waboomsberg	Emergency	191907	39,474.33
29-May-26	Donovan Le Brettons Sweiswerke	Emergency works: Supply of steel cages at cemetary	Emergency	191918	25,560.00
11-May-26	Bezuidenhout Inc	Legal Services	Impractical	191706	145,168.93

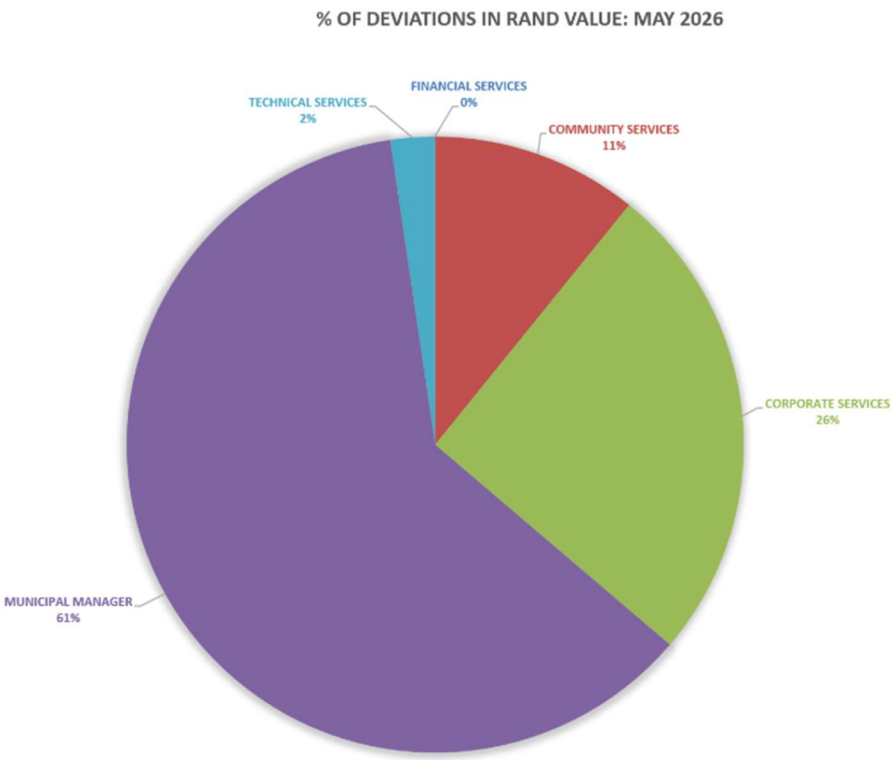
MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
Mar 2026	R 320 429.62	R 42 526 192.85	0.075%
Apr 2026	R 1 772 540	R 36 080 690.24	5%
May 2026	R 236 334	R 26 156 121.92	1%

DEVIATIONS PER DIRECTORATE:

The table below contains a high-level summary of information regarding the stores section:

Logistics

MONTH	Mar 2026	Apr 2026	May 2026
Value of inventory at hand	R27 003 859.57	R 24 947 561.94	R 24 351 117
Turnover rate of total value of inventory	1.01	1.10	1.15
Date of latest stores reconciliation	31 May 2026		
Date of last stock count	20 Mar 2026		
Date of next stock count	19 June 2026		


% OF DEVIATIONS IN RAND VALUE: MAY 2026
FINANCIAL SERVICES
0%
TECHNICAL SERVICES
2%
COMMUNITY SERVICES
11%
CORPORATE SERVICES
26%
MUNICIPAL MANAGER
61%

OVERTIME & STANDBY REPORT MAY 2026

OVERTIME	YTD 2025/26	YTD vs Budget %	Adjusted Budget	Original Budget	Projected	Projected Saving / (Shortfall)	Actual 2024/25
Administration	79,987	463.8%	17,246	17,246	87,259	-70,013	14,215
Cemetries	238,692	98.2%	243,190	243,190	260,392	-17,202	315,472
Community Halls And Facilities	311,409	65.0%	479,436	479,436	339,718	139,718	288,903
Council Cost	0		0	0	0	0	0
Electricity*	2,357,205	65.6%	3,595,873	3,595,873	2,571,497	1,024,376	1,964,650
Enviromental Protection	0		0	0	0	0	0
Fire Protection Sevices	327,989	797.1%	41,148	41,148	357,806	-316,658	348,984
Housing: Administration	72,362	1930.7%	3,748	3,748	78,941	-75,193	19,009
Human Resources	0		0	0	0	0	1,874
IDP	17,231	199.2%	8,651	8,651	18,798	-10,147	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	122,590	78.2%	156,807	156,807	133,735	23,072	504,608
Mechanical Workshop	284,822	63.9%	445,851	445,851	310,714	135,137	332,312
Parks	210,562	67.2%	313,306	313,306	229,704	83,602	291,408
Performance Management	0		0	0	0	0	0
Pine Forest*	851,181	87.1%	976,962	976,962	928,562	48,400	766,155
Project Management	0		0	0	0	0	0
Property & Legal Services	0		0	0	0	0	0
Public Toilets	195,386	118.2%	165,277	165,277	213,148	-47,871	157,084
Recreational Land	335,169	87.7%	382,298	382,298	365,639	16,659	380,433
Roads	250,175	54.6%	458,489	458,489	272,918	185,571	229,067
Sewerage	2,512,609	58.3%	4,308,424	4,308,424	2,741,028	1,567,396	2,664,482
Social & Welfare Services	18,767	257.4%	7,292	7,292	20,473	-13,181	6,506
Solid Waste*	2,416,440	74.7%	3,235,992	3,235,992	2,636,116	599,876	2,375,547
Stormwater Management	224,766	60.9%	369,350	369,350	245,199	124,151	181,148
Supply Chain Management	197,653	126.8%	155,840	155,840	215,622	-59,782	137,749
Swimming Pools	173,385	136.6%	126,971	126,971	189,148	-62,177	138,874
Thusong Centre	0		0	0	0	0	0
Town Secretary	1,414	352.6%	401	401	1,542	-1,141	2,823
Traffic	4,364,116	74.3%	5,877,091	6,277,091	4,760,854	1,116,237	5,331,375
Treasury*	313,240	105.1%	298,016	298,016	341,716	-43,700	177,981
Vehicle Licensing & Testing	417,401	88.4%	472,095	472,095	455,347	16,748	511,659
Water Distribution	1,850,460	53.1%	3,481,686	3,481,686	2,018,684	1,463,002	2,014,678
TOTAL OVERTIME	**18,145,012**	**70.8%**	**25,625,793**	**26,025,793**	**19,794,559**	**5,831,234**	**19,164,764**

STANDBY	YTD 2025/26	YTD vs Budget %	Adjusted Budget	Original Budget	Projected	Projected Saving / (Shortfall)	Actual 2024/25
Administration	22,036	120.8%	18,235	18,235	24,040	-5,805	22,894
Cemetries	134,102	98.2%	136,593	136,593	146,293	-9,700	138,902
Community Halls And Facilities	130,087	66.3%	196,080	196,080	141,913	54,167	117,100
Council Cost	0		0	0	0	0	0
Electricity*	585,511	79.0%	741,060	741,060	638,739	102,321	505,203
Enviromental Protection	0		0	0	0	0	0
Fire Protection Sevices	989,928	72.1%	1,373,285	1,373,285	1,079,922	293,363	811,816
Housing: Administration	33,809	108.2%	31,236	31,236	36,883	-5,647	23,720
Human Resources	0		0	0	0	0	0
IDP	0		0	0	0	0	0
Information Tecnology	57,367	68.5%	83,747	83,747	62,582	21,165	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	150,685	74.5%	202,257	202,257	164,383	37,874	156,738
Parks	227,437	76.4%	297,857	297,857	248,113	49,744	210,313
Performance Management	0		0	0	0	0	0
Pine Forest*	205,628	119.1%	172,657	172,657	224,322	-51,665	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	250,393	90.1%	278,048	278,048	273,156	4,892	222,512
Roads	342,643	71.5%	478,971	478,971	373,792	105,179	258,866
Sewerage	679,382	77.8%	872,955	872,955	741,144	131,811	692,795
Social & Welfare Services	0		0	0	0	0	0
Solid Waste*	91,712	50.5%	181,433	181,433	100,049	81,384	73,987
Stormwater Management	223,831	71.3%	314,129	314,129	244,179	69,950	174,282
Supply Chain Management	63,850	80.2%	79,612	79,612	69,655	9,957	55,087
Swimming Pools	25,224	186.7%	13,512	13,512	27,517	-14,005	13,533
Thusong Centre	0		0	0	0	0	0
Town Secretary	0		0	0	0	0	0
Traffic	1,599,794	79.2%	2,020,729	2,020,729	1,745,230	275,499	1,726,907
Treasury*	76,812	86.6%	88,662	88,662	83,795	4,867	62,293
Vehicle Licensing & Testing	152,228	68.4%	222,668	222,668	166,067	56,601	176,850
Water Distribution	585,450	81.6%	717,552	717,552	638,672	78,880	550,251
TOTAL STANDBY	**6,627,907**	**77.7%**	**8,526,200**	**8,526,200**	**7,230,444**	**1,295,756**	**6,240,925**

Municipal Manager's quality certification

Quality Certificate

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that the monthly Section 71 report for May 2026 have been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Print name Mr D NASSON

Municipal Manager of WITZENBERG MUNICIPALITY

Signature:

Date: 11/06/2026

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

Monthly Budget Statement Report Section 71 for June 2026

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, **s**pending without, or in excess of, an approved budget.

Virement – A transfer of budget.

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

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

WM – Witzenberg Municipality

Legal requirements

2.3 Monthly budget statements

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

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

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

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

(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts.

budgeted for in the municipality's approved budget.
(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any particular month must, by no later than 10 working days after the end of that month, submit that part of the statement reflecting the particulars referred to in subsection (1)(e) and

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 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

(f) to the national or provincial organ of state or municipality which transferred the allocation.

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

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

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

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

A MAYOR'S REPORT

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

The unwillingness / unability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in access of R 17,07 million in comparison to the prior month figure of R17,86 million.

The monthly billing was also done as scheduled and during this process 20 731 accounts amounting to R 80 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 7.6 million.

The indigent cost to the municipality for the month amounts to R 2.95 million in comparison to the prior month figure of R2.72 millon

The accumulated debtor's collection target for the year is 93%, and the actual accumulated year to date debtor's collection is 91% in comparison to a rate of 91% for the same month in the previous year.

The municipality issued orders to the value of R 44 million of which R 1 682 301 was in terms of deviations.

The municipality currently has R 137 million in its primary bank account and nothing in investments . The bank balance at the end of the previous month was R167 million.

The calculated cost coverage ratio of the municipality as at the end of June 2026 is 1.93 months.

The reported amounts wll be adjusted with invoices and or year end transactions after the reporting date.

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of June 2026.

C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

EXECUTIVE MAYOR: MR TE ABRAHAMS

A BURGEMEESTERS VERSLAG

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

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was 'n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R17.07 miljoen in vergelyking met die vorige maand syfer van R17,86 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 20 731 rekeninge ten bedrae van R 80 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 7.6 miljoen.

Die deernis subsidies vir die maand beloop R 2.95 miljoen in vergelyking met die vorige maand syfer van R2.72 miljoen.

Die opgehoopte debiteure-invorderingsteiken vir die jaar is 93%, en die werklike opgehoopte debiteure-invordering vir die jaar tot op datum is 91% in vergelyking met 'n koers van 91% vir dieselfde maand in die vorige jaar.

Bestellings ter waarde van R 44 miljoen uitgereik, waarvan R1 682 301 ten opsigte van afwykings is.

Die munisipaliteit het R 137 miljoen in die primêre bankrekening en geen beleggings. Die bankbalans aan die einde van die vorige maand was R167 miljoen.

Die berekende koste dekking verhouding soos aan die einde van Junie 2026 is 1.93 maande..

Die bedrae in die verslag sal aangepas word as gevolg van fakture en yaar eind transaksies na die verslag datum.

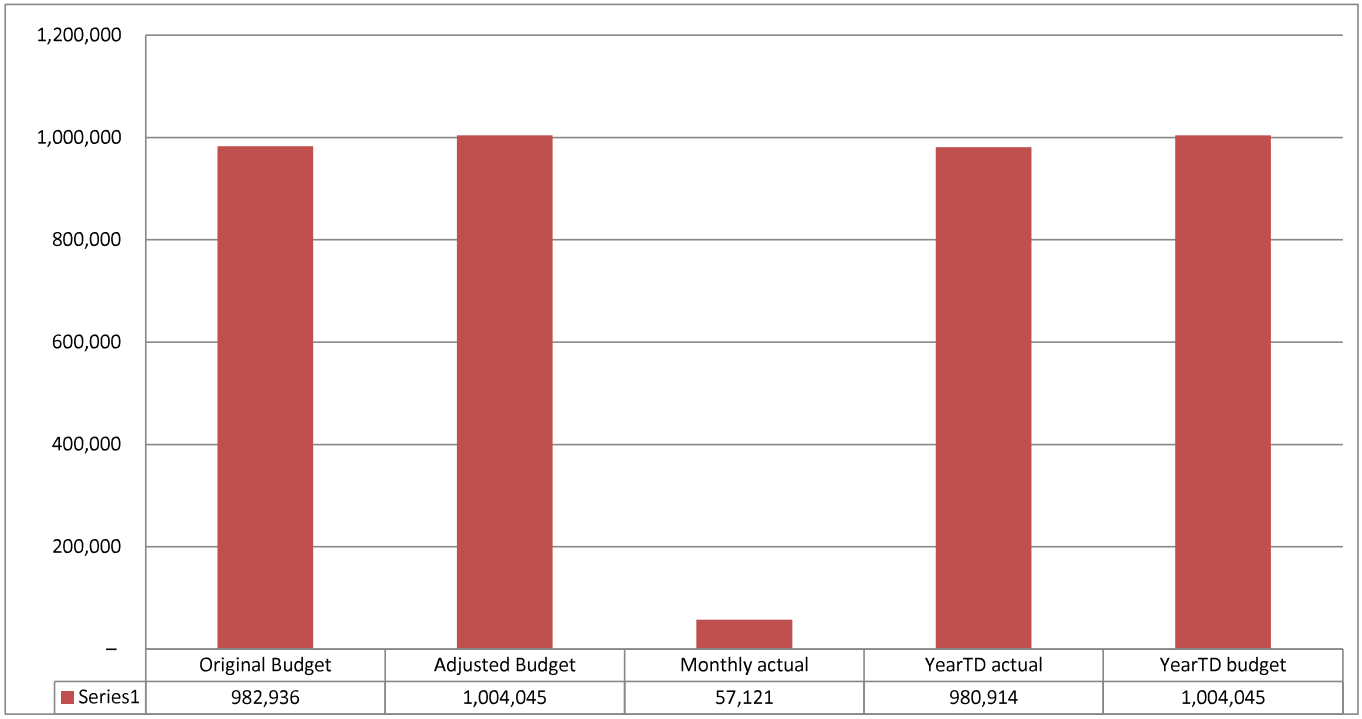
B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Junie 2026.

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiele inligting:

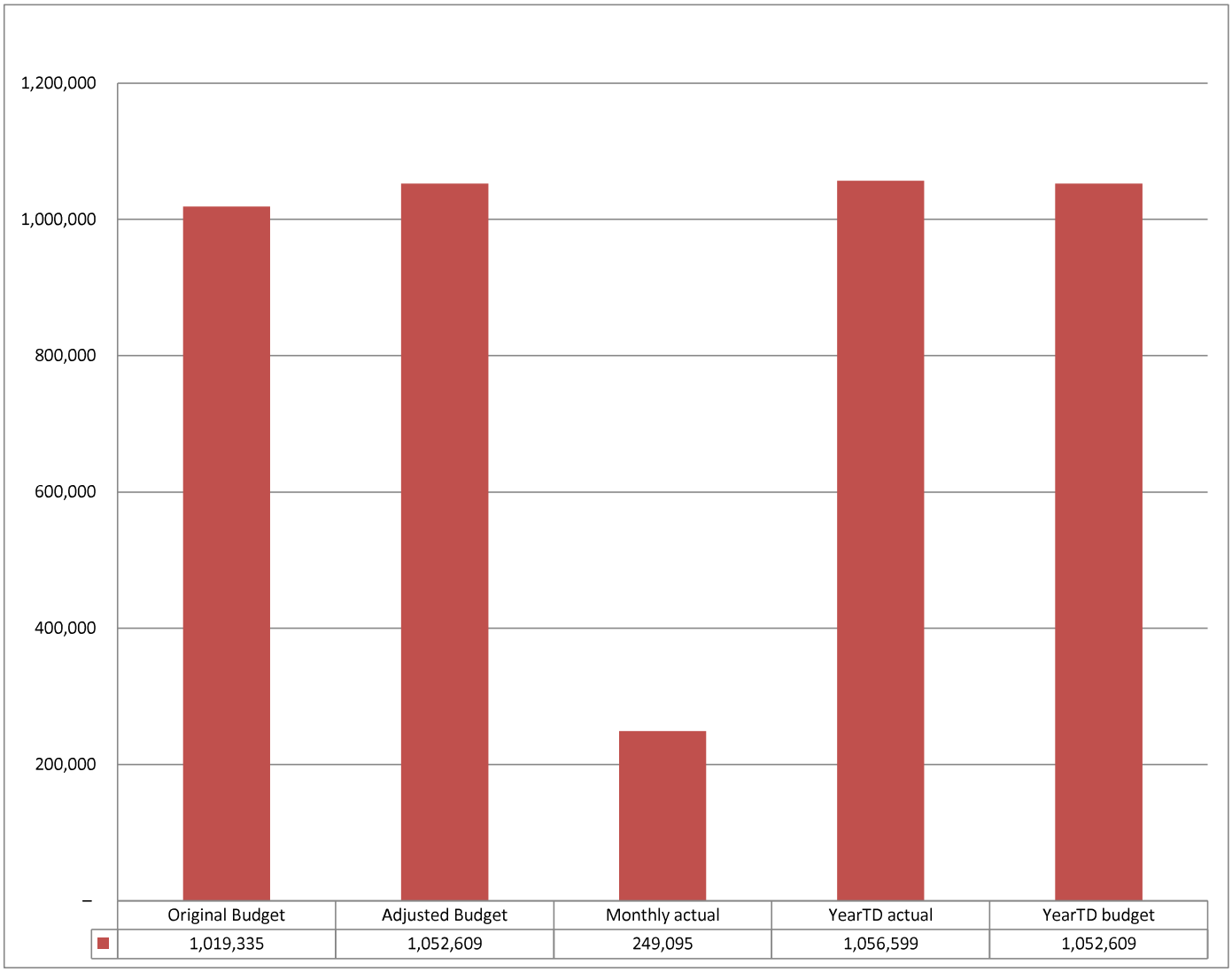
TOTAL OPERATIONAL REVENUE R'000



For the period 1 July 2025 to 30 June 2026, 97.7% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2025 to 30 Junie 2026, is 97.7% van die begrote operasionele inkomste gehef.

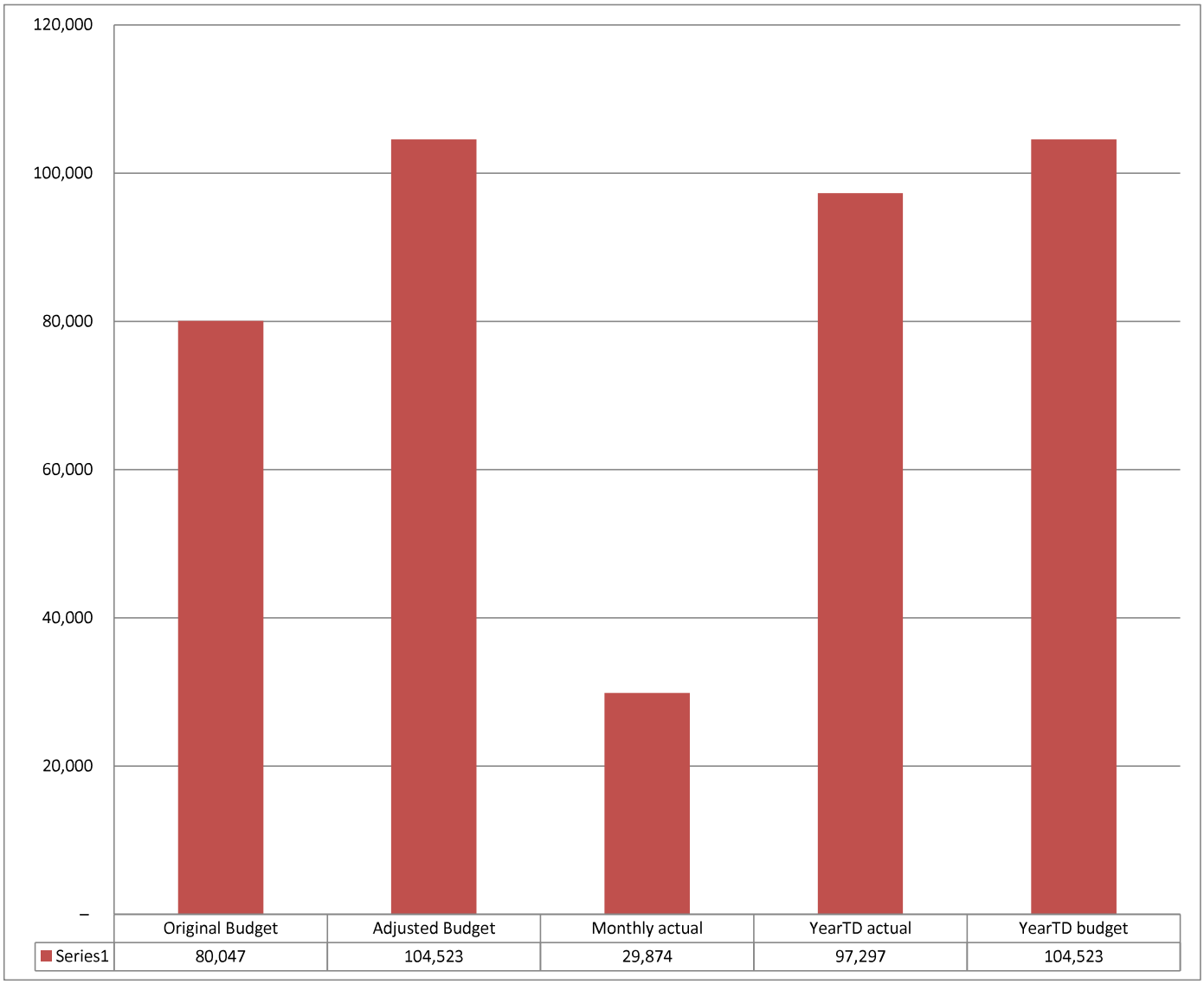
TOTAL OPERATIONAL EXPENDITURE R'000



For the period 1 July 2025 to 30 June 2026, 100.38% of the budgeted operational expenditure was incurred.

Vir die periode 1 Julie 2025 to 30 Junie 2026, is 100.38% van die begrote operasionele uitgawes aangegaan.

CAPITAL EXPENDITURE



For the period 1 July 2025 to 30 June 2026, 93.09% of the budgeted capital expenditure was incurred.

Vir die periode 1 Julie 2025 to 30 Junie 2026, is 93.09% van die begrote kapitale uitgawes aangegaan.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary -

Description	2024/25	Budget Year 2025/26							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Financial Performance									
Property rates	107 320	120 291	120 291	6 225	116 790	120 291	(3 501)	-3%	120 291
Service charges	508 072	586 957	601 157	42 720	605 347	601 157	4 191	1%	601 157
Investment revenue	18 758	23 567	23 567	1 801	15 210	23 567	(8 357)	-35%	23 567
Transfers and subsidies - Operational	150 058	182 230	188 070	873	166 186	188 070	(21 883)	-12%	188 070
Other own revenue	118 278	69 891	70 961	5 503	77 380	70 961	6 419	9%	70 961
Total Revenue (excluding capital transfers and contributions)	**902 486**	**982 936**	**1 004 045**	**57 121**	**980 914**	**1 004 045**	**(23 131)**	**-2%**	**1 004 045**
Employee costs	269 855	309 360	305 536	25 409	292 304	305 536	(13 232)	-4%	305 536
Remuneration of Councillors	12 315	13 228	13 228	1 034	12 504	13 228	(724)	-5%	13 228
Depreciation and amortisation	39 446	34 090	34 090	18 168	36 771	34 090	2 681	8%	34 090
Interest	7 847	10 742	10 585	166	1 757	10 585	(8 828)	-83%	10 585
Inventory consumed and bulk purchases	415 900	424 390	457 334	29 413	418 846	457 334	(38 488)	-8%	457 334
Transfers and subsidies	4 633	4 931	12 994	1 076	10 080	12 994	(2 914)	-22%	12 994
Other expenditure	195 685	222 593	218 841	173 829	284 337	218 841	65 496	30%	218 841
Total Expenditure	**945 681**	**1 019 335**	**1 052 609**	**249 095**	**1 056 599**	**1 052 609**	**3 990**	**0%**	**1 052 609**
Surplus/(Deficit)	**(43 195)**	**(36 399)**	**(48 564)**	**(191 974)**	**(75 685)**	**(48 564)**	**(27 121)**	**56%**	**(48 564)**
Transfers and subsidies - capital (monetary allocations)	40 834	27 535	27 535	11 118	26 732	27 535	(803)	-3%	27 535
Transfers and subsidies - capital (in-kind)	1 458	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	**(902)**	**(8 865)**	**(21 030)**	**(180 856)**	**(48 953)**	**(21 030)**	**(27 923)**	**133%**	**(21 030)**
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	**(902)**	**(8 865)**	**(21 030)**	**(180 856)**	**(48 953)**	**(21 030)**	**(27 923)**	**133%**	**(21 030)**
Capital expenditure & funds sources									
Capital expenditure	**82 874**	**75 047**	**104 523**	**29 874**	**97 297**	**104 523**	**(7 225)**	**-7%**	**104 523**
Capital transfers recognised	40 721	30 013	30 013	11 820	28 741	30 013	(1 272)	-4%	30 013
Borrowing	7 807	15 000	16 303	(691)	15 452	16 303	(851)	-5%	16 303
Internally generated funds	28 591	35 034	47 989	18 385	52 744	47 989	4 755	10%	47 989
Total sources of capital funds	**77 119**	**80 047**	**94 305**	**29 514**	**96 937**	**94 305**	**2 632**	**3%**	**94 305**
Financial position									
Total current assets	343 429	293 805	259 761		275 064				259 761
Total non current assets	1 047 671	1 220 387	1 271 707		1 257 811				1 271 707
Total current liabilities	143 684	46 268	121 380		136 847				121 380
Total non current liabilities	93 514	192 053	161 348		175 211				161 348
Community wealth/Equity	1 250 343	1 275 870	1 263 331		1 220 816				1 263 331
Cash flows									
Net cash from (used) operating	315 789	97 347	105 722	28 490	31 010	105 722	74 712	71%	969 157
Net cash from (used) investing	(70 885)	(80 047)	(94 293)	(27 833)	(98 128)	94 293	192 420	204%	94 293
Net cash from (used) financing	(65)	–	–	(14 864)	5 988	–	(5 988)		–
Cash/cash equivalents at the month/year end	**561 084**	**227 137**	**210 066**	**–**	**137 498**	**398 651**	**261 153**	**66%**	**1 262 077**

Debtors & creditors analysis	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis									
Total By Income Source	49 105	7 391	5 473	5 277	5 030	10 675	35 193	178 859	297 003
Creditors Age Analysis									
Total Creditors	13 054	52	–	–	–	–	–	–	13 106

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

Description	Ref	2024/25	Budget Year 2025/26							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
									%	
Revenue - Functional										
Governance and administration		**156 038**	**164 944**	**165 685**	**9 716**	**145 829**	**165 685**	(19 856)	-12%	**165 685**
Executive and council		10 834	308	308	3	37	308	(271)	-88%	308
Finance and administration		145 204	164 636	165 377	9 713	145 792	165 377	(19 585)	-12%	165 377
Internal audit		–	–	–	–	–	–	–		–
Community and public safety		**206 083**	**171 856**	**179 522**	**7 591**	**202 902**	**179 522**	23 380	13%	**179 522**
Community and social services		158 535	141 914	141 914	832	159 475	141 914	17 561	12%	141 914
Sport and recreation		8 496	9 044	9 044	4 554	12 364	9 044	3 320	37%	9 044
Public safety		25 724	18 356	18 356	2 191	24 487	18 356	6 131	33%	18 356
Housing		13 327	2 542	10 208	14	6 576	10 208	(3 632)	-36%	10 208
Health		–	–	–	–	–	–	–		–
Economic and environmental services		**5 427**	**5 541**	**4 250**	**185**	**12 544**	**4 250**	8 294	195%	**4 250**
Planning and development		4 802	2 407	2 563	173	4 697	2 563	2 134	83%	2 563
Road transport		598	122	122	11	7 847	122	7 725	6356%	122
Environmental protection		27	3 013	1 565	–	–	1 565	(1 565)	-100%	1 565
Trading services		**577 122**	**667 983**	**681 976**	**50 647**	**646 148**	**681 976**	(35 829)	-5%	**681 976**
Energy sources		399 466	448 729	483 722	35 137	471 992	483 722	(11 730)	-2%	483 722
Water management		83 537	93 390	93 390	9 283	78 709	93 390	(14 681)	-16%	93 390
Waste water management		51 284	72 294	51 294	2 970	51 534	51 294	240	0%	51 294
Waste management		42 836	53 571	53 571	3 258	43 912	53 571	(9 659)	-18%	53 571
Other	4	**109**	**146**	**146**	**101**	**224**	**146**	**78**	**53%**	**146**
Total Revenue - Functional	2	**944 779**	**1 010 471**	**1 031 579**	**68 239**	**1 007 646**	**1 031 579**	**(23 933)**	**-2%**	**1 031 579**
Expenditure - Functional										
Governance and administration		**158 266**	**161 273**	**159 502**	**17 172**	**151 999**	**159 502**	(7 503)	-5%	**159 502**
Executive and council		39 268	36 516	36 702	3 748	33 949	36 702	(2 753)	-8%	36 702
Finance and administration		115 436	118 496	116 538	13 163	114 326	116 538	(2 213)	-2%	116 538
Internal audit		3 562	6 261	6 261	261	3 725	6 261	(2 537)	-41%	6 261
Community and public safety		**144 275**	**162 979**	**163 932**	**16 001**	**141 880**	**163 932**	(22 052)	-13%	**163 932**
Community and social services		31 075	35 691	33 446	3 997	33 822	33 446	377	1%	33 446
Sport and recreation		41 112	51 222	49 650	5 482	45 063	49 650	(4 587)	-9%	49 650
Public safety		54 414	66 745	63 631	5 758	48 970	63 631	(14 661)	-23%	63 631
Housing		17 674	9 321	17 206	764	14 024	17 206	(3 181)	-18%	17 206
Health		–	–	–	–	–	–	–		–
Economic and environmental services		**42 023**	**48 020**	**47 083**	**9 743**	**47 455**	**47 083**	371	1%	**47 083**
Planning and development		15 915	19 750	20 179	1 925	17 525	20 179	(2 653)	-13%	20 179
Road transport		23 113	21 118	22 813	7 294	27 207	22 813	4 394	19%	22 813
Environmental protection		2 994	7 152	4 091	525	2 722	4 091	(1 369)	-33%	4 091
Trading services		**600 095**	**645 988**	**681 038**	**205 828**	**714 215**	**681 038**	33 176	5%	**681 038**
Energy sources		427 144	442 295	472 517	36 986	436 953	472 517	(35 565)	-8%	472 517
Water management		64 135	61 526	62 461	78 392	111 911	62 461	49 450	79%	62 461
Waste water management		49 178	55 498	61 871	47 331	86 878	61 871	25 007	40%	61 871
Waste management		59 638	86 669	84 190	43 119	78 473	84 190	(5 716)	-7%	84 190
Other		**1 022**	**1 076**	**1 053**	**350**	**1 050**	**1 053**	**(3)**	**0%**	**1 053**
Total Expenditure - Functional	3	**945 681**	**1 019 335**	**1 052 609**	**249 095**	**1 056 599**	**1 052 609**	**3 990**	**0%**	**1 052 609**
Surplus/ (Deficit) for the year		**(902)**	**(8 865)**	**(21 030)**	**(180 856)**	**(48 953)**	**(21 030)**	**(27 923)**	**133%**	**(21 030)**

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

Description	Ref	2024/25	Budget Year 2025/26							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
Revenue - Functional	1								%	
Municipal governance and administration		**156 038**	**164 944**	**165 685**	**9 716**	**145 829**	**165 685**	(19 856)	-12%	**165 685**
Executive and council		10 834	308	308	3	37	308	(271)	(0)	308
Mayor and Council		10 778	227	227	3	37	227	(191)	(0)	227
Municipal Manager, Town Secretary and Chief		56	80	80	–	–	80	(80)	(0)	80
Finance and administration		145 204	164 636	165 377	9 713	145 792	165 377	(19 585)	(0)	165 377
Administrative and Corporate Support		1	11	11	–	0	11	(11)	(0)	11
Asset Management		105	–	–	–	–	–	–		–
Finance		144 426	163 524	164 265	9 406	145 230	164 265	(19 035)	(0)	164 265
Fleet Management		1	300	300	300	300	300	–		300
Human Resources		382	705	705	–	183	705	(522)	(0)	705
Information Technology		4	–	–	–	–	–	–		–
Marketing, Customer Relations, Publicity and Media		–	6	6	–	–	6	(6)	(0)	6
Property Services		158	–	–	–	–	–	–		–
Supply Chain Management		127	90	90	7	79	90	(12)	(0)	90
Community and public safety		**206 083**	**171 856**	**179 522**	**7 591**	**202 902**	**179 522**	**23 380**	**0**	**179 522**
Community and social services		**158 535**	**141 914**	**141 914**	**832**	**159 475**	**141 914**	**17 561**	**0**	**141 914**
Aged Care		147 131	128 055	128 055	17	157 792	128 055	29 737	0	128 055
Cemeteries, Funeral Parlours and Crematoriums		274	280	280	14	379	280	99	0	280
Community Halls and Facilities		1 782	564	564	21	368	564	(196)	(0)	564
Libraries and Archives		9 348	13 016	13 016	780	936	13 016	(12 079)	(0)	13 016
Sport and recreation		**8 496**	**9 044**	**9 044**	**4 554**	**12 364**	**9 044**	**3 320**	**0**	**9 044**
Recreational Facilities		8 314	8 066	8 066	356	7 049	8 066	(1 017)	(0)	8 066
Sports Grounds and Stadiums		182	978	978	4 198	5 315	978	4 337	0	978
Public safety		**25 724**	**18 356**	**18 356**	**2 191**	**24 487**	**18 356**	**6 131**	**0**	**18 356**
Fire Fighting and Protection		31	877	877	121	911	877	33	0	877
Police Forces, Traffic and Street Parking Control		25 694	17 479	17 479	2 070	23 576	17 479	6 098	0	17 479
Housing		**13 327**	**2 542**	**10 208**	**14**	**6 576**	**10 208**	**(3 632)**	**(0)**	**10 208**
Housing		13 327	2 542	10 208	14	6 576	10 208	(3 632)	(0)	10 208
Economic and environmental services		**5 427**	**5 541**	**4 250**	**185**	**12 544**	**4 250**	**8 294**	**0**	**4 250**
Planning and development		**4 802**	**2 407**	**2 563**	**173**	**4 697**	**2 563**	**2 134**	**0**	**2 563**
Economic Development/Planning		–	400	556	–	–	556	(556)	(0)	556
Town Planning, Building Regulations and		3 805	2 007	2 007	173	4 697	2 007	2 691	0	2 007
Project Management Unit		996	–	–	–	–	–	–		–
Road transport		**598**	**122**	**122**	**11**	**7 847**	**122**	**7 725**	**0**	**122**
Roads		598	122	122	11	7 847	122	7 725	0	122
Environmental protection		**27**	**3 013**	**1 565**	**–**	**–**	**1 565**	**(1 565)**	**(0)**	**1 565**
Biodiversity and Landscape		27	3 013	1 565	–	–	1 565	(1 565)	(0)	1 565
Trading services		**577 122**	**667 983**	**681 976**	**50 647**	**646 148**	**681 976**	**(35 829)**	**(0)**	**681 976**
Energy sources		**399 466**	**448 729**	**483 722**	**35 137**	**471 992**	**483 722**	**(11 730)**	**(0)**	**483 722**
Electricity		396 603	448 729	483 722	33 239	468 992	483 722	(14 729)	(0)	483 722
Street Lighting and Signal Systems		2 863	–	–	1 898	3 000	–	3 000		–

Description	Ref	2024/25	Budget Year 2025/26						
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
Water management		**83 537**	**93 390**	**93 390**	**9 283**	**78 709**	**93 390**	**(14 681)**	**(0)**	**93 390**
Water Distribution		83 537	93 390	93 390	6 108	72 118	93 390	(21 272)	(0)	93 390
Water Storage		–	–	–	3 175	6 591	–	6 591		–
Waste water management		**51 284**	**72 294**	**51 294**	**2 970**	**51 534**	**51 294**	**240**	**0**	**51 294**
Sewerage		35 469	72 294	51 294	2 970	51 534	51 294	240	0	51 294
Storm Water Management		2 772	–	–	–	–	–	–		–
Waste Water Treatment		13 042	–	–	–	–	–	–		–
Waste management		**42 836**	**53 571**	**53 571**	**3 258**	**43 912**	**53 571**	**(9 659)**	**(0)**	**53 571**
Solid Waste Disposal (Landfill Sites)		257	–	–	–	–	–	–		–
Solid Waste Removal		42 579	53 571	53 571	3 258	43 912	53 571	(9 659)	(0)	53 571
Other		**109**	**146**	**146**	**101**	**224**	**146**	**78**	**0**	**146**
Licensing and Regulation		109	146	146	101	224	146	78	0	146
Total Revenue - Functional	2	**944 779**	**1 010 471**	**1 031 579**	**68 239**	**1 007 646**	**1 031 579**	**(23 933)**	**(0)**	**1 031 579**
Expenditure - Functional										
Municipal governance and administration		**158 266**	**161 273**	**159 502**	**17 172**	**151 999**	**159 502**	**(7 503)**	**(0)**	**159 502**
Executive and council		39 268	36 516	36 702	3 748	33 949	36 702	(2 753)	(0)	36 702
Mayor and Council		18 999	19 787	19 950	2 239	17 032	19 950	(2 918)	(0)	19 950
Municipal Manager, Town Secretary and Chief		20 269	16 729	16 753	1 509	16 917	16 753	165	0	16 753
Finance and administration		115 436	118 496	116 538	13 163	114 326	116 538	(2 213)	(0)	116 538
Administrative and Corporate Support		11 377	16 982	17 642	1 676	13 492	17 642	(4 149)	(0)	17 642
Asset Management		317	336	212	9	108	212	(104)	(0)	212
Finance		43 451	36 646	35 281	4 564	38 580	35 281	3 299	0	35 281
Fleet Management		4 972	5 144	5 056	1 029	5 367	5 056	311	0	5 056
Human Resources		28 890	29 547	29 294	2 112	30 461	29 294	1 168	0	29 294
Information Technology		4 719	5 902	5 945	627	5 447	5 945	(497)	(0)	5 945
Legal Services		2 047	3 722	3 576	290	2 666	3 576	(910)	(0)	3 576
Marketing, Customer Relations, Publicity and Media		4 625	6 198	6 306	988	5 801	6 306	(504)	(0)	6 306
Property Services		4 976	1 105	1 171	841	2 023	1 171	853	0	1 171
Supply Chain Management		9 576	11 239	11 129	984	9 872	11 129	(1 256)	(0)	11 129
Valuation Service		486	1 676	928	44	506	928	(422)	(0)	928
Internal audit		3 562	6 261	6 261	261	3 725	6 261	(2 537)	(0)	6 261
Governance Function		3 562	6 261	6 261	261	3 725	6 261	(2 537)	(0)	6 261
Community and public safety		**144 275**	**162 979**	**163 932**	**16 001**	**141 880**	**163 932**	**(22 052)**	**(0)**	**163 932**
Community and social services		**31 075**	**35 691**	**33 446**	**3 997**	**33 822**	**33 446**	**377**	**0**	**33 446**
Aged Care		5 739	4 336	4 066	1 271	8 400	4 066	4 334	0	4 066
Cemeteries, Funeral Parlours and Crematoriums		4 389	6 474	5 374	363	4 491	5 374	(883)	(0)	5 374
Child Care Facilities		57	103	103	15	73	103	(30)	(0)	103
Community Halls and Facilities		8 877	11 753	10 861	1 038	8 509	10 861	(2 352)	(0)	10 861
Disaster Management		17	79	81	–	33	81	(48)	(0)	81
Education		6	1	1	–	–	1	(1)	(0)	1
Libraries and Archives		11 989	12 945	12 945	1 309	12 303	12 945	(642)	(0)	12 945
Literacy Programmes		–	–	14	–	13	14	(0)	(0)	14
Sport and recreation		**41 112**	**51 222**	**49 650**	**5 482**	**45 063**	**49 650**	**(4 587)**	**(0)**	**49 650**
Community Parks (including Nurseries)		12 434	17 370	15 652	1 579	12 102	15 652	(3 550)	(0)	15 652

Description	Ref	2024/25	Budget Year 2025/26						
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
Recreational Facilities		18 874	22 317	22 287	1 837	21 653	22 287	(634)	(0)	22 287
Sports Grounds and Stadiums		9 804	11 534	11 710	2 065	11 307	11 710	(403)	(0)	11 710
Public safety		**54 414**	**66 745**	**63 631**	**5 758**	**48 970**	**63 631**	**(14 661)**	**(0)**	**63 631**
Fire Fighting and Protection		10 795	16 575	14 978	1 307	11 546	14 978	(3 432)	(0)	14 978
Police Forces, Traffic and Street Parking Control		43 619	50 170	48 653	4 452	37 425	48 653	(11 229)	(0)	48 653
Housing		**17 674**	**9 321**	**17 206**	**764**	**14 024**	**17 206**	**(3 181)**	**(0)**	**17 206**
Housing		17 654	9 294	17 179	763	14 000	17 179	(3 180)	(0)	17 179
Informal Settlements		20	26	26	2	25	26	(2)	(0)	26
Economic and environmental services		**42 023**	**48 020**	**47 083**	**9 743**	**47 455**	**47 083**	**371**	**0**	**47 083**
Planning and development		**15 915**	**19 750**	**20 179**	**1 925**	**17 525**	**20 179**	**(2 653)**	**(0)**	**20 179**
Corporate Wide Strategic Planning (IDPs, LEDs)		2 686	3 883	3 878	305	2 921	3 878	(957)	(0)	3 878
Economic Development/Planning		3 115	2 809	3 306	436	3 203	3 306	(103)	(0)	3 306
Town Planning, Building Regulations and		7 067	9 112	9 049	909	8 138	9 049	(912)	(0)	9 049
Project Management Unit		3 047	3 946	3 946	275	3 265	3 946	(681)	(0)	3 946
Road transport		**23 113**	**21 118**	**22 813**	**7 294**	**27 207**	**22 813**	**4 394**	**0**	**22 813**
Roads		23 113	21 118	22 813	7 294	27 207	22 813	4 394	0	22 813
Environmental protection		**2 994**	**7 152**	**4 091**	**525**	**2 722**	**4 091**	**(1 369)**	**(0)**	**4 091**
Biodiversity and Landscape		2 994	7 152	4 091	525	2 722	4 091	(1 369)	(0)	4 091
Trading services		**600 095**	**645 988**	**681 038**	**205 828**	**714 215**	**681 038**	**33 176**	**0**	**681 038**
Energy sources		**427 144**	**442 295**	**472 517**	**36 986**	**436 953**	**472 517**	**(35 565)**	**(0)**	**472 517**
Electricity		424 614	436 620	467 147	36 271	432 917	467 147	(34 230)	(0)	467 147
Street Lighting and Signal Systems		2 530	5 674	5 370	715	4 035	5 370	(1 335)	(0)	5 370
Water management		**64 135**	**61 526**	**62 461**	**78 392**	**111 911**	**62 461**	**49 450**	**0**	**62 461**
Water Treatment		220	315	315	18	196	315	(119)	(0)	315
Water Distribution		60 482	58 196	57 922	76 546	106 973	57 922	49 050	0	57 922
Water Storage		3 432	3 015	4 223	1 827	4 742	4 223	519	0	4 223
Waste water management		**49 178**	**55 498**	**61 871**	**47 331**	**86 878**	**61 871**	**25 007**	**0**	**61 871**
Public Toilets		1 854	2 299	2 224	226	2 220	2 224	(4)	(0)	2 224
Sewerage		41 035	45 570	52 289	45 884	78 161	52 289	25 872	0	52 289
Storm Water Management		6 273	7 627	7 351	1 221	6 434	7 351	(918)	(0)	7 351
Waste Water Treatment		17	1	6	–	64	6	57	0	6
Waste management		**59 638**	**86 669**	**84 190**	**43 119**	**78 473**	**84 190**	**(5 716)**	**(0)**	**84 190**
Solid Waste Disposal (Landfill Sites)		12 154	33 026	31 359	1 105	4 869	31 359	(26 489)	(0)	31 359
Solid Waste Removal		47 443	53 540	52 728	42 011	73 571	52 728	20 844	0	52 728
Street Cleaning		41	103	104	4	33	104	(71)	(0)	104
Other		**1 022**	**1 076**	**1 053**	**350**	**1 050**	**1 053**	**(3)**	**(0)**	**1 053**
Licensing and Regulation		22	26	3	–	–	3	(3)	(0)	3
Tourism		1 000	1 050	1 050	350	1 050	1 050	–		1 050
Total Expenditure - Functional	3	**945 681**	**1 019 335**	**1 052 609**	**249 095**	**1 056 599**	**1 052 609**	**3 990**	**0**	**1 052 609**
Surplus/ (Deficit) for the year		**(902)**	**(8 865)**	**(21 030)**	**(180 856)**	**(48 953)**	**(21 030)**	**(27 923)**	**0**	**(21 030)**

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

Vote Description R thousands	Ref	2024/25 Audited Outcome	Budget Year 2025/26 Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Revenue by Vote	1									
Vote 1 - Financial Services		141 463	161 635	162 376	9 720	141 885	162 376	(20 491)	-12,6%	162 376
Vote 2 - Community Services		180 762	157 944	164 319	5 638	179 726	164 319	15 408	9,4%	164 319
Vote 3 - Corporate Services		36 858	18 558	18 558	2 073	23 796	18 558	5 238	28,2%	18 558
Vote 4 - Technical Services		583 517	671 596	685 589	50 665	661 452	685 589	(24 137)	-3,5%	685 589
Vote 5 - Municipal Manager		2 020	737	737	144	787	737	49	6,7%	737
Total Revenue by Vote	2	**944 620**	**1 010 471**	**1 031 579**	**68 239**	**1 007 646**	**1 031 579**	**(23 933)**	**-2,3%**	**1 031 579**
Expenditure by Vote	1									
Vote 1 - Financial Services		55 465	49 466	47 401	4 511	48 724	47 401	1 323	2,8%	47 401
Vote 2 - Community Services		109 661	125 271	124 687	13 832	114 368	124 687	(10 319)	-8,3%	124 687
Vote 3 - Corporate Services		122 999	133 940	133 003	13 461	115 983	133 003	(17 020)	-12,8%	133 003
Vote 4 - Technical Services		639 010	686 298	723 308	215 651	759 518	723 308	36 210	5,0%	723 308
Vote 5 - Municipal Manager		18 545	24 361	24 210	1 640	18 006	24 210	(6 204)	-25,6%	24 210
Total Expenditure by Vote	2	**945 681**	**1 019 335**	**1 052 609**	**249 095**	**1 056 599**	**1 052 609**	**3 990**	**0,4%**	**1 052 609**
Surplus/ (Deficit) for the year	2	**(1 060)**	**(8 865)**	**(21 030)**	**(180 856)**	**(48 953)**	**(21 030)**	**(27 923)**	**132,8%**	**(21 030)**

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

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
Revenue by Vote	1									
Vote 1 - Financial Services		**141 463**	**161 635**	**162 376**	**9 720**	**141 885**	**162 376**	(20 491)	-13%	**162 376**
1.2 - Income		107 039	120 942	120 942	6 209	116 449	120 942	(4 493)	-4%	120 942
1.3 - Financial Administrastion		34 300	40 305	41 046	3 504	25 358	41 046	(15 688)	-38%	41 046
1.4 - Credit Control		(2)	298	298	–	–	298	(298)	-100%	298
1.5 - Supply Chain & Expenditure		127	90	90	7	79	90	(12)	-13%	90
Vote 2 - Community Services		**180 762**	**157 944**	**164 319**	**5 638**	**179 726**	**164 319**	15 408	9%	**164 319**
2.2 - Cemetries		274	280	280	14	379	280	99	35%	280
2.3 - Housing		13 510	2 630	10 296	30	6 761	10 296	(3 535)	-34%	10 296
2.4 - Libraries		9 420	13 265	13 265	780	1 003	13 265	(12 262)	-92%	13 265
2.5 - Resorts & Swimmng Pools		8 314	8 066	8 066	356	7 049	8 066	(1 017)	-13%	8 066
2.6 - Social Services		147 131	128 055	128 111	17	157 792	128 111	29 681	23%	128 111
2.7 - Fire Services & Disaster Management		31	877	877	121	911	877	33	4%	877
2.8 - Environment & Licencing		136	3 159	1 712	101	224	1 712	(1 488)	-87%	1 712
2.9 - Community Halls and Amenities		1 947	1 212	1 212	4 219	5 608	1 212	4 396	363%	1 212
2.10 - Local Economic Development		–	400	500	–	–	500	(500)	-100%	500
Vote 3 - Corporate Services		**36 858**	**18 558**	**18 558**	**2 073**	**23 796**	**18 558**	5 238	28%	**18 558**
3.2 - Human Resources		382	705	705	–	183	705	(522)	-74%	705
3.3 - Administration		1	11	11	–	0	11	(11)	-99%	11
3.4 - Information Technology		4	–	–	–	–	–	–		–
3.5 - Marketing & Communication		–	136	136	–	–	136	(136)	-100%	136
3.7 - Traffic and Protection Services		25 694	17 479	17 479	2 070	23 576	17 479	6 098	35%	17 479
3.9 - Council Cost		10 778	227	227	3	37	227	(191)	-84%	227
Vote 4 - Technical Services		**583 517**	**671 596**	**685 589**	**50 665**	**661 452**	**685 589**	(24 137)	-4%	**685 589**
4.1 - Director: Technical Services		–	80	80	–	–	80	(80)	-100%	80
4.2 - Electro Technical Services		402 022	449 772	484 765	34 678	474 547	484 765	(10 218)	-2%	484 765
4.3 - Water Storage & Distribution		83 537	93 390	93 390	9 283	78 709	93 390	(14 681)	-16%	93 390
4.4 - Waste Water Management		48 512	72 696	51 696	2 970	51 534	51 696	(162)	0%	51 696
4.5 - Waste Management		42 781	53 494	53 494	3 258	43 913	53 494	(9 581)	-18%	53 494
4.6 - Roads		598	122	122	11	7 847	122	7 725	6356%	122
4.7 - Storm Water Management		2 772	–	–	–	–	–	–		–
4.8 - Town Planning & Building Control		3 294	1 742	1 742	166	4 602	1 742	2 859	164%	1 742
4.10 - Mechanical Workshop		1	300	300	300	300	300	–		300
Vote 5 - Municipal Manager		**2 020**	**737**	**737**	**144**	**787**	**737**	49	7%	**737**
5.2 - Performance & Project Management		1 053	–	–	–	–	–	–		–
5.3 - Property & Legal Services		967	737	737	144	787	737	49	7%	737
Total Revenue by Vote	2	**944 620**	**1 010 471**	**1 031 579**	**68 239**	**1 007 646**	**1 031 579**	(23 933)	-2%	**1 031 579**
								–		
Expenditure by Vote	1							–		
Vote 1 - Financial Services		**55 465**	**49 466**	**47 401**	**4 511**	**48 724**	**47 401**	1 323	3%	**47 401**
1.1 - Direcrtor: Finance		4 212	1 980	1 988	204	2 759	1 988	772	39%	1 988
1.2 - Income		13 791	10 521	9 961	1 368	8 431	9 961	(1 531)	-15%	9 961
1.3 - Financial Administrastion		16 908	18 190	18 347	978	17 322	18 347	(1 025)	-6%	18 347
1.4 - Credit Control		10 732	7 368	5 808	971	10 277	5 808	4 469	77%	5 808
1.5 - Supply Chain & Expenditure		9 822	11 406	11 296	989	9 934	11 296	(1 362)	-12%	11 296
Vote 2 - Community Services		**109 661**	**125 271**	**124 687**	**13 832**	**114 368**	**124 687**	(10 319)	-8%	**124 687**
2.1 - Director: Community Services		2 883	1 728	1 729	245	3 157	1 729	1 428	83%	1 729
2.2 - Cemetries		4 409	6 466	5 388	383	4 511	5 388	(877)	-16%	5 388
2.3 - Housing		17 719	10 190	17 466	1 819	15 106	17 466	(2 360)	-14%	17 466
2.4 - Libraries		15 205	16 703	16 893	1 699	16 371	16 893	(521)	-3%	16 893
2.5 - Resorts & Swimmng Pools		15 657	18 559	18 339	1 448	17 585	18 339	(755)	-4%	18 339
2.6 - Social Services		5 600	4 417	2 372	1 288	8 469	2 372	6 097	257%	2 372
2.7 - Fire Services & Disaster Management		10 812	16 654	15 059	1 307	11 579	15 059	(3 480)	-23%	15 059
2.8 - Environment & Licencing		2 990	7 090	4 056	497	2 694	4 056	(1 362)	-34%	4 056
2.9 - Community Halls and Amenities		31 068	40 631	38 471	4 704	31 637	38 471	(6 834)	-18%	38 471
2.10 - Local Economic Development		3 317	2 832	4 913	443	3 259	4 913	(1 654)	-34%	4 913
Vote 3 - Corporate Services		**122 999**	**133 940**	**133 003**	**13 461**	**115 983**	**133 003**	(17 020)	-13%	**133 003**
3.1 - Director: Corporate Services		4 515	3 196	3 198	267	2 919	3 198	(278)	-9%	3 198
3.2 - Human Resources		28 976	29 547	29 294	2 123	30 567	29 294	1 274	4%	29 294
3.3 - Administration		15 846	16 982	18 086	2 844	15 526	18 086	(2 560)	-14%	18 086
3.4 - Information Technology		4 719	5 902	5 835	572	5 338	5 835	(497)	-9%	5 835
3.5 - Marketing & Communication		4 625	6 198	5 862	551	5 365	5 862	(497)	-8%	5 862
3.6 - Thusong Centre		699	1 108	1 077	63	762	1 077	(315)	-29%	1 077
3.7 - Traffic and Protection Services		43 619	50 170	48 653	4 452	37 425	48 653	(11 229)	-23%	48 653
3.8 - Tourism		1 000	1 050	1 050	350	1 050	1 050	–		1 050
3.9 - Council Cost		18 999	19 787	19 950	2 239	17 032	19 950	(2 918)	-15%	19 950
Vote 4 - Technical Services		**639 010**	**686 298**	**723 308**	**215 651**	**759 518**	**723 308**	36 210	5%	**723 308**
4.1 - Director: Technical Services		1 491	3 447	3 462	287	2 696	3 462	(766)	-22%	3 462
4.2 - Electro Technical Services		420 628	441 804	472 437	36 986	436 953	472 437	(35 484)	-8%	472 437
4.3 - Water Storage & Distribution		64 135	62 006	62 530	78 392	111 911	62 530	49 380	79%	62 530
4.4 - Waste Water Management		47 553	45 572	52 295	45 884	78 225	52 295	25 929	50%	52 295
4.5 - Waste Management		59 638	86 669	84 189	43 119	78 473	84 189	(5 716)	-7%	84 189
4.6 - Roads		23 113	21 118	22 813	7 294	27 207	22 813	4 394	19%	22 813
4.7 - Storm Water Management		8 559	9 127	9 251	1 526	8 329	9 251	(922)	-10%	9 251
4.8 - Town Planning & Building Control		7 067	9 112	9 049	909	8 138	9 049	(912)	-10%	9 049
4.9 - Public Toilets		1 854	2 299	2 224	226	2 220	2 224	(4)	0%	2 224
4.10 - Mechanical Workshop		4 972	5 144	5 056	1 029	5 367	5 056	311	6%	5 056
Vote 5 - Municipal Manager		**18 545**	**24 361**	**24 210**	**1 640**	**18 006**	**24 210**	(6 204)	-26%	**24 210**
5.1 - Municipal Manager		7 199	6 419	6 419	509	5 430	6 419	(989)	-15%	6 419
5.2 - Performance & Project Management		3 047	3 946	3 946	275	3 265	3 946	(681)	-17%	3 946

Vote Description R thousand	Ref	2024/25 Audited Outcome	Budget Year 2025/26 Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
5.3 - Property & Legal Services		2 050	3 852	3 706	290	2 666	3 706	(1 040)	-28%	3 706
5.4 - Internal Audit		3 562	6 261	6 261	261	3 725	6 261	(2 537)	-41%	6 261
5.5 - IDP		2 686	3 883	3 878	305	2 921	3 878	(957)	-25%	3 878
Total Expenditure by Vote	2	**945 681**	**1 019 335**	**1 052 609**	**249 095**	**1 056 599**	**1 052 609**	**3 990**	**0**	**1 052 609**
Surplus/ (Deficit) for the year	2	**(1 060)**	**(8 865)**	**(21 030)**	**(180 856)**	**(48 953)**	**(21 030)**	**(27 923)**	**0**	**(21 030)**

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

Description R thousands	Ref	2024/25 Audited Outcome	Budget Year 2025/26 Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
Revenue									%	
Exchange Revenue										
Service charges - Electricity		395 037	442 689	477 889	33 135	467 785	477 889	(10 104)	-2%	477 889
Service charges - Water		50 462	53 401	53 401	4 095	55 892	53 401	2 491	5%	53 401
Service charges - Waste Water Management		26 461	54 590	33 590	2 561	43 637	33 590	10 047	30%	33 590
Service charges - Waste management		36 112	36 276	36 276	2 929	38 033	36 276	1 758	5%	36 276
Sale of Goods and Rendering of Services		26 804	5 813	5 813	427	7 610	5 813	1 798	31%	5 813
Agency services		4 948	4 918	4 918	494	5 215	4 918	297	6%	4 918
Interest		–	11	11	–	–	11	(11)	-100%	11
Interest earned from Receivables		27 153	24 727	24 727	633	24 193	24 727	(534)	-2%	24 727
Interest earned from Current and Non Current Assets		18 758	23 567	23 567	1 801	15 210	23 567	(8 357)	-35%	23 567
Rent on Land		–	29	29	–	–	29	(29)	-100%	29
Rental from Fixed Assets		6 765	6 316	6 316	326	4 861	6 316	(1 455)	-23%	6 316
Operational Revenue		2 335	1 852	1 852	29	4 923	1 852	3 072	166%	1 852
Non-Exchange Revenue										
Property rates		107 320	120 291	120 291	6 225	116 790	120 291	(3 501)	-3%	120 291
Surcharges and Taxes		7 976	4 849	5 918	1 218	3 618	5 918	(2 301)	-39%	5 918
Fines, penalties and forfeits		22 354	11 816	11 816	1 458	17 356	11 816	5 539	47%	11 816
Licence and permits		1 069	2 566	2 566	219	1 157	2 566	(1 409)	-55%	2 566
Transfer and subsidies - Operational		150 058	182 230	188 070	873	166 186	188 070	(21 883)	-12%	188 070
Interest		4 881	3 744	3 744	369	4 553	3 744	808	22%	3 744
Operational Revenue		2 824	3 250	3 250	330	3 894	3 250	644	20%	3 250
Gains on disposal of Assets		11 169	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)		**902 486**	**982 936**	**1 004 045**	**57 121**	**980 914**	**1 004 045**	**–**		**1 004 045**
Expenditure By Type										
Employee related costs		269 855	309 360	305 536	25 409	292 304	305 536	(13 232)	-4%	305 536
Remuneration of councillors		12 315	13 228	13 228	1 034	12 504	13 228	(724)	-5%	13 228
Bulk purchases - electricity		391 687	396 245	429 619	25 808	392 453	429 619	(37 166)	-9%	429 619
Inventory consumed		24 213	28 145	27 716	3 606	26 393	27 716	(1 323)	-5%	27 716
Debt impairment		66 389	76 891	46 891	–	–	46 891	(46 891)	-100%	46 891
Depreciation and amortisation		39 446	34 090	34 090	18 168	36 771	34 090	2 681	8%	34 090
Interest		7 847	10 742	10 585	166	1 757	10 585	(8 828)	-83%	10 585
Contracted services		60 135	76 979	69 766	13 414	58 690	69 766	(11 076)	-16%	69 766
Transfers and subsidies		4 633	4 931	12 994	1 076	10 080	12 994	(2 914)	-22%	12 994
Irrecoverable debts written off		15 347	0	30 000	151 303	160 648	30 000	130 648	435%	30 000
Operational costs		50 727	68 723	72 184	9 112	64 999	72 184	(7 185)	-10%	72 184
Losses on Disposal of Assets		653	–	–	–	–	–	–		–
Other Losses		2 434	–	–	–	–	–	–		–
Total Expenditure		**945 681**	**1 019 335**	**1 052 609**	**249 095**	**1 056 599**	**1 052 609**	**3 990**	**0%**	**1 052 609**
Surplus/(Deficit)		**(43 195)**	**(36 399)**	**(48 564)**	**(191 974)**	**(75 685)**	**(48 564)**	**(3 990)**	**0**	**(48 564)**
Transfers and subsidies - capital (monetary allocations)		40 834	27 535	27 535	11 118	26 732	27 535	(803)	**(0)**	27 535
Transfers and subsidies - capital (in-kind)		1 458	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions		**(902)**	**(8 865)**	**(21 030)**	**(180 856)**	**(48 953)**	**(21 030)**			**(21 030)**
Surplus/(Deficit) after income tax		**(902)**	**(8 865)**	**(21 030)**	**(180 856)**	**(48 953)**	**(21 030)**			**(21 030)**
Surplus/(Deficit) attributable to municipality		**(902)**	**(8 865)**	**(21 030)**	**(180 856)**	**(48 953)**	**(21 030)**			**(21 030)**
Surplus/ (Deficit) for the year		**(902)**	**(8 865)**	**(21 030)**	**(180 856)**	**(48 953)**	**(21 030)**			**(21 030)**

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

Vote Description	Ref	2024/25	Budget Year 2025/26							
R thousands	1	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Multi-Year expenditure appropriation	2									
Vote 1 - Financial Services		5 818	–	–	–	–	–	–		–
Vote 2 - Community Services		370	6 221	8 026	4 326	6 347	8 026	(1 679)	-21%	8 026
Vote 4 - Technical Services		21 369	19 907	29 341	7 746	28 692	29 341	(648)	-2%	29 341
Vote 5 - Municipal Manager		56	–	–	–	–	–	–		–
Total Capital Multi-year expenditure	4,7	**27 613**	**26 128**	**37 367**	**12 072**	**35 039**	**37 367**	**(2 327)**	**-6%**	**37 367**
Single Year expenditure appropriation	2									
Vote 1 - Financial Services		42	50	279	191	278	279	(1)	-1%	279
Vote 2 - Community Services		1 165	14 296	6 404	3 936	5 462	6 404	(942)	-15%	6 404
Vote 3 - Corporate Services		1 161	1 580	2 494	996	1 862	2 494	(632)	-25%	2 494
Vote 4 - Technical Services		52 862	32 942	48 078	5 680	44 756	48 078	(3 322)	-7%	48 078
Vote 5 - Municipal Manager		31	50	9 901	7 000	9 901	9 901	(0)	0%	9 901
Total Capital single-year expenditure	4	55 261	48 918	67 156	17 802	62 258	67 156	**(4 898)**	**-7%**	67 156
Total Capital Expenditure	**3**	**82 874**	**75 047**	**104 523**	**29 874**	**97 297**	**104 523**	**(7 225)**	**-7%**	**104 523**
Capital Expenditure - Functional Classification										
Governance and administration		**13 818**	**3 094**	**20 660**	**9 830**	**19 922**	**20 660**	(738)	-4%	**20 660**
Executive and council		332	764	1 517	1 019	1 427	1 517	(90)	-6%	1 517
Finance and administration		13 485	2 330	19 143	8 811	18 495	19 143	(648)	-3%	19 143
Community and public safety		**1 484**	**20 258**	**14 366**	**8 188**	**11 508**	**14 366**	(2 858)	-20%	**14 366**
Community and social services		680	11 965	2 798	1 636	2 009	2 798	(789)	-28%	2 798
Sport and recreation		650	6 974	9 937	6 363	8 208	9 937	(1 729)	-17%	9 937
Public safety		154	1 320	1 630	188	1 291	1 630	(340)	-21%	1 630
Economic and environmental services		**11 586**	**16 245**	**23 628**	**341**	**23 583**	**23 628**	(44)	0%	**23 628**
Planning and development		133	275	235	32	228	235	(7)	-3%	235
Road transport		11 428	15 750	23 393	309	23 356	23 393	(37)	0%	23 393
Environmental protection		26	220	–	–	–	–	–		–
Trading services		**55 987**	**40 449**	**45 869**	**11 516**	**42 284**	**45 869**	(3 585)	-8%	**45 869**
Energy sources		10 672	24 568	26 003	3 608	24 641	26 003	(1 362)	-5%	26 003
Water management		26 804	12 881	15 809	5 963	13 697	15 809	(2 112)	-13%	15 809
Waste water management		17 878	2 000	3 004	1 170	3 003	3 004	(1)	0%	3 004
Waste management		633	1 000	1 052	775	943	1 052	(109)	-10%	1 052
Total Capital Expenditure - Functional Classification	3	**82 874**	**80 047**	**104 523**	**29 874**	**97 297**	**104 523**	**(7 225)**	**-7%**	**104 523**
Funded by:										
National Government		40 065	25 887	25 887	9 709	25 408	25 887	(479)	-2%	25 887
Provincial Government		223	1 702	1 702	948	1 702	1 702	–		1 702
District Municipality		433	185	185	–	179	185	(6)	-3%	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	1 163	1 452	2 239	(787)	-35%	2 239
Transfers recognised - capital		**40 721**	**30 013**	**30 013**	**11 820**	**28 741**	**30 013**	**(1 272)**	**-4%**	**30 013**
Borrowing	6	7 807	15 000	16 303	(691)	15 452	16 303	(851)	-5%	16 303
Internally generated funds		28 591	35 034	47 989	18 385	52 744	47 989	4 755	10%	47 989
Total Capital Funding	7	**77 119**	**80 047**	**94 305**	**29 514**	**96 937**	**94 305**	**2 632**	**3%**	**94 305**

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

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										
Expenditure of multi-year capital appropriation	1									
Vote 1 - Financial Services		**5 818**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
1.1 - Direcrtor: Finance		88	–	–	–	–	–	–		–
1.3 - Financial Administrastion		5 729	–	–	–	–	–	–		–
Vote 2 - Community Services		**370**	**6 221**	**8 026**	**4 326**	**6 347**	**8 026**	(1 679)	-21%	**8 026**
2.7 - Fire Services & Disaster Management		154	1 020	1 332	183	1 237	1 332	(96)	-7%	1 332
2.9 - Community Halls and Amenities		216	5 202	6 694	4 143	5 111	6 694	(1 583)	-24%	6 694
Vote 4 - Technical Services		**21 369**	**19 907**	**29 341**	**7 746**	**28 692**	**29 341**	(648)	-2%	**29 341**
4.2 - Electro Technical Services		5 115	9 318	9 230	3 855	8 602	9 230	(628)	-7%	9 230
4.3 - Water Storage & Distribution		–	5 189	6 791	3 123	6 791	6 791	0	0%	6 791
4.4 - Waste Water Management		13 204	700	1 197	608	1 197	1 197	(0)	0%	1 197
4.5 - Waste Management		277	–	–	–	–	–	–		–
4.6 - Roads		–	4 700	12 123	160	12 102	12 123	(20)	0%	12 123
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**	**37 367**	**12 072**	**35 039**	**37 367**	(2 327)	-6%	**37 367**
								–		
Capital expenditure - Municipal Vote										
Expenditue of single-year capital appropriation	1									
Vote 1 - Financial Services		**42**	**50**	**279**	**191**	**278**	**279**	(1)	-1%	**279**
1.1 - Direcrtor: Finance		42	50	279	191	278	279	(1)	-1%	279
Vote 2 - Community Services		**1 165**	**14 296**	**6 404**	**3 936**	**5 462**	**6 404**	(942)	-15%	**6 404**
2.1 - Director: Community Services		26	64	127	48	127	127	(0)	0%	127
2.2 - Cemetries		–	100	–	–	–	–	–		–
2.4 - Libraries		680	11 865	2 798	1 636	2 009	2 798	(789)	-28%	2 798
2.5 - Resorts & Swimmng Pools		149	–	–	–	–	–	–		–
2.8 - Environment & Licencing		26	220	–	–	–	–	–		–
2.9 - Community Halls and Amenities		285	1 772	3 243	2 220	3 097	3 243	(146)	-4%	3 243
2.10 - Local Economic Development		–	275	235	32	228	235	(7)	-3%	235
Vote 3 - Corporate Services		**1 161**	**1 580**	**2 494**	**996**	**1 862**	**2 494**	(632)	-25%	**2 494**
3.1 - Director: Corporate Services		153	50	209	–	197	209	(13)	-6%	209
3.2 - Human Resources		248	–	–	–	–	–	–		–
3.3 - Administration		–	300	–	–	–	–	–		–
3.4 - Information Technology		650	300	1 166	345	855	1 166	(311)	-27%	1 166
3.5 - Marketing & Communication		110	130	134	23	133	134	(2)	-1%	134
3.7 - Traffic and Protection Services		–	300	298	5	54	298	(244)	-82%	298
3.9 - Council Cost		–	500	685	623	623	685	(62)	-9%	685
Vote 4 - Technical Services		**52 862**	**32 942**	**48 078**	**5 680**	**44 756**	**48 078**	(3 322)	-7%	**48 078**
4.1 - Director: Technical Services		24	50	172	157	158	172	(14)	-8%	172
4.2 - Electro Technical Services		5 557	15 250	16 773	(246)	16 039	16 773	(734)	-4%	16 773
4.3 - Water Storage & Distribution		26 804	7 692	9 019	2 840	6 906	9 019	(2 113)	-23%	9 019
4.4 - Waste Water Management		1 902	1 300	1 807	562	1 806	1 807	(1)	0%	1 807
4.5 - Waste Management		355	1 000	1 052	775	943	1 052	(109)	-10%	1 052
4.6 - Roads		11 428	6 050	11 270	149	11 253	11 270	(17)	0%	11 270
4.8 - Town Planning & Building Control		133	–	–	–	–	–	–		–
4.10 - Mechanical Workshop		6 660	1 600	7 985	1 443	7 650	7 985	(335)	-4%	7 985
Vote 5 - Municipal Manager		**31**	**50**	**9 901**	**7 000**	**9 901**	**9 901**	(0)	0%	**9 901**
5.1 - Municipal Manager		31	50	43	–	43	43	(0)	0%	43
5.3 - Property & Legal Services		–	–	9 858	7 000	9 858	9 858	(0)	0%	9 858
Total single-year capital expenditure		**55 261**	**48 918**	**67 156**	**17 802**	**62 258**	**67 156**	**(4 898)**	**(0)**	**67 156**
								–		
Total Capital Expenditure		**82 874**	**75 047**	**104 523**	**29 874**	**97 297**	**104 523**	**(7 225)**	**(0)**	**104 523**

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

Description R thousands	Ref	2024/25 Audited Outcome	Budget Year 2025/26 Original Budget	Adjusted Budget	YearTD Actual	Full Year Forecast
ASSETS	1					
Current assets						
Cash and cash equivalents		200 384	220 325	202 894	137 507	202 894
Trade and other receivables from exchange transactions		89 095	82 509	74 179	3 240	74 179
Receivables from non-exchange transactions		37 882	51 313	51 586	49 590	51 586
Current portion of non-current receivables		–	–	–	–	–
Inventory		12 996	26 712	12 932	30 671	12 932
VAT		(2 760)	(91 563)	(86 777)	49 109	(86 777)
Other current assets		5 833	4 509	4 947	4 947	4 947
Total current assets		**343 429**	**293 805**	**259 761**	**275 064**	**259 761**
Non current assets						
Investments		–	–	–	–	–
Investment property		41 251	38 604	41 056	40 841	41 056
Property, plant and equipment		1 004 664	1 179 702	1 228 912	1 215 141	1 228 912
Biological assets		–	–	–	–	–
Living and non-living resources		–	–	–	–	–
Heritage assets		550	550	550	550	550
Intangible assets		1 206	1 531	1 188	1 278	1 188
Trade and other receivables from exchange transactions		–	–	–	–	–
Non-current receivables from non-exchange transactions		–	–	–	–	–
Other non-current assets		–	–	–	–	–
Total non current assets		**1 047 671**	**1 220 387**	**1 271 707**	**1 257 811**	**1 271 707**
TOTAL ASSETS		**1 391 100**	**1 514 192**	**1 531 467**	**1 532 875**	**1 531 467**
LIABILITIES						
Current liabilities						
Bank overdraft		–	–	–	–	–
Financial liabilities		(546)	(3 433)	177	–	177
Consumer deposits		10 650	9 739	10 655	11 053	10 655
Trade and other payables from exchange transactions		92 362	89 877	144 076	36 126	144 076
Trade and other payables from non-exchange transactions		2 256	6 104	1 803	–	1 803
Provision		37 830	38 184	40 878	40 796	40 878
VAT		1 132	(94 204)	(76 209)	–	(76 209)
Other current liabilities		–	–	–	48 872	–
Total current liabilities		**143 684**	**46 268**	**121 380**	**136 847**	**121 380**
Non current liabilities						
Financial liabilities		1 700	23 080	(3 576)	21 429	(3 576)
Provision		23 132	87 943	86 104	153 782	86 104
Long term portion of trade payables		–	–	–	–	–
Other non-current liabilities		68 681	81 031	78 820	–	78 820
Total non current liabilities		**93 514**	**192 053**	**161 348**	**175 211**	**161 348**
TOTAL LIABILITIES		**237 198**	**238 321**	**282 728**	**312 059**	**282 728**
NET ASSETS	2	**1 153 902**	**1 275 870**	**1 248 739**	**1 220 816**	**1 248 739**
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		1 239 177	1 264 704	1 252 165	1 261 305	1 252 165
Reserves and funds		11 166	11 166	11 166	(40 489)	11 166
Other		–	–	–	–	–
TOTAL COMMUNITY WEALTH/EQUITY	2	**1 250 343**	**1 275 870**	**1 263 331**	**1 220 816**	**1 263 331**

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

Description	Ref	2024/25	Budget Year 2025/26							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
									%	
CASH FLOW FROM OPERATING ACTIVITIES	1									
Receipts										
Property rates		3 431	114 277	114 277	6 547	111 550	114 277	(2 726)	-2%	114 277
Service charges		675 973	623 670	623 670	96 802	674 229	623 670	50 559	8%	623 670
Other revenue		15 554	38 334	38 334	1 443	16 830	38 334	(21 505)	-56%	38 334
Transfers and Subsidies - Operational		174 173	175 756	184 131	225	199 540	184 131	15 409	8%	184 131
Transfers and Subsidies - Capital		50 511	35 189	35 189	435	4 092	35 189	(31 097)	-88%	35 189
Interest		9 482	52 049	52 049	1 801	15 210	52 049	(36 839)	-71%	52 049
Dividends		–	–	–	–	–	–	–		–
Payments										
Suppliers and employees		(613 335)	(941 929)	(941 929)	(78 344)	(981 235)	(941 929)	39 306	-4%	(78 494)
Interest		–	–	–	–	–	–	–		–
Transfers and Subsidies		–	–	–	(420)	(9 206)	–	9 206	0%	–
NET CASH FROM/(USED) OPERATING ACTIVITIES		**315 789**	**97 347**	**105 722**	**28 490**	**31 010**	**105 722**	**74 712**	**71%**	**969 157**
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE		3 080	–	–	–	10 208	–	10 208	0%	–
Decrease (increase) in non-current receivables		–	–	–	–	–	–	–		–
Decrease (increase) in non-current investments		–	–	–	–	–	–	–		–
Payments										
Capital assets		(73 966)	(80 047)	(94 293)	(27 833)	(108 335)	94 293	202 628	215%	94 293
NET CASH FROM/(USED) INVESTING ACTIVITIES		**(70 885)**	**(80 047)**	**(94 293)**	**(27 833)**	**(98 128)**	**94 293**	**192 420**	**204%**	**94 293**
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		–	–	–	–	–	–	–		–
Borrowing long term/refinancing		–	–	–	–	25 000	–	25 000	0%	–
Increase (decrease) in consumer deposits		(65)	–	–	(11 755)	(12 794)	–	(12 794)	0%	–
Payments										
Repayment of borrowing		–	–	–	(3 109)	(6 218)	–	6 218	0%	–
NET CASH FROM/(USED) FINANCING ACTIVITIES		**(65)**	**–**	**–**	**(14 864)**	**5 988**	**–**	**(5 988)**	**0%**	**–**
NET INCREASE/ (DECREASE) IN CASH HELD		**244 839**	**17 300**	**11 430**	**(14 208)**	**(61 129)**	**200 015**			**1 063 450**
Cash/cash equivalents at beginning:		316 245	209 837	198 636		198 627	198 636			198 627
Cash/cash equivalents at month/year end:		561 084	227 137	210 066		137 498	398 651			1 262 077

WC022 Witzenberg - Supporting Table SC1 Material variance explanations -

Ref	Description R thousands	Variance	Reasons for material deviations	Remedial or corrective steps/remarks
1	Revenue			
	Service charges - Electricity	*(10,104)*	*Effect of Storm Damages*	
	Service charges - Water	*2,491*	*Immaterial Variance*	
	Service charges - Waste Water Management	*10,047*	*Recognition of Quarterly Industrial Effluent*	
	Service charges - Waste management	*1,758*	*Immaterial Variance*	
	Sale of Goods and Rendering of Services	*1,798*	*Immaterial Variance*	
	Agency services	*297*	*Immaterial Variance*	
	Interest	*(11)*	*Immaterial Variance*	
	Interest earned from Receivables	*(534)*	*Immaterial Variance*	
	Interest earned from Current and Non Current A	*(8,357)*	*Low interest rates as well reduction in available balance*	
	Dividends	*–*		
	Rent on Land	*(29)*	*Immaterial Variance*	
2	Non-Exchange Revenue			
	Property rates	*(3,501)*	*Supplementary Valuations*	
	Surcharges and Taxes	*(2,301)*	*Low Grant Capital Expenditure causing lower revennue recognition*	
	Fines, penalties and forfeits	*5,539*	*Conservative Budgeting and increase in fines*	
	Licence and permits	*(1,409)*	*Immaterial Variance*	
	Transfer and subsidies - Operational	*(21,883)*	*Accounting for Library as service charges & Housing Grants not received*	
	Interest	*808*	*Immaterial Variance*	
	Fuel Levy	*–*		
	Operational Revenue	*644*	*Immaterial Variance*	
	Gains on disposal of Assets	*–*		
	Other Gains	*–*		
	Discontinued Operations	*–*		
3	Expenditure by Type			
	Employee related costs	*(13,232)*	*Vacancies and awaiting final actuarial report to account for Post Employment Benefits*	
	Remuneration of councillors	*(724)*	*Immaterial Variance*	
	Bulk purchases - electricity	*(37,166)*	*Final Invoice for June to be accounted for*	
	Inventory consumed	*(1,323)*	*Immaterial Variance*	
	Debt impairment	*(46,891)*	*Pending the implemantation of Grap 104*	
	Depreciation and amortisation	*2,681*	*Incorrect Budgeting*	
	Interest	*(8,828)*	*Recognised at year end based on Actuarial Report*	
	Contracted services	*(11,076)*	*Electrical and Legal department Contracted services lower that budgeted*	
	Transfers and subsidies	*(2,914)*	*Contruction delays due to storm*	
	Irrecoverable debts written off	*130,648*	*Bad debt written off based on council approval*	
	Operational costs	*(7,185)*	*Insurance Pemiums lower that Budget*	
	Losses on Disposal of Assets	*–*		
	Other Losses	*–*		
4	Capital Expenditure			
	Total Capital Expenditure	*(7,225)*	*Majority of underspending relates to the construction of the Library, Sportgrounds Tulbagh, Water pipe replacement Nduli*	
5	Cash Flow			
6	Measureable performance			
7	Municipal Entities			

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

Description of financial indicator	Basis of calculation	Ref	2024/25	Budget Year 2025/26			
			Audited Outcome	Original Budget	Adjusted Budget	YearTD Actual	Full Year Forecast
Borrowing Management							
Capital Charges to Operating Expenditure	Interest & principal paid/Operating Expenditure		0,8%	4,4%	4,2%	3,6%	4,2%
Borrowed funding of 'own' capital expenditure	Borrowings/Capital expenditure excl. transfers and grants		9,4%	18,7%	15,6%	15,9%	15,6%
Safety of Capital							
Debt to Equity	Loans, Accounts Payable, Overdraft & Tax Provision/ Funds & Reserves		13,2%	15,4%	17,5%	4,7%	17,5%
Gearing	Long Term Borrowing/ Funds & Reserves		15,2%	206,7%	-32,0%	-52,9%	-32,0%
Liquidity							
Current Ratio	Current assets/current liabilities	1	239,0%	635,0%	214,0%	201,0%	214,0%
Liquidity Ratio	Monetary Assets/Current Liabilities		139,5%	476,2%	167,2%	100,5%	167,2%
Revenue Management							
Annual Debtors Collection Rate (Payment Level %)	Last 12 Mths Receipts/ Last 12 Mths Billing						
Outstanding Debtors to Revenue	Total Outstanding Debtors to Annual Revenue		14,7%	14,1%	13,0%	5,9%	13,0%
Longstanding Debtors Recovered	Debtors > 12 Mths Recovered/Total Debtors > 12 Months Old		0,0%	0,0%	0,0%	0,0%	0,0%
Creditors Management							
Creditors System Efficiency	% of Creditors Paid Within Terms (within MFMA s 65(e))						
Funding of Provisions							
Percentage Of Provisions Not Funded	Unfunded Provisions/Total Provisions						
Other Indicators							
Electricity Distribution Losses	% Volume (units purchased and generated less units sold)/units purchased and generated	2					
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%	30,4%	29,8%	30,4%
Repairs & Maintenance	R&M/Total Revenue - capital revenue		1,9%	2,6%	2,7%	2,5%	2,7%
Interest & Depreciation	I&D/Total Revenue - capital revenue		5,2%	4,6%	4,4%	3,9%	4,4%
IDP regulation financial viability indicators							
i. Debt coverage	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year)						
ii. O/S Service Debtors to Revenue	Total outstanding service debtors/annual revenue received for services						
iii. Cost coverage	(Available cash + Investments)/monthly fixed operational expenditure						

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

Description	NT Code	Budget Year 2025/26											
R thousands		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days	Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts i.t.o Council Policy
Debtors Age Analysis By Income Source													
Trade and Other Receivables from Exchange Transactions - Water	1200	8 830	1 616	1 621	1 624	1 545	6 910	7 592	35 594	65 333	53 266	–	–
Trade and Other Receivables from Exchange Transactions - Electricity	1300	25 906	2 172	724	654	536	540	3 447	9 297	43 276	14 474	–	–
Receivables from Non-exchange Transactions - Property Rates	1400	7 566	768	678	627	594	529	9 337	35 184	55 282	46 270	–	–
Receivables from Exchange Transactions - Waste Water Management	1500	6 274	1 516	1 144	1 104	1 076	1 078	5 979	25 612	43 782	34 849	–	–
Receivables from Exchange Transactions - Waste Management	1600	6 471	1 115	1 091	1 030	1 015	959	5 885	23 363	40 930	32 253	–	–
Receivables from Exchange Transactions - Property Rental Debtors	1700	191	16	15	14	13	15	77	483	824	602	–	–
Interest on Arrear Debtor Accounts	1810	1 337	131	152	186	217	607	2 661	47 444	52 734	51 114	–	–
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820	–	–	–	–	–	–	–	–	–	–	–	–
Other	1900	(7 469)	57	49	37	35	37	215	1 881	(5 157)	2 206	–	–
Total By Income Source	**2000**	**49 105**	**7 391**	**5 473**	**5 277**	**5 030**	**10 675**	**35 193**	**178 859**	**297 003**	**235 034**	**–**	**–**
2024/25 - totals only										–	**–**		
Debtors Age Analysis By Customer Group													
Organs of State	2200	2 790	1 310	424	442	388	392	2 189	9 935	17 870	13 345	–	–
Commercial	2300	21 259	1 524	644	584	553	6 317	7 936	32 385	71 201	47 774	–	–
Households	2400	24 851	4 452	4 295	4 154	3 988	3 843	24 006	130 157	199 747	166 148	–	–
Other	2500	205	105	109	97	101	124	1 063	6 382	8 186	7 767	–	–
Total By Customer Group	**2600**	**49 105**	**7 391**	**5 473**	**5 277**	**5 030**	**10 675**	**35 193**	**178 859**	**297 003**	**235 034**	**–**	**–**

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

Description R thousands	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	
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	13 054	52	–	–	–	–	–	–	**13 106**	–
Auditor General	0800	–	–	–	–	–	–	–	–	–	–
Other	0900	–	–	–	–	–	–	–	–	–	–
Medical Aid deductions	0950	–	–	–	–	–	–	–	–	–	–
Total By Customer Type	**1000**	**13 054**	**52**	**–**	**–**	**–**	**–**	**–**	**–**	**13 106**	**–**

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

Investments by maturity Name of institution & investment ID	Ref	Period of Investment	Type of Investment	Capital Guarantee (Yes/ No)	Variable or Fixed interest rate	Interest Rate [3]	Commission Paid (Rands)	Commission Recipient	Expiry date of investment	Opening balance	Interest to be realised	Partial / Premature Withdrawal (4)	Investment Top Up	Closing Balance
R thousands		Yrs/Months												
Municipality														
-		–								–	–		–	–
-		–								–	–		–	–
-		–								–	–		–	–
-		–								–	–		–	–
-		–								–	–		–	–
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-		–								–	–		–	–
-		–								–	–		–	–
-		–								–	–		–	–
Municipality sub-total										–	–		–	–
Entities														
-		–	–						–	–	–		–	–
-		–	–						–	–	–		–	–
-		–	–						–	–	–		–	–
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-		–	–						–	–	–		–	–
-		–	–						–	–	–		–	–
-		–	–						–	–	–		–	–
Entities sub-total										–	–		–	–
TOTAL INVESTMENTS AND INTEREST	2									–	–		–	–

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

Description R thousands	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
RECEIPTS:	1,2									
Operating Transfers and Grants										
National Government:		**150 282**	**160 619**	**160 619**	**–**	**159 586**	**160 619**	**(1 033)**	**-0,6%**	**160 619**
Operational Revenue:General Revenue:Equitable Share		145 706	156 647	156 647	–	155 614	156 647	(1 033)	-0,7%	156 647
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		1 559	2 272	2 272	–	2 272	2 272	–		2 272
Local Government Financial Management Grant [Schedule 5B]		1 600	1 700	1 700	–	1 700	1 700	–		1 700
Municipal Disaster Grant [Schedule 5B]		417	–	–	–	–	–	–		–
Municipal Infrastructure Grant [Schedule 5B]		1 000	–	–	–	–	–	–		–
Provincial Government:		**13 338**	**15 137**	**23 337**	**7 758**	**19 295**	**23 337**	**(4 042)**	**-17,3%**	**23 337**
OPEX PROV LIBRARY		–	11 048	11 048	–	11 048	11 048	–		11 048
OPEX PROV CDW		132	132	132	–	132	132	–		132
OPEX PROV THUSONG		–	150	150	150	150	150	–		150
OPEX PROV THUSONG		700	–	–	–	–	–	–		–
OPEX PROV MUN ACC AND CAP BUILDING		249	530	292	–	–	292	(292)	-100,0%	292
OPEX PROV RSEP		150	1 000	300	–	227	300	(73)	-24,3%	300
Specify (Add grant description)		250	–	–	–	–	–	–		–
OPEX PROV HOUSING IHHSDG		4 692	–	11 285	7 608	7 608	11 285	(3 677)	-32,6%	11 285
Specify (Add grant description)		–	2 147	–	–	–	–	–		–
Specify (Add grant description)		130	130	130	–	130	130	–		130
Specify (Add grant description)		7 035	–	–	–	–	–	–		–
District Municipality:		**36**	**–**	**175**	**75**	**75**	**175**	(100)	-57,1%	**175**
OPEX DISTRICT SAFETY PLAN		36	–	75	75	75	75	–		75
Specify (Add grant description)		–	–	100	–	–	100	(100)	-100,0%	100
Other grant providers:		**3 809**	**–**	**–**	**–**	**1 613**	**–**	1 613		**–**
Foreign Government and International Organisations		316	–	–	–	259	–	259		–
Private Enterprises		3 494	–	–	–	1 354	–	1 354		–
Total Operating Transfers and Grants	5	**167 466**	**175 756**	**184 131**	**7 833**	**180 568**	**184 131**	**(3 563)**	**-1,9%**	**184 131**
Capital Transfers and Grants										
National Government:		**46 290**	**30 770**	**30 770**	**–**	**29 370**	**30 770**	**(1 400)**	**-4,5%**	**30 770**
Municipal Infrastructure Grant [Schedule 5B]		24 595	26 770	26 770	–	26 770	26 770	–		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	–	2 600	4 000	(1 400)	-35,0%	4 000
Provincial Government:		**5 616**	**4 104**	**4 104**	**–**	**1 957**	**4 104**	(2 147)	-52,3%	**4 104**
CAPEX PROV FIRE		–	1 957	1 957	–	1 957	1 957	0	0,0%	1 957
Specify (Add grant description)		–	2 147	2 147	–	–	2 147	(2 147)	-100,0%	2 147
CAPEX PROV RSEP		257	–	–	–	–	–	–		–
CAPEX PROV MAIN ROADS		5 359	–	–	–	–	–	–		–
District Municipality:		**100**	**185**	**185**	**435**	**394**	**185**	209	112,9%	**185**
CAPEX DISTRICT		100	185	185	435	394	185	209	112,9%	185
Other grant providers:		**–**	**–**	**–**	**–**	**–**	**–**	–		**–**
Total Capital Transfers and Grants	5	**52 006**	**35 059**	**35 059**	**435**	**31 721**	**35 059**	**(3 338)**	**-9,5%**	**35 059**

Description R thousands	Ref	2024/25 Audited Outcome	Budget Year 2025/26 Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
TOTAL RECEIPTS OF TRANSFERS & GRANTS	5	219 472	210 815	219 190	8 267	212 290	219 190	(6 900)	-3,1%	219 190

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

Description R thousands	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
EXPENDITURE										
Operating expenditure of Transfers and Grants										
National Government:		**(141 672)**	**(160 486)**	**(160 486)**	**60**	**(152 231)**	**(160 486)**	**8 255**	**-5,1%**	**(160 486)**
Operational Revenue:General Revenue:Equitable Share		(145 706)	(156 647)	(156 647)	–	(155 614)	(156 647)	1 033	-0,7%	(156 647)
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		1 361	(2 272)	(2 272)	–	2 091	(2 272)	4 363	-192,0%	(2 272)
Local Government Financial Management Grant [Schedule 5B]		1 600	(1 567)	(1 567)	60	1 292	(1 567)	2 859	-182,4%	(1 567)
Municipal Disaster Grant [Schedule 5B]		76	–	–	–	–	–	–		–
Municipal Infrastructure Grant [Schedule 5B]		996	–	–	–	–	–	–		–
Provincial Government:		**14 106**	**(19 270)**	**(27 470)**	**42**	**7 414**	**(27 470)**	**34 884**	**-127,0%**	**(27 470)**
OPEX PROV LIBRARY		–	(11 048)	(11 048)	(4)	(4)	(11 048)	11 044	-100,0%	(11 048)
OPEX PROV CDW		64	(4 395)	(5 867)	17	87	(5 867)	5 954	-101,5%	(5 867)
OPEX PROV THUSONG		–	(130)	(130)	–	–	(130)	130	-100,0%	(130)
OPEX PROV THUSONG		290	(20)	(20)	–	–	(20)	20	-100,0%	(20)
OPEX PROV MUN ACC AND CAP BUILDING		443	(530)	(292)	–	–	(292)	292	-100,0%	(292)
OPEX PROV RSEP		–	(870)	(261)	28	28	(261)	289	-110,9%	(261)
Specify (Add grant description)		100	(130)	(39)	–	–	(39)	39	-100,0%	(39)
OPEX PROV HOUSING IHHSDG		4 988	–	(9 813)	–	7 302	(9 813)	17 115	-174,4%	(9 813)
Specify (Add grant description)		–	(2 147)	–	–	–	–	–		–
Specify (Add grant description)		130	–	–	–	–	–	–		–
Specify (Add grant description)		8 091	–	–	–	–	–	–		–
District Municipality:		**35**	**–**	**(100)**	**–**	**–**	**(100)**	100	-100,0%	**(100)**
OPEX DISTRICT SAFETY PLAN		35	–	–	–	–	–	–		–
Specify (Add grant description)		–	–	(100)	–	–	(100)	100	-100,0%	(100)
Other grant providers:		**26**	**(4 007)**	**(2 616)**	**300**	**300**	**(2 616)**	2 916	-111,5%	**(2 616)**
Foreign Government and International Organisations		–	(1 006)	(1 062)	300	300	(1 062)	1 362	-128,3%	(1 062)
Private Enterprises		26	(3 001)	(1 554)	–	–	(1 554)	1 554	-100,0%	(1 554)
Total operating expenditure of Transfers and Grants:		**(127 506)**	**(183 763)**	**(190 672)**	**402**	**(144 517)**	**(190 672)**	**46 154**	**-24,2%**	**(190 672)**
National Government:		**45 645**	**(26 770)**	**(26 770)**	**11 858**	**27 944**	**(26 770)**	**54 714**	**-204,4%**	**(26 770)**
Municipal Infrastructure Grant [Schedule 5B]		24 595	(26 770)	(26 770)	9 917	24 736	(26 770)	51 506	-192,4%	(26 770)
Water Services Infrastructure Grant [Schedule 5B]		14 999	–	–	–	–	–	–		–
Municipal Disaster Relief Grant		3 188	–	–	–	–	–	–		–
Provincial Government:		**257**	**(1 827)**	**(1 827)**	**948**	**1 702**	**(1 827)**	3 528	-193,2%	**(1 827)**
CAPEX PROV FIRE		–	(1 827)	(1 827)	948	1 702	(1 827)	3 528	-193,2%	(1 827)
CAPEX PROV RSEP		257	–	–	–	–	–	–		–
District Municipality:		**433**	**(185)**	**(185)**	**–**	**38**	**(185)**	223	-120,7%	**(185)**
CAPEX DISTRICT		433	(185)	(185)	–	38	(185)	223	-120,7%	(185)
Other grant providers:		**–**	**(1 939)**	**(1 939)**	**–**	**–**	**(1 939)**	1 939	-100,0%	**(1 939)**
Private Enterprises		–	(1 939)	(1 939)	–	–	(1 939)	1 939	-100,0%	(1 939)
Total capital expenditure of Transfers and Grants		**46 335**	**(30 721)**	**(30 721)**	**12 807**	**29 684**	**(30 721)**	**60 405**	**-196,6%**	**(30 721)**
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		**(81 171)**	**(214 483)**	**(221 392)**	**13 209**	**(114 833)**	**(221 392)**	**106 559**	**-48,1%**	**(221 392)**

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits -

Summary of Employee and Councillor remuneration R thousands	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
	1	A	B	C						D
Councillors (Political Office Bearers plus Other)										
Basic Salaries and Wages		9 415	10 442	10 442	772	9 433	10 442	(1 009)	-10%	10 442
Pension and UIF Contributions		1 367	1 493	1 493	118	1 392	1 493	(101)	-7%	1 493
Medical Aid Contributions		–	90	90	–	–	90	(90)	-100%	90
Motor Vehicle Allowance		541	–	–	62	688	–	688		–
Cellphone Allowance		993	1 203	1 203	82	991	1 203	(212)	-18%	1 203
Sub Total - Councillors		**12 315**	**13 228**	**13 228**	**1 034**	**12 504**	**13 228**	**(724)**	**-5%**	**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	666	7 652	5 525	2 127	39%	5 525
Pension and UIF Contributions		463	508	508	69	817	508	309	61%	508
Medical Aid Contributions		–	12	12	–	–	12	(12)	-100%	12
Performance Bonus		1 066	1 119	1 119	110	1 293	1 119	174	16%	1 119
Motor Vehicle Allowance		1 075	1 401	1 401	61	909	1 401	(493)	-35%	1 401
Cellphone Allowance		327	399	399	38	428	399	29	7%	399
Housing Allowances		–	72	72	–	–	72	(72)	-100%	72
Other benefits and allowances		1	77	77	–	–	77	(77)	-100%	77
Sub Total - Senior Managers of Municipality		**11 324**	**9 112**	**9 112**	**943**	**11 098**	**9 112**	**1 986**	**22%**	**9 112**
% increase	4		**-19,5%**	**-19,5%**						**-19,5%**
Other Municipal Staff										
Basic Salaries and Wages		154 471	171 223	167 935	14 366	166 420	167 935	(1 515)	-1%	167 935
Pension and UIF Contributions		24 741	30 291	30 294	2 262	26 979	30 294	(3 315)	-11%	30 294
Medical Aid Contributions		10 511	11 073	11 073	1 028	11 675	11 073	602	5%	11 073
Overtime		25 436	35 044	34 644	3 220	28 610	34 644	(6 034)	-17%	34 644
Performance Bonus		11 505	15 674	15 674	1 038	12 265	15 674	(3 409)	-22%	15 674
Motor Vehicle Allowance		7 716	8 903	8 903	698	8 139	8 903	(763)	-9%	8 903
Cellphone Allowance		795	1 121	1 121	76	906	1 121	(215)	-19%	1 121
Housing Allowances		1 718	1 329	1 329	99	1 199	1 329	(130)	-10%	1 329
Other benefits and allowances		7 322	8 647	8 507	661	8 023	8 507	(484)	-6%	8 507
Payments in lieu of leave		3 773	4 719	4 719	–	4 764	4 719	45	1%	4 719
Long service awards		1 078	–	0	200	2 179	0	2 179	#########	0
Post-retirement benefit obligations	2	9 464	12 224	12 224	819	10 045	12 224	(2 179)	-18%	12 224
Sub Total - Other Municipal Staff		**258 531**	**300 248**	**296 424**	**24 466**	**281 206**	**296 424**	**(15 218)**	**-5%**	**296 424**
% increase	4		**16,1%**	**14,7%**						**14,7%**
Total Parent Municipality		**282 170**	**322 589**	**318 764**	**26 443**	**304 808**	**318 764**	**(13 956)**	**-4%**	**318 764**
Unpaid salary, allowances & benefits in arrears:										
Board Members of Entities										
Sub Total - Executive members Board	2	–	–	–	–	–	–	–		–
% increase	4									
Senior Managers of Entities										
Sub Total - Senior Managers of Entities		–	–	–	–	–	–	–		–
% increase	4									
Other Staff of Entities										
Sub Total - Other Staff of Entities		–	–	–	–	–	–	–		–
% increase	4									
Total Municipal Entities		–	–	–	–	–	–	–		–
TOTAL SALARY, ALLOWANCES & BENEFITS		**282 170**	**322 589**	**318 764**	**26 443**	**304 808**	**318 764**	**(13 956)**	**-4%**	**318 764**
% increase	4		**14,3%**	**13,0%**						**13,0%**
TOTAL MANAGERS AND STAFF		**269 855**	**309 360**	**305 536**	**25 409**	**292 304**	**305 536**	**(13 232)**	**-4%**	**305 536**

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts -

Description	Ref	Budget Year 2025/26												2025/26 Medium Term Revenue & Expenditure Framework		
R thousands	1	July Outcome	August Budget	September Budget	October Budget	November Budget	December Budget	January Budget	February Budget	March Budget	April Budget	May Budget	June Budget	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
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	14 183	14 253	14 183	14 183	19 896	14 183	14 183	14 253	14 183	14 183	(28 820)	184 131	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**	**78 853**	**86 711**	**78 853**	**78 853**	**92 354**	**78 853**	**78 853**	**86 711**	**78 853**	**78 853**	**52 167**	**999 331**	**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**	**78 853**	**87 531**	**78 853**	**78 853**	**90 467**	**78 853**	**78 853**	**87 531**	**78 853**	**78 853**	**77 591**	**1 028 152**	**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**	**359**	**9 037**	**359**	**359**	**11 973**	**359**	**359**	**9 037**	**359**	**359**	**(6 638)**	**86 223**	**55 498**	**30 349**
Cash/cash equivalents at the month/year beginning:		–	60 298	60 658	69 694	70 054	70 413	82 387	82 746	83 106	92 142	92 502	92 861	–	86 223	141 721
Cash/cash equivalents at the month/year end:		60 298	60 658	69 694	70 054	70 413	82 387	82 746	83 106	92 142	92 502	92 861	86 223	86 223	141 721	172 070

WC022 Witzenberg - NOT REQUIRED - municipality does not have entities or this is the parent municipality's budget -

Description	Ref	2024/25	Budget Year 2025/26							
R thousands	1	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Revenue										
Exchange Revenue										

WC022 Witzenberg - NOT REQUIRED - municipality does not have entities or this is the parent municipality's budget -

Description	Ref	2024/25	Budget Year 2025/26							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Revenue By Municipal Entity										
Insert name of municipal entity		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
		–	–	–	–	–	–	–		–
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 -

Month	2024/25	Budget Year 2025/26							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	% spend of Original Budget
Monthly expenditure performance trend									
July	742	477	5 737	552	552	5 737	5 184	90,4%	1%
August	346	477	5 737	1 599	2 151	11 473	9 322	81,2%	3%
September	5 004	13 040	10 335	1 590	3 741	21 808	18 067	82,8%	5%
October	5 140	477	5 737	13 636	17 377	27 545	10 168	36,9%	22%
November	7 521	477	5 737	7 925	25 302	33 281	7 979	24,0%	32%
December	2 984	13 270	18 486	9 729	35 031	51 768	16 737	32,3%	44%
January	1 853	477	5 737	1 428	36 459	57 505	21 045	36,6%	46%
February	6 926	477	5 737	2 859	39 318	63 241	23 923	37,8%	49%
March	5 388	13 040	10 335	17 225	56 543	73 576	17 033	23,1%	71%
April	5 393	477	5 737	3 842	60 386	79 313	18 927	23,9%	75%
May	14 248	477	5 737	7 037	67 423	85 049	17 626	20,7%	84%
June	27 329	36 878	19 473	29 874	97 297	104 523	7 225	6,9%	122%
Total Capital expenditure	**82 874**	**80 047**	**104 523**	**97 297**					

WC022 Witzenberg - Supporting Table SC13a Monthly Budget Statement - capital expenditure on new assets by asset class -

Description	Ref	2024/25	Budget Year 2025/26							
R thousands	1	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Capital expenditure on new assets by Asset Class/Sub-class										
Infrastructure		**30 002**	**11 863**	**12 687**	**3 563**	**12 666**	**12 687**	(21)	**-0,2%**	**12 687**
Roads Infrastructure		–	4 750	4 374	160	4 354	4 374	(20)	**-0,5%**	4 374
Road Structures		–	4 750	4 374	160	4 354	4 374	(20)	**-0,5%**	4 374
Storm water Infrastructure		–	–	–	–	–	–	–		–
Electrical Infrastructure		–	–	–	–	–	–	–		–
Water Supply Infrastructure		23 834	6 613	8 033	3 123	8 033	8 033	(0)	**0,0%**	8 033
Boreholes		223	–	–	–	–	–	–		–
Reservoirs		–	5 189	6 591	2 923	6 591	6 591	(0)	**0,0%**	6 591
Bulk Mains		23 610	1 424	1 442	200	1 442	1 442	(0)	**0,0%**	1 442
Sanitation Infrastructure		162	500	280	280	280	280	(0)	**0,0%**	280
Reticulation		–	–	111	111	111	111	(0)	**0,0%**	111
Toilet Facilities		162	500	169	169	169	169	(0)	**0,0%**	169
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**	**4 434**	**2 548**	**3 761**	**4 434**	**(673)**	**-15,2%**	**4 434**
Community Facilities		680	12 050	3 889	2 078	3 268	3 889	(621)	**-16,0%**	3 889
Libraries		680	11 665	2 598	1 636	2 009	2 598	(589)	-22,7%	2 598
Parks		–	200	1 106	441	1 079	1 106	(26)	-2,4%	1 106
Markets		–	185	185	–	179	185	(6)	-3,2%	185
Sport and Recreation Facilities		–	200	545	470	493	545	(52)	**-9,6%**	545
Outdoor Facilities		–	200	545	470	493	545	(52)	-9,6%	545
Heritage assets		–	–	–	–	–	–	–		–
Investment properties		**–**	**–**	**–**	**–**	**–**	**–**	–		**–**
Revenue Generating		–	–	–	–	–	–	–		–
Non-revenue Generating		–	–	–	–	–	–	–		–
Other assets		**–**	**–**	**2 858**	**–**	**2 858**	**2 858**	**(0)**	**0,0%**	**2 858**
Operational Buildings		–	–	2 858	–	2 858	2 858	(0)	**0,0%**	2 858
Municipal Offices		–	–	2 858	–	2 858	2 858	(0)	0,0%	2 858
Housing		–	–	–	–	–	–	–		–
Biological or Cultivated Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Intangible Assets		**248**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Licences and Rights		248	–	–	–	–	–	–		–
Computer Software and Applications		248	–	–	–	–	–	–		–
Computer Equipment		**675**	**330**	**1 197**	**345**	**885**	**1 197**	**(312)**	-26,1%	**1 197**
Computer Equipment		675	330	1 197	345	885	1 197	(312)	-26,1%	1 197
Furniture and Office Equipment		**575**	**1 064**	**1 833**	**1 054**	**1 542**	**1 833**	**(291)**	-15,9%	**1 833**
Furniture and Office Equipment		575	1 064	1 833	1 054	1 542	1 833	(291)	-15,9%	1 833
Machinery and Equipment		**1 270**	**3 230**	**3 928**	**2 082**	**3 645**	**3 928**	**(283)**	-7,2%	**3 928**
Machinery and Equipment		1 270	3 230	3 928	2 082	3 645	3 928	(283)	-7,2%	3 928
Transport Assets		**6 337**	**1 600**	**7 685**	**1 443**	**7 650**	**7 685**	**(35)**	-0,5%	**7 685**
Transport Assets		6 337	1 600	7 685	1 443	7 650	7 685	(35)	-0,5%	7 685
Land		**–**	**–**	**7 000**	**7 000**	**7 000**	**7 000**	**–**		**7 000**
Land		–	–	7 000	7 000	7 000	7 000	–		7 000
Zoo's, Marine and Non-biological Animals		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Living resources		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Mature		–	–	–	–	–	–	–		–
Immature		–	–	–	–	–	–	–		–
Total Capital Expenditure on new assets	1	**39 787**	**30 336**	**41 621**	**18 035**	**40 006**	**41 621**	**1 615**	**3,9%**	**41 621**

WC022 Witzenberg - Supporting Table SC13b Monthly Budget Statement - capital expenditure on renewal of existing assets by asset class -

Description	Ref	2024/25	Budget Year 2025/26							
R thousands	1	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Capital expenditure on renewal of existing assets by Asset Class/Sub-class										
Infrastructure		**18 324**	**9 300**	**16 289**	**1 455**	**15 632**	**16 289**	(657)	**-4,0%**	**16 289**
Roads Infrastructure		10 928	6 000	11 090	149	11 073	11 090	(17)	**-0,2%**	11 090
Roads		10 928	6 000	11 090	149	11 073	11 090	(17)	**-0,2%**	11 090
Storm water Infrastructure		2 772	–	–	–	–	–	–		–
Storm water Conveyance		2 772	–	–	–	–	–	–		–
Electrical Infrastructure		499	1 000	961	594	960	961	(1)	**-0,1%**	961
MV Networks		499	1 000	961	594	960	961	(1)	**-0,1%**	961
Water Supply Infrastructure		2 223	1 000	2 431	149	1 794	2 431	(638)	**-26,2%**	2 431
Distribution		2 223	1 000	2 431	149	1 794	2 431	(638)	**-26,2%**	2 431
Sanitation Infrastructure		1 902	1 300	1 807	562	1 806	1 807	(1)	**-0,1%**	1 807
Reticulation		328	1 100	1 807	562	1 806	1 807	(1)	**-0,1%**	1 807
Waste Water Treatment Works		1 574	200	–	–	–	–	–		–
Solid Waste Infrastructure		–	–	–	–	–	–	–		–
Rail Infrastructure		–	–	–	–	–	–	–		–
Coastal Infrastructure		–	–	–	–	–	–	–		–
Information and Communication Infrastructure		–	–	–	–	–	–	–		–
Community Assets		**149**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Community Facilities		–	–	–	–	–	–	–		–
Sport and Recreation Facilities		149	–	–	–	–	–	–		–
Outdoor Facilities		149	–	–	–	–	–	–		–
Heritage assets		–	–	–	–	–	–	–		–
								–		
Investment properties		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Revenue Generating		–	–	–	–	–	–	–		–
Non-revenue Generating		–	–	–	–	–	–	–		–
Other assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Operational Buildings		–	–	–	–	–	–	–		–
Housing		–	–	–	–	–	–	–		–
Biological or Cultivated Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Intangible Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Licences and Rights		–	–	–	–	–	–	–		–
Computer Equipment		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Furniture and Office Equipment		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Machinery and Equipment		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Transport Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Land		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Zoo's, Marine and Non-biological Animals		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Living resources		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Mature		–	–	–	–	–	–	–		–
Immature		–	–	–	–	–	–	–		–
Total Capital Expenditure on renewal of existing assets	1	**18 473**	**9 300**	**16 289**	**1 455**	**15 632**	**16 289**	**657**	**4,0%**	**16 289**

WC022 Witzenberg - Supporting Table SC13c Monthly Budget Statement - expenditure on repairs and maintenance by asset class -

Description	Ref	2024/25	Budget Year 2025/26							
R thousands	1	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Repairs and maintenance expenditure by Asset Class/Sub-class										
Infrastructure		**12 035**	**17 361**	**21 308**	**6 878**	**19 469**	**21 308**	(1 840)	**-8,6%**	**21 308**
Roads Infrastructure		4 562	7 181	8 054	1 839	7 191	8 054	(863)	**-10,7%**	8 054
Roads		3 302	5 974	6 770	1 750	5 912	6 770	(858)	**-12,7%**	6 770
Road Furniture		1 260	1 207	1 284	89	1 279	1 284	(5)	**-0,4%**	1 284
Storm water Infrastructure		47	204	76	7	55	76	(21)	**-27,4%**	76
Storm water Conveyance		47	204	76	7	55	76	(21)	**-27,4%**	76
Electrical Infrastructure		792	2 390	2 135	647	1 409	2 135	(726)	**-34,0%**	2 135
MV Substations		117	1 045	940	397	676	940	(264)	**-28,1%**	940
MV Networks		142	747	597	–	153	597	(444)	**-74,4%**	597
LV Networks		533	598	598	250	580	598	(19)	**-3,1%**	598
Water Supply Infrastructure		3 588	2 856	2 796	1 858	2 759	2 796	(37)	**-1,3%**	2 796
Dams and Weirs		458	1 832	912	267	878	912	(33)	**-3,7%**	912
Boreholes		133	313	189	67	187	189	(2)	**-0,9%**	189
Pump Stations		58	62	0	–	–	0	(0)	**-100,0%**	0
Water Treatment Works		118	124	15	–	15	15	–		15
Bulk Mains		299	105	26	–	25	26	(1)	**-2,0%**	26
Distribution		2 522	420	1 655	1 525	1 653	1 655	(2)	**-0,1%**	1 655
Sanitation Infrastructure		3 047	4 730	8 247	2 526	8 055	8 247	(192)	**-2,3%**	8 247
Reticulation		1 592	2 592	3 775	359	3 713	3 775	(62)	**-1,7%**	3 775
Waste Water Treatment Works		1 342	2 004	4 375	2 154	4 248	4 375	(127)	**-2,9%**	4 375
Toilet Facilities		113	134	97	13	94	97	(3)	**-2,8%**	97
Solid Waste Infrastructure		–	–	–	–	–	–	–		–
Rail Infrastructure		–	–	–	–	–	–	–		–
Coastal Infrastructure		–	–	–	–	–	–	–		–
Information and Communication Infrastructure		–	–	–	–	–	–	–		–
Community Assets		**886**	**2 027**	**728**	**134**	**656**	**728**	**(71)**	**-9,8%**	**728**
Community Facilities		725	1 715	535	79	491	535	(44)	**-8,2%**	535
Halls		341	1 250	86	5	74	86	(12)	-13,6%	86
Crèches		105	158	158	26	139	158	(19)	-12,2%	158
Libraries		32	33	33	23	27	33	(6)	-17,6%	33
Cemeteries/Crematoria		119	132	119	16	117	119	(2)	-1,9%	119
Public Ablution Facilities		(2)	1	1	–	–	1	(1)	-100,0%	1
Markets		131	141	138	9	134	138	(4)	-2,8%	138
Sport and Recreation Facilities		160	312	192	55	165	192	(27)	**-14,1%**	192
Indoor Facilities		77	83	83	–	82	83	(1)	-1,3%	83
Outdoor Facilities		83	229	109	55	83	109	(26)	-23,9%	109
Heritage assets		–	–	–	–	–	–	–		–
								–		
Investment properties		**–**	**–**	**–**	**–**	**–**	**–**	–		**–**
Revenue Generating		–	–	–	–	–	–	–		–
Non-revenue Generating		–	–	–	–	–	–	–		–
Other assets		**657**	**832**	**767**	**168**	**686**	**767**	**(81)**	**-10,5%**	**767**
Operational Buildings		344	557	372	68	317	372	(55)	**-14,7%**	372
Municipal Offices		344	557	372	68	317	372	(55)	-14,7%	372
Housing		313	275	395	99	369	395	(26)	**-6,6%**	395
Social Housing		313	275	395	99	369	395	(26)	-6,6%	395
Biological or Cultivated Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Intangible Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Licences and Rights		–	–	–	–	–	–	–		–
Computer Equipment		**146**	**176**	**159**	**38**	**116**	**159**	**(43)**	-27,1%	**159**
Computer Equipment		146	176	159	38	116	159	(43)	-27,1%	159
Furniture and Office Equipment		**5**	**24**	**–**	**–**	**–**	**–**	**–**		**–**
Furniture and Office Equipment		5	24	–	–	–	–	–		–
Machinery and Equipment		**81**	**330**	**71**	**–**	**61**	**71**	**(10)**	-13,6%	**71**
Machinery and Equipment		81	330	71	–	61	71	(10)	-13,6%	71
Transport Assets		**3 290**	**5 028**	**4 119**	**470**	**3 821**	**4 119**	**(297)**	-7,2%	**4 119**
Transport Assets		3 290	5 028	4 119	470	3 821	4 119	(297)	-7,2%	4 119
Land		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Zoo's, Marine and Non-biological Animals		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Living resources		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Mature		–	–	–	–	–	–	–		–
Immature		–	–	–	–	–	–	–		–
Total Repairs and Maintenance Expenditure	1	**17 099**	**25 778**	**27 151**	**7 688**	**24 810**	**27 151**	**2 342**	**8,6%**	**27 151**

WC022 Witzenberg - Supporting Table SC13d Monthly Budget Statement - depreciation by asset class -

Description	Ref	2024/25	Budget Year 2025/26							
R thousands	1	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Depreciation by Asset Class/Sub-class										
Infrastructure		**25 007**	**22 416**	**22 416**	**12 926**	**26 124**	**22 416**	3 708	**16,5%**	**22 416**
Roads Infrastructure		7 021	586	586	3 921	7 907	586	7 321	**1249,6%**	586
Roads		7 021	586	586	3 921	7 907	586	7 321	**1249,6%**	586
Storm water Infrastructure		2 546	532	532	1 290	2 601	532	2 069	**388,8%**	532
Drainage Collection		2 546	532	532	1 290	2 601	532	2 069	**388,8%**	532
Electrical Infrastructure		3 957	996	996	1 944	3 921	996	2 925	**293,7%**	996
MV Networks		3 553	498	498	1 748	3 526	498	3 028	**608,0%**	498
LV Networks		404	498	498	196	395	498	(103)	**-20,6%**	498
Water Supply Infrastructure		6 256	1 582	1 582	2 993	6 070	1 582	4 488	**283,6%**	1 582
Boreholes		68	–	–	36	73	–	73		–
Reservoirs		977	427	427	472	965	427	537	**125,8%**	427
Pump Stations		485	–	–	214	453	–	453		–
Distribution		4 726	1 155	1 155	2 271	4 580	1 155	3 425	**296,5%**	1 155
Sanitation Infrastructure		4 506	2 625	2 625	2 626	5 309	2 625	2 684	**102,2%**	2 625
Pump Station		29	105	105	61	122	105	17	**16,2%**	105
Reticulation		155	1 260	1 260	68	136	1 260	(1 124)	**-89,2%**	1 260
Waste Water Treatment Works		4 323	1 260	1 260	2 497	5 051	1 260	3 791	**300,8%**	1 260
Solid Waste Infrastructure		528	16 094	16 094	89	179	16 094	(15 916)	**-98,9%**	16 094
Landfill Sites		352	15 750	15 750	–	–	15 750	(15 750)	**-100,0%**	15 750
Waste Drop-off Points		177	344	344	89	179	344	(166)	**-48,1%**	344
Rail Infrastructure		–	–	–	–	–	–	–		–
Coastal Infrastructure		–	–	–	–	–	–	–		–
Information and Communication Infrastructure		193	–	–	63	137	–	137		–
Data Centres		143	–	–	63	137	–	137		–
Capital Spares		50	–	–	–	–	–	–		–
Community Assets		**4 502**	**1 937**	**1 937**	**1 583**	**3 193**	**1 937**	**1 256**	**64,8%**	**1 937**
Community Facilities		2 490	417	417	569	1 147	417	729	**174,8%**	417
Centres		287	–	–	142	287	–	287		–
Fire/Ambulance Stations		12	–	–	9	19	–	19		–
Libraries		199	404	404	98	198	404	(206)	-51,1%	404
Cemeteries/Crematoria		5	13	13	3	5	13	(8)	-59,5%	13
Public Open Space		7	–	–	3	7	–	7		–
Public Ablution Facilities		1 895	–	–	271	547	–	547		–
Markets		83	–	–	41	83	–	83		–
Airports		1	–	–	1	1	–	1		–
Sport and Recreation Facilities		2 012	1 520	1 520	1 015	2 046	1 520	526	**34,6%**	1 520
Outdoor Facilities		2 012	1 520	1 520	1 015	2 046	1 520	526	34,6%	1 520
Heritage assets		–	–	–	–	–	–	–		–
								–		
Investment properties		**410**	**195**	**195**	**203**	**410**	**195**	215	110,5%	**195**
Revenue Generating		–	–	–	–	–	–	–		–
Non-revenue Generating		410	195	195	203	410	195	215	**110,5%**	195
Improved Property		410	195	195	203	410	195	215	110,5%	195
Other assets		**3 008**	**–**	**–**	**897**	**1 809**	**–**	**1 809**		**–**
Operational Buildings		3 008	–	–	897	1 809	–	1 809		–
Municipal Offices		2 963	–	–	873	1 760	–	1 760		–
Workshops		45	–	–	24	49	–	49		–
Housing		–	–	–	–	–	–	–		–
Biological or Cultivated Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Intangible Assets		**–**	**90**	**90**	**–**	**–**	**90**	**(90)**	-100,0%	**90**
Licences and Rights		–	90	90	–	–	90	(90)	**-100,0%**	90
Computer Software and Applications		–	90	90	–	–	90	(90)	-100,0%	90
Computer Equipment		**783**	**2 428**	**2 428**	**258**	**543**	**2 428**	**(1 885)**	-77,6%	**2 428**
Computer Equipment		783	2 428	2 428	258	543	2 428	(1 885)	-77,6%	2 428
Furniture and Office Equipment		**937**	**602**	**602**	**196**	**398**	**602**	**(204)**	-33,9%	**602**
Furniture and Office Equipment		937	602	602	196	398	602	(204)	-33,9%	602
Machinery and Equipment		**2 432**	**1 397**	**1 397**	**910**	**1 884**	**1 397**	**486**	34,8%	**1 397**
Machinery and Equipment		2 432	1 397	1 397	910	1 884	1 397	486	34,8%	1 397
Transport Assets		**2 366**	**5 025**	**5 025**	**1 194**	**2 411**	**5 025**	**(2 614)**	-52,0%	**5 025**
Transport Assets		2 366	5 025	5 025	1 194	2 411	5 025	(2 614)	-52,0%	5 025
Land		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Zoo's, Marine and Non-biological Animals		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Living resources		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Mature		–	–	–	–	–	–	–		–
Immature		–	–	–	–	–	–	–		–
Total Depreciation	1	**39 446**	**34 090**	**34 090**	**18 168**	**36 771**	**34 090**	**(2 681)**	**-7,9%**	**34 090**

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									

WC022 Witzenberg - Supporting Table SC13e Monthly Budget Statement - capital expenditure on upgrading of existing assets by asset class -

Description	Ref	2024/25	Budget Year 2025/26							
R thousands	1	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Capital expenditure on upgrading of existing assets by Asset Class/Sub-class										
Infrastructure		**23 878**	**33 787**	**38 796**	**5 855**	**35 961**	**38 796**	(2 835)	**-7,3%**	**38 796**
Roads Infrastructure		433	5 000	7 812	–	7 812	7 812	(0)	**0,0%**	7 812
Roads		–	5 000	7 812	–	7 812	7 812	(0)	**0,0%**	7 812
Road Structures		433	–	–	–	–	–	–		–
Storm water Infrastructure		–	–	–	–	–	–	–		–
Electrical Infrastructure		10 037	23 318	24 722	2 835	23 361	24 722	(1 361)	**-5,5%**	24 722
HV Substations		5 421	15 000	16 453	(425)	15 719	16 453	(734)	**-4,5%**	16 453
MV Substations		805	1 630	1 630	336	1 629	1 630	(1)	**0,0%**	1 630
MV Networks		639	2 500	2 455	486	2 455	2 455	(0)	**0,0%**	2 455
LV Networks		3 172	4 188	4 184	2 438	3 558	4 184	(626)	**-15,0%**	4 184
Water Supply Infrastructure		365	5 269	5 345	2 691	3 871	5 345	(1 474)	**-27,6%**	5 345
Water Treatment Works		–	500	2 097	1 790	1 790	2 097	(307)	**-14,6%**	2 097
Distribution		365	4 769	3 248	901	2 081	3 248	(1 167)	**-35,9%**	3 248
Sanitation Infrastructure		13 042	200	918	328	918	918	(0)	**0,0%**	918
Waste Water Treatment Works		13 042	200	918	328	918	918	(0)	**0,0%**	918
Solid Waste Infrastructure		–	–	–	–	–	–	–		–
Rail Infrastructure		–	–	–	–	–	–	–		–
Coastal Infrastructure		–	–	–	–	–	–	–		–
Information and Communication Infrastructure		–	–	–	–	–	–	–		–
Community Assets		**216**	**5 934**	**6 981**	**4 505**	**5 450**	**6 981**	**(1 531)**	**-21,9%**	**6 981**
Community Facilities		–	100	–	–	–	–	–		–
Cemeteries/Crematoria		–	100	–	–	–	–	–		–
Sport and Recreation Facilities		216	5 834	6 981	4 505	5 450	6 981	(1 531)	**-21,9%**	6 981
Outdoor Facilities		216	5 834	6 981	4 505	5 450	6 981	(1 531)	-21,9%	6 981
Heritage assets		–	–	–	–	–	–	–		–
								–		
Investment properties		**–**	**–**	**–**	**–**	**–**	**–**	–		**–**
Revenue Generating		–	–	–	–	–	–	–		–
Non-revenue Generating		–	–	–	–	–	–	–		–
Other assets		**519**	**600**	**797**	**5**	**211**	**797**	**(586)**	**-73,5%**	**797**
Operational Buildings		519	600	797	5	211	797	(586)	**-73,5%**	797
Municipal Offices		237	300	497	5	211	497	(286)	-57,5%	497
Workshops		282	300	300	–	–	300	(300)	-100,0%	300
Housing		–	–	–	–	–	–	–		–
Biological or Cultivated Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Intangible Assets		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Licences and Rights		–	–	–	–	–	–	–		–
Computer Equipment		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Furniture and Office Equipment		**–**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
Machinery and Equipment		**–**	**90**	**38**	**19**	**36**	**38**	**(2)**	-4,1%	**38**
Machinery and Equipment		–	90	38	19	36	38	(2)	-4,1%	38
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**	**46 613**	**10 384**	**41 659**	**46 613**	**4 954**	**10,6%**	**46 613**

3.2 SUPPLY CHAIN MANAGEMENT

3.2.1 Demand and Acquisition

3.2.1.1 Advertisement stage

The following formal written price quotations are currently in the advertisement stage:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
	None	

The following competitive bids are currently in the advertisement stage:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/23/100	Hygiene Services For Witzenberg Municipality	03-Jul-2026
08/2/23/105	Monitoring Of Drinking Water Quality In The Witzenberg Area	03-Jul-2026
08/2/23/106	Monitoring, Quality Control and Process Advisory Services At Watercare Plants In The Witzenberg Area	03-Jul-2026
08/2/23/110	Appointment Of Panel For The Rendering Of Professional Legal Services Until 30 June 2029	03-Jul-2026
08/2/23/103	Supply, Printing And Email Of Municipal Accounts For A Period Ending 30 June 2029	17-Jul-2026

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:

The following competitive bids are currently in the evaluation stage:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/22/44	Professional Services for Witzenberg Municipality	16-May-2025	13-Aug-2025 BEC: 29-Oct-2025 17-Dec-2025 26 March 2026 15 Apr 2026 25 June 2026	E Lintnaar
08/2/23/54	Clearing Of Alien Vegetation In Witzenberg Municipal	02-Apr-2026	08-Apr-2026 BEC: 27-05-2026 Referred back	H Truter
08/2/23/74	Appointment of an experienced service provider to read meters remotely, via automated meter reading (AMR) system	09-Apr-2026	03 June 2026 BEC 25 June 2026	V Dyusha
08/2/23/75	Printing, Supply And Delivery Of A Corporate Newsletter To Witzenberg Municipality For 36 Months	17-Apr-2026	04 June 2026	R Hendricks
08/2/23/76	Supply, Installation And Management Of A Standard Transfer Specification (STS) Certification To Edition 2	17-Apr-2026	20-May-2026 24 June 2026 BEC: 11 June 2026	C Stevens
08/2/23/71	Supply, Delivery And Fitment Of Vehicle Batteries And Rendering Of Auto Electrical Repairs And Services	30-Apr-2026	Awaiting	O Gatyene
08/2/23/88	Provision Of Legal Services For The Transfer Of Gap Erven In Tulbagh	22-May-2026	25 June 2026	C Mackenzie
08/2/23/81	Rendering Of Legal Services For The Transfer Of Municipal Rental Houses In Witzenberg Municipal Area	22-May-2026	22 June 2026	C Mackenzie
08/2/23/83	Facilitation Of Business Mentorship Programme	22-May-2026	02 June 2026	R Fick
08/2/23/94	Occupational Health And Safety Services For Resealing Of Existing Streets In Witzenberg Municipal Area	19-Jun-2026	Awaiting	E Lintnaar
08/2/23/95	Supply And Delivery Of 1(One) Trailer Mounted Standard Upright Hydraulic Powered Bucket Winch Machine And 1(One) Trailer Mounted Conveyor Chute Truck Loader Hydraulic Powered Bucket Winch Machine With Accessories And Buckets	05-Jun-2026	Awaiting	E Lintnaar
08/2/23/101	Provision Of Online Electronic Cipc (Companies And Intellectual Property Commission) And Credit Search Services	19-Jun-2026	25-June-2026	M Frieslaar

The following formal written price quotations are currently in the evaluation stage:

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/23/65	Facilitation Of Health And Safety Training For Municipal Officials	20-Mar-2026	25-Mar-2026 27-May-2026	D Cloete
08/2/23/60	Supply, Delivery And Installation Of Building & Road Signage	29-Apr-2026	04 June 2026	R Hendricks
08/2/23/93	Supply And Delivery Of Building Material For Municipal Building (Rental House), Ceres.	08-May-2026	Awaiting	C Mackenzie
08/2/23/97	Supply And Delivery Of 1000l Fuel Trailer	23-Apr-2026	Awaiting	O Gatyene
08/2/23/99	Supply, Delivery And Installation Of Building Materials And Associated Labour For Maintenance And Upgrading Works At The Witzenville Community Hall, Tulbagh	19-Jun-2026	24 June 2026	R Hendricks
08/2/23/98	Engine Repairs To Nissan Ud90 (Fe6t 12 Valve), Including The Recovery / Tow In Of The Refuse Compactor Truck From Ceres To Bidder's Workshop	05-Jun-2026	12 June 2026	O Gatyene
08/2/23/107	Repair, Installation, And Commissioning Of The Main Hydraulic Lift Cylinders Of Skip Truck (Readvertisement)	05-Jun-2026	08 June 2026	O Gatyene
08/2/23/115	Renewal Of Various Fortinet Licenses	29-Jun-2026	Awaiting	R Rhode

3.2.1.3 Adjudication stage

The following competitive bids are currently in the adjudication stage:

3.2.1.3 Toekenningsfase:

Die volgende mededingende tenders is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
None				

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 June 2026:

3.2.1.4 Tenders toegeken

Die volgende tenders was toegeken deur die Tender Toekenningskomitee gedurende Junie 2026:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Estimated Value (incl. VAT)
08/2/23/45	01 June 2026	PHDS Direct CC	Supply, Installation And Commissioning Of A Digital Recording And Discussion System For Wm Chambers	Bidder scored Highest Total Points	R788 265,78
08/2/23/68	01 June 2026	Baie Bargains T/A Carl Stassen Auctioneers	Appointment Of An Auctioneer	Only Responsive Bidder	R289 800,00

08/2/23/87	01 June 2026	African Technical Innovation	Leasing Of Office Space To Witzenberg Municipality In Ceres For Credit Control	Only Responsive Bidder	R1 180 836,00
08/2/23/69	08 June 2026	Gabriel & Michael Marketing	Supply, Delivery And Offloading Of Non-Perishable Food	Only Responsive Bidder	R600 000,00
08/2/23/23	22 June 2026	Rustic Living Trading 155 (PTY) Ltd	Supply And Delivery Of Zero Turn Ride On Mower	Bidder scored Highest Total Points	R745 200,00
08/2/23/70	22 June 2026	Ramm Systems t/a Ram Technologies	Supply, Installation And Monitoring Of Vehicle Tracking System	Bidder scored Highest Total Points	R1 000 000,00
08/2/23/108	22 June 2026	Price Water House Coopers Inc	Supply, Customization, Delivery And Implementation Of An ECL (Expected Credit Loss) Model In Terms Of Grap 104 For The Financial Years Ending 30 June 2026 And 30 June 2027	Only Responsive Bidder	R1 146 343,00

The following bids were awarded by the Accounting Officer during the month of June 2026:	Die volgende tenders was toegeken deur die Rekenpligtige Beampte gedurende Junie 2026:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Estimated Value (incl. VAT)
RT57/2022	01 June 2026	Key Spirit Trading 218 CC	Supply And Delivery Of Sedan, Light And Heavy Commercial Vehicles, Busses, Motor Cycles, Agricultural Tractors, Construction Plant And Equipment To The State: Period: 1 July 2023 To 30 June 2026 (UD TRUCKS Quester CWE 330 – Heil 5000 E44)	SCM Regulation 32	R 3 499 330.01
RT57/2022	01 June 2026	Key Spirit Trading 218 CC	Supply And Delivery Of Sedan, Light And Heavy Commercial Vehicles, Busses, Motor Cycles, Agricultural Tractors, Construction Plant And Equipment To The State: Period: 1 July 2023 To 30 June 2026 (E44 - CWE 330 FC SR ATM, 6x4 (Compactor)-Retarder)	SCM Regulation 32	R 2 900 505.01
RT57/2022	08 June 2026	Hyundai Automotive South Africa (PTY) Ltd	Supply And Delivery Of Sedan, Light And Heavy Commercial Vehicles, Busses, Motor Cycles, Agricultural Tractors, Construction Plant And Equipment To The State: Period: 1 July 2023 To 30 June 2026 (E44 - CWE 330 FC SR ATM, 6x4 BAKKIE 2.6 EURO II DECK A/C)	SCM Regulation 32	R 979 547.82
RT57/2022	08 June 2026	Hyundai Automotive South Africa (PTY) Ltd	Supply And Delivery Of Sedan, Light And Heavy Commercial Vehicles, Busses, Motor Cycles, Agricultural Tractors, Construction Plant And Equipment To The State: Period: 1 July 2023 To 30 June 2026 (BAKKIE 2.6 EURO II DECK TIPPER)	SCM Regulation 32	R 487 277.97

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/22/02	22 June 2026	Maintenance Of Water Meters In The Witzenberg Area, Construction Of Meter Boxes (New And Repair Vandalised)	Cancelled in terms of (s) 67 (1)d as there is a material irregularity in the tender process.
08/2/22/09	22 June 2026	Supply, Upgrade And Replacement Of Sewer Networks In The Witzenberg Area	Cancelled in terms of S67(1)(b) funds are no longer available to cover the total envisaged expenditure.
08/2/23/12	22 June 2026	Facilitation Of Municipal Annual Assessment For Staff	Cancelled in terms if s67(1) c of the Supply Chain Management Policy, due to no acceptable bids received (bid price not market related and therefore not acceptable).
08/2/23/57	22 June 2026	Maintenance Of Various Cemeteries (Graveyards) In Wm Area	S67(1)(c) no acceptable tender is received (Pricing not market related).
08/2/23/62	22 June 2026	Supply, Delivery And Installation Of Vinyl Flooring At Pine Forest Sports Hall	Cancelled in terms of S67(1)(b) funds are no longer available to cover the total envisaged expenditure.

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

The following bids were cancelled during June 2026:

3.2.1.5 Paragraaf 13 (1): Kansellasie en her-uitnodiging van tenders

Die volgende tenders was gekanselleer gedurende Junie 2026:

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 June 2026:

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

Die volgende geskrewe prys kwotasies was goedgekeur gedurende Junie 2026:

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
191988	2026/06/04	Spilhaus Irrigation	Provision of Horizontal Septic tanks	Only Responsive Bidder	R 28 982.59 (Incl. VAT)	Chief Financial Officer
191999	2026/06/04	Forms Media Independant	Printing, Supply and Delivery of Section 56 books	Lowest Responsive Bider	R 24 850.00 (Incl. VAT)	Chief Financial Officer
192093	2026/06/09	Waltons Skryfbehoeftes	Supply and Delivery of Office Furniture	Only Responsive Bidder	R 4 570.00 (Incl. VAT)	Chief Financial Officer
192096	2026/06/09	AJ Rankin & Basson Sport	Supply and Delivery of Soccer Equipment	Only Responsive Bidder	R 14 161.00 (Incl. VAT)	Chief Financial Officer
192117	2026/06/09	Vermer Blinds and Shutters	Supply and Delivery of Fleeze blankets	Lowest Responsive Bider	R 18 000.00 (Incl. VAT)	Chief Financial Officer
192120	2026/06/10	Basson Workwear	Supply and LDelivery of Protective Clothing	Only Responsive Bidder	R 7449.93 (Incl. VAT)	Chief Financial Officer
192122	2026/06/10	Kaap Agri Bedryf Beperk	Supply and Delivery of Eviction Emergency kit	Lowest Responsive Bidder	R 7 748.22 (Incl. VAT)	Chief Financial Officer

3.2.1.7 Formal Written Price Quotations

The following formal written price quotations. in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of June 2026:

3.2.1.7 Formele Geskrewe Prys Kwotasies

Die volgende formele geskrewe kwotasies. wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van Junie 2026:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/23/89	08 May 2026	M Bond Engineering (Pty) Ltd	Supply and delivery of Firefighting Pumps	Bidder scored Highest Total Points	R 210 588.00	Director Technical Services
08/2/23/109	05 June 2026	Roy Steele and Associates (Pty) Ltd	Professional Services For Recruitment & Selection Process Of The Manager: Administration And Manager: ICT	Bidder scored Highest Total Points	R 42 550.00	Director Corporate Services
08/2/23/104	29 May 2026	Bidvest Waltons	Supply, Delivery And Commisioning Of Office Furniture	Only Responsive Bidder	R 250 000.00	Director Financial Services
08/2/23/92	Xx xx 2026	Wolpe Strategic Economic Consulting	Development of an investment profile for Witzenberg Municipality	Only Responsive Bidder	R 274 804.00	Director Financial Services

3.2.1.8 Appeals

The following were lodged or dealt with by the Accounting Officer during the month of June 2026:

3.2.1.8 Appèlle

Die volgende is ontvang of was hanteer deur die Rekenpligtige beampte gedurende Junie 2026:

Bid ref number	Date	Name of supplier that bid was awarded to	Brief description of services	Reason for Appeal	Amount (Incl. VAT)	Appellant	Status of Appeal
			None				

3.2.1.9 Deviations

The following table contains the actuals against approved deviations by the Accounting Officer for the month of June 2026 which totals

R 1 682 301

3.2.1.9 Afwykings

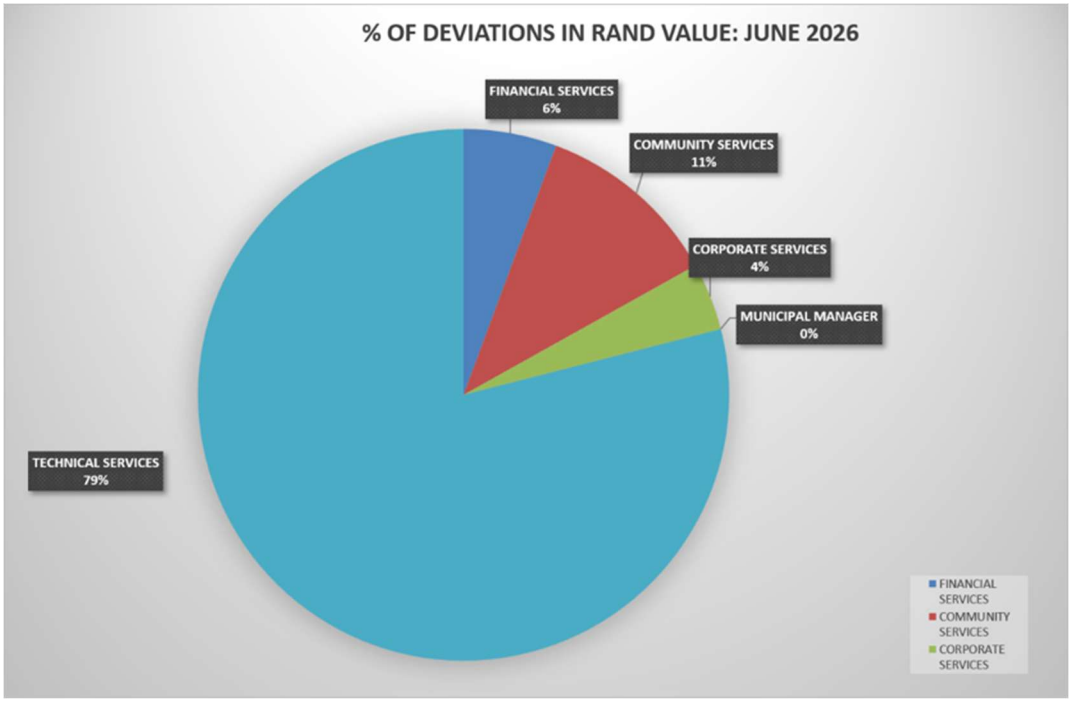
Die volgende tabel bevat die werklike uitgawes teen goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Junie 2026 wat beloop op die totaal van

R 1 682 301

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
25-Mar-26	Ian Dickie & Company (PTY) Ltd	Additional repairs to Sewer Jet machine	Impractical	121125	37 371,81
14-May-26	Agrimark Operations Ltd	Supply of emergency material and food parcels during storm	Emergency	191708	89 230,00
04-Jun-26	Witzenberg Herald	Publish Notice: 26/27 Budget & IDP	Single supplier	191994	6 120,00
04-Jun-26	Van Zyl Rudd & Associates SA (PTY) Ltd	Registration fees: South African Labour Law Seminar	Impractical	191996	15 007,50
05-Jun-26	Chipper SA CC	Hiring of chipper after storm	Emergency	192045	156 725,00
09-Jun-26	Ply General Services (PTY) Ltd	Clearing of trees in roads and buildings after Storm damage	Emergency	192090	3 000,00
09-Jun-26	Ply General Services (PTY) Ltd	Clearing of trees in roads and buildings after Storm damage	Emergency	192091	14 500,00
09-Jun-26	RSL Plumbing & Maintenance (PTY) Ltd	Supply & Installation of Prefabricated concrete toilets	Impractical	192107	168 990,00
11-Jun-26	Witzenberg Herald	Publish Notice: Adoption of SDF	Single supplier	192146	3 264,00
11-Jun-26	The South African Council for Planners (SACPLAN)	Annual professional fees	Single supplier	192147	2 862,00
11-Jun-26	Zutari (PTY) Ltd	Professional engineering services: 3ML Tulbagh reservoir	Impractical	192148	1 091 049,24
11-Jun-26	N Ockhuis	Clearing of trees in roads and buildings after Storm damage	Emergency	192154	14 850,00
23-Jun-26	Total Computer Services	Traffic Contravention management system	Single supplier	192196	54 165,00
24-Jun-26	WM Spilhaus Ceres (PTY) Ltd	Supply of emergency material during storm	Emergency	192198	25 167,00
04-Jun-26	Van Zyl Rudd & Associates SA (PTY) Ltd	Registration fees: South African Labour Law Seminar	Impractical	191996	15 007,50

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
Apr 2026	R 1 772 540	R 36 080 690.24	5%
May 2026	R 236 334	R 26 156 121.92	1%
June 2026	R 1 682 301	R 44 997 852.72	4%

DEVIATIONS PER DIRECTORATE:



The table below contains a high-level summary of information regarding the stores section:

Logistics

MONTH	Apr 2026	May 2026	June 2026
Value of inventory at hand	R 24 947 561.94	R 24 351 117	R 24 657 104
Turnover rate of total value of inventory	1.10	1.15	1.15
Date of latest stores reconciliation	30 June 2026		
Date of last stock count	26 June 2026		
Date of next stock count	23 September 2026		

Witzenberg Grant Allocation Report

Operational Grant Detail	As per DORA Original Budget	As per DORA Adj Budget	Adjustment to DORA to date	Actual Receipt	Outstanding Grant	Operational Expenditure Budget	Actual Expenditure	Revenue Recognised
National Government								
Equitable Share	156 647 001,00	156 647 001,00	-	155 614 000,00	1 033 001,00			
Local Government Financial Management Grant	1 700 000,00	1 700 000,00	-	1 700 000,00	-	1 566 957,00	1 172 757,33	1 231 625,13
Municipal Infrastructure Grant	-	-	-	-	-	1 000 000,00	-	530 931,79
Expanded Public Works Programme Integrated Grant	2 272 000,00	2 272 000,00	-	2 272 000,00	-	2 231 306,00	2 909 769,84	2 091 141,47
Provincial Government								
Opex Prov Library	11 048 000,00	11 048 000,00	-	11 048 000,00	-	11 185 611,00	11 536 605,10	-
Opex Prov CDW	132 000,00	132 000,00	-	132 000,00	-	114 783,00	87 788,03	69 812,91
Opex Prov Housing ISUPG	2 147 000,00	-	- 2 147 000,00	-	-	-	-	-
Opex Prov Housing IHHSDG	-	11 285 000,00	11 285 000,00	7 607 635,98	3 677 364,02	9 813 044,00	7 302 380,81	7 302 380,81
Opex Prov Title Deeds Restoration	530 000,00	292 000,00	- 238 000,00	-	292 000,00	253 913,00	-	-
Opex Prov Main Roads	130 000,00	130 000,00	-	130 000,00	-	113 043,00	96 450,49	-
Opex Prov RSEP	1 000 000,00	300 000,00	- 700 000,00	227 000,00	73 000,00	260 870,00	24 625,00	-
Opex Prov Thusong	150 000,00	150 000,00	-	-	150 000,00	130 435,00	20 500,00	-
District Government								
Opex District Capacity Building Mentorship	-	100 000,00	100 000,00	-	100 000,00	100 000,00	78 600,24	-
Private Enterprises								
Dutch Government (Orio Project)	-	-	-	-	-	1 604 920,00	3 247 215,48	-
Nedbank	-	-	-	-	-	-	273 499,94	-
A-Z Projects	-	-	-	1 354 000,00	- 1 354 000,00	1 194 000,00	438 288,82	-
	175 756 001,00	**184 056 001,00**	**8 300 000,00**	**180 084 635,98**	**3 971 365,02**	**29 568 882,00**	**27 188 481,08**	**11 225 892,11**

Capital Grant Detail	As per DORA Original Budget	As per DORA Adj Budget	Adjustment to DORA to date	Actual Receipt	Outstanding Grant	Operational Expenditure Budget	Actual Expenditure	Revenue Recognised
National Government								
Municipal Infrastructure Grant	26 770 000,00	26 770 000,00	-	26 770 000,00	-	22 408 695,00	22 408 696,54	20 537 523,53
Energy Efficiency and Demand Side Management Grant	4 000 000,00	4 000 000,00	-	2 600 000,00	1 400 000,00	3 478 261,00	2 308 200,38	1 557 152,90
							-	
Provincial Government							-	
Capex Prov Fire	1 000 000,00	1 000 000,00	-	1 000 000,00	-	869 565,00	869 565,00	869 565,00
Capex Prov Sport and Recreation	957 000,00	957 000,00	-	957 227,63	- 227,63	832 174,00	832 174,00	655 828,00
							-	
District Government							-	
Capex District	185 000,00	185 000,00	-	- 40 894,50	225 894,50	185 000,00	179 160,00	179 160,00
							-	
Private Enterprises							-	
Orio Dutch Funding	-	300 000,00	300 000,00	-	300 000,00	300 000,00	300 000,00	-
Sustainable Energy Africa Perdekraal Wind Farm	-	1 939 130,00	1 939 130,00	-	1 939 130,00	1 939 130,00	560 740,40	-
	32 912 000,00	**35 151 130,00**	**2 239 130,00**	**31 286 333,13**	**3 864 796,87**	**30 012 825,00**	**27 458 536,32**	**23 799 229,43**

Total Grants	As per DORA Original Budget	As per DORA Adj Budget	Adjustment to DORA to date	Actual Receipt	Outstanding Grant	Operational Expenditure Budget	Actual Expenditure	Revenue Recognised
Total National Grants	191 389 001,00	191 389 001,00	-	188 956 000,00	2 433 001,00	30 685 219,00	28 799 424,09	25 948 374,82
Total Provincial Grants	17 094 000,00	25 294 000,00	8 200 000,00	21 101 863,61	4 192 136,39	23 573 438,00	20 770 088,43	8 897 586,72
Total District Grants	185 000,00	285 000,00	100 000,00	- 40 894,50	325 894,50	285 000,00	257 760,24	179 160,00
Total Other Grants	-	2 239 130,00	2 239 130,00	1 354 000,00	885 130,00	5 038 050,00	4 819 744,64	-
	208 668 001,00	**219 207 131,00**	**10 539 130,00**	**211 370 969,11**	**7 836 161,89**	**59 581 707,00**	**54 647 017,40**	**35 025 121,54**

OVERTIME & STANDBY REPORT JUNE 2026

OVERTIME	YTD 2025/26	YTD vs Budget %	Adjusted Budget	Original Budget	Projected	Projected Saving / (Shortfall)	Actual 2024/25
Administration	79,987	463.8%	17,246	17,246	79,987	-62,741	14,215
Cemetries	268,769	110.5%	243,190	243,190	268,769	-25,579	315,472
Community Halls And Facilities	334,484	69.8%	479,436	479,436	334,484	144,952	288,903
Council Cost	0		0	0	0	0	0
Electricity*	2,915,281	81.1%	3,595,873	3,595,873	2,915,281	680,592	1,964,650
Enviromental Protection	0		0	0	0	0	0
Fire Protection Sevices	393,448	956.2%	41,148	41,148	393,448	-352,300	348,984
Housing: Administration	88,168	2352.4%	3,748	3,748	88,168	-84,420	19,009
Human Resources	0		0	0	0	0	1,874
IDP	17,231	199.2%	8,651	8,651	17,231	-8,580	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	133,882	85.4%	156,807	156,807	133,882	22,925	504,608
Mechanical Workshop	307,543	69.0%	445,851	445,851	307,543	138,308	332,312
Parks	242,869	77.5%	313,306	313,306	242,869	70,437	291,408
Performance Management	0		0	0	0	0	0
Pine Forest*	943,516	96.6%	976,962	976,962	943,516	33,446	766,155
Project Management	0		0	0	0	0	0
Property & Legal Services	0		0	0	0	0	0
Public Toilets	215,397	130.3%	165,277	165,277	215,397	-50,120	157,084
Recreational Land	365,503	95.6%	382,298	382,298	365,503	16,795	380,433
Roads	313,038	68.3%	458,489	458,489	313,038	145,451	229,067
Sewerage	2,791,741	64.8%	4,308,424	4,308,424	2,791,741	1,516,683	2,664,482
Social & Welfare Services	18,767	257.4%	7,292	7,292	18,767	-11,475	6,506
Solid Waste*	2,677,120	82.7%	3,235,992	3,235,992	2,677,120	558,872	2,375,547
Stormwater Management	270,003	73.1%	369,350	369,350	270,003	99,347	181,148
Supply Chain Management	215,308	138.2%	155,840	155,840	215,308	-59,468	137,749
Swimming Pools	187,458	147.6%	126,971	126,971	187,458	-60,487	138,874
Thusong Centre	0		0	0	0	0	0
Town Secretary	1,414	352.6%	401	401	1,414	-1,013	2,823
Traffic	4,935,658	84.0%	5,877,091	6,277,091	4,935,658	941,433	5,331,375
Treasury*	334,587	112.3%	298,016	298,016	334,587	-36,571	177,981
Vehicle Licensing & Testing	478,393	101.3%	472,095	472,095	478,393	-6,298	511,659
Water Distribution	2,075,438	59.6%	3,481,686	3,481,686	2,075,438	1,406,248	2,014,678
TOTAL OVERTIME	**20,605,007**	**80.4%**	**25,625,793**	**26,025,793**	**20,605,007**	**5,020,786**	**19,164,764**

STANDBY	YTD 2025/26	YTD vs Budget %	Adjusted Budget	Original Budget	Projected	Projected Saving / (Shortfall)	Actual 2024/25
Administration	24,503	134.4%	18,235	18,235	24,503	-6,268	22,894
Cemetries	148,833	109.0%	136,593	136,593	148,833	-12,240	138,902
Community Halls And Facilities	140,475	71.6%	196,080	196,080	140,475	55,606	117,100
Council Cost	0		0	0	0	0	0
Electricity*	668,706	90.2%	741,060	741,060	668,706	72,354	505,203
Enviromental Protection	0		0	0	0	0	0
Fire Protection Sevices	1,082,797	78.8%	1,373,285	1,373,285	1,082,797	290,488	811,816
Housing: Administration	37,760	120.9%	31,236	31,236	37,760	-6,524	23,720
Human Resources	0		0	0	0	0	0
IDP	0		0	0	0	0	0
Information Tecnology	63,630	76.0%	83,747	83,747	63,630	20,117	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	163,115	80.6%	202,257	202,257	163,115	39,142	156,738
Parks	252,094	84.6%	297,857	297,857	252,094	45,763	210,313
Performance Management	0		0	0	0	0	0
Pine Forest*	229,808	133.1%	172,657	172,657	229,808	-57,151	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	275,056	98.9%	278,048	278,048	275,056	2,992	222,512
Roads	384,283	80.2%	478,971	478,971	384,283	94,688	258,866
Sewerage	729,674	83.6%	872,955	872,955	729,674	143,281	692,795
Social & Welfare Services	0		0	0	0	0	0
Solid Waste*	101,316	55.8%	181,433	181,433	101,316	80,117	73,987
Stormwater Management	247,080	78.7%	314,129	314,129	247,080	67,049	174,282
Supply Chain Management	69,493	87.3%	79,612	79,612	69,493	10,119	55,087
Swimming Pools	29,082	215.2%	13,512	13,512	29,082	-15,570	13,533
Thusong Centre	0		0	0	0	0	0
Town Secretary	0		0	0	0	0	0
Traffic	1,787,228	88.4%	2,020,729	2,020,729	1,787,228	233,501	1,726,907
Treasury*	82,568	93.1%	88,662	88,662	82,568	6,094	62,293
Vehicle Licensing & Testing	177,246	79.6%	222,668	222,668	177,246	45,422	176,850
Water Distribution	628,420	87.6%	717,552	717,552	628,420	89,132	550,251
TOTAL STANDBY	**7,323,166**	**85.9%**	**8,526,200**	**8,526,200**	**7,323,166**	**1,203,034**	**6,240,925**

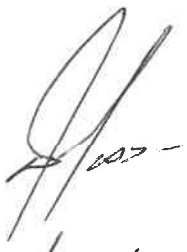
Municipal Manager's quality certification

Quality Certificate

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that the monthly Section 71 report for June 2026 have been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Print name Mr D NASSON

Municipal Manager of WITZENBERG MUNICIPALITY

Signature: 

Date: 13/07/2026

8.1.2

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

ANTI-CORRUPTION AND FRAUD PREVENTION POLICY

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1. INTRODUCTION

This policy has been developed as a result of the expressed commitment of the Witzenberg Municipality to fight fraud and corruption. The Council is therefore committed to the prevention, detection and investigation of all forms of fraud and corruption whether these are attempted from within or external to the municipality. The policy is also developed to give effect to the various legislative instruments relating to fraud and corruption, as to set down the stance of zero tolerance to fraud and corruption, and to assist internal audit and risk management to reinforce existing policies, systems and procedures. In addition, the Policy provides guidelines as to how to respond should instances of fraud and corruption be identified.

2. OBJECTIVES

The primary objective of this policy is to:

- assist the Accounting Officer, Council and the Performance Risk and Audit Committee to create an environment in Witzenberg Municipality that is based on the prevention and detection of fraud and corruption;
- To develop and maintain a fraud and corruption prevention hotline that is free to all stakeholders within Witzenberg Municipality;
- To ensure that Witzenberg Municipality's Council, Management and staff members are aware of its responsibilities for identifying exposures to fraudulent and corrupt activities or any other dishonest activities of a similar nature and for establishing controls and procedures for preventing such fraudulent and or corrupt activity and/or detecting such fraudulent and corrupt activity when it occurs; and
- To provide a suitable environment for the public and employees to report matters that they suspect may concern corrupt conduct, criminal conduct, criminal involvement or serious improper conduct and to ensure adequate protection to employees in circumstances where they are victimized as a consequence of reporting, or being a witness to, fraudulent and/or corrupt activities.

3. SCOPE OF THIS POLICY

This Policy applies to all municipal councillors, municipal staff members, and members of the public. It prohibits all acts of fraud and corruption or any other dishonest activities of a similar nature impacting or having a potential prejudice to the Municipality or members of the public.

Any investigation required will be conducted without regard to the suspected wrongdoer's length of service, position/title, seniority or relationship to Witzenberg Municipality.

4. LEGISLATIVE FRAMEWORK

Legislation that is aimed at preventing fraud and corruption is as follow, but not limited:

- Prevention and Combating of Corrupt Activities Act, No. 12 of 2004
- Public Protector Amendment Act, No. 22 of 2003;
- Prevention of Organised Crime Second amendment Act, no. 38 of 1999;

- Protected Disclosures Act, No. 26 of 2000;
- Municipal Systems Act, No. 32 of 2000 (“MSA”);
- Financial Intelligence Centre Act, No. 38 of 2001 (FICA);
- Municipal Finance Management Act, No. 56 of 2003 (“MFMA”);
- Protection of Constitutional Democracy Against Terrorist and Related Activities Act, No. 33 of 2004 ("POCDATARA").

4.1 Prevention and Combating of Corrupt Activities Act, 12 of 2004

The Prevention and Combating of Corrupt Activities Act (generally referred to as “PRECCA”) is aimed at the strengthening of measures to prevent and combat corrupt activities.

The Act refers to a wide range of offences relating to corrupt activities. In addition to specific offences, the Act also provides for the following:

- The provision of investigative resources;
- The establishment of a register relating to persons convicted of corrupt activities;
- Placing a duty on persons in a “position of authority” to report certain corrupt transactions; and
- Extraterritorial jurisdiction in respect of offences relating to corrupt activities.

As far as offences are concerned, the Act defines a general offence of corruption. In addition to the general offence, certain specific offences are defined as relating to specific persons or specific corrupt activities. The offences defined by the Act relates to the giving or receiving of “gratification”. The term gratification is defined in the Act and includes a wide variety of tangible and intangible benefits such as money, gifts, status, employment, the release of obligations, granting of rights or privileges and the granting of any valuable consideration such as discounts etc.

The general offence of corruption is contained in Section 3 of the Act. This section provides that any person who gives or accepts or agrees or offers to accept/receive any gratification from another person to influence such other person in a manner that amounts to:

- The illegal or unauthorised performance of such other person’s powers, duties or functions;
- An abuse of authority, a breach of trust, or the violation of a legal duty or a set of rules;
- The achievement of an unjustified result; or
- Any other unauthorised or improper inducement to do or not to do anything is guilty of the offence of Corruption.

The Act defines specific offences relating to the following categories of persons:

- Public Officers;
- Foreign Public Officials;
- Agents;
- Members of Legislative Authorities;

- Judicial Officers; and
- Members of the Prosecuting Authority.

The Act furthermore defines specific offences in respect of corrupt activities relating to the following specific matters:

- Witnesses and evidential material in certain proceedings;
- Contracts;
- Procuring and withdrawal of tenders;
- Auctions;
- Sporting events; and
- Gambling games or games of chance.

Section 34 of the Act places a duty on any person in a position of authority to report a suspicion of certain corrupt or illegal activities to a police official. These include certain offences of corruption created under the Act as well as fraud, theft, extortion and forgery where the amount involved exceeds R100 000. Failure to report such suspicion constitutes an offence. "Position of authority" is defined in the Act and includes a wide range of persons in authority in both public and private entities.

Offences under the Act are subject to penalties including imprisonment for life and fines of up to R250 000. In addition, a fine amounting to five times the value of the gratification involved in the offence may be imposed.

Section 17 of the Act provides that a public officer who acquires or holds a private interest in any contract, agreement or investment connected with the public body in which he/she is employed, is guilty of an offence unless:

- The interest consists of shareholding in a listed company;
- The public officer's conditions of employment do not prohibit him/her from acquiring such interests; or

In the case of a tender process, the said officer's conditions of employment do not prohibit him/her from acquiring such interests as long as the interests are acquired through an independent tender process.

4.2 Public Protector Amendment Act, no 22 of 2003

The Public Protector is a functionary to whom the public has recourse. This functionary is guaranteed independence by the Constitution. The Public Protector is required to be impartial and to exercise his or her powers and functions without fear, favour or prejudice. No person or organ of state may interfere with the Public Protector. Organs of state must protect and assist the office of the Public Protector.

The President appoints a suitably qualified person to this office, based on the recommendation of the National Assembly. The appointment is not renewable and it is for a period of seven years. The Public Protector Act (23 of 1994) provides for matters incidental to the Office of the Public Protector, as contemplated in the

Constitution. In terms of section 182 of the Constitution, the Public Protector has the power as regulated by national legislation to:

- Investigate any conduct in state affairs, or in the public administration in any sphere of government, that is alleged or suspected to be improper or to result in any impropriety or prejudice;
- Report on that conduct; and
- Take appropriate remedial action.

The Act provides for matters necessary to establish and operate the Office of the Public Protector as contemplated in the Constitution. Section 6, for example, sets out the powers of the Public Protector. In terms of this section, any person can approach the Public Protector with information, which could form the subject of an investigation. In terms of section 6(4) the Public Protector is competent to investigate, on his or her initiative or on receipt of a complaint, any alleged:

- Maladministration in connection with the affairs of government at any level;
- Abuse or unjustifiable exercise of power or unfair, capricious, discourteous or other improper conduct or undue delay by a person performing a public function;
- Improper or dishonest act, or omission or corruption, concerning public money;
- Improper or unlawful enrichment, or receipt of any improper advantage, or promise of such enrichment or advantage, by a person as a result of an act or omission in the public administration or relating to the affairs of government at any level or of a person performing a public function; or
- An act or omission by a person in the employ of government at any level, or a person performing a public function, which results in unlawful or improper prejudice to any other person.

Furthermore, it is at the sole discretion of the Public Protector to resolve any dispute or rectify any act or omission by:

- Mediation, conciliation or negotiation;
- Advising, where necessary, any complainant regarding appropriate remedies; or
- Any other means that may be expedient in the circumstances.

At a time prior to, during or after an investigation:

- If the Public Protector is of the opinion that the facts disclose the committing of an offence by any person, to bring the matter to the notice of the relevant authority charged with prosecutions; or
- If he or she deems it advisable, to refer any matter which has a bearing on an investigation, to the appropriate public body or authority affected by it or to make an appropriate recommendation regarding the redress of the prejudice resulting therefrom or make any other appropriate recommendation he or she deems expedient to the affected public body or authority.

Section 7 sets out how the Public Protector carries out his or her investigations:

- In terms of Section 7(1), the Public Protector will take the specific circumstances of each case into account in determining the procedure to be followed. The Public Protector may exclude anyone whose presence is not desirable during the investigation.
- Section 7 (2) provides for the confidentiality of documents in the possession of a member of the office of the Public Protector or the records of any evidence given before the Public Protector, Deputy Public Protector, or any other person contemplated in Section 3(b) during an investigation.
- Section 7(3)(a) gives the Public Protector the power to enlist the assistance (under his or her supervision) of any person at any level of government performing a public function and otherwise subject to the jurisdiction of the Public Protector in the performance of his or her functions. Section 7(3) (b) allows the Public Protector to appoint another person to conduct an investigation or a part of an investigation on his or her behalf.
- Section 7(4) and (5) give the Public Protector the right to subpoena any person to submit an affidavit or affirmed declaration or to appear before him or her to give evidence or to produce any document in his or her possession or under his or her control which has a bearing on the matter being investigated, and to examine such a person.

4.3 Prevention of Organised Crime Second Amendment Act no. 38 of 1999

The Prevention of Organised Crime Act, as amended, (generally referred to as "POCA") contains provisions that are aimed at achieving the following objectives:

- The combating of organised crime, money laundering and criminal gang activities;
- The criminalisation of conduct referred to as "racketeering";
- The provision of mechanisms for the confiscation and forfeiture of the proceeds of crime;
- The creation of mechanisms for the National Director of Public Prosecutions to obtain certain information required for purposes of an investigation; and
- The creation of mechanisms for cooperation between investigators and the South African Revenue Services (SARS).

Section 4 of the Act defines the "general" offence of money laundering and provides that a person who knows, or ought reasonably to have known, that property is, or forms part of the proceeds of unlawful activities, commits an offence if he commits an act in connection with that property which has the effect of concealing the nature and source thereof.

Section 5 of the Act creates an offence if a person knows or ought reasonably to have known that another person has obtained the proceeds of unlawful activities and provides assistance to such other person regarding the use or retention of such property.

Section 6 of the Act creates an offence if a person knows or ought reasonably to have known that property is or forms part of the proceeds of unlawful activities and acquires, uses or possesses such property.

The above offences are regarded as very serious and the Act contains exceptionally harsh penalties relating to these offences. A person convicted of one of the above offences is liable to a maximum fine of R100 million or imprisonment for a period not exceeding 30 years.

4.4 Protected Disclosures Act, 26 of 2000

The Protected Disclosures Act was promulgated to facilitate reporting by employees (whistleblowers) of fraud, corruption or other unlawful or irregular actions by their employer(s) or co-employees without fear of any discrimination or reprisal by their employers or co-employees. Any employee who has information of fraud, corruption or other unlawful or irregular action(s) by his/her employer(s) or co-employees can report such actions, provided that he/she has information that:

- A crime has been, is being, or is likely to be committed by the employer or employee(s);
- The employer or employees has/have failed to comply with an obligation imposed by law;
- A miscarriage of justice has or will likely occur because of the employer's or employee(s) actions;
- The health or safety of an individual has been, is being, or is likely to be endangered;
- The environment has been, is being or is likely to be endangered;
- Unfair discrimination has been or is being practised; or
- Any of the above has been, is being, or is likely to be concealed.

The Act prohibits the employer from:

- Dismissing, suspending, demoting, harassing or intimidating the employee;
- Subjecting the employee to disciplinary action;
- Transferring the employee against his or her will;
- Refusing due transfer or promotion;
- Altering the employment conditions of the employee unilaterally;
- Refusing the employee a reference or providing him/her with an adverse reference;
- Denying appointment;
- Threatening the employee with any of the above; or
- Otherwise affecting the employee negatively if the disclosure is made in terms of the Act.

5. Municipal Systems Act, No 32 of 2000 ("MSA")

The MSA sets out procedures to be adopted by municipal management about some aspects affecting the management of a Municipality. The Act also stipulates procedures to be adopted concerning certain aspects related to misconduct and the investigation thereof.

5.1 Human resource development

In section 67, the Act stipulates that a Municipality, in accordance with the Employment Equity Act, 1998, must develop and adopt appropriate systems and procedures to ensure, inter alia, the investigation of allegations of misconduct and complaints against staff.

5.2 Code of conduct

Sections 69 and 70 of the Act deal with the Code of Conduct, details of which appear in Schedule 2 of the Act, to be provided to staff members and communicated to the local community. The municipal manager of a municipality must:

(a) provide a copy of the Code of Conduct to every member of the municipal staff;

(b) provide every member of staff with any amendments to the Code;

(c) ensure that the purpose, contents and consequences of the Code of Conduct are explained to staff members who cannot read; and

(d) communicate sections of the Code of Conduct that affect the public, to the local community.

5.3 Rewards, gifts and favours

Under section 9 of the Act, it is stipulated that a councillor may not request, solicit or accept any reward, gift or favour for:

(a) voting in a particular manner

(b) persuading the council or any committee regarding the exercise of any power, function or duty;

(c) making representation to the council; or

(d) disclosing privileged or confidential information.

5.4 Duty of the Speaker municipal council with regard to council property

A councillor may not use, take or acquire or benefit from any property or asset owned, controlled or managed by the council. IThe Speaker of the council, on reasonable suspicion, is of the opinion that a provision of this stipulation has been breached, then the speaker is obliged to:

(a) authorise an investigation of the facts and circumstances of the alleged breach;

(b) give the councillor a reasonable opportunity to reply in writing regarding the alleged breach; and

(c) report the matter to a meeting of the municipal council.

The Speaker must furthermore, report the matter to the MEC for local government in the province concerned.

6. Financial Intelligence Centre Act, 38 of 2001 (FICA)

The Financial Intelligence Centre Act, as amended, (generally referred to as "FICA") was signed by the President in November 2001. Its provisions were implemented over time, commencing during January 2002.

The Act (FICA) establishes a Financial Intelligence Centre and a Money Laundering Advisory Council. The purpose of these entities is to combat money laundering activities. The Act imposes compliance obligations on so-called "accountable institutions" which are defined in Schedule 1 to the Act. These obligations include:

- A duty to identify clients;
- A duty to retain records of certain business transactions;
- A duty to report certain transactions; and
- The adoption of measures to ensure compliance, namely, the implementation of so-called "internal rules", provision of training etc.

Regarding the reporting of suspicious transactions, FICA makes provision for a duty to report "suspicious or unusual transactions". In this regard, it provides that any person who carries on a business or who manages is in charge of or is employed by a business and who knows or suspects certain facts must report their knowledge or suspicion to the FICA within a prescribed period. Matters that require reporting include knowledge or suspicion of the following:

- The receipt of proceeds of unlawful activities;
- Transactions which are likely to facilitate the transfer of proceeds of unlawful activities;
- Transactions conducted to avoid giving rise to a reporting duty under FICA;
- Transactions that have no apparent business or lawful purpose;
- Transactions relevant to the investigation of tax evasion; or
- The use of a business entity for money laundering purposes.

A person who fails to make a report as required commits an offence and is liable to a fine not exceeding R10 million or imprisonment not exceeding 15 years.

7. Municipal Finance Management Act 2003 ("MFMA")

The MFMA was promulgated to facilitate the formal management of municipal finances and associated activities. The controls and administrative systems implemented by any Municipality are very relevant to the content of the Act. Certain aspects of the Act refer specifically to activities that might be regarded as being corrupt or fraudulent. Some relevant aspects are as follows:

7.1 Unauthorised, irregular or fruitless and wasteful expenditure

Section 32 of the Act indicates that, without limiting the liability of the common law or other legislation, the following office bearers in a Municipality are mandated with certain responsibilities, as follows:

(a) A political office-bearer of a Municipality is liable for unauthorised expenditure if that office-bearer knowingly instructed an official of the Municipality to incur expenditure, which was likely to be considered unauthorised expenditure;

(b) The accounting officer is liable for unauthorised expenditure deliberately or negligently incurred by the accounting officer unless the expenditure was incurred following a decision by the mayor or executive committee of the Municipality, resulting in fruitless or wasteful expenditure, provided that the accounting officer

has notified the council, the mayor or the executive committee, in writing, that the expenditure is likely to be considered unauthorised, irregular or fruitless and wasteful;

(c) Any political office-bearer or official of a Municipality who deliberately or negligently committed, made or authorised an irregular expenditure, is liable for that expenditure;

(d) Any political office-bearer or official of a Municipality who deliberately or negligently made or authorised a fruitless and wasteful expenditure is liable for that expenditure.

Furthermore, in the event of such unauthorised, irregular or wasteful expenditure, the Municipality is required to recover the expenditure from the person liable for the expenditure, unless, the council retrospectively authorises/condones the expenditure because it represented an authorised adjustment, or that it is deemed irrecoverable and written off by the council.

The writing off of the expenditure by the council, however, is no excuse in criminal or disciplinary proceedings against the person. The writing off of the expenditure does not signify a condoning of the expenditure. In the event of unauthorised expenditure, the accounting officer is obliged to advise promptly the mayor, the MEC for local government in the province and the Auditor General, in writing, providing details as to:

(a) The fruitless or wasteful expenditure;

(b) Whether any person is responsible or is under investigation about the expenditure; and

(c) The steps taken to recover or rectify such expenditure.

Where irregular expenditure constitutes a criminal offence, or theft or fraud, the accounting officer must report all such cases to the South African Police. If the accounting officer is the person responsible for the unauthorised expenditure, then the Council must take all reasonable steps to ensure that the police are advised accordingly.

7.2 Funds transferred to organisations and bodies outside government

Section 67 of the Act refers to the transfer of funds and stipulates, inter alia, that no funds will be transferred from the Municipality unless the accounting officer is satisfied that the organisation or body implements effective, efficient and transparent financial management and internal control systems to guard against fraud theft and financial mismanagement.

7.3 Supply chain management policy to comply with prescribed framework

Section 112 stipulates that the supply chain management policy of the Municipality must be fair, equitable, transparent, competitive and cost-effective and comply with the prescribed regulatory framework for municipal supply chain management, which must cover, inter alia, measures for:

(a) Combating fraud, corruption, favouritism and unfair and irregular practices in municipal supply chain management; and

(b) Promoting ethics of officials and other role players involved in municipal supply chain management.

7.3.1 Implementation of system

Aligned with the supply chain management policy is section 115 which stipulates that the accounting officer of a Municipality must take all reasonable steps to ensure that proper mechanisms and separation of duties in the supply chain management system are in place to minimise the likelihood of fraud, corruption, favouritism and unfair and irregular practices.

7.4 Audit Committees

Section 166 of the Act stipulates the procedures aligned to Audit Committees. Each Municipality must have an Audit Committee, which is regarded as an independent advisory body that must:

(a) advise the municipal council, political office-bearers, the accounting officer and management staff on matters relating to, inter alia:

i. internal financial control and internal audits;

ii. risk management;

iii. effective governance.

(b) carry out such investigations into the financial affairs of the Municipality as the council may request.

7.5 Financial misconduct by municipal officials

Section 171 sets out the stipulations relating to disciplinary proceedings to be adopted in the event of financial misconduct by municipal officials. The accounting officer commits financial misconduct if he/she deliberately or negligently:

(a) contravenes the provisions of the Act;

(b) fails to comply with a duty imposed by a provision of the Act on the accounting officer of a Municipality;

(c) permits or instructs another official of the Municipality to make unauthorised, irregular or fruitless and wasteful expenditure;

(d) provides incorrect or misleading information in any document which, in terms of the Act, must be submitted to the mayor, council, Auditor General, National Treasury or other organs of state, or made public.

The Chief Financial Officer of a Municipality commits an act of financial misconduct if he/she fails to carry out delegated duties in terms of the Act. In addition, financial misconduct is committed if he/she permits or instructs another official to make an unauthorised or fruitless and wasteful expenditure, or provides incorrect or misleading information to the accounting officer.

The Act stipulates further, under this paragraph, that a Municipality must:

(a) investigate allegations of financial misconduct against the accounting officer, the chief financial officer, senior manager or other official/s of the Municipality unless those allegations are frivolous; and

~~(b) if the investigation warrants it, institute disciplinary proceedings against the accounting officer, chief financial officer or any other official in accordance with stipulations set out in the Municipal Systems Act.~~

~~8. Protection of Constitutional Democracy Against Terrorist and Related Activities Act, Act 33 of 2004 ("POCDATARA")~~

~~On May 20, 2005, the Protection of Constitutional Democracy Against Terrorist and Related Activities Act (POCDATARA) came into effect criminalizing terrorist activity and terrorist financing and gave the government investigative and asset seizure powers in cases of suspected terrorist activity. POCDATARA provides for two new reporting obligations under section 28A and section 29 of FICA. The Money Laundering Control Regulations under FICA, have also been amended, with effect from 20 May 2005, for this purpose. The amended regulations now provide for detailed reporting related to terrorist financing, under new sections 28A and 29 of FICA.~~

~~The POCDATARA amends section 29 of FICA to extend the reporting of suspicious and unusual transactions to cover transactions relating to "property which is connected to an offence relating to the financing of terrorist and related activities" or to "the financing of terrorist and related activities". The POCDATARA introduces a new section 28A of FICA that requires the reporting of any property that is associated with terrorists and related activities to the FICA.~~

~~9.~~5. ENVIRONMENT AND CULTURE

Witzenberg Municipal Council and Management must create an environment and culture that promote an efficient, effective and transparent local public administration that conforms to constitutional principles. That the municipality must be managed responsibly in which employees believe that dishonest acts will be detected and investigated. To create this environment and culture, they must:

- participate in in-house training programme covering fraud and corruption prevention policy, whistleblowing policy, code of conduct – MSA 32 of 2000 and the municipal code of ethics;
- ensure that staff understand that the internal controls are designed and intended to prevent and detect fraud and corruption or any other dishonest activities of a similar nature;
- encourage staff to report suspected fraud and corruption directly as outlined in the whistleblowing policy to those responsible for investigation without fear of disclosure or retribution; and
- require vendors and contractors to agree in writing as a part of the contract process, to Witzenberg Municipality policies and procedures, and thereby avoid any conflict of interest.
- To report any form of allegations of financial misconduct against the Accounting Officer, a Senior Manager or the Chief Financial Officer, and or an Official in terms of the Financial Misconduct Procedures as outlined in the Regulations on Financial Misconduct and Criminal Proceedings. The Labour Relations Officer is responsible for the administrative functioning of the Disciplinary Board as required in terms of the Regulations on Financial Misconduct and Criminal Proceedings, Gazette No. 37682 of May 2014.

- It is the responsibility of all Staff Members and Councillors of the Municipality to report incidents on any form of fraud and corruption, maladministration or any other dishonest activity. If an employee is not comfortable reporting such matter to his/her immediate Supervisor or Manager, he/she must report the matter to the next level of management, the whistle blowing hotline process or the Municipal Manager.
- The Municipal Manager or his delegated officer shall report all instances of prima facie criminal conduct to the appropriate authorities. Due cognizance shall be observed with regard to section 34 (1) (b) of the Prevention and Combatting of Corrupt Activities Act, No. 12 of 2004 on miscellaneous matters, which imposed an obligation to report all acts of corruption, fraud, theft, extortion, forgery, or uttering a forged document. Such acts of dishonesty must be reported to the SAPS, failing which management who are aware of the matter, will be committing a criminal offence. The Municipality shall, however, not only report matters in terms of the above obligation, but shall report all criminal conduct irrespective of the value involved.
- The efficient application of National Treasury Regulations, issued in terms of the MFMA, the application of policy resolutions of the Municipality with regard to Unauthorized, Irregular, Fruitless and Wasteful Expenditure, and other acts of financial dishonesty is an important duty of any recipient of a complaint.

Measures to prevent fraud and corruption should be continually monitored, reviewed and developed, particularly as new systems, programs, contracting or arrangements are introduced or modified.

~~10.~~6. ROLES AND RESPONSIBILITIES

The following section outlines the fraud and corruption risk management responsibilities associated with different roles within the Municipality.

~~10.1~~6.1 Councillors

As elected representatives, all members of the Witzenberg Municipal Council have a duty to the residents of Witzenberg Municipality and its staff members to ensure that the Council uses its resources prudently and in accordance with the laws and regulations. As such they are required to operate and adhere to the Council's constitution incorporating the Code of Conduct for Councillors. The Code includes rules regarding relationships, personal interests, gifts and hospitality and confidentiality.

~~10.2~~6.2 Municipal Manager

The Municipal Manager bears the ultimate responsibility for fraud and corruption risk management within the Municipality. This includes the coordination of risk assessments, overseeing the investigation of suspected fraud and corruption, and facilitation of the reporting of such instances.

~~10.3~~6.3 Senior Management

Senior Management must be committed to eradicating fraud and corruption and ensuring that the Municipality strives to be perceived as ethical in all its dealings with the public and other interested parties.

In this regard, senior management, under the guidance of the Municipal Manager, will ensure that it does not become complacent in dealing with fraud and corruption and that it will ensure the Municipality's overall fraud and corruption strategy is reviewed and updated regularly. Furthermore, senior management will ensure that all employees and stakeholders are made aware of its fraud and corruption prevention policy and strategies, also the whistleblowing policy through various initiatives of awareness and training.

~~10.4~~6.4 Chief Financial Officer

The Chief Financial Officer has key roles in providing advice to Council, Municipal Manager, Staff Members and the public about maladministration, financial impropriety, probity, policy framework and budget issues. The Chief Financial Officer undertakes the statutory responsibility under the Municipal Finance Management Act, No. 56 of 2003, to ensure the proper arrangements for the administration of the Council's financial affairs.

~~10.5~~6.5 Chief Risk Officer

The role of the Chief Risk Officer is to oversee and implement the Municipality's approach to fraud and corruption prevention, detection strategies and response to fraud and corruption incidents reported by employees or other external parties. Internal Audit assists on a consulting basis to establish and improve Risk Management processes. Internal Audit has no management responsibilities to manage risks.

~~10.6~~6.6 Internal Audit

The role of the Internal Audit is to independently review and evaluate the adequacy, efficiency and effectiveness of the internal controls (systems and procedures) within Witzenberg Municipality on the fraud and corruption prevention, detection strategies and response to fraud and corruption incidents reported by employees or other external parties.

~~10.7~~6.7 Public

The public is required to conduct itself in an ethical and moral way. Ethics are concerned with human character and conduct and deal with questions of right and wrong, appropriate and inappropriate behaviour and what constitutes good or evil. Ethical conduct is based on a set of principles referred to as values or norms.

~~10.8~~6.8 Disciplinary Board

The Objectives of the Disciplinary Board is to conduct an independent preliminary or full investigation in terms of the Municipal Regulations for Financial Misconduct and Offences.

The board is to investigate allegations of financial misconduct and to monitor the institution of disciplinary proceedings against an alleged transgressor. The disciplinary board is an independent advisory body that assists the Council and provides recommendations on further steps to be taken regarding disciplinary proceedings.

The Disciplinary Board Chairperson must complete the preliminary investigation and submit his report within 30 days or at the first next sitting of Council.

Once a full investigation is completed and the Disciplinary Board Chairperson is satisfied that the allegations are founded and sufficient grounds for a charge of financial misconduct and /or financial offence exist, the Chairperson must submit the Disciplinary Boards report to the designated person or his/her nominee for disciplinary action and inform Provincial and National Treasury.

~~10.9~~6.9 Performance Risk and Audit Committee (PRAC)

In discharging its oversight responsibilities relating to risk management, PRAC should 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.

Reviews the process implemented by Management in respect of fraud prevention and ensures that all fraud-related incidents have been followed up appropriately.

~~10.10~~6.10 Municipal Public Accounts Committee (MPAC)

MPAC, when instructed by Council, investigate and advise Council in respect of unauthorised, irregular or fruitless and wasteful expenditure.

~~11.~~7. AWARENESS, TRAINING AND DEVELOPMENT

The Accounting Officer and Council recognize that the continuing success of the fraud and corruption prevention policy, and its credibility, will depend largely on the effectiveness of staff throughout the organisation. Continuous awareness campaigns must be rolled throughout Witzenberg Municipality. Senior Management therefore will be responsible for ensuring that all staff is properly trained in the procedures that they should follow when undertaking their duties.

The training will be provided on the following to staff members and council:

- Code of Conduct for Councillors;
- Code of Conduct for Municipal Staff Members;
- Code of Ethics within Witzenberg Municipality;
- Fraud and Corruption Prevention Policy; and
- Whistle Blowing Policy.

~~12.~~8. WHISTLEBLOWING

The Protected Disclosures Act, No. 26 of 2000 came into effect on 16 February 2001. This Act makes provisions for procedures in terms of which employees may disclose information regarding unlawful or irregular conduct by their employers or other employees in the employ of their employers without fear of victimization.

To remain in compliance with the Act, the Municipality has created a whistleblowing policy with the following objectives:

- To promote zero tolerance on criminal and other irregular conduct within Witzenberg Municipality;
- To encourage the reporting of matters that may cause financial or non-financial loss to the Municipality or damage to the Municipality's reputation;
- To provide for the appropriate systems and mechanisms for reporting.

~~13.~~9. REPORTING PROCEDURES ON FRAUD AND CORRUPTION

Consistent with the Auditor General's guidelines, line managers are responsible for daily operations and the internal control systems within their organizational responsibility. Where managers do not have the expertise to evaluate internal controls, they should call upon support from Enterprise Risk Management and Internal Audit.

It is the responsibility of members of the public and employees (including line managers) to report all incidents of fraud, corruption or any other dishonest activities of a similar nature to the national fraud hotline 0800 701 701.

~~14.~~10. CONFIDENTIALITY AND DISCRETION

It is the responsibility of all employees, management, councillors and community members of the Municipality to report all incidents of fraud or corruption or any other dishonest activities of a similar nature. Any fraudulent or corrupt behaviour must be reported immediately through the mechanisms set out in the whistleblowing policy.

All reported incidents received will be acted upon, will be treated with the requisite confidentiality and will not be disclosed or discussed with parties other than those charged with investigation into such reports.

~~15.~~11. DETECTION AND INVESTIGATION

All Managers are responsible for the detection, prevention of fraud and corruption or any dishonest activities of a similar nature, within their areas of responsibility. The Human Resources Unit must provide adequately qualified prosecutors (initiators) and presiding officers to deal with disciplinary enquiries relating to serious misconduct.

All incident reports received from the fraud hotline will be registered. Incident of financial misconduct as prescribed by the Municipal Finance Management Act, 56 of 2003, section 171, will be reported to the Witzenberg Disciplinary Board for Financial Misconduct for investigation.

For the purpose of this policy "serious misconduct" means:

- Theft, unauthorized possession of or malicious damage to the employer's property.
- Any act of gross dishonesty.
- Gross negligence
- Wrongful disclosure of privileged information.
- Any act of fraud, corruption or bribery.
- Any other act of misconduct that would constitute just cause for dismissal for a first offence.
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~~16.~~12. FORMS OF FRAUD AND CORRUPTION

The following are examples of different types of corruption:

~~16.1~~12.1 Bribery

Bribery involves the promise, offering or giving of a benefit that improperly affects the actions or decisions of public servants.

~~16.2~~12.2 Embezzlement

This involves the theft of resources by persons who control such resources.

~~16.3~~12.3 Fraud

Commonly defined as the unlawful and intentional making of a misrepresentation that causes actual prejudice or which is potentially prejudicial to another.

Any conduct or behaviour of which a dishonest representation and/or appropriation forms an element.

~~16.4~~12.4 Abuse of power

The use by a public servant of his or her vested authority to improperly benefit another public servant, person or entity (or using vested authority to improperly discriminate against another public servant, person or entity).

~~16.5~~12.5 Conflict of interest

The failure by a public servant to act or to consciously fail to act on a matter where the public servant has an interest or another person or entity that has some form of relationship with the public servant has an interest.

~~16.6~~12.6 Abuse of privileged information

This involves the use, by a public servant of privileged information and knowledge that a public servant possesses as a result of his/ her office to provide an unfair advantage to another person or entity to obtain a benefit.

~~16.7~~12.7 Favouritism

The provision of services or resources according to a personal affiliation (for example cultural or religious) of a public servant.

~~16.8~~12.8 Nepotism

A public servant ensuring that family members are appointed to public service positions or that family members receive contracts from the state is regarded as nepotism.

These manifestations are by no means exhaustive as corruption appears in many forms and it is virtually impossible to list all of these. It is the responsibility of Management to report some form of serious misconduct to the South African Police Services. The SA Police Service is empowered by section 205 of the 1996

Constitution to prevent, combat and investigate crime, to maintain public order, to protect and secure the inhabitants of the Republic and their property, and to uphold and enforce the law. Policy for the national police service is developed by the Minister for Safety and Security.

The President appoints the National Commissioner of the SAPS. The SA Police Service Act 68 of 1995 (amended by the SA Police Service Amendment Act 83 of 1998) governs how the SAPS operate. In terms of this Act, the SAPS investigate crimes including corruption and bribery.

~~16.9~~12.9 Theft

Theft *is* defined as an unlawful and intentional appropriation of movable corporeal property.

~~16.10~~12.10 Moonlighting

Moonlighting refers to the situation where an employee holds a second job, whilst in the service of the employer.

~~17.~~13. REVIEW AND APPROVAL OF THE POLICY

The Performance Risk and Audit Committee shall review this~~annually review this~~ Policy every three (3) years and determine its adequacy and effectiveness for current circumstances and recommend to Council for approval of any amendments that may be required.

WITZENBERG
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INTERNAL AUDIT CHARTER

2026~~5~~-2027~~6~~

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 l
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
10	Internal Audit Performance, Risk and Audit Committee	Approved by Council 29 October 2025, resolution 8.1.8

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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 take 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.

8.1.4

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WHISTLEBLOWING POLICY

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1. INTRODUCTION

Witzenberg Municipality is committed to act against fraud and corruption within the municipality, whether the perpetrators are internal or external.

The Whistleblowing Policy forms part of the Municipality's commitment to work towards an administration that is open and transparent. Council is aware that when employees of the Municipality realize something is not right within the Municipality, they may not want to express their concerns because they feel that doing so would be disloyal to their colleagues or the Municipality and they may also hold back in fear, for example, fear of harassment or even victimization. Understood correctly, whistle-blowing is not about informing in the negative, anonymous sense but rather about raising concern about malpractice within Witzenberg Municipality.

This policy serves as a tool by which staff can raise concerns where they have reasonable grounds for believing that there is fraud, corruption or maladministration within the municipality.

The policy promises confidentiality and nobody will be penalised or victimised for disclosing in good faith information that is in the municipality's best interest.

It is also the purpose of this policy to prevent the cycle of silence and inaction and to prevent fraud and corruption.

2. LEGAL FRAMEWORK

The Protected Disclosures Act, Act 26 of 2000, which became effective in February 2001, protects employees for disclosures made without malice and in good faith, in defined circumstances. In terms of the Protected Disclosures Act employees can blow the whistle on fraud and corruption in the working environment without the fear of suffering an occupational detriment as defined by the Act. Council encourages employees to raise matters of concern responsibly through the procedures laid down in this policy document.

3. OBJECTIVES

The objectives of this policy are to:

- Promote zero tolerance on criminal and other irregular conduct within Witzenberg Municipality;
- Encourage the reporting of matters that may cause financial or non-financial loss to the Municipality or damage to the Municipality's reputation; and
- Provide for the appropriate systems and mechanisms for reporting.

4. SCOPE

The policy is designed to deal with concerns raised concerning issues relating to fraud, corruption, misconduct and malpractice within Witzenberg Municipality. The policy will not apply to personal grievances, which will be dealt with under existing procedures on grievance, discipline and misconduct. Details of these procedures are obtainable from the Human Resources Department. The policy covers all genuine concerns raised including:

- Financial misconduct, including theft and procurement fraud;
- Health and safety risks;
- Environmental damage;
- Unfair discrimination;
- Corruption and misconduct;
- Bribery; and
- Attempts to suppress or conceal any information relating to any of the above.

If in the course of an investigation any concern raised concerning the above matters appears to the investigator to relate more appropriately to grievance or discipline, those procedures will be evoked.

5. ROLES AND RESPONSIBILITIES

The identity of the whistleblower person be protected and the matter shall be treated be confidential.

5.1 Council

It is the responsibility of the Council to approve and exercise oversight over the implementation and effectiveness of the Whistle Blowing policy.

5.2 Performance, Risk and Audit Committee

The Performance, Risk and Audit Committee will advise Council if an investigation (other than a financial misconduct allegation) is needed or to request an investigation.

Allegations of financial misconduct will be reported by a delegated person of the Performance Risk and Audit Committee according to regulation 3 of the Municipal Regulations on Financial and Criminal Proceedings.

5.3 Management

It is the responsibility of management to develop sufficient administrative procedures to implement policy approved by Council.

5.4 Employees

It is the responsibility of employees (including management) to report all incidents of fraud, corruption or any other dishonest activities of a similar nature to the national fraud hotline 0800- 701- 701 or other additional means provided for in this policy.

6. REPORTING PROCEDURES

6.1 Introduction

It is the responsibility of employees (including line managers) to report all incidents of fraud, corruption or any other dishonest activities of a similar nature to the national fraud hotline 0800-701-701.

The Municipality will respond to concerns. Testing concerns is not the same as either accepting or rejecting them. Where appropriate, the matters raised might be:

- investigated by management, internal audit, or through the disciplinary process;
- referred to the police by either the municipality or the complainant;
- referred to the Auditor-General South Africa or the Public Protector.

The earlier an employee expresses the concern the easier action can be taken. Although it is not expected to prove beyond doubt the truth of an allegation, the employee will need to demonstrate to the person contacted that there are reasonable grounds for the concern. Employees may wish to consider discussing their concerns with a colleague first and they may find it easier to raise the matter if there are two (or more) who have had the same experience or concerns. Employees may invite their trade union representative to be present during any meetings or interviews in connection with the concerns raised.

To protect individuals and those accused of misdeeds or possible malpractice, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take.

Some concerns may be resolved by agreed action without the need for an investigation. If urgent action is required this will be taken before any investigation is conducted.

6.2 How to report

Concerns may be raised verbally or in writing. Verbal declarations and a written report should include as much as possible of the following information:

- What is the allegation
- Who is making the allegation? (not specifically required)
- Against whom is the allegation made
- How was the offence committed

- Where was the offence committed? (Town, location etc.)
- What municipal process or transaction has been manipulated
- At which department of the municipality did the offence take place
- Where can documentation, potential witnesses or other information be found to corroborate the allegation.

Step one: As a first step, employees of Witzenberg Municipality should raise concerns **as soon as possible** with their immediate manager and/or superior. This depends, however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. If you feel departmental avenues are inappropriate then you should contact the national fraud hotline 0800-701-701.

Step two: If unable to raise the matter with your manager or through the fraud hotline, for whatever reason, please raise the matter either with:

1. Your Director
2. Municipal Manager
3. Chairperson of the Audit Committee
4. Chief Internal Audit Executive

Contact details for the above mentioned are 023-316-1854 and the contact details of the Chairperson of the Audit Committee is available from the Chief Internal Audit Executive.

Step three: If these channels have been followed and the employee still has concerns, or if the employee feels that the matter is so serious that the employee cannot discuss the matter with any of the above, again consider the National Fraud Hotline or report the matter to the Mayor or the Public Protector South Africa. Details are available at http://www.pprotect.org/.

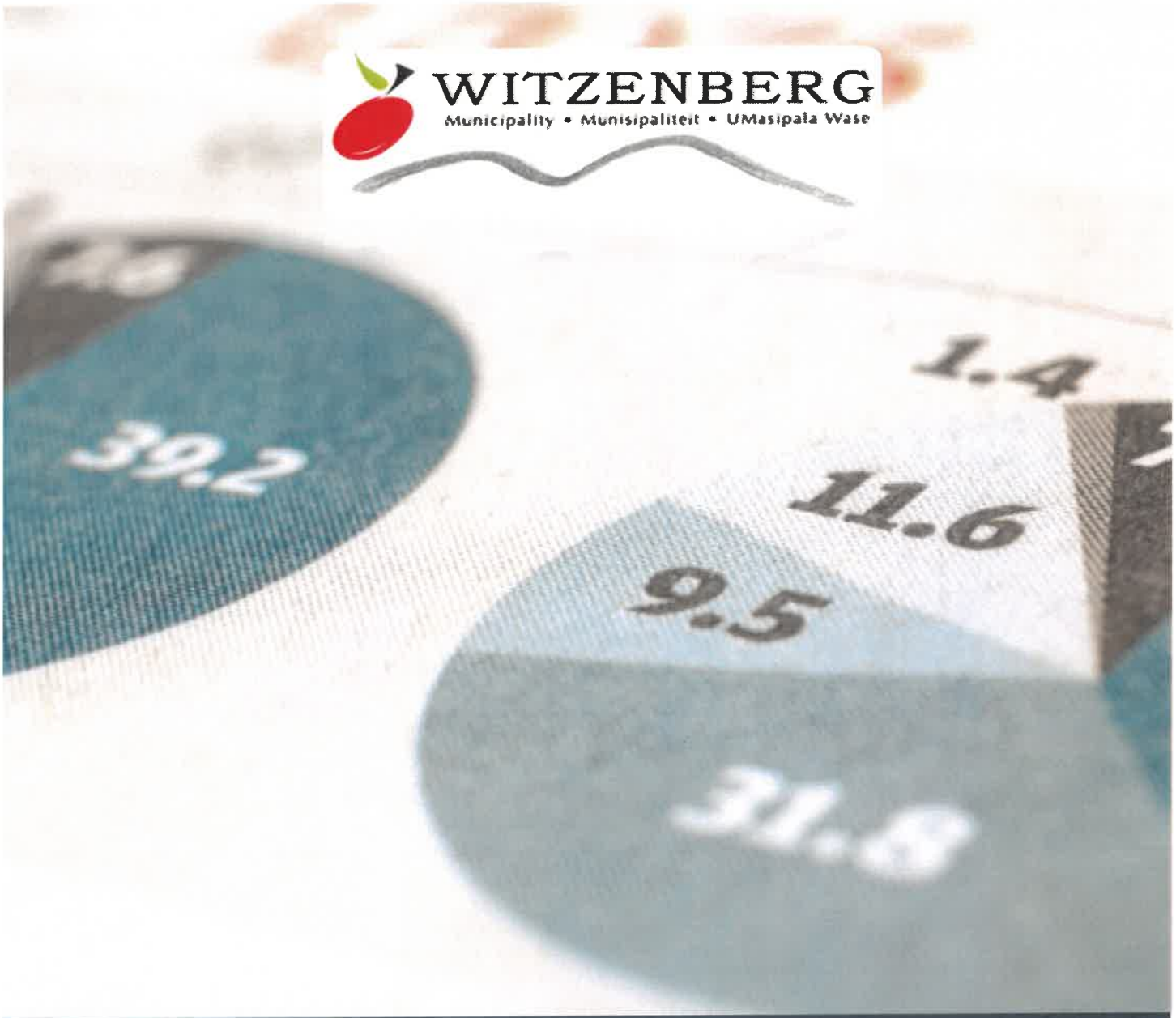
7. AWARENESS

Council and the Municipal Manager Officer recognizes that the continuing success of the Whistleblowing Policy, and its credibility, will depend largely on the effectiveness of employees throughout the organisation. To be sustainable, continuous awareness campaigns will be rolled out throughout Witzenberg Municipality.

8. REVIEW AND APPROVAL OF THE POLICY

The Performance and Risk Audit Committee shall annually review this Policy and determine its adequacy and effectiveness for current circumstances and recommend to Council for approval of any amendments that may be required.

8.1.5



SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN (SDBIP)

2026/27

Municipal Financial Management Act

Section 53(1)(c)(ii) – Approval by the Mayor

The Top Layer Service Delivery Budget Implementation Plan, indicating how the budget and the strategic objectives of Council will be implemented, is herewith submitted in terms of Sections 69(3) and 53(1)(c)(ii) of the Municipal Finance Management Act (MFMA), MFMA Circular No. 13 and the Budgeting and Reporting Regulation for the necessary approval.

Print Name: David Nasson

Municipal Manager of Witzenberg Municipality

Signature:

Date: 11/06/2026

APPROVAL

The Top Layer Service Delivery Budget Implementation Plan is herewith approved in terms of Section 53(1)(c)(ii) of the Municipal Finance Management Act (MFMA).

Print Name: Trevor Abrahams

Mayor of Witzenberg Municipality

Signature:

Date: 17/06/2026

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1. INTRODUCTION

The Service Delivery and Budget Implementation Plan (SDBIP) give effect to the municipality's IDP and budget.
The SDBIP is a layered plan, with the top layer comprising the key performance indicators and service delivery targets, and how these are assigned to top management. It expresses the Municipality's objectives in quantifiable outcomes to be implemented from 1 July 2026 to 30 June 2027.

The SDBIP serves as a "contract" between the administration, council and community expressing the goals and objectives set by the council as quantifiable outcomes that can be implemented by the administration in the applicable financial year. It provides the link between the mayor, the council (executive) and the administration, and facilitates the process for holding management accountable for its performance. It is therefore a management, implementation and monitoring tool that will assist the mayor, councillors, municipal manager, senior managers, and community to monitor the municipality's performance on a quarterly basis. The SDBIP will ensure that appropriate information is circulated internally and externally for purposes of monitoring the implementation of the budget, the execution of projects, the performance of senior management and the achievement of the strategic objectives set by council.

2. LEGISLATIVE FRAMEWORK

The Municipal Finance Management Act No. 56 of 2003 (MFMA) and National Treasury MFMA Circular No. 13 requires that municipalities must prepare a service delivery budget implementation plan (SDBIP) indicating how the budget and the strategic objectives of Council will be implemented. The SDBIP is prepared in terms of Section 53(1)(c)(ii) of the Municipal Finance Management (MFMA), National Treasury MFMA Circular No. 13 and the Budgeting and Reporting Regulation.

The Top Layer of the SDBIP is made up of the following components:

- One-year detailed plan, with a three-year capital plan
- Monthly projection of revenue to be collected for each Source (Expected Revenue to be collected)
- Monthly projects of expenditure (operating and capital) and revenue for each vote (S71 format)
- Quarterly projects of Services Delivery Targets and performance indicators for each vote. (Non-financial measurable performance objectives in the form of targets and indicators)
- Capital works plan broken down by ward over three years

3. FACTORS CONSIDERED WITH COMPILATION

The IDP is considered as the 5-year strategic plan for the municipality and therefore provides an outline of Witzenberg Municipality's vision, mission, objectives, and operational and service delivery indicators that are realistic and attainable.

The Top Layer SDBIP was drafted through a one-on-one consultation with the Municipal Manager and all the directors. The following were considered during the development of the SDBIP:

- Alignment with the IDP, National KPA's, Municipal KPA's and IDP objectives
- Alignment with the budget
- Oversight Committee Report on the Annual Report of 2024/25
- Annual Report of 2024/25
- Draft amendments to the Local Government: Municipal Planning & Performance Management Regulations (11 December 2025)
- The risks identified by the Chief Risk Officer during the municipal risk analysis.
- Areas to be addressed and root causes of the Auditor-General management letter COMAFS as well as the risks identified during the audit of the 2024/25 Annual Report
- Mid-Year Performance Report (Section 72) for 2025/26

4. MFMA CIRCULAR 88 NATIONAL INDICATORS

The municipality included the proposed new general performance indicators in the 2026/27 IDP and draft SDBIP in anticipation of the finalisation and promulgation of the amendments to the Local Government: Municipal Planning and Performance Management Regulations.

The inclusion of these indicators in the IDP and draft planning documents was informed by the draft regulations and accompanying draft guidelines published for public comment in **Government Gazette No. 53842, dated 11 December 2025**. The draft guideline indicated that, should the revised regulations be promulgated between April and June 2026, municipalities would have missed the window to fully integrate the general performance indicators into the statutory planning process for 2026/27. However, it further proposed that municipalities would nevertheless be required, from Quarter 1 of 2026/27, to incorporate the general performance indicators into reporting to Council, Province and National on a quarterly or annual basis, depending on the reporting frequency of each indicator. The draft guideline also indicated that these indicators would form part of the Section 46 Annual Performance Report for the 2026/27 financial year.

The municipality therefore included the proposed indicators in the IDP and draft SDBIP as a precautionary planning measure to ensure that, if the regulations were promulgated before the start of the 2026/27 financial year, the municipality would be positioned to report against the

indicators from Quarter 1 and include applicable results in the 2026/27 Annual Performance Report.

However, at the time of finalising the 2026/27 SDBIP for approval by the Mayor, the amendments had not been promulgated and no final commencement notice, transitional arrangements, reporting methodology or implementation guidance had been issued. The draft guideline also recognised that some municipalities may encounter barriers to reporting on certain indicators during 2026/27, and that the intended 2026/27 rollout would be a "soft" introduction to gauge readiness, refine reporting protocols, templates, platforms and data repositories, with preliminary checks and assurance processes being indicative and not yet intended to form the basis of a public opinion or finding by AGSA.

Accordingly, the final 2026/27 SDBIP is aligned to the current legally applicable performance framework and to indicators that can be supported by reliable systems, clear data sources, approved reporting methodologies and auditable evidence.

Following consideration by management, it was determined that proposed indicators for which support systems are absent, incomplete or not yet sufficiently reliable for audit purposes should not be included as formal Top Layer SDBIP indicators for 2026/27. This applies particularly to indicators relating to service delivery complaints, where the municipality must first strengthen the underlying complaint-management system, data collection processes, evidence requirements, definitions, responsibilities and reporting methodology.
These indicators will instead be included and monitored as departmental indicators during the 2026/27 financial year. This will allow the municipality to test the definitions, build the necessary support systems, improve data reliability and assess audit readiness before considering inclusion in the Top Layer SDBIP. Internal Audit will also review/audit these indicators at departmental level as part of the municipality's readiness and assurance process.

The indicators will be reconsidered for possible inclusion in the Top Layer SDBIP during the adjustment process and/or the next planning cycle, subject to the promulgation of the regulations, final regulatory guidance, confirmed reporting requirements, system readiness and the availability of reliable audit evidence.

5. STRATEGIC ALIGNMENT

VISION

A MUNICIPALITY THAT CARES FOR ITS COMMUNITY, CREATING GROWTH AND OPPORTUNITIES.

MISSION

THE MUNICIPALITY IS COMMITTED TO IMPROVE THE QUALITY OF LIFE OF THE COMMUNITY BY:

- Providing & maintaining affordable services
- Promoting Social- & Economic Development
- The Effective & Efficient Use of Resources
- Effective Stakeholder & Community Participation

KEY PERFORMANCE AREAS	STRATEGIC OBECTIVES
Essential Services	Sustainable provision and maintenance of basic infrastructure
	Provide for the needs of Informal Settlements through improved services
Governance	Support Institutional Transformation and Development
	Ensure Financial Viability
	To maintain and strengthen relations with international- & inter-governmental partners as well as the local community through the creation of participative structures.
Communal Services	Provide and Maintain Facilities and Environment that make citizens feel at home
Socio-Economic Support	Support the poor & vulnerable through programmes & policy
	Create an enabling environment to support local economy

6. NON-FINANCIAL COMPONENT

a. Key Performance Indicators

KPA: **1. ESSENTIAL SERVICES**

Strategic Objective: **1.1 Sustainable provision and maintenance of basic infrastructure**

Ref	Key Performance Indicator	2026/27 Annual Target	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	2027/28 Target	2028/29 Target	2029/30 Target	2030/31 Target
WS1.11a	Number of new formal sanitation connections meeting minimum standards *The total number of new sewer connections (defined as connections to a flush toilet connected to the sewerage system or a septic tank or a VIP toilet) made by the municipality.*	55	2	3	50	55	5	6	7	14
WS2.11a	Number of new formal water connections meeting minimum standards *Total number of new water connections meeting minimum standards (supply of water is Piped (tap) water inside dwelling/institution and piped (tap) water inside yard (formal erf).*	55	2	3	50	55	5	6	7	14
WS4.1	Percentage of drinking water samples complying to SANS241. *The percentage of water samples measured that comply with the SANS 241 requirements over a 12 month period for the defined parameters. See the SANS 241 requirements for a detailed breakdown of the various tests involved and the associated standard limits for application.*	98%	98%	98%	98%	98%	98%	98%	98%	98%
WS5.1	Percentage of non-revenue water (sum of un-billed authorised consumption such as informal settlements, recreational areas and apparent & real losses)	39%	39%	39%	39%	39%	38%	38%	37%	37%
WS5.2	Total water losses *((1) System input volume- (2) Authorised consumption volume) in m^3 x 1000) / (365 x (3) Number of connections)]*	20%	Annual Target				20%	19%	19%	18%

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Ref	Key Performance Indicator	2026/27 Annual Target	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	2027/28 Target	2028/29 Target	2029/30 Target	2030/31 Target
EE1.11	Number of dwellings provided with connections to mains electricity supply by the municipality	55	2	3	50	55	5	6	7	14
EE1.13	Percentage of valid customer applications for new electricity connections processed in terms of municipal service standards *((1) Number of valid customer applications for a new electricity connection processed within municipal standard timeframes/ (2) Total number of valid customer applications for a new electricity connection processed)*	95%	95%	95%	95%	95%	95%	95%	95%	95%
EE4.4	Percentage total electricity losses *(((1) Electricity Purchases in kWh - (2) Electricity sales in kWh)) / (1) Electricity Purchases in kWh)*	10%	Annual Target				10%	10%	10%	10%
FinInc28	Number of accounts for refuse removal as per Refuse Removal Schedule. Planned periodic removal.	12065	12065	12065	12065	12065	12070	12080	12090	12100
TR6.12	Percentage of surfaced municipal road lanes which has been resurfaced and resealed *((1) Kilometres of municipal road lanes resurfaced and resealed / (2) Kilometres of surfaced municipal road lanes)*	2%	0%	0%	1	2%	2%	2%	3%	3%
TR6.13	KMs of new municipal road network *(1) Number of kilometres of surfaced road network built + (2) Number of kilometres unsurfaced road network built*	0,00	No planned or budgeted projects				0,00	0,00	0,00	0,00

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Strategic Objective: **1.2 Provide for the needs of Informal Settlements through improved services**

Ref	Key Performance Indicator	2026/27 Annual Target	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	2027/28 Target	2028/29 Target	2029/30 Target	2030/31 Target
WS1.11b	Number of new informal sanitation connections meeting minimum standards *Total number of new sanitation connections to communal toilet facilities meeting basic sanitation standards made by the municipality.*	3	0	0	3	3	3	3	3	3
WS2.11b	Number of new informal water connections meeting minimum standards *Total number of new water connections to public/communal taps made by the municipality.*	3	0	0	3	3	3	3	3	3
TecRef31	Percentage of households in demarcated informal areas with access to a periodic solid waste removal or a skip for household waste.	95%	95%	95%	95%	95%	97%	97%	97%	97%

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KPA: **2. GOVERNANCE**

Strategic Objective: **2.1 Support Institutional Transformation and Development**

Ref	Key Performance Indicator	2026/27 Annual Target	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	2027/28 Target	2028/29 Target	2029/30 Target	2030/31 Target
CorpHR13	Percentage budget spent on implementation of Workplace Skills Plan.	96%	10%	35%	60%	96%	96%	96%	96%	96%
GG1.1	Percentage of municipal skills development levy recovered *((1) R-value of municipal skills development levy recovered/ (2) R-value of the total qualifying value of the municipal skills development levy)*	100%	Annual Target				100%	100%	100%	100%
GG1.2	Top management stability *((1) Sum of actual working days, in the reporting period, that each S56 and S57 post was occupied by a fully appointed official (not suspended or vacant) with a valid signed contract and performance agreement) / (2) Total aggregate standard working days for all S56 and S57 posts)*	80%	Annual Target				80%	92%	92%	94%
GG1.21	Staff vacancy rate *(((1) The number of employee posts on the approved organisational structure - (2) The number of actual employees in the municipality) / (1) The number of employee posts on the approved organisational structure)*	12%	12%	12%	12%	12%	12%	12%	10%	10%
GG1.22	Percentage of vacant posts filled within 6 months. *((1) Number of vacant posts filled within 6 months since the date (dd/mm/yyyy) of authority to proceed with filling the vacancy / (2) Number of vacant posts that have been filled)*	100%	100%	100%	100%	100%	100%	100%	100%	100%
CorpHR12	Report on percentage of people from employment equity target groups employed in the three highest levels of management in the municipality.	4 Reports	1	2	3	4	4 Reports	4 Reports	4 Reports	4 Reports
GG5.11	Number of active suspensions longer than three months. *Refers to the total number of active suspensions at the time of reporting that were initiated more than three months prior and had not yet been resolved.*	0	0	0	0	0	0	0	0	0

Ref	Key Performance Indicator	2026/27 Annual Target	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	2027/28 Target	2028/29 Target	2029/30 Target	2030/31 Target
GG4.1	Percentage of councillors attending council meetings. *((1) The sum total of all councillor attendance of all council meetings / ((2)The total number of council meetings x (3) The total number of council members in the municipality))*	95%	Annual Target				95%	95%	95%	97%
C2(GG)	Number of ExCo or Mayoral Executive meetings held:	Only result, no target set.								
C3(GG)	Number of Council portfolio committee meetings held:	Only result, no target set.								
C4(GG)	Number of MPAC meetings held:	Only result, no target set.								
C11(GG)	Number of litigation cases instituted by the municipality:	Only result, no target set.								
C12(GG)	Number of litigation cases instituted against the municipality:	Only result, no target set.								

Strategic Objective: 2.2 Ensure Financial Viability

Ref	Key Performance Indicator	2026/27 Annual Target	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	2027/28 Target	2028/29 Target	2029/30 Target	2030/31 Target
FM7.11	Debtors payment period *(((1) Gross Debtors - (2) Bad Debt Provision) / (3) Billed Revenue) × (4) Number of days in the reporting period year to date*	60	75	70	65	60	60	60	60	60
FM7.12	Collection rate ratio *((1) Gross Debtors Opening Balance + (2) Billed Revenue – (3) Gross Debtors Closing Balance - (4) Bad Debts Written Off) / (2) Billed Revenue*	93%	75%	88%	91%	93%	94%	95%	95%	96%
FM3.11	Cash/Cost coverage ratio *(((1)Cash and Cash Equivalents - (2) Unspent Conditional Grants - (3) Overdraft) + (4) Short Term Investment) / (5) Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, Provision for Bad Debts, Impairment and Loss on Disposal of Assets)*	3	3	3	3	3	3	3	3	3
FM3.12	Current ratio (current assets/current liabilities) *(1) Current assets/ (2) Current liabilities*	2	Annual Target				2	2	2	2
FM4.31	Creditors payment period *((1) Trade Creditors Outstanding / (2) Credit purchases (operating and capital) X (3) Number of days in the reporting year to date*	30	30	30	30	30	30	30	30	30

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Ref	Key Performance Indicator	2026/27 Annual Target	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	2027/28 Target	2028/29 Target	2029/30 Target	2030/31 Target
LED3.31	Average number of days from the point of advertising to the letter of award per 80/20 procurement process. *(1) Sum of the number of days from the point of advertising a tender in terms of the 80/20 procurement process to the issuing of the letter of award/ (2) Total number of 80/20 tenders awarded as per the procurement process*	140	140	140	140	140	135	135	130	130
LED3.32	Percentage of municipal payments made to service providers who submitted complete forms within 30-days of invoice submission. *((1) Number of municipal payments within 30-days of complete invoice receipt made to service providers / (2) Total number of complete invoices received (30 days or older))*	95%	95%	95%	95%	95%	95%	95%	95%	95%
FM5.31	Repairs and Maintenance as a percentage of property, plant, equipment and investment property *(1) Total Repairs and Maintenance Expenditure/ ((2) Property, Plant and Equipment + (3) Investment Property (Carrying Value))*	3%	Annual Target				3%	3%	3%	3%
FM1.11	Total Capital Expenditure as a percentage of Total Capital Budget *(1) Actual Capital Expenditure / (2) Budgeted Capital Expenditure*	95%	10%	40%	60%	95%	95%	96%	97%	97%
FM1.12	Total Operating Expenditure as a percentage of Total Operating Expenditure Budget *(1) Actual Operating Expenditure / (2) Budgeted Operating Expenditure*	90%	15%	40%	60%	90%	90%	90%	90%	90%
FM1.13	Total Operating Revenue as a percentage of Total Operating Revenue Budget *(1) Actual Operating Revenue / (2) Budgeted Operating Revenue*	90%	15%	40%	60%	90%	90%	90%	90%	90%
FM1.14	Service Charges and Property Rates Revenue as a percentage of Service Charges and Property Rates Revenue Budget *((1) Actual Service Charges Revenue + (2) Actual Property Rates Revenue) / (3) Budgeted Service Charges and Property Rates Revenue*	95%	30%	50%	75%	95%	95%	95%	95%	95%
FM1.2	Municipal budget assessed as funded (Y/N) (National) *(1) NT funded budget assessment tool outcome: Yes/No*	Y	Annual Target				Y	Y	Y	Y
GG3.11	Number of repeat audit findings *(1) Simple count of the number of "repeat" findings itemised in the Auditor-General's report of each municipality*	0	Annual Target				0	0	0	0

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Strategic Objective: **2.3 To maintain & strengthen relations with international- & inter-governmental partners as well as with the local community through the creation of participative structures.**

Ref	Key Performance Indicator	2026/27 Annual Target	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	2027/28 Target	2028/29 Target	2029/30 Target	2030/31 Target
GG2.1	Percentage of ward committees that are functional (meet four times a year, are quorate, and have an action plan) *((1) Functional ward committees) / (2) Total number of wards)*	50%	Annual Target				100%	100%	100%	100%
GG2.12	Percentage of wards that have held a quarterly councillor-convened community meeting *(1) Number of councillor convened ward community meetings / ((2) Total number of wards in the municipality x (3) Reporting quarter)*	50%	100%	0%	0%	100%	100%	100%	100%	100%

Please note: Given that municipal elections are anticipated to be held in late 2026, targets for ward committee functionality have been amended to correspond with periods prior to the establishment of these committees.

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KPA: **3. COMMUNAL SERVICES**

Strategic Objective: **3.1 Provide and maintain facilities and environment that make citizens feel at home**

Ref	Key Performance Indicator	2026/27 Annual Target	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	2027/28 Target	2028/29 Target	2029/30 Target	2030/31 Target
FD1.11	Percentage compliance with the required attendance time for structural firefighting incidents	90%	90%	90%	90%	90%	90%	92%	92%	93%
FD2.2	Fire Services function in accordance with prescribed requirements. *As per the Act, a "Local authority may establish a service in accordance with prescribed requirements". A fire service is therefore considered 'functional' if it meets the following three conditions:* *1. A Fire Chief Officer has been appointed by the municipality;* *2. The fire services have evidence of callouts responded to over the reporting period;* *3. The municipality has established and maintained a fire service in accordance with prescribed standards SANS 10090: Community Protection Against Fire.*	2	Annual Target				2	2	3	3
C103(ENV)	Number of notifiable medical condition investigations following the prescribed protocols	Only result, no target set.								
C104(ENV)	Number of foodborne disease outbreak investigations following the prescribed protocols	Only result, no target set.								
HS3.6	Average number of library visits per library	12200	3000	6000	9000	12200	12500	12500	13000	13000
HS3.7	Percentage of municipal cemetery plots available	25%	36%	31%	28%	25%	20%	15%	12%	10%

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KPA: **4. SOCIO- ECONOMIC SUPPORT SERVICES**

Strategic Objective: **4.1 Support the poor and vulnerable through programmes and policy**

Ref	Key Performance Indicator	2026/27 Annual Target	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	2027/28 Target	2028/29 Target	2029/30 Target	2030/31 Target
LED2.12	Percentage of the municipality's operating budget spent on indigent relief for free basic services. *((1) R-value of operating budget expenditure on free basic services / (2) R-value of the total operating budget)*	3,00%	4,00%	4,00%	3,00%	3,00%	5,00%	5,00%	4,50%	4,50%
C86 (LED)	Number of households in the municipal area registered as indigent	Only result, no target set.								
LED1.21	Number of work opportunities created through Public Employment Programmes (incl. EPWP and other related employment programmes) *(1) Number of work opportunities provided by the municipality through the Expanded Public Works Programme + (2) the Number of work opportunities provided through other related infrastructure initiatives.*	400	100	200	300	400	405	405	405	405
ComSoc42	Number of engagements with target groups with the implementation of social development programmes.	20	5	10	15	20	22	23	23	24
ComHS14	Number of housing opportunities provided per year.	50				50	70	70	70	70
ComHS15	Number of properties transferred identified as Rental Stock as well as properties included in title deed restoration projects as funded by provincial government.	55	0	0	30	55	5	5	5	5

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Strategic Objective: **4.2 Create an enabling environment to support the local economy**

Ref	Key Performance Indicator	2026/27 Annual Target	1st Q Target	2nd Q Target	3rd Q Target	4th Q Target	2027/28 Target	2028/29 Target	2029/30 Target	2030/31 Target
LED3.11	Average time taken to finalise business license applications *(1) Sum of the total working days per business application finalised/ (2) Number of business applications finalised*	15 days	15	15	15	15	15	15	14	14
LED1.31	Number of individuals connected to apprenticeships, learnerships and structured educational programmes through municipal interventions *The number of individuals connected to apprenticeships, structured educational programmes and learnerships through municipal interventions. Municipal interventions refer to any project, programme or initiative intended to facilitate or implement change among the target population. Apprenticeships, structured educational programmes and learnerships, in this instance, refer specifically to structured learning processes for gaining theoretical knowledge and practical skills in the workplace leading to an accreditation or qualification recognised in terms of the National Qualifications Authority.*	0 No grants received	0	0	0	0	4	4	5	5

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7. FINANCIAL COMPONENT

a. Component 1 – Monthly Revenue by Source

Description	Budget Year 2026/27												Medium Term Revenue & Expenditure Framework		
	July	August	Sept.	October	November	December	January	February	March	April	May	June			
R thousands	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Budget Year 2026/27	Budget Year +1 2027/28	Budget Year +2 2028/29
Revenue By Source															
Property Rates	54 782	5 721	4 430	5 721	5 721	5 721	5 721	5 721	4 430	8 303	7 012	7 012	120 291	34 527	37 290
Service charges - Electricity	47 269	44 477	44 477	36 102	36 102	33 310	33 310	38 894	41 685	44 477	41 685	36 102	477 889	10 173	11 318
Service charges - Water	4 450	4 450	4 450	4 450	4 450	4 450	4 450	4 450	4 450	4 450	4 450	4 450	53 401	56 053	58 991
Service charges - Waste Water Management	2 799	2 799	2 799	2 799	2 799	2 799	2 799	2 799	2 799	2 799	2 799	2 799	33 590	25 136	26 392
Service charges - Waste Management	3 023	3 023	3 023	3 023	3 023	3 023	3 023	3 023	3 023	3 023	3 023	3 023	36 276	8 120	8 527
Service charges - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment	528	528	528	528	528	528	528	528	528	528	528	528	6 345	431	452
Fines, penalties and forfeits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Licences or permits	214	214	214	214	214	214	214	214	214	214	214	214	2 566	12	13
Agency services	410	410	410	410	410	410	410	410	410	410	410	410	4 918	2 917	3 063
Interest Revenue	4 338	4 338	4 338	4 338	4 338	4 338	4 338	4 338	4 338	4 338	4 338	4 338	52 049	10 284	10 798
Other Revenue	1 919	1 918	3 201	1 915	1 915	3 197	1 914	1 916	3 200	1 918	1 917	5 572	30 501	4 786	5 075
Grant Revenue	13 628	13 628	12 276	13 628	13 628	11 891	13 628	13 628	12 276	13 628	13 628	70 139	215 605	18 006	23 606
Total Revenue	**133 360**	**81 506**	**80 146**	**73 128**	**73 128**	**69 881**	**70 335**	**75 921**	**77 353**	**84 088**	**80 004**	**134 587**	**1 033 431**	**170 445**	**185 525**

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a. Component 2 – Monthly Operating Expenditure by Vote

Description	Budget Year 2026/27												Medium Term Revenue & Expenditure Framework		
	July	August	Sept.	October	November	December	January	February	March	April	May	June			
R thousands	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Budget Year 2026/27	Budget Year +1 2027/28	Budget Year +2 2028/29
Expenditure by Type															
Employee related costs	25 639	25 639	25 639	25 639	25 639	25 639	25 639	25 639	25 639	25 639	25 639	26 349	308 376	91 494	98 486
Remuneration of councillors	1 102	1 102	1 102	1 102	1 102	1 102	1 102	1 102	1 102	1 102	1 102	1 102	13 228	612	642
Bulk purchases - electricity	35 953	35 952	35 953	35 952	35 952	35 952	35 952	35 952	35 952	35 952	35 952	35 954	431 429	-	-
Debt Impairment	3 908	3 908	3 908	3 908	3 908	3 908	3 908	3 908	3 908	3 908	3 908	3 908	46 891	33 430	35 102
Depreciation & asset impairment	2 841	2 841	2 841	2 841	2 841	2 841	2 841	2 841	2 841	2 841	2 841	2 841	34 090	6 652	6 985
Finance Charges	886	886	886	886	886	886	886	886	886	886	886	834	10 585	88	93
Other materials	2 046	2 046	2 046	2 046	2 046	2 046	2 046	2 046	2 046	2 046	2 046	2 246	24 754	11 292	11 879
Contracted Services	6 336	6 336	6 340	6 336	6 336	6 390	6 336	6 336	6 340	6 336	6 336	6 840	76 596	22 384	23 122
Transfers and subsidies	251	251	2 704	251	251	2 704	251	251	2 704	251	251	2 704	12 825	1 246	1 309
Irrecoverable debts written off	2 500	2 500	2 500	2 500	2 500	2 500	2 500	2 500	2 500	2 500	2 500	2 500	30 000	-	-
Other Expenditure	5 592	5 592	5 642	5 592	5 592	5 642	5 592	5 592	5 642	5 592	5 592	5 945	67 604	8 697	8 748
Losses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditure	**87 054**	**87 053**	**89 561**	**87 053**	**87 053**	**89 610**	**87 053**	**87 053**	**89 560**	**87 053**	**87 053**	**91 223**	**1 056 378**	**175 895**	**186 366**

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a. Component 3 – Monthly Capital Expenditure

b. KPA: 1. ESSENTIAL SERVICES

Strategic Objective: 1.1 Sustainable provision and maintenance of basic infrastructure

Department	Description	Budget 2026/27	Project Start Date	Project End Date	Cash Flow Jul	Cash Flow Aug	Cash Flow Sep	Cash Flow Oct	Cash Flow Nov	Cash Flow Dec	Cash Flow Jan	Cash Flow Feb	Cash Flow Mar	Cash Flow Apr	Cash Flow May	Cash Flow Jun
Roads	Ceres Bella Vista Taxi Rank	1 250 787	2027/02/14	2028/02/15									400 000	400 000		450 787
Roads	Network Street	8 000 000	2026/07/15	2027/04/15					2 000 000	1 000 000		1 000 000	2 000 000	2 000 000		
Water	Tulbagh Reservoir	9 960 619	2026/04/15	2027/05/15	500 000	2 000 000	1 000 000	1 000 000	2 000 000	250 000	250 000	1 000 000	1 960 619			
Electricity Administration	Mv Substation Equipment	1 400 000	2026/07/15	2027/05/15					500 000					500 000		
Electricity Administration	Upgrade Of Mv Cables	1 400 000	2026/07/15	2027/05/15					500 000					500 000		
Electricity Administration	Mv Network Equipment	1 000 000	2026/07/15	2027/05/15					300 000			700 000				
Electricity Administration	Electrical Network Refurbishment	1 000 000	2026/07/15	2027/05/15					300 000			700 000				
Solid Waste	Bulk Waste Container Bins	434 600	2026/07/15	2027/06/15					434 600							
Water	Network- Water Pipes & Valve Replacement	1 000 000	2026/07/15	2027/06/15					300 000			300 000		100 000		300 000
Electricity Administration	Upgrade Of Lv Network Cables	400 000	2026/07/15	2027/05/15											400 000	
Water	Security Upgrades	200 000	2026/09/15	2027/05/15										200 000		
Electricity Administration	Tools & Equipment	200 000	2026/07/15	2026/11/15				200 000								
Sewerage	Aerator Replacement Programme	200 000	2026/07/15	2027/04/15					100 000					100 000		
Sewerage	Upgrade of WWTW	200 000	2026/07/15	2027/06/15				100 000				100 000				
Sewerage	Sewer Pumps-replacement	100 000	2026/10/15	2027/04/15										100 000		
Dir Tech	Furniture & Equipment	50 000	2026/10/15	2027/04/15									50 000			
Electricity Administration	Electrical Network Housing Project	2 608 695	2026/10/15	2027/06/15				1 000 000	500 000		590 434				518 261	
Water	Tulbagh Reservoir	2 200 000	2026/04/15	2027/06/15											1 000 000	1 200 000
Mechanical Workshop	Waste disposal vehicles	5 461 516	2026/04/15	2026/11/15				5 461 516								

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Strategic Objective: **1.2 Provide for the needs of Informal Settlements through improved services**

KPA: **2. GOVERNANCE**

Strategic Objective: **2.1 Support Institutional Transformation and Development**

Department	Description	Budget 2026/27	Project Start Date	Project End Date	Cash Flow Jul	Cash Flow Aug	Cash Flow Sep	Cash Flow Oct	Cash Flow Nov	Cash Flow Dec	Cash Flow Jan	Cash Flow Feb	Cash Flow Mar	Cash Flow Apr	Cash Flow May	Cash Flow Jun
Mechanical Workshop	Vehicle Replacement Programme	2 000 000	2026/07/15	2027/05/15			500 000		500 000			500 000		500 000		
Information Technology	IT Equipment	300 000	2026/07/15	2026/11/15				300 000								
Dir Corp	Furniture & Equipment	50 000	2026/10/15	2027/04/15									50 000			
Dir Comm	Furniture & Equipment	50 000	2026/10/15	2027/04/15									50 000			
Mechanical Workshop	Tools & Equipment	50 000	2026/07/15	2026/12/15					50 000							

Strategic Objective: **2.2 Ensure Financial Viability**

Department	Description	Budget 2026/27	Project Start Date	Project End Date	Cash Flow Jul	Cash Flow Aug	Cash Flow Sep	Cash Flow Oct	Cash Flow Nov	Cash Flow Dec	Cash Flow Jan	Cash Flow Feb	Cash Flow Mar	Cash Flow Apr	Cash Flow May	Cash Flow Jun
Dir Fin	Furniture & Equipment	50 000	2026/10/15	2027/04/15									50 000			

Strategic Objective: **2.3 To maintain & strengthen relations with international- & inter-governmental partners as well as with the local community through the creation of participative structures.**

Department	Description	Budget 2026/27	Project Start Date	Project End Date	Cash Flow Jul	Cash Flow Aug	Cash Flow Sep	Cash Flow Oct	Cash Flow Nov	Cash Flow Dec	Cash Flow Jan	Cash Flow Feb	Cash Flow Mar	Cash Flow Apr	Cash Flow May	Cash Flow Jun
Marketing & Communication	Access Control - Furniture And Equipment	250 000	2025/07/25	2026/02/13					250 000							
Marketing & Communication	Camera Equipment	35 000	2025/07/25	2025/12/10						35 000						

KPA: **3. COMMUNAL SERVICES**

Strategic Objective: **3.1 Provide and maintain facilities and environment that make citizens feel at home**

Department	Description	Budget 2026/27	Project Start Date	Project End Date	Cash Flow Jul	Cash Flow Aug	Cash Flow Sep	Cash Flow Oct	Cash Flow Nov	Cash Flow Dec	Cash Flow Jan	Cash Flow Feb	Cash Flow Mar	Cash Flow Apr	Cash Flow May	Cash Flow Jun
Libraries	Library Nduli	6 859 252	2026/04/15	2027/05/15	400 000	1 000 000	800 000	1 000 000	1 000 000	250 000	250 000	1 000 000	1 159 252			
Sport Grounds & Stadiums	Sports Facilities Upgrade Tulbagh	1 600 000	2026/02/25	2027/02/10		500 000			500 000			600 000				
Community Parks	Plant & Equipment	200 000	2026/07/15	2026/12/15					200 000							
Electricity Administration	Upgrade Of Streetlights	100 000	2026/07/15	2026/10/15			100 000									
Community Parks	Chainsaws	140 000	2026/07/15	2026/11/15				140 000								
MM	Furniture & Equipment	50 000	2026/10/15	2027/04/15									50 000			
Roads	Traffic Calming	500 000	2026/10/15	2027/04/15									500 000			
Community Halls	Replace vinyl flooring Montana Comm hall_Wolseley	520 000	2026/06/15	2027/02/01						520 000						

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KPA: **4. SOCIO- ECONOMIC SUPPORT SERVICES**

Strategic Objective: **4.2 Create an enabling environment to support the local economy**

Department	Description	Budget 2026/27	Project Start Date	Project End Date	Cash Flow Jul	Cash Flow Aug	Cash Flow Sep	Cash Flow Oct	Cash Flow Nov	Cash Flow Dec	Cash Flow Jan	Cash Flow Feb	Cash Flow Mar	Cash Flow Apr	Cash Flow May	Cash Flow Jun
Roads	Main Roads Tulbagh	7 993 043	2026/07/15	2027/04/15					2 000 000			1 500 000	2 822 174	1 670 869		
LED	Pine Valley Community Park	500 000	2025/07/25	2025/10/23									500 000			
LED	Pine Valley Community Park	434 782	2026/02/15	2026/06/15										434 782		
LED	Pine Valley Community Park	434 782	2025/10/15	2027/03/15											434 782	

c. Component 4 – Three Year Capital Expenditure per Ward

KPA: **1. ESSENTIAL SERVICES**

Strategic Objective: **1.1 Sustainable provision and maintenance of basic infrastructure**

Department	Description	Funding Source	Ward	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30	Budget 2030/31
Roads	Ceres Bella Vista Taxi Rank	MIG	All	1 250 787	16 259 567			
Roads	Network Street	CRR	All	8 000 000	5 000 000	4 000 000	7 000 000	7 000 000
Water	Tulbagh Reservoir	MIG	7,11	9 960 619				
Roads	Ceres Bella Vista Taxi Rank	CRR	All		2 500 000			
Electricity Administration	Mv Substation Equipment	CRR	All	1 400 000	1 400 000		1 050 000	1 050 000
Electricity Administration	Upgrade Of Mv Cables	CRR	All	1 400 000	1 400 000		1 050 000	1 050 000
Electricity Administration	Mv Network Equipment	CRR	All	1 000 000	1 000 000		750 000	750 000
Electricity Administration	Electrical Network Refurbishment	CRR	All	1 000 000	1 000 000	1 000 000	740 000	740 000
Sewerage	Sewer Network Replacement	CRR	All			4 000 000	2 100 000	2 300 000
Solid Waste	Bulk Waste Container Bins	CRR	All	434 600	235 956		500 000	500 000
Water	Network- Water Pipes & Valve Replacement	CRR	All	1 000 000		3 000 000	1 850 000	1 950 000
Electricity Administration	Upgrade Of Lv Network Cables	CRR	All	400 000	400 000		420 000	420 000
Water	Security Upgrades	CRR	All	200 000				
Electricity Administration	Tools & Equipment	CRR	All	200 000	200 000		60 000	60 000
Sewerage	Aerator Replacement Programme	CRR	All	200 000	200 000		310 000	330 000
Sewerage	Upgrade of WWTW	CRR		200 000	200 000		400 000	450 000
Roads	Tools & Equipment	CRR	All					
Sewerage	Sewer Pumps-replacement	CRR	All	100 000	100 000		240 000	270 000
Dir Tech	Furniture & Equipment	CRR	All	50 000	50 000		10 000	30 000
Electricity Administration	Electrical Network Housing Project	INEP	All	2 608 695	4 020 870	566 957		
Roads	Rehabilitation - Streets Wolseley	MIG	2,7		8 171 504			
Water	Tulbagh Reservoir	CRR	7,11	2 200 000				
Mechanical Workshop	Waste disposal vehicles	MIG		5 461 516				
Roads	Storm water plant & equipment	CRR	All			150 000		
Sewerage	Telemetry	CRR	All				150 000	150 000
Sewerage	Upgrade Tulbagh WWTW (housing)	MIG	11		1 373 277	18 276 957	5 365 853	
Water	Upgrade Water Treatment Works	CRR	All				1 500 000	1 600 000
Sewerage	Plant & Equipment	CRR	All			150 000		
Sewerage	Upgrade of WWTW	WSIG	All		14 782 608	8 695 652		

Strategic Objective: **1.2 Provide for the needs of Informal Settlements through improved services**

Department	Description	Funding Source	Ward	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30	Budget 2030/31
Sewerage	Toilets For Informal Settlements	CRR	All			1 400 000	500 000	500 000

KPA: **2. GOVERNANCE**

2.1 Support Institutional Transformation and Development

Department	Description	Funding Source	Ward	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30	Budget 2030/31
Mechanical Workshop	Vehicle Replacement Programme	CRR	All	2 000 000			2 300 000	2 500 000
Information Technology	IT Equipment	CRR	All	300 000			250 000	250 000
Dir Corp	Furniture & Equipment	CRR	All	50 000	50 000		10 000	30 000
Dir Comm	Furniture & Equipment	CRR	All	50 000	50 000		30 000	10 000
Mechanical Workshop	Tools & Equipment	CRR	All	50 000				50 000

Strategic Objective: **2.2 Ensure Financial Viability**

Department	Description	Funding Source	Ward	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30	Budget 2030/31
Dir Fin	Furniture & Equipment	CRR	All	50 000	50 000			

Strategic Objective: **2.3 To maintain & strengthen relations with international- & inter-governmental partners as well as with the local community through the creation of participative structures.**

Department	Description	Funding Source	Ward	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30	Budget 2030/31
Marketing & Communication	Access Control - Furniture And Equipment	CRR	All	250 000				
Marketing & Communication	Camera Equipment	CRR	All	35 000				

KPA: **3. COMMUNAL SERVICES**

Strategic Objective: **3.1 Provide and maintain facilities and environment that make citizens feel at home**

Department	Description	Funding Source	Ward	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30	Budget 2030/31
Cemeteries	New regional cemetery Ceres/Bella Vista/ Nduli	MIG	All			8 250 000	6 500 000	
Cemeteries	New regional cemetery Ceres/Bella Vista/ Nduli	CRR	All				1 600 000	3 000 000
Libraries	Library Nduli	MIG	1,12	6 859 252				
Electricity Administration	Upgrade Of Streetlights	ergy Efficier	All		4 013 913			
Sport Grounds & Stadiums	Sports Facilities Upgrade Tulbagh	CRR	7,11	1 600 000				
Community Parks	Plant & Equipment	CRR	All	200 000		150 000	100 000	40 000
Electricity Administration	Upgrade Of Streetlights	CRR	All	100 000	100 000	2 000 000	160 000	160 000
Community Parks	Irrigation Equipment For Parks	CRR	All					200 000
Sport Grounds & Stadiums	Sportsground Development & Upgrading	CRR	All				250 000	260 000
Fire Fighting & Protection	Fire Fighting Equipment	CRR	All				160 000	
Community Parks	Chainsaws	CRR	All	140 000	150 000		70 000	0
MM	Furniture & Equipment	CRR	All	50 000	50 000		10 000	30 000
Roads	Traffic Calming	CRR	All	500 000	500 000	500 000	140 000	150 000
Sport Grounds & Stadiums	New sport facility Vredebes	MIG	5					22 000 000
Community Halls	Replace asbestos roof Kliprug Community hall_PAH	CRR	4		2 100 000			
Community Halls	Replace vinyl flooring Montana Comm hall_Wolseley	CRR	2,7	520 000				
Community Halls & Facilities	Upgrade of Kliprug community hall & change rooms	CRR	4			4 000 000		

KPA: **4. SOCIO- ECONOMIC SUPPORT SERVICES**

Strategic Objective: **4.2 Create an enabling environment to support the local economy**

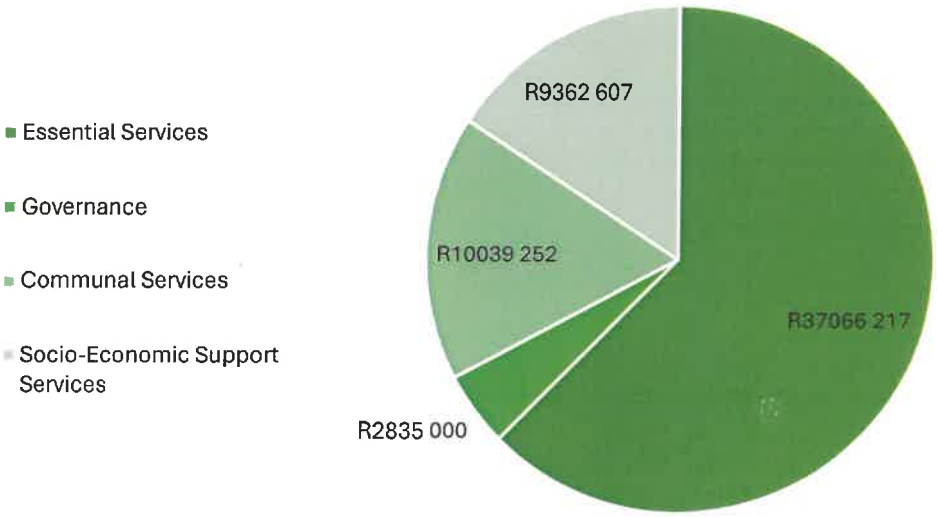
Department	Description	Funding Source	Ward	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30	Budget 2030/31
Roads	Main Roads Ceres	Prov Grant	3,5		5 883 913			
Roads	Main Roads Tulbagh	Prov Grant	7,11	7 993 043				
LED	Pine Valley Community Park	CRR	7	500 000				
LED	Pine Valley Community Park	CWDM	7	434 782				
Roads	Resurfacing of Municipal Roads	MIG	11				12 105 113	
Roads	Reconstruction of Municipal Roa	MIG	11				4 138 050	
LED	Pine Valley Community Park	RSEP	7	434 782				

8. BUDGETARY ALIGNMENT WITH IDP

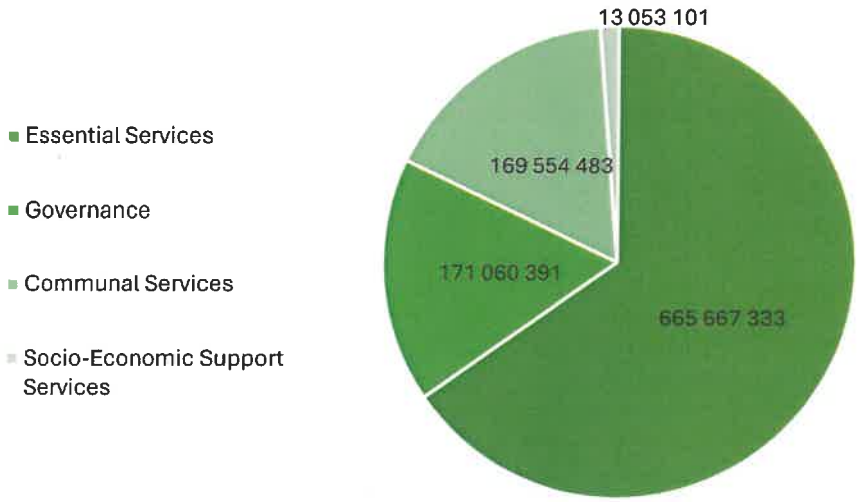
BUDGET PER KEY PERFORMANCE AREA

KEY PERFORMANCE AREA	CAPITAL BUDGET 2026/27	OPERATIONAL BUDGET 2026/27
Essential Services	R37 066 217	665 667 333
Governance	R2 835 000	171 060 391
Communal Services	R10 039 252	169 554 483
Socio-Economic Support Services	R9 362 607	13 053 101

CAPITAL BUDGET 2026/27



OPERATIONAL BUDGET 2026/27



CAPITAL BUDGET PER STRATEGIC OBJECTIVE

STRATEGIC OBJECTIVE	CAPITAL BUDGET 2026/27	CAPITAL BUDGET 2027/28	CAPITAL BUDGET 2028/29
1.1 Sustainable provision & maintenance of basic infrastructure	R37 066 217	R58 293 782	R39 989 566
1.2 Provide for the needs of informal settlements through improved services	R0	R0	R1 400 000
2.1 Support Institutional Transformation & Development	R2 500 000	R150 000	R0
2.2 Ensure financial viability	R50 000	R50 000	R0
2.3 Maintain & strengthen relations	R285 000	R0	R0
3.1 Provide & maintain facilities & environment that make citizens feel at home	R10 039 252	R7 013 913	R14 900 000
4.2 Create an enabling environment to support local economy	R9 362 607	R5 883 913	R0

9. ANNEXURE: CIRCULAR 88 OUTPUT INDICATORS

Title	Indicator Ref	Owner Dept	2026/27 Annual Target	1stQ Target	2ndQ Target	3rdQ Target	4thQ Target
Percentage of unplanned outages that are restored to supply within industry standard timeframes	EE3.11	Electrical	90%	90%	90%	90%	90%
Percentage of planned maintenance performed	EE3.21	Electrical	80%	80%	80%	80%	80%
Percentage total electricity losses	EE4.4	Electrical	10%				10%
Percentage of recognised informal settlements receiving basic waste removal services	ENV3.11	Solid Waste & Cleansing	100%	100%	100%	100%	100%
Percentage of biodiversity priority area within the municipality	ENV4.11	Amenities & Environment	19%				19%
Average number of library visits per library	HS3.6	Libraries	12000	3000	6000	9000	12000
Percentage of municipal cemetery plots available	HS3.7	Amenities & Environment	30%	36%	35%	32%	30%
Percentage of unsurfaced road graded	TR6.11	Roads & Storm Water	100%				100%
Percentage of surfaced municipal road lanes which has been resurfaced and resealed	TR6.12	Roads & Storm Water	4%	0	0	3%	4%
KMs of new municipal road network	TR6.13	Roads & Storm Water	0	0	0	0	0
Number of potholes reported per 10kms of municipal road network	TR6.2	Roads & Storm Water	100				100
Percentage of reported pothole complaints resolved within standard municipal response time	TR6.21	Roads & Storm Water	100%	100%	100%	100%	100%
Number of new sewer connections meeting minimum standards	WS1.11	Water & Sanitation	57	0	1	4	57
Number of new water connections meeting minimum standards	WS2.11	Water & Sanitation	61	0	1	8	61
Frequency of sewer blockages per 100 KMs of pipeline	WS3.1	Water & Sanitation	350				350
Percentage of callouts responded to within 48 hours (sanitation/wastewater)	WS3.11	Water & Sanitation	100%	100%	100%	100%	100%
Frequency of water mains failures per 100 KMs of pipeline	WS3.2	Water & Sanitation	175				175

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Title	Indicator Ref	Owner Dept	2026/27 Annual Target	1stQ Target	2ndQ Target	3rdQ Target	4thQ Target
Percentage of callouts responded to within 48 hours (water)	WS3.21	Water & Sanitation	100%	100%	100%	100%	100%
Frequency of unplanned water service interruptions	WS3.3	Water & Sanitation	40				40
Percentage of drinking water samples complying to SANS241	WS4.1	Water & Sanitation	98%	98%	98%	98%	98%
Percentage of wastewater samples compliant to water use license conditions	WS4.2	Water & Sanitation	90%	90%	90%	90%	90%
Percentage of non-revenue water (sum of un-billed authorised consumption such as informal settlements, recreational areas and apparent & real losses)	WS5.1	Water & Sanitation	39%	39%	39%	39%	39%
Total water losses	WS5.2	Water & Sanitation	40%				40%
Percentage of total water connections metered	WS5.31	Water & Sanitation	100%				100%
Percentage of water reused	WS5.4	Water & Sanitation	0%				0%
Percentage compliance with the required attendance time for structural firefighting incidents	FD1.11	Fire & Disaster Management	90%	90%	90%	90%	90%
Fire Services function in accordance with prescribed requirements	FD2.2	Fire & Disaster Management	2				2
Percentage of total municipal operating expenditure spent on contracted service providers physically residing within the municipal area	LED1.11	Local Economic Development	5%	5%	5%	5%	5%
Number of work opportunities created through Public Employment Programmes (incl. EPWP and other related employment programmes).	LED1.21	Local Economic Development	400	100	200	300	400
Percentage of the municipality's operating budget spent on indigent relief for free basic services	LED2.12	Social Development	3%	4%	4%	3%	3%
Average time taken to finalise business license applications	LED3.11	Local Economic Development	15	2	3	15	15

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Title	Indicator Ref	Owner Dept	2026/27 Annual Target	1stQ Target	2ndQ Target	3rdQ Target	4thQ Target
Average number of days from the point of advertising to the letter of award per 80/20 procurement process	LED3.31	Supply Chain	140	140	140	140	140
Percentage of municipal payments made to service providers who submitted complete forms within 30-days of invoice submission	LED3.32	Expenditure	95%	95%	95%	95%	95%
Percentage of municipal skills development levy recovered	GG1.1	Human Resources	100%				100%
Top management stability	GG1.2	Human Resources	80%				80%
Staff vacancy rate	GG1.21	Human Resources	8%	8%	8%	8%	8%
Percentage of vacant posts filled within 6 months	GG1.22	Human Resources	60%	60%	60%	60%	60%
Percentage of ward committees that are functional (meet four times a year, are quorate, and have an action plan)	GG2.1	Integrated Development Plan	100%				100%
Percentage of ward committees with 6 or more ward committee members (excluding the ward councillor)	GG2.11	Integrated Development Plan	100%	100%	100%	100%	100%
Percentage of wards that have held a quarterly councillor-convened community meeting	GG2.12	Integrated Development Plan	100%	100%	100%	100%	100%
Attendance rate of municipal council meetings by participating leaders (recognised traditional and/or Khoi-San leaders)	GG2.2	Administration	0				0
Percentage of official complaints responded to through the municipal complaint management system	GG2.31	Marketing & Communication	90%	90%	90%	90%	90%
Percentage of councillors who have declared their financial interests	GG3.12	Administration	100%				100%
Percentage of councillors attending council meetings	GG4.1	Administration	96%				96%
Number of active suspensions longer than three months	GG5.11	Human Resources	1	1	1	1	1

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Title	Indicator Ref	Owner Dept	2026/27 Annual Target	1stQ Target	2ndQ Target	3rdQ Target	4thQ Target
Percentage of expenditure against total budget	FM1.1	Financial Administration	90%				90%
Total Capital Expenditure as a percentage of Total Capital Budget	FM1.11	Municipal Manager	95%	10%	40%	60%	95%
Total Operating Expenditure as a percentage of Total Operating Expenditure Budget	FM1.12	Financial Administration	90%	15%	40%	60%	90%
Total Operating Revenue as a percentage of Total Operating Revenue Budget	FM1.13	Financial Administration	90%	15%	40%	60%	90%
Service Charges and Property Rates Revenue as a percentage of Service Charges and Property Rates Revenue Budget	FM1.14	Director Finance	95%	30%	50%	75%	95%
Percentage of total operating revenue to finance total debt (Total Debt (Borrowing) / Total operating revenue)	FM2.1	Financial Administration	2%				2%
Percentage change in cash backed reserves reconciliation	FM2.2	Financial Administration	0%				0%
Cash backed reserves reconciliation at year end	FM2.21	Financial Administration	100000000				100000000
Percentage change in cash and cash equivalent (short term)	FM3.1	Financial Administration	4%				4%
Cash/Cost coverage ratio	FM3.11	Financial Administration	3	3	3	3	3
Current ratio (current assets/current liabilities)	FM3.12	Financial Administration	2				2
Trade payables to cash ratio	FM3.13	Financial Administration	2	2	2	2	2
Liquidity ratio	FM3.14	Financial Administration	1	1	1	1	1
Percentage of total operating expenditure on remuneration	FM4.2	Expenditure	30%				30%
Percentage of total operating expenditure on contracted services	FM4.3	Financial Administration	7%				7%
Creditors payment period	FM4.31	Expenditure	40	30	30	30	40

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Title	Indicator Ref	Owner Dept	2026/27 Annual Target	1stQ Target	2ndQ Target	3rdQ Target	4thQ Target
Percentage change of own funding (Internally generated funds + Borrowings) to fund capital expenditure	FM5.1	Financial Administration	0%				0%
Percentage of total capital expenditure funded from own funding (Internally generated funds + Borrowings)	FM5.11	Financial Administration	95%	15%	40%	60%	95%
Percentage of total capital expenditure funded from capital conditional grants	FM5.12	Financial Administration	52%				52%
Percentage change of renewal/upgrading of existing Assets	FM5.2	Expenditure	0%				0%
Percentage of total capital expenditure on renewal/upgrading of existing assets	FM5.21	Expenditure	68%				68%
Renewal/Upgrading of Existing Assets as a percentage of Depreciation/Asset impairment	FM5.22	Financial Administration	96%				96%
Percentage change of repairs and maintenance of existing infrastructure	FM5.3	Financial Administration	5%				5%
Repairs and Maintenance as a percentage of property, plant, equipment and investment property	FM5.31	Financial Administration	3%				3%
Percentage of awarded tenders [over R200k], published on the municipality's website	FM6.12	Supply Chain	100%	100%	100%	100%	100%
Percentage of tender cancellations	FM6.13	Supply Chain	25%	25%	25%	25%	25%
Percentage change in Gross Consumer Debtors' (Current and Non-current)	FM7.1	Financial Administration	16%				16%
Debtors payment period	FM7.11	Director Finance	60	65	60	60	60
Collection rate ratio	FM7.12	Income	93%	75%	88%	91%	93%
Percentage of Revenue Growth excluding capital grants	FM7.2	Director Finance	6%				6%
Percentage of net operating surplus margin	FM7.3	Financial Administration	1%				1%
Net Surplus /Deficit Margin for Electricity	FM7.31	Financial Administration	2%				2%
Net Surplus /Deficit Margin for Water	FM7.32	Financial Administration	59%				59%

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Title	Indicator Ref	Owner Dept	2026/27 Annual Target	1stQ Target	2ndQ Target	3rdQ Target	4thQ Target
Net Surplus /Deficit Margin for Wastewater	FM7.33	Financial Administration	26%				26%
Net Surplus /Deficit Margin for Refuse	FM7.34	Financial Administration	-87%				-87%
Number of maintained sports facilities	C52 (HS)	Amenities & Environment					
Square meters of maintained public outdoor recreation space	C53 (HS)	Amenities & Environment					
Number of municipality-owned community halls	C54 (HS)	Amenities & Environment					
Number of incidents of improper disposal of medical waste responded to by the municipality	C102(ENV)	Fire & Disaster Management					
Number of notifiable medical condition investigations following the prescribed protocols	C103(ENV)	Fire & Disaster Management					
Number of foodborne disease outbreak investigations following the prescribed protocols	C104(ENV)	Fire & Disaster Management					
Number of approved demonstrations in the municipal area.	C18 (GG)	Fire & Disaster Management					
Number of protests reported	C25 (GG)	Fire & Disaster Management					
Number of structural fires occurring in informal settlements	C73 (FD)	Fire & Disaster Management					
Number of dwellings in informal settelements affected by structural fires (estimate)	C74 (FD)	Fire & Disaster Management					
Number of 'displaced persons' to whom the municipality delivered assistance	C69 (FD)	Human Settlements					
Number of business licenses approved:	C30 (GG)	Local Economic Development					

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Title	Indicator Ref	Owner Dept	2026/27 Annual Target	1stQ Target	2ndQ Target	3rdQ Target	4thQ Target
Number of SMMEs and informal businesses benefitting from municipal digitisation support programmes rolled out directly or in partnership with other stakeholders	C76 (LED)	Local Economic Development					
Does the Municipality have a dedicated SMME support unit or facility in place either directly or in partnership with a relevant roleplayer?	Q17.	Local Economic Development					
What economic incentive policies adopted by Council does the municipality have by date of adoption?	Q18.	Local Economic Development					
Does the municipality have an approved LED Strategy?	Q3.	Local Economic Development					
Number of recognised traditional and Khoi-San leaders in attendance (sum of) at all council meetings	C19 (GG)	Administration					
Number of ExCo or Mayoral Executive meetings held:	C2 (GG)	Administration					
Number of Council meetings held.	C22 (GG)	Administration					
Number of council meetings disrupted	C24 (GG)	Administration					
Number of Council portfolio committee meetings held:	C3 (GG)	Administration					
Number of MPAC meetings held:	C4 (GG)	Administration					
Number of recognised traditional leaders within your municipal boundary	C5 (GG)	Administration					
Number of formal (minuted) meetings between the Mayor, Speaker and MM were held to deal with municipal matters:	C6 (GG)	Administration					
Number of formal (minuted) meetings - to which all senior managers were invited- held:	C7 (GG)	Municipal Manager					

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Title	Indicator Ref	Owner Dept	2026/27 Annual Target	1stQ Target	2ndQ Target	3rdQ Target	4thQ Target
Number of meetings of the Excutive or Mayoral Committee postponed due to lack of quorum	C89 (GG)	Administration					
Number of agenda items deferred to the next council meeting	C92(GG)	Administration					
Is the MPAC functional? List the reasons why if the answer is not 'Yes'.	Q24.	Administration					
Has a report by the Executive Committee on all decisions it has taken been submitted to Council this financial year?	Q25.	Administration					
Number of signed performance agreements by the MM and section 56 managers:	C1 (GG)	Human Resources					
Number of work stoppages occurring:	C10 (GG)	Human Resources					
Quarterly salary bill of suspended officials	C100(GG)	Human Resources					
Number of disciplinary cases for misconduct relating to fraud and corruption:	C23 (GG)	Human Resources					
Number of disciplinary cases in the municipality:	C44 (GG)	Human Resources					
Number of finalised disciplinary cases:	C45 (GG)	Human Resources					
Number of dismissals for fraud and corruption	C101(GG)	Human Resources					
Number of days of sick leave taken by employees:	C15 (GG)	Human Resources					
Number of temporary employees employed:	C17 (GG)	Human Resources					
Number of permanent environmental health practitioners employed by the municipality:	C20 (ENV)	Human Resources					
Number of approved environmental health practitioner posts in the municipality	C21 (ENV)	Human Resources					

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Title	Indicator Ref	Owner Dept	2026/27 Annual Target	1stQ Target	2ndQ Target	3rdQ Target	4thQ Target
Number of positions filled with regard to municipal infrastructure:	C32 (GG)	Human Resources					
Number of approved posts in the municipality with regard to municipal infrastructure:	C31 (GG)	Human Resources					
Number of filled posts in the treasury and budget office:	C38 (GG)	Human Resources					
Number of approved posts in the treasury and budget office:	C37 (GG)	Human Resources					
Number of filled posts in the development and planning department	C40 (GG)	Human Resources					
Number of approved posts in the development and planning department:	C39 (GG)	Human Resources					
Number of waste management posts filled:	C47 (ENV)	Human Resources					
Number of approved waste management posts in the municipality:	C46 (ENV)	Human Resources					
Number of electricians employed in approved posts:	C49 (EE)	Human Resources					
Number of approved electrician posts in the municipality:	C48 (EE)	Human Resources					
Number of filled water and wastewater management posts:	C51 (WS)	Human Resources					
Number of approved water and wastewater management posts in the municipality:	C50 (WS)	Human Resources					
Number of registered engineers employed in approved posts	C42 (GG)	Human Resources					
Number of approved engineer posts in the municipality:	C41 (GG)	Human Resources					
Number of engineers employed in approved posts:	C43 (GG)	Human Resources					
Number of paid full-time firefighters employed by the municipality	C67 (FD)	Human Resources					

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Title	Indicator Ref	Owner Dept	2026/27 Annual Target	1stQ Target	2ndQ Target	3rdQ Target	4thQ Target
Number of part-time and firefighter reservists in the service of the municipality	C68 (FD)	Human Resources					
Number of councillors completed training:	C8 (GG)	Human Resources					
Number of municipal officials completed training:	C9 (GG)	Human Resources					
Number of months the Municipal Managers' position has been filled (not Acting):	C34 (GG)	Human Resources					
Number of months the Chief Financial Officers' position has been filled (not Acting):	C35 (GG)	Human Resources					
What are the main causes of work stoppage in the past quarter by type of stoppage?	Q4.	Human Resources					
When was the last scientifically representative community feedback survey undertaken in the municipality?	Q6.	Marketing & Communication					
What are the biggest causes of complaints or dissatisfaction from the community feedback survey? Indicate the top four issues in order of priority.	Q7.	Marketing & Communication					
Number of households in the municipal area registered as indigent	C86 (LED)	Social Development					
Number of residential properties in the billing system	C95(FM)	Income					
Number of non-residential properties in the billing system	C96(FM)	Income					
Number of properties in the valuation roll	C97(FM)	Income					
R-value of all tenders awarded	C26 (GG)	Supply Chain					

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Title	Indicator Ref	Owner Dept	2026/27 Annual Target	1stQ Target	2ndQ Target	3rdQ Target	4thQ Target
Number of all awards made in terms of Section 36 of the MFMA Municipal Supply Chain Management Regulations:	C27 (GG)	Supply Chain					
R-value of all awards made in terms of Section 36 of the MFMA Municipal Supply Chain Management Regulations:	C28 (GG)	Supply Chain					
Number of tenders over R200 000 awarded:	C33 (GG)	Supply Chain					
Number of procurement processes where disputes were raised	C71 (LED)	Supply Chain					
B-BBEE Procurement Spend on Empowering Suppliers that are at least 51% black owned based	C77 (LED)	Supply Chain					
B-BBEE Procurement Spend on Empowering Suppliers that are at least 30% black women owned	C78 (LED)	Supply Chain					
B-BBEE Procurement Spend from all Empowering Suppliers based on the B-BBEE Procurement	C79 (LED)	Supply Chain					
Number of awards made in terms of SCM Reg 32	C93(FM)	Supply Chain					
Number of requests approved for deviation from approved procurement plan	C94(FM)	Supply Chain					
Is the municipal supplier database aligned with the Central Supplier Database?	Q19.	Supply Chain					
Has the IDP been adopted by Council by the target date?	Q2.	Integrated Development Plan					
Please list the name of the structure and date of every meeting of an official IGR structure that the municipality participated in this quarter:	Q22	Integrated Development Plan					

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Title	Indicator Ref	Owner Dept	2026/27 Annual Target	1stQ Target	2ndQ Target	3rdQ Target	4thQ Target
Where is the organisational responsibility for the IGR support function located within the municipality (inclusive of the reporting line)?	Q23.	Integrated Development Plan					
How many public meetings were held in the last quarter at which the Mayor or members of the Mayoral/Executive committee provided a report back to the public?	Q5.	Integrated Development Plan					
Number of forensic investigations instituted:	C13 (GG)	Internal Audit					
Number of forensic investigations concluded:	C14 (GG)	Internal Audit					
Does the municipality have an Internal Audit Unit?	Q9.	Internal Audit					
Is there a dedicated position responsible for internal audits?	Q10.	Internal Audit					
Is the internal audit position filled or vacant?	Q11.	Internal Audit					
Has an Audit Committee been established? If so, is it functional?	Q12.	Internal Audit					
Has the internal audit plan been approved by the Audit Committee?	Q13.	Internal Audit					
Has an Internal Audit Charter and Audit Committee charter been approved and adopted?	Q14.	Internal Audit					
Does the internal audit plan set monthly targets?	Q15.	Internal Audit					
How many monthly targets in the internal audit plan were not achieved?	Q16.	Internal Audit					
Does the municipality have an approved Performance Management Framework?	Q1.	Projects, Performance & Risk					

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Title	Indicator Ref	Owner Dept	2026/27 Annual Target	1stQ Target	2ndQ Target	3rdQ Target	4thQ Target
Number of litigation cases instituted by the municipality:	C11 (GG)	Legal & Property					
Number of litigation cases instituted against the municipality:	C12 (GG)	Legal & Property					
Number of customers provided with an alternative energy supply (e.g. LPG or paraffin or biogel according to supply level standards)	C56 (EE)	Electrical					
Number of registered electricity consumers with an embedded generation system	C57 (EE)	Electrical					
Total non-technical electricity losses in MWh (estimate)	C58 (EE)	Electrical					
Number of municipal buildings that consume renewable energy	C59 (EE)	Electrical					
Number of approved applications for rezoning a property for commercial purposes:	C29 (LED)	Town Planning & Building Control					
Number of building plans submitted for review	C84(LED)	Town Planning & Building Control					
Total number of sewer connections	C60(WS)	Water & Sanitation					
Total number of chemical toilets in operation	C61 (WS)	Water & Sanitation					
Total number of Ventilation Improved Pit Toilets (VIPs)	C62 (WS)	Water & Sanitation					
Total volume of water delivered by water trucks	C63 (WS)	Water & Sanitation					
Number of protests reported	C25 (GG)	Traffic & Law Enforcement					
Please list the locality, date and cause of each incident of protest within the municipal area during the reporting period:	Q8	Traffic & Law Enforcement					

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Witzenberg Municipality

6th Generation Draft IDP and Budget Process Plan 2027—2032

A Municipality that cares for its community, creating growth and opportunities

Trim ref: 02/02/2/

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IDP & BUDGET PROCESS PLAN

SECTION ONE: INTRODUCTION & BACKGROUND

1.1. INTRODUCTION

The Integrated Development Plan (IDP), as the key tool for the Municipality to tackle its developmental role, represents a continuous cycle of development, planning, implementation and review. Implementation started after the adoption of the 1st - Generation IDP in 2006. Currently the municipality operates in the 5th - Generation IDP. The IDP is the strategic plan with a cycle period of five years. During its five-year life cycle the IDP is reviewed and updated annually.

The Annual Budget, in turn, provides the Medium Term Revenue & Expenditure Framework (MTREF) which sets out the financial path for the ensuing three years.

These two documents, i.e. the IDP and the Budget – along with the Performance Management System (PMS) – provide a means to assess the progress and achievements with regard to the strategic objectives of the Municipality, thus informing its financial and institutional planning.

With the input of the Provincial authority, local municipalities are continuously in the process of reviewing, improving and updating its IDP, as well as ensuring alignment with the MTREF.

This IDP and Budget Process Plan seek 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;
- 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
- Preparation and finalization of the annual Budget in terms of the relevant legislation.

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1.2. LEGISLATIVE FRAMEWORK

1.2.1. PROCESS PLAN

In order to ensure minimum quality standards of the IDP and Budget process – and a proper coordination between and within spheres of government – the preparation of the IDP and Budget Process Plan has been regulated by both the Municipal Systems Act and the MFMA.

In terms of Section 28 of the MSA, Council must adopt an IDP and Budget Process Plan. And Section 29 of the MSA 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.

In terms of Section 21 of the MFMA, the Executive Mayor must co-ordinate the process for the adoption of the annual Budget and the review of the IDP and related policies so that he/she can ensure mutual consistency and credibility.

The second part of the afore-mentioned Section of the MFMA stipulates that a Process Plan with timeframes must be tabled to Council for consideration at least 10 months prior to implementation of the annual Budget.

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 Budget.

The table below highlights the six steps, with a succinct description of each step:

Steps		Process
1	**Planning**	Schedule key dates, establish consultation forums, review previous processes
2	**Strategizing**	Review the 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 the Budget, revenue and expenditure projections; draft Budget policies; consult and consider local-, provincial- and national priorities
4	**Tabling**	Table the draft IDP, the draft Budget 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

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6	**Finalizing**	Publish the IDP, Budget and approve the SDBIP and performance targets

Local municipalities are required by the Municipal System Act (Act 32 of 2000) to consult and report back to communities on their planned activities as well as their performances so that communities can be afforded an opportunity to voice their opinions on the day-to-day functioning of the Municipality.

Development of an IDP Framework Plan

In terms of Section 27 of the MSA, the District Municipality must develop a Framework Plan which provides the linkage and binding relationships between the district and local municipalities in its jurisdiction area. In doing so, proper consultation, coordination and alignment of the IDP review process of the district municipality and various local municipalities can be maintained.

1.2.2. OTHER LEGISLATIVE IMPERATIVES

In an effort to comply with the current legislative framework, the host of binding legislation to be taken into consideration in the formulation of the IDP & Budget Process Plan is listed hereinunder:

- The Constitution of the Republic of South Africa, (Act 108 of 1996)
- Local Government: Municipal Demarcation Act, (Act 27 of 1998)
- Local Government: Municipal Structures Act, (Act 117 of 1998)
- Public Finance Management Act (Act 2 of 1999)
- Promotion of Access to Information Act (Act 2 of 2000).
- Local Government: Municipal Systems Act, (Act 32 of 2000)
- Local Government: Municipal Finance Management Act, (Act 56 of 2003)
- Local Government: Property Rates Act, (Act 6 of 2004)
- Inter-governmental Relations Framework Act, (Act 13 of 2005)
- Division of Revenue Act (Act 1 of 2007)
- Development Facilitation Act, (Act 67 of 1995)
- Communal Land Rights Act, (Act 11 of 2004)
- National Land Transport Transitional Act, 1999
- Housing Act, (Act 107 of 1997)
- Water Services Act, (Act 108 of 1997)
- National Water Act, (Act 36 of 1998)
- National Water Amendment Act, (Act 45 of 1999)
- Environmental Conversation Act, (Act 73 of 1989)
- National Environmental Management Act, (Act 107 of 1998)
- National Environmental Management: Air Quality Act, (Act 39 of 2004)
- National Environmental Management: Protected Areas Act, (Act 57 of 2003)

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- National Environmental Management Biodiversity Act, (Act 10 of 2004)
- National Forest Act (1998)

Provincial Policies

- Western Cape Growth and Development Strategy
- Western Cape Spatial Development Framework

National Policies

- Reconstruction and Development Program (RDP), 1994
- Growth, Employment And Redistribution (GEAR); 1996
- Urban Development Framework, 1997
- Rural Development Framework, 1996
- Accelerated and Shared Growth Initiatives for South Africa (ASGISA)

Abbreviations :
IDP - Integrated Development Plan
MFMA - Municipal Finance Management Act, no 56 of 2003
MSA - Local Government Municipal Systems Act, no 32 of 2000
MTBPS - National Treasury, Medium Term Budget and Policy Statement
NT - National Treasury
PT - Provincial Treasury
SDBIP - Service Delivery Budget Implementation Plan

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SECTION TWO: ORGANIZATIONAL ARRANGEMENTS

2.1 IDP / BUDGET STEERING COMMITTEE

As part of the IDP & Budget preparation process, the Mayor must establish an IDP & Budget Steering Committee. This committee must at least consist of the persons mentioned in Section 4 of the Budget and Reporting Regulations.

Section 4 of the Local Government: Budget and Reporting Regulations states the following:

Budget Steering Committee

4. (1) The mayor of a municipality must establish a Budget Steering Committee to provide technical assistance to the Mayor in discharging the responsibilities set out in Section 53 of the Act.

(2) The Steering Committee must consist of at least the following persons:

(a) the councillor responsible for financial matters;

(b) the municipal manager;

(c) the chief financial officer;

(d) the senior managers responsible for at least the three largest votes in the municipality;

(e) the manager responsible for Budgeting;

(f) the manager responsible for planning; and

(g) any technical experts on infrastructure.

This IDP / Budget Steering Committee will act as a support structure to the Executive Mayor in providing a platform for him/her to provide political guidance and to monitor progress made in the IDP and Budget process. This Steering Committee must be reconstituted each year.

2.1.1. Composition

In order to comply with the legislative requirements, the Mayoral Committee has constituted the Witzenberg IDP/Budget Steering Committee structure as follows (inclusive political representation):

Vacant	
Vacant	
Vacant	
Vacant	
Vacant	
Vacant	
Vacant	
Vacant	

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2.1.2. Terms of Reference for the IDP / Budget Steering Committee

The Terms of Reference for the IDP / Budget Steering Committee are as follows:

- To provide terms of reference for the various planning activities
- To commission research studies
- Considers and comments on:
  - ➲ Inputs from sub-committee/s, study teams and consultants
  - ➲ Inputs from provincial sector departments and support providers
- To process, summarize and document the outputs
- Makes content recommendations, and
- Prepares, facilitates and minutes all meetings

2.2 IDP REPRESENTATIVE FORUM

2.2.1 Composition of IDP Representative Forum

The IDP Representative Forum (RF) is constituted as part of the preparation phase of the IDP, and will continue its functions throughout the annual IDP Review process. The composition of the IDP Representative Forum is as follows:

- MAYCO members
- Councillors
- Ward Committees
- Community Development Workers
- Municipal Manager and Senior Managers
- Stakeholder representatives of organised groups

The ward structure for Witzenberg is shown in the table below:

Ward	Status	Towns or Areas
1	Functional	N'duli
2	Functional	Wolseley farms (toward Botha and Breë Valley)
3	Functional	Ceres West
4	Functional	PA Hamlet (including Kliprug, and a portion of Bella Vista)
5	Functional	Ceres East
6	Functional	Bella Vista (including some farms in Warm Bokkeveld)
7	Functional	Wolseley (including Montana, Pine Valley, and section of Chris Hani
8	Functional	Koue Bokkeveld farms (up until Op-Die-Berg)
9	Functional	Op-Die-Berg (including farms from Op-Die-Berg toward Citrusdal)
10	Functional	Agter Witzenberg rural (including Phase 3 & Phase 4 in PA Hamlet)
11	Functional	Tulbagh (including Chris Hani, Witzenville and surrounding farms)
12	Functional	Warm Bokkeveld rural

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2.2.2 Terms of Reference for the IDP Representative Forum

The terms of reference for the IDP Representative Forum are as follows:

- Represents the interest of the municipality's constituency in the IDP process;
- Provides an organisational mechanism for discussion, negotiation and decision-making between all the stakeholders in municipal government;
- Ensures communication between all the stakeholder representatives in municipal government;
- Monitors the performance of the planning and implementation process;
- Forms a structured link between the Municipality and representatives of the public;
- Participates in decision-making within the Representative Forums;
- Analyzes and discusses issues being developed;
- Ensures that priority issues of their constituents are considered;
- Ensures that annual business plans and SDBIP are developed, based on the IDP priorities and municipal Key Performance Indicators;
- Participates in the designing of IDP project proposals; and
- Discusses and comments on the final IDP product.

Witzenberg has not as yet formally constituted an IDP Representative Forum. Council has resolved that until such time as an IDP Representative Forum is created, the current Ward Committee structures should perform the role and function assigned to the Rep Forum. This Process Plan takes cognizance thereof, and all engagements indicated in this plan as devolving upon the IDP Representative Forum will be channeled to, and administered by, the Ward Committee structures.

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SECTION THREE: ROLE-PLAYERS

3.1 ROLE-PLAYERS

The following role-players have been identified:

3.1.1. External Role-players

The external role-players identified are:

- Provincial Government Departments, specifically through the LGMTEC engagements and IGR structures;
- National government, specifically DPLG and National Treasury via guidelines issued;
- Representative Forums / Civil Society; and
- The Cape Winelands District Municipality.

3.1.2. Internal Role-players

The main internal role-players, apart from all officials in the Municipalities, are identified as:

- Council
- IDP / Budget Steering Committee; and
- Manager responsible for IDP.

3.1.3 ROLES AND RESPONSIBILITIES

The responsibility of the other spheres of government is to:

- Ensure vertical alignment of the IDP and Budget with Provincial and National sector plans.
- Monitor development and review of IDP and Budget process.
- Ensure responsiveness of the IDP and Budget.
- Contribute relevant information of Provincial Sector Departments, and to
- Contribute sector expertise and technical know-how.

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The responsibility of the IDP Representative Forum is to:

- Ensure that community needs and priorities are communicated
- Ensure responsiveness of the IDP and Budget
- Ensure communication lines with represented organizations, and to
- Ensure information flow.

The responsibilities of Council are to:

- Decide on and adopt the IDP & Budget Process Plan; and to
- Decide on and adopt the IDP and Budget documents.

The responsibilities of the IDP / Budget Steering Committee are to:

- Identify additional role-players to serve on the IDP Representative Forum;
- Ensure that all relevant role-players are involved;
- Ensure that the review process is undertaken in accordance with agreed timeframes;
- Ensure that the process is focused on priority issues;
- Ensure that it is strategic and implementation-orientated; and to
- Ensure that sector requirements are adhered to.

The responsibilities of the IDP Manager, with regard to this process, are to:

- Ensure that the Process Plan is finalised and presented to the IDP / Budget Steering Committee;
- Adjust the IDP according to the proposals of the MEC;
- Ensure the continuous participation of role-players;
- Monitor and record the participation of role-players;
- Ensure that appropriate procedures are followed;
- Ensure documentation is prepared properly;
- Carry out the day-to-day management of the IDP process;
- Co-ordinate inputs received such as comments and enquiries;
- Ensure responses to comments and enquiries;
- Ensure alignment of the IDP with the District Municipality's framework;
- Co-ordinate the preparation of the Sector Plans and their inclusion into the IDP documentation;
- Co-ordinate the inclusion of the Performance Management System (PMS) into the IDP; and to
- Ensure the timeous submission of IDP documents to the relevant authorities.

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SECTION FOUR: MECHANISMS AND PROCEDURES FOR PARTICIPATION

4.1 FUNCTIONS AND CONTEXT OF PUBLIC PARTICIPATION

The four major functions in the public participation process are:

- Needs orientation;
- Appropriateness of solutions;
- Community ownership; and
- Empowerment.

Similar to the preparation of the IDP, the public participation process in the annual drafting of the IDP review and Budget must be institutionalized. This is done in order to ensure that all residents and stakeholders have a fair and equal right to participate in matters of governance.

4.2 MECHANISMS FOR PARTICIPATION

The following mechanisms for participation will apply:

4.2.1 IDP Representative Forum (RF)

This forum represents all stakeholders and is as inclusive as possible. Efforts will be made to bring additional organizations into the RF and ensure their continued participation throughout the process.

Until such time though that Witzenberg has established an IDP Representative Forum, the Ward Committee structure will be utilized to fulfill the RF's role.

4.2.2 Media

A vigorous communication and information-sharing or dissemination campaign aimed at reaching out to all the communities will be undertaken in terms of the annual IDP and Budget process.

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The following means of communication will be utilized:

- Municipal Website & Intranet;
- Notices at all Municipal Offices,
- Municipal Accounts;
- Loud-hailing the day before local Imbizo's (Meetings); and
- Advertisements in local news papers.

4.2.3 Information sheets

Information sheets will be prepared in English, Afrikaans and Xhosa, and will be distributed via the Ward Committee structure and/or Representative Forum. Information sheets will also be displayed on the Municipal Notice Boards, Municipal Website, in local media, and included in monthly municipal accounts.

4.2.4 Sector engagements

Dates, time and venues will be communicated in writing to each stakeholder at least seven days prior to the meetings. It is the responsibility of stakeholders to notify the Municipality of any changes in representatives, or contact details.

4.2.5 Local Imbizo's (Meetings)

All venues will be selected in a manner that ensures and enhances easy access for all community members to attend. Meetings should be either ward-based or per town / neighborhood, considering the size and distance.

Times chosen for the meetings should ensure maximum attendance by all the households. Venues will be prepared half an hour before starting time to allow community members to be properly seated before commencement of the session.

The communication medium will be the predominant language of the community, with arrangements for translation / interpretation, as the need may be.

4.3 PROCEDURES / PROCESSES FOR PARTICIPATION

4.3.1 IDP Representative Forum

The IDP Representative Forum (when formally constituted and functional) will meet as indicated in the Process Plan.

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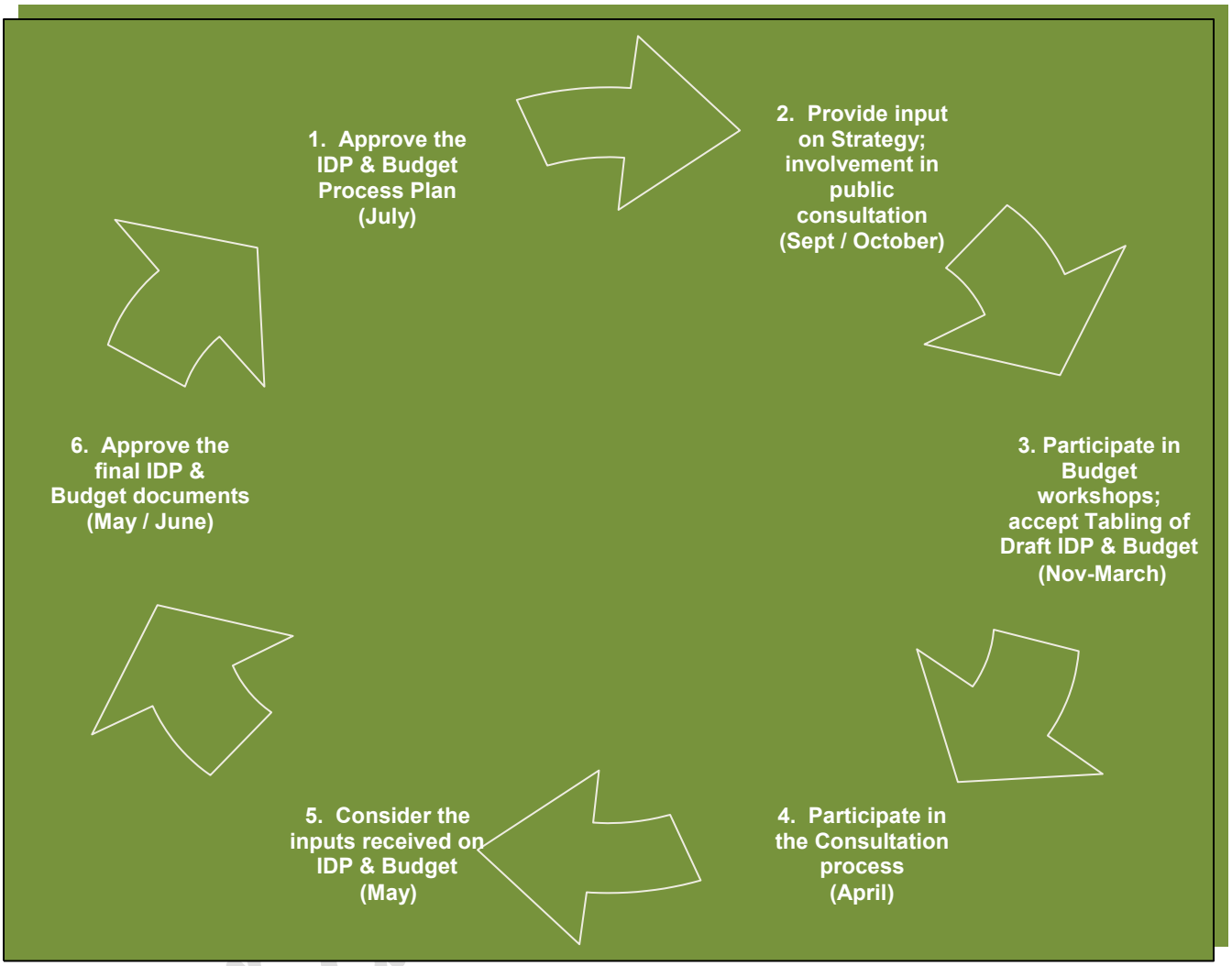
4.3.2 Council Approval

The involvement of Council in the IDP and Budget compilation process is best illustrated in the process flow diagram below:



4.3.3 Newspapers

An outcome report will be submitted to the local newspaper on the completion of the adopted IDP and Budget documents, as well as an information spreadsheet on the key elements of the Final IDP and Budget.

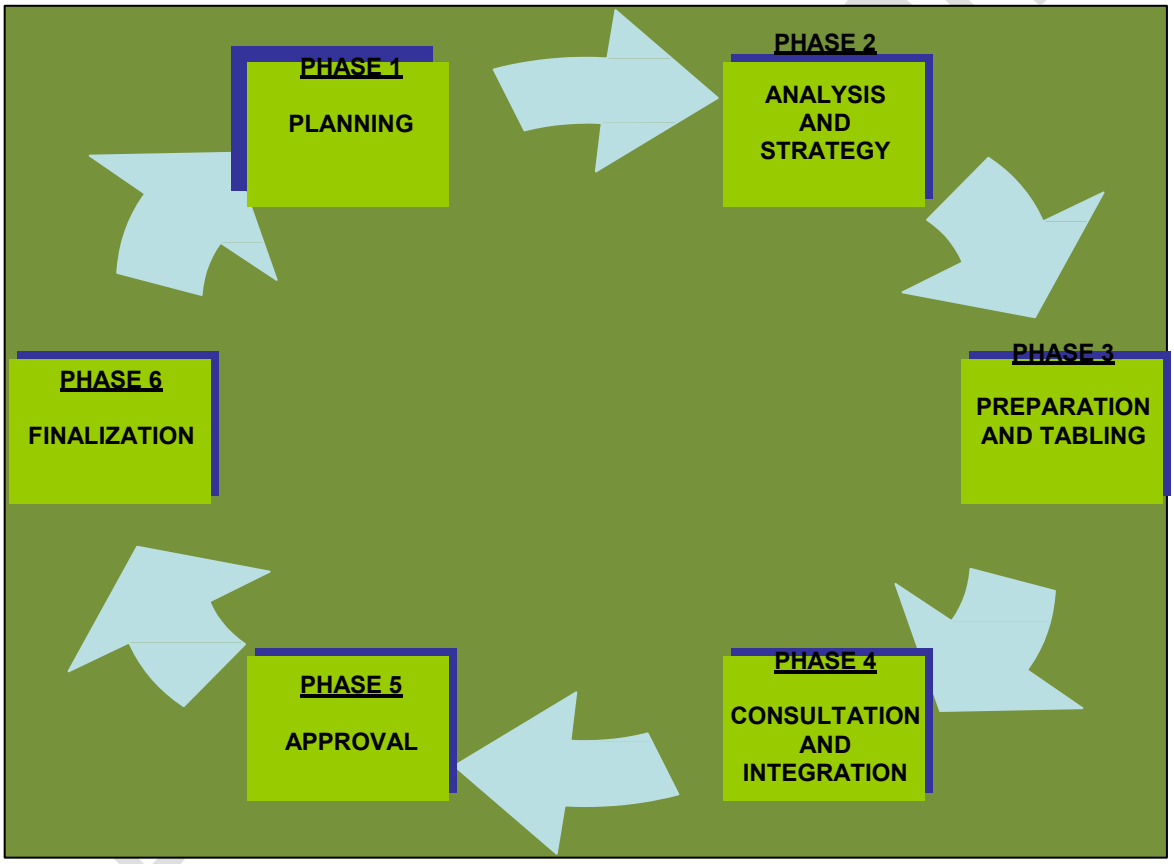
4.3.4 Information Sheets

At the completion of each phase an information sheet will be prepared in the three dominant languages, namely English, Afrikaans and Xhosa, providing an executive summary of the outcomes of the particular phase.

SECTION FIVE: ACTION PROGRAM

5.1 PHASES OF THE IDP AND BUDGET PROCESS

The IDP and Budget process speaks to Planning, Preparation, Implementation and Monitoring of the IDP, Budget, and the Performance Management System. The six distinct phases in the IDP and Budget process are indicated in the diagram below:



PHASE 1 - PLANNING

During this phase the Process Plan is divided into activities, and for each activity a timeframe is allocated as well as a linkage to the responsible person for each activity.

The Process Plan is compiled via a process of consultation with all the role-players.

PHASE 2 – ANALYSIS AND STRATEGY

Phase 2 comprises two stages, namely the Analysis and the Strategy formulation stages. For successful forward planning it is imperative to understand precisely what the current situation is as well as the historical trends. Therefore, both external and internal influences must be taken into account. And since all strategies and interventions are to be ward-based, all analyses, as far as possible, should speak to wards.

A proper analysis includes consultation with the whole spectrum of stakeholders, including the general public, as well as a thorough institutional assessment. It is important that all the stakeholders must have a common understanding of the gaps as well as the available resources – i.e. human, financial, property, plant and equipment.

Once the current resources and needs assessment has been completed, then only the formulation of a credible strategy to cover those gaps is possible.

PHASE 3 – PREPARATION AND TABLING

There are four distinct processes dealt with almost simultaneously in this phase, namely

- Preparation of draft Capital program (Next 3 years)
- Preparation of draft Operational Budget (Next 3 years)
- Preparation of draft Adjustment Budget, if necessary, and the
- Updating of the IDP.

And then the tabling of the following drafts is to be made, namely:

- ➲ Annual Report;
- ➲ Adjustment Budget;
- ➲ IDP; and
- ➲ Annual Budget.

PHASE 4 – CONSULTATION AND INTEGRATION

Consultation is done with three different types of stakeholders, namely: Government through LGMTEC's; structured civil society through IDP Representative Forum and/or Ward Committee structures, and with the community through Imbizo's/meetings in the different wards, neighborhoods or towns. All inputs, comments and objections received throughout this phase are considered, and recommendations are prepared. Thereafter the IDP and Budget is tabled to Council for consideration.

PHASE 5 – APPROVAL

Once the IDP and Budget documents are tabled, Council considers it for approval. Approval must take place before the start of the new financial year.

PHASE 6 – FINALIZATION

Once the IDP and Budget have been approved, the final documents are published. The Service Delivery and Budget Implementation Plan (SDBIP) is then developed. The performance agreements are also drafted, based on the approved documents.

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TIME SCHEDULE: KEY DATES AND RESPONSIBILITIES IN THE PHASES OF THE PROCESS PLAN

The detailed activities in each phase are disclosed in the following matrix:

5.2.1 PHASE 1 - PLANNING	Start 01/07/2026	Finish 31/08/2026	Responsibility
Activities			
Compile the IDP & Budget draft Process Plan with time schedule	01/07/2026	15/07/2026	Manager: IDP
Senior Management to discuss the Draft Process Plan	15/07/2026	20/07/2026	Municipal Manager
MAYCO meeting to consider the Process Plan	21/07/2026	24/08/2026	Municipal Manager
Draft Process Plan to be tabled to Council	27/07/2026	31/07/2026	Executive Mayor
NATIONAL WOMEN'S DAY	09/08/2026		
Process Plan to be tabled to Council for adoption (At least 10 months before the Budget year)	17/08/2026	31/08/2026	Executive Mayor
Other activities during this phase			
Witzenberg Municipality Inter-Governmental Relations Forum	01/08/2026	30/08/2026	Manager IDP
Preparation of reports: ➲ 4th Quarter SDBIP report ➲ June Section 71 Report / Grant Report			 Man: Performance CFO
Compilation of: ➲ Roll over Adjustment Budget (Capital only) ➲ Annual Financial Statements ➲ Draft Annual Report information			 Manager: Budget Manager: Budget CFO
Provincial Integrated Development Plan Managers Forum	01/09/2026	30/09/2026	Department of Local Government

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5.2.2 PHASE 2 – ANALYSIS AND STRATEGY	Start 01/09/2026	Finish 30/11/2026	Responsibility
Activities			
Stage 1(a): ANALYSIS	**01/09/2026**	**01/10/2026**	
Performance Analysis			
Assess the municipal performance (Strengths & Weaknesses)	01/09/2026	21/09/2026	Manager: Performance
Review the Performance Management System	01/09/2026	21/09/2026	Manager: Performance
Review the annual performance against SDBIP's	01/09/2026	21/09/2026	Manager: Performance
Financial Analysis	01/09/2026	21/09/2026	
Assess the municipal financial position and capacity (based on Financial Statements of previous Budget year)	01/09/2026	21/09/2026	CFO
Review Budget-related policies and set policy priorities for next 3 years	01/09/2026	21/09/2026	CFO
Determine the funding/revenue potentially available for next 3 years	01/09/2026	21/09/2026	Manager: Income
Determine the likely financial outlook and identify changes to fiscal strategies	01/09/2026	21/09/2026	Manager: Budget
Refine funding policies; review tariff structures	01/09/2026	21/09/2026	CFO
Situational Analysis	01/09/2026	21/09/2026	
Review current realities and examine changing conditions and information within each directorate: ➲ Spatial ➲ Legislative ➲ Institutional	01/09/2026	21/09/2026	SNR MANAGEMENT
Analyze the Strategic Calendar and Joint Planning Initiatives(JPI's) to determine interventions	01/09/2026	21/09/2026	Manager: IDP
Review Organogram to assess institutional capacity	01/09/2026	21/09/2026	Manager: HR
Closing of Analysis	01/09/2026	21/09/2026	
Management strategic workshop on analysis (All responsible persons to prepare 45 min presentations)	01/09/2026	21/09/2026	Manager: IDP
Strategic session with Mayco & Council on finalization of Analysis Phase	21/09/2026	02/10/2026	Snr Management

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5.2.2 PHASE 2 – ANALYSIS AND STRATEGY	Start 01/09/2026	Finish 13/11/2026	Responsibility
Activities			
Stage 1(b): CONSULTATION	**01/10/2026**	**13/11/2026**	
Publish Public Consultation timetable	01/09/2026	30/10/2026	Manager: IDP
Mail invitations to Sector representatives / IDP Representative Forum (RF)	01/09/2026	30/10/2026	Manager: IDP
Media- & Awareness Campaign to encourage public and sector participation in the IDP/Budget process	01/09/2026	30/10/2026	Public Part. Officer Manager: IDP
HERITAGE DAY	24/09/2026		
Finalize consultation presentations (Presentation based on outcome of analysis & linked to ward-based planning priorities)	23/09/2026	27/09/2026	Snr Management
Community Imbizo's / Jamboree Meetings:			
Prince Alfred's Hamlet	01/10/2026	13/11/2026	Exec. Mayor
N'duli	01/10/2026	13/11/2026	Exec. Mayor
Wolseley	01/10/2026	13/11/2026	Exec. Mayor
Bella Vista	01/10/2026	13/11/2026	Exec. Mayor
Ceres	01/10/2026	13/11/2026	Exec. Mayor
Op Die Berg	01/10/2026	13/11/2026	Exec. Mayor
Tulbagh	01/10/2026	13/11/2026	Exec. Mayor
Forum & sector meetings: Business & Agriculture	01/10/2026	13/11/2026	Exec. Mayor
Meetings with Ward Committees	01/10/2026	13/11/2026	Exec. Mayor
IGR engagement to obtain sector Budget commitments	01/10/2026	13/11/2026	Manager: IDP
INTER-GOVERNMENTAL ALIGNMENT: Presentation to District and Provincial Sector Departments		To be announced	Municipal Manager
Stage 2: STRATEGY	**01/10/2026**	**30/11/2026**	
Revise and update the Financial Plan	01/10/2026	30/11/2026	CFO
2-day Workshop: MAYCO & Management to incorporate the outcomes of the Analysis Phase and to determine any new developmental objectives	13/11/2026	04/12/2026	Municipal Manager
Workshop with Council to review the Vision, Mission, Strategic Objectives, and to refine the SDF	13/11/2026	04/12/2026	Municipal Manager
Other activities during this phase			
Preparation of reports: ➲ August Section 71 Report / Grant Report ➲ September Section 71 Report / Grant Report ➲ Witzenberg Municipality Inter-Governmental Relations Forum	16/11/2026	30/11/2026	CFO CFO Man: Performance Dir. Community Development/ Manager: IDP
Provincial Integrated Development Plan Managers Forum	02/12/2026	13/12/2026	Department of Local Government

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5.2.3 PHASE 3 – PREPARATION AND TABLING	Start 30/11/2026	Finish 28/02/2027	Responsibility
Activities			
Stage 1: CAPITAL PROJECTS AND PROGRAMS	**04/11/2026**	**30/11/2026**	
Departments provide details of all newly identified projects.		25/11/2026	All Managers
Development of Ward/Area-based Project Plans	01/11/2026	15/11/2026	Manager: IDP; Manager: Budget
Dept Finance provide working papers for capital project prioritization	01/11/2026	15/11/2026	Manager: Budget
Management workshop to prioritize Capital Programs and Projects for next 3 years	13/11/2026	04/12/2026	Snr Management
Workshop with Council to finalize draft capital program	13/11/2026	04/12/2026	Municipal Manager
Stage 2(a): ADJUSTMENT BUDGET	**01/12/2026**	**28/02/2027**	
Dept Finance provide working papers for adjustment Budget	01/12/2026	13/12/2026	Manager: Budget
Departments provide responses to Adjustment Budget	14/12/2026	11/01/2027	All Managers
Dept Finance to consolidate all information received	11/01/2027	15/01/2027	Manager: Budget
Workshop with MAYCO to finalize draft Adjustment Budget	18/01/2027	22/01/2027	CFO
Tabling of Adjustment Budget	25/01/2027	29/01/2027	Exec. Mayor
Stage 2(b): OPERATIONAL BUDGET	**01/12/2026**	**28/02/2027**	
Dept Finance provide working papers for Operational Budget	01/12/2026	13/12/2026	Manager: Budget
Departments provide inputs on Operational Budget	14/12/2026	11/01/2027	All Managers
Dept Finance to consolidate all information received	11/01/2027	15/01/2027	Manager: Budget
1st Workshop with MAYCO to finalize Operational Budget & Capital program	08/02/2027	12/02/2027	CFO
2nd Workshop with MAYCO to finalize Operational Budget & Capital program, if needed	15/02/2027	19/02/2027	CFO

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5.2.3 PHASE 3 – PREPARATION AND TABLING	Start 30/11/2026	Finish 31/03/2027	Responsibility
Activities			
Stage 3: UPDATING OF IDP	**04/01/2027**	**28/02/2027**	
Update of IDP with most recent information	04/01/2027	29/01/2027	Manager: IDP
IDP Office to provide draft IDP document for scrutiny by departments	01/02/2027	12/02/2027	Manager: IDP
Departments provide inputs on draft IDP	15/02/2027	26/02/2027	All Managers
IDP Office to consolidate all information received and to compile the draft IDP	01/03/2027	05/03/2027	Manager: IDP
Workshop with Mayco on draft IDP, Operational Budget & Capital program	08/03/2027	16/03/2027	Exec. Mayor
Workshop with Council on IDP, Operational Budget & Capital program	16/03/2027	23/03/2027	Exec. Mayor
Tabling of Draft IDP & Budget	23/03/2027	31/03/2027	Exec. Mayor
Other activities during this phase			
Review Auditor- General's report			CFO
Witzenberg Municipality Inter-Governmental Relations Forum	15/03/2027	31/03/2027	Manager: IDP
Preparation/submission of reports: ➲ October Section 71 Report / Grant Report ➲ November Section 71 Report / Grant Report ➲ Compilation of draft Annual Report ➲ December Section 71 Report / Grant Report ➲ 2nd Quarter SDBIP Report ➲ Half year performance assessment ➲ MinMay Tech/JPI's and MGRO			CFO CFO Mun. Manager CFO Man: Performance CFO Mun. Manager Mun. Manager CFO CFO Dept Local Government
Provincial Integrated Development Plan Managers Forum	02/03/2027	31/03/2027	Department of Local Government

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5.2.4 PHASE 4 – CONSULTATION & INTEGRATION	Start 01/04/2027	Finish 15/05/2027	Responsibility
Activities			
INTER-GOVERNMENTAL ENGAGEMENTS			
Submit and Publish the IDP, PMS, annual Budget and other required documents to relevant departments for comments and submissions	01/04/2027	10/04/2027	Manager: IDP
Council calls for inputs from sectors and community with closing date of 30 April 2026	01/04/2027	30/04/2027	Manager: IDP
LGMTEC engagement		To be announced	Prov. Government
Update information obtained during LGMTEC's	01/04/2027	30/04/2027	Manager: IDP
District municipality engagement with B-municipalities		To be announced	Municipal Manager
PUBLIC CONSULTATION			
Publish Public Engagement timetable in the media, and distribute internally	01/04/2027	30/04/2027	Manager: IDP
Mail invitations to Sector representatives / IDP Representative Forum	01/04/2027	30/04/2027	Manager: IDP
Community Imbizo's / Meetings:			
Prince Alfred's Hamlet	01/04/2027	30/04/2027	Exec. Mayor
N'dul	01/04/2027	30/04/2027	Exec. Mayor
Wolseley	01/04/2027	30/04/2027	Exec. Mayor
Bella Vista	01/04/2027	30/04/2027	Exec. Mayor
Ceres	01/04/2027	30/04/2027	Exec. Mayor
Op Die Berg	01/04/2027	30/04/2027	Exec. Mayor
Tulbagh	01/04/2027	30/04/2027	Exec. Mayor
Forum & sector meetings: Business & Agriculture	01/04/2027	30/04/2027	Exec. Mayor
Meetings with Ward Committees	01/04/2027	30/04/2027	Exec. Mayor
IGR engagement to obtain sector Budget commitments	01/04/2027	30/04/2027	Manager: IDP

5.2.4 PHASE 4 – CONSULTATION & INTEGRATION	Start 01/04/2027	Finish 17/05/2027	Responsibility
Activities			
INTEGRATION			
Dept Finance to consolidate all information, comments and objections received on Budget	03/05/2027	10/05/2027	Manager: Budget
Screen and refine all Project Proposals	03/05/2027	10/05/2027	Manager: Projects

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Refine the Spatial Development Framework	03/05/2027	10/05/2027	Snr Town Planner
Compile all Business Plans	03/05/2027	10/05/2027	All departments
Populate the SDBIP templates	03/05/2027	10/05/2027	All departments
Management considers submissions made by community, National and Provincial Treasury	03/05/2027	10/05/2027	Manager: Budget
Prepare a summary of the revised IDP	03/05/2027	10/05/2027	Manager: IDP
MAYCO meeting to consider the submissions and, if necessary, to revise the IDP and Budget	11/05/2027	18/05/2027	Municipal Manager
Other activities during this phase			
~~Witzenberg Municipality Inter-Governmental Relations Forum~~	~~08/04/2027~~	~~18/04/2027~~	~~Dir. Community Development~~
Preparation of reports: ➲ 3rd Quarter SDBIP Report ➲ March Section 71 Report / Grant Report			Man: Performance CFO CFO

5.2.5 PHASE 5 – APPROVAL	Start 20/05/2027	Finish 31/05/2027	Responsibility
Activities			
Council workshop on draft Reviewed IDP and Annual Budget	19/05/2027	24/05/2027	Municipal Manager
Council meeting to approve Revised IDP, Performance Management measures and targets and the Annual Budget (At least 30 days before the new Budget year)	25/05/2027	31/05/2027	Municipal Manager

5.2.6 PHASE 6 – FINALIZATION	Start 02/06/2027	Finish 30/06/2027	Responsibility
Activities			
Management workshop to finalize the SDBIP's	01/06/2027	11/06/2027	Manager: Budget
Publish the IDP, annual Budget, all Budget-related documents and policies on the municipal website	01/06/2027	11/06/2027	Manager: IDP
Publish the 2026/2027 tariffs for public comment	01/06/2027	11/06/2027	Manager: Budget
Submit a copy of the IDP to the MEC, DPLG and Treasury (within 10 days of adoption)	01/06/2027	11/06/2027	Manager: IDP
Give notice to the public of the adoption of the IDP (within 14 days of the adoption of the plan)	01/06/2027	11/06/2027	Manager: IDP

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Publish a summary of the IDP and Budget in newspaper	01/06/2027	11/06/2027	Manager: IDP
Submit to Executive Mayor a draft SDBIP for the Budget year (within 14 days of approval of the Budget)	01/06/2027	11/06/2027	Municipal Manager
Submit to the Mayor drafts of the annual performance agreements (within 14 days of approval of Budget)	01/06/2027	11/06/2027	Municipal Manager
Make public the performance agreements of the Municipal Manager and senior managers (no later than 14 days after approval of the plan)	01/06/2027	11/06/2027	Municipal Manager
Submit the approved Budget to the National Treasury and the Provincial Treasury	01/06/2027	11/06/2027	CFO
Preparation of reports: ➲ May Section 71 Report ➲ Grant Reports	 01/06/2027 01/06/2027	 11/06/2027 11/06/2027	 CFO CFO
Provincial Integrated Development Plan Managers Forum	01/06/2027	30/06/2027	Department of Local Government
The Mayor takes steps to ensure that the SDBIP is approved (within 28 days of approval of Budget)	14/06/2027	30/06/2027	Exec. Mayor
Make public the projections, targets and indicators in the SDBIP (within 14 days of approval of SDBIP)	14/06/2027	30/06/2027	CFO
Publish the performance agreements and service delivery agreements on the municipal website	21/06/2027	30/06/2027	Municipal Manager
Submit copies of the performance agreements to Council and the MEC for Local Government	21/06/2027	30/06/2027	Municipal Manager

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6. CONCLUSION

The IDP and Budget Process Plan ensure that the role-players within the process are well prepared. All activities outlined within this document have been prepared in close inter-relation w i t h the Framework that governs both the District and all local municipalities.

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WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

MEMORANDUM

DIRECTORATE: FINANCE

To: Municipal Council
Through: Municipal Manager
From: Chief Financial Officer
Date: 20 July 2026
Subject: Proposed amendment to section 3.3.1 - Perk Scheme travel reimbursement

1. PURPOSE AND DECISION REQUIRED

To request Council approval to amend paragraph 3.3.1 of the Council-approved Transport, Travel and Subsistence Allowance Policy by replacing the fixed reimbursement tariff of R3.14 per kilometer with the prevailing rate per kilometre prescribed by the South African Revenue Service (SARS) for reimbursive business travel. The amendment will apply to qualifying employees on the Fixed Travelling Allowance Scheme (Perk Scheme) when travelling to destinations outside the Municipality's jurisdictional area.

DECISION IN BRIEF: Approve the SARS prescribed reimbursive rate, currently R4.95/km from 1 March 2026, for qualifying trips undertaken on or after the date of Council's resolution. Future SARS rate changes will take effect administratively on the SARS effective date (1 March).

2. BACKGROUND AND CURRENT POLICY POSITION

Paragraph 3.3.1 currently provides that reimbursement for travel outside the Municipality's jurisdictional area is payable to Perk Scheme employees according to the kilometres measured from the employee's location or place of residence, whichever is the shorter distance. The current tariff is fixed at R3.14/km. The paragraph further provides that the running cost is to increase in line with the annual salary increase from 1 July 2026.

SARS has prescribed a simplified reimbursive travel rate of R4.95/km for the 2027 year of assessment, effective from 1 March 2026.

Comparison	Current policy	Proposed basis
Tariff basis	Fixed municipal rate	Prevailing SARS rate
Rate per kilometer	R3.14	R4.95
Future adjustment	Annual salary increase	SARS publication

3. MOTIVATION FOR THE AMENDMENT

3.1 Exceptional fuel-price volatility

South African fuel prices experienced exceptional volatility during 2026 as international crude-oil supply expectations, shipping costs, the Rand/US Dollar exchange rate and conflict involving the United States, Israel and Iran changed rapidly. The Department of Mineral and Petroleum Resources reported that, for April 2026, petrol increased by R3.06/litre and diesel by between R7.37 and R7.51/litre. For July 2026, petrol then decreased by approximately R2.00/litre and diesel by between R3.14 and R3.59/litre as the oil-supply outlook improved. These unusually large movements demonstrate that a locally fixed kilometre tariff can become materially outdated and does not respond consistently to external cost changes.

3.2 District benchmarking and equitable reimbursement

Management's benchmarking of municipalities in the Cape Winelands municipal district indicates that employees on comparable Perk Schemes are reimbursed at the SARS rate when required to travel beyond their municipalities'

jurisdictional areas. Aligning Witzenberg's tariff to the same objective benchmark will promote equitable treatment and reduce the risk that employees subsidise authorised municipal travel from their own funds.

3.3 Sustainable and transparent tariff-setting

The SARS rate is published nationally, independently determined and periodically reviewed. Referencing the prevailing rate in the policy will improve transparency, remove the need to select an ad hoc local amount and avoid repeated Council amendments merely to update the numerical tariff. The underlying entitlement and travel-control requirements will remain unchanged.

4. FINANCIAL, BUDGETARY AND TAX IMPLICATIONS

The total financial effect will depend on the actual volume of prior-authorised external travel claimed by Perk Scheme employees.

- Expenditure must be accommodated within the approved travel and subsistence budget and monitored monthly.
- If actual claim volumes indicate material budget pressure, the CFO must address the requirement through the adjustments-budget process or submit a further report to Council, as appropriate.
- Payroll must apply the prevailing SARS employee-tax rules and correct IRP5 source codes. Adoption of the SARS tariff does not, on its own, determine the tax treatment of payments to employees who also receive a fixed travelling allowance.

5. PROPOSED POLICY AMENDMENT

It is proposed that the final two sentences of paragraph 3.3.1, namely the fixed R3.14/km tariff and the salary-linked escalation mechanism, be deleted and replaced. The remainder of paragraph 3.3.1 will stay in force.

Current wording	*"The tariff per kilometer is R 3.00. The running cost will increase with 100% of the annual salary increase as agreed upon by the Bargaining Council from 1 July 2026."*
Proposed wording	*"The tariff per kilometer shall be the prevailing rate per kilometre prescribed by the South African Revenue Service (SARS) for reimbursive business travel, as amended from time to time. A revised SARS rate shall apply from the effective date stated by SARS, subject to the Municipality's approved budget and applicable employee-tax requirements."*

6. GOVERNANCE AND CLAIM CONTROLS

The amendment changes only the tariff-setting basis. Existing policy controls remain applicable, including:

- prior authorisation of every trip by the employee's senior manager;
- reimbursement only for travel to destinations outside the Municipality's jurisdictional area;
- measurement from the employee's location or place of residence, whichever is the shorter distance;
- submission of a complete claim supported by actual kilometres, route details and the business purpose;
- use of the most economical transport option and shared transport where reasonably possible; and
- prevention of duplicate or overlapping claims for the same journey.

The CFO should issue an administrative circular whenever SARS changes the prescribed rate, retain the SARS notice for audit purposes, update the claim form and payroll controls, and report the implementation date to the Municipal Manager.

7. RECOMMENDATION / DRAFT COUNCIL RESOLUTION

It is recommended that Council resolves that:

1. the current R3.14/km tariff in paragraph 3.3.1 of the Transport, Travel and Subsistence Allowance Policy is noted as no longer sustainable or sufficiently responsive to material fuel-price volatility;
2. the amendment to paragraph 3.3.1 set out in section 5 of this memorandum is approved;
3. the prevailing SARS prescribed reimbursive travel rate, currently R4.95/km from 1 March 2026, will apply to qualifying trips undertaken on or after 1 August 2026.
4. qualifying trips undertaken before the date of this resolution remain subject to the tariff that was valid at the time of travel;
5. future amendments to the SARS prescribed rate will be implemented administratively from the effective date published by SARS, without a further policy amendment, provided that the basis of the reimbursement remains unchanged;
6. the Municipal Manager and Chief Financial Officer are authorised to incorporate the approved wording into the policy, update claim and payroll processes, and issue the necessary implementation circular/communication;
7. all claims remain subject to prior authorisation, the existing policy controls, available budget and applicable SARS employee-tax requirements; and
8. all other provisions of the Transport, Travel and Subsistence Allowance Policy remain unchanged.

HJ KRITZINGER

CHIEF FINANCIAL OFFICER

Eskom

Mr David Nasson
Municipal Manager
Witzenberg Municipality
P O Box 44
CERES
6835

13 February 2026

Vuyokazi Sotshangane
Tel. no: 023-346 8638

Quote Ref. no.: 314703982 - Alternative 2

Dear Mr Nasson

BUDGET QUOTE FOR AN INCREASE IN BULK SUPPLY OF ELECTRICITY FOR WITZENBERG MUNICIPALITY- BON CHRETIEN SUBSTATION

We have pleasure in providing you with this Budget Quote for **an increase in the supply of electricity from 22MVA to 27MVA** to the MUNICIPALITY as contained in your application and request for a Budget Quote. This Budget Quote contains the terms and conditions for, *inter alia*, the scope of works, price and timelines for the Eskom Connection Works to be constructed to connect the MUNICIPALITY's Distribution System to ESKOM's Distribution System and/or the Transmission System, as applicable. The Electricity Supply Agreement, the form of which is attached hereto as Annexure "J" contains the terms and conditions of the Connection, access to and use of ESKOM's Distribution System, or the Transmission System, and supply of electricity to the MUNICIPALITY.

This Budget Quote together with the Electricity Supply Agreement, and if applicable the Self-Build Agreement, contains the terms and conditions of, *inter alia*, the construction, Connection, costs and supply of electricity to the MUNICIPALITY from ESKOM's Distribution System and/or the Transmission System.

TERMS AND CONDITIONS OF THIS BUDGET QUOTE

1 DEFINITIONS AND INTERPRETATION

1.1 Where applicable and unless inconsistent with the context, the capitalised words and expressions used in this Budget Quote shall have the meanings ascribed to them in Clause 1 of Annexure "A" (*Definitions and Interpretation*) and cognate expressions shall have corresponding meanings.

1.2 The interpretation clauses are set out in Clause 2 of Annexure "A" (*Definitions and Interpretation*).

1.3 Any capitalised words and expressions used but not defined in this Budget Quote shall have the meanings assigned to them in the Schedule of Standard Prices, in Annexure "J" (*Form of Electricity Supply Agreement*) and, following its execution by the Parties, the Electricity Supply Agreement, and where applicable Annexure "K" (*Form of Self-Build Agreement*) and following its execution by the Parties, the Self-Build Agreement.

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2 BUDGET QUOTE

2.1 This Budget Quote supersedes any previous cost estimates, quotations, negotiations, arrangements or agreements pertaining to the Connection Works and related costs, whether made orally or in writing.

2.2 The commencement and continuation of the construction of the Eskom Connection Works is subject to the terms and conditions set out in this Budget Quote read together with the Electricity Supply Agreement, and if applicable the Self-Build Agreement.

2.3 This Budget Quote is valid for acceptance by the MUNICIPALITY within the Budget Quote Acceptance Period, and in accordance with the Budget Quote Acceptance Procedures.

2.4 This Budget Quote only becomes effective on the Budget Quote Effective Date.

2.5 If the Budget Quote Conditions for whatever reason have not been fulfilled within the Budget Quote Acceptance Period and in accordance with the Budget Quote Acceptance Procedures, then:

2.5.1 this Budget Quote shall lapse and be of no further force or effect from the day following the expiry of the Budget Quote Acceptance Period; and

2.5.2 any actual costs incurred by ESKOM shall be set-off against any amounts paid in advance by the MUNICIPALITY and the balance refunded to the MUNICIPALITY.

3 TECHNICAL

3.1 GENERAL

3.1.1 The Notified Maximum Demand to be made available by ESKOM at the MUNICIPALITY's Point of Delivery shall be as set out in Annexure "C" (*Technical Specifications*).

3.1.2 The location of the MUNICIPALITY's Point(s) of Delivery and Point(s) of Supply is described in Annexure "C" (*Technical Specifications).*

3.1.3 The MUNICIPALITY shall provide the relevant protection, synchronising and control equipment at the MUNICIPALITY's Point(s) of Delivery which is compatible with the protection standard required by ESKOM and in accordance with the terms and conditions of the Electricity Supply Agreement and the Code(s).

3.1.4 The technical details of the Connection shall be discussed and agreed between the Parties within 30 (thirty) days (or such extended period as agreed by the Parties in writing) of the Budget Quote Effective Date. The written technical Connection details will form an integral part of this Budget Quote, the Electricity Supply Agreement and if applicable the Self-Build Agreement.

3.2 MUNICIPALITY TO PROVIDE INFORMATION

3.2.1 The MUNICIPALITY shall provide to ESKOM such information and/or documentation as ESKOM may reasonably require on written notice to the MUNICIPALITY within 10 (ten) Business Days of such request, or such shorter period designated by ESKOM (acting reasonably), in such request, in order to undertake the Eskom Connection Works in accordance with this Budget Quote, the Electricity Supply Agreement and, if applicable, the Self-Build Agreement.

3.3 CONNECTION WORKS

3.3.1 The Parties shall undertake the Connection Works, in accordance with the terms and conditions of this Budget Quote, the Electricity Supply Agreement, all Approvals and Connection Rights-of-Way, the Codes, the standards of a Reasonable and Prudent Operator and if applicable, the Self-Build Agreement.

3.3.2 The Parties shall complete the Municipal Milestone Schedule and the Eskom

Milestone Schedule, within 30 (thirty) days (or such extended period as agreed by the Parties in writing) of the Budget Quote Effective Date, the form of which is set out in Annexure "F" (*Municipal Milestone Schedule*) and Annexure "G" (*Eskom Milestone Schedule*) respectively. The duly completed and executed Municipal Milestone Schedule and Eskom Milestone Schedule shall form part of the terms and conditions of this Budget Quote as Annexure “F” (*Municipal Milestone Schedule*) and Annexure “G” (*Eskom Milestone Schedule*) respectively.

3.4 RESPONSIBILITY FOR THE MUNICIPAL CONNECTION WORKS

3.4.1 The MUNICIPALITY shall be responsible for the portion of the Connection Works comprising the Municipal Connection Works.

3.4.2 The three-phase and single-phase operating fault levels based on the current maximum generation and ESKOM’s existing Transmission System and Distribution System are specified in Part C of Annexure “E” (*Municipal Connection Works).* The connection of additional generation to ESKOM’s Transmission System or the Distribution System or strengthening of ESKOM’s Transmission System or Distribution System may result in an increase of the maximum fault levels. The MUNICIPALITY is responsible for the design, construction, maintenance and operation of the Municipal Connection Equipment and the Municipal Connection Equipment must be suitably rated to ensure the safe operation of the MUNICIPALITY’s Distribution System.

3.4.3 The MUNICIPALITY shall be responsible for the due and proper application for and reasonable endeavours to obtain and maintain all Approvals required for the construction of the Connection Works and all Connection Rights-of-Way, falling under the responsibility of the MUNICIPALITY in terms of this Budget Quote and the Electricity Supply Agreement and, if applicable, the Self-Build Agreement.

3.4.4 The MUNICIPALITY shall achieve the milestones as provided in Annexure "F" (*Municipal Milestone Schedule*) by the corresponding dates so as to enable ESKOM to complete the Eskom Connection Works in accordance with Annexure "G" (*Eskom Milestone Schedule*).

3.4.5 Any delay by the MUNICIPALITY in achieving the milestones set out in the Municipal Milestone Schedule which is not as a result of any material breach by ESKOM of any material provision of this Budget Quote, or the Electricity Supply Agreement, shall entitle ESKOM to a reasonable extension of the Eskom Milestone Schedule having regard to the period that ESKOM is actually delayed by the MUNICIPALITY's delay and to an adjustment of the Connection Charge Estimate in accordance with sub-clause 4.5 (*Adjustment to the Connection Charge Estimate*). Without limiting the aforegoing, the MUNICIPALITY shall promptly notify ESKOM in writing of any deviations from any of its milestones as provided in the Municipal Milestone Schedule.

3.5 RESPONSIBILITY FOR THE ESKOM WORKS

3.5.1 ESKOM shall be responsible for the portion of the Connection Works comprising the Eskom Works.

3.5.2 ESKOM shall, with effect from the Budget Quote Effective Date, be responsible for the due and proper application for and reasonable endeavours to obtain and maintain all Approvals required for the construction of the Eskom Works, and all Connection Rights-of-Way, falling under the responsibility of ESKOM in terms of this Budget Quote and the Electricity Supply Agreement and if applicable the Self-Build Agreement.

3.5.3 ESKOM shall only commence with the construction of the Eskom Works after the Budget Quote Effective Date and as soon as reasonably possible after the following conditions have been satisfied in accordance with the terms of this Budget Quote and the Electricity Supply Agreement:

3.5.3.1 all Approvals and Connection Rights-of-Way required for the construction of the Municipal Connection Works, and if applicable, the Contract Works have been acquired by the MUNICIPALITY; and

3.5.3.2 all Approvals and Connection Rights-of-Way required for the construction of the Eskom Works have been acquired by ESKOM.

3.5.4 Where the MUNICIPALITY has to undertake Municipal Connection Works, and provided that the conditions referred to in sub-clause 3.5.3 have been fulfilled and the MUNICIPALITY has achieved all the milestones in Annexure "F" (*Municipal Milestone Schedule*) by the corresponding dates, and subject to any delay in the whole or any part of the Eskom Works, resulting from any Force Majeure Event affecting ESKOM, provided further that ESKOM has complied with the provisions of Clause 27 (*Force Majeure*) of the Electricity Supply Agreement in relation to such Force Majeure Event and if applicable Clause 10 of the Self-Build Agreement, ESKOM shall achieve the milestones in Annexure "G" (*Eskom Milestone Schedules*) by the corresponding dates. Without limiting the aforegoing, ESKOM shall promptly notify the MUNICIPALITY in writing of any deviations from any of its milestones as provided in Annexure "G" (*Eskom Milestone Schedule*).

3.6 RESPONSIBILITY FOR THE CONTRACT WORKS

3.6.1 The MUNICIPALITY shall be responsible for the portion of the Connection Works comprising the Contract Works in accordance with the terms and conditions of the Self-Build Agreement.

3.7 SCOPE OF WORKS

3.7.1 At the MUNICIPALITY's option, to be exercised on acceptance of this Budget Quote, the Eskom Works may comprise:

3.7.1.1 a Standard Connection, comprising the Eskom Equipment described in Part A of Annexure "D" (*Eskom Works*); or

3.7.1.2 a Standard Connection and a Premium Connection, comprising the Eskom Equipment described in Part A and Part B of Annexure "D" (*Eskom Works*).

3.8 ESTIMATED CONNECTION TIMELINES

3.8.1 Subject to any permitted extension under the Electricity Supply Agreement and, if applicable, the Self-Build Agreement and any time extension as contemplated in this Budget Quote, the estimated period for the completion of the Eskom Works, calculated from the commencement date of the Eskom Works, shall be as set out in Part A of Annexure "C" (*Technical Specifications*).

3.8.2 Subject to any permitted extension under the Electricity Supply Agreement and the Self-Build Agreement and any time extension as contemplated in this Budget Quote, the estimated period for completion of the Contract Works if applicable, calculated from the Budget Quote Effective Date shall be as set out in Part A of Annexure "C" (*Technical Specifications*).

3.8.3 Subject to any permitted extension under the Self-Build Agreement and any time extension as contemplated in this Budget Quote, the estimated period for the completion of the remaining Monopoly Works if applicable, calculated from the date of receipt of the Contract Works Completion Certificate (by the MUNICIPALITY to ESKOM); shall be as set out in Annexure “C” (*Technical Specifications*).

3.8.4 Subject to the provisions of sub-clause 3.8.1; 3.8.2 and 3.8.3 the estimated period for the completion of the Eskom Connection Works, calculated from the commencement date of the Eskom Works, shall be as set out in Annexure "C" (*Technical Specifications*).

4 FINANCIAL

4.1 TOTAL ESTIMATED CAPITAL COSTS

4.1.1 The total Estimated Capital Costs is set out in Part E of Annexure "H" (*Financial Specifications*).

4.2 CONNECTION CHARGE ESTIMATE

4.2.1 The Connection Charge Estimate payable by the MUNICIPALITY shall be as set out in Part B of Annexure "H" (*Financial Specifications*).

4.3 ESKOM WORKS

4.3.1 The MUNICIPALITY shall pay all of the costs associated with the Eskom Works in compliance with this Budget Quote.

4.4 MONOPOLY WORKS COST DUE TO SELF-BUILD AGREEMENT

4.4.1 The estimated Monopoly Works Cost as provided in this Budget Quote shall be reconciled after completion of construction, handover and energisation by ESKOM of the Contracts Works Equipment in accordance with the Self-Build Agreement.

4.4.2 The MUNICIPALITY shall pay all actual costs associated with the Monopoly Works as part of the Connection Charge in accordance with this Budget Quote and the Self-Build Agreement.

4.5 ADJUSTMENT TO THE CONNECTION CHARGE ESTIMATE

The Estimated Capital Costs used in the calculation of the Connection Charge Estimate, the Connection Charge, and the Early Termination Guarantee Amount, shall be subject to adjustment based on the following conditions, events or circumstances:

4.5.1 Scope Changes

4.5.1.1 In the event of any change in the scope of the Eskom Connection Works made by ESKOM:

4.5.1.1.1 to comply with any conditions imposed by any Governmental Authority under the Approvals, including for the sake of clarity, any environmental approval(s);

4.5.1.1.2 if ESKOM is unable to obtain any Connection Rights-of-Way on which this Budget Quote is based and has to select an alternative Connection Rights-of-Way to provide the Connection;

4.5.1.1.3 as a result of any changes requested by the MUNICIPALITY;

4.5.1.1.4 as a result of any error, inaccuracy, omission or incompleteness in the application for this Budget Quote by the MUNICIPALITY;

4.5.1.1.5 as a result of any delay in the whole or any part of the Municipal Connection Works, or the Contract Works, if applicable, which is not the result of any material breach by ESKOM of any material provision of this Budget Quote or the Electricity Supply Agreement, including any delay in the whole or any part of the Municipal Connection Works or the Contract Works, if applicable, resulting from any Force Majeure Event affecting the MUNICIPALITY; or

4.5.1.1.6 as a result of any material breach by the MUNICIPALITY of any material provision of this Budget Quote or the Electricity Supply Agreement,

ESKOM shall notify the MUNICIPALITY in writing of any such change in the scope of the Eskom Connection Works, including any resultant change in the Estimated Capital Costs and the Connection Charge Estimate, which shall

be for the MUNICIPALITY's account, and any resultant change in the Eskom Milestone Schedule.

4.5.1.2 In the case of any change in the scope of the Eskom Connection Works required as a result of any changes requested by the MUNICIPALITY as set out in sub-clause 4.5.1.1.3 above:

4.5.1.2.1 the MUNICIPALITY shall submit any and all changes to ESKOM in writing, citing the reference number above for this Budget Quote;

4.5.1.2.2 ESKOM shall be entitled to suspend and/or postpone any part of the Eskom Connection Works which may be directly affected by the MUNICIPALITY's change request pending ESKOM's determination of the changes in the scope of the Eskom Connection Works that may be necessitated by the MUNICIPALITY's change request;

4.5.1.2.3 ESKOM shall be entitled to issue a revised budget quote to the MUNICIPALITY;

4.5.1.2.4 the MUNICIPALITY shall be entitled to withdraw its request on written notice to ESKOM given no later than 15 (fifteen) Business Days following the date of ESKOM's notice of the change in costs attributable to such change in scope of the Eskom Works and/or revised budget quote;

4.5.1.2.5 in the event of such withdrawal by the MUNICIPALITY and/or a rejection by the MUNICIPALITY of the revised Budget Quote, ESKOM shall be entitled to proceed with the Eskom Works as detailed in this Budget Quote without effecting such change in scope of the Eskom Connection Works; and/or

4.5.1.2.6 in the event of the MUNICIPALITY accepting the revised budget quote, as evidenced by the MUNICIPALITY's delivery of an Acceptance Letter, this Budget Quote shall lapse and be of no further force or effect.

4.5.2 **Inflation**

4.5.2.1 In the event that the cost of materials, equipment, supplies and labour included in the Eskom Works increases at a rate greater than PPI in the period from the date of this Budget Quote to completion of the Eskom Connection Works, provided that the completion of the Eskom Works is not delayed as a result of a material breach by ESKOM of any material provision of this Budget Quote, unless caused by Force Majeure affecting ESKOM or an act of omission by the MUNICIPALITY, ESKOM shall notify the MUNICIPALITY in writing of any change in the applicable Connection Charge Estimate resultant from any such PPI increases.

4.5.3 **Force Majeure**

4.5.3.1 In the event of a delay in the whole or any part of the Eskom Connection Works resulting from any Force Majeure affecting ESKOM, provided that ESKOM has complied with the provisions of the Electricity Supply Agreement in relation to such Force Majeure and if applicable the provisions of the Self-Build Agreement, ESKOM shall notify the MUNICIPALITY in writing, promptly following the cessation of the Force Majeure, of any change in the applicable Connection Charge Estimate resulting from such Force Majeure.

4.5.4 **Foreign Exchange and Commodity Prices**

4.5.4.1 ESKOM shall adjust the Connection Charge Estimate in the event of any currency change or commodity price change greater than 2,5% (two comma five per centum), up or down, from the rates applied by ESKOM in calculating the applicable Connection Charge Estimate (the **'Base Rates'**) to the rates applicable at the date of actual expenditure.

4.5.4.2 The Base Rates and the amount of the Estimated Capital Costs provided for in a currency other than Rand and/or subject to fluctuations in the commodity prices

are as set out in Annexure "H" (*Financial Specifications*).

4.5.4.3 ESKOM shall notify the MUNICIPALITY in writing of any change in the applicable Connection Charge Estimate resultant from such increase in the Base Rates and/or Estimated Capital Costs.

4.6 CONNECTION CHARGE

4.6.1 Within 6 (six) months after the Completion Date (as defined in the Electricity Supply Agreement), ESKOM shall prepare a detailed statement of the Capital Costs incurred by ESKOM in carrying out the Eskom Works and the actual Monopoly Works Cost, and all amounts received by ESKOM from or on behalf of the MUNICIPALITY in terms of this Budget Quote.

4.6.2 The following shall be taken into account in the calculation of the Connection Charge payable by the MUNICIPALITY:

4.6.2.1 the Capital Costs

4.6.2.1.1 if the Capital Costs are equal to or less than the Estimated Capital Costs multiplied by 1,15 (one comma one five), then the Capital Costs shall be used, or

4.6.2.1.2 if the Capital Costs are in excess of the Estimated Capital Costs multiplied by 1,15 (one comma one five); then the Capital Costs shall be deemed to be equal to the Estimated Capital Costs multiplied by 1,15 (one comma one five), plus the additional actual costs incurred in respect of any adjustments pursuant to sub-clause 4.5 (*Adjustment to the Connection Charge Estimate*) to the extent that the Dedicated Capital Costs exceed the Estimated Dedicated Capital Costs multiplied by 1,15 (one comma one five),

4.6.2.2 plus the actual cost of the Monopoly Works.

4.6.2.3 less the Capital Allowance, if applicable.

4.6.3 In the event that the MUNICIPALITY has paid a Connection Charge Estimate in excess of the Connection Charge calculated in terms of sub-clause 4.6.2, ESKOM shall refund the MUNICIPALITY such overpayment within 30 (thirty) calendar days of finalising the detailed statement of the Capital Costs in accordance with sub-clause 4.6.1 failing which ESKOM shall pay interest on the refund amount at a rate per annum equal to the prevailing prime overdraft rate charged by First National Bank of Southern Africa Limited minus 4% (four percent).

4.6.4 In the event that the Connection Charge Estimate paid by the MUNICIPALITY is less than the Connection Charge calculated in terms of sub-clause 4.6.2, ESKOM shall provide to the CUSTOMER the detailed statement of the Capital Costs finalised in terms of sub-clause 4.6.1 and the CUSTOMER shall pay the difference to ESKOM within 30 (thirty) calendar days of such written notice by ESKOM; failing which the CUSTOMER shall pay interest on the outstanding Connection Charge at a rate per annum equal to the prevailing prime overdraft rate charged by First National Bank of Southern Africa Limited plus 5% (five percent) as specified in the Electricity Supply Agreement. In the event that the written notice is provided by ESKOM after the 6-month period specified in sub-clause 4.5.1, no interest will be charged by ESKOM for the delay in providing the written notice.

4.7 PAYMENT AND GUARANTEES

4.7.1 Connection Charge Estimate Payment

4.7.1.1 The MUNICIPALITY shall select the applicable payment option of the Connection Charge Estimate in its Acceptance Letter and either:

4.7.1.1.1 pay an amount equal to the balance of the Connection Charge Estimate due on or before the last day of the Budget Quote Acceptance Period; or

4.7.1.1.2 pay the Connection Charge Estimate in instalments in terms of the Connection Charge Payment Schedule attached to its Acceptance Letter;

4.7.1.2 ESKOM may at its discretion amend the Connection Charge Payment Schedule to:

4.7.1.2.1 defer the corresponding date for any instalment specified therein, to a later date; and

4.7.1.2.2 subject to sub-clause 4.5 (Adjustment to the Connection Charge Estimate), adjust the amount of any instalment specified therein; provided that ESKOM gives the MUNICIPALITY no less than 10 (ten) Business Days' notice of any increased instalment, by delivering an amended Connection Charge Payment Schedule to the MUNICIPALITY.

4.7.1.3 The MUNICIPALITY shall pay the full Connection Charge Estimate, or any instalment thereof, as applicable, to ESKOM by direct bank deposit or transfer or inter-bank transfer of freely available funds to ESKOM's bank account specified in the invoice issued by ESKOM in respect of the full Connection Charge Estimate or any instalment thereof. The MUNICIPALITY shall use the account number on the invoice as the reference number for the deposit or transfer. The balance of the Connection Charge Estimate or any instalment thereof, as applicable, must be reflected as having been received into ESKOM's bank account by no later than the last day of the Budget Quote Acceptance Period, or the due date for the instalment as provided in the Connection Charge Payment Schedule, attached hereto as Annexure "I" (*Connection Charge Payment Schedule).*

4.7.1.4 If the MUNICIPALITY is a registered vendor for VAT purposes under the VAT Act, then the Parties shall comply with the following Budget Quote Acceptance Procedures:

4.7.1.4.1 the MUNICIPALITY shall deliver the Acceptance Letter to ESKOM, together with full details of its VAT vendor registration, not less than 15 (fifteen) Business Days prior to the expiry of the Budget Quote Acceptance Period;

4.7.1.4.2 ESKOM shall issue a tax invoice meeting the requirements of the VAT Act in respect of the full Connection Charge Estimate or such instalment (as applicable) to the MUNICIPALITY within 5 (five) Business Days of its receipt of the MUNICIPALITY's Acceptance Letter; and

4.7.1.4.3 the MUNICIPALITY shall pay the full invoiced amount to ESKOM in accordance with sub-clause 4.7.1.3 and promptly provide ESKOM with the MUNICIPALITY's bank confirmation of the electronic funds transfer or deposit of the invoiced amount.

4.7.2 **Connection Charge Guarantee**

4.7.2.1 If the MUNICIPALITY elects in its Acceptance Letter to pay the Connection Charge Estimate in instalments, the MUNICIPALITY shall deliver a Connection Charge Guarantee, the form of which is attached hereto as Annexure "L*"* (*Form of Connection Charge Guarantee*), to ESKOM no later than the last day of the Budget Quote Acceptance Period.

4.7.2.2 The MUNICIPALITY shall maintain the Connection Charge Guarantee in full force and effect for the period commencing on the date of its Acceptance Letter, attached hereto as Annexure "B" (*Acceptance Letter*) and ending on the Completion Date (as defined in the Electricity Supply Agreement).

4.7.2.3 In the event that the MUNICIPALITY fails to make payment in terms of its Connection Charge Payment Schedule, ESKOM shall have the right to draw on the Connection Charge Guarantee forthwith and without notice to the MUNICIPALITY.

4.7.3 **Early Termination Guarantee**

4.7.3.1 The MUNICIPALITY acknowledges that ESKOM will, in connecting the MUNICIPALITY's Distribution System to ESKOM's Distribution System or Transmission System, incur certain expenditures and costs, which are not directly

recovered through the Connection Charge. In the event that the Electricity Supply Agreement is terminated before the expiry of the 13th (thirteenth) year following the Completion Date (as defined in the Electricity Supply Agreement), such costs shall be recovered from the Early Termination Guarantee.

4.7.3.2 The MUNICIPALITY shall deliver the Early Termination Guarantee, the form of which is attached to Annexure "J" (*Form of Electricity Supply Agreement*) to ESKOM together with its Acceptance Letter, no later than the last day of the Budget Quote Acceptance Period unless the initial Early Termination Guarantee Amount is stated in this Budget Quote as R0,00 (nil Rand) in which case, no Early Termination Guarantee is required.

4.7.3.3 If the initial Early Termination Guarantee Amount is stated in this Budget Quote as R 0,00 (nil Rand) and ESKOM subsequently amends the initial Early Termination Guarantee Amount on written notice to the MUNICIPALITY, then the MUNICIPALITY shall deliver the Early Termination Guarantee to ESKOM for the amended Early Termination Guarantee Amount within the period specified in ESKOM's amendment notice (which shall not be less than 7 (seven) Business Days from the date of such amendment notice), failing which ESKOM shall be entitled to suspend the Eskom Works, amendment of the Eskom Milestone Schedule and to a reasonable extension of the estimated period as set out in Part A of Annexure "C" (*Technical Specifications)* at least corresponding to the suspension period.

4.7.3.4 The MUNICIPALITY shall maintain the Early Termination Guarantee in full force and effect for the period commencing:

4.7.3.4.1 where the initial Early Termination Guarantee Amount is stated in this Budget Quote as R 0,00 (nil Rand) and ESKOM subsequently amends the initial Early Termination Guarantee Amount on written notice to the MUNICIPALITY (as per sub-clause 4.7.3.2 above), on the date specified in ESKOM's amendment notice; or

4.7.3.4.2 otherwise on the date of its Acceptance Letter,

4.7.3.4.3 and in either case ending 90 (ninety) days after the expiry of the 13th (thirteenth) Year following the Completion Date (as defined in the Electricity Supply Agreement).

4.7.3.5 In the event that:

4.7.3.5.1 this Budget Quote is terminated prior to the Connection arising from an Event of Default by the MUNICIPALITY in terms of sub-clause 5.1 (*Events of Default*), or terminated by the MUNICIPALITY for convenience in accordance with sub-clause 5.2 (*Termination for Convenience*); and/or

4.7.3.5.2 the Electricity Supply Agreement is terminated prior to the lapse of the thirteen (13) year validity period of the Early Termination Guarantee; and/or

4.7.3.5.3 the MUNICIPALITY commits an act or omission of such a nature as to warrant or has the potential to cause the intervention of the relevant provincial authority as contemplated in section 139 of the Constitution read together with section 27 of the MFMA or commits any act or omission that may invoke the provisions of Chapter 13 of the MFMA relating to the resolution of a financial problem, (which, for purposes of this Budget Quote, shall be deemed an Act of Insolvency on the part of the MUNICIPALITY),

ESKOM shall have the right to draw on the Early Termination Guarantee forthwith and without notice to the MUNICIPALITY.

4.7.4 **Standard tariff details**

4.7.4.1 Subject to the provisions of the Electricity Regulation Act, the current prices of the tariff as specified in Annexure H (*Financial Specifications*) to be charged monthly are set out in the Schedule of Standard Prices attached to the Electricity Supply Agreement as Annexure "B". These prices will be valid until ESKOM's next price

increase or tariff restructuring becomes operative.

4.7.4.2 The prices to be charged monthly are subject to the terms and conditions of the Electricity Supply Agreement.

4.7.5 **Electricity Accounts Guarantee**

The MUNICIPALITY shall provide an Electricity Accounts Guarantee, the form of which is attached to Annexure “I” (*Form of the Electricity Supply Agreement)* for the due payment of monthly electricity accounts in accordance with the terms of and conditions of the Electricity Supply Agreement. The Electricity Accounts Guarantee Amount is set out in Annexure "H" (*Financial Specifications)*.

5 TERMINATION

5.1 EVENTS OF DEFAULT

Each of the following events shall constitute an **'Event of Default'** which shall give either Party the right to terminate this Budget Quote:

5.1.1 **Non-payment**

Either Party fails to make any payment due and payable under this Budget Quote to the other Party by the due date for such payment, and such failure remains un-remedied for a period of 30 (thirty) days following the date of the written notice given by the non-defaulting Party to the defaulting Party requesting the remedy of such failure. For the avoidance of doubt, this clause does not apply to those payments due within the Budget Quote Acceptance Period.

5.1.2 **Early Termination Guarantee; Connection Charge Guarantee; Security or Contract Works Security Failure**

The MUNICIPALITY fails to deliver, replace or maintain the Early Termination Guarantee; Connection Charge Guarantee; Security or Contract Works Security in accordance with this Budget Quote, the Electricity Supply Agreement or if applicable, the Self-Build Agreement the Early Termination Guarantee; Connection Charge Guarantee; Security or Contract Works Security otherwise becomes invalid or unenforceable.

5.1.3 **Act of Insolvency**

Either Party commits an Act of Insolvency.

5.1.4 **Material Breach**

Either Party commits a material breach of any provision of this Budget Quote (other than as contemplated in sub-clause 5.1.1 (*Non-payment*)), unless caused by a Force Majeure Event affecting such Party, or an act or omission of the other Party to this Budget Quote, and such breach remains un-remedied for a period of 30 (thirty) days following the date of a written notice from the non-defaulting Party to the defaulting Party requesting the remedy of such breach.

5.1.5 **Termination of the Electricity Supply Agreement**

The Electricity Supply Agreement is terminated by either Party in accordance with the terms and conditions of such Electricity Supply Agreement.

5.1.6 **Termination of the Self-Build Agreement**

The Self-Build Agreement is terminated by either Party in accordance with the terms and conditions of such Self-Build Agreement.

5.2 **TERMINATION FOR CONVENIENCE**

The MUNICIPALITY shall be entitled to terminate this Budget Quote for convenience at any time prior to the Completion Date (as defined in the Electricity Supply Agreement), on written notice to ESKOM of not less than 30 (thirty) days.

5.3 **CONSEQUENCES OF TERMINATION**

5.3.1 If this Budget Quote is terminated by either Party before the Connection has been made available, then ESKOM shall have the option either to complete the Eskom Works or not to complete but remove the Eskom Works. If ESKOM opts to:

5.3.1.1 complete the Eskom Works, then the MUNICIPALITY shall be liable to pay the full outstanding balance of the Connection Charge; or

5.3.1.2 not complete but remove the Eskom Works, the MUNICIPALITY shall be liable to pay to ESKOM, on written demand by ESKOM, the following:

5.3.1.2.1 the full actual costs incurred by ESKOM; plus

5.3.1.2.2 if this Budget Quote is terminated in terms of sub-clause 5.1 (*Events of Default)* for an Event of Default on the part of the MUNICIPALITY or in terms of sub-clause 5.2 (*Termination for Convenience*), all costs incurred by ESKOM in connection with the removal of the Eskom Works.

5.3.2 ESKOM may call up the Early Termination Guarantee; Connection Charge Guarantee and or the Contract Works Security provided by the MUNICIPALITY pursuant to this Budget Quote, the Electricity Supply Agreement, and if applicable, the Self-Build Agreement and, if so, shall apply the proceeds thereof in reduction of any liability of the MUNICIPALITY incurred as a result of the operation of this sub-clause 5.3 (*Consequences of Termination*).

5.3.3 If this Budget Quote is terminated in terms of sub-clause 5.1 (*Events of Default*) for an Event of Default on the part of ESKOM, then ESKOM's liability to the MUNICIPALITY shall be limited to direct damages which, for the purposes of clarity, excludes consequential damages (including but not limited to special loss, loss of production and loss of profit), provided that:

5.3.3.1 the maximum liability of ESKOM to the MUNICIPALITY shall be an amount equivalent to the Connection Charge.

5.4 **SURVIVAL OF RIGHTS**

5.4.1 Termination of this Budget Quote shall not affect any rights or obligations of a Party, which may have accrued prior to the date of termination, which arise as a consequence of termination or which are expressed to survive termination in this Budget Quote and/or the Electricity Supply Agreement, and/or the Self-Build Agreement (if applicable).

6 GOVERNING LAW

6.1 This Budget Quote shall be governed by and construed in accordance with the laws of South Africa.

7 DISPUTE RESOLUTION

7.1 Any claim, dispute or difference of whatsoever nature arising under, out of or in connection with this Budget Quote, including any claim, dispute or difference regarding the existence, validity, legality or expiry of this Budget Quote, shall be referred for resolution in accordance with the provisions of the Disputes and Dispute Resolution clause of Annexure "J" (*Form of Electricity Supply Agreement)* and following its execution by the Parties, of the Electricity Supply Agreement.

For any information, enquiries or confirmation, please contact **Vuyokazi Sotshangane** at telephone number **+27 23 346 8638** at any time within the Budget Quote Acceptance Period.

I thank you for the opportunity of allowing ESKOM to provide this service and trust that your favourable reply will reach this office shortly.

Yours sincerely

……
Kgopisho Mahunonyane
SENIOR MANAGER RETAIL
(WESTERN CAPE OPERATING UNIT) CAPE COASTAL CLUSTER

24 April 2026
……
Date

ANNEXURE "A"

1 DEFINITIONS

1.1 **'Acceptance Letter'** means the acceptance letter as completed by the MUNICIPALITY and delivered to ESKOM in the form attached hereto as Annexure "B" (*Acceptance Letter*);

1.2 **'Approvals'** means any permission, permit, approval, consent, licence, authorisation, registration, grant, acknowledgement, exemption or agreement required to be obtained from any Government Authority;

1.3 **'Approved Credit Rating'** means a long-term unsecured foreign currency debt rating no worse than BBB- (as determined by Standard and Poor's Rating Group or Fitch Ratings) or Baa3 (as determined by Moody's Investor Services, Inc.); South African long-term national scale Rating no worse than 'zaA-' (as determined by Standard & Poor's) or 'A-(zaf)' (as determined by FitchRatings) or 'A3.za' (as determined by Moody's Investor Services, Inc.) or equivalent rating (as determined by ESKOM or a rating agency approved by ESKOM).

1.4 **'Budget Quote'** means this budget quote, with its annexures, issued by ESKOM to the MUNICIPALITY and all references to 'Accepted Budget Quote' in the Self-Build Agreement shall be construed accordingly;

1.5 **'Budget Quote Acceptance Period'** means a date ending 120 (one hundred and twenty) Business Days from the date of this Budget Quote or such extended period as ESKOM may determine on written notice to the MUNICIPALITY;

1.6 **'Budget Quote Acceptance Procedures'** means the acceptance procedures set out in sub-clause 4.7.1.4;

1.7 **'Budget Quote Conditions'** means the following conditions, all of which the Parties have to fulfil in accordance with the Budget Quote Acceptance Procedures and within the Budget Quote Acceptance Period:

1.7.1 receipt by ESKOM of an unaltered Acceptance Letter duly executed by or on behalf of the MUNICIPALITY in the form attached hereto as Annexure "B" (*Acceptance Letter*);

1.7.2 receipt by ESKOM of (i) upfront payment of the Connection Charge Estimate, or (ii) if the MUNICIPALITY has opted in its Acceptance Letter to pay the Connection Charge Estimate in instalments, delivery to ESKOM of the Connection Charge Guarantee issued in accordance with the terms and conditions of this Budget Quote, and payment of any instalment of the Connection Charge Estimate which is due and payable by the MUNICIPALITY within the Budget Quote Acceptance Period in accordance with the Connection Charge Payment Schedule;

1.7.3 subject to sub-clause 4.7.3.2, receipt by ESKOM of the Early Termination Guarantee, issued in accordance with the terms and conditions of this Budget Quote;

1.7.4 receipt by ESKOM of the (i) Electricity Supply Agreement duly executed by or on behalf of the MUNICIPALITY in the form as set out in Annexure "J" (*Form of Electricity Supply Agreement*) attached hereto and (ii) the Security

1.7.5 delivery to the MUNICIPALITY of the counterpart of the Electricity Supply Agreement, duly executed by or on behalf of ESKOM;

1.7.6 where the MUNICIPALITY has exercised an option of Self-Build, receipt by ESKOM of (i) the Self-Build Agreement duly executed by or on behalf of the MUNICIPALITY in the form as set out in Annexure "K" *(Form of Self-Build Agreement*) attached hereto, and (ii) the Contract Works Security; and

1.7.7 delivery to the MUNICIPALITY of the counterpart of the Self-Build Agreement in sub-clause 1.3.4.6, duly executed by or on behalf of ESKOM;

1.8 **'Budget Quote Effective Date'** means the date falling within the Budget Quote Acceptance Period upon which the last of the Budget Quote Conditions have been fulfilled;

1.9 **'Capital Allowance'** means Eskom's upfront contribution towards thededicated connection assets and/or upstream assets recoverable over time from the MUNICIPALITY through standard network charges. The Capital Allowance is based on the NMD for electricity to be consumed in future;

1.10 **'Capital Costs'** means the total actual capital costs of the Eskom Works but excluding the Monopoly Works Cost;

1.11 **'Code(s)'** means the Distribution Code, the South African Grid Code, the Grid Connection code for Renewable Power Plants or any other code, published by the NERSA, as applicable to ESKOM and or the MUNICIPALITY;

1.12 **'Connection'** means the physical connection of the MUNICIPALITY's Distribution System to ESKOM's Distribution System and/or the Transmission System;

1.13 **'Connection Charge'** means, subject to adjustment, the total Standard Connection Charge and the Premium Connection Charge recouped or to be recouped by ESKOM from the MUNICIPALITY for the cost of the Eskom Works comprising the Capital Costs, a contribution to shared costs and if applicable, the cost of the Monopoly Works, less the Capital Allowance, calculated in compliance with the Code(s);

1.14 **'Connection Charge Estimate'** means the total estimated Connection Charge as set out in Part B of Annexure "H" (*Financial Specifications)* before adjustments for scope changes, inflation, force majeure and foreign exchange and commodity prices;

1.15 **'Connection Charge Guarantee'** means a Guarantee issued for an amount equal to the Connection Charge Guarantee Amount;

1.16 **'Connection Charge Guarantee Amount'** means (a) initially, an amount equal to balance of the Connection Charge Estimate as set out in Part B of Annexure "H" (*Financial Specifications)*, and (b) thereafter, the amount in paragraph (a) adjusted by reference to (i) deductions for any instalments received by ESKOM in the preceding year pursuant to this Budget Quote and (ii) deductions or additions resulting from any adjustments made by ESKOM in accordance with this Budget Quote in the preceding year;

1.17 **'Connection Charge Payment Schedule'** means the schedule of Connection Charge Estimate instalments and corresponding instalment payment dates as set out in Annexure "I" (*Connection Charge Payment Schedule*), as may be amended by ESKOM from time to time in accordance with this Budget Quote;

1.18 **'Connection Rights-of-Way'** means all rights-of-way and rights of access over, across, into or from any land that will be required to lay any distribution facilities, plant, equipment, lines, cables or wires included in the Connection Works, including any alternative rights-of-way and rights of access if ESKOM's preferred rights-of-way and rights of access are not available on terms and conditions that ESKOM considers commercially reasonable and technically feasible;

1.19 **'Connection Works'** means the planning, financing, insuring, land rights acquisition, design, engineering, procurement, supply, fabrication, construction, erecting, installation, inspection of the electricity network infrastructure comprised in the Connection and all activities and requirements ancillary to these, and includes the Municipal Connection Works and the Eskom Connection Works.

1.20 **'Contract Works'** means the portion of the Eskom Connection Works to be undertaken by the MUNICIPALITY in accordance with the conditions of the Self-Build Agreement;

1.21 **'Contract Works Equipment'** has the meaning ascribed to it in the Self-Build Agreement;

1.22 **'Contract Works Security'** has the meaning ascribed to it in the Self-Build Agreement;

1.23 **'Cost Estimate Fee'** means the portion of the Connection Charge paid by the MUNICIPALITY to ESKOM for the issue of the Cost Estimate Letter, the value of which is set out in Annexure "H" (*Financial Specifications);*

1.24 **'Cost Estimate Letter'** means the letter issued by ESKOM to the MUNICIPALITY with a non-binding estimation of the costs of the Eskom Connection Works to Connect the MUNICIPALITY's Distribution System to ESKOM's Distribution System and/or Transmission System, as referred to in Annexure "C" (*Technical Specifications*)*;*

1.25 **'Distribution'** means the regulated business unit through which ESKOM constructs, owns, operates and maintains ESKOM's Distribution System in accordance with its Licence and the Code(s);

1.26 **'Distribution Connection Charge'** means that portion of the Connection Charge associated with ESKOM's Distribution System, which may comprise of a Distribution Standard Connection Charge and a Distribution Premium Connection Charge;

1.27 **'Distribution Premium Connection Charge'** means that portion of the Connection Charge associated with a Premium Connection and ESKOM's Distribution System;
1.28 **'Distribution Quotation Fee'** means the portion of the Distribution Connection Charge paid by the MUNICIPALITY and received by ESKOM for the issue of this Budget Quote, the amount of which is set out in Annexure "H" (*Financial Specifications*);
1.29 **'Distribution Standard Connection Charge'** means that portion of the Connection Charge associated with a Standard Connection and ESKOM's Distribution System;
1.30 **'Distribution System'** means a distribution network of any Distributor which operates at a nominal voltage of 132 kV or less, as described in the Codes, as that system may be refurbished, modified, extended or developed from time to time;
1.31 **'Early Termination Guarantee'** means a Guarantee issued for an amount equal to the Early Termination Guarantee Amount;
1.32 **'Early Termination Guarantee Amount'** means a) initially an amount as set out in Annexure "H" (*Financial Specifications*) b) thereafter an amount as adjusted by ESKOM on written notice to the MUNICIPALITY in accordance with the terms and conditions of sub-clause 4.7.3 (*Early Termination Guarantee*); and c) thereafter such adjusted amount reduced annually by one tenth (1/10th) with effect from the fourth (4th) year following the Completion Date (as defined in the Electricity Supply Agreement);
1.33 **'Electricity Accounts Guarantee'** has the meaning as ascribed to it in the Electricity Supply Agreement;
1.34 **'Electricity Accounts Guarantee Amount'** has the meaning as ascribed to it in the Electricity Supply Agreement;
1.35 **'Electricity Regulation Act'** means the Electricity Regulation Act, No. 4 of 2006, as amended from time to time;
1.36 **'Electricity Supply Agreement'** or **'ESA'** means the agreement, including all appendices, entered into between ESKOM and the MUNICIPALITY, in respect of the supply of electricity by ESKOM to the MUNICIPALITY and the Connection to the MUNICIPALITY's Distribution System to ESKOM's Distribution System and/or the Transmission System;
1.37 **'ESKOM'** means Eskom Holdings SOC Ltd (Registration Number 2002/015527/30);
1.38 **'Eskom Connection Equipment'** means the equipment and assets to Connect the MUNICIPALITY's Distribution System to ESKOM's Distribution System and/or the Transmission System as described in Annexure "F" of the Electricity Supply Agreement, which shall be owned, operated and maintained by ESKOM;
1.39 **'Eskom Connection Works'** means the works required to be constructed, changed or enabled on the Distribution System and/or the Transmission System on ESKOM's side of the Point of Delivery, save as may be otherwise provided herein, and all related activities by which the Eskom Connection Equipment shall establish a Connection between the Point(s) of Delivery and ESKOM's Distribution System and/or the Transmission System, including if applicable the Monopoly Works and the Contract Works;
1.40 **'Eskom Equipment'** means the plant, facilities, equipment and assets set forth in Part A and B of Annexure "D" (*Eskom Works)* which shall be constructed by ESKOM in accordance with this Budget Quote and owned, operated and maintained by ESKOM;
1.41 **'Eskom Milestone Schedule'** means the schedule of milestones to be achieved by ESKOM by the corresponding dates, attached hereto as Annexure "G" (*Eskom Milestone Schedule*);
1.42 **'Eskom Works'** means the works as described in Annexure "D" (*Eskom Works)* comprising of the Eskom Connection Works but excluding the Contract Works;
1.43 **'Estimated Capital Costs'** means the Capital Costs as set out in Annexure "H" (*Financial Specifications*);
1.44 **'Estimated Monopoly Works Charge'** means the estimated Monopoly Works Charge as set out in Part B of Annexure "H" (*Financial Specifications)*;
1.45 **'Guarantee'** means a guarantee initially for the amount stated therein, which (i) is issued by a financial institution which (a) holds an Approved Credit Rating and (b) is registered under applicable Law to carry on the business of a bank in South Africa and (ii) constitutes an on demand, unconditional and irrevocable commitment by the issuer to pay;
1.46 **'Law'** means (a) any constitution, statute, ordinance, proclamation, primary or

subordinated legislation or other legislative measure, as well as the common law and customary law and any judgment, decision, interdict, order or rule of any court or tribunal with relevant jurisdiction, in each case having the force of law in South Africa and (b) any directive, requirement, instruction, request, order, regulation, condition of or limitation in any necessary Governmental authorisation, registration, grant, acknowledgement, exemption or agreement to be obtained from, or code, guideline, policy, direction or rule of a Governmental Instrumentality which is legally binding, including the Code(s).

1.47 **'Licences'** means the licence(s) issued by the NERSA to ESKOM and the MUNICIPALITY in terms of the Electricity Regulation Act;

1.48 **'Maximum Demand'** has the meaning as ascribed to it in the Schedule of Standard Prices;

1.49 **'MFMA'** means the Municipal Finance Management Act No. 56 of 2003;

1.50 **'Monopoly Works'** means those non-contestable works forming part of the Eskom Connection Works which remain ESKOM's responsibility under the Self-Build Agreement to ensure a standard of work that meets ESKOM's quality of supply, reliability and safety standards;

1.51 **Monopoly Works Charge'** means the charge recouped or to be recouped by ESKOM from the CUSTOMER for the Monopoly Works Cost;

1.52 **'Monopoly Works Cost'** means the cost of the Monopoly Works;

1.53 **'MUNICIPALITY'** means a municipality constituted in terms of the Local Government Municipal Structures Act 117 of 1998 as amended, read with the Local Government Municipal Systems Act 32 of 2000 as amended, as set out in Annexure "C" (*Technical Specifications)*;

1.54 **'Municipal Connection Equipment'** means the MUNICIPALITY's equipment, as described in Part A of Annexure "E" (*Municipal Connection Works*), as agreed between ESKOM and the MUNICIPALITY, which shall be constructed, owned, operated and maintained by the MUNICIPALITY;

1.55 **'Municipal Connection Works'** means the works as described in Annexure "E" (*Municipal Connection Works*), to be carried out on the MUNICIPALITY side of the Point(s) of Delivery, save as may otherwise be provided herein, and all related activities by which the Municipality Connection Equipment shall establish a Connection between the MUNICIPALITY's Distribution System and ESKOM's Distribution System and/or Transmission System;

1.56 **'Municipal Milestone Schedule'** means the schedule of milestones to be achieved by the MUNICIPALITY by the corresponding dates, attached hereto as Annexure "F" (*Municipal Milestone Schedule*);

1.57 **'NERSA'** means the National Energy Regulator of South Africa or its successor-in-title established in terms of the National Energy Regulator Act, No. 40 of 2004;

1.58 **'Notified Maximum Demand'** means the Maximum Demand notified in writing by the MUNICIPALITY and accepted by ESKOM, as more fully described in Annexure "C" (*Technical Specifications*);

1.59 **'Parties'** means ESKOM and the MUNICIPALITY, and the word **'Party'** shall be construed accordingly;

1.60 **'Point(s) of Delivery** or '**POD'** has the meaning as ascribed to it in the Electricity Supply Agreement ;

1.61 **'Point(s) of Supply (POS)'** has the meaning as ascribed to it in the Electricity Supply Agreement;

1.62 **'PPI'** means the index published from time to time by Statistics South Africa, which is referred to as the "Production Price Index for final manufactured goods" in statistical release P0142.1 or such other index as may be determined by Statistics South Africa to replace or supersede that index;

1.63 **'Premium Connection'** has the meaning as ascribed to it in the Electricity Supply Agreement;

1.64 **'Premium Connection Charge'** has the meaning as ascribed to it in the Electricity Supply Agreement;

1.65 **'Premium Equipment'** has the meaning as ascribed to it in the Electricity Supply Agreement;

1.66 **‘Pre-project investigation charge’** means the charge recouped by ESKOM from the MUNICIPALITY for the Pre-project Investigation Cost;

1.67 **‘Pre-project investigation costs’** means the costs charged to cover the investigation work prior to and including the issuing of the cost estimate letter or the budget quotation in case of applications that follow the major short process where the Cost Estimate Letter is not issued to the MUNICIPALITY. This is a standard charge based on the Cost Estimate Fee amount for the applicable supply size category;

1.68 **'Reasonable and Prudent Operator'** means a person seeking in good faith to perform its contractual obligations and, in so doing and in the general conduct of its undertaking, exercising that degree of skill, diligence, prudence, responsibility and foresight which would reasonably and ordinarily be expected from a skilled and appropriately experienced person, developer, contractor, owner or operator internationally, who is complying with all applicable Laws, engaged in the same or a similar type of undertaking, in the same or similar circumstances and conditions, and any references herein to the ‘Standards of a Reasonable and Prudent Operator’ shall be construed accordingly;

1.69 **‘Security’** has the meaning ascribed to it in the Electricity Supply Agreement;

1.70 **‘Security Amount’** has the meaning ascribed to it in the Electricity Supply Agreement;

1.71 **'Self-Build'** means the planning, financing, insuring, land rights acquisition, design, engineering, procurement, supply, fabrication, construction, erection, installation, inspection, pre-commissioning, testing, completion and commissioning of the Contract Works by the MUNICIPALITY, and on completion of the Contract Works the handover of the plant, facilities, equipment, assets and related designs, material guarantees/warranties, deeds and other documentation by the MUNICIPALITY to ESKOM;

1.72 **'Self-Build Agreement'** means the agreement between ESKOM and the MUNICIPALITY pertaining to the Contract Works undertaken by the MUNICIPALITY, and the Monopoly Works failing under the responsibility of ESKOM, in the form as set out in Annexure “K” (*Form of Self-Build Agreement*);

1.73 **'Schedule of Standard Prices'** means ESKOM’s published tariffs, charges and the NMD Rules, applicable to local authority supplies as approved by NERSA and as amended from time to time;

1.74 **'Standard Connection'** has the meaning as ascribed to it in the Electricity Supply Agreement;

1.75 **'Standard Connection Charge'** has the meaning as ascribed to it in the Electricity Supply Agreement;

1.76 **'Standard Equipment'** means the Eskom Connection Equipment to be constructed or to be installed if the MUNICIPALITY elects a Standard Connection. The Standard Equipment shall comprise the equipment listed in the Electricity Supply Agreement;

1.77 **‘Transformation Capacity Charge’** means the charge included in the Transmission Connection Charge for the use of transmission transformation assets that are dedicated to a customer or to a group of customers. The transmission transformation assets may be new or existing and would have been paid for fully or partially by customers either through Transmission Connection Charges or through Transmission Use of System charge;

1.78 **'Transmission Connection Charge'** means that portion of the Connection Charge associated with the Transmission System, which may comprise of the Transmission Standard Connection Charge and the Transmission Premium Connection Charge;

1.79 **'Transmission Premium Connection Charge'** means that portion of the Connection Charge associated with a Premium Connection and the Transmission System;

1.80 **‘Transmission Quotation Fee’** means, if applicable the portion of the Transmission Connection Charge paid by the MUNICIPALITY and received by ESKOM for the issue of this Budget Quote, the value of which is set out in Annexure “H” (*Financial Specifications)*;

1.81 **'Transmission Standard Connection Charge'** means that portion of the Connection Charge associated with a Standard Connection and the Transmission System;

1.82 **'Transmission System'** means all ESKOM’s lines and substation equipment where the nominal voltage is above 132 kV. All other equipment operating at lower voltages are either part of ESKOM’s Distribution System or classified as transmission transformation

equipment;

1.83 **'VAT'** means the value added tax levied in terms of the VAT Act; and

1.84 **'VAT Act'** means the Value Added Tax Act, No. 89 of 1991.

2 INTERPRETATION

2.1 Notwithstanding that this Annexure A deals with interpretation where any Clauses contain operative provisions, effect shall be given thereto as set out herein.

2.2 The headings to the clauses and sub-clauses in this Budget Quote are for the purpose of convenience and reference only, and shall not be used in the interpretation, modification, amplification of any clause thereof.

2.3 In this Budget Quote, unless stated otherwise expressions which indicate:

2.3.1 a gender includes the other gender and neuter;

2.3.2 the singular includes the plural and vice versa;

2.3.3 any reference to 'persons' shall include natural or juristic persons, firms, joint ventures, trusts, unincorporated associations and organisations, partnerships and any other entities, irrespective of whether such entity has a separate legal personality;

2.3.4 any reference to any law, rules, regulations, schedules, standards, licences or codes, shall include any amendments, modifications or extensions and shall mean any replacements or re-enactments thereof in force at the applicable time;

2.3.5 any reference to **'this Budget Quote'** shall mean this Budget Quote together with its Annexures as amended, modified or supplemented;

2.3.6 any reference to **'writing'** or **'written'** shall include all methods of reproducing words in a legible and non-transitory form;

2.3.7 any reference to either **'Party'** or **'any person'** shall include its legal successors and permitted assignees;

2.3.8 in the computation of periods of time from a specified day to a later specified day, '**from**' means from and including and 'until' or 'to' means to and including;

2.3.9 any reference in this Budget Quote to a **'Clause'** or **'sub-clause'** is a reference to a clause or sub-clause contained in this Budget Quote;

2.3.10 any reference to **'Annexure'**, **'Clause'** and **'Part'** are references to the relevant annexure, clause, and part, respectively, of this Budget Quote, references to **'Paragraph'** are to the relevant paragraph in an Annexure to this Budget Quote;

2.3.11 where figures are referred to in numerals and in words, if there is any conflict between them the words shall prevail; and

2.3.12 reference to number of days shall be a reference to calendar days unless Business Days are specified.

2.4 The rule of construction that this Budget Quote shall be interpreted against the Party responsible for the drafting or preparation hereof, shall not apply.

Eskom

ANNEXURE "B"

ACCEPTANCE LETTER

Mr Nasson
Municipal Manager
Witzenberg Municipality
P O Box 44
CERES
6835

Date: ……

Eskom Holdings SOC Ltd (Reg No: 2002/015527/30)
Ms Vuyokazi Sotshangane
Key Customer Relations Officer
Tel: 023 346 8638
Fax: 086 666 9946
Private Bag X3087
WORCESTER
6849

Dear Ms Sotshangane

ACCEPTANCE LETTER FOR THE PROPOSED INCREASE IN BULK SUPPLY FOR WITZENBERG MUNICIPALITY AT BON CHRETIEN SUBSTATION

Cost Estimate Ref No. 314703982 Alternative 2
Budget Quote Ref No. 314703982 Alternative 2

I herewith unconditionally and irrevocably accept the terms and conditions as set out in the above-referenced Budget Quote and elect the following options:

1. **TYPE OF CONNECTION**

CONNECTION	SELECTION (YES/NO)
Standard Connection only	**Yes**

2. SUMMARY OF CONNECTION CHARGE ESTIMATE; SECURITY AND GUARANTEES

CONNECTION CHARGE ESTIMATE			Selection
	Excl VAT	**Incl VAT**	
Cost Estimate Fee/Pre-Project Investigation Charge	R 26 052,17	R 29 960,00	
Estimated Distribution Standard Connection Charge	R 28 442 061,03	R 32 708 370,19	
Estimated Distribution Premium Connection Charge	R 0,00	R 0,00	
Estimated Transmission Standard Connection Charge	R 0,00	R 0,00	
Estimated Transmission Premium Connection Charge	R 0,00	R 0,00	
SUBTOTAL: CONNECTION CHARGE ESTIMATE	**R 28 468 113,20**	**R 32 738 330, 18**	
Less Cost Estimate Fee	R 26 052,17	R 29 960,00	**Received on 19 September 2019**
Less Distribution Quotation Fee	R 313 032,00	R 359 986,80	**Received on 26 March 2020**
Less Connection charge part payment	R 5 000 000,00	R 5 750 000,00	**Received on 24 June 2021**
Less Balance of Connection charge for BQ issued	R 1 893 247,55	R 2 177 234,68	**Received on 26 August 2021**
BALANCE: CONNECTION CHARGE ESTIMATE	**R 21 235 781,48**	**R 24 421 148,70**	
Estimated Monopoly Works Charge		R0,00	R0,00
SECURITY & GUARANTEES			
Connection Charge Guarantee Amount			R 0,00
Early Termination Guarantee Amount			R 0,00
Security / Electricity Accounts Guarantee Amount			**R 29 756 000,00**

3. PAYMENT OPTIONS AND GUARANTEE REQUIREMENTS

3.1 Connection Charge and Connection Charge Guarantee

We confirm that we have elected to pay the balance of the Connection Charge Estimate as an upfront payment.

or

We confirm our election to pay the balance of the Connection Charge Estimate in instalments in terms of the Connection Charge Payment Schedule (Annexure "I") and shall provide a Connection Charge Guarantee in accordance with the Budget Quote within the Budget Quote Acceptance Period.

3.2 Early Termination Guarantee – Not Applicable

We confirm that we shall provide the Early Termination Guarantee, if applicable, in accordance with the Budget Quote within the Budget Quote Acceptance Period.

3.3 Security – Electricity Accounts

We shall provide the Security for electricity accounts in accordance with the ESA and within the Budget Quote Acceptance Period.

4. MUNICIPAL MILESTONE SCHEDULE AND ESKOM MILESTONE SCHEDULE

4.1 We confirm that we accept the completed Municipal Milestone Schedule (Annexure F) and the Eskom Milestone Schedule (Annexure G) as part of the terms and conditions of this Budget Quote.

5. ELECTRICITY SUPPLY AGREEMENT

We unconditionally and irrevocably accept the Electricity Supply Agreement in the form attached to this Budget Quote and shall deliver the duly executed Electricity Supply Agreement within the Budget Quote Acceptance Period.

6. DOMICILIUM CITANDI ET EXECUTANDI

We hereby nominate the addresses (including any email address) and facsimile number(s) corresponding to the MUNICIPALITY in the Notices/Addresses Clause of Appendix J (*Form of the Electricity Supply Agreement*) and following its execution by the Parties the Electricity Supply Agreement as the addresses and facsimile number(s) for all notices and any other communications to be delivered or served on us in terms of the Budget Quote.

SIGNED for and on behalf of the **MUNICIPALITY** on …….…….. **20….**

……. in my capacity as ……..…….

(who warrants that s/he is duly authorised to sign for and on behalf of the MUNICIPALITY).

……

As Witnesses:

1. ……
2. ……

ANNEXURE "C"

TECHNICAL SPECIFICATIONS

Table 1		
1.1	MUNICIPALITY	Witzenberg Local Municipality
1.2	Description of Property	Bon Chretien Substation
1.3	Description of Electrical Installation	Supply from 11kV cables at Bon Chretien substation after the 2 x 20MVA transformers
1.4	Nature of MUNICIPALITY's plant	Redistributor

Table 2		
1.1	Notified Maximum Demand	27MVA
1.2	Declared Voltage at POD	11 000 volts between phases
1.3	Nominal Voltage at POD	11 000 volts between phases
1.4	MUNICIPALITY's Point of Delivery	Bon Chretien substation
1.5	MUNICIPALITY's Point of Supply	Supply from 11kV cables at Bon Chretien substation after the 2 x 20MVA transformers
1.6	Estimated Period for the Completion of the Eskom Works	36 Months
1.7	Estimated Period for the Completion of the Contract Works (if applicable)	Not Applicable
1.8	Estimated Period for the Completion of the remaining Monopoly Works (if applicable)	Not Applicable
1.9	Estimated Period for the Completion of the Eskom Connection Works	36 Months

ANNEXURE "D"

ESKOM WORKS

PART A: STANDARD EQUIPMENT

A.1 Standard Equipment on the Transmission System

A.2 Standard Equipment on the ESKOM's Distribution System

2 x 66kV 9.5 Mvar switched capacitor bank bays, each with the following:

- 1 x 66kV busbar isolator
- 1 x 66kV earth switch
- 1 x 66kV breaker
- 3 x 66kV CTs
- Associated control plant in alignment with the design philosophy of the newly installed switched capacitor banks

PART B: PREMIUM EQUIPMENT

B.1 Premium Equipment on the Transmission System

B.2 Premium Equipment on the ESKOM's Distribution System

PART C: OTHER WORKS

C.1 Monopoly Works

C.2 Other

1.1. High Level Scope of Works: Substation Works

At Witzenberg substation:

(a) Install 2 x 66kV 9.5 Mvar switched capacitor bank bays, each with the following:

- 1 x 66kV busbar isolator
- 1 x 66kV earth switch
- 1 x 66kV breaker
- 3 x 66kV CTs
- Install the associated control plant in alignment with the design philosophy of the newly installed switched capacitor banks

(b) Compile a technical specification for the 2 x 9.5 Mvar switched capacitor banks.

(c) Perform harmonics and switching studies for the purpose of compiling a specification for the 2 x 66kV 9.5Mvar shunt capacitors – (to be done by Eskom's appointed contractor/consultant).

(d) Design, engineer, supply, install, test and commission 2 x 66kV 9.5 Mvar shunt capacitors (to be done by Eskom's appointed contractor/consultant).

1.2. High level scope of works: Substation works – 314703982-0002

At Bon Chretien substation:

(a) Apply the setting changes to allow the Witzenberg Munic's NMD to increase to 27 MVA.

(b) Both transformers at Bon Chretien must always be on service to meet the 27MVA NMD.

ANNEXURE "E"

MUNICIPAL CONNECTION WORKS

PART A: MUNICIPAL CONNECTION EQUIPMENT

- Not Applicable

PART B: OTHER WORKS

- Not Applicable

PART C: MAXIMUM FAULT LEVEL

The three-phase and single-phase operating fault levels based on the current maximum generation and ESKOM's existing Transmission System and Distribution System are as indicated below.

Estimated fault levels at Bon Chretien substation:

Bon Chretien 11kV busbar		Bon Chretien 66kV busbar	
3 Phase (kA)	1 Phase (kA)	3 Phase (kA)	1 Phase (kA)
9.2	0.7	2.4	2.5

The connection of additional generation to ESKOM's Transmission System or the Distribution System or strengthening of ESKOM's Transmission System or Distribution System may result in an increase of the maximum fault level. The MUNICIPALITY is responsible for the design, construction, maintenance and operation of the Municipal Connection Equipment and the Municipal Connection Equipment must be suitably rated to ensure the safe operation of the Distribution System of the MUNICIPALITY.

PART D: PROTECTION CONSIDERATIONS:

The upstream protection devices shall be co-ordinated with the fuse curve or circuit-breaker protection relay curve that is chosen for the ring main unit tee-off. The fuse or circuit-breaker curve shall be made available to the MUNICIPALITY for co-ordination purposes. The MUNICIPALITY will provide overcurrent and earth fault protection that is capable of isolating the MUNICIPALITY's Distribution System from the ESKOM supply in the event of a fault on the MUNICIPALITY's Distribution System.

Earthing:
The substation earth grid has not been designed yet, however, the ground potential rise under fault conditions might exceed 5kV. ESKOM's Project Engineer can be contacted for more information at the detail design stage. The MUNICIPALITY is responsible to take the necessary precautions to ensure the safe operation of the MUNICIPALITY's Distribution System and also to protect the MUNICIPALITY's Distribution System against damage as a result of the ground potential rise under fault conditions.

ANNEXURE "F"

FORM OF MUNICIPAL MILESTONE SCHEDULE
Not Applicable

ANNEXURE "G"

FORM OF ESKOM MILESTONE SCHEDULE

ESKOM shall achieve the following milestones (the '**ESKOM Milestone Schedule**').

	Milestone	**Scheduled Date**
1.	FDP update based on revised BQ (after revised BQ has been accepted by the customer)	6 months
2	ERA Approval	3 months
3	Procurement/Tender Process	6 months
4	Material Lead-time after awarding Tender	7 months
5	Supplier Site Harmonic Testing and Detailed Design of Capbanks	2 months
6	Construction (6 months per feeder bay)	12 months

ANNEXURE "H"

FINANCIAL SPECIFICATIONS

A. TARIFF

Table 1		
1.1	Tariff applicable	Municflex

B. SUMMARY OF CONNECTION CHARGE ESTIMATES; SECURITY AND GUARANTEES

CONNECTION CHARGE ESTIMATE			
	Excl VAT	**Incl VAT**	
Cost Estimate Fee/Pre-Project Investigation Charge	R 26 052,17	R 29 960,00	
Estimated Distribution Standard Connection Charge	R 28 442 061,03	R 32 708 370,19	
Estimated Distribution Premium Connection Charge	R 0,00	R 0,00	
Estimated Transmission Standard Connection Charge	R 0,00	R 0,00	
Estimated Transmission Premium Connection Charge	R 0,00	R 0,00	
SUBTOTAL: CONNECTION CHARGE ESTIMATE	**R 28 468 113,20**	**R 32 738 330, 18**	
Less Cost Estimate Fee	R 26 052,17	R 29 960,00	**Received on 19 September 2019**
Less Distribution Quotation Fee	R 313 032,00	R 359 986,80	**Received on 26 March 2020**
Less Connection charge part payment	R 5 000 000,00	R 5 750 000,00	**Received on 24 June 2021**
Less Balance of Connection charge for BQ issued	R 1 893 247,55	R 2 177 234,68	**Received on 26 August 2021**
BALANCE: CONNECTION CHARGE ESTIMATE	**R 21 235 781,48**	**R 24 421 148,70**	
Estimated Monopoly Works Charge	R 0,00	R 0,00	
SECURITY & GUARANTEES			
Connection Charge Guarantee Amount			R 0,00
Early Termination Guarantee Amount			R 0,00
Security / Electricity Accounts Guarantee Amount			**R 29 756 000,00**

Subject to sub-clause **4.5 of this Budget Quote factors used in the final calculation of the Connection Charges are:**

1. Overheads 10%
2. Escalation 3.2% (Production Price Index)
3. Escalation duration

Escalation in the cost of obtaining Connection Rights-of-Way (costs to be based on the most recent value of the land)

D. BASE RATES

The Base Rates are not Applicable

Currencies:		**Amount of Estimated Dedicated Capital Costs linked to each foreign currency**
US Dollars / ZAR	Not applicable	Not applicable
Euro / ZAR	Not applicable	Not applicable
Canadian Dollar / ZAR	Not applicable	Not applicable
Swiss Frank / ZAR	Not applicable	Not applicable
Swedish Krone / ZAR	Not applicable	Not applicable
Japanese Yen	Not applicable	Not applicable
Commodities:		**Estimated total amount of commodity**
Construction Steel	Not applicable	Not applicable
Aluminum	Not applicable	Not applicable
Copper	Not applicable	Not applicable
Transformer Oil	Not applicable	Not applicable
Core steel	Not applicable	Not applicable

E. ESTIMATED COSTS

E.1 Estimated Capital Costs

The estimated costs associated with the Eskom Works, including escalation and overheads are as follows:

Table 1 (a) Summary of allocated Estimated Capital Costs

Cost Item	Excl VAT	Incl VAT
Pre-Project Investigation Cost	R 26 052,17	R 29 960,00
Estimated Capital Cost for a Standard Connection	R 28 516 265,13	R 32 793 704,89
Metering	R 0,00	R 0,00
Estimated Capital Cost for a Premium Connection	R 0,00	R 0,00
Total Estimated Capital Costs	**R 28 542 317,30**	**R 32 823 664,89**

Table 1 (b) Estimated Capital Cost of Standard Equipment on the Distribution System

Cost item e.g.	Total Cost	Pro-rated %	Cost Excl VAT	Cost Incl VAT
Capacitor Banks	R 28 516 265,13		R 28 516 265,13	R 32 793 704,89
Total	**R 28 516 265,13**		**R 28 516 265,13**	**R 32 793 704,89**

Table 1 (c) Estimated Capital cost of Premium Equipment on the Distribution System

Cost item e.g.	Total Cost	Pro-rated %	Cost Excl VAT	Cost Incl VAT
Total			**R 0,00**	**R 0,00**

Table 1 (d) Estimated Capital Cost of Standard Equipment on the Transmission System

Cost item e.g.	Total Cost	Pro-rated %	Excl VAT	Incl VAT
Total			**R 0,00**	**R 0,00**

Table 1 (e) Estimated Capital Cost of Premium Equipment on the Transmission System

Cost item e.g.	Total	Pro-rated %	Excl VAT	Incl VAT
Total			**R 0,00**	**R 0,00**

Table 2 (c) Estimated Monopoly Works Cost associated with Premium Equipment

Cost item e.g.	Excl VAT	Incl VAT
Route/Site Selection Checking & Acceptance	R 0,00	R 0,00
Verification of Design	R 0,00	R 0,00
Project Management Fees • Project Manager/Coordinator • Clerk Of Works (Quality Assurance and Monitoring)	R 0,00	R 0,00
Commissioning	R 0,00	R 0,00
Total	**R 0,00**	**R 0,00**

ANNEXURE "I"

CONNECTION CHARGE PAYMENT SCHEDULE

Eskom Works Milestone	Instalment (including VAT)	Remarks
Minimum of 25% is payable on acceptance of the BQ	R 6 105 287,80	Connection charges
December 2026	R 6 105 286,97	Connection charges
July 2027	R 12 210 573,94	Connection charges
July 2027	R 29 756 000,00	Guarantee should be in place

ANNEXURE "J"

FORM OF ELECTRICITY SUPPLY AGREEMENT
Attached as a separate document

ANNEXURE “K”

FORM OF SELF-BUILD AGREEMENT
Not Applicable

ANNEXURE "L"

FORM OF CONNECTION CHARGE GUARANTEE

Not Applicable

To: **ESKOM HOLDINGS SOC LTD**

LETTER OF GUARANTEE NUMBER _____ FOR THE SUM OF _____ (THE 'GUARANTEED AMOUNT') ISSUED ON BEHALF OF _____ [*INSERT FULL NAME AND REGISTRATION NUMBER OF MUNICIPALITY*] (HEREIN REFERRED TO AS THE 'CUSTOMER')

Eskom Reference / Account Number _____

1. We, the undersigned _____ **[*INSERT FULL NAME AND IDENTITY NUMBER*]** and _____ **[*INSERT FULL NAME AND IDENTITY NUMBER*]** in our respective capacities as _____ **[*INSERT CAPACITY*]** and _____ **[*INSERT CAPACITY*]** of _____, registration number _____ **[*INSERT FULL NAME AND REGISTRATION NUMBER OF BANK*]** ("the Bank"), duly authorised thereto, herewith provide the Bank's undertaking to pay Eskom Holdings SOC Ltd, registration number 2002/015527/30 ("Eskom") an amount not exceeding the Guaranteed Amount on receipt of a written demand/s for payment from Eskom stating that the amount of the demand is due and payable by the Customer to Eskom in terms of the Electricity Supply Agreement concluded or to be concluded between Eskom and the Customer (the 'Agreement') in respect of the Connection Charges to be incurred by Eskom in providing the Customer with a supply of electricity for the Customer's proposed new ……[insert plant] at the Customer's premises at ……[insert Customer's address] herein referred to as the Connection Charges.

2. The Bank's liability under this guarantee is principal in nature and is not accessory or subject to any other agreement or the Agreement.

3. The Bank's liability will not be reduced, limited or affected by any alteration of the terms of the Agreement, or any other agreement made between the Customer and Eskom, or the Customer going into business rescue, or adopting or implementing any business rescue plan as contemplated in chapter 6 of the Companies Act 71 of 2008.

4. The Bank will pay on written demand from time to time, made by Eskom, which demand must be signed by an Eskom official who is authorised and delegated to sign it. The demand must state the amount due and payable and the Bank will not determine the validity of the demand, the correctness of the amount demanded, or become party to any claim or dispute of any nature which any party may allege. The Bank will not be entitled or obliged to verify the authority and/or delegation of the Eskom official.

5. The guarantee is neither negotiable nor transferable, is restricted to the payment of a sum of money only and is limited to payment in aggregate of the Guaranteed Amount. This guarantee will remain valid until the last amounts due to Eskom have been paid by the Customer in respect of the above-mentioned Connection Charges.

6. The Bank reserves the right to withdraw from this guarantee on giving 3 (three) calendar months' written notice ("the Notice Period") to Eskom of its intention to do so.

7. This guarantee will thus expire upon expiry of the Notice Period and will then be of no further effect, whether returned to the Bank or not. Any claim which arises after the expiry of the Notice Period will be invalid, unenforceable and will not be entertained by the Bank. However, any claims which arose or amounts which became due under this guarantee while valid, including during the Notice Period, may still be submitted for a period of 3 (three) calendar months after expiry of the Notice Period.

8. The cancellation, or any change to the terms and/or conditions, of this guarantee, must first be agreed to in writing by Eskom, the Customer and the Bank.

9. If the Bank should exercise its option to withdraw from the guarantee per paragraph 6 above, this will not be viewed as a cancellation or change of the guarantee for the purposes of paragraph 8.

10. The Guaranteed Amount will be paid free of exchange, set-off, deduction or counterclaim or any withholding, in immediately available funds, into a bank account nominated by Eskom in writing. This guarantee will be of no further effect once the aggregate payments made under this guarantee are equal to the Guaranteed Amount or on the Customer's full and final payment of the required Connection Charges as set out in the Budget Quotation Payment Schedule.

11. The original guarantee, if still available, must be returned to the Bank once it is of no further effect.

12. Eskom will be able to submit claims on a copy of this guarantee if the original cannot be found, if it provides to the Bank, to the Bank's satisfaction:

12.1. an indemnity, validly issued in terms of Eskom's corporate governance procedures prevailing at the time, the Public Finance Management Act 1 of 1999 (if applicable), or any other applicable legislation prevailing at the time, signed by an Eskom official who is authorised and delegated to sign it, limited specifically and only as to any payment made on the lost original guarantee, and not exceeding an amount equal to the Guaranteed Amount; and

12.2. an affidavit, signed by an Eskom official who is authorised and delegated to depose to such an affidavit, that the original guarantee cannot be found. The Bank will not be entitled or obliged to verify the authority and/or delegation of the Eskom official.

13. Eskom chooses the following addresses for communication in connection with this guarantee:

13.1. Physical Address: Megawatt Park
Maxwell Drive
Sunninghill Ext. 3
2199
Sandton

13.2. Postal Address: _____
_____
_____

13.3. e-Mail address: _____

13.4. To be marked for the attention of: _____ **[*Insert only POST DESCRIPTION of Recipient*]**.

14. The Bank chooses the following addresses for all purposes in connection with this guarantee:

14.1. Physical Address: _____
_____
_____

14.2. Postal Address: _____
_____
_____

14.3. e-Mail address: _____

14.4. To be marked for the attention of: _____ **[*Insert only POST DESCRIPTION of Recipient*]**.

15. This guarantee will be governed by South African Law and is subject to the jurisdiction of South African Courts.

16. Where written and/or signed notification is required in terms of this guarantee, the terms “writing” and “signed” or their analogous forms, will be construed as excluding sections 12 and 13 of the Electronic Communication and Transaction Act 25 of 2002 or any replacement of amendment thereof, save that such notification, whatever its title, may be scanned after manual signature and then sent electronically.

Signed at _____ on _____

FOR AND ON BEHALF OF _____ [*INSERT FULL NAME AND REGISTRATION NUMBER OF BANK*]

_____ _____

As witnesses:

1. _____ 2. _____

ANNEXURE "M"

ELECTRICITY ACCOUNTS GUARANTEE FORM

LETTERHEAD OF BANK/FINANCIAL INSTITUTION

To: **ESKOM HOLDINGS SOC LTD**
Ms Vuyokazi Sotshangane
Officer Key Customer Relations
Private Bag X3087
WORCESTER
6850
sotshav@eskom.co.za

LETTER OF GUARANTEE NUMBER _____ FOR THE SUM OF R29 756 000,00 (TWENTY-NINE MILLION SEVEN HUNDRED AND FIFTY SIX THOUSAND RAND) (THE 'GUARANTEED AMOUNT') ISSUED ON BEHALF OF WITZENBERG MUNICIPALITY (HEREIN REFERRED TO AS THE 'CUSTOMER')

Eskom Reference / Account Number 7698390088

1. We, the undersigned _____ **[*INSERT FULL NAME*]** and _____ **[*INSERT FULL NAME*]** in our respective capacities as _____ **[*INSERT CAPACITY*]** and _____ **[*INSERT CAPACITY*]** of _____, registration number _____ **[*INSERT FULL NAME AND REGISTRATION NUMBER OF BANK/FINANCIAL INSTITUTION*]** ("the Bank/Financial Institution"), duly authorised thereto, herewith provide the Bank's/Financial Institution's undertaking to pay Eskom Holdings SOC Ltd, registration number 2002/015527/30 ("Eskom") an amount not exceeding the Guaranteed Amount on receipt of a written demand/s for payment from Eskom stating that the amount of the demand is due and payable by the Customer to Eskom in terms of the Electricity Supply Agreement concluded or to be concluded between Eskom and the Customer (the 'Agreement').

2. The Bank's/Financial Institution's liability under this guarantee is principal in nature and is not accessory or subject to any other agreement or the Agreement.

3. The Bank's/Financial Institution's liability will not be reduced, limited or affected by any alteration of the terms of the Agreement, or any other agreement made between the Customer and Eskom, or the Customer going into business rescue, or adopting or implementing any business rescue plan as contemplated in chapter 6 of the Companies Act 71 of 2008.

4. The Bank/Financial Institution will pay on written demand from time to time, made by Eskom, which demand must be signed by an Eskom official who is authorised and delegated to sign it. The demand must state the amount due and payable and the Bank/Financial Institution will not determine the validity of the demand, the correctness of the amount demanded, or become party to any claim or dispute of any nature which any party may allege. The Bank/Financial Institution will not be entitled or obliged to verify the authority and/or delegation of the Eskom official.

5. The guarantee is neither negotiable nor transferable, is restricted to the payment of a sum of money only and is limited to payment in aggregate of the Guaranteed Amount.

6. The Bank/Financial Institution reserves the right to withdraw from this guarantee on giving 3 (three) calendar months' written notice ("the Notice Period") to Eskom of its intention to do so.

7. This guarantee will thus expire upon expiry of the Notice Period and will then be of no further effect, whether returned to the Bank/Financial Institution or not. Any claim which arises after the expiry of the Notice Period will be invalid, unenforceable and will not be entertained by the Bank/Financial Institution. However, any claims which arose or amounts which became due under this guarantee while valid, including during the Notice Period, may still be submitted for a period of 3 (three) calendar months after expiry of the Notice Period.

8. The cancellation, or any change to the terms and/or conditions, of this guarantee, must first be agreed to in writing by Eskom, the Customer and the Bank/Financial Institution.

9. If the Bank/Financial Institution should exercise its option to withdraw from the guarantee per paragraph 6 above, this will not be viewed as a cancellation or change of the guarantee for the purposes of paragraph 8.

10. The Guaranteed Amount will be paid free of exchange, set-off, deduction or counterclaim or any withholding, in immediately available funds, into a bank account nominated by Eskom in writing. This guarantee will be of no further effect once the aggregate payments made under this guarantee are equal to the Guaranteed Amount.

11. The original guarantee, if still available, must be returned to the Bank/Financial Institution once it is of no further effect.

12. Eskom will be able to submit claims on a copy of this guarantee if the original cannot be found, if it provides to the Bank/Financial Institution, to the Bank's/Financial Institution's satisfaction:

    a. an indemnity, validly issued in terms of Eskom's corporate governance procedures prevailing at the time, the Public Finance Management Act 1 of 1999 (if applicable), or any other applicable legislation prevailing at the time, signed by an Eskom official who is authorised and delegated to sign it, limited specifically and only as to any payment made on the lost original guarantee, and not exceeding an amount equal to the Guaranteed Amount; and

    b. an affidavit, signed by an Eskom official who is authorised and delegated to depose to such an affidavit, that the original guarantee cannot be found. The Bank/Financial Institution will not be entitled or obliged to verify the authority and/or delegation of the Eskom official.

13. Eskom chooses the following addresses for communication in connection with this guarantee:

    Physical Address: 60 Voortrekker Road
    Bellville
    7530

Postal Address: P O Box 2100
Bellville
7535

e-Mail address: MzimkuF@eskom.co.za

To be marked for the attention of: Debt Management

14. The Bank/Financial Institution chooses the following addresses for all purposes in connection with this guarantee:

Physical Address:

Postal Address: _____
_____
_____

e-Mail address: _____

To be marked for the attention of: _____ **[*Insert only POST DESCRIPTION of Recipient*]**.

15. This guarantee will be governed by South African Law and is subject to the jurisdiction of South African Courts.

16. Where written and/or signed notification is required in terms of this guarantee, the terms “writing” and “signed” or their analogous forms, will be construed as excluding sections 12 and 13 of the Electronic Communication and Transaction Act 25 of 2002 or any replacement of amendment thereof, save that such notification, whatever its title, may be scanned after manual signature and then sent electronically.

Signed at _____ on _____

FOR AND ON BEHALF OF _____ [*INSERT FULL NAME AND REGISTRATION NUMBER OF BANK/FINANCIAL INSTITUTION*]

_____ _____

As witnesses:

1. _____
2. _____

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager

VAN / FROM: Director: Finance

DATUM / DATE: 21 July 2026

VERW. / REF.: 08/2/22/95

PROPOSED AMENDMENT OF CONTRACT 08/2/22/95: HIRING OF TRUCKS,PLANT AND EQUIPMENT FOR THE WITZENBERG MUNICIPALITY, IN COMPLIANCE WITH SECTION 116(3) OF THE MUNICIPAL FINANCE MANAGEMENT ACT, 56 OF 2003 (MFMA)

1. Purpose

The purpose of this item is to obtain Council's approval for the proposed amendment of the above-mentioned contract in compliance with section 116(3) of the MFMA.

It is proposed that the following contract be amended:

1.1 **08/2/22/95: HIRING TRUCKS, PLANT AND EQUIPMENT FOR THE WITZENBERG MUNICIPALITY**

- JC Services
- Biue Rand Empire
- DP All Purpose Vehicle Rental
- Aqua Plant and Transport
- Amila Investments
- Kukhulu Plant Hire
- Ekeni Investments

2. Legal Requirements

Section 116(3) of the MFMA provides as follows:

"(3) A contract or agreement procured through the supply chain management policy of the Municipality or municipal entity may be amended by the parties, but only after -

a) the reasons for the proposed amendment have been tabled in the Council of the Municipality or, in the case of a municipal entity, in the Council of its parent municipality; and

b) The local community-
(i) has been given reasonable notice of the intention to amend the contract or agreement and
(ii) has been invited to submit representations to the Municipality or municipal entity."

The following three things as set out below must therefore be done before the accounting officer can amend a procurement contract:

a) The contracts must have been procured through the supply chain management policy of the Municipality.
b) The reasons for the proposed amendment have been tabled in the Council, and;
c) The local community has been given reasonable notice of the intention to amend the contract or agreement, and they have been invited to submit representations to the Municipality.

3. Contracts procured through the supply chain management policy.

It is confirmed that the contract as set out above were procured in compliance with the Municipality Supply Chain Management policy. Furthermore, it is also confirmed that the applicable contract above is still active and enforceable and may be amended.

4. Background

The fleet rental industry is heavily dependent on the fluctuating fuel prices, which have a direct impact on vehicle operating costs, transportation, logistics, maintenance, and overall service delivery. Recent geopolitical developments and ongoing conflict in the Middle East have resulted in heightened volatility within the international oil market, leading to substantial increases in global crude oil prices. These events were unforeseeable at the time of tender submission and are entirely beyond the control of both the Municipality and the appointed service providers.

5. Reasons for the proposed amendment to the contract

Following engagements between the Municipality and the Service Providers under the above contract, both parties acknowledged that the recent and significant increases in fuel prices have materially impacted on the cost of providing the contracted services. It was further recognized that, in the absence of a suitable Contract Price Adjustment (CPA) mechanism, service providers are required to absorb these unforeseen cost increases for the duration of the contract. This may negatively affect the financial sustainability of the contract, compromise service delivery, reduce competition in future procurement processes, or potentially result in contract failure where suppliers are no longer able to provide services at the tendered rates.

The incorporation of a clearly defined and transparent Contract Price Adjustment (CPA) mechanism would ensure that adjustments are considered only under exceptional circumstances and based on objective, measurable indices or recognized economic indicators, such as the official Department of Mineral Resources and Energy (DMRE) fuel price adjustments. Such a mechanism would protect the Municipality from unreasonable price escalation while simultaneously ensuring that service providers remain financially capable of delivering the contracted services throughout the contract period.

It is therefore recommended that the contract for the Hiring of Trucks, Plant and Equipment for Witzenberg Municipality be amended to incorporate a Contract Price Adjustment (CPA) mechanism, effective from the commencement date of the contract. The proposed CPA mechanism should apply only in exceptional circumstances where significant and unforeseen increases in operating costs occur and should be subject to predetermined conditions, the submission of appropriate supporting evidence by the contractor, and the Municipality's approval.

The incorporation of a CPA mechanism will promote fairness and transparency, ensure continued value for money, support uninterrupted service delivery, and provide for the equitable allocation of risks associated with extraordinary market conditions that could not reasonably have been foreseen at the time of tendering. Please refer to paragraph 7 for a detailed breakdown of how CPA will be applied

6. Notice to the Local Community

Section 116(3)(b) obliges that the local community be given reasonable notice of the intention to amend the contract or agreement and that they are invited to submit representations to the Municipality. The sub-section is not prescriptive whether the notice should be given to the local community before the item is tabled in Council or not.

What is, however, unambiguous is that a contract can only be amended after the local community has given reasonable notice of the intention to amend and they have been offered an opportunity to provide input or representations.

The accounting officer can thus use his discretion in this regard. For this reason, the public notices were already placed in Die Burger and Cape Argus newspapers and the Municipal Noticeboards, as set out below:

Contract no.	Contract Description	Name of Service providers	Media Platforms advertised	Date of Notice and Closing date for Public Comments
08/2/22/95	Hiring of trucks, plant and equipment for the Witzenberg Municipality	JC Services	Die Burger and Cape Argus newspapers	9 June 2026 – 30 June 2026
		Biue Rand Empire		
		DP All Purpose Vehicle Rental		
		Aqua Plant and Transport		
		Amila Investments		
		Kukhulu Plant Hire		
		Ekeni Investments		

As at the closing date of the advertisement dated 30 June 2026, no comments, objections, or representations had been received from members of the public. Reference is made to Annexure A**.**

7. Financial Implications

This contract is funded through the respective operating budgets of the participating user departments. Each department will be responsible for funding its own projects under this contract. Expenditure will be incurred on an as-and-when-required basis, subject to operational requirements and the availability of budget within the relevant department.

Due to the recent and significant increase in fuel prices, and in the absence of a Price Adjustment Factor under the Contract, both the Employer and the Service Provider acknowledge the adverse impact on effective and efficient service delivery. Accordingly, it is necessary to amend the Contract to make the Rates subject to a Price Adjustment Factor.

The following clauses will be added to the contract to determine the contract price adjustment factor:

Clause 16.2 Contract Price Adjustment Factor

Prices under this Contract shall be subject to a Price Adjustment Factor. The amount stated in any Payment Certificate issued in terms of Clause 15 (*excluding Contractor's, Labour, Equipment, Machinery, Plant and Materials*) shall be increased or decreased by applying the **Contract Price Adjustment Factor**, calculated in accordance with the formula and conditions set out in the **Contract Price Adjustment Schedule**.

Clause 16.2.1 Fuel Price Escalation Clause

(Hourly Plant Hire)

I. Base Hire Rate

The agreed hourly hire rates for plant and machinery are based on a **Base Diesel Price** ruling at the base month **June 2025** *(month prior to the closing of the tender).*

II. Reference Fuel Price

For purposes of fuel price adjustment, the diesel price shall be the **official 50ppm diesel price published monthly by the South African Department of Mineral Resources and Energy (DMRE)** for the applicable region (inland or coastal, as applicable).

III. Fuel Escalation Mechanism

Where the monthly published diesel price increases or decreases from the Base Diesel Price, the Contractor shall be entitled to a corresponding **fuel price adjustment** calculated as follows:

"Fuel Adjustment (R)

= ("Current Diesel Price - Base Diesel Price) × Rated Fuel Consumption (L/hr) × Actual Hours Worked.

IV. Fuel Consumption

The **rated fuel consumption per hour** for each item of plant shall:

- Be based on the manufacturer's specifications or industry-accepted norms for the relevant machine; and
- Be agreed in writing prior to commencement of hire or deemed agreed upon first invoicing.

V. Application of Adjustment

5.1 Fuel price adjustments shall:

- Be **calculated monthly**;
- Apply only to **actual recorded machine hours worked**; and
- Be reflected as a **separate line item** on the Contractor's invoice.

5.2 No adjustment shall be made for normal price fluctuations. Adjustments shall apply only where the diesel price change exceeds **5%** above or below the Base Diesel Price.

VI. Records and Verification

The Contractor shall maintain accurate records of:

- Actual machine working hours; and
- Applicable published diesel prices.

Such records shall be available for inspection upon reasonable request.

VII. Exclusions

Fuel price adjustments shall not apply to:

- Standing time caused by the Employer or third parties;
- Mechanical breakdowns not attributable to fuel price changes; or
- Fixed-price or lump-sum items unless expressly stated otherwise.

VIII. Entire Fuel Adjustment Agreement

This clause constitutes the **entire agreement** between the parties relating to fuel price escalation, and no variation shall be effective unless agreed to in writing.

8. Applicable Legislation / Council Policy

Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003)
Circular 57, National Treasury Practise note
Circular 62, National Treasury Practise note
Circular 73 National Treasury Practise note
Circular 102, National Treasury Practice note
Witzenberg Minicipality Supply Chain Management Policy, as amended

Section 116 (3) of the Municipal Finance Management Act 56 of 2003 determines as follows—

"A contract or agreement procured through the supply chain management policy of the Municipality or municipal entity may be amended by the parties, **but only after**—

a) the reasons for the proposed amendment have been tabled in the Council of the Municipality or, in the case of a municipal entity, in the Council of its parent municipality; and
b) the local community—
   i. has been given reasonable notice of the intention to amend the contract or agreement; and
   ii. has been invited to submit representations to the Municipality or municipal entity."

9. RECOMMENDATION TO COUNCIL:

1. that the contract be amended to provide for Fuel Price Escalation / Adjustment as set out in the table

Contract no.	Contract Description	Name of Service providers	Contract Period	Conditions or limitations on Amendments
08/2/22/95	Hiring of trucks, plant and equipment for the Witzenberg Municipality	JC Services	18 December 2025 - 30 June 2028 (option to extend annually for a period not exceeding 30 June 2028)	Safe for the amendment of the contract. The contract shall be subject to the same terms and conditions as the current contract.
		Biue Rand Empire		
		DP All Purpose Vehicle Rental		
		Aqua Plant and Transport		
		Amila Investments		
		Kukhulu Plant Hire		
		Ekeni Investments		

Yours faithfully

H J KRITZINGER
DIRECTOR FINANCE

WITZENBERG
Municipality • Munisipaliteit • Umasipala Wase

Witzenberg Municipality with its Head Office in Ceres serves the following areas:

Ceres, Tulbagh, Wolseley, Prince Alfred's Hamlet and Op-die-Berg.

PUBLIC NOTICE IN TERMS OF SECTION 116 (3)

NOTICE IN TERMS OF SECTION 116(3) OF THE LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT (ACT 56 OF 2003), FOR THE PROPOSED AMENDMENT OF CONTRACT:

• WITZENBERG MUNICIPALITY / CONTRACT BID 08/2/22/95 for the HIRING OF TRUCKS, PLANT AND EQUIPMENT FOR THE WITZENBERG MUNICIPAL AREA

The Witzenberg Municipality hereby gives notice in terms of Section 116 (3) of the Local Government: Municipal Finance Management Act (No. 56 of 2003), as amended, of its intention to amend the contractual appointment(s) under contract reference BID 08/2/22/95 for the HIRING OF TRUCKS, PLANT AND EQUIPMENT FOR THE WITZENBERG MUNICIPAL AREA from date of contract signed until 30 June 2026 with the option to extend annually until 30 June 2028.

Due to the recent and significant increase in fuel prices, and in the absence of a Price Adjustment Factor under the Contract, both the Employer and the Service Providers acknowledge the adverse impact on effective and efficient service delivery. Accordingly, it is necessary to amend the Contract to make the Rates subject to a Price Adjustment Factor.

Any interested person, body or party is hereby invited to submit written representations, comments or objections regarding Witzenberg Municipality's envisage intent to amend the contract.

Any comments or representations against the proposed amendments must be properly motivated in writing and must submitted by no later than **Tuesday, 30 June 2026 at 10:00** in the bid box located at the entrance of the Witzenberg Municipal Head Office, 50 Voortrekker Street, Ceres. Such comments or representations must be deposited in the tender box, in a sealed envelope, clearly endorsed: COMMENTS ON NOTICE OF AMENDMENT OF EXISITING AGREEMENT under contract reference BID 08/2/22/95 for the HIRING OF TRUCKS, PLANT AND EQUIPMENT FOR THE WITZENBERG MUNICIPAL AREA from date of contract signed until 30 June 2026 with the option to extend annually until 30 June 2028.

All submissions must be addressed to: The Municipal Manager, Witzenberg Municipal Head Office, 50 Voortrekker Street, Ceres 6835.

Persons who are unable to read or write but wish to participate in the process will be assisted by Ms S Mentor Tel: (023) 312-1765: Email: supplychain@witzenberg.gov.za at the Witzenberg Municipality Supply Chain Offices, Van Riebeeck Street, Ceres, to transcribe their comments/ representations during office hours by appointment.

David Nasson
Municipal Manager

16/4/2
Voie Elton

15 Oktober 2025

Versoek Om Toestemming Vir Sluiting Van Stegie Langs Amazing Pies

Geagte Munisipale Bestuurder,

Ek hoop dit gaan goed met u.

Ons wil graag namens Amazing Pies, geleë op **41 Cilliersstraat, Ceres (6835)**, toestemming versoek om die stegie langs ons perseel permanent te laat sluit.

Die rede vir hierdie versoek is dat die stegie gereeld gebruik word vir **onwettige storting van rommel, menslike afval, en ander onhigiëniese aktiwiteite**. Dit veroorsaak nie net 'n gesondheids- en veiligheidsrisiko vir ons personeel en kliënte nie, maar ook 'n onaangename reuk en onnet omgewing.

Ons is bewus daarvan dat daar 'n waterpyp in die stegie geleë is waartoe die munisipaliteit van tyd tot tyd toegang benodig. Ons het geen beswaar daarteen nie en bevestig dat die munisipaliteit te eniger tyd 'n sleutel by Amazing Pies kan kom afhaal vir toegang wanneer dit benodig word.

Ons sal self verantwoordelik wees vir die skoonmaak en instandhouding van die geslote stegie. Die munisipaliteit behou egter die reg voor om enige struktuur te verwyder indien dit in die pad is.

Ons is bereid om alle koste vir die sluiting self te dra, insluitend enige strukturele werk of materiaal wat benodig mag word, mits die nodige goedkeuring van die munisipaliteit ontvang word.

Ons sal dit opreg waardeer indien hierdie versoek oorweeg kan word, en indien nodig, is ons beskikbaar vir 'n bespreking of terreinbesoek.

MUNICIPALITY
WITZENBERG
14 OCT 2025
MUNISIPALITEIT

Baie dankie vir u tyd en oorweging.

Vriendelike groete,
Alex De Beer
alex@amazingpies.org
082 556 8373

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462

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN: Komitee vir Tegniese Dienste

VAN: Senior Bestuurder: Stadsbeplanning en Boubeheer

DATUM: 11 November 2025

TRIM REF: 15/4/R

VERSOEK OM SLUITING VAN STEEG (BEKEND AS ERF 5585), VOSSTRAAT, CERES

1. Doel:

   Om ‘n besluit te neem insake die sluit van ‘n stegie op versoek van die aangrensende grondeienaar.

2. Agtergrond:

   Skriftelike versoek is ontvang van Amazing Pies vir die sluit van die steeg aanliggend tot hulle fabriek in Vosstraat, Ceres. Die skriftelike versoek gedateer 15 Oktober 2025 word hierby aangeheg.

   Die steeg bestaan uit Erf 5585 en word op die algemene kaart gewys as ‘n “Opendare Plek” wat aan die munisipaliteit behoort. Die sonering daarvan is publieke oopruimte.

   Amazing Pies by monde van Mnr Alex de Beer voer aan dat die steeg ‘n oorlas veroorsaak en versoek dat dit gesluit word waarvoor hy die koste sal dra.

✉ 44 Ceres 6835 ☎ (023) 316 1854 ◑ (023) 316 1877 admin@witzenberg.gov.za

Ligging van steeg op kaart.

3. <u>Bespreking</u>

Grond wat as publieke plek beskryf word, is vrylik toeganklike munisipale eiendom wat aangewend kan word as stegies, parke, deurgang vir voetgangers en kan ook dienste akkommodeer. Ingevolge die Grondopmetingswet het inwoners ‘n gemeenskaplike reg (*common right*) tot publieke plek. Die betrokke steeg huisves elektrisiteitskabels en ‘n stormwaterpyp. Dit bied ook ‘n deurgang vir voetgangers tussen Vosstraat en Cilliersstraat.

‘n Terreininspeksie het aan die lig gebring dat voetgangers gebruik maak van die steeg. Die toestand van die steeg was redelik goed met baie min rommel teenwoordig.

Die sluiting van die steeg kan in beginsel nie aanbeveel word nie, aangesien dit ‘n openbare plek is wat ‘n veeldoelige funksie vervul. Wetlik moet openbare plekke vrylik toeganklik wees en in hierdie geval dien dit ook as ‘n deurgang vir voetgangers.

Die oplossing in hierdie geval sal wees dat die steeg meer gereeld skoongemaak word sodat dit nie ‘n oorlas kan veroorsaak nie.

Foto's geneem tydens terreinbesoek – 10 November 2025

4. <u>Aanbeveling:</u>

A Dat die versoek om die steeg beskryf as Erf 5585 Ceres te sluit, <u>afgekeur</u> word.

Rede:

i. Erf 5585 is as publieke plek geregistreer en ingevolge wetgewing het inwoners 'n gemeenskaplike reg (*common right*) tot publieke plek wat neerkom daarop dat vrye toegang daartoe nie beperk kan word nie.

ii. Erf 5585 vorm deel van die netwerk wat deur voetgangers gebruik word.

16/4/2
Voie Elton

15 Oktober 2025

Versoek Om Toestemming Vir Sluiting Van Stegie Langs Amazing Pies

Geagte Munisipale Bestuurder,

Ek hoop dit gaan goed met u.

Ons wil graag namens Amazing Pies, geleë op **41 Cilliersstraat, Ceres (6835)**, toestemming versoek om die stegie langs ons perseel permanent te laat sluit.

Die rede vir hierdie versoek is dat die stegie gereeld gebruik word vir **onwettige storting van rommel, menslike afval, en ander onhigiëniese aktiwiteite**. Dit veroorsaak nie net 'n gesondheids- en veiligheidsrisiko vir ons personeel en kliënte nie, maar ook 'n onaangename reuk en onnet omgewing.

Ons is bewus daarvan dat daar 'n waterpyp in die stegie geleë is waartoe die munisipaliteit van tyd tot tyd toegang benodig. Ons het geen beswaar daarteen nie en bevestig dat die munisipaliteit te eniger tyd 'n sleutel by Amazing Pies kan kom afhaal vir toegang wanneer dit benodig word.

Ons sal self verantwoordelik wees vir die skoonmaak en instandhouding van die geslote stegie. Die munisipaliteit behou egter die reg voor om enige struktuur te verwyder indien dit in die pad is.

Ons is bereid om alle koste vir die sluiting self te dra, insluitend enige strukturele werk of materiaal wat benodig mag word, mits die nodige goedkeuring van die munisipaliteit ontvang word.

Ons sal dit opreg waardeer indien hierdie versoek oorweeg kan word, en indien nodig, is ons beskikbaar vir 'n bespreking of terreinbesoek.

MUNICIPALITY
WITZENBERG
14 OCT 2025
MUNISIPALITEIT

Baie dankie vir u tyd en oorweging.

Vriendelike groete,
Alex De Beer
alex@amazingpies.org
082 556 8373

8.2.2(a)

TO : **TECHNICAL SERVICES COMMITTEE**
WITZENBERG MUNICIPALITY COUNCIL
DIRECTORATE : **TECHNICAL SERVICES**
FILE REF NO : **01/3/10/ELEC**

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1. SUBJECT:

ELECTRICAL INFRASTRUCTURE MAINTENANCE POLICY

2 PURPOSE

To obtain approval from Council to adopt a new Electrical Infrastructure Maintenance Policy, that establishes a formal framework for the management, planning, and execution of maintenance activities of the Witzenberg Municipality's electrical distribution network.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The purpose of this Electrical Infrastructure Maintenance Policy is to establish a formal framework for the management, planning, and execution of maintenance activities for the Witzenberg Municipality's electrical distribution network. It ensures that all maintenance work is performed consistently, safely, and efficiently, while supporting the Municipality's objectives of providing reliable electricity supply to its customers.

Specifically, this policy aims to:

- Define the principles and standards for maintaining all municipal electrical infrastructure.
- Ensure that maintenance activities support the delivery of electricity in accordance with customer, stakeholder, and statutory requirements.
- Promote safety, reliability, and operational efficiency across the electricity network.
- Guide the development and implementation of maintenance plans, procedures, and schedules.
- Facilitate the effective use of resources, including personnel, equipment, and financial investments, to optimise asset life-cycle costs.
- Ensure compliance with relevant legislation, licesnce conditions, technical standards (including NRS 082:2014 and NRS 089), and municipal policies.

- Integrate maintenance activities with asset management systems to support informed decision-making and continuous improvement.

This purpose aligns with the Municipality's commitment to delivering electricity safely, sustainably, and with high reliability to all customers within its area of supply.

5. RECOMMENDATIONS

a) That Council approve the Electrical Infrastructure Maintenance policy as tabled.

6. DISCUSSION / CONTENTS

6.1. Background

The National Energy Regulator of South Africa (NERSA) mandates that all licenced electricity distributors in South Africa maintain their electrical distribution networks and should spend at least 6% of the total allocated operational budget on maintenance of the electrical infrastructure. To ensure compliance to the NERSA requirement and relevant national standards infrastructure maintenance policy must be in place and implemented. Having an infrastructure maintenance policy will ensure the delivery of electricity of an acceptable quality, reliability, and capacity to customers, it is essential that all electrical infrastructure assets, plant and equipment are maintained in a safe, efficient and sustainable manner.

Witzenberg Municipality operates under a temporal Electricity Distribution licence issued by NERSA, in compliance with NRS 082:2014 and NRS 089: Parts 1–5, which prescribe operational and maintenance requirements, including routine inspections, switching, earthing, and fault management practices. Maintenance strategies are therefore designed to meet the minimum standards for safe, reliable, and sustainable electricity distribution.

This policy further supports the development and integration of asset management systems that link geographic information, asset condition, age, reliability, performance and financial data to enable informed planning and decision-making.

The policy will be implemented through a comprehensive Maintenance Plan consisting of supporting documents detailing procedures, maintenance programmes and frequencies, competency and training requirements, and interfaces with integrated asset management systems.

In 2025 NERSA, conducted a compliance audit at Witzenberg Municipality, where it was discovered that the municipality did not have an approved Electrical Infrastructure Maintenance Policy.

6.2. Financial Implications

None

6.3. Applicable legislation

- Electricity Regulation Act, 2006 (Act No. 4 of 2006)
- Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
- National Environmental Management Act, 1998 (Act No. 107 of 1998)
- NRS 082:2014 – Electricity Distribution Network Code
- NRS 089: Part 1–5 – Maintenance of Electrical Networks
- Local government: Municipal Systems Act 32 of 2000

6.4 Staff Implications

Currently there is a shortage of staff at Electricity Department due to vacant positions. The department cannot attend to all preventative maintenance. Therefore, these positions should be funded and filled.

6.5 Previous / Relevant Council Resolutions:

Not applicable

6.6 Risk Implications

If there is no approved electrical infrastructure maintenance policy then the municipality will be none compliant to NERSA's distribution licence conditions

6.7 Comments from Senior Management:

Supported

6.7.1 Acting senior manager: Electricity Services

Author of the item

6.7.2 Chief Financial Officer:

Supported

6.7.3 Director Technical Services:

Supported

6.7.4 *Municipal Manager:*

Agree with the recommendations

ANNEXURES
Annexure A: DRAFT ELECTRICAL INFRASTRUCTURE MAINTENANCE POLICY

FOR FURTHER DETAILS CONTACT:

NAME	Victor Dyusha
POSITION	***Acting Senior Manager***
DIRECTORATE	***Technical Services***
CONTACT NUMBERS	***023 492 0177/0178***
E-MAIL ADDRESS	***victor@witzenberg.gov.za***
REPORT DATE	***15 July 2026***

RESPONSIBLE OFFICIAL'S SIGNATURE — **DATE** 15/07/2026

DIRECTOR: INFRASTRUCTURE SERVICES — **DATE** 15/07/2026

WITZENBERG
Municipality • Munisipaliteit • U Masipala Wasa

ELECTRICAL INFRASTRUCTURE MAINTENANCE POLICY

Status of the Policy

Draft Date	: July 2026
Draft Version	: 1.0
Date approved by Council	: [TBC]

Victor Dyusha
16/02/2026

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1. Preamble

The Witzenberg Municipality comprises the towns of Ceres, Op-die-Berg, Prince Alfred Hamlet, Tulbagh and Wolseley. The Municipality is responsible for the provision of electricity distribution and public lighting services in Ceres, Tulbagh and Wolseley, as well as in certain rural areas within an approximate radius of 10 km around Ceres.

Within Op-die-Berg, Prince Alfred Hamlet and portions of the rural areas falling inside the municipal boundaries, Eskom is the licensed electricity distributor. In these areas, the Municipality's responsibility is limited to the maintenance of public lighting infrastructure in accordance with an agreement with Eskom.

Electricity within the municipal supply areas is distributed at nominal voltages of 11 kV, 400 V and 230 V to customer categories that include Domestic, Commercial, Large Power Users (LPUs) and Rural consumers.

To ensure the delivery of electricity of an acceptable quality, reliability and capacity to customers, it is essential that all electrical infrastructure assets, plant and equipment are maintained in a safe, efficient and sustainable manner. Electricity is supplied under a licence issued by NERSA, in compliance with NRS 082:2014 and NRS 089: Parts 1–5, which prescribe operational and maintenance requirements, including routine inspections, switching, earthing, and fault management practices. Maintenance strategies are therefore designed to meet the minimum standards for safe, reliable, and sustainable electricity distribution.

This policy further supports the development and integration of asset management systems that link geographic information, asset condition, age, reliability, performance and financial data to enable informed planning and decision-making.

The policy will be implemented through a comprehensive Maintenance Plan consisting of supporting documents detailing procedures, maintenance programmes and frequencies, competency and training requirements, and interfaces with integrated asset management systems.

2. Purpose

The purpose of this Electrical Infrastructure Maintenance Policy is to establish a formal framework for the management, planning, and execution of maintenance activities for the Witzenberg Municipality's electrical distribution network. It ensures that all maintenance work is performed consistently, safely, and efficiently, while supporting the Municipality's objectives of providing reliable electricity supply to its customers.

Specifically, this policy aims to:

- Define the principles and standards for maintaining all municipal electrical infrastructure.
- Ensure that maintenance activities support the delivery of electricity in accordance with customer, stakeholder, and statutory requirements.
- Promote safety, reliability, and operational efficiency across the electricity network.

- Guide the development and implementation of maintenance plans, procedures, and schedules.
- Facilitate the effective use of resources, including personnel, equipment, and financial investments, to optimise asset life-cycle costs.
- Ensure compliance with relevant legislation, licence conditions, technical standards (including NRS 082:2014 and NRS 089), and municipal policies.
- Integrate maintenance activities with asset management systems to support informed decision-making and continuous improvement.

This purpose aligns with the Municipality's commitment to delivering electricity safely, sustainably, and with high reliability to all customers within its area of supply.

3. Scope

This policy applies to the planning, execution, control and monitoring of maintenance activities associated with electrical distribution infrastructure owned, operated or maintained by the Witzenberg Municipality. It establishes the framework within which maintenance must be performed to ensure safe, reliable and efficient electricity supply.

The scope of this policy includes all electrical infrastructure within the Municipality's area of supply and responsibility, including but not limited to:

- Primary and secondary substations
- Medium-voltage (11 kV) networks and associated equipment
- Low-voltage (400/230 V) distribution networks
- Public lighting infrastructure
- Protection, control and switching equipment
- Metering infrastructure where applicable
- Associated civil works and auxiliary systems supporting electrical infrastructure

The policy covers all categories of maintenance, including preventive, predictive, condition-based and corrective maintenance, as well as inspections and testing activities required to ensure network integrity and compliance.

This policy applies to all municipal employees, contractors and service providers involved in the operation, inspection and maintenance of electrical infrastructure. It further includes assets maintained by the Municipality on behalf of other licensed distributors where formal agreements are in place.

Activities excluded from this policy include new capital construction works, network planning and design functions, except where such activities interface with maintenance requirements or asset condition assessments.

4. Objectives

The objectives of this Electrical Infrastructure Maintenance Policy are to:

- Provide clear and standardised guidelines to personnel responsible for the operation and maintenance of electrical distribution infrastructure.
- Ensure that maintenance activities are carried out in a planned, systematic and consistent manner across all applicable assets as captured in the municipal Asset Register.
- Maintain the reliability, availability and performance of the electrical network to meet the service expectations of customers and stakeholders.
- Ensure compliance with applicable legislation, licence conditions, safety regulations and relevant technical standards.
- Promote safe working practices and minimise risks to employees, contractors, the public and property.
- Optimise asset life and performance through appropriate preventive, predictive and corrective maintenance strategies.
- Minimise total life-cycle costs by balancing maintenance, refurbishment and replacement decisions.
- Provide for the routine maintenance of all 11 kV and 400V infrastructure and associated equipment.
- Ensure that all electrical distribution assets identified as high-risk or non-compliant through inspections are prioritised for maintenance or corrective action.
- Support effective planning, budgeting and resource allocation for maintenance activities.
- Facilitate accurate record-keeping and the use of asset management systems to support informed decision-making.
- Apply a life cycle costing (LCC) methodology to maintenance decision-making to ensure optimal balance between capital expenditure, operating costs, risk, and asset performance over the asset life.

5. Legislative and Regulatory Framework

The Witzenberg Municipality operates its electricity distribution network under a regulatory framework designed to ensure safe, reliable, and legally compliant electricity supply. This framework establishes the obligations, standards, and responsibilities that guide maintenance practices, asset management, and service delivery.

5.1. National Legislation and Regulations

In addition to the Statutory and Regulatory Framework contained in the Asset Management Policy, the following relevant national laws governs the Municipality's electrical infrastructure operations and maintenance activities:

- **Electricity Regulation Act, 2006 (Act No. 4 of 2006)** – Establishes the licensing requirements for electricity distributors, including the obligation to maintain infrastructure in accordance with NERSA standards.
- **Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)** – Requires safe working practices for personnel performing electrical maintenance and ensures the protection of employees, contractors, and the public.
- **National Environmental Management Act, 1998 (Act No. 107 of 1998)** – Guides environmental compliance in relation to maintenance activities, including the handling of oils, chemicals, and disposal of equipment.

5.2. Regulatory Compliance

The Municipality is licensed by the **National Energy Regulator of South Africa (NERSA)** to distribute electricity within its supply areas. Under this licence, the Municipality is required to:

- Maintain electricity networks in accordance with nationally recognised standards.
- Provide a reliable and safe electricity supply to customers.
- Ensure that all maintenance and operational activities meet technical, safety, and quality requirements.

5.3. National Standards (NRS)

Maintenance activities must comply with relevant technical standards, including:

- **NRS 082:2014 – Electricity Distribution Network Code** – Provides guidelines for the design, operation, and maintenance of electricity distribution networks.
- **NRS 089: Part 1–5 – Maintenance of Electrical Networks** – Specifies maintenance practices for high, medium, and low-voltage networks, protection systems, and associated infrastructure.

5.4. Municipal Policies and Agreements

- Maintenance activities are further guided by the Municipality's Asset Management Policy and procedures, which provide detailed requirements for asset management, safety, and operational standards.
- In areas where Eskom is the licensed distributor (Op-die-Berg, Prince Alfred Hamlet, and certain rural areas), the Municipality performs maintenance of public lighting in accordance with formal agreements with Eskom.

5.5. Compliance Obligations

The policy ensures that all personnel, contractors, and service providers:

- Adhere to legislative and regulatory requirements.
- Comply with safety and technical standards in all maintenance activities.
- Maintain accurate records and reports to demonstrate compliance with licences, standards, and municipal obligations.

6. Normative References

The following documents, standards, and codes form the basis for the implementation of this policy. Compliance with these references is mandatory where applicable, and they provide detailed technical, safety, and operational guidance to support effective maintenance of municipal electrical infrastructure:

Standard	Description
NER Power Quality Directive	The NER Power Quality Directive was developed by the National Electricity Regulator and is available on their website www.nersa.org.za
NRS 047-1	Electricity supply – Quality of service. – Part 1: Minimum standards.
NRS 047-2	Electricity supply – Quality of service. – Part 2: Reporting guidelines.
NRS 048-2	Electricity supply – Quality of supply – Part 2: Voltage characteristics, compatibility levels, limits and assessment methods.
NRS 048-4	Electricity supply – Quality of supply – Part 4: Application practices for licensees.
NRS 048-6	Electricity supply – Quality of supply – Part 6: Measurement and reporting of medium voltage network interruption performance.
NRS 048-7	Electricity supply – Quality of supply – Part 7: Application practices for end-customers.
NRS 048-8	Electricity supply – Quality of supply – Part 8: Measurement and reporting of extra high voltage (EHV) and high voltage (HV) network interruption performance.
NRS 048-9	Electricity supply – Quality of supply – Part 9: Load reduction practices, system restoration practices, and critical load and essential load requirements under system emergencies.
NRS 089-1	Maintenance of electricity networks – Part 1: Underground distribution systems.
NRS 089-2-1	Maintenance of electricity networks – Part 2: Overhead distribution systems –Section 1: Overhead power lines.
NRS 089-2-2	Maintenance of electricity networks – Part 2: Overhead distribution systems –Section 2: Inspection and supplemental treatment of treated wood utility poles.
NRS 089-2-3	Maintenance of electricity networks – Part 2: Overhead distribution systems –Section 3: The manual replacement of a rotten wooden pole structure.
NRS 089-2-4	Maintenance of electricity networks – Part 2: Overhead distribution systems –Section 4: Clearing and maintenance of servitude roads.
NRS 089-2-5	Maintenance of electricity networks – Part 2: Overhead distribution systems –Section 5: Insulators.

NRS 089-3-1	Maintenance of electricity networks – Part 3: Substations – Section 1: General.
NRS 089-3-2	Maintenance of electricity networks – Part 3: Substations – Section 2: Power transformers, circuit-breakers, isolators and instrument transformers.
NRS 089-3-3	Maintenance of electricity networks – Part 3: Substations – Section 3: Miniature substations, distribution transformers and Electricity enclosures.
NRS 089-4	Maintenance of electricity networks – Part 4: Control technology.
NRS 089-5-1	Maintenance of electricity networks – Part 5: Street lighting and high masts –Section 1: Maintenance of street lighting and high masts.
SANS 14001	Environmental management systems – Specification with guidance for use.
SABS ARP5:2010/ IWA 5:2006	Emergency preparedness.

7. Abbreviations

Abbreviation	Meaning
CBA	Condition-Based Maintenance
CM	Corrective Maintenance
GIS	Geographic Information System
IEC	International Electrotechnical Commission
kV	Kilovolt
LPU	Large Power User
LV	Low Voltage between 50 and 1000V AC
MFMA	Municipal Finance Management Act
MV	Medium Voltage
NERSA	National Energy Regulator of South Africa
NRS	National Rationalised Specification
OHS Act	Occupational Health and Safety Act
PM	Preventive Maintenance
SABS	South African Bureau of Standards
SANS	South African National Standard
SCADA	Supervisory Control and Data Acquisition

SOP	Standard Operating Procedure

8. Definitions

Term	Definition
Asset Management	The coordinated activities of the Municipality to realise value from electrical infrastructure assets throughout their lifecycle.
Competent person	means any person as defined in the General Machinery Regulations of the Occupational Health and Safety Act (85 of 1993 as amended)
Condition-Based Maintenance	Maintenance performed based on the actual condition of equipment as determined through inspections, monitoring, or testing.
Corrective Maintenance	Maintenance carried out after a fault or failure has occurred to restore equipment to operational condition.
Electrical Infrastructure	All plant, equipment, lines, substations, public lighting, and associated systems used for the distribution of electricity.
Inspection	A visual or technical examination of equipment to assess condition, safety, and operational status.
Life cycle Cost (LLC)	A methodology for assessing the total cost of an asset over its entire life, including acquisition, operation, maintenance, risk, and disposal costs, used to support optimal maintenance and investment decisions.
Maintenance	All technical and administrative actions intended to retain or restore an asset to a condition in which it can perform its required function.
Maintenance Plan	a document which seeks to describe, quantify and evaluate the condition of items used for the distribution and supply of electricity within the Municipal licensed area of supply and to specify minimum requirements for the maintenance of electrical networks as recommended in the NRS 089:2005 as amended
Operation	The process of utilising an asset which will consume resources such as manpower, energy, chemicals and materials.
Preventive Maintenance	Planned maintenance performed at predetermined intervals to reduce the likelihood of failure.
Predictive Maintenance	Maintenance based on analysis of equipment performance data to predict and prevent failures.
Public Lighting	Streetlights, high-mast lights, and associated infrastructure used to provide lighting in public spaces.
Reliability	The ability of the electrical network to perform its required function without interruption over a specified period.
Retrofit	Modification or upgrade of existing equipment to improve performance, safety, or compliance without full replacement.
Risk	Chance of loss, or the probability that an undesired event may occur, multiplied by the cost of that event if it does occur
Risk-Based Maintenance	A maintenance approach that prioritises activities based on the likelihood and consequences of equipment failure.
Risk management	Managerial function which has the objective of protecting people, assets and profits of a business, by eliminating or minimizing the potential for loss from pure risk and the provision of funds to recover from losses that do occur
Routine Maintenance	Regular maintenance activities performed according to a defined schedule.
Statutory Requirements	Obligations imposed by legislation, regulations, licences, and applicable standards.

9. Policy Principles

The following principles guide the planning, execution, and continuous improvement of electrical infrastructure maintenance within the Witzenberg Municipality. These principles ensure that maintenance activities support safe, reliable, and sustainable electricity service delivery.

9.1. Safety First

All maintenance activities shall prioritise the safety of employees, contractors, the public, and property. Work shall be carried out in accordance with applicable safety legislation, standards, and approved safe work procedures.

9.2. Reliability and Quality of Supply

Maintenance practices shall aim to ensure a reliable electricity supply of acceptable quality by minimising unplanned outages, reducing equipment failures, and maintaining network performance within defined standards.

9.3. Compliance and Governance

All maintenance activities shall comply with applicable legislation, licence conditions, national standards, and municipal policies. Governance principles of accountability, transparency, and proper record-keeping shall be upheld at all times.

9.4. Retrofit, Legal, and Warranty Compliance

All refurbishment, retrofit, and modification activities shall comply with applicable legislation, contractual obligations, manufacturer requirements, and warranty conditions. The Municipality shall ensure that upgrades and modifications do not compromise safety, regulatory compliance, or asset performance, and that all legal liabilities and approval requirements are considered prior to implementation.

9.5. Risk-Based Approach

Maintenance priorities shall be determined using a risk-based methodology that considers the likelihood of failure, potential consequences, safety implications, and impact on customers and operations.

9.6. Lifecycle Management

Electrical infrastructure shall be managed throughout its lifecycle, ensuring that maintenance, refurbishment, and replacement decisions optimise asset performance, reliability, and total lifecycle cost.

9.7. Planned and Proactive Maintenance

The Municipality shall adopt a proactive maintenance approach, emphasising preventive, predictive, and condition-based maintenance to reduce reactive work and extend asset life.

9.8. Efficiency and Cost Optimisation

Maintenance activities shall be planned and executed to achieve value for money by optimising the use of financial, human, and technical resources while maintaining required service standards.

9.9. Environmental Responsibility

Maintenance practices shall minimise environmental impact through responsible handling of materials, proper disposal of waste, and adherence to environmental legislation and best practices.

9.10. Competency and Accountability

Personnel performing maintenance shall be appropriately trained, authorised, and competent. Clear roles and responsibilities shall be defined to ensure accountability for maintenance outcomes.

9.11. Continuous Improvement

Maintenance practices, processes, and technologies shall be regularly reviewed and improved based on performance monitoring, audits, lessons learned, and industry best practices.

9.12. Lifecycle Cost Optimisation

Maintenance and renewal decisions shall be guided by a life cycle costing methodology that evaluates total cost of ownership, including acquisition, operation, maintenance, risk, and disposal costs, to ensure long-term value for money.

10. Roles and Responsibilities

Clear roles and responsibilities are essential to ensure effective implementation of this Electrical Infrastructure Maintenance Policy. The following outlines the key accountability levels within the Witzenberg Municipality.

10.1. Municipal Council

- Approves and adopts the Electrical Infrastructure Maintenance Policy.
- Provides strategic oversight to ensure that electricity services are delivered in a safe, reliable, and sustainable manner.
- Ensures that adequate funding is allocated for maintenance through the municipal budgeting process.

10.2. Municipal Manager

- Ensures implementation and enforcement of the policy across the Municipality.
- Allocates resources and provides executive oversight to ensure compliance with legislative and regulatory requirements.
- Promotes a culture of accountability, safety, and continuous improvement.

10.3. Director: Technical Services

- Provides strategic leadership for the maintenance of electrical infrastructure.
- Ensures that maintenance strategies, plans, and programmes are developed and implemented in line with this policy.
- Monitors performance, compliance, and risk management related to electrical infrastructure.
- Reports to executive management on the condition and performance of the electrical network.

10.4. Senior Manager and Manager: Electrotechnical Services

- Oversees the operational implementation of maintenance activities.
- Develops and maintains maintenance plans, schedules, and procedures.
- Ensures compliance with technical standards, safety requirements, and licence conditions.
- Manages resources, contractors, and budgets related to maintenance.
- Ensures accurate record-keeping and reporting of maintenance activities.

10.5. Supervisors and Technical Personnel

- Plan, coordinate, and execute maintenance work in accordance with approved procedures and schedules.
- Ensure that work is performed safely and in compliance with applicable standards.
- Conduct inspections, testing, and condition assessments of electrical infrastructure.
- Report defects, risks, and maintenance needs through the appropriate channels.

10.6. Contractors and Service Providers

- Perform maintenance activities in accordance with contractual requirements, applicable legislation, and municipal standards.
- Ensure that personnel are competent, authorised, and compliant with safety requirements.
- Maintain proper documentation and report on work completed.

10.7. Health and Safety Function

- Provides guidance on safety procedures, risk assessments, and compliance with occupational health and safety legislation.
- Conducts audits and inspections to ensure safe maintenance practices.

10.8. Finance Department

- Supports budgeting, financial control, and lifecycle costing for maintenance activities.

- Ensures that expenditure is aligned with approved budgets and municipal financial policies.

11. Maintenance Philosophy

The Witzenberg Municipality adopts a structured and risk-based maintenance philosophy to ensure that electrical infrastructure is maintained in a safe, reliable, and cost-effective manner throughout its lifecycle. This philosophy provides the framework for selecting appropriate maintenance strategies and prioritising resources to achieve optimal network performance and service delivery.

11.1. Risk-Based Maintenance Approach

Maintenance activities shall be prioritised based on risk, taking into account the likelihood of asset failure and the potential consequences in terms of safety, service interruption, financial impact, and environmental considerations. Critical assets shall receive priority in planning and resource allocation.

11.2. Preventive Maintenance

Preventive maintenance shall be carried out according to intervals prescribed in NRS 082:2014 and NRS 089, including routine inspections, lubrication, cleaning, and testing of equipment. This ensures network integrity, safety compliance, and reliability.

11.3. Condition-Based Maintenance

Maintenance decisions shall be based on actual asset condition, in line with NRS 082:2014 recommendations for monitoring and testing MV/LV equipment, transformers, and protection devices. Diagnostic results shall guide corrective actions before failures occur.

11.4. Predictive Maintenance

The Municipality shall progressively incorporate predictive maintenance techniques, including the analysis of performance data, trends, and asset health indicators, to anticipate failures and improve planning accuracy.

11.5. Corrective Maintenance

Corrective maintenance shall be undertaken to restore equipment to normal operation following faults or failures. While reactive in nature, corrective maintenance shall be managed to minimise downtime and shall inform future preventive measures through root cause analysis.

11.6. Retrofit and Modification Management

- Retrofit, refurbishment, and upgrade projects shall be evaluated using technical, safety, financial, and life cycle cost criteria.
- Modifications to existing infrastructure shall comply with applicable standards, including NRS requirements and manufacturer specifications.

- Legal approvals, design reviews, and risk assessments shall be completed before implementation of any modification or upgrade.
- The impact of retrofits on system protection, reliability, and operational performance shall be assessed and documented.

11.7. Warranty and Legal Considerations

- Maintenance and repair activities shall be performed in accordance with manufacturer guidelines to preserve warranty conditions where applicable.
- Where assets are under warranty or service agreements, only authorised personnel or service providers shall perform work.
- Contracts and service level agreements shall clearly define maintenance responsibilities, liabilities, and performance expectations.
- Any deviation from manufacturer recommendations shall be technically justified, approved, and recorded.

11.8. Lifecycle Management

Maintenance and asset renewal strategies shall be informed by a **life cycle costing methodology**, which considers the total cost of ownership of assets from acquisition to disposal. This approach ensures that maintenance, refurbishment, and replacement decisions optimise reliability, risk, and financial sustainability while meeting service delivery requirements.

11.9. Continuous Improvement

Maintenance strategies and practices shall be regularly reviewed using performance data, audits, lessons learned, and technological advancements to improve reliability, efficiency, and safety outcomes.

11.10. Integration with Asset Management Systems

Maintenance planning and execution shall be supported by asset management systems, enabling accurate record-keeping, performance monitoring, and data-driven decision-making.

12. Maintenance Planning and Scheduling

Effective maintenance planning and scheduling are essential to ensure that electrical infrastructure is maintained in a proactive, coordinated, and efficient manner. The Witzenberg Municipality shall implement structured planning processes to optimise resource utilisation, minimise service interruptions, and maintain network reliability.

The Municipality shall develop and maintain a **Maintenance Management Plan**, supported by detailed **Maintenance Operational Plans**, and integrated **asset maintenance systems** to ensure effective implementation of this policy.

12.1. Maintenance Planning Framework

Maintenance planning shall be undertaken on a structured basis and shall include long-term, annual, and short-term planning horizons to ensure alignment with asset management

strategies and budget cycles. Plans shall be based on asset condition, risk assessments, historical performance, and operational requirements.

Maintenance prioritisation shall incorporate life cycle cost considerations to ensure that planned interventions deliver the lowest total cost of ownership while maintaining acceptable levels of risk and reliability.

12.2. Annual Maintenance Plan

An annual maintenance plan shall be developed and approved to outline scheduled maintenance activities for the financial year. The plan shall:

- Identify routine, preventive, and condition-based maintenance tasks in accordance with NRS 082:2014 inspection schedules, switching sequences, and earthing procedures.
- Prioritise activities based on asset criticality, safety risk, and network reliability standards as specified in NRS 082.
- Allocate resources, including personnel, equipment, and budget.
- Align with planned outages and operational constraints.

12.3. Work Scheduling

Maintenance work shall be scheduled in a manner that optimises operational efficiency while minimising disruption to customers. Scheduling shall:

- Coordinate planned outages with system operations and affected stakeholders.
- Consider seasonal demand patterns and operational priorities.
- Ensure availability of required resources and materials.

12.4. Works Order Management

All maintenance activities shall be initiated and tracked through a formal work order system. Work orders shall include:

- Description of the task and asset details.
- Priority level and risk classification.
- Assigned personnel or contractor.
- Completion status and feedback.

12.5. Outage Planning and Coordination

Planned outages required for maintenance shall be carefully coordinated to ensure safety and minimise customer impact. This includes:

- Obtaining the necessary approvals and permits.
- Providing advance notification to affected customers and stakeholders.
- Coordinating with system control and operations personnel.

12.6. Resource and Materials Planning

Maintenance planning shall ensure that adequate resources, including skilled personnel, specialised tools, equipment, and spare parts, are available to execute planned work effectively.

12.7. Monitoring and Review

Maintenance schedules and plans shall be monitored regularly to track progress, identify deviations, and implement corrective actions where necessary. Performance against the maintenance plan shall be reviewed periodically to support continuous improvement.

12.8. Integration with Asset Management Systems

Planning and scheduling processes shall be supported by asset management and maintenance management systems to ensure accurate record-keeping, improved visibility of asset condition, and data-driven decision-making.

13. Infrastructure Categories

For the purpose of planning, executing, and monitoring maintenance activities, electrical infrastructure within the Witzenberg Municipality is categorised according to asset type and function. This classification ensures that appropriate maintenance strategies, standards, and priorities are applied to each asset class.

13.1. Substations

This category includes all primary and secondary substations and associated equipment used to transform and distribute electricity within the network. Assets include:

- Power transformers and distribution transformers
- Switchgear and circuit breakers
- Protection and control panels
- Busbars, isolators, and earthing systems
- Auxiliary systems such as batteries and chargers

Maintenance activities focus on ensuring operational reliability, safety, and compliance with NRS 082:2014 and NRS 089. This includes transformer oil testing, insulation checks, protection relay calibration, and scheduled servicing of circuit breakers and busbars.

13.2. Medium-Voltage (MV) Networks

This includes all infrastructure operating at 11 kV and associated equipment. Maintenance shall follow NRS 082:2014 recommendations for periodic inspection, thermographic testing, insulation resistance testing, and fault detection. Critical assets such as RMUs and switchgear shall be prioritised based on risk and operational importance. Maintenance ensures network integrity, fault management capability, and service continuity.

13.3. Low-Voltage (LV) Networks

This category covers the distribution of electricity at 400 V and 230 V levels, including:

- LV overhead lines and underground cables
- Distribution kiosks and feeder pillars
- Service connections to customers
- Earthing and bonding systems

Maintenance activities aim to ensure safe and reliable supply to end users.

13.4. Public Lighting Infrastructure

This includes all streetlighting and public area lighting assets, such as:

- Streetlight poles and luminaires
- High-mast lighting installations
- Control gear, photocells, and timers
- Underground and overhead lighting circuits

Maintenance ensures public safety, visibility, and compliance with lighting standards.

13.5. Protection, Control and Automation Systems

Assets within this category include:

- Protection relays and control schemes
- Remote control and telemetry equipment
- SCADA interfaces and communication systems

Maintenance ensures accurate operation, fault detection, and system coordination.

13.6. Metering Infrastructure

Where applicable, this includes:

- Bulk supply meters
- Customer metering equipment
- Meter panels and associated communication devices

Maintenance ensures accurate measurement, billing integrity, and regulatory compliance.

13.7. Support and Auxiliary Infrastructure

This category includes supporting systems necessary for the operation of the electrical network, such as:

- Civil structures and equipment enclosures
- Fencing, access roads, and security systems

- Oil containment and drainage systems

Maintenance ensures the safe and secure operation of electrical assets.

14. Safety and Risk Management

The Witzenberg Municipality is committed to ensuring that all electrical infrastructure maintenance activities are conducted in a manner that safeguards employees, contractors, the public, property, and the environment. Safety and risk management practices shall be integrated into all planning and operational processes to minimise hazards and ensure compliance with applicable legislation and standards.

14.1. Safety Commitment

All maintenance work shall be performed in accordance with the Occupational Health and Safety Act and applicable electrical safety regulations. Safety shall take precedence over operational and production considerations, and no work shall be undertaken unless it can be performed safely.

14.2. Risk Identification and Assessment

Hazards associated with electrical infrastructure shall be systematically identified and assessed. Risk assessments shall be conducted prior to undertaking maintenance activities and shall consider:

- Electrical hazards such as shock, arc flash, and step and touch potentials
- Mechanical and environmental risks
- Public safety risks
- Operational and system risks

Appropriate mitigation measures shall be implemented before work commences.

14.3. Safe Work Procedures

Standard operating procedures and safe work instructions shall be developed, maintained and comply with NRS 082:2014 and NRS 089 for switching, earthing, lock-out/tag-out, and isolation of MV/LV equipment.

14.4. Training and Competency

Only authorised and competent personnel shall perform electrical maintenance work. The Municipality shall ensure that employees and contractors receive appropriate training, certification, and refresher training to maintain competency.

14.5. Incident Reporting and Investigation

All safety incidents, near misses, and hazardous conditions shall be reported, recorded, and investigated. Root cause analysis shall be conducted to identify corrective and preventive actions and to prevent recurrence.

14.6. Public Safety

Measures shall be implemented to protect the public from electrical hazards, including:

- Securing work areas
- Ensuring safe clearances and barriers
- Prompt repair of exposed or damaged infrastructure
- Public awareness and communication during outages or maintenance work

14.7. Emergency Preparedness and Response

Emergency response procedures shall be established to address electrical incidents, equipment failures, fires, and other emergencies. Personnel shall be trained in emergency response, and coordination with emergency services shall be maintained.

14.8. Monitoring and Continuous Improvement

Safety performance shall be monitored through inspections, audits, and key performance indicators. Findings shall be used to improve safety systems, procedures, and training programmes.

15. Environmental Considerations

The Witzenberg Municipality is committed to conducting electrical infrastructure maintenance activities in an environmentally responsible manner. Environmental considerations shall be integrated into all planning and operational processes to minimise adverse impacts and ensure compliance with applicable environmental legislation and best practices.

15.1. Compliance with Environmental Legislation

All maintenance activities shall comply with relevant environmental laws, regulations, and municipal requirements. Environmental obligations shall be considered during planning, execution, and disposal processes.

15.2. Pollution Prevention

Measures shall be implemented to prevent pollution of land, water, and air during maintenance activities. This includes:

- Proper containment and handling of transformer oil and other hazardous substances
- Prevention of spills and leaks
- Immediate clean-up and reporting of environmental incidents

15.3. Waste Management

Waste generated during maintenance activities shall be managed in accordance with approved waste management procedures. This includes:

- Segregation of general, recyclable, and hazardous waste
- Safe storage and disposal of scrap materials and electrical components

- Disposal of hazardous materials through licensed service providers

15.4. Handling of Hazardous Materials

Hazardous substances such as insulating oils, chemicals, and batteries shall be handled, stored, transported, and disposed of in accordance with safety data sheets and environmental regulations.

15.5. Protection of Natural Resources

Maintenance activities shall be planned and executed to minimise disturbance to vegetation, soil, and water resources. Where vegetation clearing is required, it shall be conducted responsibly and in accordance with environmental guidelines.

15.6. Noise and Visual Impact

Where applicable, steps shall be taken to minimise noise, dust, and visual impacts on surrounding communities during maintenance work.

15.7. Environmental Awareness and Training

Employees and contractors shall be made aware of environmental responsibilities and trained on procedures for environmental protection, spill response, and waste management.

15.8. Monitoring and Continuous Improvement

Environmental performance shall be monitored through inspections, audits, and incident reporting. Findings shall be used to improve environmental management practices and reduce environmental risks.

16. Maintenance Documentation and Record Keeping

The Witzenberg Municipality shall maintain accurate, complete, and up-to-date records of all maintenance activities to support effective asset management, regulatory compliance, and informed decision-making. Proper documentation ensures traceability of work performed, facilitates performance monitoring, and supports continuous improvement of maintenance practices.

16.1. Documentation Requirements

All maintenance records shall include switching and isolation logs, inspection checklists, test results, and fault reports as required by NRS 082:2014 to ensure traceability, compliance, and operational accountability.

16.2. Works Order Records

A formal work order system shall be used to initiate, track, and close out maintenance tasks. Each work order shall capture:

- Scope of work and priority classification
- Risk assessment references where applicable
- Authorisations and approvals

- Completion status and feedback

16.3. Asset History and Maintenance Logs

Comprehensive maintenance histories shall be maintained for all critical assets to enable trend analysis, reliability assessment, and lifecycle planning. Asset records shall include installation details, maintenance interventions, failures, and refurbishments.

16.4. Inspection and Test Records

All routine inspections, condition assessments, and diagnostic tests shall be recorded and retained to demonstrate compliance with maintenance standards and to support condition-based maintenance strategies.

16.5. Data Management Systems

Maintenance records shall be captured and stored in approved asset management or maintenance management systems where available. These systems shall ensure data integrity, accessibility, and secure storage of information.

16.6. Retention and Archiving

Maintenance documentation shall be retained for a period consistent with legislative, regulatory, and municipal record-keeping requirements. Archived records shall remain accessible for audits, investigations, and asset lifecycle analysis.

16.7. Reporting and Traceability

Documentation shall support the preparation of maintenance performance reports, audits, and compliance verification. Records shall be traceable to specific assets and maintenance activities.

16.8. Continuous Improvement

Information derived from maintenance records shall be analysed to identify trends, recurring faults, and opportunities to improve maintenance strategies, asset performance, and resource allocation.

17. Training and Competency

The Witzenberg Municipality recognises that the competence of personnel is critical to the safe, efficient, and reliable maintenance of electrical infrastructure. This section establishes the framework for training, skills development, and competency management to ensure all staff and contractors can perform their duties in accordance with the policy, legislation, and technical standards.

17.1. Competency Requirements

- All personnel involved in electrical maintenance activities shall be appropriately qualified, trained, and authorised for the tasks they perform.
- Competency levels shall be defined based on roles, responsibilities, and the complexity and risk associated with each activity.

- Contractors and service providers shall demonstrate equivalent competency levels before undertaking work.

17.2. Training Programs

- Training shall be provided to ensure employees understand and can safely apply maintenance procedures, policies, and standards.
- Training programs shall include technical, safety, regulatory, and environmental topics relevant to electrical infrastructure maintenance.
- Refresher and update training shall be provided periodically to maintain competency and awareness of changes in legislation, standards, or technology.

17.3. Authorisation and Certification

- Only authorised personnel may carry out specific maintenance tasks, operate electrical equipment, or issue permits for high-risk work.
- Authorisation shall be granted following successful training, assessment, and verification of competency.
- Certifications shall be maintained, tracked, and reviewed to ensure ongoing validity.

17.4. Skills Development

- Personnel development plans shall be established to enhance technical skills, problem-solving capability, and leadership in maintenance activities.
- Opportunities for apprenticeships, mentorship, and on-the-job training shall be incorporated to build long-term workforce capability.

17.5. Safety and Regulatory Training

- All staff shall receive mandatory training on safety legislation, safe work procedures, risk assessment, and emergency response.
- Training shall also include environmental management, quality assurance, and compliance with NERSA, NRS, and municipal standards.

17.6. Monitoring and Evaluation

- Training effectiveness shall be monitored through assessments, audits, and performance evaluations.
- Competency gaps identified through monitoring shall be addressed through targeted training, coaching, or re-assessment.

17.7. Continuous Improvement

- Training programs shall be regularly reviewed and updated based on lessons learned, industry best practices, and changes to regulations or maintenance strategies.

18. Budgeting and Resource Planning

Effective maintenance of electrical infrastructure requires the allocation of adequate financial, human, and material resources. The Witzenberg Municipality shall implement structured budgeting and resource planning processes to ensure that maintenance activities are sustainable, cost-effective, and aligned with strategic objectives.

18.1. Budget Planning

- Maintenance budgets shall be developed annually in line with the Municipality's financial planning cycle.
- Budgets shall consider preventive, predictive, corrective, and condition-based maintenance requirements, as well as capital replacement and refurbishment programs.
- Budget planning shall be informed by asset condition, risk assessments, historical expenditure, and projected operational needs.

18.2. Resource Allocation

- Financial, human, and material resources shall be allocated according to maintenance priorities and risk-based planning.
- Resource allocation shall ensure that critical assets receive sufficient attention to maintain reliability and safety.
- Contingency resources shall be planned to respond to unplanned outages or emergency maintenance activities.

18.3. Cost Optimisation and Value for Money

- Maintenance activities shall be executed efficiently to optimise the use of resources and minimise lifecycle costs.
- Decisions on maintenance, refurbishment, or replacement shall consider total lifecycle costs, including operational, maintenance, and replacement expenses.

18.4. Material and Equipment Planning

- Spare parts, tools, and specialized equipment shall be planned and procured in advance to prevent delays in maintenance execution.
- Inventory management systems shall be used to track stock levels and ensure the availability of critical components.

18.5. Human Resource Planning

- Personnel allocation shall consider workload, competency, authorisation levels, and safety requirements.
- Plans shall accommodate training, leave, and contractor support to maintain continuous service delivery.

18.6. Monitoring and Review

- Budget and resource utilisation shall be monitored regularly to ensure alignment with approved plans.
- Deviations, overspending, or underutilisation shall be reviewed, and corrective measures implemented.
- Lessons learned shall inform future budget cycles and resource planning.

18.7. Integration with Maintenance and Asset Management

- Budgeting and resource planning shall be fully integrated with the Municipality's maintenance plans, asset management systems, and lifecycle management strategies.
- This integration ensures that financial, human, and material resources are optimally deployed to support reliability, safety, and regulatory compliance.

18.8. Life Cycle Costing Application

- Maintenance budgets and renewal programmes shall be informed by life cycle cost analyses.
- Decisions on repair versus replacement shall consider total lifecycle costs, risk exposure, reliability impact, and future maintenance requirements.
- Asset criticality and performance data shall be used to prioritise funding allocation based on long-term value rather than short-term cost alone.

19. Performance Monitoring and Reporting

The Witzenberg Municipality shall implement structured performance monitoring and reporting processes to ensure that electrical infrastructure maintenance activities achieve the intended outcomes of reliability, safety, compliance, and cost-effectiveness. Performance information shall support informed decision-making, accountability, and continuous improvement.

19.1. Performance Monitoring Framework

Maintenance performance shall be monitored against defined indicators, targets, and benchmarks aligned with the Municipality's service delivery objectives and regulatory requirements. Monitoring shall be conducted at operational, management, and strategic levels.

19.2. Key Performance Indicators (KPIs)

Performance measurement shall include, but not be limited to, the following indicators:

- Network reliability indices (e.g., outage frequency and duration)
- Percentage of planned maintenance completed versus scheduled
- Number and severity of safety incidents and near misses
- Asset condition and failure rates

- Response times to faults and outages
- Compliance with maintenance schedules and standards
- Budget performance and cost control
- Compliance with NRS 082:2014 inspection intervals and maintenance schedules, including percentage of MV/LV assets inspected, switchgear tested, and substations maintained.

19.3. Data Collection and Management

Accurate and timely data shall be captured through maintenance management and asset management systems. Records shall include work orders, inspection results, fault reports, maintenance history, and asset condition data.

19.4. Reporting Requirements

Regular reports shall be prepared and submitted to relevant management structures, including:

- Monthly operational performance reports
- Quarterly performance and compliance reviews
- Annual maintenance performance reports aligned with municipal reporting cycles

Reports shall highlight performance trends, risks, challenges, and recommended corrective actions.

19.5. Audits and Reviews

Periodic internal and external audits shall be conducted to verify compliance with this policy, applicable standards, and regulatory requirements. Audit findings shall be addressed through corrective action plans.

19.6. Continuous Improvement

Performance results and lessons learned shall be used to improve maintenance strategies, planning processes, and resource allocation. Improvement initiatives shall be tracked and reviewed to ensure effectiveness.

19.7. Stakeholder Communication

Relevant performance information shall be communicated to internal stakeholders, governance structures, and regulatory bodies where required, ensuring transparency and accountability in service delivery.

20. Continuous Improvement

The Witzenberg Municipality is committed to the ongoing enhancement of its electrical infrastructure maintenance practices. Continuous improvement ensures that maintenance activities remain effective, efficient, safe, and aligned with technological advancements, regulatory requirements, and customer expectations.

20.1. Performance Review

- Maintenance performance shall be regularly reviewed using key performance indicators (KPIs), audit results, work order completion data, and asset condition reports.
- Trends in asset failures, safety incidents, and service interruptions shall be analysed to identify areas for improvement.

20.2. Lessons Learned

- Incidents, near misses, and maintenance challenges shall be systematically documented and reviewed to extract lessons learned.
- Corrective and preventive actions shall be implemented to reduce recurrence and improve operational practices.

20.3. Process and Procedure Improvement

- Maintenance processes, procedures, and standards shall be reviewed periodically to incorporate best practices, technological advancements, and regulatory changes.
- Updates shall be communicated to all relevant personnel and incorporated into training programs.

20.4. Stakeholder Feedback

- Feedback from internal stakeholders, customers, and regulatory authorities shall be considered to improve service quality, reliability, and customer satisfaction.
- Mechanisms such as customer complaints, service requests, and consultation meetings shall inform maintenance planning and decision-making.

20.5. Technology and Innovation

- The Municipality shall evaluate and adopt new technologies, diagnostic tools, and asset management systems that enhance maintenance efficiency, asset reliability, and safety.
- Pilot programs and controlled trials shall be used to validate the effectiveness of new methods before full implementation.

20.6. Integration with Asset Management

- Continuous improvement initiatives shall be integrated with the Municipality's asset management framework to support lifecycle management, risk-based prioritisation, and long-term sustainability of the electrical network.

20.7. Reporting and Documentation

- All improvement initiatives shall be documented, tracked, and reported to management to demonstrate effectiveness and inform future planning.
- Reports shall highlight successes, challenges, and recommendations for further enhancement of the maintenance program.

21. Policy Implementation and Communication

The successful implementation of the Witzenberg Municipality Electrical Infrastructure Maintenance Policy requires clear communication, structured rollout, and active participation from all relevant stakeholders. This section defines how the policy will be implemented, communicated, and monitored to ensure compliance, understanding, and effective operationalisation.

21.1. Policy Implementation

- The Director: Technical Services, in coordination with the Manager: Electrical Services, shall be responsible for implementing the policy across all operational units.
- Implementation shall include the development of detailed procedures, work instructions, maintenance schedules, and supporting documentation.
- Integration with asset management and maintenance management systems shall be prioritised to ensure efficient execution and record-keeping.
- Roles, responsibilities, and accountability shall be clearly assigned to ensure that all personnel understand their obligations under this policy.

21.2. Communication Strategy

- The policy shall be formally communicated to all municipal personnel, contractors, and stakeholders involved in electrical maintenance activities.
- Communication channels shall include internal meetings, training sessions, notice boards, email circulations, and inclusion in induction programs for new employees.
- Key points of the policy, including safety requirements, risk management, maintenance standards, and reporting obligations, shall be highlighted to ensure comprehension and adherence.

21.3. Training and Awareness

- All staff involved in electrical infrastructure maintenance shall receive training on the policy, associated procedures, and their responsibilities.
- Refresher training and awareness programs shall be conducted periodically to reinforce compliance and incorporate updates from regulatory changes or lessons learned.

21.4. Monitoring Implementation

- Compliance with the policy shall be monitored through audits, inspections, and performance reviews.
- Deviations from policy requirements shall be addressed promptly through corrective actions, disciplinary measures where appropriate, and procedural updates.

21.5. Stakeholder Engagement

- Stakeholders, including municipal management, councillors, contractors, and regulatory authorities, shall be kept informed of policy objectives, updates, and performance outcomes.
- Mechanisms such as reports, meetings, and progress reviews shall be used to ensure transparency and accountability.

21.6. Feedback and Review

- Feedback from personnel and stakeholders shall be encouraged to identify challenges, opportunities for improvement, and practical issues in policy application.
- Lessons learned from implementation shall inform updates, continuous improvement initiatives, and future policy refinements.

21.7. Integration with Municipal Systems

- The policy shall be embedded within the Municipality's operational, planning, and reporting frameworks to ensure alignment with broader service delivery, asset management, and governance objectives.

22. Policy Review and Revision

To ensure that the Witzenberg Municipality Electrical Infrastructure Maintenance Policy remains relevant, effective, and aligned with regulatory, technological, and operational developments, it shall be subject to periodic review and revision.

22.1. Review Frequency

- The policy shall be formally reviewed **every three years** or earlier if required by changes in legislation, NERSA requirements, standards, operational needs, or lessons learned from maintenance activities.
- Reviews may also be triggered by audits, performance monitoring outcomes, incidents, or organisational changes that impact electrical infrastructure management.

22.2. Responsibility for Review

- The Director: Technical Services shall oversee the policy review process, ensuring that all relevant stakeholders are consulted.
- The Senior Manager and Manager: Electrical Services shall provide operational inputs, data, and recommendations based on maintenance performance, compliance, and risk assessments.

22.3. Revision Process

- All proposed revisions shall be documented, including the rationale, expected benefits, and alignment with legislative and regulatory requirements.
- Draft revisions shall be circulated to relevant internal stakeholders, including technical staff, safety officers, finance, and management, for review and comment.

- Revisions shall be finalised and approved by the Municipal Council or delegated authority before implementation.

22.4. Communication of Updates

- Any revisions to the policy shall be formally communicated to all employees, contractors, and stakeholders affected by the changes.
- Updated policies shall be incorporated into training, work procedures, and operational manuals to ensure consistent application.

22.5. Documentation and Record Keeping

- Previous versions of the policy shall be archived for reference and audit purposes, with a clear record of revisions, approval dates, and version control.
- Documentation of the review process, including stakeholder feedback and approval records, shall be maintained in accordance with municipal record-keeping requirements.

22.6. Continuous Improvement

- Policy reviews shall incorporate lessons learned from maintenance performance, safety audits, regulatory updates, technological advancements, and stakeholder feedback.
- The objective is to ensure that the policy evolves to meet the Municipality's strategic, operational, and regulatory objectives while promoting safe and reliable electricity service delivery.

23. Approval and Adoption

The Witzenberg Municipality Electrical Infrastructure Maintenance Policy is formally approved and adopted to provide strategic direction, operational guidance, and compliance assurance for the maintenance of the Municipality's electrical infrastructure.

23.1. Approval Authority

- The policy shall be submitted to the Municipal Council for formal approval.
- The Director: Technical Services and the Municipal Manager shall endorse the policy prior to submission, confirming that it aligns with legislative, regulatory, and operational requirements.

23.2. Adoption Date

- The date of adoption shall be recorded on the policy cover and within the document to provide a clear reference for implementation and review cycles.

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

MEMORANDUM

AAN : Comitttee for Technical Services
TO: Municipal Manager

FROM:: Senior Manager Water and Sewerage

DATE: 20 July 2026

TRIM : 16/2/P

APPROVAL OF WATER AND SANITATION SERVICES POLICY.

A. PURPOSE

The purpose of this memorandum is to recommend to Council the approval of the **WATER AND SANITATION SERVICES POLICY** for Witzenberg Municipality, including the towns of: Ceres, Tulbagh, Wolseley, Prince Alfred Hamlet, Op Die Berg and surrounding rural areas.

B. DISCUSSION

Witzenberg Local Municipality is one of 144 Water Service Authorities' (WSAs) that are responsible for water supply and sanitation services provision. Water Services Authorities have a legal mandate to ensure that all South Africans, and in this case Witzenberg Local Municipality residents are provided with basic water supply that comply with set standards (SANS 241) and prescribed regulations.

Ensuring provision of basic water supply and sanitation services to residents involves more than the provision of infrastructure. It also includes operation and maintenance, hygiene and user education. It is therefore the primary responsibility of Witzenberg Municipality to provide sustainable water supply and sanitation services in an effective and efficient manner.

While the national policy and legislative frameworks are in place there is still a gap in customisation and alignment of these national policies with local government policies. Witzenberg Local Municipality also grapples with its developmental role and is faced with critical basic water supply and sanitation services challenges.

This policy, therefore, aims to provide policy direction to Witzenberg Local Municipality and its stakeholders in the provision of basic water supply and sanitation services.

C LEGISLATION:

The following Legislation, Policies and Norms and Standards informed the drafting of the WATER AND SANITATION SERVICES POLICY:

- South African Constitution (1996)

- Water Services Act, 1997 (Act No. 108 of 1997)

- National Water Act, 1998 (Act No. 36 of 1998)

- Municipal Systems Act, 2000 (Act No. 32 of 2000)

- National Water Policy Review 2013

- National Sanitation Policy Review 2016

- Water and Sanitation Services Policy on Privately Owned Land 2023

- Compulsory National Water and Sanitation Services Standards: 2025

- Norms and Standards for Water and Sanitation Services Tariffs Setting (2024)

D ATTACHMENTS

Annexure 1 – Water and Sanitation Services Policy.

E RECOMMENDATION

That Council takes cognisance of the Water and Sanitation Policy submitted.

That attached Policy is workshopped by Council.

That Council approves the WATER AND SANITATION POLICY as submitted for implementation and execution, within Witzenberg Municipal area.

Thank you.

N JACOBS

SENIOR MANAGER: WATER AND SEWERAGE

WITZENBERG LOCAL MUNICIPALITY

WATER AND SANITATION SERVICES POLICY

DOCUMENT NAME:	**Water and Sanitation Services Policy**
SECTION:	Technical Department
APPROVED BY:	COUNCIL RESOLUTION NO. SLC RES: LC DATE:

Signature: _____

Name:

Municipal Manager

Date:

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I. PREFACE

(This part will be written by the Municipality – 1 page preface from the mayor)

Describe the overall vision of the policy

- Provide context in terms of problems faced by the WSA in relation to the policy
- Explain briefly how the policy will addresses the problem and how it talks to other high-level WSA priorities, strategies or even plans

II. FOREWORD

(This part needs to be written by the Municipality – 1 page foreword from the Municipal Manager).

Provide the context of the policy

- Explain aims of the policy
- Outline innovative solutions that the policy comes up with

III. ACRONYMS AND ABBREVIATIONS

CPA	Community Property Association
FBS	Free Basic Services
FBW	Free Basic Water
IDP	Integrated Development Plan
NDMA	National Disaster Management Act
NFSMS	National Faecal Sludge Management Strategy
NRW	Non-Revenue Water
NSP	National Sanitation Policy
NWA	National Water Act

NWPR	National Water Policy Review
SANS	The South African National Standard
SFWS	Strategic Framework for Water Services
WHO	World Health Organization
WSA	Water Services Authority
WSDP	Water Services Development Plan
WSP	Water Services Provider

IV. DEFINITIONS

"Basic Sanitation Facility"	SFWS (2003)	The infrastructure necessary to provide a sanitation service which is safe, reliable, private, protected from the weather, ventilated, keeps smells to the minimum, is easy to keep clean, minimises the risk of the spread of sanitation-related diseases by facilitating the appropriate control of disease carrying flies and pests, and enables safe and appropriate treatment and/or removal of human waste and wastewater in an environmentally sound manner.
"Basic Sanitation Service"	SFWS (2003)	The provision of a basic sanitation facility which is easily accessible to a household, the sustainable operation of the facility, including the safe removal of human waste and wastewater from the premises where this is appropriate and necessary, and the communication of good sanitation, hygiene, and related practices.
"Basic Water Services"	SFWS (2003)	A basic water supply service and/or a basic sanitation service.

"Basic Water Supply Facility"	NWPR (2016)	A basic water supply facility is defined as the infrastructure necessary to supply portable water to a formal connection at the boundary of a stand or site of a public institution (school, clinic, hospital etc.)
"Basic Water Supply Service"	SFWS (2003)	The provision of a basic water supply facility, the sustainable operation of the facility (available for at least 350 days per year and not interrupted for more than 48 consecutive hours per incident) and the communication of good water-use, hygiene, and related practices.
"End-user education"	NSP (2016)	Ongoing consumer education on sanitation services right, responsibilities, facility operation and maintenances; and water conservation and demand management including reduce, reuse, recycle and recover principles.
"Faecal Sludge"	NFSMS (2023)	The contents emptied from onsite sanitation system, and not transported by sewerage. It includes liquid and solid contents of onsite systems such as container-based vaults, pit latrines, septic tanks, community toilets or mobile toilets.
"Faecal Sludge Management"	NFSMS (2023).	The management of human excreta from onsite sanitation systems, excluding package plants along sanitation value chain which includes containment, collection, transportation, treatment, safe disposal, or reuse.
"Hygiene Education"	NSP (2023)	Relates to activities that aim to increase an individual's knowledge about issues relating to personal habits and practices that affect one's health, particularly in relation to water and sanitation services. Hygiene education includes personal hygiene, water hygiene, food hygiene, human waste hygiene and

		environmental hygiene education to ensure appropriate sanitation practices.
"Indigent"	NSP (2016)	Indigent means —lacking the necessities of life. The definition of indigent from the National Framework for a Municipal Indigent Policy outlines sanitation as one of the necessities of life. The National Treasury definition of a 'poverty line' is also acknowledged to determine indigence.
"Industrial Wastewater"	SWFS (2003)	"Wastewater arising from mining, manufacturing, electricity generation, land-based transport, construction or any related activities." (Consistent with definition of disposal of industrial effluent in the Water Services Act.)
"Disposal of Industrial Effluent"	WSA (1997)	"the collection, removal, disposal or treatment of effluent emanating from industrial use of water"
"Interim Water supply"	Strategic Framework for Water Services (2003)	An interim level of water and sanitation service is "a temporary water and sanitation service [which] is an interim measure and should provide, within reasonable walking distance, water of an adequate quality from a health point of view and provide sanitation measures that ensures privacy to the user, be readily accessible and in close walking distance, and provide for the safe disposal of human waste, including hygiene and end-user education while repairs and/or reconstruction of a water services failure/interruption/breakdown are in effect".
"Interim sanitation services"	Strategic Framework for Water	Means an interim measure to provide privacy to the user, is safe, readily accessible and within close walking distance and provides for the safe disposal of

	Services (2003)	human waste, including hygiene and end-user education;
"Non-Revenue Water"	DWS IWA Guideline 2014	Non-revenue water (NRW) is the volume of water supplied by the water utility but for which it receives no income. NRW incorporates unbilled (metered or unmetered) authorised consumption, apparent / commercial losses, and real / physical losses.
"Privately Owned Land"	Water and Sanitation Services Policy on Privately Owned Land (2023)	Privately Owned land is any land that is not public land or land owned, controlled, or leased by the state but is owned or under the control of a single private individual or entity or group of individuals collectively. In most cases, these properties are far away from the municipality and its services systems. The range of contexts of privately owned land for the purpose of this policy includes, amongst others: • Commercial farms. • Mine owned land; • Church-owned land; • Industrial-owned land, including privately owned enterprises. • Game parks • Agricultural holdings • Communal Property Association (CPA) • Trust properties
"Water Services Authority"	SFWS (2003)	Any municipality that has the executive authority to provide water services within its area of jurisdiction in terms of the Municipal Structures Act 118 of 1998 or the Ministerial authorisations made in terms of this Act.

"Water Services Intermediary"	SFWS (2003) / Water Services Act (1997)	Any person who is obliged to provide water services to another in terms of a contract where the obligation to provide water services is incidental to the main object of that contract.
"Water Services Provider"	Water Services Act (1997) SFWS (2003)	Water services provider" means any person who provides water services to consumers or to another water services institution but does not include a water services intermediary. A Water Services Provider (WSP) is: • Any person who has a contract with a WATER SERVICES AUTHORITY or another WSP to sell water to, and / or accept wastewater for the purposes of treatment from, that authority or provider; and / or • Any person who has a contract with a WATER SERVICES AUTHORITY to assume operational responsibility for providing water services to one or more consumers or end users within a specific geographic area; or • A WATER SERVICES AUTHORITY that provides either or both of the above services itself.

1. INTRODUCTION

Witzenberg Local Municipality is one of 144 Water Service Authorities' (WSAs) that are responsible for water supply and sanitation services provision. Water Services Authorities have a legal mandate to ensure that all South Africans, and in this case Witzenberg Local Municipality residents are provided with basic water supply that comply with set standards (SANS 241) and prescribed regulations.

Ensuring provision of basic water supply and sanitation services to residents involves more than the provision of infrastructure. It also includes operation and maintenance,

hygiene and user education. It is therefore the primary responsibility of Witzenberg Municipality to provide sustainable water supply and sanitation services in an effective and efficient manner.

In recent years, there has been a growing recognition of the need to expand the traditional approach to basic water supply and sanitation services. This shift is driven by emerging concepts such as water-sensitive urban design, green infrastructure, climate resilience (with a focus on environmental sustainability), and long-term sustainable development principles.

While the national policy and legislative frameworks are in place there is still a gap in customisation and alignment of these national policies with local government policies. Witzenberg Local Municipality also grapples with its developmental role and is faced with critical basic water supply and sanitation services challenges.

This policy, therefore, aims to provide policy direction to Witzenberg Local Municipality and its stakeholders in the provision of basic water supply and sanitation services.

2. PROBLEM STATEMENT

Water and sanitation services are foundational human rights, crucial for ensuring the well-being and dignity of the residents within the jurisdiction of the Witzenberg Local Municipality. It is imperative that these services are delivered continuously and equitably. However, the Municipality faces a multitude of challenges in its endeavour to provide these essential services, including but not limited to:

Ageing Infrastructure: The Municipality grapples with ageing water and sanitation infrastructure, which poses a significant obstacle to efficient service delivery and sustainability.

Vandalism: Frequent acts of vandalism against water and sanitation facilities exacerbate operational difficulties and financial strain on the Municipality.

Insufficient Bulk Water Supply: Inadequate bulk water supply infrastructure fails to meet the burgeoning demands of the local population, resulting in erratic service provision.National.

Non-Revenue Water: Is determined according to a standard calculation which takes various categories of water use into account including losses, leaks, accounted for and unaccounted for water.

Lack of Operation and Maintenance: Challenges associated with the operation and maintenance of water and sanitation services infrastructure require immediate attention to ensure service reliability and longevity.

Poor quality of Water Supply and Sanitation Services: There is a pressing need to improve the overall quality of water supply and sanitation services to meet acceptable standards, safeguarding public health and well-being.

Lack of access to Basic Sanitation: Many residents still lack access to basic sanitation facilities, a deficiency that undermines the dignity and health of the community.

Inefficient treatment of Wastewater and Environmental Safety: Environmental concerns related to wastewater management and lack of regulatory compliance must be addressed to protect the environment and water resources.

Poor Faecal Sludge Management: There is a lack of effective management of faecal sludge management within the WSA. For instance, there is no proper pit emptying programme and beneficial use of a faecal sludge.

Lack of Regulatory Compliance: Ensuring compliance with water and sanitation services regulations is a complex challenge that demands attention to avoid potential legal ramifications.

Effect of climate change: Water security is affected by climate change through prolonged droughts and increased rainfall and flush rains which affect the quality of water in streams and rivers.

Moreover, a significant portion of the population remains without access to basic water supply and sanitation services, highlighting the urgency of comprehensive interventions.

Considering these multifaceted challenges, it is paramount to develop and implement effective strategies and initiatives that address the identified issues comprehensively. This problem statement underscores the need for coordinated efforts, resource allocation,

and policy implementation to ensure that water and sanitation services in the Municipality are accessible, reliable, and of high quality, thereby upholding the fundamental rights and well-being of its residents. Most of WSAs are still facing challenges relating to implementation and enforcement of Water and Sanitation Services Policies.

3. POLICY AND LEGISLATIVE FRAMEWORK

South African Constitution (1996)

Section 156 of the Constitution vests the executive authority for water services in local government. One of the objectives of local government is to ensure the provision of services to communities in a sustainable manner within their areas of jurisdiction.

Section 27(1)(b) of the Constitution 108 of 1996 states that “Everyone has the right to have access to sufficient food and water.

The Constitution gives national and provincial government the authority to regulate the effective performance of local government in terms of water services.

In terms of Section 154, national and provincial government also has an obligation to support and strengthen the capacity of local to provide services.

Section 24 of the Constitution states that “everyone has the right to environment that is not harmful to their health and wellbeing and to have the environment protected, for the benefit of present and future generations through reasonable legislative and other measures that prevent pollution and ecological degradation”. Section 10 of the Constitution states that “everyone has inherent dignity and the right to have their dignity respected and protected”.

Water Services Act, 1997 (Act No. 108 of 1997)

In terms of Section 11 (1) of the Water Services Act, every WSA has a duty to all consumers and potential consumers to progressively ensure efficient, affordable, economical, and sustainable access to water services.

Sections 3 (1) and (2) of the Water Services Act, states that everyone has a right to access a basic water supply and basic sanitation – this section is related to section 27 of the Constitution.

Section 22 provides for the approval to operate as a Water Services Provider and emphasise that Water Services Providers must get an approval of the Water Services Authority.

Section 24 provides for the registration of Water Services Intermediaries and that a Water Services Authority may, in its bylaws require the registration of Water Services Intermediaries or classes of such intermediaries within its area of jurisdiction.

Section 25 expands on the duties of the Water Services Intermediaries, which includes but not limited to, providing quality, quantity and sustainable water services that meet the minimum standards proscribed by the Minister and any additional minimum standards prescribed by the relevant Water Services Authority.

The Water Services Intermediary in executing its duties may not charge for water at a tariff which does not comply with any norms and standards prescribed under the Water Services Act, and any additional norms and standards set by the relevant water services authority.

National Water Act, 1998 (Act No. 36 of 1998)

The Act considers, amongst other factors, the following aspects, which directly support the provision of water for multiple uses:

a. Promoting equitable access to water;
b. Redressing the results of past racial and gender discrimination;
c. Promoting the efficient, sustainable, and beneficial use of water in the public interest;
d. Facilitating social and economic development; and
e. Providing for growing demand for water use.

Municipal Systems Act, 2000 (Act No. 32 of 2000)

The Municipal Systems Act is the enabling legislation which delineates the Municipalities' duties. It was enacted to: "To provide for the core principles, mechanisms and processes that are necessary to enable municipalities to move progressively towards the social and economic upliftment of local communities and ensure universal access to essential services that are affordable to all;". The following sections are of vital importance:

a) Section 4 speaks directly to Section 27 of the Constitution, explicitly binding municipal councils to the progressive realisation of access to water within its jurisdiction.

b) Section 5(1), the Municipal Systems Act expressly guarantees communities the correlative right to meaningful engagement, involvement, and communication. It also guarantees "access to municipal services which the municipality provides, provided the duties set out in subsection (2)(b) are complied with.".

c) Section 26 provides that, in order to give effect to these duties and the progressive realisation of socio-economic rights, municipalities are also obligated to draft and produce integrated development plans (IDPs). These plans are supposed to map out how a municipality is to manage its resources in a way that develops its constituent communities and addresses those communities' needs.

d) Section 73 obliges municipalities to ensure "ensure that all members of the local community have access to at least the minimum level of basic municipal services.".

e) Section 76 -81 talks about different mechanism that can be used for provision of services. Municipalities are therefore required to focus on the provision of these basic services and may not prioritise other services at the expense of basic services.

National Water Policy Review 2013

Key changes in water supply norms are outlined within this policy which showcase a progressive increase in service level standards which include having a water supply facility now being located within the boundary of the stand, moving away from the communal standpipe located 200m away. Furthermore, this policy seeks to promote equitable use if water by address the gaps in in planning through policy positions such as

“Use it or lose it” - which advocates for the reallocation of water resources to address social and economic needs.

“Multiple Water Use Approach in Planning Infrastructure” – which advocates for better planning to incorporate several water uses for different sectoral needs with both the current and future needs of the WSA in mind.

National Sanitation Policy Review 2016

This National Sanitation Policy Review provides policy positions to address the identified policy gaps and challenges, as well as to address the country’s new national and international development imperatives.

This policy review adopts many of the strategic policy positions outlined by the Strategic Framework for Water Services (SFWS) of 2003. It is envisaged that the SFWS will in future be replaced by a water and sanitation strategy. This policy review thus includes the SFWS policy positions which must be sustained to ensure a sustainable sanitation sector in the country.

The sanitation sector is a diverse sector made up of a number of stakeholders and institutions. The key institutions which are affected by this policy review include the local government sector, public sector, research and innovation sector, non-governmental and private sector.

The policy also endorses the national sanitation targets, as outlined in the National Development Plan (NDP) and Medium-Term Strategic Framework (MTSF).

In addition, it gives effect to the International Sustainable Development Goals, 2015 (SDG).

Water and Sanitation Services Policy on Privately Owned Land 2023

This policy seeks to articulate governments policy intent for the provision of water services to residents living of privately owned land and to provide a framework for the development of strategies to improve water services provision on privately owned land. The policy address key issues that have previously been a hindrance for local government in its efforts to provide these basic services such as access to such lands. This policy now

gives legal authority to local government to access these privately owned lands to provide water services.

Compulsory National Water and Sanitation Services Standards: 2025

Regulations relating to compulsory national standards and measures to conserve water Section 9 of the Water Services Act, 1997, give the Minister of Water and Sanitation the power to prescribe compulsory standards. a) Regulation 2 of the Regulations provides that the minimum standard for basic sanitation services is a toilet which is safe, reliable for 24 hours a day, environmentally sound, easy to keep clean, provides privacy and protection against the weather, well ventilated, keeps smells to a minimum and prevents entry and exit of flies and other disease-carrying pests, providing for an effective and acceptable sanitation technology. b) Regulation 2(a) determines the minimum standard for basic water supply services as a delivery point which must be at the end of the boundary of the yard (b) a minimum quantity of drinking water of 6 kilolitres per household per month – i. at a minimum flow rate of not less than 10 litres per minute; ii. with an effectiveness such that no consumer is without a supply for more than seven full days in any year. Iii. Not interrupted for longer than 48 consecutive hours. iv. At no cost to indigent households, upon depletion of the initial 6kl per month allocation, qualifying indigent household will be subjected to restrictions and will be responsible for payment based on adopted tariff. (c) water provided which complies with SANS 241.

Norms and Standards for Water and Sanitation Services Tariffs Setting (2024)

The revised norms and standards make a provision for the multi-year tariff determination for bulk water services, retail water services and sanitation services to ensure predictability of tariffs. The norms and standards are a regulatory mechanism to support Water Services Authority and bulk water services providers to set tariffs in transparent and consistent manner. The effective date for implementation of these norms and standards by Water Services Institutions is 01 April 2026.

WSA/WSP must structure tariffs for providing water supply and sanitation services to consumers who use water primarily for domestic purposes in a wat that it takes into account (a) the viability and sustainability of water and sanitation services (b) the

affordability of basic water and sanitation services to poor households (indigent households)

In summary then:

The setting of tariffs is a local government responsibility, but these tariffs are to be determined within a clear framework of tariffs as provided for in the Department of Water and Sanitation Revised Norms and Standards for Water and Sanitation Tariffs Setting. It means on the one hand that tariffs must cater for poor households by means of affordable tariffs or a zero tariff but on the other hand, financial sustainability of the service must be ensured. This is the challenge that municipal councils will face, taking into consideration its unique local circumstances.

4. POLICY PURPOSE

The provision of basic water supply and sanitation services within the Witzenberg Local Municipality necessitates a comprehensive approach that engages all relevant stakeholders in a sustainable and improved delivery of these essential services. To collectively strive toward the overarching goal of enhanced water supply and sanitation services provision, it is imperative to understand and harmonise the policies and practices of pertinent stakeholders and service providers. This collaborative approach seeks to prevent unintended discrepancies and potential conflicts that could impede service delivery.

This Water and Sanitation Services Policy will elevate the delivery of basic water supply and sanitation services to residents by aligning municipal administration with the planning, bylaws, and legislation governing water and sanitation services within the region. The primary purpose of this policy is to achieve the following key objectives:

Provision of Free Basic Water and Sanitation Services: Ensure that indigent citizens have access to free basic water services, promoting social equity and addressing the basic needs of vulnerable populations.

Equitable Access to Water Services: Guarantee equitable and fair access to water services, considering financial, technological, socio-economic, and conservation factors, thereby fostering inclusivity and sustainability.

Compliance with Regulatory Framework: Enforce compliance with pertinent legislation and bylaws governing water supply, promoting responsible ownership and adherence to established standards.

Consistent Approach to Alternative Water Sources: Establish a uniform approach to evaluating and implementing alternative water sources to ensure the sustainable provision of water and related products and services, aligning with evolving industry best practices.

By pursuing these objectives, the Witzenberg Local Municipality aims to enhance the quality, availability, and fairness of basic water supply and sanitation services for its residents while embracing innovative and sustainable approaches to meet the evolving needs of the community. This policy underscores the commitment to effectively manage and improve essential services, fostering the well-being and development of the region.

5. POLICY SCOPE

The policy applies to Witzenberg Local Municipality residents, private and public institutions, those living on privately owned land and all water services users within the Municipality's jurisdiction.

6. POLICY POSITIONS

The policy positions outlined in this document seek to align the municipality with the National Sanitation Policy of 2016, National Water Policy Review of 2013 and all approved relevant national polices. Subsequently, the provision of these services will be undertaken through various mechanisms as outlined in national legislations.

Furthermore, this policy will be implemented within the context of the following guiding factors:

- Affordability
- Institutional needs

- Environmental impact
- Social issues
- Water supply service levels
- Reliability
- Sustainability
- Upgrading
- Site-specific issues
- Use of local resources
- Settlement patterns
- Compliance with Norms and Standards, Ownership of the infrastructure & Operation and maintenance and capital development.

6.1. PROVISION OF WATER SUPPLY SERVICES

The Municipality, in accordance with Section 27 (2) of the Constitution, seeks for the realisation of the provision of basic water supply to all within its jurisdiction. As guided by national policy and legislation, the municipality seeks to achieve the progressive realisation for provision of water supply services through these Service Level Standards: Basic; Interim; Emergency and Disaster Situations

6.1.1. BASIC LEVEL OF WATER SUPPLY SERVICES

Problem Statement

Despite the fundamental right to basic water supply, areas including rural/outlying areas and consumers mostly found on privately owned land and other settlements outside municipal distributary network in the Witzenberg Local Municipality lack access to adequate water services. The existing infrastructure falls short, with residents resorting to unauthorised connections, compromising the supply for others.

Additionally, the correlation between enhanced water supply and increased sanitation demands presents an added challenge. Unplanned settlements further escalate costs. Addressing these issues is crucial to ensuring equitable, sustainable, and healthy water services for all rural residents.

Policy Position

In accordance with all national policies and standards. The Witzenberg Local Municipality commits to the provision of basic level of water supply at:

a) A minimum quantity of potable water of 25 litres per person per day or a minimum of 6 kl/household per month.
b) The access to water supply or delivery point will be provided at least at the boundary of the stand in all formalised settlements.
c) In areas where the land is zoned “agricultural” or where there is no municipal water infrastructure in existence, extraction of raw water from a borehole or other water source will be considered as a basic level of water service, subject to such water being treated on-site to the necessary quality and quantity standards and tested on a regular basis.
d) Water provided will comply with the SANS 241 quality standards.
e) Implementation of special meters that can detect and regulate the basic consumption of water.
f) User pay principle will be applied to all water services end user.
g) The Municipality will develop the water safety plan with working with the WSP, to determine water quality standards and management. The water safety plan will be developed in accordance World Health Organisation (WHO) Guidelines for Drinking Water and reviewed on an annual basis.
h) The Municipality will ensure continuous monitoring of drinking water quality in accordance with SANS 241. The monitoring mechanism will be compliant with the water quality monitoring programme.
i) A Water Services Development Plan (WSDP) will be developed and reviewed annually. And will be incorporated into the Integrated Development Plan (IDP).
j) The Witzenberg Local Municipality reserves the right to intervene (including to restrict supplies, terminate or discontinue yard supplies and the likes), if required to restore basic supplies to all.

6.1.2. FREE BASIC WATER SUPPLY SERVICES

Problem Statement

Free Basic Services (FBS) place great strain on the WSAs resources especially where individuals can afford to pay for such services. The WSA has a limited amount of resource and needs to effectively manage such resources. It is to the detriment of the municipality to apply a blanket approach in the provision of Free Basic Services.

Furthermore, there has been an increasing challenge where consumers exceed the allocated free basic water supply provided by the municipality.

Policy Position

a) The provision of free basic water supply will be extended to indigent customers, with indigence status determined by the guidelines specified in the indigent policy and subsequent registration on the indigent register. It is the responsibility of the indigent household to register with the municipality.
b) Indigent households meeting the defined criteria will be eligible to receive the initial allocation of the first 6kl (6,000 litres) of water per month at no cost to the indigent.
c) Upon depletion of the initial 6kl allocation, qualifying indigent households will be subject to usage restrictions and will be responsible for payment based on the adopted tariff for any additional water consumed.
d) Should a registered indigent household not pay for the additional water consumed then the Municipality may limit the water consumption at the connection to the property by way of a flow limiting device.
e) However, the Municipality shall disconnect the indigent household from the municipal water supply should such indigent household tamper with the flow limiting device in any way.
f) It is incumbent upon the user to actively employ all available water conservation methods to ensure the responsible and sustainable use of this vital resource, thereby preventing wastage and misuse.
g) The free basic water policy will not apply to businesses. All water services consumed by businesses would have to be paid for in accordance with the adopted tariff.

h) The Municipality reserves the right to review the Free Basic Water (FBW) policy with a view to change the targeted level of service and quantity of water under this policy as and when required in the interest of affordability, effectiveness, and sustainability of provision of free basic water.

6.1.4. INTERIM WATER SUPPLY

Problem Statement

The municipality is obliged by the Constitution to provide water supply services to all residents within its jurisdiction. This includes those living in informal settlements, privately owned land, rural areas and other in-formalised settlement types.

The municipality is faced with the challenge of mushrooming informal settlements that demand and need basic water supply services. These unplanned and informal settlements are not established within the specifications of the municipality's reticulation system which then limits the municipality's ability to provide water supply services through the conventional methods.

Policy Position

a) Interim water supply services are a temporary water supply service measure and will be provided, within reasonable walking distance with water of an adequate quality from a health point of view.
b) As per SFWS (2003), interim water supply services will be provided for consumers living in informal settlements that are yet to be formalised. In the case of informal settlements, this service will be provided until such a time that tenure is established which will allow the municipality to provide permanent services.
c) The municipality, upon the realization of an informal settlement, must provide interim water supply services within 90 days as per Norms and Standards 2025
d) Once interim water supply services have been provided by the municipality, all other illegal connections will be disconnected, and any reconnection and/or tampering with water supply infrastructure will be punishable (as stated by the bylaws)
e) The level of provision of these services will vary based on factors including but not limited to, location, population density, availability of bulk water and reticulation infrastructure.

f) The Municipality will also supply an Interim level of service to areas where water services are irregular or unreliable, such as in our peri-urban and rural areas.

6.1.5. WATER SUPPLY DURING EMERGENCY AND DISASTER SITUATION

Problem Statement

On various periods, there has been an increase in natural disasters which has left water and sanitation infrastructure extensively damaged, leaving many without access to basic water supply services.

Policy Position

a) Whenever water shortages are declared, the Municipality will impose reasonable limitations on its consumers' water consumption in its water supply network to ensure compliance with written notices issued under Schedule 3, section 6 of the National Water Act (NWA).
b) Disaster situations will be responded to in compliance with National Disaster Management Act (NDMA).
c) Emergency and disaster situations will be dealt with under the prescripts of the Water Services Act (1997) which state that *emergency water supply appropriate to the situation must be provided in the interim while the municipality works on restoring basic water supply services.*
d) Interim water supply services will also be in effect during disaster and emergency situations.

6.1.6. DRINKING WATER QUALITY MANAGEMENT

Problem Statement

The quality of drinking water, nationally, continues to deteriorate. However within the Witzenberg Municipality, the water remains of good quality due to the raw water sources being less exposed to potential pollutants/contaminants. It is also noted that should there be uncontrolled development, the water sources will be exposed.

Policy Position

a) As per the Water Services Act (1997), the Municipality is the WSA responsible for the provision of quality water to all residents across all service level standards.
b) The quality of water provided for consumption must be in accordance with the currently accepted minimum standards with respect to health-related chemical and microbial contaminants. As such, a water monitoring program is developed to

monitor drinking water quality as per South African National Standards (SANS 241).

c) Furthermore, the analysis of drinking water quality must be undertaken by an accredited laboratory and all results obtained are uploaded onto IRIS and published annually in suitable media accessible to relevant stakeholders.

d) Water quality from boreholes, like handpumps where there is no treatment system in place, must be analysed before the borehole is equipped to ensure that water quality is suitable for human consumption.

e) The municipality will conduct frequent testing at regular intervals of said boreholes to ensure that they remain compliant with the standards outlined in SANS 241.

f) The municipality has a Water Safety Plan which is reviewed every three years. This is used to continuously ensure the quality and safety of drinking water using risk assessment and risk management from the point of abstraction up to the point of use.

6.1.7. BOREHOLES/GROUND WATER MANAGEMENT

Problem Statement

Due to the demand of water supply, the municipality has seen a growth in the number of boreholes being drilled, many of which are not registered with the municipality.

Policy Position

a) The owner or occupier of any premises within the Municipal area with a borehole must notify the municipality on the prescribed form and provide any necessary information.

b) Drilling of boreholes must adhere to the prescripts outlined within Chapter 3 of the Standard Operating Procedure for Groundwater Resource Development for Community Water Supply Projects.

c) No borehole drilling in areas that municipality is providing services unless authorized by the municipality. The municipality may restrict borehole drilling in some areas which they are servicing or providing services

d) The municipality may require the water quality results for the borehole used for human consumption as determined by the municipality

e) The owner or occupier of any properties who wants to drill a borehole on their premises/property must inform the Municipality of such intention on the required form before work in connection therewith is undertaken, and to secure any further authorizations in accordance with the EIA/WULA, DWS borehole regulation or any other legislation, if applicable; and

f) Before drilling a borehole on their property, the owner or occupier of any premises must conduct an environmental impact assessment if required by the relevant regulations to the satisfaction of the municipality or its authorized representative. Every owner or occupier who intends to drill a borehole must compensate the municipality and its authorized representatives should any damages arise as a result of the borehole's drilling or operation.

g) The municipality or its authorized agent may, by notice to an owner or occupier or by public notice, require owners and occupiers of existing boreholes used for water services to:

I. Obtain its consent for the use of a borehole for water services, in line with Section 6, 7, and 22 of the NWA Act;

II. Comply with any requirements imposed, either generally or specifically, in relation to the borehole for water services; and

6.1.8. WATER CONSERVATION AND WATER DEMAND MANAGEMENT

Problem Statement

South Africa has an ever-growing population that is in constant need of water for both consumption and sanitation services which places great stress on the available water resources. Moreover, the increased occurrence of water leaks and pipe bursts, illegal and unmetered connections have put further stress on the municipality’s ability to provide water supply services effectively and sustainably.

The Witzenberg Local Municipality has identified many instances whereby water-meters are reflecting excessive water consumption by customers living in low-cost housing developments. In most instances the excessive water 'consumption' is in fact caused by water leakages from pipes and fittings on the premises of consumers, who appear unwilling or unable to affect the necessary repairs. These leakages are not only financially unsustainable for the Municipality (and ultimately the paying consumer), but also places unnecessary strain on limited water resources. The repairing of these leaks would therefore be in both the interest of the consumers concerned as well as to the Municipality.

Policy Position

a) The Municipality will develop a water conservation and demand management strategy to address water losses and leaks within its area of jurisdiction.
b) A Water Balance Strategy will be developed to determine water demand according to the different categories this includes:
c) All unmetered connections, including all currently unmetered standpipes, must be metered and registered as connections. Ensure every standpipe is metered in clusters and meters read regularly for billing to relevant government/municipality department.
d) Appropriate metering, illegal connection and real loss reduction policies need to be developed and implemented.
e) Zoning of supply systems into discreet zones to ensure proper network management.
f) Implement a leak detection and repair programs to reduce real losses.
g) Consumers with high internal leak levels (leaks within the boundary of the stand/property) will be identified and will be compelled to repair at their own expense. Failure to repair such leaks by the consumer will result in the water connection being restricted to conserve water.
    a. The municipality may conduct repairs at the end users expense, to curb water wastage, and such will be billed accordingly.
h) The municipality will fix internal leaks brought to the attention of the municipality or identified by the municipality for indigent household at no cost to the indigent.

a. If vandalism of infrastructure is identified, the municipality will impose fines and repairs will be done at the cost of the end user, including indigent households.

i) Implement initiatives to register unregistered connections.

j) Highest Priority must be given to the high burst frequency and high-water loss areas.

k) All water connections and new installations should be formalised in the billing system in all local municipality.

l) The Municipality's billing section shall note a consumer with a high meter reading.

6.2. PROVISION OF SANITATION SERVICES

Water is life – sanitation is dignity". The Constitution states that it is the right of all South Africans to dignity. Sanitation is one of the basic human rights that contribute to the realisation of this right. It is therefore the duty of the municipality to ensure that this right is fulfilled through the provision of sanitation services. As guided by national policy and legislature, the municipality seeks the progressive realisation for provision of sanitation services through these Service Level Standards: Basic; Interim; Emergency and Disaster Situations.

6.2.1. BASIC LEVEL OF SANITATION SERVICE

Problem Statement

There is still a number of people who do not have access to basic sanitation services, thus utilise the bucket system and practice open defecation. In cases where on-site sanitation facilities are provided, most of those facilities are full and there is no clear faecal sludge management plan.

Policy Position

a) The standard for basic sanitation services must include the provision of a toilet with functional hand washing facility in the yard, which is safe, reliable for 24 hours a day, environmentally sound, easy to keep clean, provides privacy and protection against the weather, well ventilated, keeps smells to a minimum and prevents the entry and exit of flies and other disease-carrying pests, providing for an effective and acceptable on-site sanitation technology.

b) The municipality will take responsibility of pit/ containment -emptying at the end user's expense.

c) The municipality will adhere to the provision of sanitation facilities at the ratio of 1 facility per 5 families.

6.2.2. FREE BASIC SANITATION

Problem Statement

Free Basic Services place great strain on the WSAs resources especially where individuals can pay for such services. The WSA has a limited amount of resource and needs to effectively manage such resources. It is to the detriment of the municipality to apply a blanket approach in the provision of Free Basic Services.

Policy Position

a) The provision of free basic sanitation will be extended to indigent household only, with indigence status determined by the guidelines specified in the indigent policy and subsequent registration on the indigent register. It is the responsibility of the indigent household to register with the municipality.

b) The indigent households need to meet the requirements outlined within the indigent policy and be registered on the indigent register.

c) The type of sanitation provided shall be determined by the WSA based on criteria such as, geography, population density, affordability, etc.

d) An additional free 4kl of water shall be provided to all indigents who use waterborne sanitation system. This means that a total of 10kl of free basic water will be allocated to indigent households. Thereafter, the consumer shall be charged for the water consumed in excess of 10kl.

e) The municipality shall provide all needed sanitation infrastructure and provide the necessary services linked with the type of sanitation service offered (i.e., emptying/serving of non sewered sanitation technologies) at no cost to the indigent customer. The end user is responsible for reasonable maintenance measures.

f) Witzenberg Local Municipality will maintain all municipal built non sewered technologies, inclusive of but not limited to conservancy tanks, septic tanks and within the municipality to the minimum standard identified in the DWS Technical Guidelines.

g) The household will be responsible for all routine maintenance which can be attributed to normal usage.
h) Should the non-sewered sanitation technology require maintenance that is a result of poor workmanship or latent defects in the infrastructure, the Witzenberg Local Municipality will take responsibility for its rehabilitation.
i) Witzenberg Local Municipality will map out the spatial distribution of on-site sanitation systems and all new sanitation systems built need to be geolocated.
j) Witzenberg Local Municipality will take responsibility for servicing and replacing municipal built conservancy tanks and other applicable non sewered technologies,
k) Witzenberg Local municipality will take responsibility of relocation of any non sewered technologies and any link top structures . (
l) If the onsite sanitation facility is damaged during emptying or relocating, the Witzenberg Local Municipality will take responsibility for the damages.
m) Prior to full scale delivery, the onsite sanitation facility backlog eradication programme will be reviewed on an ongoing basis and recommendations made to reduce life cycle costs and harmonise the capital expenditure with the maintenance budget.
n) The scheduling of emptying/servicing programmes should take cognisance of observed filling rates associated with actual pit/tank volumes. The frequency will be subject to the volume of the pit provided but will typically be no less than 5 years for VIPs between maintenance tasks performed by Witzenberg Local Municipality. The frequency for conservancy tanks and other non sewered technologies will be subject to a number of factors such as size and number of households connected.
o) The Witzenberg Local Municipality will monitor the pit filling rates on an annual basis, as well as other non sewered technologies.
p) The Witzenberg Local Municipality will make allowance for ad-hoc emptying for non-sewered technologies that fill up more quickly than expected.

Improved solid waste management should be implemented by the municipality, through re-use, recycling, reduction and collection. This will prevent the accumulation of solid waste in latrine pits and will therefore slow down the rate of filling for pits and conservancy tanks and other technologies. (*This practice could extend the life span of these systems and reduce servicing/emptying requirements of these non-sewered technologies. This will result in significant cost savings on maintenance plans for the systems).*

q) Service providers will be paid based on the volume of waste emptied from the pit.

r) The method for pit emptying shall be selected by service provider but will need to be approved by the Witzenberg Local Municipality. In selecting a methodology, the service provider must take due attention of the Specification for pit/tank emptying which requires minimum spillage of sludge and appropriate occupational health and safety provision for workers and the public.

s) Sanitation awareness programme in the service chain and hygiene and end-user education will run parallel with emptying of latrines. This programme will inform households of their obligations to look after their latrine in accordance with this policy.

t) Households failing to comply with the requirements identified in the awareness programme will be charged in full for the cost of repairs and will be charged proportionally for the additional cost of emptying (i.e., of the pit/tank is found to contain 40 % of solid waste they will be liable for 40% of the cost of servicing/emptying).

6.2.3. INTERIM SANITATION SERVICES

Problem Statement

The municipality is obliged by the constitution to provide sanitation services to all residents within its jurisdiction. This includes those living in informal settlements, privately owned land, rural areas and other in-formalised settlement types.

The municipality is faced with the challenge of mushrooming informal settlements that demand and need sanitation services. These unplanned and informal settlements are not established within the specifications of the municipality's wastewater treatment works

system which then limits the municipality's ability provide sanitation services through the conventional methods.

Policy Position

a) Interim sanitation services will be provided for residents dwelling on informal settlements and privately owned land until such a time that tenure can be secured for the provision of permanent sanitation services.
b) As per SFWS (2003) and Compulsory National Water and Sanitation Services Standards (2025), interim sanitation services will be provided within 90 days upon the realisation of the establishment of the informal settlement. This service will be provided until such a time that tenure is established which will allow the municipality to provide permanent basic services.
c) The type services will vary based on factors including but not limited to, location, population density, availability of bulk water infrastructure and reticulation.
d) In cases where communal sanitation facilities are provided, these must not be more than 100m walking distance where possible.
e) Sanitation infrastructure must be separated according to gender and must meet the needs of, women, girls and peoples with disabilities.
f) The municipality will not provide or make use of the bucket toilet systems to communities in both formal and informal settlements.
g) The municipality will be responsible for all end user and hygiene education.

6.2.4. SANITATION DURING EMERGENCY AND DISASTER SITUATIONS

Problem Statement

From time to time, the municipality has experienced an increase in natural disasters (unforeseen circumstances) which has left water and sanitation infrastructure extensively damaged, leaving many without access to basic and sanitation services.

Policy Position

a) Whenever basic sanitation services cannot be provided, the Water Services Act (1997) provides for the procedure to limit or discontinue water services in case of emergency situations. Furthermore, section 21(2) (e) (i) *mandates that every water services authority must make bylaws which may provide for the general limitation or discontinuation of water services where (i) national disasters cause disruptions*

in the provision of services or (ii) sufficient water is not available for any other reason.

b) Disaster situations will be responded to in compliance with National Disaster Management Act.
c) For the purpose of this policy, the municipality shall provide sanitation services as outlined within “Interim Sanitation Services.”
d) The municipality will provide reasonable and appropriate alternative temporary sanitation solutions for its residents until such a time that basic sanitation services can be restored. The municipality will inform users of any interruption in its network to ensure compliance with written notices issued under Schedule 3, section 6 of the National Water Act.
e) As per the National Sanitation Policy of 2016, the municipality will ensure that sanitation during emergency and disaster situations will be:
    i. culturally and socially accepted,
    ii. reflect the vulnerabilities, needs and preferences of the affected population,
f) The municipality is committed to applying reasonable measures to uphold the dignity of its people and reducing the transmission of faecal oral diseases during such situations through the promotion of:
    i. Good hygiene practices;
    ii. The provision of safe drinking water;
    iii. The reduction of environmental health risks
g) During such times, the municipality’s operation and maintenance budget and available grants shall be used to conduct repairs on affected infrastructure.
h) INTERRUPTION OF SANITATION SERVICES
    i. Wherever sanitation services are interrupted more than 72 hours the municipality must provide interim sanitation service.

6.2.5. GREYWATER MANAGEMENT

Problem Statement

Greywater is often perceived as clean compared to blackwater which carries substantial health and environmental risks. It can harbour disease-causing organisms, suspended matter, and chemicals from various household products. The quality of greywater

fluctuates based on household factors, including occupants' habits, health, and product usage. High variability arises due to diverse sources such as soaps and cleaning agents. Excessive salts and chemicals in greywater pose threats to soil structure and vegetation, leading to reduced water absorption capacity and potential ecological damage. Effective management strategies, particularly in reducing sodium content, are crucial to mitigating these risks and ensuring safe greywater reuse practices. There is high prevalence of misguided use greywater in households.

Policy Position

a) Untreated greywater (from a greywater diversion device) must only be used via subsurface irrigation. Subsurface irrigation systems reduce exposure to humans, pets and other animals which may otherwise come into contact with the untreated greywater and potentially transfer disease causing organisms.
b) Specific setback distances from buildings, boundaries, wells, bores, watercourses, swimming pools and rainwater tanks are required to be met for all irrigation systems. This is to prevent contamination and transmission of disease.
c) Greywater must not be used in a manner that will result in direct contact with vegetables or other edible plants eaten uncooked. It may be used to irrigate above-ground food plants such as fruit trees and leaf vegetables where the fruit or edible vegetable part does not make direct contact with the greywater.
d) Greywater must be contained within the confines of the premises on which it is generated and not be permitted to run off onto neighbouring properties.
e) Greywater must not run onto driveways or any hard surfaces where it can run into the street and into stormwater drains and eventually into surface waters e.g., rivers and dams.
f) Only products with no or very low phosphorus content should be used. Phosphorus content can range from a low content of 0.05% up to 10% in various detergents. Low or no phosphorus products will mean less phosphorus can possibly reach waterways via subsoil flow, runoff or stormwater, which can create serious water quality problems. The use of any phosphate rich washing powder will poison your soil over the long term. There are phosphate free washing powders on the market, and these must be used.

g) Greywater tends to be slightly alkaline, with a typical pH range of between 6.5 and 10.5, and the extensive use of greywater for irrigation could cause the soil to become progressively more alkaline. A washing detergents ability to remove stains is linked the pH. Soil and greases are more easily removed at a high pH. Shade loving and acid loving plants do not like the alkalinity of greywater. These include azaleas, camellias, gardenias, begonias and ferns.

h) Washing powders that contain sodium salts as bulking agents should be used sparingly. High levels of sodium can produce saline (i.e., salty) greywater. Sodium is detrimental to plants, can damage soil structure, reducing the air space, giving it a greasy texture and poor drainage capability. Liquid detergents (instead of powders) or products which use potassium salts should be used as they produce better quality, less saline greywater.

i) The policy discusses all three greywater reuse options. The greywater system however requires thorough examinations of its installation, operation, maintenance requirements and quality of output before approving its installation.

6.2.6. FAECAL SLUDGE MANAGEMENT

Problem Statement

The ever-growing population and subsequent increase in human waste has placed stress on the faecal sludge emptying, transportation, and treatment. The municipality has seen growth in the number of customers using alternative methods to dispose of faecal sludge, many of which are unregulated and add further stress on the wastewater treatment plants. There is a need for the municipality to regulate such activities. There is currently a draft faecal sludge management plan that needs to be aligned with the national strategy.

Policy Position

a) The municipality or the authorised provider, may, at its discretion, and subject to conditions as it may specify, accept faecal sludge for disposal delivered to the municipality's wastewater treatment plants. Industries are required to comply with the policy prescripts.

b) No person shall discharge faecal sludge into the municipality's wastewater treatment plants by road haulage except with the written permission of the

municipality or the authorised provider subject to such period and any conditions that may be imposed in terms of the written permission.

c) The charges for any faecal sludge delivered for disposal to the municipality's wastewater treatment plants shall be assessed by the municipality or the authorised provider, in accordance with the prescribed tariffs of charges.

d) No disposal of faecal sludge at any point that has not been approved by the Municipality is allowed.

e) When faecal sludge is delivered

   i. The time of delivery shall be arranged with the municipality or the authorised provider, and

   ii. The nature and composition of the faecal sludge shall be established to the satisfaction of the municipality or the authorised provider, prior to the discharge thereof and no person shall deliver faecal sludge that does not comply with the standards laid down in terms of these municipality by-laws.

f) The municipality or the authorised provider, may withdraw any permission, after giving at least fourteen days written notice of its intention to a person permitted to discharge faecal sludge if the person -

   i. fails to ensure that the faecal sludge so delivered conforms to the standards prescribed in the written permission; or

   ii. fails or refuses to comply with any notice lawfully served on him or her in terms of any permission granted to him or her; and

   iii. fails to pay the assessed charges in respect of any faecal sludge delivered.

g) In the reuse of water, the Witzenberg Local Municipality must strive for the best practicable protection of health and environmental option that will maximise social and fiscal benefits in an integrated way with water supply and other municipal services.

6.2.7. WASTEWATER SLUDGE MANAGEMENT

Problem Statement

Wastewater Sludge disposal methods are still dominated by on-site disposal methods such as onsite stockpiling and burying. This limited approach to wastewater sludge management has been perpetuated by the limited knowledge on the beneficial use of

sludge. It is important that the municipality applies the “reduce, reuse, recycle & reclamation” principles and view wastewater sludge as a resource rather than waste material.

Policy Position

a) Wastewater sludge needs to be classified in accordance to the “Guidelines for the utilisation and Disposal of wastewater sludge Volume 1 to 6”.
b) Guidelines are to be used to establish which management options are suitable for the sludge for the type and quality of sludge generated by the wastewater treatment works.
c) The result of analysis of samples needs to be utilised to classify the sludge which is determined by the microbiological, stability and pollutant quality of the sludge thereafter the sludge may be used based on its classification.
d) Agricultural use of sludge as soil conditioner or manufacturing compost not destined for use by the public.
e) Disposal of sludge on or off-site including creation of stockpiles, existing dedicated sludge land disposal site, onsite disposal of sludge in a mono disposal landfill or lagoon or by marine discharge.
f) Utilising of the sludge in a beneficial manner (other than agricultural use) such as for rehabilitation of mine deposits, aiding in the remediation of contaminated soil, as an adsorbent as a nursery growth medium, once off high-rate land application, capping of landfills, beneficial land application at high loading rates and amelioration of degraded soils.
g) Using thermal treatment methods including incineration of the sludge in dedicated incinerators or by means of incineration in furnaces, cement kilns etc.
h) Using sludge to produce saleable products including pellets, compost for sale to the public, manufacturing of bricks, paving, artificial rocks and other products as well as brick making.

7. WATER SUPPLY AND SANITATION SERVICES ON PRIVATELY OWNED LAND

Problem Statement

Many people living on privately owned land lack access to essential water supply and sanitation services, impinging upon their dignity and constitutional rights. Local

government initiatives to provide these services face challenges, including limited access to privately owned land by municipal officials and complicated tenure arrangements, leading to service delays. Equitable access to basic services is a fundamental right, enshrined in the Constitution and guiding Acts. The issue is particularly complex in private land settlements, requiring consideration within broader spatial development, housing delivery, poverty alleviation, and skills development goals. This policy recognises the real challenges posed by property owners or local authorities hostile to municipal services in communities settled without authorisation, emphasising the urgent need for basic services for individuals in privately owned land.

Policy Position

a) The municipality has an obligation to provide water and sanitation services to those people living on privately owned land who are not receiving such services from the landowner.
b) It is the responsibility of the private land owner to provide services for those working on the privately owned land.
c) For those residents occupying privately owned land without the consent of the landowner in any temporary informal settlements, the Municipality must ensure that only interim water and sanitation services are provided in terms of the Norms and Standards as per the Act.
d) All available mechanism shall be explored and used to provide permanent services to those dwelling on privately owned land. Until such a time that this can be achieved, the municipality will provide interim services as outlined in the Water and Sanitation Services Policy on Privately Owned Land
e) The Municipality will in its bylaws put prescripts that gives them power to enter any private land for the provision of water and sanitation services.
f) Landowners are encouraged to be accommodative of the municipal's effort to provide water and sanitation services to people living on privately owned land.
g) Any landowner, that refuses the municipality to dispatch its duty, will be subjected to various actions by the municipality, that includes getting a servitude for that land or the municipality will expropriate the land.

h) In planning for the provision of water services on privately owned land the particular circumstances prevailing should be taken into account.
i) Where the landowner is providing or prepared to provide water services to the settlement, a contract between Witzenberg Local Municipality as the WSA and the landowner as intermediary or water services provider must be negotiated and established.
j) The landowner must guarantee the protection of the settlement's existence at that location for at least 20 years.
k) Residential complexes and estates will not be regarded, for the purpose of this policy, privately owned land.
l) The municipality will provide water and sanitation infrastructure up to Basic Services level to all households in the settlement.
m) Where water is provided to the property from a source other than a municipal main, water to the settlement from that same source may be negotiated.
n) Where municipal piped water is provided to the property, the water main to the settlement:
    i. Will be connected to the water supply line to the property with a water meter at both connections.
    ii. The water usage of the property will be determined by subtracting the settlement's reading from the meter at the entrance of the property.
    iii. No external draw-off to be connected beyond the meter at the settlement.
o) Any upgrading required to the property supply line and meter up to Basic Services level will be to the Municipality's account.
p) The intermediary or water services provider contract may extend the offer of rebates to include other municipal services on the property provided such rebates are transparent, legal and in proportion to the higher level of service provided to the occupants of the settlement.
q) Where Witzenberg Local Municipality is not able to negotiate the landowner to accept being a party to a contract as an intermediary, or a water services provider, the municipality will be the one providing the services and other methods of resettling the community onto municipal land will be explored.

r) In terms of this Policy, Witzenberg Local Municipality commits itself to the following principles:

i. To strive to promote job creation, poverty eradication and the development of skills and the creation of employment opportunities in the development and implementation of services.

ii. To ensure that sanitation improvement is accompanied by environmental and health and hygiene promotional education and preserving the dignity of all people.

iii. To ensure that water services planning strives for the best practicable environmental option that will maximise health, social, and environmental benefits in an integrated way with water supply and other municipal services, with consideration of the temporary nature of the service.

iv. To ensure that the development of water services is linked to municipal policies dealing with indigence through the provision of basic services and the progressive use of the equitable share.

v. To establish fair and equitable procedures and processes whereby the owners of the property on which the informal and transient settlements are located could request water services in order to start the process.

vi. To ensure that for provision of water services for settlements that are accommodated by private landowners, the circumstances prevailing is taken into account.

8. INDUSTRIAL EFFLUENT/INDUSTRIAL WASTEWATER

Problem Statement

The municipality has several industries operating within its jurisdiction who require water supply and sanitation services. These industries, in their operations create waste that is disposed of using the municipal infrastructure, this includes wastewater treatment works. This effluent/waste, due to its nature, is not suitable for disposal into the municipal water infrastructure and ultimately has a negative impact on the overall proper functioning of the water infrastructure.

Policy Position:

a) No industrial effluent/wastewater may be disposed into the municipal sewerage systems without prior pretreatment to meet the standards outlined by the municipality.
b) Any persons, parties, businesses and/or industries requiring discharging effluent must first request for and receive permission, annually, from the municipality to discharge into the municipal system.
c) Any persons, parties, businesses and/or industries found to be discharging effluent/wastewater without pretreatment or without prior authorisation from the municipality will be liable to fines and other legal action as outlined in the municipal bylaws.
d) The municipality reserves the right to not permit the discharge of any industrial effluent/wastewater into its system.

9. NEW CONNECTIONS INTO THE MUNICIPAL WATER AND SANITATION SYSTEMS

Problem Statement

The Municipality is currently faced with new developments from both public and private entities. This has often left many without access to basic water services due to lack of coordinated and integrated planning between sector departments prior to the approval of these new developments. It is the constitutional right of all South Africans to have access to water services, but such access must be done as guided by policy and legislative prescripts.

Policy Position

a) No new developments requiring connection into the municipal system can happen without prior planning with, and authorisation from the municipality.
b) Where development is taking place in any areas within the municipality's jurisdiction:

I. The municipality must be notified of new developments to ensure that that there is access to water and sanitation infrastructure within the proposed area.
II. If there is no available infrastructure the developer must, at their cost, develop the necessary bulk water and sanitation infrastructure, to the municipality's specifications, prior to the approval of any new infrastructure development.

10. OPERATION AND MAINTENANCE OF WATER SUPPLY AND SANITATION SERVICES INFRASTRUCTURE

Problem Statement

Management of infrastructure has a great impact in the efficient provision of water supply and sanitation services to Witzenberg Local Municipality. This is compounded by insufficient budget allocated for operation and maintenance of infrastructure has been long-standing problem, vandalism of infrastructure by communities – illegal connections and lastly no asset management plan in place.

Policy Position

a) The Municipality will progressively allocate sufficient budget to ensure that more planned Operation and Maintenance of its water supply and sanitation infrastructure can be concluded, and consequently less reactive maintenance.
b) A business plan will be drafted to request funds from municipal and national coffers to ensure there is sufficient budget for operation and maintenance of infrastructure resources.
c) An Asset Management Plan that covers both water and sanitation services will be developed to ensure cost-reflective management. This plan will also encompass operation, maintenance and repair costs during emergency and disaster situations.
d) The municipality will educate end users on the proper management and use of all water supply and sanitation services infrastructure.

e) Municipality is responsible for the maintenance of the infrastructure up to the boundary user connection, the maintenance of the infrastructure within the boundary of the yard is the responsibility of the owner.

11. FINANCIAL MANAGEMENT

Problem Statement

Finance is one of the key drivers of service delivery within a municipality, it is therefore essential that the municipality is able manage its finances effectively to be able to continue to provide services to its customers. The municipality is faced with many financial challenges which significantly impact on its ability to finance its programs. These include but are not limited to:

a) The inability to collect revenue and for services provided,
b) Inconsistent setting of tariffs,
c) Lack of communication during tariff setting, and
d) Tariff setting is not cost reflective.
e) Non-implementation of tariff setting policy, legislation,
f) Tariff setting function being only assigned to finance unit.

Through addressing these financial issues, the municipality will have the needed financial means for providing services.

Policy Position

a) For the municipality to achieve its financial goals, the municipality shall:
    i. Develop a cost reflective tariff plan that is in line with the national standards.
    ii. Develop and enforce credit and debt control policies.
    iii. Develop and implement a budget that shall link the municipal budget with indigent support.
b) The municipality is looking at ringfencing finances specifically for water and sanitation services to use specifically for water supply and sanitation services related issues.
c) The municipality will charge all households within its jurisdiction for all water supply and sanitation services rendered in accordance with the municipalities tariff plan.

d) Qualifying indigent households who are registered on the indigent register will be subsidised by the municipality as outlined in the municipality's indigent policy.
e) A comprehensive financial management policy will be developed by the municipality.
f) To develop punitive measures for non-compliance to financial policies and legislation of the municipality.

12. TERMINATION, LIMITATION, AND DISCONTINUATION OF WATER SUPPLY AND SANITATION SERVICES

Problem Statement

The Municipality is entrusted with safeguarding customers' rights by guaranteeing access to essential services within its jurisdiction. Yet, the disparity between customer rights and corresponding responsibilities has created a precarious situation for both parties. Challenges such as non-payment, unauthorised connections, and vandalism by customers have severely hampered the municipality's service provision. While customers are entitled to these services, they must acknowledge their duty to pay for them and refrain from tampering with water and sanitation infrastructure or unlawfully accessing these vital services. This disconnects between rights and responsibilities has led to a problematic scenario affecting both the municipality and its customers.

Policy Position

a) Persons found to be illegally connected or reconnected to municipal services, tampering with meters, reticulation network or any other supply equipment or providing any unauthorised service associated with the supply of municipal services, as well as theft and damage to municipal property, will be prosecuted and/or liable for penalties as determined from time to time.
b) The municipality will immediately terminate the supply of services to a customer should such conduct as outlined above be detected.
c) The Water Services Act Section 4(3)(c) states that procedures for limitation or discontinuation of water services must not result in a person being denied access to basic water services for non-payment, where that person proves, to the satisfaction of the relevant water services authority, that he or she is unable to pay for basic services.

d) Customer may terminate an agreement for the provision of water services by giving notice to the municipality in writing not less than 30 days intention to do so.

13. CUSTOMER RELATIONS

Problem Statement

The implementation of Batho Pele principles has redefined the relationship between municipalities and customers, emphasising the crucial need for a positive and efficient interaction. Establishing clear and direct communication channels is vital for maintaining customer relations. The absence of effective communication negatively impacts the municipality's ability to tailor services to specific customer needs. Customer relations management fosters loyalty, trust, and satisfaction, potentially increasing willingness to pay for services, ensuring the continuous sustainability of service provision.

Policy Position

a) Customer service excellence shall be promoted through the promotion of the Municipality's core values and customer-centric culture among staff.
b) The current customer management system shall continuously be improved as a means of enhancing a positive mutual relationship between the Municipality and its customers.
c) The public shall be encouraged to use existing platforms to engage with the Municipality through customer care platforms for complaints, service delivery interruptions or other service requests.
d) The Municipality commits to resolve complaints and/or service interruptions according to the turnaround times stipulated in its Consumer Charter.
e) Communication and stakeholder engagement strategies shall be reviewed and improved in order to keep the public informed about all aspects of the services rendered.
f) Staff training and refresher sessions on customer care or focus and the related code of conduct shall be promoted and extended beyond just front-line staff but will include all staff.
g) Customer satisfaction shall be evaluated through annual surveys, the outcome of which shall be shared with relevant stakeholders and made available to the public on the Municipality's website.

h) The Municipality shall continually build trust and transparency as a means of improving customer satisfaction year on year.

14. CLIMATE CHANGE ADAPTATION AND MITIGATION

Problem Statement

Climate change impacts on water availability are likely to have negative effects on people. As a result, climate change poses significant additional risks for water security. The relationship between climate change mitigation, sanitation and water is a reciprocal one, since mitigation measures influence water resources and the management thereof.

Policy Position

a) The municipality will Mainstream Climate Change adaptation into planning and management processes

b) The municipality will develop climate change adaptation and mitigation plan

c) The municipality will use technology that are climate friendly, and water use efficiency

15. RESEARCH AND INNOVATION

Problem Statement

Rampant high-water consumption is depleting the municipality and country's already scarce water resources. Current waterborne sanitation systems, characterised by excessive water usage, urgently require enhancement to promote water conservation.

Policy Position

a) High-quality, relevant and focused research shall be supported in order to supply solutions to challenges faced by the Municipality and contribute to its vision by providing a platform to explore meaningful technologies, systems and other innovative ideas.

b) All research work done in the Municipality shall be internally coordinated and a database developed, managed and updated, as required.

c) Research studies done by or in partnership with institutions of research/learning shall be managed in accordance with related Municipality policies and agreements.

d) The Municipality shall not undertake research and product testing on behalf of a private person or institution that is seeking acceptance of its product.
e) All information and proof of performance required by the Municipality to measure the acceptability of a product must be supplied by the applicant at their own cost.
f) The Municipality may, however, wish to conduct further in-house testing on a product to either clarify or confirm certain data or information supplied by the applicant.
g) Once evaluated, should the product satisfy the minimum requirements, the Municipality may, in principle, consider the product for future use if so required, through the standard procurement processes and subject to compliance with all applicable policies, by-laws and legislation.
h) All relevant policies and procedures shall be adhered to at all times.

16. IMPLEMENTATION PLAN

The implementation of this Policy shall be ongoing. The operational components of this Policy shall be contained in other policy-related instruments, including but not limited to, internal policies, strategies, procedures and plans. Where this Policy applies to other stakeholders, internally and externally, the municipality shall facilitate the interface required to give effect to this Policy and report progress to oversight stakeholders, as may be required.

17. MONITORING, EVALUATION AND REVIEW

The monitoring and evaluation of this Policy shall be against a set of key performance indicators that currently exist and, where applicable, those to be established upon adoption of this Policy. This Policy shall be reviewed and updated when operational challenges or legislative changes require this, but at least once during every term of Council.

18. APPROVAL

The municipality will follow its standard policy approval process.

8.3.1

WITZENBERG MUNICIPALITY

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

POLICY ON THE

EXPANDED PUBLIC WORKS

PROGRAMME

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Draft

A. GLOSSARY OF TERMS

- **Administrative Champion**

An official responsible for advocating and providing leadership and administrative support to EPWP in the municipality and represents his/her directorate/department in the EPWP Steering Committee.

- **Capital Expenditure (CAPEX)**

Expenditure used to create new assets or to increase the capacity of existing assets beyond their original design or service potential. CAPEX increases the value of an asset.

- **Demographic Characteristics of Workers**

The number of workers that fall within the following categories must be recorded:

- Youth (18 –35 years of age); Women; People with Disabilities; Women & Men over the age of 35

- **Eligible Public Bodies**

Those Public Bodies to whom an indicative incentive grant amount has been allocated in terms of the Division of the Revenue Act.

- **EPWP Project**

A project implemented using EPWP principles and guidelines.

- **Full Time Equivalent (FTE's) employment**

This Refers to one person's year of employment. One person year is equivalent to 230 per days of work. Person years of employment equals total number of person days of employment created for targeted labour during the year divided 230.

- **Impact on Unemployment**

A degree to which unemployment as measured are reduced as a result of the implementation of EPWP.

- **Labour Intensive Work Methods**

Labour-intensive Work Methods is the economically efficient employment of as great a proportion of labour as is technically feasible throughout the project process to achieve the standard demanded by the specification; the result being a significant increase in employment being generated per unit of expenditure.

- **Learnerships**

A Learnership is structured learning combining classroom learning and on-the-job training. Learnerships are registered and accredited by a SETA.

- **Participating Public Bodies**

Public bodies across National, Provincial and Local spheres of Government for whom a Full Time Equivalent work opportunities target has been set under the EPWP, in terms of the Implementation Protocol Agreement

- **Person Days of Employment**

An aggregate of the number of people who worked on a project multiplied by the number of days each person worked.

- **Project Budget**

The project budget is the approved as appeared in the SDBIP. It is the total expenditure for all EPWP projects inclusive of all the sectors, infrastructure, environment and social

- **Project Wage Rate**

Minimum Daily Wage Rate (whether task-rated or time rated) per individual project.

- **Wage bracket**

A wage range determined for each skill category.

- **Sector Coordinator**

A Senior Manager or Director appointed by the Municipal Manager to lead and coordinate all the activities of a particular sector e.g. infrastructure.

- **EPWP Steering Committee**

Body responsible for advocating and implementing EPWP in the municipality.

- **Training Person-Days**

The number of Training Person-days is the number of people who attended training multiplied by the number of days of training. A distinction must be made between accredited and non-accredited training person-days.

- **Work Opportunities (WO)**

Paid work created for an individual on an EPWP project for any period of time, within the employment conditions of the code of good practice for special public works programmes i.e. social sector projects, learnerships. Each period of employment will be counted as a job opportunity.

- **EPWP Demographics**

The number of job opportunities created for women, the youth and people with disabilities expressed as a ratio of the total number of job opportunities created for any given period, for each of the Sectors.

- **Incentive Grant**

Incentive grant paid to public bodies to incentivise employment creation under the EPWP. The incentive is paid per quantum of employment created for the EPWP target group and can be measured in FTEs.

B. ACRONYMS

CoGTA	Department of Cooperative Governance & Traditional Affairs
DOL	Department of Labour
DPW	Department of Public Works
DORA	Division of Revenue Act
DSC	District Steering Committee
ED	Executive Director of the Municipality is a senior municipal manager
EPWP	Expanded Public Works Programme
FTE	Full Time Equivalent
IDP	Integrated Development Plan
LIC	Labour Intensive Construction (Methods)
MIG	Municipal Infrastructure Grant
MIS	Management Information System
MM	Municipal Manager
MMC	Member of the Mayoral Committee
PSC	Provincial Steering Committee
PSCC	Provincial Sector Coordinating Committee
SCM	Supply Chain Management (Procurement Policies)
SETA	Sector Education & Training Authority
SMME	Small Micro and Medium Enterprises
WMA	Witzenberg Municipal area

Draft

1. Purpose of the EPWP Policy

The purpose of this Policy document is to provide a framework within which the Witzenberg municipality and its Departments to implement the Expanded Public Works Programme (EPWP). This policy document is aimed to provide an enabling environment for the municipality to increase the implementation of EPWP, through the re-orientation of the line budget function and channelling a substantial amount of its overall annual budget allocation and human resources towards the implementation of EPWP.

2. Policy Objectives

Through this policy the municipality is aimed to achieve the following objectives:

- To have EPWP as an approved delivery strategy for projects implementation, employment creation and skills development; by ensuring that EPWP guidelines and principles are adhered to in the implementation of any municipal project.
- To inform all Departments and Units within municipality on how their functions should contribute towards achieving the EPWP objectives; (clarifying the support function roles further within the municipality)
- To develop skills within communities through on-the-job and/or accredited training of workers and thereby developing sustainable capacity within communities, including enterprise development
- To maximize the percentage of the Witzenberg Municipality's annual total budget spent and retained within local communities by promoting the procurement of goods and services from local manufacturers, suppliers and service providers.
- To execute Witzenberg Municipality's EPWP within sound environmental management practices.
- To set the parameters for a streamlined wage bracket for each skill category

3. EPWP Overview

The Expanded Public Works Programme (EPWP) is a South African Government initiated programme and is implemented by all spheres of government, across four (4) defined sectors, namely the Infrastructure, Social, Non-State and Environment and Culture sectors. The Programme is co-ordinated by the National Department of Public Works (DPW), as mandated by Cabinet.

The National EPWP framework provides that local government develop an EPWP policy that is embedded within the Integrated Development Plan. The policy is expected to promote EPWP principles and the re-structuring of local government activities to facilitate and create greater employment opportunities per unit of expenditure. It further provides that EPWP projects and programmes must be identified within each department, which can be implemented using labour-intensive or community-based service delivery methods, with predetermined key deliverables over a given timeframe in the Infrastructure, Environment, Social & Non-State Sectors. The Local Economic Development Division in the Witzenberg Municipality will be responsible for coordinating and supporting the implementation of EPWP.

4. Legislative Framework

The development of this policy is guided by the following legislative and policy prescripts:

- The Constitution of South Africa (Act No.108 of 1996)
- The Public Finance Management Act (PFMA, 1999).
- Public Service Act (PSA, 1994).
- Municipal Finance Management Act (MFMA, 2003).
- Division of Revenue Act (DORA, 2006)

- The Municipal Systems Act (Systems Act, 2000)
- The Basic Conditions of Employment Act (BCEA, 1997).
- Skills Development Act (SDA, 1998)
- Cabinet Memo 2003 approving the implementation of EPWP
- EPWP Phase 5 Implementation Plan, 2024
- Ministerial Determination and the Code of Good Practice for Expanded Public Works Programme.
- Expanded Public Works Programme (EPWP) Institutional Arrangement Framework, (2012).

5. Objectives of the Expanded Public Works Programme

The Expanded Publics Works Programme is about the reorientation of line function budgets so that the expenditure by government results in increased employment opportunities and training, particularly for the unemployed and unskilled labour. The following main objectives of the programme, inter alia, to create an enabling environment to:

5.1 Create employment opportunities for the unemployed within local communities through the implementation of an EPWP implementation plan which collectively cuts across the different sectors inter alia, the Infrastructure, Social, Environmental and Economic Sectors.

5.2 Develop SMME's to execute EPWP work by facilitating the transfer of technical, managerial and financial skills through relevant SETA & DoL courses, in properly structured learnerships programmes.

5.3 Of the total annual budget spent, maximizes the percentage retained within the local communities in the form of wages. Promote the procurement of goods and services from local manufacturers, suppliers and service providers.

5.4 Develop skills within communities through EPWP training, by accredited training providers aimed at the developing sustainable skills and capacity within communities.

5.5 Using clearly defined key performance indicators – monitor, evaluate and report all EPWP initiatives, including those implemented using Provincial and National Government budgets.

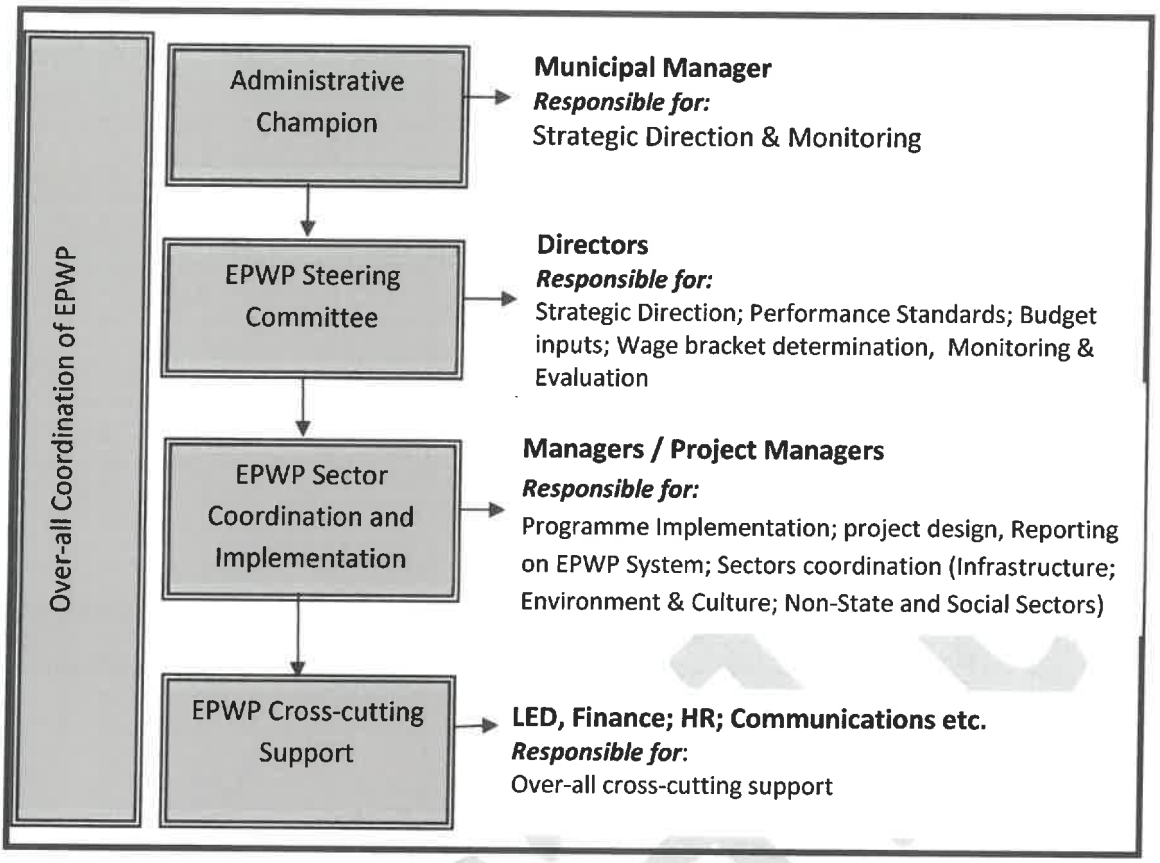
6. EPWP Institutional Arrangement within the Municipality

EPWP cuts across all the Departments and Units of the Municipality. Each Department will make a systematic effort to target the unskilled and unemployed. This include developing a plan to utilise budgets to draw significant numbers of the unemployed into productive work, in such a way that workers are given an opportunity to gain life and job specific skills while they work to increase their chances of getting out of the marginalised pool of unemployed people. The above mentioned must be leveraged with service delivery needs and objectives.

a. Organizational structure

The Municipality will have a functioning EPWP Coordinating structure responsible for the overall coordination of EPWP in the Municipality.

Figure 1: Municipal EPWP Coordinating Structure



b. Municipal Departments by sectors

There are 3 EPWP sectors under which a municipal project reside, namely:

- Infrastructure
- Environment
- Social & culture

All municipal projects reside under the above-mentioned sectors. The various municipal projects are crosscutting across the 3 EPWP sectors, according to the scope of each project. Therefore, a section of a Department can function in more than 1 EPWP sector.

The following Municipal Departments employ EPWP workers:

APPLICABLE EPWP SECTORS	DEPARTMENTS	DEPARTMENTAL UNITS
Infrastructure	Technical services	Water and Sewerage
	Technical services	Solid Waste
	Technical services	Electrotechnical Services
	Technical services	Streets and Stormwater
	Community Services	Resorts
	Community Services	Housing
	Corporate Services	Human Resources Unit
	Office of the Municipal Manager	Local Economic Development Unit

Environment	Community Services	Facilities and Environment
	Community Services	Housing
	Community Services	Resorts
	Technical Services	Solid Waste
	Corporate Services	Marketing & Communication
Social & Culture	Community Services	Social Services
	Community Services	Resorts
	Community Services	Fire Services
	Financial Services	Financial Administration
	Corporate Services	Administration
	Corporate Services	Marketing & Communication
	Office of the Municipal Manager	Local Economic Development Unit

7. EPWP Funding

The EPWP infrastructure projects are funded through:

- ✓ The Municipal Infrastructure Grant (MIG) allocated to municipalities by National Treasury through CoGTA.
- ✓ The Regional-Socio-Economic Projects (RSEP) fund
- ✓ Municipal Budget

As a municipality, line departments in all other sectors must allocate a portion of their annual budgets to service delivery projects that are identified as labour intensive and in line with EPWP principles and service delivery objectives. Municipal capital budgets and operational budgets must reflect the identified EPWP projects, targeting five (5) years of the multi-year municipal budgets in incremental percentages.

Other Sources of funding that will be used in the implementation of EPWP projects include:

- EPWP Integrated Incentive Grant
- EPWP Conditional Grant
- Equitable share
- Other Provincial & National Grants (CRDP etc.)

8. Roles and Responsibilities

8.1 Administrative Champion: The Municipal Manager

The Municipal Manager (MM) will:

8.1.1 Appoint the Director/Manager and or delegate functions of the overall coordination of EPWP to a particular Unit

- The appointed/delegated Director/Manager will ensure the effective coordination and monitor the implementation of EPWP within the Municipality; assist and mobilise Departments within the Municipality to meet their targets.

8.1.2 Ensure that all the Directors coordinate EPWP as a function in their respective Departments

- The Directors will ensure that the EPWP is incorporated in the development plan of the Municipality and also ensure that the Municipal Departments incorporate EPWP FTE targets into their programme plans.

8.1.3 Facilitate the inclusion of EPWP as an agenda item on Council meetings when required

8.2 Role of the Council

In terms of the Witzenberg Municipality EPWP policy the Council is responsible for:

- Monitoring on the implementation of the Expanded Public Works Programme

8.3 EPWP Steering Committee

The overall coordination of all Witzenberg Municipality's EPWP is the responsibility of the EPWP Steering committee as outlined in the table below:

MUNICIPAL STRUCTURE	EPWP STEERING COMMITTEE	SECTOR RESPONSIBILTY
Infrastructure	Director: Technical Services	Infrastructure
Corporate Services	Director: Corporate Services Manager: Human Resources	Learnership & Training, Human Resources
Finance	Director: Finance	Finances
Community Services	Director: Community Services	Sectors: Social & Culture Environment
Office of the Municipal Manager	Manager: Local Economic Development (EPWP Champion)	Sectors: Encompassing all sectors

The EPWP Steering Committee will be responsible for the strategic direction of EPWP in the Witzenberg Municipality.

The EPWP Steering Committee will appoint their own Chairperson that will provide leadership, guidance and administrative support to the EPWP Implementation Group. The EPWP Steering Committee will nominate the EPWP Training Coordinator, who will in conjunction with the Manager: Local Economic Development, identify and implement appropriate training in terms of market related and on-the-job/project training for EPWP workers in order to perform their duties more efficiently and to aid in exit strategies for EPWP's in the marketplace and entrepreneurial ventures.

8.3.1 Roles and Responsibilities

8.3.1.1 The Director: Finance, Director: Corporate Services, Director: Community Services, Director: Technical Services or respective nominees will be administrative EPWP Champions in their respective Departments.

8.3.1.2 Endorse EPWP projects for the whole municipality.

8.3.1.3 Will ensure sufficient budget allocation in order that EPWP targets will be met

8.3.1.4 Set targets and performance standards, as well as deliberating on targets provided by the Department of Public Works.

8.3.1.5 To scrutinize the EPWP departmental implementations plans and revise annually.

8.3.1.6 To ensure the ongoing achievement of the EPWP objectives across all departments and sectors.

8.3.1.7 To ensure that information on the extent and impact of the EPWP is communicated to Council, Senior Management and relevant stakeholders.

8.3.1.8 To enforce an effective monitoring and evaluation system for EPWP in the Witzenberg Municipality

8.3.1.9 To ensure compliance of all legislative and policy framework for EPWP including the Ministerial Determination: Expanded Public Works Programme and Codes of Good Practices: Special Public Works Programme and provisions of the Basic Conditions of Employment Act

8.3.1.10 To revise and give guidance to EPWP wage guidelines

8.3.1.11 Providing input to the EPWP Policy and reviews

8.4 EPWP Implementation Group

The Implementation Group will consist of Managers, Project Managers and relevant staff members of relevant Departments responsible for the implementation of EPWP in the Witzenberg Municipality.

8.4.1 Roles and Responsibilities

Within the EPWP Implementation group, the following roles and responsibilities must be fulfilled:

8.4.1.1 Plan sector training and capacity building, which includes identification of training needs for each sector and linking training to projects.

8.4.1.2 The planning, design, packaging and budget allocation of EPWP compliant projects.

8.4.1.3 Assist the Steering Committee with the setting of targets and performance targets for EPWP.

8.4.1.4 Providing input & implement Witzenberg Municipality EPWP sectors plans and related initiatives.

8.4.1.5 Liaison with the LED Unit for the identification of beneficiaries in EPWP projects from the Municipal unemployment database.

8.4.1.6 Project Managers/Implementers to provide timeous submission of project data for capturing by the Data Capturer via the LED Unit as part of project registration in the online EPWPRS (Expanded Public Works Registration System)

8.4.1.7 Providing input for EPWP Policy reviews

8.4.1.8 Compile EPWP sectors plans for inputs by the Steering Committee where applicable.

8.4.1.9 Provide tender specification information to Supply Chain Management to ensure where possible tender specifications include labour intensive work methods.

8.4.1.10 Liaison with National and Provincial Departments and District Municipality and represent the Witzenberg Municipality on all relevant forums related to EPWP (e.g. EPWP District Forum, Sector Meetings and Provincial Steering Committee, EPWP Summits, Conferences etc.) and prepare and submit reports.

8.4.1.11 In conjunction with the Skills development unit of the Human Resources section, identify projects which are suitable for inclusion of training for formal EPWP learnerships/apprenticeships,

capacitation and possible entrepreneurial ventures in alignment with the LED Strategy and the Training & Development Policy of Witzenberg Municipality.

9 EPWP Phase 5

9.1 Overview

The EPWP Phase 5 Objective is to provide the unemployed poor with meaningful work opportunities through the delivery of community assets and services and actively build economic inclusion mechanisms that empower sustainable livelihoods and contribute to the country's development agenda. An EPWP implementation plan was developed to achieve the 5 million work opportunities target in Phase V as approved by Cabinet.

As such, EPWP projects:

- Create a safety net for the vulnerable and unemployed poor by providing a minimum level of income support for a minimum duration of time.
- Provide meaningful work opportunities and experience that transfers fundamental work skills to participants that improves their future employability.
- Leverage existing funding to implement government's service delivery mandate through creation of work.
- Build into their design enabling interventions that enhances the capacity skills and agency of the poor and actively supports pathways out of poverty and economic inclusion.

The following is the focus areas of EPWP Phase 5:

- Upscaling the WO and FTE opportunities per sector within the Municipality while keeping in mind the targets set out by NDPW
- Improving exit strategies including training and Enterprise Development: Entrepreneurship, Apprenticeships and training aimed at empowering the youth to enter the work market.
- Sustainability in the form of Green Jobs for example recycling.
- Focus on the National Ministers' priority areas: block paving (paving of roads), road maintenance& Green energy
- Recruitment processes & methods of identifying beneficiaries, with a focus on communication to the public, community understanding of EPWP, fairness and accessibility
- Data management for target verification purposes
- Training to equip all EPWP participants with skills and support to transition to permanent employment Enterprise development as an exit strategy, in order that EPWP will strive to develop more permanent employment opportunities for EPWP participants by providing them with the support they need to start their own businesses.

9.2 Targets

9.2.1 Phase 5 Municipal performance targets

The total WO& FTE target for Witzenberg Municipality for Phase 5 that must be reached by end of 2028/2029 is: 1933 WO's and 586 FTEs. These targets are given to Witzenberg Municipality by the National Department of Public Works. Below is the breakdown per financial year (including 2024):

		2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	TOTAL
WITZENBERG INFRA	WO	92	96	99	103	107	**497**
	FTE	29	30	32	33	34	**158**
WITZENBERG ENVIRO	WO	223	230	237	244	251	**1 186**
	FTE	57	59	61	62	64	**303**
WITZENBERG SOCIAL	WO	50	50	50	50	50	**250**
	FTE	25	25	25	25	25	**125**
WITZENBERG TOTAL	**WO**	365	376	386	397	408	***1933***
	FTE	111	114	117	120	123	**586**

10 EPWP Sectors overview

The Expanded Public Works Programme is divided in different sectors (according to functions) and the following four sectors have been developed which is implemented by all three levels of Government: Infrastructure, Environment & Culture, Social and the Non-State Sectors. Each sector will develop and be responsible for implementing its individual sector plans and ensure EPWP compliance in terms of the respective national sector EPWP guidelines.

NAME OF SECTOR	PROGRAMMES THAT FALL UNDER THE SECTOR
Environment and Culture Sector	• Sustainable land-based livelihoods (greening, working for water & wetlands etc.) • Waste management (working on waste, food for waste) • Tourism and creative industries (working for tourism) • Parks and beautification (people and parks, Cemetery Maintenance) • Sustainable energy (working for energy)
Infrastructure Sector	• Road construction and maintenance • General construction and maintenance • Storm water programmes (storm water drainage systems) • Water and sanitation projects • National youth services (aimed at artisan trades in the built environment). • Vukuphile programmes (Learnership aimed at training and developing contractors and supervisors in labour-intensive methods). • Large Projects (projects with a value of greater than R 30 million labour-intensively). • All infrastructure related programmes.

Social Sector	• Community safety programmes (crime reporting, crowd control, school patrol, disaster emergency response, fire fighting, floods Impact support and community safety officials) • Home community based care (home community based care Services (TB, HIV/Aids) and pharmaceutical assistants, • Early Childhood Development (early childhood development, homework services, literacy programs, peer education, social issues awareness and career guidance) • Sports and recreation (life guards, sports academy, seasonal employment: holiday resorts and nature reserves) • Support Services (To provide entry-level support, especially to unemployed graduate youth key social programmes. • National School nutrition • Mass participation programme (the provision of school and community sports activities to children and adults).
Non-State Sector	• The Community Works Programme (CWP) • Non-profit Organisations Programme (Non-state stakeholders are mobilised to create additional work opportunities through socially constructive activities).

11. Cross-Cutting Support Programmes:

11.1 Training Support

The municipality will optimise on various funding pockets for training for both officials and EPWP beneficiaries. These include the National Skills Fund (NSF) and the training of municipal officials on Labour Intensive methods. The last-mentioned aim to ensure that the municipal projects are designed and implemented labour intensively. Training can either be accredited on non-accredited.

11.2 Employment of Persons with Disabilities

The Municipality shall build an environment that supports and enables people with disabilities to fulfil to their maximum potential. This environment will ensure that people with disabilities are not discriminated against and are provided with equal access to EPWP opportunities. The principal will be dignified work that add value to both the beneficiary and the Municipality.

12. Project Identification& Design

12.1 Project identification

- Suitable projects will be identified by various Municipal Departments
- EPWP projects must be compliant to EPWP guidelines

12.2 Project Design

EPWP Sectors guidelines will be encouraged to be utilised at the initial projects design phase to ensure that the projects optimise the use of labour-intensive methods. Specific clauses related to the use of labour-intensive methods may be incorporated into tender/ contract documents under special condition of contracts, specifications and schedule of quantities. This includes minimum requirements for the use of local labour according to unskilled, semi-skilled and skilled.

13. EPWP Beneficiaries

The Municipality will prioritise the EPWP target groups during the recruitment of beneficiaries.

13.1 Requirements to qualify as an EPWP beneficiary

Below are the requirements to qualify as an EPWP beneficiary to work at Witzenberg Municipality:

- South African citizens with a valid ID.
- Residents of the Witzenberg Municipal area, having proof of a local address
- Residents of the designated area where an EPWP project is being implemented.
- Persons from municipal indigent households also qualify.
- Households with no income and not more than 2 individuals per household (preferably not on the same project).
- Individuals who receive a disability grant may also apply

The following persons do not qualify as an EPWP beneficiary to work at Witzenberg Municipality:

- ✓ Any person that is already permanently employed elsewhere
- ✓ Any person who has a medical condition making them unfit for work
- ✓ Any person aged 65 and above
- ✓ No person under the age of 18 years
- ✓ Employees dismissed for previous misconduct and has not completed their contractual term of office
- ✓ Any person not permanently staying at Witzenberg Municipality for 2 years

13.2 EPWP beneficiary identification

EPWP workers must only be identified from the municipal unemployment database, in accordance with the administrative approved Standard Operating Procedures.

13.3 EPWP Beneficiary contract application compliancy

All EPWP workers must have a signed contract by the Municipal Manager, together with a certified copy of ID, a valid bank statement indicating the local Witzenberg address and an EPWP screening form. Work must be project-based with a start and end date.

13.4 EPWP Beneficiary Wages

13.4.1 Wage category brackets

- Workers will be employed on a temporary basis on either an unskilled, semi-skilled or skilled wage bracket.
- The wages will be determined and evaluated annually by the EPWP Steering Committee, or as and when required.

13.4.2 Wage category definitions

- Unskilled workers are typically general workers with no qualification or previous experience needed
- Semi-skilled workers must have a minimum duration relevant experience. No need for a formal qualification or training. Requirements that are needed for the work must be met. The EPWP Steering Committee will determine the minimum duration relevant experience required.
- Skilled workers require a qualification and a minimum duration of relevant experience. Requirements that are needed for the work must be met. The specific wage depends on motivation which includes the

complexity of job required, role of the individual and worker being versatile & multi-skilled. The EPWP Steering Committee will determine the minimum duration relevant experience required.

13.4.3 EPWP beneficiary maximum working duration

- EPWP beneficiaries' contracts may be extended after they have lapsed within a financial year.
- EPWP employees are generally not allowed to work for more than 24 months consecutively.
- EPWP contracts may under special circumstances be renewed after 24 months, on a case-by-case basis and after a discretionary break period (as approved by the Municipal Manager). This contract renewal is based on considerations such as training received, experience or qualifications of the worker.
- Previous EPWP employees who are unemployed, may only return as EPWP workers 24 months after termination of contract. The above-mentioned is not applicable if the position is advertised.

13.4.4 Municipal work

- All work that are to be performed, must as far as possible compliment municipal mandate.
- EPWP employees are not to be utilised to work in any vacant municipal position
- EPWP employees may be required to perform reasonable tasks as required by the Department that might not be part of their contract

14 Conditions of Employment

EPWP beneficiaries will be employed under the conditions of employment stipulated in the Ministerial Determination and Code of Good Practice for EPWP. The Municipality will ensure that its projects fully comply with Labour Legislations such as Unemployment Insurance Fund (UIF), Compensation of Injuries and Diseases Act (COIDA), and Occupation Health and Safety Act (OHSA).

15 EPWP Incentives

The Municipal Manager will sign the Incentives Agreement with the National Department of Public Works in which the municipality agrees to receive and utilise the EPWP Incentive Grant on the basis of the stipulations, requirements, conditions and obligations assigned to the agreement.

16 Support from Province and National

- The Provincial Department of Transport and Public Works assist local Municipalities in regards to implementation progress, training, reporting and compliancy. Regular liaison occurs during District Forums
- National Department of Public Works will have a supportive role within the Cape Winelands District

17 Programme Performance indicators (PPIs)

The performance of the Municipality in the implementation of EPWP will be measured by these indicators:

- Work Opportunities (WO's) created
- Person-days of Employment (FTE)
- Project Budgets
- Person-Training Days

18 Reporting Process

The Municipality will adhere to Monitoring &Evaluation reporting processes by ensuring the following:

- Recording & capturing of data at project level using the EPWP reporting system or templates provided

19 EPWP Municipal Sector Plan

An EPWP Municipal Sector Plan must be drafted and submitted by the LED EPWP coordinator to the EPWP Unit of the Provincial Department of Public Works during each financial year.

During the drafting process of the Sector Plan, the EPWP Steering Committee may also be consulted for input. The approved EPWP Municipal sector plan must be monitored & evaluated during each financial year.

20 Endorsement of the Policy

The Witzenberg Municipality EPWP Policy will be endorsed by:

- EPWP Administrative Champion
- The EPWP Steering Committee,
- EPWP Implementation Group
- The Council of Witzenberg Municipality

21 Review of the Policy

The policy will be reviewed as and when required, as well as when a new EPWP Phase is incorporated from National Department Public Works.

22 Short title and commencement

This Policy is called the Witzenberg Municipality Policy of the Expanded Public Works Programme, 2026 and takes effect on date of Council resolution.

8.4.1(a)

WITZENBERG
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CORPORATE SERVICES

HUMAN RESOURCES DIVISION

SUBMISSION OF DRAFT HUMAN RESOURCES POLICIES

FOR CONSIDERATION AND APPROVAL BY COUNCIL

Council Meeting Date

08 JULY 2026

PREPARED BY
HUMAN RESOURCES

POLICIES SUBMITTED FOR APPROVAL

1. Recruitment and Selection Policy
2. Probation Policy
3. Employment Equity Policy
4. Performance Management Policy
5. Leave Policy

The attached draft Human Resources Policies have been consulted upon with Organised Labour and are hereby submitted to Council for consideration and approval in accordance with the applicable legislative and governance requirements.

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

Ref.no.: 4/1/1/P

Enquiries:
D Cloete
☎ 022 316 2181

REPORT TO COUNCIL

FROM	:	**SENIOR MANAGER: HUMAN RESOURCES**
DATE	:	**08 JULY 2026**
SUBJECT	:	**SUBMISSION OF HUMAN RESOURCES POLICIES FOR APPROVAL BY COUNCIL**
COUNCIL ITEM NO.	:	

1. PURPOSE

2. BACKGROUND

The Human Resources Department has undertaken a comprehensive review and consultation process regarding the following policies:

1) Recruitment & Selection
2) Probation
3) Employment Equity
4) Performance Management
5) Leave

2.1. Consultation Process

Formal consultations were held with labour and management, followed by structured policy workshops.

A policy workshop was conducted on 4 February 2026 and several consultation engagements were conducted in addition to the standing union engagements on Mondays between Human resources and labour.

2.2. Outcome of Consultations

An agreement was signed by labour and Human resources where the unions agreed to the content of the policies and granted approval for submission of the policies to Council.

3. RECOMMENDATION

It is recommended that Council:

1) Record that the policies were endorsed by both unions namely SAMWU AND IMATU and employer and signed off by all relevant parties prior to submission (Attached A is the agreement)

2) Approve the Recruitment & Selection, Probation, Employment Equity, Performance Management and Leave Policies as submitted. (Annexure B)

3) Note that the consultation process was compliant with legislative requirements and conducted in accordance with established municipal procedures.

Kind regards

.....

D CLOETE
SENIOR MANAGER: HUMAN RESOURCES

WITZENBERG
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AGREEMENT ON DRAFT / REVISED HUMAN RESOURCE POLICIES

BETWEEN

WITZENBERG MUNICIPALITY: HUMAN RESOURCES DIVISION

AND

THE INDEPENDENT MUNICIPAL AND ALLIED TRADE UNION (IMATU)

AND

THE SOUTH AFRICAN MUNICIPAL WORKERS' UNION (SAMWU)

1. PURPOSE

The purpose of this agreement is to record the outcome of the consultation process undertaken between the Human Resources Division and the recognised trade unions, namely IMATU and SAMWU, regarding the review and amendment of various Human Resource Policies.

2. CONSULTATION PROCESS

The parties acknowledge and confirm that:

2.1 Two (2) formal consultation engagements were held between the Human Resources Division and the recognised trade unions, IMATU and SAMWU, in respect of the draft/revised policies listed below.

2.2 These consultation engagements were conducted in addition to the standing weekly engagements held every Monday at 14h00 between Human Resources and the recognised trade unions.

2.3 During the consultation process, all parties were afforded the opportunity to submit comments, recommendations, amendments and corrections to the draft/revised policies.

2.4 The amendments and corrections proposed during the consultation process were considered and incorporated where applicable.

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3. POLICIES CONSIDERED

The parties confirm that they have consulted on, reviewed and considered the following draft/revised policies:

1. *Draft / Revised Recruitment and Selection Policy, inclusive of agreed corrections and amendments.*
2. *Draft / Revised Performance Management Policy, inclusive of agreed corrections and amendments.*
3. *Draft / Revised Probation Policy, inclusive of agreed corrections and amendments.*
4. *Draft / Revised Employment Equity Policy, inclusive of agreed corrections and amendments.*
5. *Draft / Revised Leave Policy, inclusive of agreed corrections and amendments.*

4. AGREEMENT

The parties hereby confirm and agree that:

4.1 The above-mentioned draft/revised policies have been sufficiently consulted upon.

4.2 The parties are satisfied that all comments, amendments and corrections arising from the consultation process have been duly considered.

4.3 IMATU, SAMWU and the Human Resources Division support the draft/revised policies as amended.

4.4 The parties agree that the draft/revised policies may be submitted to Council for consideration and approval in accordance with the Municipality's governance and approval processes.

4.5 The signing of this agreement confirms that the consultation process has been completed and that there is consensus to proceed with the Council approval process.

5. SIGNATURES

Signed at Ceres on this 18th day of June 2026.

FOR HUMAN RESOURCES

Name: Mrs Daniela Cloete

Designation: Senior Human Resources Manager

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

Signature: _____

Date: 18 June 2026

FOR IMATU

Name: Mr Loyiso Ntshanga

Designation: Chairperson of IMATU

Signature: _____

Date: 15.06.2026

FOR SAMWU

Name: Mr Christo Appolis

Designation: Chairperson of SAMWU

Signature: _____

Date: 15/06/2026

WITNESSES

1. Name: Y. Fredericks

Designation: LR.

Signature: _____

Date: 15/06/26.

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

RECRUITMENT & SELECTION POLICY

2025 Edition | Version 2025.01

Approved by Council: _____ | Effective Date: _____

Tracked Changes Notes

This document displays proposed changes using Word-compatible visual markup: [Added] green underline, [Deleted] red ~~strikethrough~~, Comments in grey *italic*.

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1. INTRODUCTION

For the Witzenberg Municipality to be successful in reaching its objectives, render services as required in the community and maintain a knowledgeable and skilful workforce, it is important to operate according to a sound and transparent Recruitment Policy. It is also important for the Municipality to staff its establishment with the best available employees for all vacant posts. The principle of sound labour relations and employment equity should however form an indispensable part of this process.

The Recruitment Policy embodies various actions as part of a holistic process. Advertisements, recruitment, selection, promotions and transfers all form part of recruitment. Various role-players are also involved in the entire process and the policy endeavours to enable such role-players to perform their allotted responsibilities as effectively and efficiently as possible.

2. DEFINITIONS

Suitable candidate means a candidate who is firstly suitably qualified as described in section 20(3) and 20(4) of the Employment Equity Act (see par. 4.8.2) and who secondly possesses the inherent or statutory requirements for a specific job as determined in the job description and job specifications for that job.

Ability to acquire the necessary skills within a reasonable period a reasonable period is regarded as no longer than six months to enable an employee to familiarise him/herself with performance requirements standards. Performance evaluation should be conducted to timeously communicate to employees whether they adhere to performance requirements and performance standards.

Appropriately qualified means a person/candidate meets the formal prescribed (as per the audited TASK evaluation) qualification and/or experience for the position in terms of the job description and on the bases of relevant experience.

Reasonable Accommodation means any modification or adjustment to a job or to the working environment that will enable a person from a designated group to have access to or participate or advance in employment.

Unfair discrimination means to unfairly treat or exclude employees and applicants for employment on the grounds stipulated in sections 6, 7 and 8 of the Employment Equity Act.

Appointing authority means firstly the Council in terms of the Local Government: Municipal Systems Act for the appointment of the Municipal Manager and managers directly accountable to the Municipal Manager, secondly the Municipal Manager for the appointment of officials on post level T-20 and below, or alternatively a director for the appointment of officials as delegated to him/her by the Delegation of Powers approved by Council as amended from time to time.

Line manager means the manager who is directly responsible to the Director and for the management of a division.

The Council: Refer to section 157 of the Constitution which deals with the composition and election of Municipal Councils.

Director means the Senior Manager who is directly responsible to the Municipal Manager and appointed in terms of Section 56 and 57 of the Municipal Systems Act (Act 32 of 2000).

Supernumerary employee means a staff member who is currently engaged in a redundant post.

Post means a job position on the approved staff establishment or organogram (staff establishment) for which financial provision exists.

Section 57 post means a post of a senior manager created by the Municipality in terms of the provisions of Section 57 of the Municipal Systems Act, 2000, as amended.

Scarce Skills means those skills that are identified as critical and of which a shortage is experienced and which is required for key projects and/or posts, or as defined in the Scarce Skills Policy.

Selection Committee means any person and/or appointed service provider(s) of the Municipality attending meetings related to the recruitment and selection function.

Selection Panel means the staff members and/or appointed service provider of the Municipality are directly responsible for decisions regarding shortlisting and appointments.

Internal Candidate refers to temporary appointed employees, including employees of EPWP Programme cumulatively appointed for a period of three (3) months or longer in the past 18 (eighteen) months or a permanent employee of the Municipality who has applied for a vacant post within the Municipality.

Promoted employee refers to an employee of the Municipality who has been appointed in a post which is higher in pay, responsibility and/ organisational level than his/her previous post and was appointed in the higher post (full recruitment process followed).

Rapid Promotion refers to the internal vertical movement of an employee in terms of the Rapid Promotion Scheme.

3. POLICY OBJECTIVES

The main objectives of the policy are to:

1. Enable the Municipality to recruit suitable candidates for appointment in specific posts in order to deliver the required services to the community and to assist in the optimal development of the municipal area and its residents;
2. Ensure that the process of recruitment, selection and appointment is objective, transparent and equitable as required by the Employment Equity Act, Labour Relations Act and other applicable legislation;
3. Establish proper structures and clear responsibilities for the purpose of recruitment;
4. Establish clear procedures for all role-players participating in the recruitment process;
5. Simplify the recruitment process to promote overall effectiveness and efficiency.

4. GUIDING PRINCIPLES

1. The Recruitment Policy and its implementation will be aimed at matching the existing and potential human resources to the strategic and operational needs of the Municipality.

2. Each appointment must be rationally and objectively justifiable in terms of the Municipality's strategic and operational needs.

3. It is the responsibility of the Council, Municipal Manager and Directors to determine the strategic and operational needs of the Municipality, taking into consideration the development priorities embodied in the Integrated Development Plan.

4. It is the responsibility of the Municipal Manager and Directors to determine the managerial, operational and reporting structures of the Municipality.

5. The recruitment process will be non-discriminatory and no person should be refused employment on any arbitrary or discriminatory basis such as race, gender, sex, pregnancy, marital status, family responsibility, ethnic or social origin, colour, sexual orientation, age, disability, religion, HIV status, conscience, belief, political opinion, culture, language and birth except for the purpose of affirmative action as stipulated in section 6(1) of the Employment Equity Act.

6. To distinguish, exclude or prefer any candidate on the basis of an inherent or statutory requirement of a specific job will not be regarded as unfair discrimination. Refer to Section 6(2) of the Employment Equity Act.

7. The Municipality is an Employment Equity Employer and preference should thus be given to suitably qualified internal candidates and other external candidates within the description of the Employment Equity Policy who fall within the designated and under-represented groups as defined in Section 1 of the Employment Equity Act.

8. Cognisance should be taken of the targets set out in the Employment Equity Plan and all reasonable attempts should be made to reach such targets. Reaching the targets is however subordinate to the following stipulations of the Employment Equity Act:

    a. Section 15(4), that prohibits an employer to establish an absolute barrier to the prospective or continued employment or advancement of people who are not from designated groups.

    b. Section 20(3) that describes criteria for determining suitably qualified candidates for a job namely:

        i. formal qualifications
        ii. prior learning
        iii. relevant experience
        iv. capacity to acquire, within a reasonable time, the ability to do the job.

c. Section 20(4) stipulating that suitability for a job may be determined on grounds of one or any combination of the above.

9. From the above it is clear that the Municipality's primary objective with staffing decisions is to appoint suitable candidates as described in section 20(3) and (4) of the Employment Equity Act. Its secondary objective is to reach targets as set out in its Employment Equity Plan.
10.
11. This policy is also applicable to staffing by means of temporary appointments as explained in par. 7.12.

5. ROLE-PLAYERS AND THEIR DESIGNATED ROLES

5.1. THE MUNICIPAL COUNCIL AND EXECUTIVE MAYOR

The Council is in terms of the Municipal Structures Act and the Municipal Systems Act responsible for the recruitment, selection and appointment of the Municipal Manager and managers directly accountable to the Municipal Manager (Directors). The Council may formally delegate any one of these powers to the Executive Mayor. The Council or the Executive Mayor may in this regard appoint a panel of the Council to assist and advise with the recruitment and selection of appropriate candidates for any such position but may not delegate the final responsibility thereof to any such panel. The final decision must remain with the Council after advising the MEC: Local Government of the process and outcome.

5.2. THE MUNICIPAL MANAGER AND DIRECTORS

In terms of section 55(1) (e) of the Systems Act, the Municipal Manager is responsible and accountable for the appointment of officials other than directors. The Municipal Manager may delegate powers to the Directors for the appointment of officials on predetermined post levels. In terms of official delegations that may be amended from time to time, the Municipal Manager is therefore responsible for the recruitment, selection and appointment of officials on specific post levels. To the same extent are directors responsible for the recruitment, selection and appointment of officials on specific levels in their respective directorates. As in the case of the Council and Executive Mayor, these officials may make use of a panel to assist and advise them during the process, however the final decision on selection and appointment rests with the relevant official in terms of his/her delegated authority.

5.3. A SELECTION PANEL

1. A selection panel plays a vital role in the selection process when shortlisting and interviewing candidates for a specific post. Such a panel should assist the relevant appointing authority to decide on the best candidate for a post. The composition of a selection panel will depend on the level of the post to be filled and the specialist and technical requirements attached to the post.

Such a panel should therefore be formed with the requirements of the particular vacant post as a point of departure.

2. For each selection panel meeting, the gender and race balance of attendees should be taken into consideration.
3. A selection panel must comprise of at least 3 but not more than 5 members. A quorum will therefore be reached when a selection panel consists of at least 3 members of the following composition:
    a. a chairperson is the Manager or his/her representative who must be employed at least one job grade higher than that of the advertised post;
    b. a supervisor who is familiar with the expertise related to the advertised post;
    c. the head of human resources or his/her delegate to facilitate and provide advice and guidance during the selection process.

4. Council has a legal obligation to ensure that its policies are adhered to. The Council may therefore appoint Councillors to monitor and/or observe the selection process of officials to be appointed in terms of Section 55(1)(e) of the Systems Act, however, they do not form part of the Selection Panel.

5. Although union representatives do not form part of the Selection Panel, they are legally obliged to monitor the selection process and should as such be present during selection panel meetings as observers.

6. Should a staff member be delegated to provide secretarial duties during the selection process, such staff member may not form part of the selection panel.

7. Official members of a selection panel should receive appropriate guidance in basic interviewing skills and the application of selection techniques if such members are unfamiliar with the process. Such guidance will be provided by the Human Resources Practitioner on request.

8. All staff members forming part of any selection meeting, whether a member of the selection panel, an observer or any other attendee or service provider employed by the Municipality must sign the appropriate attendance register and declaration forms to prevent the unauthorized disclosure of information.

9. The selection panel for a post, once established, must remain the same at all times. If a member of the selection panel is unable to proceed with the selection process due to circumstances beyond that member's control, such panel member may be replaced to ensure that the panel will quorate.

5.4. THE LINE MANAGER

The Line Manager is responsible for the delivery of services and should as such be in the ideal position to know what the job description for a vacancy entails and what the job requirements for such a vacancy are. The Line Manager should also be in the best position to assist with evaluating whether a candidate has the necessary skills for the advertised position.

5.5. THE HUMAN RESOURCES PRACTITIONER

The Human Resources Practitioner is an essential partner in the staffing process and should advise other role-players in the process of any legal or policy requirements, the availability of positions and the structuring of the entire staffing process. Besides various administrative tasks the Practitioner is also responsible for guiding and providing advice to members of a selection panel. The Human Resources Practitioner (refer to 5.3.3) forms part of the Selection Panel and contributes to the scoring of the Panel during the interviewing process.

5.6. TRADE UNION REPRESENTATIVES

In terms of section 14(4)(b) and (c) of the Labour Relations Act, trade union representatives have the right to monitor the staffing process and report alleged contraventions to the Employer. To enable trade union representatives to perform such duties, they must be allowed to monitor the entire selection process as observers. Failure by any of the unions to attend any aspect or meeting of the selection process of a post will not invalidate the decision of the panel.

Any complaint on alleged contraventions should be lodged with the Municipal Manager within three (3) working days of the alleged contravention. The Municipal Manager must respond in writing to the reporting trade union representative within seven (7) working days after receiving the complaint.

6. ADVERTISEMENTS AND RECRUITMENT

6.1. BASIC PRINCIPLES AND REQUIREMENTS

1. The primary reason behind advertising and recruitment is to find candidates, either internally or externally, with the necessary attributes to perform the duties and responsibilities attached to a specific vacant post. The Local Government: Municipal Staff Regulations (Gazette no. 45181) stipulates that the recruitment, selection and appointment of a staff member to a post must be filled through advertising.
2. Each post in the Municipality should only exist to enable the Municipality to deliver a required service.
3. Each post should have a job description explaining the purpose, tasks and responsibilities attached to the post as well as a job specification indicating the qualifications, skills, knowledge etc. required for the particular post.
4. Each post to be advertised should first be approved by the Municipal Manager and should appear on the approved organogram (staff establishment) of the Municipality.
5. Each post to be advertised should have been budgeted for. It should be properly funded, and the Council should have approved the expenditure attached to such a post.
6. The Recruitment and Selection process must be aligned to the Strategy: Filling of Posts which, in line with the Local Government: Municipal Staff Regulations (Gazette no. 45181) which stipulates that a funded vacant post on the staff establishment must be filled within six (6) months of becoming vacant.

7. Job descriptions must be evaluated before a new post is filled, or in the event of material changes to the post content.

6.2. PROCESS

6.2.1. Evaluation of job description and job specifications

Prior to recruitment or advertising a vacant post, the relevant Line Manager and his/her Director, in consultation with the Human Resources Practitioner, should ascertain whether the job description and job specification should be adapted in response to any change in requirements. If any changes are necessary, the proper procedure that may include the involvement of TASK should be followed.

6.2.2. The need to fill the post

The Line Manager, relevant Director, and the Human Resources Practitioner should assess the necessity to fill a particular post. Workload and the availability of funds should be important criteria to establish the need to fill such a post.

6.2.3. Placement of supernumerary employees

Should it be decided to fill a vacancy, any supernumerary employees who may qualify for the position should first be considered for re-deployment to such a vacancy. The principles of close-match placement and paragraph 8.4 should be followed in this regard.

6.2.4. Advertising

1. Drafting of an advertisement:

a) The job description and job specifications referred to in par. 6.2.1 should form the basis of an advertisement. The advertisement should clearly indicate:
b) That the Municipality is an Employment Equity Employer
c) The post title, the directorate/section in which the post exists, term of appointment and place of work
d) The competencies and inherent requirements of the post
e) A summary of the key performance areas of the post
f) The salary scale and closing date for submission of applications
g) The need for signing an employment contract / appointment letter
h) The place where application forms can be obtained and where applications should be submitted
i) Contact details for enquiries regarding the submission of applications
j) The need to undergo screening / vetting checks including competency and driving tests if required
k) That applications must be accompanied by the relevant and completed application form

l) Applications must be accompanied by copies of qualifications, ID and other relevant proof as required; and that original certified copies may be submitted on or before the date of the competency test for shortlisted candidates.

m) The advertisement should be drafted by the Human Resources Practitioner in conjunction with the relevant Line Manager and/or Director.

n) Chairpersons of both Trade Unions will be provided with a digital copy of the advertisement 72 hours prior to the advertising deadline for the vacancy.

2. When compiling an advertisement, essential as well as recommended/preferred requirements should, as far as possible, form part of the advertisement.

3. The Municipal Minimum Competency Levels Training as prescribed in Sections 83, 107 and 119 of the Local Government Municipal Finance Management Act 56 of 2003 shall form part of advertisements of specific vacant posts as prescribed.

~~4. Internal advertisements:~~

~~All vacancies should be advertised internally by means of digital distribution (e-mail) and placement on designated noticeboards to which employees have free access. Should only one (1) employee meet the minimum requirements of the vacancy, the post may be advertised externally at the discretion of the Municipal Manager/Director. All candidates must comply with the minimum requirements to be shortlisted. In the case of a post only being advertised internally, stipulations as in (c) below will not be applicable.~~

~~5. External advertisements:~~

~~a) Vacancies from post grades T14 and above, if advertised externally, be advertised nationally once, apart from being advertised locally and placement on designated noticeboards to which employees have free access. If no suitable external candidate is found who complies with equity requirements, the Director in consultation with the Municipal Manager will determine if further advertising is necessary.~~

~~b) Vacancies from post grades T13 – T10 must be advertised at provincial level apart from it also being advertised locally. Should no suitable candidates in terms of equity and qualifications qualify for shortlisting, the Municipal Manager together with the Director will determine if the post should be advertised nationally.~~

~~c) Vacancies for post grades T9 to T1 must be advertised locally. If a second round of advertising is needed for vacancies from post grades T9 – T1 it must be done at a local level. At the discretion of the Director, the second round of advertising may be advertised provincially.~~

Vacant positions should be advertised as follows:

(i) Post grade T14 and above – Provincially, website and Facebook. If a second round of advertising must take place the position may be advertised Nationally.
(ii) Post grade T10 – T13 – Provincially, website and Facebook.
(iii) Post grade T9 – T3 – Internal, Website and Facebook

d) The Director in consultation with the Municipal Manager has the discretion to deviate from the stipulations in 6.2.4(1) to 6.2.4(3).

e) All posts advertised externally must also be advertised internally via placement on noticeboards and distribution per e-mail to which employees have free access.

(6) All candidates must comply with the minimum requirements to be shortlisted.

6. Form of application:

All applications should be on the official application form of the Municipality that should be available in English, Afrikaans and Xhosa. Electronic applications shall be accepted.

7. Archiving:

a) Record of all applications received in response to advertisements as well as ad hoc applications received by the Department: Human Resources, should be maintained and kept by the Department for one (1) year. (See also par. 7.8)
b) Candidate applications must be available to the Municipal Manager, Director, Line Manager or trade unions prior to shortlisting of candidates. Applications must also be presented at the Selection Panel meeting should any member require verification of details concerning a particular candidate.
c) A shortened advertisement in all three languages (Afrikaans, English, and IsiXhosa) may be placed in the relevant newspapers and on relevant digital mediums as pre-approved by the Municipality, but the full advertisement (in all three languages) shall be available on the Municipal website and at the Human Resources Division.
d) An advertisement may be utilized to create a pool of potential candidates valid for a period not exceeding 6 months from the date of advertisement to fill any other vacancy in the Municipality if:
   i. *The post title and salary scale is the same as the post advertised; and*
   ii. *The key performance areas and inherent requirements of the job is the same as the post advertised*
   iii. *Paragraph 6.2.4 (1) is not applicable to advertisements of Section 57 posts.*

7. SELECTION

7.1. GENERAL GUIDING PRINCIPLES

1. The central guiding principle for selection should be competence in relation to the inherent requirements of the job. Candidates' suitability for a job should be evaluated against the requirements and stipulations laid down in sections 20(3), (4) and (5) of the Employment Equity Act.
2. Targets, as determined in the Municipality's Employment Equity Plan, should be pursued as diligently as possible but with final emphasis on a candidate's suitability in terms of section 20(3) of the Employment Equity Act.
3. *The selection process should not be applied in such a way as to place* ***absolute barriers*** *on the appointment and advancement of candidates from non-designated groups as stipulated in section 15(4) of the Employment Equity Act, but rather with emphasis on the acknowledgement of competence, experience and skills. Therefore, an internal candidate from a non-designated and/ or over-represented group, who meets the requirements of the job, should be afforded the opportunity to apply for a vacancy and to participate in the selection process.*
4. Any selection criterion should be objective and non-discriminatory as stipulated in section 6 of the Employment Equity Act.
5. A person appointed as a staff member must, in terms of the Local Government Municipal Staff Regulations (Gazette no. 45181), have the necessary competencies and comply with the minimum requirements for education qualifications, work experience and knowledge as set out in Annexure A of the Gazette.

7.2. COMPILING A SHORTLIST

1. The purpose of compiling a shortlist is to conduct an initial screening of all applicants with a view to identifying the most likely suitable candidates for a post and to reduce the number of applicants to be considered for the post.

2. Compiling a shortlist is an integral part of the selection process and the guiding principles in par. 7.1 are applicable. The Selection Panel appointed to recommend the appointment of persons to the vacant post must perform the shortlisting and develop the shortlist.

3. Any candidate, internal or external, should be placed on the shortlist only if they meet the requirements of the advertisement and the selection criteria. According to the Local Government Municipal Staff Regulations (Gazette no. 45181), the Municipality must compile a shortlist based on the inherent requirements of the post as advertised. Therefore, the number of applicants on the shortlist should be *restricted to those who show in their applications* that they clearly meet the minimum requirements of the post.

4. Applicants for a post may *only be considered for shortlisting if the completed official application form* was received with the application. In the case of candidates earmarked for the shortlist of a post, who failed to attach copies of qualifications, identity documents, driver's licenses and/or other documentation/proof as per the requirements on the advertisement to the application, only where

the application clearly indicates that the applicant is in possession of such qualifications/requirements, the Human Resources Division, may upon confirmation with the selection panel request these candidates to submit such documentation prior to the finalization of the shortlist of candidates [Add: only in instances where it is difficult to fill a vacancy or where only one (1) candidate can be shortlisted]

5. If only one candidate is shortlisted the line manager must submit a motivation to the Municipal Manager and his delegated authority to motivate the reason for shortlisting only one candidate.

6. A shortlist of recommended candidates should be compiled by the relevant Director and Line Manager in conjunction with the Human Resources Practitioner in such a manner that all candidates who meet the essential requirements are shortlisted **except for over-represented external candidates.** In the event of there being many qualifying candidates, the following decisions may be taken during shortlisting in order of priority as below:
   a) candidates who meet the essential requirements as well as the recommended/preferred requirements may be shortlisted;
   b) when a post is advertised provincially or nationally, candidates from the Cape Winelands or Western Cape may be shortlisted to limit costs for subsistence and travel;
   c) to shortlist candidates who attached all relevant documentation/proof (eg. driver's license, qualification, proof of own vehicle, etc) as per the advert to their initial applications.

7. The latest available employment equity targets will be used in the compilation of a shortlist. *External candidates from non-designated groups will not be shortlisted where there is over-representation in terms of the Employment Equity Plan.*

8. Should a second round of advertising the post be required, the latest available employment equity targets will be used in the compilation of the shortlist. *If the employment equity targets differ from the first round, the longlist of the first round will again be taken into consideration together with the second round to shortlist candidates who may, according to the latest employment equity targets fall within an under-represented group.*

9. *If the second round of advertising does not yield any suitable candidate from an under-represented group, then candidates from non-designated and/ or over-represented groups may be shortlisted and invited for tests/interviews.* Should it be permissible to shortlist a candidate from an over-represented group, preference should be given to those persons from the group which is the least over-represented.

10. The appointed Selection Panel should have access to the shortlist, the applicant schedule drawn up by the Human Resources Practitioner as well as the applications. The Committee may suggest the inclusion or removal of an applicant from the shortlist, but the decision to include a candidate in the shortlist rests with the relevant Director or Municipal Manager.

11. Union representatives and Councillors should be allowed to monitor the shortlisting process by means of observation or scrutiny of the shortlist.

12. All temporary appointed employees, cumulatively appointed for a period of three (3) months or longer in the past 18 (eighteen) months, qualify to apply as an internal candidate.

13. Applicants are to be shortlisted in terms of how the post was advertised; however, the conditions below may be waived with the approval of the Municipal Manager:

    a) If a post is advertised internally, only internal candidates shall be considered for the shortlist of candidates.
    b) If a post is advertised locally, only applicants residing within the Municipal boundaries shall be considered for the shortlist of candidates.
    c) If a post is advertised provincially only applicants residing in the Western Cape may be considered for the shortlist of candidates.
    d) If a post is advertised nationally all applicants shall be considered for the shortlist of candidates.

14. The criminal record and disciplinary record of applicants shall be taken into consideration when compiling a shortlist.

15. According to the Local Government Municipal Staff Regulations (Gazette no. 45181), a person who was dismissed from a municipality for any reason stated in *Annexure E* of the regulations may not be employed in any municipality before the period set out in the Annexure has expired *(refer to Local Government Municipal Staff Regulations: Annexure E)*.

7.3. HEADHUNTING

Headhunting is defined as the process of selecting individuals with a proven track record (reputation, work history, professional acquaintance and minimum academic qualification) within a particular field, who can be evaluated to fill a vacant post. Headhunting is done for scarce skills or when a full recruitment process has been completed twice and no competent candidate could be found to fill the vacant post. For the full recruitment process refer to paragraph 6.2.4 with regards to advertising of vacant posts.

The headhunt process includes the shortlisting process and all candidates headhunted, shall be subjected to a practical assessment and interview as prescribed by this Policy.

7.4. ASSESSMENT AND SELECTION PROCESS

7.4.1. Evaluating applications (application forms and/or curriculum vitae) against job descriptions and job specifications

Each member of the Selection Panel should study the application of each candidate on the shortlist for a specific post and evaluate it against the job description and job specification for that specific post. The purpose of this is two-fold, namely; To obtain a clear picture of a

candidate for the purpose of functioning in the specific post, and to identify gaps between an application and the competencies listed in the advert or the job description.

7.4.2. Formulating questions

To conduct an interview in a structured and effective manner, the questions should consist of:

a) Job-specific standard questions must be asked to each candidate that relates to the requirements of the job;
b) Specific questions for each candidate, if required, to obtain a comprehensive image of a candidate's personal circumstances. Such questions will not form part of the total points on the score sheet and no question should in any way be or be perceived as discriminatory based on any stipulation as reflected in par. 4.5 and 4.6;

c) For post grades **T11** and above, a set of questions pertaining to supervisory / managerial skills should be included;

d) Questions may be discussed by the Selection Panel once the meeting has officially started and prior to the interviews to ensure questions are fair and not discriminatory in nature.

In order to maintain a high level of confidentiality regarding questions to be asked to candidates, the members of the Selection Panel from the Directorate in which the post exists (eg. the Chairperson and Line Manager / Supervisor) take full responsibility for the formulation of questions and suggested answers. The Line Manager is to make available the formulated questions and memorandum of suggested answers, which have been signed off by the relevant Director, to the Human Resources Practitioner **at least two (2) days prior** to the competency / practical tests and interviews for record-keeping and audit purposes.

7.4.3. Competency/ Practical Tests

1. According to the Local Government Municipal Staff Regulations (Gazette no. 45181), candidates for a post on any T-grade must undergo competency tests / assessments. In terms of section 8 of the Employment Equity Act, assessments may only be used if they can be applied fairly to all candidates and are not biased against any employee, candidate or group. Competency/practical assessments should be accompanied by a pre-determined memorandum of response (set of answers) and candidates should score at least 60% in the written [Added] and/or practical assessments, the percentage that needs to be achieved for assessments will be communicated upfront in the advertisement. ~~/ or LLF / Training Committees~~

2. [Added] All technical and administrative positions will include an interview combined with a practical evaluation. The assessment will be weighted as follows: 40% for the interview and 60% for the practical evaluation; alternatively 50/50 (depending on which weighs the more critical in the position). A minimum score of 60% in the practical component is

required to pass. The final score will be calculated based on the combined results of the interview and practical evaluation as indicated.

3. [Added] Positions graded at post grade T14 and above will require a management competency assessment conducted by an appointed external Service Provider to determine suitability for middle and senior management roles. The results of this assessment will be used for the candidate's development if appointed. However, if the results indicate that the candidate is not suited for the role, the candidate will not be appointed, in accordance with Section 20(3) of the Employment Equity Act.

4. During the conduction of competency assessments, candidates shall be identified by a pre-determined number and not by his/her name.

5. The results of the competency/practical assessments of candidates who passed the test may only be made available by the Human Resources Practitioner to the Selection Panel after interviews have been conducted.

7.4.4. The Interview

1. The objective of an interview with a candidate is to gain further insight into a candidate's competencies and suitability for a job and to verify information in the application that may be unclear. For this purpose, a climate conducive to open discussion is of paramount importance. The Human Resources Practitioner should give guidance in this respect to the Selection Panel. Any member of the Selection Panel is required to declare and withdraw from the Panel should he/she have any personal interest or bias in relation to any of the candidates.

2. The results of the competency/practical assessments as described in paragraph 7.4.3 and the results of the interview as described in paragraph 7.4.4, shall account for 50% each in the rating process as described hereinafter.

3. According to the Municipal Staff Regulations (Gazette no. 45181), the Selection Panel must interview the shortlisted candidates. Therefore, all candidates that were shortlisted and attended the practical test, will be afforded the opportunity to attend the interview.

4. A candidate must score at least 60% in the interview and 60% in the practical test to be declared as competent.

5. The Municipal Manager has the authority to approve the appointment of a candidate should the candidate score less than 60% in the interview and/or practical test.

6. All interviews shall be recorded and kept for a period of 3 years.

7. An interpreter shall be made available for posts on T3 to T7 when requested by the candidate.

7.4.5. Rating of candidates

(1) **Each member of the Selection Panel should use a simple rating instrument to rate each candidate after the interview. The evaluation rating scale as pre-determined in the Municipal Staffing Guidelines shall be used as the rating instrument in which scores range from *1 (below standard)* to *5 (excellent)*. On conclusion of all the interviews for a specific post, the Selection Panel may deliberate on the ratings for each candidate. Although consensus is preferable for the final rating, a minority rating should be allowed for the purpose of further discussion and records.**

[HA1]: Scoring rate is currently [illegible] - 5 and [illegible]

(2) Calculation of scoring during interviews

(i) Employment Equity Model

APPOINTEE = 100%	0			
	TOTAL			TOTAL
EVALUATION	0	80	EE	0 20
INTERVIEW	0		RACE	0 5
PRACTICAL TEST	0		AFRICAN	0
PRESENTATION	0		COLOURED	0
			INDIAN	0
			WHITE	0
			GENDER	0 5
			MALE	0
			FEMALE	0
			DISABILITY	0 10

The D/G who is under representative or the most under representative will score the 5 marks for Race and 5 marks for Gender.

Example: If African Females are unrepresentative in the applicable occupational level they will get 5 marks for gender and 5 marks for race, i.e. 10 marks in total. The other candidates will get zero.

When there are no persons with disabilities participating in the assessment process, the Competency Assessment Score be raised to ninety percent (90%) and that the percentage for Race and Gender remain the same, i.e, 5 percent for Race and 5 percent for Gender;

When people with disabilities, candidates participate, the original percentages of eighty percent (80%) and twenty percent (20%) be applicable.

7.4.6. References and personal credential verification

1. Reference checks and personal credential verification for candidates recommended for appointment must be conducted by the Human Resources Division and/or the appointed external Service Provider. The results of the screening process shall be captured in writing for the recommended candidate and submitted to the Selection Panel within 5 days of completion of the screening process.

2. The Human Resources section and/or external Service Provider appointed for such purpose must:
   a) Verify a recommended candidate's suitability for the job with a current or previous employer;
   b) establish the validity of the candidate's qualification(s);
   c) determine whether the candidate has been dismissed previously for misconduct or poor performance; and
   d) verify any other additional personal credentials required by the nature of the job such as criminal records, identification document/card, security clearance, and where necessary, credit checks.

3. A candidate who does not have a previous employment record may not be disqualified as a candidate for possible appointment to the advertised post; however the candidate must still possess the relevant essential requirements of the post including the required experience related to the post.

4. Medical testing will only be utilised if required or permitted by legislation or if it is justified considering health conditions as an inherent requirement of a job.

~~5. [When it is expected from a person to register as a Peace Officer, proof of a clean criminal record must be submitted by the shortlisted candidate prior to finalization of shortlisted candidates to be invited for practical assessments.]~~

Commented [HA2]: The providers sometimes took longer to respond within a scheduled timeframe.

Commented [DC3]: Criminal checks must be done for all appointments

Commented [HA3R2]: The candidates can still submit proof of a clean criminal record to reduce cost to the Municipality, we can maybe in "exceptional circumstances" do criminal checks.

Commented [DC3R3]: The disadvantage of candidates submitting their own reports is that it can be munipulated

7.5. THE SELECTION DECISION

1. Council will make the appointment in the case of a Municipal Manager post. Directors will be appointed by Council in conjunction with the Municipal Manager.

2. In the case of all other staff the Municipal Manager or his/her delegate will make the final decision. The decision should be based on the recommendation of the Selection Panel with appropriate consideration of Section 20(3) of the Employment Equity Act, organisational requirements of the Municipality and targets as set out in the Employment Equity Plan. After considering all the relevant information, the Selection Panel must recommend at most three (3) candidates in order of preference. If no candidate is found to be suitable, it may be recommended that the post be re-advertised.

3. A person may be appointed as a staff member only if he/she:

   a) is a South African citizen, permanent resident or foreign national with a valid work permit; and
   b) possesses the relevant competencies, qualifications and experience, as set out in Annexure A of the Municipal staff regulations;
   c) is not disqualified in terms of regulation 22.

4. The Municipal Manager or the staff member to whom this function is delegated must consider the recommendations of the Selection Panel;
   a) and decide;
      i. whom to appoint; and
      ii. the terms and conditions of employment.

5. The Selection Panel make a recommendation for appointment to the Municipal Manager or his/her delegate representative and consider:

   a) the average score awarded by the Selection Panel for the various candidates during the interview;
   b) plus, the results and scores of any tests if undertaken;
   c) the motivated assessment of the candidates in conjunction with Section 20(3)d of the Employment Equity Act and in context of organisational requirements;

6. The candidate with the highest score is not necessarily the best candidate and the Selection Panel must substantiate its recommendation for consideration to the Municipal Manager or his/her delegate representative, if the highest point scorer is not recommended and provide reasons.

7. Before deciding to appoint, the Municipal Manager or delegate must satisfy himself or herself that the candidate meets the relevant requirements of the post as advertised and the approved job description.

8. If the decision of the Municipal Manager or the delegate does not accord with the recommendations of the Selection Panel, the reasons for such a decision must be recorded in writing and be referred to back to the Selection Panel.

9. The report of the Selection Panel must be submitted to the Municipal Manager for final consideration of the appointment.

10. An appointment may only take effect after the Municipal Manager or his or her delegate has approved the appointment in writing.

11. The Municipal Manager or his or her delegate must ensure that all the interviewed candidates are informed whether or not they were successful.

~~12.~~ The outcome of the interview process will, ~~as far as possible,~~ be made known to the successfull ~~at the end of each interviewing session.~~ after the final approval for appointment by the Municipal Manager.

7.6.SUBSISTENCE AND TRAVEL ALLOWANCES FOR PERSONS INVITED FOR INTERVIEWS

1. In all arrangements for accommodation and travelling of candidates attending competency/practical assessments and/or interviews, the most practical and economical method should be used for accommodation and transport, taking all factors into consideration.

2. Travelling costs at R2.00 per kilometre shall be paid if the applicant must travel more than 500 kilometres in total to attend the competency/practical test and/or interview.

3. An applicant who uses private transport shall be paid the equivalent of the avoided air ticket cost, which would have been paid in the event of air travel being the most economical and practical means of transport, on condition that such person may not claim subsistence cost for a longer period that would have been applicable in the case of air travel.

4. Air tickets on economy class at the best available fare irrespective of the carrier and booking of accommodation for applicants invited for competency/practical tests and interviews, must at all times be arranged by the HR Department in accordance with the Supply Chain Management Policy.

5. Booking of rental vehicles must be according to the Supply Chain Management Policy and Cost Containment Policy.

6. A subsistence allowance in terms of Council's Policy: Payment of Travel and Subsistence, will be applicable where the competency/practical test and/or interview entails one or more nights to be spent away from home, with the understanding that all personal expenses are covered by the subsistence allowance. No further expenses shall be paid. The subsistence allowance will be calculated according to the relevant Cost Containment Policy.

7. Subsistence and travel allowance for posts on all post levels will only be paid to shortlisted and successful candidate(s) once the successful candidate accepted the post and started working.

8. In the absence of stipulations regarding subsistence and travel allowance of Senior Managers in the Regulations and Conditions on Appointment of Senior Managers, the stipulations as per Clause 7.6 will apply.

9. Internal candidates must be assisted by the Employer with transport and with time off to attend the competency / practical test and interview.

10. No travel/subsistence allowance will be paid to candidates who reside within the Municipal boundaries.

7.7. FEEDBACK TO CANDIDATES

Successful candidates should be informed by the Human Resources Division within 7 working days of the final selection decision, if possible. This communication should be in the form of an offer of employment stipulating remuneration, benefits and commencement date. Should such an offer be accepted, communication to the successful candidate in the prescribed manner should be dispatched as soon as possible.

The successful candidate must confirm acceptance or decline of offer within five (5) working days from the date the written employment offer was received by the candidate.

The Human Resources section should inform unsuccessful candidates who attended interviews of the outcome, in writing, no later than 7 working days after the appointment has been accepted by the successful candidate. Other unsuccessful applicants will be informed of the outcome on request.

7.8. RECORD KEEPING

The Human Resources Practitioner should maintain record of the entire selection process for one (1) year. This record should include reasons for inclusion of applicants on the shortlist, reasons for selection of a candidate, copies of any assessment instruments and notes, copies of reference checks and notes on the deliberations surrounding the final selection decision. [See also par. 6.2.4(g)]

The Human Resources Practitioner should maintain record of the entire selection process for not less than one (1) year in terms of the BCEA s31 and POPIA retention/security. This record should include reasons for inclusion of applicants on the shortlist, reasons for selection of a candidate, copies of any assessment instruments and notes, copies of reference checks and notes on the deliberations surrounding the final selection decision. [See also par. 6.2.4(g)]

7.9. DISPUTES

Disputes resulting from the appointment of a candidate should be dealt with in terms of the Bargaining Council's dispute resolution process and applicable labour laws.

7.10. CONFIDENTIALITY

Any breach in confidentiality will be viewed in a serious light and will result in appropriate disciplinary action.

7.11. APPOINTMENT ON A HIGHER SALARY NOTCH

1. Appointment of a candidate on a higher salary notch other than the entry level of a post can only be considered in terms of the following criteria, provided that provision has been made in the budget for the higher salary notch:

   a) The request for appointment on a higher notch by an external candidate must be submitted by the employee after the successful completion of the three (3) months' probation period but before twelve (12) months from date of appointment.

   b) The request for appointment on a higher notch by an internal candidate (see definitions) appointed in a new position, must be submitted by the employee within three (3) months from date of appointment in the new position.

   c) The employee/candidate possesses a higher qualification, as on date of appointment, in relation to the minimum qualification required for the post and the higher qualification place the candidate in a position to perform functions better than a candidate without the qualification in which event the candidate shall qualify for one (1) notch.

   d) The employee/candidate possesses more than five (5) years working experience in all the important areas of the post as advertised, as on date of appointment, relevant to position applied for in which event candidate qualifies for two (2) notches if candidate possesses more than five (5) years' experience in all the important areas of the post as advertised.

   e) The profession/skills/expertise is regarded as scarce in terms of the Scarce Skills Policy as on date of appointment, in which event the candidate shall qualify for the middle notch.

   f) The Human Resources Division must evaluate the application and refer application with recommendation to the Director for consideration with a final recommendation to the Municipal Manager for approval. In the event where the Director is not in agreement with the recommendation made by the Human Resources Division, reasons for disagreement must be provided by the Director.

   g) The Municipal Manager shall have the discretion to deviate from these guidelines after consultation with the relevant Director.

   h) If an internal candidate is appointed through the selection process to a post that is on the same T-grade as his/her current post, the employee will retain his/her current notch.

7.12. TEMPORARY APPOINTMENTS

1. Circumstances often dictate that the Municipality must appoint a person(s) in a temporary capacity. Temporary appointments usually require urgent action which makes the time-consuming process of advertising etc. unacceptable. Temporary appointments are made from the waiting

lists/database of students/relief personnel, or applications received during the recruitment process for vacant permanent posts advertised. Fixed-term contracts are consequently often entered into between the Municipality and a temporary appointee. Such appointees are however legally regarded as employees in terms of the Labour Relations Act and the Employment Equity Act. Although the recruitment and selection process is shortened, i.e. advertisements and applications are eliminated, the requirements of suitability as prescribed by the Employment Equity Act should be adhered to. Attempts should be made to pursue the targets of the Employment Equity Plan with the selection and appointment of temporary staff. Add: Procedure for appointment of temporary staff and fixed term appointments are attached as *Annexure A*

Commented [DC4]: Recommend that we do an annual database for temps. An Procedure, SOP and forms for request for the appointment of Temps staff included in this policy as Annexure A

2. The Municipality provides opportunities for graduates, students and/or those who have obtained a formal qualification to gain practical experience. The temporary appointments of interns and students are dealt with in a separate policy (Student and Internship Programme Policy). Internship and student posts will be advertised as per section 6.2.4 of this policy, and applications will be kept for a minimum of twelve (12) months or until the list/database of suitable candidates as per application is exhausted. Attempts should be made to pursue the targets of the Employment Equity Plan with the selection and appointment of students and interns.

Commented [DC5]: Policy to be developed

3. The Director of the relevant directorate may appoint a temporary worker, student or intern at his/her discretion and may deviate from a specific list/database and from the Employment Equity Plan in these terms.

8. PROMOTION AND TRANSFER OF INTERNAL EMPLOYEES (REDEPLOYMENT)

8.1. INTRODUCTION

The allocation of employees to posts in the Municipality is the result of a recruitment decision. Not only new employees are allocated to vacant posts, but movement may also occur within the Municipality when an existing employee is assigned to a different post. Existing employees may thus fill vacancies within the Municipality by means of a promotion or transfer.

8.2. PROMOTIONS

A promotion occurs when an employee is moved from one post to another that is higher in pay, responsibility and/or organisational level. A promotion may only take place when an existing employee applies for an advertised position in the Municipality, where such an application is considered together with all other applications (external if applicable and internal) and the existing employee is considered the most suitable for the post. The entire recruitment process should be followed in this regard, where internal candidates will be subjected to the selection process as described in paragraph 7 of this policy.

An internal candidate may also be promoted to a vacant post in terms of Rapid Promotion Schemes approved by Council for specific job categories. The post must be approved on the organogram (staff establishment) and funded.

An employee who is promoted in terms of 8.2.1 or 8.2.2 does not forfeit his/her years of service and the benefits which are accrued from those years of service, and will be appointed on the commencing notch of the post he/she is promoted from.

8.3. TRANSFERS

1. The Municipal Manager and Directors must be able to redeploy the human resources of the Municipality to meet internal and external challenges. Such reallocations often take place through transfers. A transfer occurs when an employee is moved from one post to another which is equal in pay, responsibilities and organisational level. Besides enabling the Municipality to meet certain staffing challenges, transfers improve the utilisation of human resources and provide an employee with new skills, a different perspective and new challenges.

2. The Municipality may transfer an employee to an equivalent post in another municipality subject to section 197 of the Labour Relations Act.

3. Transfers are treated as appointments and may be affected by the Municipal Manager or Directors, depending on which has the appointing authority in terms of the relevant delegations.

4. Transfers may only be affected if the following criteria have been met:
   a) The employee's salary and benefits remain the same.
   b) The organisational level remains the same.
   c) The employee's level of responsibility remains the same.
   d) The employee meets the minimum requirements of the post as confirmed in the job description.
   e) The employee requests or consents, in writing, to the transfer.
   f) The transfer is not applied as a punitive measure. (In terms of the Disciplinary Code, a transfer can occur as a result of a transgression by the employee but only after the disciplinary process has been applied).
   g) Proper consultation with the employee has taken place in which the reason(s) for transfer, advantages and possible disadvantages have been discussed and resolved where applicable.
   h) The Human Resources Practitioner has been informed of the transfer.
   i) Should an employee be on a personal-to-holder salary scale, the Municipal Manager will have the discretion to approve a transfer to a post of which the remuneration (T-grade) is not equal to the remuneration (T-grade) of the current post of the employee.
   j) A transfer request may not be considered should the vacant post already be advertised in terms of section 6.2.4 of this policy.
   k) Should a request for a transfer be declined, the relevant director shall provide the employee with a reason(s) for his/her decision.

8.4. PLACEMENT OF SUPERNUMERARY EMPLOYEES

1. Employees may become supernumerary and consequently redundant due to re-organisation, transfer of functions to other organisations of state, etc. Retrenchments may under such circumstances become unavoidable and the requirements of section 189 of the Code of Good Practice on Dismissal based on Operational Requirements of the Labour Relations Act must be adhered to.

2. Important requirements of the Labour Relations Act in this regard are to attempt to avoid dismissals or to minimise the number of dismissals as far as possible. These attempts may include:

    a. Close-match placements in accordance with the SALGA Policy Guidelines on the Placement of Staff, dated 1 November 2001. The implication of this attempt is that redundant employees will be considered first for placement in vacant posts before such posts are advertised internally or externally. The criteria for suitability as prescribed in section 20(3) of the Employment Equity Act (see par. 4.8) should apply in making close-match placements.
    b. Retraining of redundant employees for placement in positions that will become, or are, vacant.

3. The process to be followed in dealing with supernumerary employees who became redundant is prescribed in section 189 of the Code of Good Practice of the Labour Relations Act and must be adhered to. If supernumerary employees cannot be placed in accordance with the SALGA Policy indicated in par. 8.5.2 (a), the process of retrenchment should be instituted.

9. SECONDMENTS

1. The Municipality may second an employee with the relevant competencies to act in a post that is vacant in another municipality. In such instance, both municipalities must conclude a written agreement regarding the acting appointment. Such agreement will specify:

    a. The municipality which will be responsible for the costs of the secondment;
    b. The duration of the secondment or acting period, which may not exceed a period of twelve (12) months;
    c. The person to whom the seconded employee must report;
    d. The place at which the acting employee will work;
    e. The job description of the post in which the employee with be seconded.

10. APPOINTMENT OF SUPPORT STAFF TO OFFICES OF PUBLIC OFFICE BEARERS

1. A person appointed to a post on the approved staff establishment to support the office of a public office bearer must be:

a. Seconded from a post on the Municipality's approved staff establishment or that of another municipality's staff establishment; or
b. Appointed on a fixed-term contract of employment linked to the term of office of the public office bearer.

2. The duration of the secondment or fixed-term employment contract may not be longer than thirty (30) days after the public office bearer vacates office.

11. APPROVAL & SIGN-OFF

Approved by Council on	
Resolution No	
Signature (Municipal Manager)	
Date	

WITZENBERG
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RECRUITMENT & VACANCY FILLING STRATEGY

2025 Edition | Version 2025.01

Approved by Council: _____ | Effective Date: _____

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1. Introduction & Purpose

(i) This merged strategy consolidates the policy framework and operational roadmap to ensure all funded vacancies are filled within six months from the date they become vacant. It supports service delivery, workforce planning, and compliance with Local Government: Municipal Staff Regulations (MSR), Municipal Finance Management Act (MFMA), Employment Equity Act (EEA), Labour Relations Act (LRA), Basic Conditions of Employment Act (BCEA) record-keeping, and POPIA lawful processing.

(ii) Maintain municipality-wide vacancy rate at ≤ 8%.

(iii) Ensure recruitment aligns with IDP, budget, Employment Equity Plan (EEP), and Workplace Skills Plan (WSP).

(iv) Fill all funded vacancies within six months; avoid prolonged acting appointments.

2. Statement & Scope

The Municipality commits to fair, transparent, equitable, and efficient recruitment and selection aligned to the staff establishment, IDP, budget, and Employment Equity objectives.
Scope: Applies to all permanent and fixed-term positions on the approved funded staff establishment; excludes EPWP and seasonal workers.

3. Guiding Principles

1) Compliance with MSR, MFMA, EEA, LRA, BCEA s31, and POPIA.
2) Transparency and objectivity; public advertising unless exempted.
3) Non-discrimination and equity; prioritise EEP targets.
4) Efficiency through overlapping tasks, standardised templates, and SLAs.
5) Accountability via milestone tracking, dashboards, and audits.

4. Legislative Framework

1) Local Government: Municipal Staff Regulations (GN 890 of 2021): Reg. 5 (funded staff establishment), Reg. 14 (recruitment), Reg. 16 (acting), Reg. 17 (probation/induction), Reg. 18 (performance).
2) Municipal Systems Act, 2000 (Act 32 of 2000): Section 67 (fair, transparent and accountable HR practices).
3) Municipal Finance Management Act (MFMA), 2003 (Act 56 of 2003): Section 62(1)(c); Section 66 (employment only within budget & establishment).
4) Employment Equity Act, 1998 (Act 55 of 1998): equitable representation and fair selection.
5) Labour Relations Act, 1995 (Act 66 of 1995): fair labour practices.
6) BCEA s31: retain recruitment records ≥ 1 year.
7) POPIA: lawful processing; data protection; retention limits; secure storage.

5. Strategic Measures to Reduce Turnaround Time

ACTION	DESCRIPTION	EXPECTED IMPACT
Digital Recruitment Tools	Implement e-recruitment and automation (workflow, alerts).	Automation reduces manual workload and speeds processes.
Concurrent Processes	Prepare JD verification and advert in parallel with funding confirmation.	Minimises idle time between steps.
Internal Mobility & Succession	Identify internal candidates/pools before external advertising.	Shortens cycle; supports development.
Recruitment SLAs	Define timelines for each stage and monitor compliance.	Improves accountability and efficiency.
Panel Scheduling Optimisation	Pre-book panels; use virtual interviews where suitable.	Avoids delays in scheduling.
Automated Notifications	Alerts for pending approvals and deadlines.	Prevents bottlenecks; ensures timely action.
Vacancy Age Escalation	Escalate vacancies older than 30 days to senior management.	Enables quick intervention for stalls.
HR Capacity Planning	Allocate dedicated HR resources during peak periods.	Maintains speed under high demand.
Continuous Monitoring	Monthly recruitment progress reports and dashboards.	Improves visibility and proactive management.

6. Operational Six-Month Timeline

	Month 1	Month 2	Months 3–4	Months 4–5	Months 5–6
OPERATION	Vacancy Identification Confirmation of funding Requisition submission	Confirming JD & evaluation Preparation advertisement Advertising Vacancy	Shortlisting, Assessments & Interviews	Selection Decision & Verification	Appointment & Onboarding
RESPONSIBLE	(HR + Line Manager)	(HR + Selection Panel)	(Selection Panel)	(HR + LM + Panel)	(HR)
TIMELINE	≤ 7 working days	≤ 20 working days	≤ 30 working days	10 working days	5 working days
LEGISLATION	MSR Reg. 5; MFMA Sec. 66 MSR Reg. 14; EE Act			MFMA Sec. 62; MSR Reg. 14 MSR Reg. 17	

7. Roles & Responsibilities

ROLE	KEY RESPONSIBILITIES
Human Resources (HR)	• Coordinate advertising and application tracking. • Prepare applicant schedules and documentation for the Selection Panel. • Administer competency and/or practical assessments (with service providers where applicable) • Conduct reference, credential, criminal, and other lawful checks within five (5) working days. • Issue offers, manage onboarding, and maintain recruitment records for a minimum of one (1) year in accordance with BCEA section 31 and POPIA.
Line Manager	• Confirm the operational need for the vacancy and initiate the recruitment process. • Review and update job descriptions and job specifications. Participate in interview question formulation and selection panel deliberations. • Own and approve the final selection motivation aligned to organisational requirements. • Support employee onboarding and oversee the probation period.
Selection Panel	• Shortlist candidates based on inherent job requirements and Employment Equity Plan (EEP) targets. • Conduct interviews and assess candidates using approved and standardised assessment instruments. • Recommend up to three (3) suitable candidates per vacancy. • Provide written motivation where the highest-scoring candidate is not recommended.

9. Implementation Steps & Action Matrix

Step No.	Step Name	Key Activities	Responsible Team	Timeline
1	Kick-off Meeting	Communicate plan; assign responsibilities; confirm timelines.	HR & Management	Week 1
2	Develop Tools & Templates	Create SLAs, escalation protocols, dashboards; configure e-recruitment.	HR & IT	Weeks 2–4
3	Training & Awareness	Train HR and line managers; awareness for department heads.	HR Training Team	Weeks 5–6
4	Execution & Monitoring	Implement actions; track progress via dashboards and weekly reports.	HR & Line Managers	Weeks 7–12
5	Review & Adjust	Quarterly effectiveness review; adjust timelines and resources.	HR & Senior Management	Quarterly
6	Success Indicators	TTF reduced by 30% within 6 months; SLA compliance ≥ 90%; weekly dashboard.	HR Performance Team	Ongoing

10. Timeline Overview (FY2026)

- **Feb 2026**: Kick-off; vacancy forecast; update risk register; identify critical posts.
- **Mar 2026**: EE targets per department; talent pool database; dashboard live.
- **Apr 2026**: E-recruitment system deployed; first stakeholder session; begin virtual interviews.
- **May 2026**: Training for HR & line managers; launch succession development programmes.
- **Jun 2026**: Review outcomes; adjust; report to LLF/Council; plan next FY actions.

11. KPIs & Monitoring

- Time-to-Fill (TTF): ≤ 6 months from vacancy date to acceptance (target: 95% of posts).
- Time-to-Advertise: ≤ 14 working days from vacancy approval to public posting.
- Shortlisting Turnaround: ≤ 15 working days from advert closing to shortlist sign-off.
- Assessment & Interview Turnaround: ≤ 30 working days from shortlist sign-off to interview completion.
- Verification Turnaround: ≤ 5 working days from preferred candidate identification to verification report.
- Offer Acceptance Rate: ≥ 80% accepted on first issue.
- EE Representation: ≥ 90% appointments contribute to under-represented EEP targets (without absolute barriers).
- Candidate Experience: ≥ 4.0/5 average rating from post-process surveys (shortlisted candidates).
- Panel Compliance: 100% interviews recorded; documentation retained ≥ 1 year per BCEA and POPIA.
- Quality-of-Hire (6-month): ≥ 80% probation confirmations; ≤ 5% early attrition.
- Monitoring & Reporting: Monthly Vacancy Dashboard to LLF and Council (vacancy age, recruitment stage, acting appointments); Bi-weekly progress reports and SLA compliance tracking.

12. Budget & Resource Allocation

Item	Estimated Cost (R)
Recruitment tools & e-system	250,000
Training (HR & line managers)	150,000
HR capacity (temporary staff)	300,000
Advertising & talent pool development	100,000
Contingency for critical posts	200,000

Total Estimated Budget: R 1,000,000

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Annexure A

APPOINTMENT OF TEMPORARY STAFF ON FIXED-TERM CONTRACT

2025 Edition | Version 2025.01

Approved by Council: _____ | Effective Date: _____

PART A: FIXED-TERM EMPLOYMENT CONTRACTS POLICY

1. PURPOSE

The purpose of this Policy is to regulate the appointment, management, and monitoring of fixed-term employment contracts in order to:

a) Ensure compliance with section 198B of the Labour Relations Act, 66 of 1995
b) Ensure alignment with the Local Government: Municipal Staff Regulations, 2022
c) Prevent the misuse of fixed-term employment for permanent or ongoing work
d) Minimise legal, financial, and governance risks to the Municipality

2. LEGISLATIVE AND REGULATORY FRAMEWORK

This Policy is informed by, and must be read together with:

a) Labour Relations Act, 66 of 1995 (Sections 186 and 198B)
b) Basic Conditions of Employment Act, 75 of 1997
c) Local Government: Municipal Staff Regulations, 2022
d) Applicable CCMA and Labour Court rulings

3. SCOPE OF APPLICATION

This Policy applies to:

a) All fixed-term employment contracts exceeding three (3) months
b) All employees earning below the BCEA earnings threshold
c) All departments and units of the Municipality
d) All appointments, renewals, and extensions of fixed-term contracts

4. DEFINITIONS

(i) **Fixed-Term Contract:** An employment contract that terminates on a specified date; or Completion of a specific task or project; or Occurrence of a specified event

(ii) **Justifiable Reason:** A work-related, objective reason that legitimises a fixed-term appointment beyond three (3) months as contemplated in section 198B(4) of the LRA.

(iii) **Repeated renewals:** occur when an employee is employed on a fixed-term contract that is renewed multiple times (4 times)

(iv) **Rolling contracts**: A fixed-term contract is automatically or routinely renewed, often for short periods (e.g. monthly or three-monthly), and the renewals occur without any material change to the job, duties, or justification.

5. POLICY STATEMENT

The Municipality shall not employ any employee on a fixed-term contract exceeding three (3) months unless:

a) The nature of the work is genuinely temporary, and
b) A documented, justifiable reason exists, directly linked to the work.

6. PERMISSIBLE JUSTIFIABLE REASONS

Fixed-term contracts exceeding three (3) months may only be used for:

a) The nature of the work is of a limited or determined duration
b) A replacement is required for someone who is temporary absent from work (attach relevant information i.e. leave form)
c) There is a temporary increase in the volume of work (which is not expected to extend beyond 12 months)
d) The person is a non-citizen who allowed to work for a defined period in term of SA, immigration laws
e) The position is extremely funded for a limited period
f) The person who is appointed is a pensioner older than 65
g) The person is a student or recent graduate who is employed in order to receive training or work experience
h) Employment for seasonal work

7. ACCEPTED JUSTIFICATION

a) Genuine Temporary Replacement

Where the employee is engaged to replace another employee who is:

(i) on maternity leave
(ii) on long-term sick leave
(iii) temporarily suspended

b) Project-Based or Limited-Duration Work

Employment linked to:

(i) a specific project
(ii) a contract with a client
(iii) funding that is time-bound

If the same work continues after the project ends, renewals will likely be found unjustified.

c) Seasonal or Cyclical Work

Employment dependent on:

(i) specific seasons (e.g. agriculture, tourism)
(ii) periodic demand fluctuations

d) Employees Near Retirement Age

Fixed-term employment may be justified where the employee has reached or is close to the normal or agreed retirement age.

e) Specialised or Scarce Skills for a Limited Need

Used when:

(i) specialised expertise is required temporarily
(ii) the role does not form part of the employer's permanent structure

8. PROHIBITED USES

Fixed-term contracts may not be used:

a) For permanent or ongoing operational work
b) As a probationary or trial period
c) For flexibility or convenience
d) To avoid permanent appointments or employment benefits
e) For posts not listed on the approved staff establishment

9. EQUAL TREATMENT

Employees on fixed-term contracts exceeding three (3) months must receive:

a) Equal remuneration
b) Equal benefits
c) Equal working conditions

Unless the Municipality can demonstrate an objective justification for differentiation.

10. DURATION AND RENEWALS

a) All fixed-term contracts must specify the exact end date or event
b) Repeated renewals for the same work are strongly discouraged
c) Rolling contracts shall be regarded as evidence of non-compliance

11. ROLES AND RESPONSIBILITIES

a) Line Managers: Identify temporary needs and submit motivations
b) Human Resources: Verify compliance and monitor contracts
c) Finance: Confirm funding availability
d) Municipal Manager: Final approval and accountability
e) Council: Policy oversight where applicable

12. NON-COMPLIANCE

Failure to comply with this Policy may result in:

a) Contracts being deemed permanent after repeated renewals or rolling contracts
b) Disciplinary action against responsible officials
c) Financial liability and adverse CCMA rulings

13. REVIEW

This Policy shall be reviewed every three (3) years, or earlier if legislation changes.

PART B: STANDARD OPERATING PROCEDURE (SOP)
FIXED-TERM EMPLOYMENT CONTRACTS

1. PURPOSE

To provide a standardised, auditable process for appointing and managing fixed-term contracts exceeding three (3) months.

2. APPLICABILITY

This SOP applies to all requests for:

a) New fixed-term contracts
b) Extensions or renewals exceeding three (3) months

3. SOP PROCESS STEPS (also refer to flowchart)

STEP 1: IDENTIFICATION OF NEED

Line Manager confirms:

a) Work is temporary
b) Justifiable reason applies

Permanent alternatives must be considered first

STEP 2: VERIFICATION CHECKS (HR)

HR must confirm:

a) Post exists on approved staff establishment ✅
b) Post is funded ✅
c) Employee earnings fall below BCEA threshold ✅
d) Justifiable reason is legislatively acceptable ✅

STEP 3: MOTIVATION SUBMISSION

Line Manager submits:

a) Standardised Fixed-Term Motivation Form
b) Supporting evidence (e.g., project plan, relief letter, funding confirmation)

STEP 4: APPROVAL LEVELS

Contract Duration Approval Authority

Up to 3 months	Senior Manager
3 – 6 months	Director
Over 6 months	Municipal Manager

HR may not issue contracts without full approval.

STEP 5: CONTRACT ISSUING

HR must ensure:

a) Contract duration aligns with justification
b) Equal pay and benefits are specified
c) No automatic renewal clauses exist

STEP 6: MONITORING AND REVIEW

a) Contracts recorded in Fixed-Term Register
b) HR reviews contracts at 2-month intervals
c) Renewal risk assessment conducted before any extension

STEP 7: TERMINATION OR CONVERSION

Contracts end automatically only if justified

Non-compliant contracts must be:

a) Corrected
b) Converted to permanent employment
c) Terminated following fair process

4. RECORD-KEEPING

HR must maintain:

a) Fixed-Term Contract Register
b) Motivation forms
c) Approval documents
d) Compliance reports

5. REPORTING

a) Quarterly compliance reports to Management
b) Annual review to Council or Audit Committee

6. ACCOUNTABILITY

Failure to follow this SOP constitutes misconduct and may result in disciplinary action.

7. EFFECTIVE DATE

This SOP becomes effective on the date of approval by the Municipal Manager.

8.4.1(d)

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PROBATION POLICY

Approved by Council: _____ | Effective Date: _____

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1. INTRODUCTION

The Municipality recognises probation as a structured and fair assessment period during which a newly appointed employee's suitability for permanent employment is evaluated. Probation is not a form of job insecurity but an opportunity for performance assessment, induction, guidance, training, and support. This policy is informed by the principles of fair labour practice, particularly procedural and substantive fairness, as required by South African labour legislation.

2. PURPOSE OF THE POLICY

The purpose of this policy is to:

(i) Establish a clear and legally compliant framework governing probationary employment;
(ii) Ensure that employees appointed on probation receive reasonable evaluation, instruction, training, guidance, and counselling;
(iii) Promote fair decision-making regarding confirmation, extension, or termination of employment; and
(iv) Align Municipal practices with the Labour Relations Act and applicable municipal legislation.

3. LEGISLATIVE AND REGULATORY FRAMEWORK

This policy is informed by, and must be interpreted in accordance with, the following legislation:

(i) Labour Relations Act, 66 of 1995 (as amended), including Schedule 8: Code of Good Practice – Dismissal
(ii) Basic Conditions of Employment Act, 75 of 1997
(iii) Local Government: Municipal Systems Act, 32 of 2000
(iv) Municipal Staff Regulations
(v) Applicable collective agreements

4. SCOPE OF APPLICATION

This policy applies to:

(i) Newly appointed permanent employees
(ii) Promoted employees who have undergone a full recruitment and selection process
(iii) Employees appointed in terms of internal promotion or rapid promotion schemes

The policy does not apply to the Municipal Manager and managers appointed in terms of performance contracts in accordance with Sections 56 and 57 of the Municipal Systems Act.

5. DEFINITIONS

For the purposes of this policy:

Employer: Means the Municipality.
Employee: Means any person appointed in a permanent position following a formal recruitment and selection process.

Probation: Means a defined initial period of employment during which an employee's performance, competence, suitability, and conduct are assessed in accordance with Schedule 8 of the Labour Relations Act and regulation 23 of the Municipal staff regulations.
Line Manager: Means the immediate supervisor responsible for the operational management and performance supervision of the employee.
Director: Means a senior manager appointed in terms of Sections 56 or 57 of the Municipal Systems Act, directly accountable to the Municipal Manager.
Probation Extension: Means a justified and reasonable prolongation of the probation period based on demonstrable performance gaps and the provision of support.
Underperformance / Incapacity: Means the inability of an employee to meet the required performance standards of the position for reasons related to skills, competence, or capacity, excluding misconduct.

6. DURATION OF PROBATION

6.1 All employees appointed on probation shall serve a probation period of six (6) months.

6.2 The probation period may be extended, on reasonable grounds, to a maximum of six (12) months, excluding periods of leave.

6.3 Any period of leave taken during probation shall not count toward completion of the probation period.

6.4 The terms of probation must be clearly stated in the employee's letter of appointment.

7. PERFORMANCE MANAGEMENT DURING PROBATION

7.1 Employees on probation must receive clear performance standards at the commencement of employment.

7.2 Performance must be assessed monthly using approved probation assessment tools.

7.3 Feedback must be provided timeously, highlighting strengths, areas of concern, and corrective measures.

8. ROLES AND RESPONSIBILITIES

RESPONSIBLE PERSON	ROLE
Line Manager	Responsible for performance management, coaching, regular evaluation, and documentation.
Director	Responsible for oversight, evaluation review, decision-making on confirmation or extension, and ensuring fairness.
Municipal Manager	Responsible for approving appointments and terminations for senior post levels.
Human Resources Division	Responsible for policy guidance, compliance monitoring, record-keeping, and advisory support.

9. EXTENSION OF PROBATION

9.1. Probation may only be extended where:

(i) Performance standards were communicated;
(ii) Reasonable opportunity and support were provided; and
(iii) Improvement remains possible.

9.2. Extensions must be reasonable, proportionate, and communicated in writing with clear reasons and expectations.

10. POOR PERFORMANCE AND INCAPACITY DURING PROBATION

The Municipality shall manage poor performance during probation in accordance with Schedule 8 of the Labour Relations Act, ensuring fairness through:

(i) Investigation
(ii) Guidance and training
(iii) Reasonable time for improvement
(iv) Consideration of alternatives to dismissal

11. TERMINATION OF EMPLOYMENT DURING PROBATION

11.1. Termination may occur only after:

(i) Adequate support and counselling;
(ii) Fair evaluation; and
(iii) A reasonable opportunity to improve.

11.2. While probationary employees have a reduced expectation of permanence, all dismissals must remain procedurally and substantively fair.

12. TRANSFER DURING PROBATION

An employee on probation may be considered for transfer only where it is operationally justified and aligned with fair labour practices.

13. COMPLETION OF PROBATION

13.1. Successful completion of probation shall result in written confirmation of permanent appointment.

13.2. Failure to formally extend or terminate probation upon expiry shall be deemed confirmation of appointment.

14. IMPLEMENTATION, MONITORING AND REVIEW

This policy shall take effect on the date determined by Council and shall be reviewed periodically to ensure continued legislative compliance.

15. APPROVAL & SIGN-OFF

Approved by Council on	
Resolution No	
Signature (Municipal Manager)	
Date	

8.4.1(e)

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EMPLOYMENT EQUITY POLICY

Approved by Council: _____ | Effective Date: _____

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1. PURPOSE

This Employment Equity (EE) Policy sets out the governance framework for advancing equal opportunity and fair treatment within Witzenberg Municipality and for eliminating unfair discrimination in all employment policies and practices. It gives effect to and must be read together with the approved Witzenberg Municipality Employment Equity Plan for the period 01 September 2025 to 31 August 2030, and it mandates the implementation of the affirmative action measures, numerical goals, annual targets, monitoring arrangements and responsibilities contained in that Plan.

2. LEGISLATIVE AND POLICY FRAMEWORK

(i) Constitution of the Republic of South Africa, 1996
(ii) Labour Relations Act, 1995 (Act 66 of 1995) as amended
(iii) Basic Conditions of Employment Act, 1997 (Act 75 of 1997)
(iv) Employment Equity Act, 1998 (Act 55 of 1998), as amended, including section 15A sector targets and section 20 EE Plans
(v) Skills Development Act, 1998 (Act 97 of 1998)
(vi) Skills Development Levies Act, 1999 (Act 9 of 1999)
(vii) Municipal Systems Act, 2000 (Act 32 of 2000)
(viii) Promotion of Equality and Prevention of Unfair Discrimination Act, 2000 (Act 4 of 2000)
(ix) Codes of Good Practice issued in terms of the Employment Equity Act (including Handling of Sexual Harassment Cases; Preparation, Implementation and Monitoring of EE Plans; Employment of People with Disabilities; Key Aspects of HIV and AIDS and Employment)

3. DEFINITIONS

"Black people" means Africans, Coloureds and Indians.

"Candidate" means an applicant for a post.

"Designated groups" means black people, women and people with disabilities.

"Diversity" means any way in which individuals or groups differ from one another, including but not limited to cultural values, interests, traditions, languages, beliefs and preferences.

"Employee" means any person employed by Witzenberg Municipality on a permanent or fixed-term (longer than three months) basis.

"People with disabilities" means people who have a long-term or recurring physical or mental impairment which substantially limits their prospects of entry into, or advancement in, employment.

"Reasonable accommodation" means any modification or adjustment to a job or to the working environment that enables a person from a designated group to have access to, participate in, or advance in employment.

"Suitably qualified" a person may be suitably qualified for a job as a result of any one of, or any combination of, that person's formal qualifications, prior learning, relevant experience, or capacity to acquire the ability to do the job within a reasonable time.

"Workplace" refers to the place of work as contemplated in the Labour Relations Act, 1995 (Act 66 of 1995).

4. SCOPE OF APPLICATION

This policy applies to all Witzenberg Municipality employees and employment practices as described in Chapter III of the Employment Equity Act. It governs, among others: (a) recruitment, selection and appointment; (b) education, training and development; (c) reasonable accommodation and advancement of people with disabilities; (d) gender equality and mainstreaming; (e) succession planning and career pathing; and (f) retention and cultural transformation.

5. DURATION OF THE EMPLOYMENT EQUITY PLAN

In accordance with section 20 of the Employment Equity Act, the Employment Equity Plan of Witzenberg Municipality is in force for five (5) years, from 01 September 2025 to 31 August 2030. A successive plan shall be prepared at least six months prior to the expiry of this plan.

6. BROAD OBJECTIVES OF EMPLOYMENT EQUITY

1. Address under-representation of designated groups across all occupational levels and categories.
2. Identify and eliminate employment barriers in all municipal employment policies and practices.
3. Implement affirmative action measures to achieve the numerical goals, annual targets and timetables contained in the EE Plan (2025–2030).
4. Institutionalise monitoring, evaluation and reporting mechanisms to ensure reasonable progress toward employment equity.
5. Provide fair internal procedures to resolve disputes about the interpretation or implementation of the EE Policy and Plan.

7. AFFIRMATIVE ACTION MEASURES

Witzenberg Municipality adopts the affirmative action measures set out in the approved Employment Equity Plan (2025–2030). The following thematic measures will be implemented and budgeted for:

7.1 Targeted Recruitment and Selection

- Use community media, local newspapers, municipal website, and community radio to reach rural and disadvantaged communities.
- Include clear Employment Equity statements and reasonable accommodation offers in all adverts.
- Embed EE priorities in shortlisting and selection criteria, using competency-based methods and the EEA definition of "suitably qualified".

7.2 Advertising and Talent Sourcing

- Ensure vacancies reach designated groups and persons with disabilities (PWD).
- Maintaining talent pools scarce and critical skills.

7.3 Training, Development and Succession Planning

- Provide bursaries, learnerships, skills programs for designated groups.
- Develop a formal succession planning and mentorship programme aligned to departmental workforce plans.

7.4 Retention and Progression

- Develop and implement a retention strategy for designated groups, including career pathing and development plans.
- Monitor turnover and conduct exit interview analysis to identify and address barriers.

7.5 Disability Inclusion and Reasonable Accommodation

- Achieve and maintain at least 3% employment of persons with disabilities over the plan period.
- Identify suitable positions for PWD, implement job-readiness and workplace integration programmes.
- Budget for and implement reasonable accommodation, including assistive devices and flexible work arrangements.
- Upgrade facilities annually to improve accessibility.

7.6 Appointments to Decision-Making Levels

- Ensure suitably qualified members of designated groups are appointed to management positions to enable meaningful participation in decision-making.

7.7 Organisational Culture and Anti-Discrimination

- Provide ongoing diversity, inclusion and anti-discrimination training.
- Prevent and address harassment, including sexual harassment, through policies, training and enforcement.

7.8 Job Evaluation, Grading and Remuneration

- Review and update job descriptions and grading to remove discriminatory requirements.
- Apply allowances and benefits fairly and transparently, including scarce skills measures where applicable.

8. UNFAIR AND FAIR DISCRIMINATION

Unfair discrimination on any prohibited ground is not permitted. The Municipality will enforce the Employment Equity Act, including fair discrimination on inherent job requirements, affirmative action, and other lawful grounds, while ensuring validated, reliable and unbiased testing and selection methods.

9. ELIMINATION OF EMPLOYMENT BARRIERS

Employment policies and practices should be reviewed on an ongoing basis to identify and remove barriers. The Municipality shall avoid creating absolute barriers to appointment or promotion of non-designated groups while prioritising equitable representation in line with the EE Act.

10. NUMERICAL GOALS AND TARGETS

Witzenberg Municipality adopts the numerical goals and annual targets set out in the Employment Equity Plan (2025–2030), aligned with sectoral targets determined in terms of section 15A of the Employment Equity Act for the four upper occupational levels and including targets for semi-skilled and unskilled levels. Numerical goals cover the entire workforce profile per occupational level by race and gender and include a minimum target of 3% for employees with disabilities, to be phased in over the plan period.

11. CONSULTATION

The Municipality shall consult and seek consensus with employees via the Employment Equity Committee and the Local Labour Forum on the analysis, plan development, monitoring and reporting of Employment Equity. Capacity-building will be provided to committee members.

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12. ASSIGNMENT OF RESPONSIBILITY

- Municipal Manager: Custodian of the Employment Equity Policy and Plan and overall accountability for compliance.
- Senior Manager: Human Resources: Accountable official for daily implementation, monitoring, reporting and coordination of EE processes.
- Directors and Line Managers: Responsible for implementing EE measures and achieving targets within their departments; EE to be reflected in managerial performance contracts.
- Employment Equity Committee: Representative structure to monitor implementation progress and advise on barriers and corrective measures.

13. MONITORING, EVALUATION AND REPORTING

- Employment Equity Committee: meets quarterly to review progress against targets and barriers.
- Senior Manager: Human Resources: conducts monthly monitoring of appointments and progress against annual targets and prepares reports.
- Local Labour Forum: monthly consultation on EE implementation matters as part of labour relations processes.
- Human Resources: submits quarterly management reports reflecting EE statistics and progress.

Annual reporting to the Department of Employment and Labour will be completed in accordance with the EEA reporting requirements. Corrective actions will be initiated where variance from targets is identified.

14. DISPUTE RESOLUTION

Any employee or recognised union that is dissatisfied with the implementation of this policy or the EE Plan may lodge grievance with the Human Resources Department. The Senior Manager: Human Resources shall convene a consultation with the parties within 14 days of receipt to mediate a resolution. If unresolved within 30 days, the matter may be referred to the appropriate forum in terms of the applicable legislation and collective agreements.

15. COMMUNICATION AND CHANGE MANAGEMENT

The Municipality will communicate this Policy and the EE Plan to all employees via circulars, inductions, noticeboards and the intranet. Change management initiatives will promote diversity, prevent discrimination and harassment, and support reasonable accommodation for persons with disabilities.

16. ENFORCEMENT AND NON-COMPLIANCE

Non-compliance with this Policy or the EE Plan may result in corrective action in terms of the Municipality's disciplinary code and remedial measures as required by law. Managers are accountable through performance management for the implementation of EE commitments within their areas of responsibility.

17. REVIEW

This Policy will be reviewed when required by legislative amendments or organisational changes, and at least in alignment with the preparation of the successive Employment Equity Plan before 31 August 2030.

Approved by Council Resolution: _____

Municipal Manager: _____ Date: _____

18. APPENDIX A: POLICY ↔ PLAN ALIGNMENT MAP (SUMMARY)

Policy Section	Aligned EE Plan Element (2025–2030)	Implementation Notes
1–2 Purpose & Framework	EEA13 Plan approval; Plan duration 01/09/2025–31/08/2030	Policy mandates plan execution; prepare successive plan 6 months before expiry.
7 AA Measures	Barriers & AA measures: recruitment, succession, disability inclusion, facility upgrades	Targeted advertising; succession policy; renovate facilities; job-readiness for PWD.
10 Numerical Goals	Sector targets (s15A) and annual targets; 3% disability target	Adopt plan tables; track monthly/quarterly; report variances.
12 Responsibility	Assigned Senior Manager: HR; Municipal Manager custodian	Line managers' KPIs to include EE objectives.
13 Monitoring	EE Committee quarterly; HR monthly; LLF monthly; HR bi-monthly report	Use dashboards; hiring audits; corrective actions.

8.4.1(f)

WITZENBERG
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PERFORMANCE MANAGEMENT POLICY

Approved by Council: _____ | Effective Date: _____

Last review date: Approved per Council resolution 8.4.4 of 30 September 2020.

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Tracked Changes Notes

This document displays proposed changes using Word-compatible visual markup: [Added] green underline, [Deleted] red ~~strikethrough~~.

1. PREAMBLE

Municipality places performance by all staff members at the forefront of service delivery, and has thus developed a policy to drive performance management across all levels and in synchronisation with other human resource management systems and processes.

2. PURPOSE

The purpose of this policy is to provide a standard framework for planning and continuous assessment of and optimisation of performance of all staff members in the Municipality.

3. SCOPE OF APPLICATION

This policy applies to all staff members of the Municipality, **except** a staff member who is:

3.1 appointed on a fixed term contract with a duration of less than 12 months;

3.2 serving notice –

3.2.1 of termination of his or her contract of employment; or

3.2.2 to retire on reaching the statutory retirement age; and

3.3 appointed on an internship programme or participating in the national public works programme or any similar scheme; and

3.4 appointed in terms of sections 54A and 56 of the Municipal Systems Act.

4. LEGISLATIVE AND POLICY FRAMEWORK

- Constitution of the Republic of South Africa Act, 1996 (Act No. 108 of 1996)
- Municipal Systems Act, 2000 (Act No. 32 of 2000)
- Municipal Structures Act, 1998 (Act No. 117 of 1998)
- Municipal Finance Management Act, 2003 (Act No. 56 of 2003)
- Labour Relations Act, 1995 (Act No. 66 of 1995)
- Employment Equity, 1998 (Act No. 55 of 1998)
- Skills Development Act, (Act No. 97 of 1998)
- Local Government: Regulations on appointment and conditions of employment of senior managers, 2014
- Local Government: Municipal Staff Regulations, 2021
- Local Government: Guidelines for the Implementation of the Municipal Staff Regulations, 2021
- Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997)
- Municipal Planning and Performance Management Regulations, 2001
- National Skills Development Strategy
- National Qualifications Framework

5. DEFINITIONS

5.1. **Assessment Panel** – A formally constituted body responsible for evaluating staff performance assessments in accordance with the approved performance management and development system.

5.2. **Competency** – The knowledge, skills, behaviours, attributes and capabilities required for a staff member to successfully perform the duties of a specific position.

5.3. **Key Performance Area (KPA)** – The main areas of responsibility associated with a staff member's role, which are critical to the achievement of departmental and municipal objectives.

5.4. **Key Performance Indicator (KPI)** – A measurable indicator used to assess the extent to which a Key Performance Area has been achieved within a specified period.

5.5. **Performance Agreement** – A formal agreement between the municipality and a staff member outlining performance objectives, KPAs, KPIs, competencies, targets, weightings and performance standards for a specific performance cycle.

5.6. **Performance Cycle** – The twelve-month period aligned to the municipal financial year during which performance is planned, monitored, reviewed and evaluated.

5.7. **Performance Management and Development System (PMDS)** – An integrated process of planning, monitoring, reviewing, evaluating and developing staff performance in line with organisational objectives.

5.8. **Personal Development Plan (PDP)** – A structured plan aimed at addressing identified development needs of a staff member through training, coaching or other capacity-building interventions.

5.9. **Supervisor** – A manager or delegated official responsible for managing, monitoring, coaching and evaluating the performance of a staff member.

5.10. **Staff Member** – Any employee of the Municipality to whom this policy applies, excluding those categories expressly excluded in the Scope of Application.

6. PROBLEM STATEMENT

7. POLICY PROVISIONS

7.1 Performance management and development principles

7.1.1 The performance management and development system shall be collaborative, transparent, and fair.

7.1.2 The municipality shall apply the performance management and development system in a consultative, supportive and non-discriminatory manner in order to enhance organisational efficiency, effectiveness and accountability.

7.1.3 The performance management and development system shall be underpinned by an open, constructive and on-going communication between the supervisor and the staff member.

7.1.4 The performance management and development system shall, where reasonably practicable, link to –

(a) the Municipality's strategic objectives and Integrated Development Plan, the SDBIP of the relevant Municipal department; and

(b) the senior manager's performance plan and the performance plans of the staff members falling under that senior manager's department.

7.1.5 The performance management and development system shall be developmental, while allowing for –

(a) an effective response and relevant measures to manage substandard performance; and

(b) recognition and reinforcement of fully effective performance, performance significantly above expectations and outstanding performance.

7.1.6 The performance management and development system shall be integrated with other human resource policies and practices, as well as any other organisational development initiatives of the Municipality.

7.1.7 The performance management and development system shall promote productivity and optimise skills development targets.

7.1.8 The performance management and development system shall ensure that realistic and achievable outputs are set for staff members.

7.2 Determination of performance management and development system

The objective of the performance management and development system is to –

7.2.1 promote the objects and developmental duties of the Municipality as set out in Sections 152 and 153 of the Constitution;

7.2.2 promote a culture of service to the public, accountability, mutual co-operation and assistance amongst staff members;

7.2.3 institutionalise performance planning, monitoring and evaluation in the Municipality;

7.2.4 maximise the ability of the municipality as a whole to achieve its objectives and improve the quality of life of its residents by aligning municipal-wide, departmental and individual performance;

7.2.5 build a common understanding among staff members of the Municipality's objectives contained in the Integrated Development Plan (IDP) and annual performance plan;

7.2.6 set clear performance indicators and performance targets by communicating to staff members how their roles contribute to the success of the Municipality;

7.2.7 build individual capability, skills, competencies that are key to the Municipality achieving its mandate and objectives and encourage commitment among staff members;

7.2.8 create an enabling environment to plan, monitor and measure performance against set targets or outputs;

7.2.9 encourage desired behaviours as articulated in the Code of Conduct for Municipal Staff Members, as contained in Schedule 2 to the Municipal Systems Act;

7.2.10 identify and improve substandard performance of staff members;

7.2.11 recognise performance of staff that have achieved a rating of performance significantly above expectations and outstanding performance.

7.3 Performance management and development system

7.3.1 A staff member of the municipality is a public servant in a developmental local government system, and therefore shall –

(a) be committed to serve the public and to a collective sense of responsibility for performance in terms of standards and targets; and

(b) participate in the overall performance management system of the municipality, as well as the staff members' individual performance evaluation and reward system in order to maximise the ability of the municipality as a whole, to achieve its objectives.

7.3.2 The Municipality, as represented by the relevant supervisor, and staff member shall, during the planning phase, agree on –

(a) the performance objectives and targets that the staff member is expected to achieve during a performance cycle;

(b) specific performance standards, weightings for targets and performance indicators for measuring achievement of performance against set targets; and

(c) job specific competencies to be assessed in the performance cycle.

7.3.3 The supervisor and staff member shall ensure that performance management is aligned to the staff member's job, and KPAs relevant to the post that the staff member holds.

7.3.4 The KPAs shall relate to the staff member's functional area and shall consist of not less than 5 and not more than 7 KPAs.

7.3.5 The KPIs—

(a) include the input, quality or impact of an output by which performance in respect of a KPA is measured; and

(b) shall be measurable and verifiable.

7.3.6 The performance standard for each KPI may be qualitative or quantitative, but shall also satisfy the criteria set out in 7.3.5 above.

7.3.7 The KPA weighting demonstrates the relative weight of each KPA.

7.3.8 The job specific competencies, as derived from Annexure A of the Municipal Staff Regulations, shall include the name and definition of the specific competency, the expected level of capability, the relevant weightings, be specific and applicable to the job of the staff member.

7.3.9 The staff member's job specific competencies shall not exceed six competencies within a performance cycle.

7.3.10 The supervisor shall, during the performance cycle, monitor, coach and provide feedback to the staff member.

7.3.11 The supervisor and staff member shall undertake a formal mid-year performance review. The review shall be recorded as a formal engagement between the supervisor and staff member.

7.3.12 The supervisor and staff member shall undertake an annual performance assessment for each performance cycle based on the performance agreement.

7.3.13 The criteria upon which the performance of the staff member shall be assessed consist of two components: KPAs and job specific competencies. The staff member's performance shall be assessed against both components. KPAs covering the main areas of the work will account for 80% of the weight while the job specific competencies will constitute 20% of the overall assessment result as per the weightings agreed in terms of the performance agreement.

7.3.14 The supervisor and staff member shall conclude the annual performance assessment process as a formal engagement co-signed by the supervisor and staff member. The annual performance assessment shall be recorded and signed by the supervisor and staff member.

7.3.15 The supervisor shall ensure that any relevant personal development and career incidents are deliberated upon with the staff member during the performance appraisal or assessment.

7.4 Performance agreement

7.4.1 A supervisor and staff member shall enter into a performance agreement for each performance cycle of the municipality.

7.4.2 The performance agreement of –

(a) a serving staff member shall be concluded within 30 days of the commencement of the new financial year of the municipality; and

(b) a staff member shall be concluded within 60 days of—

(i) his or her appointment after probation as from 1 July of the new financial year;

(ii) his or her transfer or promotion to a new post; or

(iii) his or her return from prolonged leave that is more than three months.

7.4.3 If at any time during the period of the performance agreement, the responsibilities of the staff member change to the extent that the performance plan in the performance agreement is no longer appropriate, the parties shall revise the performance agreement.

7.4.4 The performance agreement shall not diminish the obligations and duties of a staff member in terms of the staff member's employment contract, or any applicable regulations or municipal policy.

7.4.5 The performance agreement shall include a performance plan that contains--

(a) the name, job title and the department of the staff member;

(b) the objectives or targets;

(c) the KPAs, their weightings and the target date for meeting the KPA;

(d) the KPIs and the performance standard for each KPI;

(e) the name and definition of the job specific competencies, their weightings and the expected level of capability for each competency;

(f) a personal development plan prepared as prescribed in terms of the skills development policy;

(g) the process of monitoring and assessing performance, including the planned dates of assessment.

7.5 Team-based performance

7.5.1 The Municipality shall establish a team-based performance management and development system for a category of staff below the level of a supervisor that will assist the municipality in managing probation, rewards, and skills development of staff members, which is consistent with the principles under clause 7.1.

7.5.2 Before implementing the team-based performance management and development system, the Municipality shall –

(a) pilot the system on a team of staff members in all affected occupational streams; and

(b) consult the system with recognised trade unions within the Local Labour Forum.

7.6 Performance monitoring and review

7.6.1 The monitoring process shall involve a manager consistently measuring performance on the job and providing ongoing feedback to staff members and teams on progress towards reaching staff member and team goals.

7.6.2 The monitoring of performance shall include conducting progress assessment with staff member and teams through one-on-one or team engagement sessions during which their performance is compared against predetermined performance standards.

7.6.3 The supervisor shall offer coaching when required in order to reinforce effective performance or bring the performance of the staff member closer to the expected standards.

7.6.4 The performance of the staff member shall be reviewed at mid-year to assess the staff member or teams' progress towards meeting performance targets, to identify challenges and agree to solutions and to consider reviewing targets resulting from workplace changes beyond the staff member or team's control.

7.6.5 The municipality may review the performance of a staff member at any other time and on an ongoing basis to offer coaching and feedback.

7.7 Performance evaluation

7.7.1 The annual performance evaluation shall involve –

(a) an assessment of the extent to which the staff member achieved the performance objectives and targets as outlined in the performance plan, which comprises of:

(i) each KPA assessed to determine the extent to which the specified standards or KPI have been met, with due regard to ad hoc tasks that had to be performed under that KPA;

(ii) an indicative rating on the prescribed five-point scale under 7.7.2 below provided for each KPA; and

(iii) the rating assigned to each KPA multiplied by the weight given to that KPA to provide a weighted score for that KPA.

(b) an assessment of the extent to which the staff member achieved the job specific competencies outlined in the performance plan, which comprises of:

(i) each competency assessed to determine the extent to which the specified standards or KPIs have been met;

(ii) an indicative rating on the prescribed five-point scale under 7.7.2 below provided for each job specific competency; and

(iii) the rating assigned to each job specific competency is multiplied by the weight given to that competency to provide a score for that competency.

7.7.2 The prescribed five-point rating scale below shall apply to all staff members:

Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of a staff member at this level. The appraisal indicates that the staff member has achieved above fully effective results against all performance criteria and indicators as specified in the Performance Agreement and Performance Plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectation	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the staff member has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the staff member has fully achieved effective results against all significant performance criteria and indicators as specified in the Performance Agreement and Performance Plan
2	Performance not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the staff member has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the Performance Agreement and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/ assessment indicates that the staff member has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the Performance Agreement and Performance Plan. The staff member has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

7.7.3 An overall rating shall be calculated by using the assessment rating calculator as provided in Annexure F to this policy. Such overall rating represents the outcome of the performance appraisal.

7.7.4 The annual performance evaluation shall determine a performance rating for the performance cycle.

7.7.5 The staff member assessed or the person designated in terms of 7.7.7 below shall provide the supervisor with a portfolio of evidence relating to his or her KPAs for the entire performance cycle.

7.7.6 The maintenance and provision of the portfolio of evidence to support the decision on the final score to each KPA and competency, shall be the responsibility of the staff member.

7.7.7 Despite 7.7.6 above, the municipal manager may exempt categories of staff from maintaining a portfolio of evidence in which case the municipality shall determine alternative mechanisms, or designate a staff member who will maintain the portfolio of evidence of those staff members.

7.7.8 The evaluation of the performance of the staff member shall be conducted by that staff member's supervisor or his or her delegate.

7.7.9 The staff member's supervisor shall keep a record of all assessment meetings.

7.7.10 Although union representatives do not form part of the Assessment Panel, they are legally obliged to monitor the Assessment process and should as such be present during Assessment panel meetings as observers.

7.7.11 Personal growth and career development needs identified during any performance review or assessment, together with the actions and timeframes agreed to, shall be recorded in the staff member's personal development plan.

7.7.12 Once the annual performance evaluation has been concluded, the performance assessment reports and outcomes shall be subjected to departmental moderation processes in terms of this policy.

7.8 Performance moderation

7.8.1 The municipal manager shall establish departmental performance moderation committees, which shall be convened annually.

7.8.2 Performance moderation processes shall take place within a reasonable timeframe after the end of the performance cycle, but not later than six months after the end of the financial year.

7.8.3 The departmental performance moderation committees shall be constituted as follows:

(a) The relevant heads of departments, who shall act as chairpersons in the committees;

(b) all managers directly accountable to the heads of departments, who shall be recused from the committee before their assessments are considered by the committee; and

(c) a senior human resource functionary who will advise, guide and provide support, including arrangements for secretariat services.

(d) Although union representatives do not form part of the Moderation Panel, they are legally obliged to monitor the Moderation process and should as such be present during Moderation panel meetings as observers.

7.8.4 The purpose of the departmental performance moderation committee is to—

(a) conduct moderation of annual staff member performance results in order to ensure that the norms and standards for performance management and development systems are applied in a fair, realistic and consistent manner across the department;

(b) assess and compare the performance and contribution of each staff member with his or her peers towards the achievement of departmental goals;

(c) ensure fairness, consistency and objectivity with regard to dispersal of performance recognition and ratings achieved for a common understanding amongst supervisors of the performance standards required at each level of the performance rating scale;

(d) determine the cost implications for recognition of performance of all staff members within the department;

(e) recommend the moderated performance scores for all staff members to the municipal moderating committee for approval;

(f) ensure that performance rewards are based on affordability;

(g) consider the impact of the performance assessments on financial rewards and options for various forms of recognition;

(h) recommend performance rewards as well as remedial actions for performance considered to be below effective performance; and

(i) ensure that the integrity of the performance management and development system is protected.

7.8.5 If the departmental moderation committee has reason to believe that any performance assessment by the supervisor does not conform to performance norms and standards or that there is lack of evidence or information to support the performance ratings, the departmental moderation committee shall not reassess, amend or adjust the performance ratings of a staff member, but shall refer the assessment back to the relevant supervisor for reassessment in consultation with the affected staff member.

7.8.6 Upon conclusion of the reassessment, the departmental moderation committee may reconvene to moderate the assessment of the staff member concerned.

7.8.7 If the supervisor fails to reassess the staff member within the stipulated timeframe despite the request to do so by the relevant authority, or the departmental moderation committee still has reason to believe that the performance ratings are not substantiated, the moderation committee may request the higher level supervisor to reassess the relevant staff member.

7.8.8 The affected staff member shall be consulted and be offered an opportunity to respond.

7.8.9 The municipal council shall establish a municipal moderation committee, which shall be convened annually.

7.8.10 The municipal moderation committee shall be constituted as follows:

(a) The municipal manager, who shall act as the chairperson of the committee;

(b) all heads of departments;

(c) head of municipal planning and organisational performance;

(d) head of the municipal internal audit;

(e) a senior human resource functionary to guide, advise and provide support, including arrangements for secretariat services; and

(f) a performance specialist, where applicable.

(g) Although union representatives do not form part of the Municipal Moderation Panel, they are legally obliged to monitor the Municipal Moderation process and should as such be present during Municipal Moderation panel meetings as observers

7.8.11 The purpose of the municipal moderation committee is to—

(a) provide oversight over the staff member performance management and development system to ensure the performance management process is valid, fair and objective;

(b) moderate the overall performance assessment score for staff members determined after the departmental moderation processes;

(c) ensure that the final individual performance ratings are fair across each grade and department or directorate;

(d) ensure that the final individual assessment outcome corresponds with the performance of the municipality and the relevant department aligned to the staff member's job description or directorate before any recognition of performance is considered;

(e) determine the percentages for the merit based rewards subject to affordability and the annual approved municipal budget in terms of section 16 of the Municipal Finance Management Act;

(f) recommend appropriate recognitions for different levels of performance;

(g) recommend appropriate remedial actions for performance believed to be substandard;

(h) advise the municipality on recognition of performance, including financial and non-financial rewards, where applicable;

(i) identify potential challenges in the performance management system and recommend appropriate solutions to the municipal manager;

(j) identify developmental needs for supervisors to improve the integrity of the performance management and development system; and

(k) consider any other matter that may be considered relevant.

7.9 Performance rewards

7.9.1 A performance related reward –

(a) is at the discretion of the municipality; and

(b) may be awarded to a staff member—

(i) who has served the full assessment period of 12 months on 30 June of each financial year of a municipality;

(ii) transferred or seconded horizontally during the performance cycle within the municipality;

(iii) who is on uninterrupted approved leave for 3 months or longer;

(iv) who is on approved maternity leave for more than 3 months; and

(v) who received a performance rating of performance significantly above expectations or outstanding performance during a performance cycle after moderation of performance results.

(c) may not be awarded to a staff member—

(i) appointed after 1 July of that performance cycle;

(ii) who is serving probation as stipulated in this policy;

(iii) whose performance period is less than 12 months;

(iv) whose employment is for a fixed term duration of less than 12 months; or

(v) whose post was upgraded without a change in performance agreement.

7.9.2 The municipality shall limit its spend on staff member performance rewards to 1.5% of the annual salary and wage bill.

7.10 Disputes about performance agreements and ratings

7.10.1 Any dispute about performance objectives or targets shall be mediated by the relevant head of department or directorate of the staff member to whom this function is delegated. If the dispute is not resolved to the staff member's satisfaction, the staff member may lodge a grievance in terms of the applicable procedures.

7.10.2 A dispute relating to the conclusion of the performance agreement or an amendment to the performance agreement, shall be referred to the head of the relevant department or directorate not later than five days of lodging the grievance in terms of the applicable procedures.

7.10.3 A dispute contemplated in clause 7.10.2 shall be resolved within one month of receipt of the dispute by the head of the department, after –

(a) considering the representation from the staff member and his or her supervisor; and

(b) consulting the head of human resources.

7.10.4 A staff member who is not satisfied with the outcome of the procedure may lodge a dispute in terms of the dispute resolution mechanisms of the SALGBC.

7.11 Managing substandard performance

7.11.1 A staff member who receives a performance rating below three in terms of the prescribed five-point rating scale shall –

(a) be assisted in developing his or her competencies through training, and supervision; and

(b) develop a revised personal development plan with his or her supervisor.

7.11.2 The personal development plan shall contain at least –

(a) a description of the behaviour and skills that require improvement;

(b) a description of the actions that will be undertaken to improve the identified behaviour and skills that require improvement;

(c) the deadlines for improvement

(d) a schedule of meetings to assess improvements and provide feedback; and

(e) details of the potential consequences in the event that there is no improvement in performance.

7.11.3 The meetings to assess improvements and provide feedback shall be recorded in writing.

7.11.4 The personal development plan to manage performance improvement shall cover a maximum period of six months, at the end of which, a formal evaluation of performance shall take place.

7.11.5 The following alternatives shall be considered in respect of a staff member whose performance has not improved to at least a performance that is fully effective:

(a) continuation of the actions referred to in the personal development plan

(b) alternative actions to improve performance

(c) offering the staff member an alternative job within the Municipality that is better suited to the staff member's behaviour and skills; or

(d) dismissal owing to incapacity in terms of the provisions of the Labour Relations Act.

7.11.6 Poor work performance shall be dealt with in in accordance with item 9 of Schedule 8 to the Labour Relations Act.

7.12 Performance management of staff members who are acting in posts

If a staff member is required to act in a post for a period that exceed three months, the supervisor to whom the acting staff member is reporting, shall review the KPAs and KPIs in consultation with the acting staff member, and include the KPAs and KPIs in the staff member's amended performance agreement.

7.13 Roles and responsibilities

7.13.1 The Municipality shall –

(a) create an enabling environment to facilitate effective performance by the staff member;

(b) within the available resources, provide access to skills development and capacity building opportunities;

(c) work with the staff member to solve problems and generate solutions to common problems that may impact on the performance of the staff member;

(d) on the request of the staff member delegate such powers reasonably required by the staff member to enable him or her to meet the performance objectives and targets established in terms of the performance agreement;

(e) within the available resources of the Municipality, make available to the staff member such resources as that staff member may reasonably require from time to time to assist the staff member to meet the performance objectives and targets established in terms of the performance agreement;

(f) consult the staff member timeously where the exercising of the powers will have, amongst others—

(i) a direct effect on the performance of any of the staff member's functions;

(ii) commit the staff member to implement or to give effect to a decision made by the Municipality; and

(iii) a substantial financial effect on the Municipality.

7.13.2 A supervisor shall ensure that –

(a) the annual performance plan's KPIs with regard to the Municipality's development priorities and objectives are –

(i) linked to each department's objectives; and

(ii) the KPAs in the performance agreements of the staff member.

(b) the KPAs of staff members in a department serve to achieve all the department's objectives;

(c) performance standards are specific, measurable, attainable, relevant, linked to specific time periods and in line with the ability of the staff member;

(d) a staff member signs a performance agreement as prescribed or as determined in accordance with the applicable procedure;

(e) he or she monitors progress and measure performance of staff member;

(f) he or she provides regular constructive feedback to the staff member; and

(g) he or she are available to support the staff member through the performance period.

7.13.3 The manager responsible for human resources or the staff member to whom this responsibility is delegated shall –

(a) provide support to the annual performance management process;

(b) provide guidelines on how to set KPAs and KPIs and their related targets;

(c) communicate to all staff members the performance calendar for the forthcoming financial year;

(d) facilitate training on performance management for new and existing staff members;

(e) provide guidance on setting development plans;

(f) consolidate the results of the performance management process and ensure that the identified development needs are incorporated into the annual training and development plan;

(g) prepare reports on performance ratings and salary budgets and expenditure for consideration by the Municipal Council or a duly appointed Committee of the Council; and

(h) communicate the performance assessment outcomes, including the final performance rating, the salary notch according to the salary scales, and any performance related salary increase.

7.13.4 A staff member shall –

(a) participate in setting his or her annual KPAs and KPIs;

(b) enter into a performance agreement annually with the Municipality;

(c) remain committed to the KPAs and KPIs throughout the performance period and be accountable for his or her performance;

(d) take responsibility for his or her personal development and learning opportunities;

(e) where applicable, maintain a portfolio of evidence if required;

(f) actively seek out and be open to feedback; and

(g) know what is expected of him or her.

8. POLICY MONITORING AND EVALUATION

8.1 This policy shall be implemented and effective once recommended by the Local Labour Forum and approved by Council.

8.2 Non-compliance to the stipulations contained in this policy shall be regarded as breach of Code of Conduct, which shall be dealt with in terms of the Code of Conduct.

8.3 Head of Corporate Services shall carry out the monitoring and evaluation of the policy's implementation.

9. POLICY APPROVAL

This policy was formulated by HR Management in consultation with the Local Labour Forum.

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

WITZENBERG MUNICIPALITY

LEAVE POLICY

Approved by Council: _____ | Effective Date: _____

Last review date: Approved per Council resolution 8.4.4 of 30 September 2020.

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Tracked Changes Notes

This document displays proposed changes using Word-compatible visual markup: [Added] green underline, [Deleted] red ~~strikethrough~~.

1. PREAMBLE

Witzenberg Municipality's employees will be granted leave in accordance with the Conditions of Service of the Municipality.

1.1. The Conditions of Service are based on and consistent with:

(i) The Labour Relations Act (66 of 1995)
(ii) The Basic Conditions of Employment Act (75 of 1997)
(iii) Employment Equity Act (55 of 1998)
(iv) Compensation for Occupational Injuries and Diseases Act (130 of 1993)
(v) Collective Agreement of the Western Cape – Conditions of Services

1.2. Leave of Absence is classified as follows:

1.2.1. Annual Leave
1.2.2. Sick Leave with Full or without pay
1.2.3. Family Responsibility Leave
1.2.4. Maternity Leave
1.2.5. Absence from work due to injury
1.2.6. Special Leave
1.2.7. Time off for Union Activities
1.2.8. Unusual Circumstances
1.2.9. Unauthorised Absence
1.2.10. Unpaid Leave

Witzenberg Municipality's Leave policy is in accordance with the Basic Conditions of Employment Act, Collective Agreement on Conditions of Services in the Western Cape and in some cases additional benefits have been added.

2. PURPOSE

The purpose of this policy is to regulate leave of absences and to provide guidelines for Witzenberg Municipality's management and Staff.

3. OWNERSHIP

The Human Resources Section is the custodian of this policy.

4. SCOPE OF PRACTICE

This policy applies when municipal employees seek permission to be granted leave.

5. TYPE OF POLICY

This policy is of an operational nature.

6. DEFINITIONS

Accrued Leave: Refers to leave days provided at an incremental rate of 2 days per month up to 24 days per annum

Accumulated Leave: Refers to any untaken leave days which are carried forward

Calendar Month: A period from the first to the last day of any of the twelve calendar months of the year, both dates included.

Employee: An employee who is in the employment of Witzenberg Municipality on a permanent/Temporary Basis

Pay: Refers to the applicable salary scale

Compulsory Leave: Leave that need to be taken before or on 30 June annually, otherwise it will be forfeited automatically after the 30 June.

Ex Gratia Sick Leave: Is additional sick leave granted to an employee in deserving circumstances at the discretion of the Municipal Manager

Religious Leave: It is leave taken for the purpose of spiritual beliefs or observances

Parent: For purposes of this policy, "parent" includes—

(i) a biological parent (including the birthing parent);
(ii) an adoptive parent;
(iii) a commissioning parent in terms of a lawful surrogacy agreement; and
(iv) any employee who has acquired parental responsibilities and rights in terms of the Children's Act, 38 of 2005.

7. APPLICATION FOR LEAVE

7.1. An employee should, under normal circumstances, apply for annual leave at least 5 working days before the proposed date of leave.

7.2. This application for leave should be submitted on the SAMRAS PLUS ELECTRONIC LEAVE system if not activated yet on the municipality's official leave form.

7.3. If Special Leave is required, the specific type of leave must be indicated on the SAMRAS PLUS ELECTRONIC LEAVE system, if not activated on the municipality's official leave form.

7.4. An employee who has applied for annual leave may not be absent from office before receiving approval from the relevant Director

8. GRANTING OF LEAVE

8.1. Leave will be granted with due regard to the needs of the operational requirements in the directorate

8.2. An application for leave must be made on the SAMRAS PLUS ELECTRONIC system, if not yet activated on the municipality's official leave form.

8.3. The relevant Line Function Director approves leave before an employee may go on leave.

8.4. Subject to Consultation with the employee, leave already granted may at any time be changed or withdrawn, and the employee may be required to take the whole or a portion of the annual leave due to him or her at an alternative date as agreed.

9. ANNUAL LEAVE

9.1. NUMBER OF LEAVE DAYS

9.1.1. The Annual leave accrues on a Pro Rata basis at 2 days per month adding up to 24 days per year.

9.1.2. Annual Leave may not be taken in the first 17 days from the date of commencement of employment.

9.1.3. After the 17 working days of employment, an employee will be entitled to 1 day on full remuneration.

9.1.4. Compulsory leave may be granted to employees as per annual Council Resolutions for Business Closure Times over December Festive Season Times. Annual Leave Forms need to be submitted by all Staff and these days falls within the 24 Annual Leave Days Staff members receives annually.

9.1.5. Employees must take a minimum of 16 consecutive working days per year cycle.

9.1.6. Any untaken accrued leave must be taken no later than six (6) months after the end of the annual leave cycle. Employees must manage their own leave with regard to the 16 consecutive leave days.

9.1.7. An Employee should, under normal circumstances, apply for leave at least 5 working days before the proposed date of annual leave.

9.1.8. Annual Leave for shift workers should be planned and scheduled as far as possible, preferably at the beginning of a leave cycle (January of each year in conjunction with the shift roster)

10. ACCUMULATION OF LEAVE

10.1. No remuneration in Lieu of any accumulated leave will be paid whilst employed by Witzenberg Municipality.

10.2. Employees will be required to use the accumulated leave prior to leaving the employment of Witzenberg Municipality.

10.3. For Resignations, employees are required to serve their notice period of at least one (1) calendar month at work to ensure a smooth handover of their duties. This means that employees cannot use their accumulated leave in Lieu of the one (1) calendar month notice period that they must serve at work.

10.4. If an Employee gives notice over a period of leave or does not serve the one (1) calendar month notice period, contrary to policy, the employee will forfeit their salary for last month of service.

11. PAYMENT OF ANNUAL LEAVE ON TERMINATION OF EMPLOYMENT

Witzenberg Municipality will not pay out any leave except on termination of employment, which will be payable the month following month of termination.
In the case of Termination of Employment, a payment up to a maximum of 48 working days leave accrued will be paid to employees.
Annual Leave may not be taken in the employee's notice month.

12. LEAVE FOR LONG SERVICE RECOGNITION

In addition to normal annual leave, an employee shall qualify for the following additional leave as recognition for continuous long service at Witzenberg Municipality or legal predecessor which shall be credited once on the date on which the various periods of continuous service are completed
An employee must take Long Service leave within one (1) year or may wholly or partially encashed leave as follows:

10 years	Qualify for 10 working days
15 years	Qualify for 15 working days
20 years	Qualify for 20 working days
25 years	Qualify for 25 working days
30 years	Qualify for 30 working days plus 14th cheque
35 years	Qualify for 35 working days plus 14th cheque
40 years	Qualify for 40 working days plus 14th cheque
45 years	Qualify for 45 working days plus 14th cheque

13. SICK LEAVE

13.1. ACCRUAL OF SICK LEAVE

Sick Leave is granted in terms of working days. Each employee will be entitled to 80 working days paid sick leave in a three (3) year cycle.

During the first six (6) months of employment, an employee will be entitled to one (1) day's paid leave for every twenty-six (26) days worked.

13.2. GRANTING OF SICK LEAVE

Paid sick Leave will be granted only in respect of absence from duty of an employee due to an illness.

An employee who is absent due to ill- health must report his/her absence within 2 hrs of scheduled working starting time. Reporting should be on or before 10h00 am to his/her immediate Superior.

Submission of Sick Leave forms or via SAMRAS PLUS ELECTRONIC system should be done on the day employee returned to work and be same approved by Seniors.

13.3. SUBMISSION OF MEDICAL CERTIFICATE

13.3.1. If an employee is absent from duty for a continuous period of more than two (2) consecutive working days owing to illness, he/she may be granted sick Leave, only if he/she furnishes a valid medical certificate signed by a medical practitioner, dentist ,psychologist ,Registered Traditional Healers or any other person who is certified to diagnose and treat patients, and who is registered with a Professional Council for Medical Practitioners / Traditional Healers established by an Act of Parliament.

~~13.3.2. Witzenberg Municipality may, in accordance with the Basic Conditions of Employment Act, require the submission of a medical certificate in respect of a shorter period (i.e. two (2) consecutive working days or less) of absence due to illness. This applies in the cases of absence on a Friday or a Monday or the day preceding or following a public holiday.~~

13.3.3. Witzenberg Municipality may require a medical certificate before paying an employee who has been absent on more than two (2) occasions during an eight (8) week period.

13.3.4. Witzenberg Municipality will not pay an employee for the days on which he/she was absent from work for more than two (2) consecutive working days if he/she does not produce a valid medical certificate that complies with the prescribed medical standard.

13.3.5. Subject to any enquiry, Witzenberg Municipality may refuse to grant sick leave with pay in respect of any absence from duty to which a medical certificate relates (i.e. if an employee only visited a dr and not booked off). In such cases it may be determined that the absence is unauthorised and without pay and may result in disciplinary action being taken against the employee.

13.4. ACCEPTANCE OF MEDICAL CERTIFICATES

13.4.1. For purposes of normal sick leave medical certificates issued and signed by the practitioner and persons who are certified to diagnose and treat patients and who are registered with the following professional councils established by an Act of Parliament shall be accepted:

13.4.1.1. The Health Professions Council of South Africa
13.4.1.2. The South African Nursing Council
13.4.1.3. South Africa Traditional Healer's Practitioners Act 2007

13.4.2. The registration details of service providers could be confirmed with the above – mentioned councils

13.4.3. A medical certificate must contain the following information:

13.4.3.1. The name, address and qualification of the Medical Practitioner/ Dental Practitioner/ Traditional Healer registered with the council issuing the certificate
13.4.3.2. The Medical Practitioners contact number and physical address of practice
13.4.3.3. A Proper practice and registration number
13.4.3.4. Date of the medical Examination
13.4.3.5. Name of Patient
13.4.3.6. Words to the effect "I HAVE EXAMINED" (Name of Employee) and find him/her "TO BE UNFIT FOR WORK" for a period of (Date from till Date to). The Medical Practitioner does not have to give a diagnosis because of Doctor/ Patient privilege.
13.4.3.7. Signature of the Medical Practitioner.
13.4.3.8. The Medical Certificate must be an original document and it must be legible (No fake Medical Certificates)
13.4.3.9. Date of issuing certificate by the Medical Practitioner

13.5. NON-ACCEPTANCE OF MEDICAL CERTIFICATES

13.5.1. Medical Certificates with the following wording will NOT be accepted as Sick

13.5.1.1. Leave, words to the effect of the following:
13.5.1.2. "I was INFORMED by the patient "that he/ she suffers some illness OR
13.5.1.3. As "REPORTED" to me the patient is suffering from backaches and is
13.5.1.4. Unable to work.

13.6. TYPES OF INSTANCES THAT DOES NOT QUALIFY FOR SICK LEAVE

13.6.1. Appointments to see Medical Practitioners
13.6.2. Collecting Medicine from the pharmacy/ Hospital/Clinic
13.6.3. Visits to Specialist
13.6.4. Tests
13.6.5. Medical Consultations
13.6.6. Routine Check ups
13.6.7. Routine medical Examinations
13.6.8. Routine Dental visits
13.6.9. Routine Eye Tests
13.6.10. Routine Dieticians Visits
13.6.11. Routine Therapy Sessions

13.7. SICK LEAVE WITHOUT PAY

13.7.1. If an employee has used all the sick leave provided for (80 days in a three (3) year cycle), he/she will be booked on sick leave without pay for the duration of such leave.

13.7.2. An Employee may use his /her annual leave days if available, to cover such sick leave.

13.7.3. Sick Leave without pay will also be granted to an employee if:

13.7.3.1. He/she absents him / herself for more than two (2) consecutive working days and he/she fails to provide the required medical certificate or

13.7.3.2. The Employee has been absent on more than two (2) occasions during an eight (8) week period and, despite a request from Witzenberg Municipality's Human Resources Section, does not produce the required medical certificate.

13.7.3.3. When an employee abuses the system during the normal sick leave (eg. A pattern of regular sick leave on Mondays, Fridays, before and after a Public Holiday) and fails to produce a valid medical certificate. A formal Process will be followed known as Incapacity Procedure.

13.8. SICK LEAVE DURING A PERIOD OF ANNUAL LEAVE

13.8.1. If an employee becomes ill while on paid annual leave, that portion of his/her annual leave may be converted into sick leave on condition that:

13.8.1.1. He/she applies for such conversion in writing on the day of return from his/her annual leave.

13.8.1.2. A valid medical certificate is submitted

13.9. ADDISIONAL SICK LEAVE

Employees who have not taken more than 20 days' sick leave at the end of the three (3) year sick leave cycle shall receive an additional ten (10) working days paid sick leave to which they will be entitled in the ensuing cycle.

No Employees shall become entitled to more than 120 working days' sick leave on full pay in a sick leave cycle.

14. FAMILY RESPONSIBILITIY LEAVE

14.1. An employee is entitled to five (5) paid working days per annum after been working for Witzenberg Municipality for longer than four (4) months.

14.1.1. No employee will qualify for this type of leave if period of employment is less than four (4) months.

14.1.2. An employee's unused entitlement to leave in terms of this section lapses at the end of the calendar year in which it falls. Laps date will always be 31 December annually.

14.1.3. These days cannot be carried over to following calendar year that starts on the 1 January each year.

14.1.4. Employees may use these five (5) days for any of the following instances. It is noted that employees only receive five (5) working days for any instance and not per instance:

14.1.4.1. If an employee's Child is born
14.1.4.2. If the employee's child is sick
14.1.4.3. If the employee's spouse or life partner is sick
14.1.4.4. In cases of death:
14.1.4.5. If employee's spouse, Life Partner, Parent, Adoptive Parent, Parents in – Law, Grandparent, Child, Adopted Child, Grandchild or Sibling.

DOCUMENTARY PROOF MUST BE ACCOMPANIED BY ALL APPLICATIONS

15. MATERNITY LEAVE

15.1. An employee, including an employee adopting a child under three (3) months, shall be entitled to receive three (3) months paid maternity or adoption leave with no limit to the number of confinements or adoptions. This leave provision shall apply to an employee whose child is still-born.

15.2. Maternity leave may commence four (4) weeks before confinement. Or on a date from which a medical practitioner or a midwife certifies that it is necessary for the employee's health or that of her unborn child.

15.3. To qualify for paid maternity leave, an employee must have one (1) year's continuous service with Witzenberg Municipality.

15.4. An Employee who has not completed one full year of continuous.

15.5. Employment with Witzenberg Municipality will be entitled to maternity leave without pay.

15.6. Witzenberg Municipality will provide such an employee with information and will assist with the submission of an application to the Unemployment Insurance Fund (UIF) which provides for payment of a portion of an employee's salary during maternity leave.

15.7. In cases where a baby is hospitalised, maternity leave may be interrupted for the period of such hospitalisation. Employee than have to take available annual leave if maternity leave has been exhorted. If no available leave, unpaid leave will be granted.

15.8. The application of maternity leave must be in writing, unless the employee is unable to do so, and must indicate the date on which the employee intends to commence maternity leave and return to work after maternity leave. This notification must be given at least four weeks before the employee intends to commence with maternity leave.

15.9. An employee may not work for six (6) weeks after the birth of her child, unless a medical practitioner or midwife certifies that she is fit to do so.

16. PARENTAL LEAVE

This Municipality recognises and gives effect to the pending promulgation of amended national legislation by Parliament, this policy adopts the interim parental-leave framework Constitutional Court in *Van Wyk and Others v Minister of Employment and Labour [2025] ZACC 20,* which declared the existing parental-leave provisions in the Basic Conditions of Employment Act to be constitutionally invalid due to unfair discrimination ordered by the Constitutional Court, which applies with immediate effect and is binding on all employers.

16.1. DEFINITION OF PARENTS

For purposes of this policy, "parent" includes—

(i) a biological parent (including the birthing parent);
(ii) an adoptive parent;
(iii) a commissioning parent in terms of a lawful surrogacy agreement; and
(iv) any employee who has acquired parental responsibilities and rights in terms of the Children's Act, 38 of 2005.

16.2. SHARED PARENTAL LEAVE ENTITLEMENT

16.2.1. Quantum of Leave

All qualifying parents are collectively entitled to a **shared parental-leave period of four (4) consecutive months plus ten (10) days** per birth, adoption or commissioning event.

16.2.2. Allocation Between Parents

Where both parents are employed, they must agree in writing on how the total parental-leave entitlement will be allocated between them.

Leave may be taken concurrently, consecutively, or in portions, provided the total combined leave does not exceed the shared entitlement.

Where parents fail to reach agreement, the shared parental leave shall be divided as equally as reasonably possible between them.

16.2.3. Single Employed Parent

Where only one parent is employed, that parent shall be entitled to the full four (4) months plus ten (10) days of parental leave.

16.2.4. Operational Requirements

The timing of leave is subject to reasonable operational requirements; however, parental leave may not be unreasonably refused or curtailed, and any limitations must be objectively justifiable.

16.3. HEALTH AND SAFETY PROTECTION OF THE BIRTHING EMPLOYEE

16.3.1. Pre-Birth Leave

An employee who is pregnant may commence parental leave—

(i) up to four (4) weeks prior to the expected date of birth; or
(ii) earlier than four (4) weeks prior, if medically certified as necessary by a registered medical practitioner or midwife.

16.3.2. Post-Birth Mandatory Rest Period

A birthing employee may not perform work for a minimum period of six (6) weeks after the date of birth, unless a registered medical practitioner certifies that the employee is medically fit to return to work earlier.

16.3.3. Interaction with Shared Parental Leave

The pre-birth and post-birth protection periods form part of, and do not increase, the total shared parental-leave entitlement.

16.3.4. Adoption and Commissioning Parental Leave

Parental leave for adoptive and commissioning parents commences—

(i) on the date that an adoption order is granted or a child is placed in care by a competent court; or
(ii) on the date of birth of a child born through a lawful surrogacy arrangement,
(iii) whichever is applicable.

No distinction shall be made based on—

(i) the age of the adopted child;
(ii) the biological relationship between parent and child; or
(iii) the gender of the parent.

16.4. REMUNERATION AND UIF BENEFITS

16.4.1. UIF Benefits

16.4.1.1. Parental, maternity, adoption and commissioning parental leave payments remain governed by the Unemployment Insurance Act, until such time as that Act is amended to align with the Constitutional Court judgment. Employees are responsible for submitting UIF claims timeously, with the assistance of Human Resources where required.

16.4.1.2. Employer-Provided Enhancements.

16.4.1.3. Any employer-provided paid parental-leave benefits granted by the Municipality—

(i) are additional to UIF benefits where applicable;
(ii) do not limit the employee's constitutional entitlement to parental leave; and
(iii) are administered in accordance with applicable SALGBC collective agreements and Council resolutions.

16.5. PROOF AND ADMINISTRATION

16.5.1. The Municipality may require reasonable documentary proof of—

(i) parenthood or parental responsibilities;
(ii) birth, adoption order, or surrogacy agreement; and
(iii) allocation of shared leave between parents (where both are employed).

16.5.2. All applications for parental leave must be submitted in accordance with prescribed HR procedures and recorded accurately for audit and statutory reporting purposes.

16.6. NON-DISCRIMINATION PRINCIPLE

16.6.1. Under no circumstances may parental leave be administered in a manner that unfairly discriminates on the basis of—

(i) gender;
(ii) marital or family status;
(iii) method of parenthood; or
(iv) sexual orientation.

16.7. TRANSITIONAL AND REVIEW CLAUSE

This clause shall remain in force until Parliament enacts amended parental-leave legislation. Upon promulgation of such legislation, this policy shall be reviewed and aligned accordingly, without diminishing any employee rights already accrued.

17. ABSENCE FROM DUTY DUE TO INJURY ON DUTY

17.1. Leave for Occupational accidents may be granted to an employee who is absent from duty due to:

17.1.1. An Injury sustained in an accident arising out of and in the course of his/her duties,

17.1.2. A disease contracted in the course of and as a result of his/her duties.

17.1.3. Leave for Occupational accidents will be granted with full pay for the period he/she is incapacitated for duty.

17.1.4. Leave for Occupational accidents will not be granted if injury in an accident is attributable to the serious and wilful misconduct the employee after investigations results.

17.1.5. An employee who has been granted Leave for Occupational Accidents must submit a medical certificate that indicates the nature of the injury or illness and the period necessary for recuperation.

17.1.6. Leave for Occupational accidents will only be granted for a period recommended by a medical practitioner who will also be expected to recommend medical boarding if the Leave for Occupational Accidents granted becomes too extended and disrupts work of the organization.

17.1.7. Witzenberg Municipality reserves the right to seek a second opinion.

17.1.8. Leave for Occupational accidents will not impact on the employee's sick leave and will not be taken into account in the calculation of sick leave or any other leave.

17.1.9. A Leave application for this type of leave still needs to be completed for the period of absence and it must clearly indicate that it is leave due to Occupational Accidents.

18. SPECIAL LEAVE

18.1. The following types of leave falls within the category of Special Leave:

18.1.1. Study Leave
18.1.2. Leave of absence for Obligatory courses/ study Requirement
18.1.3. To attend court of law to give evidence on being summonsed as witness
18.1.4. Sports Participation
18.1.5. Quarantine and isolation under medical instruction
18.1.6. Leave without Pay
18.1.7. Application for Special Leave

18.2. STUDY LEAVE

18.2.1. Study Leave shall be granted in accordance with Council Policy. Where no policy exists study leave shall be granted by the Municipal Manager or his assignee, which approval shall not be unreasonably withheld.

18.2.2. Where no policy exist study leave shall be granted by the Municipal Manager or his assignee, which approval shall not be unreasonably withheld.

18.2.3. An employee is required to apply for approval of any Study Course in advance in writing to the Municipal Manager accompanied with the registration proof of study plus examination roster.

~~18.2.4. Study Leave shall be granted on the basis of one (1) day paid special leave for each day that an employee writes an examination plus an equivalent amount of days for Preparation for examinations. Eg When an employee writes 1 subject, the working day prior will be seen as 1 day preparation time.~~

18.2.4 Collective Agreement (Clause 5.1.2): [Added]

Study leave shall be granted on the basis of one day paid special leave for each day that an employee writes an examination plus an equivalent amount of days for preparation per subject/ module.

Clause 5.1.3 When two subjects/modules are written on one day, study leave shall be granted on the basis of one day paid special leave for the day of the examination plus an equivalent amount of days for preparations per subject/module for preparation for that examination.

Collective Agreement (Clause 5.2.1): [Added]

The fields of study must be contained in the employee's approved Personal Development Plan (PDP), approved in advance in accordance with Council policy.

~~18.2.5. When 2 Subjects / Modules are written on one day, Study Leave shall Be granted on the basis of one (1) day paid special leave for the day of Examination.~~

18.2.6. When 2 Subjects/ Modules are **written on one (1) day, The preparation time will be 2 paid days.**

18.2.7. When an Employee is required to write only one (1) examination on one (1) day in a calendar year, he/she shall be entitled to three (3) days special Paid leave which shall include the day of examination.

19. LEAVE OF ABSENCE OF OBLIGATORY COURSE/STUDY REQUIREMENTS

19.1. The fields of study must be approved in advance in accordance with Council policy and must be in accordance with requirement of the curriculum of the approved course.

19.2. Where no policy exists in the fields of study, the study course must be recommended in writing by the relevant line Manager; Director and approved by Municipal Manager. Which shall not be unreasonably withheld.

19.3. An employee attending a training or study course subject to Council policy shall be granted ten (10) days and thereafter one (1) day's paid special leave for every day's leave taken by the employee.

19.4. All employees are required to complete the "Recommendation for Approval Form" to attend any Courses.

19.5. Leave for Supplementary examination shall be granted to a maximum of two days per subject/module only when sufficient proof is provided.

19.6. Compulsory Training as per Workplace Skills plan, an employee shall be granted paid special leave for the full duration of the obligatory attendance requirements.

20. TO ATTEND A COURT OF LAW TO GIVE EVIDENCE ON BEING SUMMONSED AS WITNESS

20.1. An employee is required to complete a leave form with proof of written Subpoena to immediate Superior within a reasonable time for approval if not within the normal 10days prior of due date of summonsed.

20.2. This leave only applies if an employee is summonsed to attend court as a witness and paid special leave will be granted.

20.3. Any employee who is arrested and appears in court as a result of charges laid by Witzenberg Municipality and who is later acquitted shall be granted paid special leave for the period of incarceration.

21. SPORTS PARTICIPATION

21.1. Any employee who is elected by a recognised sports association, which sport association must be recognized by the South African Sports Confederation and Olympic Committee (SASCOC) to:

21.1.1. Represent South Africa or the Province as participant in SASCOC recognized International or national Sport competitions inside as well as outside the Republic of South Africa (with relevant Proof).

21.1.2. Accompany teams that will represent South Africa at SASCOC recognized International sports competitions inside as well as outside the Republic of South Africa as COACH or MANAGER (with relevant proof).

21.1.3. Officiate at SASCOC recognized international sporting event where the employee represents South Africa and a National South African sport team participate.

~~21.2. Employees shall be granted paid special leave for the duration of the event for these purposes not exceeding 20 working days.~~

Special leave shall not exceed 20 working days in a leave cycle [MCA clause 5.8.4]

21.3. Request for absence must be completed for Approval by Municipal Manager or his assignee.

22. QUARANTINE AND ISOLATION UNDER MEDICAL INSTRUCTION

22.1. Where a registered medical practitioner has placed an employee under quarantine / in isolation in terms of the Public Health Act, 1977 (Act No 63 of 1977) or any regulation in force thereunder, such an employee shall be granted paid special leave, provided that the medical certificate issued details of the period of absence and the reason, therefore.

22.2. The Special Paid leave days may exceed 20 working days provided with updated medical proof of status of employees.

23. LEAVE WITHOUT PAY

23.1. Leave without pay as approved by the Municipal Manager or his assignee, which approval shall not be reasonably withheld, shall be subject to the following conditions:

23.1.1. Only if an employee has no Annual or Sick leave totals available.

~~23.1.2. Special leave without pay will be granted that will not exceed 20 working days.~~

23.1.3. For the period of leave without pay, Witzenberg Municipality shall continue to make employer's contributions only to the employees' Group Life Insurance Scheme, Pension and Medical Aid Fund with the understanding provided that the employee also makes his contributions to the said funds as well as any other payments of a collective agreement.

23.1.4. If the employee fails to make the above payments, the employer will stop with payments referred to in clause 23.1.3.

24. TIME OFF FOR UNION ACTIVITIES

24.1. ELECTION OF SHOPSTEWARDS

24.1.1. Once agreement has been reached on the delimitation and demarcation of constituencies, the trade union concerned shall be given access to Witzenberg Municipality's premises to conduct shop steward elections.

24.1.2. Such access shall allow the trade union three (3) hours during working time per constituency, to explain the role and duties of shop stewards, to receive nominations and to conduct elections.

24.1.3. The three (3) hours need to be continuous and shall be held after lunch Breaks / knock off times.

24.1.4. Applications for Holding meetings must be submitted 7 working days prior required date.

24.1.5. No meeting will be held on a Monday afternoon, Friday Afternoon, Prior and After Public Holidays.

24.2. MEETINGS AND FACILITIES

24.2.1. The Shopsteward shall be entitled to meet with members in their respective constituencies for a period of two (2) hours per month.

24.2.2. The Shopsteward Committee shall be entitled to hold four (4) general meetings with members per year.

24.2.3. Any such meetings shall be held during working hours for not more than two (2) hours during working time on a date to be approved by the employer, which approval shall not be unreasonably withheld.

24.2.4. The meeting shall take place after lunch time / knock- off time.

24.2.5. The Shopsteward Committee may request additional meetings / time and such request shall not be unreasonably refused.

24.2.6. A Shopsteward Committee shall be entitled to meet for a period not exceeding two (2) hours per month during working time.

24.2.7. Applications for Holding meetings must be submitted 7 working days prior required date.

24.3. TIME OFF FOR TRADE UNION ACTIVITIES AND TRAINING

24.3.1. Shopstewards shall be entitled to fifteen (15) working days per year with full pay during working hours for trade union activities and training .

24.3.2. Six (6) days of each Shopstewards annual entitlement of time off shall be pooled and re-allocated at the Trade Unions discretion to the Shopstewards at the employer concerned, provided that no single Shopsteward may take more than twenty –one (21) days off per financial year and that the total days in the pool are not exceeded.

24.3.3. The necessary leave forms must be submitted and approved by Line Manager and Relevant **Director prior to taking time off for union leave.**

25. WORK STOPPAGES, TRANSPORT STRIKES, COMMUNITY PROTEST ACTION, EXTREME WEATHER CONDITIONS AND OTHER UNUSUAL CIRCUMSTANCES

25.1. Witzenberg Municipality acknowledges that all of above circumstances may arise from time to time.

25.2. Where an employee is absent from duty because of above circumstances due to reasons outside employee and employers control, the "No work no pay" principle will apply.

25.3. Witzenberg Municipality may agree on one or the following options:

25.3.1. That the employee takes the time/ day as a period of unpaid leave
25.3.2. That an employee works back the time /day of absences or
25.3.3. That the employee takes the time /day or days as annual Leave entitlements in order to receive full payment.

25.4. Where employees refuse to complete Annual leave forms whilst receiving full salary deductions against the subsequent remuneration of such employee will be effected for period of absence.

25.5. All deductions will be a once off deduction.

25.6. Where an employee is prevented from attending work and where evidence can be produced of prevention, special leave will be allowed.

25.7. In cases of Health and Safety risks of Municipal Buildings that might course damage and harm to employees and cannot be opened due to Legislative compliances, Special paid leave will be issued to effected employees located at affected Buildings. This Special leave is in addition to the Collective Agreement that is in force.

26. RELOCATION LEAVE

26.1. An employee may have the need to supervise the packing /loading and offloading / unpacking of his/her personal effects on resettlement because of being newly appointed at the Witzenberg Municipality.

26.2. An employee may submit request for annual leave and the employer shall not unnecessarily withheld approval of leave.

26.3. A maximum of 2 annual leave approved days may be allowed.

27. UNAURHORISED ABSENCES

Unauthorised absences from duty will, apart from any disciplinary action that may be taken against an employee, be regarded as absence without pay.

28. ADMINISTRATIVE MEASURES FOR MANAGING AND CONTROL OF LEAVE

28.1. Each Line Manager, Relevant Director is responsible and accountable to:

28.1.1. Constantly monitor and review the leave of employees and to ensure that trends are noted early;
28.1.2. Ensure leave credits are adequate and negative balances are not allowed; and
28.1.3. Leave applications submitted timeously.

28.2. Each Director is responsible and accountable that only officials who are authorised in terms of the delegated powers approved for Leave as per Council Resolution.

28.3. The delegated authority must determine whether the leave application submitted is accurate and correct before they authorize the leave application.

28.4. Human Resources Section reserves the right to reject incomplete leave forms and departments will be issued with a non-compliance letter.

29. REVISION OF POLICY

This policy will be revised every third (3rd) year after approval by Council.

Approved by Council on	
Resolution No	
Signature (Municipal Manager)	
Date	

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

Witzenberg Municipality Communication Strategy
2026 – 2029

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Introduction

Communication is key and an integral part of any organization. It is also our municipal mandate.

Communities within Witzenberg should receive better communication from the municipality.

This revised strategy therefore endeavours to function as:

- A Municipal Communication Blueprint that identifies and defines the organisation's communication stakeholders and role-players, its functional communication structures and processes, the required resources and the allocated responsibilities so as to effect a proactive and responsive municipality;

- A support strategy aligned to the IDP that is easily understood and adhered to by all local government officials to ensure the integration of 2-way community feedback mechanisms as well as effecting the perception of 'one voice' consistently speaking to the community so as to increase municipal credibility, build public confidence in government, and enhance Public Participation.

Effective communication is about how municipalities promote democracy and encourage citizens to play a more active role in how they are governed. It is about promoting its role in the community and ensuring that citizens have a better understanding of local government. Most importantly, it is about ensuring that people form part of the process of creating a better life where they live.

Effective communication is vital in keeping the public informed and ensuring that the Municipality remains accountable. The Municipality needs to build upon its current communication practices and ensure that municipal communication is proficient at delivering a consistent set of messages which underpin and reinforce its vision and mission statements.

Strategic Objective		Implication	Link to Communication
1.	Ensuring that municipalities meet the basic service needs of communities	This implies that an environment is created, support provided and systems built to accelerate quality service delivery within the context of each municipality's conditions and needs	• Utilise awareness campaigns to ensure communities are aware of what municipal services are available to them and how to access them. • Ensure an effective complaints handling system and customer friendly service centre is available to citizens • Ensure feedback mechanisms
2.	Building clean, effective, efficient, responsive and accountable Local Government	Make sure that systems and structures and procedures are developed and enforced to deal with corruption, maladministration and ensure that municipalities communicate and account more to communities	• Ensure the effective flow of communication to and from the municipality and resident, particularly through the effective use of Ward Committees and their Councillors • Ensure an Accountability Model with defined roles and responsibilities is developed and adhered to by all role-players.
3.	Improving functionality, performance and professionalism in municipalities	Ensure that the core administrative and institutional systems are in place and are operational to improve performance	• Ensure communication, of all nature, flows in a structured and traceable process with measurable timelines indicated for feedback. • Ensure the appointment of skilled staff and/or regular training particularly with regards to front-line staff in areas such as Customer Care. • Ensure that communication is clear, simplified , and utilises "Plain Language Principle"

4.	Strengthening partnerships between Local Government, communities and civil society.	Ensure that communities and other development partners are mobilized to partner with municipalities in service delivery and development.	• Ensure Communication is a standing agenda point on all relevant meetings and forums and that the interaction and feedback routes are clearly mapped between all forums • Ensure informative, professional, and regular communication is directed and sustained with civic structures and organisations. • Develop a distinct Business2Business and Corporate communication strategy aimed at investors and local business in the area • Develop a Communication Strategy that is inclusive of the Rural population (i.e. farmworkers)
5.	Improving national and provincial policy, oversight and support		• Ensure active participation in Provincial structures such as the Provincial and District Public Participation and Communication Forums • Ensure participation and cooperation in communication activities between the three (3) spheres of government

In achieving these objectives, we will mobilise government and society to protect and enhance the Local Government system by addressing the forces undermining the system and addressing relevant areas for improvement.

Provincial Environment

Municipal Assessments

A provincial Municipal Assessment Project was undertaken from 8-10 September 2009 to establish root causes for poor performance, distress or dysfunction in municipalities.

Amongst others, the assessment revealed a tremendous communication gap between communities and their municipalities as community members were un-informed of service delivery progress in their areas.

At an additional Public Participation Dialogue session held on 18 March 2010, the commission identified:

- A lack of effective Communication Strategies and Action Plans in Municipalities;
- A lack of Communication Strategies that practically and strategically link into the mechanisms relating to accountability to the people as well as lack of feedback mechanisms;

Communication was additionally identified as the key driver in public participation as it should provide strategic and technical advice to campaigns, broaden community participation, and strengthen participatory democracy.

TYPICAL COMMUNICATION APATHY CHALLENGES
• Positioning the post of Communication Manager as a high level strategic post within the organogram and organization;
• Employing dedicated and skilled Communication staff;
• Sufficiently budgeting for communication projects;
• Integrating development Communication into municipal projects and public participation

Communication planning should therefore be fundamentally and inseparably integrated into any form of public participation planning and implementation as community participation will always use the basic model and modes of communication.

A provincial dipstick analysis of the state of Municipal Communication further revealed that the majority of municipalities in the province displayed a general apathy towards effecting Citizen Communication with particular reference to:

The absence of the above criteria obstructs a municipality from realizing effective Citizen Communication.

Provincial Communication Commitments

In order to ensure the revival and sustainable effectiveness of Citizen Communication at a Local level, the provincial Department of Local Government has undertaken a number of noteworthy actions so as to ensure its commitment and support to the development and success of communication in the province:

Municipal Communications Unit	Budget Speech	Annual Performance Plan
The provincial Department of Local Government has established a separate and distinct Municipal Communications Sub-directorate within the Directorate: Public Participation to provide focused and strategic communication assistance to Municipalities.	The MEC for Local Government pledges the Department's commitment to assist municipalities with the development and implementation of effective communication strategies in the Annual Budget Speech.	The Department undertakes to monitor and support active citizen participation in governance as well as effective citizen communication strategies in municipalities. This ensures consistent and regular support to municipalities.

Local Environment

Integrated Development Plan (IDP)

Communication is inherently central to the IDP process as citizens are defined by law to be part of the municipality and to actively participate in municipal planning, budgeting, drafting of by-laws and policies as well as monitoring the performance of the municipality – all of which entails extensive communication between all the stakeholders.

The IDP process therefore requires strong and clear channels of communication, with particular emphasis on quality feedback mechanisms from residents, in order to develop an IDP that is both credible in the both the drafting process and its content. As such, the municipality has a duty to facilitate public involvement by providing meaningful opportunities for the participation process and to take measures to ensure that people have the ability to take advantage of such opportunities.

As such, the Communication Strategy will address the communication needs of Public Participation and IDP processes so as to prioritise and organise its communication activities, to market it and make it available to the public with the aim of communicating the priorities and activities of the IDP process more widely – many of which are typically internally focused and therefore "invisible" to the public and the rest of the municipality.

The IDP is not only a strategic framework that guides performance but also a vehicle for communication and a yardstick for political accountability – the development and monitoring of the IDP serves as both a basis for engagement between state and citizen as well as an instrument against which citizens can hold the Council accountable.

The budgeted projects listed and detailed in the IDP should indicate tremendous opportunities for "good news" communication. Informing communities of the investments, restorations and developments made by municipality in their area assists in restoring the confidence of citizens in the municipality as "the primary delivery machine of the developmental state at a local level" – a key objective of the LGTAS.

Given that these projects are already budgeted for and planned for, proactive communication strategy can already be developed to be coupled and executed in conjunction with the relevant projects.

For example, smaller projects, such as the installation of a R 4000 reading mat into the library should translate into a media release, posters for the library detailing the investment from "A municipality that cares" (feed into identified theme), a small community handover and an article to be published in the newsletters and website.

For larger projects indicated in the IDP, for example the installation of a Electricity in Pine Valley or Vredebes, there would typically be a need for communication prior, during, and after the execution of the project so as to ensure that the community is continually informed of the activity ("a working government"), the extent of the investment ("value for money"), the related benefits ("A better life for all"), and general awareness with regards to the responsibilities of both the municipalities and residents in maintaining the investment. At the conclusion of the project, report backs to the community as well as positive media coverage on the investment should take place.

Planning ahead of time for these communication activities ensure that the required information and resources are identified and sufficient time is allocated to sourcing the necessary information, developing the communication products, and coordinating any related logistics. However, the onus is on the service department to provide the technical and detailed information to the Marketing & Communications Department.

Municipal Local Government Turn Around Strategy

The LGTAS is underpinned by the important consideration that a "one size fits all" approach to municipalities is not useful nor acceptable.

Each municipality faces different social and economic conditions and has different performance levels and support needs. Thus, a more segmented and differentiated approach is required to address the various challenges of municipalities.

There are a number of indications in the Municipal LGTAS that have a direct impact on communication. Below are indicators that have been extracted from a sample LGTAS that have a direct bearing on communication:

No	Priority Turn Around Focal Area	Link to Communication
1	Political Management and Oversight	
1.1	Training of Councillors	As key communicators and gatekeepers of information, all Councillors must receive Communication training as well as briefings with regards to their communication responsibilities.
1.2	Feedback to communities	Feedback mechanisms must be established, marketed, and managed. An accountability model/system must be developed and adopted to ensure a clear delineation of the role-players and their responsibilities to affect successful feedback.
1.3	Financial Management	Reports of a loss of revenue and growing debtors indicate the need for a "Good Citizenship" campaign detailing the need and responsibility of citizens to pay their municipal accounts.
2	Public Participation	
2.1	No communication between ward committees and communities	Improve communication, IDP and Public Participation to take the lead
2.2	Communication Policy not implemented	Revise, adopt, and implement clear and relevant strategy
2.3	Limited dedicated communication officials	Budget and appoint dedicated communication staff
2.4	Public Communications System	Invest in necessary communication equipment
2.5	Complaints management systems	Develop and implement a Customer Care strategy and effective complaints management system.
2.6	Control Room Interface	Ensure front-line staff receive customer service training and clear administrative routes through which to channel and receive information.

2.7	Complaints of lack of Xhosa communication with reference to the Ward CDW's	Revise, adopt, and implement Language Policy. Forecast and budget for the expense of translation services.

IDP Public Meetings and Ward Committee Minutes

The minutes of the IDP Public and Ward Committee meetings are good research documents for identifying the communication requests and requirements identified by the communities, particularly if Communication is a standing item on the agenda of Ward Committee Meetings. The community feedback below links into and informs the strategic communication priorities that need to be implemented in the Municipality:

	Public Communication Requests	Communication Priority Area
1.	Communicate in all three languages (English, Afrikaans, Xhosa) as far as possible	Development and implementation of Language Policy
2.	Implement Municipal Communication Strategy	Revise and adopt Communication Strategy
3.	Improve distribution of information	Establish and manage feedback mechanisms

Legislative Framework

Municipal Systems Act, 2000	Promotion of Access to Information Act, 2000 (Act of 2000)
Sections 18 (2): When communicating information the municipality must take into account the platforms and local languages	This Act operationalizes sections 8 and 32 of the Constitution. It aims to foster a culture of transparency and accountability and to promote effective access to

account (a) Language preferences and usage in the municipality, and; (b) the special needs of people who cannot read or write.	information to protect an individual's rights.
Section 4: A municipal council has, within its capacity, the right to: • Provide without favour and prejudice, democratic and accountable government • Encourage the involvement of the community • Consult the community on the level, quality and range of services and the delivery options • Provide members of the local community equitable access to the services to which they are entitled	The Act applies to the records of public and private bodies, regardless of when the record came into existence (Section 3): • A record held by an official is regarded as a record of the institution (Section 4) • A requester must be given access to records of a public body if he or she complies with procedures and if there is no ground for refusal in terms of Chapter 4 of the Act • Some information can be technical: if in doubt, the official must consult. • The information officer of a public body is responsible for the administration of the Act in a public body. • An information officer is defined in Section 1 as the Chief Executive Officer. Therefore, in a municipality it is the Municipal Manger. • A public body must designate such number of deputy information officers as may be necessary to ensure reasonable access. • Within six months, the information officer must compile a manual in at least three official languages, containing: – A description of the structure and its functions; – Addresses and telephone numbers; – Details to facilitate requests; – Services available to the public; – Other information required by the Act (Section 14)

	• The manual must be updated and published annually. • The manual must be available to the public (Section 14). • Requests for information must: – Be in prescribed form – Identify the record – State the language in which it is required – Specify addresses and telephone numbers – Identify capacity

Constitution	Bill of Rights	Intergovernmental Relations Framework Act, 2005 (Act 13 of 2005)
Section 152 (1)(e): In setting out of the objects of local government, it states that municipalities must "encourage the involvement of communities and community organisations in matters of local government".	The right to freedom of expression, the right to receive information and the right of access to information, which includes access to any information held by the State.	This Act establishes a framework for national, provincial and local governments to promote and facilitate intergovernmental relations (IGR) and provides for mechanisms and procedures to facilitate the settlement of intergovernmental disputes.
Section 160 (7): "A municipal council must conduct its business in an open manner, and may close its sittings, or those of its committees, only when it is reasonable to do so".		Through the work of IGR forums, implementation protocols can be developed to advance the work areas of government, especially in terms of assisting the various spheres of government in implementing policies but also to ensure that the various spheres can implement their constitutional obligations effectively.

Vision and Mission

The current vision for the Municipality is:

A municipality that cares for its community, creating growth and opportunity.

Mission:

The Witzenberg Municipality is committed to improve the quality of life of its community by:

- *Providing and maintaining affordable services.*
- *Promoting Social and Economic Development*
- *The effective and efficient use of available resources*
- *Effective Stakeholder and Community participation*

Key areas of focus for the vision and mission are alleviating the plight of the poor, local economic development, special focus on our natural environment and the resources available within Witzenberg.

Objectives of Communications Strategy

Effective communications is about how municipalities promote democracy and encourage citizens to play a more effective role in how they are governed. It's about promoting their role in the community and ensuring that citizens have a better understanding of local government. But most importantly, it is about ensuring that people form part of the process of creating a better life where they live.

The strategy therefore aims to ensure that the municipality always strives to make the community part and parcel of decisions that impact on their lives.

The objectives must support the Municipality's Vision and Mission. To do this, the objectives must be developed in such a way that they can be unpacked in the Communication Strategy and Action Plan. The best way to accomplish this is to ensure that the objectives set SMART:

- Specific
- Measureable
- Attainable
- Realistic
- Timely

For example:

Project Goal: Influence what the broad public thinks about flood control

Communication Goal: Attract more attention to flood risk in general

Action Plan Goal: By 2022, publish at least 30 relevant articles in newspapers and local media.

Sample Objectives (to be converted to goals in Action Plan):

- To promote effective public participation within the IDP planning process by ensuring that all communities and stakeholders are aware of the IDP process, how they can access it, how they can give input to it and get output regarding issues.
- To ensure continuous, sustainable, responsive, two-way communication to communities through increased accountability and improved Customer Care and Communication.
- To allocate sufficient resources and support to implement and effect the Communication and Public Participation mandate.
- To make a commitment to establishing functional communication channels and structures and improve internal communication to ensure a shared purpose and clarity of message for officials to follow.
- To build a sense of community both internally and externally while fostering a responsive, proactive municipal identity via positive utilization of the media and improved community feedback.

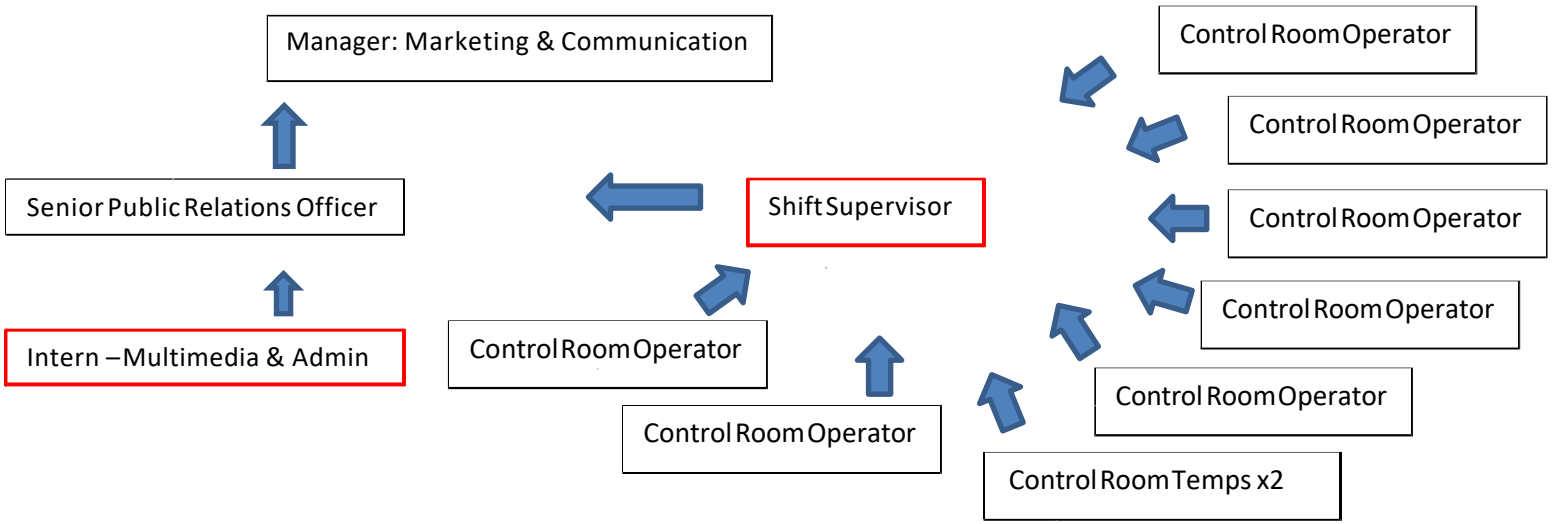
Communication Structure

The Office of The Mayor is central to the process of effective communication between the municipality and the residents. It is therefore ideal that the communications unit be headed up by a person who reports directly to both the Mayor (politically) and Municipal Manager (administratively). However, there must be distinction between communication on municipal matters and boasting the Mayor's office.

Every employee and political representative of the Municipality should be able to act as communicator for the municipality. The most basic message that everyone should be able to communicate is the vision and mission statement, as well as the annual strategic objectives of his or her department, and the key issues as identified in the IDP review process. Furthermore, employees should be subjected to a code of conduct that would ensure he or she does not bring the Municipality into disrepute. However, certain messages will need skilled and specific messages.

Key messages will form the basis of the strategy. External communication should reinforce and consistently relay key messages:

- Municipal Manager and Offices of the Mayor and Deputy Mayor - communication with media should be restricted to these offices, unless agreed upon that another messenger or spokesperson will speak on a specific topic. In that instance it is important to ensure that there is no ambiguity in the messages and that the spokespersons designated, Mayor's office, DM and MM speak with one voice and one message.
- Call centre/Control Room – a telephonic interface with the public which acts as a frontline information provider to the public. This interface usually addresses queries concerning municipal accounts, connection of electricity, water supply and other types of basic service delivery. In smaller municipalities, the control room provides a telephonic relay service to protection services, traffic service, emergency medical services, fire services and general queries after hours. Below the ideal Control Room organogram:



Municipal Challenges

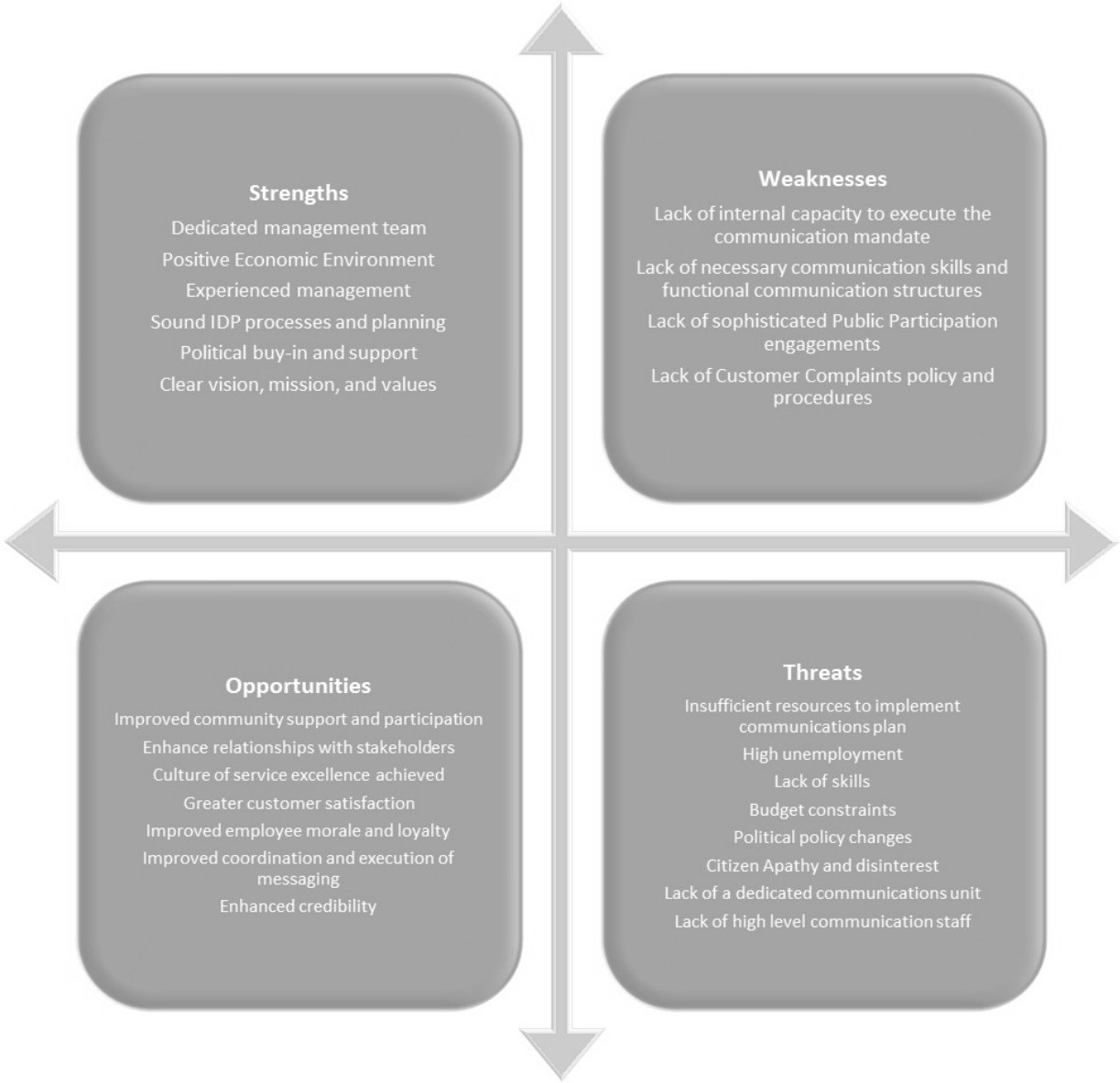
The challenges faced by the municipality are an important consideration when strategizing for communication as these will inform the focus areas of communication, the preparation of sensitized public responses, as well as how to best tailor the communication products to the mind-set of the people.

Municipalities face a number of challenges that affect public mood and sentiment, particularly regarding service delivery that should be considered prior to planning a communication project or engagement:

Challenge	Description	Communication Implications
Unemployment	Employment is a major problem in the municipal area, due to work being seasonal. The high levels of unemployment and low levels of self-employment can be attributed to the low skills base in the municipal area. A gender breakdown of unemployment reveals that unemployment among women is twice that of males. Unemployment also correlates strongly with race as it is largely correlated among Coloured and Black households.	There should be strong communication surrounding the empowerment and skills development programmes. Officials should also have sensitized prepared general responses regarding potential employment queries when prior to attending public engagements. There should be a large amount of publicity surrounding skills development, employment, and empowerment programmes so as to indicate to the community that the municipality is addressing their concerns.
Housing Backlog	The large backlog of houses in municipal area, which the Council has decided to address by one town fully at a time in an attempt to avoid conflict.	Given that this is basic need that is prevalent to many citizens, the Housing Strategy of the municipality needs to be clearly communicated and responses should be proactively prepared so that all Councillors and municipal officials now how best sensitively respond to public enquiries. There also needs to be a clear plan as to how to reduce this support to the public as the Municipality cannot be an agent to assist with housing provision indefinitely.
Education	Education levels are relatively low in the area	These recorded education and literacy levels should be taken into account

	with few residents pursuing studies beyond secondary school.	when developing communication products. Especially read language proficiency (correct level of English/Afrikaans/Xhosa) and comprehension levels.
Specialised groups	A significant sector of our population suffer from disability, specific communication mechanisms need to be employed to reach these minorities.	Relevance of information and mechanisms of relay need to be tailored to the needs of this target public. (communication reach to the rural, disabled, blind, hearing/speech impaired)
Access to communication-specific research	Statistics regarding the efficacy of communication in rural and farming communities require study.	Research areas include the correct level of business Xhosa and Afrikaans understood by this demographic as well as the penetration and success of the monthly newsletter with this demographic. Recommendations as to communication alternatives which will be more effective can be determined by gauging the psychographics of this demographic.
Complaint management	The lack of an effective and user-friendly complaints and feedback tool does not adequately address the needs of the public.	Social media can provide cost effective and relevant solutions to this issue. A social media strategy will then need to be devised but then the mind-set of the Municipality will need to change as the digital restrictions prevent employees from high level networking. Concurrently, employees will require training as to how to use their networks to enhance their functions.
Budgetary constraints	Communication and marketing received a small budget for actions.	Communication and marketing need a budget to address community, business and government needs. Perception that communication and marketing is not service delivery aspect will need to change in order to adequately address this need.
Limited social media usage	Online media presence is limited	Need to develop a social media strategy and increase our search engine optimisation to provide our website with a higher profile, this is especially important with our tourism sectors.
Population influx	Influx of population leading to growing informal settlements	Need to devise strategy to discourage the development of informal settlements .
Climate change	Changing weather patterns and decreasing availability of water are a prevalent concern to commercial farmers, businesses and residents.	There is a great need for environmental communication in the area so as to educate and inform citizens of how best to sustainably manage the available natural resources and to create awareness with regards to water shortages.
Limited Internal capacity within the communications unit	Limited capacity ito staff within the communications unit to execute communication tasks	Messages are not done timeously, and only on limited platforms due to lack of capacity to cover all aspects.

Communication SWOT Analysis



Role of Communication in Public Participation

Public participation through communication is the continuous, planned, structured and organised use of communication in the promotion of development, working towards changing the attitudes and/or behaviour of the general public, through the dissemination of reliable information and through encouraging the active and conscious participation of the broad public in the process.

There is an intricate interrelated relationship between communication and participation, whereby communication is both a prerequisite for effective participation and an on-going, parallel process.

Most often, public participation implies broad-based communication, the provision of accurate and reliable information to the general public. The effectiveness of any participation process is fundamentally linked to the institutional capacity of a municipality to maintain an effective communication system. Successful participation is absolutely dependent on good communication.

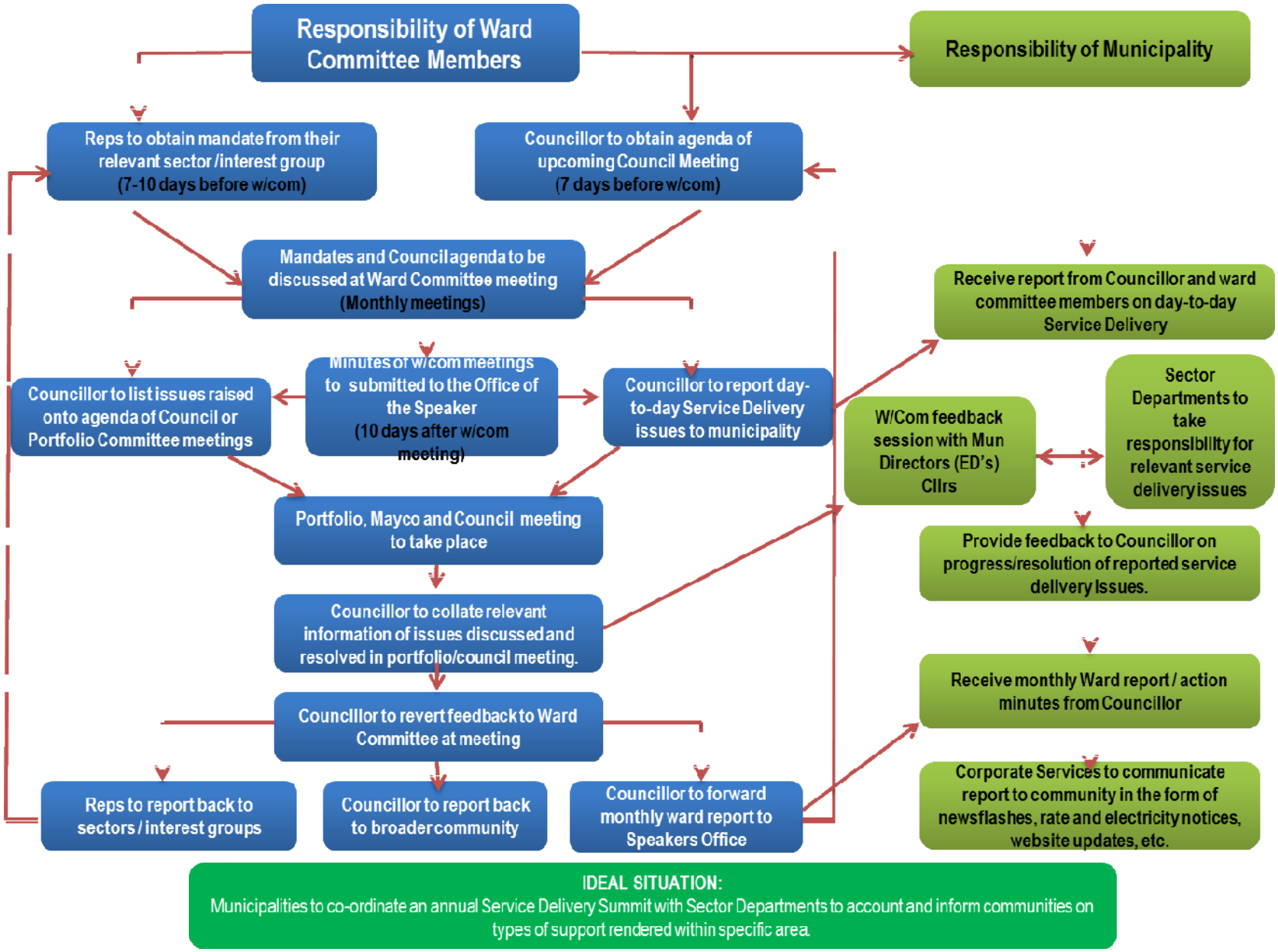
The high frequency of service delivery protests the country has experienced clearly demonstrates the extent to which channels of communication between government and communities have broken down. A primary contributor to this is the marked absence of communication between councillors and residents. The consequence of not providing communities with these essential and appropriate communication channels cause frustrations that lead communities to feel that communicating through violence is the only way that they will be heard.

The failure on the part of municipalities to adopt effective complaints-handling mechanisms and customer care strategies only further amplifies this communication and accountability problem. Community members are more likely to respond to a municipality which is accountable to them and which takes the time to explain why their needs and service delivery expectations are not being satisfied.

Key to this are Councillors, the “people’s person” in communities who are essentially elected to be the voice of their wards. Councillors are predominantly responsible for the 2-way flow of information between communities and the municipality as they facilitate the receiving, relaying, and feedback of information. Councillors are therefore the Communication Gatekeepers of society’s conversation between government and the people

As such, the Municipality has decided to adopt a Communication and Accountability Model to ensure the correct and fluid flow of information between communities and local government structures via Councillors and Ward Committees.

This model is detailed on the following page.


Responsibility of Ward Committee Members
Responsibility of Municipality
Reps to obtain mandate from their relevant sector /interest group (7-10 days before w/com)
Councillor to obtain agenda of upcoming Council Meeting (7 days before w/com)
Mandates and Council agenda to be discussed at Ward Committee meeting (Monthly meetings)
Receive report from Councillor and ward committee members on day-to-day Service Delivery
Councillor to list issues raised onto agenda of Council or Portfolio Committee meetings
Minutes of w/com meetings to submitted to the Office of the Speaker (10 days after w/com meeting)
Councillor to report day-to-day Service Delivery issues to municipality
W/Com feedback session with Mun Directors (ED's) Cllrs
Sector Departments to take responsibility for relevant service delivery issues
Portfolio, Mayco and Council meeting to take place
Provide feedback to Councillor on progress/resolution of reported service delivery issues.
Councillor to collate relevant information of issues discussed and resolved in portfolio/council meeting.
Receive monthly Ward report / action minutes from Councillor
Councillor to revert feedback to Ward Committee at meeting
Reps to report back to sectors / interest groups
Councillor to report back to broader community
Councillor to forward monthly ward report to Speakers Office
Corporate Services to communicate report to community in the form of newsflashes, rate and electricity notices, website updates, etc.
IDEAL SITUATION:
Municipalities to co-ordinate an annual Service Delivery Summit with Sector Departments to account and inform communities on types of support rendered within specific area.

Batho Pele Principles of Government

Batho Pele Principles

Witzenberg Municipality is dedicated in their actions, programs and operations to fulfil government's commitment to a better life for all citizens. Batho Pele 'People first' promotes service excellence in the public sector and encourages the public to expect excellent service from the Government.

Consultation

The public can inform us what they want from the municipality. The public will be asked for their views on existing municipal services and may also inform the municipality what new basic services are needed.

The Principle: The public should be consulted about the level and quality of the municipal services they receive and, wherever possible, should be given a choice about the services that are offered.

Service Standards

The public can insist that the municipality keep its promises. The municipality will strive to develop service standards for existing and new services. The services standards will be monitored and raised progressively as needed.

The Principle: The public should know what level and quality service they will receive.

Access

The municipality will have to set targets for extending access to municipal officials and services. The municipality should implement special programmes for improved service delivery to physically, social and culturally disadvantaged persons. One and all should get their fair share.

The Principle: All citizens should have equal access to the services to which they are entitled.

Courtesy

The municipality must set standards for the treatment of the public and incorporate these into their Code of Conduct, values and training programmes. Staff performance will be regularly monitored and discourtesy will not be tolerated.

The Principle: The public should be treated with courtesy and consideration.

Information

The public is entitled to full, accurate and up-to-date facts about municipal services they are entitled to. Information should be available at service points and in the local media. Contact names and numbers should appear in all municipal communications.

The Principle: The public should be given full, accurate information about the municipal services they are entitled to receive.

Openness and Transparency

Information pertaining to the administration and operational procedures of the municipality should be made available to the public on request. The public have the right to know, departmental staff numbers, particulars of senior officials, expenditure and performance against standards etc. Reports to citizens will be widely published and submitted to legislatures.

The Principle: The public will be informed on how the municipality is managed, the available budget and of the leadership in charge.

Redress

The municipality must implement mechanisms for recording any public dissatisfaction and staff must be trained to handle public complaints fast and efficiently. The public must receive feedback with regards to the progress and outcome of complaints and other matters raised.

The Principle: If the promised standard of service is not delivered, the public should be offered an apology, a full explanation and a speedy and effective remedy. When complaints are made the public should receive a sympathetic and positive response.

Value for money

The municipality must ensure efficient savings and improved service delivery, and to maximise existing proposed and new staff to meet communication unit needs.

The Principle: Municipal services should be provided economically and efficiently in order to give the public the best possible value for money.

Messages and Themes

Messages and themes should flow from the President's State of the National Address, the Premier's State of the Province Address and the reviewed Integrated Development Plan. The Mayor's State of the Municipality address (or at the adoption of the budget) should therefore localize the impact of these speeches and the IDP. The IDP, as the blueprint for service delivery, should be the guiding document for the development of tailor-made messages.

In other words, the IDP would give clear indication of the needs of residents in a specific ward. If that information becomes available, one would be able to develop messages and themes whenever unmediated communication takes place in a ward or specific town. The presence of clearly defined vision and mission statements would also form part of the key messages. The Witzenberg Municipality should also communicate more actively and directly with its citizens. However, again the onus is on the service departments to all provide information to be packaged shared by Communicationss.

Research performed illustrates the priority information needs of the public as information concerning service delivery and information concerning economic development.

Proposed messages to support these needs can include:

- Transparent and effective service
- You have the right to service
- Sustainable and affordable services
- Your right to first class service
- In partnership against poverty
- Sustainable community development
- Consolidation for effective service delivery
- Good governance, first class delivery
- Consolidation of a social contract for a better life

However, messages should be developed in conjunction with the IDP and aligned to the mission and vision statements. Messages should therefore be relevant and flow from the latest IDP.

Themes should be planned in conjunction with various campaigns, events and activities.

Annual Campaigns

Central to the function of the Municipality is fundamentally ensuring that residents understand the services available to them and how to access them. As such, a number of annual campaigns should be scheduled and budgeted for to ensure that these needs of residents are met:

Campaign	Purpose
Me and My Municipality	To inform residents of the key officials at the municipalities, the services offered, and how to access them.
Me and My Complaint	To promote our complaint management procedure and consumer rights platforms.
Me and My Environment	To encourage the public to support our waste management strategy and to become involved in our recycling activities.
Me and My Municipal Account	To create awareness within the public about the importance of paying municipal accounts and to promote/incentivise good account status.
Me and My Councillor	To inform residents of their Councillor, the purpose of the Councillor, and how to contact and communicate with the Councillor.
Me and My Ward Committee	To inform residents of their Ward Committee, the purpose of the Ward Committee and its members, and how to contact the Ward Committee members and participate in the meetings.
Me and My CDW	To inform residents of their CDW, the purpose of the CDW, and how to contact and communicate with the CDW.
Me and My Town – Developing the IDP	An awareness campaign focused on educating residents about what the IDP is, why and how they should participation in developing the IDP.

IDP Support Campaigns

Support Campaigns identified in the IDP may include:

1. Municipal service Jamborees: .

2. Housing Backlog: This indicates the need for a positive publicity campaign and clear communication programme regarding the progress and motivations of the Housing and Ward Based Settlement Plan.
3. Spatial Development Plan: This plan for the optimal growth and sustainability of the municipality will need to be workshopped and relayed to the public in clear, defined terms to get buy-in and also create understanding around development/conservation decisions within Witzenberg.
4. Thusong Service Centre: Services offered to the community

Ultimately, this type of communication planning should form part of the project plan of the various internal municipal departments/line functions.

Who are we communicating to?

Stakeholder Analysis

Internal	External	
Managers/Directors	Community Members/Citizens/Residents	Faith Based Organisations
Councillors	Voters	Academic Institutions
Municipal Employees	Political Parties	Local, Regional, National International Media
Speaker's Office	Ratepayers/ Property Owners	and Media Organisations
Mayor	Community Organisations	Trade Media
Personnel	Local Business Owners	Senior Citizens
Ward Committees	Commercial Farmers	Women
Employee Organisations (Labour Unions)	Other organs of state	Children
Council	Media	Youth
Executive Mayoral Committee	Visitors/Tourists	Disabled
Portfolio Committees	Property Developers	Unemployed
Community Development Workers	Investors	FORUMS
EPWP	Provincial and National Government	IDP
Witzenberg Tourism	District Municipality	LED
	Local Law Enforcement Authorities	DCF
	SALGA	DCFTech
	Farm workers	Public Participation Forum
	Suppliers	Municipal Council
	Contractors	Ward Committee Meetings

	Labour Organisations Business-to-Business Structures Witzenberg IGR Forum	Communication Technical Forum Management Meetings TPF

Forums

Ward committees need to develop good relationships with public forums in the respective communities. This includes the local tourism committees, community based organisations, police forums, rate payers associations, aesthetic committees, organisational support structures for the disabled, aged and youth, NGOs, etc.

Quarterly meetings should be held with these identified groups to monitor and gauge the needs, actions and responsibilities that the Municipality needs to address. In times of crisis, these same forums can provide invaluable assistance in relaying communication to their communities and members that they serve.

Who is Communicating?

Everyone at the Municipality is a Communicator at all times; however, an element of hierarchy and authorization must be adhered to in order to correctly coordinate the release of messages.

As such, in the spirit of effecting a transparent organisation, the municipality should not prevent or discourage officials from speaking to the media and public but should give clear guidance on areas for comments. Council should appoint spokespeople who can give comment at varying levels, but also give clear guidance on who is authorized to speak and on what topic, such as:

Role player	Authorised messages
Mayor	All aspects of Council policy and programmes
	Matters of policy yet to be adopted/enacted
	Is key person for all public participation unless delegates otherwise
Speaker	All comment relating to Council rules of order must come from the Speaker
EXCO members	All aspects of Council policy and programmes in their portfolio
	May be delegated spokesperson on an issue by the Mayor
Councillors	Comment on all activity in their ward except for matters that are policy still to be adopted/enacted
Municipal Manager	Any area of the municipal administration
	Matters of policy yet to be adopted/enacted

	Information around any legal processes the municipality might be engaged in
	Any matter that relates to the running of municipality as a whole and is not specific to existing policy, programme or activity of a specific department
Directors and Area Managers	Any area of business in their cluster
	May be delegated spokespersons on an issue by the Municipal Manager
Heads	On all aspects of their service areas
	Queries from journalists will be referred to Heads for comment/clarification/information. Comment will then go out in the name of the Director or Area Manager unless otherwise.
Municipal Spokespersons	He/she will be responsible for the coordination of media communication, media conferences, media statements and handling media queries.

- Technical experts - this messenger will deal with a specific client that has a specific technical question and provide the above Offices with clear and concise messages on the status of any technical query.

Media Policy

The Municipality must ensure that a clear media policy is developed and communicators must ensure that all key stakeholders are trained and informed on adhering to the policy. The Media Policy should also address all principles relating advertising, media procurement, publicity principles, and ethical expenditure.

Role of Key Communicators Stakeholders

The roles, responsibilities, and nature of interaction of Internal Stakeholders and partners (GCIS, CDW's, DLG) should be clearly defined.

How, When and Where are we communicating?

The most appropriate communication channels are identified to transmit a key message to each audience. Through our external communication, we will seek for continued improvement in public perception and understanding of the Municipality.

The Municipality must use all appropriate communications channels to reach key audiences. These include, but are not limited to:

Category	Internal	External
Direct Communication	• One-on-one • Staff meetings • Council meetings • Telephone • Workshops • Training sessions • WhatsApp	• One-one-one appointments • Council meetings • Ward Committee meetings • Ward meetings • Imbizo's • Community Events • Loud Hailing • Workshops • Training sessions
Print Media	• Memo's • Letters • Informal Notes • Salary Advice Slip	• Letters • Newspapers • Pamphlets • Flyers

	• Pamphlets • Notice boards • Newsletter	• Municipal Accounts • News media • Advertisements and Newsletter
Electronic	• Intranet	• E-mail • Internet and social media • Television • Website • Radio
Outdoor	• Posters	• Information signs and boards • Law enforcement signs • Bill boards in wards
Forums	• Management Meetings	• IDP Forum • LED Forum • DCF • DCFTech • Public Participation Forum • Communication Forum • Municipal Council Meetings • Ward Committee Meetings • IDP CC
Social Media	• Facebook • WhatsApp	• Facebook • WhatsApp
Other		• Libraries • Thusong Service Centre • Municipal offices • Control Room and Switch board • Booklets and Brochures • Marketing and corporate branding material

Who are we communicating with?

The target market for communication consists of everyone who lives or works in Witzenberg, with secondary markets being fellow local municipalities, the greater Western Cape, other provinces within South Africa, government stakeholders (provincial and national) and international markets (tourists, embassies, international municipalities, development organisations, humanitarian aid organisations, etc). Therefore our approach can be tailored to key target 'audiences' which we will address during the life cycle of this strategy.

- All key audiences will be communicated to using the most appropriate strategy to meet identified needs and the same key messages will be reinforced.

The primary target audience for the Municipality is often seen as the total population of Witzenberg. However, while this is true, we cannot speak meaningfully to the full population with only one, generic message. As identified above different messages should be developed for different target audiences and other platforms. Similarly the people living in Op Die Berg will have different concerns from the people living in Wolseley or other parts of Witzenberg.

It will be very important to identify and align external target audiences with specific messages and communication methods.

For the purpose of this strategy the following are identified as key target audiences:

- Municipal staff
- All elected representatives
- Witzenberg residents
- Specialised groups – women, children, youth, unemployed, elderly and the people with disabilities.
- NGO's – Community based organisations such as sporting bodies, youth forums, debating societies, etc.
- Media (local, regional and international)
- International investment and support stakeholders
- IGR – Three spheres of Government

Marketing & Branding

Branding is an important element to the marketing mix. It helps people identify authority and frequently sets the tone of communication. Its success depends on:

- The development and consistent usage of key messages.
- Using only one logo to reflect Witzenberg's corporate identity.

Marketing and branding are essential elements of any strategic communications intervention and in the case of Witzenberg Municipality it is critical that the image projected through its communications is one of a vibrant, growing, culturally rich, naturally beautiful and economically attractive precinct of South Africa. This is essential because Witzenberg Municipality, as part of the economic, political and cultural life of Western Cape and South Africa, presents an exceptional opportunity to showcase its core assets which are its people, its location, its competitive edge as a magnet for local and international tourism and its potential as a premier investment destination for industry, property development and agribusiness. In this way Witzenberg Municipality will be able to make optimal use of its communications strategy as a central driver for stimulating economic growth, addressing critical issues of service delivery while also opening up opportunities for investors and unlocking the entrepreneurial potential of the region.

From an assessment of both the internal and external audits as well as an assessment of how the area is currently positioned (economically and politically), it is apparent that the Municipality does not use its branding, in particular its logo, very effectively. One would expect it to meet you at the entry or exit to each town, when entering a municipal building, on municipal vehicles, uniforms of employees, name tags, outdoor advertising boards where a high volume of target audiences are present, e.g. clinics or welfare and pension pay-points where there are captive audiences. Branding breeds familiarity and familiarly breeds trust. Coupled with a strategic marketing message and constant repetition, the image of the municipality could be improved significantly. Proper use of branding to improve the image of the municipality, could, however, be a long-term objective. The uniqueness of the area, not just in a regional or provincial context but in a global context should be exploited to give the municipality a provincial, national and international brand.

Brand Management and Corporate Identity

Official Municipal Logo:

Registered logos are legislatively precluded from amendment without proper copyright in accordance with Brand South Africa (formerly known as the International Marketing Council - IMC). Thus, changing the logo without the proper authorisation can negatively impact the Municipality.

This strategy is to assist to manage, control and protect the branding and marketing of the Municipality needs to be developed to curb staff from unauthorised logo amendment. We also need to keep the limitations of Cost Containment in mind when procuring branded material.

Logos on banners, posters and general corporate items needs to be controlled and regulated by the Corporate Services Department and request in writing permission and approval from the Municipal Manager to use the municipal logo. Marketing materials are procured and designed according to the following criteria:

Quality & Design, which includes:

- Design of the item
- Functionality
- Ergonomics
- Quality of materials/fabric/etching/paper/board/print
- Aesthetic appeal
- Brand placement upon the item
- Unique and niche item

Clarity of the logo, which includes:

- Size of the logo in proportional to the size of the item
- Visibility of the logo on the item
- Appropriate colour contrast of logo to background on item
- Sharpness of print/etch/embroidery of logo
- Spacing in lettering of the logo

Colour use and format of the logo, which includes:

- Adherence to pantone colour palette
- Appropriate deviation in letter colouring on inverse backgrounds
- Additional design elements.

Hence, all proofs for corporate wear bearing the logo will require the approval of Marketing & Communication, before the task is commissioned to a supplier. Again, use of the logo is to be obtained from the Municipal Manager.

Official Logo Specification and Pantone Colours

	pantone uncoated	pantone coated	CMYK	RGB
	pantone warm red U	pantone warm red C	uncoated C-0 M-90% Y-100% K-0 coated C-0 M-80% Y-100% K-0	R-222 G-26 B-30
	pantone 390 U	pantone 390 C	uncoated C-50% M-5% Y-100% K-0 coated C-50% M-10% Y-90% K-0	R-142 G-165 B-30
	pantone 5265 U	pantone 5275 C	uncoated C-90% M-90% Y-50% K-5 coated C-80% M-70% Y-20% K-20%	R-88 G-81 B-108

We will need to contract a graphic designer to create more graphic options of the logo as presently it is only available in JPG format. We will need to develop higher resolution options for use in lithography and website i.e. GIF, Bitmap, PNG and metafile formats. Currently, the logo presents some challenges as it contains 2 sets of custom fonts, a clip art cherry graphic and a dappled brush stroke depicting our mountains. This makes it a difficult print icon that requires rectangular surfaces. We will require a graphic designer to create associative icons to our logo for square and circular surfaces as well as provide single colour (white, black, red and green) logo options for inverse colour prints.

Branded goods

Branded goods are expensive to procure, but they are invaluable to a marketing plan. Banners, gazebos, T-shirt, overalls all are excellent mechanisms of brand positioning. The aim of positioning a brand is to promote the organisation, to associate the brand with the service and human capital and to create opportunities for the brand to be recorded by the media in photographs.

Internally, branded materials need to be used by staff in the following ways, but not all procured by the Communications department:

- Branded stationery (pens, emails, memo pads, compliment slips, calendars, etc.)
- Uniforms (overalls, T-shirts, nameplates, shirts, etc.)
- Office space (signage on buildings and offices, boardrooms, Council Chambers', computer screen savers and wallpaper, waiting areas, notice boards)
- Public spaces (signage on cashiers offices, libraries, traffic office, workshops, depots, Thusong centres etc.)
- Municipal vehicles (signage on fleet with contact numbers for misuse reports, department that manages vehicle and branding)
- Municipal equipment (signage on equipment, branding and video on plasma TV's in waiting areas and cashiers offices)

Externally, branded materials need to be used by management in the following ways:

- Corporate video and advertising (promotional/induction DVDs, billboards, etc.)
- Temporary structures (gazebos, tents, mobile shelter, etc.)
- Corporate gifts (key rings, caps, T-shirts, business card holders, etc.)
- Temporary signage (banners and flags)
- Branded clothing and uniform.

Branding of events is a requirement on the SDBIP and is documented through photographic evidence. Sufficient infrastructure is necessary to ensure adequate branding of a space. The more unique your branding, the higher the instance of your brand being photographed by the media.

Tourism and our Municipal Brand

Witzenberg Municipality has a relationship with three established Tourism Bureaus; Ceres Tourism, Wolseley Tourism and Tulbagh Tourism. As Tourism is one the greatest potential income drivers, Witzenberg Municipality strives to promote entrepreneurship, local economic development and international positioning through this forum.

Each bureau makes use of the Witzenberg Municipality logo on their brochures and websites. The logo is also illustrated on their amalgamated maps of the area. These brochures and maps are distributed at tourism expos, roadshows and conventions to international tour companies, overseas investors and national government.

In turn, events and festivals are promoted by the Municipality on our website, social networks and newsletters. Witzenberg Municipality is also promoted as a vacation destination for its outdoor activities (Ceres Zipslide, horseback riding, quad biking, mountain biking, sporting events, winter snowfall, etc.) and exclusive wine routes. Witzenberg Municipality is in the process of branding itself as a safe, clean and green municipality and targets investors, governments and environmental organisations that are looking to align themselves with this niche market (organic, free range, sustainable, bio-degradable and environmentally friendly).

An important strategy to be implemented as a part of our support towards Tourism is the development of a social media strategy. Social media is becoming the biggest form of communication to the public as it is available to people from all backgrounds, demographics and psychographics. The main reason for the boom in the market is cellular technology with WAP capability. Cellular technology is no longer a tool available to a select group and has infiltrated lower income groups with increasing frequency. This type of medium cannot be ignored in a tourism context.

Social media for tourism will involve system integration, search engine optimization, regular public communication, audio visual uploads and links to our core website, thereby increasing out brand visibility.

Travellers plan vacations long before booking tickets and accommodation. This means that internet visibility is a key facet towards drawing tourists to our area. Twitter, Facebook, YouTube, Zoopy TV, Pinterest, TripAdvisor, Google +, Flickr and tourism blogs are the best mechanisms to reach the local and international markets. Currently, social networks are being created with no link to other electronic interfaces but is aimed at increased revenue. These two ideas will need to be integrated and planned in order to generate interest, discussion and then revenue.

Development and Adoption of Policies

The Municipality does not currently have the following relevant policies:

Policy	Description
Communication Strategy	Includes Communication guidelines and ules governing the Municipality's brand and controlling the use of the logo (colours, shape, use, etc.)
Social Media Policy	How, when, where, and why the municipality communicates with the media as well as who is the correct person for the role with respect to the incident. In Process.
Language Policy	Revised and approved.
Customer Care Policy	Standard operating procedure for the Control Room with methods of complaint resolution including systems, timelines, reports and escalation.

A comprehensive and defined Language Policy is currently in place and have been revised.

Action Plan: External Audit

The aim of the strategy is to narrow any gaps between the Municipality and the residents by improving the image of the Municipality. The strategy employed should lift the profile of the Municipality. It should provide a channel for two-way communication, in other words, while the municipality gets an opportunity to speak to the residents, residents in turn should be able to voice their concerns to the municipality. And, as mentioned earlier, the strategy should be linked to that of both national and provincial government's communication programmes. The strategy will thus entail:

- Newsletter – published bi-monthly and distributed to all households in Witzenberg. It is one of the most important tools for the Municipality in communicating with residents.
- Social Media (Facebook) – Daily posts on municipal and government related news and activities.
- Agendas, reports and minutes - Papers are issued for meetings of the Authority which can be attended by the public. Administration.
- Media Relations - Media releases and feature material - Produced or originated corporately or in conjunction with the Accounting Officer and Political leadership.
- Advertising - Produced for information, promotional and recruitment purposes and to meet statutory requirements. But, also to promote and market the Municipality or decisions taken.

- E-Communication - Using the Municipality's Website to communicate and market the area. Dedicate one or two pages to the social and economic development of the youth. Highlight strategic messages on the home page.
- Face-to-face - Consultation exercises, Imbizo, road shows, focus groups, regular meetings, questionnaires etc. These gather information and views from various groups and sections of the community. And, are also used for communicating and discussing local issues, performance management and scrutiny and for directing and informing service development and delivery. However, it keeps the Municipality in direct contact with the residents.
- Radio – Weekly radio live interview schedule and inclusion and participation of all departments on all municipal related topics.

Capacity & Infrastructure

At present the municipality has dedicated communications capacity, both internally and externally. The lack of infrastructure is hampering internal communication to a wide extent and external communication to a lesser degree. Infrastructure required for the implementation of the activities of the external action plan. The infrastructure, in this instance if communication capacity is created, would be training and development, staffing capacity and AI resources.

The cost is dependent on what is available and applicable. We have also identified training needs for Marketing & Communication as Advanced Videography and Photography, Adobe Photoshop, AI. The Control Room requires training in telephone etiquette and soft skills as well as on-job coaching with the District. We also want to check on the SETA accreditation as they have vast experience in this field but no formal recognition. Staffing within Marketing and Communication to operate optimally would need to be revised:

Unmediated Communication/Direct Communication/Public Participation/Developmental Communication

Most of these activities can be executed at minimum cost. The Municipality should decide what are the most feasible. Selected activity should however be continuous in order to close the gap between Municipality and residents. Social media and loud hailing is minimal and cheapest.

Activity	Timeframe	Costs	Remarks
Municipal Imbizos and Thusong Centre Outreaches	National and Provincial Government have two sessions per year in April and October. Municipalities forms part of these but it is encouraged that they have it more often	1) Rental of Halls 2) Transport 3) Pamphlet, posters 4) Sound hire (internal) 5) Newsletter 6) Radio/Newspaper advertising	This form of communication has proven, from presidential level to the levels of local government, to be the most popular with the electorate. The format is to provide a platform where residents can raise their concerns directly to the politicians and officials. CDW's can be used to mobilize communities. This activity should be complimented with media liaison. Consider GCIS as a partner.
Municipal road shows and public meetings	On-going	1) Exhibition material 2) Transport 3) Pamphlet, posters 4) Transport 5) Radio/Newspaper 6) Social Media	The aim of this activity is to have a format whereby municipal departments (housing, social development, ect.) go around to communities and inform residents about how they function and how communities can access them.
Ward Committee Meetings	On-going	1) Radio/Newspaper Advertising 2) Pamphlets, posters	Heads of departments, along with ward councillor, should engage the committee in developments at the council. The challenge should be to explain to residents the importance of ward committees.
Taking council to the people	On-going	1) Community Hall 2) Sound hire 3) Catering (if necessary) 4) Pamphlet, posters 5) Transport 6) Newsletter 7) Radio/Newspaper advertising	This will involve a major PR exercise. The council should consider holding one meeting within the community. Members of the public should attend and observe. The effect of this activity would bring the council and the municipality very close to the people and should bridge the gap between residents and the municipality. Every three months the council should consider holding a meeting in a different town. Consider GCIS as a partner.
Open Days at Municipality/ Jamborees	On-going	1) Community Hall 2) Sound hire 3) Catering (if	The Open Days can be expanded by inviting government departments to exhibit at the municipality as well as District Municipality.

		necessary) 4) Pamphlet, posters 5) Transport 6) Newsletter 7) Radio/Newspaper advertising	Allows for direct interaction.
Live Radio Interviews	Monthly schedule	Approach radio station for slot. May carry cost.	Aim is to have Mayor, DM and MM going live on radio and deal with topical issues e.g. Project Consolidate and gains made. Consider contract
National Holidays and National Events	As per National Government Calendar	1) Community Hall 2) Sound hire 3) Catering (if necessary) 4) Pamphlet, posters 5) Transport 6) Newsletter 7) Radio/Newspaper advertising	Aim is to have a public event where municipality can interact with residents on all national days. Also targets specific audiences. Province and GCIS.

Product Development, Marketing and Advertising

Activity	Timeframe	Cost	Remarks
External newsletter *Social Media*	Monthly/bi-monthly On-going	1) Printing 2) Design 3) Translation into 3 languages 4) Collecting copy and writing stories 5) Distribution door-to-door	The external newsletter on a monthly basis has been the second most popular request by residents interviewed. In developed democracies a newsletter is an integral part of governance.

Marketing material for captive audiences	As necessary	1) 10-minute visual/audio clips 2) Posters for clinics and pay-out points, churches. 3) Services Booklet to highlight and simplify services of the municipality /	Prices need to be confirmed. But the aim is to have some marketing material for captive audiences at clinics, pay-points where there will be people queuing. They do not have an option but to listen or read it.
Suggestion Box	On-going	Cost of putting up a box at the various municipal offices, front office, libraries or community centres.	Idea is to constantly monitor the suggestions of residents and reply or react to them.
24-hour call centre	24/7	Telephone bill / airtime	Aim is for residents to contact municipality with their concerns. (Officials can field calls).
Email, call and walk-in complaints	Daily	Time and resources dependent on type of complaints	Part of daily tasks to handle service delivery related complaints.
Advertising (newspaper)	Monthly	The Municipality produces its own monthly newsletter which is distributed to all residents, business and government departments.	Own newsletter can reduce this cost significantly.
Website	On-going		Can promote the municipality, provincially, nationally and internationally
Lobbying and presentations to government and parliamentary structures	On-going	Cost of presentation material. Cost of information packages to portfolio committee members.	Aim is to have a professional and convincing image whenever briefing politicians or other constitutional bodies.

Many of these issues can be addressed through the development of a staff intranet. At this point in time, a staff newsletter is sent to staff electronically and printed for all depots. The intranet comprises of staff news, human resource information and updates, training, retirements and long service.

Implementation

The following implementation plan might be considered:

Communication Cycle

Month	Activity
January	Opening of Council Focus on Education Adjustment Budget of Council Message from the Mayor on Matric Results
February	State of the Nation Address: President State of the Province Address: Premier Budget Vote Opening of Council
March	Campaign – Revenue Collection Human Rights Day Draft IDP and municipal budget SDBIP
April	Ward Committee and Public Participation Employee Wellness Day Freedom Day IDP Public consultation

Month	Activity
May	Workers Day IDP and Budget approval & Mayors speech on the State of the Municipality.
June	Campaign – Environmental Awareness & Recycling Youth Month/Day Campaign promoting IDP Contract with the People: Service Delivery Budget Implementation Plan Performance agreement of Municipal Manager and Senior Managers
August	Women's Month Preparing IDP/Budget Process Plan
September	Campaign – Tourism Month Heritage Day Environmental Projects – Arbor Day
October	Michell's Pass Half Marathon IDP Review starts – Public Participation Environmental Projects
November	IDP Review continues – Public Participation Anti-Fraud & Corruption Month 16 Days of Activism
December	16 Days of Activism continues Municipal Aged Day International Aids Day Festive Season Message from Mayor

Strategic Plan & Budget (2026 - 2029)

Good Governance: Witzenberg Communication		
Service Delivery Area		
Actions	Measurement	Relevant Agencies
Communications Strategy approved	Communication Implementation Plan receiving an approved budget from Council	WM, CWDM, GCIS, LG & H
A Communications Implementation Structure in place	Approved communications responsibilities reflected on staff Job Description	WM, CWDM, GCIS, LG & H
Implement a training program for Communications Implementation	Councillors and staff demonstrate ability to manage effectively implementation of Communications Implementation Plan	WM, CWDM, GCIS, LG & H
Training of CDW's and Ward Committees to interface effectively with community on municipal matters	CDW's and Ward Committee members demonstrate their ability to effectively convey key municipal messages to community	WM, CWDM, GCIS, LG & H
Establish Communications Unit	Communications Unit reflected on approved Municipal Organogram	Municipality

** Budget not yet available and is subject to change if subsequent applications for adjustment budget are approved.

NOTE: According to the National Government's Communication Policy provision must be made of 1% to 5% of the institutional budget to fund the communication mandate – must be allocated to the communication function, based on the communication's strategic plan and the size of the institution. This budget must be ring-fenced.

Incident and Disaster Management Communication

The Control Room perform a significant function as they relay calls and queries from the public to the relevant officials for assistance. They offer the Municipality a 24-hour presence to the public. They require extensive knowledge of managing complaint, clientele service, query resolution and customer empathy. Their role becomes especially essential during incidents and disasters.

Standard incidents are usually resolved easily by local resources and line functions (traffic, police, fire services, emergency medical services) and seldom require publicity at municipal level, unless there are casualties. However, if an incident is declared a major incident, a contingency plan is put into effect and District Disaster Management is informed by the Municipality's disaster manager.

An incident is defined as an element of risk which exposes a hazard that poses direct harm to members of the public, environment or property. The Control Room reports all incidents to the Municipality by calling the administrative grapevine in addition to line functions. This grapevine consists of the Mayor, Municipal Manager, Directors and the dedicated communications official for the Municipality. Other managers and officials may be contacted depending on the nature of the incident, i.e. the Manager: Human Resources will be contacted in the event of a bomb scare at the municipal buildings to manage evacuation of employees.

An incident will escalate into a major incident if the local municipality cannot use their own resources to cope with the resolution of the problem. District Disaster Management will be called for assistance and once they have been informed of the magnitude of the major incident, they have the power to then declare it a disaster.

In the event of disaster, two communications hubs are formed, i.e. the Incident Command Post (ICP) and the Joint Operations Centre (JOC). The ICP monitor the incident from a close vantage point and relay/receive information from the line functions and persons involved with addressing the disaster. This consists of senior supervisors, directors, managers and chief officers relevant to addressing the disaster. The JOC consists of the Chiefs of Staff, Commanders and Heads of all senior functions i.e. Police Commissioner, Municipal Manager, Heads of Provincial Departments, Manager: Communications, etc.

A major incident involving joint work of the responding line functions will inevitably attract significant and sustained interest from the media. Once a disaster has been declared, all line functions and key stakeholders will be under pressure to provide an immediate statement. At the earliest opportunity a "holding" statement will be agreed upon and disseminated by the JOC through the appointment of the JOC media liaison officer. The JOC media liaison officer is chosen by virtue of his/her experience and skills (military service, qualifications, knowledge of the situation, etc.) and per approval of the Accounting Officer.

JOINT INFORMATION CENTER (JIC) ROLES AND RESPONSIBILTIES

Lead PIO:
• responsible for managing the JIC;
• serves as advisor to IC/UC;
• provides overall communication policy direction;
• recommends and develops strategy for messages, briefings, and news releases;
• obtains approval from those in authority before releases are made; and
• conducts JIS/JIC briefings (live or virtual) to update staff regarding Incident Command activities.

Information Gathering:
• Response Partners – Coordination with supporting response agencies and their PIOs at EOCs, incident command posts, and other locations to gather information on the incident.
• Media Monitoring Analysis/Rapid Response – Entails reviewing media reports for accuracy, content, and possible response.
• Research and Writing:
- Products – Writing materials such as media releases, fact sheets, flyers, etc.
- Graphics Support – Entails designing layouts, developing PowerPoint presentations, and creating graphics for a range of materials (e.g., newsletters, flyers, etc.).
• Audio-Visual:
- Broadcast Operations – Entails developing video documentation, special productions, remote live interview feeds, and logistical support of public meetings and presentations.
- Photo Video – Entails providing still photography documentation to support print and internet media needs, and video documentation to support broadcast media needs. Also includes collecting materials for agency archives.

Information Dissemination:
• Briefing/Special Events – Entails handling events such as news conferences, media briefings, VIP visits, and tours for senior officials of affected areas.
• Media Relations:
- News Desk – Serves as the primary point of contact for the media.
- Spokesperson – Prepares and conducts regular news briefings and conferences.
• Web Support – Entails creating and maintaining web pages and blogs containing information about the incident for use by the public and the media.
• Public Inquiries – Entails responding to questions from citizens, making referrals, and developing a log of telephone calls, e-mails, etc., containing names, addresses, the type of calls, and any necessary follow up actions.

Operations Support:
• Special Needs/Multilingual – Entails providing language translation and other services to ensure appropriate and timely information reaches those in the affected areas with special needs.
• Facility Support – Coordinates with the JIC Facility Liaison to maintain and support the JIC operations concerning the facility and resources.

Liaison:
Provides a coordinated two-way communication link with key program areas and other entities involved in the response and recovery operation (e.g., elected officials, community leaders, VIPs, and other governmental and NGO support agencies).

DEMOBILIZING THE JOINT INFORMATION CENTER (JIC)
• prepare a comprehensive deactivation news release for lead-agency approval and distribution;
• notify community, media, agency communications managers and local officials about closing and provide regional contact information;
• provide casebooks to communication managers whose organizations will assume responsibility for ongoing information;
• complete an after-action report and participate in evaluation discussions;
• return borrowed equipment and supplies;
• inventory equipment and supplies; and
• replenish “Go Kits” as necessary.

COMMUNICATION STRATEGY

SITUATION / SOCIO-POLITICAL CONCERNS

AUDIENCE

- Local communities / businesses
- Visitors / recreationists
- Media
- Elected officials
- Agency Personnel
- Incident Personnel
- Partner Agencies
- Nearby Incidents

OBJECTIVES

- Keep internal and external audiences informed with accurate, timely information.
- Be the first and best source of information about the fire; Update information frequently.
- Address rumors to prevent confusion.
- Accommodate media requests quickly and safely.
- Communicate consistent messages about the benefits and risks associated with wildland fire.
- Collaborate with interagency and community partners for maximum efficiency and effect.

STAFFING

Current Target

KEY MESSAGES

- Safety always comes first in fire management.
- Fire management decisions are based on many factors.
- In general, fire seasons are becoming longer and many fires are more difficult to suppress.
- In fire, we all work together.
- Firefighters count on you.

TACTICS

- ☐ Info Center
- ☐ Daily Briefings
- ☐ Daily Update
- ☐ News Releases
- ☐ Notification Phone Calls
- ☐ E-mail
- ☐ Website
- ☐ FireWeb
- ☐ Social Media
- ☐ Handouts
- ☐ Fire Info Boards
- ☐ Traplines
- ☐ Roving Contacts
- ☐ Community Meetings
- ☐ Employee Meetings
- ☐ Media Escorts
- ☐ Press Conference
- ☐ Camp Boards for Fire

Personnel

- ☐ Info Updates for Spike

Camp

- ☐ Community Events
- ☐ PSAs
- ☐ Tours of Camp / Fire
- ☐ VIP Briefing Packets
- ☐ Incident Newsletter
- ☐ Other

EVALUATION

Accurate media coverage? Web chatter? Community feedback? Host unit feedback?

Possible monitoring tools include:

- http://news.google.com
- http://www.google.com/reader
- http://www.google.com/alerts
- http://www.icerocket.com/
- http://technorati.com/
- http://addictomatic.com/
- http://www.monitter.com/
- http://trendsmap.com/

In this instance**, the dedicated communications official for the Municipality becomes the media liaison to the Municipal Manager** and assists with the drafting of media releases, provision of photographs, preparation of the media spokesperson/s, gathering information from the ICP and relaying it to the JOC media liaison officer on behalf of the Municipality only, unless the JOC instructs otherwise. The JOC Media Liaison Officer will arrange joint media conferences with appointed spokespeople and the media. The media becomes a vital vehicle of communication in a disaster situation, especially if humanitarian aid is required. As a standard operating procedure, **no politicians are allowed to be a part of the ICP or the JOC. They are also not allowed to be media liaisons**, unless through the express instruction of the JOC.

Disasters, managed or not, have negative impact on the corporate identity and so are only called in the event of no other viable option in the protection of life, property or the environment. The aim of resolution in the contingency plan is to place the Municipality in a better position than before the disaster and this can only be achieved through addressing issues openly and strategically.

Principles for Handling Incident Related Media Enquiries

Subject to any incident details being declared as sensitive in terms of the Protected Disclosures Act and/or in terms of the Protection of Information Act, it is the objective to deal with the media by employing the following principles:

1. We will be factual and careful
   - We will not guess.
   - We will deal strictly with the facts.
   - We will not speculate or offer any personal opinions on policy. If we are in a position to do so, we may explain approved policy.
   - If we cannot answer a question, we will try to get the information as soon as possible.

2. We will follow through as promised
   - If we know that a spokesperson has been assigned or that a better source is available for more detailed information on an incident, issue or policy, we may provide the minimum facts and refer the journalist to that source or alternatively, we will make further enquiries and will look for the spokesperson that is better able to assist. Thus, the spokesperson can call the journalist directly after he/she has been briefed.

3. We will be open, honest and straight forward
   - We will not evade questions or deny a fact.
   - If we are unable to provide an answer, we will say so.
   - If we do not understand a question, we will ask to have it repeated or clarified.
   - We will not answer hypothetical questions (i.e. what if…), as answers to hypothetical questions are too vague and easily open to interpretation.

4. We will try to be clear
   - We will try to avoid technical jargon and acronyms.

5. We will be impartial
   - We will not blame anyone or make any judgements about liability or cause during an incident.
   - We will not speak about the actions or involvement of another line function or organisational branch of government except to acknowledge their involvement.

6. We will state when we are unable to answer a question. Never say “no comment”.

7. We will be co-operative
   - It is our intention to develop good relationships with journalists and media representatives and we will not advantage/disadvantage any of them.

8. Be forthcoming with public information
   - We will clarify inaccurate rumours as soon as possible and attempt to report new developments immediately.

9. We will keep a record of conversations or interviews with journalists
   - In the event that our comments are taken out of context, we shall reserve the right to request an immediate retraction whilst reserving any legal right to pursue the matter further should it be deemed necessary.

Adhering to these principles will ensure that crisis communication is managed and controlled.

Monitoring, Evaluation & Review

The development of this strategy and action plan is only the beginning. Regular monitoring and review will need to be undertaken and adapted to ensure that the Authority is meeting the strategic aims set out in the strategy.

The monitoring, evaluating and reviewing of the communications strategy should be done every 3-year cycle after the implementation. Generally monitoring, evaluation and reviews consist of testing how successful the implementation of the strategy has been. An independent external service provider should ideally be used to ensure independence if resources allow.

To curb costs though, it is recommended that Witzenberg employs a communications officer who will have to develop a monitoring and evaluation mechanism, or identify a person to undergo training to conduct such elementary monitoring and evaluation, who will then train internal staff members to build up the Municipality's capacity in this regard.

The evaluation should pick up on the recommendations in the strategy to ensure changes have been made and to see how successful implementation is. It will show any additional changes that should be made and will highlight the successes that came out of the strategy. An online survey, or in person possibly undertaken with the assistance of the Community Development Workers and GCIS, as well as media monitoring will determine the impact of the successfully implemented strategy. The results of the survey should be measured against the first survey undertaken when the communications strategy was being developed. A confidential internal survey should also be undertaken to determine changes within staff attitude and moral annually.

Conclusion

Witzenberg Municipality faces many challenges and can be fully addressed through effective communication and a positive corporate image. The commissioning of a survey to determine the internal as well as the external communications environment will mark the start of the Municipality's endeavours to put strategic communications at its rightful place in the political and administrative structure of the municipality. Continued monitoring and public engagement will contribute greatly towards establishing Witzenberg Municipality as a municipality for the community, providing assistance and support to its residents. Communications is a crucial mandate of Government and especially local government, and should be treated as such by all.